



GILLINGHAM TOWN COUNCIL

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

FULL COUNCIL MINUTES

Minutes of the Full Council meeting held on **Monday 27th June 2022** at The Town Hall, Gillingham, commencing at 7.30pm.

Present:

Cllr Sharon Cullingford, Mayor
Cllr Barry von Clemens, Deputy Mayor
Cllr Rupert Evill
Cllr Alan Frith
Cllr Paul Harris

Cllr Mick Hill
Cllr John Kilcourse
Cllr Val Potheary
Cllr Alison von Clemens

In attendance:

Town Clerk, Julie Hawkins
Projects and HR Officer, Serena Burgess
RFO, Debra Edwards
12 members of the public

The following joined the meeting via MS Teams:

1 member of the public

779. 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

780. To receive apologies for absence.

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

781. 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 interests.

782. To receive questions pertaining to the previous minutes.

There were no questions.

783. To approve the minutes as a true and accurate record of the Annual Council held on 23rd May 2022.

It was agreed and **RESOLVED** to approve the minutes of the meeting of Annual Council held on 23rd May 2022 as a true and accurate record. The Chairman duly signed the minutes.

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

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

785. To receive and approve the list of assets for FY2021/22

A report had been circulated prior to the meeting.

It was agreed and **RESOLVED** that the list of assets for FY2021/22, as presented, is approved.

786. To receive and approve the internal auditor's no. 3 of 3 2021/22 report dated 15th June 2022.

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

It was agreed and **RESOLVED** that the internal auditor's report no.3 of 3 2021/22 is approved.

787. To review and consider the effectiveness of the systems of internal audit.

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

It was agreed and **RESOLVED** that the systems of internal audit for Gillingham Town Council are independent, effective and in accordance with the Town Council's Financial Regulations.

788. To formally receive and note the Annual Internal Audit Report (AIAR) for FY 2021/22.

A copy of the Annual Internal Audit Report (AIAR) for FY 2021/22 had been circulated prior to the meeting. Please refer to [Appendix C](#)

It was agreed and **RESOLVED** that the Annual Internal Audit Report (AIAR) for FY 2021/22 is received and noted.

789. To formally receive, consider and approve the Section 1 - Annual Governance Statement FY 2021/22.

A copy of Section 1 - Annual Governance Statement FY 2021/22 was circulated prior to the meeting. Please refer to [Appendix D](#)

It was agreed and **RESOLVED** that Gillingham Town Council has put in place arrangements for effective financial management during the year and for the preparation of the accounting statement.

It was agreed and **RESOLVED** that Gillingham Town Council maintain an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

It was agreed and **RESOLVED** that Gillingham Town Council took all reasonable steps to assure themselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.

It was agreed and **RESOLVED** that Gillingham Town Council provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.

It was agreed and **RESOLVED** that Gillingham Town Council carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

It was agreed and **RESOLVED** that Gillingham Town Council maintained throughout the year an adequate and effective system of internal audit of the accounting records and control system.

It was agreed and **RESOLVED** that Gillingham Town Council took appropriate action on all matters raised in reports from internal and external audits.

It was agreed and **RESOLVED** that Gillingham Town Council considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.

It was agreed and **RESOLVED** that Para 9; Section 1 of the Annual Governance Statement was not applicable.

It was agreed and **RESOLVED** that Section 1, Annual Governance Statement 2021/2022 should be approved and signed by the Chairman and the Town Clerk.

The document was duly signed by the Chairman, Cllr Sharon Cullingford and by the Town Clerk, Julie Hawkins.

790. To formally receive consider and approve Section 2 – Accounting Statements FY 2021/22 of the audited accounts.

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

It was agreed and **RESOLVED** that Gillingham Town Council confirm and approve the accounting statements at Section 2 of the Annual Governance and Accountability Return FY2021/22 and that Section 2 is signed by the Chairman.

The document was duly signed by the Chairman, Cllr Sharon Cullingford.

791. To agree the period for the exercise of Electors Rights according to the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015. Recommended dates: 1st July 2022 to 11th August 2022 inclusive.

It was agreed and **RESOLVED** that the period for the exercise of Electors Rights, according to the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015 should be Friday 1st July 2022 to Thursday 11th August 2022.

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

A report was received prior to the meeting.

It was agreed and **RESOLVED** that the report is noted.

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

a) General Purposes Committee meeting held on Monday 6th June 2022.

It was agreed and **RESOLVED** that the minutes of the General Purposes meeting held on Monday 6th June 2022 are approved and adopted.

b) Planning Committee meetings held on Monday 23rd May 2022 and Monday 13th June 2022.

It was agreed and **RESOLVED** that the minutes of the Planning Committee meetings held on Monday 23rd May 2022 and Monday 13th June 2022 are approved and adopted.

c) HR Committee meeting held on Monday 20th June 2022.

It was agreed and **RESOLVED** that the minutes of the HR Committee meeting held on Monday 20th June 2022 are approved and adopted.

d) Finance and Policy Committee meeting held on Monday 20th June 2022.

It was agreed and **RESOLVED** that the minutes of the Finance and Policy Committee meeting held on Monday 20th June 2022 are approved and adopted.

794. To receive, consider and approve the Terms of Reference for the following Standing Committees:

a) General Purposes Committee

Draft Terms of Reference had been circulated prior to the meeting. Please refer to [Appendix E](#)

It was agreed and **RESOLVED** that the Terms of Reference for the General Purposes Committee, as presented, are approved and adopted.

b) Planning Committee

Draft Terms of Reference had been circulated prior to the meeting. Please refer to [Appendix F](#)

It was agreed and **RESOLVED** that the Terms of Reference for the Planning Committee, as presented, are approved and adopted.

c) HR Committee

Draft Terms of Reference had been circulated prior to the meeting. Please refer to [Appendix G](#)

It was agreed and **RESOLVED** that the Terms of Reference for the HR Committee, as presented, are approved and adopted.

d) Finance and Policy Committee

Draft Terms of Reference had been circulated prior to the meeting. Please refer to [Appendix H](#)

It was agreed and **RESOLVED** that the Terms of Reference for the Finance and Policy Committee, as presented, are approved and adopted.

