



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

ANNUAL COUNCIL

The minutes of the **Annual Council** meeting held on **Monday, 13th May 2019**, at 7.30pm in the Jubilee Room, Town Hall, Gillingham, Dorset.

Present

Cllr Su Hunt, Mayor	Cllr Paul Harris
Cllr Barry Von Clemens, Deputy Mayor	Cllr Mick Hill
Cllr Sharon Cullingford	Cllr Valarie Potheary
Cllr Rupert Evill	Cllr John Robinson
Cllr Alan Frith	Cllr Donna Toye
Cllr Mike Gould	Cllr Barry Von Clemens

Please note: following the election on 2nd May 2019, there are 5 councillor vacancies.

In Attendance

Town Clerk, Julie Hawkins

Deputy Town Clerk, Clare Ratcliffe

Press and Public

Press – Michael Streeter, Gillingham and Shaftesbury News

Public – 2 members of the public

Minute no.

001	To elect the Mayor for the Council Year 2019-2020 and to formally ask the member elected to sign the Declaration of Acceptance of Office following selection.
	It was agreed and RESOVLED that Cllr Von Clemens is elected as Mayor for the Council Year 2019-2020. Cllr Von Clemens duly signed the Declaration of Acceptance of Office.
002	To elect the Deputy Mayor for the Council Year 2019-2020 and to formally ask the member elected to sign the Declaration of Acceptance of Office following election.
	It was agreed and RESOVLED that Cllr Harris is elected as Deputy Mayor for the Council Year 2019-20 Cllr Harris duly signed the Declaration of Acceptance of Office.
003	To receive apologies for absence.
	Apologies were received from Cllr Poulter for personal reasons. It was agreed and RESOLVED that the apology for absence from Cllr Poulter was accepted.
004	To approve the minutes of the last meeting of the Full Council held on Tuesday, 23rd April 2019.
	It was agreed and RESOLVED to approve the minutes of Full Council held on Tuesday, 23 rd April 2019 and the minutes were duly signed by the Chairman as a correct record.
005	Questions.
	There were no questions.

006	To receive Declarations of Interest. Please note: members are required to comply with the requirements of Section 27 of the Localism Act 2011 disclosable pecuniary interests.
	There were no declarations of pecuniary interest declared.
007	To consider and agree the draft Terms of Reference for the Standing Committees.
	It was agreed and RESOLVED that the draft Terms of Reference for the Standing Committees are adopted.
008	To appoint membership of the following committees:
008(a)	General Purposes Committee
	The following were nominated to the General Purposes Committee: Cllr Evill, Cllr Harris, Cllr Hill, Cllr Poulter, Cllr Robinson, Cllr Toye, Cllr Von Clemens, Cllr Weeks, 3 vacancies. It was agreed and RESOLVED that the General Purposes Committee consists of those members mentioned above.
	It was agreed and RESOLVED that Cllr Hill is elected as Chairman of the General Purposes Committee.
	It was agreed and RESOLVED that the position of Deputy Chairman of the General Purposes Committee is deferred until the councillor vacancies are filled.
008(b)	Planning Committee
	The following were nominated to the Planning Committee: Cllr Cullingford, Cllr Evill, Cllr Frith, Cllr Gould, Cllr Harris, Cllr Potheary, Cllr Robinson, Cllr Von Clemens, Cllr Weeks, 3 vacancies. It was agreed and RESOLVED that the Planning Committee consists of those mentioned above.
	It was agreed and RESOLVED that Cllr Potheary is elected as chairman of the Planning Committee.
	It was agreed and RESOLVED that Cllr Evill is elected as Deputy Chairman of the Planning Committee
008(c)	Finance Committee
	The following were nominated to the Finance Committee: Cllr Cullingford, Cllr Frith, Cllr Gould, Cllr Harris, Cllr Hill, Cllr Potheary, Cllr Poulter, Cllr Toye and Cllr Von Clemens, 3 vacancies. It was agreed and RESOLVED that the Finance Committee consists of those mentioned above.
	It was agreed and RESOLVED that Cllr Cullingford is elected as Chairman to the Finance Committee.
	It was agreed and RESOLVED that Cllr Toye is elected as Deputy Chairman to the Finance Committee.
009	To declare the following ward vacancies and to recommend co-option: a) 3 x Town Ward 2 x Ham Ward
	It was agreed and RESOLVED that the 3 x Town Ward and 2 x Ham Ward vacancies are filled by co-option.
010	To consider and agreed the appointment procedure for town councillor co-option as follows:
	a) <u>Timetable</u> A timetable to fill councillor vacancies was circulated prior to the meeting. Please refer to Appendix A. The Town Clerk reported that following an election any town councillor vacancy should be filled within 35 days from the start of the new term of office, being 6 th May 2019. Cllr Von Clemens requested that all councillors participated in the selection process. It was agreed and RESOLVED that the timetable to fill councillor vacancies is adopted.
	.../continued

