



GILLINGHAM TOWN COUNCIL

The Town Hall

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FULL COUNCIL

The minutes of the **Full Council** meeting convened on, **Monday, 27th April 2020** at 7.30pm. The meeting was held remotely using appropriate technology in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations") which came in to force on 4 April 2020.

Present

Cllr Barry von Clemens, Mayor	Cllr Dennis Griffin
Cllr Paul Harris, Deputy Mayor	Cllr Mick Hill
Cllr Fiona Cullen	Cllr John Kilcourse
Cllr Sharon Cullingford	Cllr Graham Poulter
Cllr Rupert Evill	Cllr Val Potheary
Cllr Alan Frith	Cllr John Robinson
Cllr Alison Gale	Cllr Donna Teye
Cllr Mike Gould	Cllr Roger Weeks

In Attendance

Town Clerk: Julie Hawkins
Deputy Town Clerk: Clare Ratcliffe
Works Manager: Simon Dobie
Deputy Works Manager: Martin Down

Press and Public

Press: Michael Streeter, Gillingham and Shaftesbury News
Public: None

Minute no.	
223.	<p>Public Participation. <u>Please note:</u> 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.</p> <p>Michael Streeter representing Gillingham and Shaftesbury News queried agenda item no. 20(b) – Gillingham Community and Leisure Trust (GC&LT) (RiversMeet), as follows: What was the nature of the discussion? Why does it need to be debated in a private session? Will there be a resolution recorded? The Town Clerk commented that as a result of the Covid-19 Pandemic GC&LT have contacted the Town Council to establish what financial assistance is available. The Council will be discussing a set of confidential accounts, which is why the matter is being dealt with in a private session. A resolution will be recorded at the end of the discussion.</p>

224.	To receive apologies for absence.
	It was agreed and RESOLVED to accept the apology for absence from Cllr Keith Wareham for personal reasons.
225.	To approve the minutes of the meeting held on Monday, 24th February 2020 and the Extra-ordinary Full Council meeting held on Thursday, 23rd April 2020.
	<p>It was agreed and RESOLVED that the minutes of the Full Council meeting held on Monday, 24th February 2020 and the Extra-Ordinary Full Council meeting held on Thursday, 23rd April 2020 are approved. The Chairman will sign the minutes when it is possible to do so.</p> <p>The following abstained from voting as they were not present for the meeting held on 24th February: Cllr Cullingford, Cllr Griffin and Cllr Poulter.</p>
226.	To receive any questions pertaining to the previous minutes.
	There were no questions pertaining the minutes of the previous meeting.
227.	To receive declarations of interest. <u>Please note:</u> members are required to comply with the requirements of the Localism Act 2011, section 27 disclosable pecuniary interests.
	<p>The following personal interests were declared:</p> <ul style="list-style-type: none"> • Cllr Weeks declared a personal interest in agenda item no. 12: Application for Free Room Hire - Diabetes UK. Cllr Weeks is a volunteer speaker for Diabetes UK. • Cllr von Clemens declared a personal interest in agenda item no. 20 (b) GC&LT (RiversMeet). Cllr von Clemens is a trustee of the Gillingham Open Spaces Trust (GOST), which is linked with GC&LT.
228.	To receive and consider reports from the Schools Councils, if available.
	There were no reports this month.
229.	To receive written reports from outside bodies, if available, for consideration and approval:
	<p>a) Three Rivers Partnership (3RP) and Three Rivers Community Partnership Board of Trustees, the Gillingham Community Leisure Trust (GC&LT) (Cllr von Clemens).</p> <p>Cllr von Clemens commented that there was nothing to report this month.</p> <p>b) Town Meadow Group (Cllr Cullingford).</p> <p>Cllr Cullingford commented that all events have been cancelled until June.</p> <p>c) Gillingham Chamber of Commerce and Industry (Cllr von Clemens).</p> <p>Cllr von Clemens commented that there was nothing to report this month.</p> <p>d) DAPTC (Larger Towns: Cllr von Clemens, Northern Area: Cllr Toye / Cllr Weeks).</p> <p>Cllr Toye and Cllr Weeks commented that there was nothing to report this month.</p> <p>e) Shaftesbury and District Transport Forum (Cllr von Clemens).</p> <p>Cllr von Clemens commented that there was nothing to report this month.</p>

