



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, 20th August 2018**, in the **Jubilee Room, Town Hall, School Road, Gillingham**, commencing at **7.30pm**.

These minutes do not constitute a true record until ratified by Full Council.

Present:	Cllr Mrs S Hunt (Chairman) Cllr P Harris (Deputy Chairman), Cllr Mrs S Cullingford, Cllr R Evill, Cllr A Frith, Cllr M Hill, Cllr S Joyce, Cllr Mrs D Toye and Cllr B Von Clemens.
Members of the Public and Press:	There were no members of the public present. There was one member of the press present.
In attendance:	Mrs J Hawkins, Town Clerk and Mrs C Ratcliffe, Deputy Town Clerk.

384. Apologies.

Apologies were received from Cllr Monksummers and Cllr Mrs Ridout. The Chairman informed the meeting of the reasons for the apologies. The reasons for apologies were duly recorded in the attendance register.

Cllr Evill proposed that “**the apologies received from Cllr Monksummers and Cllr Mrs Ridout were accepted**”. Cllr Von Clemens seconded and the vote was unanimous. **RESOLVED.**

The Chairman welcomed Mrs Julie Hawkins, the new Town Clerk, to the meeting.

385. To approve the minutes of the last meeting held on Monday, 16th July 2018.

Cllr Frith proposed “**that the minutes of the Policy and Resources Committee meeting held on Monday, 16th July 2018, should be approved as a correct record of that meeting**”. Cllr Joyce seconded and the vote was unanimous. **RESOLVED.** The Chairman duly signed the minutes.

Policy and Resources Committee Meeting – Monday, 20th August 2018 (continued):

386. Questions. There were no questions

387. 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.

388. Finance:

a) To approve cheques for payment for August 2018 (issued at table).

The list of cheques for payment was tabled at the meeting.

Cllr Von Clemens queried cheque nos. 18454 Sydenhams £160 and cheque no. 18458 Petty Cash £37.22 – workshop. The Town Clerk confirmed that both these items related to the manufacture of a new Honours Board to record the new Freeman of the Town. The board has been made inhouse by one of the grounds team for a total cost of £197.22 - a lot less than the quotations received for a bespoke board of c.£1,000. The Honours Board was available at the meeting and all agreed that the new board has been well-made and they were pleased with the result.

Cllr Von Clemens asked if in future the cheques for payment could be circulated in advance of the meeting so that there was time to go through the list and raise any queries with the Town Clerk.

The Town Clerk responded that she would enquire with the retiring Town Clerk if this was possible.

Note: Since the meeting it has been established that it would be possible to issue a cheque list prior to the meeting. If any cheques are written in the interim period between the cheque list being issued and the date of the meeting, then a revised list will be tabled at the meeting. This procedure will enable any queries to be raised with the Town Clerk prior to the meeting.

Cllr Mrs Toye queried cheque no. 18436 – Play Area Inspection Company £742.00. The Deputy Town Clerk confirmed that this was for the annual play area inspections of all sites undertaken by an independent RoSPA trained inspector. Note: the play equipment is checked daily throughout the year by members of the grounds team trained to do so.

Cllr Frith proposed **“that the cheques for payment for August 2018 to the gross value of £15,546.21 should be approved for payment”**. Cllr Harris seconded and the vote was unanimous. **RESOLVED.**

Cllr Mrs Cullingford queried why there was a cheque to Sydenhams for the hire of a hedge cutter and excavator. It was explained that the excavator had been hired on behalf of Gillingham Action for Nature Group (GANG) for the work at Frog Hollow and possibly the hedge cutter as well. It is understood that GANG will reimburse the Town Council for the hire.

Note: Since the meeting it has been established that the hedge cutter hire was for Town Council use at a cost of £34.50 and the excavator was hired for GANG at a cost of £192 and will be reimbursed. The Town Council does not own a hedge cutter as it is not used often enough and that is why this equipment is hired from time to time.

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

a) Cycle Link.

Cllr Joyce reported that a meeting regarding the cycle link has been scheduled for 21st September 2018. Robert Lennis, a planning officer from the district council will be invited to attend. A report will be available next month.

Policy and Resources Committee Meeting – Monday, 20th August 2018 (continued):

390. To receive recommendations from the General Purposes Committee held on 6th August as follows:

a) Cemetery Matters

That the following rule is added to the Cemetery Rules and Regulations: ‘The owner of an Exclusive Right of Burial can surrender the Exclusive Right of Burial, if the grave has not been used for burial, on completion of a Surrender of Right of Burial form, and the return of the original Deed of Grant of Exclusive Right of Burial (if possible). The surrender value being the original purchase price as specified on the deed of Grant’.

And the following rule removed: ‘All double depth graves will automatically include a Grant of Exclusive Right’.

That the Rules and Regulations for Grave Diggers for 2019/20 remain unchanged.

