



GILLINGHAM TOWN COUNCIL

The Town Hall
School Road
GILLINGHAM

Dorset SP8 4QR

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FINANCE COMMITTEE

The minutes of the **Finance Committee** meeting held on **Monday, 21st October 2019**, at 7.30pm in the Council Chamber, Town Hall, Gillingham, Dorset.

Present

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

In Attendance

Town Clerk: Julie Hawkins

Responsible Financial Officer: Debra Edwards

Press and Public

Press: Michael Streeter, Gillingham and Shaftesbury News

Public: There were no members of the public present

Minute no.

066	Public Participation. <u>Please note:</u> 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.
067	To receive apologies.
	It was agreed and RESOLVED to accept the apologies received from Cllr Potheary.
068	To approve the minutes of the last meeting held on Monday, 16th September 2019.
	The Town Clerk informed the meeting that Minute No. 063b should state, 'Application £3,000' and not 'Application £1,000' as recorded in the draft minutes. It was agreed and RESOLVED to approve the minutes of the meeting held on Monday, 16 th September 2019, as amended.
069	To receive questions pertinent to the previous meeting.
	There were no question pertinent to the previous meeting.
070	To receive any declarations of interest. <u>Please note:</u> members are required to comply with the requirements of the Localism Act 2011, section 27, disclosable pecuniary interests.
	There were no declarations of interest.

071	To note payments for the previous month.
	The payments for September were noted. Please refer to Appendix A.
072	To authorise any payments between £5,000 and £9,999, in accordance with Financial Regulations, para 4.1.2.
	There were no payments due.
073	To receive any requests for virement of budgets.
	There were no virement requests.
074	To appoint a councillor to verify bank reconciliations for the next quarter (Oct to Dec), as per Financial Regulations para 2.2. <u>Please note:</u> this cannot be a Chairman or a cheque signatory.
	It was agreed and RESOLVED that Cllr Kilcourse should be appointed to verify the bank reconciliations for the next quarter (Oct to Dec), as per Financial Regulations para 2.2.
075	To receive Management Accounts for the six months ending 30th September 2019.
	The RFO presented the Management Accounts. Please refer to Appendix B. It was agreed and RESOLVED that the Management Accounts for the six months ending 30th September 2019, as presented, are approved and adopted.
076	To receive and consider sub-committee reports.
	The sub-committee had met on Wednesday 2nd October. Please refer to Appendix C. It was agreed and RESOLVED that the application pack, job description, contract and advert for the position of Horticultural Grounds Person is approved.
077	To receive and agree a Room Hire Policy (Version 2) for recommendation to Full Council.
	A draft Room Hire Policy had been circulated to members prior to the meeting. Please refer to Appendix D. It was agreed and RESOLVED that the Room Hire Policy, as presented, is recommended to Full Council for approval.
078	To receive and consider a report on the Annual Review of the CCTV.
	A report was circulated to members prior to the meeting. Please refer to Appendix E. <ul style="list-style-type: none"> • It was agreed and RESOLVED that an annual maintenance contract for CCTV surveillance equipment at a cost of £2,750 (ex VAT) is included in the precept for FY 2020/21. • It was agreed and RESOLVED that 1 no. CCTV camera is purchased for 'stock' at a cost of £1,250 (ex VAT) and financed from earmarked reserves FY 2019/20. • It was agreed and RESOLVED that the funds which remain unspent in the CCTV Repairs budget at 31st March 2020 and any earmarked reserves are held over for proposed CCTV works in FY 2020/21. • It was agreed and RESOLVED that £5,000 is considered for inclusion in the budget for FY 2020/21 for the provision of additional CCTV surveillance equipment. • It was agreed and RESOLVED that wayleaves are increased from £60 to £65 per camera with effect from FY 2020/21. • It was agreed and RESOLVED that the budget for unmetered supplies is increased to £200 per location.

079	To receive and consider a report on the future maintenance of the closed churchyard.
	<p>A report was circulated prior to the meeting. Please refer to Appendix F.</p> <ul style="list-style-type: none"> • It was agreed and RESOLVED that a budget line is allocated for the general maintenance of the closed churchyard. • It was agreed and RESOLVED that a budget line is allocated for future capital works that will be required in the closed churchyard. • It was agreed and RESOLVED that a Service Level Agreement is drafted following the outcome of the health and safety inspection in October.
080	To identify items relevant to Task and Finish Groups and Sub-Committees for inclusion in the Precept for the FY 2020/21.
(a)	<p>Allotment and Burials Sub-Committee. Cllr Toye confirmed that there are no new projects planned for the Financial Year 2020/21.</p>
(b)	<p>Annual Christmas Event and Festive Lighting Sub-Committee. A completed form has been submitted requesting funding for the Financial Year 2020/21.</p>
(c)	<p>Remembrance Parade. Cllr Weeks has confirmed that there are no requirements for funding for Financial Year 2020/21.</p>
(d)	<p>Cycle Link Task and Finish Group. The Task and Finish Group has submitted a completed form confirming that the project will be funded from s106 monies. There are no requirements for town council funding for Financial Year 2020/21.</p>
(e)	<p>Estate Management and Properties Sub-Committee. A completed form has been submitted requesting funding for Financial Year 2020/21.</p>
(f)	<p>Health and Safety Sub-Committee. A completed form has been submitted requesting funding for Financial Year 2020/21.</p>
(g)	<p>Traffic Management Sub-Committee. Awaiting submission of a form.</p>
(h)	<p>VE Day 75th Anniversary Celebration Event Task and Finish Group. A completed form has been submitted requesting funding for the Financial Year 2020/21.</p>
(i)	<p>Fingerpost Refurbishment Task and Finish Group. Cllr Toye confirmed that there will be a requirement for funding for Financial Year 2020/21.</p>
(j)	<p>Gillingham Gateways Task and Finish Group. A completed form has been submitted. There are no requirements for funding for Financial Year 2020/21.</p>
(k)	<p>Green Gillingham Event Task and Finish Group. Cllr Von Clemens confirmed that there are no requirements for town council funding for Financial Year 2020/21.</p>
(l)	<p>High Street Facilities Task and Finish Group. A completed form has not been submitted by the Task and Finish Group. The matter has now been delegated to the Town Clerk who will provide a break-down of required funding for Financial Year 2020/21.</p>

