



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 27th June 2022**, at **The Council Chamber**, Town Hall, School Road, Gillingham, commencing at **7.30pm**.

Julie Hawkins

Julie Hawkins, Town Clerk
Issue Date: 20th June 2022

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 [HERE](#) 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.

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 23rd May 2022.

6. To approve payments of £10,000 and over.
7. To receive and approve the list of assets for FY2021/22.
8. To receive and approve the internal auditor's no. 3 of 3 2021/22 report dated 15th June 2022.
9. To review and consider the effectiveness of the systems of internal audit.
10. To formally receive and note the Annual Internal Audit Report (AIAR) for FY 2021/22. *Please refer to page 3 of the Annual Governance and Accountability Return (AGAR).*
11. To formally receive, consider and approve the Section 1 - Annual Governance Statement FY 2021/22. *Please refer to page 4 of the Annual Governance and Accountability Return.*
12. To formally receive consider and approve Section 2 – Accounting Statements FY 2021/22 of the audited accounts. *Please refer to page 5 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: 1st July 2022 to 11th August 2022 inclusive.
14. To receive and consider a Health and Safety Report.
15. To receive, consider and adopt the following standing committee reports:
 - a) General Purposes Committee meeting held on Monday 6th June 2022
 - b) Planning Committee meetings held on Monday 23rd May and Monday 13th June 2022
 - c) HR Committee meeting held on Monday 20th June 2022
 - d) Finance and Policy meeting held on Monday 20th June 2022
16. 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
17. To consider and agree membership of Sub-committees and Task and Finish Groups reporting to Full Council:
 - a) Five Year Action Plan Sub-committee
 - b) Sports and Leisure Task and Finish Group
 - c) The Queen's Platinum Jubilee Task and Finish Group

- 18.** To receive, consider and approve the Terms of Reference for the following sub-committees and task and finish groups reporting to Full Council:
 - a) Five Year Action Plan Sub-committee
 - b) Sports and Leisure Task and Finish Group
 - c) The Queen's Platinum Jubilee Task and Finish Group

 - 19.** 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 and Finish Group
 - c) The Queen's Platinum Jubilee Task and Finish Group

 - 20.** To receive and consider reports from outside bodies, if available:
 - a) Three Rivers Partnership (3RP) and Three Rivers Community Partnership Board of Trustees, the Gillingham Community Leisure Trust (GCLT) (Cllr B von Clemens)
 - b) Town Meadow Group (Cllr Cullingford)
 - c) Chamber of Commerce and Industry (Cllr B von Clemens)
 - d) Dorset Association of Parish and Town Councils (DAPTC) Larger Town meetings (Cllr B von Clemens)
 - e) Dorset Association of Parish and Town Councils (DAPTC) Northern Area meetings (Cllr Cullingford)
 - f) Shaftesbury and District Transport Forum (Cllr B von Clemens)
 - g) Gillingham Town Team (Cllr Gould)
 - h) Gillingham Youth Centre Management Committee (Cllr B von Clemens)
 - i) Charity of William Read (Cllr Harris/Cllr Cullingford)
 - j) Blackmore Vale Rail Partnership (Cllr Walden)

 - 21.** To receive and note the William Read Charity Accounts March 2021 – February 2022

 - 22.** To review the Council's Five-Year Action Plan and to consider and approve proposed revisions.

 - 23.** To consider attending the Gillingham Town Fete on Saturday 16th July 2022.

 - 24.** To receive a letter of resignation from Cllr Gould and declare a vacancy for the Town Ward of Gillingham.

 - 25.** To receive an update on the vacancy for the Town Ward of Gillingham declared on 28th March 2022 following the death of Cllr Keith Wareham.

 - 26.** To consider and approve a 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.
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- 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).

Attached:

Agenda item no 7 – List of Assets for FY 2021/22

Agenda item no 8 – Internal Auditor's Report

Agenda item no 9 – Review of Effectiveness of Internal Audit

Agenda item no 10 - Annual Internal Audit Report for FY 2021/22

Agenda item no 11 - Section 1 - Annual Governance Statement FY 2021/22

Agenda item no 12 - Section 2 – Accounting Statements FY 2021/22 of the audited accounts

Agenda item no 14 – Health & Safety Report

Agenda item no 16 a) – Terms of Reference for the General Purposes Committee

Agenda item no 16 b) – Terms of Reference for the Planning Committee

Agenda item no 16 c) – Terms of Reference for the HR Committee

Agenda item no 16 d) – Terms of Reference for the Finance and Policy Committee

Agenda item no 17 - Membership of Sub-committees and Task and Finish Groups reporting to Full Council

Agenda item no 18 a) – Terms of Reference for the Five Year Action Plan Sub-committee

Agenda item no 18 b) – Terms of Reference for the Sports and Leisure Task & Finish Group

Agenda item no 18 c) – Terms of Reference The Queen's Platinum Jubilee Task and Finish Group

Agenda item no 20 h) – Report from Gillingham Town Team

Agenda item no 21 – William Read Charity Accounts

Agenda item no 22 – Draft 5 Year Action Plan

Agenda item no 24 – Letter of resignation from Cllr Mike Gould

Agenda item no 25 – Update on current vacancy for the Town Ward

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