



GILLINGHAM TOWN COUNCIL

The Town Hall, School Road, Gillingham, Dorset SP8 4QR
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ANNUAL COUNCIL MEETING

Minutes of the Annual Council Meeting held on **Monday 23rd May 2016** in the Jubilee Room, Town Hall, School Road, Gillingham commencing at 7.30pm.

Present: Cllr B Von Clemens (Mayor),
Cllr Mrs B Ridout (Deputy Mayor),
Cllr Ms A Baker, Cllr Mrs A Beckley,
Cllr R Evill, Cllr A Frith,
Cllr M Gould, Cllr P Harris,
Cllr Mrs S Hunt, Cllr S Joyce,
Cllr D Milsted, Cllr R Monksummers,
Cllr Miss N Purkis, Cllr Mrs V Potheary,
Cllr Mrs D Toye and Cllr D Walsh.

Members of the

Public: There were 24 members of the public present.

Members of the

Press: There were no members of the Press present.

In attendance: Town Clerk, Mrs Sylvia Dobie and
Assistant Clerk, Mrs C Ratcliffe.

Apologies: Cllr D Griffin.

Cllr David Walsh, the retiring Mayor, opened the meeting and gave a short speech as he had already spoken at length more recently at the Annual Town Council Meeting held on 27th April 2016.

Cllr Walsh thanked the Deputy Mayor, Cllr Barry Von Clemens, for his support during the last year and wished him well for the year ahead. Cllr Walsh went on to thank the Town Clerk, Mrs Sylvia Dobie and the Mayor's Secretary, Mrs Jill Ezzard, for all their hard work especially with The Rifles Freedom Parade held on 6th June 2015.

Cllr Walsh also thanked the Assistant Town Clerk, Clare Ratcliffe, and the Senior Planning Clerk, Mrs Julie Hawkins, and the Town Council's grounds staff for all their hard work over the past year.

Full Council Meeting – Monday, 23rd May 2016 (continued):

129. To elect the Mayor for the Council Year 2016-2017 and to formally ask the member elected to sign the Declaration of Acceptance of Office following the election.

Cllr Mrs Beckley proposed that “**Cllr Von Clemens should be elected as Mayor of Gillingham for the Council Year 2016-2017**”. Cllr Gould seconded and the vote was unanimous. **RESOLVED.**

Cllr Von Clemens accepted the badge of office from the retiring Mayor, Cllr Walsh, and duly signed the Declaration of Acceptance of Office as the Mayor of Gillingham for 2016-2017.

Cllr Von Clemens presented Cllr Walsh with a past mayors badge.

Cllr Von Clemens gave an acceptance speech, as follows:

Councillors, ladies and gentlemen,

I would first like to thank Cllr David Walsh, the outgoing Mayor, who together with his consort, Cllr Mrs Belinda Ridout, have worked very hard; loyally representing the Town, attending many events and carrying out official duties during their civic year.

I would also like to thank my fellow councillors for giving me the opportunity to be Gillingham's Mayor. I will do my utmost to live up to this great honour and do my best to continue in the great tradition of all our past mayors, a number of whom are here with us today.

The Council Year 2016-17 is going to be a fantastic one for our town and its community with so much happening. We will see two of our town's major projects coming to fruition over the next few months.

The new football pitch, under lease to Gillingham Town Football Club, will soon be fit for purpose and the Harding's Park project with its great new play equipment already in place and with a multi-purpose play area and skate park to follow shortly. These new facilities will complement the existing sports organisations based at Hardings Lane – an area set to become the great leisure hub of the town that I am sure we will all be proud of.

The North Dorset Rugby Club and Gillingham Youth Football Club both offer first class coaching for youngsters, juniors and seniors and have a huge support from the community. The Walkers are Welcome group, has given us the walking festival, which they will be staging again this year in September, so get your walking boots out.

If, like me, you prefer less strenuous activities, the town still has so much to offer. For the musical amongst us we have Gillingham Imperial Silver Band and a host of local choirs. The Gillingham Local History Society has a varied programme of speakers on items of local history. The green fingered amongst us have the flower club, and for the nature lovers we have Gillingham Action for Nature Group. We must not forget the Town Meadow Group who has worked so hard providing us with a fantastic community green space in the heart of our town.

