



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

FULL COUNCIL

All members of the **Full Council** are summoned to a meeting on **Tuesday, 28th May 2019**, commencing at **7.30pm** in the Jubilee Room, Town Hall, School Road, Gillingham.

Attawkins

Issue Date: 20th May 2019

Mrs Julie Hawkins
Town Clerk

All in attendance should be aware that filming, recording, photographing or otherwise 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. | Public Participation. <u>Please note</u> : 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. |
| 2. | To receive apologies for absence. |
| 3. | To approve the minutes of the Annual Council held on Monday, 13 th May 2019. |
| 4. | To receive questions pertinent to the previous minutes. |
| 5. | To receive and consider a report on the co-option of the following vacancies:
2 x vacancies for the Ham Ward
3 x vacancies for the Town Ward |
| 6. | To invite successful nominees to sign the Declaration of Acceptance of Office. |
| 7. | To receive declarations of interest. <u>Please note</u> : members are required to comply with the requirements of the Localism Act 2011, section 27 disclosable pecuniary interests. |
| 8. | To receive, consider and approve the Terms of Reference for the sub-committees and task and finish groups reporting to Full Council. |
| 9. | To review the sub-committees and task and finish groups reporting to Full Council and to agree membership and lead member. |
| 10. | To review and agree the list of representatives to outside organisations. |
| 11. | To receive and consider reports from the Schools Councils if available. |

12.	To receive written reports from outside bodies, if available, for consideration and approval:
	a) Three Rivers Partnership (3RP) and Three Rivers Community Partnership Board of Trustees, the Gillingham Community Leisure Trust (GCLT)
	b) Town Meadow Group
	c) Gillingham Chamber of Commerce and Industry
	d) DAPTC (Larger Towns and Northern Area)
	e) Shaftesbury and District Transport Forum
	f) Gillingham Town Team.
13.	To approve and authorise any payments over £10,000, if any.
14.	To agree councillor signatories for the bank mandate.
15.	To receive, consider and adopt the following standing committee reports:
	a) Planning Committee interim meeting held on 23 rd April 2019 and Planning Committee meeting held on 20 th May 2019
	b) Finance Committee meeting held on 20 th May 2019.
16.	To receive a report on the Mayor's and Deputy Mayor civic activities.
17.	To receive matters pertinent to this meeting. <u>Please note</u> : 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).

Closure.

Attached/To follow:

Agenda item no. 8: Terms of Reference for sub-committees and task and finish groups

Agenda item no. 10: List of Representatives to outside organisations

Agenda item no. 12: Reports from outside bodies, if available

Agenda item no. 15: Mayor's Report - List of Civic Activities/Duties, if available

Tabled / Email, if received prior to the meeting:

County Councillors' Reports, if available.

To view Dorset Council's agendas and minutes visit:

<https://modern.gov.dorsetcouncil.gov.uk/uuCoverPage.aspx?bcr=1>



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

SUB-COMMITTEE / TASK & FINISH GROUP

FULL COUNCIL

TERMS OF REFERENCE

1. All members of the sub-committee or task and finish group must abide by the Gillingham Town Council's Code of Conduct.
2. Sub-committees and task and finish groups are set up to investigate and research specific projects as identified by Full Council.
3. Sub-committees and task and finish groups do not have any delegated powers.
4. Sub-committees and task and finish groups are reviewed annually in June by Full Council.
5. Any elected member of the town council, a member of the public or member of staff can be co-opted on to a sub-committee or task and finish group.
6. Members of the sub-committee or task and finish group should elect a lead member.
7. Sub-committees and task and finish groups meet as and when deemed necessary by the Lead Member.
8. Sub-committees and task and finish groups must provide regular reports to Full Council with recommendations including budgetary and financial implications, when necessary.

Reviewed: 13/05/19

Adopted by Full Council

Date:????, minute no. ?????

**GILLINGHAM TOWN COUNCIL
LIST OF APPOINTMENTS TO EXTERNAL ORGANISATIONS
AND INTERNAL GROUPS
2019/20**

REPRESENTATIVES TO EXTERNAL ORGANISATIONS

	ORGANISATION	MEMBER/S APPOINTED	NOTES
1	Allotment Association	Cllr Paul Harris	
2	Chamber of Commerce and Industry	Cllr Barry Von Clemens	
3	DAPTC – Larger Towns	Cllr Barry Von Clemens	
4	DAPTC – Northern Towns	Vacant	
6	Town Meadow Group	Cllr Sharon Cullingford	SC has recently joined as Treasurer
7	Town Team	Cllr Mike Gould	
8	Shaftesbury & District Transport Forum	Cllr Barry Von Clemens	BVC currently working with MP re trains.
9	Gillingham Royal Forest Steering Group	Cllr Barry Von Clements, Deputy Town Clerk	This group is in the process of being formed.

REPRESENTATIVES TO GTC GROUPS

	GROUP	MEMBERS APPOINTED	NOTES
10	Community Resilience Officers	Cllr Paul Harris, Town Clerk	Reporting to Full Council.
11	Volunteer Rights of Way Liaison Officer	Sheila Messer	Reporting to the Planning Committee
12	Volunteer – Tree Officer	Ben Drew	Reporting to the Planning Committee
13	School Councils	Cllr Barry Von Clemens	Reporting to Full Council