



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 February 2019**, 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 G Poulter, Cllr Mrs R Ridout, Cllr Mrs D Toye, Cllr B Von Clemens
Members of the Public and Press:	There was one member of the press present and one member of the public present.
In attendance:	Mrs J Hawkins, Town Clerk. Ms D Edwards, Responsible Financial Officer

455. Apologies. There were no apologies.

456. To approve the minutes of the last meeting held on Monday, 21st January 2019.

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

457. Questions. There were no questions.

458. 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.

Policy and Resources Committee Meeting – Monday, 18th February 2019 (continued):

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

a) Cycle Link

Cllr Von Clemens reported that a meeting had taken place on Thursday, 14th February 2019 and presented a report. Please refer to **APPENDIX A**.

460. Finance:

a) To approve cheques for payment for February 2019.

Cllr Mrs Cullingford proposed that **“the payments as listed for the first half of February 2019 to the gross value of £6,648.34 are approved for payment”**. Cllr Hill seconded, and the vote was unanimous. **RESOLVED.**

461. To consider a request for a virement of £500 from budget no. 7.05, Town Clerk Mentor to budget number 4.08, Staff Expenses.

Cllr Von Clemens proposed that **“the required virement of £500 from budget no. 7.05, Town Clerk Mentor to budget no. 4.08 Staff Expenses is agreed”**. Cllr Mrs Toye seconded, and the vote was unanimous. **RESOLVED.**

462. To consider a request for a virement of £200 from budget no. 7.05, Town Clerk Mentor to budget number 5.08, Councillor Expenses.

Cllr Mrs Ridout proposed that **“the required virement of £200 from budget no. 7.05, Town Clerk Mentor to budget no. 5.08 Councillor Expenses was agreed”**. Cllr Hill seconded, and the vote was unanimous. **RESOLVED.**

463. To consider the purchase of identification badges for staff and councillors at a total cost of £162 to be taken from budget no. 4.08 staff expenses and budget no. 5.08 councillor expenses.

The Town Clerk explained that in the interests of health and safety it would be preferable if staff and councillors were issued with photo identification badges which could be presented to members of the public when carrying out business on behalf of the Town Council.

Cllr Harris proposed that **“identification badges for staff are purchased with immediate effect and funded from budget no. 4.08 staff expenses. Identification badges for councillors should be purchased following the elections on 2nd May 2019 and presented to councillors at the first meeting of the new council”**. Cllr Mrs Ridout seconded, and the vote was unanimous. **RESOLVED.**

464. To consider and agree a tender document for a seasonal contractor to work with the Gillingham Town Council grounds team between April and September 2019.

Prior to the meeting a proposed document for a seasonal grounds contractor had been circulated for consideration.

Cllr Harris proposed that **“the information pack containing the standard information about the town council and the job description is approved”**. Cllr Hill seconded, and the vote was unanimous. **RESOLVED.**

Members referred to the proposed advertisement and requested further information and clarification on the terms of the appointment.

Following a discussion Cllr Von Clemens proposed that **“as clarification is needed on the terms of employment, the appointment and advertisement should be referred to Full Council for consideration”**. Cllr Harris seconded, and the vote was unanimous. **RESOLVED.**

Policy and Resources Committee Meeting – Monday, 18th February 2019 (continued):

465. To receive the resignations of the current weekend orderly staff (x2) and to agree a way forward.

The Town Clerk informed members that the two grounds staff who had taken on the extra duties of a weekend town orderly are no longer able to carry out this additional work. Please refer to **Appendix B**.

Cllr Harris proposed that "**Contractor A is appointed with immediate effect, on a temporary basis, to carry out the weekend orderly duties on Sundays (when available), to be funded from budget No. 7.06, Summer 2018 Contract Gardener. Further quotations are sought, and a report is presented to the March meeting of the Policy and Resources Committee for consideration**". Cllr Mrs Cullingford seconded, and the vote was unanimous. **RESOLVED.**

466. To receive and consider quotations for the design, maintenance and hosting of the Town Council's website.

Prior to the meeting a report on future web site provision had been circulated for consideration. Please refer to **Appendix C**.

Cllr Von Clemens proposed that "**The current provider is given 6 months' notice from 1st March 2019. Gillingham Town Council enters into a three-year contract from 1st March 2019 with Company C, to build a bespoke website with full back up support. The new website to go live on 1st September 2019. The contract to be funded from money set aside in the precept for FY 2019/20**". Cllr Hill seconded, and the vote was unanimous. **RESOLVED.**

467. To receive and consider a draft Mayor's Handbook for recommendation to Full Council.

Prior to the meeting a draft Mayor's Handbook had been circulated for consideration. Members agreed that the handbook should be amended so that it was gender neutral.

