



GILLINGHAM TOWN COUNCIL POLICY AND RESOURCES COMMITTEE

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

Minutes of the **Policy and Resources Committee** meeting held on **Monday, 18th July 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 A Frith, Cllr P Harris,
Cllr R Monksummers, Cllr Mrs B Ridout,
Cllr Mrs D Toye and Cllr B Von Clemens.

Apologies: Cllr M Gould, Cllr D Milsted and Cllr Mrs V Potheary.

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.

144. To approve the minutes of the last meeting held on Monday 20th June 2016.

Cllr Monksummers proposed that “**the minutes of the Policy and Resources Committee meeting held on Monday, 20th June 2016, should be approved as a correct record of that meeting**”. Cllr Von Clemens seconded and the vote was unanimous. **RESOLVED.**

145. Questions. There were no questions.

146. 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 disclosures of pecuniary interests declared.

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

a) Sports and Cycle Link

Cllr Milsted was absent from the meeting so Cllr Monksummers gave a verbal report on his behalf.

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

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

Cllr Monksummers reassured members that the cycle link had not been forgotten by the working party. Meanwhile, the contractors for Phase I of the sports pitch have finished and the final invoice has been reconciled. A meeting is being held on Wednesday, 20th July, to discuss the work that needs to be done to prepare for tenders to supply pitch side barriers, dug outs etc. An additional drainage ditch has been dug from the new football pitch into the school playing field to provide additional drainage for the outfield and school pitch. The remaining s106 monies will be used to match fund a grant from the Football Association.

The Town Clerk reminded members that a 5% retainer will be held back from the final payment to the Phase I contractor until next year, assuming there are no faults detected in the intervening period.

b) Gillingham Town Enhancement Plan

Cllr Gould was absent from the meeting; no report had been submitted.

The Town Clerk informed members that a meeting had been held last month and information was being collated. Due to staff holidays it is unlikely that there will be anything to report until September.

c) Hardings Park Project Team

An update report had been circulated to members prior to the meeting. Please refer to Appendix A.

The Assistant Clerk informed the meeting that Maverick Industries may need the area where the youth shelter was located for construction purposes, which is also the preferred location for the table tennis facility. Therefore, it will not be possible to install the table tennis facility and a metal seat until the skate park has been completed in October.

d) Health and Safety

There were no matters arising this month.

148. Finance:

a) To approve cheques for payment for July 2016 (issued at table)

The Town Clerk confirmed that the main insurance policy had been received. The insurance budget (main insurance and fleet insurance) is currently over budget by £1,000, but over the year this may resolve itself as and when adjustments are made.

Cllr Harris queried cheque no. 16561 GMS Lions Club – Mayoral Allowance. The Town Clerk explained that this was to pay for the Mayor to attend a Lions Club event.

Cllr Harris queried cheque no. 16561 Forward Developments Ltd. The Town Clerk explained that this was to pay for the lease for the track that leads up to the new football pitch. In the future it may be possible for the Football Club to pay this lease but they are unable to do so while they are still paying for the lease on the existing football pitches.

Cllr Monksummers proposed that **“that the cheques for payment for the month of July 2016 to the gross value of £69,883.83 should be approved for payment”**. Cllr Harris seconded and the vote was unanimous. **RESOLVED.**

b) To receive the 1st Quarter Accounts for the FY 2016-17 (attached)

The Town Clerk had circulated to members a report on the 1st Quarter Accounts prior to the meeting. Please refer to Appendix B.

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

148. Finance (continued):

Cllr Mrs Ridout asked why only one wedding had taken place over the 1st quarter. The Town Clerk responded by saying that one wedding booking had been cancelled. The next quarter will show that more weddings have taken place - three weddings took place on Saturday, 16th July, and more weddings being booked. No weddings will be booked in October so that the Civic Hall can be repainted.

Cllr Monksummers proposed that **“the 1st Quarter accounts for FY 2016/17 should be approved”**. Cllr Ms Baker seconded and the vote was unanimous. **RESOLVED.**

c) To receive the 1st Quarter Internal Auditors Report for the FY 2016-17.

Cllr Von Clemens proposed that **“the 1st Quarter Internal Auditors Report FY 2016-17 should be approved,”** Cllr Mrs Ridout seconded and the vote was unanimous. **RESOLVED.**

149. To receive a report for consideration and approval on the review of the Local Councils Risk Assessment for 2016/17.

A report had been circulated to members prior to the meeting. Please refer to Appendix C.

Cllr Harris asked what had been done to mitigate loss of key staff. Was there a Business Continuity Statement/Plan?

The Town Clerk replied that there was no Business Continuity Statement/Plan.

