



GILLINGHAM TOWN COUNCIL

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

FULL COUNCIL MINUTES

Minutes of the Full Council meeting held on **Monday 12th December 2022** at The Town Hall, School Road, Gillingham, commencing at 7.30pm.

Present:

Cllr Sharon Cullingford, Mayor
Cllr Barry von Clemens, Deputy Mayor
Cllr Graham Bashford
Cllr Fiona Cullen
Cllr Alan Frith
Cllr Paul Harris
Cllr Mick Hill

Cllr John Kilcourse
Cllr Val Potheary
Cllr Graham Poulter
Cllr Sarah Snook
Cllr Donna Toye
Cllr Mark Walden
Cllr Roger Weeks

In attendance:

Town Clerk, Julie Hawkins
Assistant Town Clerk, Jill Ezzard

1 member of the public

The following joined the meeting via MS Teams:

Cllr Rupert Evill
Michael Streeter, Gillingham and Shaftesbury News

In accordance with legislation Councillors joining the meeting via MS Teams were not permitted to vote.

910. 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.

There was no public participation.

911. To receive apologies for absence.

It was agreed and **RESOLVED** to accept the apologies for absence from Cllr Ashfield, Cllr Evill and Cllr A von Clemens who were unable to join the meeting for personal reasons.

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

Cllr Kilcourse declared a disclosable pecuniary interest in agenda item no. 16 as a member of the Rotary Club of Gillingham.

Cllr Snook declared a non-pecuniary personal interest in agenda item no. 14a, Para. 4a, 4b and 4c as a member of the Parochial Church Council for the Parish Church of St Mary the Virgin.

913. To receive questions pertaining to the previous minutes.

There were no questions.

914. To approve the minutes as a true and accurate record of the Full Council meeting held on 28th November 2022.

It was agreed and **RESOLVED** to approve the minutes of the meeting of Full Council held on 28th November 2022.

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

a) Planning Committee meetings held on Monday 28th November 2022.

It was agreed and **RESOLVED** that the minutes of the Planning Committee meeting held on Monday 28th November 2022 are approved and adopted.

916. To approve payments for the previous month.

A list of payments had been circulated prior to the meeting. Please refer to [Appendix A](#).

It was agreed and **RESOLVED** that the list of payments for November are approved.

917. To approve payments between £5,000 and £9,999, in accordance with Financial Regulations, para 4.1.2.

A report had been circulated prior to the meeting. Please refer to [Appendix B](#).

It was agreed and **RESOLVED** that the list of payments between £5,000 and £9,999 are approved.

918. To approve payments of £10,000 and over.

There were no payments of £10,000 and over.

919. To receive any requests for virements of budgets, if any.

There were no requests for virements.

920. To receive notification of the external audit appointment for the 2022-23 financial year for the 5-year period until 2026-27.

A report had been circulated prior to the meeting and was noted. Please refer to [Appendix C.](#)

The report was noted.

921. To receive and approve the internal auditor's no.1 of 3 2022/23 report dated December 2022.

A report had been circulated prior to the meeting. Please refer to [Appendix D.](#)

It was agreed and **RESOLVED** to approve the management responses for the internal auditor's report dated December 2022.

922. To receive a draft budget for FY 2023/24 for consideration by Full Council at the Budget meeting scheduled for 16th January 2023.

The draft budget had been circulated prior to the meeting and was noted.

The draft budget is available for members of the public to view by appointment at Gillingham Town Hall, and comment on until 16th January 2022. The budget will be considered and decided by Full Council at the Budget meeting scheduled for 16th January 2023.

923. To receive and consider reports from sub-committees and task and finish groups, as follows:

a) Property Management Sub-committee (Lead: Cllr Kilcourse)

A report had been circulated prior to the meeting. Please refer to [Appendix E.](#)

It was agreed and **RESOLVED** that Solar Panels should be installed on the roof of the Office and Mess Room at Roman Court at a cost not to exceed £13,500 to be funded from Budget no. 7211, New Works Depot – Refurbishment of Buildings.

It was agreed and **RESOLVED** that Cllr Graham Bashford is co-opted on to the Property Management Sub-committee.

924. To receive and note the Citizens Advice Central Dorset Annual Report for 2021-22.

The report had been circulated prior to the meeting and was noted.

925. To receive and consider applications for free room hire.

It was agreed and **RESOLVED** to grant the Rotary Club of Gillingham free room hire, up to twice a month in either the Chantry Community Office or Town Bridge Office, in accordance with the Council's Room Hire Policy and current terms and conditions, until 31st March 2023.

926. To receive a monthly report on enquiries received by Gillingham Town Council.

A report had been circulated prior to the meeting and was noted. Please refer to [Appendix F.](#)

927. To consider and approve a draft quarterly newsletter (Winter edition) prior to circulation.

It was agreed and **RESOLVED** to approve the draft quarterly newsletter for circulation.

The winter edition newsletter can be viewed on the Town Council's website [here](#)

928. To receive a report on the Mayor's and Deputy Mayor's civic activities.

A report had been circulated prior to the meeting. Please refer to [Appendix G.](#)

The report was noted.

929. To receive and note reports from Dorset Councillors, if available.

Cllr Pothecary informed the meeting of a proposed temporary closure of the footbridge between the Town Meadow and Waitrose from Monday 3rd January 2023 with expected duration of 4 weeks to enable essential repairs to be carried out to the bridge.

Cllr Pothecary stated that Dorset Council Highways Authority are currently gritting the roads twice a day at 2am and 2pm, including weekends, and thanked the staff for their hard work.

