



# GILLINGHAM TOWN COUNCIL

## POLICY & RESOURCES COMMITTEE

The Town Hall, School Road, Gillingham, Dorset SP8 4QR  
Tel: 01747 823588 Email: GTC@gillinghamdorset-tc.gov.uk

Dear Sir/Madam

All members of the **Policy and Resources Committee** are summoned to a meeting which will be held on **Monday, 17<sup>th</sup> October 2016**, in the Jubilee Room, Town Hall, School Road, Gillingham commencing at **7.30pm**.

Sylvia Dobie  
Town Clerk

12<sup>th</sup> October 2016

Prior to the meeting a period of time up to a maximum of fifteen minutes will be allowed for public comments and questions restricted to items listed on the following agenda.

All in attendance should be aware that filming, recording, photographing or otherwise being reported about may occur during the meeting. A designated area is set aside for members of the public not actively participating in the meeting where there will be no filming or photographs taken.

## AGENDA

1. Apologies.
2. To approve the minutes of the last meeting held on Monday, 19<sup>th</sup> September 2016.
3. Questions.
4. Declarations of Interest - Members are required to comply with the requirements of the Localism Act 2011, Section 27 regarding disclosable pecuniary interests.
5. To receive working party reports for consideration and approval, if available:
  - a) Sports and Cycle Link – Response from DCC attached.
  - b) Hardings Park Project Team – no report pending
  - c) Health and Safety – no matters arising this month
6. Finance:
  - a) To approve cheques for payment for October 2016 (issued at table including payments for FY 2016-2017 under S137 LGA '72, S19 (Miscellaneous Provision) LGA '76, S142 (2) LGA '72, S144 LGA '72 and S145 LGA '72 (attached).
  - b) To receive the 2<sup>nd</sup> Quarter Financial Statement and Town Clerk's report (attached).
  - c) To receive the 2<sup>nd</sup> Quarter Internal Auditor's report (No non conformists).

**Policy and Resources Committee – Agenda – Monday, 17<sup>th</sup> October 2016 (continued):**

7. To receive recommendations, for consideration and approval, from the General Purposes Committee held on Monday, 3<sup>rd</sup> October 2016 to provide funding for the following:
  - a) “Somerset Close is included in the Town Council’s Tree Condition Survey and Risk Management Plan at a cost of £125 and funded from budget no. 3.19, tree surgery/annual tree planting”.
  - b) “the Policy and Resources Committee is recommended to release funds from budget no. 6.06, festive lighting parade for: the hire of radios for use by road marshals (£40), advertising and signage (£200), Santa’s loot bags (£150), purchase of 100 x small Christmas trees and 1 x large Christmas tree (£1,700), purchase of new lights and materials to construct a Christmas light display (£1,300) and road closure notice (£140)”.
8. To consider and review the Town Council’s license for the use of Hardings Park and an additional license for the letting of Public Open Spaces.
9. To identify any items relevant to the Policy and Resources Committee for inclusion in the Precept for the FY 2017/16 (draft ‘wish list’ attached).
10. Matters pertinent to this meeting - Members are advised that inclusion of an item is at the Chairman’s discretion and that *‘A Council cannot lawfully decide any matter which is not specified in the summons (agenda)’*. The Chairman to be advised prior to the start of the meeting.

Closure.

**Tabled:**

Cheques for payment – October 2016

**Attached:**

Letter – DCC Coast and Countryside

2<sup>nd</sup> Quarter Financial Statement and Report

License – Hardings Park

License – Public Open Spaces

Precept Wish List



**Official**

Mrs S Dobie  
Gillingham Town Council  
The Town Hall  
School Road  
GILLINGHAM  
SP8 4QR

Telephone: 01305 224290  
Minicom: 01305 267933  
**We welcome calls via text Relay**

Email: [p.sterling@dorsetcc.gov.uk](mailto:p.sterling@dorsetcc.gov.uk)  
DX: DX 8716 Dorchester  
Website: [www.dorsetforyou.com](http://www.dorsetforyou.com)

Date: 26 September 2016  
Ask for: Phil Sterling  
My ref:  
Your ref: PS/TD

Dear Ms Dobie

**Motcombe to Gillingham Cycle Link**

Thank you for your letter of 26 August 2016 to the Chief Executive, which has been passed to me for reply.

Firstly let me clarify that in principle the County Council supports locally-led initiatives that aim to improve the health and wellbeing of communities, and the safety of local people, and the proposed cycle routes around Gillingham and between Motcombe and Gillingham clearly meet our aims. You will also be aware of our commitment to your patch through our joint approach to increase accessibility for all by replacing stiles with gates on the footpath network around the town, our support in your achieving national Walkers are Welcome status for the town, and the recent award of Green Flag status for Jubilee Fields.

I am sure you are more aware than I am of the difficulties we have all had in trying to get the cycle routes project off the ground. Fundamentally, the Motcombe – Gillingham link will not come to fruition unless there is complete agreement with all landowners along the route. As I understand it, we are far from reaching accord, and indeed, one of my officers who did discuss a proposed route in 2014 with one landowner met with unwarranted aggression, and I am not aware that this opposition has in any way receded recently. The County Council is not able to commit its own resources currently to undertaking landowner negotiation, and this has always been recognised as a matter that would be best led by representatives of the local communities involved. That said, my countryside staff will continue to support the community in completing the preparatory groundwork for the project where this is helpful to you.

You will also be aware that it would be preferable for phasing of cycleway improvement in the Gillingham/Motcombe area. The first phase of cycle routes within Gillingham town would be likely to be implemented soonest because of the need to provide 'safer routes to schools' between the proposed new housing allocation south of Gillingham and the school.

Implementation of the cycleways would be delivered in tandem with that housing development. The Motcombe - Gillingham spur would then follow on to link with the cycle infrastructure in place within the town.



