



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 April 2016** in the **Jubilee Room, Town Hall, School Road, Gillingham**, commencing at **7.30pm**.

- Present:** Cllr Mrs S Hunt (Chairman)
Cllr R Evill, Cllr P Harris, Cllr D Milsted,
Cllr Mrs V Potheary, Cllr Mrs B Ridout,
Cllr B Von Clemens and Cllr D Walsh.
- Apologies:** Cllr Mrs A Baker, Cllr D Griffin,
and Cllr R Monksummers.
- In attendance:** Mrs S Dobie, Town Clerk & Mrs C Ratcliffe, Office
Manager/Deputy Clerk.
- Members of the Public and Press:** There were two members of the public present.
There were no members of the press.

116. To approve the minutes of the last meeting held on Monday, 21st March 2016.

Cllr Von Clemens proposed that “**the minutes of the Policy and Resources Committee meeting held on Monday, 21st March 2016 should be approved as a correct record of that meeting**”. Cllr Mrs Ridout seconded and the vote was unanimous. **RESOLVED.**

117. Questions. There were no questions.

118. 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 discloseable pecuniary interests.

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

a) Gillingham Sports Land and Cycle Link

Cllr Milsted reported that the project was moving smoothly towards its scheduled completion. The Football Association has visited the site and has informed the Football Club that they can proceed with their grant applications. Mr Mike Coker, Technical Officer at North Dorset District Council, will be signing off the contract in the near future and the final payment will be made. Smaller areas of work, not included within the main contract, will be sent out to tender to local contractors.

Policy and Resources Committee Meeting – Monday 18th April 2016 (continued):

119. To receive working party reports, if available, for consideration and approval (continued):

b) Health and Safety

Cllr Evill informed members that no meeting has taken place and there was nothing to report.

c) IT Working Party – replacement of projector and screen (Cllr Paul Harris, Lead Member)

Cllr Harris reported that all the equipment was now complete and proposed that the working party was dissolved.

Cllr Harris proposed that **“the IT working party set up to deal with the replacement of the projector and screen has completed its task and should now be dissolved”**. Cllr Walsh seconded and the vote was unanimous. **RESOLVED.**

d) Hardings Park Project Team – update

The Town Clerk summarised the report that had been tabled. Please refer to Appendix A.

The report contained one recommendation. There were no further comments.

Cllr Milsted proposed that **“the old wooden pavilion at Hardings Park is demolished and removed from site”**. Cllr Evill seconded and the vote was unanimous. **RESOLVED.**

120. Finance:

a) To approve cheques for payment for April 2016

A list of cheques for payment had been issued at table. Please refer to Appendix B.

Cllr Mrs Ridout queried cheque no. 16171 – DCC, additional waste collection. The Town Clerk explained that this was for the wheelie bin collection from the workshop. There is no regular waste collection from the Town Hall or the workshop. This is a quarterly charge.

Cllr Mrs Ridout thanked the Town Clerk for her clarification. Cllr Mrs Ridout was concerned that the charge resulted from the collection of litter collected during the volunteer litter pick held earlier in the month. The Town Clerk explained that this type of waste is put with the other street cleaning waste and collected by Dorset Waste Partnership under a separate arrangement from the wheelie bin collection, which is classed as trade waste.

Cllr Mrs Ridout proposed **“that the cheques for payment for the month of April 2016 to the gross value of £58,828.20 should be approved for payment”**. Cllr Milsted seconded and the vote was unanimous. **RESOLVED.**

b) To receive the 4th quarterly statement for the FY 2015-2016

The Town Clerk presented the 4th Quarterly Report, which had been circulated prior to the meeting. Please refer to Appendix C.

The Town Clerk informed the meeting that most balances were on or under budget.

Cllr Milsted proposed that **“the 4th Quarter accounts for FY 2015/16 should be approved”**. Cllr Von Clemens seconded and the vote was unanimous. **RESOLVED.**

Policy and Resources Committee Meeting – Monday 18th April 2016 (continued):

120. Finance (continued):

c) To receive the 4th quarterly internal audit for the FY 2015-2016

The Town Clerk informed members that that 4th Quarterly Internal Audit had taken place as per the usual criteria agreed by members and that there were no non-conformists or recommendations issued by the internal auditor.