795. To consider and agree membership of Sub-committees and Task and Finish Groups reporting to Full Council:

a) Five Year Action Plan Sub-committee

It was agreed and **RESOLVED** that the following Councillors should form the Five-Year Action Plan Sub-committee, Cllr Harris, Cllr Kilcourse, Cllr B von Clemens

b) Sports and Leisure Task and Finish Group

It was agreed and **RESOLVED** that the following Councillors should form the Sports and Leisure Task and Finish Group, Cllr Cullingford, Cllr Frith, Cllr Harris, Cllr Kilcourse, Cllr Poulter, Cllr Barry von Clemens and Cllr Weeks.

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

It was agreed and **RESOLVED** that the following Councillors should form the The Queen's Platinum Jubilee Task and Finish Group, Cllr Ashfield, Cllr Cullingford, Cllr Kilcourse, Cllr Toye

796. To receive, consider and approve the Terms of Reference for the following sub-committees and task and finish groups reporting to Full Council:

a) Five Year Action Plan Sub-committee

Draft Terms of Reference had been circulated prior to the meeting. Please refer to [Appendix I](#)

It was agreed and **RESOLVED** that the Terms of Reference for the Five-Year Action Plan Sub-committee, as presented, are approved and adopted.

b) Sports and Leisure Task and Finish Group

Draft Terms of Reference had been circulated prior to the meeting. Please refer to [Appendix J](#)

It was agreed and **RESOLVED** that the Terms of Reference for the Sports and Leisure Task and Finish Group, as presented, are approved and adopted.

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

Draft Terms of Reference had been circulated prior to the meeting. Please refer to [Appendix K](#)

It was agreed and **RESOLVED** that the Terms of Reference for the Queen's Platinum Jubilee Task and Finish Group, is approved and adopted.

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

a) Five Year Action Plan Sub-committee

Cllr Harris informed the meeting that the sub-committee has reviewed and amended the document and circulated it to Standing Committees for comment. Cllr Harris recommended that the Five Year Action Plan, as presented, is approved and adopted. *Please refer to Minute no. 800.*

b) Sports and Leisure Task and Finish Group

There was no report.

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

There was no report.

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

a) Three Rivers Partnership (3RP) and Three Rivers Community Partnership Board of Trustees, the Gillingham Community Leisure Trust (GCLT) (Cllr B von Clemens)

There was no report. Cllr von Clemens informed the meeting that the Gillingham Community Leisure Trust (GCLT) has changed its name and asked for future Agendas to be amended accordingly.

b) Town Meadow Group (Cllr Cullingford)

There was no report.

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

There was no report.

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

Cllr B von Clemens informed members that there had been no meeting of the DAPTC Larger Towns. Cllr von Clemens stated that as Cllr Gould has resigned there was now a vacancy for a representative. Cllr Cullingford volunteered to represent Gillingham Town Council along- side Cllr von Clemens.

It was agreed and **RESOLVED** that Cllr Cullingford and Cllr B von Clemens should represent Gillingham Town Council at DAPTC Larger Towns meetings.

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

There was no report.

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

There was no report.

g) Gillingham Town Team (Cllr Gould)

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

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

There was no report.

i) Charity of William Read (Cllr Harris/Cllr Cullingford)

Cllr Harris explained that the Charity of William Read is a small local charity and asked if there were any questions. There were no questions.

j) Blackmore Vale Rail Partnership (Cllr Walden)

There was no report.

799. To receive and note the William Read Charity Accounts March 2021 – February 2022.

The William Read Charity Accounts for March 2021 – February 2022 were noted.

800. To review the Council's Five-Year Action Plan and to consider and approve proposed revisions.

It was agreed and **RESOLVED** that the Town Council's Five-Year Action Plan, as presented, is approved and adopted.

801. To consider attending the Gillingham Town Fete on Saturday 16th July 2022.

It was agreed and **RESOLVED** that Gillingham Town Council should have a table at the Gillingham Town Fete on Saturday 16th July 2022.

Any Councillors wishing to volunteer should contact the Town Clerk.

802. To receive a letter of resignation from Cllr Gould and declare a vacancy for the Town Ward of Gillingham.

It was agreed and **RESOLVED** to accept the resignation from Cllr Gould and declare a vacancy for the Town Ward of Gillingham.

Cllr Cullingford thanked Dr Gould for his hard work, enthusiasm and commitment, and informed the meeting that Dr Gould had requested that he remains on the Gateways Task and Finish Group and the Developer Engagement Sub-committee.

It was agreed and **RESOLVED** that Dr Gould should remain on the Gateways Task and Finish Group as a member of the public.

803. To receive an update on the vacancy for the Town Ward of Gillingham declared on 28th March 2022 following the death of Cllr Keith Wareham.

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

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

It was agreed and **RESOLVED** that the advertisement, as present, is approved for circulation and funded from Budget no. 7555 Advertising costs – General. Cost not to exceed £500.

804. To consider and approve a draft quarterly newsletter (Summer edition) prior to circulation.

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

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

805. 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 N](#)

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

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

Cllr B von Clemens congratulated Dorset Council on their work to reduce their carbon footprint and stated that he was pleased to see solar panels being erected on Dorset Council School buildings and the library in Gillingham.

The Chairman invited a member of the public to speak. The member of the public asked how Dorset Council measured their carbon footprint.

The Chairman invited Cllr Potheary, as a Dorset Council member to respond.

Cllr Potheary stated that as she was not the portfolio holder for the Environment she was unable to make a public statement, however, she was pleased to report that Dorset Council has received Government funding and further information is available on the Dorset Council website via the links below:

[What are we already doing to fight climate change? - Dorset Council](#)

[Climate and ecological emergency strategy - Carbon budgets, pathways and trajectories - Dorset Council](#)

- 807. To receive a request from RiversMeet Leisure Centre to use Hardings Lane Recreation Ground for the Holiday Activity and Food (HAF) Programme during the school summer holidays. Further information regarding Dorset Council's HAF Programme is available [here](#)**

It was agreed and **RESLOVED** that RiversMeet Leisure Centre is granted permission to use Hardings Lane Recreation Ground for the Holiday Activity and Food (HAF) Programme during the school summer holidays.

