



GILLINGHAM TOWN COUNCIL

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

ANNUAL FULL COUNCIL

AGENDA

All members of Gillingham Town Council are summoned to the Annual Town Council meeting on **Monday 24th May 2021**, at **The Olive Bowl**, 23, Brickfields Business Park, Gillingham, commencing at **7.30pm**.

Julie Hawkins

Julie Hawkins, Town Clerk
Issue Date: 17th May 2021

This meeting will be held in accordance with the restrictions and public advice in place at the time. Those attending are requested to take a lateral flow test prior to arrival. Further information regarding lateral flow testing is available from the .Gov.UK website [HERE](#)

Hand sanitiser will be available on arrival at the Olive Bowl. Face masks should be worn unless you have an exemption. Please bring your own paper and pen if required. Social distancing measures will be in place.

Members of the public are encouraged to view the meeting via MS Teams where there will be an opportunity for public participation.

If you test positive or have any Covid symptoms please do NOT attend. Further information is available [HERE](#)

Please be aware that filming, photographing and recording may occur during the meeting.

Press and Public may join the meeting via MS Teams [Click here to join the meeting](#) or contact the Town Council (prior to the meeting during working hours) via email: gtc@gillinghamdorset-tc.gov.uk or see details our [website](#).

All attendees should try to join the meeting at least 10 minutes prior to the start of the meeting.

AGENDA

1. To elect the Mayor for the Council Year 2021-2022 and to formally ask the member elected to sign the Declaration of Acceptance of Office following the election.
2. To elect the Deputy Mayor for the Council Year 2021-2022 and to formally ask the member elected to sign the Declaration of Acceptance of Office following the election.
3. To receive apologies for absence.
4. To approve the minutes of the last meeting of the Full Town Council held on 26th April 2021 and the Extraordinary meeting of Full Council held on 29th April 2021.
5. Questions.
6. Declarations of Interest: Members are required to comply with the requirements of Section 27 of the Localism Act 2011 disclosable pecuniary interests.
7. To consider and agree the draft Terms of Reference for the Standing Committees.
 - a) General Purposes Committee.
 - b) Planning Committee.
 - c) Finance and Policy Committee.
 - d) Human Resources Committee.
8. To appoint membership of the following Standing Committees (preference forms circulated to members prior to the meeting):
 - a) General Purposes
 - (i) Committee members (Total of 12 members)
 - (ii) Chairman
 - (iii) Deputy Chairman
 - b) Planning Committee
 - (i) Committee members (Total of 12 members)
 - (ii) Chairman
 - (iii) Deputy Chairman
 - c) Finance and Policy Committee
 - (i) Committee members (Total 12 members)
 - (ii) Chairman
 - (iii) Deputy Chairman
 - d) Human Resources Committee
 - (i) Committee members (Total 5 members)
 - (ii) Chairman
 - (iii) Deputy Chairman

9. To appoint membership of Sub Committees / Task and Finish Groups.
10. To appoint representatives to external organisations.
11. To receive, consider and adopt the following standing committee reports:
 - a) General Purposes Committee meeting held on Tuesday 4th May 2021
12. To review and adopt the following policy documents:
 - a) Standing Orders
 - b) Financial Regulations
13. To receive and note a list of decisions made under the Temporary Scheme of Delegation as agreed by Full Council on 26th April 2021 (Minute No. 472).
14. To approve payments for the previous month.
15. To approve payments between £5,000 and £9,999, in accordance with the council's Financial Regulations.
16. To approve payments over £10,000, in accordance with the council's Financial Regulations.
17. To receive any requests for virement of budgets, if any.
18. To approve the list of earmarked reserves.
19. To receive and approve the draft management accounts for the year ending 31st March 2021.
20. To receive and consider a proposal from the Three Rivers Partnership regarding a Lottery grant application (deferred from Full Council 26th April).
21. To consider a request from the Town Clerk for an extension to the temporary street cleaning contract until 31st August 2021. *Please refer to Minute no. 278 of the Finance Committee meeting held on 15th February 2021.*
22. To receive matters pertinent to this meeting. Note: Members are advised that inclusion of any item is at the Chairman's discretion and that a Council cannot lawfully decide upon any matter which is not specified in the summons (agenda).