



GILLINGHAM TOWN COUNCIL

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

FULL COUNCIL MINUTES

Minutes of the Full Council meeting held on **Monday 23rd January 2023** 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 Rupert Evill
Cllr Alan Frith
Cllr Paul Harris
Cllr Mick Hill

Cllr John Kilcourse
Cllr Val Potheary
Cllr Graham Poulter
Cllr Sarah Snook
Cllr Donna Teye
Cllr Alison von Clemens
Cllr Mark Walden

In attendance:

Town Clerk, Julie Hawkins
Projects and HR Admin Officer, Serena Burgess
2 members of the public

The following joined the meeting via MS Teams:

Michael Streeter, Gillingham and Shaftesbury News

940. 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.

941. To receive apologies for absence.

It was agreed and **RESOLVED** to accept the apologies for absence from Cllr Ashfield and Cllr Weeks who were unable to join the meeting for personal reasons.

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

943. To receive questions pertaining to the previous minutes.

There were no questions.

944. To approve the minutes as a true and accurate record of the Full Council meeting held on 12th December 2022 and the Full Council Budget meeting held on 16th January 2023.

It was agreed and **RESOLVED** to approve the minutes of the meeting of Full Council held on 12th December 2022 and the Full Council Budget meeting held on 16th January 2023.

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

a) General Purposes Committee meeting held on Monday 9th January 2023.

It was agreed and **RESOLVED** that the minutes of the General Purposes Committee meeting held on Monday 9th January 2023 are approved and adopted.

b) Planning Committee meetings held on Monday 12 December 2022 and Monday 9th January 2023.

It was agreed and **RESOLVED** that the minutes of the Planning Committee meeting held on Monday 12 December 2022 and Monday 9th January 2023 are approved and adopted.

c) Human Resources meeting held on Monday 9th January 2023.

It was agreed and **RESOLVED** that the minutes of the Human Resources meeting held on Monday 9th January 2023 are approved and adopted.

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

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

947. To receive and consider a Health and Safety Report.

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

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

a) Sports and Leisure Task and Finish Group (Cllr Cullingford)

Cllr Cullingford stated that there had been no meeting.

949. To receive and consider reports from outside bodies, if available:

a) Town Meadow Group

Cllr Cullingford stated that there had been no meeting but thanked Station Road Garage for donating the money from their collection pot to the Group.

b) DAPTC Larger Towns

Cllr B von Clemens stated that there had been no meeting as they are held quarterly.

c) DAPTC Northern Area Town and Parish Councils

Cllr Cullingford stated that there had been no meeting.

d) Gillingham Town Team

Cllr Frith stated that he is still not being invited to meetings so would like to resign as the Town Council's representative on this group.

It was agreed and **RESOLVED** to accept Cllr Frith's resignation as the Town Council's representative on the Town Team.

It was agreed and **RESOLVED** to invite Ian Day from the Town Team to the next Full Council meeting to discuss the future relationship between the Town Council and the Town Team.

e) Gillingham Chamber of Commerce

Cllr B von Clemens confirmed that the Chamber will be organising the Festive Lights event again this year and are considering moving the event to a Saturday in the hope of attracting more people during the day.

f) Gillingham Transport Forum

Cllr B von Clemens stated that there was a meeting being held later this week.

g) Blackmore Vale Community Rail Partnership

Cllr Walden stated that there is a meeting being held on 1 February so a report will be provided next month.

950. To receive consider and adopt the following draft policies.

a) Bench and Tree Donation Policy

A copy of a draft Bench and Tree Policy had been circulated prior to the meeting.

It was agreed and **RESOLVED** that the draft Bench and Tree Policy, as presented, is approved and adopted.

b) Controlling the Risk of Infectious Diseases

As a Health and Safety Audit will be carried out in February, it was agreed and **RESOLVED** that the draft Controlling the Risk of Infectious Diseases is deferred until the Finance and Policy Committee meeting in March 2023.

c) Health and Safety Handbook

As a Health and Safety Audit will be carried out in February, it was agreed and **RESOLVED** that the draft Health and Safety Handbook is deferred until the Finance and Policy Committee meeting in March 2023.

d) Health and Safety Policy

As a Health and Safety Audit will be carried out in February, it was agreed and **RESOLVED** that the draft Health and Safety Policy is deferred until the Finance and Policy Committee meeting in March 2023.

e) Health and Safety Policy Statement

As a Health and Safety Audit will be carried out in February, it was agreed and **RESOLVED** that the draft Health and Safety Policy Statement is deferred until the Finance and Policy Committee meeting in March 2023.

f) Equality and Diversity Policy

A copy of a draft Equality and Diversity Policy had been circulated prior to the meeting.

