



GILLINGHAM TOWN COUNCIL

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

FULL COUNCIL MINUTES

Minutes of the Full Council meeting held on **Monday 26th September 2022** at The Town Hall, School Road, Gillingham, commencing at 7.30pm.

Present:

Cllr Sharon Cullingford, Mayor
Cllr Barry von Clemens, Deputy Mayor
Cllr Fiona Cullen
Cllr Rupert Evill

Cllr Alan Frith
Cllr Mick Hill
Cllr Val Potheary
Cllr Donna Toye

In attendance:

Town Clerk, Julie Hawkins
Assistant Town Clerk, Jill Ezzard
Mayor's Secretary, Joanne Howes

2 members of the public

The following joined the meeting via MS Teams:

Michael Streeter, Gillingham and Shaftesbury News

Prior to the start of the meeting a minute's silence was held in remembrance of HM Queen Elizabeth II, the late Elizabeth Kendall, Freeman of Gillingham and the late Phil Knott, retired General Manager of Gillingham Town Council.

847. 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.

848. To receive apologies for absence.

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

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

There were no declarations of interest.

850. To receive questions pertaining to the previous minutes.

There were no questions.

851. To approve the minutes as a true and accurate record of the Full Council meeting held on 22nd August 2022.

It was agreed and **RESOLVED** to approve the minutes of the meeting of Full Council held on 22nd August 2022 as a true and accurate record. The Chairman duly signed the minutes.

852. 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, as presented, is approved.

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

Details of a payment had been circulated prior to the meeting. Please refer to [Appendix B](#)

It was agreed and **RESOLVED** that the payment, as presented, is approved.

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

Details of a payment had been circulated prior to the meeting. Please refer to [Appendix C](#)

It was agreed and **RESOLVED** that the payment, as presented, is approved.

855. To receive any requests for virement of budgets, if any.

There were no requests for virements of budgets.

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

a) General Purposes Committee meeting held on Monday 5th September 2022.

It was agreed and **RESOLVED** that the minutes of the General Purposes meeting held on Monday 5th September 2022 are approved and adopted.

b) Planning Committee meeting held on Monday 22nd August 2022.

It was agreed and **RESOLVED** that the minutes of the Planning Committee meeting held on Monday 22nd August 2022 are approved and adopted.

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

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

858. To disband The Queen's Platinum Jubilee Task and Finish Group.

Cllr Toye, Lead Member of The Queen's Platinum Jubilee Task and Finish Group asked if any remaining funds could be put towards a commemorative stone in remembrance of HM the Queen.

Cllr Potheary suggested that the remaining funds in the Jubilee budget could be put towards the town's Coronation celebrations.

Following a discussion, it was agreed and **RESOLVED** that, after funding a commemorative stone for HM Queen Elizabeth, any remaining funds in the Jubilee budget should be used for the town's Coronation celebrations.

It was agreed and **RESOLVED** that The Queen's Platinum Jubilee Task and Finish Group is disbanded and a Task and Finish Group is set up by the General Purposes Committee to organise a commemorative stone in remembrance of HM the Queen.

859. 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 informed the meeting that a workshop with local sports clubs has been arranged to take place at the Town Hall on 20th October to discuss future sports requirements in Gillingham. Please contact the Town Clerk if you wish to attend.

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

a) Town Meadow Group (Cllr Cullingford)

Cllr Cullingford informed the meeting that the Town Meadow Group has had a good summer with lots of events, including theatre productions, crazy golf, river dipping and a craft market. Cllr Cullingford reminded members that the fair would be at the Town Meadow during Gillingham Carnival week. Future events include the Wave of Light and the Christmas Lights Switch-on event.

Cllr Cullingford thanked Cllr Poulter for his work with the Petanque Course which has been funded by Section 106 developer funds and will shortly be completed.

b) Gillingham Town Team (Cllr Frith)

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

c) Gillingham Youth Club

A report had been circulated prior to the meeting. Please refer to [Appendix E](#).
Cllr von Clemens informed the meeting that it has been a busy summer at the Youth Club and gave thanks to Tony Nye and the team. The report was noted.

d) Blackmore Vale Rail Partnership (Cllr Walden)

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

861. To receive the External Auditor’s report and certificate, section 3 (Part 3 Annual Governance and Accountability Return (AGAR)) for the year end 31st March 2022 and agree to carry out the following: prepare a “Notice of Conclusion of Audit” which details the rights of inspection in line with the statutory requirements. Publish the “Notice” along with the certified AGAR (sections 1, 2 and 3) before 30th September 2022 which must include publication on the town council’s website.