There was a short discussion about the best way to resolve this matter and concluded with a proposal being made for a temporary working party being set up to formulate a Business Continuity Policy.

Cllr Von Clemens proposed that **“a working party reporting back to the Policy and Resources Committee is convened by Cllr Monksummers, Cllr Harris and the Town Clerk to formulate a Business Continuity Policy”**. Cllr Ms Baker seconded and the vote was unanimous. **RESOLVED.**

Cllr Monksummers proposed that **“the Local Councils Risk Assessment reviewed in July 2016 is agreed and recommended to Full Council for signing and adoption”**. Cllr Frith seconded and the vote was unanimous. **RESOLVED.**

150. To receive and consider the following grant requests:

a) Gillingham Town Youth Football Club – request for grant payment early.

The Town Clerk has received a letter from the Club requesting early payment of their grant so that two soccer schools can run over the summer holidays and mobile goal posts can be purchased ready for the forthcoming season.

Cllr Monksummers explained to members that he had no association with the Gillingham Town Youth Football Club and fully supported the need for the grant to be paid early.

Cllr Harris queried the timeframe for the payment of grants. The Town Clerk explained that, as a rule, grant payments were made in October after the second half of the precept had been received; however, there was sufficient funds to pay this grant application early.

Cllr Monksummers proposed that **“Gillingham Town Football Club request for early payment of their grant be agreed”**. Cllr Harris seconded and the vote was unanimous. **RESOLVED.**

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

150. To receive and consider the following grant requests (continued):

b) The County Regiment of the Devonshire and Dorset – request for a grant towards a National Memorial to The County Infantry Regiments of Devonshire and Dorset.

The letter received from The Devonshire and Dorset Regiment (The Rifles) had been circulated to members prior to the meeting. The letter was a request for a donation towards establishing a memorial to the county regiment at The National Memorial Arboretum near Litchfield in Staffordshire where there is a principal monument listing every individual who died on active service since WWII surrounded by approximately 300 other monuments that honour other organisations that have served the nation. The Rifles would like to install their own monument at the National Memorial summarising their history in the form of three bronze, life-sized soldiers. The bronze, designed by Vivien Mallock, will cost £140,000.

Cllr Ms Baker was supportive of this application but queried that the memorial would be far from Gillingham.

Cllr Harris explained that it would be placed within the National Memorial, which is a large site and has recently expanded into an adjoining 60 acre site. The NMA is looked after by the Royal British Legion. Cllr Harris was not concerned with the overall cost of the memorial but that there was no specification regarding a donation and how much had been raised so far. Could a donation be made at this time?

The Town Clerk reminded members that there was a £5,000 contingency small grant fund which members could draw upon.

Cllr Monksummers suggested that the grant application should be made the normal way using the correct application form.

Cllr Von Clemens fully supported the request, especially as The County Regiment of Devonshire and Dorset had been granted Freedom of the Town in 1998; he was concerned that no amount had been specified and proposed that he would support an application for £1,000.

Cllr Mrs Toye was also concerned that no amount had been specified.

The Town Clerk suggested that the matter could be referred to Full Council where all members would be able to be consulted on the application.

Cllr Mrs Ridout considered that it was a fitting tribute to those that had lost their lives and especially in this year – the centenary of the battle of The Somme – and would support an application of £1,000.

Cllr Monksummers was fully supportive of the philosophy behind the application but would prefer that a decision was made at Full Council.

Cllr Von Clemens decided to withdraw his proposal in view of the comments made by others.

Cllr Monksummers proposed that **“the grant application made by The County Regiment of Devonshire and Dorset was deferred to the Full Council to be held on 25th July 2016”**. Cllr Harris seconded and the vote was unanimous. **RESOLVED.**

c) Gillingham School – funding request of up to £1000.00 towards setting up a “Gillingham Digital Timeline – History Project” – in partnership with Gillingham Museum and Blue Flame Digital.

A letter from Gillingham School had been circulated to members prior to the meeting. The Gillingham School Association, a registered charity, is trying to raise funds for an arts project based on a specific period in the school’s history in conjunction with the school’s history group, the Local History Society, Gillingham Museum and a local company – Blue Flame Digital. Computer Science students will learn new skills to create a virtual reality tour of part of the school, where users can interact with, see and listen to different

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

150. To receive and consider the following grant requests (continued):

facets of the school's history. The finished timeline will be hosted on a touch-screen console in Gillingham Museum, as well as being available on the school's website. The total project cost is £1,000.

Cllr Ms Baker remarked that she would like to support the project as it involves the town and museum.

Cllr Mrs Ridout agreed that the project would be very beneficial to the town and proposed a donation of £500.