Cllr Pothecary reminded members that the Dorset Council Libraries Consultation will close on 22 December 2022 and informed the meeting that she was at the library with Cllr B von Clemens every day during the previous week promoting the consultation. Further information is available on the Dorset Council website [here](#)

930. To receive matters pertinent to this meeting

- a) Cllr Cullingford reminded those members who had not yet completed their Equality and Diversity online training that this must be done at their earliest convenience.
- b) Cllr Cullingford asked lead members of sub-committees and task and finish groups to book regular meetings for next year, to ensure outstanding projects are completed before the end of this Council's term in May 2024.
- c) Cllr B von Clemens gave members an update on the new bus services in Gillingham. Further details of these services can be found at www.bustimes.org
- d) Cllr Cullingford took the opportunity to wish everyone a happy Christmas and New Year.

The meeting closed at 8.05pm

Full Council – 12 December 2022

Minute no. 916

Gillingham Town Council

Bank Payments November 2022

Row	Supplier	Date	Details	Amount paid (including VAT where applicable)
1	Dorset Council	01/11/2022	Non Domestic rates Public WC monthly	18.00
2	Dorset Council	01/11/2022	Non Domestic rates Chantry office monthly	127.00
3	Dorset Council	01/11/2022	Non Domestic rates Town Bridge office monthly	135.00
4	Dorset Council	01/11/2022	Non Domestic rates Cemetery monthly	429.00
5	Dorset Council	01/11/2022	Non Domestic rates Town Hall monthly	811.00
6	Dorset Council	01/11/2022	Non Domestic rates Roman Court monthly	1,446.00
7	Water2Business	01/11/2022	Water & Sewerage Roman Crt March to August 22	48.52
8	Dorset Council	01/11/2022	Access Protection line Broad Robin	215.00
9	Right Fuel	08/11/2022	Esso fuel Oct 22	164.47
10	Dorset Council	08/11/2022	Payroll Oct 22 HMRC & DCPF Pension	16,289.48
11	Petty cash	08/11/2022	Petty cash top up float	64.63
12	DAPTC	10/11/2022	Clerks Conference	70.00
13	Design Jam	10/11/2022	Website maintenance monthly Oct 22	102.00
14	David Harness	10/11/2022	Cemetery Rd Allotments Austrian pine remove branch	318.00
15	Barcham Trees	10/11/2022	Various trees for donors	939.60
16	Aqua Cleaning	10/11/2022	Monthly hygiene services	91.00
17	Amazon	10/11/2022	Town Hall solar lights for car park	36.99
18	Lyreco	10/11/2022	Stationery	156.73
19	Lee Holmes	10/11/2022	10 amp batteries x 6 £2514.02; harnesses, blowers & brushcutters £2569.02	5,083.04
20	Keep Britain Tidy	10/11/2022	3 x Green Flag award flags	234.00

21	J Parker	10/11/2022	Various plant bulbs	279.30
22	Hampshire Flag Co	10/11/2022	4 x flagpoles and rope for Green Flag sites	1,652.40
23	EG Coles	10/11/2022	Tyre and lamp	208.53
24	Tudor	10/11/2022	Gloves and materials	113.54
25	Sydenhams	10/11/2022	Various materials	219.61
26	Sydenhams Hire	10/11/2022	Hire equipment	50.80
27	The Society of Local Council Clerks	10/11/2022	Membership fees Town Clerk and Asst Town Clerk	680.00
28	HM Land Registry	14/11/2022	HM Land Registry documents	7.00
29	Sage	16/11/2022	Monthly Sage 50 Accounts & Payroll	153.00
30	Gillingham Enterprise CIC	16/11/2022	Grant - Gillingham Enterprise 2022/23	470.00
31	GillShed CIC	16/11/2022	Grant - Gillshed 2022/23	1,000.00
32	Youth Resource Services	16/11/2022	Grant - Youth Resource Svs 2022/23	4,169.00
33	BV, The Vale Pantry	16/11/2022	Grant - BV Vale Pantry 2022/23	1,500.00
34	Gillingham Carnival	16/11/2022	Grant - Gillingham Carnival 2022/23	1,400.00
35	Citizens Advice Central Dorset	16/11/2022	Grant- Citizens Advice 2022/23	5,000.00
36	Gillingham Walkers are Welcome	16/11/2022	Grant- Gill Walkers - Guide 2022/23	1,000.00
37	Royal National Institute for Deaf People (RNID)	16/11/2022	Grant - Royal Nat Inst Deaf (RNID) 2022/23	360.00
38	North Dorset Disability (NORDDIS)	16/11/2022	Grant - North Dorset Disability 2022/23	1,000.00
39	Read Easy	16/11/2022	Grant - Read Easy 2022/23	850.00
40	Hope for Tomorrow	16/11/2022	Grant - Hope for Tomorrow 2022/23	1,000.00
41	Gillingham DofE OAC	16/11/2022	Grant - DofE OAC 2022/23	1,000.00
42	Gillingham Singers	16/11/2022	Grant - Gillingham Singers 2022/23	750.00
43	Jason Bond	16/11/2022	Petanque Court 2 days labour	360.00
44	G Meare	16/11/2022	Supply sand and removal spoil Petanque Court	176.00
45	Fenland Leisure Products	16/11/2022	Safagrass rubber mats, surface & underlay	1,359.43
46	Employ my Ability	16/11/2022	Bedding plants	90.00

