



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, 19th August 2019**, at 7.30pm in the Council Chamber, Town Hall, Gillingham, Dorset.

Present

Cllr Sharon Cullingford (Chairman)	Cllr Mick Hill
Cllr Donna Toye (Deputy Chairman)	Cllr John Kilcourse
Cllr Fiona Cullen	Cllr Graham Poulter
Cllr Mike Gould	Cllr Barry Von Clemens
Cllr Paul Harris	

Non-Member Cllr Dennis Griffin

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 no members of the public present

Minute no.

41.	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.
42.	To receive apologies.
	Apologies were received from Cllr Alan Frith, Cllr Alison Gale and Cllr Val Potheary. It was agreed and RESOLVED that the apologies for absence received from Cllr Frith, Cllr Gale and Cllr Potheary, are accepted
43.	To approve the minutes of the last meeting held on Monday, 15th July 2019.
	It was agreed and RESOLVED to approve the minutes of the Finance Committee meeting held on Monday, 15 th July 2019. The minutes were duly signed as a correct record.
44.	To receive questions pertinent to the previous meeting.
	There were no questions pertinent to the previous meeting.
45.	To receive any 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 disclosable pecuniary interests.

46.	To note payments for the previous month.
	The payments for July 2019 were noted. Please refer to Appendix A.
47.	To authorise any payments between £5,000 and £9,999, in accordance with Financial Regulations, para 4.1.2.
	There were no payments due.
48.	To receive any requests for virement of budgets.
	There were no requests for virement of budgets this month.
49.	To receive and consider sub-committee reports.
	The sub-committee had met twice during the month and a report was circulated prior to the meeting. Please refer to Appendix B. The report contained one recommendation. It was agreed and RESOLVED that the Works Manager and the Deputy Town Clerk and members of the grounds team attend the RHS South West in Bloom Presentation Day in Newquay on 11th October 2019, at an estimated cost of £512 (incl £8pp for breakfast) not to exceed £550 to be taken from budget no. 12.06 Training and Staff Expenses.
50.	To receive a list of grant applications for information only.
	A list of grant applications was circulated prior to the meeting. Applications will be considered at the Finance meeting scheduled 16th September 2019. Please refer to Appendix C.
51.	To agree earmarked reserves for FY2019/20.
	A list of earmarked reserves was circulated. Please refer to Appendix D.
	It was agreed and RESOLVED that the General Reserves and the Earmarked Reserves totalling £539,921.12 as per the 31st March 2019 accounts are reallocated as follows: General Reserves £191,427.47 and Earmarked Reserves as per the list at Appendix D of £348,493.65 making a total reserve fund at 31st March 2019 of £539,921.12. Cllr Gould, Cllr Hill, Cllr Poulter and Cllr Toye abstained from voting.
	It was agreed and RESOLVED to earmark additional reserves totalling £107,429.00 for FY 2019/20 as per the list at Appendix D.
52.	To receive and consider a report on the Customer and Communities Improvement Fund (CCiF).
	A report on the CCiF had been circulated prior to the meeting. Please refer to Appendix E. The report contained two recommendations.
	It was agreed and RESOLVED that monies held under Estate Management budget no. 8.15 for interpretation panels of £2,000 is earmarked for the purposes of match funding for the CCiF.
	It was agreed and RESOLVED that monies held under General Purposes budget no. 10.19 for self-watering planters of £1,000 is earmarked for the purposes match funding for the CCiF.
53.	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).
	There were no matters pertinent to the meeting.
There being no other business on the agenda, the meeting closed at 8.10pm	

Signed:

Date: 16th September 2019

**Chairman of Finance Committee,
Cllr Sharon Cullingford**

PLEASE NOTE: These minutes appear as draft minutes until reviewed and ratified by Full Council.

