



## GILLINGHAM TOWN COUNCIL

The Town Hall, School Road, Gillingham, Dorset SP8 4QR

# ANNUAL TOWN COUNCIL MEETING

## MINUTES

Minutes of the Annual Town Council meeting held on **Monday, 24<sup>th</sup> May 2021** at The Olive Bowl, Brickfields Business Park, Gillingham commencing at 7.30pm.

### Present:

Cllr Paul Harris, QGM	Cllr John Kilcourse
Cllr Sharon Cullingford,	Cllr Graham Poulter
Cllr Alison von Clemens	Cllr Val Potheary
Cllr Barry von Clemens	Cllr John Robinson
Cllr Fiona Cullen	Cllr Donna Toye
Cllr Rupert Evill	Cllr Keith Wareham
Cllr Mike Gould	Cllr Roger Weeks
Cllr Mick Hill	Cllr Alison von Clemens

### In attendance:

Town Clerk, Julie Hawkins  
Office Manager, Jill Ezzard

### The following joined the meeting via Microsoft Teams:

Cllr Alan Frith  
Responsible Financial Officer, Debra Edwards  
Michael Streeter, Gillingham and Shaftesbury News

In accordance with legislation, councillors attending remotely were not permitted to vote.

### **490. To elect the Mayor for the Council Year 2021-2022 and to formally ask the member elected to sign the Declaration of Acceptance of Office following the election.**

It was agreed and **RESOLVED** that Cllr Paul Harris QGM should be elected as Mayor of Gillingham for the Council Year 2021-2022.

Cllr Harris duly signed the Declaration of Acceptance of Office as the Mayor of Gillingham for 2021-2022.

**491. To elect the Deputy Mayor for the Council Year 2021-2022 and to formally ask the member elected to sign the Declaration of Acceptance of Office following the election.**

It was agreed and **RESOLVED** that Cllr Sharon Cullingford should be elected as Mayor of Gillingham for the Council Year 2021-2022.

Cllr Cullingford duly signed the Declaration of Acceptance of Office as the Deputy Mayor of Gillingham for 2021-2022.

**492. To receive apologies for absence.**

It was agreed and **RESOLVED** to accept the apologies from Cllr Wareham. Cllr Wareham was unable to attend due to personal reasons. Cllr Frith attended the meeting via MS Teams.

**493. To approve the minutes of the meeting of the Full Town Council held on 26<sup>th</sup> April 2021 and the Extraordinary meeting of Full Council held on 29th April 2021.**

It was agreed and **RESOLVED** to approve the minutes of the meeting of the Full Town Council held on 26<sup>th</sup> April 2021 and the minutes of the Extraordinary meeting of Full Council held on 29th April 2021. The chairman duly signed the minutes.

**494. Questions.**

There were no questions.

**495. Declarations of Interest: Members are required to comply with the requirements of Section 27 of the Localism Act 2011 disclosable pecuniary interests.**

There were no declarations of disclosable pecuniary interests.

**496. To consider and agree the draft Terms of Reference for the Standing Committees.**

**a) General Purposes Committee.**

Draft Terms of Reference were circulated prior to the meeting. It was agreed and **RESOLVED** that the Terms of Reference for the General Purposes Committee, as presented, are adopted. Please refer to **Appendix A**.

**b) Planning Committee.**

Draft Terms of Reference were circulated prior to the meeting. It was agreed and **RESOLVED** that the Terms of Reference for the Planning Committee, as presented, are adopted. Please refer to **Appendix B**.

**c) Finance and Policy Committee.**

Draft Terms of Reference were circulated prior to the meeting. It was agreed and **RESOLVED** that the Terms of Reference for the Finance and Policy Committee, as presented, are adopted. Please refer to **Appendix C**.

**d) Human Resources Committee.**

Draft Terms of Reference were circulated prior to the meeting. It was agreed and **RESOLVED** that the Terms of Reference for the Human Resources Committee, as presented, are adopted. Please refer to **Appendix D**.

**497. To appoint membership of the following Standing Committees:**

**a) General Purposes**

**(i) General Purposes Committee members**

It was agreed and **RESOLVED** that the following councillors should form the General Purposes Committee for the council year 2021 – 2022:

Cllr Fiona Cullen	Cllr John Robinson
Cllr Rupert Evill	Cllr Donna Toye
Cllr Dennis Griffin	Cllr Alison von Clemens
Cllr Paul Harris	Cllr Barry von Clemens
Cllr Mick Hill	Cllr Keith Wareham
Cllr Graham Poulter	Cllr Roger Weeks

**(ii) General Purposes Chairman**

It was agreed and **RESOLVED** that Cllr Mick Hill should be Chairman of the General Purposes Committee for the council year 2021 – 2022.

**(iii) General Purposes Deputy Chairman**

It was agreed and **RESOLVED** that Cllr Graham Poulter should be Deputy Chairman of the General Purposes Committee for the council year 2021 – 2022.