I may have misunderstood the situation here, but I am not aware that S106 finance earmarked for the cycle scheme would be lost, unless there is a clawback arrangement which kicks in after a set number of years. If there is a clawback, then I would agree with you that there is some urgency so that the money is not returned to the developer from whom it came. I have asked my Countryside Development Project Officer, Tara Hansford, to clarify the matter with the District Council, and also to ask if this money can in part be used for project development, which might help unlock resources to keep the project's wheels moving.

It seems to me that all local authorities are keen to see the routes progressed, but we are not going to make much progress on detailed design and planning permission for the Motcombe – Gillingham spur, let alone implementation, unless we have a report which details section by section where we have landowner agreement in principle, and where we have opposition. This would at least set the record straight as of 2016 between all four authorities involved – county, district, town and parish – as to whether we do or do not have landowner consent to proceed to the design stage. There are of course a number of design issues which will need to be tackled in due course, including surfacing, drainage, and fencing and its effects on farming and stock movement, as well as the business case to demonstrate value for money for any funding bids. But for now the County Council cannot realistically commit significant time to the project until we have agreement of the landowners.

I realise this does not provide you with the answers you may have hoped for, but I reiterate that we are committed in principle to assisting with these cycleway improvements where we can. Once I have heard back about whether S106 monies can be spent on project development I will let you know.

Yours sincerely



**Dr Philip H Sterling, MCIEEM**  
Coast & Countryside Service Manager

Copies to:     Debbie Ward, Chief Executive - Dorset County Council  
                     Cllr David Walsh  
                     Tara Hansford - Dorset County Council  
                     Giles Nicholson - Dorset County Council  
                     Graham Stanley - Dorset County Council  
                     Kate Tunks - Dorset County Council

## **2<sup>nd</sup> Quarter Financial Statement**

**Author: Mrs S Dobie, Town Clerk and Responsible Financial Officer**

The Lloyds Bank Deposit Account currently stands at £600,920. 41p.

The Lloyds Bank Current Account currently stands at £15,000.00p.

The National Savings and Investment Account currently stand at £145,858.69p

### **INCOME**

- The second half of the Precept has been received totalling £324,305.26p.
- Interest remains low within the Lloyds Bank Account. There is interest of £5,971.18 accrued in the NS&I bank account which has now been earmarked to the Hardings Park budget. There will be further interest added at the end of this financial year.
- Civil Marriages – Six have been carried out in the first half of this financial year.
- The Stours Parish Council has paid the first half of revenue support to the Town Centre Public Conveniences - £426.72p. Second payment due October 2016.
- Sundry income is within budget. A refund of £1,400.00 has been received from the Insurance Company as compensation for the loss of the stolen trailer. This revenue has now been included within the large machinery budget and used as part payment for the replacement Peugeot van. Contra payments have been received from the Town Meadow Group.
- The V.A.T has been claimed back in the second quarter totalling - £28,835.31p.
- National Savings Account – a paper transfer of monies totalling £120,264.00p has been transferred from the Hardings Park budget to the General Reserve to cover the cost of the new play equipment and associated works provided by Sutcliffe Play Co Ltd.
- The Public Works Loan of £126,955.55 (£44.45 initial costs already removed for setting up fees by the PWLB) has been received and will be earmarked partly for the balance of the new skate park and associated works at Hardings Park.
- Grants and donations have been received in this financial year and earmarked to the various projects as follows:
  - Three Rivers Partnership – Hardings Park - £500.00
  - Chamber of Commerce – Festive Lighting - £500.00
  - Dextra – Festive Lighting – Spiral Trees - £500.00
  - Mr Reynolds – Festive Lighting – Spiral Tree - £200.00
  - Donations received for the avenue of trees/bench at Lodden, plus donations for additional benches = £835.00 with an additional £70.00 held in the GR 2015/16.
  - Donations – Hardings Park - £269.98
  - Marnhull Service Level Agreement – the 2015/16 balance of £792.00 has been received.
  - Summer Bedding Sponsorship – monies received have been paid out for the summer bedding. Surplus monies held in this account and will be used to purchase a poly tunnel to enable grounds staff to grow all bedding plants for 2017/18. Winter planting is being carried out with the addition of 50 large bags of spring bulbs being planted by volunteers.



## **EXPENDITURE**

### Grants/Income Support:

- The first half income support of £10,000.00p, has been paid to GC&LT (RiversMeet). The second payment of £10,000.00 will be presented to the Policy & Resources Committee for payment in October.
- Grant payments of £2,941.00p have been paid to date with the balance of payments due in October 2016. These will be presented to the October Policy and Resources Committee for payment.

Running Costs: These are in line with the budget figures. Insurance is over budget on the expenditure sheet, but refunds totalling £1400.00p have been received, bringing this back in line with the original forecast.

Staff and Salaries: These are in line with the budget figures. The second half of the year budget accounts have been presented to the Staff and Salaries Committee and have been adopted by the Full Council held on 26<sup>th</sup> September 2016.

Utility and Contract Costs: These are in line with the budget figures.

Major Projects: (This incorporates the first six month figures to assist the new members of the council)

- The Tree Management Plan has been completed and the fee of £3,000.00 paid.
- A John Deere Gator vehicle has been purchased for £9,940.00 and a Trimax Flail Deck FX155 at a cost of £4,581. Money has been drawn from the Large Machinery budget 8.06. Delivery expected October 2016.
- A new Peugeot Expert Van, with a part exchange of the smaller Peugeot Partner van, has been purchased for £11,903.00p with factory delivery plates and road tax of £605.00. The balance of the money held in the Large Machinery budget and the £1400 received from the insurance company for the trailer was used for this purchase. Delivery: October 2016.
- Hardings Lane Sport Pitches – The final payment of £34,386.33p has been paid to the contractor in respect of the community sport pitch. This completes phase one. The contract for the fencing and associated works has been awarded which is part of phase two and should be commenced in November 2016.
- Town Hall Refurbishment – The GTC Works Manager has altered the second door leading into the Civic Hall to now resemble a glass front display cabinet. Work will commence in October to carry out complete decorations within the Civic Hall. When completed members will need to agree the type of flooring for this room.
- Hardings Park – Maverick has now completed the Skate Park element. They have been paid to date a total of £81,542. 30p.
- Cemetery Notice Board – Has been received and erected in the Cemetery complete with Cemetery Notices.

