



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 22nd May 2023** at The Town Hall, School Road, Gillingham, commencing at 7.30pm.

Present:

Cllr Barry von Clemens, Mayor
Cllr Roger Weeks, Deputy Mayor
Cllr Sharon Cullingford,
Cllr Graham Bashford
Cllr Fiona Cullen
Cllr Sharon Cullingford
Cllr Rupert Evill
Cllr Alan Frith

Cllr Paul Harris
Cllr Mick Hill
Cllr John Kilcourse
Cllr Val Potheary
Cllr Donna Toye
Cllr Alison von Clemens
Cllr Mark Walden
Cllr David Walsh

In attendance:

Town Clerk, Julie Hawkins
Assistant Town Clerk, Jill Ezzard
Projects and HR Admin Officer, Serena Burgess
1 member of the public

The following joined the meeting via MS Teams:

Michael Streeter, Gillingham and Shaftesbury News
2 members of the public

1035. 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.

It was proposed by Cllr Cullen, seconded by Cllr Evill and unanimously agreed and **RESOLVED** that Cllr Barry von Clemens should be elected as Mayor of Gillingham for the Council Year 2023-24.

Cllr B von Clemens duly signed the Declaration of Acceptance of Office as the Mayor of Gillingham for 2023-24.

- 1036. 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.**

It was proposed by Cllr Potheary, seconded by Cllr Cullen and unanimously agreed and **RESOLVED** that Cllr Roger Weeks should be elected as Deputy Mayor of Gillingham for the Council Year 2023-24.

Cllr Weeks duly signed the Declaration of Acceptance of Office as the Deputy Mayor of Gillingham for 2023-24.

- 1037. To receive apologies for absence.**

It was agreed and **RESOLVED** to accept the apologies for absence from Cllr Bashford, Cllr Harris and Cllr Snook who were unable to join the meeting for personal reasons.

- 1038. 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.

- 1039. To receive questions pertaining to the previous minutes.**

There were no questions.

- 1040. To approve the minutes as a true and accurate record of the Full Council meeting held on 24th April 2023 and the Extra-ordinary Full Council meeting on Monday 18th May 2023.**

It was agreed and **RESOLVED** to approve the minutes of the meeting of Full Council held on 24th April 2023 and the Extra-ordinary Full Council minutes on Monday 18th May 2023.

Cllr Walsh abstained from voting.

- 1041. To approve payments of £10,000 and over.**

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

It was agreed and **RESOLVED** to approve payments of £10,000 and over.

- 1042. To receive and approve the list of assets for FY2022/23.**

A list of assets had been circulated prior to the meeting.

It was agreed and **RESOLVED** that the list of assets for FY2022/23, as presented, is approved.

It was agreed and **RESOLVED** that a vote of thanks is given to the RFO, for her work on the document.

1043. To receive and consider a list of Earmarked reserves at 31st March 2023.

It was agreed and **RESOLVED** that the list of Earmarked reserves as presented, is approved.

1044. To receive, review and approve the Draft Year End Final Accounts for the year ending 31st March 2023.

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

It was agreed and **RESOLVED** that the Year End Final Accounts for the year ending 31st March 2023 as presented, is approved.

Members thanked the RFO.

1045. Appointment of 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 2023-24:

Cllr Graham Bashford
Cllr Fiona Cullen
Cllr Rupert Evill
Cllr Paul Harris
Cllr Mick Hill
Cllr John Kilcourse

Cllr Graham Poulter
Cllr Sarah Snook
Cllr Donna Toye
Cllr Alison von Clemens
Cllr Barry von Clemens
Cllr Roger Weeks

(ii) General Purposes Chairman.

It was unanimously agreed and **RESOLVED** that Cllr Weeks should be Chairman of the General Purposes Committee for the Council year 2023-24.

(iii) General Purposes Deputy Chairman.

It was unanimously agreed and **RESOLVED** that Cllr Cullen should be Deputy Chairman of the General Purposes Committee for the Council year 2023-24.

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 2023-24.

Cllr Graham Bashford
Cllr Fiona Cullen
Cllr Sharon Cullingford
Cllr Rupert Evill
Cllr Alan Frith
Cllr John Kilcourse
Cllr Val Potheary

Cllr Sarah Snook
Cllr Barry von Clemens
Cllr Mark Walden
Cllr David Walsh
Cllr Roger Weeks

(ii) Planning Chairman.

It was unanimously agreed and **RESOLVED** that Cllr Potheary should be Chairman of the Planning Committee for the Council year 2023-24.

(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 2023-24.

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 2022-23.

Cllr Sharon Cullingford
Cllr Rupert Evill
Cllr Paul Harris
Cllr Mick Hill
Cllr Val Potheary
Cllr Graham Poulter

Cllr Donna Toye
Cllr Alison von Clemens
Cllr Barry von Clemens
Cllr Mark Walden
Cllr David Walsh
Cllr Roger Weeks

(ii) Finance and Policy Chairman.

