



GILLINGHAM TOWN COUNCIL

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

FULL COUNCIL MINUTES

Minutes of the Full Council meeting held on **Monday 25th July 2022** at The Town Hall, Gillingham, commencing at 7.30pm.

Present:

Cllr Barry von Clemens, Deputy Mayor
Cllr Fiona Cullen
Cllr Rupert Evill
Cllr Alan Frith
Cllr Paul Harris

Cllr John Kilcourse
Cllr Val Potheary
Cllr Graham Poulter
Cllr Mark Walden
Cllr Roger Weeks

In attendance:

Town Clerk, Julie Hawkins
Projects and HR Officer, Serena Burgess

No members of the public

The following joined the meeting via MS Teams:

Michael Streeter, Gillingham and Shaftesbury News

809. 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.

810. To receive apologies for absence.

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

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

Cllr von Clemens declared a pecuniary interest in Agenda item no 14 as he is a Director and Trustee of 3 Rivers Partnership, Gillingham Community Leisure Trust and Thrive Services.

In accordance with the Code of Conduct, Cllr von Clemens confirmed that he would leave the meeting during consideration of that item and Cllr Potheary would chair the meeting for this item. Cllr von Clemens also stated that when any Council business comes before the boards of those organisations, he declares an interest and withdraws from the meeting.

812. To receive questions pertaining to the previous minutes.

There were no questions.

813. To approve the minutes as a true and accurate record of the Full Council held on 27th June 2022.

It was agreed and **RESOLVED** to approve the minutes of the meeting of Full Council held on 27th June 2022 as a true and accurate record. The Chairman duly signed the minutes.

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

It was agreed and **RESOLVED** to defer this item until after Agenda item 15.

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

a) General Purposes Committee meeting held on Monday 4th July 2022.

It was agreed and **RESOLVED** that the minutes of the General Purposes meeting held on Monday 4th July 2022 are approved and adopted.

b) Planning Committee meetings held on Monday 27th June 2022 and Monday 11th July 2022.

It was agreed and **RESOLVED** that the minutes of the Planning Committee meetings held on Monday 27th June 2022 and Monday 11th July 2022 are approved and adopted.

c) Finance and Policy Committee meeting held on Monday 18th June 2022.

It was agreed and **RESOLVED** that the minutes of the Finance and Policy Committee meeting held on Monday 18th July 2022 are approved and adopted.

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

A report was received prior to the meeting. The report was noted.

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

a) Sports and Leisure Task and Finish Group

A report had been circulated prior to the meeting. Please refer to [Appendix B](#). There were no recommendations and the report was noted.

b) The Queen's Platinum Jubilee Task and Finish Group

A report had been circulated prior to the meeting. Please refer to [Appendix C](#). There were no recommendations and the report was noted.

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

a) Town Meadow Group (Cllr Cullingford)

There was no report.

b) Chamber of Commerce and Industry (Cllr B von Clemens)

Cllr von Clemens informed members that he had attended a meeting and it was business as usual.

c) Dorset Association of Parish and Town Councils (DAPTC) Larger Town meetings (Cllr B von Clemens)

There have been no meetings.

d) Dorset Association of Parish and Town Councils (DAPTC) Northern Area meetings (Cllr Cullingford)

There have been no meetings.

e) Shaftesbury and District Transport Forum (Cllr B von Clemens)

There have been no meetings.

f) Gillingham Town Team (Cllr Frith)

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

Cllr Frith stated that he is not receiving invitations to Town Team meetings. The Town Clerk will raise this with the Town Team.

g) Gillingham Youth Centre Management Committee (Cllr B von Clemens)

There have been no meetings.

h) Blackmore Vale Rail Partnership (Cllr Walden)

There have been no meetings.

819. To consider any motions for submission by Gillingham Town Council for the DAPTC AGM in November 2022.

There were no suggestions. As the deadline is 30 September, this item will be included in the Agenda for the next Full Council meeting.

820. To receive and note an update on Dorset Council's Community Governance Review.

A report was circulated prior to the meeting and the report was noted.