These are only a few organisations that come to mind; there are many others. I could stand here all night and list them, but I do urge you to take a look in 'What's Great in SP8' to see for yourselves. There really is something for everyone.

Talking of green fingers, we have the start of another one of the town's great new projects - the sponsorship of our flower beds by local businesses. The main focus this year will be the flower bed at Lower Station Road to celebrate the 500th anniversary of Gillingham School and the 'D' bed in the High Street to celebrate HM The Queen's 90th birthday. None of this would be possible without the support of local businesses and our brilliant grounds staff under the watchful eye of Mr Simon Dobie.

Full Council Meeting – Monday, 23rd May 2016 (continued):

129. To elect the Mayor for the Council Year 2016-2017 (continued):

The newly formed 'Friends of Gillingham Station' are working hard to improve the appearance of the railway station and recently attended an agricultural auction where they successfully obtained some genuine old fashioned milk churns to be used for summer bedding. The churns will be a reminder of the how important the station was in Gillingham's agricultural past.

Without doubt this year's major historic event for the town is the 500th anniversary of Gillingham School. All I can say is WOW! I have already had the pleasure of attending just a few of the events to mark this huge mile stone and look forward to seeing the many other events planned for the year especially, the completion of the sculpture which will certainly be something to boast about. A little confession here - I have already been boasting!

Over the last few years the Town Council has now acquired a few large public open spaces to its portfolio and is working hard to gain Green Flag Status for three of these areas. A Community Clean day has already seen people coming together to help prepare the areas for the judging. It was a cold and wet day but fun was had by all and that's what it's all about; having fun and being a part of something that we can all stand back and say "Yes, that's our town and we're proud of it!"

So many of these projects and events like the Annual Christmas Parade and Festive Lights Switch-On have been made possible due to the great support from the local business community: from the big players to the small shops and family businesses, and also the fabulous support from the Chamber of Commerce and Industry, who over the past year, has carried out some fantastic work in raising funds to help the town and its community. One, in particular, that I feel I have to mention is the £7k raised in a matter of weeks to help the group who are bidding to take over the youth centre building for Gillingham. It's an achievement to be proud of.

I look forward to working with the Chamber in the coming year; to use my role as Gillingham's ambassador to work with them in the promotion of the town's businesses along with welcoming new businesses to the town.

Over the coming year I will also endeavour to continue the work began by Cllr Walsh and to promote our town and offer whatever help I can to develop and promote the many community projects. In particular, I wish to support the young people of our town and the surrounding area. Our young people have so much to offer and during my Mayoral year I will encourage more young people to come forward to join in with current projects and to have the courage to offer up new ideas that they feel will improve our town to bring a greater future for its people. The future belongs to the young and, for us oldies, one of the most important roles we can play is to ensure that the young are given an opportunity to shape the future.

There is a lot going on for the young in the town with a number of youth based groups covering all ages from toddlers through to teenagers. These organisations, often led by volunteers, do much to nurture good citizens for the future by teaching them so many of the social and life skills that are necessary in adulthood. These skills can be acquired through sports, social activities and by participating in the Duke of Edinburgh Award Scheme. I must say that I have a lot of respect for all the great work the youth organisations achieve. Through these groups we see young people coming forward to help with community events and most importantly to offer help with community projects.

One of the areas that I would love to see more young people involved with is local government. Whilst I may plan to live forever, it's probably a good idea to have a backup plan in case that doesn't work out and so that there is someone else to take my place on the council.

But, joking aside, I do put the call out to all the young people of Gillingham - "This is your year, let's build on that no matter how young you are. You have a voice, let us hear it, we are listening!"

Full Council Meeting – Monday, 23rd May 2016 (continued):

129. To elect the Mayor for the Council Year 2016-2017 (continued):

Finally, I thank my guests for coming along this evening. I do promise there is a reward of food and wine to follow having had to sit and listen to me. As always, a big thank you, to our wonderful Town Clerk, Sylvia Dobie, and her team: Clare Ratcliffe, Julie Hawkins and finally the poor lady who has no escape from me this year the Mayor's Secretary, Jill Ezzard. I look forward in working with you all.