- 808. 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 Chairman informed the meeting that Dorset Council has issued a Notice under Section 14 [2] of the Road Traffic Regulations Act 1984 as amended for the emergency closure of Gillingham High Street on 29th June 2022 between 19:00 and 07:00 to enable Wessex Water safe access to carry out emergency works to repair and replace a leaking valve in the highway.
For further information about the work being undertaken, call Wessex Water on 01202 643728. To discuss this Notice, call Dorset Highways Traffic Team on 01305 221020 or email trafficteam@dorsetcouncil.gov.uk. Find this information online at dorsetcouncil.gov.uk/roadworks-events.

The meeting closed at 8.24pm

Full Council – 27 June 2022

Minute no. 786

Gillingham Town Council

Internal Audit Report 2021/22 – Visit 3 of 3

Author: R. Darkin-Miller

Date: 15th June 2022

Introduction

This report contains a note of the audit recommendations made to Gillingham Town Council following the carrying out of internal audit testing remotely on 15th June 2022.

The audit work has been carried out in accordance with Appendix 9 of the 2014 'Governance and Accountability for Local Councils: A Practitioners' Guide', as amended to include additional tests required by later AGARs.

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

Audit Opinion

The internal audit for 2021/22 has now been completed in accordance with the provisions of the Practitioners' Guide and the CIPFA code of internal audit practice.

Based on the sample testing carried out at this final audit visit and during the year, all of the Council's current financial controls appear to be operating effectively with the exception of the following, which was not tested:

Test L - Transparency:

The requirement to test compliance with the various Transparency Codes is only compulsory for Councils under £25k. The inclusion of Councils over £25k was introduced just before the year-end testing, and is at the discretion of internal auditors. Consequently I have assessed the test as 'not covered'

Audit Recommendations

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

Recommendations are graded as follows:

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

No recommendations were made at this audit visit.

Rating	Number
High	0
Medium	0
Low	0
Information	0
TOTAL	0

The number of recommendations made at all of the audit visits in 2021/22 and their priorities are summarised in the following table:

Rating	Number			
	Visit 1	Visit 2	Visit 3	TOTAL
High	0	0	0	0
Medium	0	1	0	1
Low	1	3	0	4
Information	0	0	0	0
TOTAL	1	4	0	5

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

Full Council – 27 June 2022

Minute no. 787

Gillingham Town Council

Review of Effectiveness of Audit

	Expected Standard	Evidence of Achievement	Areas of Development for FY 2022/23
1	Scope of Internal Audit	<p>Prior to the start of FY 2019/20 five audit companies were invited to tender for the provision of internal audit. A tender documentation was prepared with a set criterion of what was required.</p> <p>An internal auditor was appointed by the Policy and Resources Committee held on 18th March 2019, minute no. 478 for a period of five years from FY 2019/20 through to FY 2023/24.</p> <p>The internal auditor will follow the CIPFA Code of Practice for Internal Audit in Local Government and the detailed provisions of the SLCC (Society of Local Council Clerks) / NALC (National Association of Local Councils) Practitioner's Guide, plus any new guidelines that are required, or the Town Council would like to include. Current controls include:</p> <ul style="list-style-type: none"> • Proper book-keeping • Payment controls • Risk management arrangements • Budgetary controls • Income controls • Petty cash controls • Payroll controls • Asset Controls • Bank Reconciliation • Year-end procedures • Exemption criteria • Proper exercise of public rights 	<p>This internal audit procedure was scrutinised and reviewed fully in FY 2018/19.</p> <p>The current contract to supply internal audit provision runs to FY 2023/24.</p> <p>There are no further actions for: FY 2022/23.</p>
2	Independence	The Internal Auditor is independent of Gillingham Town Council with no operational or governance responsibilities. The Internal Auditor has	No further action required.

		direct access to the Town Clerk and the Responsible Financial Officer. The Internal Auditor provides written reports, which are made available to the Full Council.	
3	Competence	<p>The Internal Auditor is a fellow of ICAEW, member no. 9003137, with several years of internal and external auditing plus 17 months with the Audit Commission.</p> <p>Both the Town Clerk and Assistant Town Clerk are members of the Society of Local Council Clerks (SLCC) and the Town Clerk has obtained a CiLCA (Certificate in Local Council Administration). Regular training courses are attended to maintain Continuous Professional Development (CPD).</p> <p>The Responsible Financial Officer (RFO) is qualified as a Chartered Certified Accountant and a Fellow of the Association of Chartered Certified Accountants (FCCA) and a member of the Association of Accounting Technicians (MAAT).</p> <p>The Assistant Town Clerk has qualified in AAT Advanced Diploma Accounts Level 3.</p> <p>The Council is a member of the Dorset Association of Parish and Town Councils (DAPTC), South West Councils (SWC) and the National Association of Local Councils (NALC) who ensure the Council is informed of changes in legislation so that they are aware of any potential changes that will affect the town council and its business.</p>	No further action required.
4	Relationships	The relationships between the internal auditor, the Town Clerk and other staff and members are clearly defined in the Financial Regulations.	No further action required at this time.
5	Audit Planning and Reporting	All matters relating to audit and finance are reported to members as per the requirements of the Financial Regulations, which are reviewed annually. The Internal Auditor checks minutes to see that procedures have been followed correctly.	No further action required.