The Chairman confirmed the changes for the Town Council will be an additional Councillor for the Ham Ward, a split of the Town Ward into North and South and to make changes to the parish boundary – these changes will take effect in May 2024.

Details of Dorset Council's Community Governance Review can be view on the Dorset Council website or clicking the link [here](#).

821. To receive and consider a request from Rendezvous to use the Gillingham Town Crest within their annual report.

It was agreed and **RESOLVED** to grant permission for Rendezvous to use the Gillingham Town Crest within their annual report.

822. To receive and consider a report regarding Hardings Lane Car Park.

Cllr von Clemens left the Council Chamber at 7.40pm and Cllr Potheary took over as Chairman.

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

It was agreed and **RESOLVED** that the Town Council's Financial Regulations are suspended as per section 17.2 to allow for the resurfacing of Hardings Lane Car Park as specified in this report, for the following reasons:

- There is a health and safety requirement for the car park to be resurfaced as soon as possible;
- three companies have been consulted;
- the preferred contractor is a specialist contractor who has previously carried out work for the council to a high standard and can complete the work within the required timescale.

It was agreed and **RESOLVED** that Contractor A resurfaces Hardings Lane Car Park with permeable tarmacadam (Option 2) at a cost of £30,757 ex VAT to be funded from Earmarked Reserves NL Code 5418 £23,000 and General Reserves £7,757.

Cllr von Clemens returned to the Council Chamber at 7.45pm and took over as Chairman for the remainder of the meeting.

823. To receive and note a report on the Town Council's insurance policies.

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

It was agreed and **RESOLVED** that the RSA Council Guard combined insurance premium of £20,626.13 is agreed and financed from budget no. 7609 – Combined insurance.

It was agreed and **RESOLVED** that the Fleet vehicle insurance premium of £4,031.24 is agreed and financed from budget no. 7304 – Vehicle Insurance.

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

It was agreed and **RESOLVED** that the list of payments over £10,000, as presented, are approved. Please refer to [Appendix A](#).

825. To receive and note information regarding the Local Government Disqualification Act 2022 which was made on 28 April 2022 and came into force on 28 June 2022.

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

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

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

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

A report from Cllr Belinda Ridout was circulated prior to the meeting and was noted. Please refer to [Appendix G](#)

Cllr Potheary stated there is free swimming during the school summer holidays for children under 16 living in the Dorset Council area. Booking might be necessary so please contact RiversMeet on 01747 834013 or info@riversmeetgillingham.org

For children who receive benefit-related free school meals, you can sign up for lots of free activities – see ‘Summer in Dorset’ on the Dorset Council website: https://www.dorsetcouncil.gov.uk/children-families/holiday-activities-and-food-programme?p_l_back_url=%2Fsearch%3Fq%3Dsummer%2Bin%2Bdorset

828. 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).

There were no matters pertinent.

The meeting closed at 7.50 pm

Full Council – 25 July 2022

Minute no. 824

Gillingham Town Council
Invoices and Payments Over £10,000
Author: Debra Edwards

| Invoice Date | Invoice no | Supplier | Detail | Total |
|--------------|------------|----------------------------|--|------------------|
| 21/07/2022 | 516645241 | James Hallam Council Guard | RSA Council Guard insurance Renewal 16/7/22 to 15/7/23 | 20,626.13 |
| 21/07/2022 | 516644972 | James Hallam Council Guard | Fleet Motor Insurance Renewal 16/7/22 to 15/7/23 | 4,031.24 |
| | | | Total | 24,657.37 |

Full Council – 25 July 2022

Minute no. 817a

Gillingham Town Council

Sports & Leisure Panel Task & Finish Group Report

Author: Serena Burgess, Projects and HR Admin Officer

A meeting was held on 11 July 2022

Present: Cllr Sharon Cullingford (Lead Member), Cllr Alan Frith, Cllr Graham Poulter, Cllr Barry von Clemens, Cllr Roger Weeks, Julie Hawkins (Town Clerk), Serena Burgess

Apologies: Cllr Paul Harris, Cllr John Kilcourse

1. It was agreed that Cllr Cullingford continues as Lead member.
2. Local sports clubs and schools are being invited to a workshop on 20 October. The purpose of the workshop is to determine the long-term needs for sports facilities to aid discussions with developers. A questionnaire will be sent in advance of the workshop.
3. A meeting will then be held with developers in November.
4. Next meeting – 10.00 am on 25 August 2022.

