



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

FINANCE COMMITTEE MINUTES

The minutes of the **Finance Committee** meeting held on, **Monday, 21st September 2020** at 7.30pm held remotely via skype, 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 John Kilcourse
Cllr Fiona Cullen	Cllr Val Potheary
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 4 members of the public present

Minute no.	
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217.	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.
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	Representatives from Hipp!!Bones introduced themselves and informed the meeting that they were happy to answer any questions regarding their grant application, if required. There were no questions.
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218.	To receive apologies.
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	There were no apologies.
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219.	To approve the minutes of the last meeting held on Monday, 17th August 2020.
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	It was agreed and RESOLVED that the minutes of the meeting held on Monday, 17 th August 2020 are approved as a true and accurate record of the meeting.
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220.	To receive questions pertinent to the previous meeting.
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	There were no questions pertaining to the previous meeting.
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221.	To receive any declarations of interest. Please note: members are required to comply with the requirements of the Localism Act 2011, section 27, disclosable pecuniary interests.
	There were no declarations of pecuniary interests declared; however, the following councillors declared personal interests in Agenda Item No. 10 (to receive and consider grant applications): <ul style="list-style-type: none"> • Cllr von Clemens as a Trustee of Gillingham DofEOAC • Cllr Cullingford as a Committee Member of Gillingham DofEOAC • Cllr Potheary as a President of North Dorset Rugby Football Club • Cllr Gould as a President of North Dorset Rugby Football Club • Cllr Hill whose family members have connections with Gillingham Imperial Silver Band.
222.	To approve payments for the previous month.
	A list of payments had been circulated prior to the meeting. Please refer to Appendix A . It was agreed and RESOLVED that the payments for August 2020, as presented, are approved.
223.	To approve payments between £5,000 and £9,999, in accordance with Financial Regulations, para 4.1.2.
	There were no payments between £5,000 and £9,000 this month.
224.	To receive any requests for virement of budgets.
	There were no requests for virement of budgets.
225.	To receive and consider sub-committee reports, if available.
	There had been no sub-committee meetings.
226.	To receive and consider the following grant applications for FY 2020/21 and to make recommendations to Full Council:
a.	Dorset Mind Application: £1,500 Recommendation to Full Council: £1,500 It was agreed and RESOLVED that a recommendation is made to Full Council to award a grant of £1,500 to Dorset Mind.
b.	Gillingham Carnival Committee Application: £1,255.58 Recommendation to Full Council: £1,255.58 It was agreed and RESOLVED that a recommendation is made to Full Council to award a grant of £1,255.58 to Gillingham Carnival Committee. Cllr Poulter abstained from voting.
c.	Gillingham DofEOAC (Duke of Edinburgh Open Award Centre) Application: £1,000 Recommendation to Full Council: £1,000 It was agreed and RESOLVED that a recommendation is made to Full Council to award a grant of £1,000 to Gillingham Duke of Edinburgh Open Award Centre. Cllr B von Clemens and Cllr Cullingford abstained from voting.
d.	Gillingham Imperial Silver Band Application: £1,000 Recommendation to Full Council: Nil It was noted that the application was to continue to support visits to local primary schools, loaning of instruments and tuition to academy players, to support rehearsals and MDs costs for Civic events; however members considered that due to the COVID19 restrictions it will not be possible for the activities listed in the application to take place.

	It was agreed and RESOLVED that a recommendation is made to Full Council that a grant is not awarded to Gillingham Imperial Silver Band. Cllr A von Clemens, Cllr B von Clemens, Cllr Hill and Cllr Toye abstained from voting
e.	Gillingham Netball Club Application: £1,900 Recommendation to Full Council: Clarification required. It was noted that the application was to help get the right equipment needed to put in place health and safety due to COVID. Clarification was requested regarding the list of kit required which included netball dresses and shorts. It was agreed and RESOLVED that the grant application from Gillingham Netball Club is reconsidered by Full Council on 28 th September 2020 pending further clarification.
f.	Hipp!!Bones Application: £2,032.56 Recommendation to Full Council: £2,033.00 It was agreed and RESOLVED that a recommendation is made to Full Council that Section 3.2 of the Grants Policy is suspended to allow the grant of £2,033 to be awarded to Hipp!!Bones.
g.	Mindful Application: £500 Recommendation to Full Council: £500 subject to requirement. It was noted that the application was for a contribution towards the annual Christmas lunch and that it may not be possible for this to take place due to COVID19 restrictions; however, it was suggested that a delivered meal (similar to Meals on Wheels) could be a substitute. It was agreed and RESOLVED that a recommendation is made to Full Council that an award of £500 is made to Mindful subject to whether a Christmas meal can be undertaken in accordance with Covid regulations.
h.	North Dorset Disability Information Service (NorDDIS) Application: £1,000 Recommendation to Full Council: £1,000 It was agreed and RESOLVED that a recommendation is made to Full Council that an award of £1,000 is made to North Dorset Disability Information Service (NorDISS).
i.	North Dorset Rugby Football Club Application: £3,000 Recommendation to Full Council: £1,000 It was agreed and RESOLVED that a recommendation is made to Full Council that a grant is of £1,000 is awarded to North Dorset Rugby Football Club. Cllr Gould, Cllr Pothecary and Cllr Poulter abstained from voting. Cllr Frith voted against the recommendation.
j.	Read Easy Gillingham and Shaftesbury Application: £314 Recommendation to Full Council: £314 It was noted that under the council's Free Room Hire Policy Read Easy Gillingham and Shaftesbury benefit from free room hire. It was agreed and RESOLVED that a recommendation is made to Full Council to award a grant of £314 to Read Easy Gillingham and Shaftesbury
227.	To receive and review the Town Council's Financial Regulations and recommend adoption by Full Council on Monday, 28th September 2020.
	It was agreed and RESOLVED that this item should be deferred to the October meeting of the Finance Committee.
228	To review the letting fees for FY 2021/22.
	A list of letting fees was circulated prior to the meeting. Please refer to Appendix B . It was agreed and RESOLVED that the letting fees for FY 2021/22 should remain unchanged.

