



GILLINGHAM TOWN COUNCIL

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

ANNUAL FULL COUNCIL MINUTES

Minutes of the Annual Full Council meeting held on **Monday 13 May 2024** at The Town Hall, School Road, Gillingham, commencing at 7.30pm.

Present:

Cllr Roger Weeks, Mayor
Cllr Fiona Cullen, Deputy Mayor
Cllr Graham Campbell
Cllr Rupert Evill
Cllr Alan Frith
Cllr Michael Gallop
Cllr Paul Harris
Cllr Mick Hill

Cllr Barbara Hurst
Cllr John Kilcourse
Cllr Anna Marsh
Cllr Sarah Snook
Cllr Donna Toye
Cllr Barry von Clemens
Cllr Mark Walden

In attendance:

Julie Hawkins, Town Clerk
Jill Ezzard, Assistant Town Clerk
Serena Burgess, Projects and HR Administration Officer
6 members of the public

The following joined the meeting via MS Teams:

Tina Wright, Responsible Financial Officer
Simon Dobie, Works Manager
Michael Streeter, Gillingham and Shaftesbury News
2 members of the public

- 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.**

It was proposed by Cllr von Clemens, seconded by Cllr Harris and unanimously agreed and **RESOLVED** that Cllr Roger Weeks is elected as Mayor of Gillingham for the Council Year 2024-25.

Cllr Weeks signed the Declaration of Acceptance of Office.

- 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.**

There were three nominations for the position of Deputy Mayor.
Cllr Fiona Cullen was proposed by Cllr von Clemens and seconded by Cllr Marsh.

Cllr Paul Harris was proposed by Cllr Kilcourse and seconded by Cllr Hill.

Cllr Donna Toye was proposed by Cllr Walden and seconded by Cllr Evill.

Seven members voted in favour of Cllr Cullen. Four members voted in favour of Cllr Harris. Three members voted in favour of Cllr Toye. Cllr Weeks abstained from voting.

It was agreed and **RESOLVED** that Cllr Fiona Cullen is elected as Deputy Mayor of Gillingham for the Council Year 2024-25.

Cllr Cullen signed the Declaration of Acceptance of Office.

3. To confirm and note that councillors have completed and signed their declarations of acceptance of office.

It was noted that all councillors have completed and signed their declarations of acceptance of office.

4. To receive apologies for absence.

There were no apologies for absence.

5. Declarations of Interest: Members are required to comply with the requirements of Section 27 of the Localism Act 2011 disclosable pecuniary interests.

There were no declarations of interest.

6. To receive questions pertaining to the previous minutes.

There were no questions.

7. To approve the minutes as a true and accurate record of the Full Council meeting held on 22 April 2024.

It was agreed and **RESOLVED** to approve the minutes of the meeting of Full Council held on 22 April 2024.

Cllr Campbell, Cllr Hurst and Cllr Marsh abstained from voting.

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).

A report had been circulated prior to the meeting - please refer to [Appendix A](#).

It was agreed and **RESOLVED** that as over two thirds of councillors have been elected, 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).

It was agreed and **RESOLVED** that the Town Clerk holds a relevant qualification which meets the eligibility criteria as set out in The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012 (S.I. 2012 No.965).

It was agreed and **RESOLVED** that Gillingham Town Council meets all 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

It was agreed and **RESOLVED** that the Standing Orders, as presented, are approved and adopted. The Standing Orders can be viewed [here](#).

b) Code of Conduct

It was agreed and **RESOLVED** that the Code of Conduct, as presented, is approved and adopted. The Code of conduct can be viewed [here](#).

c) Co-option Policy

It was agreed and **RESOLVED** that the Co-option Policy, as presented, is approved and adopted. The Co-option Policy can be viewed [here](#).

d) Scheme of Delegation

It was agreed and **RESOLVED** that the Scheme of Delegation, as presented, is approved and adopted. The Scheme of Delegation can be viewed [here](#).

10. To receive, consider and adopt the Terms of Reference for the following Standing Committees:

a) General Purposes Committee

Draft Terms of Reference had been circulated prior to the meeting - please refer to [Appendix B](#).

It was agreed and **RESOLVED** that the Terms of Reference, as presented, are approved and adopted.

b) Planning Committee

Draft Terms of Reference had been circulated prior to the meeting - please refer to [Appendix C.](#)

It was agreed and **RESOLVED** that the Terms of Reference, as presented, are approved and adopted.

c) HR Committee

Draft Terms of Reference had been circulated prior to the meeting - please refer to [Appendix D.](#)

It was agreed and **RESOLVED** that the Terms of Reference, as presented, are approved and adopted.

d) Finance and Policy Committee

Draft Terms of Reference had been circulated prior to the meeting - please refer to [Appendix E.](#)

It was agreed and **RESOLVED** that the Terms of Reference, as presented, are approved and adopted.

11. To agree the appointments to Committees and Chairman/Deputy Chairman

a) General Purposes

(i) General Purposes Committee members

It was agreed and **RESOLVED** that the following councillors should form the General Purposes Committee for the council year 2024-25:

Cllr Graham Campbell
Cllr Fiona Cullen
Cllr Rupert Evill
Cllr Michael Gallop
Cllr Mick Hill

Cllr Barbara Hurst
Cllr Anna Marsh
Cllr Sarah Snook
Cllr Barry von Clemens
Cllr Roger Weeks

2 vacancies remain for co-opted councillors.

(ii) General Purposes Chairman.

It was unanimously agreed and **RESOLVED** that Cllr Cullen should be Chairman of the General Purposes Committee for the Council year 2024-25.

(iii) General Purposes Deputy Chairman.

It was unanimously agreed and **RESOLVED** that Cllr Hill should be Deputy Chairman of the General Purposes Committee for the Council year 2024-25.

b) Planning Committee

(i) Planning Committee members

It was unanimously agreed and **RESOLVED** that the following councillors should form the Planning Committee for the council year 2024-25.

Cllr Graham Campbell	Cllr John Kilcourse
Cllr Fiona Cullen	Cllr Anna Marsh
Cllr Rupert Evill	Cllr Sarah Snook
Cllr Alan Frith	Cllr Barry von Clemens
Cllr Michael Gallop	Cllr Mark Walden
Cllr Barbara Hurst	Cllr Roger Weeks

(ii) Planning Chairman.

It was unanimously agreed and **RESOLVED** that Cllr Hurst should be Chairman of the Planning Committee for the Council year 2024-25.

Cllr Snook abstained from voting.

(iii) Planning Deputy Chairman.

It was unanimously agreed and **RESOLVED** that Cllr Evill should be Deputy Chairman of the Planning Committee for the Council year 2024-25.

c) Finance and Policy Committee

(i) Finance and Policy Committee members

It was unanimously agreed and **RESOLVED** that the following councillors should form the Finance and Policy Committee for the Council year 2024-25.

