



## GILLINGHAM TOWN COUNCIL

The Town Hall

School Road

GILLINGHAM

Dorset SP8 4QR

Tel: 01747 823588

Email: gtc@gillinghamdorset-tc.gov.uk

Web site: www.gillinghamdorset-tc.gov.uk

# FINANCE COMMITTEE

The minutes of the **Finance Committee** meeting held on, **Monday, 18<sup>th</sup> May 2020** at 7.30pm held remotely via skype, in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations") which came in to force on 4 April 2020.

## Present

Cllr Sharon Cullingford (Chairman)

Cllr Donna Toye (Deputy Chairman)

Cllr Barry von Clemens

Cllr Fiona Cullen

Cllr Alan Frith

Cllr Mike Gould

Cllr Paul Harris

Cllr Mick Hill

Cllr John Kilcourse

Cllr Val Potheary

Cllr Graham Poulter

## In Attendance

Town Clerk: Julie Hawkins

Responsible Financial Officer: Debra Edwards

## Press and Public

Press: Michael Streeter, Gillingham and Shaftesbury News

Public: None

## Minute no.

**160. Public Participation. Please note: 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.**

There was no public participation.

**161. To receive apologies.**

Apologies were received from Cllr Gale who was unable to join the meeting due to technical difficulties. It was agreed and **RESOLVED** to accept the apologies received from Cllr Gale.

**162. To approve the minutes of the last meeting held on Monday, 20<sup>th</sup> April 2020.**

It was agreed and **RESOLVED** that the minutes of the meeting held on Monday, 20<sup>th</sup> April 2020 are approved.

**163. To receive questions pertinent to the previous meeting.**

There were no question pertaining to the previous meeting.

164.	<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 interests declared, however the following councillors declared personal interests in Agenda Item 13: Cllr Kilcourse – Gillshed Cllr Potheary – North Dorset Rugby Football Club Cllr von Clemens – Duke of Edinburgh Open Award Centre Cllr Gould – North Dorset Rugby Football Club and Gillingham Town Team.
165.	<b>To approve payments for the previous month.</b>
	It was agreed and <b>RESOLVED</b> that the payments for April 2020, as presented, are approved. Please refer to <b>Appendix A</b>
166.	<b>To approve payments between £5,000 and £9,999, in accordance with Financial Regulations, para 4.1.2.</b>
	There were no payments between £5,000 and £9,999 that required approval.
167.	<b>To receive any requests for virement of budgets.</b>
	It was agreed and <b>RESOLVED</b> that the virements, as presented in the management accounts, are approved.
168.	<b>To receive and consider sub-committee reports, if available.</b>
	There was no sub-committee report this month.
169.	<b>To receive and review the draft management accounts for the year ending 31<sup>st</sup> March 2020, if available.</b>
	The Responsible Financial Officer (RFO) had prepared a set of accounts, that were circulated prior to the meeting. It was agreed and <b>RESOLVED</b> that the management accounts for the year ending 31 <sup>st</sup> March 2020, as presented, are approved. A vote of thanks was given to the RFO.
170.	<b>To receive and consider a report regarding earmarked reserves.</b>
	An informal workshop for councillors to discuss ear-marked reserves had been held on Thursday, 14 <sup>th</sup> May. The Responsible Financial Officer (RFO) had prepared a revised report following the workshop. It was agreed and <b>RESOLVED</b> that the earmarked reserves, as presented, are approved.
171.	<b>To receive a report regarding the arrangements for the completion of the Annual Governance and Accountability Return (AGAR) for 2019/20.</b>
	The Town Clerk had circulated a report prior to the meeting. Please refer to Appendix B
172.	<b>To receive a summary of reports received from grant recipients paid in Oct 2019.</b>
	The Town Clerk had prepared a summary of grant recipients, which was circulated prior to the meeting. Please refer to Appendix C. It was agreed and <b>RESOLVED</b> that Gillingham Carnival Committee should keep the surplus amount of £44.80. It was agreed and <b>RESOLVED</b> that Gillingham Community Cinema should keep the surplus amount of £59.24. It was agreed and <b>RESOLVED</b> that an extension of time should be granted to Gillingham and District Angling Association to allow an additional 12 months to complete the project.