Cllr Mrs Ridout proposed that "**the Mayor's Handbook, with amendments, should be recommended to Full Council for adoption**". Cllr Frith seconded, and the vote was unanimous. **RESOLVED.**

468. To receive and consider revised Standing Orders for recommendation to Full Council.

Prior to the meeting, revised Standing Orders (draft) were circulated for consideration.

Cllr Evill referred to section 4 of the document and stated that at the present time the council has working parties and not sub-committees as detailed in the document.

The Town Clerk explained that the document is based on the Model Standing Orders 2018 (England) produced by the National Association of Local Councils (NALC) and the sections in bold print are statutory and cannot be amended.

Cllr Harris commented that following the adoption of the revised Standing Orders, members may wish to reconsider the existing committee structure with regards to working parties and sub-committees.

Several spelling errors were noted and corrected.

Cllr Poulter proposed that "**the Standing Orders should be agreed and recommended to Full Council for adoption**". Cllr Frith seconded, and the vote was unanimous. **RESOLVED.**

469. To receive and consider a revised Code of Conduct.

Prior to the meeting, a revised Code of Conduct (draft) was circulated for consideration.

Cllr Frith proposed that "**the revised Code of Conduct, as circulated, should be recommended to Full Council for adoption**". Cllr Mrs Ridout seconded, and the vote was unanimous. **RESOLVED.**

Policy and Resources Committee Meeting – Monday, 18th February 2019 (continued):

470. To receive and consider a report from the Estate Management Working Party regarding a proposed natural heritage landscape assessment for the larger areas of public open spaces.

Prior to the meeting, a report from the Estate Management Working party had been circulated for consideration. Please refer to **Appendix D**. The report contained one recommendation.

Cllr Von Clemens proposed that "**DCC Landscape Services are contracted to undertake a natural heritage and landscape assessment for the larger open spaces (those areas covered by a management plan) for a fee of £750 ex VAT to be financed from budget no. 7.01 Management Plan work (FY 2018/20)**". Cllr Mrs Ridout seconded, the majority voted in favour. Cllr Hill abstained from voting as he had not had the opportunity to read the report. **RESOLVED**

471. Matters Pertinent.

- a. Cllr Mrs Ridout reported on the success of the Gillingham Litter-pickers and reminded members of the community litter pick on Saturday 16th March. Anyone wishing to attend should meet at the Town Hall at 10am.
- b. The Mayor reminded members that a photograph of the council will be taken on Monday 25th February to mark the end of the current term of office. The Mayor requested that members join her in the Civic Hall at 6.40pm.

The meeting closed at 8.25 pm.

Minute no. 459 (a)

Gillingham Town Council
Cycle Link Working Party
Meeting - 14th February 2019

Notes of meeting held on Thursday Feb 14th 2pm, Gillingham Town Hall

	<p>Present: Cllr Barry von Clemens (Chair), Hugh de longh (NDDC), Sheila Messer (Gillingham ROWLO), Jan Wardell (Ramblers), Peter Mouncey (Motcombe PC), Cllr Sue Hunt, Cllr Nicky Purkis Observers: Brie Logan (Business Manager of Shaftesbury Town Council) and a representative from Shaftesbury neighbourhood Plan group.</p>	
1	<p>Apologies: Steve Joyce, Graham Stanley (Senior Ranger), Cllr Mike Gould, Roger Monksummers (Football Club), Dilys Gartside (Cycling Network), Horse Society Rep</p>	
2	<p>Notes of last meeting were tabled.</p>	
3	<p>Matters arising from the notes Note 4: a presentation was duly made to Motcombe PC on Nov 7th 2018. They endorsed the proposals</p>	
4.	<p>Footpath diversion application Following meeting between JW, GS and SM on Nov 6th 20`18, GS agreed to make the application. The pre-application consultation has been successfully completed. Written consent now required from landowners.</p> <ul style="list-style-type: none"> • Mr Sweeney agreed in principal in 2017. Now need to get signed support. SM seeking a face to face meeting but so far unable to contact him. • Network Rail: we have support in writing • Kingscourt Landowners: detailed letter sent to agent at end of Nov. With no response, SM has been attempting to follow up and expects a phone conversation Fri Feb 15th. It was agreed that SM and GS follow up as necessary • Mr Pike, tenant: has been content with proposals in the past. SM to seek written support • Mr Phillips, owner of neighbouring land: it was agreed that SM and GS arrange a face to face meeting to seek his goodwill 	<p>SM SM, GS SM SM, GS</p>
5.	<p>Drainage improvement and S106 monies Following meeting between JW, GS and SM on Nov 6th 2018 and consultation with Hdel, it was agreed that we apply for s106 monies to improve the drainage beside Kingscourt Wood GS is in process of getting costings and will make the application</p>	<p>GS</p>

