



## **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, 20<sup>th</sup> June 2016**, in the **Jubilee Room, Town Hall, School Road, Gillingham**, commencing at **7.30pm**.

**Present:** Cllr Mrs S Hunt (Chairman)  
Cllr Ms A Baker (Vice Chairman)  
Cllr M Gould, Cllr P Harris,  
Cllr R Monksummers, Cllr Mrs V Potheary,  
Cllr Mrs B Ridout, Cllr Mrs D Toye  
and Cllr B Von Clemens.

**Apologies:** Cllr A Frith and Cllr D Milsted

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

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

**134. To approve the minutes of the last meeting held on Monday, 16<sup>th</sup> May 2016.**

Cllr Mrs Potheary proposed that **“the minutes of the Policy and Resources Committee meeting held on Monday, 16<sup>th</sup> May 2016, should be approved as a correct record of that meeting”**. Cllr Von Clemens seconded and the vote was unanimous. **RESOLVED.**

**135. Questions.** There were no questions.

**136. Declarations of Interest - Members are required to comply with the requirements of Section 27 the Localism Act 2011 regarding disclosable pecuniary interests.**

There were no disclosable pecuniary interests declared.

## **Policy and Resources Committee Meeting – Monday, 20th June 2016 (continued):**

### **137. To receive Terms of Reference for the Policy and Resources Committee for consideration and approval.**

The Terms of Reference for the Policy and Resources Committee had been circulated prior to the meeting. There were no amendments.

Cllr Ms Baker proposed that **“the Terms of Reference for the Policy and Resources Committee should be agreed and approved”**. Cllr Mrs Ridout seconded and the vote was unanimous. **RESOLVED.**

### **138. To receive Terms of Reference for the Working Parties reporting to the Policy and Resources Committee for consideration and approval.**

The Terms of Reference for the Working Parties reporting to the Policy and Resources Committee had been circulated prior to the meeting. There were no amendments.

Cllr Ms Baker proposed that **“the Terms of Reference for the Working Parties reporting to the Policy and Resources Committee should be agreed and approved”**. Cllr Mrs Ridout seconded and the vote was unanimous. **RESOLVED.**

### **139. To review the Working Parties reporting to the Policy and Resources Committee and to agree their membership and lead member.**

A list of working parties and their membership had been circulated to members prior to the meeting.

#### Health and Safety Working Party

Cllr Evill, the current lead member of the working party, was not present at the meeting but had recommended that this working party was disbanded as it rarely meets. If, and when, there are matters of Health and Safety to be discussed these could be raised as an agenda item. The Town Council has a Health and Safety Management System in place, which is overseen by the Town Clerk.

There was a short discussion about whether or not a Health and Safety item should remain on the agenda with a monthly report prepared by the Town Clerk and/or Works Manager.

Cllr Monksummers proposed that **“the Health and Safety Working Party is disbanded but that Health and Safety remains on the Policy and Resources agenda and a monthly report submitted by the Town Clerk and/or Works Manager”**. Cllr Ms Baker seconded and the vote was unanimous. **RESOLVED.**

#### Sports and Cycle Link

Cllr Milsted, current lead member of this working party was absent from the meeting. The Town Clerk reported that Cllr Milsted still wished to remain on the working party. The working party has overseen the development of the football pitch at Hardings Lane and will continue to progress the footpath/cycleway project between Gillingham and Motcombe and links to the Stour Valley Way (Peacemarsh).

The current membership of the working party is as follows: Cllr Milsted, Cllr Monksummers, Mrs S Dobie (Town Clerk), Mrs J Hawkins (Planning Clerk), representatives of the Three Rivers Partnership, North Dorset District Council, Dorset County Council and the Ramblers Association (Mrs J Wardell), Rights of Way Officer (GTC) Mrs S Messer.

Cllr Ms Baker asked if there was a map of the cycle route. Cllr Monksummers replied that there was an ‘aspirational’ map and there had already been lengthy discussions with landowners. It’s a case of “getting people onboard”.