Oh yes, it now gives me great pleasure to ask my Consort for my year in Office, Ms Alison Gale, to come forward and accept her consort badge and together we will look forward to a fantastic, hardworking year on behalf of the residents of Gillingham.

130. To elect the Deputy Mayor for the Council Year 2016 -2017 and to formally ask the member elected to sign the Declaration of Acceptance of Office following the election.

Cllr Mrs Hunt proposed that **"Cllr Mrs Ridout should be elected as Deputy Mayor of Gillingham for the Council Year 2016-2017"**. Cllr Mrs Potheary seconded and the vote was unanimous. **RESOLVED.**

Cllr Mrs Ridout accepted the badge of office from the Mayor, Cllr Von Clemens, and duly signed the Declaration of Acceptance of Office as the Deputy Mayor of Gillingham for 2016-2017.

Cllr Mrs Ridout thanked her fellow councillors for voting for her and very much looked forward to assisting the Mayor and his Consort with their civic duties and added that she would wear the Consort Badge with great honour.

Cllr Mrs Ridout will be escorted on her civic duties by her partner, Cllr Walsh, who will act as her Consort.

131. To approve the minutes of the last meeting of the Full Town Council held on 25th April 2016.

Cllr Milsted proposed that **"the minutes of the Full Council meeting held on 25th April 2016 should be approved as a correct record of the meeting"**. Cllr Mrs Hunt seconded and the majority were in favour with the exception of Cllr Harris and Cllr Mrs Potheary who abstained as they were absent from the meeting. **RESOLVED.**

132. Questions. There were no public questions.

133. Declarations of Interest: Members are required to comply with the requirements of Section 27 of the Localism Act 2011 disclosable pecuniary interests.

There were no declarations of disclosable pecuniary interests.

134. Appointment of Committees and Chairman/Deputy Chairman (each Committee will include, ex-officio, the Mayor and Deputy Mayor, with the exception of the Planning Committee, when they are already members of the NDDC Development Management Recommendations Committee) (preference form with members first and second choices already circulated).

The Town Clerk had sent out preference forms to all councillors as well as a summary of the tasks each committee is responsible for. From the preference slips completed by members, a draft list of committee memberships had been compiled and issued with the agenda prior to the meeting.

The Town Clerk reminded members that only those who were on the committee could vote for a Chairman and Deputy Chairman.

Cllr P Harris proposed that **"the list of Members by Committee as compiled by the Town Clerk based on preference forms received from members was agreed and adopted"**. Cllr Mrs Hunt seconded and the vote was unanimous. **RESOLVED.**

Full Council Meeting – Monday, 23rd May 2016 (continued):

134. Appointment of Committees and Chairman/Deputy Chairman (continued):

a) General Purposes

(i) Committee members (Total of 11 members).

The Members as listed below are appointed to the General Purposes Committee reporting to Full Council.

Cllr Barry Von Clemens (Mayor)
Cllr Mrs Belinda Ridout (Deputy Mayor)
Cllr Ms Anna Baker
Cllr Mrs Anne Beckley
Cllr Rupert Evill
Cllr Mike Gould
Cllr Mrs Su Hunt
Cllr Stephen Joyce
Cllr David Milsted
Cllr Miss Nicky Purkis
Cllr Mrs Donna Toye

(ii) Chairman

There was only one nomination for the position of Chairman of the General Purposes Committee as follows:

Cllr Mrs Hunt proposed that “**Cllr Milsted should be elected as the Chairman of the General Purposes Committee for the Council Year 2016-2017**”. Cllr Ms Baker seconded and the vote was unanimous. **RESOLVED.**

The members of the General Purposes Committee unanimously appointed **Cllr Milsted** as Chairman of the General Purposes Committee. A Declaration of Acceptance of Office for Chairman of The General Purposes Committee for the Council Year 2016-2017 was duly signed.

(iii) Deputy Chairman.

