



## GILLINGHAM TOWN COUNCIL

The Town Hall

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GILLINGHAM

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# FINANCE COMMITTEE

The minutes of the **Finance Committee** meeting held on **Monday, 16<sup>th</sup> September 2019**, at 7.30pm in the Council Chamber, Town Hall, Gillingham, Dorset.

## Present

Cllr Sharon Cullingford (Chairman)	Cllr Mick Hill
Cllr Fiona Cullen	Cllr Val Potheary
Cllr Mike Gould	Cllr Barry Von Clemens
Cllr Paul Harris	

## In Attendance

Town Clerk: Julie Hawkins

Responsible Financial Officer: Debra Edwards

## Press and Public

Press: There were no members of the press present

Public: There were ten members of the public present, including representatives from the following organisations:

- Citizens Advice
- Gillingham Carnival Committee
- Gillingham Methodist Church
- Gillingham St. Mary Scout Group
- Gillingham Town Team
- Mindful
- North Dorset Rugby Football Club
- Read Easy

## Minute no.

**054** **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 were no questions from members of the public.

**055** **To receive apologies.**

Apologies for personal reasons had been received from Cllr Frith, Cllr Kilcourse, Cllr Poulter and Cllr Toye, and non-members Cllr Robinson, Cllr Wareham and Cllr Weeks.

It was agreed and **RESOLVED** to accept the apologies received from Cllr Frith, Cllr Kilcourse, Cllr Poulter and Cllr Toye, and non-members Cllr Robinson, Cllr Wareham and Cllr Weeks.

056	<b>To approve the minutes of the last meeting held on Monday, 19<sup>th</sup> August 2019.</b>
	It was agreed and <b>RESOLVED</b> to approve the minutes of the meeting held on Monday, 19 <sup>th</sup> August 2019.
057	<b>To receive questions pertinent to the previous meeting.</b>
	The were no question pertinent to the previous meeting.
058	<b>To receive any declarations of interest. <u>Please note: members are required to comply with the requirements of the Localism Act 2011, section 27, disclosable pecuniary interests.</u></b>
	<p>It was agreed and <b>RESOLVED</b> that in the interest of fairness and transparency any councillor who is a director, trustee or member of any of the organisations applying for a grant should declare a personal interest; that councillors may speak but should then withdraw from the meeting during consideration of the application.</p> <p>Cllr Von Clemens declared personal interests in Agenda Items No. 10(a) and 10(i) as a Director of Blackmore Vale Tourism and Development Company Ltd and a Trustee of Gillingham Duke of Edinburgh Open Award Centre.</p> <p>Cllr Potheary declared a personal interest in Agenda Item No. 10(t) as a Vice President of North Dorset Rugby Football Club.</p> <p>Cllr Gould declared personal interests in Agenda Items No. 10(n) and 10(t) as a member of Gillingham Town Team and North Dorset Rugby Football Club.</p> <p>Cllr Hill declared personal interests in Agenda Items No. 10(j) and 10(t) as he is known to the applicants.</p> <p>Cllr Cullingford declared a personal interest in Agenda Item No. 10(i) as she is a committee member of the Gillingham Duke of Edinburgh Open Award Centre.</p>
059	<b>To note payments for the previous month.</b>
	The payments for August were noted. Please refer to <b>Appendix A.</b>
060	<b>To authorise 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> to authorise the payment to Goadsby and Harding (Commercial) Ltd to the value of £5,761.30.
061	<b>To receive any requests for virement of budgets.</b>
	There were no virement requests.
062	<b>To receive and consider sub-committee reports.</b>
	<p>The sub-committee had met on Wednesday 28th August. Please refer to <b>Appendix B.</b></p> <p>It was agreed and <b>RESOLVED</b> that Gillingham Town Council offers full time permanent employment to the current summer contract employee, as a horticultural groundsman, starting at the end of his current summer contract in October 2019, to be funded from earmarked reserves and Budget No.12.04, Outside Staffing Contingency.</p> <p>It was agreed and <b>RESOLVED</b> that a part-time Project Administrator is employed under the line management of the Deputy Town Clerk, initially on a six- month fixed term contract, for a maximum of 80 hours per month with immediate effect. To be funded from Budget Nos: 12.04 and 12.05 Staff Contingency.</p>