It was unanimously agreed and **RESOLVED** that Cllr Walden should be Chairman of the Finance and Policy Committee for the Council year 2023-24.

(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 2023-24.

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 2023-24.

Cllr Sharon Cullingford
Cllr Alan Frith
Cllr Paul Harris

Cllr Donna Toye
Cllr Barry von Clemens

(ii) HR Committee Chairman.

It was unanimously agreed and **RESOLVED** that Cllr Cullingford should be Chairman of the HR Committee for the Council year 2023-24.

(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 2023-24.

1046. To determine the Appointments to Other Organisations and Outside Bodies 2023-24.

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

Cllr Cullingford stood down as the representative to the Town Meadow Group and it was agreed that Cllr Toye should be appointed.

It was agreed and **RESOLVED** that the list of appointments, as amended, is approved and adopted.

1047. To receive, consider and adopt the following standing committee reports:

a) General Purposes Committee meeting held on Monday 2 May 2023.

It was agreed and **RESOLVED** that the minutes of the General Purposes Committee meeting held on Monday 2 May 2023 are approved and adopted.

b) Planning Committee meetings held on Monday 24th April and Tuesday 9th May 2023.

It was agreed and **RESOLVED** that the minutes of the Planning Committee meeting held on Monday 24th April and Tuesday 9th May 2023 are approved and adopted.

c) HR Committee meeting held on 15th May 2023.

The minutes of the HR committee held on 15th May were approved at the Extraordinary Full Council meeting on 18th May 2023 – please refer to Minute no. 1032a.

d) Finance and Policy Committee meeting held on Monday 15th May 2023.

It was agreed and **RESOLVED** that the minutes of the Finance and Policy meeting held on Monday 15th May 2023 are approved and adopted.

1048. To review and agree the following documents:

a) Code of Conduct

It was agreed and **RESOLVED** that the Code of Conduct, as presented is approved and adopted.

b) Financial Regulations

It was agreed and **RESOLVED** that the Financial Regulations, as presented, are approved and adopted.

c) Standing Orders

It was agreed and **RESOLVED** that the Standing Orders, as presented, are approved and adopted.

1049. To receive and consider a Health and Safety Report.

A report had been circulated prior to the meeting. The report was noted.

1050. To receive and note the councillors attendance record for meetings from 23rd May 2022 – 15th May 2023.

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

The report was noted.

1051. To receive and consider reports from sub-committees and task and finish groups, as follows:

a) Sports and Leisure Task and Finish Group (Lead Member - Cllr Cullingford)

There has been no meeting.

Cllr Cullingford announced that a list of meeting dates will be agreed at the next Sports and Leisure Task and Finish Group meeting.

1052. To receive and consider reports from outside bodies, if available:

a) Town Meadow Group

Cllr Cullingford announced that at the Town Meadow Group AGM, Bob Messer stepped down and Steve Joyce was elected Chairman. The group are looking forward to working with the town council over the coming year.

b) DAPTC Larger Towns

There has been no meeting.

c) DAPTC Northern Area Town and Parish Councils

There has been no meeting.

d) Gillingham Chamber of Commerce

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

The report was noted.

Cllr B von Clemens expressed his thanks to Chris Ryu the outgoing Chairman of Gillingham Chamber of Commerce and congratulated him for organising the Festive Lighting Event in 2022.

e) Gillingham Transport Forum

There has been no meeting.

f) Blackmore Vale Community Rail Partnership

Cllr Walden reported that a passenger survey has recently been carried out and the results will be published shortly. The recent improvements to Gillingham Station have been welcomed by passengers.

Cllr Potheary raised the issue of parking at Gillingham Station. Cllr Walden confirmed that the issue of parking has been raised with South West Railways and stated that he was keen to address the issue of no available parking for disabled passengers using the southern side of the station .

1053. To receive and considered requests for free room hire.

There were no requests.

1054. To receive and note The Dorset Council (Reorganisation of Community Governance) Order [No.9] (Gillingham And East Stour) 2023.

A copy of the Order had been circulated prior to the meeting.

The Order was noted.

1055. To receive and consider the purchase / lease of equipment to support the detection and management of Hand Arm Vibration (HAV).

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

It was agreed and **RESOLVED** that Para. 11.1(h) of the Financial Regulations is suspended in accordance with Para 17.2 to allow a specialist company to supply wearable devices for each member of the grounds team for the monitoring of Hand Arm Vibration.

It was agreed and **RESOLVED** that a specialist company is contracted to supply 10 hand arm vibration monitoring devices on a three year lease and to record the data for 10 members of the grounds team at a total cost of £9,241.84 + VAT for the three year period 2023 to 2026.

It was agreed and **RESOLVED** that the first-year payment of £4,279.33 is funded from Budget no. 7031 Health and Safety Monitoring Equipment (Earmarked Reserves - £4,045) and Budget no. 7351 Horticultural Machinery Fleet Management (£234.33).

1056. To receive and consider a formal request to use the Town Council Crest on the Gillingham Business Awards logo.

It was agreed and **RESOLVED** that the use of the Town Crest on the Gillingham Business Awards logo will be permitted.

