



## **GILLINGHAM TOWN COUNCIL POLICY AND RESOURCES COMMITTEE**

The Town Hall, School Road, Gillingham, Dorset SP8 4QR  
Tel: 01747 823588 Email: GTC@gillinghamdorset-tc.gov.uk

Minutes of the **Policy and Resources Committee** meeting held on **Monday, 21<sup>st</sup> January 2019**, in the **Jubilee Room, Town Hall, School Road, Gillingham**, commencing at **7.30pm**.

**These minutes do not constitute a true record until ratified by Full Council.**

**Present:** Cllr Mrs S Hunt (Chairman)  
Cllr P Harris (Deputy Chairman),  
Cllr Mrs S Cullingford, Cllr R Evill,  
Cllr A Frith, Cllr M Hill,  
Cllr G Poulter, Cllr Mrs R Ridout,  
Cllr Mrs D Toye, Cllr B Von Clemens

**Members of the Public and Press:** There was one members of the press present  
and one member of the public present.

**In attendance:** Mrs J Hawkins, Town Clerk.  
Mrs C Ratcliffe, Deputy Town Clerk  
Ms D Edwards, Responsible Financial Officer

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**441. Apologies.** There were no apologies.

**442. To approve the minutes of the last meeting held on Monday, 10<sup>th</sup> December 2018.**

Cllr Frith proposed that “**the minutes of the Policy and Resources Committee meeting held on Monday, 10<sup>th</sup> December 2018, should be approved as a correct record of that meeting**”. Cllr Hill seconded, and the vote was unanimous. **RESOLVED.** The Chairman duly signed the minutes.

**443. Questions.** There were no questions.

**444. Declarations of Interest - Members are required to comply with the requirements of the Localism Act 2011, Section 27 regarding disclosable pecuniary interests.**

There were no declarations of disclosable pecuniary interests declared.

## **Policy and Resources Committee Meeting – Monday, 21<sup>st</sup> January 2019 (continued):**

### **445. To receive working party reports for consideration and approval, if available:**

#### **a) Cycle Link**

Cllr Von Clemens reported that a meeting to discuss the cycle link has been scheduled for Thursday, 14<sup>th</sup> February 2019.

### **446. Finance:**

#### **a) To approve and authorise payments for January 2019.**

Cllr Mrs Cullingford proposed that **“the payments as listed for the first half of January 2019 to the gross value of £10,574.86 are approved for payment”**. Cllr Frith seconded, and the vote was unanimous. **RESOLVED.**

#### **b) To receive and approve the 3<sup>rd</sup> Quarter Financial Statement / Accounts for FY 2018/19.**

Cllr Mrs Hunt welcomed Ms Debra Edwards as the new Responsible Financial Officer (RFO), to the meeting.

The Town Clerk informed members at the meeting that the RFO had completed the 3<sup>rd</sup> Quarter Financial Statement / Accounts for FY 2018/19, which had been circulated to members prior to the meeting. Please refer to Appendix A. The RFO summarised the accounts as presented and answered questions.

Cllr Frith proposed that **“the 3<sup>rd</sup> Quarter Financial Statement/ Accounts as circulated were approved”**. Cllr Hill seconded, and the vote was unanimous. **RESOLVED.**

### **447. To consider and agree the following recommendations from the General Purposes Committee held on Monday, 14<sup>th</sup> January 2019:**

- “that the current Green Flag sites (2 no.) are entered for Green Flag accreditation 2019/20 at a cost of £350 per site, total £700, to be financed from budget no. 7.01 GTC Management Plan Work”.

Cllr Von Clemens proposed that **“the current Green Flag sites (2 no.) are entered for Green Flag accreditation 2019/20 at a cost of £350 per site, total £700, to be financed from budget no. 7.01 GTC Management Plan Work”**. Cllr Mrs Ridout seconded, and the vote was unanimous. **RESOLVED.**

- “that POS Shires Gate and POS Shreen Meadow are jointly entered for Green Flag accreditation in 2019/20 (first time) at a cost of £350 to be financed from budget no. 7.01 GTC Management Plan Work”.

Cllr Ridout proposed that **“POS Shires Gate and POS Shreen Meadow are jointly entered for Green Flag accreditation in 2019/20 (first time) at a cost of £350 to be financed from budget no. 7.01 GTC Management Plan Work”**. Cllr Von Clemens seconded, and the vote was unanimous. **RESOLVED.**

- “that those sites entered for Green Flag 2019/20 are also entered for South West in Bloom Pride in Parks Award 2019 at a cost of £20 each, total £60, financed from budget no. 7.01 GTC Management Plan Work”.

Cllr Mrs Cullingford proposed that **“those sites entered for Green Flag 2019/20 are also entered for South West in Bloom Pride in Parks Award 2019 at a cost of £20 each, total £60, financed from budget no. 7.01 GTC Management Plan Work”**. Cllr Mrs Toye seconded, and the vote was unanimous. **RESOLVED.**

## **Policy and Resources Committee Meeting – Monday, 21<sup>st</sup> January 2019 (continued):**

### **447. To consider and agree the following recommendations from the General Purposes Committee held on Monday, 14<sup>th</sup> January 2019 (continued):**

- “that staff/councillors (approximately 10 no. persons) attend the South West in Bloom Spring Seminar on Thursday, 28<sup>th</sup> February 2019, at a cost of £18 per delegate, total £180, to be financed from budget no. 8.21 staff training”.

Cllr Mrs Ridout proposed that **“staff/councillors (approximately 10 no. persons) attend the South West in Bloom Spring Seminar on Thursday, 28<sup>th</sup> February 2019, at a cost of £18 per delegate, total £180, to be financed from budget no. 8.21 staff training”**. Cllr Poulter seconded, and the vote was unanimous. **RESOLVED.**

- “that the battery powered hand tools are purchased from Supplier no. 1 at a cost of £2,603.66 plus VAT and financed from budget no. 5.02 Replacement Small Plant Tools”.

Cllr Harris proposed that **“the battery powered hand tools are purchased from Supplier no. 1 at a cost of £2,603.66 plus VAT and financed from budget no. 5.02 Replacement Small Plant Tools”**. Cllr Hill seconded, and the vote was unanimous. **RESOLVED.**

### **448. To consider and agree additional signage to promote more Green Flag sites and inform people about the criteria for Green Flag sites.**

Cllr Mrs Cullingford proposed that **“5 no. signs are purchased for the promotion of Green Flag sites at a cost of £267.75 ex VAT and financed from budget no. 7.01 GTC Management Plan Work”**. Cllr Von Clemens seconded, and the vote was unanimous. **RESOLVED.**

### **449. To consider and agree refurbishment costs for the Workshop deferred from the General Purposes Committee meeting held on 14<sup>th</sup> January 2019.**

A report about workshop refurbishment costs was presented to the General Purposes Committee and, with minor amendments, circulated again to the Policy and Resources Committee. Please refer to Appendix B.

The Town Clerk reported that up to seven heating contractors had been contacted to provide a quotation for the repair of the gas heater. Four contractors were unable to quote, three did not reply and only one provided a quotation. In addition, three contractors were asked to provide a quotation for a door/fire exit plus one window. Only two quotations were received.