	<p>b) <u>Advertisement</u> It was agreed and RESOLVED that the draft advertisement, as amended, is adopted.</p> <p>b) <u>Application Form</u> It was agreed and RESOLVED that the draft application form for a councillor vacancy is adopted.</p>
011	To receive the annual accounts for Reads Charity
	The accounts of the Reads Charity were circulated prior to the meeting. There were no comments.
012	To receive matters pertinent to the meeting.
	a) <u>Official Mayor Making Ceremony and Reception</u> will take place on Wednesday, 15 th May 2019, at 7.30pm prompt. Invitation only.
	b) <u>Green Flag Judging – Shreen Meadow and Shires Gate</u> only on Friday, 17 th May 2019. Cllr Von Clemens will be in attendance with members of staff and GANG.
	c) <u>Gillingham in Bloom</u> will meet on Friday, 17 th May 2019 in the Town Hall. The meeting will be held during the evening. Further details from the Deputy Town Clerk. All welcome.
	d) <u>Allotments and burial site meeting</u> on Tuesday, 21 May 2019 at 7pm. Meet by the cemetery chapel. The Town Clerk encourage all members to attend.
	e) <u>New Councillor Induction Training</u> organised by DAPTC. Details have been circulated via email. See Jill Ezzard, Office Manager, for further details and booking.
	Closure: The meeting closed at 8.02pm

Minute no. 010

Gillingham Town Council

Timetable for Co-option of Councillors

Gillingham Town Council has been left with 5 vacant seats due to uncontested wards. Ideally, the council should fill any vacancies by co-option within 35 days from 6 May.

Below is a suggested timetable for consideration.

Monday 13th May	Annual Council Meeting Declare the following ward vacancies a) 3 x Town Ward b) 2 x Ham Ward Agree the timetable for advert, application form, interview and appointment.
Tuesday 14th May	Issue advert for co-option, for display on public notice boards, website and social media.
Tuesday 21st May 12 noon	Deadline for applications.
Thursday 23rd May	Interviews, from 6.30pm.
Tuesday 28th May	Full Council Meeting Receive and consider applications and offer appointments. Co-opted members to sign acceptance of office and take part in Full Council meeting if present.



GILLINGHAM TOWN COUNCIL

TOWN COUNCILLOR VACANCIES

Applications are invited for the following vacancies:

Councillors for the Town Ward - 3 Vacancies

Councillors for the Ham Ward - 2 Vacancies

If you are interested in joining our friendly and forward-thinking town council, please complete and return an application form by: **Tuesday, 21st May 2019, 12 noon**

Application forms are available via website:

www.gillinghamdorset-tc.gov.uk

or on request from the Town Clerk

Tel: 01747 823588,

email: gtc@gillinghamdorset-tc.gov.uk





GILLINGHAM TOWN COUNCIL

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

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APPLICATION FOR CO-OPTION TO GILLINGHAM TOWN COUNCIL

Full Name:

Address:

Post Code:

Telephone numbers - Home: Mobile:

Email:

Legal qualifications for being a Town Councillor

To qualify you must be able to answer 'Yes' to both of the following questions:

Are you a British or Commonwealth citizen or a citizen of a European Union country? Yes / No

Are you 18 years of age or over? Yes / No

To qualify you must be able to answer 'Yes' to at least one of the following questions:

Are you on the electoral register for the Parish of Gillingham? Yes / No

Have you lived in the Parish of Gillingham, or within 3 miles of its boundary, for at least a year? Yes / No

Have you been the owner or tenant of land or other premises in the Parish of Gillingham for at least a year? Yes / No

Have you had your principal or only place of work in the Parish of Gillingham for at least a year? Yes / No

DISQUALIFICATIONS

You must be able to answer 'No' to all of the following questions to be eligible to serve as a Councillor:

Are you the subject of a bankruptcy restriction order or interim order? Yes / No

Have you, within the last five years, been convicted of an offence in the UK, the Channel Islands or the Isle of Man, which resulted in a sentence of imprisonment (whether suspended or not) for a period three months or more without option of a fine? Yes / No

Disqualification from being elected a member is set out in Section 80 of the Local Government Act 1972

Are you prepared to undertake Councillor training?

Yes / No

Please note that the majority of Council meetings are held in the evening.

Gillingham Town Council meetings take place each Monday evening.

Declaration and Consent

I declare that I am eligible to become a Town Councillor in the Parish of Gillingham and I certify that the contents of this application form are true and correct.

Signed _____

Date _____

Please return the completed form to:

Mrs Julie Hawkins
Town Clerk
Gillingham Town Council
Town Hall
School Road
Gillingham
Dorset
SP8 4QR
Email: GTC@gillinghamdorset-tc.gov.uk
Tel: 01747 823588