GILLINGHAM TOWN CO PAYMENTS JULY 2019										
NUM	DATE	INVOICE		V	DESCRIPTION	RECIPIENT/SUPPLIER	NET	V.A.T.	GROSS	ACCOUNT
	PAID	NO	CHQ/DD	N			(£)	(£)	(£)	CODES
1	09/07/2019	505163	19189		water cooler	Angel Springs Ltd	17.08	3.42	20.50	4.15
2	09/07/2019	964474331	19190		Elect Public conveniences	British Gas	38.46	1.92	40.38	5.06
3	09/07/2019	9823	19191		mop and light bulbs	Crockers	23.31	4.66	27.97	6.04
4	09/07/2019	3499	19192		Plants	Employ my Ability	232.88	46.57	279.45	8.03
5	09/07/2019	9186	19193		Green space June 19	Fencewize	150.00	30.00	180.00	8.11
6	09/07/2019	09/07/2019	19194		mileage DAPTC meeting	ClIr A Gale	25.20	0.00	25.20	14.04
7	09/07/2019	3503	19195		removal Willow tree Hawthorne Ave	David Harness	885.00	177.00	1,062.00	8.13
8	09/07/2019	30/06/2019	19196		Street cleaning June 2019	IK Services	415.20	0.00	415.20	12.04
9	09/07/2019	92790	19197		Sand and cement	JH Rose	6.97	1.39	8.36	10.06
10	09/07/2019	6260221746	19198		stationery items	Lyreco UK Ltd	110.27	22.05	132.32	1.01
11	09/07/2019	01/07/2019	19199		weekend orderly April/May/June 19	MG Cleaning	585.00	0.00	585.00	12.04
12	09/07/2019	01/07/2019	19200		office cleaning June 19	MG Cleaning	156.00	0.00	156.00	6.12
13	09/07/2019	June 19 invoice	19201		various items see invoices	Mole Countryside	177.77	35.56	213.33	various
14	09/07/2019	4834640	19202		Advert Gardener	Reach Publishing	171.10	34.22	205.32	1.08
15	09/07/2019	110398	19203		service church clock St Simon	Smith of Derby	232.00	46.40	278.40	11.04
16	09/07/2019	5452658	19204		safety glasses	Sydenhams	4.49	0.90	5.39	10.09
17	09/07/2019	62039	19205		Plyboard for workshop	TF Builders	76.80	15.36	92.16	4.04
18	09/07/2019	12832	19206		2 x keys toilet block	3 County Group	9.00	1.80	10.80	6.04
19	09/07/2019	24659	19207		H&S and repairs tools	Tudor Environmental	411.90	82.38	494.28	2.31/10.09
20	09/07/2019	0	19208		Mayor clothing	ClIr B Von Clemens	250.00	0.00	250.00	14.02
21	09/07/2019	388227981	19209		Motor policy renewal 16/7/19	WPS Ltd	3,903.47	0.00	3,903.47	2.01
22	09/07/2019	491	19210		Outreach project	Youth Resource Services	441.67	0.00	441.67	11.06
23	09/07/2019		19211		Hygiene Town Hall July 19	Aqua Cleaning Servcies	43.32	8.66	51.98	6.02
24	10/07/2019		19212		cancelled	cancelled	0.00	0.00	0.00	
25	11/07/2019		19228		cancelled	cancelled	0.00	0.00	0.00	
26	11/07/2019	4014	19229		Hi Viz vests replacement chq 19169 26/6/19	Shirts & Signs Limited	200.00	40.00	240.00	10.10
27	12/07/2019	1621	19230		Advert Gardener	R&M Media Limited (Gill News)	40.00	8.00	48.00	1.08
28	12/07/2019	10/07/2019	19231		Councillor mileage for training	Mr P Harris	24.30	0.00	24.30	14.04
29	12/07/2019	273	19232		Kubota tyres and spares	Lee Holmes Garden Machinery	236.99	47.40	284.39	2.15/2.31
30	12/07/2019	12685	19233		PAT training x s staff	P&R Hurt	820.00	164.00	984.00	12.06
31	12/07/2019	31870	19234		Workshop alarm call out	Partnership Security Ltd	70.00	14.00	84.00	4.13
32	12/07/2019	5461656	19235		Small tools & workshop refurb	Sydenhams	31.72	6.34	38.06	2.35/4.08
33	12/07/2019	94694/94850	19236		H&S items and sundries	Western Workshop Supplies Ltd	104.15	20.83	124.98	10.09/4.04/4.02
34	15/07/2019	0	19237	0	Petty cash top up	Cash	125.68	0.00	125.68	to journal
35	16/07/2019	275	19238		hedgecutter trousers	Lee Holmes Garden Machinery	89.09	17.82	106.91	10.09
