



GILLINGHAM TOWN COUNCIL

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

FULL COUNCIL

MINUTES

Minutes of the Town Council meeting held on **Monday, 28th June 2021** at The Olive Bowl, Brickfields Business Park, Gillingham commencing at 7.30pm.

Present:

Cllr Paul Harris, QGM
Cllr Fiona Cullen
Cllr Rupert Evill
Cllr Mike Gould
Cllr Mick Hill
Cllr John Kilcourse
Cllr Graham Poulter

Cllr Val Potheary
Cllr John Robinson
Cllr Donna Toye
Cllr Keith Wareham
Cllr Roger Weeks
Cllr Alan Frith
Cllr Dennis Griffin

In attendance:

Town Clerk, Julie Hawkins
Responsible Financial Officer, Debra Edwards
Project Administrator, Serena Burgess

The following joined the meeting via Microsoft Teams:

One member of the public
Michael Streeter, Gillingham and Shaftesbury News

518. To receive apologies for absence.

It was agreed and **RESOLVED** to accept the apologies from Cllr Sharon Cullingford, Cllr Alison von Clemens and Cllr Barry von Clemens, who were unable to attend due to personal reasons.

519. To approve the minutes of the meeting of the Full Town Council held on 24th May 2021 and the Extraordinary meeting of Full Council held on 7th June 2021.

It was agreed and **RESOLVED** to approve the minutes of the meeting of the Full Town Council held on 24th May 2021 and the minutes of the Extraordinary

meeting of Full Council held on 7th June 2021. The chairman duly signed the minutes.

520. Questions.

There were no questions.

521. 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 disclosable pecuniary interests.

522. To approve payments, as follows:

a) 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, are approved

b) To approve payments between £5,000 and £9,999, in accordance with the council's Financial Regulations.

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

It was agreed and **RESOLVED** that the list of payments, as presented, are approved.

c) To approve payments over £10,000, in accordance with the council's Financial Regulations.

There were no payments.

523. To receive any requests for virement of budgets.

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

It was agreed and **RESOLVED** that a virement of £2,700 is made from Cost Centre 12 - Old Market Workshops, Budget Line 7077, Workshop Rent (Earmarked Funds) to Budget Line 7084, Old Market Workshop General Maintenance and Repairs, to cover work at the old workshop prior to lease surrender.

It was agreed and **RESOLVED** that a virement of £4,857 is made from Cost Centre 1d - Closed Churchyard, Budget Line 5038, Paths to Cost Centre 12a -

Roman Court Workshops, Budget Line 7211, refurbishment, to cover gates and fence.

524. To receive and approve the internal auditor's report dated 9th June 2021 and the management responses.

A copy of the internal auditor's report dated 14th June 2021 had been circulated prior to the meeting. Please refer to [Appendix D.](#)

It was agreed and **RESOLVED** to approve the internal auditors report dated 14th June 2021 and the management responses as presented.

525. 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 E.](#)

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.

526. To formally receive and note the Annual Internal Audit Report for FY 2020/21. Please refer to page 3 of the Annual Governance and Accountability Return.

A copy of the Annual Internal Audit Report for FY 2020/21 was circulated prior to the meeting. Please refer to page 3 of [Appendix F.](#)

It was agreed and **RESOLVED** to receive and note the Annual Internal Audit Report for FY 2020/21.

527. To formally receive, consider and approve Section 1 - Annual Governance Statement FY 2020/21. Please refer to page 4 of the Annual Governance and Accountability Return.

A copy of Section 1 - Annual Governance Statement FY 2020/21 was circulated prior to the meeting. Please refer to page 4 of [Appendix F](#)

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 2020/2021 should be approved and signed by the Chairman and the Town Clerk.

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

528. To formally receive consider and approve Section 2 – Accounting Statements FY 2020/21 of the audited accounts. *Please refer to page 5 of the Annual Governance and Accountability Return.*

A copy of Section 2 – Accounting Statements FY 2020/21 of the audited accounts had been circulated prior to the meeting. Please refer to page 5 of [Appendix F.](#)

The Responsible Financial Officer, Debra Edwards, certified that for the year ended 31 March 2021 the Accounting Statements in the 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 the authority.

It was agreed and **RESOLVED** that Gillingham Town Council confirm approval of the accounting statements at Section 2 of the Annual Governance and Accountability Return 2020/21 and that Section 2 should be signed by the Chairman.

The document was duly signed by the Chairman, Cllr Paul Harris.

- 529. 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: Thursday 1st July 2021 to Wednesday 11th August 2021 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 Audits Regulations, should be Thursday 1st July 2021 to Wednesday 11th August 2021 inclusive.

- 530. To receive consider and adopt the following standing committee reports:**

a) General Purposes Committee meeting held on Monday, 7th June 2021

It was agreed and **RESOLVED** that the minutes of the General Purposes Committee held on Monday 7th June 2021 are approved and adopted.

b) HR Committee meeting held on Thursday 10th June 2021

It was agreed and **RESOLVED** that the minutes of the HR Committee held on Thursday 10th June 2021 are approved and adopted.

- 531. To receive and note a list of decisions made under the Temporary Scheme of Delegation as agreed by Full Council on 26th April 2021 (Minute No. 472).**

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

It was agreed and **RESOLVED** that the list of decisions made under the Temporary Scheme of Delegation are noted.

- 532. To consider supporting Dorset Council's Climate and Ecological Emergency Strategy and Action Plan. Further information available on the Dorset Council website [Here](#)**

It was agreed and **RESOLVED** that Gillingham Town Council supports Dorset Council's Climate and Ecological Emergency Strategy and Action Plan.

- 533. To consider, agree and adopt a Climate Change and Carbon Management Policy as recommended by the General Purposes Committee 7th June 2021, Minute no. 214.**

A draft policy was circulated prior to the meeting.

It was agreed and RESOLVED that the Climate Change and Carbon Management Policy, as recommended by the General Purposes Committee on 7th June 2021, Minute no. 214, is approved and adopted.

534. To consider, agree and adopt a Homeworking Policy as recommended by the HR Committee 10th June 2021, Minute no. 004

A draft policy was circulated prior to the meeting.

Cllr Weeks raised concerns over the draft risk assessment in Appendix 1 of the draft policy.

It was agreed and RESOLVED to amend Appendix 1 and defer the draft policy to the next available meeting of Full Council.

535. To review and agree the following documents:

a) Code of Conduct

A draft document was circulated prior to the meeting.

It was agreed and **RESOLVED** that the Code of Conduct, as presented, is approved and adopted.

b) Complaints, Comments and Compliments Policy

A draft policy was circulated prior to the meeting.

It was agreed and **RESOLVED** that the Complaints, Comments and Compliments Policy, as presented, is approved and adopted.

c) Dealing with Abusive, Persistent or Vexatious Complaints and Complainants Policy.

A draft policy was circulated prior to the meeting.

It was agreed and **RESOLVED** that the Dealing with Abusive, Persistent or Vexatious Complaints and Complainants Policy, as presented, is approved and adopted.