	It was agreed and <b>RESOLVED</b> that a job description, contract, application pack and advert for the position of Project Administrator are considered by Full Council at the meeting scheduled for 23 <sup>rd</sup> September 2019.
<b>063</b>	<b>To receive and consider the following grant applications for FY 2019/20 and to make recommendations to Full Council:</b>
	<p>Members had been invited to scrutinise the grant applications before the meeting. The total grants requested this year is £42,827.24 which far exceeds the sum available of £20,000.</p> <p>It was agreed and <b>RESOLVED</b> that all votes should be recorded.</p> <p>Councillors discussed each individual grant application.</p> <p>Cllr Gould left the meeting at 8.10pm during the discussion of the application for Gillingham Town Team and re-joined the meeting at 8.13pm.</p> <p>Cllr Cullingford and Cllr Von Clements left the meeting at 8.30pm during the discussion of the application for Gillingham Duke of Edinburgh Open Award Centre and re-joined the meeting at 8.33pm.</p> <p>Cllr Hill left the meeting at 8.34pm during the discussion of the application for Gillingham Imperial Silver Band and re-joined the meeting at 8.36pm.</p> <p>Cllr Von Clemens left the meeting at 8.57pm during the discussion of the application for Blackmore Vale Tourism and Development Company Ltd and re-joined the meeting at 9.10pm.</p> <p>Cllr Gould, Cllr Hill and Cllr Potheary left the meeting at 9.39pm during the discussion of the application for North Dorset Rugby Football Club and re-joined the meeting at 9.43pm.</p> <p>It was agreed and <b>RESOLVED</b> to remove Standing Orders No. 3(x) at 9.28pm.</p> <p>It was agreed and <b>RESOLVED</b> to recommend to Full Council that the following grants are awarded and the application from Citizens Advice is deferred to Full Council pending further information regarding available funds. Please refer to <b>Appendix C</b>.</p>
<b>(a)</b>	<b>Blackmore Vale Tourism and Development Limited.</b> Application: £1,000. Recommendation to Full Council: Nil
<b>(b)</b>	<b>Christmas Fair.</b> Application: £1,000. Recommendation to Full Council: Nil
<b>(c)</b>	<b>Citizen Advice Central Dorset,</b> Application: £10,000. Application is deferred to Full Council pending further information regarding available funds.
<b>(d)</b>	<b>Dorset Blind Association.</b> Application: £250. Recommendation to Full Council: £150
<b>(e)</b>	<b>Gillingham Carnival Committee.</b> Application: £2,000. Recommendation to Full Council: £1,500.
<b>(f)</b>	<b>Gillingham Community Cinema.</b> Application: £4,500. Recommendation to Full Council: £1,888.



(g)	<b>Gillingham Community Church.</b> Application: £1,000. Recommendation to Full Council: £500.
(h)	<b>Gillingham and District Angling Association Ltd.</b> Application: £2,000. Recommendation to Full Council: £700.
(i)	<b>Gillingham Duke of Edinburgh Open Award Centre.</b> Application: £1,000. Recommendation to Full Council: £1,000.
(j)	<b>Gillingham Imperial Silver Band.</b> Application: £1,000. Recommendation to Full Council: £1,000.
(k)	<b>Gillshed (Gillingham Man Shed).</b> Application: £3,000. Recommendation to Full Council: £500.
(l)	<b>Gillingham Singers.</b> Application: £1,500. Recommendation to Full Council: £500.
(m)	<b>Gillingham Social Table Tennis.</b> Application: £150. Recommendation to Full Council: Nil.
(n)	<b>Gillingham Town Team.</b> Application: £465.67. Recommendation to Full Council: £465.
(o)	<b>Hipp!!Bones.</b> Application: £1,051.57. Recommendation to Full Council: £1,052.
(p)	<b>Home-Start North Dorset.</b> Application: £3,000. Recommendation to Full Council: £1,500.
(q)	<b>Mindful.</b> Application: £500. Recommendation to Full Council: £500.
(r)	<b>Multiple Sclerosis Therapy Centre (Wessex) Ltd.</b> Application: £250. Recommendation to Full Council: Nil.
(s)	<b>North Dorset Disability Information Services (NorDDis).</b> Application: £1,000. Recommendation to Full Council: £500.
(t)	<b>North Dorset Rugby Club.</b> Application: £5,000. Recommendation to Full Council: £1,000.
(u)	<b>North Dorset Club for the Visually Impaired.</b> Application: £200. Recommendation to Full Council: £100.
(v)	<b>Read Easy Gillingham and Shaftesbury.</b> Application: £660. Recommendation to Full Council: £500.
(w)	<b>St Mary Gillingham Scout Group.</b> Application: £300. Recommendation to Full Council: £300.
<b>064</b>	<b>To receive and consider a report regarding letting fees for FY 2020/21.</b>
	<p>The Town Clerk circulated a report prior to the meeting. <b>Please refer to Appendix D.</b></p> <p>It was agreed and <b>RESOLVED</b> that the following letting fees are charged for FY2020/21:</p> <p><b>Civic Hall:</b> Commercial £100. Non-commercial £100.  <b>Council Chamber:</b> Commercial £50. Non-commercial £25.  <b>Town Hall Office No. 1:</b> Commercial £10. Non-commercial £10.  <b>Chantry Community Office:</b> Commercial £15. Non-commercial £10.  <b>Town Bridge Office:</b> Commercial £15. Non-commercial £10.</p>