There was only one nomination for the position of Deputy Chairman of the General Purposes Committee as follows:

Cllr Milsted proposed that “**Cllr Mrs Ridout should be elected as the Deputy Chairman of the General Purposes Committee for the Council Year 2016-2017**”. Cllr Gould seconded and the vote was unanimous. **RESOLVED.**

The General Purposes Committee unanimously appointed **Cllr Mrs Ridout** as Deputy Chairman of the General Purposes Committee. A Declaration of Acceptance of Office for Deputy Chairman of General Purposes Committee for the Council Year 2016-2017 was duly signed.

b) Planning Committee

(i) Committee members (Total of 11 members).

The Members as listed below are appointed to the Planning Committee reporting to Full Council.

Full Council Meeting – Monday, 23rd May 2016 (continued):

134. Appointment of Committees and Chairman/Deputy Chairman (continued):

Cllr Barry Von Clemens (Mayor)
Cllr D Walsh
Cllr Ms Anna Baker
Cllr Mrs Anne Beckley
Cllr Rupert Evill
Cllr Alan Frith
Cllr Dennis Griffin
Cllr Mrs Su Hunt
Cllr Stephen Joyce
Cllr Mrs Val Potheary
Cllr Miss Nicky Purkis

(ii) Chairman.

There was only one nomination for the position of Chairman of the Planning Committee as follows:

Cllr Frith proposed that “**Cllr Von Clemens should be elected as the Chairman of the Planning Committee for the Council Year 2016-2017**”. Cllr Ms Baker seconded and the vote was unanimous.

The members of the Planning Committee unanimously appointed **Cllr Von Clemens** as Chairman of the Planning Committee. A Declaration of Acceptance of Office for Chairman of The Planning Committee for the Council Year 2016-2017 was duly signed.

(iii) Deputy Chairman.

There was only one nomination for the position of Deputy Chairman of the Planning Committee as follows:

Cllr Mrs Hunt proposed that “**Cllr Mrs Potheary should be elected as the Deputy Chairman of the Planning Committee for the Council Year 2016-2017**”. Cllr Joyce seconded and the vote was unanimous.
RESOLVED.

The Planning Committee unanimously appointed **Cllr Mrs Potheary** as Deputy Chairman of the Planning Committee. A Declaration of Acceptance of Office for Deputy Chairman of Planning Committee for the Council Year 2016-2017 was duly signed.

c) Policy and Resources

(i) Committee members (Total 11 members).

The Members as listed below are appointed to the Policy and Resources Committee reporting to Full Council.

Cllr Barry Von Clemens (Mayor)
Cllr Mrs Belinda Ridout (Deputy Mayor)
Cllr Ms Anna Baker
Cllr Alan Frith
Cllr Mike Gould
Cllr Paul Harris
Cllr Mrs Su Hunt
Cllr David Milsted
Cllr Roger Monksummers
Cllr Mrs Val Potheary
Cllr Mrs Donna Toye

Full Council Meeting – Monday, 23rd May 2016 (continued):

134. Appointment of Committees and Chairman/Deputy Chairman (continued):

(ii) Chairman.

There was only one nomination for the position of Chairman of the Policy and Resources as follows:

Cllr Monksummers proposed that “**Cllr Mrs Hunt should be elected as the Chairman of the Policy and Resources Committee for the Council Year 2016-2017**”. Cllr Mrs Potheary seconded and the vote was unanimous.

The members of the Policy and Resources unanimously appointed **Cllr Mrs Hunt** as Chairman Policy and Resources Committee. A Declaration of Acceptance of Office for Chairman of The Policy and Resources Committee for the Council Year 2016-2017 was duly signed.

(iii) Deputy Chairman.

There was only one nomination for the position of Deputy Chairman of the Policy and Resources Committee as follows:

Cllr Mrs Hunt proposed that “**Cllr Ms Baker should be elected as the Deputy Chairman of the Policy and Resources Committee for the Council Year 2016-2017**”. Cllr Milsted seconded and the vote was unanimous. **RESOLVED.**

The members of the Policy & Resources Committee unanimously appointed **Cllr Ms Baker** as Deputy Chairman of the Policy and Resources Committee. A Declaration of Acceptance of Office for Deputy Chairman of Policy and Resources Committee for the Council Year 2016-2017 was duly signed.

d) Staff and Salaries Committee

(i) Committee members (Total 7 members).