There were no recommendations.

Full Council – 25 July 2022

Minute no 817 b)

The Queen's Platinum Jubilee Task and Finish Group Report

Author: Cllr Donna Toye

Jubilee events in Gillingham were very well supported by the town and the Task and Finish Group would like to extend their thanks to everybody involved for all their hard work.

Events have been thoroughly detailed in the Town Newsletter dated June 2022.

The Task and Finish group will be meeting in the next two weeks to work through possibilities for a celebratory stone or similar.

Town Team Report for June 2022

Author: Ian Day

- Cinema Group. We have visited two newly opened Cinemas and are in the process of following up cinema and leisure related links to professionals and developers including one developer with local experience.
- BID feasibility. No reports yet available from July activity mentioned last month
- White Hart Market. This is now in an induced coma while plans (as mentioned last month) are hatched with the organisers of the existing events at Rivers Meet and the Town Meadow
- Community communications. As well as strategically placed but centrally controlled screens for event and other advertising we have raised the possibility of a centralised Gillingham app as both a notice board and a chat forum. Watch this space.
- Community links with Gillingham School are on hold until after the holidays but there is now a point person in the Leadership team to progress this.

Gillingham Town Council**JOINT REPORT by
Council Agreements and Contracts Sub-committee
and the Property and Maintenance Sub-committee****Author: Cllr Graham Poulter****Re: Hardings Lane Car Park****Background**

Councillors will recall that at an Extraordinary Full Council meeting held on 3rd November 2021, following serious flooding at RiversMeet Leisure Centre, Gillingham Town Council approved an emergency grant of £2,569 to Gillingham Community and Leisure Trust as a contribution towards the total cost of £4,569 for carrying out remedial works to prevent a recurrence of the problem (please refer to Minute no. 629).

The works were satisfactorily carried out and on the 6th December 2021 the Council Agreements and Contracts sub-committee met with Three Rivers Partnership (3RP) and RiversMeet on site to inspect the works. It became apparent that further remedial works were required to areas of the car park.

Attached at Appendix 1 is a plan showing the extent of the land owned by 3RP (the site of RiversMeet) edged red and the land owned by Gillingham Town Council (GTC) edged blue. It will be noted that virtually the whole of the car park serving RiversMeet forms part of the land owned by GTC. GTC is therefore responsible for the upkeep and maintenance of that area. GTC may be liable for any third party claims arising out of the defective state of that part of the car park which lies within its ownership.

At the meeting held on 6th December 2021 it was agreed that quotations should be sought by GTC and RiversMeet for the cost of remedial works. No specification was provided to the contractors. Obtaining quotes proved somewhat problematical, not least because of the paucity of contractors able or willing to do the work and the failure of one to respond at all.

Before quotations were received, as Councillors will recall, there was an incident in the car park causing personal injury and which was allegedly caused by the defective state of the car park. Emergency remedial works were carried out at a cost of £1,995. It is clear that action must be taken to reduce the risk of a repetition.

Quotations

The three companies chosen to supply a quotation have previously carried out work for either GTC or RiversMeet; all three are well-known and respected companies within the industry and work to high standards.