(m)	Greener Gillingham (climate change and carbon management plan) Task and Finish Group. A completed form has been submitted requesting funding for Financial Year 2020/21
(n)	Gillingham Royal Forest Project - GTC representatives. A completed form has been submitted. This project is not a Town Council led project and there are no requirements for funding for Financial Year 2020/21.
(o)	Town Seating Task and Finish Group. A completed form has been submitted. There are no requirements for funding for Financial Year 2020/21.
(p)	Woodwater Farm Sports Facility Task and Finish Group. A completed form has been submitted. There are no new projects planned for Financial Year 2020/21.
081	To receive matters pertinent to this meeting. Please note: 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).
(a)	The town clerk informed the meeting that Gillingham Library will be holding an event , Creating Drama from Local History, on Saturday 26 th October from 10.30am until 11.30am. Further information is available from Gillingham Library.
There being no other business on the agenda, the meeting closed at 8.12pm.	
Signed: _____ Date: 18th November 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 COUNCIL			PAYMENTS SEPTEMBER 2019			
NUMB	DATE			DESCRIPTION	RECIPIENT/SUPPLIER	GROSS (£)
	PAID	CHQ/DD				
1	03/09/2019	19310		Workshop rent and sv charge Sept to Dec 19	Goadsby & Harding (Commercial) Ltd	5,761.30
2	03/09/2019	19311		Hygiene	Aqua Cleaning Services Ltd	52.00
3	03/09/2019	19312		Mr Merlin Festive lights	W Jones	275.00
4	03/09/2019	19313		Reindeer Festive lights Balance	South West Reindeer Ltd	418.00
5	03/09/2019	19314		Father Xmas suit	Glad Rags	33.00
6	06/09/2019	19315		Accountancy Apprenticeship for J. Ezzard	Kingston Maurward College	100.00
7	06/09/2019	19316		Boardfix packers for High St Toilets	Sydenhams	8.39
8	06/09/2019	19317		cancelled	cancelled	0.00
9	06/09/2019	19318		water rates 8/2/19 - 28/8/19 x 3	Water 2 Business	396.23
10	10/09/2019	19319		water cooler	Angel Springs Ltd	50.74
11	10/09/2019	19320		Inspect War memorial	C Daniels	550.00
12	10/09/2019	19321		small goods	Crockers (Gillingham) Ltd	36.97
13	10/09/2019	19322		Willow tree damage	David Harness	174.00
14	10/09/2019	19323		cancelled		0.00
15	10/09/2019	19324		Councillor training	Dorset Association of Parish and Town Councils	530.00
16	10/09/2019	19325		Various goods	Mole Countrysides	17.14
17	10/09/2019	19326		Various goods	New Forest Farm Machinery Ltd	511.08
18	10/09/2019	19327		Inspection of play areas	The Play Inspection Company Ltd	891.00
19	10/09/2019	19328		Membership C Ratcliffe	The Society of Local Council Clerks	247.00
20	10/09/2019	19329		Various goods	Western Workshop Supplies Ltd	189.30
		30-19341&19347		Payroll	Payroll cheques Sept 2019	19,616.11
	18/09/2019					
		19342		Payroll	HMRC month 6	6,581.40
		19343		Payroll	Dorset Council Pension Fund month 6	7,197.21
21	11/09/2019	19344		Website design and build	DesignJam Limited	2,730.00
22	13/09/2019	19345		Back dated tax NI 2014-2018	HMRC	8,413.42
22	13/09/2019	19346		Back dated tax NI 2011-2013	HMRC	542.99
24	13/09/2019	19348		High Street toilets building work	Bjorn Construction	4,500.00
25	19/09/2019	19349		Petty cash top up float	Petty cash	32.09
26	25/09/2019	19350		Van tax HY66 XUJ	Post office ltd	260.00
27	25/09/2019	19351		CCTV	Custom Security Services	3,300.00
28	26/09/2019	19352		Milton on Stour TRO	Dorset Council	3,481.49
29	25/09/2019	19353		materials	Fencewize	29.84
30	25/09/2019	19354		Workshop refurbishment	Gary Stevens Electrical	102.00
31	25/09/2019	19355		Spares and materials	Lee Holmes Garden Macinery	169.45
32	25/09/2019	19356		Weekend orderley & office cleaning	MG Cleaning	915.00
33	25/09/2019	19357		Audit fee	PKF Littlejohn LLP	1,920.00
34	25/09/2019	19358		Materials	P&R Hurt	144.00
35	25/09/2019	19359		Materials	Screwfix	22.58
36	25/09/2019	19360		Materials	Sydenhams	9.38
37	25/09/2019	19361		Materials	Tudor UK Ltd	92.88
38	25/09/2019	19362		Travelling expenses	B. Von Clemens	158.01
39	25/09/2019	19363		Outreach work	Youth Resource Services	441.67
40	25/09/2019	19364		Grant to Litter Pickers (Funds from Dorset Litter Free	3RP Litter Pickers	800.00
41	27/09/2019	19365		Water rates	Water 2 Business	185.91
42	27/09/2019	19366		Water rates	Water 2 Business	39.40
43	27/09/2019	19367		Public WC elect	British gas	39.43
44	30/09/2019	19368		Petty cash top up float	Petty cash	56.32
						72,021.73
	03/09/2019	DD		Town Hall elect	British Gas	143.52
	09/09/2019	DD		Fuel	Right Fuel	147.86
	16/09/2019	DD		Sage 50 accounts	Sage	72.00
	16/09/2019	DD		Rates	Dorset Council	139.00
	16/09/2019	DD		Fuel	Right Fuel	360.68
	16/09/2019	DD		Rates	Dorset Council	2,489.00
	20/09/2019	DD		CCTV elect	British Gas	14.32
	23/09/2019	DD		Fuel	Right Fuel	83.29
	26/09/2019	DD		Town Meadow elect	British Gas	9.95
	30/09/2019	DD		Chantry elect	Utility Warehouse	34.80
	30/09/2019	DD		Old Mortuary elect	Utility Warehouse	36.77
	30/09/2019	DD		Chapel elect	Utility Warehouse	44.48
	30/09/2019	DD		Town Hall gas	Utility Warehouse	89.25
	30/09/2019	DD		Workshop elect	Utility Warehouse	135.44
	30/09/2019	DD		Fuel	Right Fuel	213.56
						4,013.92
				TOTAL PAYMENTS SEPTEMBER 2019		76,035.65

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**GILLINGHAM TOWN COUNCIL
BALANCE SHEET**

AT 30/09/2019

CURRENT ASSETS

Debtors

VAT	5,880.87
Other debtors	
	5,880.87

Cash at Bank

Lloyds Current Account	-21,247.38
Lloyds Deposit Account	840,189.41
NS&I account	241,743.83
Petty cash	150.00

1,060,835.86

CURRENT ASSETS 1,066,716.73

CURRENT LIABILITIES

Trade Creditors	16,553.58
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TOTAL LIABILITIES 16,553.58

NET CURRENT ASSETS 1,050,163.15

30/09/2019

REPRESENTED BY:

General reserves

Brought forward 1/4/19	191,427.47
Surplus for 6 months to 30/9/19	510,242.03

Earmarked from 1/4/19	-115,044.44
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Total General reserves 586,625.06

Earmarked Reserves - Brought forward 1/4/19	348,493.65
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Earmarked from 1/4/19	115,044.44
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463,538.09