# GILLINGHAM TOWN COUNCIL

September-16

## RECONCILIATION FOR THE YEAR 2016 - 2017

<b>A</b>	
<b>OPENING BALANCE</b>	
Carried forward from 31st March 2016	523329.08
<b>TOTAL</b>	<b>£ 523329.08</b>

B	
BANK DETAILS	
BANK ACCOUNT	BALANCE
Lloyds Bank Deposit Account	600920.41
Lloyds Bank Current Account	15000.00
Lloyds Bank Error	0.90
N.S.B. Account	145858.69
<b>TOTAL</b>	<b>£ 761780.00</b>

C	
INCOME	
INCOME TO DATE	AMOUNT
From April 2016	
For detail breakdown of income see sheets 2 & 3	
<b>TOTAL</b>	<b>£ 997552.73</b>

EXPENDITURE TO DATE	AMOUNT
From April 2016	
For detail breakdown of expenditure see sheets 4 to 13	
<b>TOTAL</b>	<b>£ 761461.21</b>

[illegible]

CURRENT BALANCE		
OPENING BALANCE	A	523329.08
PLUS INCOME	C	997552.73
SUB TOTAL		1520881.81
LESS EXPENDITURE	D	761461.21
<b>TOTAL</b>	<b>£</b>	<b>759420.60</b>

CUMULATIVE BALANCE		
TOTAL BANK BALANCES	B	761780.00
LESS U/P CHEQUES	B	2359.40
<b>TOTAL</b>	<b>£</b>	<b>759420.60</b>

KEY	
A	OPENING BALANCE
B	BANK DETAILS
E	UNPRESENTED CHEQUES
	TOTALS SHOULD BE EQUAL

## RECONCILIATION

SHEET 1

# GILLINGHAM TOWN COUNCIL

## CUMULATIVE INCOME TO DATE FOR YEAR 2016/2017

30/09/2016

ACCOUNT CODE	NOMENCLATURE	ESTIMATED PRECEPT ON OUTSET	CURRENT CUMULATIVE INCOME TO DATE	CURRENT CUMULATIVE DIFFERENCE	PERCENTAGE OF PRECEPT TO DATE	CURRENT QUARTERLY INCOME	NOTES
<b>1</b>	<b>INCOME</b>						
1.09	Precept	648610.54	648610.53	0.01	100.0	324305.26	Second half payment
1.10	Parish Contributions	853.00	426.72	426.28	50.0	0.00	
1.11	All Land Transfer work by GTC	20000.00	0.00	20000.00	0.0	0.00	
1.12	Burial Income	5000.00	3215.00	1785.00	64.3	1785.00	
1.12	Bank Interest/NS & I Interest	1000.00	104.25	895.75	10.4	49.34	
1.12	Lettings	4000.00	1710.00	2290.00	42.8	855.00	
1.12	Sundry Income/Town Meadow	2000.00	1815.90	184.10	90.8	1425.19	
1.13	DCC-Agency Work Footpaths	130.00	0.00	130.00	0.0	0.00	
1.14	Allotments x 2	900.00	905.00	-5.00	100.6	0.00	
1.15	DCC Agency Agreement	3928.87	0.00	3928.87	0.0	0.00	
1.16	Saxon Gate-Persimmon SLA	2115.00	926.00	1189.00	43.8	926.00	
1.17	NDDC-Stat. P/ment Street Clin	9000.00	9000.00	0.00	100.0	0.00	
1.18	Civil Marriages - Lettings	1000.00	600.00	400.00	60.0	500.00	
1.19	Grants/Donation Festive Equ	0.00	1500.00	-1500.00		1000.00	
1.20	Insurance Refunds/Receipts	0.00	1400.00	-1400.00		1400.00	
1.21	Sponsorship Flower Beds	0.00	969.41	-969.41		0.00	
1.22	VAT Refund	0.00	49920.86	-49920.86		37450.45	
1.23	NS&I Transfer	0.00	132376.50	-132376.50		120264.00	Hardings Park
1.24	Donations for Seats/Trees	0.00	835.00	-835.00		535.00	
1.25	Bank Errors	0.00	220.03	-220.03		0.00	
1.26	Donations - Hardings Park	0.00	269.98	-269.98		126.80	
1.27	SLA - Parishes	0.00	792.00	-792.00		264.00	
1.28	Land Transfer from developers	0.00	15000.00	-15000.00		15000.00	
1.29	PWLB	0.00	126955.55	-126955.55		126955.55	Hardings Park
	<b>TOTAL</b>	<b>698537.41</b>	<b>997552.73</b>	<b>-299015.32</b>		<b>632841.59</b>	