**b) Planning Committee**

**(i) Planning Committee members**

It was agreed and **RESOLVED** that the following councillors should form the Planning Committee for the council year 2021 – 2022:

Cllr Sharon Cullingford	Cllr Paul Harris
Cllr Rupert Evill	Cllr John Kilcourse
Cllr Alan Frith	Cllr Val Potheary
Cllr Dennis Griffin	Cllr John Robinson

Cllr Alison von Clemens  
Cllr Barry von Clemens

Cllr Keith Wareham  
Cllr Roger Weeks

**(ii) Planning Committee Chairman**

It was agreed and **RESOLVED** that Cllr Val Potheary should be Chairman of the Planning Committee for the council year 2021 – 2022.

**(iii) Planning Committee Deputy Chairman**

It was agreed and **RESOLVED** that Cllr Rupert Evill should be Deputy Chairman of the Planning Committee for the council year 2021 – 2022.

**c) Finance and Policy Committee**

**(i) Finance and Policy Committee members**

It was agreed and **RESOLVED** that the following councillors should form the Finance and Policy Committee for the council year 2021 – 2022:

Cllr Fiona Cullen  
Cllr Sharon Cullingford  
Cllr Rupert Evill  
Cllr Dennis Griffin,  
Cllr Mike Gould  
Cllr Paul Harris

Cllr Mick Hill  
Cllr John Kilcourse  
Cllr Graham Poulter  
Cllr Donna Toye  
Cllr Alison von Clemens  
Cllr Barry von Clemens

**(ii) Finance and Policy Committee Chairman**

It was agreed and **RESOLVED** that Cllr Sharon Cullingford should be Chairman of the Finance and Policy Committee for the council year 2021 – 2022.

**(iii) Finance and Policy Committee Deputy Chairman**

It was agreed and **RESOLVED** that Cllr Donna Toye should be Deputy Chairman of the Finance and Policy Committee for the council year 2021 – 2022.

**d) Human Resources Committee**

**(i) Human Resources Committee members**

It was agreed and **RESOLVED** that the following councillors should form the Human Resources Committee for the council year 2021 – 2022:

Cllr Sharon Cullingford  
Cllr Alan Frith  
Cllr Paul Harris  
Cllr Donna Toye  
Cllr Barry von Clemens

**(ii) Human Resources Committee Chairman**

It was agreed and **RESOLVED** that Cllr Barry von Clemens should be Chairman of the Human Resources Committee for the council year 2021 – 2022.

**(iii) Human Resources Committee Deputy Chairman**

It was agreed and **RESOLVED** that Cllr Donna Toye should be Deputy Chairman of the Human Resources Committee for the council year 2021 – 2022.

**498. To appoint membership of Sub-committees / Task and Finish Groups.**

A draft list of Sub-committee / Task and Finish Group members was circulated prior to the meeting.

It was agreed and **RESOLVED** that the Sub-committee and Task and Finish Group membership list, as presented, is approved and adopted. Please refer to **Appendix E**.

**499. To appoint representatives to external organisations.**

A draft list of representatives to external organisations was circulated prior to the meeting.

Cllr Harris stood down as the representative to the Gillingham Allotment Association and it was agreed that Cllr Toye should be appointed.

Cllr Toye stood down as representative to DAPTC Northern Area and it was agreed that Cllr Cullingford should be appointed.

It was agreed and **RESOLVED** that the list of representatives to external organisations, as amended, is approved and adopted. Please refer to **Appendix F**.

**500. To receive, consider and adopt the following standing committee reports:**

a) **General Purposes Committee meeting held on Tuesday 4<sup>th</sup> May 2021**

It was agreed and **RESOLVED** that the minutes of the General Purposes Committee held on Tuesday 4<sup>th</sup> May 2021 are approved and adopted.

**501. To review, approve and adopt the following policy documents:**

a) **Standing Orders**

It was agreed and **RESOLVED** that the Standing Orders, as presented, are approved and adopted.

b) **Financial Regulations**

It was agreed and **RESOLVED** that the Financial Regulations, as presented, are approved and adopted.

**502. 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).**

A list of decisions made under the Temporary Scheme of Delegation was issued prior to the meeting. Please refer to **Appendix G**. The decisions were noted.

**503. To approve payments for the previous month.**

A list of payments had been circulated prior to the meeting. Please refer to **Appendix H**.

It was agreed and **RESOLVED** that the list of payments, as presented, are approved.

**504. To approve payments between £5,000 and £9,999, in accordance with the council's Financial Regulations.**

A list of payments had been circulated prior to the meeting. Please refer to **Appendix I**.

It was agreed and **RESOLVED** that the list of payments, as presented, are approved.

**505. To approve payments over £10,000, in accordance with the council's Financial Regulations.**

A list of payments had been circulated prior to the meeting. Please refer to **Appendix J**.

It was agreed and **RESOLVED** that the list of payments, as presented, are approved.

**506. To receive any requests for virement of budgets, if any.**

There were no requests.

**507. To approve the list of earmarked reserves.**

It was agreed and **RESOLVED** that the list of earmarked reserves, as presented, is approved and adopted.

**508. To receive and approve the draft management accounts for the year ending 31<sup>st</sup> March 2021.**

It was agreed and **RESOLVED** that the draft management accounts for the year ending 31<sup>st</sup> March 2021, as presented, are approved and adopted.

**509. To receive and consider a proposal from the Three Rivers Partnership regarding a Lottery grant application (deferred from Full Council 26<sup>th</sup> April).**

It was agreed and **RESOLVED** that this item should be deferred for further information.

