



GILLINGHAM TOWN COUNCIL

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

FINANCE COMMITTEE

MINUTES – 18th January 2021

The minutes of the Finance Committee held on Monday 18th January 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 4th April 2020.

Present:

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

Cllr Mike Gould
Cllr Paul Harris
Cllr Mick Hill
Cllr John Kilcourse
Cllr Val Potheary
Cllr Graham Poulter

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

257. 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.

258. To receive and accept apologies for absence.

There were no apologies for absence. Cllr Cullingford was unable to chair the meeting for the first part of the meeting due to technical difficulties. Cllr Toye chaired the meeting until 8.18pm.

259. To approve the minutes as a true and accurate record of the Finance Committee meeting held on Monday 16th November 2020.

It was agreed and **RESOLVED** to approve the minutes of the Finance Committee held on Monday, 16th November 2020, as a true and accurate record. The minutes will be duly signed when it is possible to do so.

260. To receive any questions pertaining to the previous minutes.

There were no questions pertaining to the previous minutes.

261. 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 declared.

262. 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 December 2020, as presented, are approved.

263. 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 payments to Gillingham Enterprise CIC of £5,000 and to Prodrainage for £7,371.

264. To receive any requests for virement of budgets, if any.

Cllr Harris had circulated a report requesting virements of budgets for the refurbishment of the workshop prior to the meeting. Please refer to **Appendix C**.

It was agreed and **RESOLVED** that a virement of £2,500 is made from each of budget group 10, lines 7025 and 7030, total £5,000, to budget group 12(a) line 7211 New Works Depot refurbishment.

An update Workshop Budget will be circulated to all councillors.

The RFO explained the virements contained within the Management Accounts.

It was agreed and **RESOLVED** to approve the virements as presented on page 1a of the Management Accounts. Please refer to **Appendix D**.

265. To receive and approve the management accounts to 31st December 2020.

A set of management accounts dated 31st December 2020 had been circulated prior to the meeting. Please refer to **Appendix D**.

It was agreed and **RESOLVED** to approve the management accounts dated 31st December 2020.

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

There were no sub-committee reports this month.

267. To receive and approve a report from the internal auditor dated 15th December 2020 and agree the management responses.

A copy of the internal auditor's report had been circulated prior to the meeting. Please refer to **Appendix E**.

It was agreed and **RESOLVED** to approve the internal auditors report dated 15th December 2020 and the management responses as presented.

268. To review the current Grants Policy and make recommendations to Full Council.

A copy of the Grants Policy had been circulated prior to the meeting.

It was agreed and **RESOLVED** that the Grants Policy is recommended to the Full Council meeting to be held on 25th January 2021 for approval.

269. 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) It was noted that Cllr Cullingford will make a report to Full Council regarding electricity at the Town Meadow.