	<p>It was agreed and <b>RESOLVED</b> that a recommendation is made to Full Council for the adoption of the Draft Lettings Policy.</p> <p>It was agreed and <b>RESOLVED</b> that existing terms and charges remain in place until 31st March 2020 for existing users; existing users are advised of the council's policy and charges for FY2020/21; users are informed that applications for free use after 31st March 2020 should be submitted by 31st January 2020.</p> <p>It was agreed and <b>RESOLVED</b> that the Town Clerk, Mayor, Chairman of the Finance Committee and the elected Dorset Council Ward Member, Cllr Potheary, are nominated to meet with the relevant officers from Dorset Council to discuss a Service Level Agreement for the use of the Town Hall by the Registration Service, Housing Service, Council Tax and Housing Benefit and to report back to the Finance Committee.</p>
065	<p><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></p>
	<p>There were no matters pertinent to this meeting.</p>
<p>There being no other business on the agenda, the meeting closed at 10.35pm</p>	
<p><b>Signed:</b> _____ <b>Date:</b> 21<sup>st</sup> October 2019</p> <p><b>Chairman of Finance Committee,</b> <b>Cllr Sharon Cullingford</b></p>	
<p><b>PLEASE NOTE: These minutes appear as draft minutes until reviewed and ratified by Full Council.</b></p>	