**510. To consider a request from the Town Clerk for an extension to the temporary street cleaning contract until 31<sup>st</sup> August 2021. Please refer to Minute no. 278 of the Finance Committee meeting held on 15<sup>th</sup> February 2021.**

A report was circulated prior to the meeting. Please refer to **Appendix K**. The report contained two recommendations.

It was agreed and **RESOLVED** that an extension to the temporary street cleaning contract is approved until 31<sup>st</sup> August 2021 at a cost not to exceed £6,000.

It was agreed and **RESOLVED** that a virement of £6,000 is made from Budget No. 7003 Staff Salaries, to Budget No. 6004 Service Devolution Costs, to cover the cost of the street orderly duties by a contractor.

**511. 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).**

- a) Cllr B von Clemens congratulated Cllr Harris on his appointment as Mayor of Gillingham and Cllr Cullingford on her appointment as Deputy Mayor of Gillingham.

The meeting closed at 8.12pm

# GILLINGHAM TOWN COUNCIL

## General Purposes Committee

### Terms of Reference

#### 1. Open Spaces

The Committee will be responsible for the following areas of open spaces:

- Allotment Gardens
- Closed Churchyard
- Garden of Remembrance
- Gardens and planted areas
- Play areas
- Public Open Spaces
- Recreational areas
- Town Cemetery
- Wesley Gardens

#### 2. Property

The Committee will be responsible for the following property as listed in the Assets Register:

- Bus Shelters, High Street and Shaftesbury Road
- Cemetery Chapel
- Community Office at 1 Chantry Fields
- Old Mortuary Building
- Public Convenience including Community Office, High Street
- Town Hall
- Town Council Workshops, Roman Court

#### 3. Miscellaneous Assets

The Committee will be responsible for the following assets, as listed in the Assets Register:

- CCTV surveillance cameras and monitoring equipment
- Dedication Stone, High Street
- Horticultural equipment and small tools
- Motor vehicles
- Public Realm: seating, notice boards, flag poles, litter bins, grit bins, flood boxes,

- town centre finger posts
- Speed Indicator Device
- Utility vehicles including tractors, trailers etc
- War Memorial, High Street
- War Memorial, Milton-on-Stour

#### **4. Duties and Responsibilities**

- 4.1 The Committee has the following duties and responsibilities:
- 4.2 To oversee any agreements made between the town council and outside agencies, local authorities or volunteer organisations to maintain areas of land, prior to agreement and adoption by Full Council.
- 4.3 To oversee any agency agreements made between the Town Council and Dorset Council regarding non-essential highway maintenance, prior to agreement and adoption by Full Council.
- 4.4 To oversee any licence or agreements made with individuals to maintain planted areas belonging to the town council, prior to the agreement and adoption by Full Council.
- 4.5 To draft tender documentation for approval by the Finance Committee and oversee contracts. For example, office cleaning, town orderly duties, tree works etc, prior to the agreement and adoption by Full Council.
- 4.6 To work in partnership with Dorset Wildlife Trust to provide biodiversity action plans and monitoring for all larger public open spaces.
- 4.7 To work in partnership with Gillingham Action for Nature Group to encourage volunteering on open spaces and planted areas.
- 4.8 To work in partnership with Gillingham Litter-pickers to keep the town as free from litter as possible.
- 4.9 To work in partnership with The Rendezvous to deliver outreach youth work in the town.
- 4.10 To work in partnership with the local authority and other organisations to deliver specific projects that will be of benefit to the town. For example, the Gillingham to Motcombe cycle link project.
- 4.11 To work in partnership with the local authorities and other organisations to deal with traffic management issues and improvements to transport links and infrastructure in the town. For example, Dorset Highways, Dorset Travel, Blackmore Vale Community Rail Partnership (BVCRP) and the Salisbury to Exeter Rail Users Group (SERUG).
- 4.12 To work in partnership with Dorset Police to provide adequate CCTV surveillance equipment in the town to promote community safety and wellbeing.

- 4.13 To work in partnership with housing developers to ensure that any play areas and public open spaces transferred to the town are to a high standard.
- 4.14 To oversee the production of written management plans for larger areas of public open spaces prior to the agreement and adoption by Full Council.
- 4.15 To ensure that the town council complies with the Health and Safety at Work etc. Act 1974 and that health and safety standards are maintained/improved in all areas within its responsibility, including the completion of risk assessments and accident investigations.
- 4.16 To oversee the Tree Condition Survey and Risk Management Plan to ensure that the necessary tree work is carried out in accordance with best practice and the recommendations contained within the report.
- 4.17 To ensure the town council is fully aware of its environmental responsibilities and actively promotes good practice with regards to disposal and recycling of waste and the use of chemicals and pesticides.
- 4.18 To promote civic pride – Gillingham Love Where You Live - by participating in national and regional awards. For example, Keep Britain Tidy initiatives, Green Flag Awards, Britain in Bloom Awards etc.
- 4.19 To proactively improve the appearance of the town with creative flower planting, clean signage, well designed seating and, where possible, improve areas that have become neglected. For example, the Gillingham Gateway Project.
- 4.20 To provide Christmas lighting and associated decorations and oversee the Christmas Parade.
- 4.21 To work with other local authorities and organisations where partnership working will be beneficial and cost effective to do so.
- 4.22 To provide detailed reports; identifying costs involved and approve sources of funding for projects up to the value of £9,999. Projects valued at £10,000 or more will be referred for approval by Full Council.
- 4.23 To review policy documents pertaining to the committee, prior to adoption by Full Council.
- 4.24 To set up sub-committees and task and finish groups to deal with specific projects.
- 4.25 To receive reports and recommendations from the meetings of sub-committee and task and finish groups, as necessary.
- 4.26 To provide detailed reports of all its meetings to the Full Council for ratification.