47	Amazon	16/11/2022	2 x iPads for Grounds site inspections £998.00 & personal alarms	1,032.57
48	Newhouse Farm Partnership	16/11/2022	JCB hire for Petanque Court	1,050.00
49	NALC	16/11/2022	Clerk training	51.71
50	M&D Gas Services	16/11/2022	Town Hall Gas boiler service	192.00
51	Levers Estates	16/11/2022	Soil removal Petanque Court	336.00
52	Lee Holmes	16/11/2022	Machinery spares	36.32
53	Western Workshop Supplies	16/11/2022	Consumables, nitrile gloves, drill set	493.08
54	Tudor	16/11/2022	Protective trousers, t shirts, goggles	284.87
55	Sydenhams	16/11/2022	Sand for flood defences	211.20
56	Screwfix	16/11/2022	Blinds for Chantry £37.98 and 7 prs work boots	467.91
57	Plant World	16/11/2022	Bedding plants, compost and turf	472.23
58	The Corporate Christmas Tree Co	18/11/2022	30 x outdoor LED Xmas lights battery powered	577.69
59	Shaftesbury Refugee Group	18/11/2022	Grant - Shaftesbury Refugee Group 2022/23	1,667.00
60	Gillingham Youth Club	18/11/2022	Grant - Gill Youth Club 2022/23	7,520.22
61	DVLA (Post Office Ltd)	22/11/2022	Road fund licence van HX14 ODL Dec 22 - Nov 23	290.00
62	Tincknell Fuels	22/11/2022	1500 Litres low sulphur diesel	2,826.00
63	Vodafone	25/11/2022	Internet Town Bridge office monthly	10.92
64	SSE	25/11/2022	Electricity Public Toilets & Town Bridge office July to Nov 22	66.62
65	Staff expenses	28/11/2022	Subsistence at exhibition Birmingham	9.99
66	Staff expenses	28/11/2022	Subsistence at exhibition Birmingham	9.99
67	Staff expenses	28/11/2022	Subsistence at exhibition Birmingham	11.12
68	Staff expenses	28/11/2022	Car parking & Subsistence at exhibition Birmingham	25.80
69	Gillingham Walkers are Welcome	28/11/2022	Gillingham Walkers are Welcome - Partnership work	1,000.00
70	DJM Forestry	28/11/2022	100 x small Xmas trees	1,440.00
71	Crockers	28/11/2022	Dust sheets	26.98
72	Coward Contracting	28/11/2022	Hedge trimming one day	540.00
73	The Blackmore Vale Ltd	28/11/2022	Advert RFO vacancy	307.80

74	Benchmark UK Ltd	28/11/2022	Rutland picnic table with seats for Petanque Court	354.00
75	Screwfix	28/11/2022	4 x Cable covers for Festive lights	145.28
76	M Taylor	28/11/2022	Town Hall Fire alarm maintenance and repair detectors	490.00
77	MG Cleaning	28/11/2022	Town Hall & Roman Crt cleaning July, Sept & Oct 2022	1,092.00
78	Kingsmere Surfacing	28/11/2022	Lodbourne remove swings and prepare area and returf	3,840.00
79	Employ my Ability	28/11/2022	Garden kneeler	25.00
80	Tudor	28/11/2022	Stihl chain saw & chain	584.38
81	Tim Rose Services	28/11/2022	Petanque Court surface dust	120.00
82	TF Builders	28/11/2022	Garden waste removal	60.00
83	Tate Enterprises	28/11/2022	Licence for Constable Gillingham Bridge image	158.40
84	Sutcliffe Play	28/11/2022	Instal goal, Lodbourne Seat swings, delivery & installation	7,110.01
85	Talk Talk	28/11/2022	Internet Chantry & Roman Court monthly	64.74
86	Opus	28/11/2022	Elect Town Hall, Kiosk, CCTV TM, Chapel, Chantry, Old Mortuary monthly	169.92
87	Dorset Council	29/11/2022	Advert RFO vacancy	238.80
88	Payroll November 22	30/11/2022	Net pay November 2022	33,073.89
			TOTAL	120,112.51

Full Council – 12 December 2022**Minute no. 917**

Gillingham Town Council**Payments Between £5,000 - £9,999 – November 2022**

Date Paid	Payee	Detail	Total Including VAT where applicable
10/11/2022	Lee Holmes	10 amp batteries x 6 £2514.02; harnesses, blowers & brushcutters £2569.02	5,083.04
16/11/2022	Citizens Advice Central Dorset	Grant- Citizens Advice 2022/23	5,000.00
18/11/2022	Gillingham Youth Club	Grant - Gill Youth Club 2022/23	7,520.22
28/11/2022	Sutcliffe Play	Instal goal, Lodbourne Seat swings, delivery & installation	7,110.01

Full Council – 12 December 2022

Minute no. 917

Gillingham Town Council

Notification of external auditor appointment for the 2022-23 financial year for the 5 year period until 2026-27

Dear Clerk/RFO/Chairman,

Smaller Authorities Audit Appointments (SAAA) is the independent, sector led organisation responsible for the appointment and contract management of external auditors to smaller authorities since the Local Audit and Accountability Act 2014 established new arrangements for the accountability and audit of local public bodies in England. Smaller authorities are those whose gross annual income or expenditure is **less than £6.5 million**. Under the Local Audit (Smaller Authorities) Regulations 2015, SAAA is responsible for appointing external auditors to all opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms.

This communication is to notify you that SAAA has appointed an external auditor to the authority for the 5-year appointing period from 2022-23 until 2026-2, following a procurement exercise to appoint auditors to each contract area from 1 April 2022. Your current appointed auditor will conclude any outstanding work on the 2021-22 Annual Governance and Accountability Returns and the new appointed auditor (if changed) will be responsible for the arrangements in respect of the 2022-23 AGAR process onwards. The contact details of your appointed external auditor and fee scales are shown in the appendix to this letter and can also be found on the SAAA website: www.saaa.co.uk. The audit firms all have previous experience of conducting limited assurance reviews for smaller authorities and have dedicated support personnel. SAAA will monitor the performance of the appointed firms in providing the audit services in terms of quality and compliance with their statutory terms of appointment.

If your authority has any potential conflict of interest relating to the auditor appointment, for instance if a Councillor or close relation is employed by the appointed auditor, you should advise SAAA immediately.

Exempt authorities

Since 2017-18, authorities where the higher of income or expenditure for the financial year was £25,000 or less and who meet all the qualifying criteria have been able to declare themselves as 'exempt' from a limited assurance review by an external auditor. However, all authorities, even if they declare themselves 'exempt', still need to fully complete, agree and publish an annual return (AGAR).

