



GILLINGHAM TOWN COUNCIL

The Town Hall, School Road, Gillingham, Dorset SP8 4QR

FINANCE AND POLICY COMMITTEE

Minutes – 18th July 2022

The minutes of the Finance and Policy Committee held on Monday 18th July 2022 at 7.30pm in the Council Chamber at Gillingham Town Hall.

Present:

Cllr Donna Toye (Chairman)
Cllr Sharon Cullingford
Cllr Rupert Evill
Cllr Alan Frith
Cllr Paul Harris

Cllr Mick Hill
Cllr John Kilcourse
Cllr Graham Poulter
Cllr Alison von Clemens
Cllr Barry von Clemens

Absent:

Cllr Mark Walden (Deputy Chairman)

In attendance:

Julie Hawkins, Town Clerk
Debra Edwards, Responsible Finance Officer

Present:

There was one member of the public present

Via MS Teams:

Michael Streeter, Gillingham and Shaftesbury News

433. 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.

434. To receive and accept apologies for absence.

It was agreed and **RESOLVED** to accept the apologies received from Cllr Kilcourse who was unable to attend the meeting for personal reasons.

435. To receive declarations of interest. Please note; members are required to comply with the requirements of the Localism Act 2011, section 27 disclosable pecuniary interests.

There were no declarations of interest.

436. To receive questions pertaining to the previous minutes.

There were no questions pertaining to the previous minutes.

437. To approve the minutes as a true and accurate record of the Finance and Policy Committee meeting held on Monday 20th June 2022.

It was agreed and **RESOLVED** to approve the minutes of the Finance and Policy Committee meeting held on Monday 20th June 2022.

438. To approve payments for the previous month.

A list of payments had been circulated prior to the meeting. Please refer to [Appendix A](#).

It was agreed and **RESOLVED** that the payments for June 2022, as presented, are approved.

439. To approve payments between £5,000 and £9,999, in accordance with Financial Regulations, para 4.1.2.

A list of payments had been circulated prior to the meeting. Please refer to [Appendix B](#).

It was agreed and **RESOLVED** that the list of payments between £5,000 and £9,999, as presented, are approved.

440. To receive any requests for virement of budgets, if any.

The RFO detailed the virements listed on page 3 of the management accounts.

It was agreed and **RESOLVED** to approve the virements as detailed on page 3 of the 1st Quarter Management Accounts to 30th June 2022.

441. To receive, consider and approve the 1st quarter management accounts to 30th June 2022.

The 1st Quarter Management Accounts and a report from the RFO were circulated prior to the meeting. Please refer to [Appendix C](#).

It was agreed and **RESOLVED** to approve the 1st Quarter Management Accounts to 30th June 2022.

Members thanked the RFO for a clear and detailed set of management accounts.

442. To review and adopt the following draft policies:

a) Training and Development Policy

A copy of a draft Training and Development Policy had been circulated prior to the meeting.

It was agreed and **RESOLVED** that the draft Training and Development Policy as presented is approved and adopted.

443. To receive and consider reports from sub-committees and task and finish groups, as follows:

a) Council Agreements and Contracts Sub-committee

Cllr Poulter, Lead member, informed members that a meeting of the sub-committee had been held just before the start of this meeting.

Cllr Poulter referred to the lease with Dorset Council Registration Service and advised members that he was still awaiting a response from Dorset Council's legal team.

Cllr Poulter referred to the transfer of land at Barnaby Mead (Wathen Court Play Area) and informed members that the town council are awaiting the results of one search before the transfer can be finalised.

Cllr Poulter referred to Harding's Lane Car Park and informed members that a joint meeting had taken place with the Town Council Properties Sub-committee. Cllr Poulter outlined the issues and proposals and advised members that a full report with recommendations would be submitted to Full Council. Cllr Poulter explained that the joint meeting had carefully considered all the options available and members had agreed that the best long-term option would be to tarmac Harding's Lane Car Park.

It was agreed and **RESOLVED** that a full report is made to Full Council recommending that Harding's Lane Car Park is resurfaced with permeable macadam.

It was agreed and **RESOLVED** that a full report is made to Full Council Recommending that the contract is awarded to Contractor A in accordance with the quotation dated 16 May 2022.

444. To receive matters pertinent to this meeting.

There were no matters pertinent.

The meeting closed at: 8.01pm

Gillingham Town Council

List of Payments for June 2022

Row	Ref	Supplier	Date	Details	Amount paid (including VAT where applicable)
1	10888	Newhouse Farm Partnership	01/06/2022	JCB Hire Petanque Court	90.00
2	10887	Plant World	01/06/2022	Snips, compost, gloves	18.87
3	10886	Screwfix	01/06/2022	B&D Workmate, boots, materials	110.35
4	10885	Sydenhams	01/06/2022	Materials	136.14
5	10884	Tudor	01/06/2022	Garden materials and goods	193.49
6	10883	Vaughtons t/a WH Darby	01/06/2022	Ribbons for regalia	87.60
7	10882	Viking	01/06/2022	2 x office chairs (£357.60) And stationery	393.58
8	10881	Fixadoor	01/06/2022	Service inspection Roller Doors Roman Court	300.00
9	10880	Hindon Fencing & Sawmill	01/06/2022	Posts and rail fencing	390.00
10	10879	Lee Holmes	01/06/2022	4 x Clearing Saws & 2 x batteries	3,622.92
11	10878	MG Cleaning	01/06/2022	Office cleaning April 2022	260.00
12	10877	The Olive Bowl	01/06/2022	Room hire Council meeting	60.00
13	10876	Amazon	01/06/2022	2 x lecterns for Town Hall & megaphones	150.02
14	10875	Gillingham Youth Club	01/06/2022	Youth leader monthly	700.00
15	10874	Councillor expenses	01/06/2022	Civic visit to France £50.95, Jubilee Programme Royal Mail delivery £547.15, Alteration to Mayor's robes £70	668.10
16	10873	Dike & Sons	01/06/2022	Catering Mayor Making ceremony	301.26
17	10872	Fencewize	01/06/2022	Fencing materials	38.40
18	10871	Dorset Council	01/06/2022	Non Domestic rates Roman Court monthly	1,446.00
19	10870	Dorset Council	01/06/2022	Non Domestic rates Town Hall monthly	811.00

