



## GILLINGHAM TOWN COUNCIL

The Town Hall, School Road, Gillingham, Dorset SP8 4QR

### FINANCE COMMITTEE

### MINUTES – 15<sup>th</sup> February 2021

The minutes of the Finance Committee held on Monday 15<sup>th</sup> February 2021 at 7.30pm. The meeting was held remotely using appropriate technology in accordance with The Local Authorities 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<sup>th</sup> April 2020.

#### Present:

Cllr Sharon Cullingford (Chairman)  
Cllr Donna Toye (Deputy Chairman)  
Cllr Fiona Cullen  
Cllr Alison von Clemens  
Cllr Barry von Clemens

Cllr Paul Harris  
Cllr Mick Hill  
Cllr John Kilcourse  
Cllr Graham Poulter  
Cllr Alan Frith

#### Non-members of this Committee:

There were no non-members present

#### In attendance:

Town Clerk, Julie Hawkins  
Responsible Financial Officer, Debra Edwards

#### Press and Public:

Michael Streeter, Gillingham and Shaftesbury News

**270. 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.**

There was no public participation.

#### **271. To receive and accept apologies for absence.**

It was agreed and **RESOLVED** to accept the apologies received from Cllr Gould for personal reasons.

**272. To approve the minutes as a true and accurate record of the Finance Committee meeting held on Monday 18<sup>th</sup> January 2021.**

The Chairman informed the meeting that Cllr Potheary was not present at the meeting held on Monday 18<sup>th</sup> January and asked for her name to be deleted from the draft Minutes.

It was agreed and **RESOLVED** to approve the minutes, as amended, of the Finance Committee held on Monday, 18<sup>th</sup> January 2021, as a true and accurate record. The minutes will be duly signed when it is possible to do so.

**273. To receive any questions pertaining to the previous minutes.**

There were no questions.

**274. To receive 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 disclosable pecuniary interests.

**275. To approve payments for the previous month.**

A list of payments had been circulated prior to the meeting. Please refer to **Appendix A.**

The Chairman referred to payment no. 5701 and asked for clarification of the payment. The Town Clerk informed the meeting that the payment was for a L2b assessment which is an assessment of heat load for the new workshops, as required by building regulations.

The Chairman referred to payment no. 5699 and asked if a datasheet and guarantee had been received for the new flooring at the Town Bridge Office. The Town Clerk said that she would check with the Office Manager.

The Chairman referred to payment nos. 5696, 5729 and 5821 and asked for clarification of the payments. The Town Clerk informed the meeting that these payments were mileage payments for the volunteers who had delivered prescriptions during lockdown and the amount had been covered by the grant money received in 2020.

The Chairman referred to payment no. 5625 and asked if this amount covered all, or part of, the Station Road feasibility study. The Town Clerk confirmed that it was a contribution towards the total cost.

The Chairman referred to payment no. 5811 and asked if this payment was needed during lockdown. Cllr B von Clemens confirmed that Gillingham Youth Club continue to meet on-line and the youth workers are busy updating policies and dealing with paperwork.

Cllr Hill referred to payment nos. 5799 and 5863 and asked for clarification of the payments. Cllr von Clemens confirmed that the payments were for tree work as detailed in the Estate Management reports presented to the General Purposes Committee.

It was agreed and **RESOLVED** that the payments for January 2021, as presented, are approved.

**276. To approve payments between £5,000 and £9,999, in accordance with Financial Regulations, para 4.1.2.**

List of payments between £5,000 and £9,000 had been circulated prior to the meeting. Please refer to **Appendix B**.

It was agreed and **RESOLVED** to approve the payment to Dorset Council for £5,397.91.

**277. To receive any requests for virement of budgets, if any.**

There were no requests for virement of budgets.

**278. To receive and consider sub-committee reports, if available.**

A report from the sub-committee was circulated prior to the meeting. Please refer to **Appendix C**. The report contained 7 recommendations.

It was agreed and **RESOLVED** that the letter of resignation from the Street Orderly dated 28<sup>th</sup> January 2021 is received and accepted.

It was agreed and **RESOLVED** that all options, including the use of contractors, should be investigated and costed, and reported back to the Finance Committee before a decision on the replacement of the Street Orderly is made.