229.	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 Mayor informed the meeting that prior to the start of the Full Council meeting on 28 th September there will be a presentation at 7.15pm by PCSO Nicky Fear and/or PCSO Vicky Leavy on policing in Gillingham with regards to anti-social behaviour and COVID19 legislation.
b.	The Town Clerk informed the meeting that an agreement has been reached between the National Employers and the NJC Trade Union for new pay scales which have been up rated by 2.75%. This has been allowed for within the town council's budget for FY2020/21.
There being no other business on the agenda, the meeting closed at 8.48pm.	
Signed:	<div style="text-align: right;">Date:</div> <hr style="width: 50%; margin-left: auto; margin-right: 0;"/> <p style="text-align: center;">Chairman of Finance Committee, Cllr Sharon Cullingford</p>
PLEASE NOTE: These minutes appear as draft minutes until reviewed and ratified by Full Council.	

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APPENDIX A

Gillingham Town Council - Bank payments August 2020

No	Type	Account	Supplier	Date	Ref.	Details	Description	Amount paid
4191	PP	RIGH0001	Right fuel	03/08/2020	DD	Purchase Payment	Esso fuel	268.86
4190	PP	PJCM0001	PJ & CM Froud	03/08/2020	BP	Purchase Payment	Remove play equipment & drainage	14,820.00
4210	BP		PWLB	04/08/2020	DD	PWLB payment	Loan payment	4,796.15
4224	PP	EGCO0001	EG Coles	05/08/2020	BP	Purchase Payment	Ransomes mower and flail	24,727.60
4459	PP	MAYF0001	Mayflowers	6/8/20	019783	Purchase Payment	Wreath	25.00
4228	PP	TUDO0001	Tudor	06/08/2020	BP	Purchase Payment	Stihl polyvisor and wipes	93.10
4227	PP	SHIR0001	Shirts & Signs	06/08/2020	BP	Purchase Payment	Love where you live dog signs	54.00
4226	PP	MOLE0001	Mole	06/08/2020	BP	Purchase Payment	Materials and top soil	31.37
4225	PP	DAVI0001	David Harness	06/08/2020	BP	Purchase Payment	Tree work	450.00
4267	JC		Petty cash	07/08/2020	019782	Bank Transfer	Petty cash float top up	111.39
4233	PP	PLAY0002	Playdale Playgrounds	07/08/2020	BP	Purchase Payment	50% deposit Marlott Road works	31,398.00
4232	PP	COMM0001	Communicorp	07/08/2020	BP	Purchase Payment	Local Councils monthly print edition	75.00
4231	PP	BRIT0002	British Gas	07/08/2020	DD	Purchase Payment	Town Meadow elect	3.32
4269	PP	RIGH0001	Right fuel	10/08/2020	DD	Purchase Payment	Esso fuel	96.92
4283	PP	DORS0003	Dorset Council	17/08/2020	DD	Purchase Payment	Non Domestic rates Council buildings	2,310.00
4282	PP	SAGE0001	Sage	17/08/2020	DD	Purchase Payment	Monthly Accounts and Payroll software	256.20
4281	PP	RIGH0001	Right fuel	17/08/2020	DD	Purchase Payment	Esso fuel	136.50
4280	PP	DORS0003	Dorset Council	17/08/2020	DD	Purchase Payment	Non Domestic rates Council buildings	127.00
4284	PP	BARC0001	Barcham Trees	19/08/2020	BP	Purchase Payment	Various trees	1,851.60
4291	PP	DUDL0001	Dudley Industries	20/08/2020	BP	Purchase Payment	Wash station Public toilets	1,662.00
4312	PP	BRIT0002	British Gas	21/08/2020	DD	Purchase Payment	CCTV electricity	26.43
4454	PP	RIGH0001	Right fuel	24/8/2020	DD	Purchase Payment	Esso fuel	229.79
4329	BP		Payroll	24/08/2020	BP	Net pay	Monthly payroll August 2020	21,672.52
4343	PP	BRIT0002	British Gas	25/08/2020	DD	Purchase Payment	Public Toilet electricity	29.82
4417	PP	TALK0001	Talk Talk	26/08/2020	DD	Purchase Payment	Broadband Chantry & Workshops	43.20
4414	BP		HMRC	26/08/2020	BP	HMRC PAYE, HMRC NIC	Monthly PAYE and NIC August 2020	7,244.08
4313	PP	SYDE0002	Sydenhams	26/08/2020	BP	Purchase Payment	Timber, cement, materials	245.83
4422	PP	UTIL0001	Utility Warehouse	28/08/2020	DD	Purchase Payment	Workshop elect	143.21
4421	PP	UTIL0001	Utility Warehouse	28/08/2020	DD	Purchase Payment	Town Hall gas	93.32
4420	PP	UTIL0001	Utility Warehouse	28/08/2020	DD	Purchase Payment	Chapel elect	19.78
4419	PP	UTIL0001	Utility Warehouse	28/08/2020	DD	Purchase Payment	Chantry elect	8.73
4418	PP	UTIL0001	Utility Warehouse	28/08/2020	DD	Purchase Payment	Old Mortuary elect	4.98
4416	BP		Dorset County Pension Fund	28/08/2020	BP	Dorset County Pension Fur	Monthly Pension August 2020	7,953.74
								121,009.44

Minute No. 228

GILLINGHAM TOWN COUNCIL LETTING FEES FY2021/22

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.