Reviewed: 24/05/21

Adopted by Full Council: 24<sup>th</sup> May 2021, minute no. 496a

## **GILLINGHAM TOWN COUNCIL**

### **Planning Committee**

#### **Terms of Reference**

1. To receive and consider planning applications and make recommendations to the relevant Local Planning Authority.
2. To receive decision notices from the Local Planning Authority.
3. To receive notification of Planning Appeals.
4. To receive details regarding planning enforcement matters.
5. To receive and consider reports regarding Rights of Way issues in Gillingham.
6. To receive and consider applications for the diversion to public rights of way.
7. To consider and respond to requests for street naming.
8. To respond to consultations regarding Planning Policy.
9. To respond to consultations regarding Mineral and Waste Plans for Dorset and neighbouring counties.
10. To contribute towards the development and revision of the Local Plan.
11. To monitor, review and ensure the aims of the Gillingham Neighbourhood Plan are met.
12. To review policy documents pertaining to the committee, prior to adoption by Full Council.
13. To set up sub-committees and task and finish groups to deal with specific projects.
14. To receive reports and recommendations from the meetings of sub-committee and task and finish groups, as necessary.
15. To provide detailed reports of all its meetings to the Full Council for ratification.

Reviewed: 24/05/21

Adopted by Full Council: 24/05/21 Minute no. 496(b)

## **GILLINGHAM TOWN COUNCIL**

### **Finance and Policy Committee**

#### **Terms of Reference**

#### **1. Accounts**

- 1.1 To ensure that the RFO completes the annual statement of accounts, annual report and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year, prior to certification by Full Council.
- 1.2 To oversee the arrangements for the exercise of electors' rights in relation to the accounts and in accordance with the requirements of the Audit Commission Act 1998 and the Accounts and Audit Regulations.
- 1.3 To receive quarterly financial statements, prior to adoption by Full Council.
- 1.4 To receive internal and external audit management recommendations, prior to providing a written report to Full Council.
- 1.6 To ensure the audit management responses have been actioned and dealt with to a satisfactory conclusion.
- 1.7 To appoint a member of the town council to verify bank reconciliations produced by the RFO.
- 1.7 To receive and note verification of bank reconciliations on a regular basis.
- 1.8 To review authorised signatories for bank accounts for approval by Full Council.

#### **2. Administration**

- 2.1 To set up and oversee sub-committees and task and finish groups to deal with specific projects, as necessary.
- 2.2 To receive reports and recommendations from the meetings of sub-committee and task and finish groups, as necessary.

2.3 To provide detailed reports identifying costs involved and approve sources of funding for projects up to the value of £9,999. Projects valued at £10,000 or more will be referred for approval by Full Council.

2.4 To provide detailed reports for all its meetings to Full Council for ratification.

### **3. Borrowing and Investments**

3.1 To review the town council's investments, in consultation with the RFO, and consider the need for an investment strategy and policy prior any recommendation to Full Council.

3.2 To consider any requests for borrowing, including hire purchase and leasing arrangements in respect of value for money, prior to providing a written report to Full Council.

### **4. Budgeting**

4.1 To draft an annual budget and make recommendations to Full Council before a precept is agreed by Full Council in January.

4.3 To receive a schedule of payments in line with Financial Regulations, section 4: budgetary control and authority to spend.

4.4 To note the schedule of payments and authorise payments, as necessary.

### **5. Contracts and Tendering**

5.1 To oversee the tendering process of the appointment of an internal auditor.

5.2 To evaluate tender documentation and make recommendations to Full Council.

5.3 To review all fees and charges ~~at least~~ annually in October.

5.4 To oversee Service Level Agreements (SLA) with outside organisations, town and parish councils and the unitary authority.

5.5 To review utilities contracts to ensure best value.

### **6. Grants**

6.1 To consider applications for grant funding.

6.2 To annually review the criteria for grant applications.

### **7. Insurance**

7.1 To review the town council's insurance portfolio annually, to ensure adequate insurance provision to include asset and revenue protection, legal liabilities and

employee accident and travel benefits, and to make recommendations to Full Council.