NET RESERVES 1,050,163.15

GILLINGHAM TOWN COUNCIL YE 31/3/2020											
2019/20											
EARMARKED FUNDS											
BROUGHT FORWARD 1/4/2019				£348,493.65							
		Allocated to									
SAGE	SAGE	SAGE	Description	Opening	Earmarked	Total	Adjustments	Sub	Expenditure	Closing	
Dept no	Restricted	NL code		Balance	2019/20		and	Total	allocated	Balance	
	Fund			01/04/19			Income		to be allocated	30/09/19	
				NL 3000							
4		7067	Ancillary expenses (TH)	500.00		500.00		500.00		500.00	
5		5402	High Street Enhancement	791.00		791.00		791.00		791.00	
6		7015	Staff training	1,115.00		1,115.00		1,115.00		1,115.00	
7	1	5407	Festive Lighting	1,210.58		1,210.58	250.00	1,460.58		1,460.58	
8		7611	Health and Safety	1,280.54		1,280.54		1,280.54		1,280.54	
9		7025	Workwear	1,577.14		1,577.14		1,577.14		1,577.14	
10		5200	Tree surgery	2,143.05		2,143.05		2,143.05		2,143.05	
11		7305	Vehicles and Equipment Fuel	2,589.94		2,589.94		2,589.94		2,589.94	
12		TBA	Hardings Lane Sport Pitch S106	4,322.33		4,322.33	1,383.95	5,706.28		5,706.28	
13		8003	Large machinery/vehicles	4,412.29		4,412.29		4,412.29		4,412.29	
14		5062	Sponsored bedding scheme	4,838.65		4,838.65		4,838.65		4,838.65	
15		5410	Completion refurb Toilets	15,441.34		15,441.34		15,441.34		15,441.34	
16		5316	Play area - Marlott Road	40,000.00		40,000.00		40,000.00		40,000.00	
17	2	TBA	Grant NDDC Gateway Project	70,000.00		70,000.00		70,000.00		70,000.00	
18		TBA	New Works Depot	95,500.00	51,920.00	147,420.00		147,420.00		147,420.00	
19		TBA	Estate Manaement Open Spaces	102,771.79		102,771.79		102,771.79		102,771.79	
20	3	5200	Tree Planting		190.00	190.00		190.00		190.00	
21		7500	Printing costs Dorset Council		1,800.00	1,800.00		1,800.00		1,800.00	
22		7058	Town Hall Refurb		1,519.00	1,519.00		1,519.00		1,519.00	
23		6040	CCTV		2,500.00	2,500.00		2,500.00		2,500.00	
24	4	5459	Dorset Litter Free		2,500.00	2,500.00		2,500.00		2,500.00	
25		TBA	Old Mortuary refurb		3,000.00	3,000.00		3,000.00		3,000.00	
26		7009	HMRC payment		9,000.00	9,000.00		9,000.00		9,000.00	
27		7003	Payroll		10,000.00	10,000.00		10,000.00		10,000.00	
28		7085	Workshop refurb (Old Market)		25,000.00	25,000.00		25,000.00		25,000.00	
29			not used			0.00		0.00		0.00	
30		5090	Interpretation panels			0.00	2,000.00	2,000.00		2,000.00	
31		5405	Self watering planters			0.00	1,000.00	1,000.00		1,000.00	
32	5	5408	Milton on Stour TRO			0.00	2,981.49	2,981.49		2,981.49	
						0.00		0.00		0.00	
						0.00		0.00		0.00	
				348,493.65	107,429.00	455,922.65	7,615.44	463,538.09	0.00	463,538.09	
			Reconciliation	Linked to Budget lines (to be allocated)							134,640.02
				Balance Earmarked funds							328,898.07
											463,538.09
											Page 3

GILLINGHAM TOWN COUNCIL YE 31/3/2020			2019/20	2019/20	2019/20	ACTUAL	PHASED	Variance		2019/20		
2019/20			BUDGET	VIREMENT	ADJUSTED	EXPENDITURE	BUDGET			BUDGET		
INCOME AND EXPENDITURE ACCOUNT					BUDGET	Totals	2019/20	2019/20	%	2019/20		
EXPENDITURE						Months 1 to 6	Months 1 to 6	Months 1 to 6	% spend	Balance		
	SAGE											
1	CODES	CEMETERY, CHAPEL, OLD MORTUARY, GARDEN OF REMEMBRANCE & CLOSED CHURCHYARD	OLD									
	5000	Cemetery	CODES									
	5001	Maintenance and spoil heap/vandalism	3.01/02/ 03	1,900	1,900	0.00	950	-950	0.00%	1,900		
	5002	General rates	3.04	4,000	4,000	4,133.61	4,000	134	103.34%	-134		
	5003	Water rates	3.05	210	210	211.50	105	107	201.43%	-2		
				6,110	0	6,110	4,345.11	5,055	-710	85.96%	1,765	
	5010	Chapel										
	5011	General Maintenance/Repairs/vandalism	3.09/3.1	700	700	0.00	350	-350	0.00%	700		
	5012	Electricity	3.08	100	100	227.98	50	178	455.96%	-128		
				800	0	800	0	227.98	400	-172	57.00%	572
	5020	Old Mortuary										
	5021	General Maintenance/Repairs/vandalism	3.16/.15	700	700	0.00	350	-350	0.00%	700		
	5022	General rates - NOT BILLED	3.12	4,000	4,000		0	0	#DIV/0!	4,000		
	5023	Water rates	3.13	210	210	0.00	105	-105	0.00%	210		
	5024	Electricity	3.14	630	630	112.10	315	-203	35.59%	518		
				5,540	0	5,540	0	112.10	770	-658	14.56%	5,428
	5030	Garden of Remembrance										
	5031	New Paths & maintenance	3.18	2,300	2,300	0.00	1,150	-1,150	0.00%	2,300		
	5050	Closed Churchyard										
	5051	Pest control	3.34	500	500	0.00	250	-250	0.00%	500		
		TOTAL		15,250	0	15,250	0	4,685.19	7,625	-2,940	61.45%	10,565
											Page 4	

