



## 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 25 September 2023**, at **The Council Chamber**, Town Hall, School Road, Gillingham, commencing at **7.30pm**.

Jill Ezzard, Assistant Town Clerk  
Issue Date: 18 September 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 [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](mailto: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.**

**Prior to the start of the meeting at 7.00pm there will be a presentation from Helen Reed, General Manager, North Dorset Community Accessible Transport (NORDCAT)**

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 Tuesday 29<sup>th</sup> August 2023.
6. To approve payments of £10,000 and over.
7. To receive and consider a Health and Safety Report.
8. To receive, consider and adopt the draft minutes of the following standing committees:
  - a) General Purposes Committee meeting held on Monday 4<sup>th</sup> September 2023
  - b) Planning Committee meetings held on Monday 4<sup>th</sup> September and Monday 11<sup>th</sup> September 2023
  - c) Finance and Policy meeting held on Monday 18<sup>th</sup> September 2023
9. To receive and consider reports from sub-committees and task and finish groups, as follows:
  - a) Five Year Action Plan Sub-committee
  - b) Sports and Leisure Task & Finish Group
10. To receive and consider reports from outside bodies, if available:
  - a) Town Meadow Group (Cllr Toye)
  - b) Chamber of Commerce and Industry (Cllr B von Clemens)
  - c) Dorset Association of Parish and Town Councils (DAPTC) Larger Town meetings (Cllr B von Clemens)
  - d) Dorset Association of Parish and Town Councils (DAPTC) Northern Area meetings (Cllr Cullingford and Cllr Weeks)
  - e) Gillingham Transport Forum (Cllr B von Clemens)
  - f) Gillingham Youth Centre Management Committee (Cllr B von Clemens)
  - g) Blackmore Vale Rail Partnership (Cllr Walden)
11. To receive and consider recommendations from the Finance and Policy Committee regarding grant applications for FY2023/24.
12. To receive and consider a Data Protection Compliance Report.
13. To review and update the Record of Processing Activities (RoPA).
14. To receive and consider a Health and Safety Audit Report.
15. To receive and consider a report regarding the Town Council's HR and Health and Safety contract.

16. To receive and consider a report regarding the purchase of horticultural vehicles.
17. To consider and approve a draft lease between Gillingham Town Council and Gillingham Community Leisure Trust for Hardings Lane car park.
18. To receive the External Auditor's report and certificate, section 3 (Part 3 Annual Governance and Accountability Return (AGAR)) for the year end 31st March 2023 and agree to carry out the following: prepare a "Notice of Conclusion of Audit" which details the rights of inspection in line with the statutory requirements. Publish the "Notice" along with the certified AGAR (sections 1, 2 and 3) before 30th September 2023 which must include publication on the Town Council's website.
19. To consider and approve the purchase of the Town's Christmas trees:
  - a) To purchase 100 small Christmas trees at a cost of £1200 +VAT to be taken from the Festive Lights Budget no 5407.
  - b) To purchase one large Christmas tree to be sited on the Town Meadow at a cost of £1310.00 inclusive of delivery and erection + VAT to be taken from the Festive Lights Budget no 5407.
20. To receive, consider and approve the draft Quarterly Newsletter (Autumn Edition) prior to circulation.
21. To receive a report on the Mayor and Deputy Mayor's civic activities.
22. To receive and note reports from Dorset Councillors, if available.
23. 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).

**To follow:**

**Agenda item no 6** - List of payments of £10,000 and over

**Agenda item no 7** - Health & Safety Report

**Agenda item no 11** - Recommendations regarding grant applications for FY2023/24

**Agenda item no 12** - Data Protection Compliance Report

**Agenda item no 13** - RoPA

**Agenda item no 14** - Health and Safety Audit Report

**Agenda item no 15** – Report regarding the HR and Health and Safety Contract

**Agenda item no 16** - Report regarding the purchase of horticultural vehicles

**Agenda item no 17** – Hardings Lane car park lease

**Agenda item no 18** – External Auditor's Report and Certificate

**Agenda item no 20** – Quarterly Newsletter

**Agenda item no 21** - Mayor and Deputy Mayor's Report

**Agenda item no 22** - Report from Dorset Councillors