The Members as listed below are appointed to the Staff and Salaries Committee reporting to Full Council.

Cllr Barry Von Clemens (Mayor)
Cllr Mrs Belinda Ridout (Deputy Mayor)
Cllr Alan Frith
Cllr Paul Harris
Cllr David Milsted
Cllr Roger Monksummers
Cllr Mrs Donna Toye

(ii) Chairman.

There was only one nomination for the position of Chairman of the Staff and Salaries Committee as follows:

Cllr Harris proposed that “**Cllr Frith should be elected as the Chairman of the Staff and Salaries Committee for the Council Year 2016-2017**”. Cllr Monksummers seconded and the vote was unanimous.

The members of the Staff and Salaries Committee unanimously appointed **Cllr Frith** as Chairman Policy and Resources Committee. A Declaration of Acceptance of Office for Chairman of Staff and Salaries Committee for the Council Year 2016-2017 was duly signed.

(iii) Deputy Chairman.

There was only one nomination for the position of Deputy Chairman of the Policy and Resources Committee as follows:

Full Council Meeting – Monday, 23rd May 2016 (continued):

134. Appointment of Committees and Chairman/Deputy Chairman (continued):

Cllr Frith proposed that “**Cllr Monksummers should be elected as the Deputy Chairman of the Staff and Salaries Committee for the Council Year 2016-2017**”. Cllr Mrs Ridout seconded and the vote was unanimous. **RESOLVED**.

The Staff and Salaries Committee unanimously appointed **Cllr Monksummers** as Deputy Chairman of the Staff and Salaries Committee. A Declaration of Acceptance of Office for Deputy Chairman of Staff and Salaries Committee for the Council Year 2016-2017 was duly signed.

135. To determine the Appointments to Other Organisations and Outside Bodies 2016/17.

A draft list of appointments to other organisations and outside bodies, which identified the councillors who already represented the council and where there were vacancies, had been circulated prior to the meeting. The Town Clerk suggested that members should reaffirm each appointment and before proposing the completed list.

Cllr Ms Baker asked to be removed as representative on the Chamber of Commerce due to other commitments elsewhere. Cllr Walsh volunteered to take the place of Cllr Ms Baker.

Cllr Walsh informed members that he was no longer part of the CAB and nominated Cllr Mrs Hunt to be the Town Council representative.

Members asked Cllr Walsh and Cllr Von Clemens for clarity regarding the Youth Centre. The response was as follows: The Youth and Community Centre Advisory Management Committee no longer functions following the recent countywide review of Youth Provision by DCC. Cllr Walsh, Cllr Von Clemens and Cllr Mrs Ridout have worked hard to set up ‘Gillingham Youth Foundation’ - a community interest company – to run the Youth Centre building as a community asset. The outcome of the bid will be known on 25th May 2016. The Youth Assembly no longer functions but may be resurrected when the outcome of the bid is known. For the time being the representatives for the Youth Assembly will remain the same.

Cllr Ms Baker volunteered to be the Education Liaison for the Town Council. Ms Baker hopes to visit local primary schools to publicise the recently launched friends group – Playful Spaces Gillingham – for the town’s playing spaces and public open spaces.

Cllr Mrs Beckley informed the meeting that the Stour Vale Hydro Group is still going although a little less enthusiastically than previously due to the reduced tariffs on green energy.

Cllr Harris volunteered to be a Community Resilience Officer.

Cllr Mrs Potheary proposed “**that the following members should be appointed to Other Organisations and Outside Bodies**”. Cllr Evill seconded and the vote was unanimous. **RESOLVED**.