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GILLINGHAM TOWN COUNCIL YE 31/3/2020			2019/20	2019/20	2019/20	ACTUAL	PHASED	Variance	2019/20	
2019/20			BUDGET	VIREMENT	ADJUSTED	EXPENDITURE	BUDGET		BUDGET	2019/20
INCOME AND EXPENDITURE ACCOUNT					BUDGET	Totals	2019/20	2019/20	%	2019/20
EXPENDITURE						Months 1 to 6	Months 1 to 6	Months 1 to 6	% spend	Balance
	SAGE									Funds
3	CODES	ESTATE MANAGEMENT	OLD							
	5060	Estate Management	CODES							
	5061	Estate management costs - General	8.02	4,400	4,400	1,241.99	2,200	-958	56.45%	3,158
	5062	Estate Management costs - Bedding Planting scheme	8.03	4,000	4,000	2,740.80	2,000	741	137.04%	1,259
	5063	Contract summer gardener - NOW ON PAYROLL	8.04	9,000	-9000	0	0	0		0
	5070	Estate Management costs - Entry fees	8.05/06 /07	1,160	1,160	220.00	580	-360	37.93%	940
	5080	Estate Management costs - General maintenance & Green waste	8.11	2,500	2,500	900.00	1,250	-350	72.00%	1,600
	5081	Estate Management costs - Hay crop	8.09	1,500	1,500		750	-750	0.00%	1,500
	5082	Estate Management costs - Hedge flailing	8.10	1,000	1,000		500	-500	0.00%	1,000
	5090	Estate Management costs - Promotions and signage	8.15	2,000	2,000		2,000	-2,000	0.00%	2,000
	5100	Estate Management costs - Town Meadow			0		0	0		0
	5101	Estate Management costs - Town Meadow Electricity	8.17/.18	1,659	1,659	67.48	830	-762	8.14%	1,592
	5102				0		0	0		0
	5200	Estate Mngt costs - Tree planting, surgery and Risk assess	8.12/.13 /14& 13.19	10,700	10,700	1,040.40	5,350	-4,310	19.45%	9,660
	5201	Estate Mngt costs - Forward Developments Rent	13.20	850	850		850	-850		850
					0		0	0		0
		TOTAL		38,769	-9,000	29,769	0	6,210.67	0	16,310
								-10,099	38.08%	23,558
										9,172
										Page 6

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GILLINGHAM TOWN COUNCIL YE 31/3/2020			2019/20	2019/20	2019/20	ACTUAL	PHASED	Variance		2019/20						
2019/20			BUDGET	VIREMENT	ADJUSTED	EXPENDITURE	BUDGET			BUDGET		2019/20				
INCOME AND EXPENDITURE ACCOUNT					BUDGET	Totals	2019/20	2019/20	%	2019/20		Earmarked				
EXPENDITURE						Months 1 to 6	Months 1 to 6	Months 1 to 6	% spend	Balance		Funds				
	SAGE															
12	CODES	PREMISES - WORKSHOP (OLD MARKET)	OLD													
	7076	Premises - Workshop	CODES													
	7077	Workshop - Landlord rent	4.09	23,044	23,044	9,250.00	11,522	-2,272	80.28%	13,794						
	7078	Workshop - General rates	4.1	7,200	7,200	7,750.50	7,200	551	107.65%	-551						
	7079	Workshop - Water rates	4.07	550	550	185.91	275	-89	67.60%	364						
	7080	Workshop - Landlord insurance & service charges	4.16	400	400	932.35	400	532	233.09%	-532						
	7081	Workshop - Electricity	4.05	2,000	2,000	564.51	1,000	-435	56.45%	1,435						
	7082	Workshop - Gas	4.06	1,500	1,500	67.63	750	-682	9.02%	1,432						
	7083	Workshop - heating oil and other heating costs			0		0	0		0						
	7084	Workshop - General maintenance and repairs	4.03/.04	950	950	480.13	475	5	101.08%	470						
	7085	Workshop - Refurbishment	4.08	5,000	5,000	4,110.24	5,000	-890	82.20%	890		25,000				
	7086	Workshop - Cleaning materials and hygiene	4.01/.02	275	275	267.38	138	130	194.46%	8						
	7087	Workshop - Gas boiler service & maintenance	4.14	700	700		700	-700	0.00%	700						
	7088	Workshop - Fire alarm and extinguisher service	4.17	225	225		225	-225	0.00%	225						
	7089	Workshop - Fire alarm replacement	4.18	2,000	2,000		2,000	-2,000	0.00%	2,000						
	7090	Workshop - Burglar alarm maintenance	4.13	300	300	356.00	300	56	118.67%	-56						
	7091	Workshop - Water cooler	4.15	400	400	218.86	200	19	109.43%	181						
	7095	Workshop - Sundries			0	254.28	0	254		-254						
	7096	Workshop - Health & Safety			0	59.14	0	59		-59						
					0		0	0		0						
		TOTAL		44,544	0	44,544	0	24,496.93	0	30,185	0	-5,688	81.16%	20,047		25,000
																Page 15

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	GILLINGHAM TOWN COUNCIL YE 31/3/2020			2019/20	2019/20	2019/20	ACTUAL	PHASED	Variance		2019/20			
	2019/20			BUDGET	VIREMENT	ADJUSTED	EXPENDITURE	BUDGET			BUDGET			
	INCOME AND EXPENDITURE ACCOUNT					BUDGET	Totals	2019/20	2019/20	%	2019/20			
	EXPENDITURE						Months 1 to 6	Months 1 to 6	Months 1 to 6	% spend	Balance			
	SAGE													
17	CODES	PROFESSIONAL FEES, SUBSCRIPTIONS, IT, LICENCES & LEASING	OLD											
			CODES											
	7600	Legal Fees	13.12	1,500		1,500		750	-750	0.00%	1,500			
	7601	Audit Fees	13.18	2,900		2,900	1,888.09	2,900	-1,012	65.11%	1,012			
	7602	Accountancy Fees				0		0	0		0			
	7603	General Consultancy Fees	13.11	1,800		1,800		900	-900	0.00%	1,800			
	7604	Professional Fees	13.08	1,250		1,250		625	-625	0.00%	1,250			
	7605	HR Consultancy	13.09/.1	3,873		3,873		1,937	-1,937	0.00%	3,873			
	7606	Software Subscriptions (Sage)	1.13/1.14	2,724		2,724	395.50	1,362	-967	29.04%	2,329			
	7607	Subscriptions (Memberships, fees and publications)	13.01/.02/.03	3,004		3,004	1,955.06	1,502	453	130.16%	1,049			
	7608	Licences (General)	13.07	75		75		38	-38	0.00%	75			
	7700	Equipment Hire				0		0	0		0			
	7701	Office Machine Maintenance				0		0	0		0			
	7702	Equipment Leasing				0		0	0		0			
	7703	Leasing Costs				0		0	0		0			
	7705	IT Leasing costs (Dorset Council)	13.16	4,266		4,266	3,907.50	2,133	1,775	183.19%	359			
						0		0	0		0			
		TOTAL		21,392	0	21,392	8,146.15	0	12,146	0	-4,000	67.07%	13,246	
												Page 20		

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Gillingham Town Council

Finance Sub-committee

Notes of a meeting held on Wednesday 2nd October 2019

Present:

Cllr Paul Harris, Cllr Sharon Cullingford, Cllr Mick Hill, Cllr Donna Toye and the Town Clerk.

Apologies:

Cllr Barry Von Clemens

a) Salary budget and staff costs for FY2020/21.