The meeting closed at 8.30pm

Finance Committee – 18th January 2021

Minute No. 262

Gillingham Town Council

Bank payments: December 2020

No	Supplier	Date	Ref	Description	Amount paid
5314	Right Fuel	07/12/2020	DD	Fuel	70.98
5321	Opus Energy	07/12/2020	DD	Various electricity monthly bills	223.03
5324	Amazon	10/12/2020	BP	Ink cartridges	25.99
5325	Gillingham Youth Club (formerly Bones)	10/12/2020	BP	Grant paid monthly	700.00
5326	Aqua Cleaning Services Ltd	10/12/2020	BP	Annual Duty of Care Certificate	48.00
5328	CCTV Wayleave payments	10/12/2020	BP	Payment to resident	35.00
5329	Clifford T Shean Ltd	10/12/2020	BP	Installation surge protection device and report (H&S)	417.00
5330	Goadsby & Harding	10/12/2020	BP	Rent and Service charge Old Market Workshop (quarterly)	5,761.30
5331	Hunt Forest Group	10/12/2020	BP	Machinery spares	45.88
5332	K. Wareham	10/12/2020	BP	Greenhouse	100.00
5333	Lee Holmes	10/12/2020	BP	Machinery spares and protective clothing	783.38
5334	MG Cleaning	10/12/2020	BP	Town Hall Cleaning	195.00
5335	Mole Country	11/12/2020	BP	Tools and materials	129.17
5336	Normtec	11/12/2020	BP	Fingerpost materials	1,219.31
5337	Screwfix	11/12/2020	BP	Tools and materials	205.63
5338	SLCC Enterprises Ltd	11/12/2020	BP	Staff and Councillor training	120.00
5339	Sydenhams	11/12/2020	BP	Various materials	365.03
5340	TF Builders	11/12/2020	BP	Skip hire and waste collection	540.00
5341	Tower Suppliers	11/12/2020	BP	Staff uniform	784.41
5342	Tudor	11/12/2020	BP	Various materials and goods	45.96
5343	Water2Business	11/12/2020	BP	Water and sewerage New Depot	20.22
5344	Burfitt & Garrett Ltd	11/12/2020	BP	Building work	10,859.41
5345	Citizens Advice Central Dorset	14/12/2020	BP	Grant 2020/21	10,000.00
5354	Right Fuel	14/12/2020	DD	Fuel	96.68
5411	Dorset Council	15/12/2020	DD	Non-Domestic rates Council buildings	127.00

5412	Dorset Council	15/12/2020	DD	Non-Domestic rates Council buildings	2,310.00
5413	British Gas	16/12/2020	DD	Elect WC and Town Bridge office	21.44
5414	Sage	16/12/2020	DD	Monthly Accounts and Payroll software	270.60
5327	Burfitt and Garrett Ltd	21/12/2020	BP	Building work	83.40
5601	British Gas	21/12/2020	DD	Elect CCTV	28.15
5602	Right Fuel	21/12/2020	DD	Fuel	73.67
5657	Net pay	23/12/2020	BP	Payroll December 2020	22,270.82
5609	MG Cleaning	24/12/2020	BP	Weekend street cleaning	540.00
5610	Lyreco	24/12/2020	BP	Stationery and stamps	169.73
5611	Fencewize	24/12/2020	BP	Green space	180.00
5612	Dorset Council	24/12/2020	BP	Change of Address New Depot	70.00
5613	Dorset Assoc of Parish and Town Councils (DAPTC)	24/12/2020	BP	Staff & Councillor training	117.00
5614	Designjam	24/12/2020	BP	Website maintenance monthly	102.00
5615	Crockers	24/12/2020	BP	Materials	6.28
5616	Bath and North East Somerset Council	24/12/2020	BP	Data Protection Services May 20 to May 21	1,500.00
5617	Aqua Cleaning Services Ltd	24/12/2020	BP	Monthly Hygiene services	52.00
5618	Water2Business	29/12/2020	BP	Water and sewerage New Depot	64.08
5619	Southern Electric Power Distribution	29/12/2020	BP	Electrical disconnection New Depot	405.64
5620	SLCC Enterprises Ltd	29/12/2020	BP	Staff and Councillor training	672.00
5621	Screwfix	29/12/2020	BP	Materials	79.99
5622	Pauline Dawkins Sculptures	29/12/2020	BP	Balance sculptures Ham roundabout	3,200.00
5623	Opus Energy	29/12/2020	BP	Gas Old Market Workshop	25.65
5624	DJM Forestry Ltd	29/12/2020	BP	Xmas trees	1,260.00
5647	Right Fuel	29/12/2020	DD	Fuel	78.91
5652	HMRC	29/12/2020	BP	Payroll December 2020	7,559.56
5650	Talk Talk	30/12/2020	DD	Broadband Chantry & Workshops	43.20
5651	Dorset County Pension Fund	30/12/2020	BP	Payroll December 2020	8,181.94
5648	Utility Warehouse	31/12/2020	DD	Town Hall gas	199.06
5649	Utility Warehouse	31/12/2020	DD	Old Market workshop elect	157.98
TOTAL					82,641.48

Finance Committee – 18th January 2021

Minute No. 263

Gillingham Town CouncilPayments £5,000 to £9,999 – 1st January 2021 – 6th January 2021

