



GILLINGHAM TOWN COUNCIL

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

FULL COUNCIL

AGENDA

All members of Gillingham Town Council are summoned to a meeting of Full Council on **Monday 23rd January 2023**, at **The Council Chamber**, Town Hall, School Road, Gillingham, commencing at **7.30pm**.

Julie Hawkins

Julie Hawkins, Town Clerk
Issue Date: 16th January 2023

Please be aware that filming, photographing, and recording may occur during the meeting. A designated area will be set aside for members of the public not actively participating in the meeting where there will be no filming or photographs taken.

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

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

1. Public Participation. Please note: a period up to a maximum of fifteen minutes will be allowed for public comments and questions restricted to items listed on the following agenda.
2. To receive apologies for absence.
3. Declarations of Interest: Members are required to comply with the requirements of Section 27 of the Localism Act 2011 disclosable pecuniary interests.
4. To receive questions pertaining to the previous minutes.
5. To approve the Minutes as a true and accurate record of the Full Council meeting held on 12th December 2022 and the Full Council Budget meeting on 16th January 2023.

- 6.** To receive, consider and adopt the following standing committee reports:
 - a)** General Purposes Committee meeting held on Monday 9th January 2023.
 - b)** Planning Committee meetings held on Monday 12th December 2022 and Monday 9th January 2023.
 - c)** Human Resources meetings held on Monday 16th January 2023.
- 7.** To approve payments of £10,000 and over.
- 8.** To receive and consider a Health and Safety Report.
- 9.** To receive and consider reports from sub-committees and task and finish groups, as follows:
 - a)** Sports and Leisure Task and Finish Group (Cllr Cullingford)
- 10.** To receive and consider reports from outside bodies, if available:
 - a)** Town Meadow Group (Cllr Cullingford)
 - b)** DAPTC Larger Towns (Cllr Cullingford / Cllr B von Clemens)
 - c)** DAPTC Northern Area Town and Parish Councils (Cllr Cullingford / Cllr Weeks)
 - d)** Gillingham Town Team (Cllr Frith)
 - e)** Gillingham Chamber of Commerce (Cllr B von Clemens)
 - f)** Gillingham Transport Forum (Cllr B von Clemens)
 - g)** Blackmore Vale Community Rail Partnership (Cllr Walden)
- 11.** To receive, consider and adopt the following draft policies:
 - a)** Bench and Tree Donation Policy
 - b)** Controlling the risks of infectious diseases
 - c)** Health and Safety Handbook
 - d)** Health and Safety Policy
 - e)** Health and Safety Policy Statement
 - f)** Equality and Diversity Policy
- 12.** To receive, consider and adopt the following draft Terms of Reference:
 - a)** Coronation of King Charles III Task and Finish Group
 - b)** War memorials Sub-committee
- 13.** To note that Cllr Hill has completed a bank reconciliation and signed the appropriate documents as evidence of verification, in accordance with Para. 2.2 of the Financial Regulations
- 14.** To appoint a councillor to verify bank reconciliations (for all accounts) produced by the RFO for the next quarter. Please note that this cannot be the Chairman (Mayor) of the Council or a bank signatory.

15. To receive, consider and adopt the land management plan for the Shreen Green Flag Site, incorporating Shiresgate and Shreen Meadows.
16. To receive and note a report on the Mayor and Deputy Mayor's civic activities.
17. To receive and note reports from Dorset Councillors, if available.
18. In confidence. Under the Public Bodies (Admissions to Meetings) Act 1960, the press and public shall be excluded during the discussion of agenda item no. 19 on the grounds that information discussed is likely to involve the disclosure of exempt information falling within Schedule 12A of the Local Government Act 1972..
19. To receive and consider a report regarding CCTV in Gillingham.
20. To receive matters pertinent to this meeting. Note: Members are advised that inclusion of any items is at the Chairman's discretion and that a Council cannot lawfully decide upon any matter which is not specified in the summons (agenda).

Reports to follow:

Agenda item 8: Health and Safety Report

Agenda Item 11a: Draft Bench and Tree Donation Policy

Agenda Item 11b: Draft Controlling the risks of infectious diseases

Agenda Item 11c: Draft Health and Safety Handbook

Agenda Item 11d: Draft Health and Safety Policy

Agenda Item 11e: Draft Health and Safety Policy Statement

Agenda Item 11f: Draft Equality and Diversity Policy

Agenda Item 12 a: Draft TOR Coronation of King Charles III Task and Finish Group

Agenda Item 12b: Draft TOR War memorials Sub-committee

Agenda item 17: Reports from Dorset Councillor

Agenda item 19: CCTV Report