Cllr Harris queried whether the school was asking for contributions up to £1,000 between the four organisations involved? If the Town Council was the sole sponsor then perhaps there could be some recognition for this but that should not be the condition of any donation made. Cllr Harris proposed a donation of £1000.

Cllr Monksummers rather liked the suggestion of a four way partnership.

Proposal

Cllr Mrs Ridout proposed that **“a donation of £500 was made towards the history project being organised by Gillingham School”**. Cllr Ms Baker seconded.

Amended Proposal

Cllr Harris proposed that **“a donation of £1000 was made towards the history project being organised by the Gillingham School”**. Cllr Von Clemens seconded.

Members voted on the amended proposal: four members voted in favour; four members against. The Chairman used her casting vote and vote in favour of the amendment. **The amended proposal was carried. RESOLVED.**

Cllr Harris proposed that **“the £1000 donation was taken from the small grant contingency budget”**. Cllr Mrs Hunt seconded and vote was unanimous. **RESOLVED.**

151. Matters Pertinent.

Cllr Monksummers had, once again, complained to the Western Gazette newspaper about their poor coverage of Gillingham. Despite the lady editor visiting Cllr Monksummers there had been no visible improvement in recent editions.

Closure: The meeting closed at 8.30pm.

Hardings Park Project

Update – July 2016

Author: Hardings Park Project Team

1. The project to-date

- **Site Meetings:** One meeting with a representative of the Blackmore Vale Table Tennis League to decide on the positioning of the outside table tennis facility.
- **Public Works Loan Application:** No update this month.
- **Wheeled Sports Facility (skate park):** Maverick Industries are meeting the Project Team on Thursday, 14th July, prior to the commencement of works on Wednesday, 20th July.
- **Adventure Play Park:** This project is complete.
- **Signage:** Catherine Annetts, from the DCC Countryside Interpretation Officer, visited the Town Council offices on Monday, 11 July to discuss possible ideas for signage at Hardings Park. A useful meeting. Awaiting possible design and costs.
- **Multi use games area (MUGA):** The evaluation of quotations for this work has been postponed for the time being.
- **Official Openings:** None scheduled for the immediate future.
- **Outdoor Table Tennis Facility:** This grant award from Sport England will be made to the Three Rivers Partnership as they made the application.
- **Coaching/Outreach work:** No report this month. It is not know who will oversee this work after August following the departure of the current youth worker.
- **CCTV:** This project is complete.
- **Water Supply:** There is still a water supply on site.
- **Youth shelter:** This facility was dismantled this month to make space for the 2 x table tennis facility and metal seat. The Youth Shelter was in a bad state of repair. It may be possible to salvage some of the metal to make benches to be installed elsewhere in the town.
- **Old Wooden Pavilion:** This facility was dismantled this month.

2. Recommendations

- There are no recommendations this month.

1st Quarter Financial Statement

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

Transactions in the first quarter are in line with the budget.

INCOME

- The first half of the Precept has been received totalling £324,305.27.
- Interest remains low as envisaged.
- Civil Marriages – we have had 1 this quarter.
- The Stours Parish Council has paid the first half of revenue support to the Town Centre Public Conveniences - £426.72.
- A transfer of £12,112.50 has been made from the NS&I account to the General Reserve in April but this money has already been spent in the 2015-16 F.Y. for land management work carried out by GTC workforce and has been shown on the balance sheet as Un-presented – March 2016.
- The 2015-16 grant payment of £500.00 has been received from 3RP. (Hardings Park).
- V.A.T has been claimed back in the first quarter totalling - £37,450.45. V.A.T due at the last quarter for the F.Y. 2015-16 has been received totalling £12,470.41.
- NDDC statutory payment of £9K has been received.

EXPENDITURE

Grants/Income Support:

- The first payment for revenue support of £10,000 has been paid to GC< (RiversMeet).

Running Costs - Are in line with the budget figures.

Staff & Salaries – Are in line with the budget figures.

Major Projects:

- The Sponsored flower bed scheme – all areas are now planted and all signage in place.

Non Precept – Monies held within the General Reserve:

- The second Green Gym has been installed and monies accrued for this project of £12,415.00 has been paid to Sutcliffe Play.
- Hardings Park Project - £2,400 has been paid to the Outreach Workers from the £5.600 held in this budget.
- GNPG – There is currently £3,810. 54 left in this budget.
- Tree Surgery work has been carried out to the value of £3,230 leaving ££3,488 in the General Reserve.
- CCTV camera and associated works has been completed at Hardings Park and the new column to hold a camera in the High Street at a total cost of £12,145.11.