1057. To consider the purchase of a Coronation Link for the Mayoral Chain

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

It was agreed and **RESOLVED** that Para. 11.1(h) of the Financial Regulations is suspended in accordance with Para 17.2 to allow a specialist company to supply a Coronation Link for the Mayoral Chain.

It was agreed and **RESOLVED** that the town council purchase a Coronation link to be placed next to or in place of the Diamond Jubilee link at the rear Mayor's Chain at a cost of £475.00 plus Carriage at £13.74 plus VAT. To be funded from Budget no. 6203 Civic costs - Mayor general including Civic event room hire and regalia.

1058. To receive a report on the Mayor's and Deputy Mayor's civic activities.

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

The report was noted.

1059. To receive and note reports from Dorset Councillors, if available.

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

The report was noted.

Cllr Potheary informed the meeting that she has been very busy with civic and ceremonial events and on 5th May she had hosted a Dorset Civic Service of Celebration for the Coronation of His Majesty King Charles III at Sherborne Abbey where she had been joined by 21 Mayors in full regalia and 6 Mace Bearers. Cllr Potheary informed the meeting that on 11 May at Dorset Council's Annual Council meeting, she had been re-elected as Chairman for another year.

Cllr Walsh informed the meeting that Dorset Council are currently consulting on documents which have been prepared to provide guidance for considering climate change in planning applications. The documents are to support decision making until the new Dorset Council Local Plan is adopted. The documents will be non-statutory but will provide guidance and help applications to maximise opportunities to address climate change. Comments should be submitted by 5pm on 8 June 2023. Further information is available on the Dorset Council website <https://www.dorsetcouncil.gov.uk/planning-for-climate-change>

Cllr Weeks thanked Cllr Potheary for dealing with an issue in the rural ward on his behalf.

1060. To receive matters pertinent to this meeting.

The Chairman informed the meeting that an application has been submitted to Dorset Council by Gillingham Live Music Festival for a premises licence to be granted under the Licensing Act 2003 for an event on Gillingham Town Meadow on 8th July 2023.

The meeting closed at 8.31pm

Full Council – 22 May 2023

Minute no. 1041

Gillingham Town Council**Bank payments £10,000 and over - April 2023**

			Amount paid (including VAT where applicable)
Supplier	Date	Details	
Kingsmere Surfacing Limited	06/04/2023	60% balance re: works at Le Neubourg Way-approved Full Council 27 Mar 23 minute 989	10,212.23
Total			10,212.23

Full Council – 22 May 2023

Minute no. 1044

Gillingham Town Council

FY2022/23 Accounts for the year ended 31 March 2023

Author: Tina Wright, Responsible Financial Officer

Summary Report

Page 3 – Income

Total Actual income received for the year was £1,245,923 against the budget of £999,956

- Precept for the year totalled £969,242
- Income for Cemetery totalled £8,385.00 against a budget of £6,000.
- Income from Room hire totalled £577 and Civil wedding room hire £1,500 which was below budget
- Other income received –
- Rental for the DC Registrar office £4,500.
- Dorset Council £4,007 for Verges.
- Education and Skills Fund Agency Grant (Apprenticeships) £1,500
- Donations £2,911.00
- Dorset Council S106 funds (Petanque Court) £4,000
- Aster Communities: S106 Commuted Sum for LAP and LEAP at Barnaby Mead (Wathen Court) : £244,998

Page 4 – Expenditure

Total Actual expenditure for the year totalled £913,578 against budget of £999,956. (91.36% of the budget has been spent at 31/3/23)

Net Surplus for year to 31/3/23 - £332,345

Some projects will be continued into the current financial year and this has been factored into the General and Earmarked reserves at the year end.

Totals for each Cost centre nos. 1 – 18 are listed summarising the Adjusted Budget Total against the Actual expenditure Total column for the year.

The variances in the right hand column are the differences between the two.

Page 5 - Balance Sheet

Total General Reserves at 31/3/23 **£365,214**

A staff workshop and a Council workshop were held on the 9th and 11th May 2023 respectively to determine the reserves required at the year end.

The list of the final Earmarked reserves is included on pages 30 - 32

Total Earmarked reserves at 31 March 2023:

£418,658 Total S106 Reserves at 31 March 2023:

£244,934 Total Reserves at 31/3/23: £1,028,807

Page 6 -9

Schedules of Debtors, Prepayments, Income received in Advance and Accruals
at 31 March 2023

Page 10 - Virements

Virements for Q4 2022/23 are to be proposed at this meeting.

Pages 11 -29

Detailed Cost centre reports.

A copy of the accounts are available on request from Gillingham Town Hall.