Details of the External Auditor’s report were circulated prior to the meeting and are available to view on the Town Council’s website, [click here](#).

It was agreed and **RESOLVED** to prepare a ‘Notice of Conclusion of Audit’ detailing the rights of inspection, in line with the statutory requirements.

It was agreed and **RESOLVED** to publish the ‘Notice’ along with the certified AGAR (sections 1, 2 and 3) before 30th September 2022.

The Chairman thanked the RFO and the Town Hall team for their work in achieving a good report.

862. To consider and agree a schedule of charges for FY2023/24.

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

It was agreed and **RESOLVED** to approve the schedule of charges for FY2023/24, as presented.

863. To receive and consider a report regarding a Civility and Respect Pledge.

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

It was agreed and **RESOLVED** that, subject to the adoption of a Dignity at Work Policy, Gillingham Town Council agrees the statements, as presented, and signs up to the Civility in Public Life Pledge.

864. To review and adopt the following draft policies.

a) Subject Access Request Policy

A copy of a draft Subject Access Request Policy had been circulated prior to the meeting.

It was agreed and **RESOLVED** that the draft Subject Access Request Policy, as presented, is approved and adopted.

b) Data Breach Policy

A copy of a draft Data Breach Policy had been circulated prior to the meeting.

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

c) Data Protection Policy

A copy of a draft Data Protection Policy had been circulated prior to the meeting.

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

d) Information Security Policy

A copy of a draft Information Security Policy had been circulated prior to the meeting.

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

e) Allotments Policy

A copy of a draft Allotments Policy had been circulated prior to the meeting.

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

f) Dignity at Work Policy

A copy of a draft Dignity at Work Policy had been circulated prior to the meeting.

It was agreed and **RESOLVED** that the draft Dignity at Work Policy, as presented, is approved and adopted.

865. To consider and approve the following draft Privacy Notices:

a) Workforce Specific Privacy Notice

A copy of a draft Workforce Specific Privacy Notice had been circulated prior to the meeting.

It was agreed and **RESOLVED** that the draft Workforce Specific Privacy Notice, as presented, is approved and adopted.

b) Job Applicants Privacy Notice

A copy of a draft Job Applicants Privacy Notice had been circulated prior to the meeting.

It was agreed and **RESOLVED** that the draft Job Applicants Privacy Notice, as presented, is approved and adopted.

866. To review and adopt the Record of Processing Activities (RoPA).

A draft record of processing activities report had been circulated prior to the meeting.

It was agreed and **RESOLVED** that the draft Record of Processing Activities (RoPA), as presented, is approved and adopted.

The Chairman thanked the Projects and HR Administration Officer for her work on the document.

867. To receive, consider and approve the draft Quarterly Newsletter (Autumn Edition), prior to circulation.

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

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

868. 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 I](#). The report was noted.

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

A report by Cllr Belinda Ridout had been circulated prior to the meeting. Please refer to [Appendix J](#). The report was noted.

A report was presented by Cllr Val Potheary. Please refer to [Appendix K](#). The report was noted.

870. To receive matters pertinent to this meeting. Note: Members are advised that inclusion of any item is at the Chairman's discretion and that a Council cannot lawfully decide upon any matter which is not specified in the summons (agenda).

- a) The Town Clerk reminded members that Dorset Council are planning some further engagement sessions between Dorset Council's Planning Service and the town and parish councils. The first of these for the Northern Committee Area will take place in the Corn Exchange, Dorchester at 2pm on Tuesday 18th October. Places are limited to two per council. Any councillor interested in attending should contact the Town Clerk.
- b) The Town Clerk referred to Footpath no. N64/84 which crosses the B3081 at Le Neubourg Way (between Waitrose and Church View) and informed members that the southern section of the footpath has been re-numbered as Footpath N64/91. As this is merely a numbering exercise and there is no change to the path on the ground, this does not need a legal order.
- c) The Town Clerk informed members that Gillingham Carnival Committee has written to the Council to enquire whether councillors and/or staff can spare around an hour on Sunday 9th October to assist with counting the street collection. Further information is available from the Town Council office.

