



## GILLINGHAM TOWN COUNCIL

The Town Hall

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# FINANCE COMMITTEE

The minutes of the **Finance Committee** meeting held on **Monday, 16<sup>th</sup> March 2020**, at 7.30pm in the Council Chamber, Town Hall, Gillingham, Dorset.

## Present

Cllr Barry von Clemens (Acting Chairman)	Cllr Paul Harris
Cllr Fiona Cullen	Cllr Mick Hill
Cllr Alan Frith	Cllr John Kilcourse
Cllr Alison Gale	Cllr Graham Poulter
Cllr Mike Gould	

## In Attendance

Deputy Town Clerk: Clare Ratcliffe

Responsible Financial Officer: Debra Edwards

## Press and Public

Press: None

Public: There were no members of the public present

## Minute no.

<b>134.</b>	<b>Public Participation. <u>Please note:</u> a period up to a maximum of fifteen minutes will be allowed for public comments and questions restricted to items listed on the following agenda.</b>
	There were no questions from members of the public.
<b>135.</b>	<b>To receive apologies.</b>
	It was agreed and <b>RESOLVED</b> to accept the apologies received from Cllr Sharon Cullingford, Cllr Val Potheary and Cllr Donna Toye for personal reasons.
<b>136.</b>	<b>To approve the minutes of the last meeting held on Monday, 17<sup>th</sup> February 2020.</b>
	It was agreed and <b>RESOLVED</b> to approve the minutes of the meeting held on Monday, 17 <sup>th</sup> February 2020.
<b>137.</b>	<b>To receive questions pertinent to the previous meeting.</b>
	There were no questions pertinent to the previous meeting.
<b>138.</b>	<b>To receive any declarations of interest. <u>Please note:</u> members are required to comply with the requirements of the Localism Act 2011, section 27, disclosable pecuniary interests.</b>
	There were no declarations of pecuniary interest.
<b>139.</b>	<b>To approve payments for the previous month.</b>
	It was agreed and <b>RESOLVED</b> that the payments for February 2020, as presented, are approved. Please refer to <b>Appendix A.</b>

<b>140.</b>	<b>To approve any payments between £5,000 and £9,999, in accordance with Financial Regulations, para 4.1.2.</b>
	It was agreed and <b>RESOLVED</b> that the payments listed between £5,000 and £9,999, as presented, are approved. Please refer to <b>Appendix B.</b>
<b>141.</b>	<b>To receive any requests for virement of budgets.</b>
	There were no requests for virements.
<b>142.</b>	<b>To receive and consider sub-committee reports.</b>
	<p>The sub-committee met on Thursday, 12<sup>th</sup> March 2020. Please refer to <b>Appendix C.</b></p> <p>It was agreed and <b>RESOLVED</b> that the position of the six-month part time Project Administrator is made permanent, with the job title changed to Administrator and with no change to the job description and funded from monies held with the budget for FY 2020/21.</p> <p>It was agreed and <b>RESOLVED</b> that, in the first instance, the current post holder is offered a permanent contract as a part time (16 hours per week) Administrator.</p> <p>It was agreed and <b>RESOLVED</b> that a recommendation is made to Full Council that the Staff Handbook is amended at Section 2.4 to read "Any statements to reporters from newspapers, radio, television etc. in relation to our business will be given in accordance with the Council's media policy".</p>
<b>143.</b>	<b>To receive a report regarding the council's energy suppliers.</b>
	It was agreed and <b>RESOLVED</b> that the report regarding the council's energy suppliers is deferred until the next meeting.
<b>144.</b>	<b>To receive matters pertinent to this meeting. <u>Please note:</u> Members are advised that inclusion of any item is at the Chairman's discretion and that a council cannot lawfully decide upon any matter which is not specified in the summons (agenda).</b>
<b>(a)</b>	<b>Insurance:</b> A public liability claim has been settled following a claim in December 2016.
<b>(b)</b>	<b>IT:</b> Councillor email addresses are not working correctly. Deputy Clerk was asked if this could be resolved with Dorset Council as soon as possible.
<b>(c)</b>	<b>Covid-19 Virus:</b> The Mayor will be meeting with community groups on Friday, 20 <sup>th</sup> March at the Town Hall. It will be a small meeting with one representative from each community group invited.
There being no other business on the agenda, the meeting closed at 8.43pm.	
<p><b>Signed:</b> _____ <b>Date:</b> 20<sup>th</sup> April 2020</p> <p><b>Chairman of Finance Committee,</b> <b>Cllr Sharon Cullingford</b></p>	
<b>PLEASE NOTE: These minutes appear as draft minutes until reviewed and ratified by Full Council.</b>	