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Town Council Offices, Reading Road,
Yateley, GU46 7RP

NOTICE OF COUNCIL MEETING

MEETING: Full Council
DATE & TIME: Monday, 14 September 2026 at 7.00pm
PLACE: Oak Room, Council Offices, Reading Road, Yateley, GU46 7RP

**Councillors are hereby summoned to attend the following meeting.
Please inform the Town Clerk if you cannot attend.**

This is a meeting in public. If you would like to attend and have any special requirements e.g. access or a copy of the agenda in another format, e.g. large print, please contact us.

Agendas and minutes are available at <https://yateley-tc.gov.uk/the-council/archives/type/town-council/>

Julie Routley
Town Clerk

9 September 2026

AGENDA

1. WELCOME & APOLOGIES FOR ABSENCE	To receive any apologies for absence from the meeting
2. APPROVAL OF ABSENCE FROM MEETINGS	To consider, in accordance with Section 85(1) of the Local Government Act 1972, whether to approve a period of continued absence from meetings for a Member of the Council.
3. DECLARATIONS OF INTEREST	To receive declarations of interest for any item on the agenda
4. MINUTES OF THE LAST MEETING	To approve the minutes of the meetings held on 6 June 2026 (attached)
5. PUBLIC PARTICIPATION	An opportunity for members of the public to make representations, ask questions, or raise matters relating to items on the agenda (The session will not exceed 15 minutes)
6. GIG ON THE GREEN	i) To receive an update from the Gig on the Green Group ii) To confirm permission for use of Yateley Town Council's facilities for Gig on the Green for 2027
7. DISTRICT & COUNTY REPORTS	
8. CLERK'S REPORT	
9. EXTERNAL AUDIT CONCLUSION REPORT 2025/26	i) To receive and note the External Audit Conclusion Report for the financial year 2025/26 (attached). ii) To note the Council's Internal Auditor arrangements, including the appointment of Mulberry Local Authority Services Ltd under a three-year contract covering the period 1 April 2026 to 31 March 2029.

10. YATELEY GREEN POND HABITAT IMPROVEMENT WORKS	To consider a quotation for specialist pond management works and approve the appointment of a contractor
11. COUNCIL MEETING VENUES	To consider whether future Council meetings should be held solely at the Council Offices or shared between the Council Offices and the Darby Green Centre.
12. YATELEY COMMON MANAGEMENT COMMITTEE MEETINGS	To review the Committee's Chair and Vice-Chair arrangements and make any appointments considered necessary.
13. REVIEW OF STANDING ORDERS	To consider and approve the revised Standing Orders.
14. DATA PROTECTION REVIEW	i) To receive and note the Data Protection Health Check Report ii) To receive and note the Council's updated Data Audit. iii) To adopt the Data Breach Policy. iv) To approve the Data Protection Guidance for Councillors and Staff. (All attached)
15. TOWN MAYOR'S ANNOUNCEMENTS	
16. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES & LOCAL UPDATES	To receive verbal reports from the representatives
17. POLICE MATTERS & COMMUNITY SAFETY	
18. COMMITTEE MINUTES & RECOMMENDATIONS FROM OTHER COMMITTEES	To receive Committee minutes, recommendations and to answer any questions (all attached)
19. SCHEDULE OF ACCOUNTS	To review and approve payments list (to be emailed in advance)
20. INFORMATION ITEMS	To note any information items
21. CO-OPTION TO FILL A CASUAL VACANCY	To consider applications received for the casual vacancy on Yateley Town Council and appoint a councillor by co-option to serve until the next ordinary elections in May 2027.

1. Welcome & Apologies for Absence – to receive any apologies for absence from the meeting.

2. Approval Of Absence From Meetings

To consider, in accordance with Section 85(1) of the Local Government Act 1972, whether to approve a period of continued absence from meetings for a Member of the Council.

Background: A Member of the Council has been unable to attend meetings for a period of time. Council is therefore asked to consider whether it wishes to approve a further period of absence in accordance with Section 85(1) of the Local Government Act 1972.

