



GILLINGHAM TOWN COUNCIL

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

FULL COUNCIL BUDGET MEETING MINUTES

Minutes of the Full Council meeting held on **Monday 16th January 2023** at The Town Hall, School Road, Gillingham, commencing at 7.30pm.

Present:

Cllr Sharon Cullingford, Mayor
Cllr Barry von Clemens, Deputy Mayor
Cllr Graham Bashford
Cllr Fiona Cullen
Cllr Rupert Evill
Cllr Alan Frith
Cllr Paul Harris
Cllr Mick Hill

Cllr John Kilcourse
Cllr Val Potheary
Cllr Graham Poulter
Cllr Sarah Snook
Cllr Donna Teye
Cllr Alison von Clemens
Cllr Mark Walden
Cllr Roger Weeks

In attendance:

Town Clerk, Julie Hawkins
Responsible Financial Officer, Debra Edwards
Financial Officer, Tina Wright

1 member of the public

The following joined the meeting via MS Teams:

Assistant Town Clerk, Jill Ezzard
Michael Streeter, Gillingham and Shaftesbury News

931. 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.

932. To receive apologies for absence.

It was agreed and **RESOLVED** to accept the apologies for absence from Cllr Ashfield, who was unable to join the meeting for personal reasons.

933. Declarations of Interest: Members are required to comply with the requirements of Section 27 of the Localism Act 2011 disclosable pecuniary interests.

There were no declarations of interest.

934. 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** to approve the payments for the month of December 2022.

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

There were no payments between £5,000 and £9,999.

936. To approve the management accounts and requests for virements to 31st December 2022

A report and set of accounts had been circulated prior to the meeting. Please refer to [Appendix B.](#)

It was agreed and **RESOLVED** to approve the management accounts, including virements, to 31st December 2022, as presented.

Members thanked Debra Edwards, RFO, for presenting the accounts in a clear and concise way.

937. To receive notification from Dorset Council of the tax base for FY 2023/24

Cllr Cullingford made the following statement:

Setting the budget, and its associated precept, is complex. The various percentage increases to budget, precept and council tax band D equivalents can seem confusing. The key factor that we need to take into consideration is the direct financial impact on individuals; therefore, it is important that we look at the percentage figure for the band D equivalent – not the percentage figure for the budget.

The Council Tax Base is defined as the number of Band D equivalent properties in a local authorities area. This is not a monetary amount but an estimate of the number of properties liable for council tax. The tax base figure also takes into account discounts (such as single occupancy), exemptions and the local council tax support scheme.

Dorset Council has advised Gillingham Town Council that the Tax Base for FY2023/24 is 4,266.20 which equates to a 1.7% increase in the previous financial year. This means that the tax burden is divided between more households than in the previous financial year; therefore, the percentage increase for the budget will be a higher percentage increase than on individual council tax bills.

The town council need to take into account the significant impact that the cost of living crisis has had on peoples' lives. We recognise that any increase in the budget needs to be closely scrutinized and this needs to be balanced against the costs of delivering services; most of which have increased.

The tax base figure of 4,266.20 was noted.

938. To consider and agree the Budget for the Financial Year 2023/24

A draft budget for FY2023/24 had been made available for public comment at the Full Council meeting held on 12 December 2022 (please refer to Minute no. 922). Members of the council and public had until 16 January 2023 to make comments on the draft proposals. During this period several members of the council had raised concerns over the draft proposals and had asked for further reductions in order to keep the council tax increase as low as possible during the cost of living crisis.

Further reductions were considered and the following amendments to the draft budget were agreed:

Line no. 5061 - Estate Management General Maintenance and Repairs

It was unanimously agreed and **RESOLVED** to reduce Budget Line no. 5061 from £6,500 to £5,000 Saving £1,500

Line no. 5090 - Signage

It was unanimously agreed and **RESOLVED** to reduce Budget Line no. 5090 from £1,000 to £500 Saving £500

Line no. 5199 - New Trees

It was unanimously agreed and **RESOLVED** to reduce Budget Line no. 5199 from £3,000 to £1,200 Saving £1,800

Line no. 5458 - Waste Disposal

It was unanimously agreed and **RESOLVED** to increase Budget Line no. 5458 from £3,000 to £4,000 an increase of £1,000