Cllr Von Clemens proposed that **“the membership of the Sports Cycle Link remains the same and that Cllr Milsted remains as Lead Member of the working party”**. Cllr Monksummers seconded and the vote was unanimous. **RESOLVED.**

## **Policy and Resources Committee Meeting – Monday, 20th June 2016 (continued):**

### **139. To review the Working Parties reporting to the Policy and Resources Committee and to agree their membership and lead member (continued):**

#### The Town Enhancement Plan

The Town Clerk informed members that this was a fairly new working party and had been set up to formulate a list of projects to enhance the town, taking into account the Town Council's current action plan and the Gillingham Neighbourhood Plan.

The current membership of the working party is as follows: Cllr Gould, Cllr Von Clemens, Mr I Day, Mrs S Dobie (Town Clerk) and Mrs J Hawkins (Planning Clerk). Cllr Gould is currently the lead member of this working party.

Cllr Von Clemens proposed that **“the membership of the Town Enhancement Plan remains the same and that Cllr Gould remains as Lead Member of the working party”**. Cllr Ms Baker seconded and the vote was unanimous. **RESOLVED.**

#### Hardings Park Project Team

The Town Clerk reminded members that a project team rather than a working party had been set up to deal with the refurbishment of the recreation ground at Hardings Lane. The adventure play park has been completed and a skate park and multi-use game area is still yet to be constructed later this year.

The current member of the project team is as follows: Mrs S Dobie (Town Clerk), Mrs C Ratcliffe (Assistant Town Clerk), Mrs J Hawkins (Planning Clerk) and Ms S Reeves (Community Resource Worker).

Cllr Ms Baker proposed that **“the membership of the project team remains the same and that it continues to report direct to the Policy and Resources Committee”**. Cllr Mrs Toye seconded and the vote was unanimous. **RESOLVED.**

### **140. To receive working party report, if available, and to make recommendations thereon:**

#### **a) Health and Safety**

Cllr Evil, Lead Member of the Working Party, reported that no meeting had taken place this month and there was nothing to report.

#### **b) Sports and Cycle Link**

In the absence of Cllr Milsted, Cllr Monksummers reported that Phase I (ground preparation) was almost complete and the contractors were working through a 'snagging list'. There are issues with the contractor and drainage works. The Football Association has confirmed a £100k grant for changing rooms etc. Other grants are being sourced to make up other shortfalls. The FA grant was awarded as the Town Council is the leaseholder of the pitch, there is a community interest and the project has been overseen by a Senior Technical Officer at North Dorset District Council. There will be a requirement for the Town Council to act as treasurer for the grant money and this matter will be an agenda item for Full Council next week.

#### **c) Gillingham Town Enhancement Plan**

Cllr Gould, Lead Member, reported that no meeting had taken place yet, but that one is scheduled for next Monday, 27<sup>th</sup> June 2016.

#### **d) Hardings Park Project Team**

A report had been circulated with the minutes. Please refer to Appendix A.

Members were all in agreement that the adventure play park was a success with lots of positive comments received from members of the public. Cllr Von Clemens and Cllr Mrs Ridout congratulated the project team and the grounds staff for all their hard work with the project to-date.



## **Policy and Resources Committee Meeting – Monday, 20th June 2016 (continued):**

### **140. To receive working party reports, if available, (continued):**

The Town Clerk reported that she will not draw down the loan until it is necessary; however, she wondered whether the outcome of the forthcoming Referendum would cause interest rates to rise.

There was no consensus of opinion regarding this query; however, Cllr Ms Baker was of the opinion that the outcome of the Referendum would not have an adverse effect on interest rates between now and the drawing down of the loan in August.

