



**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)  
 Web site: [www.gillinghamdorset-tc.gov.uk](http://www.gillinghamdorset-tc.gov.uk)

## FINANCE COMMITTEE MINUTES

The minutes of the **Finance Committee** meeting held on, **Monday, 16<sup>th</sup> November 2020** at 7.30pm held remotely via Microsoft Teams, in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (“the 2020 Regulations”) which came in to force on 4 April 2020.

**Present**

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

**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.	
245.	<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 was no public participation.
246.	<b>To receive apologies.</b>
	There were no apologies. Due to technical difficulties the Chairman, Cllr Cullingford was unable to join the meeting until 7.35pm. In the absence of the Chairman, Cllr Toye chaired the meeting for Item Nos. 1 to 6.
247.	<b>To approve the minutes of the last meeting held on Monday, 19<sup>th</sup> October 2020.</b>
	It was agreed and <b>RESOLVED</b> that the minutes of the meeting held on Monday, 19 <sup>th</sup> October 2020 are approved as a true and accurate record of the meeting.
248.	<b>To receive questions pertinent to the previous meeting.</b>
	There were no questions pertinent to the previous meeting.

249.	<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 disclosable pecuniary interests declared.
250.	<b>To approve payments for the previous month.</b>
	A list of payments had been circulated prior to the meeting. Please refer to <b>Appendix A</b> . It was agreed and <b>RESOLVED</b> that the payments for October 2020, as presented, are approved.
251.	<b>To approve payments between £5,000 and £9,999, in accordance with Financial Regulations, para 4.1.2.</b>
	There were no payments.
252.	<b>To receive any requests for virement of budgets.</b>
	There were no requests for virement of budgets this month.
253.	<b>To receive and consider sub-committee reports, if available.</b>
	The sub-committee had not met. There was no report.
254.	<b>To receive and review the Town Council's Financial Regulations and recommend adoption by Full Council on Monday, 23<sup>rd</sup> November 2020.</b>
	It was agreed and <b>RESOLVED</b> that the Town Council's Financial Regulations, as presented, are recommended for adoption by Full Council on Monday, 23 <sup>rd</sup> November 2020.
255.	<b>To receive a draft budget for FY 2021/22 for consideration by Full Council at the Budget meeting scheduled for 30<sup>th</sup> November 2020.</b>
	All members received a copy of the draft budget which will be considered by Full Council at the Budget Meeting scheduled for Monday, 30 <sup>th</sup> November.
256.	<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>
	Following the payment of grants in October and November, 'Thank you' letters have been received from: <b>North Dorset Disability Information Service (NorDDis):</b> "We, at Norddis, continue to be very grateful for the ongoing support given by the Council. This money will significantly aid us in getting through this year in very trying circumstances as with only reduced hours of opening, possibly due to some of our volunteer staff still needing to shield, even our current trade is only at 40% of expected income and the expenses are mainly fixed." <b>North Dorset Rugby Football Club:</b> "I would thank the Town Council for this, especially in this very difficult year. Like everyone else, the rugby club is suffering financially especially that we are unable to play competitive rugby and use the clubhouse fully, so this grant award helps us even more this year. Please thank the Town Councillors on our behalf."

There being no other business on the agenda, the meeting closed at 7.48pm.

**Signed:**

**Date:**

\_\_\_\_\_  
**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 - Bank payments October 2020