Line no. 6040 - CCTV Maintenance

It was unanimously agreed and **RESOLVED** to reduce Budget Line no. 6040 from £3,500 to £2,700 - Saving £800

Line no. 6100 – Grants

It was unanimously agreed and **RESOLVED** to reduce Budget Line no. 6100 from £11,689 to £4,000 - Saving £7,689

Line no. 7025 - Staff Workwear

It was unanimously agreed and **RESOLVED** to reduce Budget Line no. 7025 from £3,500 to £2,500 - Saving £1,000

Line no. 7030 - Protective Clothing

It was unanimously agreed and **RESOLVED** to reduce Budget Line no. 7030 from £5,000 to £3,000 - Saving £2,000

Line no. 7068 - Town Hall Furniture

It was unanimously agreed and **RESOLVED** to reduce Budget Line no. 7068 from £1,500 to £1,000 - Saving £500

Line no. 7070 - Town Hall, Solar Panels

It was agreed and **RESOLVED** to reduce Budget Line no. 7070 from £10,000 to zero and defer the Solar panel project by one year - Saving £10,000

Cllr Cullen voted against the proposal.

Line 7705 - Professional Fees IT Leasing Costs

It was agreed and **RESOLVED** to reduce Budget Line no. 7705 from £15,100 to £14,000 Saving £1,100

Cllr Potheary voted against the proposal.

Line 7211 - Accrual – Roman Court Refurb Roof & Solar Panels

It was noted that two of the seven buildings are in the process of having solar panels fitted.

It was unanimously agreed and **RESOLVED** to reduce Budget Line no. 7211 from £10K to zero by deferring the refurbishment and solar panels by one year - Saving £10,000

Line no. 7062 - Accrual - Town Hall Fire Alarm Control Panel

It was unanimously agreed and **RESOLVED** to reduce Budget Line no. 7062 from £1,000 to zero - Saving £1,000

Line no. 7070 - Accrual - Town Hall Solar Panels

It was unanimously agreed and **RESOLVED** to reduce Budget Line no. 7070 from £2,000 to Nil Saving £2,000

It was unanimously agreed and **RESOLVED** that the total budget for FY2023/24 should be £1,042,990.00

939. To consider and agree the Precept for the Financial Year 2023/24

It was unanimously agreed and **RESOLVED** that the total precept for FY2023/24 is £1,020,559.00.

It was noted that the increase in council tax for a Band D Property in Gillingham will be 3.52%, £8.13 per year.

The meeting closed at 8.24pm

Full Council – 16 January 2023

Minute no. 934

Gillingham Town Council
Bank Payments December 2022

Row	Log Ref No	Supplier	Date	Details	Amount paid (including VAT where applicable)
1	12843	Dorset Council	01/12/2022	Non Domestic rates Public WC monthly	18.00
2	12844	Dorset Council	01/12/2022	Non Domestic rates Chantry office monthly	127.00
3	12845	Dorset Council	01/12/2022	Non Domestic rates Town Bridge office monthly	135.00
4	12846	Dorset Council	01/12/2022	Non Domestic rates Cemetery monthly	429.00
5	12847	Dorset Council	01/12/2022	Non Domestic rates Town Hall monthly	811.00
6	12848	Dorset Council	01/12/2022	Non Domestic rates Roman Court monthly	1,446.00
7	12880	SSE	05/12/2022	Town Hall Gas Oct 2022	182.16
8	12893	JW Services	06/12/2022	Monthly cleaning Public Toilet and emptying bins - October 22	1,356.50
9	12929	HM Land Registry	07/12/2022	Land Transfer fee Wathen Court	45.00
10	12906	Dorset Council	08/12/2022	Payroll Nov 22 HMRC & DC Pension payments	26,650.90
11	12907	Right Fuel	08/12/2022	Fuel Nov 22	79.79
12	12909	Petty cash	08/12/2022	Petty cash top up float	64.44
13	12911	British Gas	12/12/2022	Electricity CCTV Hardings Park	47.93
14	12934	Flying Colours Flag makers	14/12/2022	New Town Flag	253.86
15	12935	JW Services	14/12/2022	Monthly cleaning Public Toilet and emptying bins - Nov 2022	1,129.00
16	12937	Mole Country	14/12/2022	Cleaning materials	28.84
17	12938	Plant World	14/12/2022	Bark, grass seed, pruners	82.75

