



GILLINGHAM TOWN COUNCIL

The Town Hall
School Road
GILLINGHAM
Dorset SP8 4QR
Tel: 01747 823588

Email: gtc@gillinghamdorset-tc.gov.uk
Web site: www.gillinghamdorset-tc.gov.uk

FINANCE COMMITTEE

The minutes of the **Finance Committee** meeting held on **Monday, 20th May 2019**, at 7.30pm in the Jubilee Room, Town Hall, Gillingham, Dorset.

Present

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|-----------------------------------|--------------------------------|
| Cllr Donna Toye (Deputy Chairman) | Cllr Mrs Valarie Potheary |
| Cllr Alan Frith | Cllr Graham Poulter |
| Cllr Mike Gould | Cllr Barry Von Clemens |
| Cllr Paul Harris | Cllr Rupert Evill (non-member) |
| Cllr Mick Hill | |

Please note: due to uncontested seats following the election on 2nd May 2019, there are currently three councillor vacancies on this committee.

In Attendance

Town Clerk: Julie Hawkins
Deputy Town Clerk: Clare Ratcliffe

Press and Public

Press: Michael Streeter, Gillingham and Shaftesbury News
Public: 2 members of the public

Minute no,

001

To receive apologies.

Apologies were received from Cllr Sharon Cullingford, Chairman of the Finance Committee, for personal reasons. It was agreed and **RESOLVED** that the apology for absence received from Cllr Cullingford, was accepted.

002

To approve the minutes of the last Policy and Resources Committee meeting held on Monday 15th April 2019, and the Staff and Salaries Committee meeting held on Monday, 15th April 2019.

It was agreed and **RESOLVED** to approve the minutes of the Policy and Resources Committee meeting held on Monday, 15th April 2019. The minutes were duly signed as a correct record.

It was agreed and **RESOLVED** to approve the minutes of the Staff and Salaries Committee meeting held on Monday, 15th April 2019. The minutes were duly signed as a correct record.

003

To receive questions pertaining to the previous meeting.

There were no questions.

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| 004 | To receive any declarations of interest. Please note: members are required to comply with the requirements of the Localism Act 2011, section 27, disclosable pecuniary interests. |
| | There were no disclosable pecuniary interests declared. |
| 005 | To receive the Terms of Reference for the Finance Committee as approved at the Annual Council meeting held on Monday, 13 th May 2019. |
| | The Terms of Reference for the Finance Committee had already been circulated with the minutes of the Annual Council meeting. It was RESOVLED to officially receive the Terms of Reference for the Finance Committee approved at the Annual Council meeting held on Monday, 13 th May 2019. |
| 006 | To receive, consider and approve the Terms of Reference for sub-committees and task and finish groups reporting to the Finance Committee. |
| | The draft Terms of Reference for sub-committees and the task and finish groups reporting to the Finance Committee were circulated prior to the meeting. Please refer to Appendix A. It was agreed and RESOLVED to approve the draft Terms of Reference for the sub-committees and the task and finish groups reporting to the Finance Committee. |
| 007 | To review the sub-committees and task and finish groups reporting to the Finance Committee and to agree their membership and lead member. |
| | It was received and RESOLVED that staffing issues and the precept will be dealt with by a sub-committee previously identified by Full Council held on 23 rd April 2019, minute no. 683. |
| 008 | To note payment for the previous month (already dealt with by Full Council held on 23 rd April 2019). |
| | The payments for April had already been noted. |
| 009 | To authorise any payments of £5,000 or more, as per Financial Regulations, para 4.1.2. |
| | A list of payments over £5,000 was tabled at the meeting. The payments related to HMRC and LCPS pension contributions for April and May. Please refer to Appendix B. It was agreed and RESOLVED that the list of payments for items over £5,000, as circulated, was authorised for payment. |
| 010 | To receive any requests for virement of budgets, if any. |
| | There were no requests for virements this month. |
| 011 | To appoint a councillor to verify bank reconciliations for the next quarter (May to July), as per Financial Regulations, para 2.2. Please note: this cannot be a Chairman or a cheque signatory. |
| | The Town Clerk explained that current councillor signatories are: Cllr Evill, Cllr Frith, Cllr Harris and Cllr Potheary. It was agreed and RESOLVED that Cllr Gould was appointed to verify bank reconciliations for the next quarter (May to July), as per Financial Regulations, para 2.2. |
| 012 | To agree the use of variable direct debits for the payment of utility supplies and any non- domestic rates, in accordance with Financial Regulations, para 6.7. |
| | It was agreed and RESOLVED to use variable direct debits for the payment of utility supplies and any non-domestic rates, in accordance with Financial Regulations, para 6.7. |