Cllr Von Clemens proposed that **“the 4th Quarter Internal Auditors Report FY 2015-16 should be approved.”** Cllr Evill seconded and the vote was unanimous. **RESOLVED.**

121. To receive recommendations from the General Purposes Committee of Monday, 4th March 2016:

a) “to release funding from the Festive Lighting Budget no. 6.06 for the hire of Santa’s grotto at £90 ex VAT and for the hire of a stage at £750 ex VAT”.

Cllr Milsted proposed that **“funding was released from the Festive Lighting Budget no. 6.06 for the hire of Santa’s grotto at £90 ex VAT and for the hire of a stage at £750 ex VAT”.** Cllr Von Clemens seconded and the vote was unanimous. **RESOLVED.**

b) “the agreement between the Town Council and Dorset County Council regarding the correct deployment of the Speed Indicator Device (SID) is agreed and signed by the Town Clerk”.

Cllr Milsted proposed that **“the agreement between the Town Council and Dorset County Council regarding the correct deployment of the Speed Indicator Device (SID) is agreed and signed by the Town Clerk”.** Cllr Mrs Ridout seconded and the vote was unanimous. **RESOLVED.**

122. To receive and consider a quotation for the exterior painting of the Town Council Workshop at Units 11 and 12 Old Market Centre (maintenance work as required by the lease agreement).

The Town Clerk informed members that two local painters had been asked to quote for the exterior painting required – exterior cladding, windows and doors - at the leased workshop facilities, units 11 and 12 Old Market Centre. Special paint has to be used as detailed in the lease agreement and following a reminder by the letting agent that this maintenance work still remains outstanding. It has not possible for this work to be carried out in-house by the grounds staff, as originally anticipated. Only one quotation was received for £1,640, which is very reasonable and the company is known for its high quality work. This work has not been allowed for in the Precept and will need to be funded from the contingency budget.

Cllr Milsted proposed that **“the exterior painting required at Units 11 and 12 Old Market Centre should be carried out as per the quotation received dated 30th March 2016 for £1,640, and funded from the Contingency budget no.8.01”** Cllr Von Clemens seconded and the vote was unanimous. **RESOLVED.**

123. To receive and consider the draft street naming policy and numbering policy from North Dorset District Council (held at the Town Council offices and emailed to members prior to the meeting).

This large document had been circulated to members via email prior to the meeting. The Town Clerk explained that it had been circulated for consultation and any comments.

Several members commented on a rather well produced document that was complete common sense, especially section 10, regarding consultation with Parish/Town Councils.

Cllr Mrs Ridout proposed that **“Gillingham Town Council had no comments to make regarding the Street Naming and Numbering Policy proposed by North Dorset District Council and that the policy should be commended for its clarity and common sense”.** Cllr Milsted seconded and the vote was unanimous with the exception of Cllr Walsh who abstained from voting as the policy document is part of his portfolio as a district councillor. **RESOLVED.**

Policy and Resources Committee Meeting – Monday 18th April 2016 (continued):

124. To agree that a Town Enhancement Plan is compiled for Gillingham.

The Town Clerk explained to members that the idea for a Town Enhancement Plan had been raised by Cllr Gould, who was unfortunately unable to attend the meeting. Cllr Milsted commented that a Town Enhancement Plan would be an extension of the Conservation Area Enhancement plan currently being compiled by the Heritage Action Group. Work already completed by the Gillingham Neighbourhood Plan Group will be incorporated within the Town Enhancement Plan. The idea of a Town Enhancement Plan has been endorsed by Mr David Stewart of Historic England (formerly English Heritage) and Mr Kevin Morris, Head of Conservation at North Dorset District Council.