The meeting closed at 8.18 pm

Full Council – 26 September 2022

Minute no. 852

Gillingham Town Council
Bank Payments August 2022

Row	Ref	Supplier	Date	Details	Amount paid (including VAT where applicable)
1	11544	CCTV wayleaves	01/08/2022	3 x CCTV wayleave payments to residents	390.00
2	11543	Dorset Council	01/08/2022	Non Domestic rates Roman Court monthly	1,446.00
3	11542	Dorset Council	01/08/2022	Non Domestic rates Town Hall monthly	811.00
4	11541	Dorset Council	01/08/2022	Non Domestic rates Cemetery monthly	429.00
5	11540	Dorset Council	01/08/2022	Non Domestic rates Town Bridge office monthly	135.00
6	11539	Dorset Council	01/08/2022	Non Domestic rates Chantry Office monthly	127.00
7	11538	Dorset Council	01/08/2022	Non Domestic rates Public WC monthly	18.00
8	11547	PWLB	04/08/2022	Loan payment for Play Area	4,796.15
9	11559	Dorset Council	08/08/2022	Monthly HMRC & Pension July 2022 payroll	16,250.48
10	11558	Right Fuel	08/08/2022	Esso fuel	169.38
11	11532	Western Workshop	08/08/2022	Materials	30.66
12	11531	TF Builders	08/08/2022	Garden waste	258.00
13	11530	Sydenhams	08/08/2022	Materials	194.07
14	11529	SLCC	08/08/2022	Staff training	75.80
15	11528	Screwfix	08/08/2022	Materials	56.67
16	11527	Peter Jackson	08/08/2022	Replacement cross cemetery	60.00
17	11526	Octopus Personnel	08/08/2022	Temporary Gardener (combined weekly invoices)	1,216.96
18	11525	L&A Agency Services	08/08/2022	Company search	48.00
19	11524	Lee Holmes	08/08/2022	Machine repairs	58.63
20	11523	EG Coles	08/08/2022	Machine repairs	159.85

21	11522	DCM Tyres	08/08/2022	Tyres for van and water bowser	315.60
22	11521	Brunel Occupational Health	08/08/2022	Staff welfare	484.50
23	11520	Gillingham Youth Club	08/08/2022	Youth Leader monthly	700.00
24	11519	Amazon	08/08/2022	Cool bags Grounds staff and materials	58.76
25	11789	Kingsmere Surfacing	15/08/2022	Deposit for Riversmeet Car Park surfacing	14,763.36
26	11788	JW Services	15/08/2022	Bin Emptying and cleaning of High Street toilet	1,356.50
27	11787	EG Coles	15/08/2022	Machine repairs	3,911.85
28	11786	DAPTC	15/08/2022	Councillor training	60.00
29	11785	Designjam	15/08/2022	Website maintenance monthly	102.00
30	11784	The Blackmore Vale Magazine	15/08/2022	Councillor vacancy advert	203.52
31	11783	Aqua Cleaning	15/08/2022	Monthly hygiene services	91.00
32	11782	Amazon	15/08/2022	Civic ribbons	20.77
33	11781	Youth Resource Services	15/08/2022	Outreach work monthly	441.67
34	11780	Tudor	15/08/2022	Materials	86.52
35	11779	Sydenhams	15/08/2022	Materials	21.56
36	11778	SLCC	15/08/2022	Staff training	18.00
37	11777	PPL PRS Ltd	15/08/2022	PRS & PPL licence for Town Meadow	415.61
38	11776	Plant World	15/08/2022	Bedding plants and materials	128.53
39	11775	Lyreco	15/08/2022	Stationery	7.46
40	11764	SSE	15/08/2022	Public Toilets Electricity quarterly	63.91
41	11763	SSE	15/08/2022	Unit 1b Elect Roman Court quarterly	127.08
42	11811	Sage	16/08/2022	Monthly Sage Accounts & Payroll	153.00
43	11856	SSE	22/08/2022	Gas Town Hall monthly	12.00
44	11846	Lee Holmes	22/08/2022	Wessex Flail Collector	10,374.00
45	11845	Western Workshop	22/08/2022	Materials	205.14
46	11844	Sydenhams	22/08/2022	Materials	51.25
47	11843	Shirts & Signs	22/08/2022	Riversmeet car park closure signs	364.80
48	11842	Screwfix	22/08/2022	Safety specs	17.94
49	11841	Octopus Personnel	22/08/2022	Temporary Gardener	677.10
50	11840	NALC	22/08/2022	Staff training	51.71