It was agreed that further information is required before a recommendation can be made.

b) To receive a letter of resignation from a member of the Horticultural Grounds Team.

The resignation letter was received and accepted. It was agreed that the vacancy should be filled and a draft application pack, job description, contract and advert should be presented to the Finance Committee for consideration and approval.

c) To consider the purchase of mobile phones for use by staff.

During a recent GDPR Audit it was noted that staff were using personal mobile phones for council business. The council should provide mobile phones to be used for council business such as receiving CCTV security images. Cllr Toye presented various options for consideration. It was agreed that further information should be obtained from Dorset Council before a recommendation can be made.

RECOMMENDATIONS TO FINANCE COMMITTEE

- **That the application pack, job description, contract and advert for the position of Horticultural Grounds Person is approved.**

GILLINGHAM TOWN COUNCIL

DRAFT ROOM HIRE POLICY



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

DOCUMENT CONTROL

Publication Date	28 th October 2019
Policy Owner	Full Council
Date of Review	October 2020
Minute Number	<u> </u>
Related Legislation / Applicable Section of Legislation	Health & Safety at Work etc Act 1974 Local Government Act 1973 Equality Act 2010 Electricity at Work Regulations
Policy Author	Cllr Graham Poulter
Applies to	Members of the public, groups and organisations, councillors and officers of Gillingham Town Council
Version Number	1
Next Review Date	October 2020
Notes	

GILLINGHAM TOWN COUNCIL ROOM HIRE POLICY

1. This policy sets out the procedure for the hire of premises belonging to Gillingham Town Council with the aim of providing a fair and transparent process for hirers.
2. Room 1 and the Council Chamber at the Town Hall, School Road, Gillingham, SP8 4QR, Chantry Community Office, Chantry Fields, Gillingham SP8 4UA and the Town Bridge Office, High Street Car Park, Gillingham SP8 4AA will be available for hire by all members and organisations of the community, subject to Paragraph 3 hereof, in compliance with the provisions of the Equality Act 2010.
3. Gillingham Town Council does not permit its premises to be used for political rallies, demonstrations, illegal or immoral purposes.
4. Gillingham Town Council has the right to cancel any booking at any time without stating a reason but will in all cases act reasonably.
5. All bookings will be subject to availability.
6. Councillors may use the premises free of charge where the use is solely connected with their role as a Gillingham Town Councillor or a Dorset Councillor.
7. Hire charges for each year commencing 1st April will be set by the Finance Committee of Gillingham Town Council.
8. All hirers shall pay the hire charge within 14 days of the date of the invoice except where the hire charge has been waived in accordance with clause 9.
9. A potential hirer may apply for a waiver of the hire charge and if such an application is made it shall be considered by Gillingham Town Council which shall apply the following criteria in reaching its decision:
 - the proposed use must be for charitable purpose.
 - the charitable purpose must benefit the Gillingham community.
 - the applicant must demonstrate financial need.An application for waiver of the hire charge must be on the appropriate form, Appendix B.
10. The procedure for room hire shall be as follows:
 - An application shall be submitted, on either Appendix A or Appendix B as appropriate.
 - The application shall be considered by the Office Manager or, in their absence, the Town Clerk or Deputy Town Clerk, who will notify the applicant of the outcome and whose decision shall be final.
 - Upon receipt of the completed and signed Booking Form the booking shall be confirmed.
11. Wedding Ceremonies must be booked directly with Dorset Registration Service.

TERMS AND CONDITIONS OF HIRE

Definitions

In these terms and conditions:

'Agreement' means the Booking Form and the Hire Conditions.

'The Booking Form' means the Booking form annexed hereto and signed by the Hirer and signed on behalf of the Council.

'The Building' is the building of which the room forms part.

'The Council' shall mean Gillingham Town Council.

'The event' is the event for which the room is booked.

'the Hire Conditions' mean the Terms and Conditions of Hire set out below.

'The Hirer' mean the person signing the Booking Form. Where an organisation is named on the Booking Form that organisation shall also be considered the Hirer and shall be jointly liable with the person who signed the contract.

'The Room' shall mean the room booked and referred to in the Booking Form.

'The Town Clerk', 'the Deputy Town Clerk' and 'the Office Manager' shall mean the Town Clerk, the Deputy Town Clerk and the Office Manager for the time being of the Council.

'The period of hire' shall mean the date(s) and time(s) referred to in the Booking Form.

TERMS AND CONDITIONS OF HIRE

The Agreement with the Council for the hire of the Room is subject to the Hire Conditions.

1 UNDERTAKING OF THE HIRER

The Hirer undertakes and confirms that they have read and understood the Hire Conditions.

2 SUPERVISION BY THE HIRER

The Hirer undertakes to be present, or to arrange for sufficient adult representation to be present throughout the period of hire to ensure compliance with the Hire Conditions.

3 RESPONSIBILITY OF THE HIRER

The Hirer shall throughout the period of hire be responsible for:

- 3.1 the supervision of the use of the Room and the care of its fabric and contents.
- 3.2 ensuring that the Room (including the kitchen, kitchen appliances, crockery and toilets, as appropriate) is left clean and tidy with rubbish removed from the Building and its curtilage at the end of the hire period.
- 3.3 ensuring that all equipment, chairs, tables, kitchen appliances and crockery have been safely returned to their original positions and storage positions.
- 3.4 ensuring that at the end of the hire period the Room is cleared of all people, all lights are switched off and the Room and where appropriate the Building made secure except for any facilities room or public area in use by the Council.
- 3.5 ensuring that no animals, reptiles or birds, save for guide dogs, hearing dogs or assist dogs are brought into the Room or the Building.

4. RISK ASSESSMENT

The Hirer shall prior to commencement of the event for which the Room has been hired complete the Risk Assessment Form which shall be available in the Room upon arrival and shall, upon request, provide the same to the Town Clerk, the Deputy Town Clerk or the Office Manager. The form is not intended to be exclusive and the Hirer shall be solely responsible for ensuring that a full and adequate Risk Assessment is carried out.

5. FIRE REGULATIONS

The Hirer shall:

- 5.1 prior to the start of an event indicate to the attendees the fire exits and the Assembly Point.

The Assembly Point for the Town Hall is the Royal British Legion Car Park, for the Chantry Community Office it is the area adjacent to the footbridge at the rear of the building and for the Town Bridge Office it is under the flag pole at the front of the High Street Car Park.
- 5.2 at all times ensure that the 'Emergency Exit' Signs (if any) are kept illuminated.
- 5.3 ensure that all access routes, fire extinguishers and firefighting apparatus are kept clear of obstructions.
- 5.4 ensure that no highly flammable substances are brought into the Room.

5.5 upon any outbreak of fire, however slight:

- sound the alarm
- call the Fire Brigade
- evacuate the Room by the shortest practical route, closing all doors when the Room is cleared
- upon evacuation, remove the Room Attendance Register as long as there is no personal risk.
- tackle the fire using the firefighting equipment provided as long as there is no personal risk.

