



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 23rd May 2022**, at **The Council Chamber**, Town Hall, School Road, Gillingham, commencing at **7.30pm**.

Julie Hawkins

Julie Hawkins, Town Clerk
Issue Date: 16th May 2022

This meeting will be held in accordance with the restrictions and public advice in place at the time. If you test positive or have any Covid symptoms, please do NOT attend. Further information is available [HERE](#)

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 [Click here to join the meeting](#) or contact the Town Council (prior to the meeting during working hours) via email: 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 2022-2023 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 2022-2023 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 meeting of the Full Town Council held on 25th April 2022.
7. To approve payments of £10,000 and over.
8. To receive and approve the list of assets for FY2021/22.
9. To receive and consider a list of Earmarked reserves at 31st March 2022.
10. To receive and review the Draft Year End Final Accounts for the year ending 31st March 2022.
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 2022-23
13. To receive, consider and adopt the following standing committee reports:
 - a) General Purposes Committee meeting held on Tuesday 3rd May 2022.
 - b) Planning Committee meetings held on Monday 25th April 2022 and Monday 9th May 2022.
 - c) HR Committee meeting held on 17th May 2022.
 - d) Finance and Policy Committee meeting held on Tuesday 16th May 2022.

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 24th May 2021 – 17th May 2022.
17. To receive and approve the draft transfer of the proposed LEAP and LAP at Barnaby Mead and witness the signatures of Cllr Harris and Cllr Poulter.
18. To receive and consider reports from sub-committees and task and finish groups, as follows:
 - a) The Queen’s Platinum Jubilee Task and Finish Group (Cllr Donna Toyne)
19. To receive and consider written reports from outside bodies, if available, for consideration and approval:
 - a) Gillingham Town Team (Cllr Mike Gould)
 - b) Town Meadow Group (Cllr Cullingford)
20. To receive and note reports from Dorset Councillors, if available.
21. 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. 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. 19a** – Town Team
- Agenda Item no. 19b** – Town Meadow
- Agenda Item no. 20** - Reports from Dorset Councillors