20	10869	Dorset Council	01/06/2022	Non Domestic rates Cemetery monthly	429.00
21	10868	Dorset Council	01/06/2022	Non Domestic rates Town Bridge office monthly	135.00
22	10867	Dorset Council	01/06/2022	Non Domestic rates Chantry office monthly	127.00
23	10866	Dorset Council	01/06/2022	Non Domestic rates Public WC monthly	18.00
24	10900	Dorset Council	08/06/2022	Monthly payroll HMRC & Pension May 2022	16,880.58
25	10899	Right Fuel	08/06/2022	Fuel bill monthly	184.84
26	10901	Eco Sustainable Solutions	09/06/2022	Playground wood chips	2,176.75
27	11024	Sage	16/06/2022	Sage accounts & payroll monthly	153.00
28	11087	WPS James Hallam	23/06/2022	Additional insurance premium buildings	132.08
29	11086	Sutcliffe Play	23/06/2022	Play area equipment spares	436.71
30	11085	Shirts and Signs	23/06/2022	Jubilee garden signs	213.60
31	11084	Screwfix	23/06/2022	Materials	32.98
32	11083	Octopus Personnel	23/06/2022	Temporary Gardener	549.00
33	11082	Glasdon	23/06/2022	Sherwood Bin	447.91
34	11081	Eco Sustainable Solutions	23/06/2022	Playground wood chips	2,137.92
35	11080	Youth Resource Services	23/06/2022	Outreach worker monthly	441.67
36	11079	Design Jam	23/06/2022	Website maintenance monthly	102.00
37	11078	Aqua Cleaning	23/06/2022	Hygiene services	91.00
38	11077	Amazon	23/06/2022	Air Horns for parade	28.98
39	11052	JW Services	23/06/2022	Cleaning May 2022 and Bus shelters	1,499.00
40	11051	British Gas	23/06/2022	Electricity CCTV Harding's park	43.48
41	11108	Petty cash	27/06/2022	Petty cash top up float	68.97
42	11105	SSE	27/06/2022	Gas Town Hall May 22	84.94
43	11076	Vodafone	27/06/2022	Internet Town Bridge office	10.92
44	11074	Opus	27/06/2022	Electricity various buildings May 2022	144.13
45	11116	Talk Talk	28/06/2022	Internet Chantry & Roman Court	64.74
46	11115	Dorset Council	29/06/2022	Election costs Oct 2021	5,527.69
47	11130	Payroll June 2022	30/06/2022	Net pay June 2022	23,137.46
48	11106	HM Land Registry	30/06/2022	Land Registration	7.00
TOTAL					65,084.08

Gillingham Town Council

Payments £5,000 to £9,999

Date Paid	Payee	Sage Ref	Detail	Total Including VAT where applicable
29/06/2022	Dorset Council	11115	Election costs Oct 2021	5,527.69

Gillingham Town Council

**FY2022/23 Management Accounts Quarter 1 for 1/4/22 to 30/6/22
Request for Virements Q1
Summary Report**

Page 1 - Income

Total Actual income received for the first quarter totalled £492,973 against the total Income budget for the year of £999,956.

Payment of half the Precept of £969,242 for the year totalling £484,621 has been received. Income for the Cemetery for the first quarter totals £1,550.

Income for Room hire, Office rent and Civil weddings for the first quarter totals £1,836 and Donations for Trees total £579.

Other income received –

S106 funds for the Petanque Court of £4,000 has been received.

Sale of Assets and other Sundry income £387.

Page 1a - Expenditure

Total Actual expenditure for the first quarter totalled £205,038 against a total Expenditure budget of £999,956.

Detailed expenditure for each Cost centre is on Pages 5 to 23.

Net Surplus at 30th June 2022 £287,934.

Page 2 - Balance Sheet

Summary

Total Reserves at 30th June 2022 £984,395 (at 31/3/22 £696,461)

Made up of –

General Reserves of £641,912 (at 31/3/22 £352,466)

Earmarked Reserves of £342,483 (at 31/3/22 £343,995)

The Schedule of Earmarked Reserves are on Pages 4 and 4a

Page 3 - Virements (Agenda item 8)

Virements for Q1 2022/23 are to be proposed at this meeting.

Pages 5 to 23

Detailed Cost centre reports with Budget, Earmarked Reserves, Actual Expenditure and Budget and Earmarked Reserve Balances.

General

This is the start of a new financial year and projects will progress with time.

Payroll costs under Cost 10 (page 15) are detailed showing a surplus to budget for the first quarter of £9,986 due to staff vacancies.