6 USE OF THE ROOM

The Hirer shall not:

- 6.1 use the Room for any purpose other than that stated in the Booking Form.
- 6.2 sub-hire the Room.
- 6.3 use or allow the Room to be used for any unlawful purpose.
- 6.4 do anything or bring on to the Room anything which might endanger the Room or the Building or any user of the Room or the Building or render invalid any insurance policy effected by the Council.
- 6.5 permit or allow any illegal drugs to be brought into the Room.
- 6.6 permit or allow smoking in the Room or in the Building or within the curtilage of the Building.
- 6.7 permit the use of any naked lights or flames in any part of the Room or the Building.
- 6.8 no alterations or additional may be made to the Room and no fixtures or other articles are to be attached in any way to any part of the Room.

7. SAFEGUARDING OF CHILDREN AND VULNERABLE ADULTS

The Hirer must ensure that any activities for children and vulnerable adults comply with the current legislation in that regard and that only fit and proper persons have access to children or vulnerable adults.

CHILD PROTECTION POLICIES AND THE IMPLEMENTATION THEREOF
ARE THE RESPONSIBILITY OF THE HIRER.

8. INSURANCE

The Council will provide public liability cover in the sum of £2,000,000 for one off Hirers but otherwise the Hirer shall provide its/his/her own public liability insurance with a minimum cover of £2,000,000 and for such other risks as it/he/she deems appropriate.

Where the Hirer is to provide insurance, the Hirer shall if so requested produce evidence of such insurance.

9. INDEMNITY

The Hirer shall indemnify and keep indemnified:

- 8.1 the Council for any damage (including accidental or malicious damage) done during the hire period to the Room including any part of the curtilage or The Building or its contents. The cost of such damage shall be certified by the Town Clerk whose decision shall be final.
- 8.2 all claims, losses, damages and costs made against or incurred by the Council, its employees, agents or invitees in respect of damage or loss of property or injury to persons arising out of the Hirers use of the Room or of any equipment of whatever nature provided by the Council for the Hirers use.
- 8.3 the use of any equipment provided by the Council is at the risk of the Hirer and the Council will accept no liability or responsibility for it unless any damage to it is caused solely by the negligence of the Council or its employees.

10. LEGISLATION

The Hirer shall comply and observe with the terms, conditions and requirements of any Act of Parliament, Statutory, Instrument or Regulation under which the Room may be used and shall not do or permit to be done, or permitted in or about the Room any sort of thing which would be a breach of any such Act of Parliament, Statutory Instrument or Regulation.

11. SERVICES PROVIDED BY THE COUNCIL

The Council will:

- 10.1 throughout the hire period provide toilet facilities, normal heating and normal lighting of the Room (but not further or otherwise) hot and cold water but shall not be responsible for any failure thereof or defect to the heating and/or lighting or for anything which prevents the supply of hot and cold water or loss or damage resulting there from unless due solely to the negligence of the Council or its servants or agents.
- 11.2 a security number for the Hirer to lock and unlock the Building as may be necessary.
- 11.3 in the case of the Council Chamber and Room 1:
 - 11.3.1 no access is permitted via the front door of the Building outside of office hours.
 - 11.3.2 limited parking is permitted in the carpark adjoining the Building in the marked spaces only, at the owner's own risk and is subject to availability.

12. NOISE, MUSIC, ELECTRICAL EQUIPMENT

The Hirer shall ensure:

- 12.1 that the minimum of noise is made on arrival and departure particularly when late at night or early in the morning.
- 12.2 that any provision of music is to be kept to a noise level which does not cause any nuisance or disturbance to other occupiers of the Building or neighbouring properties and in any event shall end at 2300 hours.
- 12.3 that no amplifiers, musical instruments or associated equipment are to be connected to the mains electricity supply or used without the prior permission of the Council and without the provision of RCD circuit breakers.

- 12.4 that any electrical equipment or appliances brought by the Hirer into the Room and used there are safe and PAT tested, in good working order and used in a safe manner in accordance with any relevant legislation.
- 12.5 that any extension leads used should be completely unwound and laid so as not to cause a trip hazard.

13. ROOM ATTENDANCE REGISTER

The Hirer must ensure that all persons attending the Premises sign the Room Attendance Register which will be available in the Room upon arrival.

14. ACCIDENTS

The Hirer must report to either the Town Clerk, the Deputy Town Clerk or the Office Manager as soon as practically possible:

- 14.1 any failure of equipment provided by the Council.
- 14.2 any injury or accident involving injury to any member of the public or attendee at the event and complete the relevant sections in the Council's Accident Book.

15. CANCELLATION

- 15.1 bookings cancelled between 14 and 30 days of the event will be subject to a charge of 25% of the hire fee.
- 15.2 bookings cancelled less than 14 days prior to the event will be subject to a charge of the whole of the hire fee.

Such charges are to be imposed at the sole discretion of the Town Clerk or, in their absence, the Deputy Town Clerk.

- 15.3 the Council may cancel the hiring at any time without stating a reason and, if so, the Council shall refund to the Hirer all monies paid by it/him/her to the Council provided that the Council shall not be liable to pay any compensation to the Hirer in respect of such cancellation.

16. THIRD PARTY RIGHTS

None of the provisions of this Agreement are intended to or will operate to confer any benefit pursuant to the Contracts (Right of Third Parties) Act 1999 or a person who is not named as a party to this Agreement.

17. NO RIGHTS

This Agreement constitutes permission only to use the Premises and confers no tenancy or other right of occupation to you.



GILLINGHAM TOWN COUNCIL

The Town Hall

School Road

GILLINGHAM

Dorset SP8 4QR

Tel: 01747 823588

Email: gtc@gillinghamdorset-tc.gov.uk

Web site: www.gillinghamdorset-tc.gov.uk

Booking Form – Appendix A

Please note: All room hire is subject to availability. Please contact a member of staff at the Town Hall to check room availability before completing this form.

Contact Name			
Name of Business / Organisation			
Registered Charity Number (if applicable)			
Address			
Telephone numbers			
Email address			
Date(s) of room Hire			
Times of room hire	Arrival		Departure
Please indicate which room you require.			
Council Chamber	Chantry Community Office	Town Hall Office1	Town Bridge Community Office
Room Hire Fee	Room Hire Fee	Room Hire Fee	Room Hire Fee
How often do you require room hire? For example: weekly, monthly, annually, term time.			
Do you require use of a food preparation area? (NB: No hot food)			
What the will the room be used for? Eg. Meeting, exhibition, training course			
Will the event be open to the public?		Yes / No	

DECLARATION

The individual and / or organisation detailed above accept and agree to the terms and conditions of hire annexed hereto. I confirm I am over 18.