DATE PAID	REF	SAGE LOG NO	DETAIL	AMOUNT (INCLUDES VAT WHERE APPLICABLE)
04/01/2021	GILL0005/BP	5625	Gillingham Enterprise CIC Contribution to Station Road Feasibility Study	£5,000.00
06/01/2020	PRODRAINAGE/BP	5627	Drainage works for the New Works Depot	£7,371.00

Gillingham Town Council

Request for Virement of Budget

1. This request follows from the workshop finance update meeting held 14 January 2021. Present were Councillor Harris, Town Clerk, Responsible Finance Officer and Works Manager. The request was endorsed by the workshop Task and Finish Group at its meeting 15 January 2021.
2. The workshop finance update determined that the refurbishment was on track, however unforeseen costs (example: additional drainage work due to collapsed drain @ £3,750; additional gas work @ £6,874, additional skip hire) had been incurred that were in excess of the original budget. Whilst recent budget additions closed the gap for electrical work (now in progress), a working margin of £5K is still required for continuing refurbishment work.
3. The Works Manager identified a balance in two current budget lines, for which he is responsible, that will not be used in this financial year; he has completed the relevant purchases for this year. These are:
 - a. Group 10, line 7025 Staff Workwear Total £3,027 and
 - b. Group 10, line 7030 Staff Protective Clothing, Total £3,387
4. The Works Manager and RFO recommended that £2,500 from each line item could be transferred to budget group 12(a), line 7211 New Works Depot refurbishment, provided a reserve of £500 per line is retained in case of unforeseen costs until the financial year end in March 2021. The Town Clerk and Councillor Harris concurred.
5. Recommendation

That a virement of £2,500 is made from each of budget group 10, lines 7025 and 7030, total £5,000, to budget group 12(a) line 7211 New Works Depot refurbishment.