Cllr Mrs Ridout proposed that **“subject to prior written approval by the landlord, Contractor 1 is contracted to decommission and remove the existing warm air unit and replace with a new warm air unit, flue and swivel bracket”**. Cllr Poulter seconded, and the vote was unanimous. **RESOLVED.**

Cllr Mrs Cullingford proposed that **“subject to prior written approval by the landlord, Contractor A is contracted to supply and fit one door and one window to the front of Unit 12 in line with the recommendations of the Fire Officer”**. Cllr Frith seconded, and the vote was unanimous. **RESOLVED.**

Cllr Hill proposed that **“subject to prior written approval by the landlord, that the ancillary items listed at Appendix III are deferred for consideration by the General Purposes Committee following receipt of quotations for the building work”**. Cllr Mrs Cullingford seconded, and the vote was unanimous. **RESOLVED.**

### **450. To receive and consider revised Financial Standing Orders as recommended by National Associations of Local Councils.**

Members of the Town Council considered the revised Financial Standing Orders (as recommended by the National Association of Local Councils (NALC)). Several amendments were made.

**Policy and Resources Committee Meeting – Monday, 21<sup>st</sup> January 2019 (continued):**

**450. To receive and consider revised Financial Standing Orders as recommended by National Associations of Local Councils (continued):**

Cllr Von Clemens proposed that **“the revised Financial Standing Orders were agreed ‘in principle’ pending amendments as discussed and that the revised document is presented and agreed at Full Council on 28<sup>th</sup> January 2018”**. Cllr Frith seconded, and the vote was unanimous. **RESOLVED.**

**451. To appoint a member of the Policy and Resources Committee to verify bank reconciliations (for all accounts) produced by the RFO. *Please note that the member should not be the Chairman or a cheque signatory.***

Cllr Von Clemens proposed that **“Cllr Mrs Cullingford is appointed to verify the bank reconciliations for all accounts produced by the Responsible Financial Officer (RFO)”**. Cllr Hill seconded, and the vote was unanimous. **RESOLVED.**

**452. To consider and approve the use of variable direct debits for the payment of utility supplies (energy, telephone and water), the Fuel Card, and the Non-Domestic Rates provided that the instructions are signed by two members and any payments are reported to the council as made.**

Cllr Harris proposed that **“the use of variable direct debits for the payment of utility supplies (energy, telephone and water), the fuel card and non-domestic rates is approved provided that the instructions are signed by two members and payments are reported to the council as they are made”**. Cllr Poulter seconded, and the vote was unanimous. **RESOLVED.**

**453. To consider and agree a revised Grants Policy.**

A Grants Policy was circulated to members prior to the meeting. Very minor amendments were made. Please refer to Appendix C.

Cllr Poulter proposed that **“the revised Grants Policy is agreed as per minor amendments discussed”**. Cllr Hill seconded, and the vote was unanimous. **RESOLVED.**

**454. Matters Pertinent.**

There were no matters pertinent.

**The meeting closed at 8.25 pm.**



## GILLINGHAM TOWN COUNCIL PAYMENTS - JANUARY 2019

PAYMENT	DATE OF	CHEQUE	RECIPIENT	NETT	V.A.T.	GROSS	ACC	NOTES
VOUCHER	CHEQUE	NUMBER			(£)	(£)	CODE	
1	03/01/2019	18814	Cash for Petty cash float	40.66	0.00	40.66	3.06	
2	15/01/2019	18825	Astill Tree Care Ltd	1,850.00	0.00	1,850.00	8.07	Tree survey
3	15/01/2019	18826	Angel Springs Water	21.07	4.21	25.28	3.4	Water cooler
4	15/01/2019	18827	Aqua cleaning services ltd	43.32	8.66	51.98	3.36	Hygiene Services
5	15/01/2019	18828	Aqua supplies ltd	27.06	5.41	32.47	3.36	Toilet rolls
6	15/01/2019	18829	Crockers Gillingham ltd	43.28	8.65	51.93	3.25	Light bulbs, paint, decorating
7	15/01/2019	18830	Dorset Autospares	70.07	14.01	84.08	3.16	Vehicle repairs HX14 ODL
8	15/01/2019	18831	Fencewize	370.83	74.17	445.00	3.1	Fencing repairs
9	15/01/2019	18832	Gillingham Press Co Ltd	17.97	3.59	21.56	3.06	Stationery
10	15/01/2019	18833	JH Rose & sons ltd	17.92	3.58	21.50	5.06	Top soil
11	15/01/2019	18834	Lyreco UK Ltd	130.09	26.02	156.11	3.06	Stationery
12	15/01/2019	18835	New Forest Farm Machinery ltd	552.86	110.57	663.43	3.16	Machinery Servicing
13	15/01/2019	18836	Plant World ltd	263.55	52.73	316.28	6.1	Plants
14	15/01/2019	18837	Portmore Insurance Brokers Ltd	256.32	0.00	256.32	3.11	Remembrance Sunday
15	15/01/2019	18838	Kingsmere Surfacing Ltd	2,120.00	424.00	2,544.00	3.12	Repairs to play area surface
16	15/01/2019	18839	Lee Holmes	182.40	36.50	218.90	3.16	spare parts
17	15/01/2019	18840	M&D Gas Services ltd	285.00	57.00	342.00	3.25	W'shop gas service
18	15/01/2019	18841	MF Brown AMB Pest Control	160.00	0.00	160.00	3.25	pest control St Marys Church
19	15/01/2019	18842	Mole Countrystores	63.10	12.62	75.72	3.25	materials
20	15/01/2019	18843	Reach Publishing Ltd	200.00	40.00	240.00	7.05	BVM job advert 16/12/18
21	15/01/2019	18844	Lee Holmes	893.63	178.73	1,072.36	3.16	Machinery Servicing
22	15/01/2019	18845	Screwfix	216.85	0.38	217.23	3.13/3.18	Workboots/Socket
23	15/01/2019	18846	Sydenhams	90.88	13.67	104.55	3.18	Propane gas /materials
24	15/01/2019	18847	The Up in Smoke Theatre co Ltd	425.00	85.00	510.00	6.05	Festive Lights Event
25	15/01/2019	18848	M Taylor	95.00	0.00	95.00	3.25	Electrical work Town Hall Defib.
26	15/01/2019	18849	Valecraft	226.67	45.33	272.00	3.25	Window repair for damage
27	15/01/2019	18850	The Rendezvous (outreach youth services)	706.50	0.00	706.50	8.02	Stage payment
			<b>P&amp;R meeting 21 JANUARY 2019</b>	<b>9,370.03</b>	<b>1,204.83</b>	<b>10,574.86</b>		

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**Gillingham Town Council**
**FY2018/2019****3<sup>rd</sup> Quarter – 1<sup>st</sup> October 18 to 31<sup>st</sup> December 2018****Prepared 16<sup>th</sup> January 2019 by Debra Edwards, RFO****INCOME - Year to date 1.4.18 to 31.12.18****Actual Income £878,651.97 v Budget phased to 31.12.18 - £845,783.68.****Variance £32,868.29. Variance 3.89% over Budget.**