18	12939	Rob Beale	14/12/2022	Hire temporary toilet town centre	72.00
19	12940	Amazon	14/12/2022	Printer cartridges	64.88
20	12941	Aqua Cleaning	14/12/2022	Hygiene services monthly	91.00
21	12942	Bath & NE Somerset Council	14/12/2022	Annual Data Protection Officer Services	1,500.00
22	12943	Chris Daniels	14/12/2022	War Memorial survey	875.00
23	12944	Councillor expenses	14/12/2022	Reimbursement materials Petanque Court	119.33
24	12945	Councillor expenses	14/12/2022	Mayor expenses mileage, town twinning and Christmas cards	110.28
25	12946	David Harness	14/12/2022	Tree work Shires Gate	672.00
26	12947	Design Jam	14/12/2022	Website maintenance monthly	102.00
27	12948	DAPTC	14/12/2022	CiLCA mentoring and staff & councillor training	474.00
28	12949	Dorset Vehicle Rentals	14/12/2022	Hire of car for Birmingham exhibition	96.00
29	12950	Fixadoor	14/12/2022	Service inspection doors Roman Court	300.00
30	12951	Staff expenses	14/12/2022	Staff mileage	24.30
31	12952	Staff expenses	14/12/2022	Staff professional subscription	283.00
32	12953	Sydenhams Hire	14/12/2022	Hire Access platform Festive Lights	205.15
33	12960	Lee Holmes	14/12/2022	Machinery spares	95.04
34	12976	Royal British Legion	15/12/2022	Poppy wreath Remembrance Sunday	25.00
35	12965	Sage	16/12/2022	Monthly Sage accounts & payroll	153.00
36	12966	SSE	16/12/2022	Electricity Roman Court July to Nov 2022	521.61
37	12985	Volunteer expenses	22/12/2022	Mileage to awards ceremony	17.10
38	12986	Western	22/12/2022	Materials and trailer board	122.16
39	12987	Viking	22/12/2022	Stationery & Notice board Chantry	60.54
40	12988	V&A Enterprises	22/12/2022	Licence for Constable image for Town Bridge	720.00
41	12989	University of Cambridge	22/12/2022	The Fitzwilliam Museum Image rights for Town Bridge board	48.00

42	12990	Tudor	22/12/2022	Various materials and gloves	47.98
43	12991	Tower	22/12/2022	Ground staff uniform	339.12
44	12992	Sydenhams	22/12/2022	Various materials	241.08
45	12993	Greg Richards	22/12/2022	Supply & fit 8 radiators Roman Court	3,631.44
46	12994	Gillingham Chamber of Commerce	22/12/2022	Contribution to Festive Lights event	1,500.00
47	12995	Darkin Miller Ltd	22/12/2022	Internal Audit	396.10
48	12996	Councillor expenses	22/12/2022	Reimbursement materials Petanque Court	23.95
49	12997	Barcham Trees	22/12/2022	Replacement trees Hardings Park	2,268.00
50	12998	Staff expenses	22/12/2022	Staff mileage	27.64
51	12999	Staff expenses	22/12/2022	Staff mileage & Land Registry fee	57.30
52	13000	The Society of Local Council Clerks	22/12/2022	Qualification fee CiLCA	450.00
53	13001	Screwfix	22/12/2022	Tools £844.91 & materials	916.99
54	13002	OFCOM	22/12/2022	Business Radio licence Annual	75.00
55	13003	MG Cleaning	22/12/2022	Office cleaning Nov 22	312.00
56	13010	Information Commissioner	23/12/2022	Annual Data Protection fee	55.00
57	13011	SSE	23/12/2022	Town Hall Gas Nov 2022	519.06
58	13012	Petty cash	23/12/2022	Petty cash top up float	98.36
59	13032	Opus	28/12/2022	Elect Town Hall, Kiosk TM, CCTV TM, Chapel, Chantry, Old Mortuary monthly	232.94
60	13040	Vodafone	28/12/2022	Internet Town Bridge office monthly	10.92
61	13041	Dorset Council	28/12/2022	Annual Payroll Bureau Service fee	2,208.00
62	13042	Talk Talk	30/12/2022	Internet Chantry & Roman Court monthly	64.74
63	13043	Net pay Dec 22	30/12/2022	Net Pay December 2022	23,307.24
				Total	76,421.42