Cllr Mrs Potheary proposed that **“a Town Enhancement Plan is compiled for the Town and that this work is carried out by Town Council office staff”**. Cllr Harris seconded and the vote was unanimous. **RESOLVED.**

125. Matters Pertinent.

Earlier in the month, Nat West Bank made an approach to the Town Clerk to see if it would be possible for a Nat West mobile bank to visit Gillingham on a Friday morning between 11.45am to 12.45pm starting from 29th April 2016. It has been arranged for the mobile bank to be parked in the High Street car park and is fully supported by North Dorset District Council. If there is a high demand for this service it may be possible to extend the hours; likewise, if there is little demand then the service will be withdrawn. The service will be launched this Friday and the local press have been informed.

Closure: The meeting closed at 8.00pm.

Hardings Park Project

Update – April 2016

Author: Hardings Park Project Team

1. The project to-date

Site Meetings: Various site meetings have been held. The two main meetings took place on Tuesday, 5th April and Monday, 18th April 2016.

Planning Permission: The planning application has been circulated by NDDC with comments requested by early May.

Public Works Loan Application: DAPTC has passed the loan request to DCLG Borrowing Team. The application received positive comments from DAPTC Chief Executive. The application was extremely comprehensive and the covering letter, which was omitted (unintentionally) from the application, is now no longer required.

Site Plans: CAD designs of the site have been provided by Maverick Industries

Wheeled Sports Facility (skate park): No update this month.

Adventure Play Park: Contractors working on behalf of Sutcliffe Play have been working on site for the last two weeks. Ground conditions are extremely wet and the site is rather messy at the moment. All the equipment will be secured into the ground this week and reinstatement works will commence next week, weather permitting. The Mayor and his Consort officially dug the first turf on Tuesday, 5th April (see picture below).



Official Openings: No report this month.

Outdoor Table Tennis Facility: Still awaiting outcome of Sport England bid.

Coaching/Outreach work: No report this month.

Seating: One Stop Carrier Bag Levy was successful and it has been possible to purchase one metal seat. Most of the blue seats around the town will be repainted and utilised at Hardings Park. At most locations where a blue metal seat has been removed, a wooden seat will be installed, when available.

Electric Supply: The electricity supply has been disconnected from the old pavilion and reconnected to the new meter box at the top of the site. British Gas have supplied and installed a new SMART in the meter box.

CCTV: An 8m column has been installed. The electrical supply to the column will be connected this week and the CCTV camera installed shortly afterwards.

2. Recommendations

- That the old wooden pavilion is demolished and removed from site.