GTC REPRESENTATIVES TO OUTSIDE ORGANISATIONS 2016 - 2017		
	ORGANISATION:	MEMBERS APPOINTED:
1	Allotment Association	Cllr A Frith
2	Blackmore Vale Tourism and Development	Cllr D Milsted
3	Chamber of Commerce & Industry	Cllr D Walsh /Cllr B Von Clemens
4	Citizens Advice Bureau	Cllr Mrs S Hunt
5	DAPTC - Larger Towns	Cllr Mrs A Beckley
6	DAPTC - Northern Area	Cllr Ms A Baker
7	Dorset Age Partnership	Cllr D Milsted
8	Friends of Gillingham Station	Cllr Mrs B Ridout
9	Gillingham Neighbourhood Plan Group	Cllr Ms A Baker / Cllr Mrs V Potheary/ Cllr Mrs S Hunt (Milton)

Full Council Meeting – Monday, 23rd May 2016 (continued):

10	Health Forum	Cllr Mrs A Beckley
11	Heritage Action Group	Cllr S Joyce
12	History Society	Cllr Mrs A Beckley
13	Read's Charity (Trustees)	Cllr Mrs S Hunt / Cllr D Milsted / Mrs S Dobie / Mrs J Hawkins
14	Rotary	Mayor of the Day
15	Stour Vale Hydro Group	Cllr Mrs A Beckley
16	Town Team	Mayor of the Day or their nominated representative
17	Transport Forum	Cllr Mrs B Ridout
18	Walkers are Welcome	Cllr Mrs B Ridout
20	Youth Assembly	Cllr B Von Clemens / Cllr Mrs S Hunt/ Cllr R Evill

	GTC APPOINTMENTS:	MEMBERS APPOINTED:
21	Community Resilience Officers	Cllr R Monksummers / Mrs J Hawkins / Mrs S Dobie / Cllr P Harris
22	Education Liaison	Cllr D Walsh / Cllr Ms A Baker
23	Flood Wardens	Ms J Hawkins / Mr Bob Messer / Cllr D Griffin / Mr Rob Setchell
24	Rights of Way Liaison Officer	Mrs S Messer
25	Transport Liaison	Cllr D Griffin / Cllr Mrs B Ridout
26	Tree Warden	Cllr Ms A Baker

136. To receive the following Committee reports for consideration and adoption:

a) General Purposes Committee meeting held on Tuesday 3rd May 2016.

Cllr Milsted thanked Cllr Walsh for his support as Deputy Chairman of the General Purposes Committee during the last council year.

Cllr Milsted proposed that “**the report on the General Purposes Committee meeting dated Tuesday 3rd May 2016 should be received and adopted**”. Cllr Walsh seconded and the vote was unanimous. **RESOLVED.**

b) Planning Committee interim meeting held on: Monday 25th April 2016, Tuesday 3rd May 2016. Monday 16th May 2016 and Planning Committee meeting held on the Monday 9th May 2016.

Cllr Von Clemens proposed that “**the reports of the Planning interim meeting held on: Monday 25th April 2016, Tuesday 3rd May 2016 and Monday 16th May 2016 and Planning Committee meeting held on Monday 9th May should be received and adopted**”. Cllr Mrs Beckley seconded and the vote was unanimous. **RESOLVED.**

c) Staff and Salaries Committee meeting held on Monday 16th May 2016.

Cllr Frith proposed that “**the report of the report of the Staff and Salaries Committee meeting held on Monday 16th May 2016 should be received and adopted**”. Cllr Monksummers seconded and the vote was unanimous. **RESOLVED.**

d) Policy and Resources Committee meeting held on Monday 16th May 2016.

Cllr Mrs Hunt proposed that “**the report of the Policy and Resources Committee meeting held on Monday 16th May 2016 should be received and adopted**”. Cllr Mrs Potheary seconded and the vote was unanimous. **RESOLVED.**

Full Council Meeting – Monday, 23rd May 2016 (continued):

137. To receive a request from RiversMeet leisure centre for Town Council staff to carry out trenching work required for the installation of an electrically operated barrier at exit of the car park (the barrier would be advantageous to both RiversMeet and the Town Council to prevent illegal car parking by commuters and sixth formers of Gillingham School).

The Town Clerk informed members that it would take about two hours for two members of the Town Council's grounds staff to dig the trench with a digger and bucket.