All authorities require an external auditor appointment even if the authority meets the criteria to qualify for exemption, as a Certificate of Exemption is required to be submitted to

the external auditor and a named auditor must be in place to deal with questions or objections from local electors about the accounts.

Annual Governance and Accountability Return (AGAR)

The Annual Governance and Accountability Return (AGAR) needs to be completed in accordance with "proper practices" as set out in '*Governance and Accountability for Smaller Authorities in England, a Practitioners' Guide*', and then be published in accordance with any applicable Transparency Code.

Annual Governance and Accountability Return forms will be sent out by your appointed auditor electronically at the end of the financial year. It is assumed that your authority is willing and able to accept documents electronically by e-mail; whilst an authority may request paper copies this may incur an administration charge.

Advice and assistance are available from the various sector membership organisations:

National Association of Local Councils and County Associations - www.nalc.gov.uk

Society of Local Council Clerks - www.slcc.co.uk

Association of Drainage Authorities - www.ada.org.uk

Yours faithfully,

Smaller Authorities' Audit Appointments Ltd

Appendix

Auditor appointments for smaller authorities for the five financial years from 2022-23 to 2026-27

SAAA announced the conclusion of its procurement process and the award of limited assurance review contracts for five years to the successful external audit firms on 30 November 2021.

Responsibilities under the new contracts will relate to accounts for the financial year beginning on **1 April 2022**. The details of your specific appointment by contract (County) area are listed below.

Your Authority's Audit Appointment for 2022-23 to 2026-2027

Your appointed auditor will be **BDO LLP**.

Their contact details are:

BDO LLP,

Arcadia House,

Maritime Walk,

Ocean Village,

Southampton SO14 3TL

Email: councilaudits@bdo.co.uk

Tel.: 023 8088 1700

All auditor appointments are listed by contract (County) area and all the Auditor contact details are listed on our website on the Audit Appointments page.

Scales of Fees 2022-23 to 2026-27

The following fees have been determined by SAAA following consultation for the Audit Years 2022-23 to 2026-27.

Scales of audit fees

Scales of fees for smaller authorities, are based on bands of annual income or expenditure, whichever is the higher. This means that the fees are broadly proportionate to the public funds involved and the ability of each authority to pay.

Table 1 sets out the scales of audit fees for smaller authorities that complete their AGAR fully and accurately within the required timescales and provide the necessary supporting information and any explanations sought.

Authorities with neither income nor expenditure exceeding £200,000 will be subject to basic limited assurance audit review. Authorities with either income or expenditure exceeding £200,000 will be subject to intermediate limited assurance audit review.

Table1 - Scale of fees for bodies subject to limited assurance review

INCOME/EXPENDITURE BAND (£)	FEE FOR LIMITED ASSURANCE REVIEW (£)	
0 - 25,000	0	(if a Certificate of Exemption is submitted)
0 - 25,000	210	(if a LAR review is required)
25,001 - 50,000	210	
50,001 - 100,000	315	
100,001 - 200,000	420	
200,001 - 300,000	630	
300,001 - 400,000	840	
400,001 - 500,000	1,050	
500,001 - 750,000	1,365	
750,001 - 1,000,000	1,680	
1,000,001 - 2,000,000	2,100	
2,000,001 - 3,000,000	2,520	
3,000,001 - 4,000,000	2,940	
4,000,001 - 5,000,000	3,360	
5,000,001 - 6,500,000	3,780	

Note: An authority with neither income nor expenditure exceeding £25,000 that is **not** able to certify that it is an exempt authority as it does not meet the qualifying criteria, or if the authority wishes to have a limited assurance review by the external auditor, then the fee payable is £210.

Reminder letters

Where the auditor is required to send a reminder to any authority that has failed to submit either an AGAR or Certificate of Exemption to the external auditor by the statutory submission deadline will be charged £40 + VAT for each reminder.

Additional work and variations to the scale fees

If an active authority fails either to submit its Annual Return to the supplier for review by 30 September or (if it is an exempt authority) to provide a certificate of exemption, the supplier will consider issuing a public interest report, the cost of which will be payable by the authority pertaining to the fee income band of that authority as in Table 1 (above).

Extra fees may also be charged in other circumstances, for example where auditors are required to:

- consider objections to the accounts from local electors, from the point at which the auditor accepts the objection as valid;
- exercise special powers in relation to the review, such as issuing a report in the public interest; or
- undertake any special investigations, such as those arising from disclosures under the Public Interest Disclosure Act 1998.

Extra fees will be calculated and charged according to the work required, subject to the maximum hourly rates set out in Table 2 below.

Table 2 - Maximum hourly rates for additional work at smaller authorities

STAFF GRADE	MAXIMUM £ PER HOUR
Engagement lead	355
Senior manager/manager	215
Senior auditor	140
Other staff	105

Value Added Tax

The fee scales exclude Value Added Tax, which will be charged at the prevailing rate on all work undertaken.

SAAA – Smaller Authorities' Audit Appointments Limited
77 Mansell Street, London E1 8AN www.saaa.co.uk

Full Council – 12 December 2022

Minute no. 917

GILLINGHAM TOWN COUNCIL
Internal audit report 2022/23

Visit 1 of 3

Date: 4th December 2022

Report author: R Darkin-Miller

Introduction

This report contains a note of the audit recommendations made to Gillingham Town Council following the carrying out of internal audit testing on site on the 2nd December 2022.

The audit work has been carried out in accordance with the 2014 Appendix 9 of the 'Governance and Accountability for Local Councils: A Practitioners' Guide', as amended by the later IA sections of the AGAR.

