



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, 18th February 2019**, in the Jubilee Room, Town Hall, School Road, Gillingham commencing at **7.30pm**.

Julie Hawkins

11th February 2019

Julie Hawkins
Town Clerk

Prior to the meeting 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.

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, 21st January 2019.
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) Cycleway
6. Finance:
 - a) To approve cheques for payment for February 2019.
7. To consider a request for a virement of £500 from budget no. 7.05, Town Clerk Mentor to budget number 4.08, Staff Expenses.
8. To consider a request for a virement of £200 from budget no. 7.05, Town Clerk Mentor to budget number 5.08, Councillor Expenses.

Policy and Resources Committee – Agenda – Monday 18th February 2019 (continued):

9. To consider the purchase of identification badges for staff and councillors at a total cost of £162 to be taken from budget no. 4.08 staff expenses and budget no. 5.08 councillor expenses.
10. To consider and agree a tender document for a seasonal contractor to work with the Gillingham Town Council grounds team between April and September 2019.
11. To receive the resignations of the current weekend orderly staff (x2) and to agree a way forward.
12. To receive and consider quotations for the design, maintenance and hosting of the Town Council's website.
13. To receive and consider a draft Mayors Handbook for recommendation to Full Council.
14. To receive and consider revised Standing Orders for recommendation to Full Council.
15. To receive and consider a revised Code of Conduct.
16. To receive and consider a report from the Estate Management Working Party regarding a proposed natural heritage landscape assessment for the larger areas of public open spaces.
17. Matters pertinent to this meeting - 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.

Closure.

Attached:

None

To follow via Email:

Agenda item no. 6: List of Payments

Agenda item no. 10: Specification for Seasonal Grounds Staff Contract

Agenda item no. 11: Report for weekend orderly staff

Agenda item no. 12: Future Web Site Provision

Agenda item no. 13: Mayor's Handbook

Agenda item no. 14: Standing Orders (revised)

Agenda item no. 15: Code of Conduct

Agenda item no. 16: Natural Landscape Assessment

Tabled:

None