SIGNED:

DATE:

Please send completed booking forms to:
The Office Manager
Gillingham Town Council
School Road, Gillingham, Dorset SP8 4QR

For official use:

• Booking confirmed

✓



GILLINGHAM TOWN COUNCIL

The Town Hall

School Road

GILLINGHAM

Dorset SP8 4QR

Tel: 01747 823588

Email: gtc@gillinghamdorset-tc.gov.uk

Web site: www.gillinghamdorset-tc.gov.uk

Application for Free Room Hire – Appendix B

Please note: Before making an application, please make sure that the room you require is available. Please note that applications will be considered by the Full Council and must be submitted not less than 10 days before its next meeting.

Name of Organisation				
Registered Charity Number (if applicable)				
Contact Name				
Address				
Telephone numbers				
Email address				
Date(s) required				
Times required		Arrival		Departure
Please indicate which room you require?				
Council Chamber(✓)	Chantry Community Office (✓)	Town Hall Office1 (✓)	Town Bridge Community Office (✓)	
How often do you require room hire? For example: weekly, monthly, annually, term time.				
Do you require use of a food preparation area? (NB: No hot food)				
Aims and objectives of the organisation Please explain how these are currently achieved.				

Benefit to Gillingham Please describe how your organisation helps to benefit the people of Gillingham—include supporting information as necessary.		
What is your reason for room hire assistance? For example: new group, no other sources of funding.		
Details of grants received from Gillingham Town Council over the past five years		
Details of other grants received over the past three years.		
Details of other fundraising activities For example: coffee mornings.		
DECLARATION The individual and / or organisation detailed above accept and agree to the terms and conditions of hire annexed hereto. I confirm I am over 18. <div> SIGNED: <div style="float: right;">DATE:</div> </div>		
Please send completed applications to: Gillingham Town Council School Road Gillingham, Dorset SP8 4QR	For official use:	✓
	• Application Checked	
	• Application acknowledged	
	• Date of committee meeting	
	• Application decision Yes/No	
	• Applicant notified of decision	

**GILLINGHAM TOWN COUNCIL**

The Town Hall

School Road

GILLINGHAM

Dorset SP8 4QR

Tel: 01747 823588

Email: gtc@gillinghamdorset-tc.gov.ukWeb site: www.gillinghamdorset-tc.gov.uk**GILLINGHAM TOWN COUNCIL LETTING FEES FY2020/21**

ROOM	CHARGE PER SESSION COMMERCIAL RATE	CHARGE PER SESSION NON-PROFIT MAKING
Civic Hall	£100	£100
Council Chamber	£50	£25
Town Hall Office 1	£10	£10
Chantry Community Office	£15	£10
Town Bridge Community Office	£15	£10

Please note that a session is equal to a morning, an afternoon or an evening for all rooms except the Civic Hall. A session at the Civic Hall will covers a civil ceremony or naming ceremony.

Gillingham Town Council

Annual Review of CCTV

Author: Clare Ratcliffe, Deputy Town Clerk

1. Introduction

Under the Crime and Disorder Act 1998 s17, as amended by the Police Justice Act 2006, local authorities must have a focus on reducing crime, disorder and the fear of crime to improve the quality of life in their areas. Under this provision, Gillingham Town Council has undertaken to provide Dorset Police with CCTV surveillance equipment and has provided for a youth outreach service to reach those young people who do not engage in a formal setting. Both projects have been working successfully.

2. Proposal

An annual review of the CCTV took place on Tuesday, 24th September. The youth outreach will be reviewed separately on Thursday, 17th October. This report deals solely with the provision of CCTV monitoring and surveillance equipment.

3. CCTV Annual Review

The annual review of the CCTV was attended by: Cllr Barry Von Clemens, Cllr Frith, PCSO Nicky Fear, PCSO Vicky Leavy, the Deputy Town Clerk and Mr Lee Staff, Director of Custom Security.

CCTV monitoring and surveillance equipment continues to prove a useful tool in helping to prevent and solve crime. All camera locations are justified. Some of the equipment has been updated from analogue to digital. Previous problems with the new control equipment have been resolved.

4. Data Protection – GDPR

Each year the Deputy Town Clerk completes a Data Impact Assessment; however, the Town Council has no control of the CCTV system. The system is effectively 'gifted' to Dorset Police for its exclusive use and monitored from a Control Room (with restricted access) at Gillingham Police Station.

Following a GDPR audit in August and a recent verbal discussion with the auditor, it has been recommended that the town council contacts Dorset Police to strongly suggest that the Data Impact Assessment is undertaken by Dorset Police in future. A letter was sent earlier in October and a formal response is awaited from the Data Controller at Dorset Police.

The CCTV purchased for use in the workshop would still require a Data Impact Assessment (DIA) to be completed as this system is monitored by town council staff.

5. Works undertaken in FY2019/20

The camera that is held in stock has been used to replace a failed camera. This work was undertaken during routine maintenance to eliminate installation costs.

A replacement camera to be held in stock will cost £1,250 ex VAT.

6. Proposed Works FY 2020/21

Dorset Police has requested that the system is extended with a further two cameras to monitor traffic travelling through the town. This is in preference to previously proposed new camera positions being considered for Station Road and Le Neubourg Way in FY 2019/20.

These camera positions will include a separate ANPR (automatic number plate recognition) camera. ANPR cameras are already in use in many towns and cities throughout the UK and used in neighbouring towns.

The camera positions itemised below will allow greater coverage of the outskirts of town and the monitoring of traffic travelling through the town. Due to cost, priority has been given to the north-south route along the B3092. Consideration for the entrance/exit route towards A303/Wincanton on the B3081 will be considered for FY 2021/22.

Item No.		Location	Estimated Costs	Actual Cost (ex VAT)	Total (est. plus actual cost)
1	Street lighting column, black, 6m	Ham		1, 832.00	
	Groundwork	Ham	1,800.00		
	Connection costs - SSE unmetered supply		300.00		
	CCTV Camera			1,250.00	
	ANPR Camera		600.00		
			2,700.00	3082.00	5,782.00
2	Street lighting column, black, 6m	Peacemarsh		1,832.00	
	Groundwork	Peacemarsh	1,800.00		
	Connection costs - SSE unmetered supply		300.00		
	CCTV Camera			1,250.00	
	ANPR Camera		600.00		
			2,700.00	3082.00	5,782.00
					£11,564.00

Note: Dorset Council, Highways (Collision Team) would need to approve the suitability and the position of the proposed columns to be erected on the highway verge.

7. Finance / Budget Controls

- **Budget no. 11.07, CCTV Annual Maintenance**

The annual maintenance contract of £2,750 (ex VAT) has just been paid and will remain the same for FY 2020/21.

- **Budget no. 11.09, Wayleaves**

A total of 8 no. wayleaves to cover the electricity charges at £60 per camera is paid to individuals who host camera(s) on private property. This charge was set six years ago and has not been reviewed. The sub-committee has suggested that the wayleaves are increased to £65. This would increase the wayleave budget from £480 to £520, a rise of £40.