Full Council – 22 May 2023

Minute no. 1046

GILLINGHAM TOWN COUNCIL LIST OF APPOINTMENTS 2023/24			
REPRESENTATIVES TO EXTERNAL ORGANISATIONS			
	ORGANISATION	MEMBER/S APPOINTED	NOTES
1	Gillingham Youth Club Management Committee	Cllr Barry von Clemens	Reporting to Full Council Term of Office set by GYC
2	Chamber of Commerce and Industry	Cllr Barry von Clemens	Reporting to Full Council
3	DAPTC – Larger Towns	Cllr Sharon Cullingford Cllr Barry von Clemens	Reporting to Full Council
4	DAPTC – Northern Towns & Parishes	Cllr Sharon Cullingford Cllr Roger Weeks	Reporting to Full Council
5	Gillingham Royal Forest Steering Group	Cllr Barry von Clemens	Reporting to the General Purposes Committee
6	Charity of William Read	Cllr Paul Harris Cllr Sharon Cullingford Town Clerk	Term of Office set by Charity
7	Gillingham Transport Forum	Cllr Barry von Clemens Cllr Sharon Cullingford Cllr Val Potheary Cllr Fiona Cullen Cllr Mark Walden	Reporting to Full Council
8	Town Meadow Group	Cllr Sharon Cullingford Cllr Donna Toye	Term of Office set by Town Meadow Group
9	The Blackmore Vale Rail Partnership	Cllr Mark Walden	Reporting to Full Council
REPRESENTATIVES TO GTC GROUPS/TASK			
	GROUP/TASK	MEMBERS APPOINTED	NOTES
10	Volunteer Rights of Way Liaison	Sheila Messer	Reporting to the Planning Committee
11	Flood Wardens	Cllr Cullingford, Cllr Toye Cllr Kilcourse, Cllr Weeks, Julie Hawkins Bob Messer, Colin Westbrook	Reporting to the Environment Agency

Full Council – 22 May 2023

Minute no. 1050

Councillor Attendance Record for Meetings from 23rd May 2022 – 15th May 2023

Councillor	Full Council		Planning		General Purposes		Finance & Policy		Human Resources			Total	
	Attended	Invited	Attended	Invited	Attended	Invited	Attended	Invited	Attended	Invited		Attended	Invited
Mayor:													
Cllr Sharon Cullingford	13	15	18	21	9	11	9	9	8	10		57	66
Deputy Mayor:													
Cllr Barry von Clemens	15	15	18	21	9	11	9	9	10	10		61	66
Cllr Graham Bashford	7	9		0	6	7	3	6		0		16	22
Cllr Fiona Cullen	14	15	20	21	11	11		0		0		45	47
Cllr Rupert Evill	14	15	20	21	11	11	9	9		0		54	56
Cllr Alan Frith	15	15	17	21		0	8	9	9	10		49	55
Cllr Paul Harris	12	15		0	10	11	8	9	7	10		37	45
Cllr Mick Hill	13	15		0	9	11	8	9		0		30	35
Cllr John Kilcourse	8	15	10	21		0	6	9		0		24	45
Cllr Val Potheary	13	15	17	21		0		0		0		30	36
Cllr Graham Poulter	9	15		0	10	11	6	9		0		25	35
Cllr Sarah Snook	9	9	12	14	5	7		0		0		26	30
Cllr Donna Toye	12	15	20	21		0	6	9	7	10		45	55
Cllr Alison Von Clemens	10	15		0	5	11	5	9		0		20	35
Cllr Mark Walden	13	15	16	21		0	8	9		0		37	45
Cllr Roger Weeks	11	15	16	21	10	11		0		0		37	47
		16		11		11		12		5			

Full Council – 22 May 2023

Minute no. 1052d

Gillingham Chamber of Commerce and Industry Report

Author: Cllr Barry von Clemens

Date of meeting: Wednesday 10 May 2023

- This was the Chambers AGM meeting and was well attended by members.
- Chris Ryu the outgoing Chair thanked the committee for all its hard work over the past year and announced that he would not be standing for re-election as Chair.
- Bev Kemp the Treasurer gave a brief report on the Chambers accounts.
- The following were elected to the committee for 2023-24
 - Barry von Clemens Chair
 - Chris Ryu Deputy Chair
 - Bev Kemp Treasurer
 - Karen Auckland Secretary
 - Sharon Cullingford
 - Debbie Rosher
 - Caroline Haskett
 - Nigel Mills
- The Coronation Window display winners were announced.
- Meeting closed.

Full Council – 22 May 2023

Minute no. 1055

Gillingham Town Council

Hand Arm Vibration Syndrome (HAVs).

Author: Simon Dobie, Works Manager

What is hand arm vibration?

Hand-arm vibration is vibration transmitted from work processes into workers' hands and arms. It can be caused by operating hand-held power tools, such as chain saws, and hand-guided equipment, such as powered lawnmowers, or by holding materials being processed by machines, such as pedestal grinders.

When is it hazardous & what are the early symptoms?

Regular and frequent exposure to hand-arm vibration can lead to permanent health effects. This is most likely when contact with a vibrating tool or work process is a regular part of a person's job. Occasional exposure is unlikely to cause ill health.