All three companies visited the site, and the specification was based on consultations with the Town Council Works Manager and/or the RiversMeet General Manager.

| | | |
|---------------------------------|--|---------|
| Contractor A Option 1 | Laying of aggregate topped by Mendip shingle. <i>2 areas which cover the whole of the car park.</i> | £15,968 |
| Contractor A Option 2 | Laying of permeable tarmacadam. <i>2 areas which cover the whole of the car park.</i> | £30,757 |
| Contractor B Option 1 | Laying of `drainable stone` with Cotswold stone on top. <i>It is not clear whether this would cover the whole car park.</i> | £18,156 |
| Contractor B Option 2 | No quotation received | |
| Contractor C Option 1 | Declined to quote | |
| Contractor C Option 2 | Declined to quote | |

The Works Manager and Lead Member of the Properties Sub-committee both have experience of working with contractors and overseeing projects involving re-surfacing. The sub-committees have considered the life span of the surface and the on-going maintenance requirements and costs, and have concluded that tarmacadam represents the best long-term value for money as the life span of such a surface is estimated at between 10-20 years with no ongoing maintenance cost. There would in addition be a 2 year warranty which would not be available with the other options. If the tarmacadam option were to be approved the existing stone would be removed and used elsewhere on Council owned property thus producing a cost saving.

Both sub-committees agree that the preferred choice is Contractor A, Option 2, for the following reasons:

- the future on-going maintenance costs of Options 1
- the longer life-span of Option 2
- the aesthetic appearance
- value for money
- Contractor A is able to provide evidence of Health and Safety and insurance requirements
- Contractor A is a specialist company
- Contractor A has previously carried out work for the town council to a high standard
- Contractor A provides a two year warranty

Financial Implications

Under the Town Council's Financial Regulations, Contractors, section 11.1 (b) there is a requirement that if the Council intends to procure or award a contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the Council shall comply with the relevant requirements of the Regulations. The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts. However, health and safety requirements mean that the work must proceed as soon as possible, and the use of the Contracts Finder website will delay the work.

Under the Town Council's Financial Regulations, Suspension and Revision of Financial Regulations, section 17.2, the council can resolve to suspend Financial Regulations if reasons for suspension are recorded and that an assessment of the risk arising has been presented in advance to Full Council.

