



# GILLINGHAM TOWN COUNCIL POLICY & RESOURCES COMMITTEE

The Town Hall, School Road, Gillingham, Dorset SP8 4QR  
Tel: 01747 823588 Email: GTC@gillinghamdorset-tc.gov.uk

Dear Sir/Madam

All members of the **Policy and Resources Committee** are summoned to a meeting which will be held on **Monday, 21<sup>st</sup> January 2019**, in the Jubilee Room, Town Hall, School Road, Gillingham commencing at **7.30pm**.

16<sup>th</sup> January 2019

Julie Hawkins,  
Town Clerk

Prior to the meeting a period of time up to a maximum of fifteen minutes will be allowed for public comments and questions restricted to items listed on the following agenda.

All in attendance should be aware that filming, recording, photographing or otherwise being reported about may occur during the meeting. A designated area is set aside for members of the public not actively participating in the meeting where there will be no filming or photographs taken.

## AGENDA

1. Apologies.
2. To approve the minutes of the last meeting held on Monday, 10<sup>th</sup> December 2018.
3. Questions.
4. Declarations of Interest - Members are required to comply with the requirements of the Localism Act 2011, Section 27 regarding disclosable pecuniary interests.
5. To receive working party reports for consideration and approval, if available:
  - a) Cycle Link
6. Finance:
  - a) To approve and authorise payments for January 2019.
  - b) To receive and approve the 3<sup>rd</sup> quarter financial/statement accounts for FY 2018/19.

## Policy and Resources Committee - Monday, 21<sup>st</sup> January 2019

7. To consider and agree the following recommendations from the General Purposes Committee held on Monday, 14<sup>th</sup> January 2019:
  - “that the current Green Flag sites (2 no.) are entered for Green Flag accreditation 2019/20 at a cost of £350 per site, total £700, to be financed from budget no. 7.01 GTC Management Plan Work”.
  - “that POS Shires Gate and POS Shreen Meadow are jointly entered for Green Flag accreditation in 2019/20 (first time) at a cost of £350 to be financed from budget no. 7.01 GTC Management Plan Work”.
  - “that those sites entered for Green Flag 2019/20 are also entered for South West in Bloom Pride in Parks Award 2019 at a cost of £20 each, total £60, financed from budget no. 7.01 GTC Management Plan Work”.
  - “that staff/councillors (approximately 10 no. persons) attend the South West in Bloom Spring Seminar on Thursday, 28<sup>th</sup> February 2019, at a cost of £18 per delegate, total £180, to be financed from budget no. 8.21 staff training”.
  - “that battery powered hand tools are purchased from Supplier no. 1 at a cost of £2,603.66 plus VAT and financed from budget no. 502 Replacement Small Plant Tools”.
8. To consider and agree additional signage to promote more Green Flag sites and inform people about the criteria for Green Flag sites.
9. To consider and agree refurbishment costs for the Workshop deferred from the General Purposes Committee meeting held on 14<sup>th</sup> January 2019.
10. To receive and consider revised Financial Standing Orders as recommended by NALC (National Associations of Local Councils).
11. To appoint a member of the Policy and Resources Committee to verify bank reconciliations (for all accounts) produced by the RFO. *Please note that the member should not be the Chairman or a cheque signatory.*
12. To consider and approve the use of variable direct debits for the payment of utility supplies (energy, telephone and water), the Fuel Card, and the Non-Domestic Rates provided that the instructions are signed by two members and any payments are reported to the council as made.
13. To consider and agree a revised Grants Policy.
14. Matters Pertinent. Members are advised that inclusion of an item is at the Chairman’s discretion and that ***‘A Council cannot lawfully decide any matter which is not specified in the summons (agenda)’***. The Chairman to be advised prior to the start of the meeting.

### Attached:

Agenda item no. 6: List of payments to date for January 2019

Agenda item no. 8: Green Flag Signage

Agenda item no. 10: Revised Financial Regulations

Agenda item no. 13: Revised Grants Policy

### To follow:

Agenda item no. 6: 3<sup>rd</sup> quarter financial/statement accounts for FY 2018/19.

### Tabled:

Agenda item no. 9: Workshop Refurbishment