Cllr Fiona Cullen	Cllr Donna Towe
Cllr Alan Frith	Cllr Barry von Clemens
Cllr Paul Harris	Cllr Mark Walden
Cllr Mick Hill	Cllr Roger Weeks
Cllr John Kilcourse	

3 vacancies remain for co-opted councillors.

(ii) Finance and Policy Chairman.

It was unanimously agreed and **RESOLVED** that Cllr Harris should be Chairman of the Finance and Policy Committee for the Council year 2024-25.

(iii) Finance and Policy Deputy Chairman.

It was unanimously agreed and **RESOLVED** that Cllr Toye should be Deputy Chairman of the Finance and Policy Committee for the Council year 2024-25.

d) HR Committee

(i) HR Committee members

It was unanimously agreed and **RESOLVED** that the following councillors should form the HR Committee for the Council year 2024-25.

Cllr Alan Frith
Cllr Paul Harris
Cllr Donna Toye

Cllr Barry von Clemens
Cllr Roger Weeks

(ii) HR Committee Chairman.

It was unanimously agreed and **RESOLVED** that Cllr von Clemens should be Chairman of the HR Committee for the Council year 2024-25.

(iii) HR Deputy Chairman.

It was unanimously agreed and **RESOLVED** that Cllr Frith should be Deputy Chairman of the HR Committee for the Council year 2024-25.

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

Draft Terms of Reference had been circulated prior to the meeting - please refer to [Appendix F.](#)

It was agreed and **RESOLVED** that the Terms of Reference, as presented, are approved and adopted.

It was agreed and **RESOLVED** that the following Councillors should form the Allotments and Burials Sub-committee: Cllr Evill, Cllr Frith, Cllr Gallop, Cllr Toye and Cllr Snook

b) Annual Remembrance Day Parade Sub-committee

Draft Terms of Reference had been circulated prior to the meeting - please refer to [Appendix G.](#)

It was agreed and **RESOLVED** that the Terms of Reference, as presented, are approved and adopted.

It was agreed and **RESOLVED** that the following Councillors should form the Annual Remembrance Day Parade Sub-committee: Cllr Gallop, Cllr Kilcourse and Cllr Weeks

c) Estate Management Sub-committee

Draft Terms of Reference had been circulated prior to the meeting - please refer to [Appendix H.](#)

Cllr Weeks proposed that the draft terms of reference are amended to increase the maximum number of councillors from five to six, Cllr von Clemens seconded the proposal.

It was agreed and **RESOLVED** that the Terms of Reference, as amended, are approved and adopted.

It was agreed and **RESOLVED** that the following Councillors should form the Estate Management Sub-committee: Cllr Campbell, Cllr Cullen, Cllr Marsh, Cllr von Clemens, Cllr Hurst, Cllr Weeks.

d) Gillingham Gateways Task and Finish Group

Draft Terms of Reference had been circulated prior to the meeting - please refer to [Appendix I.](#)

It was agreed and **RESOLVED** that the Terms of Reference, as presented, are approved and adopted.

It was agreed and **RESOLVED** that the following Councillors should form the Gillingham Gateways Task and Finish Group: Cllr Harris, Cllr Hurst, Cllr von Clemens and Cllr Weeks.

e) Greener Gillingham Sub-committee

Draft Terms of Reference had been circulated prior to the meeting - please refer to [Appendix J.](#)

It was agreed and **RESOLVED** that the Terms of Reference, as presented, are approved and adopted.

It was agreed and **RESOLVED** that the following Councillors should form the Greener Gillingham Sub-committee: Cllr Cullen, Cllr Frith, Cllr Gallop, Cllr Snook, Cllr Weeks.

f) Property Management Sub-committee

Draft Terms of Reference had been circulated prior to the meeting - please refer to [Appendix K.](#)

It was agreed and **RESOLVED** that the Terms of Reference, as presented, are approved and adopted.

It was agreed and **RESOLVED** that the following Councillors should form the Property Management Sub-committee: Cllr Kilcourse, Cllr Harris and Cllr Marsh.

g) Traffic Management Sub-committee

Draft Terms of Reference had been circulated prior to the meeting - please refer to [Appendix L.](#)

It was agreed and **RESOLVED** that the Terms of Reference as presented are approved and adopted.

It was agreed and **RESOLVED** that the following councillors should form the Traffic Management Sub-committee: Cllr Frith, Cllr Gallop, Cllr Snook and Cllr Walden.

h) War Memorials Sub-committee

Draft Terms of Reference had been circulated prior to the meeting - please refer to [Appendix M.](#)

It was agreed and **RESOLVED** that the Terms of Reference, as presented, are approved and adopted.

It was agreed and **RESOLVED** that the following councillors should form the War Memorial Sub-committee: Cllr Frith, Cllr Gallop, Cllr Weeks.

i) D-Day 80th Anniversary Task and Finish Group

Draft Terms of Reference had been circulated prior to the meeting - please refer to [Appendix N.](#)

It was agreed and **RESOLVED** that the Terms of Reference, as presented, are approved and adopted.

It was agreed and **RESOLVED** that the following councillors should form the D-Day 80th Anniversary Task and Finish Group: Cllr Hill, Cllr Kilcourse, Cllr Toye, Cllr Weeks.

j) Town Centre Signage Task and Finish Group

Draft Terms of Reference had been circulated prior to the meeting - please refer to [Appendix O.](#)

It was agreed and **RESOLVED** that the Terms of Reference, as presented, are approved and adopted.

It was agreed and **RESOLVED** that the following councillors should form the Town Centre Signage Task and Finish Group: Cllr Frith, Cllr Kilcourse and Cllr Hurst.

k) Sports and Leisure Sub-committee

Draft Terms of Reference had been circulated prior to the meeting - please refer to [Appendix P.](#)

It was agreed and **RESOLVED** that the Terms of Reference, as presented, are approved and adopted.

It was agreed and **RESOLVED** that the following councillors should form the Sports and Leisure Sub-committee: Cllr Gallop, Cllr Harris, Cllr Kilcourse, Cllr Marsh and Cllr von Clemens.

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

Draft Terms of Reference had been circulated prior to the meeting - please refer to [Appendix Q.](#)

It was agreed and **RESOLVED** that the Terms of Reference, as presented, are approved and adopted.

It was agreed and **RESOLVED** that the following councillors should form the Neighbourhood Plan Sub-committee: Cllr Campbell, Cllr Kilcourse, Cllr Gallop, Cllr Hurst and Cllr Snook.

b) Gillingham Conservation Area Appraisal Task and Finish Group

Draft Terms of Reference had been circulated prior to the meeting - please refer to [Appendix R.](#)

It was agreed and **RESOLVED** that the Terms of Reference, as presented, are approved and adopted.

It was agreed and **RESOLVED** that the following councillors should form the Gillingham Conservation Area Appraisal Task and Finish Group. Cllr Hurst, Cllr Marsh, Cllr Toye and Cllr von Clemens.

c) Developer Engagement Advisory Panel

Draft Terms of Reference had been circulated prior to the meeting - please refer to [Appendix S.](#)

It was agreed and **RESOLVED** that the Terms of Reference, as presented, are approved and adopted.