It was agreed and **RESOLVED** that the contractor currently carrying out the street orderly duties over the weekends should be offered the opportunity to extend their existing contract to include weekdays, on a temporary basis for three months at a cost not to exceed £6,000.

It was agreed and **RESOLVED** that a virement of £6,000 is made from Budget No. 7003 Staff Salaries, to Budget No. 6004 Service Devolution Costs, to cover the cost of the street orderly duties by a contractor.

It was agreed and **RESOLVED** that the information pack for the post of Apprentice Gardener should be approved for distribution.

It was agreed and **RESOLVED** that the recruitment timetable for the post of Apprentice Gardener is approved.

It was agreed and **RESOLVED** that the advert, as presented, is placed on the Town Council's website, circulated to schools and colleges, placed in the Blackmore Vale Magazine at a cost of £181.70 excluding VAT and with Gillingham News at a cost of £30 for two weeks to be financed from Budget No. 7008 Staff Recruitment.

**279. To review the current Pay Policy Statement and make recommendations to Full Council.**

A copy of the council's current Pay Policy Statement was circulated prior to the meeting. The policy had been amended to include up-to-date figures regarding pension contributions and pay awards. Please refer to **Appendix D**.

It was agreed and **RESOLVED** to recommend to Full Council that the Pay Policy Statement is approved and adopted.

**280. 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).**

The meeting closed at 8.07pm

## Gillingham Town Council

## Bank payments: January 2021

No.	Supplier	Date	Details	Amount (Including VAT where applicable)
5704	Opus Energy	04/01/2021	Various electricity monthly bills	159.81
5703	Western Workshops	04/01/2021	Cleaning and protective goods	595.38
5702	Sydenhams Hire	04/01/2021	Hire of equipment	139.10
5701	PJ Fahie	04/01/2021	L2b assessments new workshops	1,006.40
5700	Mole Country	04/01/2021	Tools and materials	45.98
5699	Masterfit Flooring	04/01/2021	Polyflor for Town Bridge Office	482.83
5698	Lee Holmes	04/01/2021	Uniform and machinery spares	336.13
5697	Fencewize	04/01/2021	Waste collection	8.10
5696	Councillor expenses	04/01/2021	Covid prescription mileage	27.00
5695	CNG Electricity	04/01/2021	Electricity New Depot	189.37
5694	CCTV wayleave	04/01/2021	Wayleave payment	65.00
5625	Gillingham Enterprise CIC	04/01/2021	Contribution Station Road Feasibility study	5,000.00
5707	British Gas	05/01/2021	Electricity Public WC	17.36
5626	PJ & CM Froud	05/01/2021	Installation drainage pipes at Maple Way	4,620.00
5705	The Football Stadia Improvement Fund Ltd	06/01/2021	Clawback of Funding	11,565.50
5627	Prodrainage	06/01/2021	Drainage works at new workshops	7,371.00
5630	Sydenhams	07/01/2021	Materials new workshops	742.19
5629	Tower Supplies	07/01/2021	Uniform	481.76
5628	Youth Resouce Services	07/01/2021	Outreach	441.67
5741	Right Fuel	11/01/2021	Fuel	3.60
5736	Barcham Trees	11/01/2021	Various trees	1,205.60
5735	Dorset Council	11/01/2021	Landscaping Ham roundabout	976.50
5734	Ecobubl	11/01/2021	Refrigerant reclaim new workshops	204.00