51	11839	Mole Country	22/08/2022	Soil, materials, clothing	244.35
52	11838	Employ my Ability	22/08/2022	Plants and pots	35.03
53	11837	DAPTC	22/08/2022	Staff and Councillor training	120.00
54	11836	David Harness	22/08/2022	Tree work Rolls Bridge & Church View	438.00
55	11835	Councillor Expenses	22/08/2022	Councillor expenses	25.20
56	11871	OPUS	25/08/2022	Electricity various buildings July 2022	151.22
57	11870	Vodafone	25/08/2022	Internet Town Bridge office	10.92
58	11944	ACAS	26/08/2022	Staff training	115.00
59	11932	Petty cash	26/08/2022	Petty Cash float top up	42.77
60	11902	Talk Talk	26/08/2022	Internet Chantry & Roman Court	64.74
61	11897	Staff expenses	26/08/2022	Staff subsistence Awards Event	11.80
62	11896	Staff expenses	26/08/2022	Staff subsistence Awards Event	18.45
63	11895	Staff expenses	26/08/2022	Staff subsistence Awards Event	17.95
64	11894	Staff expenses	26/08/2022	Staff subsistence Awards Event	14.60
65	11893	AAT	26/08/2022	Staff AAT membership fees Annual	126.00
66	11891	British Gas	26/08/2022	Electricity CCTV Harding's Park monthly	45.01
67	11943	PWLB	31/08/2022	Loan payment for Roman Court	9,793.00
68	11942	Net pay	31/08/2022	Net pay August 2022 payroll	23,176.96
				Total	96,466.79

Full Council – 26 September 2022

Minute no. 853

Gillingham Town Council

Bank Payments £5,000 - £9,999 – August 2022

Date Paid	Payee	Detail	Total Including VAT where applicable
31/08/2022	Public Works Loan Board	Loan payment for Roman Court	£9,793.00

Full Council – 26 September 2022

Minute no. 854

Gillingham Town Council
Bank Payments £10,000 and over – September 2022

Invoice Date	Supplier	Detail	Total including VAT where applicable
02/09/2022	Kingsmere Surfacing Ltd	60% Balance for Car park resurfacing Riversmeet/Harding's, agreed Full Council 25/7/22 Minute 822	£22,145.04

Full Council – 26 September 2022

Minute no. 860b

Town Team Report for August/September 2022

Author: Ian Day

Presented by: Cllr Alan Frith

- Cinema Group. Meeting with potential developer now delayed until October due to availability of participants.
- BID feasibility. Further communication initiatives to ensure maximum participation by Gillingham businesses in the study (paused over the holiday period) is now underway.
- Events – working to establish a Spring Fair on the Town Meadow.
- Community links with Gillingham School. Pleased to report that a number of initiatives are underway including more access to School events for the whole community not just parents. Also exploring opportunities for school talent – artistic and performance – to be showcased elsewhere in the Town.

Full Council – 26 September 2022

Minute no. 860c

Gillingham Youth Club Report

Author: Cllr Barry von Clemens

Date of meeting: 7 September 2022

The Team at Gillingham Youth Club team have delivered the following service over the summer months:

The team has continued with their regular term time programme of the weekly sports sessions at RiversMeet on Tuesday evenings (for all ages) and the Wednesday and Thursday evening sessions (Year 8+ on Wednesday evenings and Years 6 and 7 on Thursday evenings) at the youth club. They have also delivered a summer programme which consisted of 5 weeks of sessions for Year 5 (Monday mornings), Year 6 (Friday mornings) Year 7+ (Wednesday evenings) and 2 one week drama projects.

Year 8+ Wednesday evening session – numbers for these sessions remain constant. In September the team will promote these sessions at the schools and on social media.

Year 6 and Year 7 Thursday evening session – numbers at this session have also stayed consistent. The new young leaders have begun to 'bed in' which has enabled the team to develop a larger programme each week in addition to our usual offer, for example they ran a pool tournament one week.

Summer Programme

During the period of the summer programme the team worked with a total of 64 different young people across the summer, of whom 33 were new to the club. Total attendances across all of the activities were 153 this summer.

As a result of a conversation with the secondary school, the team have been asked to deliver a 2-day leadership training course to the 6th Form Council.

It is hoped that the school will ask the team to deliver more training which will enable the club to promote the youth club and all that they do to a wider audience.

In the coming months the team hope to explore with the Medical Practice how they can continue to develop the relationship between them and the youth club.

Full Council – 26 September 2022

Minute no. 860d

Blackmore Vale Community Rail Partnership Report

Author Cllr. Mark Walden

The board had a meeting on the 14th of September. Regretfully, I had to send my apologies due to work commitments, but I did have the chance to speak to them prior to the meeting and sent my best wishes.