6	Access	Access to all records is permitted as per the Terms and Conditions of the Internal Auditor.	No further action required.
7	Planning	The Internal Auditor's visits are scheduled in advance and to coincide with the requirements of the Financial Regulations.	No further action required.
8	Understanding	The Internal Auditor interviews the Town Clerk and the Responsible Financial Officer to determine procedures and then tests the procedures to see whether they provide adequate control. Minutes are checked to ascertain the Council's strategic priorities and its current and future operations and potential risks. The Town Council's Financial Regulations and Standing Orders are reviewed annually. In addition, several policy documents have been drafted and approved.	On-going.
9	Catalyst for Change	<p>The internal auditor reports actions to be carried out and anticipated changes that may affect the organisation in the short to medium term.</p> <p>The Town Clerk and staff regularly attend seminars and training so that they are aware of any potential changes that will affect the Town Council and its business.</p>	The are no outstanding actions. All actions are dealt with swiftly.
10	Value for Money	The internal auditor recommends if any improvements can be made to improve value for money and advises on accounts and financial matters that may arise, which will improve competence and efficiency.	On-going. For example; book-keeping procedures and VAT etc may arise.
11	Forward Looking	The Internal Auditor allocates time for CPD each year by attending courses organised by Southern Branch of Chartered Accountants, South Eastern Branch of Chartered Accountant, liaison groups with PKF Littlejohn. Review Practitioner's Guide annually for changes that would impact on the AGAR. All council staff and members are encouraged to attending training and seminars.	On-going.

12	Challenging	The Internal Auditor will challenge the status quo of the organisation if it is not performing as it should. The Internal Auditor is a 'critical friend' to help bring improvements to financial controls and overall value for money.	On-going.
13	Resources	The Internal Auditor has professional indemnity. In the event of failure to provide a service due to physical or mental incapacity, details of an alternative auditor have been provided.	No further action required.

Full Council – 27 June 2022

Minute no. 788

Gillingham Town Council

Annual Internal Audit Report 2021/22

Gillingham Town Council

www.gillinghamdorset-tc.gov.uk

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements <i>PLS SEE ANNUAL REPORT PAGE</i>			✓
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

18/01/2022 23/03/2022 15/06/2022

Name of person who carried out the internal audit

Mrs R Darkin-Miller LLB(Hons) BFP FCA

Signature of person who carried out the internal audit

[Signature] NATURAL REQUIRED

Date 15/06/2022

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Annual Governance and Accountability Return 2021/22 Form 3
Local Councils, Internal Drainage Boards and other Smaller Authorities

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Full Council – 27 June 2022

Minute no. 789 and 790

Gillingham Town Council

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

Gillingham Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		‘Yes’ means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

*Please provide explanations to the external auditor on a separate sheet for each ‘No’ response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

27/06/22

and recorded as minute reference:

789

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

S. Cullington

Clerk

J. H. Hawkins

www.gillinghamdorset-tc.gov.uk

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Section 2 – Accounting Statements 2021/22 for

Gillingham Town Council

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	665,576	557,146	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	899,268	943,000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	380,696	42,944	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	456,811	449,133	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	19,337	29,178	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	912,246	368,318	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	557,146	696,461	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	567,662	728,790	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,514,663	2,585,575	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	431,718	412,582	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
			✓
			The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

[Signature]
Date 15/06/2022

I confirm that these Accounting Statements were approved by this authority on this date:

27/06/22

as recorded in minute reference

MINUTE 790

Signed by Chairman of the meeting where the Accounting Statements were approved

[Signature]

Gillingham Town Council

General Purposes Committee

Draft Terms of Reference

1. Open Spaces

The General Purposes Committee (The Committee) will be responsible for the following areas of open spaces:

- Allotment Gardens
- Closed Churchyard
- Garden of Remembrance
- Gardens and planted areas
- Play areas
- Public Open Spaces
- Recreational areas
- Town Cemetery
- Wesley Gardens

2. Property

The Committee will be responsible for the following property as listed in the Assets Register:

- Bus Shelters
- Cemetery Chapel
- Community Office at 1 Chantry Fields
- Old Mortuary Building
- Public Convenience and Town Bridge Office
- Town Hall
- Town Council Workshops, Roman Court

3. Miscellaneous Assets

The Committee will be responsible for the following assets, as listed in the Assets Register:

- CCTV surveillance cameras and monitoring equipment (in partnership with Dorset Police)
- Dedication Stone, High Street
- Horticultural equipment and small tools
- Motor vehicles
- Public Realm: seating, notice boards, flag poles, litter bins, grit bins, flood boxes, town centre finger posts
- Speed Indicator Device
- Utility vehicles including tractors, trailers etc
- War Memorial, High Street
- War Memorial, Milton-on-Stour

4. Duties and Responsibilities

The Committee has the following duties and responsibilities:

- a) To oversee any agreements made between the Town Council and outside agencies, local authorities or volunteer organisations to maintain areas of land, prior to agreement and adoption by Full Council.
- b) To oversee any licence or agreements made with individuals to maintain planted areas belonging to the Town Council, prior to the agreement and adoption by Full Council.
- c) To draft tender documentation for approval by the Finance and Policy Committee and oversee contracts for projects.
- d) To work in partnership with Dorset Wildlife Trust to provide biodiversity action plans and monitoring for all larger public open spaces.
- e) To work in partnership with Gillingham Action for Nature Group to support volunteering on open spaces and planted areas.
- f) To work in partnership with Gillingham Litter-pickers to keep the town as free from litter as possible.
- g) To work in partnership with the local authority and other organisations to deliver specific projects that will be of benefit to the town.
- h) To work in partnership with the local authorities and other organisations to deal with traffic management issues and improvements to transport links and infrastructure in the town.
- i) To work in partnership with Dorset Police to provide adequate CCTV surveillance equipment in the town to promote community safety and wellbeing.

- j)** To oversee the production of written management plans for larger areas of public open spaces prior to the agreement and adoption by Full Council.
- k)** To oversee the Tree Condition Survey and Risk Management Plan to ensure that the necessary tree work is carried out in accordance with best practice and the recommendations contained within the report.
- l)** To ensure the Town Council is fully aware of its environmental responsibilities and actively promotes good practice.
- m)** To promote civic pride – Gillingham Love Where You Live - by participating in national and regional awards.
- n)** To proactively improve the appearance of the town with creative flower planting, clean signage and well-designed seating.
- o)** To provide Christmas lighting and associated decorations.
- p)** To work with other local authorities and organisations where partnership working will be beneficial and cost effective to do so.
- q)** To provide detailed reports; identifying costs involved and approve sources of funding for projects up to the value of £9,999. Projects valued at £10,000 or more will be referred for approval by Full Council.
- r)** To review policy documents pertaining to the committee, prior to adoption by the Finance and Policy Committee.
- s)** To set up sub-committees and task and finish groups to deal with specific projects.
- t)** To receive reports and recommendations from the meetings of sub-committee and task and finish groups, as necessary.
- u)** To provide detailed reports of all its meetings to the Full Council for ratification.