536. To receive, consider and approve the Terms of Reference for the Annual Remembrance Day Parade Sub-committee reporting to the General Purposes Committee

Draft terms of reference were circulated prior to the meeting. Please refer to [Appendix H.](#)

It was agreed and **RESOLVED** that the Terms of Reference for the Annual Remembrance Day Parade Sub-committee, as presented, are approved and adopted

- 537. To consider setting up a task and finish group to consider ways to mark The Queen's Platinum Jubilee in 2022. An extended bank holiday, from Thursday 2nd to Sunday 5th June 2022, will provide an opportunity to come together to celebrate the historic milestone. Further information available on the Royal.UK website [Here](#)**

It was agreed and **RESOLVED** that a task and finish group, reporting to Full Council, is set up to consider ways to mark The Queen's Platinum Jubilee in 2022.

It was agreed and **RESOLVED** that the following councillors should form the task and finish group, Cllr Kilcourse, Cllr Toye and Cllr Wareham.

- 538. To receive an update on the Community Volunteer Thank You event**

A report was circulated prior to the meeting. Please refer to [Appendix I](#). The report contained two recommendations.

It was agreed and **RESOLVED** that Gillingham Town Council holds an event on the afternoon of Saturday 31 July 2021, providing lockdown restrictions are lifted by then.

It was agreed and **RESOLVED** that Gillingham Town Council sends 'save the date' invitations as soon as possible and confirms the event once the Government announces that the restrictions will lift on 19 July.

- 539. To receive and consider a request by Dorset Council, North Education and Early Years, to use Hardings Park for an event on 30th July 2021, 10am until 3pm and August 27th 2021, 10am until 3pm.**

A request was circulated to members prior to the meeting. Please refer to [Appendix J](#).

It was agreed and **RESOLVED** that a licence is granted for Dorset Council, North Education and Early Years, to use Hardings Park for an event on 30th July 2021 and August 27th 2021, subject to liaison and agreement of vehicle location with the Works Manager.

- 540. To receive and consider written reports from outside bodies, if available, for consideration and approval:**

- a) Three Rivers Partnership (3RP) and Three Rivers Community Partnership Board of Trustees, the Gillingham Community Leisure Trust (GCLT)**

Cllr B von Clemens was not present at the meeting. There was no report.

b) Town Meadow Group

Cllr Cullingford was not present at the meeting. The Mayor invited Mr Steve Joyce to speak on behalf of the Town Meadow Group. Mr Joyce informed the meeting that due to Government Restrictions it had been necessary to cancel the Great Get Together event which was due to take place at the end of June. Mr Joyce took the opportunity to thank Mrs Mandy Greenwood who has recently stepped down from the Town Meadow Group Committee.

c) Gillingham Chamber of Commerce and Industry

Cllr B von Clemens had circulated a report prior to the meeting. Please refer to [Appendix K](#). There were no recommendations. The report was noted.

d) Dorset Association of Parish and Town Councils (DAPTC):

Larger Town meetings

Cllr B von Clemens was not present at the meeting. There was no report.

Northern Area meetings

Cllr Cullingford was not present at the meeting. There was no report.

e) Shaftesbury and District Transport Forum

Cllr B von Clemens was not present at the meeting. There was no report.

f) Gillingham Town Team

Cllr Gould had circulated a report prior to the meeting. Please refer to [Appendix L](#). There were no recommendations. The report was noted.

g) Gillingham Youth Centre Management Committee

Cllr B von Clemens was not present at the meeting. There was no report.

h) Rural Market Town Group

Cllr Cullingford was not present at the meeting. There was no report.

541. To receive and consider a draft Working Together Protocol Between Dorset Council and Town and Parish Councils (27th May 2021 version) and associated flow charts

A draft protocol and flowchart was circulated prior to the meeting.

It was agreed and **RESOLVED** that Gillingham Town Council supports the draft protocol and flowchart as presented.

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

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

543. To receive and note reports from Dorset Councillors, if available. Dorset Council agenda and minutes are available to view [here](#)

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

544. 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) A Dorset Council Proposed Parking Charges Strategy Report had been circulated prior to the meeting. Further information available [Here](#).
Cllr Potheary explained that Dorset Council Parking Services is currently working under the Parking Orders of the former six Councils and this has led to a disparity of tariffs between areas which needs to be standardised to ensure equality for residents.

Cllr Harris asked members to contact the Town Clerk via email with any comments so that a response can be submitted to Dorset Council in accordance with the town council's Temporary Scheme of Delegation.

- b) Cllr Harris informed the meeting that an official photograph of town council members will be taken prior to the Full Council meeting scheduled for 27th September 2021.
- c) Mr Joyce asked if Gillingham Town Team had contacted the owners of the old Co-op building in the High Street to discuss regeneration of the site.
Cllr Gould confirmed that the Town Team has been in contact with the owner and discussions are ongoing.

The meeting closed at 8.37pm

Full Council Meeting – 28th June 2021

Minute no. 522(a)

List of Payments for May 2021

	No	Supplier	Date	Details	Amount paid (including VAT where applicable)
1	6642	Screwfix	01/05/2021	Various materials	106.21
2	6930	SSE Southern Electric	04/05/2021	Roman Court Elect	126.91
3	6929	Dorset Council	04/05/2021	Non-Domestic rates	127.00
4	6928	SSE Southern Electric	04/05/2021	Roman Court Elect	127.05
5	6927	Opus	04/05/2021	Electricity bills	158.38
6	6926	SSE Southern Electric	04/05/2021	Town Hall Gas	1,091.43
7	6925	Dorset Council	04/05/2021	Non-Domestic rates	1,499.00
8	6923	Dorset Council	04/05/2021	Non-Domestic rates	1,824.00
9	6942	SSE Southern Electric	10/05/2021	Roman Court Elect	54.48
10	6941	SSE Southern Electric	10/05/2021	Roman Court Elect	56.20
11	6940	SSE Southern Electric	10/05/2021	Roman Court Elect	75.60
12	6939	Right Fuel	10/05/2021	Fuel	806.54
13	6995	SSE Southern Electric	14/05/2021	Roman Court Elect	143.20
14	6949	M Taylor	14/05/2021	Town Hall Fire alarm	210.00
15	6948	Goadsby & Harding	14/05/2021	Buildings & Terrorism insurance	121.40
16	6947	Councillor expenses	14/05/2021	Mayor's Fund donation	95.00
17	6946	Burfitt & Garrett Ltd	14/05/2021	Building work Roman Court	6,209.69
18	6994	Sage	17/05/2021	Sage Accounts & Payroll	270.60
19	6993	Sydenhams Hire	17/05/2021	Hire of equipment	1,159.20
20	6992	Western Workshop Supplies	17/05/2021	Various supplies	316.38
21	6991	Opus	18/05/2021	Old Market gas	50.14
22	6990	Greg Richards	19/05/2021	Electrical work Roman Court	11,691.00
23	7085	British Gas	21/05/2021	Electricity CCTV Hardings Lane	30.80
24	7132	Net pay	24/05/2021	Net pay	20,964.37