An internal audit covers the review of the operation of the Council's internal control environment. It is not designed to review and give full assurance over every transaction carried out by the Council. Instead it enables the auditor, following the sample testing of a number of different types of transaction, to give an opinion as to whether or not the control objectives are being achieved across a range of financial and governance systems.

Audit Opinion

As this audit report is an interim one, no audit opinion is offered at this stage.

The report issued after the final visit for 2022/23 (which will be in May or June 2023) will contain the audit opinion for the year.

The following areas were reviewed during this audit visit:

1. Proper Book-keeping
2. Risk Management
3. Petty Cash
4. Payroll
5. Exemption (confirmed not covered)
6. Public Rights
7. Publication

Audit Recommendations

Recommendations made during the audit are shown in appendix one to this report.

Recommendations are graded as follows:

Rating	Significance
High	Either a critical business risk is not being adequately addressed or there is substantial non-conformity with regulations and accepted standards.
Medium	Either a key business risk is not being adequately addressed or there is a degree of non-conformity with regulations and accepted standards.
Low	Either minor non-conformity with procedure or opportunity to improve working practices further.

The number of recommendations made at this audit visit, and their priority, are summarised in the following table:

Rating	Number
High	1
Medium	1
Low	2
Information	1
TOTAL	5

I would like to thank Julie Hawkins, Town Clerk; and Debra Edwards, Responsible Financial Officer for their assistance during this audit.

Appendix 1 – Recommendations and Action Plan

Recommendation Number	Details	Priority (low/Medium/High)	Management Response	Responsible Officer	Due Date
3.1 – Ensure minutes signed and approved	<p>I reviewed the minutes to confirm that there was no unusual financial activity. I noted no such activity but did not that the minutes of the Planning meeting of 09/08/21, 12/09/22 and 26/09/22 have not yet been approved, and the minutes of meetings from 10/10/22 onwards have not yet been signed.</p> <p>I recommend that the minutes are approved and signed at the earliest opportunity, in order to ensure that an approved record is held of Council business and decisions.</p>	L	<p>The Planning meeting held on 09/08/21 was a group meeting held under a temporary scheme of delegation put in place as a result of lockdowns. The Planning Committee meeting scheduled for 12/09/22 was cancelled due to the death of HM Queen Elizabeth. The Minutes of the Planning Committee meeting held on 26/09/22 were approved at the Planning Committee meeting held on 10/10/22 Minute no. 483. The Planning Committee Minutes dated 10/10/22 were missing from the Minute File – a copy has now been added and the Planning Committee Minutes will be signed by the Chairman as soon as possible</p>	Town Clerk	13/12/22
6.1 – Write back 20p petty cash	<p>I performed a count of the petty cash tin to confirm that the amount of money and receipts in the tin was equal to the Council's records of the amount of petty cash held. The Responsible Finance Officer advised before the count that the tin was 20p up and had been for some time, and that the amount was due to be written off. My count confirmed that the tin was 20p up.</p> <p>I recommend that the petty cash records for November 2022 are amended to reflect the additional 20p</p>	L	<p>The petty cash records for November 2022 will be amended to reflect the additional 20p</p>	RFO	31.12.22

	(by e.g. recording it as miscellaneous income) in order to ensure that the value of monies held in the tin matches the Council's finance system and supporting records.				
6.2 – Formal process for sundry reception income	<p>The RFO noted that, following the re-opening of the Council offices after Covid-19, members of the public have been paying the Council to make photocopies of documents. The RFO has started to put a system in place to account for and reconcile the cash taken to date, which totalled £109.28 at 30/09/22.</p> <p>I recommend that the RFO implements a proper accounting system for the sundry cash income as planned, to include: secure cash storage facilities; the use of receipt books to support monies taken; a monthly reconciliation which shows the brought forward balance, income, monies banked and carried forward balance; and process notes which set out the level at which monies are banked.</p>	H	The RFO will implement an accounting system for the sundry cash income as planned, to include: secure cash storage facilities; the use of receipt books to support monies taken; a monthly reconciliation which shows the brought forward balance, income, monies banked and carried forward balance; and process notes which set out the level at which monies are banked.	RFO	31.12.22
7.1 – Evidence the value of the payroll budget approved	I checked to see that salaries agreed with those approved by Council. I found that salaries agreed to the revised budget for 2022/23 as approved by HR Committee on 21/03/22 (with minutes subsequently adopted by Council on 28/03/22). However, the total value of the revised payroll budget was not noted in the related minutes, and the hard copy of the approved budget was not signed, which makes it difficult to	M	A copy of the payroll budget will be signed by the Chairman of the HR Committee.	Town Clerk	23.01.23

	<p>evidence that the budgeted figures presented for audit were the final set approved by Committee and Council.</p> <p>I recommend that a copy of the payroll budget is signed by the Chairman of the meeting at which the budget is approved. This will improve the audit trail.</p>				
7.2 – Ensure contracts are complete	<p>I noted that the second page of a four page contract of employment for one member of staff was missing from the contract. The Town Clerk confirmed that the employee was contracted for a standard working week (37 hours), and reprinted the page (which contains standard terms) and reattached it to the contract.</p>	Info	Noted	Town Clerk	05.12.22

Full Council – 12 December 2022

Minute no. 923a

Notes of a Property Management Subcommittee Meeting**Held at the Town Hall on 5th December 2022 at 11.30am****Author:** Julie Hawkins, Town Clerk

Present: Cllr John Kilcourse (Lead Member), Cllr Sharon Cullingford, Cllr Paul Harris, Cllr Graham Poulter, Cllr Graham Bashford (non-member), Town Clerk, Assistant Town Clerk, Works Manager.

1. Apologies

There were no apologies. All members were present.

2. Roman Court Workshops**a) Installation of heating at Roman Court Workshops**

In accordance with the Council's Environmental Policy, a decision was made in 2021 to remove the gas supply from Roman Court and work towards heating the units using environmentally friendly alternatives.