The cost of the proposed work totals £30,757 plus VAT

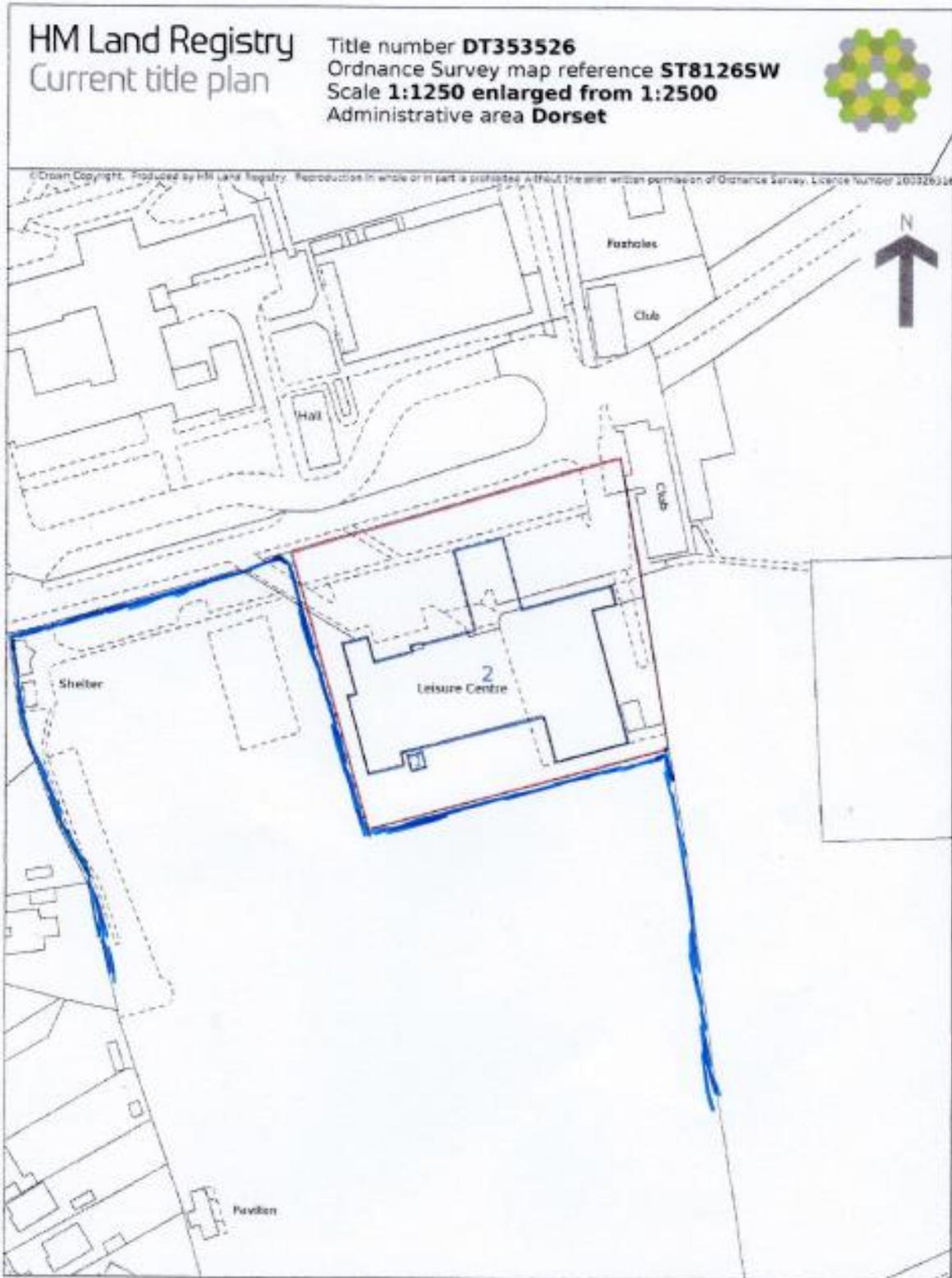
£23,000 has been earmarked for RiversMeet Car Park repairs under NL Code 5418 which leaves a funding balance of £7,757.

The sub-committees agree that £7,757 should be funded from general reserves.

RECOMMENDATIONS:

- 1. That the Town Council's Financial Regulations are suspended as per section 17.2 to allow for the resurfacing of Hardings Lane Car Park as specified in this report, for the following reasons:**
 - **There is a health and safety requirement for the car park to be resurfaced as soon as possible;**
 - **three companies have been consulted;**
 - **the preferred contractor is a specialist contractor who has previously carried out work for the council to a high standard and can complete the work within the required timescale.**

- 2. That Contractor A resurfaces Hardings Lane Car Park with permeable tarmacadam (Option 2) at a cost of £30,757 ex VAT to be funded from Earmarked Reserves NL Code 5418 £23,000 and General Reserves £7,757.**



Full Council – 25 July 2022

Minute no. 823

Gillingham Town Council

Review of Insurance Policies

Author: Debra Edwards, RFO

1. Introduction

The Town Clerk and Responsible Financial Officer met with a representative from James Hallam Council Guard Insurance on 30th June 2022 to review the Council's main Combined insurance policy and the Motor Fleet policy due for renewal on 16th July 2022.

For context on 16th July 2020 the Town Council switched its main insurance policy to RSA insurance on a three-year agreement which expires on 15th July 2023.

We have been advised that the insurance market is volatile and we plan to review our insurance renewal with the broker early in 2023 to allow time for quotations.

The Council's Motor Fleet Insurance remains with ERS for 2022/23.

2. Main Policy – Commercial Combined

The premium for the renewal of the Council's main insurance policy for 2022/23 totals £20,626.13 which includes Insurance Premium Tax of £2,207.26 and an administrative fee of £25.00. This results in an increase of 6.11% on last year's premium which totalled £19,438.69 including Insurance Premium Tax of £2,080.05 and an administrative fee of £25.00.

On the 30th June 2022 we undertook a 'Pre-renewal Review' with the broker and made minor adjustments to our insurance cover.

