



GILLINGHAM TOWN COUNCIL

The Town Hall

School Road

GILLINGHAM

Dorset SP8 4QR

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FULL COUNCIL

All members of the Full Council are summoned to a meeting on **Monday, 23rd September 2019**, commencing at 7.30pm in the Council Chamber, Town Hall, School Road, Gillingham.

Julie Hawkins

Issue Date: 16th September 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

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| 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 Full Council meeting held on Tuesday, 27 th August 2019. |
| 4. | To receive any questions pertaining to the previous minutes. |
| 5. | 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. |
| 6. | To receive and consider reports from the Schools Councils, if available. |
| 7. | To receive written reports from outside bodies, if available, for consideration and approval: <ul style="list-style-type: none">a) Three Rivers Partnership (3RP) and Three Rivers Community Partnership Board of Trustees, the Gillingham Community Leisure Trust (GCLT) (Cllr Von Clemens).b) Town Meadow Group (Cllr Cullingford).c) Gillingham Chamber of Commerce and Industry (Cllr Von Clemens).d) DAPTC (Larger Towns: Cllr Von Clemens, Northern Area: Cllr Toye / Cllr Weeks).e) Shaftesbury and District Transport Forum (Cllr Von Clemens).f) Gillingham Town Team (Cllr Gould/Cllr Frith). |

8.	To receive, consider and adopt the following standing committee reports:
	a) General Purposes Committee held on Monday, 2 nd September 2019.
	b) Planning Committee interim meeting held on Tuesday, 27 th August 2019 and the Planning Committee meeting held on Monday, 9 th September 2019.
	c) Finance Committee meeting held on Monday, 16 th September 2019.
9.	To receive and consider reports from the following:
	a) Greener Gillingham Task and Finish Group (Cllr Fiona Cullen)
	b) Woodwater Farm Sports Facility Task and Finish Group (Cllr Graham Poulter)
	c) High Street Facilities (Cllr Donna Toye)
10.	To approve and authorise any payments over £10,000, if any.
11.	To receive and consider recommendations from the Finance Committee regarding grant applications for FY2019/20.
12.	To receive the external auditor report and certificate, section 3 (part 3) Annual Governance and Accountability Return (AGAR) for the year end 31 st March 2019 and agree to carry out the following: <ul style="list-style-type: none"> • Prepare a 'Notice of Conclusion of Audit' which details the rights of inspection, in line with the statutory requirements. • Publish the 'Notice' along with the certified AGAR (sections 1, 2 and 3) before 30th September 2019.
13.	To receive and agree a lettings policy.
14.	To receive and agree a job description, proposed contract, application pack and advertisement for the position of a fixed-term part time Project Administration Officer.
15.	To receive and consider a report on the refurbishment of the Town Hall.
16.	To receive and consider a report on Christmas opening hours.
17.	To receive and consider the quarterly newsletter (autumn) prior to circulation.
18.	To receive a report on the Mayor's and Deputy Mayor's civic activities.
19.	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:

Agenda item no. 7(b): Town Meadow Group
Dorset Councillor Report: Cllr Belinda Ridout

To follow:

Agenda item no. 11: Recommendations from the Finance Committee
Agenda item no. 12: AGAR report
Agenda item no. 13: Lettings Policy
Agenda item no. 14: Part-time Project Admin Officer
Agenda item no. 15: Town Hall Refurbishment
Agenda item no. 16: Christmas Opening Hours
Agenda item no. 17: Quarterly Newsletter
Agenda item no. 18: Mayor's Activities

To receive and note reports from Dorset Councillors

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