**TOTAL PERCENTAGE OF INCOME PRECEPT TO DATE**

**142.8**

SHEET 2



## GILLINGHAM TOWN COUNCIL

Sep-16

ACCOUNT CODE	CUSTOMER		INCOME	RECEIPT No	NOTES
1.12	Bank Interest		17.07		
1.12	Appleby & Childs		25.00	105	Late DEAR - Memorial
1.12	NoRDISS		10.00	106	Lettings
1.12	Town Meadow Group		200.00	107	Contra payments of invoices
1.12	Town Meadow Group		175.32	108	Contra payments of invoices
1.12	Milford Court Management Co		25.00	109	Lettings
1.12	Peter Jackson		200.00	110	Late: BOVIS
1.12	Mr Jonathan Chalk		200.00	111	Grant of Exclusive Right
1.12	S.Newton Area Youth Support Group		20.00	112	Lettings
1.12	Geo Scott & Sons		195.00	113	Late: RICHARDS
1.12	NDCLP		25.00	114	Lettings
1.24	J R & L J Day		125.00	115	Tree Donation - Upper Lodden
1.24	Mrs L Range		10.00	116	Tree Donation - Upper Lodden
1.24	Gillingham School		250.00	117	2 x Tree Donations - Upper Lodden
1.09	NDDC - 2nd half of the Precept		324305.26	BGC	
1.12	Spectrum Housing		208.67	BGC	Contra payment - bin Addison Close
1.12	Gillingham Car Link		20.00	Transfer	Lettings
1.12	ND CAB		10.00	Faster Payment	Lettings
1.12	ND CAB		10.00	Faster Payment	Lettings
1.12	3 RP		4.00		Photocopies
1.16	Persimmon - Hedge Cutting		926.00		Saxongate
1.19	Dextra Group		500.00	BGC	Grant - Festive Lighting
1.12	Dorset Italian		450.00	Faster Payment	Lettings
<b>TOTAL</b>			<b>£ 327911.32</b>		

**GILLINGHAM TOWN COUNCIL**  
EXPENDITURE TO DATE FOR YEAR 2016/2017

30/09/2016

ACCOUNT CODE	NOMENCLATURE	ESTIMATED PRECEPT ON OUTSET	CURRENT NET CUMULATIVE SPENT TO DATE	CURRENT NET CUMULATIVE DIFFERENCE	PERCENTAGE OF PRECEPT TO DATE	CURRENT QUARTERLY PAYMENT	NOTES
<b>2</b>	<b>Grant Payments</b>						
2.01	Gillingham Town Twinning Assoc.	500.00	0.00	500.00	0.0	0.00	S144 LGGA 1972
2.02	Hipp Bones	1000.00	0.00	1000.00	0.0	0.00	S19 LGA (Misc Prov)
2.03	Gillingham Carnival Committee	1500.00	0.00	1500.00	0.0	0.00	S145 LGA 1972
2.04	GCC - Churches Together	1000.00	0.00	1000.00	0.0	0.00	S144 LGGA 1972
2.05	Gillingham Local History Society	2400.00	0.00	2400.00	0.0	0.00	S137 LGA 1972
2.06	Gillingham Imperial Silver Band	1000.00	0.00	1000.00	0.0	0.00	S145 LGA 1972
2.07	NoRDISS	1000.00	0.00	1000.00	0.0	0.00	S137 LGA 1972
2.08	Home Start - North Dorset	1000.00	0.00	1000.00	0.0	0.00	S137 LGA 1972
2.09	Dorset Air Ambulance	5000.00	0.00	5000.00	0.0	0.00	S137 LGA 1972
2.10	North Dorset-Visually Impaired	100.00	0.00	100.00	0.0	0.00	S137 LGA 1972
2.11	Gillingham in Gear	300.00	0.00	300.00	0.0	0.00	S137 LGA 1972
2.12	Gill. Walkers are Welcome	485.00	0.00	485.00	0.0	0.00	S137 LGA 1972
2.13	Blackmore Vale Tourism Dev.Co.Lt	3000.00	0.00	3000.00	0.0	0.00	S144 LGGA 1972
2.14	Victim Support in Dorset	250.00	0.00	250.00	0.0	0.00	S137 LGA 1972
2.15	Read Easy	880.00	0.00	880.00	0.0	0.00	S137 LGA 1972
2.16	North Dorset Rugby Club	1000.00	0.00	1000.00	0.0	0.00	S19 LGA (Misc Prov)
2.17	Gillingham Town Youth Football Club	1800.00	1800.00	0.00	100.0	1800.00	S144LGA (Misc Prov)
2.18	Citizen Advice Bureau	10000.00	0.00	10000.00	0.0	0.00	S 142(2A) 1976
2.19	Wessex Multiple Sclerosis	250.00	0.00	250.00	0.0	0.00	S137 LGA 1972
2.20	RiversMeet - GC&LT	20000.00	10000.00	10000.00	50.0	0.00	Support Grant
2.21	NDDC - CREW	7000.00	0.00	7000.00	0.0	0.00	S145 LGA 1972
2.22	Gillingham Area Car Link Scheme	1000.00	0.00	1000.00	0.0	0.00	S144 LGA 1972
2.23	Milton on Stour - Church Clock Mt.	250.00	212.00	38.00	84.8	0.00	S19 LGA (Misc Prov)
2.24	Dorset Blind Association	250.00	0.00	250.00	0.0	0.00	S137 LGA 1972
2.25	The Wessex Highlanders	1000.00	0.00	1000.00	0.0	0.00	S19 LGA (Misc Prov)
2.26	St Mary's Church Clock	250.00	211.00	39.00	84.4	211.00	S19 LGA (Misc Prov)
2.27	Gillingham Outdoor Bowling Club	500.00	500.00	0.00	100.0	500.00	S19 LGA (Misc Prov)
2.28	Friends of Wavern Credit Union	500.00	0.00	500.00	0.0	0.00	S137 LGA 1972
2.29	Life Education	250.00	0.00	250.00	0.0	0.00	S137 LGA 1972
2.30	Royal British Legion - Insurance	250.00	0.00	250.00	0.0	0.00	S137 LGA 1972
2.31	Contingencies-one off grants	5000.00	2000.00	3000.00	40.0	2000.00	S137 LGA 1972
<b>TOTAL</b>		<b>68715.00</b>	<b>14723.00</b>	<b>53992.00</b>	<b>21.4</b>	<b>4511.00</b>	