## **8. Monitoring and Review**

- 8.1 To monitor any bad debts.
- 8.2 To ensure the RFO promptly completes any VAT return that is required.
- 8.3 To receive any repayment claims due and in accordance with the VAT Act 1994.
- 8.4 To review the council's three year forecast of revenue and capital receipt and payments.
- 8.5 To recommend the reallocation of unspent and available amounts to other budgets or to an earmarked reserve, as appropriate (virement).
- 8.6 To annually review earmarked reserves and monies held in the general reserve, following adoption of the annual accounts by Full Council.
- 8.7 To receive section 106 project monitoring reports from Dorset Council for projects relevant to Gillingham and to make recommendations to Full Council, as necessary.
- 8.8 To receive project monitoring reports from the General Purposes Committee and to make recommendations to Full Council, as necessary.
- 8.9 To monitor the spend of external grant funding, commuted sums and section 106 monies and make recommendations to Full Council, as necessary.
- 8.10 To monitor the town council's five-year action plan and prioritise projects as funding becomes available and to make recommendations to Full Council, as necessary.

## **9. Policies and Procedures**

- 9.1 To review the Financial Regulations annually, prior to adoption at the Annual Town Meeting.
- 9.2 To review the Local Council Management Risk Assessment annually in June and to make recommendations to Full Council.
- 9.3 To review all policies and procedures, prior to adoption by Full Council.

Reviewed: 24/05/21

Adopted by Annual Council: 24/05/21, Minute no. 496(c)

# GILLINGHAM TOWN COUNCIL

## Human Resources Committee

### Terms of Reference

The HR Committee is appointed to make decisions about all staffing matters, subject to budget and expenditure limits, and has responsibility for the following:

1. Reviewing the staffing structure as and when required.
2. Keeping up-to-date with employment legislation and implementing the required changes.
3. Drafting new employment policies as determined by legislation or the needs of the Council, prior to consideration and approval by the Finance and Policy Committee.
4. Reviewing employment policies annually (or earlier if there is a change in legislation) and drafting changes, prior to consideration and approval by the Finance and Policy Committee.
5. Implementing any new or revised employment policies or changes to terms and conditions.
6. Establishing and reviewing salary pay-scales for all categories of staff and being responsible for their administration and review.
7. Overseeing the recruitment and appointment of staff.
8. Ensuring contracts are issued for new staff members and overseeing any changes to existing contracts.
9. Establishing and reviewing performance management and staff training programmes.
10. Dealing with the dismissal process for staff (including redundancy).
11. Keeping under review staff working conditions and health and safety matters.
12. Monitoring and addressing regular or sustained staff absence.

13. Making recommendations on staffing-related expenditure to the Finance and Policy Committee.
14. Considering any appeal against a decision in respect of pay.
15. Dealing with grievances and disciplinary matters (including appeals).

Reviewed: 24/05/21  
496(c)

Adopted by Annual Council: 24/05/21, Minute no.

Annual Council Meeting – 25<sup>th</sup> May 2021

Minute no. 498

**Reporting to General Purposes Committee:**

<b>Sub Committees / Task and Finish Group</b>	<b>Type</b>	<b>Meeting Time</b>	<b>Lead Member</b>	<b>Members</b>
Allotments and Burials	SC	Eve	Cllr Evill	Cllr Frith, Cllr Toye, Cllr Wareham
Christmas Event etc	SC	Day	Cllr B von Clemens	Cllr Cullingford, Cllr Harris, Cllr Hill, Cllr A von Clemens, Works Manager, Office Manager
Remembrance Parade	SC	Eve	Cllr Griffin	Cllr Weeks, Cllr Harris in assoc. with RBL
Cycle Link	SC	Day	Cllr B von Clemens	Cllr Cullen, Cllr Griffin, Cllr Harris, Cllr Poulter
Estate Management	SC	Day	Cllr B von Clemens	Cllr Cullen, Cllr Gould, Cllr Harris, Cllr Kilcourse, Cllr Poulter, Cllr Robinson, Cllr Wareham
Health and Safety	SC	Day	Cllr Robinson	Cllr Frith, Cllr Weeks
Traffic Management	SC	Eve	Cllr A von Clemens	Cllr Gould, Cllr Harris, Cllr Robinson, Cllr Potheary, Cllr B von Clemens
Gillingham Gateways	TF	Day	Cllr Gould	Cllr Harris, Cllr Poulter, Cllr B von Clemens, Cllr K Wareham
Greener Gillingham	SC	Day	Cllr Cullen	Cllr Cullingford, Cllr Griffin, Cllr Harris, Cllr Hill, Cllr Wareham, Cllr Weeks
Woodwater Farm Sports Facility	TF	Day	Cllr Poulter	Cllr Hill
Workshops	TF	Day	Cllr Harris	Cllr Kilcourse, Cllr Poulter, Cllr Robinson, Works Manager

**Reporting to Full Council:**

Community Volunteer	TF	Day	Cllr Harris	Cllr Cullen, Cllr Toye, Cllr Weeks, Projects Administrator
Dorset Council Community Governance Review	TF			Cllr Harris, Cllr Potheary, Cllr Toye, Cllr B von Clemens

Five Year Action Plan	SC		Cllr Harris	Cllr Cullingford, Cllr Hill, Cllr Kilcourse, Cllr Toye, Cllr B von Clemens
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**Reporting to Finance  
and Policy Committee:**

Council Agreements & Contracts	TF	Day	Cllr Poulter	Cllr Harris, Cllr Kilcourse, Cllr B von Clemens, Cllr Weeks, Town Clerk, Deputy Clerk and RFO
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**Reporting to Planning  
Committee:**