It was agreed and **RESOLVED** that the draft Equality and Diversity Policy, as presented, is approved and adopted.

951. To receive, consider and adopt the following draft Terms of Reference:

a) Coronation of King Charles III Task and Finish Group

The Terms of Reference were circulated prior to the meeting - please refer to [Appendix A](#).

It was agreed and **RESOLVED** that the Coronation of King Charles III Task and Finish Group Terms of Reference are approved, with the addition of the words *'who must be a serving Councillor'* after *'Members of the Task and Finish Group should elect a lead member'* in bullet point 6.

b) War Memorials Sub-Committee

The Terms of Reference were circulated prior to the meeting - please refer to [Appendix B](#).

It was agreed and **RESOLVED** that the War Memorials Sub-Committee Terms of Reference are approved, with the wording in bullet point 6 *'Members of the Task and Finish Group should elect a lead member'* being replaced with *'Members of the Sub-Committee should elect a lead member, who must be a serving Councillor'*.

952. To note that Cllr Hill has completed a bank reconciliation and signed the appropriate documents as evidence of verification, in accordance with Para. 2.2 of the Financial Regulations.

Cllr Hill confirmed that he has verified bank reconciliations for the period July 2022 to November 2022.

953. To appoint a councillor to verify bank reconciliations (for all accounts) produced by the RFO for the next quarter. Please note that this cannot be the Chairman (Mayor) of the Council or a bank signatory.

It was agreed and **RESOLVED** that Cllr Toye will verify bank reconciliations for the next quarter.

954. To receive, consider and adopt the land management plan for the Shreen Green Flag Site, incorporating Shiresgate and Shreen Meadows.

A report had been circulated prior to the meeting. Cllr Cullingford asked for thanks to be passed to the Works Manager for the comprehensive and fantastic report.

It was agreed and **RESOLVED** that the Land Management Plan for the Shreen Green Flag site, incorporating Shiresgate and Shreen Meadows is adopted.

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

Cllr Cullingford referred to the Civic Carol Service in December and thanked everyone who had supported the event.

Cllr Cullingford informed the meeting that she had the honour of opening the new play area at Wathen Court on 20th February 2023 and further information will be included in next month's Mayor's report.

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

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

The report was noted.

Cllr Potheary gave the following verbatim report:

'Regarding the Lets Talk Libraries survey which was carried out in November and December: As of the 14th December Gillingham had received 211 responses – the 7th highest out of a total of 23 Libraries.

The Council's nett Budget for 2023 – 2024 will be £348 Million. Since becoming a Unitary Council in 2019 there has been efficiency savings of £76 Million.

The Budget was discussed at Cabinet this morning and, having gone through the Scrutiny process and two Budget Café's, it will now go to Full Council on 14th

February. The proposal is to increase Council Tax by just under 2%, and to levy the Adult Social Care precept by 2%, which together is £1.41 extra per week on a Band D property. I'm sure many of you will know that 2/3rds of the Council's budget is spent on Adult Social Care and Children's Social Care.

There are 450 services delivered to just under 380,000 residents.

Discussions are underway to double the Council Tax on second home owners from 2024, but these proposals will need thorough consultation with all members before a formal proposal is made.

The Council has received £19.5 Million from the Government's Levelling Up Fund, to be spent in Weymouth, which together with £3.5 Million from DC totals £23 Million for improvements, mostly to the harbour area.

Highways have been carrying out three gritting's per day to keep vehicles safe on the roads.'

957. In confidence. Under the Public Bodies (Admissions to Meetings) Act 1960, the press and public shall be excluded during the discussion of agenda item no. 19 on the grounds that information discussed is likely to involve the disclosure of exempt information falling within Schedule 12A of the Local Government Act 1972.

It was agreed and **RESOLVED** that under the Public Bodies (Admissions to Meetings) Act 1960, the press and public shall be excluded during the discussion of agenda item no. 19 as information discussed is likely to involve the disclosure of exempt information falling within Schedule 12A of the Local Government Act 1972.

958. To receive and consider a report regarding CCTV in Gillingham

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

It was agreed and **RESOLVED** that Para. 11.1(h) of the Financial Regulations is suspended in accordance with Para 17.2 to allow a specialist company to undertake the work.