Local Councils Risk Assessment

Author: Mrs C Ratcliffe, Assistant Town Clerk

A full Risk Assessment has now been carried out covering all aspects of the Town Council's responsibility. Insurance Holding and Health and Safety Check lists have also been completed and the Assets Register listing of all Town Council owned assets has been reviewed and updated. The full Risk Assessment and the Assets Register are available on request. The areas identified for the Risk Assessment are as follows:

- | | |
|-------------------------------------|--|
| 1. Allotments | 13. Land |
| 2. Bus Shelters | 14. Litter |
| 3. Cemetery / Garden of Remembrance | 15. Meetings of the council |
| 4. Code of Conduct | 16. Newsletters |
| 5. Computing | 17. Open Spaces |
| 6. Council Meetings | 18. Play Areas |
| 7. Council Property and Documents | 19. Provision of Office Accommodation |
| 8. Crime Prevention / CCTV | 20. Provision of Website / Internet Access |
| 9. Data Protection | 21. Public Conveniences |
| 10. Employment of Staff | 22. Shelters and Seats |
| 11. Financial Management | 23. War Memorials |
| 12. Investments | 24. Web site |

1. Identified Risks

Scores were allocated to a total of 24 selected function areas as listed above with 183 identified risks. The average score for all of the risks has increased slightly this year from 2.0 to 2.2. This is due to how the risks have been re-calculated and, in particular, the increased risk to the public conveniences. This year there is an increase in the overall number of uncontrolled risks from 12 to 16, as follows:

1.1 Allotments – 5 risks greater than a score of 3 identified.

Untidy Plots – There have been more instances of uncultivated allotment plots.

Vandalism of sites – This is a constant risk but there have been no reports of vandalism in the last twelve months. Park Farm allotment site is kept locked. At Cemetery Road allotment site access is by foot. Vehicle access for delivery of manure etc. is only permitted by obtaining a key to the locked gate.

Vandalism of plots – This is a constant risk but there have been no reports of vandalism of plots in the last twelve months.

Vermin – This is a constant risk but there have been no reports of vermin within the last twelve months.

Security – This is a constant risk. Both sites are easily assessable despite restricted access.

1.2 Bus Shelters – 1 risk greater than a score of 3 identified.

Vandalism - The bus shelter situated on the High Street is used as a meeting place by young people, especially at night. From time to time the shelter has suffered from vandalism and graffiti. The shelter is cleaned daily by the town orderly and can be viewed on CCTV.

1.3 Cemetery / Garden of Remembrance - 3 risks greater than 3 identified.

Vandalism – This does arise from time to time. The cemetery is used as a meeting place by young people from the early evening through to the early morning and, on occasions, there is evidence of drug use. Police patrol the area with dogs from time to time.

Headstones/Kerbstones – Topple testing is in progress but it will take some time to test the all the headstones. Next of kin will be notified if a memorial requires a repair.

Maintenance of Buildings – The mortar on the cemetery roof is eroding from the ridge tiles and is being monitored.

1.4 Employment of Staff – 1 risk greater than a score of 3 identified.

Loss of Key Staff – Procedures for key functions need to be documented and training provided to ensure that all key tasks can be carried out in the event of a sudden loss of a key member of staff. Training is an on-going requirement.

1.5 Land – 1 risks greater than a score of 3 identified.

Vandalism – All areas are at risk from vandalism. A few instances of vandalism to trees have been reported over the last twelve months. Any new saplings will need to be adequately protected with a tree guards.

1.6 Public Conveniences – 4 risks greater than a score of 3 identified.

Vandalism – This is a constant problem. The toilets are now open 24 hours a day (with the exception of the disabled toilet). The coin operated locks are constantly being vandalised and have not been replaced.

Failure to achieve desired standard of cleanliness – The toilets are now accessible 24 hours a day and the disabled toilet door is rarely left shut after use. The toilets are only cleaned once in a 24 hour period 7 days a week.

Maintenance – The toilets require more maintenance now they are left unlocked.

Security – This proves to be difficult without further expense. A working party is looking at an alternative use for the building.

1.7 Shelters and Seats – 1 risk greater than a score of 3 identified.

Vandalism – Occasionally seats suffer from vandalism. Generally seats are located where they can be easily seen so that public seating does not provide a place for youngsters to congregate and cause a nuisance.

2. What works can be done to reduce risks during 2016-17?

- 2.1** Most of the risks highlighted this year are constant risks because the asset is accessible to the public 24 hours a day. Monitoring and careful management strategies already in place will mitigate most of these identified risks.

3. Recommendation

- 3.1** That the Local Council Risk Assessment reviewed in July 2016 is agreed and recommended to Full Council for signing and adoption.