Identifying signs and symptoms at an early stage is important. It allows employers, to take action to prevent the health effects from becoming serious for employees. The symptoms include any combination of:

- Tingling and numbness in the fingers.
- Not being able to feel things properly.
- Loss of strength in the hands.
- Fingers going white (blanching) and becoming red and painful on recovery (particularly in the cold and wet, and probably only in the tips at first).

For some people, symptoms may appear after only a few months of exposure, but for others they may take a few years. They are likely to get worse with continued exposure to vibration and may become permanent.

The Control of Vibration at work Regulations 2005.

The Control of Vibration at Work Regulations 2005 (the Vibration Regulations) came into force on 6 July 2005 and aim to protect workers from risks to health from vibration.

The regulations introduce **action** and **limit** values for hand-arm and whole-body vibration.

The regulations introduce an:

- Exposure Action Value (EAV) of **2.5 m/s² A(8)** at which level employers should introduce technical and organisational measures to reduce exposure.
- Exposure Limit Value (ELV) of **5.0 m/s² A(8)** which should not be exceeded.

m/s² = meters per second squared, this is a measure of the intensity of vibration exposure, as in the level of vibration.

A(8) = average over 8 hours, this is a measure of the duration of vibration exposure, as in, how long you are exposed.

So, the A(8) part of the exposure limits defined in the regulations is telling us that the limits are for an average over 8 hours. The m/s² part tells us the level of vibration you can be exposed to.

Currently in place

We have recorded the vibration magnitude of GTCs hand power tools (55 in total) from the manufacture's vibration magnitudes supplied with the tool and input this information into a vibration calculator to establish high, medium and low risk tools and we label these tools as such. We then also calculate the time that can be spent working with a tool by converting the calculations into a points system.

This system has highlighted the difficulty in managing operatives' vibration exposure over a day.

Example: -

Brush cutter – m/s² 2.7 = medium risk 15 points per hr = **6hrs 52 mins to reach EAV**

Multi tool – m/s² 16.1 = high risk 518 points per hr = **12 mins to reach EAV**

All these calculations are difficult to manage as running times are estimated, as actually recording trigger times is extremely difficult and rely on operatives recording usage times throughout the day and managers then having to calculate actual vibration exposure. This isn't the time that was taken to complete the job, but the amount of time the trigger of the tool was on. Using a strimmer for example, how can the trigger time be accurately recorded over a couple of hours or a day's work when safely mowing an area?

These difficulties are increased as the team are using multiple tools during a working day all with different magnitudes and varied times and could well be over both the EAV and or the ELV.

I am also aware that the Information gathered from the tools for the calculations are also certainly flawed as a chain saw for example with an m/s² of 3.9 gives 30 points per hr to reach EAV, but everyone uses the tools differently, was it sharp or blunt? How tight was your grip? Was the tool being used correctly? Is it in good condition? These are all factors that suggest vibration values will certainly be different between users and could be better or worse than calculated.

I have had discussion with other councils and company's managing HAVs and many conversations with Work Nest about the best ways to manage and record vibration exposure. Records of exposure should be kept for a minimum of 40 years, and I believe we should be looking at a more robust system that protects both employees and the employer. We do now have in place annual occupational health screening but a monitoring tool should be delivered as part of the larger HAVs recording process.

Wearable recording device.

After months of research, discussions with experts and trying out different methods of how to accurately record vibration exposure for the whole workforce in the most effect and efficient way, I have found several wearable devices that accurately monitor and record actual vibration exposure.

Most had a secondary meter that must be fixed to the tool before use, and data inputted before being synced to a wearable for the operative to start using the tool.

This is obviously not ideal in our work environment as the time this would take up switching and reconnecting every time a tool was going to be used.

Reactec R-Link

The Reactec R-Link wearable device however works in a different way. The tools are all fitted with a pre-programmed id tag that stays on the tool, each member of staff is allocated with an id card containing pre-programmed information about exposure values specific to that team member. This is particularly useful if an operative has been recommended to be exposed to less vibration by Occupational health.

The operatives simply select a wearable and scan their ID card at the start of the day. The wearable then pairs with the operative and displays their initials and current available action limit for the day.

The wearable is then held over the id tag on the chosen tool and the display shows the id reference of the tool chosen. Work with the tool can now commence.

If the operative forgets to tag a tool, the wearable will still sense and record vibration exposure so over exposure is still controlled, but the tool used for that period will not be recorded.

At the end of the working day the wearable is returned to the charging station and begins to upload the data recorded to a cloud based back office where all the data is formalized into easily viewed reports for the managers to analyse.

This data can be viewed by tool time, tools used and obviously the most important actual vibration magnitudes recorded by each member of the team. This can then be used to prove EAVs & ELV have not been breached, areas that may need further controls, how tool use differs between the team and if tools used in certain circumstances could be changed, as well as reducing the amount of time both operatives and managers are having to try and calculate correct recorded magnitudes for a member.

Both myself and the Deputy Works Manager have had an online demo of the Reactec R-link and have had the chance to ask many questions on the pros and cons about the product and how the data recorded is then accessed and used.