Conservation Enhancement Plan	TF	Day		Cllr Cullingford, Cllr Kilcourse, Cllr Toye, Cllr Wareham, Cllr B von Clemens
Footpath 73 Diversion	TF	Day		Cllr Gould, Cllr Poulter
Developer Engagement Advisory Panel	SC	Day		Cllr Cullen, Cllr Gould, Cllr Poulter
Footpath to ND Rugby Club	TF	Day	Cllr Poulter	Cllr Griffin, Cllr Harris, Cllr B von Clemens
Masterplan for the Employment Areas of the Southern Extension	TF			Cllr Cullingford, Cllr Harris, Cllr Hill, Cllr Kilcourse, Cllr Poulter, Cllr Weeks
Neighbourhood Plan	SC	Day	Cllr Poulter	Cllr Cullingford, Cllr Gould, Cllr Harris, Cllr Potheary, Cllr Weeks, Town Clerk, Deputy Town Clerk
Masterplan for Station Road / Town Centre	TF		Cllr Cullingford	Cllr Gould, Cllr Harris, Cllr Kilcourse, Cllr Poulter, Cllr Weeks, Town Clerk

**\*SC = sub committee**

**\*TF = task and finish group**

Annual Council Meeting – 25<sup>th</sup> May 2021

Minute no. 499

<b>GILLINGHAM TOWN COUNCIL</b>			
<b>LIST OF APPOINTMENTS TO EXTERNAL ORGANISATIONS AND INTERNAL GROUPS/TASKS 2021/22</b>			
<b>REPRESENTATIVES TO EXTERNAL ORGANISATIONS</b>			
	<b>ORGANISATION</b>	<b>MEMBER/S APPOINTED</b>	<b>NOTES</b>
1	Allotment Association	Cllr Donna Toye	Reporting to General Purposes Committee
2	Gillingham Youth Club Management Committee	Cllr Barry von Clemens	Reporting to Full Council Term of Office set by GYC
3	Chamber of Commerce and Industry	Cllr Barry von Clemens	Reporting to Full Council
4	DAPTC – Larger Towns	Cllr Mike Gould Cllr Barry von Clemens	Reporting to Full Council
5	DAPTC – Northern Towns & Parishes	Cllr Sharon Cullingford Cllr Roger Weeks	Reporting to Full Council
6	Gillingham Royal Forest Steering Group	Cllr Barry von Clemens Deputy Town Clerk	Reporting to the General Purposes Committee
7	Reeds Charity	Cllr Paul Harris Cllr Sharon Cullingford Town Clerk	Term of Office set by Reeds Charity
8	Rural Market Town Group	Cllr Sharon Cullingford	Reporting to Full Council
9	Shaftesbury & District Transport Forum	Cllr Barry von Clemens	Reporting to Full Council
10	Town Meadow Group	Cllr Sharon Cullingford	Term of Office set by Town Meadow Group
11	Town Team	Cllr Alan Frith Cllr Mike Gould	Reporting to Full Council

<b>REPRESENTATIVES TO GTC GROUPS/TASK</b>			
	<b>GROUP/TASK</b>	<b>MEMBERS APPOINTED</b>	<b>NOTES</b>
12	Community Resilience	Cllr Paul Harris Town Clerk	Reporting to Full Council
13	Volunteer Rights of Way Liaison	Sheila Messer	Reporting to the Planning Committee
14	Volunteer – Tree Warden	Ben Drew	Reporting to the Planning Committee
13	School Councils Rep	Cllr Barry von Clemens	Reporting to Full Council
14	Flood Wardens	Cllr Cullingford, Cllr Griffin Cllr Toye, Julie Hawkins Bob Messer, Colin Westbrook	Reporting to the Environment Agency

Annual Council Meeting – 25<sup>th</sup> May 2021

Minute no. 502

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**Gillingham Town Council**
**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)**
**Author: Julie Hawkins, Town Clerk**

No.	Item	Consultation Process	Decision made
1.	<b>Planning Application No.</b> P/FUL/2021/00309 <b>Proposal:</b> Creation of a hardstanding access track from Bleet Lane <b>Location:</b> Quarry Farm, Dunns Lane, Eccliffe, Dorset, SP8 5RE	Group meeting of Planning Committee Members 10.05.21	Recommended approval, subject to conditions
2.	<b>Planning Application No.</b> P/FUL/2021/00545 <b>Proposal:</b> Erection of agricultural machinery store <b>Location:</b> Lower Bowridge Hill Farm, Bowridge Hill, Gillingham, SP8 5QS	Group meeting of Planning Committee Members 10.05.21	Recommended approval
3.	<b>Application No.</b> P/HOU/2020/00058 <b>Proposal:</b> Erect single storey extension and first floor extension. Form 2 No. Juliet balconies and new roof over stairs. Remove chimney and replace windows and doors. <b>Location:</b> Little Chantry, Wyke Street, Gillingham, SP8 4NA	Group meeting of Planning Committee Members 10.05.21	Recommended approval
4.	<b>Application No:</b> P/LBC/2020/00059 <b>Proposal:</b> Erect single storey extension and first floor extension. Form 2 No. Juliet balconies and new roof over stairs. Remove chimney and replace windows and doors. <b>Location:</b> Little Chantry, Wyke Street, Gillingham, SP8 4NA	Group meeting of Planning Committee Members 10.05.21	Recommended approval