Cllr Milsted understood the requirement for a barrier system but asked for clarity about how it would operate.

The General Manager of RiversMeet was present at the meeting and commented, as follows:

'The exit barrier will only work on production of a token. The users of the centre once they have established themselves as genuine visitors e.g. café user, swim, gym or sports hall user will receive a token on the way out on production of their receipt. Harding's Park users will need to register their registration number on arrival and de register it on leaving. This process will then enable them to collect a token from Reception as genuine users of the park.'

Cllr Mrs Pothercary proposed that **"the Town Council grounds staff are permitted to dig a trench for the installation of an electrically operated car parking barrier at the RiversMeet leisure centre"**. Cllr Evill seconded and the vote was unanimous. **RESOLVED.**

138. To receive a recommendation from the Town Hall Consultation Group to accept a quotation to refurbish the Civic Hall at a cost of £6,745 taken from monies unallocated within the General Reserve 2015/16.

The Town Clerk had circulated a report prior to the meeting. Please refer to Appendix A.

The Town Clerk informed members that there were a few weddings booked in for this year.

Cllr Milsted proposed that **"the Civic Hall was refurbished as specified in the quotation for £6,745 and funded from monies unallocated held within the General Reserve 2015/16"**. Cllr Walsh seconded and the vote was unanimous. **RESOLVED.**

Closure: The meeting closed at 8.23pm.

The Mayor asked invited guests and members of the public to join him for refreshments in the Civic Hall after the meeting.

The following reports were tabled:

Appendix B – Shaftesbury TIC Report
Appendix C – Mayor's Report

Full Council – 23rd May 2016

Agenda Item 11

Town Hall Consultation Group

Members – Chairman and Vice Chairman GTC - Cllr D Walsh, Cllr B Von Clemens, Cllr D Milsted, Cllr A Frith, Cllr Mrs S Hunt, Cllr Mrs V Potheary, Cllr D Griffin, Cllr Mrs B Ridout, and the Town Clerk, Mrs S Dobie.

The Town Hall Consultation Group made a recommendation to the Full Council on the 28th September 2015 to refurbish the Civic Hall. Members recommended the following refurbishments should be carried out and quotations should be obtained for the following work:

- Bottom right hand window (near double emergency doors) – The wood surround to be repaired following rain damage two years ago (external repairs have already been carried out so no further rain damage to date)
- Decorations – The ceiling repaired but no further decorations to be carried out. The corner stone repaired. All wiring to be covered with trunking materials. The wooden panels on the walls to be repaired where necessary and stained in dark oak. All dark wood to be treated similarly. All window surrounds painted white. Radiators to be boxed in a material painted to match the wooden panels.
- Curtains – quotations to be sought for similar colour curtains, but possible lighter fabric. Curtains to be hung on a 'swish' track.
- Flooring – Wooden floor area – Members agreed that a repair, clean and polish would enhance the floor. (N.B. The floor is permanently scratched by movement of tables and chairs. It is also slippery. It may be prudent to bring the wooden floor up to standard but cover with a new carpet to protect. The red carpet to be contractor cleaned and a better white strip placed on the top two steps to cover health and safety legislation.
- A new clock to be provided. (Cllr D Griffin has found a clock and presented it to the Town Clerk).
- The Rifles Bugle and Officers Hat to be re-sited near The Rifles plaques in the front corridor of the Town Hall building and perhaps a 'History of Gillingham' plaque or picture to be hung in their place.
- Monies to be taken from the Town Hall Refurbishment Budget.

Two recommendations were unanimously agreed:

Cllr Frith proposed that **"the Town Clerk investigates the provision of suitable flooring further"**. Cllr Griffin seconded and the vote was unanimous.

Cllr Mrs Hunt proposed that **"the Civic Hall is refurbished as per the recommendations by the Town Hall Consultation Group with the exception of the flooring"**. Cllr Griffin seconded and the vote was unanimous.

Up-date:

The Town Clerk has written to three contractors to carry out the refurbishment work and included within the specification repairs, painting and staining the ceiling as this area has never been decorated whilst in the ownership of the town council and requires attention.