Cllr Mrs Ridout proposed that **“the Policy and Recourse Committee recommend approval for the construction of the skate park and path and the removal of the old skate ramps as detailed in the Minor Works Building Contract for £146,986 and referred to Full Council for signing and adoption”**. Cllr Ms Baker seconded and the vote was unanimous. **RESOLVED.**

### **141. Finance:**

#### **a) To approve cheques for payment for June 2016 (issued at table)**

A list of cheques for June was tabled at the meeting. The following items were discussed:

Cheque no. 16452: The Town Clerk informed members that a change of signatories was required on the NS&I account. This has caused a slight issue in so far as a request to draw down monies to cover the payment of the Adventure Play Park at Hardings Lane has been temporarily stopped; however, everything should be resolved at the end of the week. There is money in the current account to release the cheque for the play equipment as monies ‘earmarked’ for other projects have not been spent.

Cheque no. 16501: The Town Clerk informed members that as from 1<sup>st</sup> August 2016 the Automatic Pension Scheme commences. It is a Government requirement that all employers enter the scheme. It has become evident that to do this operation efficiently and correctly to safeguard the Town Council and its employees another module will need to be purchased for the Sage pay role software. This is a one off payment. The Town Council pays an annual fee of £800 to Sage to maintain the pay role system to ensure it is up-to-date with current legislation and tax requirements. Online and telephone support is also included.

Cheque no. 16468: The Town Clerk explained that this cheque was for the purchase of a new Arnold Baker – Local Council Administration – book. A discount is received on the purchase of this book as the Town Council are a member of the Dorset Association of Town and Parish Councils (DATPC).

Cheque no. 16462: The Town Clerk explained that the cheque made payable to Mr Ian Day was to cover GNPG expenses – Drop Box annual fee.

Cllr Monksummers proposed that **“that the cheques for payment for the month of June 2016 to the gross value of £185,667.32 should be approved for payment”**. Cllr Von Clemens seconded and the vote was unanimous. **RESOLVED.**

#### **b) To review the effectiveness of the systems of internal audit, and its impact, and to make recommendations thereon.**

A copy of the internal auditors check list was tabled at the meeting.

As in previous years the responsibilities required by the Town Council, as laid down by the Accounts and Audit Regulations 2006, states that the effectiveness of the internal audit is still considered to be an integral part of the internal control review and should still be undertaken but the requirement to separately review and minute this review annually has been removed (but nevertheless undertaken). It should be reviewed as part of the annual review of internal controls including risk assessment.

## Policy and Resources Committee Meeting – Monday, 20th June 2016 (continued):

### 141. Finance (continued):

The following areas were considered for 2016:

- *Scope of internal audit – ensure it covers all the internal controls identified by the town council and sufficiently cover all aspects of the financial controls relevant to the smaller relevant body and terms of reference in place and approved.*
- *Independence – ensure any testing is unbiased and objective.*
- *Competence – a good internal auditor will be able to make recommendations to improve the controls. Ensure the internal auditor has sufficient knowledge and understanding to add value.*
- *Planning and Reporting – an internal audit will only be effective if those ultimately responsible i.e. the members of the body received the relevant feedback and receive timely reports so they can sign the annual return to say whether the internal controls are effective.*

The Town Clerk confirmed that the independent internal auditor employed by the Town Council to carry out the quarterly internal audit has an audit certificate.

Whilst there is no longer a statutory requirement to separately minute a review of the effectiveness of internal audit, the Practitioners' Guide recommends that it is undertaken as part of the review of effectiveness of the system of internal control.

The procedures currently in place are provided within comprehensive report, as agreed by the members of the council, identifying the items to be covered by the internal auditor on a quarterly basis. The current system of internal audit is effective and meets the standards required.

Cllr Von Clemens proposed that **“the Gillingham Town Council has carried out their annual audit review and that members are satisfied that the present arrangements for the quarterly internal audit and the reporting procedures to the Policy and Resources Committee are effective and should remain in place for the Financial Year 2016-2017”**. Cllr Harris seconded and the vote was unanimous.

#### **c) North Dorset Rugby Football Club – Acknowledgement of their proposed FY 2016-17 grant.**

The Town Clerk reported that she had recently received a letter from the North Dorset RFC thanking the Town Council for their generous grant 'earmarked FY 2016-17' of £1,000. The grant will be spent helping to train coaches, particularly at mini level, and to go towards the cost of maintaining the playing surfaces. The club also looks forward to welcoming the Mayor and members of the Town Council during the forthcoming playing season.