Reviewed and Adopted by Full Council: 27/06/22, minute no. 793a

Gillingham Town Council

Planning Committee

Draft Terms of Reference

1. To receive and consider planning applications and make recommendations to the relevant Local Planning Authority.
2. To receive decision notices from the Local Planning Authority.
3. To receive notification of Planning Appeals.
4. To receive details regarding planning enforcement matters.
5. To receive and consider reports regarding Rights of Way issues in Gillingham.
6. To receive and consider applications for the diversion to public rights of way.
7. To consider and respond to requests for street naming.
8. To respond to consultations regarding Planning Policy.
9. To respond to consultations regarding Mineral and Waste Plans for Dorset and neighbouring counties.
10. To contribute towards the development and revision of the Local Plan.
11. To monitor, review and ensure the aims of the Gillingham Neighbourhood Plan are met.
12. To review policy documents pertaining to the committee, prior to adoption by the Finance and Policy Committee.
13. To set up sub-committees and task and finish groups to deal with specific projects.
14. To receive reports and recommendations from the meetings of sub-committee and task and finish groups, as necessary.

15. To provide detailed reports of all its meetings to the Full Council for ratification.

Reviewed and Adopted by Full Council on 27/06/22, minute no. 793b

Gillingham Town Council

Human Resources Committee

Draft Terms of Reference

The HR Committee is appointed to make decisions about all staffing matters, subject to budget and expenditure limits and has responsibility for the following:

1. Reviewing the staffing structure as and when required.
2. Keeping up-to-date with employment legislation and implementing the required changes.
3. Drafting new employment policies as determined by legislation or the needs of the Council, prior to consideration and approval by the Finance and Policy Committee.
4. Reviewing employment policies annually (or earlier if there is a change in legislation) and drafting changes, prior to consideration and approval by the Finance and Policy Committee.
5. Implementing any new or revised employment policies or changes to terms and conditions.
6. Establishing and reviewing salary pay-scales for all categories of staff and being responsible for their administration and review.
7. Overseeing the recruitment and appointment of staff.
8. Ensuring contracts are issued for new staff members and overseeing any changes to existing contracts.
9. Establishing and reviewing performance management and staff training programmes.
10. Dealing with the dismissal process for staff (including redundancy).
11. Keeping under review staff working conditions and health and safety matters.

12. Monitoring and addressing regular or sustained staff absence.
13. Making recommendations on staffing-related expenditure to the Finance and Policy Committee.
14. Considering any appeal against a decision in respect of pay.
15. Dealing with grievances and disciplinary matters.

Reviewed and Adopted by Full Council on 27/06/22, minute no. 793c

Gillingham Town Council

Finance and Policy Committee

Draft Terms of Reference

1. Accounts

- 1.1 To ensure that the RFO completes the annual statement of accounts, annual report and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year, prior to certification by Full Council.
- 1.2 To oversee the arrangements for the exercise of electors' rights in relation to the accounts and in accordance with the requirements of the Audit Commission Act 1998 and the Accounts and Audit Regulations.
- 1.3 To receive quarterly financial statements.
- 1.4 To appoint a member of the Town Council to verify bank reconciliations produced by the RFO.
- 1.5 To receive and note verification of bank reconciliations on a regular basis.

2. Administration

- 2.1 To set up and oversee sub-committees and task and finish groups to deal with specific projects, as necessary.
- 2.2 To receive reports and recommendations from the meetings of sub-committee and task and finish groups, as necessary.
- 2.3 To provide detailed reports identifying costs involved and approve sources of funding for projects up to the value of £9,999. Projects valued at £10,000 or more will be referred for approval by Full Council.
- 2.4 To provide detailed reports for all its meetings to Full Council for ratification.

3. Borrowing and Investments

- 3.1 To review the Town Council's investments in consultation with the RFO and consider the need for an investment strategy and policy prior to any recommendation to Full Council.

- 3.2 To consider any requests for borrowing, including hire purchase and leasing arrangements in respect of value for money, prior to providing a written report to Full Council.

4. Budgeting

- 4.1 To draft an annual budget and make recommendations to Full Council before a precept is agreed by Full Council.
- 4.2 To receive a schedule of payments in line with Financial Regulations, section 4: budgetary control and authority to spend.
- 4.3 To note the schedule of payments and authorise payments, as necessary.

5. Contracts and Tendering

- 5.1 To oversee the tendering process of the appointment of an internal auditor.
- 5.2 To evaluate tender documentation and make recommendations to Full Council.
- 5.3 To review all fees and charges annually.
- 5.4 To oversee Agreements with outside organisations, town and parish councils and the unitary authority.
- 5.5 To review utilities contracts to ensure best value.

6. Grants

- 6.1 To consider applications for grant funding.
- 6.2 To annually review the criteria for grant applications.

7. Insurance

To review the Town Council's insurance portfolio annually to ensure adequate insurance provision, to include asset and revenue protection, legal liabilities and to make recommendations to Full Council.

8. Monitoring and Review

- 8.1 To monitor any bad debts.
- 8.2 To ensure the RFO promptly completes any VAT return that is required.
- 8.3 To receive any repayment claims due and in accordance with the VAT Act 1994.
- 8.4 To review the Council's three year forecast of revenue and capital receipt and payments.

- 8.5 To recommend the reallocation of unspent and available amounts to other budgets or to an earmarked reserve, as appropriate (virement).
- 8.6 To annually review earmarked reserves and monies held in the general reserve following adoption of the annual accounts by Full Council.
- 8.7 To receive section 106 project monitoring reports from Dorset Council for projects relevant to Gillingham and to make recommendations to Full Council, as necessary.
- 8.8 To receive project monitoring reports from the General Purposes Committee and to make recommendations to Full Council, as necessary.
- 8.9 To monitor the spend of external grant funding, commuted sums and section 106 monies and make recommendations to Full Council, as necessary.
- 8.10 To monitor the Town Council's five-year action plan and prioritise projects as funding becomes available and to make recommendations to Full Council, as necessary.