After the passing of Her Majesty The Queen, the Chair made some touching comments and was very quick to acknowledge the visit she made to Gillingham Station and meeting the charming residents of the town. This really highlighted just how important Gillingham Station is to our community and those travelling from the West Country to the Capital.

You don't need to survey the news for long to notice the unprecedented disruption our rail line has experienced over the last few months from strikes to the hot weather. It has caused a lot of travellers and indeed rail staff on the line to become ever more unhappy with the service and despite all of this, the volunteers and everyone involved have done a tremendous job amongst these challenges to make sure our stations remain thriving and a happy environment.

As such, it's rather fitting that The Castle Garden Centre at Sherborne have kindly sponsored an awards ceremony on the 19th of October. I have expressed an interest in attending this and awaiting confirmation, subject to spaces.

I have also sent through the Chairman's report for the Council's consideration and would be happy to answer any questions.

Blackmore Vale Partnership Chairman's Report

The passing of Queen Elizabeth has come as a shock to us all, and of course we are aware of the personal sadness that will be felt by her close family, and of course to the wider population.

I have always been full of admiration for the way that the Queen, and indeed her family, have carried out the exhausting task of meeting people from all walks of life always with a smile, always showing an interest, and giving advice and encouragement unceasingly. I recall the visit of the Royal Family to visit their children at Port Regis, by train to Gillingham, with a very smart class 47 on the front of the train, we have all seen the pictures,

Information redacted by GTC.

Could it be true I wonder, the frequently made comment that The Queen was rarely able to enjoy local scents, and everything always smelt of fresh paint.

It has been a great privilege to meet so many people across the region whilst assessing the work carried out by hundreds of volunteers from our station groups not just on the stations, but out into the wider communities as well. So diverse, so interesting, but above all making a difference for those who live and work in those communities, promoting the stations as the heart of the community. What shone through everywhere, was the camaraderie throughout the groups, really helping to rebuild normality after the trials of Covid.

So well done everyone, thank you for making the visiting teams so welcome, and a really special thank you to Caroline for putting it all together, and ensuring that everyone was in the right place at nearly the right time.

Speaking of right time, oh my goodness, have we ever seen so much disruption to our train service, strikes, hot weather, short staff, broken rails, those horrible Basingstoke terminators that everyone really dislikes. And there seems no end to it, such a shame, as this is such a potentially busy railway, as anyone trying to get on a three coach train in the middle of the day will verify, and as for the poor staff, having to take so much flak from disgruntled passengers, as one guard said to me the other day "we are the forgotten line" thank goodness that despite all that has gone on, you all do your best to brighten up the travelling experience for our station users.

We are looking forward to the awards ceremony in October kindly sponsored by The Castle Garden Centre at Sherborne, Caroline has been keeping you updated, it should be a lovely event.

Our partnership working with local communities is coming on nicely, it is providing a great opportunity to share skills and expertise, progressing initiatives that otherwise may not be so achievable, it's a win win situation all round.

Customer surveys are coming in slowly, we are keeping them active for a little longer, there are plenty of positive comments, but the main concerns are access to ticket offices, lack of catering, and above all, lack of any kind of timetables on the stations. Even if printed ones are off the menu, at least a poster at a decent vantage point on the stations would be really useful. We see them being really useful on the Heart of Wessex line stations, so why not us, it's what our passengers are asking for.

Due to staffing issues at Shaftesbury Town Council, to whom we are of course grateful for all they do, the accounts are not yet ready for presentation to an AGM, so we took the decision to make this meeting a general one, and the next one the AGM, hopefully you won't mind too much.

As it is with Caroline, I am always here to help if I can with any issues, I will always respond, but in the evenings, as I deal with my community 'stuff' after work, so you should always have a response when you turn on your device in the morning.

Thank you for all you do, you are all great people,

Derek

Full Council – 26 September 2022

Minute no. 862

Gillingham Town Council

Proposed schedule of charges for FY2023/24

Author: Julie Hawkins, Town Clerk

A draft schedule of charges for FY2023/24 is listed below for members consideration and approval.

For information, the Office for National Statistics (ONS) produces data and statistics to support decision-makers.

The ONS states that the Consumer Prices Index (CPI) rose by 9.9% in the 12 months to August 2022, down from 10.1% in July.

The Retail Price Index (RPI) is an older measurement of inflation that is still published because it is used to calculate cost of living and wage escalation; however, it is not considered an official inflation rate by the government.

Please note that cemetery charges apply to Gillingham residents who have lived in Gillingham within the last 5 years. Charges for non-residents will be doubled.