Recommendation:

That, pursuant to Section 85(1) of the Local Government Act 1972, Council approves a further period of absence from meetings for Councillor Harward until 14 March 2027.

3. Declarations of Interest

To receive declarations of interest for any item on the agenda

4. Minutes of the Last Meeting – to approve the minutes of the meeting held on 08.06.26 (attached).

5. Public Participation – an opportunity for members of the public to bring matters to the attention of the Council relating to items on the agenda (max. 15 minutes).

6. Gig On The Green

- i) To receive an update from the Gig on the Green Group (see attached report)
- ii) To confirm permission for use of Yateley Town Council's facilities for Gig on the Green for 2027

Background

The organisers have requested permission to use Yateley Green and associated Council facilities for Gig on the Green.

The equivalent cost to Yateley Town Council of providing Yateley Green and the Tythings Building for the event is £1,455. This includes the standard hire value of the Tythings Building (excluding overnight use, which is not normally permitted) and the hire value of the open space. The impact of the public car park being unavailable during the event has not been quantified.

The Council has historically supported this community event by permitting the use of its facilities without charge. When the matter was considered previously, Members expressed support for continuing this arrangement in recognition of the benefit the event brings to the local community.

Following the 2026 event, the Tythings Building was left in a poor condition requiring additional cleaning. In addition, a drawbar gate on Yateley Green was damaged by a vehicle. The event damage deposit was retained and applied towards the cleaning costs and replacement of the damaged drawbar post; however, the deposit did not cover the full cost incurred by the Council.

Members are therefore asked to consider the introduction of a £50 cleaning charge for future Gig on the Green events. Members may also wish to consider increasing the damage deposit from £100 to £250. In light of the scale of the event, the significant use of Council facilities and open space, and the large number of attendees, a higher deposit would provide more appropriate protection against potential damage.

The organisers have also been advised that the requirements of the Terrorism (Protection of Premises) Act 2025 (Martyn's Law) will apply to the 2027 event and that they will be responsible for ensuring compliance with any relevant legal requirements.

Additional Note

There may be operational considerations relating to access to Council facilities during the event period, depending on future developments. Should any changes occur, the organisers will be informed in advance to ensure appropriate arrangements can be made.

Recommendation

That Council:

1. Grants permission for use of Yateley Green and the associated Council facilities for Gig on the Green 2027, subject to the usual event management, licensing and safety requirements.
2. Considers whether to introduce a £50 cleaning charge for future Gig on the Green events.
3. Considers whether to increase the event damage deposit from £100 to £250.

7. District & County Reports – to receive an update from County and District Councillors.

8. Clerk's Report

To receive the Town Clerk's Report (attached)

9. External Audit Conclusion Report 2025/26

- i) To receive and note the External Audit Conclusion Report for the financial year 2025/26 (attached).
- ii) To note the Council's Internal Auditor arrangements, including the appointment of Mulberry Local Authority Services Ltd under a three-year contract covering the period 1 April 2026 to 31 March 2029.

Background

The external audit of the Council's accounts for the year ended 31 March 2026 has been completed and the External Auditor's Report and Certificate have been received. No issues, recommendations or matters giving cause for concern were identified by the External Auditor. The Notice of Conclusion of Audit, together with the relevant audit documents, was published on the Council's website on 20 August 2026. Members are asked to receive and note the conclusion of the audit.

10. Yateley Green Pond Habitat Improvement Works

To consider a quotation for specialist pond management works and approve the appointment of a contractor. (See attached report.)

Note: *this matter is being referred to Full Council in accordance with the Council's Financial Regulations as the expenditure exceeds £15,000.*

Climate Impact

The proposed works are intended to improve the ecological condition of Yateley Green Pond and enhance biodiversity by managing excessive aquatic vegetation and supporting the recovery of the pond as a dedicated wildlife habitat. The removal and rehoming of fish will help discourage unauthorised fishing following the prohibition of fishing at the site and reduce pressure on the pond ecosystem, allowing wildlife habitats to recover. Whilst there will be a short-term environmental impact associated with machinery use and waste removal, the longer-term effect is expected to be positive for biodiversity and habitat resilience

11. Council Meeting Venues

To consider whether future Council meetings should be held solely at the Council Offices or shared between the Council Offices and the Darby Green Centre.

