



## GILLINGHAM TOWN COUNCIL

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

# ANNUAL COUNCIL

## AGENDA

All members of Gillingham Town Council are summoned to  
The Annual Council Meeting  
on **Tuesday 27 May 2025**, at **The Council Chamber**,  
Town Hall, School Road, Gillingham, commencing at **7.30pm**.

*Julie Hawkins*

Julie Hawkins, Town Clerk  
Issue Date: 19<sup>th</sup> May 2025

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.**

In accordance with Section 17 of the Crime and Disorder Act 1998 members are required to consider the crime and disorder implications of all their decisions and do all that they reasonably can to reduce crime and disorder.

1. To elect the Mayor for the Council Year 2025-2026 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 2025-2026 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. To receive declarations of interest and requests for dispensations. *Members are required to comply with the requirements of Section 27 of the Localism Act 2011 disclosable pecuniary interests and Section 13 of the Standing Orders.*
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 Council held on 28 April 2025.
7. To receive and consider a list of Earmarked reserves at 31<sup>st</sup> March 2025. *Please refer to the Draft Year End Final Accounts.*
8. To receive, review and approve the Draft Year End Final Accounts for the year ending 31st March 2025.
9. To receive and approve the list of assets for FY2024/25.
10. To review and adopt the following documents:
  - a) Standing Orders
  - b) Code of Conduct
  - c) Financial Regulations
  - d) Scheme of Delegation
11. To review and adopt the Terms of Reference for the following Standing Committees:
  - a) General Purposes Committee
  - b) Planning Committee
  - c) HR Committee
  - d) Finance and Policy Committee
12. To agree the appointments to 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.

- 13.** To determine whether the following sub-committees and task and finish groups reporting to the General Purposes Committee should be retained or disbanded and, if retained, to review and adopt the Terms of Reference and agree membership:
- a)** Allotments and Burials Sub-committee
  - b)** CCTV Sub-committee
  - c)** Estate Management Sub-committee
  - d)** Greener Gillingham Sub-committee
  - e)** Property Management Sub-committee
  - f)** Remembrance Day Parade Sub-committee
  - g)** Sports and Leisure Sub-committee
  - h)** Town Centre Signage Task and Finish Group
  - i)** Town Strategy Sub-committee
  - j)** Traffic Management Sub-committee
  - k)** War Memorials Sub-committee
  - l)** VE-Day 80<sup>th</sup> Anniversary Task and Finish Group
- 14.** To determine whether the following sub-committees and task and finish groups reporting to the Planning Committee should be retained or disbanded and, if retained, to review and adopt the Terms of Reference and agree membership:
- a)** Neighbourhood Plan Sub-committee
  - b)** Gillingham Conservation Area Appraisal Task and Finish Group
  - c)** Developer Engagement Advisory Panel
- 15.** To determine whether the following sub-committees and task and finish groups reporting to the Finance and Policy Committee should be retained or disbanded and, if retained, to review and adopt the Terms of Reference and agree membership:
- a)** Council Agreements and Contracts Sub-committee
  - b)** Policy Review Sub-committee
  - c)** S106 Funding Sub-committee
- 16.** To determine whether the following sub-committees and task and finish groups reporting to the Full Council should be retained or disbanded and, if retained, to review and adopt the Terms of Reference and agree membership:
- a)** Five Year Action Plan Sub-committee
- 17.** To determine the appointments to external organisations for 2025-26.
- 18.** To receive and note the Full Council and Standing Committees attendance record for the civic year 2024/25.
- 19.** To receive and consider a report from the Property Management Sub-committee (deferred from the General Purposes Committee meeting on 6 May 2025)
- 20.** To receive and note a report on the retiring Mayor and Deputy Mayor's civic activities for May 2025.

21. To receive and note reports from Dorset Councillors, if available.
22. 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).

**Documents to follow:**

|                       |                                                                        |
|-----------------------|------------------------------------------------------------------------|
| Agenda Item No. 7 & 8 | Draft Year End Final Accounts for the year ending 31st March 2025.     |
| Agenda Item No. 9     | Draft list of assets for FY2024/25.                                    |
| Agenda Item No. 10a   | Draft Standing Orders                                                  |
| Agenda Item No. 10b   | Draft Code of Conduct                                                  |
| Agenda Item No. 10c   | Draft Financial Regulations                                            |
| Agenda Item No. 10d   | Draft Scheme of Delegation                                             |
| Agenda Item No. 11a   | Draft TOR - General Purposes Committee                                 |
| Agenda Item No. 11b   | Draft TOR Planning Committee                                           |
| Agenda Item No. 11c   | Draft TOR HR Committee                                                 |
| Agenda Item No. 11d   | Draft TOR Finance and Policy Committee                                 |
| Agenda Item No. 12    | Draft list of appointments to Committees                               |
| Agenda Item No. 13a   | Draft TOR Allotments and Burials Sub-committee                         |
| Agenda Item No. 13b   | Draft TOR CCTV Sub-committee                                           |
| Agenda Item No. 13c   | Draft TOR Estate Management Sub-committee                              |
| Agenda Item No. 13d   | Draft TOR Greener Gillingham Sub-committee                             |
| Agenda Item No. 13e   | Draft TOR Property Management Sub-committee                            |
| Agenda Item No. 13f   | Draft TOR Remembrance Day Parade Sub-committee                         |
| Agenda Item No. 13g   | Draft TOR Sports and Leisure Sub-committee                             |
| Agenda Item No. 13h   | Draft TOR Town Centre Signage Task and Finish Group                    |
| Agenda Item No. 13i   | Draft TOR Town Strategy Sub-committee                                  |
| Agenda Item No. 13j   | Draft TOR Traffic Management Sub-committee                             |
| Agenda Item No. 13k   | Draft TOR War Memorials Sub-committee                                  |
| Agenda Item No. 13l   | Draft TOR VE-Day 80 <sup>th</sup> Anniversary Task and Finish Group    |
| Agenda Item No. 14a   | Draft TOR Neighbourhood Plan Sub-committee                             |
| Agenda Item No. 14b   | Draft TOR Gillingham Conservation Area Appraisal Task and Finish Group |
| Agenda Item No. 14c   | Draft TOR Developer Engagement Advisory Panel                          |
| Agenda Item No. 15a   | Draft TOR Council Agreements and Contracts Sub-committee               |
| Agenda Item No. 15b   | Draft TOR Policy Review Sub-committee                                  |
| Agenda Item No. 15c   | Draft TOR S106 Funding Sub-committee                                   |
| Agenda Item No. 16    | Draft TOR Five Year Action Plan Sub-committee                          |
| Agenda Item No. 17    | Draft list of appointments to external organisations for 2025-26       |
| Agenda Item No. 18    | Attendance record for Civic Year 2024/25                               |
| Agenda Item No. 19    | Property Management Sub-committee Report                               |
| Agenda Item No. 20    | Retiring Mayor and Deputy Mayor's Report                               |
| Agenda Item No. 21    | Reports from Dorset Councillors                                        |