	<p>f) Gillingham Town Team (Cllr Gould/Cllr Frith).</p> <p>Cllr Gould had submitted a written report prior to the meeting. Please refer to Appendix A. Cllr Gould reported that Gillingham Enterprise is now a Community Interest Company (CIC). The survey work carried out by Bournemouth University students has been completed and a very positive report has been produced, which Gillingham Town Team would like to present to the Town Council when it is possible to do so. Several councillors asked if it was possible to see the presentation remotely. Cllr Gould replied that this could be arranged but would prefer that the presentation was made in person. The presentation is a series of slides that needs an audio presentation to do it justice. There is no hurry for the presentation to be made.</p>
	<p>g) Bones (Youth Club) Management Committee (Cllr von Clemens).</p> <p>Cllr von Clemens reported that the Youth Club were continuing with their vital service, despite the Government rules on social distancing, by interacting with young people via remote technology. The Rendezvous outreach youth team are doing something similar.</p>
230.	To receive, consider and adopt the following standing committee reports:
	<p>a) General Purposes Committee meeting held on Monday, 2nd March 2020 and Monday, 6th April 2020.</p> <p>It was agreed and RESOLVED that the minutes of the General Purposes Committee held on Monday 2nd March 2020 and Monday, 6th April 2020 are approved and adopted.</p>
	<p>b) Planning Committee meetings held meeting on Monday, 24th February 2020, Monday, 9th March 2020 and Tuesday, 14th April 2020.</p> <p>It was agreed and RESOLVED that the minutes of the Planning Committee held on Monday, 24th February 2020 and Monday, 9th March 2020 and Tuesday, 14th April 2020 are approved and adopted.</p>
	<p>c) Finance Committee meeting held on Monday, 16th March 2020 and Monday, 20th April 2020.</p> <p>It was agreed and RESOLVED that the minutes of the Finance Committee held on Monday, 16th March 2020 and Monday, 20th April 2020 are approved and adopted.</p>
231.	To consider and agree that the discretionary grant awarded to GC&LT (RiversMeet) in the budget FY 2020/21 for £10,000 is released in April 2020.
	It was agreed and RESOLVED that the discretionary grant awarded to Gillingham Community and Leisure Trust Limited (GC<) of £10,000 is released for payment in April 2020.
232.	To approve and authorise any payments over £10,000, if any.
	There were no additional payments of over £10,000 (see minute no. 231 above).
233.	To receive and consider reports from the following, if available:
	<p>a) Woodwater Farm Sports Facility Task and Finish Group (Cllr Graham Poulter)</p> <p>Cllr Poulter submitted a report prior to the meeting. Please refer to Appendix B.</p>
234.	To receive and consider applications for Free Room Hire, if any.
	<p>An Application for Free Room Hire as per the Council's Room Hire Policy had been received from Diabetes UK. A copy of the application had been circulated prior to the meeting. The request is valued at £25 per week. Cllr Weeks, who had submitted the application on the advice of the Clinical Commissioning Group, is a volunteer speaker for Diabetes UK. There were a few queries with the application.</p> <p>It was agreed and RESOLVED that the application for free room hire from Diabetes UK is deferred until next month.</p>

235.	To receive and review the following policy documents, if available:
	a) Pandemic Contingency and Recovery Plan
	Cllr Harris requested that paragraph 5.3 of the draft policy regarding a consideration for a home working allowance is amended from £6 per week to £26 per month. The reason for change is that all staff are paid monthly. It was agreed and RESOLVED that the Pandemic Contingency and Recovery Plan, as amended, is approved adopted.
	b) Co-option Policy for New Councillors
	A copy of the Co-option Policy (Draft) had been circulated prior to the meeting. Cllr Poulter made minor amendments to the document. It was agreed and RESOLVED that the Co-option Policy, as amended, is approved and adopted.
	c) Health and Safety Policy, as previously reviewed by the General Purposes Committee
	It was agreed and RESOLVED that the Health and Safety Policy as reviewed by the General Purposes Committee is approved and adopted.
236.	d) Employee Handbook, as previously reviewed by the Finance Committee
	It was agreed and RESOLVED that the Employee Handbook as reviewed by the Finance Committee is approved and adopted.
	e) Safeguarding Policy
	A copy of the Safeguarding Policy (draft) had been circulated prior to the meeting. There were small amendments to be made. It was agreed and RESOLVED that the Safeguarding Policy (draft) is deferred until the next Full Council meeting.
	To receive and consider the nominations for the appointment of Mayor and Deputy Mayor for Gillingham for the Council Year 2020/21, as follows (subject to resolutions made at the Extra-ordinary Full Council on 23rd April 2020):
237.	a) Nominations for the position of Mayor
	Cllr Barry von Clemens: Proposed by Cllr Val Potheary. Seconded by Cllr Alison Gale
	Cllr Paul Harris: Proposed by Cllr Roger Weeks. Seconded by Cllr Dennis Griffin
	a) Nomination for the position of Deputy Mayor
237.	Cllr Sharon Cullingford: Proposed by Cllr Mick Hill. Seconded by Cllr Donna Toye.
	No vote was taken on this item. The Coronavirus Act 2020, Regulations 3 and 6 was considered at the Extra-ordinary Full Council held on Thursday, 23 rd April, Minute no. 222(b). It was resolved that the Annual Council Meeting is suspended until May 2021, and therefore there is no requirement to consider nominations for the position of Mayor and Deputy Mayor.
237.	To receive and consider the Calendar of Council Meetings for the year ahead.
	An amended calendar of council meetings was circulated prior to the meeting. It was agreed and RESOLVED that the Calendar of Council Meetings for the Council Year 2020/21 is approved and adopted.

