



GILLINGHAM TOWN COUNCIL

FULL COUNCIL

The Town Hall, School Road, Gillingham, Dorset SP8 4QR
Tel: 01747 823588 Email: GTC@gillinghamdorset-tc.gov.uk

Dear Sir/Madam

All members of the Gillingham Town Council are **summoned** to the **Full Council** meeting to be held on **Tuesday, 28th August 2018**, in The Jubilee Room, Town Hall, School Road, Gillingham, commencing at 7.30pm.

Julie Hawkins

22nd August 2018

Julie Hawkins
Town Clerk

Prior to the start of the meeting Members are invited to join the Mayor in the Council Chamber at 7.28pm for an Opening Statement.

All in attendance should be aware that filming, recording, photographing or otherwise being reported about may occur during the meeting. A designated area is set aside for members of the public not actively participating in the meeting where there will be no filming or photographs taken.

AGENDA

1. To receive apologies for absence.
2. To approve the minutes of the Full Council meeting held on Monday, 23rd July 2018.
3. Questions.
4. Declarations of Interest: Members are required to comply with the requirements of the Localism Act 2011, section 27 disclosable pecuniary interests.
5. To receive written reports from outside bodies, if available, for consideration and approval:
 - a) Three Rivers Partnership (3RP) and Three Rivers Community Partnership Board of Trustees, the Gillingham Community Leisure Trust (GCLT) (Cllr Von Clemens)
 - b) Town Meadow Group (Cllr Joyce)
 - c) Gillingham Chamber of Commerce and Industry (Cllr Von Clemens/Cllr Walsh)
 - d) DAPTC (Larger Towns: Cllr Mrs S Hunt/Cllr Von Clemens, Smaller Towns: Cllr D Walsh)
 - e) Transport Forum (Cllr Mrs Ridout)

Full Council Agenda – Tuesday, 28th August 2018 (continued):

6. To receive the following Committee reports for consideration and adoption:
 - a) General Purposes Committee meeting held on Monday, 6th August 2018.
 - b) Planning Committee interim meeting held on Monday, 23rd July 2018 and the Planning Committee meeting held on Monday 13th August 2018.
 - c) Staff and Salaries Committee meeting held on Monday, 20th August 2018.
 - d) Policy and Resources Committee meeting held on Monday, 20th August 2018.
7. To receive and agree a list of documents to be archived at Dorset County Records Office.
8. In Confidence. Under the Public Bodies (Admissions to Meetings) Act 1960, the press and public shall be excluded during the discussion of agenda items no. 8(a), 8(b), 8(c) and 8(d):
 - a) To receive an up-date from the Deputy Chairman of the Staff and Salaries Committee regarding the official handover of the role of Town Clerk/Responsible Financial Officer.
 - b) To receive and consider a letter and a report from the retiring Town Clerk officially resigning from the post of Town Clerk/Responsible Finance officer (attached).
 - c) To receive a letter from the retiring Town Clerk asking the Town Council to allow her to work flexi retirement, twenty hours per week, to undertake the day to day duties of the Responsible Finance Officer under the responsibility of the Town Clerk (attached).
 - d) To consider and agree a flexi retirement Job Description and Contract of Employment for the post of Finance Officer (attached).
9. To receive and consider a report from the Town Hall Consultation Group regarding the relocation of the Registrar's office within the Town Hall.
10. To receive a letter of resignation from Cllr Roger Monksummers and to declare a vacancy in the Town Ward of Gillingham.
11. To consider and agree a lead member for the Community Resilience Team following the resignation of Cllr Monksummers.
12. To fill the vacancies on the Staff and Salaries and Policy and Resources Committee following the resignation of Cllr Monksummers.
13. To receive and consider a request from the National Association of Local Councils (NALC) for a response to a green paper for adult social care and wellbeing (information attached).
14. To receive and consider a report from the Youth Council, if available.
15. To receive a letter of thanks form Gillingham Town Football Club.
16. To receive a report on the Mayor's and Deputy Mayor's activities for the last month (attached).
17. To receive in writing matters pertinent to this meeting. Note: Members are advised that inclusion of any item is at the Chairman's discretion and that 'A Council cannot lawfully decide upon any matter which is not specified in the summons (agenda)'.

Closure.

County Councillor's written reports
District Councillors' written reports
Public Questions

Full Council Agenda – Tuesday, 28th August 2018 (continued):

Attached:

- Agenda item no. 5(a): Report from Three Rivers Partnership
- Agenda item no. 6 (b): Copy resignation letter and report from the retiring Town Clerk
- Agenda item no. 6 (c): Copy letter from retiring Town Clerk requesting flexi-retirement
- Agenda item no. 6 (d): Job Description and Contract of Employment for a Finance Officer
- Agenda item no. 7: Report from Town Clerk regarding Office Accommodation
- Agenda item no. 11: Committee Membership Vacancies
- Agenda item no. 12: Copy email from DAPTC regarding future adult social care and wellbeing
- Agenda item no. 14: Mayor's Report

Tabled (or emailed if received prior to the meeting):

- County Councillor's Report, if available.
- District Councillors' reports, if available.