Appendix A

No	Type	Account	Supplier	Date	Ref.	Details	Description	Amount paid
4606	PP	WATE0001	Water2Business	01/10/2020	DD	Purchase Payment	Water rates Cemetery	103.39
4671	PA	OPUS0001	Opus Energy	02/10/2020	DD	Purchase Payment	Various electricity monthly bills	183.22
4722	PP	TUDO0001	Tudor	05/10/2020	BP	Purchase Payment	Safety eye wear and misc items	100.80
4721	PP	SYDE0002	Sydenhams	05/10/2020	BP	Purchase Payment	Sand and brick jointer	30.96
4720	PP	SLCC0001	SLCC Enterprises	05/10/2020	BP	Purchase Payment	Training courses	978.00
4719	PP	YOUT0001	Youth Resources	05/10/2020	BP	Purchase Payment	Outreach work	441.67
4718	PP	PLAN0001	Plant World	05/10/2020	BP	Purchase Payment	Plants	70.18
4717	PP	STMA0001	St Mary' s PCC	05/10/2020	BP	Purchase Payment	Clock Service	285.60
4716	PP	WPSL0001	WPS Hallam	05/10/2020	BP	Purchase Payment	Insurance changes to vehicles	437.00
4714	PP	RIGH0001	Right Fuel	05/10/2020	DD	Purchase Payment	Fuel	86.68
4616	PP	MOLE0001	Mole Country	05/10/2020	BP	Purchase Payment	Various items	45.22
4615	PP	MGCL0001	MGCleaning	05/10/2020	BP	Purchase Payment	Office and Street cleaning monthly	816.00
4614	PP	GARA0001	Garafit	05/10/2020	BP	Purchase Payment	Service equipment workshops	240.00
4613	PP	EGCO0001	EG Coles	05/10/2020	BP	Purchase Payment	Machinery spares	108.54
4612	PP	DORS0004	Dorset Council	05/10/2020	BP	Purchase Payment	Waste collection and car park permit CCTV maintenance Sept 20 to August 21	179.26
4611	PP	CUST0001	Custom Security	05/10/2020	BP	Purchase Payment		3,300.00
4610	PP	CROC0001	Crockers	05/10/2020	BP	Purchase Payment	Various materials	134.40
4609	PP	COWA0001	Coward Contracting	05/10/2020	BP	Purchase Payment	Topping Green areas	1,500.00
4608	PP	AMAZ0001	Amazon	05/10/2020	BP	Purchase Payment	Thermometer	30.00
4713	PP	GEOL0001	Geologize	09/10/2020	FPO	Purchase Payment	Part payment Climate Talks	150.00
4715	PP	RIGH0001	Right Fuel	12/10/2020	DD	Purchase Payment	Fuel	119.95
4988	BP		Cemetery	13/10/2020	FPO	Roff refund	Refund on Rights	50.00
4731	PP	SYDE0001	Sydenham Hire	14/10/2020	BP	Purchase Payment	Hire pressure washer	130.66
4730	PP	SOCI0001	Society of LCC	14/10/2020	BP	Purchase Payment	SLCC memberhip fee	281.00
4729	PP	MDGA0001	M&D Gas servics	14/10/2020	BP	Purchase Payment	Gas service workshops	132.00
4728	PP	LEEH0001	Lee Holmes	14/10/2020	BP	Purchase Payment	Machinery spares	20.11
4727	PP	JPAR0001	J Parker Dutch bulbs	14/10/2020	BP	Purchase Payment	Plant bulbs	43.14
4726	PP	EGCO0001	EG Coles	14/10/2020	BP	Purchase Payment	Machinery spares	75.32
4725	PP	DCMT0001	DCM Tyres	14/10/2020	BP	Purchase Payment	Puncture repair	24.00
4804	PP	DORS0003	Dorset Council	15/10/2020	DD	Purchase Payment	Non Domestic rates Council buildings	2,310.00
4803	PP	DORS0003	Dorset Council	15/10/2020	DD	Purchase Payment	Non Domestic rates Council buildings Monthly Accounts and Payroll	127.00
4802	PP	SAGE0001	Sage	16/10/2020	DD	Purchase Payment	software	270.60
4801	PP	RIGH0001	Rght Fuel	19/10/2020	DD	Purchase Payment	Fuel	141.37
4800	PP	SLCC0001	SLCC Enterprises	19/10/2020	BP	Purchase Payment	Training courses	72.00
4799	PP	FURN0001	Furnitubes	19/10/2020	BP	Purchase Payment	Tree guards	3,504.00
4798	PP	LYRE0001	Lyreco	19/10/2020	BP	Purchase Payment	Stationery	176.23
4797	PP	LEEH0001	Lee Holmes	19/10/2020	BP	Purchase Payment	Machinery spares	1,393.13
4796	PP	FENC0001	Fencewize	19/10/2020	BP	Purchase Payment	Green space	180.00