(Income greater than Budget due mainly to VAT refunds)

Balance on Income Budget for year £24,378.57

**Actual Income 102.85% of Annual Budget****3<sup>rd</sup> Quarter 1.10.18 to 31.12.18 - Income****Actual quarter's Income Total - £20,468.39****Main areas of Income**

Burial income	£900.00
Lettings £950.32 and Civil marriages £200.00	£1,150.32
Income from TMG/GANG	£2,558.44
Allotments	£540.00
Sponsorship Festive lighting	£1,335.00
VAT Refund	£9,676.85
Sale of Machinery (John Deer 855 & mower)	£2,737.50 plus VAT

**Income from Festive Lighting for the quarter was £1,335.00 received from -**

Chamber of Commerce & Industry	£500
Station Road Garage	£250
Neal's Yard Remedies	£250
Dorset Hire Service	£50
Kingsmere	£50
Howell Landscaping	£50
Peacemarsh Garage	£100
Anonymous Travelling Market	£135

### **EXPENDITURE - Year to date 1.4.18 to 31.12.18**

**Actual Expenditure £627,788.97 v Budget phased to 31.12.18 - £742,754.96**

**Variance £114,965.99. Variance 15.48% under budget.**

**Actual Expenditure 64.21% of Annual Budget**

Balance on Expenditure Budget for year £349,899.31

**Total Expenditure for year to 31.12.18 £627,788.97 comprises:**

Grants	£26,460.00	69.71% of Annual Budget spent final payment due in Jan 2019
Running Costs	£98,769.80	80.16% of Annual Budget spent
Utility Costs	£43,454.00	81.30% of Annual Budget spent
Staff Costs	£312,671.06	72.00% of Annual Budget spent
Unsolicited Costs	£14,008.88	74.71% of Annual Budget spent
Major Project Costs	£55,857.73	36.44% of Annual Budget spent
Contract Costs	£21,868.51	65.63% of Annual Budget spent
Non Precept Expenses	£54,698.99	44.32% of Annual Budget spent

### **3<sup>rd</sup> Quarter 1.10.18 to 31.12.18 - Expenditure**

**Actual quarter's Expenditure Total - £224,419.63**

Grant payments	£26,235.69
Running costs	£25,591.82
Utility costs	£6,993.24
Staff costs	£98,965.56
Unsolicited costs	£7,753.39
Major Project costs	£27,259.97
Contract costs	£ 5,085.90
Non Precept expenses	£26,534.75

Expenditure to 31.12.18 is on track at 15% below the estimated Budget to date.

Overall Actual Expenditure is 64% of the Annual Budget.

Costs to date for the Refurbishment of the Town Toilets is 43% of Budget.

### **BANK ACCOUNTS**

Balance per Bank statements on 31.12.18 - £636,565.74

## December-18

December-18

### RECONCILIATION FOR THE YEAR 2018 - 2019

EXPENDITURE TO DATE	AMOUNT
From April 2018	
For detail breakdown of expenditure see sheets 4 to 13	
<b>TOTAL</b>	<b>£ 627,788.97</b>

## RECONCILIATION

KEY	
A	OPENING BALANCE
B	BANK DETAILS
E	UNPRESENTED CHEQUES
TOTALS SHOULD BE EQUAL	



SUMMARY OF PRECEPT AND ACTUAL INCOME AND EXPENDITURE

INCOME		A	B	C	D	E	F	G	H	I
				Actual Income 2018/19						
	DESCRIPTION	PRECEPT FULL YEAR	PRECEPT phased to 31/12/18	Quarter	Quarter	Quarter	Quarter	Total	Actual v Precept Phased to 31/12/18	Actual v Precept Full year
CODE		2018/19	2018/19	to	to	to	to	Actual	to 31/12/18	to 31/8/18
		INCOME	INCOME	30/06/2018	30/09/2018	31/12/2018	31/03/2019	Income	variance	variance
									G - B	G - B
				£	£	£	£	£	£	£
1.09	Precept	818,488.53	818,488.53	409,244.27	409,244.26	0.00	0.00	818,488.53	0.00	0.00
1.1	Parish Contributions	426.00	426.00	213.00	0.00	213.00	0.00	426.00	0.00	0.00
1.11	Contingency-Estate M/ment	10,000.00	7,500.00	0.00	0.00	0.00	0.00	0.00	-7,500.00	-10,000.00
1.12	Burial Income	4,500.00	3,375.00	2,130.00	2,120.00	900.00	0.00	5,150.00	1,775.00	650.00
1.12	Bank Interest/NS & I Interest	500.00	375.00	38.25	39.23	109.49	0.00	186.97	-188.03	-313.03
1.12	Lettings	2,000.00	1,500.00	805.00	627.12	950.32	0.00	2,382.44	882.44	382.44
1.12	Sundry Income/TMG/GANG	1,000.00	750.00	706.75	58.80	2,558.44	0.00	3,323.99	2,573.99	2,323.99
1.13	DCC-Agency Work Footpaths	130.00	97.50	0.00	0.00	0.00	0.00	0.00	-97.50	-130.00
1.14	Allotments x 2	900.00	900.00	935.00	0.00	540.00	0.00	1,475.00	575.00	575.00
1.15	DCC Agency Agreement	3,928.87	2,946.65	0.00	0.00	100.00	0.00	100.00	-2,846.65	-3,828.87
1.16	Sponsorship Flower Beds	900.00	675.00	1,533.11	50.00	0.00	0.00	1,583.11	908.11	683.11
1.17	NDDC-Stat. P/ment Street Cln	9,000.00	6,750.00	9,000.00	0.00	0.00	0.00	9,000.00	2,250.00	0.00
1.18	Civil Marriages - Lettings	2,000.00	1,500.00	800.00	600.00	200.00	0.00	1,600.00	100.00	-400.00
1.19	General Grants/Donation	0.00	0.00	0.00	8.88	101.66	0.00	110.54	110.54	110.54
1.2	Insurance Refunds/Receipts	0.00	0.00	0.00	0.00	498.63	0.00	498.63	498.63	498.63
1.21	Sponsor Festive Lighting	500.00	500.00	0.00	450.00	1,335.00	0.00	1,785.00	1,285.00	1,285.00
1.22	VAT Refund	0.00	0.00	8,962.04	9,204.67	9,676.85	0.00	27,843.56	27,843.56	27,843.56
1.23	NS&I Transfer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1.24	Donations for Seats/Trees	0.00	0.00	0.00	88.00	0.00	0.00	88.00	88.00	88.00
1.26	FA Sports Grant Payment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1.27	NDDC Contra Payments	0.00	0.00	650.00	0.00	0.00	0.00	650.00	650.00	650.00
1.25	Bank Errors/Un-presented	0.00	0.00	675.20	0.00	0.00	0.00	675.20	675.20	675.20
1.28	Machinery Sales	0.00	0.00	0.00	0.00	2,737.50	0.00	2,737.50	2,737.50	2,737.50
1.29	VAT on Sales Receipts	0.00	0.00	0.00	0.00	547.50	0.00	547.50	547.50	547.50
	INCOME	854,273.40	845,783.68	435,692.62	422,490.96	20,468.39	0.00	878,651.97	32,868.29	24,378.57
			99.01%					102.85%	3.89%	-2.85%