It was agreed and **RESOLVED** that the following Councillors should form the Developer Engagement Advisory Panel: Cllr Harris, Cllr Hill and Cllr Toye.

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

Draft Terms of Reference had been circulated prior to the meeting - please refer to [Appendix T.](#)

It was agreed and **RESOLVED** that the Terms of Reference, as presented, are approved and adopted.

It was agreed and **RESOLVED** that the following councillors should form the Council Agreement and Contacts Sub-committee: Cllr Harris, Cllr Kilcourse and Cllr von Clemens.

b) S106 Funding Sub-committee

Draft Terms of Reference had been circulated prior to the meeting - please refer to [Appendix U.](#)

It was agreed and **RESOLVED** that the Terms of Reference, as presented, are approved and adopted.

It was agreed and **RESOLVED** that the following members should form the S106 Funding Sub-committee: Chairman of Finance and Policy Committee and the lead members of the Allotments and Burials sub-committee, Estate Management sub-committee, Five-year Action Plan sub-committee and Sports and Leisure 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

Draft Terms of Reference had been circulated prior to the meeting - please refer to [Appendix V.](#)

It was agreed and **RESOLVED** that the Terms of Reference, as presented, are approved and adopted.

It was agreed and **RESOLVED** that the following councillors should form the Five-Year Action Plan Sub-committee. Cllr Kilcourse, Cllr Harris, Cllr von Clemens and Cllr Hurst.

16. To determine the appointments to external organisations 2024-25

A draft list of appointments was circulated prior to the meeting. Please refer to [Appendix W.](#)

It was agreed and **RESOLVED** that Cllr Hurst and Cllr von Clemens are appointed as representatives to the Dorset Association of Partish and Town Councils (DAPTC) Towns and Larger Parishes Committee.

It was agreed and **RESOLVED** that Cllr Marsh and Cllr Weeks are appointed as representatives to the Dorset Association of Partish and Town Councils (DAPTC) Northern Area Committee. Cllr Hill abstained from voting.

It was noted that the appointments to the Charity of William Read are set by the charity and will therefore remain as the Town Clerk and Cllr Harris until their term of office comes to an end.

It was agreed and **RESOLVED** that Cllr Toye is appointed as the representative to the Town Meadow Group.

It was agreed and **RESOLVED** that Cllr Walden is appointed as the representative to The Blackmore Vale Rail Partnership.

Cllr Weeks expressed his gratitude on behalf of the council, to Sheila Messer, who would not be continuing in the roll of Rights of Way Liaison Officer for Gillingham after 10 years voluntary service to the town.

It was agreed and **RESOLVED** that Cllr Weeks is appointed Volunteer Rights of Way Liaison Officer for Gillingham.

It was agreed and **RESOLVED** that Ben Drew is appointed Volunteer Tree Warden for Gillingham.

It was agreed and **RESOLVED** that the following are appointed as Flood Wardens for Gillingham: Cllr Campbell, Cllr Kilcourse, Cllr Toye, Cllr Weeks, the Town Clerk, Jon O'Brien and Colin Westbrook.

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.

It was agreed and **RESOLVED** that Cllr Cullen, Cllr Evill, Cllr Frith, Cllr Harris, Cllr Toye and Cllr Weeks

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.

It was agreed and **RESOLVED** that Cllr Harris, Cllr Kilcourse and Cllr Weeks.

19. To receive matters pertinent to this meeting.

Cllr Walden congratulated Cllr Weeks on his appointment as Mayor and thanked Cllr von Clemens as the outgoing Mayor.

Cllr weeks reminded councillors there will be planning training at the Town Hall on Wednesday 15th May at 7pm, and the Mayor Making ceremony will take place on Wednesday 22nd May at 7.30pm.

The meeting closed at 8.56pm.

Gillingham Town Council

The General Power of Competence

Author: Julie Hawkins, Town Clerk

1. BACKGROUND

The General Power of Competence (GPC) in sections 1 to 8 of the Localism Act 2011 is available only to eligible parish councils in England. The eligibility criteria is set out in The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012 which states that the parish council has resolved at a meeting of the council and at each subsequent relevant annual meeting (i.e. an annual meeting taking place in a year of ordinary elections of parish councillors) that it meets the following conditions at the time the resolution is passed:

- two thirds or more of the councillors have been elected, rather than co-opted or appointed, and,
- the clerk is qualified i.e.. holds the Certificate in Local Council Administration (CiLCA) including Section 7.

The General Power of Competence is the power of first resort and enables a council to do anything that individuals may generally do as long as it does not break any laws (Localism Act 2011, s. 1).

The power includes the power to do an act for a commercial purpose or otherwise for a charge and includes the power to provide grants to individuals and the power to establish a company to provide services. There are, however, boundaries and limits on charging and on doing things for a commercial purpose, for example where an activity is done for a commercial purpose, it must be done through a company. Other restrictions include the overlapping of powers and statutory duties provided by another council.

2. CONCLUSION

Gillingham Town Council has a total of eighteen councillors. Fifteen councillors are elected members, and three councillors will be co-opted members, therefore over two thirds of councillors are elected members. The Town Clerk, Mrs Julie Hawkins, holds the Certificate in Local Council Administration (CiLCA) including Section 7 (Certificate No. 6560557 dated 18 November 2019) which meets the criteria for GPC.

3. RECOMMENDATIONS

- **That it is agreed and noted that as over two thirds of councillors have been elected, 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).**
- **That it is agreed and noted that the Town Clerk holds a relevant qualification which meets the eligibility criteria as set out in The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012 (S.I. 2012 No.965).**
- **That it is agreed and resolved that Gillingham Town Council meets all 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).**

Full Council – 13 May 2024

Minute no. 10a

Gillingham Town Council

General Purposes Committee Draft Terms of Reference

Membership

- a) All members of the sub-committee must abide by Gillingham Town Council's Code of
- b) Conduct.
- c) The standing committee will consist of 12 councillors.
- d) No business may be transacted at a meeting unless at least six members are present.