36	16/07/2019	09/07/2019	19239	0	Mayor travel	Mr B Von Clemens	60.30	0.00	60.30	14.01
37	16/07/2019	38912203	19240		Commercial Combined Insurance 16/7/19	WPS Ltd	18,082.28	0.00	18,082.28	13.17
38	17/07/2019	D42438	19241	#	Car window repair for resident	National Windscreens	86.85	17.37	104.22	10.06
39	23/07/2019	83	19242	0	50% stage payment WC refurb	Bjorn Construction	6,156.00	0.00	6,156.00	from gen reserves 31/3/19
40	23/07/2019	1	19243	0	HR counselling	Miss M J Potter	240.00	0.00	240.00	12.06
41	31/07/2019	1800935879	19244	#	Street party licence Festive lights	Dorset Council	70.00	0.00	70.00	10.23
42	31/07/2019	Proforma	19245		120 LED string lights	Leisuregrow Products Ltd	228.50	45.70	274.20	10.23
43	31/07/2019		19246		cancelled	cancelled	0.00	0.00	0.00	
44	31/07/2019	204	19247		Plants	Plant World Limited	28.48	5.70	34.18	8.03
45	31/07/2019	4855973	19248		Advert Gardener	Reach Publishing Services Limit	25.70	5.14	30.84	1.08
46	31/07/2019	30/07/2019	19249		St Mary's clock service	St Mary's PCC	260.00	0.00	260.00	11.03
					TOTAL CHEQUES JULY 2019		35,346.93	904.59	36,251.52	
DIRECT DEBITS - JULY 2019										
	01/07/2019	2664576	DD	#	fuel 23/6/19	Right Fuel	96.12	19.22	115.34	2.02
	03/07/2009	712044119	DD	#	Town Meadow elect June 19	British Gas	11.98	0.59	12.57	8.17
	05/07/2009	958482984	DD		Town Hall elect June 19	British Gas	103.71	5.18	108.89	6.08
	08/07/2019	958483287	DD		CCTV Hardings Lane elect	British Gas	41.70	2.08	43.78	11.11
	08/07/2019		DD		fuel 30/6/9	Right Fuel	117.84	23.57	141.41	2.02
	15/07/2019	pay monthly	DD		Rates Chantry community office 2019/20	Dorset Council rates	139.00	0.00	139.00	7.06
	15/07/2019	pay monthly	DD		Rates cemetery/WC/Wshop/Offices 2019/20	Dorset Council rates	2,489.00	0.00	2,489.00	3.04/5.05/4.1/6.13
	15/07/2019	2683057	DD		fuel 7/7/19	Right Fuel	287.12	57.42	344.54	2.02
	16/07/2019		DD		Sage 50 accounts monthly	Sage software	72.00		72.00	1.14
	19/07/2019	976383408	DD		CCTV Hardings Lane elect July 19	British Gas	13.07	0.65	13.72	11.11
	19/07/2019	251044586	DD		Town Hall elect July 19	British Gas	64.18	3.20	67.38	6.08
	22/07/2019	2689207	DD		fuel 14/7/19	Right Fuel	167.12	33.42	200.54	2.02
	24/07/2019		DD		Town Meadow elect July 19	British Gas	12.00	0.60	12.60	8.17
	29/07/2019	2695781	DD		fuel 21/7/19	Right Fuel	145.73	29.15	174.88	2.02
	31/07/2019		DD		Mortuary elect 7821096	Utility Warehouse	16.19		16.19	3.14
	31/07/2019	8143326884	DD		Chantry elect 7820884	Utility Warehouse	23.85	1.50	25.35	7.07
	31/07/2019	8143326509	DD		Chapel elect 7821460	Utility Warehouse	34.75	2.04	36.79	3.08
	31/07/2019	8143236525	DD		Workshop elect 7946391	Utility Warehouse 7946391	104.07	5.51	109.58	4.05
	31/07/2019	8143302322	DD		Town Hall gas 7857393	Utility Warehouse	114.51	6.02	120.53	6.09
					TOTAL DIRECT DEBITS JULY 2019		4,053.94	190.15	4,244.09	
PAYROLL COSTS JULY 2019										
			Cheques							
	24/07/2019		19213 to							
	24/07/2019		19225		Payroll July 2019		20,111.79	0.00	20,111.79	
	24/07/2019		19226		HMRC		6,799.03	0.00	6,799.03	
	24/07/2019		19227		DC PENSIONS		7,406.29	0.00	7,406.29	
					TOTAL PAYROLL CHEQUES JULY 2019		34,317.11	0.00	34,317.11	
TOTAL PAYMENTS JULY 2019										
							73,717.98	1,094.74	74,812.72	
FOR APPROVAL FINANCE COMMITTEE 19 AUGUST 2019										