9. Policies and Procedures

To review all policies and procedures, prior to adoption by Full Council.

Reviewed and Adopted by Full Council: 27/06/22, minute no. 793d

Full Council – 27 June 2022

Minute no. 796a

Gillingham Town Council

Five Year Action Plan Sub-committee

Draft Terms of Reference

1. All members of the sub-committee must abide by Gillingham Town Council's Code of Conduct.
2. The sub-committee does not have any delegated powers.
3. Membership of the sub-committee will be reviewed by Full Council.
4. Any member of the Town Council, a member of the public or member of staff can be co-opted on to the sub-committee.
5. Members of the sub-committee should elect a lead member.
6. The sub-committee will meet as and when deemed necessary by the lead member.
7. The lead member of the sub-committee will produce and submit regular written reports to Full Council with recommendations, including budgetary and financial implications, when necessary.
8. The sub-committee will work to produce a Five Year Action Plan which prioritises the work of the Town Council.
9. The sub-committee will liaise with all officers and the standing committees of the Town Council to set out what projects the Town Council intends to deliver in addition to its ongoing service delivery, in order to assist with annual budget setting and enable long term financial planning.

Reviewed and Adopted by Full Council on 27/06/22, minute no. 796a

Gillingham Town Council

Sports and Leisure Panel

Terms of Reference

1. All members of the Sports and Leisure Panel must abide by Gillingham Town Council's Code of Conduct.
2. The Sports and Leisure Panel does not have any delegated powers and cannot make decisions on proposed sports and leisure facilities at pre-application stage on behalf of Gillingham Town Council.
3. Members of the Sports and Leisure Panel must make it clear to developers and other parties that any views expressed are personal views and are not the views of the Town Council.
4. Members of the Sports and Leisure Panel should make it clear to developers and other parties that panel members are not professional planning officers and cannot offer professional advice.
5. Membership of the Sports and Leisure Panel will be reviewed by Full Council.
6. Any member of the Town Council, a member of the public or member of staff can be co-opted onto the advisory panel.
7. Members of the panel should elect a lead member.
8. In the first instance, requests to attend a meeting to discuss future sports and leisure proposals should be submitted to the Town Clerk who will advise the lead member accordingly.
9. A Town Council officer must be present at all meetings with developers. Councillors must not meet developers alone.
10. The advisory panel will meet as and when requested, as agreed by the lead member.
11. The lead member of the panel will produce and submit regular written reports to the Planning Committee.

12. The Sports and Leisure Panel will work with the relevant Dorset Council Officers, developers, organisations, local groups and landowners to assess the need for sports and leisure facilities and produce an infrastructure delivery programme in accordance with the Gillingham Southern Extension Master Plan Framework.

Reviewed and Adopted by Full Council on 27/06/2022, minute no. 796b

Gillingham Town Council

The Queens Platinum Jubilee Task and Finish Group

Draft Terms of Reference

1. All members of the Task and Finish Group must abide by the Gillingham Town Council's Code of Conduct.
2. The Task and Finish Group does not have any delegated powers.
3. Membership of the Task and Finish Group will be reviewed by Full Council.
4. Any member of the town council, a member of the public or member of staff can be co-opted on to the Task and Finish Group.
5. Members of the Task and Finish Group should elect a lead member.
6. The Task and Finish Group will meet as and when deemed necessary by the lead member.
7. The lead member of the Task and Finish Group will produce and submit regular written reports to Full Council with recommendations including budgetary and financial implications, when necessary.
8. The Task and Finish Group will investigate appropriate ways in which to mark The Queen's Platinum Jubilee in 2022.
9. 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 Full Council.

Reviewed by the Full Council

Date: 27/06/22, minute no. 796c

Gillingham Town Council

Town Team Report for June 2022

Author: Ian Day

- Cinema Group. A visit to a newly opened community facility including a cinema is in the diary for July after which we will report on any relevant new ways forward. Seedcorn financing has now been committed but this is contingent on identifying a viable site. We continue to discuss possible Town Centre sites with landowners.
- BID feasibility. This is now reaching its final stage. Two further public meetings are planned for July after which there will be sufficient evidence to decide on progressing (or not) to a vote funded by County.
- White Hart Market. Last month saw the final monthly market reflecting increased road closure costs and post Covid behaviour of both stall holders and the public. These factors are affecting markets generally. We therefore intend to concentrate on timings during the year which are complimentary to existing Town Centre events and to boost the number of events on Town Meadow.
- Gillingham Station. We are working with the Chamber chair to establish the viability and control for a centrally managed electronic TV screen notice board system with possible locations including the Station, the library, the School (other suggestions are welcome).
- Community links with Gillingham School. Progress has been made to include a commitment to fostering these existing and new links within the School leadership system beyond the current ad hoc status.

Full Council – 27 June 2022

Minute no. 802

Gillingham Town Council**Co-option of Town Councillor for the Gillingham Town Ward****Author: Julie Hawkins, Town Clerk****Background**

Following the death of Cllr Keith Wareham, the declaration of a vacancy for the Town Ward of Gillingham was made. On 20th April 2022 Dorset Council confirmed that, following the display of the Casual Vacancy Notice, a request for an election was not received and therefore Gillingham Town Council must proceed to fill the vacancy by co-option as soon as practicable.

A timetable was agreed by Full Council on 25th April 2022. The vacancy was advertised on the Council's website and social media platforms and an advert was placed in two editions of the Blackmore Vale Magazine. The closing date for applications was Friday 10th June 2022.

There were no fully completed applications received.

Democratic Services at Dorset Council have been advised of the situation. The Town Council must fill the vacancy as soon as practicable.