This is by far the most comprehensive system I have seen for the monitoring of HAVs and the wearable also has functions that could be used in the future if they were required, like hearing protection warnings and proximity warnings.

This is an extremely important monitoring device that should be implemented as part of the Councils ongoing Health and Safety program.

Financial Implications

Due to the specialist nature of the product, it has not been possible to obtain three quotations, therefore the council will need to suspend Financial Regulations.

Quotations have been received from a specialist company and the following should be noted:

- Dorset Council and the Environment Agency are currently using the device, however it is their policy not to provide written references.
- The company is a specialist company who is able to supply the necessary equipment within the required timescale.
- The best available terms have been obtained.

A breakdown of the costs is provided in the accompanying document.

It is possible to either purchase or lease the equipment – costings are shown below:

Option 1 - Service Plan to include a three year lease and annual DaaS Charge.

Year One:	£4,279.33
Year Two:	£2,835.72
Year Three:	£2,126.79
Total:	£9,241.84 + VAT

Option 2 - Purchase Model to include a one year warranty

Year One:	£6,339.01
Year Two:	£ 700.00*
Year Three:	£ 700.00*
Total:	£7,739.01 + VAT

*R-Link Annual DaaS Charge subscription - must be paid annually in advance and is subject to a minimum term of 12 months with a rolling annual renewal.

The product battery life is up to 3 years, and they are not changeable. If batteries are over-utilised they will reach the end of their life quicker, and we may need to replace devices sooner (total cost of 10 devices £3,373.00) therefore I would recommend Option 1.

This would extend the equipment warranties from 1 year to 3 years and any problems with the products would be replaced.

At the end of the service all equipment would be collected and replaced with new if continued agreement was instructed.

Recommendations:

That Para. 11.1(h) of the Financial Regulations is suspended in accordance with Para 17.2 to allow a specialist company to supply wearable devices for each member of the grounds team for the monitoring of Hand Arm Vibration.

That a specialist company is contracted to supply 10 hand arm vibration monitoring devices on a three year lease and to record the data for 10 members of the grounds team at a total cost of £9,241.84 + VAT for the three year period 2023 to 2026.

That the first year payment of £4,279.33 is funded from Budget no. 7031 Health and Safety Monitoring Equipment (Earmarked Reserves - £4,045) and Budget no. 7351 Horticultural Machinery Fleet Management (£234.33).

Full Council – 22 May 2023

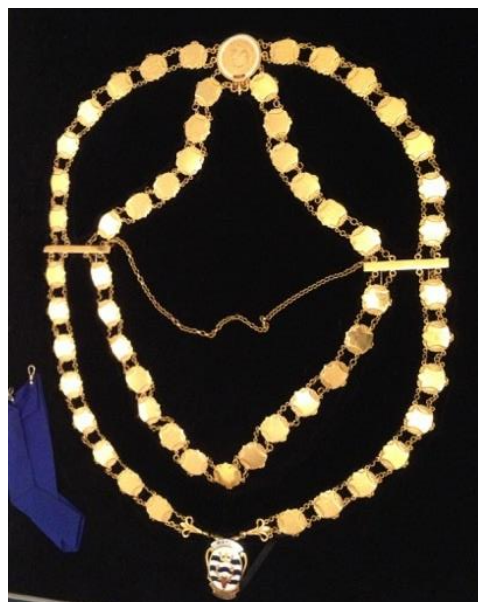
Minute no. 1057

**Gillingham Town Council
Kings Coronation Link for Mayoral Chain
Author Cllr Sharon Cullingford**

I would like to suggest that the following is considered for the Mayor's Chain:

To Purchase a Coronation link to be placed next to the link at the rear Mayor's Chain. The existing we have is a 2012 Link for the Diamond Jubilee.

The proposed new link which commemorates the Coronation of King Charles III is £475.00 plus VAT and Carriage.



The total amount available in Budget No. 6203 Civic costs - Mayor general including Civic event room hire and regalia for FY2023/24 is £500

Due to the specialist nature of the regalia it has not been possible to obtain three quotations, therefore, the council will need to suspend Financial Regulations to enable the specialist company to provide the link in a style to match and fit the Mayoral chain.

The following should be noted:

- The company is a specialist company who is able to supply the Coronation Link in a style to match and fit the Mayoral Chain.
- The company has previously carried out work for the town council to a high standard.
- The company is able to provide the link within the required timescale.
- The best available terms have been obtained.

Recommendation:

- **That Para. 11.1(h) of the Financial Regulations is suspended in accordance with Para 17.2 to allow a specialist company to supply a Coronation Link for the Mayoral Chain.**
- **That the town council purchase a Coronation link to be placed next to the Diamond Jubilee link at the rear Mayor's Chain at a cost of £475.00 plus Carriage at £13.74 plus VAT. To be funded from Budget no. 6203 Civic costs - Mayor general including Civic event room hire and regalia.**

Full Council – 22 May 2023

Minute no. 1058

**Gillingham Town Council
Mayor Report for May 2023
Author: Cllr Sharon Cullingford**

23rd April St Georges Parade North Dorset Scouts

Deputy Mayor, Cllr Barry von Clemens and myself joined the St Georges Parade outside Blandford Parish Church. We were greeted by Mr John Kerley, Scout Leader and the District Commissioner before we marched through the marketplace to the Scout Hut where the scouts and leaders renewed their promises and were presented awards.