It was agreed and **RESOLVED** that a virement of £5,213 is made from budget no 6042 – CCTV Repairs to budget no 6044 – CCTV Cameras.

It was agreed and **RESOLVED** that a virement of £977 is made from budget no 7611 – Health and Safety to budget no 6044 – CCTV Cameras.

It was agreed and **RESOLVED** that an annual maintenance contract is taken out with Company A at a cost of £2,650 + VAT to be funded from budget no 6040 – CCTV Annual Maintenance.

It was agreed and **RESOLVED** that repairs together with installation of 2 in stock cameras are carried out by Company A at a cost of £2,105 + VAT to be funded from

budget no 6042 – CCTV Repairs.

It was agreed and **RESOLVED** that 3 new replacement HD digital cameras are supplied and installed by Company A at a cost of £6,190 + VAT to be funded from budget no 6044 – CCTV Cameras.

959. It was agreed and **RESOLVED** to re-open the meeting to the press and public.

960. To receive matters pertinent to this meeting

Cllr Cullingford reminded Councillors to complete their Equality & Diversity training by the end of February.

The meeting closed at 8.13 pm

GILLINGHAM TOWN COUNCIL

The Coronation of King Charles III - Task and Finish Group

Terms of Reference

- All members of the Task and Finish Group must abide by Gillingham Town Council's Code of Conduct.
- The Task and Finish Group does not have any delegated powers.
- Membership of the Task and Finish Group will be reviewed by the General Purposes Committee.
- Any member of the Town Council, a member of the public or member of staff can be co-opted as a member of the Task and Finish Group.
- All members of the Task and Finish Group are eligible to vote within the group.
- Members of the Task and Finish Group should elect a lead member who must be a serving Councillor.
- The Task and Finish Group will meet as and when deemed necessary by the lead member. Meetings may only take place when a minimum of 3 members are present.
- The lead member of the Task and Finish Group will produce and submit regular written reports to the General Purposes Committee with recommendations, including budgetary and financial implications, when necessary.
- The Task and Finish Group will investigate appropriate ways in which to mark the Coronation which takes place on 6 May 2023.
- In conducting research, the Task and Finish Group may liaise with local groups, organisations and businesses, or any other person or body it deems appropriate and will report all findings to the General Purposes Committee.

Full Council – 23 January 2023

Minute no. 951b

GILLINGHAM TOWN COUNCIL

War Memorials Sub-Committee

Terms of Reference

- All members of the Sub-Committee must abide by Gillingham Town Council's Code of Conduct.
- The Sub-Committee does not have any delegated powers.
- Membership of the Sub-Committee will be reviewed by the General Purposes Committee.
- Any member of the Town Council, a member of the public or member of staff can be co-opted as a member of the Sub-Committee.
- All members of the Sub-Committee are eligible to vote within the group.
- Members of the Sub-Committee should elect a lead member who must be a serving Councillor.
- The Sub-Committee will meet as and when deemed necessary by the lead member, to discuss matters relating to the War Memorials located in the High Street and at Milton-on-Stour. Meetings may only take place when a minimum of 3 members are present.
- The lead member of the Sub-Committee will produce and submit regular written reports to the General Purposes Committee with recommendations, including budgetary and financial implications, when necessary.
- In conducting research, the Sub-Committee may liaise with local groups, organisations and businesses, or any other person or body it deems appropriate and will report all findings to the General Purposes Committee.

Full Council – 23 January 2023

Minute no. 955

**Gillingham Ward Monthly Report
Cllr Belinda Ridout – January 2023**

Firstly, wishing everyone a Happy New Year!

Dorset Council Budget - our first meeting at Dorset Council was the second Budget Day for all members to set the Budget for 23/24.

In the autumn 2022, the forecast budget gap was £29m. A lot of work has been undertaken since then to reduce the gap to a balanced budget for 23/24 as required by law, in a time of significant financial and economic uncertainty, high levels of inflation/cost of living and services under pressure.

The budget setting process is driven by Dorset Council Plan priorities: short and long-term transformational programmes (making services more financially sustainable, eg planning); taking an increasingly commercial approach by having an income policy (looking for opportunities for income generation); and sound financial management (keeping spending under control). The financial details of all directorates were heard in detail and their proposals for savings and additional income. The proposals protect essential frontline council services.