	<p>It was agreed and <b>RESOLVED</b> that the grant awarded to GillShed could be reallocated and used to fund the costs associated with planning permission.</p> <p>It was agreed and <b>RESOLVED</b> that that an extension of time should be granted to GillShed to allow an additional 12 months to complete the project.</p> <p>It was agreed and <b>RESOLVED</b> that contact should be made with NorDDis as soon as the shop is re-opened, the matter to be deferred to the August meeting of the Finance Committee.</p>
173.	<b>To receive and consider a report regarding the Council's energy suppliers, if available.</b>
	The Town Clerk is still working on a report.
174.	<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>
	The Responsible Financial Officer (RFO) confirmed that the first half of the precept had been received from Dorset Council in April.
<p>There being no other business on the agenda, the meeting closed at 8.11pm.</p>    <p><b>Signed:</b> _____ <b>Date:</b> 15<sup>th</sup> June 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>	



## MINUTE NO 165

GILLINGHAM TOWN COUNCIL - BANK PAYMENTS APRIL 2020  
(EXTRACT FROM SAGE 50 ACCOUNTS)

No	Type	Account	Date	Ref.	Details	Amount	Detail
3022	PP	BRIT0002 British Gas	02/04/2020	DD	Purchase Payment	113.42	Town Hall electricity
3023	PP	RIGH0001 Right fuel	14/04/2020	DD	Purchase Payment	24.30	Esso fuel
3024	PP	BRIT0002 British Gas	14/04/2020	DD	Purchase Payment	50.20	Public WC electricity
3025	PP	DORS0003 Dorset Council	15/04/2020	DD	Purchase Payment	129.45	Dorset Council rates (monthly)
3026	PP	DORS0003 Dorset Council	15/04/2020	DD	Purchase Payment	2,313.70	Dorset Council rates (monthly)
3027	PP	SAGE0001 Sage	16/04/2020	DD	Purchase Payment	256.20	Sage 50 accounts and payroll (monthly)
3046	PP	TOWE0001 Tower	17/04/2020	BP	Purchase Payment	968.41	Workwear
3047	PP	JHRO0001 JH Rose	17/04/2020	BP	Purchase Payment	140.58	Top soil
3048	PP	SHIR0001 Shirts & Signs	17/04/2020	BP	Purchase Payment	300.00	Hi Viz tops
3049	PP	BIOH0001 Bioheat	17/04/2020	BP	Purchase Payment	114.00	Radiator maintenance
3050	PP	DESIG0001 Designjam	17/04/2020	BP	Purchase Payment	102.00	Website maintenance (monthly)
3051	PP	DAVI0001 David Harness	17/04/2020	BP	Purchase Payment	1,704.00	Tree work
3052	PP	FARN0001 Farnfields	17/04/2020	BP	Purchase Payment	600.00	Legal fees
3053	PP	LYRE0001 Lyreco	17/04/2020	BP	Purchase Payment	136.19	Stationery
3054	PP	AMAZ0001 Amazon	17/04/2020	BP	Purchase Payment	148.99	Various items
3055	PP	ANGELSPR Angel Springs	17/04/2020	BP	Purchase Payment	12.19	Water cooler
3056	PP	AQUA0001 Aqua Cleaning	17/04/2020	BP	Purchase Payment	52.00	Hygiene services
3057	PP	AQUA0002 Aquar Supplies	17/04/2020	BP	Purchase Payment	101.22	Gloves & wipes
3058	PP	ASHRO001 Ashridge Trees	17/04/2020	BP	Purchase Payment	105.00	Snowdrops
3059	PP	BBM0001 BB Motors	17/04/2020	BP	Purchase Payment	54.85	MOT
3060	PP	DORS0001 DAPTC	17/04/2020	BP	Purchase Payment	35.00	Training
3061	PP	DORS0006 Dorset Wildlife Trust	17/04/2020	BP	Purchase Payment	3,600.00	Site visits and reports
3062	PP	GOAD0001 Goadsby & Harding	17/04/2020	BP	Purchase Payment	474.10	Buildings & Terrorism insurance Workshop
3063	PP	WEST0001 Western Workshops	17/04/2020	BP	Purchase Payment	161.52	Workshop supplies
