



## GILLINGHAM TOWN COUNCIL

The Town Hall

School Road

GILLINGHAM

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# FINANCE COMMITTEE

The minutes of the **Finance Committee** meeting held on **Monday, 9<sup>th</sup> December 2019**, at 7.30pm in the Council Chamber, Town Hall, Gillingham, Dorset.

## Present

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

## Non-Members (see note below)

Cllr Rupert Evill	Cllr John Robinson
Cllr Dennis Griffin	Cllr Roger Weeks

## 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

**Please note:** The Chairman reminded members that for the purposes of agenda item no. 10: To consider, agree and approve 'in principle' the budget for FY 2020/21, the Finance Committee will be acting as Full Council, and everyone is able to vote.

## Minute no.

96.	<b>Public Participation. Please note: a period up to a maximum of fifteen minutes will be allowed for public comments and questions restricted to items listed on the following agenda.</b>
	There were no questions from members of the public.
97.	<b>To receive apologies.</b>
	It was agreed and <b>RESOLVED</b> to accept the apologies received from Cllr Donna Towe and Cllr Keith Wareham for personal reasons.
98.	<b>To approve the minutes of the last meeting held on Monday, 18<sup>th</sup> November 2019.</b>
	It was agreed and <b>RESOLVED</b> to approve the minutes of the meeting held on Monday, 18 <sup>th</sup> November 2019.
99.	<b>To receive questions pertinent to the previous meeting.</b>
	There were no questions pertinent to the previous meeting.

100.	<b>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.</b>
	There were no declarations of interest.
101.	<b>To approve payments for the previous month.</b>
	It was agreed and <b>RESOLVED</b> that the payments for November 2019, as presented, are approved. Please refer to <b>Appendix A</b> .
102.	<b>To approve any payments between £5,000 and £9,999, in accordance with Financial Regulations, para 4.1.2.</b>
	It was agreed and <b>RESOLVED</b> that the payment of £5,761.30, as presented, is approved. <b>Please refer to Appendix B.</b>
103.	<b>To receive any requests for virement of budgets.</b>
	There were no virement requests.
104.	<b>To receive and consider sub-committee reports.</b>
	There were no sub-committee reports. The Chairman informed members that the Works Manager, Mr Simon Dobie, had completed 25 years continuous service with the town council in 2019. Members congratulated the Works Manager and thanked him for his dedication and commitment to the council. A presentation will be made later.
105.	<b>To consider, agree and approve 'in principle' the Budget for FY 2020/21</b>
	<p>The Chairman, Cllr Cullingford, made the following verbatim statement:</p> <p>In preparing the draft budget for FY 2020-21, the Town Council has worked hard to obtain value for money for council tax payers, whilst at the same time providing the projects, functions and services that the community needs and values.</p> <p>Prior to preparing a draft budget, the Responsible Financial Officer produced a set of management accounts for the first six months of this financial year, and initial informal discussions were held at a council workshop in October. Following the workshop, a first draft budget was prepared and considered by the Finance Committee on 18<sup>th</sup> November.</p> <p>The draft budget includes all the necessary general running costs such as street cleaning, tree work, drainage work and maintenance of our public open spaces. Accruals have been included for: vehicles and machinery, the replacement costs for defibrillators and future work to the Garden of Remembrance and the Town Hall, amongst other items.</p> <p>The draft budget also includes funding for repairs to the retaining wall and a section of path at the closed churchyard at the Parish Church. Funding has been allocated for the refurbishment of heritage highway finger-posts and on-going maintenance to the war memorials located in the High Street and at Milton-on-Stour.</p> <p>The draft budget supports youth services, leisure services and crime prevention initiatives as well as a financial contribution for services provided by Citizens Advice Central Dorset and provision for grant aid to be made to local groups and organisations that benefit our community. Funding has been allocated towards a new play area at Marlott Road, which the council plan to complete during 2020.</p>

Dorset Council will be providing all town and parish councils with the tax base figure for band D properties by the end of December. Once this information is available, we will be able to calculate the percentage increase for properties in Gillingham. The draft budget includes an estimated salary award based on 3.4%, as the National Joint Council for Local Government Services (NJC) have not yet confirmed the salary awards for the next financial year.

To conclude, tonight, we are *only* agreeing the budget in principle. The final figure and percentage increase will be confirmed at the Full Council meeting in January.