25	7128	Talk Talk	26/05/2021	Monthly Broadband Chantry & Workshops	51.00
26	7023	LW Safety/Bourne Romsey	26/05/2021	Service & supply fire extinguishers	978.60
27	7022	MG Cleaning	26/05/2021	Weekday & Weekend street cleaning & Office cleaning	2,616.00
28	7021	Screwfix	26/05/2021	Various materials and supplies	1,081.08
29	7020	Sydenhams Ltd	26/05/2021	Various materials and supplies	584.63
30	7019	Aqua Cleaning	26/05/2021	Hygiene services	65.00
31	7018	Gillingham Youth Club	26/05/2021	Monthly grant Youth leader	700.00
32	7017	DesignJam	26/05/2021	Website maintenance	102.00
33	7016	DAPTC	26/05/2021	Councillor training	117.00
34	7015	EG Coles	26/05/2021	Machinery spares	24.66
35	7014	Fitzpatrick Woolmer	26/05/2021	Public Notice Board High Street	2,457.60
36	7013	Francis & Cull	26/05/2021	Plumbing Roman Court	1,500.00
37	7012	HSQE Ltd	26/05/2021	Staff training	405.60
38	7145	HMRC	27/05/2021	PAYE & NIC	7,286.61
39	7148	Dorset County Pension Fund	28/05/2021	Pension May 2021	7,766.84
40	7131	Utility Warehouse	28/05/2021	Old Market Elect	112.25
41					73,163.45

APPENDIX B

Annual Council Meeting – 28th June 2021

Minute no. 522(b)

List of Payments for over £5,000

Date Paid	Payee	Detail	Total Including VAT where applicable
14/05/2021	Burfitt & Garrett Ltd	Building work Roman Court	6,209.69

Gillingham Town Council**Request for Virement of Budget**

1. This request follows from the virtual review of workshop budget update meeting held 14 June 2021. Present were Councillor Harris, Town Clerk and Responsible Finance Officer.
2. The finance review determined that the refurbishment was on track, however unforeseen costs with respect to exiting the Old Market Square Workshop and the requirement to now execute the gates and fencing work identified a shortfall.
3. Cllr Poulter and the Works Manager held a site meeting with the agent, landlord and potential new tenant on 1 June to discuss potential handover dates. During this meeting there were a number of actions identified to bring the site up to standard before handover. The work included:
 - Internal redecoration throughout of all previously painted areas.
 - Internal cleaning of unit throughout. In terms of the floor a single coat of grey floor paint may be easier to apply giving some of the staining. The floor itself needs making good on the joints and where the mezzanine was fixed and screws have been cut close to floor level.
 - Making good of the cladding where items have been fixed and painting the sections where the old paint is visible. The aerial requires removal.
 - Re-fixing/making good cladding by rear door where it looks as though someone has tried to force entry.
 - Minor repair to guttering where joint has worked loose on rear.
 - Cleaning of the 3 skylights.
 - Painting of roof panels where required.
 - Making good of minor pitting on concrete apron.

It was determined that this work should be done by contract rather than use the Council work force. The workforce had reduced staff levels and recruiting was ongoing.

4. The Works Manager presented the results of invitation to tender, submitted to three well known and respected local companies all of whom had previously completed contract work for GTC.

The Board was disappointed with the contractor responses but recognised that GTC was imposing strict contract requirements in terms of completion, due to the lease termination date of 23 July 2021.

In GTCs opinion, the workshop was ready for handover but following a review with the landlord, agreed to complete the items identified at the inspection of the site.

Within these restrictions and given the poor response, GTC applied its Financial Regulations Revision 005 dated May 2021, paragraph 11.1 h as the value of the contract is between £1,000 and £5,000 and the budget holder has striven to obtain 3 estimates.

The current availability of specified tradespeople is very limited due to the results of the pandemic and the work available to them, leading to very long lead times for their availability. Whilst the choice for the Board was limited, it looked at value for money, cost (competitive quotation) and early availability to complete the task, local company, GTC familiarity with the company, its services and standards. The tenders were as follows:

	Contractor 1	Contractor 2	Contractor 3
Units 11 & 12 Schedule as presented. Total cost	No response	£2,700 not VAT registered. Time limited to the period 10-17 Jun2021 and then not available until October 2021	Chose not to bid due to full order book until Oct 21 and therefore could not make the timeframe required in the contract

The Board recommended that Contractor 2 be awarded the contract for Units 11 and 12, Old Market Square, Gillingham (the old workshop) against the schedule listed in the Tender Board Agenda, to a total value of £2,700. It also recommended that the Town Clerk using delegated financial powers as shown in the Financial Regulation section 4.1.3 was invited, with the Mayor, to authorise the work starting 10 June. Funding can be taken from the current budget but the funds need replacing in order to finance the current contracted work.

5. The requirement for gates and fence has always been part of the workshop refurbishment.

The December 2020 report to Full Council (Agenda Item 16b) paragraph 5, identified that funding for the fence had been removed from the budget due to higher priority requirements.

The January 2021 report to Full Council (Agenda item 17a) paragraph 1 noted that gates and fence were priority 5 of the unfunded items, behind security alarms, CCTV, fire alarm and heating. All four of the higher priority unfunded items have now been funded and either delivered or are in process of delivery, albeit the heating is of a temporary nature thus far.

The February 2021 report to Full Council (Agenda item 14a) identified at paragraph 2 that workshop funding was set to span two financial years, FY20/21 and FY21/22 and that the priority 5 item of gates and fencing was scheduled for some time April–June but remained unfunded, although planning permission was about to be requested.

Planning permission has been submitted and a response is awaited.

6. On 11 June, the works manager presented two quotes for fence and gates to the tender board – a third contractor declined to quote due to a busy schedule; this is a typical contractor response at this time.

	Contractor 1	Contractor 2	Contractor 3
Gates and Fence Schedule as presented. Total cost	Declined to tender due to full workload	£ 4,856.70 +VAT	£4,638.00+VAT

The Board noted that Contractor 3 quoted for gates higher than those required in the schedule and that did not meet the requested planning permission.

As the difference in price is minimal and to avoid resubmitting planning permission, which is taking longer than usual due to the current pandemic, the Board met and recommend that contractor 2 be appointed for the following reasons:

- Value for money
- Meets the specifications of the planning permission submission made
- Early availability
- Knowledge of the company having used it previously and been satisfied with the high service delivered
- Local company
- Competitive quotation

7. **Recommendation:**

- **That a virement of £2,700 is made from Cost Centre 12 Old Market Workshops, Budget Line 7077 Workshop Rent (Earmarked Funds), to Budget Line 7084 Old Market Workshop General Maintenance and Repairs, to cover work at the old workshop prior to lease surrender.**
- **That a virement of £4,857 is made from Cost Centre 1d Closed Churchyard Budget Line 5038, Paths, to Cost Centre 12a Roman Court Workshops, Budget Line 7211, refurbishment, to cover gates and fence**

Full Council Meeting – 28th June 2021

Minute no. 524

Internal Auditors report

Introduction

This report contains a note of the audit recommendations made to Gillingham Town Council following the carrying out of internal audit testing on site on 9th June 2021.

