



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 15th February 2016** in the **Jubilee Room, Town Hall, School Road, Gillingham**, commencing at **7.30pm**.

Present: Cllr Mrs V Potheary (Deputy Chairman).
Cllr Ms A Baker, Cllr R Evill,
Cllr D Griffin, Cllr D Milsted, Cllr R Monksummers,
Cllr Mrs B Ridout and Cllr B Von Clemens.

Apologies: Cllr Mrs S Hunt (Chairman), Cllr P Harris and
Cllr D Walsh.

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

Members of the Public and Press: There was two members of the public present.
There were no members of the press.

97. To approve the minutes of the last meeting held on Monday, 18th January 2016.

Cllr Von Clemens proposed that “the minutes of the Policy and Resources Committee meeting held on Monday, 18th January 2016 should be approved and adopted as a correct record of that meeting”.

Cllr Milsted seconded and the vote was unanimous. **RESOLVED.**

98. Questions. There were no questions.

99. 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 were declared.

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

a) Gillingham Sports Land and Cycle Link (Cllr David Milsted, Lead Member)

Cllr Milsted had two matters to report. The first was in reference to the Hardings Lane Sports Ground. Mr M Coker, Technical Officer at North Dorset District Council, has been negotiating on behalf of the Town

Policy and Resources Committee Meeting – Monday 15th February 2016 (continued):

100. To receive working party reports (continued):

Council with the contractor, White Horse Contractors Ltd. in respect of the concrete pathway and the cost of the additional drainage work and has secured a reduction of £7,500 plus VAT and extended the warranty to 5 years on the concrete pathways and confirmed that the cost of the additional drainage work will be £1,250 plus VAT. A letter of acceptance has been sent to White Horse Contractors Ltd so that this work can be completed.

Cllr Milsted then referred to an email he had received from the Town Clerk at Shaftesbury inviting him to attend an initial meeting for people interested in developing a Shaftesbury to Gillingham Cycleway, on Wednesday, 24th February 2016, at 6.30pm. Cllr Milsted has accepted the invitation in a personal/informal capacity, as the matter has not been discussed by Gillingham Town Council. Cllr Milsted will report back to the next Policy and Resources Committee.

a) Health and Safety (Cllr Rupert Evill, Lead Member)

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

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

In the absence of Cllr Harris the Town Clerk informed members that the additional electrical socket to power the new projector and screen and also to remove current trip hazards have been completed. The 21" Desk Pro has been ordered and at present being formatted with Office 2016 - Home and Student package - which will give the laptop Word, Excel and Power-Point including an anti-virus programme. Delivery of this is imminent and once received the further training will be given to the Town Council staff and the project will be completed.

101. Finance:

a) To approve cheques for payment for February 2016.

Cllr Milsted referred to Cheque No: 16053. He was concerned that this cheque was made out to an individual of the Gillingham Neighbourhood Plan Group and asked for clarification. The Town Clerk stated that £79 was for the annual subscription to Drop Box, £18 for the registration fees to the Land Registry and £23.40 for travelling expenses.

Cllr Ms Baker referred to the Direct Debit to BT for internet services at 1 Chantry and asked was this a monthly payment? The Town Clerk informed members that this was a quarterly payment.

Cllr Mrs Ridout referred to cheque no: 16061 PR Electrical Services and asked what this payment referred to. The Town Clerk confirmed that this was work carried out for the additional electrical sockets and associated work in the Jubilee Room for the projector and screen.

The Town Clerk referred to cheques 16047: £24117.60 and 16048: £7044.00 respectively. These have been presented for the annual payment for the works carried out under the Service Level Agreements with Dorset Countryside.

Cllr D Milsted proposed **“that the cheques for payment for the month of February 2016 to the gross valued of £48,548.92 should be approved for payment”**. Cllr Mrs Ridout seconded and the vote was unanimous. **RESOLVED.**

Policy and Resources Committee Meeting – Monday 15th February 2016 (continued):

102. To consider the following recommendation from the General Purposes Committee held on Monday, 1st February 2016:

Cllr Von Clemens proposed that **“the purchase of four oak saplings for Upper Lodden Fields to celebrate the anniversary of Gillingham School, together with galvanised metal tree guards up to a maximum of £500 to be taken from budget no. 5.16 unsolicited costs FY 2016/17, and to seek further funding from North Dorset District Council to complete the avenue of trees”**. Cllr Mrs Ridout seconded and the vote was unanimous. **RESOLVED.**

Cllr Milsted, as Chairman of the General Purposes Committee, gave a brief summary of the above recommendation and informed members that North Dorset District Council holds money in trust for tree planting that individuals and organisations can apply to for funding.

Cllr D Milsted proposed that **“the purchase of four oak saplings for Upper Lodden Fields to celebrate the anniversary of Gillingham School, together with galvanised metal tree guards up to a maximum of £500 to be taken from budget no. 5.16 unsolicited costs FY 2016/17, and to seek further funding from North Dorset District Council to complete the avenue of trees”**. Cllr Von Clemens seconded and the vote was unanimous. **RESOLVED.**

103. Matters Pertinent.

- a) A letter has been received from Gillingham School for consideration by the town council regarding funding for public art to celebrate the 500 anniversary of the school. It was agreed this request should be referred to the next Policy and Resources Committee. Details of the request will be circulated prior to the meeting with the agenda.
- a) The Town Clerk informed members that the new web site went live on Monday, 15th February 2016.

Closure: The meeting closed at 7.52pm.