Minute No. 059

GILLINGHAM TOWN COUNCIL				PAYMENTS AUGUST 2019						
NUM	DATE	INVOICE		DESCRIPTION	RECIPIENT/SUPPLIER	NET	V.A.T.	GROSS		
	PAID	NO	CHQ/DD			(£)	(£)	(£)		
1	01/08/2019	CL4446	19250	Hygiene service	Aqua Cleaning Services Ltd	43.32	8.68	52.00		
2	01/08/2019	03/07/2019	19251	Councillor travel	Mrs S Cullingford	26.19	0.00	26.19		
3	01/08/2019	9228	19252	Green space July 19	Fencewize	150.00	30.00	180.00		
4	01/08/2019	24/07/2019	19253	Councillor travel	Ms A Gale	59.80	0.00	59.80		
5	01/08/2019	660	19254	workshop electrical work	Gary Stevens Electrical Ltd	210.00	42.00	252.00		
6	01/08/2019	25/07/2019	19255	Councillor travel	Mr P Harris	18.90	0.00	18.90		
7	01/08/2019		19256	Bouquets x 2 invoices	Mayflowers	60.00	0.00	60.00		
8	01/08/2019	31/07/2019	19257	Staff travel	Mrs C Ratcliffe	20.16	0.00	20.16		
9	01/08/2019	2417694210	19258	Gas workshop	Southern Electric	26.63	1.33	27.96		
10	01/08/2019	31/07/2019	19259	Civic Days Mayor travel	Mr B Von Clemens	51.30	0.00	51.30		
11	01/08/2019	23/07/2019	19260	Councillor travel & exp	Mr R Weeks	23.90	0.00	23.90		
12	01/08/2019	06/07/2019	19261	Councillor travel	Mr K Wareham	23.40	0.00	23.40		
13	01/08/2019	01/08/2019	19262	Subs Local Council update from	Communicorp	75.00	0.00	75.00		
14	05/08/2019	1800936422	19263	Uniflow Printer charges Q1	Dorset Council	575.08	115.02	690.10		
15	05/08/2019	0	19264	cancelled	cancelled			0.00		
16	05/08/2019	20659/20660	19265	Spare parts	New Forest Farm Machinery Lt	82.25	16.45	98.70		
17	05/08/2019	5478685/5484	19266	tap repair/sand and bricks	Sydenhams	18.02	3.60	21.62		
18	05/08/2019	492	19267	Outreach	Youth Resource Services	441.67	0.00	441.67		
19	06/08/2019	5105912	19268	Water	Angel Springs	37.48	7.50	44.98		
20	08/08/2019	5485505/5484	19269	Supplies	Sydenhams	15.56	3.11	18.67		
21	08/08/2019	509619	19270		Sydenhams Hire	43.23	8.65	51.88		
22	08/08/2019	July 19 office	19271	office cleaning July 19	MG Cleaning Ltd	156.00	0.00	156.00		
23	08/08/2019	0	19272	Staff travel	Mrs D J Edwards	37.79	0.00	37.79		
24	08/08/2019	July 49 invoice	19273	Supplies	Mole Countrystores	77.05	15.40	92.45		
25	13/08/2019	0	19274	petty cash top up	Cash	75.87	0.00	75.87		
26	12/08/2019	exps	19289	Display flag and PAT test book	Mr S Dobie	54.54	0.00	54.54		
27	12/08/2019	July 19 weeke	19290	Weekend cleaning July	MG Cleaning Ltd	480.00	0.00	480.00		
28	14/08/2019	217	19291	plants	Plant World Limited	31.46	6.30	37.76		
29	14/08/2019	Gill pres 1	19292	Tickets x 4 Newquay	South West in Bloom	80.00	0.00	80.00		
30	14/08/2019	94927/09506	19293	Supplies	Western Workshop Supplies Ltd	115.65	23.13	138.78		
31	30/08/2019	4101	19294	sign for public toilet	Shirts & Signs Ltd	45.00	9.00	54.00		
32	30/08/2019	525784	19295	hygiene supplies	Aqua Supplies Ltd	32.40	6.48	38.88		
33	30/08/2019	64716050	19296	Telephone	British Telecommunications plc	101.52	20.30	121.82		
34	30/08/2019	66328142	19297	Telephone	British Telecommunications plc	113.10	22.62	135.72		
35	30/08/2019	37931413	19298	Telephone	British Telecommunications plc	136.87	27.37	164.24		
36	30/08/2019	9838	19299	various good	Crockers	165.59	33.12	198.71		
37	30/08/2019	5741	19300	Training	Dorset Community Action	90.00	0.00	90.00		
38	30/08/2019	500335570	19301	Building regs fees Public toilets	Dorset Council	262.50	52.50	315.00		
39	30/08/2019	9279	19302	Green space August 19	Fencewize	150.00	30.00	180.00		
40	30/08/2019	411	19303	various goods	Lee Holmes Garden Machinery	217.67	43.53	261.20		
41	30/08/2019	32331	19304	Annual alarm service	Partnership Security Ltd	85.00	17.00	102.00		
42	30/08/2019	1001041631	19305	boots and materials	Screwfix	106.25	1.25	107.50		
43	30/08/2019	5489195/5494	19306	various materials	Sydenhams	52.65	10.53	63.18		
44	30/08/2019	30085/30086	19307	equipment and materials	Tudor (UK) Ltd	621.74	124.35	746.09		
45	30/08/2019	exps	19308	Lions Charter Tickets for BVC	GMS Lions	58.00	0.00	58.00		
46	30/08/2019	6260223655	19309	stationery	Lyreco UK Ltd	124.35	24.87	149.22		
TOTAL CHEQUES (EXCLUDING PAYROLL)						5,472.89	704.09	6,176.98		
DIRECT DEBITS - AUGUST 2019										
1	05/08/2019		DD	Fuel	Right Fuel card	277.24	55.45	332.69		
2	05/08/2019		DD	loan	PWLB payment	4,796.15	0.00	4,796.15		
3	12/08/2019		DD	Fuel	Right Fuel card	70.43	14.09	84.52		
4	15/08/2019		DD	Telephone	BT	77.20	15.44	92.64		
5	15/08/2019		DD	Rates	Dorset Council	139.00	0.00	139.00		
6	15/08/2019		DD	Rates	Dorset Council	2,489.00	0.00	2,489.00		
7	16/08/2019		DD	accounts software	Sage 50 accounts	72.00	0.00	72.00		
8	19/08/2019		DD	Fuel	Right Fuel card	39.24	7.85	47.09		
9	21/08/2019		DD	CCTV elect	British Gas	13.32	0.66	13.98		
10	23/08/2019		DD	Town Meadow elect	British Gas	12.79	0.63	13.42		
11	27/08/2019		DD	Fuel	Right Fuel card	231.07	46.21	277.28		
12	30/08/2019		DD	Old mortuary elect	Utility Warehouse	13.87	1.00	14.87		
13	30/08/2019		DD	Chantry elect	Utility Warehouse	24.02	1.51	25.53		
14	30/08/2019		DD	Chapel elect	Utility Warehouse	35.11	2.06	37.17		
15	30/08/2019		DD	Workshop elect	Utility Warehouse	104.27	5.52	109.79		
16	30/08/2019		DD	Town Hall gas	Utility Warehouse	235.94	47.19	283.13		
TOTAL DIRECT DEBITS						8,630.65	197.61	8,828.26		
PAYROLL - AUGUST 2019										
	21/08/2019		19275-19286		PAYROLL CHEQUES	19,633.31	0.00	19,633.31		
	21/08/2019		19287		HMRC MONTH 5	6,564.20	0.00	6,564.20		
	21/08/2019		19288		DC Pension Fund - Month 5	7,197.21	0.00	7,197.21		
						33,394.72	0.00	33,394.72		
TOTAL PAYMENTS AUGUST 2019						47,498.26	901.70	48,399.96		