Item	Charge FY2022/23	Proposed Charge for FY2023/24	% increase	Comments
GILLINGHAM CEMETERY				
Interments				
Children up to and including 17 years	No Charge	No Charge	0%	
Adult Burial Interment	£100.00	£110.00	10%	
Cremated Remains	£45.00	£50.00	10%	
Children under 1 year	No Charge	No Charge	0%	
Purchase of Exclusive Rights of Burial Grave Space (99 Years)				
Children 1 year up to and including 17 years - Ashes	£40.00	£44.00	10%	

Children 1 year up to and including 17 years - Burial	£75.00	£83.00	10%	
Item	Charge FY2022/23	Proposed charge for FY2023/24	% increase	Comments
Adult Single Depth Grave	£140.00	£154.00	10%*	
Adult Double Depth Grave	£180.00	£198.00	10%*	
Cremated Remains (Maximum 2 interments per grave space)	£95.00	£105.00	10%*	
Memorials				
Headstone (with first inscription) including flush stone base Maximum 3ft 6" High	£100.00	£110.00	10%*	
Second inscription on existing headstone	£30.00	£33.00	10%*	
Memorial Book	£80.00	£88.00	10%*	
Flat stone, wedge, or memorial tablet for a burial plot not to exceed 2ft x 2ft	£70.00	£77.00	10%*	
Flat stone, wedge, or memorial tablet for cremated remains plot not to exceed 1ft 6"	£50.00	£55.00	10%*	
Fixed vase, (per item)	£25.00	£28.00	10%*	
Kerbing	£150.00	£165.00	10%*	
Kerbing with Sealing Stone	£200.00	£220.00	10%*	
Miscellaneous Cemetery Charges				
Excavating and preparation of an ashes grave	£60.00	£66.00	10%*	
Use of the cemetery chapel	£40.00	Remove	---	Chapel not available as floor is unsafe
Search of burial records	£20.00	£22.00	10%*	
Transfer of Exclusive Right of Burial (no new documentation sent)	No Charge	No Charge	0%	
Transfer of Exclusive Right of Burial (new documents issued)	£15.00	£17.00	10%*	

**Increase rounded up to the nearest pound*

Item	Charge FY2022/23	Proposed charge for FY2023/24	% increase	Comments
ALLOTMENT CHARGES				
Cemetery Road Allotment Gardens				
Full Size Plot	£35.00	£35.00	0%	
Half Size Plot	£20.00	£20.00	0%	
Smaller Plots - Plot 9a and 9b	£12.50	£12.50	0%	
Park Farm Allotment Gardens				
Half Size Plot	£20.00	£20.00	0%	All plots are half size.
ROOM HIRE CHARGES				
	Charge FY2022/23	Proposed charge for FY2023/24	% increase	Comments
Civic Hall (Per session)	£100	£110	10%	
Chantry Community Office (Per session)	£15	£16.50	10%	£6.50 discount for non-profit making groups
Town Bridge Community Office (Per session)	£15	£16.50	10%	£6.50 discount for non-profit making groups
Cleaning Fee	£15	Nil	-100%	Charge introduced due to COVID – no longer required
Utility Fee (Per session)	---	£1.50	100%	To cover cost of electric and water
Registration Office and other facilities used by Dorset Council Registration Service at Gillingham Town Hall	£2,150 Plus 12.5% contribution towards relevant utilities and other outgoings	£2,351.57 Plus 12.5% Service charge contributions of actual expenditure incurred by GTC as landlord to previous year	5%	As per lease. 01 April to 31 May 2023 – £2,257.50 ÷ 12 x 2 = £376.25 5% pa increase in rent from 1/6/2023 = £2,370.38 ÷ 12 x 10 = £1,975.32 £376.25 + £1,975.32 = £2,351.57

STREET CLEANING				
Street cleaning on behalf of Dorset Council	£9,000	Nil	N/A	Agreement with Dorset Council ceased 01.04.22.
VERGE CUTTING				
Verge / footpath cutting on behalf of Dorset Council Highways Authority	£4,007	£4,480 +£ 130	11.8%	Agreement states that price increases shall be capped at a maximum of the Retail Price Inflation (RPI) increase for June of that year. RPI inflation was 11.8% in June 2022 (Index: 340.0). £130 for agreed ROWs.