Recommended Timetable

Advertisement of vacancy on Council noticeboards	Tuesday 28 th June
Advertisement of vacancy on Town Council website and on social media	Tuesday 28 th June
Advertisement in local press August	Friday 22 nd July & 26 th
Closing date for applications September	4pm Thursday 15 th
Applications circulated to members for information	Friday 16 th September
Extraordinary Council meeting to consider applications September	Wednesday 21 st

Applications will be considered in accordance with Gillingham Town Council's Co-option Policy which is available to view on the Town Council's website [here](#) or on request from Gillingham Town Hall.

Advertisement

The following advert is recommended:



GILLINGHAM TOWN COUNCIL

COUNCILLOR VACANCY – TOWN WARD

Join our friendly and forward-thinking Town Council if you would like to:

- ✓ Play a part in making decisions affecting your area
- ✓ Get more involved in your community
- ✓ Influence the way local services are provided

Further information about being a Councillor can be found at www.nalc.gov.uk/makeachange or by contacting the Town Clerk

Completed application forms must be received by
4.00 pm Thursday 15th September 2022

Interviews will be held on the evening of Wednesday 21st September

Application forms are available via website:
www.gillinghamdorset-tc.gov.uk/recruitment/

or by contacting the Town Hall - 01747 823588 or
gtc@gillinghamdorset-tc.gov.uk

Recommendations:

- That the timetable, as presented, is approved.
- That the advertisement, as present, is approved for circulation and funded from Budget no. 7555 Advertising costs – General. Cost not to exceed £500.

Full Council – 27 June 2022

Minute no. 804

Gillingham Town Council

Mayor's Report June 2022

It has been an eventful time since my ceremony evening on the 25th May. A wonderful evening supported by my family, closest friends and Councillors.

My thanks to Cllr Paul Harris for his leadership and for being a wonderful Mayor. I only hope I can fulfil the role as well as Paul. My thanks in writing to Cllr Graham Poulter, my Proposer, Cllr Mick Hill, my seconder, and to all my fellow Councillors for your unanimous support trusting me to be your Mayor.



Here is what I have been doing so far:

Trip to Le Neubourg France – 26th – 30th May

We left Gillingham at 5.00am Thursday 26th May 2022 and we arrived in Le Neubourg at 5.00pm, where we were met by our host “The Baron Family.”



Day 1

On 27th May, our first full day, President David Lloyd, of Gillingham Town Twinning, and myself, representing Gillingham, met with The Mayor of LeNeubourg and The President of LeNeubourg Twinning Jean Paul Patrick.

We planted a Coxes Pippen tree in commemoration of 45 Years of Twinning and 70 years Platinum Jubilee of Queen Elizabeth

Day 2

We visited Monet's Gardens.

In the evening we attended a Fireworks Event.



Day 3

I visited the smallest Mayor's Office in the whole of France!

Day 3 (pm)

In the evening we had a celebration meal, and I presented the Town Mayor of Le Neubourg with a Platinum Jubilee Plate from Gillingham Town.



Day 4

We said goodbye to our French friends and arrived back in Gillingham at 11pm on Monday night.



Queens Platinum Jubilee Events

1st June

On Wednesday afternoon I had the pleasure of opening the Gillingham Library Jubilee Tea Party. This also provided me with the opportunity to speak about and promote their newly refurbished patio area, the planting of their Jubilee Cherry Tree and new bench placed outside the library. The Gillingham Art Workshop performed songs and readings.



2nd June

On Thursday, Deputy Mayor Barry von Clemens and I had had the pleasure of opening Fern Brook Lodge's Tea Party. A Double Celebration, as this was the first event to be held in two years because of Covid. It was lovely meeting up with the residents, many of whom I knew from many years ago.



2nd June

At 2pm, Deputy Mayor Barry von Clemens and I accompanied Cllr Roger Weeks who proclaimed the start of the Jubilee Events in Gillingham.



2nd June (pm)

On Thursday evening, I had the honour of lighting the Beacon at the Rotary Platinum Beacon Lighting Event.

Accompanied by the Gussage Piper and Michelle Adams playing the Bugle. A superb evening attended by many.



3rd June

On Friday, I took part in the Civic Parade, starting with inspecting the Army Cadets, accompanied by Commandant Colonel Taylor, Dorset Council Chairman Cllr Val Potheary and Deputy Mayor Barry von Clemens.

The Parade was superb, and many clubs and societies were represented. Commandant Colonel Taylor and I then took the Salute standing on the Town Bridge. A Church Service followed the Parade. I gave a bible reading during the service - Luke Chapter 22 verses 24-30.

Gillingham Imperial Silver Band led the parade and performed with the organist and choir. A superb service in a packed church.



3rd June 2022

In the afternoon, the Deputy Mayor Barry von Clemens and I attended the Dorset Council Civic Service hosted by Dorset Council Chairman Cllr Val Potheary in Sherborne Abbey. A wonderful service in a beautiful location.

5th June 2022

I attended The Big Jubilee Picnic, run by Gillingham Mere and Shaftesbury Lions Club and Gillingham Rotary Club.

The weather was kind for the event and well attended.

I was invited by the Inner Wheel to judge the fancy dress competition and announce the winners.

It was a lovely afternoon and very well run. I am sure it was thoroughly enjoyed by all those who attended.

It was an absolute honour to celebrate the Jubilee with our Town. Such a momentous historic occasion.



11th June 2022

It was a glorious day for Gillingham in Gear, and wonderful to see many of our Councillors and local residents displaying their fantastic classic cars and bikes, supported by so many Gillingham residents and visitors from other Towns.



At 12.30pm on 11th June the Deputy Mayor and I had the pleasure to visit The Repair Cafe at the Vicarage School Room in Queen Street.

We were greeted by Cllr Cullen and the wonderfully talented volunteers who put their skills to the test repairing everything from toasters to rocking horses.



It amazed me to hear that two million tonnes of electrical equipment is thrown away each year in the UK, with much of it ending up in landfill sites, and so the volunteers at Gillingham's Repair Cafe are fighting back against our "throwaway society".

If you've got a broken toaster or a printer on its last legs, it can be tempting to just throw it away and buy a new one. This is where the team at The Repair Café in Gillingham is offering to step in.

