



## GILLINGHAM TOWN COUNCIL

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

# ANNUAL COUNCIL

## AGENDA

All members of Gillingham Town Council are summoned to a meeting of Full Council on **Monday 22<sup>nd</sup> May 2023**, at **The Council Chamber**, Town Hall, School Road, Gillingham, commencing at **7.30pm**.

*Julie Hawkins*

Julie Hawkins, Town Clerk  
Issue Date: 15<sup>th</sup> May 2023

Please be aware that filming, photographing, and recording may occur during the meeting. A designated area will be set aside for members of the public not actively participating in the meeting where there will be no filming or photographs taken.

**Press and Public** may join the meeting via MS Teams [here](#) or contact the Town Council (prior to the meeting during working hours) via email: [gtc@gillinghamdorset-tc.gov.uk](mailto:gtc@gillinghamdorset-tc.gov.uk) or see details on our [website](#).

**All attendees should try to join the meeting at least 10 minutes prior to the start of the meeting.**

1. To elect the Mayor for the Council Year 2023-2024 and to formally ask the member elected to sign the Declaration of Acceptance of Office following the election.
2. To elect the Deputy Mayor for the Council Year 2023-2024 and to formally ask the member elected to sign the Declaration of Acceptance of Office following the election.
3. To receive apologies for absence.
4. Declarations of Interest: Members are required to comply with the requirements of Section 27 of the Localism Act 2011 disclosable pecuniary interests.

5. To receive questions pertaining to the previous minutes.
6. To approve the minutes as a true and accurate record of the meetings of the Full Council held on 24<sup>th</sup> April 2023 and 18<sup>th</sup> May 2023.
7. To approve payments of £10,000 and over.
8. To receive and approve the list of assets for FY2022/23.
9. To receive and consider a list of Earmarked reserves at 31<sup>st</sup> March 2023. *Please refer to pages 30 – 32 of the Draft Year End Final Accounts.*
10. To receive, review and approve the Draft Year End Final Accounts for the year ending 31st March 2023.
11. Appointment of Committees and Chairman/Deputy Chairman
  - a) General Purposes
    - (i) Committee members (Total 12 members). (ii) Chairman. (iii) Deputy Chairman.
  - b) Planning Committee
    - (i) Committee members (Total 12 members). (ii) Chairman. (iii) Deputy Chairman.
  - c) Finance and Policy Committee
    - (i) Committee members (Total 12 members). (ii) Chairman. (iii) Deputy Chairman.
  - d) HR Committee
    - (i) Committee members (Total 5 members). (ii) Chairman. (iii) Deputy Chairman.
12. To determine the Appointments to Other Organisations and Outside Bodies 2023-24.
13. To receive, consider and adopt the following standing committee reports:
  - a) General Purposes Committee meeting held on Tuesday 2<sup>nd</sup> May 2023.
  - b) Planning Committee meetings held on Monday 24<sup>th</sup> April 2023 and Tuesday 9<sup>th</sup> May 2023.
  - c) HR Committee meeting held on Monday 15<sup>th</sup> May 2023.
  - d) Finance and Policy Committee meeting held on Monday 15<sup>th</sup> May 2023.
14. To review and agree the following documents:
  - a) Code of Conduct
  - b) Financial Regulations
  - c) Standing Orders

15. To receive and consider a Health and Safety Report.
16. To receive and note the councillors attendance record for meetings from 23<sup>rd</sup> May 2022 – 15<sup>th</sup> May 2023.
17. To receive and consider reports from sub-committees and task and finish groups, as follows:
  - a) Sports and Leisure Task and Finish Group (Cllr Cullingford)
18. To receive and consider written reports from outside bodies, if available, for consideration and approval:
  - a) Town Meadow Group (Cllr Cullingford)
  - b) DAPTC Larger Towns (Cllr Cullingford / Cllr B von Clemens)
  - c) DAPTC Northern Area Town and Parish Councils (Cllr Cullingford / Cllr Weeks)
  - d) Gillingham Chamber of Commerce (Cllr B von Clemens)
  - e) Gillingham Transport Forum (Cllr B von Clemens)
  - f) Blackmore Vale Community Rail Partnership (Cllr Walden)
19. To receive and considered requests for free room hire.
20. To receive and note The Dorset Council (Reorganisation of Community Governance) Order [No.9] (Gillingham And East Stour) 2023.
21. To receive and consider the purchase / lease of equipment to support the detection and management of Hand Arm Vibration (HAV).
22. To receive and consider a formal request to use the Town Council Crest on the Gillingham Business Awards logo.
23. To consider the purchase of a Coronation Link for the Mayoral Chain.
24. To receive and note a report on the Mayor and Deputy Mayor's civic activities.
25. To receive and note reports from Dorset Councillors, if available.
26. To receive matters pertinent to this meeting. Note: 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).

**Reports to follow:**

- Agenda Item no. 9** - Draft list of Earmarked reserves  
**Agenda Item no. 10** - Draft Year End Final Accounts  
**Agenda Item no. 11** - Draft list of committee members  
**Agenda Item no. 12** - Appointments to Outside Organisations 2022/23  
**Agenda Item no. 14a** - Code of Conduct  
**Agenda Item no. 14b** - Financial Regulations  
**Agenda Item no. 14c** - Standing Orders  
**Agenda Item no. 15** - Health and Safety Report  
**Agenda Item no. 16** - Councillors Attendance Record  
**Agenda item no. 20** - Community Governance Order  
**Agenda Item no. 21** - Hand Arm Vibration (HAV)  
**Agenda Item no. 22** - Request to use the Town Council Crest

**Agenda Item no. 23** - Coronation Link for the Mayoral Chain

**Agenda Item no. 24** - Mayor and Deputy Mayor's Report

**Agenda Item no. 25** - Reports from Dorset Councillors