EXPENDITURE		A	B	C	D	E	F	G	H	I
		PRECEPT FULL YEAR	PRECEPT phased to 31/12/18	Actual Expenditure				Total	Actual v Precept Phased to 31/12/18	Actual v Precept Full year
		2018/19	2018/19	Quarter	Quarter	Quarter	Quarter	Actual	to 31/12/18	to 31/8/18
		EXPENDITURE	EXPENDITURE	to	to	to	to		variance	variance
				30/06/2018	30/09/2018	31/12/2018	31/03/2019	Expenditure	Expenditure	Expenditure
				£	£	£	£	£	£	£
2	Grants payments	37,955.00	37,955.00	0.00	225.00	26,235.00	0.00	26,460.00	11,495.00	11,495.00
3	Running costs	123,220.00	92,415.00	26,484.53	46,693.45	25,591.82	0.00	98,769.80	-6,354.80	24,450.20
3	Utility costs	53,450.00	40,087.50	29,176.78	7,283.98	6,993.24	0.00	43,454.00	-3,366.50	9,996.00
4	Staff costs	434,275.00	325,706.25	104,611.69	109,093.81	98,965.56	0.00	312,671.06	13,035.19	121,603.94
5	Unsolicited costs	18,750.00	14,062.50	4,475.42	1,780.07	7,753.39	0.00	14,008.88	53.62	4,741.12
6	Major Projects	153,300.00	114,975.00	5,592.67	23,005.09	27,259.97	0.00	55,857.73	59,117.27	97,442.27
7	Contracts	33,322.40	24,991.80	8,867.97	7,914.64	5,085.90	0.00	21,868.51	3,123.29	11,453.89
8	Non Precept - reserves	123,415.88	92,561.91	19,154.61	9,009.63	26,534.75	0.00	54,698.99	37,862.92	68,716.89
9	Land transfer costs	0.00	0.00					0.00	0.00	0.00
	EXPENDITURE	977,688.28	742,754.96	198,363.67	205,005.67	224,419.63	0.00	627,788.97	114,965.99	349,899.31
			75.97%					64.21%	15.48%	35.79%

# GILLINGHAM TOWN COUNCIL

## CUMULATIVE INCOME TO DATE FOR YEAR 2018/2019

Dec-18

ACCOUNT CODE	NOMENCLATURE	ESTIMATED PRECEPT ON OUTSET	CURRENT CUMULATIVE INCOME TO DATE	CURRENT CUMULATIVE DIFFERENCE	PERCENTAGE OF PRECEPT TO DATE	CURRENT QUARTERLY INCOME
<b>1.00</b>	<b>INCOME</b>					
1.09	Precept	818,488.53	818,488.53	0.00	100.00%	0.00
1.10	Parish Contributions	426.00	426.00	0.00	100.00%	213.00
1.11	Contingency-Estate M/ment	10,000.00	0.00	10,000.00	0.00%	0.00
1.12	Burial Income	4,500.00	5,150.00	-650.00	114.44%	900.00
1.12	Bank Interest/NS & I Interest	500.00	186.97	313.03	37.39%	109.49
1.12	Lettings	2,000.00	2,382.44	-382.44	119.12%	950.32
1.12	Sundry Income/TMG/GANG	1,000.00	3,323.99	-2,323.99	332.40%	2,558.44
1.13	DCC-Agency Work Footpaths	130.00	0.00	130.00	0.00%	0.00
1.14	Allotments x 2	900.00	1,475.00	-575.00	163.89%	540.00
1.15	DCC Agency Agreement	3,928.87	100.00	3,828.87	2.55%	100.00
1.16	Sponsorship Flower Beds	900.00	1,583.11	-683.11	175.90%	0.00
1.17	NDDC-Stat. P/ment Street Cln	9,000.00	9,000.00	0.00	100.00%	0.00
1.18	Civil Marriages - Lettings	2,000.00	1,600.00	400.00	80.00%	200.00
1.19	General Grants/Donation	0.00	110.54	-110.54		101.66
1.20	Insurance Refunds/Receipts	0.00	498.63	-498.63		498.63
1.21	Sponsor Festive Lighting	500.00	1,785.00	-1,285.00	357.00%	1,335.00
1.22	VAT Refund	0.00	27,843.56	-27,843.56		9,676.85
1.23	NS&I Transfer	0.00	0.00	0.00		0.00
1.24	Donations for Seats/Trees	0.00	88.00	-88.00		0.00
1.26	FA Sports Grant Payment	0.00	0.00	0.00		0.00
1.27	NDDC Contra Payments	0.00	650.00	-650.00		0.00
1.25	Bank Errors/Un-presented	0.00	675.20	-675.20		0.00
1.28	Machinery Sales	0.00	2,737.50	-2,737.50		2,737.50
1.29	VAT Receipts	0.00	547.50	-547.50		547.50
<b>TOTAL</b>		<b>854,273.40</b>	<b>878,651.97</b>	<b>-24,378.57</b>	<b>102.85%</b>	<b>20,468.39</b>

