



## 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, 26<sup>th</sup> July 2021**, at **The Olive Bowl**, 23, Brickfields Business Park, Gillingham, commencing at **7.30pm**.

*Julie Hawkins*

Julie Hawkins, Town Clerk  
Issue Date: 19<sup>th</sup> July 2021

This meeting will be held in accordance with the restrictions and public advice in place at the time. In accordance with the council's risk assessment 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.

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. 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.

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

**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 our [website](#).

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

# AGENDA

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. Declarations of Interest: Members are required to comply with the requirements of Section 27 of the Localism Act 2011 disclosable pecuniary interests.
3. To approve the minutes as a true and accurate record of the last meeting of the Full Town Council held on 28<sup>th</sup> June 2021.
4. Questions.
5. To receive, consider and adopt the following standing committee reports:
  - a) HR Committee meeting held on Monday 19<sup>th</sup> July 2021
  - b) Finance and Policy Committee meeting held on Monday 19<sup>th</sup> July 2021
6. To approve payments over £10,000.
7. To receive and note a list of decisions made under the Temporary Scheme of Delegation as agreed by Full Council on 26<sup>th</sup> April 2021 (Minute No. 472).
8. To receive and consider written reports from outside bodies, if available, for consideration and approval:
  - a) Town Meadow Group (Cllr Sharon Cullingford)
  - b) Gillingham Chamber of Commerce and Industry (Cllr Barry von Clemens)
  - c) Gillingham Youth Club Management Committee (Cllr Barry von Clemens)
9. To receive, consider and approve draft Terms of Reference for the following sub-committees and task and finish groups reporting to Full Council:
  - a) Dorset Council Community Governance Review Task and Finish Group
  - b) Five Year Action Plan Sub-committee
  - c) The Queens Platinum Jubilee Task and Finish Group
10. To receive and consider reports from sub-committees and task and finish groups, as follows:
  - a) Dorset Council Community Governance Review Task and Finish Group
  - b) Five Year Action Plan Sub-committee
  - c) The Queens Platinum Jubilee Task and Finish Group
11. To receive an update on the Community Volunteer Event.

12. To consider and agree to disband the Community Volunteer Event Task and Finish Group.
13. To receive, consider and agree a Service Level Agreement for Data Protection Officer Provision (Cllr Toye to lead).
14. To receive, consider and approve the draft Quarterly Newsletter (Summer Edition), prior to circulation.
15. To consider closing the Town Hall on Wednesday 18<sup>th</sup> and Thursday 19<sup>th</sup> August to enable staff to man the town council stand at the Gillingham and Shaftesbury Show.
16. To receive a report on the Mayor's and Deputy Mayor's civic activities.
17. To receive and note reports from Dorset Councillors, if available.
18. 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:**

<b>Agenda Item no. 6</b>	Payments over £10,000
<b>Agenda Item no. 7</b>	List of decisions made under the Temporary Scheme of Delegation
<b>Agenda Item no. 8a</b>	Town Meadow Group Report
<b>Agenda Item no. 8b</b>	Gillingham Chamber of Commerce and Industry
<b>Agenda Item no. 8c</b>	Gillingham Youth Club Management Committee
<b>Agenda Item no. 9a</b>	Draft Terms of Reference Dorset Council Community Governance Review Task and Finish Group
<b>Agenda Item no. 9b</b>	Draft Terms of Reference Five Year Action Plan Sub-committee
<b>Agenda Item no. 9c</b>	The Queens Platinum Jubilee Task and Finish Group
<b>Agenda Item no. 10a</b>	Report Dorset Council Community Governance Review Task and Finish Group
<b>Agenda Item no. 10b</b>	Five Year Action Plan Sub-committee
<b>Agenda Item no. 10c</b>	The Queens Platinum Jubilee Task and Finish Group
<b>Agenda Item no. 13</b>	Service Level Agreement for Data Protection Officer Provision
<b>Agenda Item no. 14</b>	Draft Quarterly Newsletter (Summer Edition)
<b>Agenda Item no. 16</b>	Report on the Mayor's and Deputy Mayor's Civic Activities
<b>Agenda Item no. 17</b>	Dorset Councillor Reports