Members noted the recommendations of Low Carbon Dorset who had carried out a feasibility study in September 2022.

Three options were considered:

Option 1: Air to Air Heating

Option 2: Electric Radiators

Option 3: Air to Water Heating

Option 1 Air to Air Heating	
Company	Quotation
Company A	Awaiting quotation
Company B	£11,634.00 plus VAT
Company C	Declined to quote
Company D	Declined to quote
Company E	Declined to quote

Option 2 Electric Radiators	
Company	Quotation
Company C	£2,426.20 + Installation £600.00 + VAT
Company D	Declined to quote
Company E	Declined to quote

Option 3 Air to Water Heating	
Company	Quotation
Company A	£17,600 plus VAT
Company B	£15,965 plus VAT
Company C	Declined to quote
Company D	Declined to quote
Company E	Declined to quote

Members considered the long term running costs of the heating systems, the timeframe for installation and the value for money.

It was agreed that Option 2, Electric Radiators, should be installed by Company C at a cost of £3,026.20 for the following reasons:

- The radiators have low consumption technology with electronics to maximise efficiency and have energy-saving features
- Company C is a specialist company
- Company C has visited the site and carried out a survey
- Company C can carry out the work within the required timeframe
- Company C has previously carried out work for the town council to a high standard

Financial Implications

The cost of the proposed work totals £3,026.20 plus VAT. Total funding available for the refurbishment of Roman Court in Budget no. 7211 is £27,569 (Budget FY22/23 £4,600 plus Earmarked funds £22,969).

The Council's Financial Regulations state: *Expenditure on revenue items may be authorised up to the amounts in the approved budget. This authority is to be determined by the following Budget holders:*

- 4.1.1. *Full Council - £10,000 and over*
- 4.1.2. *Committees - £5,000 to £9,999*
- 4.1.3. *Committee Chairman and Town Clerk - £2,500 to £4,999*

It was agreed that in accordance with the Financial Regulations the Town Clerk and Cllr Cullingford, as Chairman of the Council, should instruct Company C to install electric radiators at Roman Court Workshops at a cost of £3,050 to be funded from Budget no. 7211.

b) Installation of solar at Roman Court Workshops


Members asked if the roof at Roman Court is asbestos. The Works Manager explained that the proposal is to install solar panels on the roof of the Office Block and the roof of the Mess Room. An asbestos survey has been carried out at Roman Court which confirms that the roof of the Office Block and the roof of the Mess Room are not asbestos; however, all other roofs at Roman Court are asbestos.

The following information is taken from an asbestos survey carried out on 19 Jan 2022.

Photo No. 23 - Corrugated roof sheets (curved profile) to roof of extension to east side of building and associated edge capping panels to gable end			
External			
Identified			
No Asbestos Detected		No Action Required	
Material Assessment	N/A	Priority Assessment	N/A
N/A			



Photo No. 37 - Corrugated roof sheets (curved profile) to roof of extension to east side of building and associated edge capping panels to gable end			
External			
Identified			
No Asbestos Detected		No Action Required	
Material Assessment	N/A	Priority Assessment	N/A
N/A			



The Town Clerk informed the meeting that four companies have been asked to quote, as shown below:

Solar Panels	Roman Court Workshops
Company	Quotation
Company A	£10,000.00
Company B	£12,706.82
Company C	Declined to quote
Company D	Declined to quote

It was noted that the quotation from Company A is dated July 2022 and therefore the quotation will need to be updated. It was agreed that a recommendation should be made to Full Council that Solar Panels should be installed on the roof of the Office and Mess Room at Roman Court at a cost not to exceed £13,500 to be funded from Budget no. 7211.

3. Town Hall

a) Repairs to flat roof

Cllr Kilcourse informed the meeting that he has carried out an inspection of the Town Hall with the Works Manager and they have established that the flat roof has reached the end of its life and needs to be replaced.

Quotations have been requested and it has been established that the work will cost in the region of £15,000. The Assistant Town Clerk explained that she is still waiting for quotations to be submitted.

It was noted that £10,852 is currently available in Account no. 7058 for work at the Town Hall, as detailed below:

- £8,800 - Budget FY22/23
- £ 552 - Earmarked
- £1,000 - Accruals b/fwd 01.04.22 (Earmarked for flat roof)
- £ 500 - Accruals Budget FY2022/23 (Earmarked for flat roof)

The following has been included in the draft budget for FY23/24, FY24/25, FY25/26
£8,800pa - Town Hall Refurbishment Account no. 7058

It was agreed that grant funding should be investigated, including the Capital Leverage Fund. It was noted that the closing date for grant applications is 06.01.23. It was agreed that Cllr Cullingford and the Town Clerk should investigate funding opportunities and report back to the next Property Management Sub-committee meeting. It was agreed that the Assistant Town Clerk should obtain further quotations and report back to the next Property Management Sub-committee meeting.

b) Refurbishment of Fascia Boards

It has been established that the fascia boards on the West elevation of the Town Hall need to be replaced, however it is possible to clad the fascia boards on the East elevation.

It was agreed that the Assistant Town Clerk should obtain further quotations and report back to the next Property Management Sub-committee meeting.

c) Installation of Solar Panels

A quotation has been obtained for the installation of solar panels on the Town Hall Roof.

It was agreed that Cllr Cullingford and the Town Clerk should investigate grant funding opportunities and report back to the next Property Management Sub-committee meeting.

d) Installation of EVCPs

The Town Clerk informed the meeting that she has contacted the company that has installed the electric vehicle charging points (EVCPs) for Dorset Council and for Blandford Town Council and will report back to the next Property Management Sub-committee meeting with further information.

4. Closed Churchyard of St Mary the Virgin

a) Repairs to Church Wall

Cllr Kilcourse outlined the issues and informed the meeting that he had met with the Dorset Council Conservation Officer who had agreed a specification of work.