TOTAL PERCENTAGE OF INCOME PRECEPT TO DATE

102.85%



# GILLINGHAM TOWN COUNCIL

## EXPENDITURE TO DATE FOR YEAR 2018/2019

December-18

ACCOUNT CODE	NOMENCLATURE	ESTIMATED PRECEPT ON OUTSET	CURRENT NET CUMULATIVE SPENT TO DATE	CURRENT NET CUMULATIVE DIFFERENCE	PERCENTAGE OF PRECEPT TO DATE	CURRENT QUARTERLY PAYMENT	NOTES
<b>2.00</b>	<b>GRANT PAYMENTS</b>						
2.01	Gillingham Town Twinning Assoc.	250.00	250.00	0.00	100.00%	250.00	S144 LGGA 1972
2.02	Hipp Bones	1,000.00	1,000.00	0.00	100.00%	1,000.00	S19 LGA (Misc Prov)
2.03	Gillingham Carnival Committee	2,000.00	2,000.00	0.00	100.00%	2,000.00	S145 LGA 1972
2.04	GCC - Churches Together	500.00	500.00	0.00	100.00%	500.00	S144 LGGA 1972
2.05	Gillingham Local History Society	0.00	0.00	0.00		0.00	S137 LGA 1972
2.06	Gillingham Imperial Silver Band	1,000.00	1,000.00	0.00	100.00%	1,000.00	S145 LGA 1972
2.07	NoRDISS	500.00	500.00	0.00	100.00%	500.00	S137 LGA 1972
2.08	North Dorset-Visually Impaired	100.00	100.00	0.00	100.00%	100.00	S137 LGA 1972
2.09	Blackmore Vale Tourism Dev.Co.Lt	3,000.00	3,000.00	0.00	100.00%	3,000.00	S144 LGGA 1972
2.10	Read Easy	635.00	635.00	0.00	100.00%	635.00	S137 LGA 1972
2.11	North Dorset Rugby Club	1,000.00	1,000.00	0.00	100.00%	1,000.00	S19 LGA (Misc Prov)
2.12	Gillingham Town Youth Football Club	500.00	500.00	0.00	100.00%	500.00	S144LGA (Misc Prov)
2.13	Citizen Advice Bureau	10,000.00	10,000.00	0.00	100.00%	10,000.00	S 142(2A) 1976
2.14	Wessex Multiple Sclerosis	200.00	200.00	0.00	100.00%	200.00	S137 LGA 1972
2.15	RiversMeet - GC&LT	10,000.00	0.00	10,000.00	0.00%	0.00	Support Grant
2.16	Gillingham DoE Open Award Centre	1,000.00	1,000.00	0.00	100.00%	1,000.00	S145 LGA 1972
2.17	Gillingham Area Car Link Scheme	750.00	750.00	0.00	100.00%	750.00	S144 LGA 1972
2.18	Milton on Stour - Church Clock Mt.	220.00	225.00	-5.00	102.27%	0.00	S19 LGA (Misc Prov)
2.19	Dorset Blind Association	250.00	250.00	0.00	100.00%	250.00	S137 LGA 1972
2.20	Gillingham Youth Foundation	1,000.00	1,000.00	0.00	100.00%	1,000.00	S19 LGA (Misc Prov)
2.21	St Mary's Church Clock	250.00	250.00	0.00	100.00%	250.00	S19 LGA (Misc Prov)
2.22	Gillingham Outdoor Bowling Club	500.00	500.00	0.00	100.00%	500.00	S19 LGA (Misc Prov)
2.23	Bones Youth Club	750.00	750.00	0.00	100.00%	750.00	S137 LGA 1972
2.24	Life Education	300.00	300.00	0.00	100.00%	300.00	S137 LGA 1972
2.25	Royal British Legion - Insurance	250.00	0.00	250.00	0.00%	0.00	S137 LGA 1972
2.26	Contingencies-one off grants	2,000.00	750.00	1,250.00	37.50%	750.00	S137 LGA 1972
	<b>TOTAL</b>	<b>37,955.00</b>	<b>26,460.00</b>	<b>11,495.00</b>	<b>69.71%</b>	<b>26,235.00</b>	

0.00

0.00

**TOTAL PERCENTAGE OF GRANT PRECEPT SPENT TO DATE**

**69.71%**

# GILLINGHAM TOWN COUNCIL

EXPENDITURE TO DATE FOR YEAR 2018/2019

enter formula  
at the end of  
each quarter

Dec-18

ACCOUNT CODE	NOMENCLATURE	ESTIMATED PRECEPT ON OUTSET	CURRENT NET CUMULATIVE SPENT TO DATE	CURRENT NET CUMULATIVE DIFFERENCE	PERCENTAGE OF PRECEPT TO DATE	CURRENT QUARTERLY PAYMENT	NOTES
3.00	<b>RUNNING COSTS</b>						
3.01	CCTV Annual Agreement/Maintenance	3,000.00	2,750.00	250.00	91.67%	2,750.00	
3.02	CCTV - Wayleaves/Unmetered Supply	1,140.00	450.00	690.00	39.47%	0.00	
3.03	CCTV - Camera/Repairs existng	8,800.00	376.08	8,423.92	4.27%	166.00	£6100 + 2 supplies
3.04	Subscriptions	2,100.00	2,146.34	-46.34	102.21%	298.00	
3.05	DCC - IT & Telephone Equipment	3,480.00	2,982.20	497.80	85.70%	85.20	
3.06	Stationery	1,000.00	787.56	212.44	78.76%	399.63	
3.07	Postage	800.00	427.39	372.61	53.42%	136.19	
3.08	Telephone - Town Hall & Workshops	1,200.00	1,086.78	113.22	90.57%	336.90	
3.09	Fuel - all vehicles	3,500.00	2,091.02	1,408.98	59.74%	501.29	
3.10	Green Waste Disposal	2,500.00	1,550.20	949.80	62.01%	450.00	
3.11	Insurance - all covers	22,000.00	21,300.26	699.74	96.82%	0.00	
3.12	Maintenance Play Areas	10,000.00	3,022.64	6,977.36	30.23%	1,902.52	
3.13	Workwear	4,000.00	723.13	3,276.87	18.08%	723.13	
3.14	Audit Fees	2,500.00	1,900.00	600.00	76.00%	0.00	
3.15	IT Equipment - Servers/tech support	1,000.00	75.00	925.00	7.50%	75.00	GTC Web Host
3.16	Machinery,plant,van repairs & servicing	10,000.00	5,368.78	4,631.22	53.69%	1,782.07	
3.17	Derv - Running Machinery	5,000.00	1,416.53	3,583.47	28.33%	365.75	
3.18	Environmental Fund incl. Grave maint.	7,000.00	3,856.65	3,143.35	55.10%	1,173.35	
3.19	Tree Surgery/Annual Tree Planting	6,000.00	2,625.26	3,374.74	43.75%	431.66	
3.20	Mayoral Allowance	1,600.00	1,182.30	417.70	73.89%	613.80	
3.21	Functions Fund	2,500.00	709.05	1,790.95	28.36%	470.56	Freedom included
3.22	Petty Cash - Office	300.00	117.06	182.94	39.02%	26.73	
3.23	Petty Cash - Workshop	300.00	99.91	200.09	33.30%	0.00	
3.24	Contingency	10,000.00	3,844.50	6,155.50	38.45%	0.00	
3.25	General Running Costs	4,000.00	3,017.52	982.48	75.44%	319.88	
3.26	Health & Safety Equipment	3,500.00	1,289.56	2,210.44	36.84%	406.23	
3.27	Renewing Play Bark all areas	2,000.00	0.00	2,000.00	0.00%	0.00	
3.28	Contingency Fund fuel increase	1,000.00	0.00	1,000.00	0.00%	0.00	
3.29	Contingency Fund repairs machinery	3,000.00	2,513.90	486.10	83.80%	0.00	
3.30	VAT	0.00	31,059.45	-31,059.45		12,177.93	
3.31	Bank Contra Payments	0.00	0.73	-0.73		0.00	
<b>TOTAL</b>		<b>123,220.00</b>	<b>98,769.80</b>	<b>24,450.20</b>	<b>80.16%</b>	<b>25,591.82</b>	