Open Spaces

The General Purposes Committee (The Committee) will be responsible for the following areas of open spaces:

- a) Allotment Gardens
- b) Closed Churchyard
- c) Garden of Remembrance
- d) Gardens and planted areas
- e) Play areas and green gyms
- f) Public Open Spaces
- g) Recreational areas
- h) Town Cemetery
- i) Wesley Gardens

Property

The Committee will be responsible for the following property as listed in the Assets Register:

- a) Bus Shelters
- b) Cemetery Chapel
- c) Community Office at Chantry Fields
- d) Old Mortuary Building
- e) Public Convenience and Town Bridge Office
- f) Town Hall
- g) Town Council Workshops, Roman Court

Miscellaneous Assets

The Committee will be responsible for the following assets, as listed in the Assets Register:

- a) CCTV surveillance cameras and monitoring equipment (in partnership with Dorset Police)
- b) Horticultural equipment and small tools
- c) Motor vehicles
- d) Public Realm: seating, notice boards, flag poles, litter bins, grit bins, flood boxes, town
- e) centre finger posts
- f) Speed Indicator Device
- g) Utility vehicles including tractors, trailers etc
- h) War Memorial, High Street
- i) War Memorial, Milton-on-Stour

Duties and Responsibilities

The Committee has the following duties and responsibilities:

- a) To work in partnership with Dorset Wildlife Trust to provide management plans and monitoring for all larger public open spaces.
- b) To work in partnership with Gillingham Action for Nature Group to support volunteering on open spaces and planted areas.
- c) To work in partnership with the local authority and other organisations to deliver specific projects that will be of benefit to the town.
- d) To work in partnership with the local authorities and other organisations to deal with traffic management issues.
- e) To work in partnership with Dorset Police to provide adequate CCTV surveillance equipment in the town to promote community safety and wellbeing.
- f) To oversee the production of written management plans for larger areas of public open spaces.
- g) To oversee the Tree Condition Survey and Risk Management Plan to ensure that the necessary tree work is carried out in accordance with best practice and the recommendations contained within the report.
- h) To ensure the Town Council is fully aware of its environmental responsibilities and actively promotes good practice.
- i) To promote civic pride by participating in national and regional awards.
- j) To proactively improve the appearance of the town with creative flower planting, clean

- k)** signage and well-designed seating.
- l)** To provide Christmas lighting and associated decorations.
- m)** To work with other local authorities and organisations where partnership working will be beneficial and cost effective to do so.
- n)** To review policy documents pertaining to the committee, prior to adoption by the Finance and Policy committee.
- o)** To set up sub-committees and task and finish groups to deal with specific projects.
- p)** To receive reports and recommendations from the meetings of sub-committee and task and finish groups, as necessary.
- q)** To provide minutes for all meetings to the Full Council for ratification.

Reviewed and Adopted by Full Council: 13/05/24, minute no. 10a

Full Council – 13 May 2024

Minute no. 10b

Gillingham Town Council

Planning Committee Draft Terms of Reference

1. All members of the sub-committee must abide by Gillingham Town Council's Code of Conduct.
2. The committee will consist of 12 councillors.
3. No business may be transacted at a meeting unless at least six members are present.
4. To receive and consider planning applications and make recommendations to the relevant Local Planning Authority.
5. To receive decision notices from the Local Planning Authority.
6. To receive notification of Planning Appeals.
7. To receive and consider reports regarding Rights of Way issues in Gillingham.
8. To receive and consider applications for the diversion to public rights of way.
9. To consider and respond to requests for street naming.
10. To respond to consultations regarding Planning Policy.
11. To respond to consultations regarding Mineral and Waste Plans for Dorset and neighbouring counties.
12. To contribute towards the development and revision of the Local Plan.
13. To monitor, review and ensure the aims of the Gillingham Neighbourhood Plan are met.
14. To set up sub-committees and task and finish groups to deal with specific projects.
15. To receive reports and recommendations from the meetings of sub-committee and task and finish groups, as necessary.
16. To provide minutes of meetings to the Full Council for ratification.

Reviewed and Adopted by Full Council on 13/05/24, minute no. 10b

Full Council – 13 May 2024

Minute no. 10c

Gillingham Town Council

Human Resources Committee Draft Terms of Reference

1. All members of the sub-committee must abide by Gillingham Town Council's Code of Conduct.
2. The committee will consist of 5 councillors.
3. No business may be transacted at a meeting unless at least three members are present.
4. The HR Committee is appointed to make decisions about any staffing matters not delegated to the Town Clerk in the Scheme of Delegation document, subject to budget and expenditure limits and has responsibility for the following:
 - a) Reviewing the staffing structure as and when required.
 - b) Agreeing the Job Description and authorising the formal evaluation of any new position.
 - c) Keeping up to date with employment legislation and implementing any changes.
 - d) Drafting new employment policies as determined by legislation or the needs of the Council, prior to consideration and approval by the Finance and Policy Committee.
 - e) Reviewing employment policies and drafting changes, prior to consideration and approval by the Finance and Policy Committee.
 - f) Implementing any new or revised employment policies or changes to terms and conditions.
 - g) Recommending the Payroll and Staff Costs budget to Full Council.
 - h) Reviewing salary pay-scales for individual members of staff and considering any salary appeals.
 - i) Carrying out the recruitment and appointment of the Town Clerk.
 - j) Ensuring contracts are issued for new staff members and overseeing any changes to existing contracts.

- k) Considering and approving requests from line managers for staff to study for Professional qualifications.
- l) Involvement with the dismissal process for staff (including redundancy).
- m) Involvement with grievances and disciplinary matters.
- n) Keeping under review staff working conditions and health and safety matters.
- o) Monitoring and addressing regular or sustained staff absence.
- p) To provide minutes for all meetings to the Full Council for ratification.

Reviewed and Adopted by Full Council on 13/05/24, minute no. 10c.

Full Council – 13 May 2024

Minute no. 10d

Gillingham Town Council

Finance and Policy Committee Draft Terms of Reference

1. Membership

- 1.1. All members of the sub-committee must abide by Gillingham Town Council's Code of Conduct.

The committee will consist of 12 councillors.

- 1.2. No business may be transacted at a meeting unless at least six members are present.

2. Accounts

- 2.1 To ensure that the RFO completes the annual statement of accounts, annual report and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year, prior to certification by Full Council.
- 2.2 To oversee the arrangements for the exercise of electors' rights in relation to the accounts and in accordance with the requirements of the Audit Commission Act 1998 and the Accounts and Audit Regulations.
- 2.3 To receive quarterly financial statements.
- 2.4 To appoint a member of the Town Council to verify bank reconciliations produced by the RFO.
- 2.5 To receive and note verification of bank reconciliations on a regular basis.

3. Administration

- 3.1 To set up and oversee sub-committees and task and finish groups to deal with specific projects, as necessary.
- 3.2 To receive reports and recommendations from the meetings of sub-committee and task and finish groups, as necessary.
- 3.3 To approve expenditure on revenue items valued between £5,000 to £9,999.
- 3.4 To provide minutes of all meetings to Full Council for ratification.

4. Borrowing and Investments

- 4.1 To review the Town Council's investments in consultation with the RFO.
- 4.2 To consider any requests for borrowing, including hire purchase and leasing arrangements in respect of value for money, prior to providing a written report to Full Council.

5. Budgeting

- 5.1 To draft an annual budget and make recommendations to Full Council before a precept is agreed by Full Council.
- 5.2 To receive a schedule of payments in line with Financial Regulations, section 4: budgetary control and authority to spend.
- 5.3 To note the schedule of payments and authorise payments, as necessary.

6. Contracts and Tendering

- 6.1 To oversee the tendering process of the appointment of an internal auditor.
- 6.2 To evaluate tender documentation and make recommendations to Full Council.
- 6.3 To review all fees and charges annually.
- 6.4 To oversee agreements with outside organisations, town and parish councils and the unitary authority.
- 6.5 To review utilities contracts to ensure best value.