PRINTING CHARGES	Charge FY2022/23	Proposed charge for FY2023/24	Comments
A4 Black and White Single Sided	7p	10p	In line with Gillingham Library
A4 Black and White Double Sided	11p	15p	
A4 Colour Single Sided	13p	50p	In line with Gillingham Library
A4 Colour Double Sided	15p	95p	
A3 Black and White Single Sided	13p	20p	In line with Gillingham Library
A3 Black and White Double Sided	15p	35p	
A3 Colour Single Sided	17p	£1	In line with Gillingham Library
A3 Colour Double Sided	21p	£1.95	

Gillingham Town Council

Civility and Respect Pledge

Author: Town Clerk

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

Civility means politeness and courtesy in behaviour, speech, and in the written word. Gillingham Town Council prides itself in being a friendly, kind, and caring council. Employees and members of Gillingham Town Council listen and pay attention to others, they have consideration for other people's feelings, they follow protocols and rules, show appreciation and are generally kind and caring individuals who genuinely want to make a difference to the town.

By signing up to the civility and respect pledge Gillingham Town Council will be demonstrating that the council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires the council to register and agree to the following statements:

- The Council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.
- The Council has committed to training councillors and staff.
- The Council has signed up to Code of Conduct for councillors.
- The Council has good governance arrangements in place including, staff contracts, and a dignity at work policy (Please see agenda item no. 18f).
- The Council will commit to seeking professional help in the early stages should civility and respect issues arise.
- The Council will commit to calling out bullying and harassment when it happens.
- The Council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme.

The map shows councils that have already signed up to the Civility and Respect Pledge.



Recommendation:

- **That subject to the adoption of a Dignity at Work Policy, Gillingham Town Council agrees the statements, as presented, and signs up to the Civility in Public Life Pledge.**

Full Council – 26 September 2022

Minute no. 868

Gillingham Town Council

Mayor's Report – September 2022

Author: Cllr Sharon Cullingford

I was saddened to hear that Her Majesty the Queen passed away on 8th September 2022.

HM The Queen has ruled for longer than any other Monarch in British history and her reign saw her travel more widely than any other Monarch in British History.

HM The Queen was a constant presence, carrying out her duties with grace and dedication providing unfaltering public service until her passing. A sovereign who lived her promise to the very end.

Rest in Peace your Majesty and Thank you for your devotion and service to your country and commonwealth.

Mayoral Engagements – September 2022

During the past month I have attended the first Rugby match of the season to see North Dorset win against Guys Marsh Team. Thank you to North Dorset Rugby Football Club for the warm welcome and congratulations on your win.

On 8th September we received the sad news of the passing of Queen Elizabeth.

On 9th September, myself, the Deputy Mayor, Town Clerk and Mayor's Secretary visited the Parish Church of St Mary the Virgin to light a candle in memory of HM the Queen. I also laid flowers at the Oak Tree in Gillingham High Street in memory of our Queen.

On 10th September at 1pm, myself and the Town Clerk accompanied Connor O'Brien, a 16-year-old past student at Gillingham School who will shortly joining the Royal Navy, to raise the flag to full mast for 24 hours to coincide with the reading of the Principal Proclamation.

On 11th September at 10.00am, myself and the Deputy Mayor with consort Cllr Alison von Clemens attended Communion at the Parish Church of St Mary the Virgin. At 1pm I attended the lowering of the flag to half Mast.



At 2pm, residents of Gillingham joined Freeman and members of Gillingham Town Council for the reading of the Proclamation. Revd Canon Peter Greenwood, Revd Eve Pegler and Curate Angus Mayhew read out prayers. I was honoured to read the Proclamation of the Accession of HM King Charles III to those present and proud to hear Gillingham Town Band who played "God Save The King". Thank you to everyone who made this historic moment so special.



At 2.30pm I attended The Civic Church Service with the Deputy Mayor, Town Clerk and Councillors, to reflect on the passing of our Queen.

On 14th September the Deputy Mayor and I visited Fernbrook Lodge Care Home to sign their Book of Condolence and to visit the residents to hear their stories and memories of Her Majesty Queen Elizabeth.

On 15th and 16th September, the Deputy Mayor and I visited The Malthouse Care Home and The Mellows Care Home where we offered support and comfort to the residents. I was honoured to plant a tree in memory of The Queen at The Mellows.

The Malthouse

The Mellows

Planting the tree

The Mellows



Gillingham Ward Monthly Report**Cllr Belinda Ridout – September 2022**

The passing of Her Majesty Queen Elizabeth II has given us great cause to pause and reflect upon the reign of such a remarkable lady. I was very privileged to have been in Her Majesty's presence at a garden party at Buckingham Palace in my mayoral year 2017. I, like so many, feel a great sense of loss, which was echoed by a very moving service at St. Mary the Virgin Church, Gillingham to commemorate the life and service of Her Majesty Queen Elizabeth II. Previous to the service, there was the reading of the Proclamation of the Accession of HM King Charles III by the Mayor of Gillingham, Cllr Sharon Cullingford, adjacent to the Town Bridge in the High Street. Contrasting events, with mixed emotions, but both well attended.