**TOTAL PERCENTAGE OF GRANT PRECEPT SPENT TO DATE**  
EXPENDITURE

**21.4**

SHEET 4

**GILLINGHAM TOWN COUNCIL**  
EXPENDITURE TO DATE FOR YEAR 2016/2017

30/09/2016

ACCOUNT CODE	NOMENCLATURE	ESTIMATED PRECEPT ON OUTSET	CURRENT NET CUMULATIVE SPENT TO DATE	CURRENT NET CUMULATIVE DIFFERENCE	PERCENTAGE OF PRECEPT TO DATE	CURRENT QUARTERLY PAYMENT	NOTES
<b>3</b>	<b>Running Costs</b>						
3.01	CCTV Annual Agreement/Maintenance	2800.00	2750.00	50.00	98.21	2750.00	
3.02	CCTV - Wayleaves	540.00	540.00	0.00	100.00	0.00	
3.03	CCTV - £10K Camera/Repairs existng	15000.00	0.00	15000.00	0.00	0.00	
3.04	Subscriptions	1900.00	1635.77	264.23	86.09	75.00	
3.05	DCC - IT & Telephone Equipment	1100.00	0.00	1100.00	0.00	0.00	
3.06	Stationery	1000.00	524.72	475.28	52.47	400.90	
3.07	Postage	800.00	347.21	452.79	43.40	163.00	
3.08	Telephone - Town Hall & Workshops	1200.00	591.07	608.93	49.26	297.40	
3.09	Fuel - all vehicles	3000.00	862.51	2137.49	28.75	452.13	
3.10	Green Waste Disposal	2500.00	913.33	1586.67	36.53	463.33	
3.11	Insurance - all covers	17000.00	18128.35	-1128.35	106.64	17735.21	£1400 trailer recv.
3.12	Maintenance Play Areas	6000.00	2776.82	3223.18	46.28	2516.75	
3.13	Workwear	4000.00	103.19	3896.81	2.58	0.00	
3.14	Audit Fees	2500.00	1600.00	900.00	64.00	1450.00	
3.15	IT Equipment - Servers/tech support	1500.00	0.00	1500.00	0.00	0.00	
3.16	Machinery, plant, van repairs & servicing	8000.00	1196.46	6803.54	14.96	622.65	
3.17	Derv - Running Machinery	3000.00	1621.80	1378.20	54.06	957.60	
3.18	Environmental Fund incl. Grave maint.	5000.00	2152.63	2847.37	43.05	1704.21	
3.19	Tree Surgery/Annual Tree Planting	6000.00	1505.00	4495.00	25.08	0.00	
3.20	Mayoral Allowance	1600.00	930.00	670.00	58.13	330.00	
3.21	Functions Fund	2000.00	645.00	1355.00	32.25	645.00	
3.22	Petty Cash - Office	300.00	151.41	148.59	50.47	71.16	
3.23	Petty Cash - Workshop	300.00	176.63	123.37	58.88	115.19	
3.24	Town Crier - Advertising cost	1500.00	0.00	1500.00	0.00	0.00	
3.25	General Running Costs	4000.00	2901.73	1098.27	72.54	1438.21	
3.26	Health & Safety Equipment	2500.00	714.71	1785.29	28.59	463.11	
3.27	Contingency Fund repairs machinery	2500.00	0.00	2500.00	0.00	0.00	
3.28	VAT	0.00	66313.71	-66313.71		28835.31	
3.29	Bank Contra Payments	0.00	32.83	-32.83		0.00	
<b>TOTAL</b>		<b>97540.00</b>	<b>109114.88</b>	<b>-11574.88</b>	<b>111.9</b>	<b>61486.16</b>	

**TOTAL PERCENTAGE OF RUNNING COST PRECEPT SPENT TO DATE**  
EXPENDITURE

**111.9**

SHEET 5



### EXPENDITURE TO DATE FOR YEAR 2016/2017

[illegible]

2.8



# GILLINGHAM TOWN COUNCIL

## EXPENDITURE TO DATE FOR YEAR 2016/2017

30/09/2016

ACCOUNT CODE	NOMENCLATURE	ESTIMATED PRECEPT ON OUTSET	CURRENT CUMULATIVE SPENT TO DATE	CURRENT CUMULATIVE DIFFERENCE	PERCENTAGE OF PRECEPT TO DATE	CURRENT QUARTERLY PAYMENT	NOTES
<b>3</b>	<b>UTILITY &amp; CONTRACT COSTS FY 2016/2017</b>						
3.29	Rates - Cemetery	1750.00	1917.97	-167.97	109.60	0.00	
3.30	Electricity - Mortuary	5.00	214.38	-209.38	4287.60	89.43	
3.31	Rates - Council Offices	8000.00	7865.00	135.00	98.31	0.00	
3.32	Water - Council Offices	480.00	237.35	242.65	49.45	237.35	
3.33	Electricity - Council Offices	2500.00	862.70	1637.30	34.51	350.11	
3.34	Electricity - Recreation Ground	0.00	0.00	0.00		0.00	
3.35	Gas - Council Offices	4000.00	964.60	3035.40	24.12	40.59	
3.36	Hygiene Contract	900.00	243.66	656.34	27.07	129.96	
3.37	Rent/Maint - Workshops/Charges	18195.00	8772.22	9422.78	48.21	4386.11	
3.38	Water - Mortuary	210.00	97.06	112.94	46.22	0.00	
3.39	Water - Recreation Ground	100.00	130.36	-30.36	130.36	130.36	
3.40	Water Cooler Contract	350.00	228.48	121.52	65.28	90.21	
3.41	Electricity - Workshops	1500.00	541.90	958.10	36.13	247.94	
3.42	Water - Workshops 11/12	350.00	232.80	117.20	66.51	232.80	
3.43	Rates - Workshops 11/12	5800.00	5808.00	-8.00	100.14	0.00	
3.44	Utility - Public Conveniences	700.00	0.00	700.00	0.00	0.00	
3.45	Rates - Public Conveniences	2920.00	2855.60	64.40	0.00	0.00	Concession given
3.46	Community Office - 1 Chantry Fields	3000.00	1747.92	1252.08	0.00	180.64	
3.47	Gas - Workshops 11/12	700.00	44.92	655.08	6.42	6.87	
3.48	Electric - Cemetery Chapel	10.00	35.51	-25.51	0.00	29.94	
3.49	Maintenance of Public Toilets	1000.00	330.51	669.49	33.05	239.96	
3.50	British Gas - Town Meadow Site	100.00	290.36	-190.36	0.00	264.03	
<b>TOTAL</b>		<b>52570.00</b>	<b>33421.30</b>	<b>19148.70</b>	<b>63.57</b>	<b>6656.30</b>	