**27th April Blandford Civic Service.**

Cllr von Clemens and myself, attend Blandford Forum's Civic Service hosted by The Mayor of Blandford Forum, Cllr Colin Stevens and his consort Chris Stevens. The service was followed with light refreshments and a collection for the Mayor's Charities.

Photograph left to right Mayor of Verwood, Cllr Lawrence Wilson, High Sheriff, Colin Weston, Mayor of Gillingham, Cllr Sharon Cullingford, Deputy Mayor of Gillingham, Cllr

Barry Von Clemens, Chair of Dorset Council, Cllr Val Pothecary and Mayor of Corfe Mullen, Cllr Duncan Sowry.

29th April Dementia Friends Concert and presentation

A wonderful concert organised by Anne Kings and The Gillingham Dementia Friends committee, with Jackie Adams conductor of Top Brass and Wind Concert Band and Arabella Heaton soloist. Funds raised during the evening for Dementia Friends and Mindful Cafes. Simon Hoare MP and Dorset Council Chairman, Cllr Val Pothecary were guests of honour.

I had the great pleasure of presenting Anne Kings with two awards. The first one being a Mayor's appreciation award, for all the volunteer hours, Anne gives to the town of Gillingham, and the second award was the Royal Coronation Champion Awards, which included an invitation to the Coronation Concert at Windsor Castle.



1st May opening of the Pétanque Terrain

I had the pleasure of opening the Pétanque Terrain on the Town Meadow, organised by Cllr Graham Poulter and his wife Emma. The terrain was made possible through Section 106 funding and with the help of donated labour from a local builder. The morning event was well attended with over a 100 people expressing interest.

More information on Pétanque and booking details are available at www.gillinghamdorsetpetanque.co.uk



5th May Dorset Council's Civic Coronation Service, Sherborne Abbey

On Friday 5th May, Cllr von Clemens and I donned our robes and Chains of Office to take part in Dorset Council's civic procession from Digby Hall to Sherborne Abbey. The procession was led by Sherborne Choir and included the Standard Bearer, Dorset Council Chairman, Cllr Val Potheary and consort Graham Izatt, along with mayors and macebearers from around Dorset. The service was beautiful, and the abbey was full. Afterwards, we watched a country dancing group outside the abbey, before we retired back to Digby Hall for tea and cake, provided by various Dorset WI members.



7th May, Coronation Celebrations.

Gillingham's Coronation celebrations started at 10am with a Church Service at the Parish Church of St Mary the Virgin. I was accompanied by the Chairman of Dorset Council, Cllr Val Potheary, Deputy Mayor, Cllr Barry von Clemens and some of our town councillors. After the service Cllr Potheary and I inspected the Gillingham Army Cadet Force, who looked very smart in their uniforms, outside the Gillingham British Legion. Following the inspection, Cllr Potheary and I made our way to the Oak tree in the High Street to take the salute, as Sergeant John O'Brian marched the cadets past. A small parade followed the cadets, led by the Parade Master, Cllr Roger Weeks looking fabulous in the Town Crier's uniform. Everyone was dressed patriotically.

Rev Eve Peglar said a prayer and I gave a short Coronation speech, to the attending crowd, and invited everyone to join us on the Town Meadow for an afternoon of music provided by a DJ and an Abba tribute act. People brought picnics, chairs and rugs and enjoyed the entertainment. Face Painting, Messy Church and Marlow's Sand Art provided additional entertainment for the children.

The Coronation Committee did an excellent job organising the event. I would like to thank to all those that helped with the day, it was a fabulous success.



8th May Big Clean Up

On 8th May, volunteers reported to the Town Hall for The Volunteer Day 'The Big Clean Up'

Several bags of rubbish were collected from around the town. It was a great opportunity to get outside and work together as a team.



8th May - Fernbrook Lodge, Coronation Celebration

At 2pm, I had the pleasure of attending a Coronation Tea Party at Fernbrook Lodge. I spent a lovely afternoon with the residents. We listened to a very talented singer and enjoyed the tea laid on by their chefs. It was a lovely way to end a weekend of celebrations.



11th May – Mayor's Certificate Presentation

It was my great pleasure to present Mary Bridle with a Mayor's Appreciation Award recognition of 50 years volunteer services with the Gillingham Carnival committee.



13th May – Salisbury's Mayor Making Ceremony (Deputy Mayor Attended)

It was a lovely ceremony and good to meet the new Mayor of Salisbury. It is always a pleasure to represent Gillingham in other towns.

13th May – Gillingham Bowling Club's Centenary Celebrations Match

I had the honour to be invited to Gillingham Outdoor Bowling Club, to meet David Tucker, Chairman of the England Bowling Team, Club President, Ron Wing and Vice President, Mike Tolman. I was pleased to open the afternoon game in celebration of the bowling club's centenary.