5.	<p><b>Application No.</b> P/FUL/2020/00101  <b>Proposal:</b> Extensions to the cafe &amp; formation of a new exit lobby, new roof top plant &amp; car park refurbishment works including new covered trolley shelters. Refurbishment works to the existing facades along with new LED lighting to replace existing car park and building mounted lighting. Relocation of the existing service yard gate with new associated infill fencing and dropped kerbs.  <b>Location:</b> Waitrose, Chantry Fields, Gillingham, SP8 4UA</p>	Group meeting of Planning Committee Members 10.05.21	Recommended approval
6.	<p><b>Application No:</b> P/FUL/2021/00112  <b>Proposal:</b> Erection of a replacement building, extension of yard area with a landscaped perimeter bank &amp; alterations to the existing vehicular access with new entrance gates &amp; replacement boundary wall.  <b>Location:</b> Building at Cherry Orchard Lane, Gillingham</p>	Group meeting of Planning Committee Members 10.05.21	Recommended approval
7.	<p><b>Application No:</b> P/FUL/2021/00596  <b>Proposal:</b> Change of use from A3 to F1 to create community church.  <b>Location:</b> 8 Wessex House High Street, Gillingham, SP8 4AG</p>	Group meeting of Planning Committee Members 10.05.21	Recommended approval
8.	<p><b>Application No:</b> P/HOU/2021/00714  <b>Proposal:</b> Erection of two storey side extension.  <b>Location:</b> 30 Chestnut Way, Gillingham, SP8 4RT</p>	Group meeting of Planning Committee Members 10.05.21	Recommended approval
9.	Pre-application consultation for the diversion of Footpath N64/73	Group meeting of Planning Committee Members 10.05.21	Signed the pre application consultation form, approving the proposed diversion of footpath N64/73
10.	Neighbourhood Plan Community Engagement	Group meeting of Planning Committee Members 10.05.21	Booked a stand at the Gillingham and Shaftesbury Show for Wednesday 18 <sup>th</sup>

			and Thursday 19 <sup>th</sup> August 2021
11.	<p><b>Application No:</b> <a href="#">P/ADV/2021/00239</a>  <b>Proposal:</b> Display 3 No. replacement internally illuminated lettering signs and 1 No. new internally illuminated projecting sign on building; 1 No. new internally illuminated totem sign in car park; and new and replacement non-illuminated signs on building and in car park.  <b>Location:</b> Waitrose, Chantry Fields, Gillingham, SP8 4UA</p>	Group meeting of Planning Committee Members 17.05.21	Recommended approval
12.	<p><b>Application No:</b> P/FUL/2021/00294  <b>Proposal:</b> Erection of garage.  <b>Location:</b> Hedgewall, Bay Lane, Gillingham, Dorset SP8 4ER</p>	Group meeting of Planning Committee Members 17.05.21	Recommended refusal
13.	Occupational Health	Group meeting of Finance Committee Members 17.05.21	Instructed provider to carry out requirements, plus a pre-employment assessment for all existing Grounds and Office staff

Annual Council Meeting – 25<sup>th</sup> May 2021

Minute no. 503

**GILLINGHAM TOWN COUNCIL – BANK PAYMENTS – APRIL 2021**

<b>No</b>	<b>Supplier</b>	<b>Date</b>	<b>Details</b>	<b>Amount paid including VAT where applicable</b>
6475	Dorset Council	01/04/21	Non-Domestic rates	129.45
6474	Dorset Council	01/04/21	Non-Domestic rates	2,313.70
6452	Opus	01/04/21	Electricity bills	143.74
6473	SSEE Southern Elect	06/04/21	Roman Court Electricity	29.19
6499	Right Fuel	08/04/21	Esso fuel	105.96
6477	Jekka	08/04/21	Herbs for Herbetums	291.50
6476	Staff expenses	08/04/21	Mileage and staff welfare	92.50
6484	1st Call Training	09/04/21	Grounds staff training	450.00
6483	Amberol	09/04/21	Green and Black bins	1,406.88
6482	Gillingham Youth Club	09/04/21	Monthly grant Youth leader	700.00
6481	Burfitt & Garrett Ltd	09/04/21	Building work Roman Court	8,417.02
6480	CNG Elect	09/04/21	Roman Court Electricity	360.51
6479	Darkin Miller Ltd	09/04/21	Internal Audit	480.99
6478	EG Coles	09/04/21	Machinery spares	1,061.54
6491	Howden Joinery	12/04/21	Materials Roman Court refurbishment	422.22
6490	Keep Britain Tidy	12/04/21	Green Flag Award applications x 3	1,184.40
6489	NALC	12/04/21	Councillor training	51.71
6488	Opus	12/04/21	Old Market workshops Gas	55.08
6487	SLCC	12/04/21	Various training	387.80
6486	SM Osborne Plumbing & Heating	12/04/21	Repairs Water tank & replace water heater Town Hall	867.66
6485	Water2Business	14/04/21	Cemetery water & sewerage	218.05
6521	Sage	16/04/21	Sage accounts & payroll monthly	270.60
6547	Greg Richards	20/04/21	Electrical works Old Market £594. Roman Court £11,691 – Approved by Full Council 26.04.21	12,285.00
6523	Lyreco	20/04/21	Stationery	46.27