It was noted that as the wall falls within the confines of the churchyard, the Salisbury Diocese are responsible for giving the necessary approvals.

It was noted that the following need to be consulted:

- Diocesan Advisory Committee (DAC), Conservation Officer
- Church of England – Faculty
- Dorset Council – Listed Building Consent
- Dorset Council – Building Control
- St Mary the Virgin Parochial Church Council (PCC)

It was noted that an archaeological consultant will be needed for excavation work and Cllr Kilcourse has included this in the specification.

It was agreed that the Town Clerk should contact the above, start the necessary process for consents, request a list of approved builders from DAC, and report back to the next Property Management Sub-committee meeting.



b) Resurfacing of Church Paths

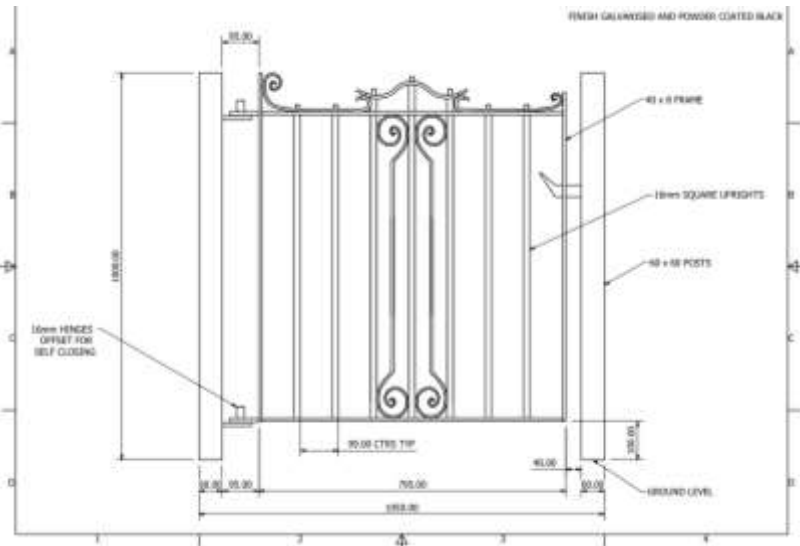
It was noted that the following need to be consulted:

- Diocesan Advisory Committee (DAC), Conservation Officer
- Church of England – Faculty
- Dorset Council – Listed Building Consent
- Dorset Council – Building Control
- St Mary the Virgin Parochial Church Council (PCC)

It was agreed that the Town Clerk should contact the above and start the necessary process for consents, and report back to the next Property Management Sub-committee meeting.

c) Installation of new gate

The Town Clerk explained that a health and safety audit had concluded that a pedestrian gate should be installed at the Queen Street access to the church. A site meeting has been carried out with a local specialist blacksmith and a design has been agreed, as shown below. The cost of the gate, excluding installation will be in the region of £1,450.00



It was noted that the following need to be consulted:

- Diocesan Advisory Committee (DAC), Conservation Officer
- Church of England – Faculty
- Dorset Council – Listed Building Consent
- St Mary the Virgin Parochial Church Council (PCC)

It was agreed that the Town Clerk should contact the above and start the necessary process for consents, and report back to the next Property Management Sub-committee meeting.

5. Chantry Community Office

a) Refurbishment of office space and meeting room

The Works Manager informed the meeting that Chantry Community Office has been re-decorated and the space previously used by the Community Development Worker has been turned into a store area.

b) Signage

The Town Clerk suggested that signage could be added to the building to help promote rental opportunities and increased income. Members agreed with the proposal and the Town Clerk was tasked with obtaining quotations for signage and reporting back to the next meeting.

6. The cost of vandalism

The Works Manager informed the meeting that over the past four months 123.83 hours has been spent dealing with vandalism and graffiti, this equates to approximately £1,939.49 plus materials.

7. Any other properties that require urgent attention

There was nothing to report.

8. Any other business

It was agreed that a recommendation should be made to Full Council that Cllr Graham Bashford is co-opted on to the Property Management Sub-committee.

9. Date of next meeting

The next meeting will be held at the Town Hall on Monday 30th January at 10am.

RECOMMENDATIONS:

- **That Solar Panels should be installed on the roof of the Office and Mess Room at Roman Court at a cost not to exceed £13,500 to be funded from Budget no. 7211, New Works Depot – Refurbishment of Buildings.**
- **That Cllr Graham Bashford is co-opted on to the Property Management Sub-committee.**

Full Council – 12 December 2022

Minute no. 926

Gillingham Town Council
Gillingham Enquiries – November 2022
Author: Joanne Howes, Customer Services Officer

1. Surface water not draining quickly enough by the junction of Shaftesbury Road and Bridge Close – reported to the Dorset Highways Team, requesting they jet wash the drains around the Bridge Close/Lodden area - ref: 1203976.
2. Enquiry on progress of fence repair at Hine Close – advised the Town Council was in the process of establishing ownership of the fence to establish appropriate action and would update the resident in due course.
3. Broken manhole cover on junction of Shaftesbury Road and Bridge Close – had already been reported to Dorset Highways Team ref: 1204078. Advised resident accordingly.
4. Gullies blocked with silt along Common Mead Lane – reported to Dorset Council Highways Team - ref: 1202735, who actioned by cleaning and jetting the gullies. Tested and working fine now.
5. Report received that children had set up a den in the Colesbrook/Shires Gate Meadow area. The Works managers investigated. No litter had been left. Advised no further action to be taken at present other than to monitor the situation.
6. Weeds on the verges and ramp just off Queen Street – by the Chapel and the bypass – reported to Dorset Council Highways Team – ref: 1204521.
7. Large pothole reported outside property on the Shaftesbury Road, left by BT working in the area – reported to Dorset Council Highways Team – ref: 1204538.
8. Pothole reported at traffic lights at the junction of Shaftesbury Road, Hine Close and Rookery Close – reported to Dorset Council Highways Team – re: 1204542.
9. Blocked storm drain (blocked with piping and rubbish) at the junction of Shaftesbury Road, Hine Close and Rookery Close – reported to Dorset Council Highways Team – re: 1204546.
10. Concern over the growth of vegetation in the pond at the end of Wren Place/Ham Farm recreation area. Advised the Deputy Works Manager would be in touch and would visit resident to discuss how the pond is maintained.
11. Large pothole on the B3081 opposite Wyke Hall – reported to Dorset Council Highway's Team, ref: 1204778. Highways Officer Notes: Job allocated to North Patching Gang (NPAT) at scheduled start time 15 Nov.