**TOTAL PERCENTAGE OF CAPITAL PROJECT COST PRECEPT SPENT TO DATE**

**63.6**

# GILLINGHAM TOWN COUNCIL

## EXPENDITURE TO DATE FOR YEAR 2016/2017

30/09/2016

ACCOUNT CODE	NOMENCLATURE	ESTIMATED PRECEPT ON OUTSET	CURRENT CUMULATIVE SPENT TO DATE	CURRENT CUMULATIVE DIFFERENCE	PERCENTAGE OF PRECEPT TO DATE	CURRENT QUARTERLY PAYMENT	NOTES
<b>9.00</b>	<b>Maintenance of Land Transfer</b>						
9.01	NS&I Draw down money (H.Staff)	0.00	132376.50	-132376.50		120264.00	F.Y.2015-16
9.02	NS&I Draw down - Play Equip	0.00	120441.97	-120441.97		177.97	F.Y.2016-17
9.03	NS&I Draw down - Goal/Teenzone	0.00	8025.00	-8025.00		0.00	F.Y.2016-17
9.04	NS&I Draw down - Goal/Teenzone	0.00	6020.00	-6020.00		720.00	Surfacing
<b>TOTAL</b>		<b>0.00</b>	<b>266863.47</b>	<b>-266863.47</b>	<b>#DIV/0!</b>	<b>121161.97</b>	

TOTAL PERCENTAGE OF LAND TRANSFER COSTS PRECEPT SPENT TO DATE

#DIV/0!

## GILLINGHAM TOWN COUNCIL

### NON PRECEPT GENERAL RESERVE FOR YEAR 2016/2017

30/09/2016

ACCOUNT CODE	NOMENCLATURE	ESTIMATED PRECEPT ON OUTSET	CURRENT NET CUMULATIVE SPENT TO DATE	CURRENT NET CUMULATIVE DIFFERENCE	PERCENTAGE OF PRECEPT TO DATE	CURRENT QUARTERLY PAYMENT	NOTES
<b>8</b>	<b>NON PRECEPT G.R.</b>						
8.01	Grant - Green Gym	12415.00	12415.00	0.00	100.00	0.00	
8.02	Hardings Park Project	24816.80	3638.72	21178.08	14.66	854.26	Outreach £5.6K
8.03	Heritage Enhancement	10000.00	5573.34	4426.66	55.73	0.00	
8.04	G.N.H.P.Group	6392.42	2889.88	3502.54	45.21	308.00	
8.05	Grit for Bins	280.00	0.00	280.00	0.00	0.00	
8.06	Remove Spoil Heap	2000.00	1225.00	775.00	61.25	0.00	
8.07	Tree Surgery	6718.00	3809.60	2908.40	56.71	579.60	
8.08	CCTV Add. Camera/Insp.	12103.00	12145.11	-42.11	100.35	0.00	
8.09	Bow Top Fencing/H.Park	6000.00	4282.50	1717.50	71.38	4282.50	
8.10	Traffic Management	500.00	0.00	500.00	0.00	0.00	
8.11	NDDC s106 Monies	97693.80	34386.33	63307.47	35.20	34386.33	
8.12	Contingency Fund	5500.00	4134.67	1365.33	75.18	1344.00	
8.13	Cemetery Notice Board	1420.00	1420.00	0.00	100.00	1420.00	War Memorial Bal
8.14	Maint Play Areas	4000.00	370.97	3629.03	9.27	257.02	
8.15	Repairs to Chapel Roof	4000.00	0.00	4000.00	0.00	0.00	
8.16	Large Machinery Fund	6350.00	0.00	6350.00	0.00	0.00	
8.17	Staff Training Budget	2035.00	0.00	2035.00	0.00	0.00	
8.18	Professional Advice Fund	1339.00	620.33	718.67	46.33	0.00	
8.19	Festive Lighting	2260.00	0.00	2260.00	0.00	0.00	Donation £200.00
8.20	Town Hall Refurbishment	974.00	248.00	726.00	25.46	248.00	
	<b>TOTAL</b>	<b>206797.02</b>	<b>87159.45</b>	<b>119637.57</b>	<b>42.1</b>	<b>43679.71</b>	

**TOTAL PERCENTAGE OF UNSOLICITED COST SPENT TO DATE**

**42.1**

SHEET 9

EXPENDITURE

# GILLINGHAM TOWN COUNCIL

## EXPENDITURE TO DATE FOR YEAR 2016/2017

30/09/2016

ACCOUNT CODE	NOMENCLATURE	ESTIMATED PRECEPT ON OUTSET	CURRENT CUMULATIVE SPENT TO DATE	CURRENT CUMULATIVE DIFFERENCE	PERCENTAGE OF PRECEPT TO DATE	CURRENT QUARTERLY PAYMENT	NOTES
7	<b>CONTRACTS</b>						
7.01	Countrysides Rangers - Contract	28535.40	0.00	28535.40	0.00	0.00	
7.02	Green Flag Status	312.00	0.00	312.00	0.00	0.00	Year 2
7.03	Service Level Agreement IT WEB	1000.00	1000.00	0.00	100.00	0.00	
7.04	Hardings Park - Mavericks	0.00	81542.30	-81542.30	0.00	81542.30	PWLB £127K
<b>TOTAL</b>		<b>29847.40</b>	<b>82542.30</b>	<b>-52694.90</b>	<b>276.55</b>	<b>81542.30</b>	