238.	To receive a report on the activities of the Mayor and Deputy Mayor over the last month.
	A list of activities carried out by the Mayor during February/March was circulated prior to the meeting. Please refer to Appendix C . The Mayor reported that many activities had been curtailed due to the Covid-19 Pandemic; however, he would be sending birthday wishes for a resident celebrating a 100 th birthday on Thursday, 30 th April at the request of Cllr Toye.
239.	To receive and approve the Quarterly Newsletter (Spring Edition 2020)
	A copy of the Quarterly Newsletter (Spring Edition 2020) was circulated prior to the meeting. It was agreed and RESOLVED that the Quarterly Newsletter (Spring Edition 2020) is approved for circulation.
240.	To receive and consider a request from Gillingham Local History Society (GLHS) to replace the Constable plaque at the Town Bridge for a new plaque (at the expense of GLHS) to celebrate 200 years since John Constable visited Gillingham.
	A letter had been received from the Gillingham Local History Society (GLHS) regarding a replacement Constable plaque on the Town Bridge. The date that appears on the original plaque is incorrect. GLHS would like this to be corrected in time to celebrate the 200 th anniversary of the artist's visit to Gillingham. GLHS would be prepared to fund a replacement plaque if the Town Council could reimburse later. The Town Clerk commented that the Town Bridge is Grade II listed, and is the responsibility of DC Bridges Dept. Permissions would need to be sought regarding a replacement plaque. There is no budget for this spend and any purchase should be made directly by the Town Council and not a third party. It was agreed and RESOLVED that the request from Gillingham Local History Society is deferred until more information is received. The following councillors abstained from voting: Cllr Cullingford, Cllr Hill and Cllr Toye.
241.	To receive matters pertinent to this meeting. Please 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) Dorset Council Resurfacing Works - Map 1: these will take place between 22 nd July and 14 th August. Full details had been circulated prior to the meeting.
	b) Dorset Council Resurfacing Works - Map 2: these will take place between 28 th July and 14 th August. Full details had been circulated prior to the meeting.
	c) Worker's Memorial Day - Minute's Silence: On Tuesday 28 April at 11am, the nation is being asked to hold a minute's silence in memory of health, care and other front-line workers who have lost their lives due to coronavirus. It's a small tribute to pay to those who have paid the ultimate price and to those who continue to risk their lives to carry out the vital work needed.
	d) Community Volunteers: Cllr Toye reported that the community volunteer project is working well.
	e) Dorset Councillor Reports: Cllr Potheary reported that she was proud to be a Dorset Councillor and excellent communication despite the pandemic. The Leader of the Council remains in position, which is good for continuity in these difficult times.

242.	<p>In Confidence. Under the Public Bodies (Admissions to Meetings) Act 1960, the press and public shall be excluded during the discussion of the following items:</p>
	<p>It was RESOLVED and agreed that Under the Public Bodies (Admissions to Meetings) Act 1960 the press and public shall be excluded during the discussion of the following:</p> <ul style="list-style-type: none"> a) To discuss the purchase of a new workshop facility, and b) to consider correspondence received from Gillingham Community and Leisure Trust (RiversMeet) requesting possible financial assistance that may be required as a result of the current Covid-19 Pandemic.
	<p><u>Please note:</u> the remote meeting closed at this point and reconvened using a confidential conference ID code.</p>
	<p>Due to technical difficulties Cllr Gould was unable to re-join the meeting. Cllr Frith also had technical difficulties and was not present for the entire discussion regarding agenda item no. 20 (a).</p>
	<p>As the meeting was likely to exceed 2 hours, the following resolution was proposed. It was RESOLVED and agreed to suspend Standing Orders no. 3(x) to discuss the remaining items on the agenda.</p>
	<p>a) Proposed new workshop facility</p>
	<p>Cllr Harris re-submitted his report originally presented on 23rd March. The report contained four recommendations.</p> <p>It was agreed and RESOLVED to pursue the potential purchase of Romans Business Centre.</p> <p>It was agreed and RESOLVED that the proposed timeframe, key meetings and proposed project decision points set in the report are approved and that negotiations are delegated to Cllr Poulter and Cllr Kilcourse.</p> <p>It was agreed and RESOLVED that a survey of the site and its buildings is undertaken by a chartered surveyor plus a drain and asbestos survey is carried out for a total not to exceed £2,500. (Please note: the chartered surveyor's fees will be financed from budget no. 7604 Professional Fees and the remaining sum from earmarked reserves.)</p> <p>It was agreed and RESOLVED that the cost of providing a Red Book valuation for Romans Business Centre to the sum of £925 is noted. (Please note: this was financed from budget no. 7604 Professional fees and has been paid in accordance with the Council's financial regulations.)</p>
	<p>b) Gillingham Community and Leisure Trust (RiversMeet)</p>
	<p>Cllr von Clemens left the meeting at 9:55pm before the discussion on the correspondence received from Gillingham Community and Leisure Trust (GC&LT) commenced.</p> <p>Cllr Harris chaired the meeting in the absence of Cllr von Clemens.</p> <p>A copy of the correspondence had been circulated to members prior to the meeting along with a set of confidential accounts.</p> <p>A conclusion could not be reached without further information. The Town Clerk was tasked with writing a letter to obtain specific information.</p>