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**Gillingham Town Council**

**Finance Sub-committee**

**Notes of a meeting held on Wednesday 28<sup>th</sup> August 2019**

Present:

Cllr Barry Von Clemens, Cllr Paul Harris, Cllr Sharon Cullingford, Cllr Mick Hill and the Town Clerk

Apologies:

Apologies were received from Cllr Donna Toye

**1. Gardener / Nurseryman**

A Gardener / Nurseryman has been appointed. Mr Michael Rice will be joining the town council grounds team on Monday 23<sup>rd</sup> September 2019.

**1. Horticultural Grounds Staff**

The Town Clerk presented a staffing report regarding the town council's grounds team. Please refer to **Appendix A**.

It was agreed that the recommendation contained within the report should be submitted to the Finance Committee for consideration.

**2. Six Month Fixed-Term Project Administration Officer**

The Town Clerk presented a staffing report regarding future staffing needs. Please refer to **Appendix B**.

Members considered the recommendation contained within the report and agreed that an amended recommendation should be made to the Finance Committee for a Project Administration Officer to be employed on a six-month fixed term basis with immediate effect.

**RECOMMENDATIONS TO FINANCE COMMITTEE**

- That Gillingham Town Council offers full time employment as a horticultural groundsman to the current summer contract employee, starting at the end of his current summer contract in October 2019, to be funded from earmarked reserves and Budget No.12.04, outside staffing contingency.
- That a part-time Project Administration Officer is employed under the line management of the Deputy Town Clerk, initially on a six- month fixed term contract, for a maximum of 80 hours per month with immediate effect. To be funded from Budget Nos: 12.04 and 12.05 Staff Contingency.
- That a job description, contract, application pack and advert for the position of Project Administration Officer are considered by Full Council at the meeting scheduled for 23<sup>rd</sup> September 2019.

## **Gillingham Town Council**

### **Staffing Requirements**

**Author: Town Clerk**

#### **Outside Grounds Staff**

During the past few years we have seen an increase in visitor numbers to the public open spaces, play areas and recreation ground in Gillingham. Whilst we receive many compliments on the standard of our public open spaces, the work involved in keeping the areas to a high standard is becoming more demanding and time consuming.

In order to retain these standards the council has taken on external consultants to assist with specialist tasks such as HR and health and safety. The council continues to implement best practice as identified by the consultants, but this has resulted in an additional workload and it has been necessary to introduce new procedures in order to comply with legislation.

