



## **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, 17<sup>th</sup> October 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 M Gould,  
Cllr P Harris, Cllr D Milsted,  
Cllr R Monksummers, Cllr Mrs V Potheary,  
Cllr Mrs B Ridout, Cllr Mrs D Toye  
and Cllr B Von Clemens.

**Apologies:** None.

**In attendance:** Mrs S Dobie, Town Clerk  
and 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.

**166. To approve the minutes of the last meeting held on Monday, 19<sup>th</sup> September 2016.**

Cllr Milsted proposed that “**the minutes of the Policy and Resources Committee meeting held on Monday, 19<sup>th</sup> September 2016, should be approved as a correct record of that meeting**”. Cllr Frith seconded and the vote was unanimous. **RESOLVED.**

**167. Questions.** There were no questions.

**168. 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 pecuniary interests declared. However, personal interests were declared as follows:

- Cllr Mrs Hunt, Agenda Item no. 9, as trustee of the Citizens Advice Bureau North Dorset.
- Cllr Milsted, Agenda Item no. 9 as trustee of the Blackmore Vale Tourism Company Limited.
- Cllr Von Clemens, Agenda Item no. 9 as trustee of the Three Rivers Partnership.

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

### **169. To receive working party reports for consideration and approval, if available:**

#### **a) Sports and Cycle Link**

Cllr Milsted referred to a letter that had been received from Dr Philip Sterling, Head of DCC Coast and Countryside Service, and circulated to all members prior to the meeting.

Cllr Milsted referred to the response as deeply “disappointing but not surprising”. A working party meeting will be arranged shortly with Dorset Countryside and other interested parties to progress the project. With regards to the DCC employee who met with “unwarranted aggression” by a landowner, this particular landowner does not own the land where the route of the footpath/cycleway is proposed to go. DCC were shown all the correspondence to do with this particular stretch of the route and were well aware of the facts prior to this unfortunate incident.

The Town Clerk confirmed that she will be arranging a meeting to progress this project, which will include the Ramblers and Walkers Are Welcome. The Town Council will be taking the lead role.

#### **b) Hardings Park Project Team**

No report this month. The Town Clerk verbally reported that the skate park was officially handed over with a satisfactory safety report on Friday, 14<sup>th</sup> October 2016.

#### **c) Health and Safety**

There were no matters arising this month.

### **170. 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.**

A list of cheques was tabled at the meeting.

Cllr Ms Baker queried cheque no. 16741, £260 – Annual Subscription SLCC. The Town Clerk explained that SLCC – The Society of Local Council Clerks – is a national organisation that provides information and training specifically for Clerks and the Town Council kindly agrees to pay the subscription.

Cllr Milsted proposed that **“the cheques for payment for the month of October 2016 to the gross value of £128,706.43 should be approved for payment”**. Cllr Frith seconded and the vote was unanimous. **RESOLVED.**

#### **b) To receive the 2<sup>nd</sup> Quarter Financial Statement and Town Clerk's report.**

The Town Clerk had circulated a report with the 2<sup>nd</sup> Quarter Financial Statement prior to the meeting. There were no comments.

Cllr Mrs Hunt thanked the Town Clerk for all her hard work providing such a clear and detailed report.

Cllr Monksummers proposed that **“the 2<sup>nd</sup> Quarter Financial Statement as circulated was approved”**. Cllr Milsted seconded and the vote was unanimous. **RESOLVED.**

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

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

#### **c) To receive the 2<sup>nd</sup> Quarter Internal Auditor's report.**

The Town Clerk reported that the Internal Auditor had scrutinised the accounts as per the criteria set by the Town Council and there were no non-conformists and everything was in order.

Cllr Von Clemens proposed that **“the 2<sup>nd</sup> Quarter Internal Auditors Report was approved”**. Cllr Mrs Ridout seconded and the vote was unanimous. **RESOLVED.**

### **171. 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”.**

Cllr Milsted proposed that **“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”**. Cllr Mrs Toye seconded and the vote was unanimous. **RESOLVED.**

#### **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)”.**

Cllr Ms Baker proposed that **“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)”**. Cllr Gould seconded and the vote was unanimous. **RESOLVED.**

### **172. To consider and review the Town Council's license for the use of Hardings Park and an additional licence for the letting of Public Open Spaces.**

A copy of a revised licence for the hire of Hardings Park and Public Open Spaces had been circulated with the agenda.

There was a brief discussion on whether the revised licence was adequate with regards to: the amount of public liability required, and the size of events permitted now that Hardings Park has been extensively refurbished with limited access for vehicles.

Cllr Milsted suggested that it would be helpful to appoint a small working party to consider and review the Town Council's letting policy and licences.

Cllr Milsted proposed that **“a working party was convened to review the Town Council's letting policy and licences for Hardings Park and the Public Open Spaces and to include Cllr Mrs Hunt, Cllr Von Clemens, Cllr Mrs Ridout, Cllr Mrs Toye, Cllr Ms Baker and Cllr D Milsted”**. Cllr Von Clemens seconded and the vote was unanimous. **RESOLVED.**

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

### **173. To identify any items relevant to the Policy and Resources Committee for inclusion in the Precept for the FY 2017/18.**

A draft precept 'wish list' for FY 2017/18 had been circulated prior to the meeting. Since circulation the Town Clerk had made revisions as follows:

GC&LT grant for 2016/17 was £20k and not £15k, Replacement CREW position 2016/17 was £0.00 and not £7,000. Therefore the column total for FY 2016/17 was £94,873.

Cllr Von Clemens informed the meeting that if NDDC adopt any four of the proposals with regards to the CAB grant then the CAB will close over the following year, unless there is an alternative solution is found.

Cllr Milsted informed members that Town and Parish Councils were in danger of being capped. The CAB grant will be considered at the Overview and Scrutiny Committee on 23<sup>rd</sup> November at 2pm. It is a public meeting and all are welcome to contribute to the debate. The options on the table do not include a 'status quo'. As everyone is aware the district council needs to make £1.5m savings by 2020 and all discretionary grants will be cut.

The Town Clerk commented that for many years Gillingham Town Council has awarded the CAB an annual grant of £10,000.

Cllr Von Clemens informed members that the Town Council will have the opportunity to make an official response after Full Council on Monday, 24<sup>th</sup> October 2016.

Cllr Ms Baker remarked that the options were an initial 100% cut, or a gradual phasing out over the next two years.

Cllr Milsted proposed that **“the CAB discretionary grant of £10,000 should remain in the Precept ‘wish list’ FY 2017/18”**. Cllr Von Clemens seconded and the vote was unanimous. **RESOLVED.**

Cllr Ms Baker proposed that **“the Policy and Resources Committee Precept ‘wish list’ FY 2017/18 totalling £75,340 and the General Purposes Committee Precept ‘wish list’ FY 2017/18 (not including running costs) totalling £48,600 were agreed”**. Cllr Mrs Ridout seconded and the vote was unanimous. **RESOLVED.**

### **174. Matters Pertinent.**

The Town Clerk referred to a letter she had received from the Dorset Association of Parish and Town Councils (DAPTC).

- **Reshaping Your Councils consultation** – the deadline for this is Tuesday, 25<sup>th</sup> October 2016. Members responses are being collated and the survey will be completed by the deadline.
- **DAPTC AGM** – it is important that representatives attend. Cllr Ms Baker and Cllr Mrs Hunt volunteered.
- **Local Government Finance Settlement** – the deadline for this is Friday, 28<sup>th</sup> October 2016. A template letter has been circulated via NALC, which will be completed.

**Closure:** The meeting closed at 8.12pm.