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| 013 | To receive and consider reports for the sub-committees reporting to the Finance Committee, as follows: a) Staffing Issues and Precept. |
| | There was nothing to report this month. |
| 014 | To receive matters pertinent to this meeting. Please note: Members are advised that inclusion of any item is at the Chairman's discretion and that a council cannot lawfully decide upon any matter which is not specified in the summons (agenda). |
| (a) | Members were reminded that they must complete and return the election expenses form (for both town and county elections) within 28 days of the day of the elections even if no expenses were incurred . Failure to do so will result in a fine of £100 per day until it is received. Please return completed forms to: The Returning Officer Democratic Services South Walks House South Walks Road Dorchester Dorset DT1 1UZ |
| (b) | All members are invited to attend the councillor co-option interviews being held on Thursday, 23rd May 2019 , from 6.30pm prompt in the Civic Hall . Please note: that the Jubilee Room in the Town Hall is being used as Polling Station for the European Elections on that day. |
| There being no other business on the agenda, the meeting closed at 7.46pm | |
| Signed: | _____ Date: 17 th June 2019 |
| Chairman of the Finance Committee | |
| PLEASE NOTE: These minutes appear as draft minutes until reviewed and ratified by Full Council. | |



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SUB-COMMITTEE / TASK & FINISH GROUP

FINANCE COMMITTEE

TERMS OF REFERENCE

1. All members of the sub-committee or task and finish group must abide by the Gillingham Town Council's Code of Conduct.
2. Sub-committees and task and finish groups are set up to investigate and research specific projects as identified by the Finance Committee.
3. There will be a specific sub-committee to deal with staff salaries, staff issues and the financial aspects of the precept preparation. Membership of this sub-committee will consist of the: Mayor, Deputy Mayor, Chair and Deputy Chair of the Finance Committee and the Chair of the General Purposes Committee.
4. Sub-committees and task and finish groups do not have any delegated powers.
5. Sub-committees and task and finish groups are reviewed annually in June by the Finance Committee.
6. Any member of the town council, a member of the public or member of staff can be co-opted on to a sub-committee or task and finish group except for item no. 3 above.
7. Members of the sub-committee or task and finish group should elect a lead member.
8. Sub-committees and task and finish groups meet as and when deemed necessary by the Lead Member.
9. Sub-committees and task and finish groups must provide regular reports to the Finance Committee with recommendations including budgetary and financial implications, when necessary.

Reviewed: 20/05/19

Adopted by the Finance Committee

Date: 20/05/19, minute no. 007

| GILLINGHAM TOWN COUNCIL | | | | | | |
|-------------------------|---|--------|--|------------------|-------|-------------------|
| No's | CHEQUES FOR MONTH OF APRIL AND MAY 2019 OVER £5,000 | | | | | |
| | DATE | CHEQUE | RECIPIENT | AMOUNT | ACC | NOTES |
| 1 | 24/04/2019 | 19066 | HMRC MONTH 1 | 7,213.08 | 12.02 | PAYE and ER NIC |
| 2 | 24/04/2019 | 19067 | DC Pension Fund - Month 1 | 7,190.66 | 12.03 | EE & ER Pension |
| 3 | 20/05/2019 | 19108 | HMRC MONTH 2 | 7,924.14 | 12.02 | PAYE, EE & ER NIC |
| 4 | 20/05/2019 | 19109 | DC Pension Fund - Month 2 | 7,847.29 | 12.03 | EE & ER Pension |
| | | | | 30,175.17 | | |
| | | | FOR APPROVAL FINANCE COMMITTEE ON | | | |
| | | | 20 MAY 2019 | | | |
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