GILLINGHAM TOWN COUNCIL

CHEQUES FOR THE MONTH OF APRIL 2016

DATE	CHEQUE NUMBER	RECIPIENT	NETT	V.A.T. (£)	GROSS (£)	ACC CODE	V.A.T. No	NOTES
04/04/2016	16154	Adesign - Bus Shelter poster cabinet	697.00	139.40	836.40	GR	170950409	Enhancement Fund
09/04/2016	16155-60	Nett Wages - Week 1	0.00	0.00	0.00	4.02		Staff & Salaries
16/04/2016	16161	Week End Orderly - 2nd & 3rd April	0.00	0.00	0.00	4.06		Staff & Salaries
16/04/2016	16162-67	Nett Wages - Week 2	0.00	0.00	0.00	4.02		Staff & Salaries
19/04/2016	16168	NDDC - Rates - Town Hall	7865.00	0.00	7865.00	3.31		
19/04/2016	16168	NDDC - Rates - 11-12 Old Market Centre	5808.00	0.00	5808.00	3.43		
19/04/2016	16168	NDDC - Rates - 1 Chantry	1355.20	0.00	1355.20	3.46		
19/04/2016	16168	NDDC - Rates - Public Conveniences	2855.60	0.00	2855.60	3.45		
19/04/2016	16168	NDDC - Rates - Cemetery	1917.97	0.00	1917.97	3.29		T/Relief £1179.63
19/04/2016	16169	J H Rose & Sons - Hardings Park	666.50	133.30	799.80	GR	323324887	Top Soil
19/04/2016	16170	Angel Springs Ltd - Water Cooler Contract	9.27	1.85	11.12	3.40	828382407	
19/04/2016	16171	DCC - Additional Waste Collection	195.00	0.00	195.00	3.18		
19/04/2016	16172	Gillingham Press - Stationery	6.48	1.30	7.78	3.06	823885892	
19/04/2016	16173	PR Elelectical Services-Strip Light Repairs	142.00	0.00	142.00	3.25		Town Hall x 2
19/04/2016	16174	Fencewize - Green Space	150.00	30.00	180.00	3.10	730295252	
19/04/2016	16175	3 County Group Ltd - Change Locks	92.50	18.50	111.00	3.16	186372675	Units 11 and 12
19/04/2016	16175	3 County Group Ltd - Additonal Keys	18.00	0.00	18.00	3.16		
19/04/2016	16176	Thorngrove Garden Centre	9.99	0.00	9.99	5.02		
19/04/2016	16177	Lyreco - Stationery	93.01	18.60	111.61	3.06	927265703	
19/04/2016	16178	Aqua Cleaning (Services) Ltd	43.32	8.66	51.98	3.36	182215132	
19/04/2016	16179	Sydenhams (Hire - Cement Mixer)	21.40	4.28	25.68	GR	186100481	Seat Base/ Meter Box
19/04/2016	16180	Sydenhams	156.09	31.22	187.31	3.13/5.02/GR	186100481	
19/04/2016	16181	Custom Security Services Ltd - CCTV	2880.00	576.00	3456.00	GR	423682944	Repairs/Up-grade
19/04/2016	16182	Crockers Gillingham Ltd	39.96	7.99	47.95	3.16	800312302	
19/04/2016	16183	Churches Fire Security Ltd	111.79	22.36	134.15	3.25	568637001	Annual Service
19/04/2016	16184	Cash Contra Payment Workmen-NDDC	85.00	0.00	85.00	3.25		Chantry Car Park
19/04/2016	16185	Sutcliffe Play S. W. Ltd - Green Gym	12415.00	2483.00	14898.00	GR	817894678	
19/04/2016	16186	Lee Holmes - Service Parts	305.05	61.01	366.06	3.16	787672759	
19/04/2016	16187	Mole Countrystores	100.43	20.09	120.52	6.09	143215014	
19/04/2016	16188	Cllr Expenses - Travelling	124.80	0.00	124.80	5.08		Three events
05/04/2016	DD	British Gas - Town Hall Electric	202.98	40.59	243.57	3.33	684966762	
12/04/2016	DD	British Gas - Chapel Electric	5.57	0.27	5.84	3.48	684966762	
14/04/2016	DD	British Gas - Mortuary Workshop Electric	125.65	6.28	131.93	3.30	684966762	
15/04/2016	DD	British Gas - WC Electric	90.55	4.52	95.07	3.49	684966762	
22/04/2016	DD	British Gas - 11 & 12 Workshop Electric	93.90	4.69	98.59	3.41	684966762	
22/04/2016	DD	British Gas - Town Meadow Electric	12.34	0.61	12.95	3.50	684966762	Contra Payment