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 the AIAR section of the 2018/19 and 2020/21 AGAR.

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 2020/21 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:

Test N: Publication

I checked to see that the Council complied with the publication requirements for the previous year's Annual Governance and Accountability Return (AGAR). The Council had to publish before 01/09/20 and at least one day before the start of its public rights period (26/06/20) ss1&2 of the AGAR, and the Public Rights Notice including a declaration that the accounting statements were unaudited.

On or before 30/11/20, the Council was required to publish the Notice of Conclusion of Audit, and ss1-3 of the AGAR (including the completed external audit report). The Council's Notice of Conclusion of Audit was dated 02/11/20, before the deadline.

The Council was able to provide a screenshot evidencing that the Public Rights publications were properly uploaded. However, the requirement to test the Notice of Conclusion was not notified to Councils or internal auditors until after the period of publication has passed, meaning that no evidence exists to prove the upload date. External Audit confirmed in April 2021 that screenshots of publications being uploaded and removed will serve in the absence of a website audit trail.

Both the Public Rights Notice and publications, and Notice of Conclusion of Audit and publications were still shown on the Council's website at the audit date of 09/06/21, proving that the former remained in place for the duration of the Public Rights period.

The evidence indicates but does not prove compliance with the publication requirements. I have therefore assessed the test as 'not covered'. Provided the test does not change without notification again, the Council will be able to provide full evidence of compliance in future.

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.

The number of recommendations made at this audit visit and their priority are summarised in the following table:

Rating	Number
High	0
Medium	0
Low	2
Information	0
TOTAL	2

The number of recommendations made at all of the audit visits in 2020/21 and their priorities are summarised in the following table:

Rating	Number			
	Visit 1	Visit 2	Visit 3	TOTAL
High	0	0	0	0
Medium	1	0	0	1
Low	2	1	2	5
Information	0	0	0	0
TOTAL	3	1	2	6

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

Darkin Miller Chartered Accountants
2020/21 INTERNAL AUDIT OF GILLINGHAM TOWN COUNCIL
FINAL REPORT VISIT 3 OF 3: 14th JUNE 2021

Appendix 1 – Recommendations and Action Plan

Rec. number	Detail	Priority (Low/Medium/High)	Management Response	Responsible Officer	Due Date
3.3 – Signed minutes	I noted during the minutes review that the signed minutes of the Extraordinary Council meeting of 10/03/21 and the signed minutes of the Finance Committee of 15/03/21 were not on file. The latter were also not on the website. I recommend that the minutes are signed and placed on file as soon as possible, and that the Finance Committee minutes are uploaded to the website, in order to ensure that a complete record is held of all Council business and decisions.	L	<p>The minutes of the Extraordinary Council meeting of 10/03/21 will be signed and filed.</p> <p>The April meeting of the Finance Committee was cancelled in accordance with section 243 of the Local Government Act 1972, due to a national period of mourning, therefore the minutes of the March meeting have not yet been approved. The minutes will be approved and signed as soon as it is possible to hold a covid safe face to face meeting of the Finance Committee.</p>	Town Clerk	<p>21.06.21</p> <p>As soon as government restrictions allow</p>
14.1 – Screenshot Notice of Conclusion of audit	<p>I checked to see that the Council complied with the publication requirements for the previous year's Annual Governance and Accountability Return (AGAR). The Council had to publish before 01/09/20 and at least one day before the start of its public rights period (26/06/20) ss1&2 of the AGAR, and the public rights notice including a declaration that the accounting statements were unaudited. On or before 30/11/20, the Council was required to publish the Notice of Conclusion of audit, and ss1-3 of the AGAR (including the completed external audit report). The Council's Notice of Conclusion of audit was dated 02/11/20, before the deadline.</p> <p>The Council was able to provide a screenshot evidencing that the Public Rights publications were</p>	L	We will screenshot publication (and removal, if applicable) of the Public Rights and Notice of Conclusion of audit documents in future.	Town Clerk	With immediate effect

<p>properly uploaded. However, the requirement to test the Notice of Conclusion was not notified to Councils or internal auditors until after the period of publication has passed, meaning that no evidence exists to prove the upload date. External Audit confirmed in April 2021 that screenshots of publications being uploaded and removed will serve in the absence of a website audit trail.</p> <p>Both the Public Rights notice and publications, and Notice of Conclusion and publications were still shown on the Council's website at the audit date of 09/06/21, proving that the former remained in place for the duration of the Public Rights period.</p> <p>I recommend that the Council screenshots its publication (and removal, if applicable) of the Public Rights and Notice of Conclusion of audit documents in future.</p>				
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**GILLINGHAM TOWN COUNCIL
REVIEW OF EFFECTIVENESS OF AUDIT**

	Expected Standard	Evidence of Achievement	Areas of Development for FY 2021/22
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 2021/22.</p>

2	Independence	The Internal Auditor is independent of Gillingham Town Council with no operational or governance responsibilities. The Internal Auditor has 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.	No further action required.
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 Deputy Town Clerk are members of the Society of Local Council Clerks (SLCC) and have 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, a Fellow of the Association of Chartered Certified Accountants (FCCA) and a member of the Association of Accounting Technicians (MAAT).</p> <p>The Office Manager has qualified in AAT Foundation Accounting Level 2 and is current studying AAT Advanced Diploma Account 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 Meeting – 28th June 2021

Minute no. 526 (pg.3) 527 (pg.4) 528 (pg.5)

Annual Internal Audit Report 2020/21

GILLINGHAM TOWN COUNCIL

www.gillinghamdorset-tc.gov.uk

During the financial year ended 31 March 2021, 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 2020/21 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 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick 'not covered')			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.	N/A		
M. The authority, during the previous year (2019-20) 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 2019/20 AGAR (see AGAR Page 1 Guidance Notes). <i>SEE AVAILABLE HERE</i>			✓
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

15/12/2020

04/03/2021

09/06/2021

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

Date 09/06/2021

*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).

Section 1 – Annual Governance Statement 2020/21

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 2021, that:

	Agreed?		Yes means that the 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 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:

28 June 2021

and recorded as minute reference:

Minute 527

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

Chairman

Clerk

[Signature]
[Signature]

Section 2 – Accounting Statements 2020/21 for

GILLINGHAM TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	539,920	665,576	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	858,594	899,268	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	38,638	380,696	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	413,079	456,811	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	9,592	19,337	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	348,905	912,246	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	665,576	557,146	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	667,976	567,662	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	1,919,091	2,514,663	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	100,103	431,718	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	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 2021 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

D Edwards

Date

10/06/2021

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

28 June 2021

as recorded in minute reference:

Minute 528

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

P Harris

Full Council Meeting – 28th June 2021

Minute no. 531

Gillingham Town Council

**List of decisions made under the Temporary
Scheme of Delegation as agreed by Full Council
on 26th April 2021 (Minute No. 472) for June 2021**