The impact of the revised job descriptions which came into effect on 1 April 2019 is now clear. The removal of 20 hours per week contracted overtime payments across a number of the outside staff permitted the recruiting and employment of a further full time (37 hour) horticultural grounds person from the end of April. This resulted in a net gain of 17 hours per week for no additional investment. During the recruitment process we also employed, a 6-month seasonal worker on a contract ending October, which has been usual in recent years. This year the recruitment of the seasonal employee has been extremely successful as the employee brings with him significant additional skills from the construction industry which is to the council's benefit.

The Works Manager has now taken on a more strategic role whilst the Deputy Works Manager is overseeing the day to day work. It is now necessary for the Works Manager and the Deputy Works Manager to spend a large majority of their time dealing with administration and attending meetings. This has resulted in a reduction of time spent outside. In October the 6-month summer contract will cease which will impact on the remaining grounds staff.

#### **Proposal**

GTC requires an effective and efficient grounds team. In order to pre-empt the reduction in staff working hours available when the summer 6-month contract ends in October; and to continue to fill the gap now caused by the additional work required; the Council needs to plan for this scenario.

Staffing costs in the current FY19/20 precept are finite and meet the current requirement. Staffing costs for the year end 18/19 showed an underspend of circa £23,349. This came about through a reduction in staff costs due to staff changeover and an unplanned staff vacancy for a period of time. Usually an underspend moves into the general reserve at the end of the financial year unless it can be shown that it is required in an earmarked fund. At the Full Council meeting held on 28th August 2019 it was agreed to earmark £10,000 in FY19/20 for payroll.

It is recommended that the council fund a horticultural groundsman on a permanent basis for a period not exceeding five months (Oct 19 – Mar 20) to the gross value of £10,923.00 of which £10,000 to be funded from the earmarked fund in the general reserve for Payroll, created from the FY18/19 staff salary underspend with the remainder being funded from Budget 12.04 staffing contingency.



The Council already has a summer contract employee who has impressed his managers with his work ethic, dedication and who brings additional skills to the work force to the council's benefit. It is recommended that the summer contract employee is offered permanent employment at his current grade and annualised salary, commencing at the end of October 2019. Future staff costs will be included in the precept.

#### **Recommendation**

- **That Gillingham Town council offers full time permanent employment as a horticultural groundsman to the current summer contract employee, starting at the end of his current summer contract in October 2019, to be funded from earmarked reserves and Budget No.12.04, Outside Staffing Contingency.**

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**Gillingham Town Council**  
**Proposed Future Staffing Requirements**  
**Author: Town Clerk**

**1. Introduction**

Gillingham Town Council currently has 3 standing committees, 8 sub-committees, 10 task and finish groups and 1 advisory panel.

There will be a requirement for further sub-committees and task and finish groups to deal with non-essential highway maintenance, local council risk management and projects that will arise from devolution of services and partnership working with Dorset Council.

Many projects have allocated funding and some projects are subject to completion times; for example, the Motcombe Cycleway Project.

Following a review, it is noted that the council could be at risk of non-delivery of projects. Whilst it is understood that some councillors have time constraints, especially those working full-time, it is still essential that projects are delivered in a timely and professional manner.

The council currently employs one part time and three full time members of administration staff. Each member of staff is working to capacity and is unable to take-on any additional work.

**2. Proposal**

To recruit a part-time Project Administration Officer to work on a temporary fixed term contract starting in April 2020. The post will initially be on a 6-month temporary basis with the option to extend the role for a further period of time as agreed by the council.

The post-holder will work flexible hours to cover daytime and evening meetings as required by the Town Clerk and the task and finish / sub-committee groups. The post holder will also provide cover for staff absences due to holiday, sickness and training.

Recruitment for the post would need to start in January, interviews held in February, post holder to commence work on 1st April 2020.

**3. Objective**

To recruit a skilled professional who is able to provide project administration support.

#### **4. Financial Implications**

It is proposed that the post-holder will work 16 hours a week at SPC11, £11.00 per hour, pro rata annual salary £9,153. The cost to the council, over 12 months, including NI and pension contributions would be £11,599 or over six months £5,799.

In October the council will start work on the budget for 2020/21 and it is requested that consideration is given to the proposed staffing requirement.

#### **5. Conclusion**

To employ a Project Administration Officer to support the council to deliver projects efficiently and on time, and to provide flexibility within the Town Hall to cover staff absences.