#### **d) To formally agree signatures' of the National Savings Investment Account – the criteria required is two clerks and two councillors.**

The Town Clerk and Cllr Mrs Su Hunt are already in place, ex Cllr Mrs Janet Robson and previous clerk, Mr Philip Knott need to be replaced. The Town Clerk explained that as soon as this new mandate was complete then the request to National Savings and Investment account to withdraw funds held in the General Reserve would be released. One Clerk and one Councillor are required as signatories to release funds from the savings account.

Cllr Joyce had volunteered to be a signatory for the National Savings and Investment Account along with the Planning Clerk, Mrs J Hawkins, both of whom are already signatories for the Lloyds Current Account. The Town Clerk suggested that different signatories were used for the National Savings and Investment Account.

## **Policy and Resources Committee Meeting – Monday, 20th June 2016 (continued):**

### **141. Finance (continued):**

Cllr Mrs Potheary proposed that **“Cllr Paul Harris was nominated as a signatory for the National Savings and Investment Account”**. Cllr Mrs Hunt seconded and the vote was unanimous.

Cllr Von Clemens proposed that **“the Assistant Town Clerk, Mrs Clare Ratcliffe, should be nominated as a signatory for the National Savings and Investment account”**. Cllr Mrs Hunt seconded and the vote was unanimous. **RESOLVED.**

### **142. To receive a report on a review of the Assets Register and insurance cover and to make recommendations thereon.**

A report was circulated prior to the meeting. A revised report had been tabled at the meeting to include details about the insurance policy. Please refer to Appendix B. The report was summarised by the Assistant Town Clerk.

A list of the movement of assets required by the external auditor for FY 2015-16, was also circulated prior to the meeting.

Cllr Gould asked how often the council assets were valued and by whom and if the items were over insured. The Assistant Town Clerk commented that the buildings were valued for ‘Day One Reinstatement Values’ three years ago by DCC - Dorset Properties Services - and the play equipment by the Play Inspection Company. Since then the insurance company has increased the property valuations to allow for inflation. Precise details of the insurance policy for the coming year should be known by the next Policy and Resources meeting.

Cllr Mrs Baker proposed that **“the Insurance Cover/Assets Register for F.Y. 2015-16 should be received and agreed and that the Town Council continues with the second year of the three year fixed deal with Aviva Insurance”**. Cllr Mrs Potheary seconded and the vote was unanimous. **RESOLVED.**

### **143. Matters Pertinent**

Cllr Ridout asked if the Transport Forum could apply to the Town Council for a grant. The Town Clerk commented that the Transport Forum had applied for a grant in previous years but had not banked the cheque. The Transport Forum confirmed about two years ago that they did not want a grant.

**Closure:** The meeting closed at 8.21pm



Minute no.140 (d)