We even saw how a 3D printer managed to produce a foot for a wobbly toaster and we especially enjoyed eating a warmed scone with chutney and having a cup of tea in the friendly waiting area.

At 2pm I was honoured to be invited to open the 21st Annual Beer Festival at the Gillingham Branch of the Royal British Legion. It was a super afternoon with musical entertainment and catching up with lots of old school friends from many years ago.



Full Council – 27 June 2022

Minute no. 805

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

I hope everyone had a great Platinum Jubilee weekend. All the events put on were a real credit to their organisers, it was a very memorable occasion. Having a family wedding the weekend following the Jubilee has kept me a little preoccupied, hence the late report.

Building Regulation Changes – as reported in my May report – if you are planning a new build, an extension or conversion of your home, then the changes to the building regulations will affect you. From 15th June changes to the nation-wide regulations aim to improve the energy efficiency of homes and buildings across the UK. As a recap, the changes include:

- Ventilation: changes to improve air quality and ensure properties receive the necessary ventilation.
- Conservation of Fuel and Power: changes will primarily impact the energy efficiency requirements for buildings.
- Overheating: new regulations aim to limit overheating in properties by introducing passive measures such as fitting shutters for shade and glazing design in new houses.
- Electric Vehicle Charging: new residential properties will require the installation of electric vehicle charging points.

Building Control – is working hard to help clear a huge surge in applications due to the national change in Buildings Regulations. The surveyors will continue with urgent site visits in the mornings and concentrate on plan checking in the afternoons. Technical support and surveyors will be available at all times for technical enquiries, fee quotes and to register new applications.

New Funding for Dorset households – vulnerable people in the Dorset Council area can apply for new support to help with rising costs. Applications are being taken from 6th June from pensioners and working age people in receipt of qualifying benefits or in fuel poverty. DC has been awarded funding from the Government's Household Support Fund to provide short-term financial assistance in the form of supermarket vouchers, issued to residents with savings of less than £10,000 and meet the following criteria:

- Pensioner in receipt of Pension Credit;
- Working age and in receipt of a means tested benefit, or

- A pensioner or working age resident not in receipt of a means tested benefit who is in fuel poverty.

Vouchers will also be provided during the school holidays to families in receipt of free school meals.

To apply on line go to the Dorset Council webpage: Household Support Fund, to complete an application form. Alternatively, applicants can get help to complete their form from a volunteer Dorset Digital Champion at their local library. To book an appointment, tel. 01305 221048, Mon to Fri, 10am to midday. Local Citizens Advice offices are also offering assistance. Contact 01305 221027 for opening times.

Cost of Living Help - residents who wouldn't usually ask for help are being encouraged to reach out for support early as the cost of living rises. Cost of Living Help is a new webpage which puts advice and support on money, access to food, housing, support for children, mental health and wellbeing and employment, all in one place. People can check their eligibility for benefits, free school meals, low tariffs for utilities and charitable grant schemes. There's also advice on housing and employment. Specialist help is also available over the phone, in person and online from Dorset Citizens Advice, providing free, confidential and impartial advice on money, consumer, housing and other issues and is available for everyone. Dorset Citizens Adviceline: 0800 144 8848. Older residents are being supported by Age UK which the council also works with to ensure older people can access advice and financial help. enquiries@ageuknswd.org.uk or call 01305 269444.

5G underwater cameras – this is something I find fascinating and amazing, happening on Dorset's coastline. 5G RuralDorset project partner JET Engineering System solutions has successfully deployed and demonstrated live streaming underwater cameras on one of its 5G connected buoys near Portland. Two cameras below the buoy stream live footage of seaweed at Jurassic Sea Farms, who have been supporting the aquaculture trials.

Analysis of the live video and environmental sensor data, with artificial intelligence developed by Exeter University, will help build a better understanding of seaweed growth and biofouling, to meet the pivotal point between seaweed quality vs quantity and to optimise harvest scheduling. It will also enable live alerts of any issues to the farm. With further research, such a system could have big benefits for the wider industry, not only maximising the economic benefit seaweed can offer, but also the environmental and social contributions it can bring through carbon capture and as a healthy food source.

Reducing Dorset Council's Carbon footprint – as part of Dorset Council's drive to reduce carbon emissions, Avon Heath Country Park now has newly installed solar panels on the roof of its café, classroom and toilet block, expecting to produce around 20,000 kWh of electricity a year, saving around five tonnes of carbon emissions each year. Funding for the panels comes from the Public Sector Decarbonisation Scheme, a scheme set up by the Government to reduce the

emissions of publicly owned buildings across the UK. Last year the council installed solar panels at Moors Valley Country Park along with battery powered tools for their Greenspace team, saving the council up to £10k in energy costs and reduce its carbon footprint by more than 43 tonnes of CO2 every year. There are plans to continue the roll-out of renewable energy at all country parks, work currently underway to increase the number of solar panels and introduce low-carbon heating at Durlston Country Park in Swanage.

Dorset Innovation Park (DIP) – Dorset Council has an ambitious plan for the DIP near Wool, which includes £3.1m for the immediate delivery of 10 new light industrial units at the site, as well as a future £11.5m 4-year capital investment plan to deliver a new social hub for on-site workers; the potential to develop two medium sized industrial/office units (around 600sqm), providing a further 145 jobs to the Park with annual income to the council of around £453k; improve the existing entrance to the Park, enhancing security and looking to purchase an additional 6 hectares of land to allow for further expansion.

These Plans go before Cabinet on Tuesday, 21st June and if agreed, work will begin on the 10 new units later this year. The Park, delivered in partnership with Dorset Council and the Dorset Local Enterprise Partnership, offers office space, workshop facilities and fully serviced commercial employment land. Currently there are 34 businesses located at the Park, providing almost 800 jobs. These businesses operate within the defence/security and advanced engineering and associated sectors. I have reported previously on the success of the Defence Battlelab facility on site, developed in partnership with the Ministry of Defence. The aim of the Park is to create 2000 new jobs by 2042.

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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.