12. Uncontrolled dog escaping its home and fouling on residents' gardens. It is causing a nuisance and disruption. Reported to the Dorset Council Animal Welfare and Dog Control Officer. They will investigate to find a resolution.
13. Complaint about lack of lighting in RiversMeet Car Park and small car parking spaces near the entrance. Advised we had contacted RiversMeet who check the lighting to make sure it is working, and the timers have been set correctly. They have measured the spaces and they are the correct, recommended size.
14. Streetlights not working in the area of Chantry Fields. Reported to Dorset Council who have been in contact with Enerveo (who deal with the private DC street lighting).
15. Elderly people slipping on leaves on the Town Bridge. Issue reported to the supervisor at Dorset Waste Services. Our Works Team swept the area and Dorset Waste Services promptly sent a sweeper to the Bridge.
16. Large dead rat in the middle of the road at Somerset Close. Reported to Dorset Council: DWP-DA465810925.
17. Squeaky gym equipment at the King Edmund Green Green Gym -Reported to the Works Team who rectified the issue.
18. Report of car hitting a pothole in the Wyke Road. Advised to complete an online Highway Damage Claim form via Dorset Council.
19. Blocked storm drain outside the Mellows, Common Mead Lane. Reported to Dorset Council Highways Authority Reference no. 1205985.
20. Blocked storm drains along Bay Road. Reported to Dorset Council Highways Authority Reference no. 1205987.
21. Flooding of B3081 at Shearstock. Reported to Dorset Council Highways Authority Reference no. 1205988.
22. Blocked storm drains between the two sets of bollards on Common Mead Lane, in the pedestrian only area. Reported to Dorset Council Highways Authority Reference no. 1206000.
23. Blocked storm drains along Rolls Bridge Way resulting in flooding of area. Reported to Dorset Council Highways Authority Reference no. 1205982.
24. Pothole along Hunger Hill. Reported to Dorset Council Highways Authority Reference no. 1206024 – repaired.
25. Concerns over effectiveness of SUD at Rolls Bridge. Reported to GTC Works Manager who will check that everything is working correctly.
26. Footpath N64/57 between Thorngrove and Freame Way difficult to use due to standing water at gate. Reported to Dorset Council Rights of Way Department Reference no. MNT58195.

27. Dead horse on the road in Bourton – advised to report to Dorset Council online portal to report a dead animal.
28. Long grass on the verges of Shaftesbury Road outside of Sydenhams – is maintained by the Town Council, so referred to the Works Team. Grass has been cut.
29. Vandalism on old chapel in Queen Street reported – advised to contact the local Police '101' number.
30. Potholes on the Madjeston bends. Reported to Dorset Council Highways Authority Reference no. 1206162. Highways Officer response: Job 14210396 - Permanently Repaired.
31. Missing food bin collection – advised to report to Dorset Waste Services.
32. Debris in gullies at Rolls Bridge – near the corner to King Edmund Court – reported to Dorset Council Highways ref: 1206211.
33. Debris in gullies at Wyke Road (Gillingham Town end) – reported to Dorset Council Highways ref: 1206214. Highways Officer response: Works have been raised to clear all gullies along this stretch of road.
34. Footpath N64/50 has been ploughed over, making the public right of way difficult or inaccessible to walk along. Reported to the Rights of Way Team at Dorset Council – ref: MNT58240.
35. Resident concerned over the Saturday bus service ending between Shaftesbury and Gillingham. Referred to Cllr Barry von Clemens - he will contact the resident to discuss.

Full Council – 12 December 2022

Minute no. 928

Mayor's Report**2nd December Festive Light Switch on**

A tremendous event that started from Midday with the talented Belle Street Singers opening the event, alongside the craft market. Father Christmas arrived in the afternoon, much to the delight of the young children who were able to visit him, on the way home from school. St Mary the Virgin Primary School won first prize for the Merry Go Round lantern in the Schools Christmas Lantern competition and Wyke School won second prize for the collective lantern built by the whole class.

Father Christmas and two lucky pupils from Wyke Primary School lead the parade at 6pm, along the High Street on a trailer pulled by the Steam Engine kindly driven by Mr Nick Baker.



The Christmas Lighting up event was very well attended, with crowds turning out to listen to the music, enjoying the food and mulled wine.

Congratulations to the Chamber of Commerce and Industry for hosting such a successful event.

**Citizens Advice Awards Tea**

On the 5th of December I was asked along to St Mary's Vicarage by the Citizens Advice to present seven of the volunteer advisers with their hard-won certificates. The volunteers, all from the local community, give their time to support those who need urgent help to deal with finance, debt and benefit issues. In the year 2021-2022 Citizens Advice helped 409 residents of Gillingham with 1,715 issues. 51% of those clients had a disability or long-term health condition, and 21% of these clients had a mental health issue. Over the last 3 months of the service there has been an increase in demand of 27% for North Dorset compared to this time last year. Citizens Advice recently undertook a recruitment drive which has been supported by the NHS. A new group of trainee volunteer advisers will soon start their training to work in their local community.