Gillingham Town Council

Finance Sub-committee

Notes of meetings held 30th July and 12th August 2019

Author: Julie Hawkins, Town Clerk

Present: Cllr Barry Von Clemens
Cllr Paul Harris
Cllr Sharon Cullingford
Cllr Donna Toye
Cllr Mick Hill

1. Job Vacancy - Gardener / Nurseryman

Candidates for the vacancy were shortlisted at the meeting held on 30th July. An interview will be conducted by Cllr Cullingford, Cllr Von Clemens and the Works Manager on Friday 16th August. A report will be made to the Finance Committee in September.

2. Staff Matters

The sub-committee considered a staffing matter. Following the sub-committee meeting held on 30th July 2019, advice was sought from Ellis Whittam, Employment Law specialists. It has been established that the Council has discharged its duty as a responsible employer by putting in place appropriate measures and making reasonable adjustments, no further obligations are necessary. No further action is required by the council. A letter will be sent to the member of staff concerned through his line manager.

3. RHS South West in Bloom Presentation Day

A request was considered for staff to attend the RHS South West in Bloom Presentation Day on 11th October 2019. The request was for the grounds staff plus the Deputy Town Clerk to attend the presentation day in Newquay. Staff will travel by mini-bus (up to 9 people) to Newquay and return the same day. The total cost to the council will be £170 (plus £100 refundable deposit) plus estimated fuel cost of £70/90 (depending on the efficiency of the vehicle), plus tickets £180 which include lunch. Total: £440.

Please note:

- Hired mini bus plus diesel: £170 plus estimated £90 fuel = £250 plus the benefit of all travelling together with shared driving.
- Alternatively, own Vehicles: 2 vehicles claiming 304 return journeys at 45 pence per mile = £273.60.
- This is a presentation with a lunch included.

4. Recommendation

That the Works Manager and the Deputy Town Clerk and members of the grounds team attend the RHS South West in Bloom Presentation Day in Newquay on 11th October 2019, at an estimated cost of £512 (incl £8pp for breakfast) not to exceed £550 to be taken from budget no. 12.06 Training and Staff Expenses.