	<p>It was agreed and RESOLVED that the council would write to the Chairman of the Gillingham Community and Leisure Trust for further information, to include:</p> <ul style="list-style-type: none"> • an itemised break-down of the figures, inclusive of membership and grants received; • a list of actions including details of any grants applied for, in particular, Sport England Community Fund, letters sent to members requesting they continue to pay membership fees, where possible; • further information regarding furlough and a breakdown of the costs involved including how much it has cost GC&LT to top up the wages; • the reasons why the decision was made to top-up the pay to furloughed staff. <p>Cllr Potheary asked that the letter includes a statement that we have limited reserves. Letter to be reviewed by Cllr Toye and Cllr Poulter prior to distribution.</p>
<p>There being no other business on the agenda, the meeting closed at 10.10pm</p>	
<p>Signed: _____ Date: 26th May 2020</p> <p>Cllr Barry von Clemens, Mayor of Gillingham</p>	

Gillingham Town Council

Town Team

Author: Cllr Mike Gould

Meetings have been curtailed during this lockdown.

However, a presentation was made to the Town Team by Bournemouth University who have produced a detailed and evidence-based survey for Gillingham. The survey covers the town's potential, its challenges and its future.

The survey also included comparative studies of four similar towns based in the area, namely Shaftesbury, Blandford, Sturminster and Wilton.

The findings are very exciting, positive and offer great opportunities for the Town's future.

Once the Town Council resumes physical meetings, Town Team would like to make a presentation to the Town Council of the survey for consideration, discussion and action.

Town Team has now had a subsequent meeting to review this in-depth survey carried out by Bournemouth University.

GILLINGHAM TOWN COUNCIL

WOODWATER FARM SPORTS FACILITY TASK AND FINISH GROUP

Author: Cllr Graham Poulter

A meeting took place on the 18th March 2020 between the TFG, reps from GTFC and Mr Sweeney (Forward Developments Ltd) when issues concerning the maintenance of the access track, discharge of effluence/water onto it were discussed. An accord was reached between all parties. It was agreed that GTFC and Mr Sweeney would conduct ground investigations and report to the TFG. Since then GTFC said it could not locate the source of the discharge, but Mr Sweeney has. The problem now is that GTFC say they did not lay the pipe and Mike Croker of NDDC who oversaw the original project says that he was not involved in the installation of the pipe. Discussions are now ongoing as to who is responsible and as to how a solution can be achieved.

The Football Foundation (FF) has recently sent an email regarding the grant to GTFC and GP is now in communication with Ross Andrew who has just taken over the matter on behalf of the FF.

Hopefully by the time of the next FC meeting this group will be in a position to give a more detailed outcome of the discussions regarding both matters.

Gillingham Town Council**Mayor's Report February - March 2020**

Date	Event	Comments
20 Feb	Citizens Advice Presentation	A lovely afternoon presenting certificates to the 4 new volunteers and hearing about the new extended service which is open 4 days a week.
20 Feb	Twinning AGM	A fabulous evening with my fellow twinners, hearing about our future trips and plans and what has happened over the past year.
29 Feb	Fern Brook Lodge Open Weekend and rename ceremony	A great day officially renaming the building and being given a tour of the wonderful newly refurbished floors.
29 Feb	100 th Birthday Celebration	Another 100 th birthday in our town this is the 4 th during my term of office.
3 Mar	Gillingham Museum Reception	It was wonderful to see all the interesting work that has been done.