24,450.20

**TOTAL PERCENTAGE OF RUNNING COST PRECEPT SPENT TO DATE**

**80.16%**



# GILLINGHAM TOWN COUNCIL

## EXPENDITURE TO DATE FOR YEAR 2018/2019

Dec-18

ACCOUNT CODE	NOMENCLATURE	ESTIMATED PRECEPT ON OUTSET	CURRENT CUMULATIVE SPENT TO DATE	CURRENT CUMULATIVE DIFFERENCE	PERCENTAGE OF PRECEPT TO DATE	CURRENT QUARTERLY PAYMENT	NOTES
<b>3.00</b>	<b><u>UTILITY &amp; CONTRACT COSTS</u></b>						
3.29	Rates - Cemetery	3,320.00	3,673.34	-353.34	110.64%	0.00	
3.30	Electricity - Mortuary	600.00	259.81	340.19	43.30%	37.62	
3.31	Rates - Council Offices	8,000.00	7,800.00	200.00	97.50%	0.00	
3.32	Water - Council Offices	480.00	218.73	261.27	45.57%	0.00	
3.33	Electricity - Council Offices	2,500.00	1,159.81	1,340.19	46.39%	392.56	
3.34	Electricity - Recreation Ground	150.00	41.83	108.17	27.89%	41.83	CCTV
3.35	Gas - Council Offices	3,500.00	2,118.99	1,381.01	60.54%	684.11	
3.36	Hygiene Contract	700.00	456.94	243.06	65.28%	197.02	
3.37	Rent/Maint - Workshops/Charges	18,500.00	14,229.62	4,270.38	76.92%	4,801.08	
3.38	Water - Mortuary	210.00	207.35	2.65	98.74%	103.68	
3.39	Water - Recreation Ground	200.00	33.57	166.43	16.79%	0.00	
3.40	Water Cooler Contract	350.00	263.45	86.55	75.27%	63.62	
3.41	Electricity - Workshops	1,500.00	529.00	971.00	35.27%	238.23	
3.42	Water - Workshops 11/12	490.00	152.45	337.55	31.11%	0.00	
3.43	Rates - Workshops 11/12	6,300.00	6,887.50	-587.50	109.33%	0.00	
3.44	Utility - Public Conveniences	250.00	282.97	-32.97	113.19%	47.63	
3.45	Rates - Public Conveniences	2,500.00	2,496.00	4.00	99.84%	0.00	
3.46	Community Office - 1 Chantry Fields	2,500.00	1,604.09	895.91	64.16%	46.44	
3.47	Gas - Workshops 11/12	700.00	489.17	210.83	69.88%	145.28	
3.48	Electric - Cemetery Chapel	100.00	303.83	-203.83	303.83%	106.31	
3.49	Maintenance of Public Toilets	500.00	48.84	451.16	9.77%	0.00	
3.50	British Gas - Town Meadow Site	100.00	196.71	-96.71	196.71%	87.83	Contra Income
<b>TOTAL</b>		<b>53,450.00</b>	<b>43,454.00</b>	<b>9,996.00</b>	<b>81.30%</b>	<b>6,993.24</b>	

9,996.00

**TOTAL PERCENTAGE OF CAPITAL PROJECT COST PRECEPT SPENT TO DATE**

**81.30%**

**EXPENDITURE**

# GILLINGHAM TOWN COUNCIL

## EXPENDITURE TO DATE FOR YEAR 2018/2019

Dec-18

ACCOUNT CODE	NOMENCLATURE	ESTIMATED PRECEPT ON OUTSET	CURRENT CUMULATIVE SPENT TO DATE	CURRENT CUMULATIVE DIFFERENCE	PERCENTAGE OF PRECEPT TO DATE	CURRENT QUARTERLY PAYMENT	NOTES
<b>4.00</b>	<b><u>STAFF AND SALARIES</u></b>						
4.01	Salaries -Gross - Internal Staff	132,029.82	70,480.97	61,548.85	53.38%	20,692.34	Nettx2% pay increase
4.02	Wages - Gross- External Staff	193,825.00	104,563.39	89,261.61	53.95%	32,816.72	Nettx2% pay increase
4.03	All Salaries overtime contingency	213.18	32.04	181.14	15.03%	0.00	
4.04	Inland Revenue	33,300.00	69,906.66	-36,606.66	209.93%	22,572.39	Eees & Ers
4.05	Superannuation	70,707.00	66,123.36	4,583.64	93.52%	22,088.39	Both
4.07	Staff Training Budget/Expenses	4,000.00	1,408.80	2,591.20	35.22%	741.70	
4.08	Staff Expenses	200.00	155.84	44.16	77.92%	54.02	
<b>TOTAL</b>		<b>434,275.00</b>	<b>312,671.06</b>	<b>121,603.94</b>	<b>72.00%</b>	<b>98,965.56</b>	

121,603.94

**TOTAL PERCENTAGE OF STAFF & SALARY COSTS PRECEPT SPENT TO DATE**

**72.00%**

# GILLINGHAM TOWN COUNCIL

## EXPENDITURE TO DATE FOR YEAR 2018/2019

Dec-18

ACCOUNT CODE	NOMENCLATURE	ESTIMATED PRECEPT ON OUTSET	CURRENT NET CUMULATIVE SPENT TO DATE	CURRENT NET CUMULATIVE DIFFERENCE	PERCENTAGE OF PRECEPT TO DATE	CURRENT QUARTERLY PAYMENT	NOTES
<b>5.00</b>	<b><u>UNSOLICITED COST</u></b>						
5.01	Office Furniture/Equipment	1,000.00	416.50	583.50	41.65%	256.50	
5.02	Replacement Small Plant tools	5,000.00	546.29	4,453.71	10.93%	12.90	
5.03	Professional Advice Fund/Architect	500.00	740.00	-240.00	148.00%	0.00	
5.04	Councillors - Training Budget	500.00	97.19	402.81	19.44%	26.19	
5.05	Supply Sand & Sandbags/Grit	0.00	0.00	0.00		0.00	Full this year
5.06	Removal Spoil Heap - Cemetery	2,500.00	0.00	2,500.00	0.00%	0.00	
5.07	GDPR Audit	5,000.00	6,437.92	-1,437.92	128.76%	6,437.92	
5.08	Councillors Expenses	500.00	142.40	357.60	28.48%	106.30	
5.09	Service Devolution Revenue	3,000.00	3,000.00	0.00	100.00%	0.00	
5.10	Forward Development Ltd	750.00	850.00	-100.00	113.33%	0.00	
5.11	PAT Testing S.L.A.	0.00	0.00	0.00		0.00	Held in GR £1K
5.12	Town Meadow Site	0.00	1,388.58	-1,388.58		913.58	Contra Paymen
5.13	GANG	0.00	390.00	-390.00		0.00	Contra Paymen
<b>TOTAL</b>		<b>18,750.00</b>	<b>14,008.88</b>	<b>4,741.12</b>	<b>74.71%</b>	<b>7,753.39</b>	