That the cemetery fees for 2019/20 remain unchanged.

Cllr Von Clemens proposed that “**the recommendations received from the General Purposes Committee held on 6th August 2018 regarding cemetery matters as detailed above were agreed**”. Cllr Mrs Cullingford seconded and the vote was unanimous. **RESOLVED.**

b) Allotment Matters

That rule no. 13 is added to the Tenancy Agreement for the allotment gardens at Cemetery Road as follows: ‘During the summer, in extreme conditions, applications (via telephone) for bonfires may be made to Gillingham Town Council with full justification, e.g., blight’. All other rules to remain unchanged.

That the Tenancy Agreement for the allotment gardens at Park Farm remain unchanged.

That the allotment fees for 2019 remain unchanged.

Cllr Von Clemens proposed that “**the recommendations received from the General Purposes Committee held on 6th August 2018 regarding allotment matters as detailed above were agreed**”. Cllr Joyce seconded and the vote was unanimous. **RESOLVED.**

c) Estate Management

To coppice 2 no. multi-stemmed Ash/Willow trees and crown lift branches rubbing boundary wall at POS Shires Gate to afford 1m vertical and lateral clearance on POS Shires Gate to rear boundary of no. 26 Horsefields at a cost of £240 ex VAT to be funded from budget no. 3.19 – Tree Surgery/Annual Tree Planting.

To fell Alder trees at Rolls Bridge by section to retain a 0.5m stump at base, brushwood to be chipped on site and timber cross cut and stacked at base of tree for a cost of £185 ex VAT to be funded from budget no. 3.19 – Tree Surgery/Annual Tree Planting.

Cllr Mrs Cullingford queried whether the tree work had already been done at Rolls Bridge and if not, why was it not done at the same time as the previous tree work. The Deputy Clerk informed members that the work had not been done. The Alder trees are diseased and will eventually fail. The work is separate from the previous tree work carried out a month or so ago elsewhere on the site. It was not possible to do this work at the same time because it had not been identified and because the work requires TPO consent.

Cllr Harris asked what happens to the logs after the tree work has been done. The Deputy Clerk informed members that either one of three things happen depending on the situation at the time: (a) members of the public ask for the logs, (b) the logs are used to make bug hotels/provide wildlife habitats, or (c) the logs are chipped and used as mulch. If the logs are removed by the contractor there is an additional cost. The grounds team endeavour to deal with the logs swiftly to prevent them from being moved or thrown in the river.

Policy and Resources Committee Meeting – Monday, 20th August 2018 (continued):

390. To receive recommendations from the General Purposes Committee held on 6th August as follows (continued):

Cllr Von Clemens proposed that “**the recommendations received from the General Purposes Committee held on 6th August 2018 regarding estate management matters as detailed above were agreed**”. Cllr Joyce seconded and the majority were in favour. Cllr Frith abstained. **RESOLVED.**

391. To receive and consider a Performance and Development Review – Policy and Procedures for the Town Council Staff.

A copy of the Performance and Development Review for staff had been circulated with the agenda prior to the meeting. The document had been revised further and an amended copy was tabled at the meeting.

The Town Clerk explained that the recent amendments in red were because of feedback received from the South West Provincial Council following assessment for Gold Status that the Town Council is currently working towards. It would be prudent to ensure that these comments are considered when drafting a new document.

Cllr Harris noted that the proposed review of staff will commence in September and asked the Town Clerk if there was enough time for those carrying out the appraisals to be trained, as referred to in the proposed policy.

The Town Clerk confirmed she had recently completed training, which can be done on-line for a small fee and is quick and easy to complete.

Cllr Harris asked that the last word in the paragraph relating to new starters was changed from ‘procedure’ to ‘period’, as this would make more sense.

Cllr Frith proposed that “**Performance and Development Review – Policy and Procedures for Town Council Employees, as tabled at the meeting and including the amendments mentioned above, was agreed**”. Cllr Evill seconded and the vote was unanimous. **RESOLVED.**

392. To receive and consider correspondence regarding the flower beds and a donation towards future planting.

Cllr Mrs Hunt referred to a letter and £50 donation received from a resident complimenting the Town Council on the flower planting this year. The donation has been requested to go towards the planting for this coming autumn/winter.

Cllr Mrs Hunt informed members that, as Mayor, she will be writing a letter of thanks for the kind words and donation.

393. To receive correspondence for information from Goadsby Commercial regarding Old Market Centre.

The Town Clerk referred to a letter received from Goadsby Commercial regarding the revised service charge budget for the leased workshops at Old Market Centre.

The road surfacing works scheduled for the Old Market Centre have been delayed due to works being undertaken on the site by Transco British Gas. It is anticipated that roadway maintenance works will now take place later this year.

394. Matters Pertinent.

There were no matters pertinent.

The meeting closed at 8.03pm.