To summarise, the Council's Council Guard Combined insurance Schedule for 2022/23 shows an increase in value to our buildings for insurance purposes of 8.49% on the March 2022 valuation for Reinstatement.

This percentage increase in insurance value also applies to property such as street furniture, play equipment and the skatepark.

Items under All Risks have been increased in value for insurance purposes by 10.10%.
A Summary of Liability Insurance is as follows –

Employers' Liability £10,000,000

Public Liability £15,000,000

Fidelity Insurance £1,000,000

3. Motor Policy

There have been no changes to vehicles and horticultural machinery since July 2020.

After review of valuations the premium for 2022/23 totals £4,031.24 which includes Insurance Premium Tax of £429.24 and an administrative fee of £25.00.

This is below the premium for last year which totalled £4501.64 including Insurance Premium Tax of £479.64 and administrative fee of £25.00.

As previously stated, drivers of 25 and over only are permitted to drive the two Peugeot vans. All other horticultural vehicles may be driven by any driver subject to the conditions of the policy.

4. Claims

Between 16th July 2021 and 15th July 2022 there were two claims for property for damage totalling £5,557.06.

5. Financial Implications

The following budgets have been allocated for this expense:

- Budget no. 7304: Vehicle Insurance £4,945
- Budget no. 7609: Combined Insurance £21,000

There are sufficient funds within the allocated budgets to finance insurance costs.

6. Conclusions

The 2022/23 premiums remain competitive and the Council has benefited from the three year agreement with RSA for the main combined policy which ends in July 2023.

James Hallam Council Guard insurance brokers specialise in providing town and parish council insurance and continue to provide excellent service and advice.

7. Recommendations

- That the RSA Council Guard combined insurance premium of £20,626.13 is agreed and financed from budget no. 7609 – Combined insurance.
- That the Fleet vehicle insurance premium of £4,031.24 is agreed and financed from budget no. 7304 – Vehicle Insurance.

Full Council – 25 July 2022

Minute no. 825

Gillingham Town Council

Mayors Report July 2022

Friday 1st July. Stewart and I travelled to Dorchester to join the Rifles for their Bugle High Tea.

We met and engaged with the local Rifles Reserves and listened to several talks including one on the history of the bugle call. The Reserves acknowledged and thanked their employers for allowing them time off to participate in army training both locally and abroad.

Wednesday 6th July. I attended the Lunch Club's 50th Anniversary Lunch, it was lovely to meet the group and chat about 'Old Gillingham'



Friday 8th July. The Deputy Mayor, Cllr Barry von Clemens and I presented Michelle Hudson with a framed certificate to commemorate her playing the bugle at the Queen's Platinum Jubilee, Beacon Lighting, at Hardings Park. We were accompanied by Matthew, a work experience student from Gillingham School who took the photographs. I also presented the Rotary Club with a framed certificate for organising the event, and the Gussage Piper a certificate to commemorate his part in playing the Bagpipes during the lighting of the beacon.



Saturday 16th July. I attended the Gillingham Fete on the Town Meadow. The event was well attended. I would like to thank those councillors and the Town Clerk who volunteered to represent the Town Council on our stand.



In the afternoon, Stewart and I attended the Annual Lunch of the Gillingham Branch of the Devonshire and Dorset and The Rifles Regimental Association, hosted by Michael Pike at the Olive Bowl. The Olive Bowl is due to close in August which will be a sad loss for our Town. In the evening I attended the Woodwater Festival which was very well organised and well attended.

Sunday 17th July. My family and I visited Space Inflaters, the new indoor inflatable play park on the Brickfield's Business Park. We all had great fun. This will be a wonderful asset to the Town.

Full Council – 25 July 2022

Minute no. 826

**Gillingham Ward Monthly Report
Cllr Belinda Ridout – JULY 2022****Household Recycling Centre updated**

This was an informative briefing to councillors to gauge members' feedback on Dorset Council's response to the 12 week consultation on DEFRA's proposal to prevent householders being charged for the disposal of 'DIY' waste at household waste recycling centres (HRC's).

