



GILLINGHAM TOWN COUNCIL

The Town Hall, School Road, Gillingham, Dorset SP8 4QR

FULL COUNCIL

AGENDA

All members of Gillingham Town Council are summoned to a meeting of Full Council on **Monday 26th September 2022**, at **The Council Chamber**, Town Hall, School Road, Gillingham, commencing at **7.30pm**.

Julie Hawkins

Julie Hawkins, Town Clerk
Issue Date: 20th September 2022

Please be aware that filming, photographing, and recording may occur during the meeting. A designated area will be set aside for members of the public not actively participating in the meeting where there will be no filming or photographs taken.

Press and Public may join the meeting via MS Teams [HERE](#) or contact the Town Council (prior to the meeting during working hours) via email: gtc@gillinghamdorset-tc.gov.uk or see details on our [website](#).

All attendees should try to join the meeting at least 10 minutes prior to the start of the meeting.

1. Public Participation. Please note: a period up to a maximum of fifteen minutes will be allowed for public comments and questions restricted to items listed on the following agenda.
2. To receive apologies for absence.
3. Declarations of Interest: Members are required to comply with the requirements of Section 27 of the Localism Act 2011 disclosable pecuniary interests.
4. To receive questions pertaining to the previous minutes.
5. To approve the Minutes as a true and accurate record of the Full Council meeting held on 22nd August 2022.

6. To approve payments for the previous month.
7. To approve payments between £5,000 and £9,999, in accordance with Financial Regulations, para 4.1.2
8. To approve payments of £10,000 and over.
9. To receive any requests for virement of budgets, if any
10. To receive, consider and adopt the following standing committee reports:
 - a) General Purposes Committee meeting held on Monday 5th September 2022
 - b) Planning Committee meeting held on Monday 22nd August.
11. To receive and consider a Health and Safety Report.
12. To disband The Queen's Platinum Jubilee Task and Finish Group.
13. To receive and consider reports from sub-committees and task and finish groups, as follows:
 - a) Sports and Leisure Task and Finish Group (Cllr Sharon Cullingford)
14. To receive and consider reports from outside bodies, if available:
 - a) Town Meadow Group (Cllr Cullingford)
 - b) Gillingham Town Team (Cllr Frith)
 - c) Gillingham Youth Centre (Cllr B von Clemens)
 - d) Blackmore Vale Rail Partnership (Cllr Walden)
15. To receive the External Auditor's report and certificate, section 3 (Part 3 Annual Governance and Accountability Return (AGAR)) for the year end 31st March 2022 and agree to carry out the following: prepare a "Notice of Conclusion of Audit" which details the rights of inspection in line with the statutory requirements. Publish the "Notice" along with the certified AGAR (sections 1, 2 and 3) before 30th September 2022 which must include publication on the town council's website.
16. To consider and agree a schedule of charges for FY2023/24.
17. To receive and consider a report regarding a Civility and Respect Pledge.
18. To review and adopt the following draft policies
 - a) Subject Access Request Policy
 - b) Data Breach Policy
 - c) Data Protection Policy
 - d) Information Security Policy
 - e) Allotments Policy
 - f) Dignity at Word Policy

19. To consider and approve the following draft Privacy Notices:
 - a) Workforce Specific Privacy Notice
 - b) Job Applicants Privacy Notice
20. To review and adopt the Record of Processing Activities (RoPA)
21. To receive, consider and approve the draft Quarterly Newsletter (Autumn Edition), prior to circulation.
22. To receive and note a report on the Mayor and Deputy Mayor's civic activities.
23. To receive and note reports from Dorset Councillors, if available.
24. To receive matters pertinent to this meeting. Note: Members are advised that inclusion of any items is at the Chairman's discretion and that a Council cannot lawfully decide upon any matter which is not specified in the summons (agenda).

Attached:

Agenda item no. 6 – List of payments for the previous month
Agenda item no. 7 - Payments between £5,000 and £9,999
Agenda item no. 8 - List of Payments £10,000 and over
Agenda item no. 11 - Health and Safety Report
Agenda item no. 14b - Town Team Report
Agenda item no. 14c - Gillingham Youth Centre Report
Agenda item no. 14d - Blackmore Vale Rail Partnership Report
Agenda item no. 15 - External Auditor's report and certificate
Agenda item no 16 – Draft Schedule of charges for FY2023/24
Agenda item no. 17 – Draft Civility and Respect Pledge
Agenda item no. 18a – Draft Subject Access Request Policy
Agenda item no. 18b – Draft Data Breach Policy
Agenda item no. 18c – Draft Data Protection Policy
Agenda item no. 18d – Draft Information Security Policy
Agenda item no. 18e – Draft Allotments Policy
Agenda item no. 18f – Draft Dignity at Work Policy
Agenda item no. 19a – Draft Workforce Specific Privacy Notice
Agenda item no. 19b – Draft Job Applicants Privacy Notice
Agenda item no 20 - Record of Processing Activities
Agenda item no. 21 – Draft Quarterly Newsletter
Agenda item no. 22 - Mayor and Deputy Mayor's Report
Agenda item no. 23 - Reports from Dorset Councillors