Author: Julie Hawkins, Town Clerk

No.	Item	Consultation Process	Decision made
1.	Application No: P/PAAC/2021/01791 Proposal: Change of use and conversion of existing agricultural barns to form 2 No. dwellings (Class C3) Location: St Matthews Farm, Shaftesbury Road, Forest Deer, SP8 5QJ	Group meeting of Planning Committee Members 14.06.21	Recommended approval with comments re. sustainability
2.	Application No: P/VOC/2021/00665 Proposal: Erect 5 No. dwellings and garages. Demolish existing agricultural buildings. (Variation of Condition No. 2 of Planning Permission No. 2/2019/1409/FUL to amend the approved plans to allow the addition of a sunroom and a store to the rear of the garage on Plot 4) Location: Windyridge Farm, Bay Road, Gillingham, SP8 4EP	Group meeting of Planning Committee Members 14.06.21	DC informed that GTC unable to comment
3.	Application No: P/FUL/2021/00816 Proposal: Erection of double garage Location: Land at E 380183 N 126087, Common Mead Lane, Gillingham, Dorset	Group meeting of Planning Committee Members 14.06.21	DC informed that GTC unable to make recommendation
4.	Application No: P/HOU/2021/00669 Proposal: First floor extension over existing garage and garden store Location: Mount View House, Wyke Road, Gillingham, Dorset, SP8 4NG	Group meeting of Planning Committee Members 14.06.21	Recommended approval subject to protection of tree

5.	Pre-application consultation for the proposed diversion of part of public path No. N69/6 between Gillingham and Motcombe.	Group meeting of Planning Committee Members 14.06.21	Form 119/B completed and submitted stating GTC supports the proposal
6.	Review of the Planning Committee Protocol Document.	Group meeting of Planning Committee Members 14.06.21	Recommended adoption of the Planning Committee Protocol Document

Full Council Meeting – 28th June 2021

Minute no. 536

Annual Remembrance Day Parade Sub-committee Terms of Reference

1. All members of the sub-committee must abide by the 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 at the Annual Town Council meeting in May.
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 the General Purposes Committee with recommendations including budgetary and financial implications, when necessary.
8. The sub-committee will be responsible for the following:
 - a) Applying for the relevant street closure notice
 - b) Organising the relevant traffic restrictions to safely accommodate the parade
 - c) Ensuring adequate insurance is in place
 - d) Ensuring adequate risk assessments and other Health and Safety requirements have been adhered to
 - e) Work with the Royal British Legion, Gillingham Branch, in the organisation of the event

Reviewed: 28/06/21

Adopted by Full Council

Date: 28/06/21, minute no. 536

Full Council Meeting – 28th June 2021

Minute no. 538

Gillingham Town Council

COVID Community Volunteers – Task and Finish Group

Author: Serena Burgess, Project Administrator

Background

- A 'Thank You' event for the Town Council's COVID Community Volunteer Group was planned for September 2020, just after the group stood down. This was postponed on the advice of the Dorset Safety Advisory Group.
- The event was rescheduled for 4 July 2021 to coincide with the national Volunteer Thank You day. However, as lockdown restrictions will not be lifted as planned on 21 June, the Dorset Safety Advisory Group have advised us to wait until after 19 July.
- We received a grant of £1,000 from the National Lottery last year which needs to be spent by 31 August 2021.

Recommendations

1. That Gillingham Town Council holds the event on the afternoon of Saturday 31 July, providing lockdown restrictions are lifted by then.
2. That Gillingham Town Council send 'save the date' invitations as soon as possible and confirm the event once the Government announces that the restrictions will lift on 19 July.

Full Council Meeting – 28th June 2021

Minute no. 539

**Request from Dorset Council North Education & Early Help EY 2
to use Hardings North Education & Early Help EY 2 Park**

We are hosting the fun days from the info I attached in conjunction with Riversmeet, we need permission to use the Rec/park land behind Riversmeet to have open air worships/activities for families and a barbecue run by Riversmeet, this is to uphold Covid regulation, families with children 0-12 will book to come to our event and so numbers will be limited.

Free food element will be available for families with benefit related Free school Meals. Areas of Gillingham and Shaftesbury have the highest number of children on free school meals in North Dorset and we are supporting the government scheme to ensure these children in our community have activities and a hot healthy meal.

We would like to be able to put the mobile Library and things on the grass please, so would need access to park. Dorset Council will risk assess and has consulted with Public health England along with Riversmeet will Provide due diligences to insurances etc.

Dates are 30th July, 10-3pm and August 27th, 10-3pm

Many thanks Helen

Helen Shorrocks



Full Council Meeting – 28th June 2021

Minute no. 540(c)

Gillingham Chamber of Commerce and Industry Report

Author: Cllr Barry von Clemens

Date of meeting: 9 June 2021

Present: Karen Auckland, Sharon Cullingford, Chris Ryu, Caroline Haskett, Barry von Clemens

Guest: David Sidwick, Dorset PPC

- Sharon Cullingford gave an update on the Shop Apy scheme. At the moment the Gillingham page has not gone live.
- Chris Ryu gave an update on the Chamber's online presence through social media which is progressing well.
- The committee covered other businesses matters.
- David Sidwick joined the meeting as the Chamber's guest to speak about policing in Gillingham and to answer questions from members. David had taken pre submitted questions to enable him to speak to the relevant officers and give the committee a fuller picture of local policing. David also explained his way forward as PPC.

Signed
Barry von Clemens

Gillingham Town Team Report

May - June 2021

Cllr Mike Gould

- Station Road feasibility study. Carter Jonas have been appointed and a scoping meeting is fixed for June. Report is anticipated in late August.
- White Hart market has resumed with good support from stallholders and the public. The Autumn schedule will be amended to avoid a clash with Remembrance Sunday.
- The Art Trail ran successfully with many artists and shopkeepers enthused by the initiative. We are now envisaging a second trail in the Autumn but this time featuring work from the School art department.
- BID feasibility work has been parked for the summer as businesses continue to deal with the continuing restrictions. The next meeting is pencilled in for September.
- Support from DC will now involve Susan Sullivan on Hugh de Longh's retirement and a handover meeting is planned.
- We are working up some ideas for a 'Made in Gillingham' initiative to include artisan workshops, exhibitions and other events. Any suggestions or introductions to possible partners in this would be very gratefully received.

Full Council Meeting – 28th June 2021

Minute no. 542

Mayor's Report**June 2021**

Date	Event	Comments
29 May 2021	Grand Charity Plant Sale	A morning visit to seven charity stalls selling plants on the Town Meadow. All stalls were raising money for good local causes. The turnout from residents ensured each charity was successful raising a good amount for their funds. Jean and I came away much lighter in cash and weighed down with plants for the garden. We met many wonderful people, both buying and selling
16 June 2021	Grand Opening of the Jailhouse Farm Shop at HMP Guys Marsh	The Farm Shop is a new endeavour by the charity that runs the Jailhouse café. Both the café and shop provide an opportunity for some prisoners to interact with the public. The shop sells excellent produce and flowers, all produced from the effort of the prisoners. The Opening was performed by the Prison Governor, who was immensely proud of the work being done in concert with the charity. It was also an opportunity to meet with the High Sheriff of Dorset and other local Mayors. We came away with some excellent vegetables and yet more plants. The café serves really good coffee and has great cakes. It's well worth a visit to both the shop and the café.