Management Accounts to 31st December 2020

GILLINGHAM TOWN COUNCIL YE 31/3/2021		YEAR END 2020/21 - 1 APRIL 2020 TO 31 MARCH 2021									
FY 2020/21		2020/21	2020/21	2020/21	2020/21	2020/21		ACTUAL	Actual Income		
INCOME AND EXPENDITURE ACCOUNT		BUDGET	VIREMENT	ADJUSTED	EARMARKED	ADJUSTED		INCOME	less Budget Income		
FINANCIAL YEAR 1/4/2020 TO 31/3/2021				BUDGET	FUNDS	BUDGET		TOTALS	including		
MANAGEMENT ACCOUNTS period- 1/4/20 TO 31/12/2020											
PREPARED 13/1/2021						& EARMARKED		31/12/2020	Earmarked		
						TOTAL					
INCOME											
SAGE NIL											
4000 PRECEPT INCOME		899,268		899,268		899,268		899,268	0		
OTHER INCOME				0		0			0		
4010 Income - Cemetery and Burials		6,000		6,000		6,000		5,118	-882		
4020 Income - Allotments		940		940		940		930	-10		
4050 Income - Room hire and lettings		3,500		3,500		3,500		30	-3,470		
4051 Income - Rent of office Registrar		4,500		4,500		4,500		-4,500			
4061 Income - Civil weddings		800		800		800		500	-300		
4100 Income - Grants (Restricted/Earmarked)		0		0		0		0	0		
4101 Income - Grant Milton on Stour (TRO) - Restricted		0		0		0		0	0		
4102 Income - Grant D.C. Utter Free Dorset (Restricted)		0		0		0		0	0		
4103 Income - SLA D.C. Street Cleaning		9,000		9,000		9,000		9,000	0		
4104 Income - SLA D.C. Verges		3,929		3,929		3,929		3,929	0		
4106 Income - Grant Dorset Community (Covid-19) (Restricted)				0		0		2,425	2,425		
4155 Income - Sponsorships		0		0		0			0		
4156 Income - Sponsorships Festive Lights (Restricted)		0		0		0		0	0		
4157 Income - Sponsorships (Bedding plants)		0		0		0			0		
4158 Income - Sponsorships Benches/Trees (Restricted)		0		0		0		0	0		
4200 Income - General donations		0		0		0			0		
4210 Income - Parish contributions		0		0		0		426	426		
4900 Income - Other		0		0		0		0	0		
4901 Income - Sundries (Printing etc.)		250		250		250		150	-100		
4902		0		0		0			0		
4903 Income - Insurance Claims and rebates		0		0		0		1,242	1,242		
4904 Income - Sale/Disposal of Assets		0		0		0		5,300	5,300		
4905 Income - Wayleaves		0		0		0		35	35		
4906 Income - PWLB loan for New Works Depot (Earmarked)				0		0		345,000	345,000		
4950 Income - Bank Interest		2,000		2,000		2,000		120	-1,880		
TOTAL INCOME		930,187	0	930,187	0.00	930,187		1,273,474	343,287		
GILLINGHAM TOWN COUNCIL YE 31/3/2020		2020/21	2020/21	2020/21	2020/21	2020/21		ACTUAL	Expenditure Budget	Earmarked	%
2019/20		BUDGET	VIREMENT	ADJUSTED	EARMARKED	ADJUSTED		EXPENDITURE	plus Earmarked funds	Balance only	Expenditure of Budget &
INCOME AND EXPENDITURE ACCOUNT				BUDGET		BUDGET		Totals	Less Actual spend	31/12/202	
FINANCIAL YEAR 1/4/2020 TO 31/3/2021						& EARMARKED		31/12/2020	31/12/2020	0	Earmarked
EXPENDITURE						TOTAL			not yet spent		Funds
1	CEMETERY, CHAPEL, OLD MORTUARY & GARDEN OF REMEMBRANCE	8,747	0	8,747	5,742	14,489		7,641	6,848	4,065	52.74%
1d	CLOSED CHURCHYARD	19,017	0	19,017	500	19,517		80	19,437	500	0.41%
2	ALLOTMENTS	1,034	0	1,034	0	1,034		0	1,034	0	0.00%
3	ESTATE MANAGEMENT	36,928	-1,800	35,128	54,115	89,243		35,968	53,275	43,308	40.30%
4	PLAY AREAS	50,714	0	50,714	66,000	116,714		76,087	40,627	27,253	65.19%
5	GENERAL PURPOSES PROJECTS	26,639	-9,000	17,639	10,991	28,630		9,748	18,882	7,568	34.05%
6	GENERAL PURPOSES	3,587	0	3,587	62,600	66,187		2,175	64,012	60,786	3.29%
7	DISCRETIONARY POWERS & DEVOLVED SERVICES	54,198	0	54,198	33,425	87,623		40,736	46,887	31,332	46.49%
8	GRANTS PAID	15,000	0	15,000	0	15,000		9,761	5,239	0	65.07%
9	CIVIC RESPONSIBILITIES	6,250	0	6,250	1,250	7,500		1,089	6,411	1,250	14.51%
10	PAYROLL AND STAFF COSTS	494,758	0	494,758	10,000	504,758		350,748	154,010	10,000	69.49%
11	PREMISES - TOWN HALL	29,483	0	29,483	3,854	33,337		17,713	15,624	3,854	53.13%
12	PREMISES - WORKSHOP (OLD MARKET)	38,299	0	38,299	3,425	41,724		30,500	11,224	3,315	73.10%
12a.	PREMISES - NEW WORKS DEPOT (Earmarked funds)	0	10,800	10,800	525,000	535,800		410,560	125,240	127,205	76.63%
13	PREMISES - COMMUNITY OFFICE (CHANTRY)	3,795	0	3,795	800	4,595		1,438	3,157	800	31.29%
14	PREMISES - PUBLIC TOILETS & TOWN BRIDGE OFFICE	14,179	0	14,179	3,512	17,691		14,645	3,046	607	82.78%
15	VEHICLES AND EQUIPMENT	32,206	0	32,206	27,773	59,979		43,112	16,867	3,000	71.88%
16	ADMINISTRATION AND OFFICE COSTS	10,600	-1,000	9,600	0	9,600		2,990	6,610	0	31.15%
	PROFESSIONAL FEES, SUBSCRIPTIONS, IT, LICENCES, INSURANCE & LEASING	56,960	1,000	57,960	3,906	61,866		37,232	24,633	3,906	60.18%
18	ACCURALS	27,793	0	27,793	36,354	64,147		0	64,147	36,354	0.00%
TOTAL EXPENDITURE		930,187	0	930,187	849,247	1,779,434		1,092,221	687,213	365,103	61.38%
INCOME LESS EXPENDITURE (Surplus)		0	0	0	0	0		£181,253			