7. Grants

- 7.1 To consider applications for grant funding.
- 7.2 To annually review the criteria for grant applications.

8. Insurance

- 8.1 To review the Town Council's insurance portfolio annually to ensure adequate insurance provision, to include asset and revenue protection, legal liabilities and to make recommendations to Full Council.

9. Monitoring and Review

- 9.1 To monitor any bad debts.
- 9.2 To ensure the RFO promptly completes any VAT return that is required.

- 9.3 To receive any repayment claims due and in accordance with the VAT Act 1994.
- 9.4 To review the Council's three year forecast of revenue and capital receipt and payments.
- 9.5 To recommend the reallocation of unspent and available amounts to other budgets or to an earmarked reserve, as appropriate (virement).
- 9.6 To annually review earmarked reserves and monies held in the general reserve following adoption of the annual accounts by Full Council.
- 9.7 To receive section 106 project monitoring reports from Dorset Council for projects relevant to Gillingham and to make recommendations to Full Council, as necessary.
- 9.8 To monitor the spend of external grant funding, commuted sums and section 106 monies and make recommendations to Full Council, as necessary.
- 9.10 To monitor the Town Council's five-year action plan and prioritise projects as funding becomes available and to make recommendations to Full Council, as necessary.

10. Policies and Procedures

- 10.1 To review all policies and procedures prior to adoption by Full Council.

Reviewed and Adopted by Full Council: 13/05/24, minute no. 10d.

Full Council – 13 May 2024

Minute no. 12a

GILLINGHAM TOWN COUNCIL

Allotments and Burials Sub-Committee

Draft Terms of Reference 2024

1. All members of the sub-committee must abide by the Gillingham Town Council's Code of Conduct.
2. The sub-committee does not have any delegated powers.
3. Membership of the sub-committee will be reviewed at the Annual Council meeting. Replacement or additional membership will be reviewed by the General Purposes Committee.
4. Any member of the Town Council, a member of the public or member of staff can be co-opted on to the sub-committee.
5. The sub-committee must consist of a minimum of three members and a maximum of five members.
6. Members of the sub-committee must elect a lead member, who is a serving Councillor.
7. The sub-committee will meet a minimum of three times a year or as and when deemed necessary by the lead Member.
8. Meetings may only take place when a minimum of three members are present.
9. The lead member of the sub-committee will produce and submit written reports following a sub-committee meeting, to the General Purposes Committee with recommendations including budgetary and financial implications, when necessary.
10. The sub-committee will be responsible for the following areas:
 - a) Gillingham Cemetery
 - b) Cemetery Road Allotment Gardens
 - c) Park Farm Allotment Gardens
11. The Allotment and Burials Sub-committee is set up to manage, maintain and improve allotments and burial grounds in Gillingham and will undertake the following work:

Allotments

- 11.1 Review the provision of allotments for the residents of Gillingham.
- 11.2 Investigate the provision of additional allotment sites in line with demand.
- 11.3 Review the annual charges for allotments and make recommendations to the General Purposes Committee prior to the budget setting process.
- 11.4 Review the allotment tenancy agreements annually in August and make recommendations to the General Purposes Committee in September.
- 11.5 Review the Allotments Policy and make recommendations to the General Purposes Committee.
- 11.6 Oversee the inspection of allotments and any matters arising.
- 11.7 Put forward to the General Purposes Committee proposals for any improvements or capital expenditure at town council allotment sites.

Cemetery

- 11.8 Review the cemetery fees annually and make recommendations to the General Purposes Committee prior to the budget setting process.
- 11.9 Investigate the provision of additional burial land.
- 11.10 Review the Cemetery Rules and Regulations and make recommendations to the General Purposes Committee.
- 11.11 Review the Grave Digging Policy and Procedures and make recommendations to the General Purposes Committee.
- 11.12 Oversee topple testing of memorials at Gillingham Cemetery and report any issues to the General Purposes Committee.
- 11.13 Put forward to the General Purposes Committee proposals for any improvements or capital expenditure at Gillingham Cemetery.

Approved by Full Council on 13 May 2024, Minute no. 12a

Full Council – 13 May 2024

Minute no. 12b

**Gillingham Town Council
Annual Remembrance Day Parade Sub-committee
Draft Terms of Reference**

1. All members of the sub-committee must abide by the Gillingham Town Council's Code of Conduct.
2. The sub-committee does not have any delegated powers.
3. Membership of the sub-committee will be reviewed at the Annual Council meeting. Replacement or additional membership will be reviewed by the General Purposes Committee.
4. Any member of the Town Council, a member of the public or member of staff can be co-opted on to the sub-committee.
5. The sub-committee must consist of a minimum of three members and a maximum of five members.
6. Members of the sub-committee must elect a lead member, who is a serving Councillor.
7. The sub-committee will meet a minimum of twice a year or as and when deemed necessary by the lead Member.
8. Meetings may only take place when a minimum of three members are present.
9. The lead member of the sub-committee will produce and submit written reports following a sub-committee meeting, to the General Purposes Committee with recommendations including budgetary and financial implications, when necessary.
10. The sub-committee will be responsible for the following:
 - a) Applying for the relevant street closure notice
 - b) Organising the relevant traffic restrictions to safely accommodate the parade
 - c) Ensuring adequate insurance is in place
 - d) Ensuring adequate risk assessments and other Health and Safety requirements have been adhered to
 - e) Work with the Royal British Legion, Gillingham Branch, in the organisation of the event

Approved by Full Council on 13 May 2024, Minute no. 12b

Full Council – 13 May 2024

Minute no. 12c

Gillingham Town Council

Estate Management Sub-committee

Terms of Reference

1. All members of the sub-committee must abide by the Gillingham Town Council's Code of Conduct.
2. The sub-committee does not have any delegated powers.
3. Membership of the sub-committee will be reviewed at the Annual Council meeting. Replacement or additional membership will be reviewed by the General Purposes Committee.
4. Any member of the Town Council, a member of the public or member of staff can be co-opted on to the sub-committee.
5. The sub-committee must consist of a minimum of three members and a maximum of six members.
6. Members of the sub-committee must elect a lead member, who is a serving Councillor.
7. The sub-committee will meet monthly or as and when deemed necessary by the lead Member.
8. Meetings may only take place when a minimum of three members are present.
9. The lead member of the sub-committee will produce and submit written reports following a sub-committee meeting, to the General Purposes Committee with recommendations including budgetary and financial implications, when necessary.
10. The sub-committee will be responsible for the following areas of open spaces:
 - a) Closed Churchyard
 - b) Garden of Remembrance
 - c) Gardens and planted areas
 - d) Play areas
 - e) Public Open Spaces
 - f) Recreational areas
 - g) Wesley Gardens

- 11.** To work in partnership with Dorset Wildlife Trust to provide management plans and monitoring for all larger public open spaces.
- 12.** To work in partnership with Gillingham Action for Nature Group to encourage volunteering on open spaces and planted areas.
- 13.** To work in partnership with housing developers to ensure that any play areas and public open spaces transferred to the town are to a high standard.
- 14.** To oversee the Tree Condition Survey and Risk Management Plan to ensure that the necessary tree work is carried out in accordance with best practice and the recommendations contained within the report.
- 15.** To promote civic pride by overseeing the participation in national and regional awards. For example, Green Flag Awards.