Full Council Meeting – 28th June 2021

Minute no. 543

Gillingham Ward Monthly Report

Cllr Belinda Ridout – May/June 2021

‘Summer in Dorset’

Dorset Council is working with local schools, voluntary organisations and activity providers to develop an exciting programme of activities that will be taking place across Dorset over the summer holidays. ‘Summer in Dorset’ will be 6 weeks of enriching activities, fun-days and holiday clubs for children aged 5 to 16. All sessions and included meals will be free for children who are eligible for benefit-related free-school meals.

Contact summerindorset@dorsetcouncil.gov.uk or 01305 252261 for more information or to sign up your child for ‘Summer in Dorset’.

User Testers Needed!!

DC is looking for residents who would be willing to do some user testing on the DC website. This would involve you doing some simple tasks on the website whilst we observe and talk to you about your experience. This will be held virtually for now, with the hope in the future to invite testers in person. Hearing from customers is essential to developing the website and making it user friendly. You don’t need to be ‘digitally savvy!’. All different ages and confidence online needed. Testers will receive a £10 high street voucher as a thank you on completion of the user testing. You can sign up on line: ‘User Research for Dorset Council’.

Volunteer Ambassadors Needed!!

As part of summer visitor management plans, DC has partnered with volunteer Centre Dorset to offer welcome ambassadors at key visitor locations across Dorset. If you have any spare time between mid-June and September, know your local area well and would like to welcome visitors to Dorset, please get in touch. Closest locations are Shaftesbury, Sherborne and Blandford Forum but there are 14 locations in total. If interested, please call the Volunteer Centre on 01305 269214 or visit ambassadors@volunteeringdorset.org.uk to find out more.

How do you use DC Rubbish Tips?

DC is running a survey to find out more about how people use the Household Recycling Centres (HRC’s) or ‘the tip’. Looking for views on the current permit system and how vehicles should be able to access DC sites, to help create a better and fairer access policy in the future. The survey can be found on-line: Household Recycling Centre Access Policy Review or contact wasteteam@dorsetcouncil.gov.uk for an alternative format. Closing date is Sunday, 11th July 2021.

Member's Briefing on Government's Recycling Consultations

The Government is consulting with local authorities on three areas in recycling, which in my opinion is long overdue:

1. **Extended Producer Responsibility** EPR (collection and packaging reform) in the UK;
2. **Deposit Return Scheme** DRS for drink containers - in England Wales and NI, (Scotland already having this;
3. **Consistency of Materials** collected for recycling by households and businesses in England (currently delayed). Government has a target of 65% municipal recycling waste (household and business waste) by 2035. Dorset Council is currently nearly at 60%.

The objectives of these very complex recycling reforms are:

- To improve resource efficiency and move towards a more circular economy.
- Reduce incidence of littering and reduce waste sent to landfill/incineration – focus on quality and quantity of recycling;
- Make producers responsible for packing products they put on the market in the UK – ‘polluter pays’ principal.
- Make it easier for residents to do the right thing – recycle, choice.

Extended Producer Responsibility EPR – Producers-businesses who manufacture, sell or import packaging – take responsibility for the environmental impacts at the end of its life. Five over-arching principles:

- Producers are incentivised through the fees they pay to reduce unnecessary and difficult-to-recycle packing, to design and use packaging that is recyclable and to promote reusable or refillable packing
- Producers will pay into the system either directly or through the price they are charged by others in the supply chain consistent with the ‘polluter pays’ principle.
- Producers will bear the full net cost of managing the packaging they handle or place on the market including at end-of-life to achieve agreed targets and outcomes.
- Costs paid by producers will support a cost-effective and efficient system for managing packaging waste, including the collection of a common set of packaging materials for recycling from households and businesses.
- Actions by producers will enable consumers to play their part and correctly manage packaging waste through access to good services, labelling and other means that tell consumers how to recycle and dispose of packaging, and enhanced communications campaigns. Mandatory recyclability labelling should be introduced on packaging as soon as feasible and by the end of 2026/7 at the latest.

Note:

Disposable cups -the consultation is seeking views on whether a mandatory cup takeback and recycling scheme should be placed on businesses selling filled disposable paper cups with regulations introduced in 2022 and scheme running by 2023.

Plastic film and flexible packing – it is proposed that plastic films and flexibles should be required to be collected for recycling by the end of 2026/7 and the cost paid by producers.

Biodegradable packing – will fall under EPR proposals and is unlikely to be considered recyclable and will therefore attract higher fees. (Biodegradable packaging cannot be collected in kerbside food and recyclable collection; it doesn't break down quick enough for

composting/anaerobic digestion process and contaminates recyclable waste because it is made of different materials)

A Plastic Packaging Tax comes into force April 22, unless the plastic contains at least 30% recyclable material.

Target: overall recycling rate for EPR packaging (plastic, wood, aluminium, steel, paper/card and glass) of 73% by 2030.

DC has some concerns about what constitutes a ‘cost-effective and efficient system’ (Dorset’s rurality demanding a completely different collection service to urban areas); governance arrangements/ how local authorities are paid; necessary infrastructure/capacity to deal with the proposals and the timeline, with the scheme coming into effect October 23.

Deposit Return Scheme DRS – for drink containers

DRS is an example of Extended Producer responsibility. Aims of DRS:

- Increase recycling rates of in scope materials – glass and plastic bottles, steel & aluminium cans. Disappointingly, cartons and pouches are not proposed for inclusion.
- Increasing the quality of recycled materials to encourage closed loop recycling and circularity to ensure materials remain in use for as long as possible.
- Reduce littering of in-scope containers

The scheme would be overseen by a Deposit Management Organisation an independent, not for profit private organisation.

Target: To achieve a collection rate of 90% after 3 years.

All retailers selling DRS containers (including online retailers) to accept DRS container returns – a reverse vending machine or manual return points. Also considering digital returns. Local authorities to be financially reimbursed for any DRS items they must deal with, in recycling, residual or litter. Launch aimed at late 2024.

DC in favour of this scheme in principle but will indicate that it is best introduced after the EPR scheme is up and running and its clear where the DRS scheme is best placed. Drinks containers are already widely recycled.

Consistency in Recycling for households and businesses: the proposed core set of materials collected for dry recycling are:

Glass bottles and containers, paper and card, plastic bottles, pots, tubs and trays, steel and aluminium food tins and drinks cans. Defra propose to also include aluminium foil /food trays, steel and aluminium aerosols, aluminium tubes, e.g. tomato puree, metal jar/bottle lids, food and drink cartons, e.g. Tetrapak (in plastics stream), Plastic films e.g. bread bags, carrier bags.

Members’ Digital Dorset Briefing – 20th May

Currently Superfast Broadband in Dorset stands at 95% achievement. Fibre to the Premises FTTP coverage is far from complete.