Full Council – 22 May 2023

Minute no. 1059

Gillingham Dorset Councillor's Ward Report
Cllr Belinda Ridout – May 2023

UK Emergency Alert Test – a nationwide test of the new Emergency alerts system took place on Sunday, 23rd April at 3pm. The purpose of the system is to alert individuals of nearby life-threatening situations such as severe weather, fires, and floods through a loud, siren-like sound and a message displayed on your mobile phone screen. Individuals who may be endangered due to domestic abuse and have a secret second phone, can disable these alerts. Refuge has provided a useful guide on how to disable the alert, refugetechsafety.org.

King's Big Help Out call for Monday, 8th May – from rolling up their sleeves to help a local group, to supporting some of the UK's best known national charities, the Big Help Out on Monday, 8th May will see thousands of people coming together to volunteer for their local communities. Hundreds of activities are planned for the day by local community groups, organisations and charities. For anyone looking for an event locally, Gillingham Town Council is holding a litter pick commencing 10am from the Town Hall.

Dorset Council Cabinet

There has been a reshuffle of Dorset Council Cabinet. Cllr Spencer Flower, Leader of Dorset Council, has made changes which came into effect from 1st May 2023. Cabinet members:

Cllr Spencer Flower, Leader and Portfolio Holder for Governance, Performance and Communications.

Cllr Gary Suttle, Deputy Leader and Portfolio Holder for Finance, Commercial and Capital Strategy

Cllr Ray Bryan, Portfolio Holder for Highways, Travel & Environment.

Cllr Jill Hayes, Portfolio Holder for Corporate Development & Transformation

Cllr Simon Gibson, Portfolio Holder for Economic Growth and Levelling Up – new role

Cllr David Walsh, Portfolio Holder for Planning

Cllr Laura Beddow, Portfolio Holder for Culture and Communities

Cllr Byron Quayle, Portfolio Holder for People - Children, Education, Skills & Early Help – new role

Cllr Jane Somper, Portfolio Holder for People - Adult, Social Care, Health & Housing – new role

Cllr Andrew Parry, Portfolio Holder for Assets & Property – new role

Capital Leverage Fund – the latest round of the Capital Leverage Fund is now open and welcoming applications for projects which will provide new and improved facilities for communities. The grants can help toward the cost of community building enhancements, renovations, maintenance or new build projects, including car parks, play areas, pitches and landscaping. Voluntary and community sector organisations with an annual turnover of less than £1m can apply, as well as museums, arts organisations, community centres,

village halls, town and parish councils and youth centres. You can apply for a capital grant of between £1,000 and £25,000 to fund up to 20% of your total project costs. Only applications via the on line application form will be accepted. Go to Capital Leverage Fund - for more information.

Dorset Council Planning for Climate Change Consultation. Opened on 20th April and closes on 8th June 2023. Dorset Council has prepared three draft guidance documents to assist in addressing climate change through planning. The documents provide guidance on considering climate change when planning applications are being prepared and decided. The documents are:

1. **Planning for climate change: Interim Guidance and Position Statement** – providing commentary on the weight that can be given to climate change in decision making and sets out considerations for new buildings and stand-alone renewable energy schemes in relation to climate change, given current planning policy.
2. **Sustainability checklist** – to be completed by applicants in support of planning applications. The checklist covers sustainable design and construction measures for new development, and provides best practice guidance on what can be done to achieve net zero carbon development.
3. **Listed Buildings** – what you can do for climate change – a guidance note outlining measures to consider when looking at energy efficiency in Listed Buildings.

These documents, although they are not mandatory, will support, Dorset Council's natural environment, climate and ecology strategy and decision making until the New Dorset Council Local Plan is adopted. They bring together legislation, national policy and local planning policy on climate change.

This is an important step forward by the council in addressing climate change through the planning process, by showing applicants what Dorset Council expects to see in the detail of planning applications with regard to achieving net zero carbon development. It is important to have your our views on these draft documents, before they are published for use. The consultation documents can be found throughout the online survey in fully accessible format. Go to: Dorset Council planning for climate change consultation. If you are unable to access the documents and need assistance, contact planning policy@dorsetcouncil.gov.uk, 01305 838334.

Let the Grass Grow! Throughout May, Dorset Council is encouraging residents to give nature a boost by letting the lawn and grass areas of their gardens grow. Long grass is home to all sorts of creatures, big and small. By taking a break from mowing and letting grass grow, we can help create habitat for lots of animals from tiny beetles to hedgehogs! Every weed has a purpose in nature and provides an important food source for insects. I'm letting the dandelions bloom in the garden but picking off the clocks before they disperse! For advice on how to encourage nature and wildlife to your garden go to the Dorset Council website – Nature and wildlife advice or follow the campaign on social media **#LetGrassGrow.**

Belinda Ridout, Councillor for the Gillingham Ward
Cllrbelinda.ridout@dorsetcouncil.gov.uk **07496413114**