(attached proposed specification of works/quotation. Items 5 and 13 will be carried out in-house).

Responses from three local contractors:

Contractor One: £7,345.00

Contractor Two: £6,745.00p

Contractor Three: Did not wish to quote

Recommendation:

“That the quotation received from Contractor Two totalling £6,745.00 should be approved and financed from un-earmarked monies held within the General Reserve at the end of the Financial Year 2015/16.

Additional Information to be considered at a later date:

1. Investigates the provision of suitable flooring
2. Curtains – Possible not required - consideration should be given to vertical blinds.

Date: 19/05/2016
Time: 10:20:57

Shaftesbury TIC
Profit and Loss

Page: 1

From: Month 1, March 2016
To: Month 1, March 2016

Chart of Accounts:

Default Layout of Accounts

	<u>Period</u>	<u>Year to Date</u>	
Sales			
Books	168.76	168.76	
Poster space	169.50	169.50	
Gifts	319.33	319.33	
Map books	21.99	21.99	
Maps	56.43	56.43	
Town Map	363.60	363.60	
Stamps	436.29	436.29	
Postcards	79.72	79.72	
Calenders	16.00	16.00	
Accommodation fees	26.10	26.10	
Booking fees	53.00	53.00	
Commission - Bus tickets	26.98	26.98	
Commission - Arts Centre	43.40	43.40	
Commission - Paypoint	162.54	162.54	
Commission - Telecom Plus	1.94	1.94	
Commission-Western Union	10.02	10.02	
	1,955.60	1,955.60	
Purchases			
Books	16.00	16.00	
Map books	75.94	75.94	
Maps	204.82	204.82	
Stamps	360.00	360.00	
Calenders	80.43	80.43	
Other purchases	372.65	372.65	
	1,109.84	1,109.84	
Direct Expenses			
	0.00	0.00	
Gross Profit/(Loss):	<u>845.76</u>	<u>845.76</u>	
Overheads			
Gross Wages	867.50	867.50	
Heat,Light and Power	136.75	136.75	
Travelling	110.00	110.00	
Printing and Stationery	131.05	131.05	
Professional Fees	140.00	140.00	
Maintenance	119.00	119.00	
Credit card charges	43.17	43.17	
General Expenses	17.18	17.18	
	1,564.65	1,564.65	
Net Profit/(Loss):	<u>(718.89)</u>	<u>(718.89)</u>	

Mayor's Report
20th April - 17th May 2016

Appendix C

Date	Event	Comments
23 rd April	Golden Wedding Flowers delivered to Mr & Mrs Light	What an honour it was to be part of this celebration of family and friends especially as I feel lucky enough to call them my friends also.
24 th April	Dorset Scouts St Georges Day Parade	A great day of parades and presentations by the different age groups from all over the county. It was especially wonderful because George, one of our Ground Staff was awarded his instructors certificate.
24 th April	Sturminster Newton Civic Day (Deputy Mayor Attended)	A lovely service in a beautiful church followed by tea and cake.
28 th April	RAF Association Lunch	A very proud day because I have worked with Tony Edmunds, secretary of Gillingham and Sturminster Newton, Royal Air Force Association for many years. His years of hard work were recognised by Air Marshal "Dusty" Miller at this presentation lunch.
7 th May	Thorn Grove Open Day	A very well attended event and we were able to see the displays that will be moved to the flower beds in Town for the Queen's Birthday and the School's 500 th year.
8 th May	Blandford Forum Civic Day & Freedom Parade	This was a great way to end the year, we started in Gillingham with the Freedom Parade for the Rifles and finished with a Freedom Parade in Blandford for the Gurkhas. Absolutely fantastic
8 th May	Anything But Ordinary Productions	This definitely was "Anything But Ordinary" as a group of young people sang and acted their way through a brilliant script on Sexual Awakening. It was a privilege to see such young talent especially as we had been present when they first met on the Shaftesbury Civic Day only ten weeks ago.
17 th May	Shaftesbury Mayor Making (Deputy Mayor Attended)	No comment!