Approved by Full Council on 13 May 2024, Minute no. 12c

Full Council – 13 May 2024

Minute no. 12d

Gillingham Town Council

Gillingham Gateways Task and Finish Group

Terms of Reference

1. All members of the task and finish group must abide by the Gillingham Town Council's Code of Conduct.
2. The task and finish group does not have any delegated powers.
3. Membership of the task and finish group will be reviewed at the Annual Council meeting. Replacement or additional membership will be reviewed by the General Purposes Committee.
4. Any member of the Town Council, a member of the public or member of staff can be co-opted on to the task and finish group.
5. The task and finish group must consist of a minimum of three members and a maximum of five members.
6. Members of the task and finish group must elect a lead member, who is a serving Councillor.
7. The task and finish group will meet as and when deemed necessary by the lead Member.
8. Meetings may only take place when a minimum of three members are present.
9. The lead member of the task and finish group will produce and submit written reports following a task and finish group meeting, to the General Purposes Committee with recommendations including budgetary and financial implications, when necessary.
10. The task and finish group will deliver the following projects in accordance with the grant awarded by North Dorset District Council to improve and enhance Gillingham's principal gateways in order to attract future investment, improve community well-being and civic pride:
 - a) Create a sustainable and thriving town with its own identity.
 - b) Improve the appearance of the town's entrance.
 - c) Improve the appearance of planted areas along Le Neubourg Way.

Approved by Full Council on 13 May 2024, Minute no. 12d

Full Council – 13 May 2024

Minute no. 12e

Gillingham Town Council

Greener Gillingham Sub-committee

Terms of Reference

1. All members of the sub-committee must abide by Gillingham Town Council's Code of Conduct.
2. The sub-committee does not have any delegated powers.
3. Membership of the sub-committee will be reviewed at the Annual Council meeting. Replacement or additional membership will be reviewed by the General Purposes Committee.
4. Any member of the Town Council, a member of the public or member of staff can be co-opted on to the sub-committee.
5. The sub-committee must consist of a minimum of three members and a maximum of five members.
6. Members of the sub-committee must elect a lead member, who is a serving Councillor.
7. The sub-committee will meet as and when deemed necessary by the lead Member.
8. Meetings may only take place when a minimum of three members are present.
9. The lead member of the sub-committee will produce and submit written reports following a sub-committee meeting, to the General Purposes Committee with recommendations including budgetary and financial implications, when necessary.
10. The sub-committee will be responsible for the following:
 - a) Undertaking regular green audits of the Town Council's operations.
 - b) Meeting with various organisations to hear their evidence and ideas on how Gillingham Town Council can help reduce the environmental impact of its operations.
 - c) Reviewing the Town Council's Climate Change and Carbon Management Policy.
 - d) Producing a programme of action for Gillingham Town Council to help reduce the environmental impact of its operations.
 - e) Ensuring that the town council is fully aware of its environmental responsibilities and actively promoting good practice.

Approved by Full Council on 13 May 2024, Minute no. 12e

Full Council – 13 May 2024

Minute no. 12f

Gillingham Town Council

Property Management Sub-committee Terms of Reference

1. All members of the sub-committee must abide by Gillingham Town Council's Code of Conduct.
2. The sub-committee does not have any delegated powers.
3. Membership of the sub-committee will be reviewed at the Annual Council meeting. Replacement or additional membership will be reviewed by the General Purposes Committee.
4. Any member of the Town Council, a member of the public or member of staff can be co-opted on to the sub-committee.
5. The sub-committee must consist of a minimum of three members and a maximum of five members.
6. Members of the sub-committee must elect a lead member, who is a serving Councillor.
7. The sub-committee will meet a minimum of four times a year or as and when deemed necessary by the lead Member.
8. Meetings may only take place when a minimum of three members are present.
9. The lead member of the sub-committee will produce and submit written reports following a sub-committee meeting, to the General Purposes Committee with recommendations including budgetary and financial implications, when necessary.
10. The sub-committee will be responsible for the following properties:
 - a) Bus Shelters
 - b) Cemetery Chapel
 - c) Old Mortuary Building
 - d) Public Convenience
 - e) Town Bridge Office
 - f) Chantry Fields Community Office
 - g) Town Hall
 - h) Town Council Workshops, Roman Court
 - i) Storage building at King John Road

Approved by Full Council on 13 May 2024, Minute no. 12f

Full Council – 13 May 2024

Minute no. 12g

Gillingham Town Council

Traffic Management Sub-committee

Terms of Reference

1. All members of the sub-committee must abide by Gillingham Town Council's Code of Conduct.
2. The sub-committee does not have any delegated powers.
3. Membership of the sub-committee will be reviewed at the Annual Council meeting. Replacement or additional membership will be reviewed by the General Purposes Committee.
4. Any member of the Town Council, a member of the public or member of staff can be co-opted on to the sub-committee.
5. The sub-committee must consist of a minimum of three members and a maximum of five members.
6. Members of the sub-committee must elect a lead member, who is a serving Councillor.
7. The sub-committee will meet monthly or as and when deemed necessary by the lead Member.
8. Meetings may only take place when a minimum of three members are present.
9. The lead member of the sub-committee will produce and submit written reports following a sub-committee meeting, to the General Purposes Committee with recommendations including budgetary and financial implications, when necessary.
10. The sub-committee will work in partnership with representatives of Dorset Highways Authority, Dorset Police and other relevant organisations regarding traffic management issues.

Approved by Full Council on 13 May 2024, Minute no. 12g

Full Council – 13 May 2024

Minute no. 12h

Gillingham Town Council

War Memorials Sub-Committee Terms of Reference

1. All members of the Sub-Committee must abide by Gillingham Town Council's Code of Conduct.
2. The Sub-Committee does not have any delegated powers.
3. Membership of the Sub-Committee will be reviewed at the Annual Council meeting. Replacement or additional membership will be reviewed by the General Purposes Committee.
4. Any member of the Town Council, a member of the public or member of staff can be co-opted as a member of the Sub-Committee.
5. The sub-committee must consist of a minimum of three members and a maximum of five members.
6. Members of the sub-committee must elect a lead member, who is a serving Councillor.
7. The sub-committee will meet as and when deemed necessary by the lead Member.
8. Meetings may only take place when a minimum of three members are present.
9. The lead member of the sub-committee will produce and submit written reports following a sub-committee meeting, to the General Purposes Committee with recommendations including budgetary and financial implications, when necessary.
10. Making recommendations regarding the ongoing maintenance of Gillingham War Memorial and Milton-on-Stour War Memorial.
11. Conducting research and making recommendations regarding the future of Gillingham War Memorial.
12. The sub-committee may liaise with local groups, organisations and businesses, or any other person or body it deems appropriate.