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GILLINGHAM TOWN COUNCIL				
ALLOCATION OF EARMARKED FUNDS FROM GENERAL RESERVES				
YEAR END 31 MARCH 2019				
(WITH PROPOSAL FOR FURTHER EARMARKED FUNDS FOR 2019/20)				
		AT 31/3/19		FOR INFORMATION ONLY
Budget Heading	2019/20 Precept Budget Line	Earmarked Reserves	2019/20 Precept Budget Line	2019/20 Precept Budget
Ancillary expenses S111	1.05	500.00	1.05	0.00
Heritage/High Street Enhancement	10.16	791.00	10.16	3,000.00
Staff training	12.06	1,115.00	12.06	13,541.00
Festive lighting - part Restricted	10.23	1,210.58	10.23	5,000.00
Health and safety equipment	10.09	1,280.54	10.09	4,000.00
Workwear	10.10	1,577.14	10.10	5,000.00
Tree surgery	8.13	2,143.05	8.13	7,000.00
Fuel/Diesel	2.02/2.03	2,589.94	2.02/2.03	5,500.00
Hardings Lane Sport pitch S106 - Restricted	0.00	4,322.33	0.00	0.00
Large machinery/vehicles replacement/repairs	2.15	4,412.29	2.15	5,600.00
Sponsored Bedding scheme - part Restricted	8.03	4,838.65	8.03	4,000.00
Refurbishment Public WC (project to be completed 2019/20)	10.26	15,441.34	10.26	0.00
Marlott Road Play area - (Funds reallocated back from Works Depot)	9.06	40,000.00	9.06	26,000.00
NDDC Gateway Project - Restricted	0.00	70,000.00	0.00	0.00
New Works Depot (adjusted from 2017/18)	0.00	95,500.00	0.00	0.00
Estate Management (adjusted for Donations for benches/trees)	8.02	102,771.79	8.02	4,400.00
Total Earmarked Funds at year end 31/3/2019		348,493.65		83,041.00
		0.00		
Summary of General and Earmarked Reserves at 31/3/2019				
Reserves at year end 31 March 2019 PER ACCOUNTS				
General Reserves to be allocated	42.94%	231,831.33		
Earmarked Reserves to be allocated	57.06%	308,089.79		
Total Reserves at 31/3/19 PER ACCOUNTS	100.00%	539,921.12		
Reallocated Reserves at year end 31 March 2019				
General Reserves	35.45%	191,427.47		
Earmarked Reserves (see above)	64.55%	348,493.65		
Total Reserves at 31/3/19 reallocated	100.00%	539,921.12		
		0.00		
Proposed further Earmarked Reserves for 2019/20 to be taken from General Reserves balance in 2019/20				
	2019/20 Precept Budget Line	Earmarked Reserves	2019/20 Precept Budget Line	2019/20 Precept Budget
New Works Depot - (Underspend 6.03 2018/19 £79k adjusted). Also see above £95.5k	0	51,920.00	0	0.00
Tree planting - Part Restricted funds	8.12	190.00	8.12	2,000.00
Printing costs - quarterly charges by Dorset Council	1.16	1,800.00	1.16	0.00
Town Hall refurbishment (underspend 6.02 in 2018/19)	6.17	1,519.00	6.17	11,000.00
CCTV replace cameras (underspend see 3.01-3.03 £8k 2018/19 adjusted)	11.07/11.08	2,500.00	11.07/11.08	8,300.00
Dorset Litter Free Grant Income - Restricted funds	0	2,500.00	0	0.00
Old Mortuary refurbishment (reallocated from New Works Depot)	3.16	3,000.00	3.16	500.00
HMRC Demand to pay 2019/20	12.05	9,000.00	12.05	2,000.00
Payroll (underspend see 4. in 2018/19 adjusted)	12.01/12.02/12.03	10,000.00	12.01/12.02/12.03	414,815.00
Current Workshop refurbishment (reallocated from New Works Depot)	4.08	25,000.00	4.08	5,000.00
Proposed further Earmarked Reserves for 2019/20 to be taken from General Reserves balance in 2019/20		107,429.00		443,615.00
		0.00		

Gillingham Town Council

**Customer and Communities Improvement Fund
South Western Railway**

Author: Clare Ratcliffe, Deputy Town Clerk

1. Introduction

Customer and Communities Improvement Fund (CCIF) is South Western Railway's commitment to support projects that benefit communities across the SWR network, especially those that would not normally meet usual commercial criteria.