Background

A suggestion has been made that Full Council meetings could be held alternately at the Council Offices and the Darby Green Centre. Members are invited to consider the merits and practical implications of continuing to use a single venue or alternating between the two Council venues.

Considerations in Favour

- Demonstrates that the Council represents and serves all parts of the parish.
- May encourage attendance from residents who live closer to the Darby Green Centre.
- Raises the profile of both Council facilities and their role within the community.
- Helps ensure that all communities feel included in the Council's activities and decision-making.
- Provides a visible Council presence across the parish rather than from a single location.

Considerations Against

- Residents may expect Council meetings to be held at the Council Offices as the Council's established administrative base.
- Holding meetings at different venues may cause confusion and increase the risk of residents, councillors or visitors attending the wrong venue.
- The Oak Room, as the Council's dedicated meeting room, can be set up during the working day, making meeting preparation more straightforward and efficient.
- Additional officer time and resources may be required for the setup of equipment, tables and chairs at the Darby Green Centre.
- Use of the Darby Green Centre for Council meetings would prevent the venue from being available for hire during those periods, resulting in a loss of income.
- Regular hirers typically require the same day and time each week. Reserving the Darby Green Centre for Council meetings may therefore make it difficult to accommodate other bookings, potentially affecting occupancy beyond the meeting itself.
- The Darby Green Centre is currently occupied by a hirer on Monday evenings, meaning Council meetings would need to be held on an alternative evening if they were to use that venue.
- Tuesday evenings appear to be the most practical alternative, with availability only from 6.30pm onwards. This would provide limited time to set up the room before the meeting and would prevent regular bookings on Tuesday evenings for meetings that occur only once every 12 weeks, where meetings alternate between the two venues.

Recommendation

Council is invited to consider the advantages and disadvantages of alternating meetings between the Council Offices and the Darby Green Centre and determine whether it wishes to introduce a trial arrangement for the remainder of the 2026/27 civic year.

12. Yateley Common Management Committee Meetings

To review the Committee's Chair and Vice-Chair arrangements and make any appointments considered necessary.

13. Review Of Standing Orders

To consider and approve the revised Standing Orders.

Background

The Town Clerk advises that, where possible, the Council should remain closely aligned to the NALC Model Standing Orders, which reflect established good practice for local councils. Any substantive departures should be carefully considered and supported by a clear rationale. Whilst local variations are permitted, Internal and External Auditors may review such changes as part of their assessment of the Council's governance arrangements and may comment where they consider deviations to increase governance risk.

14. Data Protection Review

- i) Receive and note the Data Protection Health Check Report
 - ii) To receive and note the Council's updated Data Audit.
 - iii) To adopt the Data Breach Policy (as recommended by Finance & Policy Committee)
 - iv) To approve the Data Protection Guidance for Councillors and Staff.
- (All attached)

Background

Breakthrough Communications has undertaken an independent review of the Council's data protection arrangements and provided a Data Protection Health Check Report containing findings and recommendations to support ongoing compliance and good practice.

Officers have also undertaken a comprehensive review of the Council's processing activities and prepared an updated Data Audit. This document provides an overview of the personal data held by the Council, the purposes for which it is processed, the legal basis for processing and any data sharing arrangements. The updated Data Audit has been prepared following the recommendations arising from

the Data Protection Health Check and will inform the ongoing review of the Council's Privacy Notices. Revised Privacy Notices will be presented to a future meeting of the Finance & Policy Committee for consideration and approval.

In response to the review, a Data Breach Policy and Data Protection Guidance for Councillors and Staff have been prepared. These documents are intended to support compliance with the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018, provide clear guidance on the handling of personal data and establish procedures for reporting and managing data breaches.