5733	Howdens	11/01/2021	Doors new workshops	283.32
5732	Lee Holmes	11/01/2021	Machinery spares	102.73
5731	Plant World	11/01/2021	Plants	41.24
5730	Screwfix	11/01/2021	Flooring and protective wear	144.76
5729	Staff Expenses	11/01/2021	Covid prescription mileage	51.75
5728	Sydenhams	11/01/2021	Various building materials	170.79
5727	Tudor	12/01/2021	Tools and protective wear	258.84
5782	Dorset Council	14/01/2021	Planning fee new workshops	387.60
5784	Dorset Council	15/01/2021	Non Domestic rates Council buildings	2,310.00
5783	Dorset Council	15/01/2021	Non Domestic rates Council buildings	127.00
5786	Sage	18/01/2021	Monthly Accounts and Payroll software	270.60
5785	Right Fuel	18/01/2021	Fuel	38.47
5812	Signrite signs	21/01/2021	Signage Town Bridge office	450.00
5864	Payroll	22/01/2021	Payroll January 2021	22,237.62
5815	British Gas	22/01/2021	Electricity CCTV	33.25
5816	Right Fuel	25/01/2021	Fuel	16.58
5814	Dorset Council	25/01/2021	Dorset Waste	213.20
5811	Gillingham Youth Club	25/01/2021	Grant paid monthly	700.00
5810	Youth Resouce Services	25/01/2021	Outreach	441.67
5809	Water2Business	25/01/2021	Water & Sewerage new workshops	55.97
5808	Tower Supplies	25/01/2021	Uniform	257.65
5807	Sydenhams	25/01/2021	Materials	77.32
5806	Sydenhams Hire	25/01/2021	Hire of equipment	390.32
5805	Southern Tank Services	25/01/2021	Balance Fuel Tank new workshops	775.20
5804	Plant World	25/01/2021	Plants	137.64
5803	Opus Energy	25/01/2021	Gas Old Market	31.71
5802	Mole Country	25/01/2021	Pressure washer & equipment	350.86
5801	Fencewize	25/01/2021	Waste collection	257.69
5800	DAPTC	25/01/2021	Training and delivery costs	59.99
5799	David Harness	25/01/2021	Tree surgeon	1,026.00
5798	Crockers	25/01/2021	Keys	11.00
5797	CNG Electricity	25/01/2021	Electricity new workshops	86.95
5796	CCTV wayleave	25/01/2021	Wayleave payment	65.00
5795	Aqua Cleaning	25/01/2021	Hygiene services	52.00
5794	Amazon	25/01/2021	McAfee Anti virus software	12.98
5825	Talk Talk	26/01/2021	Broadband Chantry & Workshops	43.20

5822	Staff expenses	26/01/2021	Subscriptions	258.00
5821	P Ratcliffe	26/01/2021	Covid prescription mileage	11.25
5820	Darkin Miller Ltd	26/01/2021	Internal Audit	395.85
5878	Payroll	28/01/2021	HMRC PAYE & NIC	7,558.76
5863	David Harness	28/01/2021	Tree surgeon	3,612.00
5889	Opus Energy	29/01/2021	Various electricity monthly bills	210.47
5888	Utility Warehouse	29/01/2021	Town Hall gas	600.03
5887	Utility Warehouse	29/01/2021	Old Market workshop electricity	162.35
5880	Payroll	29/01/2021	Dorset County Pension Fund	8,181.94
				<b>88,645.83</b>

## APPENDIX B

Finance Committee – 15<sup>th</sup> February 2021

Minute No. 276

### Gillingham Town Council

#### Payments £5,000 to £9,999 – February 2021

No.	Supplier	Date	Details	Amount (Including VAT where applicable)
P50901	Dorset Council	12/02/2021	Landscaping Peacemarsh roundabout	£5,397.91

Finance Committee – 15<sup>th</sup> February 2021

Minute no. 278

---

**Gillingham Town Council**

**Finance Sub-Committee**

**Notes of the meeting held via MS Teams  
Tuesday 9<sup>th</sup> February 2021 at 6pm**

**Author: Julie Hawkins, Town Clerk**

Present: Cllr Barry von Clemens; Cllr Paul Harris; Cllr Sharon Cullingford;  
Cllr Donna Toye; Julie Hawkins, Town Clerk.

**1. To receive apologies for absence.**

Apologies from Cllr Hill were received and accepted.

**2. To receive and accept the resignation of the Street Orderly and consider the way forward.**

A letter of resignation from the Street Orderly dated 28<sup>th</sup> January 2021 was received and accepted. The Street Orderly's last working day with the Town Council will be Friday 26<sup>th</sup> February 2021.

It was agreed that a recommendation should be made to the Finance Committee that all options, including the use of contractors, should be investigated and costed before a decision on the replacement of the Street Orderly is made. The Finance Sub-Committee will meet again as soon as costings can be provided.