It is proposed to increase council tax by just under 2% and to levy the adult social care precept of 2%. This is less than the maximum 5% increase outlined in the Government's spending Review in December 2022. The increase would be equivalent to £1.41 extra per week for a Band D property. Since becoming a unitary council in 2019, Dorset Council has made efficiency savings of £76m and this money has been reinvested to protect frontline services, including funding the growing need for adult social care. The draft budget was first published in September to be as transparent as possible with the budget setting process.

The final draft budget will go to scrutiny committees on 10th and 12th January, to cabinet on 23rd January and Full Council on 14th February 2023.

Capital Funding for Village Halls - £3m Platinum Jubilee Village Hall Fund opened 20th December 2022 for village halls to apply for grants to improve and modernise their facilities. Grants from £7,500 to £75,000, up to a maximum of 20% of eligible project costs, for infrastructure improvements, the refurbishment of facilities, such as kitchens, toilets and measures to improve energy efficiency. **Need to be quick as fund closes on 20th January.** This fund is not connected to Dorset Council.

Household Support Fund – this fund re-opens on 9th January 2023 for applications.

Low-income households in the DC area can apply for help with rising costs. Support will be in the form of supermarket vouchers.

Citizens Advice will be allocating this fund on DC's behalf and vouchers will be issued to residents who meet the eligibility criteria. Residents to apply online.

The webpage will be updated at 9am on Monday, 9th January with the application form. <https://www.dorsetcouncil.gov.uk/household-support-fund>. Applicants needing help with completion of their form can telephone Customer Services on 01305 221000 or visit a customer access point (closest to us is Nordon Lodge, Blandford, 58 Salisbury Road, Blandford Forum, Dorset DT11 7LN. Open Mondays, Wednesdays and Fridays, 10am to 4pm.)

Digital gadget help – people who received a device for Christmas and are unsure how to use it can get help from Dorset's volunteer digital champions.

Volunteer digital champions run advice sessions at local libraries and between 10am and 12 noon every weekday, residents can also get help over the phone by calling Dorset Digital Hotline on 01305 221048.

To find out where face-to-face digital advice sessions are held, go to: www.dorsetcouncil.gov.uk/volunteer-digital-champions or call the Digital Hotline as above for more information and to book.

Social Tariffs – some broadband and phone providers including EE, BT, Sky and Virgin provide social tariffs to people claiming Universal Credit, Pension Credit and some other benefits.

Social tariffs (otherwise known as 'essential' or 'basic' broadband) are cheaper broadband and phone packages, delivered in the same way as normal packages, ranging from £10 to £20. Most tariffs offer superfast broadband at speeds over 30 Mbit/s. Any set up costs would be small. There is no charge to switch to a social tariff and it costs nothing to leave the tariff before the end of the contract.

You can apply for most tariffs online or call your provider and ask to switch.

Free Pre-loved Coats – following an appeal for coats for children aged 0-16 to support families in the local area struggling with the cost of living, Shaftesbury Children's Centre, Wincombe Lane, SP7 8PZ now have a great range of good quality free coats and jackets - open on Tuesdays (term-time only) between 9am and 4pm. For visiting different times, email northlocality@dorsetcouncil.gov.uk, 01258 474036.

Eden Café – Warm Space – where you can drop in and keep warm, The Gillingham Anglican Church, Vicarage School Room, Queen Street, Gillingham, Dorset SP8 4QQ. Child friendly. Hot drinks. Open every Wednesday between 2-5pm and Thursdays between 10am -12pm.

Affordable and Emergency Food - Gillingham Food Bank - Wessex House, 8 High Street, Gillingham, Dorset SP8 4AG 01747 822076.

Food collection from The Old Library, Old Station Road, Mondays, 9.45am-12pm (not bank holidays), Thursdays, 9.45am-12pm. If you have difficulty getting to the food bank for a food collection, please call to arrange a delivery.

Food Donations Unit 1, Paris Court, off Station Road, Mondays, 9.45am-12pm (not bank holidays) Thursdays, 9.45am-12pm. Donations are always greatly appreciated.

Dorset's Archives Consultation - the Dorset History Centre is asking people how they use, or would use, their services in the future.

The centre cares for archives covering more than 1,000 years, from parchment to digital, including photos, minutes, accounts and institutional records. The Dorset History Centre was a valuable resource for me when I was researching for the Wyke Conservation area.

The survey will form part of an application to the National Lottery Heritage Fund, to extend the archive stores, improve public facilities and offer outreach services. The survey can be found on the Dorset Council website.