3064	PP	TUD00001 Tudor	17/04/2020	BP	Purchase Payment	314.78	Hedgecutter and shade netting
3065	PP	SYDE0002 Sydenhams	17/04/2020	BP	Purchase Payment	483.14	Various items workshop and grounds
3066	PP	SOUT0002 South West Councils	17/04/2020	BP	Purchase Payment	513.60	Annual subs
3067	PP	SLCC0001 SLCC	17/04/2020	BP	Purchase Payment	108.00	Training
3068	PP	SCREW001 Screwfix	17/04/2020	BP	Purchase Payment	279.43	Various items workshop and grounds
3069	PP	MGCL0001 MG Cleaning	17/04/2020	BP	Purchase Payment	813.00	Office and weekend cleaning
3070	PP	HUNT0001 Hunt	17/04/2020	BP	Purchase Payment	62.11	Various items workshop and grounds
3071	BP	April 2020 payroll	20/04/2020	BP	Net pay	21,937.26	Payroll
3105	PP	BRIT0002 British Gas	23/04/2020	DD	Purchase Payment	17.97	Electricity CCTV Hardings park
3109	PP	WATE0001 Water2 Business	27/04/2020	BP	Purchase Payment	174.92	Waer workshop
3110	PP	APPL0001 Fine Memorials Appleby	27/04/2020	BP	Purchase Payment	50.00	Deposit repairs
3111	PP	LEE0001 Lee Holmes	27/04/2020	BP	Purchase Payment	324.03	Various items workshop and grounds
3112	PP	MGCL0001 MG Cleaning	27/04/2020	BP	Purchase Payment	540.00	Weekend cleaning
3113	PP	GILL0001 Gillingham Press	27/04/2020	BP	Purchase Payment	158.40	Print volunteer cards
3114	PP	FENC0001 Fencewise	27/04/2020	BP	Purchase Payment	318.60	Green Space waste collections
3115	PP	WATE0002 Water logic	27/04/2020	BP	Purchase Payment	13.39	Water cooler
3132	PP	TALK0001 Talk Talk	28/04/2020	DD	Purchase Payment	48.00	Internet Chantry and Workshop
3133	PP	DARK0001 Darkin Miller	29/04/2020	BP	Purchase Payment	391.23	Internal audit
3134	PP	MOLE0001 Mole Country	29/04/2020	BP	Purchase Payment	149.12	Various items workshop and grounds
3135	PP	PREL0001 PR Electrical	29/04/2020	BP	Purchase Payment	35.67	Computer cables
3136	PP	TOWE0001 Tower	29/04/2020	BP	Purchase Payment	85.66	Workwear
3116	PP	AQUA0002 Aqua Supplies	30/04/2020	BP	Purchase Payment	538.80	Nitrite gloves
3117	PP	BRIT0001 British Telecom	30/04/2020	BP	Purchase Payment	314.29	Internet Chantry and Workshop
3118	PP	CROC0001 Crockers	30/04/2020	BP	Purchase Payment	77.91	Various items workshop and grounds
3119	PP	DORS0004 Dorset Council	30/04/2020	BP	Purchase Payment	457.93	Printer costs
3120	PP	EONU0001 EON	30/04/2020	BP	Purchase Payment	228.45	Annual electricity CCTV
3121	PP	JPAR0001 J Parker	30/04/2020	BP	Purchase Payment	524.40	Plants
3122	PP	TFBU0001 TF Builders	30/04/2020	BP	Purchase Payment	1,287.00	Waste collections
3123	PP	YOUT0001 Youth Resource	30/04/2020	BP	Purchase Payment	441.67	Outreach work
3159	PP	UTIL0001 Utility Warehouse	30/04/2020	DD	Purchase Payment	7.76	Electricity
3160	PP	UTIL0001 Utility Warehouse	30/04/2020	DD	Purchase Payment	28.09	Electricity
3161	PP	UTIL0001 Utility Warehouse	30/04/2020	DD	Purchase Payment	156.21	Electricity
3162	PP	UTIL0001 Utility Warehouse	30/04/2020	DD	Purchase Payment	614.81	Gas
3224	PA	UTIL0001 Utility Warehouse	30/04/2020	DD	Payment on Account	38.95	Electricity
3163	BP	HMRC	30/04/2020	BP	PAYE & STUDENT LOAN, NIC	7,547.07	PAYE & STUDENT LOAN, NIC
3165	BP	DORSET COUNTY PENSION	30/04/2020	BP	EE & ER PENSION	8,097.92	EE & ER PENSION
						<b>58,876.89</b>	