DATE	CHEQUE NUMBER	RECIPIENT	NETT	V.A.T. (£)	GROSS (£)	ACC CODE	V.A.T. No	NOTES
03/04/2016	DD	Right Fuelcard - Fuel - Service Charge	1.20	0.02	1.22	3.09	110537850	
10/04/2016	DD	Right Fuelcard - Fuel	40.69	8.14	48.83	3.09	110537850	
27/04/2016	DD	Right Fuelcard - Fuel	26.47	0.53	27.00	3.09	110537850	
19/04/2016	16189	Fencewize-Concrete base CCTV Pole	354.43	70.89	425.32	GR	730295252	Wood Sponsor Grnds
19/04/2016	16190	The IT Shack - 21" Desk Pro equipment	1150.67	230.13	1380.80	GR	136724411	
19/04/2016	16191	Mr Shaun Dobie - Contract annual fee	1000.00	0.00	1000.00	3.15		GTC Website
19/04/2016	16192	Internal Audit - Jan, Feb & March 2016	150.00	0.00	150.00	3.14		
19/04/2016	16193	Gillingham Community & Leisure Trust Ltd	10000.00	0.00	10000.00	2.20		
19/04/2016	16194	The Post Office - Postage	59.02	0.00	59.02	3.07		
19/04/2016	16195	Petty Cash - Office	27.49	0.00	27.49	3.22		
19/04/2016	16195	Petty Cash - Workshop	11.96	0.00	11.96	3.23		
19/04/2016	16196	Quality Solicitors - Farnfields	60.00	0.00	60.00	3.02		CCTV Wayleave
19/04/2016	16197	Weldmar Hospice Shop	60.00	0.00	60.00	3.02		CCTV Wayleave
19/04/2016	16198	Dextra Group PLC	120.00	0.00	120.00	3.02		CCTV Wayleave
19/04/2016	16199	Mr & Mrs Ball	60.00	0.00	60.00	3.02		CCTV Wayleave
19/04/2016	16200	Gillingham Tyre Service	60.00	0.00	60.00	3.02		CCTV Wayleave
19/04/2016	16201	Brimble Lea & Partners	60.00	0.00	60.00	3.02		CCTV Wayleave
19/04/2016	16202	Mrs Penhale	60.00	0.00	60.00	3.02		CCTV Wayleave
19/04/2016	16203	Hambletons	60.00	0.00	60.00	3.02		CCTV Wayleave
23/04/2016	16204-09	Nett Wages - Week 3	0.00	0.00	0.00	4.02		Staff & Salaries
19/04/2016	16210	Week End Orderly - 16th & 17th April	0.00	0.00	0.00	4.06		Staff & Salaries
30/04/2016	16211-16	Nett Wages - Week 4	0.00	0.00	0.00	4.02		Staff & Salaries
30/04/2016	16217-20	Nett Salaries - Month 1	0.00	0.00	0.00	4.01		Staff & Salaries
19/04/2016	16221	Town Hall Cleaner - Month 1	0.00	0.00	0.00	4.07		Staff & Salaries
19/04/2016	16222	The Inland Revenue - Month 1	0.00	0.00	0.00	4.04		Staff & Salaries
19/04/2016	16223	DCC - Pension Payment - Month 1	0.00	0.00	0.00	4.05		Staff & Salaries
19/04/2015	16224	Western Workshop Supplies Ltd	63.95	12.79	76.74	3.26	501771180	
19/04/2016	16225	SSE - 11 & 12 Workshops - Gas	38.05	1.90	39.95	3.47	553769603	
19/04/2016	16226	Expression Events - Stage Festive Parade	750.00	150.00	900.00	6.06	933714816	
19/04/2016	16227	Cllr Expenses - Travelling - DAPTC	39.00	0.00	39.00	5.08		
19/04/2016	16228	David Harness - Tree Work	1430.00	286.00	1716.00	3.19	101833162	Six sites
19/04/2016	16229	Astill Treecare Ltd - Treework - Rolls Bridge	75.00	0.00	75.00	3.19		
		TOTAL	54453.28	4374.92	58828.20			

Minute no. 120 (b)

4th Quarter Financial Statement**Report by the Town Clerk/RFO, Mrs S Dobie**

The Lloyds Bank Deposit Account currently stands at £257,834.86p.

The Lloyds Bank Current Account currently stands at £15,020.00p.

The National Savings and Investment Account currently stand at £266,122.69p.