Full Council – 16 January 2023

Minute no. 936

Gillingham Town Council

FY2022/23 Management Accounts – period 9 months to 31st December 2022

Including Request for Virements for Q3 2022/23

Summary Report for the 9 months to 31st December 2022

Author: Debra Edwards, RFO

Page 1 - Income

Income received for the first 9 months of the year ending 31st March 2023 totalled £1,239,071 against the Income budget for the year of £999,956; exceeding budget by £239,115 which is detailed below:

The Precept of £969,242 for the year has been received in full.

Cemetery income received - £4,990 against full year budget of £6,000.

Allotments - £900 received (some final payments due)

Room hire and Civil Wedding room hire income received –
£1,910 against full year budget of £5,000.

Rent & Service charges for Registrar office income received £4,415 for the full year against the full year budget of £4,259. Dorset Council is invoiced on a quarterly basis.

Other income received –

Commuted sum LAP & LEAP Wathen Court - **£244,998**. (Earmarked/Restricted).

S106 funds for the Petanque Court - £4,000 received. (Earmarked/Restricted). Construction has been completed at a cost to date £3,582.

Dorset Council contribution for verges - £4,007.

Grant from Education & Skills Fund agency (apprenticeships) - £1,500.

Donation of trees - £1,913 (Earmarked).

Sale of Assets and other Sundry income - £668

Bank interest received - £528.

Page 1a - Expenditure

Expenditure for the first 9 months to 31st December 2022 totalled £694,963 against the Expenditure budget for the year of £999,956.

A summary of the budget per cost centre and the actual expenditure is shown on page 1a. Detailed expenditure for each cost centre is detailed on Pages 5 to 23. Certain expenditure has been taken from Earmarked reserves and not the budget and is summarised below under **Earmarked Reserves** on pages 4 to 4d. The Net Surplus of income over expenditure at 31st December 2022 is £544,108.

Page 2 - Balance Sheet

Summary

Total Reserves at 31st December 2022 - £1,240,570 (at 31/3/22 £696,462)

Made up of –

General Reserves of £714,144 (at 31/3/22 £352,466)

(57.57% of total reserves at 31/12/22)

Earmarked Reserves of £526,426 (at 31/3/22 £343,996)

(42.43% of total reserves at 31/12/22)

Cash at Bank and in hand - £1,262,552 (at 31/3/22 £728,790).

We are aiming to find a higher interest deposit account for the commuted sum received of £244,998.

Page 3 - Virements

Proposed Virements for Q3 2022/23 are included in the management accounts for review.

Pages 4a to 4d Earmarked Reserves

Detailed schedule of Earmarked Reserves

Opening Earmarked Reserves at 1/4/22 - £343,996

Earmarked Reserves received 1/4/22 to 31/12/22 - £254,711

Earmarked Reserves used 1/4/22 to 31/12/22 - £74,281

Closing Earmarked Reserves at 31/12/22 - £524,426

Pages 5 to 23 Cost Centre Budget reports

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

Projects are ongoing and further expenditure is expected in the next few months.

General

Cost centre 10 (page 15) Payroll and Staff costs

Payroll costs are detailed showing a surplus to budget at 31/12/22 of £11,898 due to staff vacancies.

The actual cost of pay to 31/12/22 of £378,429 includes the pay review backdated to 1/4/22 which was paid in November 2022. The percentage increase overall for the 2022/23 pay review was higher in some grades than budgeted for.

Cost centre 15 (page 20) Vehicles & equipment

Fuel costs have risen dramatically with actual costs at 31/12/22 being £9,944 against the original budget of £6,000. Additional costs for fuel will be covered through virements from this cost centre where possible. (see Q3 Virements page 3)

Machinery spares and repairs have risen this year to total £13,000 at 31/12/22 against the original budget of £8,500. The additional costs will be covered through virements from this cost centre where possible. (see Q3 Virements page 3).