The fund will be divided over two tranches - £2,600,000 per year.

Ideas and projects will need to identify a need within a community and can cover:

- Educational, history and heritage
- Outreach projects
- Marketing and promotion
- Integrated transport
- Station enhancements

Any organisation can apply.

Submissions are required by 6th September 2019. This will be followed by an assessment made by SWR for approval by the Department of Transport. Successful applicants will be contacted, and projects started in April.

2. Proposal

Dorset Wildlife Fund has received £69,900 from the Heritage Lottery Fund (HLF) for a three-year project to promote the Gillingham Royal Forest (GRF). The project is underfunded by £25,000.

An initial steering group was held on 27th June 2019 with various stakeholders including GTC. Notes of that meeting have been circulated with the General Purposes Agenda for 5th August 2019.

Essentially the project will:

- Develop volunteering and training, especially for the 16-25 year olds,
- Develop learning and outreach, through heritage projects and rural skills,
- Develop access, through walking, cycling and interpretation.

Many of the ideas proposed at the GRF steering group meeting could easily fulfil the criteria of the CCIF. In addition, the railway station falls within the boundary of the GRF and the Walkers are Welcome group have already started to develop a series of walks starting from the station. Therefore, it has been suggested that DWT writes a bid for CCIF funding to promote Gillingham as a destination town for those who enjoy heritage, nature, wildlife and walking.

For example, the fund could help with the installation of an information board at the railway station to promote walking routes and our open spaces. The lack of interpretation and marketing of our open spaces has been highlighted in the judge's feedback from Green Flag.

Gillingham in Bloom (GiB) has also considered putting forward its own bid to CCIF for six micro herbetums¹ using self-watering sustainable containers located at strategic locations in the town to promote the benefits of herbs for culinary, health and wellbeing. Some of which would have been used in mediaeval times during the time of the GRF. The planting could be undertaken by those suffering from mental illness including Dementia and accompanied by an information leaflet. This project would complement Gillingham as a Dementia Friendly town, the town's Pollinator Action Plan and Network Rail's commitment to pollinators along the railway network.

Self-watering planters will improve the street scene and consequently have a positive effect on those who live, visit and travel through the town.

It has been confirmed that an application for micro herbetums would not jeopardise a bid from DWT. Each application will be judged on an individual basis. There is no limit on the number of applications per station.

3. Financial Implications

The CCIF bid should try to demonstrate a certain amount of match funding (but not essential).

- It would be appropriate to consider the money under Estate Management budget no. 8.15 for interpretation panels of £2,000 to be earmarked for match funding for the purposes of the CCIF bid.

This money is unlikely to be spent in this financial year as work on the interpretation panels has yet to be started. The work will be collaborative; GTC working with DWT and Gillingham History Society.

- It would be appropriate to consider the money under General Purposes budget no. 10.19 for self-watering planters of £1,000 to be earmarked for match funding for the purposes of the CCIF bid.

This money has yet to be spent and will not be needed until March/April next year due to the highway improvement works that will be undertaken along Le Neubourg Way in Spring 2020.

4. Conclusion

The timing of the successful HLF bid secured by DWT and the opportunity to apply for further funding from the CCIF should be encouraged and supported.

5. Recommendation

- **That monies held under Estate Management budget no. 8.15 for interpretation panels of £2,000 is earmarked for the purposes of match funding for the CCIF.**
- **That monies held under General Purposes budget no. 10.19 for self-watering planters of £1,000 is earmarked for the purposes match funding for the CCIF.**

¹ A collection of herbs