INCOME

- The Precept of £597,249.13, which included the £10,445 - 25% NDDC concessionary payment, has been received. No concessionary payment will be made in the 2016-17 financial year.
- The Stours Parish Council has paid the second half of the revenue support towards the Town Centre Public Conveniences - £426.73p – total for year £853.00p.
- Bank interest accrued over this financial year was £189.29 current account; £2,096.99 in the National Savings & Investment Account – (£1,286.28p over estimated budget). Burial Income received totalled £5,504 (£504 over estimated budget) and Lettings received £4,238.03p (£238.03p over estimated budget).
- Sundry income is over budget as a refund has been received from NDDC regarding the annual Rate payment at Chantry Fields having been collected twice. Refund of £1,344.00; and the Rifles payment of £1,000.00p towards the Civic Day Event. Monies totalling £2,902.50p has been received from the Town Meadow Group for goods purchased and electricity used during the financial year. Insurance refunds total £1,694.72p.
- Civil Partnerships/Marriages – Seven have been carried out, all payments have been received.
- V.A.T has been claimed back in the fourth quarter of £12,470.41p.
- The 2nd Green Gym equipment has been installed. The goal ends will be installed later this Spring. Grants totalling £7,415.00 received for these projects in this F.Y will be held in the General Reserve together with the £5K held in the General Reserve for the F.Y.2014-15; and will be used to pay for these projects.
- The Dorset County Council Service Level Agency Agreement for cutting back the grass verges and maintenance of four footpaths has been paid totalling - £4,058.87p
- £1,480.63p has been received as donations towards the Festive Lighting event and paid out in this financial year except for the £200 received in February 2016, which will be earmarked towards another themed spiral tree in the 2016 event.
- £39,991.25 has been drawn down from the National Savings & Investment account to cover the following:
 1. £12,112.50 – Play and Open Space maintenance carried out by Gillingham Town Council workforce.
 2. Green Flag Status - £312.00
 3. Hawthorne Avenue – Additional Work - £1000.00
 4. Mower and John Deere Gator - horticultural vehicles - £10,750
 5. Picnic Tables, 4 seats and concrete bases - £1,020.53
 6. Gyllas Green Goal Posts - £5,716
 7. Church View Goal Posts - £2309
 8. Horsefields Knee High Fence - £960
 9. Ham Farm Knee High Fence - £1,110
 10. Cemetery – extended paths - £4,701.22

EXPENDITURE

Grants

All grants and associated accounts have been paid with the exception of Age Concern, £200 who did not wish to receive a grant.

Running Costs

- In line with the budget figures. Insurance is over budget on the expenditure sheet, but refunds totalling £1,694.72p has been received bringing this back in line with the original forecast.
- The Function Fund is over budget by £1,430.34p due to the unexpected retirement function for the Town Crier within this financial year. However, income of £1,000 has been received from the Riffles, bringing this budget figure £430.34 over the original forecast.
- All maintenance has been carried out on large and small machinery in house. The maintenance and repair budget is 26% higher than envisaged due to a large repair having to be carried out on one of the larger pieces of equipment.
- CCTV additional camera and inspections – the £8,230.23p will be held in the General Reserve and will help to pay towards the costs of the new camera and installation at Hardings Park together with the £3,873 already in the general reserve from F.Y.2014-15.

Staff and Salaries

- Are in line with the budget figures. The fourth quarter budget accounts will be presented to the Staff and Salaries Committee at their meeting to be held on the 18th April 2016.

Major Projects

- Hardings Lane Sport Pitches. It is envisaged that the first phase of this project will be completed in August 2016. The contractor has been asked to complete all works to the site prior to the final payment being made. Awaiting report on the current situation. £97,693.80 is being within the General Reserve.
- War Memorials – Work to the Milton-on-Stour War Memorial has been carried out. The contractor has not reported that there is work required on the Town War Memorial.
- Hardings Park - An up-date regarding this project has been circulated to all members of the council in January 2016 at the Policy & Resources Committee. Installation of the play equipment commenced in April 2016.

Utility & Contract Costs

- These are in line with the budget figures, with the exception of the water costs at the Recreation Ground. This increase is due to Wessex Water billing £209.87p for repairs caused by a water leak within the Recreation Ground in the FY 2014-15.

General Reserve

Monies are still earmarked within the General Reserve for the following projects:

- War Memorial Maintenance £1,500
- Heritage Lighting Scheme - £2,800 (2years or a three year project)
- Repairs to the Chapel Roof £4,000
- Provision of new large machinery - £6,350
- Provision of Bow Top fencing - £6,000 – (2 year project – Hyde and Lodbourne)
- High Street Enhancement Scheme - £10,000
- Contingencies - £5,400