Approved by Full Council on 13 May 2024, Minute no. 12h

Full Council – 13 May 2024

Minute no. 12i

Gillingham Town Council

80th Anniversary of D Day - Task and Finish Group

Draft Terms of Reference

1. All members of the task and finish group must abide by the Gillingham Town Council's Code of Conduct.
2. The task and finish group does not have any delegated powers.
3. Membership of the task and finish group will be reviewed at the Annual Council meeting. Replacement or additional membership will be reviewed by the General Purposes Committee.
4. Any member of the Town Council, a member of the public or member of staff can be co-opted on to the task and finish group.
5. The task and finish group must consist of a minimum of three members and a maximum of five members.
6. Members of the task and finish group must elect a lead member, who is a serving Councillor.
7. The task and finish group will meet a minimum of twice a year or as and when deemed necessary by the lead Member.
8. Meetings may only take place when a minimum of three members are present.
9. The lead member of task and finish group will produce and submit written reports following a task & finish group meeting, to the General Purposes Committee with recommendations including budgetary and financial implications, when necessary.
10. The Task and Finish Group will investigate appropriate ways in which to mark the 80th Anniversary of D Day which takes place on 6 June 2024.
11. In conducting research, the Task and Finish Group may liaise with local groups, organisations and businesses, or any other person or body it deems appropriate and will report all findings to the General Purposes Committee.

Reviewed by the Full Council on 13 May 2024, Minute no. 12i

Full Council – 13 May 2024

Minute no. 12j

Gillingham Town Council

Town Centre Signage Task and Finish Group

Draft Terms of Reference

1. All members of the task and finish group must abide by the Gillingham Town Council's Code of Conduct.
2. The task and finish group does not have any delegated powers.
3. Membership of the task and finish group will be reviewed at the Annual Council meeting. Replacement or additional membership will be reviewed by the General Purposes Committee.
4. Any member of the Town Council, a member of the public or member of staff can be co-opted on to the task and finish group.
5. The task and finish group must consist of a minimum of three members and a maximum of five members.
6. Members of the task and finish group must elect a lead member, who is a serving Councillor.
7. The task and finish group will meet as and when deemed necessary by the lead member.
8. Meetings may only take place when a minimum of three members are present.
9. The lead member of the task and finish group will produce and submit written reports following a task and finish group meeting, to the General Purposes Committee with recommendations including budgetary and financial implications, when necessary.
10. The task and finish group will work in partnership with representatives of Dorset Highways Authority and other relevant organisations to review the current town centre signage and make recommendations for improvements:

Reviewed by the Full Council on 13 May 2024, Minute no. 12j

Full Council – 13 May 2024

Minute no. 12k

Gillingham Town Council

Sports and Leisure Sub-committee

Terms of Reference

1. All members of the Sports and Leisure Sub-committee must abide by Gillingham Town Council's Code of Conduct.
2. The Sports and Leisure Sub-committee does not have any delegated powers and cannot make decisions on proposed sports and leisure facilities at pre-application stage on behalf of Gillingham Town Council.
3. Members of the Sports and Leisure Sub-committee must make it clear to developers and other parties that any views expressed are personal views and are not the views of the Town Council.
4. Members of the Sports and Leisure Sub-committee should make it clear to developers and other parties that Sub-committee members are not professional planning officers and cannot offer professional advice.
5. Membership of the Sports and Leisure Sub-committee will be reviewed by the General Purposes Committee.
6. Any member of the Town Council, a member of the public or member of staff can be co-opted onto the Sub-committee.
7. The sub-committee must consist of a minimum of three Councillors and a maximum of five Councillors.
8. Members of the sub-committee must elect a lead member, who is a serving Councillor.
9. The sub-committee will meet quarterly or as deemed necessary by the lead Member.
10. Meetings may only take place when a minimum of three members are present.
11. In the first instance, requests to attend a meeting to discuss future sports and leisure proposals should be submitted to the Town Clerk who will advise the lead member accordingly.
12. A Town Council Officer must be present at all meetings with developers. Councillors must not meet developers alone.

- 13.** The lead member of the sub-committee will produce and submit regular written reports to the General Purposes Committee.
- 14.** The Sports and Leisure sub-committee will carry out consultations with the community and oversee the master plan for Hardings Park.
- 15.** The Sports and Leisure sub-committee will work with the relevant Dorset Council Officers, developers, organisations, local groups and landowners to assess the need for sports and leisure facilities and produce an infrastructure delivery programme in accordance with the Gillingham Southern Extension Master Plan Framework.

Approved by Full Council on 13 May 2024, Minute no. 12k.

Full Council – 13 May 2024

Minute no. 13a

Gillingham Town Council

Gillingham Neighbourhood Plan Sub-committee Draft Terms of Reference

1. All members of the sub-committee must abide by the Gillingham Town Council's Code of Conduct.
2. The sub-committee does not have any delegated powers.
3. Membership of the sub-committee will be reviewed at the Annual Council meeting. Replacement or additional membership will be reviewed by the Planning Committee.
4. Any member of the Town Council, a member of the public or member of staff can be co-opted on to the sub-committee.
5. The sub-committee must consist of a minimum of three councillors and a maximum of five councillors.
6. Members of the sub-committee must elect a lead member, who is a serving Councillor.
7. The sub-committee will meet monthly or as and when deemed necessary by the lead member.
8. Meetings may only take place when a minimum of three members are present.
9. Members of the sub-committee should elect a lead member.
10. The lead member of the sub-committee will produce and submit regular written reports to the Planning Committee with recommendations including budgetary and financial implications, when necessary.
11. The sub-committee shall monitor and review the Gillingham Neighbourhood Plan. In conducting its review, it may liaise with Dorset Council Officers, consultants or any other person or body it deems appropriate in completing its review of the Plan. When the review has been completed the sub-committee shall report its findings to Full Council.

Approved by Full Council on 13 May 2024, Minute no. 13a.

Full Council – 13 May 2024

Minute no. 13b

Gillingham Town Council

Gillingham Conservation Area Appraisal Task and Finish Group Draft Terms of Reference

1. All members of the task and finish group must abide by the Gillingham Town Council's Code of Conduct.
2. The task and finish group does not have any delegated powers.
3. Membership of the task and finish group will be reviewed at the Annual Council meeting. Replacement or additional membership will be reviewed by the Planning Committee.
4. Any member of the Town Council, a member of the public or member of staff can be co-opted on to the task and finish group.
5. The task and finish group must consist of a minimum of three councillors and a maximum of five councillors.
6. Members of the task and finish group must elect a lead member, who is a serving Councillor.
7. The task and finish group will meet a minimum of three times a year or as and when deemed necessary by the lead Member.
8. Meetings may only take place when a minimum of three members are present.
9. The lead member of the task and finish group will produce and submit regular written reports to the Planning Committee with recommendations, including budgetary and financial implications, when necessary.
10. The task and finish group will work with the relevant Dorset Council Officers to produce a Conservation Area Appraisal for Gillingham Conservation Area.
11. The aim of the Conservation Area Appraisal will be to enhance and conserve the architectural and social historic importance of the Gillingham Conservation Area, manage change and seek to secure its future.

