



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 **Monday 13th May 2024**, at **The Council Chamber**,
Town Hall, School Road, Gillingham, commencing at **7.30pm**.

Julie Hawkins

Julie Hawkins, Town Clerk
Issue Date: 7th May 2024

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 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.

Prior to the start of the meeting at 7pm candidates for the positions of Mayor and Deputy Mayor will be given the opportunity to address the council.

1. To elect the Mayor for the Council Year 2024-2025 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 2024-2025 and to formally ask the member elected to sign the Declaration of Acceptance of Office following the election.

3. To confirm and note that councillors have completed and signed their declaration of acceptance of office.
4. To receive apologies for absence.
5. 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.*
6. To receive questions pertaining to the previous minutes.
7. To approve the minutes as a true and accurate record of the meetings of the Full Council held on 22 April 2024.
8. To resolve that Gillingham Town Council meets the eligibility criteria as set out in The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 (S.I. 2012 No.965) to allow Gillingham Town Council the power as a local authority to do anything that individuals generally may do (Localism Act 2011, s. 1).
9. To review and adopt the following documents:
 - a) Standing Orders
 - b) Code of Conduct
 - c) Co-option Policy
 - d) Scheme of Delegation
10. To receive, consider 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
11. 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.

- 12.** To receive, consider and approve the Terms of Reference for the following sub-committees and task and finish groups reporting the General Purposes Committee and to agree membership:
- a)** Allotments and Burials Sub-committee
 - b)** Annual Remembrance Day Parade Sub-committee
 - c)** Estate Management Sub-committee
 - d)** Gillingham Gateways Task and Finish Group
 - e)** Greener Gillingham Sub-committee
 - f)** Property Management Sub-committee
 - g)** Traffic Management Sub-committee
 - h)** War Memorials Sub-committee
 - i)** D-Day 80th Anniversary Task and Finish Group
 - j)** Town Centre Signage Task and Finish Group
 - k)** Sports and Leisure Sub-committee
- 13.** To receive, consider and approve the Terms of Reference for the following sub-committees and task and finish groups reporting the Planning Committee and to agree membership:
- a)** Neighbourhood Plan Sub-committee
 - b)** Gillingham Conservation Area Appraisal Task and Finish Group
 - c)** Developer Engagement Advisory Panel
- 14.** To receive, consider and approve the Terms of Reference for the following sub-committees and task and finish groups reporting the Finance and Policy Committee and to agree membership:
- a)** Council Agreements and Contracts Sub-committee
 - b)** S106 Funding Sub-committee
- 15.** To receive, consider and approve the Terms of Reference for the following sub-committees and task and finish groups reporting to Full Council and to agree membership:
- a)** Five Year Action Plan Sub-committee
- 16.** To determine the appointments to external organisations 2024-25.
- 17.** To agree signatories for the term of office May 2024 to May 2029 to approve invoices and authorise bank payments on a regular basis in accordance with the Financial Regulations.
- 18.** To agree signatories for the term of office May 2024 to May 2029 for the town council's investment accounts in accordance with the Financial Regulations.
- 19.** 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 Attached:

Agenda Item No. 8	Report re. General Power of Competence
Agenda Item No. 9a	Draft Standing Orders
Agenda Item No. 9b	Draft Code of Conduct
Agenda Item No. 9c	Draft Co-option Policy
Agenda Item No. 9d	Draft Scheme of Delegation
Agenda Item No. 10a	Draft General Purposes Committee TOR
Agenda Item No. 10b	Draft Planning Committee TOR
Agenda Item No. 10c	Draft HR Committee TOR
Agenda Item No. 10d	Draft Finance and Policy Committee TOR
Agenda Item No. 11	Draft Committee Appointments
Agenda Item No. 12 - 15	Draft Appointments to Sub-committees and Task & Finish Groups
Agenda Item No. 12a	Draft Allotments and Burials Sub-committee TOR
Agenda Item No. 12b	Draft Annual Remembrance Day Parade Sub-committee TOR
Agenda Item No. 12c	Draft Estate Management Sub-committee TOR
Agenda Item No. 12d	Draft Gillingham Gateways Task and Finish Group TOR
Agenda Item No. 12e	Draft Greener Gillingham Sub-committee TOR
Agenda Item No. 12f	Draft Property Management Sub-committee TOR
Agenda Item No. 12g	Draft Traffic Management Sub-committee TOR
Agenda Item No. 12h	Draft War Memorials Sub-committee TOR
Agenda Item No. 12i	Draft D-Day 80 th Anniversary Task and Finish Group TOR
Agenda Item No. 12j	Draft Town Centre Signage Task and Finish Group TOR
Agenda Item No. 12k	Draft Sports and Leisure Sub-committee TOR
Agenda Item No. 13a	Draft Neighbourhood Plan Sub-committee TOR
Agenda Item No. 13b	Draft Gillingham Conservation Area Appraisal Task and Finish Group TOR
Agenda Item No. 13c	Draft Developer Engagement Advisory Panel TOR
Agenda Item No. 14a	Draft Contracts & Agreements Sub-committee TOR
Agenda Item No. 14b	Draft S106 Funding Sub-committee TOR
Agenda Item No. 15a	Draft Five-year Action Plan Sub-committee TOR
Agenda Item No. 16	Appointments to External Organisations