**Gillingham Town Council**

**The arrangements for the completion of  
The Annual Governance and Accountability Return (AGAR) for 2019/20**

**Author: Julie Hawkins, Town Clerk**

The Government has changed the deadlines for approval and publication of the audit in England for 2020. The requirement for the inspection period to include the first ten working days in July has been disapplied. Instead the inspection period must commence no later than Tuesday 1<sup>st</sup> September 2020. This means that the Annual Governance and Accountability Return (AGAR) must be approved and published on a freely accessible website no later than Monday 31<sup>st</sup> August 2020 (this was 30<sup>th</sup> June 2020).

Currently there is no provision for electronic signatures so the boxes on the AGAR must be physically signed (a 'wet' signature) and then scanned for publication. The external auditors and the National Audit Office consider that it is not permissible for signatures on the AGAR to be 'redacted'.

The town council will need to take the following action:

- Prepare sections 1 and 2 of an Annual Governance and Accountability Return (AGAR) in accordance with proper practices as set out in Governance and Accountability for Smaller Authorities in England (the Practitioners' Guide), using either the 2019 or the 2020 edition.
- Have Section 2 of the AGAR certified by the RFO.
- Have Section 1 and 2 of the AGAR approved at a Full Council meeting, and have them signed by the appropriate officers.
- Publish and approve, signed but unaudited AGAR on the town council's website
- Advertise on the website rights to inspect and object to the accounts; the 'inspection period' cannot commence until the audited AGAR has been published.

In terms of the internal audit testing of public rights the Internal Auditor will carry out a compliance check as normal.

**Recommendation:**

The report is noted.

GILLINGHAM TOWN COUNCIL - REVIEW OF GRANTEE REPORTS RECEIVED 2019/20								
	Organisation	Grant Awarded (£)	Purpose of Grant Sought	Report Received (Y/N)	Was the money spent as per grant application? (Y/N)	Details of how the money was spent)	Amount spent (£)	Underspend (£)
1	Citizens Advice	£10,000	Maintain service	Y	Y	Recruiting, training and supporting a team of volunteers to help & support local residents. Contributing to overheads. Providing help and advice to 458 residents and dealing with 1,751 advice issues.	£10,000	Nil
2	Dorset Blind	£150	To contribute to the costs of transport	Y	Y	Part funding of transport to social and activity clubs	£150	Nil
3	Gillingham Band	£1,000	Refurbish Instruments & purchase of additional band jackets over and above the usual running costs.	Y	Y	Purchase of music for beginner's group. Maintain working instruments, uniforms, music. Maintain the band room and employ a musical director. Purchase of 5 additional band jackets.	£1,000	Nil
4	Gillingham Community Church Open Door Community Hub	£500	Help with the provision household packs, (non-food items and consumables not available through Gillingham Foodbank) and paying for gas or electric bills for those struggling.	Y	Y	Help & support to over 200 people. Part funding of 88 household packs @£35 each. Utilities support for 42 households.	£500	Nil