4,741.12

**TOTAL PERCENTAGE OF UNSOLICITED COST PRECEPT SPENT TO DATE**

**74.71%**

# GILLINGHAM TOWN COUNCIL

### EXPENDITURE TO DATE FOR YEAR 2018/2019

Dec-18

ACCOUNT CODE	NOMENCLATURE	ESTIMATED PRECEPT ON OUTSET	CURRENT NET CUMULATIVE SPENT TO DATE	CURRENT NET CUMULATIVE DIFFERENCE	PERCENTAGE OF PRECEPT TO DATE	CURRENT QUARTERLY PAYMENT	NOTES
6.00	<b><u>MAJOR PROJECTS</u></b>						
6.01	War Memorial Maintenance	2,000.00	0.00	2,000.00	0.00%	0.00	
6.02	Town Hall Refurbishment	6,000.00	4,480.21	1,519.79	74.67%	4,358.58	Decorate interior
6.03	New Works Depot	85,000.00	960.00	84,040.00	1.13%	960.00	NS&I - £135,500
6.04	Provision of new large machinery	25,000.00	23,980.00	1,020.00	95.92%	5,985.00	
6.05	Festive Lights	3,000.00	3,732.75	-732.75	124.43%	3,281.75	
6.06	Heritage Lighting Scheme	3,300.00	3,134.55	165.45	94.99%	0.00	£4200 held in GR
6.07	Garden of Remembrance - Drive	6,000.00	5,985.00	15.00	99.75%	5,985.00	
6.08	Garden of Remembrance-Turning	6,000.00	5,985.00	15.00	99.75%	5,985.00	
6.09	High St Enhancement Project	3,000.00	504.29	2,495.71	16.81%	0.00	
6.10	Planting Scheme Gill Town 2017	4,000.00	2,299.78	1,700.22	57.49%	704.64	New Greenhouse
6.11	PWLB - Hardings Park	10,000.00	4,796.15	5,203.85	47.96%	0.00	
<b>TOTAL</b>		<b>153,300.00</b>	<b>55,857.73</b>	<b>97,442.27</b>	<b>36.44%</b>	<b>27,259.97</b>	

97,442.27

### TOTAL PERCENTAGE OF MAJOR PROJECT COST PRECEPT SPENT TO DATE

36.44%



# GILLINGHAM TOWN COUNCIL

EXPENDITURE TO DATE FOR YEAR 2018/2019

Dec-18

ACCOUNT CODE	NOMENCLATURE	ESTIMATED PRECEPT ON OUTSET	CURRENT CUMULATIVE SPENT TO DATE	CURRENT CUMULATIVE DIFFERENCE	PERCENTAGE OF PRECEPT TO DATE	CURRENT QUARTERLY PAYMENT	NOTES
7.00	<b>CONTRACTS</b>						
7.01	GTC Management Plan Work	5,000.00	3,734.47	1,265.53	74.69%	0.00	
7.02	Green Flag Status	700.00	0.00	700.00	0.00%	0.00	
7.03	Service Level Agreement IT WEB	1,000.00	1,000.00	0.00	100.00%	0.00	
7.04	Town Hall Cleaner	5,720.00	3,236.00	2,484.00	56.57%	376.00	
7.05	Town Clerk Mentor/Account Post	11,777.40	4,709.90	7,067.50	39.99%	4709.90	
7.06	Contract Gardener	9,125.00	8,695.14	429.86	95.29%	0.00	
7.07	NDDC Contra Payments	0.00	493.00	-493.00		0.00	
<b>TOTAL</b>		<b>33,322.40</b>	<b>21,868.51</b>	<b>11,453.89</b>	<b>65.63%</b>	<b>5085.90</b>	

11,453.89

TOTAL PERCENTAGE OF LOCAL DELIVERY COSTS PRECEPT SPENT TO DATE

65.63%

# GILLINGHAM TOWN COUNCIL

## PRECEPT GENERAL RESERVE FOR YEAR 2018/2019

Dec-18

ACCOUNT CODE	NOMENCLATURE	ESTIMATED PRECEPT ON OUTSET	CURRENT NET CUMULATIVE SPENT TO DATE	CURRENT NET CUMULATIVE DIFFERENCE	PERCENTAGE OF PRECEPT TO DATE	CURRENT QUARTERLY PAYMENT	NOTES
<b>8.00</b>	<b>NON PRECEPT - General Reserve</b>						
8.01	Fuel/Derv/Serving	2,589.96	651.60	1,938.36	25.16%	0.00	
8.02	Outreach	5,191.38	4,939.90	251.48	95.16%	1,976.52	
8.03	Heritage Enhancement	3,791.00	3,791.00	0.00	100.00%	0.00	
8.04	Refurbishment WC	35,000.00	14,995.33	20,004.67	42.84%	14,995.33	
8.05	PAT Testing	1,000.00	0.00	1,000.00	0.00%	0.00	
8.06	Remove Spoil Heap	1,145.00	0.00	1,145.00	0.00%	0.00	
8.07	Tree Surgery	4,643.05	760.00	3,883.05	16.37%	0.00	
8.08	CCTV - Insp/Repairs.	9,808.12	6,931.62	2,876.50	70.67%	6,807.00	
8.09	Function Fund (Town Clerk	1,000.00	0.00	1,000.00	0.00%	0.00	Town Clerk Ret.
8.10	Traffic Management	2,250.00	362.90	1,887.10	16.13%	0.00	Milton-on-Stour £500
8.11	H.Lane Sport Pitch	7,005.31	2,489.98	4,515.33	35.54%	0.00	Rec FA-£95,001.09.
8.12	Function Fund	1,568.75	1,325.17	243.58	84.47%	0.00	2017-18
8.13	Machinery Serving/repairs	4,412.29	0.00	4,412.29	0.00%	0.00	H/S Balance for Radios
8.14	Maint Play Areas	4,721.18	1,671.45	3,049.73	35.40%	0.00	Play bark £2K
8.15	Chapel Roof	5,000.00	5,000.00	0.00	100.00%	0.00	Half Roof
8.16	Workwear	1,577.14	69.06	1,508.08	4.38%	0.00	
8.17	Replacement Small Tools	2,715.00	0.00	2,715.00	0.00%	0.00	
8.18	Heritage Lighting Scheme	4,200.00	4,200.00	0.00	100.00%	0.00	
8.19	Sponsored Bedding Schm	3,868.00	677.46	3,190.54	17.51%	0.00	
8.20	Health & Safety	1,280.54	42.55	1,237.99	3.32%	0.00	
8.21	Staff Training Budget	7,115.00	338.40	6,776.60	4.76%	338.40	
8.22	Professional Advice Fund	650.00	650.00	0.00	100.00%	0.00	
8.23	Festive Lighting	1,018.78	322.50	696.28	31.66%	247.50	
8.24	Land Management	8,000.00	3,580.74	4,419.26	44.76%	2,170.00	
8.25	Hardings Park	1,868.00	0.00	1,868.00	0.00%	0.00	
8.26	Mayoral Allowance	421.00	421.00	0.00	100.00%	0.00	2017-18
8.27	Environmental Funds	1,076.38	978.33	98.05	90.89%	0.00	
8.28	St Mary Gillingham Scout	500.00	500.00	0.00	100.00%	0.00	Held in GR.
	<b>TOTAL</b>	<b>123,415.88</b>	<b>54,698.99</b>	<b>68,716.89</b>	<b>44.32%</b>	<b>26,534.75</b>	

68,716.89

**TOTAL PERCENTAGE OF UNSOLICITED COST SPENT TO DATE**

**44.32%**

# GILLINGHAM TOWN COUNCIL

## EXPENDITURE TO DATE FOR YEAR 2018/2019

Dec-18

ACCOUNT CODE	NOMENCLATURE	ESTIMATED PRECEPT ON OUTSET	CURRENT CUMULATIVE SPENT TO DATE	CURRENT CUMULATIVE DIFFERENCE	PERCENTAGE OF PRECEPT TO DATE	CURRENT QUARTERLY PAYMENT	NOTES
9.00	Maintenance of Land Transfer						
9.01	NS&I Draw down money (Hort.staff)	0.00%	0.00	0.00		0.00	F.Y.2018-19
TOTAL		0.00	0.00	0.00		0.00	

TOTAL PERCENTAGE OF LAND TRANSFER COSTS PRECEPT SPENT TO DATE

#DIV/0!