The Government is committed to stop charges at household recycling centres in an attempt to reduce fly-tipping. Officers at Dorset Council are not in agreement with this and are concerned that the changes proposed will have a significant adverse effect on the council. DC introduced charges for 'DIY' type waste in 2016 because it was felt this type of waste is commercial and cannot be classed as 'household waste' and, of course, there were those traders who constantly abused the system by pushing trade waste through the 'household' waste service, a service which tax payers pay for. Dorset Council do not get a direct income from the charges 'per se' because the waste disposal contractor takes the income from the sale of the materials. Interestingly, charging has halved the waste tonnage going to Dorset's HRC's.

Now the government are looking to amend legislation, stating that rubble, soil, plasterboard, etc are classified as 'household waste' and Local Authorities should not be making a charge for these items as long as it meets certain criteria. Essentially, DC argues that it is very difficult to prove that waste from a householder is not a tradesperson and removing charges won't decrease fly tipping because this tends to be trade waste businesses rather than residents; enforcement would be impossible and doesn't promote the waste hierarchy. Charging for non-household waste can have a positive impact in terms of waste prevention because it makes people re-think about their waste, eg. re-use, rather than paying for its disposal. DC will be recommending that the government work with councils to tackle the root causes of fly tipping with a cap on charges rather than a complete ban.

The current system allows genuine householders the flexibility to dispose of their DIY waste at a very low cost (much lower than private charges). If the proposals do come into force, it was thought that a booking system may be a good idea to stop trade waste abuse. DC is looking to bring in ANPR (automatic number plate recognition) to tighten up on trade abuse. Members were generally in agreement with the response.

Recycling Reminder - residents in North Dorset will shortly be receiving a postcard recycling reminder. This will updated residents about Dorset Council's recycling service and catch those who have recently moved to the area. The reminder will help reduce contamination (putting the wrong things in the recycling bin), something which is increasing and impacts on the cost of waste disposal.

Summer Fun at Gillingham Library

From 2nd July, children aged 4-11 can visit any Dorset library to meet six fictional 'Gadgeteers' and to get involved in a science and innovation themed Summer Reading Challenge. The characters, brought to life by children's writer and illustrator, Julian Beresford, will help to spark children's curiosity about the world around them, to understand the science behind a whole range of interests, from fashion and technology to cooking and music. Further information on the Dorset Council webpage: Library Activities for Children or visit Gillingham library, which holds regular activities for children throughout the year.

Also, free summer fun for people with SEND (Special Educational Needs) aged 16-25. Fun days, workshops, sports and youth club hang-outs. Activities are free of charge but need to be booked independently, contact details available through your SEND contact with Dorset Council.

New Ways to Contact Housing

Ward councillors have been asked to share this information. People most needing urgent housing help are being better prioritised with new points of contact and a triage system, with just one number and two email addresses, to make the service more efficient. **01305 221000 is the new single number for housing support.** From here people can choose housing register (social housing), homelessness support or general housing advice. Two email addresses, one for the housing register: dorsetcouncilhomechoice@dorsetcouncil.gov.uk and one for housing advice and homelessness: housinghelp@dorsetcouncil.gov.uk, are now available. The existing addresses and phone numbers will be phased out gradually and all communication to them will be responded to.

PSPO (Public Spaces Protection Order)

For information, this new order came into effect 1st July, preventing people lighting fires, including BBQ's, fireworks, lanterns and campfires in many areas across Dorset. This follows a severe forest fire in Wareham Forest two years ago and injuries and safety concerns caused by BBQ'S, particularly along the coastline and public spaces.

There is clear signage at the areas where the PSPO applies. Our nearest PSPO is Castle Hill public open space, on the northern slope of Shaftesbury.

Cllr. Belinda Ridout, Councillor for the Gillingham Ward

Cllrbelinda.ridout@dorsetcouncil.gov.uk 07496413114

For those residents not on line, 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>