5	Gillingham Carnival	£1,500	Insurance	Y	Y	Commercial Combined Insurance @ £1,144 and Directors & Officers Insurance @£311.20	£1,455.20	£44.80
6	Gillingham Community Cinema	£1,888	Upgrade of current display projector and AV-receiver to allow nearly-live streaming of content on Blu-ray. Also addition of a loop amplifier to allow people with hearing aids to pick up the sound. Amount requested £4,500	Y	Y	Purchase of projector and Blustream HDBase transmitter and hardware	£1,828.76	£59.24
7	Gillingham District Angling Association	£700	Access improvements. Amount requested £2,000	N	TBA	Project is weather dependent and work was unable to commence during the winter period.	TBA	TBA
8	Gillingham Duke of Edinburgh Open Award Centre	£1,000	Our team kit anticipated expenditure is £6088.77 this year. Help towards that would be of real benefit. Details are attached.	Y	Y	Part funding of transport (annual spend £3,191.53) and Expedition Equipment (annual spend £1,055.25)	£1,000	Nil
9	Gillingham Singers	£500	To employee soloists, musicians and other such expenses	Y	Y	Part funded 35 copies of choral books @ £17.95 each.	£500	Nil
10	Gillingham Town Team	£465	To establish a website and associated hosting costs	Y	N	Establishment of a website, annual hosting, fees to convert the Ltd company into a CIC & accounting fees.	£564	Nil

11	Gill Shed	£500	Funds for the purchase of some equipment for the workshop and to help with the costs of providing some suitable furniture for the meeting area, along with a kettle and tea pot of course.	Y	N	£120 has been used for a pre-planning application. It is planned to use the balance towards a planning application.	£120	£380
12	Hipp!!Bones	£1,052	Funds to enable us to purchase a range of sports equipment and sport related activities	Y	Y	Towards purchase of various sports equipment as detailed in application.	£1,052	Nil
13	Home Start	£1,500	Recruiting, training and supporting our parent volunteers who visit local families in their own home	Y	Y	12 families have been supported over the year and this has been for a variety of issues. Mothers in Mind, the latest initiative, held at RiversMeet. A weekly group session helping women with perinatal mental health issues.	£1,500	Nil
14	Mindful	£500	Funding towards summer outing and Christmas lunch.	Y	Y	Part funded summer outing and Christmas lunch.	£500	Nil
15	NorDDis	£500	Volunteer expenses, to keep the shop open. Amount Requested £1,000	Y	N	Offices closed due to COVID19.	Not known	Not Known
16	North Dorset Club for the Visually Impaired	£100	To take members, carers and volunteer drivers for a Christmas lunch	Y	Y	Part funded Annual Christmas lunch for 40 members, carers and volunteer drivers	£100	Nil



17	<b>North Dorset Rugby Football Club</b>	£1,000	To carry out groundworks and foundations, erect steel frame and roof cladding. Amount requested £5,000	Y	Y	Towards the provision & laying of the concrete floor to the building.	£1,000	Nil
18	<b>Read Easy</b>	£500	Annual running costs including co-ordinator's expenses. Training coaches. Amount requested £660	Y	Y	Training for coaches, publicity postcards, reading manuals, co-ordinator's expenses.	£500	Nil
19	<b>St Mary Gillingham Scout Group</b>	£300	To provide outside lighting at The Scout Community Hall	Y	Y	Installation of three PIR spotlights to the outside of the building	£300	Nil