It was agreed and **RESOLVED** that the figure of **£9,497** is allocated in the draft budget for FY 2020/21 for the **Cemetery, Chapel, Old Mortuary, Garden of Remembrance** and approved in principle.

It was agreed and **RESOLVED** that the figure of **£19,017** is allocated in the draft budget for FY 2020/21 for the **Closed Churchyard** and approved in principle.

It was agreed and **RESOLVED** that the figure of **£1,034** is allocated in the draft budget for FY 2020/21 for the **Maintenance of Allotments** and approved in principle.

It was agreed and **RESOLVED** that the figure of **£36,928** is allocated in the draft budget for FY 2020/21 for **Estate Management** and approved in principle.

It was agreed and **RESOLVED** that the figure of **£50,714** is allocated in the draft budget for FY 2020/21 for the **Maintenance of Play Areas** is approved in principle.

It was agreed and **RESOLVED** that the figure of **£26,639** is allocated in the draft budget for FY 2020/21 for **General Purposes (Projects)** and approved in principle.

It was agreed and **RESOLVED** that the figure of **£3,587** is allocated in the draft budget for FY 2020/21 for **General Purposes** and approved in principle.

It was agreed and **RESOLVED** that the figure of **£59,198** is allocated in the draft budget for FY 2020/21 for **Discretionary Powers and Devolved Services** and approved in principle. Cllr Hill abstained from voting.

It was agreed and **RESOLVED** that the figure of **£15,000** is allocated in the draft budget for FY 2020/21 for **Grant Aid** and approved in principle.

It was agreed and **RESOLVED** that the figure of **£8,750** is allocated in the draft budget for FY 2020/21 for **Civic Responsibilities** are approved in principle.

It was agreed and **RESOLVED** that the figure of **£494,758** is allocated in the draft budget for FY 2020/21 for **Payroll and Staff Costs** are approved in principle.

It was agreed and **RESOLVED** that the figure of **£31,083** is allocated in the draft budget for FY 2020/21 for **Premises – Town Hall** are approved in principle. Cllr Frith abstained from voting.

It was agreed and **RESOLVED** that the figure of **£38,299** is allocated in the draft budget for FY 2020/21 for **Premises – Workshop** and approved in principle.

It was agreed and **RESOLVED** that the figure of **£3,795** is allocated in the draft budget for FY 2020/21 for **Premises – Community Office** and approved in principle.

	<p>It was agreed and <b>RESOLVED</b> that a figure for <b>Public Toilets and Town Bridge Office</b> is deferred until the Full Council meeting in January so that further information can be obtained.</p> <p>It was agreed and <b>RESOLVED</b> that the figure of <b>£32,206</b> is allocated in the draft budget for FY 2020/21 for <b>Vehicles and Equipment</b> and approved in principle.</p> <p>It was agreed and <b>RESOLVED</b> that the figure of <b>£10,600</b> is allocated in the draft budget for FY 2020/21 for <b>Administration and Office Costs</b> and approved in principle.</p> <p>It was agreed and <b>RESOLVED</b> that the figure of <b>£56,960</b> is allocated in the draft budget for FY 2020/21 for <b>Professional Fees, Subscriptions, IT, Licences, Insurance and Leasing</b> and approved in principle.</p> <p>It was agreed and <b>RESOLVED</b> that the figure of <b>£27,795</b> is allocated in the draft budget for FY 2020/21 for <b>Accruals</b> and approved in principle.</p> <p>It was agreed and <b>RESOLVED</b> that the total figure of <b>£940,037</b> for <b>income/expenditure</b> in the draft budget for FY 2020/21 is approved in principle.</p>
106.	<b>To receive matters pertinent to this meeting. <u>Please note:</u> Members are advised that inclusion of any item is at the Chairman's discretion and that a council cannot lawfully decide upon any matter which is not specified in the summons (agenda).</b>
(a)	The Town Clerk reminded members that the Planning Committee meeting scheduled for 16 <sup>th</sup> December 2019 will start at the earlier time of 7pm.
<p>There being no other business on the agenda, the meeting closed at 8.20pm.</p>          <p><b>Signed:</b> _____ <b>Date:</b> 20<sup>th</sup> January 2020</p> <p><b>Chairman of Finance Committee,</b> <b>Cllr Sharon Cullingford</b></p>	
<b>PLEASE NOTE: These minutes appear as draft minutes until reviewed and ratified by Full Council.</b>	