4795	PP	EMPL0001	Employ my Ability	19/10/2020	BP	Purchase Payment	Plants	162.00
4794	PP	DYFE0001	Dyfed Steel	19/10/2020	BP	Purchase Payment	Metal for doors Town Bridge office	112.80
4793	PP	DESI0001	Designjam	19/10/2020	BP	Purchase Payment	Website maintenance monthly	102.00
4792	PP	AQUA001	Aqua cleaning	19/10/2020	BP	Purchase Payment	Hygiene services Town Hall	52.00
4832	PP	BRIT0002	British Gas	21/10/2020	DD	Purchase Payment	Elect CCTV	26.21
4831	PP	GEOL0001	Geologize	21/10/2020	BP	Purchase Payment	Part payment Climate Talks	150.00
4868	BP		Payroll	22/10/2020	BP	Net pay	Payroll	22,250.09
4870	PP	BRIT0002	British Gas	23/10/2020	DD	Purchase Payment	Elect Public WC	29.49
4819	PP	WATE0001	Water2Business	23/10/2020	BP	Purchase Payment	Water New Depot	7.25
4818	PP	SOCI0001	Society of LCC	23/10/2020	BP	Purchase Payment	Principal Member fees	55.00
4817	PP	SLCC0001	SLCC Enterprises	23/10/2020	BP	Purchase Payment	Training courses	42.00
4816	PP	ROMA0001	Roman Glass	23/10/2020	BP	Purchase Payment	Greenhouse glass	23.40
4815	PP	MGCL0001	MG Cleaning	23/10/2020	BP	Purchase Payment	Office and Street cleaning monthly	636.00
4814	PP	DORS0004	Dorset Council	23/10/2020	BP	Purchase Payment	Waste collection	213.20
4813	PP	DORS0001	DAPTC	23/10/2020	BP	Purchase Payment	Webinars/training	176.00
4987	BP		Expenses	26/10/2020	FPO	JE Travel AAT course	Staff travel	103.50
4869	PP	RIGH0001	Right Fuel	26/10/2020	DD	Purchase Payment	Fuel	157.19
4886	PP	TALK0001	Talk Talk	27/10/2020	DD	Purchase Payment	Broadband Chantry & Workshops	43.20
4852	PP	ELLI0001	Ellis Whittam	27/10/2020	BP	Purchase Payment	Combined HR and H&S support	4,753.12
4887	BP		HMRC	28/10/2020	BP	HMRC PAYE, HMRC NIC	HMRC Payroll	7,559.56
4872	PP	GEOL0001	Geologize	28/10/2020	BP	Purchase Payment	Part payment Climate Talks	150.00
4926	BP		Grants	29/10/2020	FPO	Grant - Read Easy	Grant paid	314.00
						Grant - North Dorset		
4925	BP		Grants	29/10/2020	FPO	Disability Info Service	Grant paid	1,000.00
						Dorset County Pension		
4889	BP		DCPension	29/10/2020	bp	Fund	DC Pension Fund Payroll	8,181.94
4929	BP		Grants	30/10/2020	FPO	Grant - Mindful	Grant paid	500.00
						Grant - North Dorset		
4928	BP		Grants	30/10/2020	FPO	Rugby Football Club	Grant paid	1,000.00
						Grant - Gillingham DOFE		
4927	BP		Grants	30/10/2020	FPO	OA	Grant paid	1,000.00
4912	PP	UTIL0001	Utility Warehouse	30/10/2020	DD	Purchase Payment	Elect workshops Old Market	134.86
4911	PP	UTIL0001	Utility Warehouse	30/10/2020	DD	Purchase Payment	Gas Town Hall	119.47
4910	PP	BONE0001	Gillingham YC	30/10/2020	BP	Purchase Payment	Grant paid monthly	700.00
								<b>68,025.71</b>