The **Digital Place Team** will be producing Ward Fact Packs, which will detail existing gigabit coverage, future plans and areas of need. Advice can then be given on suitable interventions or help steer communities towards a solution. An Open Market Review is currently be conducted, which will give the most up to date data for all parts of Dorset. This

will be complete by the end of summer and Fact Packs can then be shared in the autumn with Ward Councillors. Follow up meetings can then be arranged within key areas.

Currently there are two main subsidy routes people can take if they find themselves outside one of the main broadband contract areas.

New Voucher Subsidy – UKGV

- Rural households and SME businesses can claim a voucher towards ‘gigabit-capable’ broadband.
- Government offers £1,500 per residential household and £3,500 per business.
- Openreach and Wessex Internet are the main suppliers in Dorset but communities can choose any supplier on the scheme. The Digital Place team can help you match up with suppliers in your area. Please let know if your community could benefit from such a scheme.
- The USO (Universal Service Obligation) should also be considered in areas that currently receive speeds below 10Mbps. This is a piece of government legislation that gives eligible addresses the right to request a decent and affordable broadband connection.

UKGV – Dorset Council top-up

- Dorset Council has given the Government £1m additional funds to top-up local schemes.
- Limited pot of money on a first-served basis.
- Increases voucher values to £2,500 for households and £6,000 for businesses
- Dorset Council has no say on how top-up is administered. The supplier speaks direct to central government, who is responsible for how this scheme is administered.

Call for Evidence – Dorset’s Very Hard to Reach areas

Despite commercial investments and government interventions, not every premises will be served. These are the ‘Very Hard to Reach’ premises. They are often very rural and very expensive to serve. The Government is asking local authorities to help identify these areas and provide evidence. This will help shape future policy to serve the hardest to reach areas. At the moment Dorset does not seem to register on the Government’s list of ‘Very Hard to Reach’ areas! If the fibre is at the end of your driveway, yet no one is willing to connect you to it, then you qualify as being in a ‘Very Hard to Reach’ area.

Dorset Council has produced a 100 page response to the Government’s ‘call for evidence’ with 8 key points, including challenging the USO, the 85% coverage announced by government and emphasising that local authorities are best placed to provide more local information.

If there is a group in the community interested in the voucher schemes, I can arrange for a digital team officer to come and speak to parish council about the schemes and options available and all the practicalities in getting the actual fibre connection.

Technology & Infrastructure Facts

96.2% of Dorset homes and businesses now have access to superfast broadband but only 7.6% have full fibre.

Only 53% of major roads in Dorset have acceptable signal on all the 4G mobile networks. Less than 66% of premises have indoor 4G coverage from all four major providers.

Project Gigabit

- Dorset will be one of the first areas to benefit from the Government's £5bn Project Gigabit. A partnership between central government, local government and suppliers to bring the very best broadband connectivity to as many as possible.
- This will bring full-fibre broadband to rural areas.
- Open Market Review underway, to be completed by the autumn. This will inform which areas will be covered commercially, while identifying the most in-need areas that would benefit from Project Gigabit.
- Suppliers will bid for the work.
- Fibre will begin to be built 2022.

Dorset Local Plan

Work continues with the Dorset Local Plan, 7000 responses received, equating to 60,000 comments. Fantastic response, best ever. Collating all the responses might delay the plan a little but still aiming for the second public consultation in the autumn, before the Plan is submitted to the Inspector.

As to the Government's reform of the planning system and recent announcement that reform will take place in this session, i.e. within one year. Local Authorities have not received any communication or detail on the outcome of the Government's White Paper consultation. Therefore, the production of the Dorset Local Plan remains on track until Dorset Council is told any different.

Free PPE for unpaid carers extended to next March - a scheme to give free PPE to people who provide care and support for others in the Dorset Council area is being extended. Personal Assistants and unpaid carers living in the Dorset Council area can request free PPE on line: DC website: Emergencies and severe weather: Order PPE for an unpaid carer or Order PPE for a personal assistant. Alternatively call Dorset Together helpline on 01305 221000.

5G Technology – Lulworth First Responders – volunteers with South Western Ambulance Service NHS Foundation Trust – are working with technology and connectivity partner Excelerate Technology to benefit from 5G capabilities and better response to patients. In the past, Lulworth First Responders have struggled with poor cellular connectivity in parts of the county. A router installed in the Lulworth First Responders' vehicle, will allow them to connect to the new 5G network infrastructure, significantly improving their ability to respond quickly to emergencies. The technology was installed in May, thanks to £8m of funding from Dorset Council, industry partners and the Department for Digital, Media and Sport.

Parking Charges and Permits -Working with town and Parish councils and community and business representatives, the pricing structure for car parking charges in Dorset Council car

parks will be changing from next year. As part of the Parking Transformation project, which seeks to standardise car park prices across the council area, the Council also wants to know what residents think about a new **car park permit** that is being developed so Dorset's residents, workers and businesses aren't left out of pocket by the proposed new pricing. The proposed three tier pricing structure differentiates between rural, coastal and town and the seasonal nature of car parks at popular visitor destinations.

- Level One pricing, in smaller more rural car parks, proposed to start at 50p for 30 mins and rise incrementally to £4 for all day.
- Level Two pricing, in market towns and shopping destination car parks, proposed to start at 50p for 30 mins and slightly higher incremental rises up to £6 for all day.
- Level Three pricing, in visitor destination car parks, proposed to have the same pricing as Level two car parks in low season. In high season (1st April-31st October), prices proposed to start at £1 for 30 mins and rise incrementally up to £10 for all day.

The proposed annual residents, workers and businesses car park permit would allow drivers to park in specified Dorset Council car parks throughout the year. A residents survey has been launched to inform the cost and offer of the permit. The survey can be found on the Dorset Council website: Car Parking Permits Survey.

Dorset road Fix – resurfacing in July. – Dorset Highways maintenance gangs are out across the county continuing to repair road damage. Daytime road closures at 9am to 4pm and night work is usually from 7pm to 6am. Local repairs in July:
A350 Littledown, Shaftesbury – 29th June – 10th July. Road closed weekdays 8pm – 6am.
Cheery Orchard Lane, Gillingham – 30th July. Road closed 9.30am to 3.30pm.

Waste Update - following a members' update, some interesting facts and figures: It costs DC £1,200 per tip to tip residual (black bag) waste, sometimes this happens twice daily. 32% of residual bin waste is recyclable; 51% food waste and 49% other recyclables such as paper and card, plastics, glass, metals, garden waste and batteries. The 'Right stuff, right bin' campaign has helped to reduce the percentage of recyclable waste wrongly binned. There is a list on the Dorset Council website if you are unsure which bin to put your waste in – please check if in doubt – it helps to prevent contamination of waste and unnecessary sorting of waste. There is a potential 'saving' of £1.3m per year if everyone puts the 'right stuff in the right bin'. To reinforce this, a container messaging campaign will be taking place next Spring/Summer for the Shaftesbury depot area. This will involve 'Right stuff, right bin' hangers on the rubbish bin handles; plastics recycling stickers on recycling bin lids; food waste prevention stickers on food container lids; food hangers on rubbish bin handles and 'no food waste' sticker on rubbish bin lids. The Waste Education Team would be happy to come and talk to community groups, parish councils, schools. Let me know if you would like me to organise this.