#### **6. Recommendations**

- **That the town council considers additional funding in the draft budget for 2020/21 for a part-time Project Administration Officer to be employed initially on a fixed term contract.**

#### **7. Sub-committee Decision**

- **That a recommendation is made to the Finance Committee that a part-time Project Administration Officer is employed initially on a six- month fixed term contract for a maximum of 84 hours per month with immediate effect. To be funded from Budget Nos: 12.04 and 12.05 Staff Contingency Funds.**
- **That a job description, contract, application pack and advert are considered by Full Council at the meeting scheduled for 23<sup>rd</sup> September 2019.**



[illegible]

Minute No. 064

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## Gillingham Town Council

### Letting Fees

Author: Town Clerk

The purpose of this report is to make councillors aware of the current arrangements in place for the letting and use of council buildings and offices, and to agree standard letting fees for FY2020/21 and a Lettings Policy which sets out the booking procedures.

#### 1. Background

Gillingham Town Council currently hire out the Community Office at Chantry and the Civic Hall, Council Chamber and a small office at the Town Hall. The commercial letting fees need to be agreed annually each year prior to setting the budget. The current letting fees are as follows:

- **Chantry Community Office:** £15 per session\*
- **Council Chamber:** £50 per session\* for commercial use and £25 per session\* for private hire or hire by other councils
- **Civic Hall:** £200 per session\*\*
- **Town Hall Office No.1:** £10 per session\*

In addition to the above, there are a number of local groups and organisations that currently use Chantry Community Office and the Town Hall at reduced rates or at no charge. Many local groups, who provide a vital service to the community, could not operate without these terms. In the past, the fees have varied and licences have been issued when required. Existing terms agreed by the previous council now need to be reviewed and up-dated accordingly.

The following community groups use the Town Hall on a regular basis:

- Action on Hearing Loss
- Gillingham Lip Reading Group
- Singing for the Brain
- Gillingham, Mere and Shaftesbury Lions Club
- Read Easy (Group Training Sessions)
- Gillingham Allotment Association

The following community groups use Chantry Community Office on a regular basis:

- Wyvern Credit Union
- Read Easy
- Gillingham Car Link Scheme
- Royal Air Force Association
- Gillingham Town Meadow Group
- Patient Participation Group
- Gillingham Town Team

Details of individual charges are shown at **Appendix A**

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\* One session equates to either a morning, an afternoon or an evening

\*\* One session equates to a wedding or naming ceremony

## **2. Proposal**

To agree the letting fees for all council buildings for FY2020/21. Please refer to **Appendix B** for current charges.

To agree a Lettings Policy which includes the criteria and process for dealing with requests for free and discounted room hire for FY2020/21. Please see **Appendix C**.

To agree a service level agreement with Dorset Council for the use of the Town Hall by the Dorset Registration Service, Housing Service, Housing Benefit and Council Tax Service.

## **3. Aim**

To provide room hire at a fair, transparent and competitive rate for all.

## **4. Conclusion**

A comparison has been made with other premises in Gillingham and following a review, current GTC letting fees are considered to be comparative with other similar facilities in the town.

## **5. Recommendations**

- **That the following letting fees are agreed for FY2020/21:**

Civic Hall	£---
Council Chamber	£---
Town Hall Office 1	£---
Chantry Community Office	£---
Town Bridge Office	£---

- **That a recommendation is made to Full Council for the adoption of the Draft Lettings Policy.**
- **That existing terms and charges remain in place until 31st March 2020 for existing users. Existing users are advised of the council's policy and charges for FY2020/21. Users are informed that applications for free use after 31st March 2020 should be submitted by 31st January 2020.**
- **That the Town Clerk, Mayor, Chairman of the Finance Committee and the elected ward member for Dorset Council are nominated to meet with the relevant officers from Dorset Council to discuss a Service Level Agreement for the use of the Town Hall by the Registration Service, Housing Service, Council Tax and Housing Benefit and to report back to the Finance Committee.**



# LETTING FEES FOR FY2019/20

ROOM	CHARGE PER SESSION COMMERCIAL RATE	CHARGE PER SESSION NON-PROFIT MAKING
Civic Hall	£200*	£200*
Council Chamber	£50	£25
Town Hall Office 1	£10	£10
Chantry Community Office	£15	£10
Town Bridge Community Office	TBA	TBA

\*A discount voucher is available to the value of £100