



GILLINGHAM TOWN COUNCIL POLICY AND RESOURCES COMMITTEE

The Town Hall, School Road, Gillingham, Dorset SP8 4QR
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Minutes of the **Policy and Resources Committee** meeting held on **Monday, 18th June 2018**, in the **Jubilee Room, Town Hall, School Road, Gillingham**, commencing at **7.35pm**.

Present: Cllr P Harris (Deputy Chairman),
Cllr A Frith, Cllr M Hill,
Cllr S Joyce, Cllr J Robinson,
Cllr Mrs D Toye, Cllr Mrs B Ridout
and Cllr B Von Clemens

Members of the Public and Press: There was one member of the public present.
There was one member of the press present.

Apologies: Cllr Mrs S Hunt (Mayor), Cllr Mrs S Cullingford
and Cllr R Monksummers.

In attendance: Mrs S Dobie, Town Clerk
and Mrs C Ratcliffe, Office Manager/Deputy Clerk.

Cllr Harris chaired the meeting as Cllr Mrs Hunt was unable to be present due to a family crisis. Cllr Harris apologised for the late start of the meeting due to the previous meeting over-running. He welcomed back old members and new members to the committee.

Cllr Robinson asked to resign from the committee as he is unable to commit the time and is already a member of the General Purposes and Planning Committees.

Members agreed to accept the resignation and that the vacancy is placed on the June Full Council agenda.

360. To approve the minutes of the last meeting held on Monday, 21st May 2018.

Cllr Frith proposed “**that the minutes of the Policy and Resources Committee meeting held on Monday, 21 May 2018, should be approved as a correct record of that meeting**”. Cllr Mrs Toye seconded and the vote was unanimous. **RESOLVED.** The Chairman duly signed the minutes.

361. Questions. There were no questions.

Policy and Resources Committee Meeting – Monday, 18th June 2018 (continued):

362. Declarations of Interest - Members are required to comply with the requirements of the Localism Act 2011, Section 27 regarding disclosable pecuniary interests.

There were no disclosable pecuniary interests declared.

363. To receive and consider Terms of Reference for the Policy and Resources Committee for approval.

The Terms of Reference for the Policy and Resources Committee had been circulated prior to the meeting; there were no amendments.

Cllr Mrs Ridout proposed “**that the Terms of Reference for the Policy and Resources Committee as presented should be agreed and approved**”. Cllr Joyce seconded and the vote was unanimous. **RESOLVED.**

364. To receive and consider Terms of Reference for the working parties reporting to the Policy and Resources Committee for approval.

The Terms of Reference for the Working Parties reporting to the Policy and Resources Committee had been circulated prior to the meeting. There were no amendments.

Cllr Mrs Toye proposed “**that the Terms of Reference for the Working Parties reporting to the Policy and Resources Committee should be agreed and approved**”. Cllr Hill seconded and the vote was unanimous. **RESOLVED.**

365. To review the working parties reporting to the Policy and Resources Committee and to agree the membership and lead member.

A list of working parties and their membership had been circulated to members prior to the meeting.

The work of the Cycle Link working party continues. The Town Enhancement Working Party has only met once and is currently undergoing change. It would be preferable if this working party was disbanded.

Cllr Von Clemens proposed that “**the Town Enhancement Working Party is disbanded with immediate effect**”. Cllr Frith seconded and the vote was unanimous. **RESOLVED.**

Cllr Von Clemens proposed that “**the Cycle Link working party remains with the same lead member and membership**”. Cllr Mrs Ridout seconded and the vote was unanimous. **RESOLVED.**

366. Finance:

a) To approve cheques for payment for June 2018.

A list of cheques for payment had been tabled at the meeting. The Town Clerk referred to cheque no. 18304 for service devolution. This budget has overspent this year due to higher costs in waste disposal, which were unknown at the time of setting the precept. A thorough review of this service will be carried out before it continues next year.

Cllr Joyce queried cheque no. 18253, £133.80 for We Do Vans. The Town Clerk explained that this was for repairs to a vehicle that was damaged by a stone flying up when strimming was being carried out on nearby public open space.