# APPENDIX A

			GILLINGHAM TOWN COUNCIL	PAYMENTS NOVEMBER 2019	
NUM	DATE		DESCRIPTION	RECIPIENT/SUPPLIER	GROSS
	PAID	CHQ/DD			(£)
1	04/11/2019	19454	Ofcom Radio Licence	Ofcom	75.00
2	06/11/2019	19455	Christmas Lights	TLC Electrical Supplies	24.99
3	08/11/2019	19456	cancelled	cancelled	0.00
4	08/11/2019	19457	Hygiene Services - Town Hall	Aqua Cleaning Services Ltd	52.00
5	08/11/2019	19458	Vehicle Rental	Dorset Vehicle Rentals	60.00
6	08/11/2019	19459	Green Waste	Fencewize	180.00
7	08/11/2019	19460	Lockers for Workshop	Blandford Office Furniture Ltd	522.00
8	08/11/2019	19461	Second hand greenhouse	Mr Mark King	100.00
9	08/11/2019	19462	Parts for Winter Service	E G Coles	1,283.52
10	08/11/2019	19463	Parts for Winter Service	Alliance Automotive UK LV Ltd	216.88
11	08/11/2019	19464	First Aid Training Course	W S Cadman	140.00
12	08/11/2019	19465	Travelling Expenses	S Dobie	41.01
13	08/11/2019	19466	Job Advert	Reach Publishing Services Limited	66.00
14	08/11/2019	19467	Mayor tickets for event	Yeovil Town Council	90.00
15	08/11/2019	19468	Mayor tickets for event	Gillingham Town Twinning Association	50.00
16	08/11/2019	19469	Sundries, batteries, plugs, tape etc	Crockers Gillingham Ltd	37.71
17	08/11/2019	19470	Road Tax for HX14 ODL	Post Office Limited	260.00
18	08/11/2019	19471	Youth Resource Services Outreach	Youth Resource Services (The Rendezvous Sherborne) Ltd	441.67
19	08/11/2019	19472	Clerks Training Seminar	SLCC Enterprises Ltd	132.00
20	08/11/2019	19473	Parts for Winter Service	Lee Holmes Garden Machinery	1,512.77
21	08/11/2019	19474	SLCC Membership	The Society of Local Council Clerks	247.00
22	08/11/2019	19475	Festive lights	Jumparoo	140.00
23	08/11/2019	19476	Printing costs	Dorset Council	378.54
24	08/11/2019	19477	Hand tools/safety/estate mngt/repairs	Mole Country stores	106.10
25	08/11/2019	19478	Cleaning/gloves	Western Workshop Supplies	128.04
26	08/11/2019	19479	Cement	JH Rose	47.20
27	08/11/2019	19480	Sweets for Festive Lights	Mrs J Ezzard	74.74
28	20/11/2019	19481-19492 & 19498	November 19 pay	Payroll cheques	20,110.67
29	11/11/2019	19493	Stationery	Viking	71.94
30	11/11/2019	19494	Cooler rental	Angel TA Water Logic	10.86
31	14/11/2019	19495	Grant for Youth worker for Bones	Three Rivers Partnership	3,500.00
32	18/11/2019	19496	Kitchen units and fixtures Workshop refurb	Howdens	2,956.60
33	19/11/2019	19497	Top up petty cash float	Cash	71.47
34	20/11/2019	19499	PAYE/NIC Nov 19	HMRC	6,585.80
35	20/11/2019	19500	Pension Nov 19	Dorset County Pension Fund	7,342.41
36	20/11/2019	19501	Data Protection fee	Information Commissioner	60.00
37	22/11/2019	19502	<b>Replaces cheque 19435 Grant Gill. Community Cinema</b>	Gillingham Methodist Church	1,888.00
38	26/11/2019	19503	Travelling Expenses	Mrs J Ezzard	95.40
39	26/11/2019	19504	Travelling Expenses	Mrs S Cullingford	31.16
40	26/11/2019	19505	Broadband Workshop	British Telecommunications	204.24
41	26/11/2019	19506	01747 825018	British Telecommunications	175.72
42	26/11/2019	19507	01747 823021	British Telecommunications	160.68
43	26/11/2019	19508	Internal audit	Darkin Miller Ltd	354.44
44	26/11/2019	19509	PAT testing equipment	Electric Center	27.05
45	26/11/2019	19510	Bedding plants	Employ my Ability (EMA) Ltd	115.64
46	26/11/2019	19511	Bedding plants	Employ my Ability (EMA) Ltd	692.64
47	26/11/2019	19512	Stationery/First aid/Kitchen table	Lyreco	182.89
48	26/11/2019	19513	Office cleaning	MG Cleaning Ltd	156.00
49	26/11/2019	19514	Weekend street cleaning Oct 19	MG Cleaning Ltd	480.00
50	26/11/2019	19515	2 year renewal DNR GTC domain	Netnorth Ltd	114.00
51	26/11/2019	19516	Refund for room hire cancelled	North Dorset Liberal Democrats	25.00
52	26/11/2019	19517	Job advert	Reach Publishing Services Limited	170.16
53	27/11/2019	19518	Rent & Service charge Workshops	Goadsby & Harding (Commercial) Ltd	5,761.30
54	26/11/2019	19519	cancelled	cancelled	0.00
55	26/11/2019	19520	Groundsmen workwear	Tower Supplies	1,475.95
56	26/11/2019	19521	Travelling Expenses	Mrs C Ratcliffe	28.50
57	26/11/2019	19522	Text books for training course	Mrs J Ezzard	78.00
58	26/11/2019	19523	Steel for Xmas trees Festive Lights	Dyfed Steels	84.60
59	26/11/2019	19524	W/shop parts	Electric Center	8.03
60	26/11/2019	19525	Repair parts	New Forest Machinery	311.45
61	26/11/2019	19526	Lighting Festive Lights	Kew (Electrical Distributors) Ltd	93.34
62	26/11/2019	19527	Equipment and maintenance	Trade UK (Screwfix)	136.27
63	26/11/2019	19528	Hire step ladder	Sydenhams Hire	21.73
64	26/11/2019	19529	Cement	Sydenhams	8.27
65	26/11/2019	19530	Travelling Expenses	Mrs J Hawkins	27.80
66	26/11/2019	19531	Replacement windows Civic Hall	Valecraft	957.75
67	28/11/2019	19532	Replacement cheque for 19313 3/9/19	South West Reindeer Ltd	418.00
			<b>TOTAL CHEQUES</b>		<b>61,400.93</b>