TOTAL PERCENTAGE OF LOCAL DELIVERY COSTS PRECEPT SPENT TO DATE

276.5



### EXPENDITURE TO DATE FOR YEAR 2016/2017

ACCOUNT CODE	NOMENCLATURE	ESTIMATED PRECEPT ON OUTSET	CURRENT NET CUMULATIVE SPENT TO DATE	CURRENT NET CUMULATIVE DIFFERENCE	PERCENTAGE OF PRECEPT TO DATE	CURRENT QUARTERLY PAYMENT	NOTES
5	<b>UNSOLICITED COST</b>						
5.01	Office Furniture/Equipment	1000.00	0.00	1000.00	0.00	0.00	
5.02	Replacement Small Plant tools	5000.00	1605.05	3394.95	32.10	670.57	
5.03	Professional Advice Fund/Architect	1500.00	157.50	1342.50	10.50	0.00	
5.04	Councillors - Training Budget	500.00	150.80	349.20	0.00	0.00	
5.05	Removal Spoil Heap - Cemetery	1500.00	0.00	1500.00	0.00	0.00	
5.06	Notice Board-Gillingham Cemetery	1000.00	251.00	749.00	25.10	251.00	
5.07	Forward Development Ltd	750.00	750.00	0.00	100.00	750.00	
5.08	Councillors Expenses	500.00	241.90	258.10	48.38	58.60	
5.09	PAT Testing S.L.A.	800.00	45.00	755.00	0.00	45.00	
5.10	Neighbourhood Plan	0.00	0.00	0.00	0.00	0.00	Contra Payments
5.11	Gillingham School-500celebrations	500.00	48.83	451.17	0.00	0.00	
5.12	Town Meadow Site	0.00	100.00	-100.00	0.00	100.00	Contra Payments
		13050.00	3350.08	9699.92	25.7	1875.17	

25.7

# GILLINGHAM TOWN COUNCIL

## EXPENDITURE TO DATE FOR YEAR 2016/2017

30/09/2016

ACCOUNT CODE	NOMENCLATURE	ESTIMATED PRECEPT ON OUTSET	CURRENT CUMULATIVE SPENT TO DATE	CURRENT CUMULATIVE DIFFERENCE	PERCENTAGE OF PRECEPT TO DATE	CURRENT QUARTERLY PAYMENT	NOTES
<b>4</b>	<b>STAFF AND SALARIES</b>						
4.01	Salaries -Gross - Internal Staff	97915.00	37500.52	60414.48	38.30	18943.07	
4.02	Wages - Gross- External Staff	145086.00	50281.67	94804.33	34.66	25161.50	
4.03	All Salaries overtime contingency	180.00	145.92	34.08	81.07	145.92	
4.04	Inland Revenue	24000.00	34303.39	-10303.39	142.93	17502.42	
4.05	Superannuation	47800.00	28714.75	19085.25	60.07	15350.39	
4.06	Gross Wages- 1 Orderlies + 1 P/T	19157.00	8202.45	10954.55	42.82	4131.75	
4.07	Town Hall Cleaner	5000.00	2600.00	2400.00	52.00	1300.00	
4.08	Staff Training Budget/Expenses	3500.00	0.00	3500.00	0.00	0.00	
4.09	Staff Expenses	200.00	166.36	33.64	83.18	137.60	
4.10	Element possible increase 1SCP	340.00	0.00	340.00	0.00	0.00	
<b>TOTAL</b>		<b>343178.00</b>	<b>161915.06</b>	<b>181262.94</b>	<b>47.18</b>	<b>82672.65</b>	

**TOTAL PERCENTAGE OF STAFF & SALARY COSTS PRECEPT SPENT TO DATE**

**47.2**

EXPENDITURE

SHEET 12

# GILLINGHAM TOWN COUNCIL

1

30/09/2016

ACCOUNT TRANSACTION	NOMENCLATURE	MONEY TRANS IN	MONEY TRANS OUT	NOTES
9	NS&I ACCOUNT BALANCES			
9.01	CLOSING BALANCE 31/03/15	286503.76		Transferred earmarked Burial Land reserve to Hardings Park Project - £59,650.58
1.12	Interest - 2015-16 (Jan 2016)	2096.99		Balance Burial Land transfer to GR - £4701.22
				Cemetery Works
				Total earmarked to date: £282,629.57 made up:
				£4,701.22 to Burial/Allotment Land Transfer to GR
				£147,007.77 Land Management Account Balance-£21865.53
				£130,920.58K Play Area Hardings Lane ADD £17513.19
	Accrued monies for Hardings Park transferred from GR.	17513.19	27878.75	2016-17
				Interest £5,971.18-earmarked to Hardings Park
				Hardings Park £28,169.77
				Land Management £111,717.74
				£145,858.69 earmarked
	31st March 2016		12112.50	Land Transfer - carried out by workforce.
	1st July 2016		120264.00	Transferred to GR - Play Equipment Hardings Park
		306113.94	160255.25	

2016/17

<b>BALANCE</b>	<b>145858.69</b>
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SHEET 13



**GILLINGHAM TOWN COUNCIL**

**The Town Hall, School Road, Gillingham, Dorset SP8 4QR**

Tel: 01747 823588 Email: gtc@gillinghamdorset-tc.gov.uk

This **LICENCE** is made on the ..... (date) between the **TOWN COUNCIL OF GILLINGHAM** (hereinafter called 'The Council') of School Road, Gillingham of the one part and ..... (hereinafter called 'The Licensee') of the other part.

