



## 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, 27<sup>th</sup> September 2021**, in **The Council Chamber, Town Hall**, Gillingham, commencing at **7.30pm**.

*Julie Hawkins*

Julie Hawkins, Town Clerk  
Issue Date: 20<sup>th</sup> September 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 Town Hall. Please access the Council Chamber via the garden entrance at the rear of the building. Face masks should be worn unless you have an exemption or the Chairman advises otherwise.

If you test positive or have any Covid symptoms 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. 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 approve the minutes as a true and accurate record of the last meeting of the Full Town Council held on 23<sup>rd</sup> August 2021.
5. Questions.
6. To receive, consider and adopt the following standing committee reports:
  - a) Planning Committee Interim meeting on Monday 23<sup>rd</sup> August 2021
  - b) HR Committee meeting held on Monday 20<sup>th</sup> September 2021
  - c) Finance and Policy Committee meeting held on Monday 20<sup>th</sup> September 2021
7. To approve payments over £10,000.
8. To receive and note a list of decisions made under the Temporary Scheme of Delegation in September 2021.
9. To receive and consider written reports from outside bodies, if available, for consideration and approval:
  - a) Town Meadow Group (Cllr Sharon Cullingford)
  - b) Gillingham Town Team (Cllr Mike Gould)
  - c) Rural Market Town Group (Cllr Sharon Cullingford)
  - d) Chamber of Commerce and Industry (Cllr Barry von Clemens)
  - e) Dorset Association of Parish and Town Councils (Cllr Barry von Clemens)
10. To receive and consider reports from sub-committees and task and finish groups, as follows:
  - a) Five Year Action Plan Sub-committee
  - b) The Queen's Platinum Jubilee Task and Finish Group
11. To receive and consider recommendations from the Finance and Policy Committee regarding grant applications for FY2021/22.

12. To receive the External Auditor's report and certificate, section 3 (Part 3 Annual Governance and Accountability Return (AGAR)) for the year end 31<sup>st</sup> March 2021 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 30<sup>th</sup> September 2021 which must include publication on the town council's website.
13. To receive applications for free room hire.
14. To consider a request from Gillingham Allotment Association for CCTV at Cemetery Road Allotment Gardens.
15. To confer the title of Honorary Freeman of Gillingham to Mr Clive Drake.
16. To receive confirmation from Dorset Council that an election has been called for the Town Ward of Gillingham and to note the election timetable.
17. To receive confirmation from Dorset Council that an election has not been called for the Ham Ward of Gillingham and to agree a timetable for the co-option of a councillor.
18. To receive, consider and approve the draft Quarterly Newsletter (Autumn Edition), prior to circulation.
19. To receive a report on the Mayor's and Deputy Mayor's civic activities.
20. To receive and note reports from Dorset Councillors, if available.
21. 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. 8	List of decisions made under the Temporary Scheme of Delegation
Agenda Item no. 9a	Town Meadow Report
Agenda Item no. 9b	Gillingham Town Team Report
Agenda Item no. 9c	Rural Market Town Group Report
Agenda Item no. 9d	Chamber of Commerce and Industry Report
Agenda Item no. 9e	DAPTC Report
Agenda Item no. 10a	Five Year Action Plan Sub-committee
Agenda Item no. 10b	The Queens Platinum Jubilee Task and Finish Group
Agenda Item no. 12	External Auditor's Report
Agenda Item no. 13	Application for free room hire
Agenda Item no. 14	Allotment Association request
Agenda Item no. 16	Election timetable for the Town Ward of Gillingham
Agenda Item no. 17	Co-option timetable for the Ham Ward of Gillingham
Agenda Item no. 18	Draft Quarterly Newsletter
Agenda Item no. 19	Report on the Mayor's and Deputy Mayor's Civic Activities
Agenda Item no. 20	Dorset Councillor Reports