- **Budget no. 11.08, Repairs**

There has been no spend on this budget to-date. In addition, there is a credit note of £978 pending. Therefore, a total of £5,978 remains unspent for repairs and updating the surveillance system for FY2019/20. In addition to this there is £2,500 held in earmarked reserves.

The RFO has suggested that the camera to be held in stock is purchased using the earmarked reserves.

Item	£
Earmarked reserves	2,500.00
Budget no. 11.08	5,000.00
Credit note	<u>978.00</u>
Total funds available	8,478.00
Less camera	<u>1,250.00</u> (to be held in stock)
	7,228.00

The amount remaining after the purchase of the stock camera (£7,228) can be utilised to offset the cost of the proposed two additional cameras. However, £5,000 is required to be included in the budget for FY2020/21 so that the proposed works as illustrated in paragraph no. 6 above can be undertaken.

- **Budget no. 11.10, Unmetered Supplies**

A total of five unmetered supplies are allocated in the budget for FY 2019/20 at an estimated cost of £165 per location. Currently, only three unmetered supplies are 'live'. Unmetered supplies are invoiced annually in arrears. A recent bill for one of the locations totalled £183 for the year.

The RFO has suggested that the unmetered supplies budget is increased to £200 per location. If the surveillance system is extended as proposed in, paragraph no. 6 above, all five locations will be 'live' next year. This would increase the unmetered supplies budget from £825 to £1,000, an increase of £175.

8. Conclusion

Gillingham Town Council has supported Dorset Police with the purchase of surveillance equipment and ongoing maintenance for over ten years. The equipment has proved its worth and the partnership works well. Residents and businesses value this community safety initiative.

Gillingham is a gateway town; the purchase of additional cameras including ANPR would be welcomed by Dorset Police and neighbouring police forces to track criminals and stolen vehicles. Additional cameras will benefit a growing town.

9. Recommendations

- That an annual maintenance contract for CCTV surveillance equipment at a cost of £2,750 (ex VAT) is included in the precept for FY 2020/21.
- That 1 no. CCTV camera is purchased for 'stock' at a cost of £1,250 (ex VAT) and financed from earmarked reserves FY 2019/20.
- That the funds which remain unspent in the CCTV Repairs budget at 31st March 2020 and any earmarked reserves are held over for proposed CCTV works in FY 2020/21.
- That £5,000 is considered for inclusion in the budget for FY 2020/21 for the provision of additional CCTV surveillance equipment.
- That wayleaves are increased from £60 to £65 per camera with effect from FY 2020/21.
- That the budget for unmetered supplies is increased to £200 per location.

Gillingham Town Council

Closed Churchyard – St Mary the Virgin Parish Church

Site Meeting Held on Wednesday 9th October 2019 at 11.30

Present: Julie Hawkins, Town Clerk
Clare Ratcliffe, Deputy Town Clerk
Simon Dobie, Works Manager
Martin Down, Deputy Works Manager
Rev Peter Greenwood
Philip Gray, Parochial Church Council (PCC)

1. Introduction

Since 2006, the closed churchyard at St Mary the Virgin has been the responsibility of Gillingham Town Council. The town council is responsible for maintaining the churchyard including its walls, fences, trees and gates.

The closed churchyard was incorporated into the town council's Tree Condition Survey and Risk Management Plan in October 2018.

Gillingham Town Council instigated a meeting to review the original agreement that was drafted by the Churchwardens in a letter to the town council dated 16th January 2006 (copy attached).

2. Duties and Responsibilities

Gillingham Town Council will undertake the following duties:

- Weekly cutting of the grass during the growing season to include strimming around memorials, paths and flower beds.
- Weekly emptying of green compost bins.
- Twice yearly to cutting hedges around the churchyard
- Annually, or when necessary, to remove the ivy from the recessed dry-stone wall (Ha-ha) alongside Queen Street.
- Annually to trim the Forsythia at the south gate.
- Annual topple testing (this does not include the maintenance of memorials) and to make safe, as appropriate.
- To maintain the rockery adjacent to the western boundary.
- To maintain and paint the church gates.
- To maintain 4 no. wooden seats.
- To maintain the stone pillars at the front of the church and to keep free of ivy.

- To maintain wild flower area and cut, as appropriate, to encourage a greater diversity of plants.
- To maintain trees as per the Tree Condition Survey and Risk Management Plan and obtain any necessary permissions that are required to carry out this work.
- To lightly prune shrubs.
- To keep the compost area clean and tidy and free from weeds and brambles.
- To keep the shed area tidy.
- To weed paths and to keep use of chemical pesticides to a minimum.
- To carry out pest control, as required.
- To hold review meetings with the PCC to discuss works being undertaken and any future considerations or improvements to be made.

Additional works to those mentioned above

- To refurbish the wooden surround of the notice board at the front of the church and reposition away from the hedge line. The notice board is rotten and unsafe, and the support posts have been damaged by grass strimming.
- To renew the support posts on the large notice board near the flower bed on the western boundary that have become damaged by grass strimming.
- To improve the appearance of the shed area with a climbing shrub/plant that will be suitable for the position.

3. Future Works

- A health and safety inspection of the closed church yard will be carried out on Tuesday, 29th October 2019.
- Gillingham Town Council will investigate the safety of the stone paths around the church and liaise with the PCC and Salisbury Diocese regarding future repairs and/or resurfacing.
- Gillingham Town Council will seek quotations for minor repairs to the recessed dry-stone wall and seek any necessary permissions to carry out the works.
- Gillingham Town Council will seek quotations for the refurbishment of the stone pillars at the front of the church and seek any necessary permissions to carry out the works.
- To liaise with the PCC regarding any future works to improve the enjoyment of the area.

4. Legal Obligations

Local Government Act 1972, s215(1) – the town council has obligations under this legislation as described in the introduction.

Health and Safety Act – the town council has obligations under this legislation to ensure the closed churchyard is a safe place for those that visit or carry out any maintenance work.

5. Financial Implications

The general maintenance of the churchyard has been included within the town council's precept since 2006. There has never been any provision for any capital works that may be required in the future such as path repairs or repairs to the greensand dry-stone recessed boundary wall.

6. Conclusion

The parish church of St Mary the Virgin and the closed churchyard is a significant historic landmark in the town and located within a conservation area.

The church building and closed churchyard is enjoyed by many either as a place for worship and quiet contemplation or for historic interest.

The closed churchyard provides an amenity space in the centre of town and should be maintained appropriately and in accordance with legal obligations.

7. Recommendations

- **That a budget line is allocated for the general maintenance of the closed churchyard.**
- **That a budget line is allocated for future capital works that will be required in the closed churchyard.**
- **That a Service Level Agreement is drafted following the outcome of the health and safety inspection in October.**