



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

Julie Hawkins, Town Clerk
Issue Date: 19 June 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 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 7.15pm
the Mayor invites you to attend a cheque presentation
from past Mayor, Cllr Cullingford, to Gillingham Green GANG.**

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 Annual Council meeting held on 22 May 2023.
6. To approve payments of £10,000 and over.
7. To receive and approve the internal auditor's no. 3 of 3 2022/23 report dated 7th June 2023.
8. To review and consider the effectiveness of the systems of internal audit.
9. To formally receive and note the Annual Internal Audit Report (AIAR) for FY 2022/23. *Please refer to page 3 of the Annual Governance and Accountability Return (AGAR).*
10. To formally receive, consider and approve the Section 1 - Annual Governance Statement FY 2022/23. *Please refer to page 4 of the Annual Governance and Accountability Return.*
11. To formally receive consider and approve Section 2 – Accounting Statements FY 2022/23 of the audited accounts. *Please refer to page 5 of the Annual Governance and Accountability Return.*
12. To confirm that there is no conflict of interest with regards to the external audit being undertaken by BDO LLP. *Please refer to page 12 of the Annual Governance and Accountability Return.*
13. To agree the period for the exercise of Electors Rights according to the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015. Recommended dates: 29th June 2023 to 9th August 2023 inclusive.
14. To note that Cllr Toye has completed a bank reconciliation and signed the appropriate documents as evidence of verification for the period January to March 2023, in accordance with Para. 2.2 of the Financial Regulations
15. To receive and consider a Health and Safety Report.
16. To receive, consider and adopt the draft minutes of the following standing committees:
 - a) General Purposes Committee meeting held on Monday 5th June 2023
 - b) Planning Committee meetings held on Monday 22nd May and Monday 12th June 2023
 - c) HR Committee meeting held on Monday 19th June 2023
 - d) Finance and Policy meeting held on Monday 19th June 2023
17. To receive, consider and approve the Terms of Reference for the following Standing Committees:
 - a) General Purposes Committee
 - b) Planning Committee

- c) HR Committee
 - d) Finance and Policy Committee
- 18.** 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 Panel
- 19.** To receive, consider and approve the Terms of Reference for the following sub-committees and task and finish groups:
- a) Five Year Action Plan Sub-committee
 - b) Sports and Leisure Panel
 - c) S106 Funding Sub-committee
- 20.** To consider and agree membership of Sub-committees and Task and Finish Groups:
- a) Five Year Action Plan Sub-committee
 - b) Sports and Leisure Panel
 - c) S106 Funding Sub-committee
- 21.** To receive and consider reports from outside bodies, if available:
- a) Town Meadow Group (Cllr Cullingford)
 - 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)
 - 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)
- 22.** To consider granting support for an application from Gillingham Community Leisure Trust to Dorset Council to draw down Section 106 funding. *Please refer to the s106 agreement between Dorset Council and Magna Housing Limited relating to land at St Martins, Queen Street, Gillingham.*
- 23.** To consider and agree the placement of the coronation link on the mayoral chain.
- 24.** To receive and consider a report regarding the John Constable Interpretation Panel.
- 25.** To receive and consider combined and motor insurance renewal quotations.
- 26.** To consider and approve the draft quarterly newsletter (Summer edition) prior to circulation.
- 27.** To receive a report on the Mayor's and Deputy Mayor's civic activities.

- 28.** To receive and note reports from Dorset Councillors, if available.
- 29.** 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 7 - Internal Auditor's Report
Agenda item no 8 - Review of Effectiveness of Internal Audit
Agenda item no 9 - Annual Internal Audit Report for FY 2022/23
Agenda item no 10 - Section 1 - Annual Governance Statement FY 2022/23
Agenda item no 11 - Section 2 – Accounting Statements FY 2022/23 of the audited accounts
Agenda item no 15 - Health & Safety Report
Agenda item no 17 a) - Terms of Reference for the General Purposes Committee
Agenda item no 17 b) - Terms of Reference for the Planning Committee
Agenda item no 17 c) - Terms of Reference for the HR Committee
Agenda item no 17 d) - Terms of Reference for the Finance and Policy Committee
Agenda item no 19 a) - Terms of Reference for the Five Year Action Plan Sub-committee
Agenda item no 19 b) - Terms of Reference for the Sports and Leisure Panel
Agenda item no 20 - Membership of Sub-committees and Task and Finish Groups
Agenda item no 21 a) - Town Meadow Group Report
Agenda item no 21 c) - DAPTC Larger Town meetings Report
Agenda item no 22 - Application from GCLT for Section 106 funding held by Dorset Council
Agenda item no 22 - Section 106 agreement
Agenda item no 23 - Report regarding the coronation link on the mayoral chain
Agenda item no 24 - John Constable Interpretation Panel Report
Agenda item no 25 - Insurance renewal quotations
Agenda item no 26 - Draft Summer Newsletter
Agenda item no 27 - Mayor and Deputy Mayor's Report
Agenda item no 28 - Report from Dorset Councillors