It was agreed that the contractor currently carrying out the street orderly duties over the weekends should be offered the opportunity to extend their existing contract to include weekdays, on a temporary basis for three months. The daily cost of a contractor is £90.

It was agreed that a recommendation is made to the Finance Committee that a virement of £6,000 is made from Budget No. 7003 Staff Salaries, to Budget No. 6004 Service Devolution Costs, to cover the cost of the street orderly duties by a contractor.



3. To consider the following documents for the recruitment of an Apprentice Gardener

a) Information Pack (includes job description and application form)

A draft information pack, including a job description and application form was circulated prior to the meeting.

The Town Clerk was tasked with establishing which types of documents give someone the right to work in the UK and adding the relevant information to the information pack.

NB. The UK government produce an employer's guide to acceptable right to work documents which can be viewed on the .Gov.uk website [HERE](#)

The Town Clerk was tasked with establishing the legislation regarding pensions for apprentices.

NB. The council is required to automatically enrol staff into a workforce pension if they are aged between 22 and the State Pension age and earn at least £10,000 a year. The RFO will make an assessment about whether or not to enrol the successful candidate into the workplace pension scheme.

The Town Clerk was tasked with establishing how to conduct Covid Safe interviews.

NB. As legislation is being updated on a regular basis this will be established nearer to the date of the proposed interviews.

It was agreed that the information pack, as amended, should be recommended to the Finance Committee for approval.

b) Recruitment timetable

A draft recruitment timetable was circulated to members prior to the meeting. It was agreed that the recruitment timetable should be recommended to the Finance Committee for approval.

c) Advert

A draft advert was circulated to members prior to the meeting. It was agreed that a recommendation should be made to the Finance Committee that the advert is placed on the Town Council Website, circulated to schools and colleges and placed in the Blackmore Vale Magazine at a cost of £181.70 excluding VAT and Gillingham News at a cost of £30

#### 4. Recommendations

- That the letter of resignation from the Street Orderly dated 28<sup>th</sup> January 2021 is received and accepted.
- That all options, including the use of contractors, should be investigated and costed, and reported back to the Finance Committee before a decision on the replacement of the Street Orderly is made.
- That the contractor currently carrying out the street orderly duties over the weekends should be offered the opportunity to extend their existing contract to include weekdays, on a temporary basis for three months at a cost not to exceed £6,000.
- That a virement of £6,000 is made from Budget No. 7003 Staff Salaries, to Budget No. 6004 Service Devolution Costs, to cover the cost of the street orderly duties by a contractor.
- That the information pack for the post of Apprentice Gardener should be approved for distribution.
- That the recruitment timetable for the post of Apprentice Gardener is approved.
- That the advert, as presented, is placed on the Town Council's website, circulated to schools and colleges, placed in the Blackmore Vale Magazine at a cost of £181.70 excluding VAT and with Gillingham News at a cost of £30 for two weeks to be financed from Budget No. 7008 Staff Recruitment.

**Gillingham Town Council**  
**Pay Policy Statement 2021 - 2022**  
**Revision 001 - February 2021**

## **1. Introduction and Purpose**

This pay policy statement describes Gillingham Town Council's policies that relate to the pay of its workforce, particularly its senior officers and its lowest paid workers.

Under section 112 of the Local Government Act 1972, the council has the "power to appoint officers on such reasonable terms and conditions as it thinks fit". This Pay Policy Statement ('the statement') sets out the council's approach to pay policy in accordance with the requirements of Section 38 of the Localism Act 2011. The purpose of the statement is to provide transparency with regard to the council's approach to setting the pay of its employees by identifying:

- the methods by which salaries of all employees are determined, and
- The detail and level of remuneration of its most senior staff, as defined by the relevant legislation.

This policy statement has been approved by the council and is effective from 23<sup>rd</sup> February 2021. It will be subject to review annually and in accordance with new or proposed legislation to ensure that it remains relevant and effective.

## **2. Accountability and Decision Making**

In accordance with the standing orders of the council, the Finance Committee is responsible for decision making in respect of the recruitment, pay, terms and conditions and severance arrangements relating to employees of the council.