Cllr Frith proposed “**that the cheques for payment for the month of June 2018 to the gross value of £17,405.85p should be approved for payment**”. Cllr Joyce seconded and the vote was unanimous. **RESOLVED.**

Policy and Resources Committee Meeting – Monday, 18th June 2018 (continued):

366. Finance (continued):

- b) To review the effectiveness of the systems of internal audit and its impact and to make recommendations thereon.**

A copy of the internal auditors check list was circulated with the agenda for the meeting.

As in previous years the responsibilities required by the Town Council, as laid down by the Accounts and Audit Regulations 2006, states that the effectiveness of the internal audit is still considered to be an integral part of the internal control review and should still be undertaken but the requirement to separately review and minute this review annually has been removed (but nevertheless undertaken). It should be reviewed as part of the annual review of internal controls including risk assessment.

Cllr Harris proposed **“that the Gillingham Town Council has carried out their annual audit review and that members are satisfied that the present arrangements for the quarterly internal audit and the reporting procedures to the Policy and Resources Committee are effective and should remain in place for the Financial Year 2018-2019”**. Cllr Von Clemens seconded and the vote was unanimous.

- c) To receive an interim report on a review of the Assets Register and Insurance cover and to make recommendations thereon.**

The Deputy Town Clerk reported that a review of the Asset Register has been undertaken as part of the External Audit. The total assets acquired during FY 2017/18 totalled £121,994k. The total assets removed during FY 2017/18 totalled £29,759k.

A review of the Town Council’s insurance will take place this coming Tuesday, 19th June, when a representative of WPS Insurance Brokers will be visiting.

The only significant change with regards to the assets held is a small increase of £4,767 in the value of street furniture and play equipment. For example, the purchase of goal ends, seating, notice boards, flag pole and bins.

Anticipated changes will occur with regards to value of our motor fleet once the new machinery ordered in April arrives later in July.

A full report on our insurance holdings will be available next month.

367. To receive working party reports for consideration and approval, if available:

- a) Cycle Link (no meeting held this month; no report).**

The Town Clerk reported that no meeting had taken place this month and there was consequently no report.

368. To consider and agree the recommendations from the General Purposes Committee held on Monday, 4th June 2018, as follows:

- a) “That the Ham Farm BMX track is made safe and the humps lowered and the work financed from Budget No: 8.14 - maintenance play area”.**
- b) “That 2 no. Sherwood style bins are purchased for Barnaby Meadow at a cost of £300 each to be financed from Budget No: 8.24 - Land management held within the General Reserve”.**

Cllr Mrs Ridout proposed that **“the items referred to the Policy and Resources Committee from the General Purposes Committee were taken en bloc”**. Cllr Joyce seconded and the vote was unanimous.
RESOLVED.

Policy and Resources Committee Meeting – Monday, 18th June 2018 (continued):

368. To consider and agree the recommendations from the General Purposes Committee held on Monday, 4th June 2018, (continued):

Cllr Von Clemens proposed that **“the BMX track was made safe and the work financed from budget no. 8.14 – play area maintenance and that no. 2 no. Sherwood style bins are purchased for Barnaby Meadow at a cost of £399 each to be financed from budget no. 8.24, land management monies held in the General Reserve”**. Cllr Joyce seconded and the vote was unanimous. **RESOLVED.**

369. To receive and sign the Rent Review Memorandum for units 11 and 12 Old Market Centre.

The Town Clerk informed the meeting that the increase in rent was expected and agreed within the original lease. The increase has been allowed for in this year’s precept and will take effect from October.

Cllr Frith proposed that **“the Rent Review Memorandum for units 11 and 12 Old Market Centre was agreed and approved for signature”**. Cllr Joyce seconded and the vote was unanimous. **RESOLVED.**

Cllr Harris, Deputy Chairman of the Policy & Resources Committee, duly signed the Rent Review Memorandum witnessed by the Town Clerk, Mrs Sylvia Dobie.

370. Matters Pertinent

There were no matters pertinent.

The meeting closed at 7.56pm.