6546	Tudor	22/04/21	Various items for Grounds team	48.12
6545	Sydenhams	22/04/21	Materials Roman Court refurbishment	400.56
6544	Screwfix	22/04/21	Materials Roman Court refurbishment	80.76
6543	R&M Media	22/04/21	Newspaper adverts	60.00
6542	Partnership Security Ltd	22/04/21	First payments Roman Court Fire alarm, Intruder alarm & CCTV	7,080.00
6541	NALC	22/04/21	Councillor training	51.71
6538	Fencewize	22/04/21	Green waste monthly (final)	180.00
6537	Dorset Planning Consultant Ltd	22/04/21	Neighbourhood Plan advisory support	1,201.50
6536	Dorset Council	22/04/21	Salt bin refill	40.56
6535	DAPTC	22/04/21	Various training	298.00
6534	Crockers	22/04/21	Various materials	80.93
6533	The Blackmore Vale Ltd	22/04/21	Recruitment advert	218.04
6524	Howards Motor group	22/04/21	Van spares	347.30
6522	Mole Valley Farmers	22/04/21	Various materials	179.58
6580	Payroll April 2021	23/04/21	Net Pay	21,189.07
6561	British Gas	23/04/21	Electricity CCTV Hardings Lane	29.43
6617	PortalPlanQuest Ltd	26/04/21	Planning application fee Roman Court	259.00
6626	Talk Talk	27/04/21	Monthly Broadband Chantry & Workshops	51.00
6593	Payroll April 2021	28/04/21	HMRC PAYE & NIC	7,313.00
6595	Payroll April 2021	29/04/21	Dorset County Pension Fund	7,829.02
6938	Utility Warehouse	30/04/21	Old Market Workshops Electricity	167.95
6657	Allum & Sidaway	30/04/21	Engrave Mayor's Chain	17.20
6656	Francis & Cull	30/04/21	Plumbing repairs Town Hall	96.00
6655	Kernock Park Plants	30/04/21	Various plants	421.50
6654	South West Councils	30/04/21	Annual Associate subs 2021/22	534.00
6653	Sydenhams	30/04/21	Various materials	347.83
6652	Youth Resource Services	30/04/21	Outreach work	441.67
6651	Aqua Cleaning Services	30/04/21	Hygiene services	52.00
6650	Astill Treecare	30/04/21	Gyllas Way planning path	200.00
6649	The Blackmore Vale Ltd	30/04/21	Recruitment advert	322.68

6648	Communicorp	30/04/21	Clerks & Councils Directs subs 2021/22	12.00
6647	DesignJam	30/04/21	Website maintenance	102.00
6646	Dorset Council	30/04/21	Dorset Waste empty bins	213.20
6645	Howards Motor group	30/04/21	Van repairs	55.14
6644	MG Cleaning	30/04/21	Weekday & Weekend street cleaning £2,550 & Office cleaning £156	2,706.00
6643	Plant World	30/04/21	Various plants	81.06
6641	Staff expenses	30/04/21	Staff Training	15.00
	<b>TOTAL</b>			<b>84,494.58</b>

**APPENDIX I**Annual Council Meeting – 25<sup>th</sup> May 2021

Minute no. 504

**GILLINGHAM TOWN COUNCIL 2020/21 – PAYMENTS £5,000 TO £9,999 – APRIL 2021**

<b>Date Paid</b>	<b>Payee</b>	<b>Sage Log no.</b>	<b>Detail</b>	<b>Total Including VAT where applicable</b>
09/04/21	Burfitt & Garrett Ltd	PP6481	Building work Roman Court	8,417.02
22/04/21	Partnership Security Ltd	PP6542	First payments Roman Court Fire alarm, Intruder alarm & CCTV	7,080.00

**APPENDIX J**Annual Council Meeting – 25<sup>th</sup> May 2021

Minute no. 505

**GILLINGHAM TOWN COUNCIL 2020/21 – PAYMENTS OVER £10,000**

<b>Date Paid</b>	<b>Payee</b>	<b>Sage Log no.</b>	<b>Detail</b>	<b>Total Including VAT where applicable</b>
19/05/21	Greg Richards	PP6990	Electrical work Roman Court	11,691.0

**Gillingham Town Council****Request for an extension of the Temporary Street Cleaning Contract****Author: Julie Hawkins, Town Clerk**

On 15<sup>th</sup> February 2021 it was agreed and resolved that all options, including the use of contractors, should be investigated and costed, and reported back to the Finance Committee before a decision on the replacement of the Street Orderly is made (*Minute no. 278 of the Finance Committee*).

Due to staff shortages, it has not been possible to prepare all the necessary paperwork within this time-frame, therefore, I wish to request an extension to the temporary street cleaning contract until 31<sup>st</sup> August 2021 to allow for the necessary work to be completed.

**Recommendation:**

- That an extension to the temporary street cleaning contract is approved until 31<sup>st</sup> August 2021 at a cost not to exceed £6,000.
- That a virement of £6,000 is made from Budget No. 7003 Staff Salaries, to Budget No. 6004 Service Devolution Costs, to cover the cost of the street orderly duties by a contractor.