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## Hardings Park Project

Update – June 2016

Author: Hardings Park Project Team

### 1. The project to-date

- **Site Meetings:** None held this month.
- **Public Works Loan Application:** Town Clerk has now had the loan confirmed by The Public Works Loan Board. The loan can be drawn down within two day's notice. The exact interest rate on the loan is not known as this will be determined on the day the loan is taken out, which is likely to be w/c 8<sup>th</sup> August.
- **Wheeled Sports Facility (skate park):** Two copies of the Minor Works Building Contract have been received from Maverick Industries. Both copies need to be signed and one copy will then be return to originator. The intended start date of the work is 18<sup>th</sup> July with completion by 21<sup>st</sup> October 2016, weather permitting. The total contract value is £146,986 including £2,000 to remove the old skate park ramps at the end of the job. We have already paid for stage 1 – the detailed design stage. Once the construction phase begins an invoice will be issued at 4 weeks (18 August), 8 weeks (15 September) and 12 weeks (13 October), with a final invoice on practical completion. A 5% retention is allowed on the project, 2.5% released on practical completion with the balance due within 12 months, following the expiry of the defects liability period. If anyone wishes to read the contract, please see the Town Clerk.
- **Adventure Play Park:** The Mayor officially opened the skate park on Wednesday, 1 June. Roy Allcock from Sutcliffe Play attended the launch to explain to members of Hipp!!Bones, councillors and others how the 'inclusive' features of the play equipment have been designed so that it is accessible for all. A project update was sent to Dorset Legacy – Inspired by 2012. Six refurbished metal seats painted red have been installed along with four blue litter bins.
- **Signage:** New signage will need to done for Hardings Park. Catherine Annets, DCC Countryside Interpretation Officer, has offered to help design a sign and will be visiting the Town Council offices on Monday, 11 July.
- **Multi use games area (MUGA):** The quotations received for this work can now be evaluated.
- **Official Openings:** A Press Release about the opening of the Adventure Play Park was written and appeared in the Western Gazette (09/06/16) and Blackmore Vale Magazine (10/06/16).
- **Outdoor Table Tennis Facility:** Sarah Reeves, Community Resource Worker, confirmed that the bid by Three Rivers for two table tennis facilities has been successful. Three Rivers Partnership Unitary Lottery has put £500 towards this project. The project has been entirely funded from outside sources. The seat purchased with a grant from One Stop Carrier Bag Levy will be sited near the table tennis facility when installed.

- **Coaching/Outreach work:** No report this month.
- **CCTV:** CCTV is now fully operational.
- **Water Supply:** It has been recommended by Wessex Water that we disconnect the supply to avoid standing charges. This still has to be done; however, water may be required for the construction of the skate park etc.

## 2. Recommendations

- That the Policy and Resources Committee recommend approval for the construction of the skate park and path and the removal of old skate ramps as detailed in the Minor Works Building Contract for £146,986 and referred to Full Council for signing and adoption.

Below: Photos taken at the official opening of the Adventure Play Park at Hardings Park on 1 June 2016.





### Review of Assets Register and Insurance Cover

**Author: Mrs Clare Ratcliffe, Assistant Town Clerk**

A review of the Assets Register has been completed – one register is prepared for insurance purposes and the other for the external auditor with values set from 2011. A representative from WPS Insurance Brokers will be visiting the Town Council on Monday, 27<sup>th</sup> June 2016, to review the town council's insurance requirements. Last year the Town Council opted to enter in to a further three year deal with WPS. From July we will be entering into the second year of that deal, which will eventually expire in July 2018. We currently have one claim outstanding for the trailer valued at £2,400 that was stolen from the Old Mortuary Building in April. The main insurance policy is with Aviva and the motor insurance is through ERS 'Equality Syndicate Management' Ltd.

Below is a summary of our current insurance requirements.

	Summary	£
1	Buildings	2,174,212.00
2	Miscellaneous	293,536.00
3	Business All Risks	466,720.00
4	All Buildings Contents	34,420.00
5	POS - Community Areas	6.00
6	POS - 0.2 hectare plus	14.00
7	POS - 0.19 hectare and under	19.00
8	POS - Playing Spaces	11.00
9	Motor Insurance	122,602.00
		<b>3,091,540.00</b>

#### Insurance cover to includes:

Theft, Subsidence, Glass and Terrorism  
 Fidelity Guarantee £580k plus Money £250k = £830k  
 Annual Income including Precept £698,537  
 Clerical wage-roll including number of staff £98,332 (4 staff)  
 Manual wage-roll include number of staff £166,708 (7 staff plus p/t cleaner)  
 Employers' Liability £10m. Public Liability £10m  
 Legal Protection £100k  
 Management Liability £250k  
 Personal Accident for employees, council members and volunteers  
 Business Travel for employees and council members  
 Money - cash held in offices, cash handling and cash held in homes of authorised employees  
 Personal Injury (assault)  
 Business Interruption - loss of income and cost of increased working