What happens to recycling and waste? 187,500 tonnes of waste was processed last year by Dorset Waste. 60% reuse/recycling/composting and 40% residual (black bag waste). Of the residual waste, 5% goes to landfill (down from 70% just a decade ago), 69% to MBT (Mechanical Biological Treatment), 8% to EFW (Energy from Waste) and HRC (Household Recycling Centre) Residual 18%. Waste disposal costs the council £15m per year.

Our local waste is processed as follows:

- **kerbside recycling waste** goes to the transfer stations at Blandford and Sherborne for onward delivery to a Material Recycling Facility (MRF) in Shotton, N. Wales, where

separation of recycling materials takes place. A high percentage of our recycling waste is newsprint and pamphlets (28%), mixed paper (27%) and cardboard (18%) which is just right for use by the UPM Shotton Mill, which reprocesses paper and cards into new products. Cans are separated between aluminium (4%) and steel (3%) , which are then melted down and reprocessed into more cans or aluminium ingots. Plastics (14%) are separated, then chipped and pelletised for use in moulding new plastic products. Dorset Council tracks the waste beyond UPM Shotton, who report to Dorset Council each month with a breakdown of waste processed.

Batteries can cause a fire risk, particularly Lithium batteries and refuse trucks have caught on fire. Residents are encourage to take batteries to HRC's or other battery collection points, e.g. supermarkets.

- **Organic waste** – food, garden, wood waste and road sweepings. Go to an anaerobic digester at Eco Sustainable Solutions, Piddlehinton, which breaks down the waste producing biogas which can be used to generate electricity and heat.
- **Garden waste** goes for composting (Windrow composting) via Mark Farwell, Stourpaine. The material is shredded and blended before being laid out in rows and regularly turned to introduce oxygen.
- **Street Sweepings** – mechanical road sweepings are treated using a wash plant to extract material for composting, metals for recycling and aggregates.
- **Glass** collected in Dorset is sent to be reprocessed at plants in Southampton and Bristol (Recresco and URM). The glass is re-melted and recycled into new glass bottles and jars.
- **Residual waste** – (black bag, refuse, landfill, domestic and general waste) goes to the Transfer Station at Blandford or Sherborne to be bulked up and then on to New Earth Solutions (Canford) Mechanical Biological Treatment (MBT)/EFW plants. Bulky household, fly tips, plasterboard, sand bags, go to Commercial Recycling, Canford. At least 50,000 tonnes per year of rubbish from Dorset is treated at the New Earth Solutions MBT plant, where processing extracts missed recyclables and composts any remaining organic matter. 75% of materials extracted from this process are sent for energy recovery as Refuse Derived Fuel (RDF) in the EU and UK. The plant achieves more than 95% diversion from landfill. European facilities are excellent and very efficient in recovering heat/electricity from burnt waste. A new facility is currently being built in Bridgewater which will supply energy to local firms from late 2021.
- **Energy From Waste** – at least 4,000 tonnes of rubbish per year is sent to the 'Energy From Waste' plant in Southampton operated by Veolia. Some metals are extracted for recycling and the plant provides electricity for 20,000+ local homes. The plant achieves 80% diversion from landfill.
- **Landfill** – the only waste DC now landfills is a proportion of the bulky waste delivered to Household Recycling Centres (HRC's). This material is however suitable for energy recovery after shredding and the council's contractor is diverting increasing amounts to UK facilities.
- **Dog Waste** – is made safe and burnt along with Refuse Derived Fuel.

Community Recovery Grant. If you run, lead or host an organisation or activity which plays a key role in your community or you are a voluntary sector club or venue which has been paused during the pandemic – You can now apply for funds from the Dorset Community Restart Grant Programme. Two new grants available: Village Halls and Community Spaces Support Grant and Dorset Community Restart Grant. Charities, parish councils and constituted community groups can apply for sums between £500 and £2,000 to enable community venues, organisations and groups, working at local community level,

to restart their activities that have been suspended over the past year due to the pandemic. Maximum organisation income is £100,000 to be eligible. Applications can only be submitted on line and must be completed by Sunday, 25th July. Go the Dorset Council website: Dorset Community Recovery Grants.

Fly Tipping – a new partnership that brings together key enforcement authorities, representative bodies and conservation groups is leading operations to tackle fly-tipping and waste crime in Dorset with the launch of the SCRAP fly-tipping campaign. Targeting illegal waste carriers who dump, burn or bury waste for money, the campaign will help householders, businesses and landowners understand their duty of care when it comes to waste. Between April 2020 and January 2021 there were 1,501 incidents of fly-tipping reported to Dorset Council. – costing £60,840 to clear up. This is just the tip of the iceberg as many fly-tipping incidents take place on private land and are not reported.

Dorset Local Plan

The Covid pandemic has had a number of unexpected consequences and one of these is that the construction and DIY industry is booming. Planning services have seen a large rise in the number of applications received. 9,022 planning applications received between January 2019 and December 2020. An average of 376 applications per month. This year from January to end of April 1,971 applications have been received – an extra 383 applications compared to the same period in 2020. Decisions are continuing to be made. 482 decisions made in March this year, which is higher than any month in the last 2 years.

The Planning Convergence and Transformation Project aims to deliver a more effective, efficient and customer-focussed planning service. This project is half way through the introduction of a new single planning software system for the whole of the Dorset Council area. The northern Dorset area has already transferred to the new service.

Dorset Council is currently recruiting to a range of roles across the services in areas such as validation, enforcement, conservation and development management to fill vacancies and help with the increased workload. There is currently an 8-week back log to validate new applications. To help reduce the workload on officers (to try and reduce the number of emails received), the preferred option for digital responses to planning applications is via the online register. Consultees such as town and parish councils will receive a direct link to the online register for each planning application, as part of the consultee notification email. There are also changes to the way the teams carry out their work to become quicker at processing applications.

From July 1st, the council will no longer be sending **neighbour notification letters** for planning applications unless these are specifically required by legislation. Details of all applications will still be published online and statutory organisations and town and parish councils will continue to be consulted, as normal.

To make sure that **site notices** are displayed in good time, agents and applicants are being asked to help by putting them up. When a planning application is registered, a copy of the notice will be sent to the applicant, who will be asked to print and erect the notice as soon as possible, providing a photo of the site notice in situ and confirmation of the date it was erected for the records.

Planning Site Visits – the approach has changed for site visits. If an officer needs to visit a site to assess the planning issues, then they will do so. However, if the assessment can be made using a desk-based approach, then this is preferred as it is a speedier process.

Amended Plans and pre-application advice – the processes are being streamlined so that only one set of amended plans will generally be allowed, particularly for minor and householder applications. This will lead to more efficiency. All applicants are encouraged to use the pre-application advice service, so that when the application comes in, it is more likely to be supported.

Building Control Team are seeing no delays in their service and dealing with all fee quotes, plan checks and site inspections following Government guidance. More staff have been recruited to manage their increase in caseload. They are currently carrying out an average of 50 sites inspections per day across Dorset.