



# GILLINGHAM TOWN COUNCIL POLICY & RESOURCES COMMITTEE

The Town Hall, School Road, Gillingham, Dorset SP8 4QR  
Tel: 01747 823588 Email: GTC@gillinghamdorset-tc.gov.uk

Dear Sir/Madam

All members of the **Policy and Resources Committee** are summoned to a meeting which will be held on **Monday, 15<sup>th</sup> April 2019**, in the Jubilee Room, Town Hall, School Road, Gillingham commencing at **7.30pm**.

8<sup>th</sup> April 2019

Julie Hawkins  
Town Clerk

Prior to the meeting 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.

All in attendance should be aware that filming, recording, photographing or otherwise being reported about may occur during the meeting. A designated area is set aside for members of the public not actively participating in the meeting where there will be no filming or photographs taken.

## AGENDA

1. Apologies.
2. To approve the minutes of the last meeting held on Monday, 18<sup>th</sup> March 2019.
3. Questions.
4. Declarations of Interest - Members are required to comply with the requirements of the Localism Act 2011, Section 27 regarding disclosable pecuniary interests.
5. To receive working party reports for consideration and approval, if available:
  - a) Cycleway
6. Finance:
  - a) To approve payments up to 31<sup>st</sup> March 2019.
  - b) To approve payments from 1st April until 12th April 2019.

**Policy and Resources Committee – Agenda – Monday 15<sup>th</sup> April 2019 (continued):**

7. To receive and consider recommendations from the General Purposes Committee held on Monday, 1<sup>st</sup> April 2019, as follows:
  - that “**the remaining balances from budget nos. 7.01 and 8.24, totalling £3,082.04, are earmarked in reserves for FY 2019/20 to help towards the cost of financing of a Gillingham Green Infrastructure Strategy, which was not anticipated when considering the precept for FY 2019/20**”.
  - that “**a fibreglass flag pole, 6m in length, with internal halyards and gold finial at top is purchased at a cost of £275 ex VAT and financed from budget no. 3.24 Running Costs contingency to replace the smaller flag pole at Rolls Bridge**”.
  - that “**the bedding plants required to fill the planters at Lodbourne is purchased at a cost of £94.53 (ex VAT) and financed from FY 2018/19 budget no. 6.10 – Planting Scheme**”.
  - that “**the hire of a Father Christmas suite at a cost of £33 (ex VAT) and the road closure notice at an approximate cost of £140 (ex VAT) was financed from monies allocated in the precept for FY 2019/20 Line 10.23**”.
  - that “**the builder (Bjorn Construction) is instructed to supply and fit the replacement steel, as specified by the structural engineer at a cost of £560 ex VAT financed from budget no. 8.04 - Refurbishment WC**”.
  - that “**a donation of £1,000 is awarded to Milton-on-Stour Village Committee for the refurbishment of the finger post located near the war memorial and the fingerpost located at the turning for Huntingford and financed from monies allocated in the Final precept for FY 2019/20 line no. 10.25**”.
8. To receive recommendations from the Gillingham Gateway Project Working Party, if available.
9. To review and consider the Financial Regulations for the purposes of evaluating budgetary controls and authority to spend in relation to business compliance and efficiency as agreed by Full Council on 25<sup>th</sup> March 2019 Minute No. 667, draft attached.
10. To receive and consider the following draft policies relating to complaints:
  - a) Complaints, Comments and Compliments Policy
  - b) Dealing with Abusive, Persistent or Vexatious Complaints and Complainants Policy.
11. To receive and consider the following (Cllr Mrs Toye to lead):
  - a) Allotments Policy
  - b) Revised Allotment Tenancy Agreement
  - c) Letter to allotment holders
12. To receive and consider a report on the following:
  - a) The provision of email address for councillors.
  - b) Policy and Procedure for Email, Internet and Computer System Use by Town Councillors.
13. To consider and agree the purchase of the Charles Arnold-Baker on Local Council Administration – 11<sup>th</sup> Edition at a cost of £103.99.
14. To note the service charge accounts for The Old Market Centre, Gillingham for the year ended 28<sup>th</sup> September 2018 (for information only).
15. Matters pertinent to this meeting - Members are advised that inclusion of an item is at the Chairman’s discretion and that ***‘A Council cannot lawfully decide any matter which is not specified in the summons (agenda)’***. The Chairman to be advised prior to the start of the meeting.

Closure.

**Policy and Resources Committee – Agenda – Monday 15<sup>th</sup> April 2019 (continued):**

**Attached:**

**To follow via Email:**

Agenda item no. 6(a)(b): List of payments

Agenda item no. 9: Draft Financial Regulations

Agenda item no. 10 (a): Complaints, Comments and Compliments Draft Policy

Agenda item no. 10 (b): Dealing with Abusive, Persistent or Vexatious Complaints and Complainants Draft Policy

Agenda item no. 11 (a) to (c): Draft Allotments Documentation

Agenda item no. 12 (a) to (b): Provision of Email Accounts

Agenda item no. 14: Goadsby and Harding – Service Accounts

**Tabled:**