**GILLINGHAM TOWN COUNCIL**

Dec-18

[illegible]

2016/17

<b>BALANCE</b>	<b>£240,003.31</b>
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**Gillingham Town Council**

**Alterations to Town Council Workshops**

**Authors: Mr Simon Dobie, Works Manager and Mrs Julie Hawkins, Town Clerk**

**1. Background Information**

- **Building Work**

At the meeting of Full Council held on 26th November 2018 it was agreed that **"units 11 and 12 are refurbished immediately, including a mezzanine floor, using funds not to exceed £25,000 and financed from budget no. 6.03 – New Works Depot"**. This is recorded under Minute No. 593

In November 2018 the Fire Service carried out a fire risk inspection.

On Wednesday, 18<sup>th</sup> November 2018, an inspection was made by Michelle Mitcham, Senior Health and Safety Consultant for Ellis Whittam Ltd.

Following consultation with Michelle Mitcham, the Fire Service and the GTC Health and Safety Working Party, a specification was drawn up by the Works Manager for the required work.

The proposed specification of works were agreed by the General Purposes Committee at the meeting held on Monday 14th January. Three quotations will be obtained for consideration.

- **Heating**

In addition to the work detailed in the specification, it will be necessary to decommission and remove the existing warm air unit and replace with a new warm air unit, flue and swivel bracket.

Three Seven contractors have been asked to quote for the work.

Contractor 1: £4,120.00 Plus VAT  
Contractor 2: Unable to quote  
Contractor 3: Unable to quote  
Contractor 4: Unable to quote  
Contractor 5: No return  
Contractor 6: No return  
Contractor 7: No return

The quotation provided by Contractor 1 is detailed at **Appendix I**.

- **New door and window**

The Fire Officer has advised the council that a new fire exit door and window will be needed to the front of Unit 12. Three companies have been asked to quote for the work.

Contractor A: £ 998.33 plus VAT

Contractor B: £1,026.00 plus VAT

Contractor C: No return

- **Ancillary Items**

During the Health and Safety inspection the Works Manager was informed of additional ancillary items that will need to be purchased to the value of £6,535.64. These are listed at **Appendix II**.

## **2. Recommendations**

- **Subject to prior written approval by the landlord Contractor 1 is employed to decommission and remove the existing warm air unit and replace with a new warm air unit, flue and swivel bracket.**
- **Subject to prior written approval by the landlord Contractor A is employed to supply and fit one door and one window to the front of Unit 12 in line with the recommendations of the Fire Officer.**
- **Subject to prior written approval by the landlord the ancillary items listed at Appendix III are deferred for consideration by the General Purposes Committee following receipt of quotations for the building work.**

# **GILLINGHAM TOWN COUNCIL GRANTS CRITERIA POLICY**



GILLINGHAM TOWN COUNCIL  
THE TOWN HALL, SCHOOL ROAD, GILLINGHAM, DORSET SP8 4QR  
TEL: 01747 823588 EMAIL: [GTC@GILLINGHAMDORSET-TC.GOV.UK](mailto:GTC@GILLINGHAMDORSET-TC.GOV.UK)

# Document Control

Document Title:	Grants Policy
Publication Date	16.01.19
Policy Owner	Policy and Resources Committee
Date of Committee Approval	21 <sup>st</sup> January 2019
Minute Number	Minute no. 453
Related Legislation / Applicable Section of Legislation	Section 137 of the Local Government Act 1972
Policy Author(s)	The Mayor, Cllr Su Hunt Deputy Mayor, Cllr Barry Von Clemens Deputy Chair Policy and Resources, Cllr Paul Harris RFO, Ms Debra Edwards (Minute No. 433 of the Policy and Resources Committee Meeting held 19.11.18)
Applies to	All council members and officers
Version Number	1
Next Review Date	January 2020
Note	<i>The Ministry of Housing, Communities and Local Government has confirmed that the appropriate sum for parish councils for the purposes of section 137(4)9a) of the Local Government Act 1972 for 2019 - 202 is £8.12.</i>





## **Gillingham Town Council**

### **GRANTS CRITERIA POLICY 2019 /2020**

Gillingham Town Council makes grants annually to charitable and voluntary organisations under statutory provisions and subject to the limits imposed by legislation. In determining its priorities, the Town Council has therefore agreed that the following criteria must be met before a grant can be awarded.

1. The organisation must benefit the Gillingham community and priority will be given to applications:
  - That improve the quality of life for Gillingham residents
  - That support the viability of small Gillingham based groups
  - That clearly demonstrate financial need
2. The Town Council will on occasion support an organisation with a grant in consecutive years.
3. Grants will not normally be approved for services that are the responsibility of another statutory authority.
4. Applications for grants will only be considered if they are submitted on the appropriate forms and accompanied by the most recent set of accounts together with project details and a statement of use where appropriate (see Appendix 1).
5. The Town Council will advertise locally from the 1st of April requesting grant applications are returned by the 31<sup>st</sup> of July.
6. The payment of grants will be made as soon as practicable after the October Town Council meeting.
7. Any grant not used by the end of the financial year for which it was awarded will be returned to the Town Council.
8. Grants cannot be redistributed / gifted to other organisations or individuals.

Signed by

The Mayor of Gillingham: \_\_\_\_\_ Date: \_\_\_\_\_



## GILLINGHAM TOWN COUNCIL

### Application for Small Grant Assistance to Local Organisations 2019/20

<b>Name of Organisation</b>	
<b>Registered Charity Number</b> (if applicable)	
<b>Contact Name</b>	
<b>Position in Organisation</b>	
<b>Address</b>	
<b>Telephone Number</b>	
<b>Email Address</b>	
<b>Aims and Objectives of the Organisation</b> Please list, and explain how these are currently achieved.	
<b>Benefit to Gillingham</b> Please describe how your Organisation helps to benefit the people of Gillingham– include supporting information as necessary.	
<b>Purpose of Grant Sought</b>	

<b>Amount Requested</b>	£
<b>Amount in Figures</b>	
<b>Details of Grants Received From Gillingham Town Council Over the Past Five Years</b>	
<b>Details of Other Grants Received Over the Past Five Years</b> Please provide supporting evidence.	
<b>Outstanding Grant Applications</b> Please give details including amount(s) of grants from other sources.	
<b>Details of Other Fundraising Activities</b>	
<b>DECLARATION</b> I declare that the information I have provided in this application is, to the best of my knowledge, accurate and true.	
<b>SIGNED:</b> _____ <b>DATE:</b> _____	
<b>Completed applications and accompanying documents including a recent set of accounts must be sent to:</b> The Town Clerk, Gillingham Town Council, School Road, Gillingham, Dorset SP8 4QR	
<b>For Official Use</b> Application checked (date): Application acknowledged (date): Date of Committee Meeting (date) Application Decision: Applicant notified of decision (date):	