Library Consultation – just a reminder that the Library Consultation, which affects our local library in Gillingham, closes on 22nd December, so if you haven't already, please take a look at the survey because it is vitally important for the future of our local library and libraries throughout Dorset.

I wish you all a very Happy Christmas and a healthy New Year.

Cllr. Belinda Ridout, Councillor for the Gillingham Ward
Cllrbelinda.ridout@dorsetcouncil.gov.uk Tel: **07496413114**

For those residents not online, who have important questions or concerns, call Dorset Council on 01305 221000, 8am to 8pm, 7 days a week or email: communityresponse@dorsetcouncil.gov.uk.

All minutes of meetings can be found on the Dorset Council website:
<https://www.dorsetcouncil.gov.uk>

Full Council – 23 January 2023

Minute no. 958

Gillingham Town Council

CCTV Report

Author: Serena Burgess, Projects & HR Admin Officer

Background

The Town Council currently owns and maintains 13 CCTV cameras plus radio masts located throughout the town and monitoring screens and associated equipment at Gillingham Police Station which is monitored by the Police – the Council does not have access to the footage.

The annual maintenance contract was previously with a company who were taken over during 2022. The new company has recently confirmed that due to the specialist nature of the work they are unable to fulfil the contract and we have received a refund for the full amount of £3,300.

An inspection was carried out in December 2022 by a specialist company (referred to as Company A). Their report details a number of repairs needed. It also recommends that the current 15-17 year old analogue cameras are upgraded to digital to provide much clearer footage.

A meeting was held with Company A on 16 January 2023 attended by Cllr Frith, Cllr B von Clemens, the Town Clerk and the Projects & HR Admin Officer. During the meeting Company A answered questions and the recommended work was scrutinised.

Financial Regulations

Para 11.1 (h) of the Financial Regulations states:

When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £5,000 and above £1,000 the budget holder shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

Due to the specialist nature of the work the council will need to suspend Financial Regulations to enable the necessary specialist work to be completed within the specified timescale by Company A.

Para 17.2 of the council's Financial Regulations states:

The Council may, by resolution of the Council, duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of Council.

The Town Clerk, Cllr Frith and Cllr B von Clemens have assessed the risks and recommend that the Financial Regulations are suspended to allow Company A to carry out the work for the following reasons:

- Due to the specialist nature of the work the previous company were unable to fulfil the contract.
- Company A is a specialist company who is able to fulfil the contract.
- The engineer working for Company A has previous experience of maintaining Gillingham Town Council's CCTV and their work was carried out to a high standard.
- Company A has Police clearance (so is able to view the monitors and check the quality).
- During the meeting on 16 January, Company A demonstrated an excellent knowledge of the cameras, their locations and the supporting network.
- Company A are able to carry out the work within the required timescale.
- The best available terms have been obtained.

Available funds

The following funds are available:

- Budget no 6040 – CCTV Annual Maintenance - £2,892
- Budget no 6042 – CCTV Repairs - £7,318 (including earmarked funds)
- Budget no 6044 – CCTV Cameras - £0

Quotations

- Company A can offer the Town Council an annual maintenance contract for £2,650 + VAT, which is less than the previous company.
- Company A can complete the required repairs together with installation of the 2 HD digital cameras the Council already have in stock at a cost of £2,105 + VAT.
- Company A can provide and install 3 new replacement HD digital cameras at a cost of £6,190 + VAT.

Virements

The following are requested to enable all the work to be carried out in the current financial year:

- A virement of £5,213 from budget no 6042 – CCTV Repairs to budget no 6044 – CCTV Cameras

- A virement of £977 from budget no 7611 – Health and Safety to budget no 6044 – CCTV Cameras

RECOMMENDATIONS

- **That Para. 11.1(h) of the Financial Regulations is suspended in accordance with Para 17.2 to allow a specialist company to undertake the work**
- **That a virement of £5,213 is made from budget no 6042 – CCTV Repairs to budget no 6044 – CCTV Cameras**
- **That a virement of £977 is made from budget no 7611 – Health and Safety to budget no 6044 – CCTV Cameras**
- **That an annual maintenance contract is taken out with Company A at a cost of £2,650 + VAT to be funded from budget no 6040 – CCTV Annual Maintenance**
- **That repairs together with installation of 2 in stock cameras are carried out by Company A at a cost of £2,105 + VAT to be funded from budget no 6042 – CCTV Repairs**
- **That 3 new replacement HD digital cameras are supplied and installed by Company C at a cost of £6,190 + VAT to be funded from budget no 6044 – CCTV Cameras**