### 3. Responsibility and Scale

Gillingham Town Council is currently directly responsible for a budget of £930,187 (2020/21) and for the employment of 14 staff. The council provides services to a current population of 12,101 residents plus visitors to the town.

### 4. The Council's Pay Strategy

In determining the pay of its employees, the council will comply with all relevant employment legislation. This includes the Equality Act 2010, Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000, The Agency Workers Regulations 2010 and where relevant, the Transfer of Undertakings (Protection of Earnings) Regulations. Regarding the Equal Pay requirements contained within the Equality Act, the council ensures that all pay arrangements can be objectively justified using Job Evaluation methods. The council takes the following approach to assessing individual and overall pay levels.

- **Defining the role** – this describes the activities, responsibilities, accountabilities and behaviours which relate to each job and helps ensure that the role and its requirements is fully understood by the individual and the manager. This allows the council to assess the performance of its staff and so improves efficiency and effectiveness.
- **Determining the job size** – this process ranks all the council's jobs by using job evaluation techniques in order to ensure fairness and transparency and to allow for direct comparison between roles.
- **Determining overall pay levels** – this allows the council to assess the right pay policy and pay levels based on a number of key factors which include but are not limited to ability to pay, national, local and regional pay comparators.
- **Determining pay structure** – pay is frequently made up of a number of elements. This council has adopted an approach which includes basic pay incremental progression related to service or performance. Where different pay arrangements apply to different groups of staff the reasons are clearly evidenced and documented. The council's approach to pay is detailed below and where different arrangements are in place these are explained.
- **Recruiting the right staff** – where necessary the council may apply market supplements or other individual pay levels for specific roles in order to ensure that it can recruit the best staff. This approach will only be adopted where there is clear evidence of recruitment difficulty and any such payments will be time limited and in accordance with council policy.

## 5. Pay Design

Gillingham Town Council's pay policy is based on the National Joint Council for Local Government Services nationally negotiated pay scheme which applies to local government employees. The most recent pay award was 2.75% with effect from 1st April 2020.

## 6. Pay Structure

- **Pay Grades and Progression** - Progression through the pay grades is based on meeting identified performance goals and a combination of service to the council. New employees will usually be appointed to the minimum pay level for the relevant grade. Managers have the discretion to recommend an employee for acceleration of increments within the grade when they have demonstrated exceptional performance.
- **Pay Supplements** - From time to time it may be necessary to pay special allowances or supplements to individual employees as part of their employment contract where specific circumstances require this and where it can be justified in accordance with council policies. Such allowances are negotiated nationally or locally through collective bargaining arrangements and/or as determined by council policy. The council uses the following:
  - Allowances to attract and retain employees with experience, skills and capacity, for example when there are skills shortages locally or nationally.
  - Special payments where an employee has taken on additional duties and responsibilities for a defined period; for example, covering a vacancy or taking on a special project.

The council will ensure that the requirement for additional allowance or supplement is objectively justified by reference to clear and transparent evidence and where market supplements are considered that this is with reference to data available from within and outside the local government sector.

## OTHER EMPLOYMENT-RELATED ARRANGEMENTS

### 7. Local Government Pension Scheme (LGPS)

Subject to the qualifying conditions of the scheme, employees will be enrolled into the Local Government Pension Scheme (LGPS) at the start of their employment. The employee contribution rates, which are defined by statute, currently range between 5.50% and 6.80% of pensionable pay. The Employer contribution rates are set by Actuaries advising each of the 89 local LGPS funds and reviewed on a triennial basis in order to ensure the scheme is appropriately funded. The current rate was reviewed in 2019 and is 22% for the years 2020/21, 2021/22 and 2022/23.

## **8. Professional Fees**

Where the council's Finance Committee determines that membership of a professional body is essential for the continuous professional development of an employee the council will pay the fees of that professional body. Membership of a professional body will be limited to one per member of staff.