			GILLINGHAM TOWN COUNCIL	PAYMENTS NOVEMBER 2019	
NUM	DATE		DESCRIPTION	RECIPIENT/SUPPLIER	GROSS
			DIRECT DEBITS		
1	01/11/2019	DD	Electricity Town Hall	British Gas	106.70
2	04/11/2019	DD	Fuel	Right fuel	235.09
3	11/11/2019	DD	Fuel	Right fuel	116.21
4	15/11/2019	DD	Broadband Chantry	BT	92.64
5	15/11/2019	DD	Business rates	Dorset Council	139.00
6	15/11/2019	DD	Business rates	Dorset Council	2,489.00
7	18/11/2019	DD	Fuel	Right fuel	62.98
8	18/11/2019	DD	Sage 50 Accounts	Sage	72.00
9	21/11/2019	DD	Electricity CCTV Hardings Lane	British Gas	14.76
10	29/11/2019	DD	Electricity Chapel	Utility Warehouse	8.75
11	29/11/2019	DD	Electricity Old Mortuary	Utility Warehouse	8.95
12	29/11/2019	DD	Electricity Chantry	Utility Warehouse	26.11
13	29/11/2019	DD	Electricity Workshop	Utility Warehouse	119.72
14	29/11/2019	DD	Gas Town Hall	Utility Warehouse	296.28
			<b>TOTAL DIRECT DEBITS</b>		<b>3,788.19</b>
			<b>TOTAL PAYMENTS</b>		<b>65,189.12</b>

# APPENDIX B

	GILLINGHAM TOWN COUNCIL							
No	PAYMENTS OF £5000.00 to £9999 FOR APPROVAL OF FINANCE COMMITTEE 2019/20							
8	27/11/2019	19518	Goadsby and Harding (Commercial) Ltd	4,801.08	960.22	5,761.30		Workshop Rent & Service charge for quarter
			FOR APPROVAL FINANCE COMMITTEE 9/12/19					