Approved by Full Council on 13 May 2024, Minute no. 13b.

Full Council – 13 May 2024

Minute no. 13c

**Gillingham Town Council
Developer Engagement Advisory Panel
Terms of Reference**

1. All members of the advisory panel must abide by Gillingham Town Council's Code of Conduct and Planning Protocol Document.
2. The advisory panel does not have any delegated powers and cannot make comments on proposed developments at the pre-application stage on behalf of Gillingham Town Council.
3. Members of the panel can offer knowledge of the local area. The panel must make it clear to developers that any views expressed are personal views and are not the views of the Town Council.
4. The panel should make it clear to developers that panel members are not professional planning officers and cannot offer professional advice.
5. Membership of the advisory panel will be reviewed at the Annual Council meeting. Replacement or additional membership will be reviewed by the Planning Committee.
6. Any member of the Town Council, a member of the public or member of staff can be co-opted on to the panel.
7. The panel must consist of a minimum of three councillors and a maximum of five councillors.
8. Members of the panel should elect a lead member who is a serving Councillor.
9. The panel will meet as and when deemed necessary by the lead Member.
10. Meetings may only take place when a minimum of three members are present.
11. In the first instance, requests to attend a meeting to discuss a planning proposal should be submitted to the Town Clerk who will advise the lead member accordingly.
12. A Town Council Officer must be present at all meetings with developers. Councillors must not meet developers alone.
13. The lead member of the panel will produce and submit written reports to the Planning Committee.

Approved by Full Council on 13 May 2024, Minute no. 13c.

Full Council – 13 May 2024

Minute no. 14a

Gillingham Town Council

Agreements and Contracts Sub-Committee Draft Terms of Reference

1. All members of the sub-committee must abide by Gillingham Town Council's Code of Conduct.
2. The sub-committee does not have any delegated powers.
3. Membership of the sub-committee will be reviewed at the Annual Council meeting. Replacement or additional membership will be reviewed by the Finance and Policy Committee.
4. Any member of the Town Council, a member of the public or member of staff can be co-opted onto the sub-committee.
5. The sub-committee must consist of a minimum of three and a maximum of five members.
6. Members of the sub-committee must elect a lead member, who is a serving Councillor.
7. The sub-committee will meet a minimum of four times a year or as and when deemed necessary by the lead member.
8. The lead member of the sub-committee will produce and submit regular written reports to the Finance and Policy Committee with recommendations, including budgetary and financial implications, when necessary.
9. The sub-committee shall conduct a review of all Town Council agreements and contracts. In conducting its review, it may liaise with the person or body it deems appropriate. When the review has been completed the sub-committee will report its findings to the Finance and Policy Committee.

Approved by Full Council on 13 May 2024, Minute no. 14a

Full Council – 13 May 2024

Minute no. 14b

Gillingham Town Council

S106 Funding Sub-Committee Draft Terms of Reference

1. All members of the sub-committee must abide by Gillingham Town Council's Code of Conduct.
2. The sub-committee does not have any delegated powers.
3. Membership of the sub-committee will be reviewed at the Annual Council meeting. Replacement or additional membership will be reviewed by the Finance and Policy Committee.
4. Membership of the sub-committee will consist of the Chairman of the Finance and Policy Committee, the Lead members of the Allotments and Burials, Estate Management, Five Year Action Plan and Sports and Leisure sub-committees.
5. Members of the sub-committee must elect a lead member, who is a serving Councillor.
6. Meetings may only take place when a minimum of three members are present.
7. The sub-committee will meet every 6 months or more frequently when deemed necessary by the lead Member.
8. The sub-committee will monitor the S106 developer contributions allocated to Gillingham and provide details to other town council sub-committees and task & finish groups when funding becomes available.
9. The lead member of the sub-committee will produce and submit a written monitoring report to the Finance and Policy Committee every 6 months.

Reviewed and adopted by the Full Council on 13 May 2024 Minute no. 14b.

Full Council – 13 May 2024

Minute no. 15

Gillingham Town Council

Five Year Action Plan Sub-committee Draft Terms of Reference

1. All members of the sub-committee must abide by Gillingham Town Council's Code of Conduct.
2. The sub-committee does not have any delegated powers.
3. Membership of the sub-committee will be reviewed at the Annual Council meeting. Replacement or additional membership will be reviewed by the Full Council.
4. Any member of the Town Council, a member of the public or member of staff can be co-opted on to the sub-committee.
5. The sub-committee must consist of a minimum of three Councillors and a maximum of five Councillors.
6. Members of the sub-committee must elect a lead member, who is a serving Councillor.
7. The sub-committee will meet at least annually, prior to the budget setting process, or as deemed necessary by the lead Member.
8. Meetings may only take place when a minimum of three members are present.
9. Members of the sub-committee should elect a lead member.
10. The lead member of the sub-committee will produce and submit regular written reports to Full Council with recommendations, including budgetary and financial implications, when necessary.
11. The sub-committee will update the Five-Year Action Plan which prioritises the work of the Town Council and includes the aims, objectives and the actions indicating how the objectives are to be achieved.
12. The sub-committee will liaise with all officers and the standing committees of the Town Council to set out what projects the Town Council intends to deliver in addition to its ongoing service delivery, to assist with annual budget setting and enable long term financial planning.

Approved by Full Council on 13 May 2024, Minute no. 15.

Full Council – 13 May 2024

Minute no. 15

GILLINGHAM TOWN COUNCIL LIST OF APPOINTMENTS 2024/25			
REPRESENTATIVES TO EXTERNAL ORGANISATIONS			
	ORGANISATION	MEMBER/S APPOINTED	NOTES
1	DAPTC – Towns and Larger Villages	Cllr B von Clemens Cllr Barbara Hurst	Reporting to Full Council
2	DAPTC – Northern Area Towns & Parishes	Cllr Roger Weeks Cllr Anna Marsh	Reporting to Full Council
3	Charity of William Read	Cllr Paul Harris Town Clerk	Term of Office set by Charity
4	Town Meadow Group	Cllr Donna Toye	Reporting to Full Council
5	The Blackmore Vale Rail Partnership	Cllr Mark Walden	Reporting to Full Council
POSITIONS REPORTING TO GTC			
	GROUP/TASK	MEMBERS APPOINTED	NOTES
6	Volunteer Rights of Way Liaison Officer	Cllr Roger Weeks	
7	Volunteer Tree Warden	Ben Drew	
8	Volunteer Flood Wardens	Cllr Graham Campbell Julie Hawkins Cllr John Kilcourse Jon O'Brien Cllr Donna Toye Cllr Roger Weeks Colin Westbrook	