



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

*Julie Hawkins*

Julie Hawkins, Town Clerk  
Issue Date: 21<sup>st</sup> June 2021

This meeting will be held in accordance with the restrictions and public advice in place at the time. 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. Please bring your own paper and pen if required. Social distancing measures will be in place.

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

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.**

**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. To receive apologies for absence.
2. To approve the minutes of the last meeting of the Full Town Council held on 24<sup>th</sup> May 2021 and the Extra-Ordinary meeting held on Monday, 7<sup>th</sup> June 2021.
3. Questions.
4. Declarations of Interest: Members are required to comply with the requirements of Section 27 of the Localism Act 2011 disclosable pecuniary interests.
5. To approve payments, as follows:
  - a) The list of payments for the previous month.
  - b) The list of payments between £5,000 and £9,999.
  - c) The list of payments over £10,000.
6. To receive any requests for virement of budgets
7. To receive and approve the internal auditor's report dated 9<sup>th</sup> June 2021 and the management responses.
8. To review and consider the effectiveness of the systems of internal audit.
9. To formally receive and note the Annual Internal Audit Report for FY 2020/21. *Please refer to page 3 of the Annual Governance and Accountability Return.*
10. To formally receive, consider and approve the Section 1 - Annual Governance Statement FY 2020/21. *Please refer to page 4 of the Annual Governance and Accountability Return.*
11. To formally receive consider and approve Section 2 – Accounting Statements FY 2020/21 of the audited accounts. *Please refer to page 5 of the Annual Governance and Accountability Return.*
12. 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: Thursday 1<sup>st</sup> July 2021 to Wednesday 11<sup>th</sup> August 2021 inclusive.
13. To receive, consider and adopt the following standing committee reports:
  - a) General Purposes Committee meeting held on Monday, 7<sup>th</sup> June 2021
  - b) HR Committee meeting held on Thursday 10<sup>th</sup> June 2021

14. 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).
15. To consider supporting Dorset Council's Climate and Ecological Emergency Strategy and Action Plan. Further information available on the Dorset Council website [Here](#)
16. To consider, agree and adopt a Climate Change and Carbon Management Policy as recommended by the General Purposes Committee 7<sup>th</sup> June 2021, Minute no. 214.
17. To consider, agree and adopt a Homeworking Policy as recommended by the HR Committee 10<sup>th</sup> June 2021, Minute no. 004.
18. To review and agree the following documents:
  - a) Code of Conduct
  - b) Compliments and Complaints Policy  
*Deferred from Full Council held on 26<sup>th</sup> April 2021, minute no. 480 (a)*
  - c) Dealing with Abusive, Persistent or Vexatious Complaints and Complainants Policy.  
*Deferred from Full Council held on 26<sup>th</sup> April 2021, minute no. 480 (b)*
19. To receive, consider and approve the Terms of Reference for the Annual Remembrance Day Parade Sub-committee reporting to the General Purposes Committee. *Deferred from the General Purposes Meeting held on 7<sup>th</sup> June 2021, minute no. 212(c)*
20. To consider setting up a task and finish group to consider ways to mark The Queen's Platinum Jubilee in 2022. *An extended bank holiday, from Thursday 2<sup>nd</sup> to Sunday 5<sup>th</sup> June 2022, will provide an opportunity to come together to celebrate the historic milestone. Further information available on the Royal.UK website [Here](#)*
21. To receive an update on the Community Volunteer Thank You event
22. To receive and consider a request by Dorset Council, North Education and Early Years, to use Hardings Park for an event on 30<sup>th</sup> July 2021, 10am until 3pm and August 27<sup>th</sup> 2021, 10am until 3pm.
23. To receive and consider written reports from outside bodies, if available, for consideration and approval:
  - a) Three Rivers Partnership (3RP) and Three Rivers Community Partnership Board of Trustees, the Gillingham Community Leisure Trust (GCLT)  
(Lead: Cllr Barry von Clemens)
  - b) Town Meadow Group (Lead: Cllr Sharon Cullingford)
  - c) Gillingham Chamber of Commerce and Industry (Lead: Cllr Barry von Clemens)

- d) Dorset Association of Parish and Town Councils (DAPTC):
  - e) Larger Town meetings (Lead: Cllr Barry von Clemens)
  - f) Northern Area meetings (Lead: Cllr Sharon Cullingford)
  - g) Shaftesbury and District Transport Forum (Lead: Cllr Barry von Clemens)
  - h) Gillingham Town Team (Lead: Cllr Mike Gould)
  - i) Gillingham Youth Centre Management Committee (Lead: Cllr Barry von Clemens)
  - j) Rural Market Town Group (Lead: Cllr Sharon Cullingford)
- 24.** To receive and consider a draft Working Together Protocol Between Dorset Council and Town and Parish Councils (27<sup>th</sup> May 2021 version) and associated flow charts.
- 25.** To receive a report on the Mayor's and Deputy Mayor's civic activities.
- 26.** To receive and note reports from Dorset Councillors, if available. Dorset Council agenda and minutes are available to view here.
- 27.** 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).

**Attached:**

**Agenda Item no. 5a** - List of payments for May 2021

**Agenda Item no. 5b** - List of payments over £5,000

**Agenda Item no. 6** - Request for virement of budgets

**Agenda Item no. 7** - Internal auditor's report dated 9<sup>th</sup> June 2021

**Agenda Item no. 8** - The effectiveness of the systems of internal audit

**Agenda Item no. 9, 10, 11, 12** - Annual Governance and Accountability Return.

**Agenda Item no. 14** - Decisions made under the Temporary Scheme of Delegation

**Agenda Item no. 16** - Draft Climate Change and Carbon Management Policy

**Agenda Item no. 17** - Draft Homeworking Policy

**Agenda Item no. 18a** - Draft Code of Conduct

**Agenda Item no. 18b** - Draft Compliments and Complaints Policy

**Agenda Item no. 18c** - Draft Dealing with Abusive, Persistent or Vexatious Complaints and Complainants Policy

**Agenda Item no. 19** - Draft Terms of Reference for the Annual Remembrance Day Parade Sub-committee

**Agenda Item no. 21** – Community Volunteer Thank You Event

**Agenda Item no. 22** - Request from Dorset Council, North Education and Early Years

**Agenda Item no. 23c**- Chamber of Trade report

**Agenda Item no. 23h** – Town Team

**Agenda Item no. 24** - Draft Working Together Protocol Between Dorset Council and Town and Parish Councils

**Agenda Item no. 25** - Report on the Mayor's and Deputy Mayor's civic activities

**Agenda Item no. 26** - Dorset Councillor Reports