## **9. Business Travel and Expenses**

Where employees are required to travel during their duties, they are expected to determine the most appropriate form of transport considering the total cost, travel time and carbon emissions. The cheapest form of transport will normally be chosen unless the travel time is unreasonable. If there are two forms of transport with comparable costs, the transport with the lowest carbon emissions must be selected unless the travel time is unreasonable. If public transport is used, the cheapest travelling fare should be chosen. It is the council's policy not to pay for first class travel.

## **10. Mileage Allowances**

Where employees use their own vehicles for business purposes the mileage allowance will set according to HMRC rates.

## **11. Subsistence Payments**

Employees may claim reimbursement of reasonable additional expenditure for sustenance and or accommodation incurred whilst they are working away from their normal place of work and unable to follow their usual arrangements. Such claims will normally be paid only in circumstances where employees are required to travel out of the area and incur an overnight stay. Where it is agreed that the journey will be made in a single day, claims for reasonable reimbursement for lunch and an evening meal will be considered. Reimbursement of all claims will only be paid on submission of a receipt for the expenditure incurred. All subsistence claims will be paid in accordance with HMRC rates and must be agreed by the Town Clerk prior to travel.

## **12. The Town Clerk and Senior Management Team**

Due to the nature and responsibilities of their role, the Town Clerk and the Senior Management Team (Works Manager, RFO and Deputy Town Clerk) are normally employed on permanent employment contracts. When recruiting to all posts the council will take full and proper account of its own Equal Opportunities Policy. The determination of the remuneration to be offered to any newly appointed Town Clerk, or member of the Senior Management Team, will be in accordance with the pay structure and relevant policies in place at the time of recruitment.

Where the council is unable to recruit to a post at the designated grade, it will consider the use of temporary market forces supplements in accordance with its relevant policies.

In exceptional circumstances, where the council remains unable to recruit to a Town Clerk or member of the Senior Management Team, or where there is a need for interim support to provide cover for a vacant post, the council may consider engaging an individual through a 'contract-for services'. Such arrangements can be advantageous because they can reduce employment costs and are flexible because they can be used for short periods of time without the need to pay termination payments. Where these arrangements are used the council will use relevant procurement processes to ensure that it can demonstrate value for money. Such arrangements will be kept under regular review by the Finance Committee.

### **13. Lower Paid Employees**

The lowest paid persons employed under a contract of employment with the council are employed on full time (37 hours) equivalent salaries in accordance with the minimum spinal column point currently in use within the council's grading structure. As at 1 April 2020, this is £19,698 per annum (the council applies a living wage policy). The council may employ apprentices who are not included within the definition of 'lowest paid employees' as they are employed under an [approved apprenticeship standard](#).

### **14. Pay Multiple**

As described above the council uses an established process of defining roles, determining job size and salary levels. This process determines the relationship between the rate of pay for the lowest paid and senior manager post, including the Town Clerk, described as the pay multiple. The current pay multiple, as at March 2021, between the lowest paid employee and the Town Clerk is 1:2. This is as currently recommended by The Hutton Review of Fair Pay in the Public Sector (2010) and will be monitored and recorded annually.

### **15. Payments on Termination of Employment**

Any payments falling outside the provisions of 'the statement' or the relevant periods of contractual notice are subject to a formal decision made by the full council to approve such payments and will be determined on a case by case basis. It is not the council's policy to re-employ or to contract with senior managers who have been made redundant from the council unless there are exceptional circumstances where their specialist knowledge and expertise is required for a defined period or unless a period of 1 year has elapsed since the redundancy and circumstances have changed.

## 16. Publication of Pay Statement

Upon approval by the Full Council, this statement will be published on the council's website. In addition, for posts where the full-time equivalent salary is at least £50,000, the council's annual statement of accounts will include a note setting out the total amount of:

- salary, fees, or allowances paid to or receivable by the person in the current and previous year,
- any bonuses so paid or receivable by the person in the current and previous year,
- any sums payable by way of expenses allowance that are chargeable to UK income tax,
- any compensation for loss of employment and any other payments connected with termination, and
- any benefits received that do not fall within the above.

## 17. Changes to the Policy

The council may, at any time, by resolution of the council, amend the statement.

## 18. Evaluation and Review

The statement will be subject to reviewed by the council's Finance Committee by no later than 1<sup>st</sup> March 2022.

Signed by:

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