VIREMENTS FOR APPROVAL FINANCE COMMITTEE - 18TH JANUARY 2021						
Cost		Q 3 - 1/10/20 - 31/12/20	2020/21 Budget	2020/21 Virement	2020/21 Adjusted	
Centre			at 30/9/20		Budget at 31/12/20	
12	7086	Workshop - Cleaning materials and hygiene	1,600	700.00	2,300	Finance Committee 18/1/21
	7090	Workshop - Burglar alarm maintenance	600	-500.00	100	Finance Committee 18/1/21
	7096	Workshop - Health & Safety	500	-200.00	300	Finance Committee 18/1/21
		Additional costs cleaning (Includes bulk buy black sacks)				
12a	7211	New Works Depot - Refurbishment of buildings	0	9,000.00	9,000	Full Council 14/12/20
5	5403	GP Projects - Highway works (328)	9000	-9,000.00	0	Full Council 14/12/20
		As agreed for New Depot refurb				
12a	7211	New Works Depot - Refurbishment of buildings	0	1,800.00	1,800	Full Council 14/12/20
3	5061	Estate management costs - General maintenance and repairs (310)	6550	-1,800.00	4,750	Full Council 14/12/20
		As agreed for New Depot refurb				
14	7130	Public toilets & Town Bridge office - Electricity	168	200.00	368	Finance Committee 18/1/21
	7128	Public toilets & Town Bridge office - Water rates	350	-200.00	150	Finance Committee 18/1/21
		Increase costs for Electricity				
15	7302	Vans - Road fund licences (416/417)	500	30.00	530	Finance Committee 18/1/21
15	7301	Vans - Repairs & servicing and MOT (416/417)	3712	-30.00	3,682	Finance Committee 18/1/21
		Increase costs in RFL for two vans				
17	7605	HR & Health and Safety Consultancy (450)	3958	50.00	4,008	Finance Committee 18/1/21
17	7600	Legal Fees	2000	-50.00	1,950	Finance Committee 18/1/21
		Increase costs for Annual fee				
17	7607	Subscriptions (Memberships, fees and publications) (450)	4600	1,000.00	5,600	Finance Committee 18/1/21
16	7550	Telephone	1340	-1,000.00	340	Finance Committee 18/1/21
		Additional subs in year. BANES late invoiced				
			34,878	0	34,878	
					Page 1 a	

Other liabilities	0	0			
TOTAL LIABILITIES	21,179	57,644	30,395	46,874	
NET CURRENT ASSETS	665,577	940,463	1,101,399	846,829	
	31/03/2020	30/6/2020	30/9/2020	31/12/2020	
REPRESENTED BY:					
General reserves					
Brought forward 1st April	191,427	188,297	188,297	188,297	
Adjustment for Earmarked funds	-128,786	1,931	69,258	112,177	
Surplus at period end	125,655	274,886	435,823	181,253	
Total General reserves	188,297	465,114	693,378	481,726	56.89%
Earmarked Reserves -					
Brought forward 1st April	348,494	477,280	477,280	477,280	
Adjustment for Earmarked funds	128,786	-1,931	-69,258	-112,177	
Total Earmarked reserves	477,280	475,349	408,022	365,103	43.11%
NET RESERVES	665,577	940,463	1,101,399	846,829	100.00%

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