6.	<p>Next steps It was agreed that the project plan that was produced in 2013 be reviewed and updated and presented to the next meeting for approval. This plan to include ball park costings</p>	BvC, SM
7.	<p>Ownership of land off Fernbrook Lane This small parcel of open space at the end of Fernbrook Lane has potential to provide a link to southern extension. Investigations by the deputy town clerk have established that it belongs to Lagan Farms.</p>	
8.	<p>AOB The observers from Shaftesbury spoke regarding their long term aspirations for cycle and other links to neighbouring communities.</p>	
9.	<p>Date of next meeting To be determined by BvC and SM once consents listed in item 4 have been obtained</p>	BvC, SM

Gillingham Town Council

Weekend Orderly Duties

Author: Julie Hawkins, Town Clerk

Introduction

In the past the town council has employed contractors to carry out weekend orderly duties.

As an interim measure, two members of staff have been carrying out the weekend work, in addition to their normal working hours, on a rota basis.

Both members of staff have informed the Works Manager that they are no longer able to carry out this additional work.

A quotation of £103.80 per visit has been received from Contractor A for the following work:

- Litter pick Hardings Park including the play area, skate park, car park and all the grass area. Check along the rear of the leisure centre. Empty 5 bins. (approximate time: 70 minutes)
- Empty 1 bin in Buckingham Road
- Empty the bins at Newbury near Lidl.
- Empty the bin outside the former Natwest bank in Station Road
- Litter pick Newbury and Station Road
- Litter pick School Road and High Street as far as St Mary's Church
- Empty the 3 bins in the High Street located outside Cats Protection, the charity shop and the Kebab shop.
- Empty bins on the Town Meadow
- Litter pick the Town Meadow
- Empty 5 bins in the High Street car park
- Litter pick the car park
- Clean the public toilet (approximate time: 30 minutes)
- Empty the bin outside the Chinese next to the Town Meadow
- Empty 2 bins either side of the bus stop
- Empty the bin outside St Mary's Church
- Empty the bin at Gas Lane car park
- Litter pick Gas Lane car park
- Empty 2 bins on Queen Street.

- Empty 2 dog waste bins and 2 normal bins at Chantry Fields
- Litter pick Chantry Fields Car Park, the footpaths and the grass areas next to the river

Total 27 bins, 3 open spaces, 3 car parks and 1 public toilet

Contractor A is currently employed by a neighbouring town council and has experience of working in this environment. They are available to carry out the work on 2 Sundays in 4.

There is currently a balance of £429 in Budget No. 7.06, Summer 2018 Contract Gardener, which could be used to fund the work.

In the precept for 2019/20 under line number 10.14, Service Devolution, £20,000 has been allocated. The council may wish to consider future funding from this budget.

RECOMMENDATIONS:

- **That contractor A is appointed with immediate effect, on a temporary basis, to carry out the weekend orderly duties on Sundays (when available), to be funded from budget No. 7.06, Summer 2018 Contract Gardener.**
- **That further quotations are sought, and a report is presented to the March meeting of the Policy and Resources Committee for consideration.**

Gillingham Town Council**Website Contract Renewal****Author: Jill Ezzard****Introduction**

The Town Council's current supplier built the website in 2015, at the cost of £4000 with an annual yearly hosting fee of £1000.

The new 'Public Sector Bodies (website and mobile applications) (No. 2) Regulations 2018' aims to make websites and mobile applications of public sector bodies more accessible to users, particularly persons with disabilities. It sets out the standards that public sector websites or mobile applications must meet. These regulations need to be taken into consideration when awarding a contract for web site provision.

The contract for the Town Council website is due for renewal on 1st April 2019. Three companies have been contacted to quote for the new contract. Please see the detailed quotes attached.

Company A	£1000.00
The Town Council's current supplier. This quote is for continued website support.	
Company B	£1584.00
To design and build a new website.	
Company C	£2730.00
To design and build a new website.	

Recommendations

- **The current provider is given 6 months' notice from 1st March 2019.**
- **Gillingham Town Council enters into a three-year contract from 1st March 2019 with Company C, to build a bespoke website with full back up support.**
- **The new website to go live on 1st September 2019.**
- **The contract to be funded from money set aside in the precept for FY 2019/20.**