**WHEREBY IT WAS AGREED AS FOLLOWS**

1. The Council hereby grants its license and permission for the Licensee to enter and use the **PUBLIC OPEN SPACE** at..... for use of sporting and/or recreational purposes on .....(date/s)
2. The licensee shall pay to the Council the sum of £1.00 (one pound) for the period of occupation, payable in advance at the time of signing hereof.
3. It is also mandatory that upon vacating the Public Open Space, all litter and rubbish shall be removed by the Licensee and the ground left in an acceptable condition.
4. The Licensee shall affect insurance cover of £2 million in respect of any loss liability claim or proceedings incurred by or made in respect of any personal injury or damage to any property real or personnel connected with the activities of the Licensee.
5. The Licensee shall indemnify and keep the Council indemnified against all actions, claims, demands, injuries and expenses arising by reason of the occupation and use of the Public Open Space for the purposes of this License.
6. The Licensee undertakes not to hold the Council liable for any compensation whatsoever at the determination of this License.
7. The Council may terminate this License by one month's written notice if the Licensee commits a breach of its obligations.
8. It is hereby agreed that this License constitutes a License only and confers no tenancy whatsoever upon the Licensee and that possession of the land is retained by the Council subject, however, to the rights of this License.

**AS WITNESS** the hand of **MRS SYLVIA J DOBIE**, Clerk to the Council, and duly authorised Agent of the Council.

**SIGNED BY THE said MRS SYLVIA J DOBIE** \_\_\_\_\_

**SIGNED, AND ACCEPTED by** \_\_\_\_\_





**GILLINGHAM TOWN COUNCIL**

**The Town Hall, School Road, Gillingham, Dorset SP8 4QR**

Tel: 01747 823588 Email: gtc@gillinghamdorset-tc.gov.uk

This **LICENCE** is made on the ..... between the **TOWN COUNCIL OF GILLINGHAM** (hereinafter called 'The Council') of School Road, Gillingham of the one part and ..... (hereinafter called 'The Licensee') of the other part.

**WHEREBY IT WAS AGREED AS FOLLOWS**

1. The Council hereby grants its license and permission for the Licensee to enter and use the **RECREATION GROUND AT HARDINGS PARK, HARDINGS LANE, GILLINGHAM SP8 4HX** for use of sporting and/or recreational purposes on ..... (date/s).
2. The licensee shall pay to the Council the sum of £1.00 (one pound) for the period of occupation, payable in advance at the time of signing hereof.
3. The Licensee will be issued with a key for the entrance gate, It is mandatory that prior to vacating Hardings Park that the entrance gate is locked.
4. It is also mandatory that upon vacating the Hardings Park all litter and rubbish shall be removed by the Licensee and the ground left in an acceptable condition.
5. The Licensee shall affect insurance cover of £2 million in respect of any loss liability claim or proceedings incurred by or made in respect of any personal injury or damage to any property real or personnel connected with the activities of the Licensee.
6. The Licensee shall indemnify and keep the Council indemnified against all actions, claims, demands, injuries and expenses arising by reason of the occupation and use of the Hardings Park for the purposes of this License.
7. The Licensee undertakes not to hold the Council liable for any compensation whatsoever at the determination of this License.
8. The Council may terminate this License by one month's written notice if the Licensee commits a breach of its obligations.
9. The Council may terminate this License by one month's written notice if it becomes necessary to close off the area during future construction work.
10. It is hereby agreed that this License constitutes a License only and confers no tenancy whatsoever upon the Licensee and that possession of the land is retained by the Council subject, however, to the rights of this License.

**AS WITNESS** the hand of **MRS SYLVIA J DOBIE**, Clerk to the Council, and duly authorised Agent of the Council.

**SIGNED BY THE said MRS SYLVIA J DOBIE** \_\_\_\_\_

**SIGNED, AND ACCEPTED by** \_\_\_\_\_

## Precept Wish List for 2017-2018

Initial consideration only to give members the opportunity to provide some guidance to the Town Clerk in advance of preparation of the draft precept

<b>Policy &amp; Resources Committee</b>	<b>2016-17</b>	<b>2017-18</b>	
<b>Item</b>			<b>Notes</b>
NDDC - Community Resource Worker	7,000	0.00	No longer in Post
Citizens Advice Bureau Grant	10,000	10,000	To be agreed
Town Hall Refurbishment	5,000	8,000	On-going maintenance & chairs & floor covering-Civic Hall
Gillingham Community & Leisure Trust Ltd	15,000	10,000	RiversMeet - Footings for Works Depot - 1st ten years
CCTV - Maintenance current system	2,800	2,800	As per agreement
CCTV - Wayleaves	540	540	
CCTV - Additional Camera/Inspections	15,000	0.00	Meeting arranged - monies still held in GR
Additional Bow Top Fencing - Hardings Park	0.00	15,000	Awaiting quotations - Ball Park Figure (£25K GR)
Additional Car Parking facility - Hardings Park	0.00	25,000	Awaiting quotations - Ball Park Figure (£21K)
Blackmore Vale Tourism Dev. Co. Ltd	3,000	3,000	
Service Level Agreement for IT	1,000	1,000	
Maintenance Open Space Land	28,535	0.00	Now in-house
Replacement CREW Position	7,000	0.00	To be agreed
Other			
<b>Totals</b>	<b>94,875.00</b>	<b>75,340.00</b>	

## Precept Wish List for 2017-2018

To receive and approve recommendations from the General Purposes Committee:	2016-17	2017-18	
(Not including Running Costs)			
Marlot Road Play Area Up-grade	10,000.00	10,000.00	Second Year - Approx cost in the region of £50K - £70K
Service Level Agreements DCC	0.00	3,000.00	Empty Road Gullies, Sweeping and Pavement/Kerb Cleaning (Rept Oct)
Possible refurbishment of Public Conveniences	0.00	2,500.00	
Shiresgate	0.00	700.00	Ditch work
Other	0.00	1,000.00	Add to Web Site if possible- Interactive Map - Public Open Spaces
New Works Depot	20000	20000	2nd Year
High Street Enhancement Project	0.00	10000	
Add. Heritage Lighting Scheme	1400	1400	3rd Year of a three year project
<b>Totals</b>	<b>31,400.00</b>	<b>48,600.00</b>	