Members are asked to consider the attached documents and determine whether they wish to adopt the proposed policy and guidance.

Recommendation

That Council:

1. Notes the findings and recommendations contained within the Data Protection Health Check Report prepared by Breakthrough Communications;
2. Notes the Council's updated Data Audit;
3. Adopts the Data Breach Policy; and
4. Approves the Data Protection Guidance for Councillors and Staff.

15. Town Mayor's Announcements

16. Reports from Representatives on Outside Bodies & Local Updates

to receive verbal reports from the representatives.

17. Police Matters & Community Safety – to note any items to raise at the next meeting.

Next Police liaison meeting - 28th September 2026 11am, Oak Room, Council Offices

18. Committee Minutes & Recommendations from Other Committees – to receive Committee minutes, recommendations and to answer any questions.

Committee	Date	Minute Nos.	Recommendations
Community & Environment	20.07.26	1902-1909	
Finance & Policy	15.06.26 06.07.26	2189-2198 2199-2211	
Personnel	Has not met		
Planning & Licensing	15.06.26 06.07.26 20.07.26 17.08.26 07.09.26	3442-3451 3452-3459 3460-3467 3468-3475 3476-3483	

19. Schedule of Accounts

To review and approve payments list (to be circulated the Friday before the meeting by email).

20. Information Items

i) Local Council Award Scheme Gold Accreditation

To note that Yateley Town Council was awarded Gold Accreditation under the National Association of Local Councils' Local Council Award Scheme in August 2026. The Gold Award is the highest level of accreditation available and recognises excellence in governance, community leadership, service delivery and continuous improvement. Yateley Town Council is one of only a small number of councils nationally to hold this accreditation and is only the second town or parish council in Hampshire to achieve Gold status. The accreditation is valid for a four-year period, until August 2030.

ii) Date of next meeting – 2 November 2026, venue TBA.

iii) Forward Plan – to confirm forthcoming Council meeting dates and key agenda items:

Dates TBC	Meeting	Draft Items
21/09/26	Personnel	
28/09/26	Community & Environment	Mid-year review of capital expenditure 26/27 Policy review
19/10/26	F&P	Policy Review Town Council Plan monitoring Draft budget review
02/11/26	Full Council	Outcome of external audit Town Council Plan monitoring Events update
16/11/26	F&P	
30/11/26	Community & Environment	Capital budget requirement 27/28 Town Council Plan monitoring
07/12/26	Full Council	
11/01/27	F&P	Draft budget 2026/27 Town Council Strategic Plan monitoring
18/01/27	Full Council	Final budget 2026/27 & precept approval Appointment of Internal Auditor
08/02/27	Community & Environment	
22/02/27	F&P	Policy review Investment Policy & Strategy 27/28 Draft Risk Assessment
01/03/27	Full Council	Approve Council Risk Assessment Investment Policy & Strategy 27/28
15/03/27	Annual Town Meeting of Electors 7pm	Venue to be confirmed
22/03/27	Community & Environment	Town Council Strategic Plan monitoring
01/03/27	Personnel	
12/04/27	F&P	Review Standing Orders Review Financial Regulations Town Council Plan monitoring Review draft AGAR 2026/27 Financial outturn 2026/27 Updated Standing Orders Updated Financial Regulations Updated Asset Register
10/05/27	Full Council – Annual Town Council Meeting	Annual Meeting of Town Council Approve Standing Orders Approve Financial Regulations Approve AGAR 2026/27 Approve Asset Register

21. Co-Option To Fill A Casual Vacancy

To consider applications received for the casual vacancy on Yateley Town Council and appoint a councillor by co-option to serve until the next ordinary elections in May 2027.

Background

A casual vacancy has arisen on Yateley Town Council. Following the publication of the required Notice of Vacancy and the expiry of the statutory period for an election to be called, the Council may fill the vacancy by co-option in accordance with its Co-option Policy.

Applications were invited and received by the published closing date. Council is asked to consider the applications and appoint a candidate to fill the vacancy until the next ordinary elections in May 2027.