God Save The King!

Please note: All Council committee meetings have been postponed for two weeks to take into account the Local Government Act 1972 notice requirements which state that days of mourning cannot be counted as part of the notice time when publishing agendas.

Landlords to help the Council – landlords are being encouraged to work with Dorset Council to give families a stable home, improve the quality of properties and benefit by having access to a dedicated service. There is high demand for available homes from families in the council area and landlords who sign up and commit to making their property safe and good quality can get specialist advice and discounts as a result. For more information or to sign up to the Landlord Local Authority Partnership, visit: Advice for Landlords on the Dorset Council website.

Free School Meals – just a reminder to everyone in these difficult financial times. If people receive certain benefits, their child could be eligible for free school meals. An Easy Checker can help people find out if they are eligible and potentially save up to £450 per year, plus additional funding available of up to £1,385 per year with the Pupil Premium. Visit the Free School Meals Checker on the Dorset Council website.

Adult Social Care Drop-in Events – there is an opportunity for residents to speak with senior officers of the Adult Social Care Leadership team, the Portfolio holder and Cabinet lead for Adult Social Care and Health and local ward councillors to help inform and shape adult social care provision over the next 5-10 years. New Adult Social Care Strategies have been published that will shape the future of commissioning services. The drop-in sessions will explore different aspects of those strategies:

- Overarching Strategy – details of main priorities and plans;
- A Better Life for Older People – care homes, accommodation, home care and day services;

- A Better Life for Working Age Individuals with Care Needs – plans to support learning disability, autism, mental health, accommodation, birth to settled adulthood, day services and more.
- A Better Life for Carers – supporting unpaid carers.

The sessions will comprise of workshops with interactive discussions and drop-in sessions for those preferring a shorter informal conversation about their needs and aspirations and the council's proposals. Our local drop-in event will take place on **Friday, 28th October at the North Dorset RFC**, Slaughtergate, Longbury Hill Lane, Gillingham SP8 5SY between 9am and 12.30pm.

Cllr. Belinda Ridout, Councillor for the Gillingham Ward

Cllrbelinda.ridout@dorsetcouncil.gov.uk 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 Dorset Council meetings can be found on the Dorset Council website: <https://www.dorsetcouncil.gov.uk>

Gillingham Ward Monthly Report**Cllr Val Potheary – September 2022****Bus Services**

The Dorset Bus Service Improvement Plan (BSIP) proposals did not receive any funding from the Department of Transport in the latest round of funding. The council remains committed to delivering bus improvements working closely with local bus operators through the new Enhanced Partnership but will be doing so working within existing budgets.

Currently the council is taking a fresh look at its supported services to identify new ways to better meet local needs. Service 6 in West Dorset is the first route to be retendered and is a pilot for retendering other supported routes in future.

The council is in the process of refreshing the BSIP and plan, to have a draft by the end of October. This will then be taken through committee and cabinet for approval and publication in the early part of 2023.

The Dorset Suicide Prevention Group has launched a 'Within Reach' Rural Mental Health Campaign – focussed on the Marshwood Vale and Gillingham.

The first event in the campaign is a Mental Health Awareness First Aid Training Day which will be held on Wednesday 5th October from 12.45 – 5pm at the Gillingham Methodist Church.

All are welcome – and please spread the word.

Dorset Council has been announced as one of just 9 areas in England to receive funding (£2.7m) from a new Government Grant to increase the number of public charging points for electric vehicles. The work is underway for charging points in 150 locations.

Cabinet will be considering a report next week which sets out a revised timeline to produce the new Dorset Council Local Plan. The local development scheme has been updated to reflect changes in the timescale for the new Dorset Council Local Plan and other planning docs. The proposed timescale would see the Dorset Council Local Plan anticipated adoption in 2026 (dependent upon examination by the National Planning Inspector. Previously officers were working towards adoption of the new single Local Plan for the Dorset Council area by 2024.

Finally, I am pleased to advise you that there is a Dedication service for Dorset Council's new Covid Memorial to Front Line Workers who lost their lives, this coming Wednesday 28th Sep at 2pm at County Hall.

All are welcome to attend.