



GILLINGHAM TOWN COUNCIL

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

FULL COUNCIL MINUTES

Minutes of the Full Council meeting held on **Tuesday 29th August 2023** at The Town Hall, Gillingham, commencing at 7.30pm.

Present:

Cllr Barry von Clemens, Mayor
Cllr Roger Weeks, Deputy Mayor
Cllr Graham Bashford
Cllr Fiona Cullen
Cllr Sharon Cullingford
Cllr Rupert Evill
Cllr Alan Frith

Cllr Paul Harris
Cllr Mick Hill
Cllr John Kilcourse
Cllr Sarah Snook
Cllr Donna Teye
Cllr Mark Walden
Cllr David Walsh

In attendance:

Town Clerk, Julie Hawkins
Projects and HR Admin Officer, Serena Burgess
4 members of the public

Prior to the start of the meeting, there was a presentation by Clare Jennings, Dorset Council's Community Resilience Officer.

1113. 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.

1114. To receive apologies for absence

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

1115. Declarations of Interest: Members are required to comply with the requirements of Section 27 of the Localism Act 2011 disclosable pecuniary interests

There were no declarations of interest.

1116. To receive questions pertaining to the previous minutes

There were no questions.

1117. To approve the minutes as a true and accurate record of the Full Council held on 24th July 2023

It was agreed and **RESOLVED** to approve the minutes of the meeting of Full Council held on 24th July 2023 as a true and accurate record. The Chairman signed the minutes.

1118. To approve payments of £10,000 and over

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

It was agreed and **RESOLVED** to approve the Payments of £10,000 and over for the month of July.

Cllr Cullingford thanked those involved in the insurance renewal process.

1119. To receive and consider a Health and Safety Report

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

1120. To receive, consider and adopt the draft minutes of the following standing committees:

a) General Purposes Committee meeting held on Monday 7th August 2023

It was agreed and **RESOLVED** that the minutes of the General Purposes meeting held on Monday 7th August 2023 are approved and adopted.

b) Planning Committee meetings held on Monday 24th July 2023 and Monday 14th August 2023

It was agreed and **RESOLVED** that the minutes of the Planning Committee meetings held on Monday 24th July 2023 and Monday 14th August 2023 are approved and adopted.

c) HR Committee meeting held on Monday 21st August 2023

It was agreed and **RESOLVED** that the minutes of the HR Committee meeting held on Monday 21st August 2023 are approved and adopted.

d) Finance and Policy Committee meeting held on Monday 21st August 2023

It was agreed and **RESOLVED** that the minutes of the Finance and Policy Committee meeting held on Monday 21st August 2023 are approved and adopted.

1121. To receive and consider reports from Sub-committees and Task and Finish groups, as follows:

a) Five Year Action Plan Sub-committee

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

Cllr Cullen proposed that recommendations a), b) and c) be deferred to the Full Council meeting in September due to the report being circulated late and not having been given time to read and fully consider them.

7 Cllrs voted in favour of the proposal, 5 Cllrs voted against, Cllr Walden abstained.

It was agreed and **RESOLVED** that recommendations a), b) and c) be deferred to the Full Council meeting in September.

It was agreed and **RESOLVED** that Committees/sub-committees should review the 5 Year Action Plan and submit amendments/updates to the Lead member of the Five Year Action Plan sub-committee by 30 September in order that the updated plan is submitted to Full Council on 23 October 2023, ahead of the Budget workshop.

b) Sports and Leisure Panel

There has been no meeting.

1122. To receive and consider reports from outside bodies, if available:

a) Town Meadow Group (Cllr Toye)

There was no report.

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

There has been no meeting in August.

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

There was no report. Cllr B von Clemens reminded members of the request to submit any Motions for the AGM in November – there were no Motions requested.

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

There was no report as the meetings are held quarterly.

e) Gillingham Transport Forum (Cllr B von Clemens)

There has been no meeting. Cllr von Clemens attended the North Dorset Community Accessible Transport (NORDCAT) AGM and has invited a representative to give a presentation at the September Full Council meeting.

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

There has been no meeting.

g) Blackmore Vale Community Rail Partnership (Cllr Walden)

There was no report. Cllr Walden confirmed that the closing date of the consultation regarding ticket office changes has been extended until 1 September and encouraged participation.

1123. To review and approve the Council's Risk Management Assessment

A report had been circulated prior to the meeting.

It was agreed and **RESOLVED** to approve and adopt the Council's Risk Management Assessment, as presented.

1124. To receive a report on the Mayor and Deputy Mayor's civic activities

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

The report was noted.

1125. 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 D](#).

Cllr Walsh reminded members that the Housing Strategy consultation closes on 2 October [Housing strategy survey - Dorset Council](#)

1126. To receive matters pertinent to this meeting

Cllr Cullingford thanked the Mayor and Town Clerk for the social media videos promoting the Council and town events.

Cllr Cullingford informed members that paper copies of the Neighbourhood Plan survey will be distributed around the town.

Cllr B von Clemens thanked all those who helped on the stand at the Gillingham and Shaftesbury Show.

The meeting closed at 7.57 pm.

Full Council – 29 August 2023

Minute no. 1118

**Gillingham Town Council
Bank payments £10,000 and over - July 2023**

Supplier	Date	Details	Amount paid (including VAT where applicable)
Gallagher Insurance	27/07/2023	Annual fee for Combined insurance	15,813.46
Total			15,813.46

Full Council – 29 August 2023

Minute no. 1121a

Gillingham Town Council

5 Year Action Plan Sub-committee

Author: Cllr Harris

Meeting of the 5 year action plan subcommittee held on Wednesday 2nd August 2023 at Gillingham Town Hall.

Members present: Cllr Harris, Cllr Kilcourse, Cllr B von Clemens, Town Clerk, Assistant Town Clerk, Works Manager, RFO.

1. Apologies.

There were no apologies.

2. Matters arising from the last meeting.

This was the first meeting of this Council year.

3. Election of a lead member.

Cllr Harris was elected as the lead member.

4. 5 Year Plan Review.

There are a number of high value projects coming forward. Sequencing and timing is important as some are reliant on completion of other projects. Whilst the projects are individually managed by subcommittees, the overview is provided by full council through its 5 year plan. The projects are not competing with each other for funding provided there is a consensus on a long term overview. Four major projects were reviewed:

a. Line 1.1 Purchase of new burial ground (cemetery) and line 1.2 creation of new burial ground/cemetery.

- i. The current cemetery is almost at capacity. It is clear that a new cemetery for Gillingham is required in the next 24 months. This is a key project in the 5 year plan and local land purchase was due to be completed in FY 22/23.
- ii. The project can be funded from S106 contributions, accruals and general reserves.
 1. Current s106 contribution funding from St Martins £45,025
 2. accruals £20,000
 3. General Reserve £150,000. ¹

¹ minimum general reserve required as per General & Earmarked Reserves Policy (section 7.1) is 3-6 months reserves (£255,140 for 3 months reserves/£510,280 for 6 months reserves). At the end of Q1 2023-24, General Reserve is £678,232.75, allowing £150K to be used for cemetery land purchase with the balance to be used for land preparation.

- iii. This project can be overseen by the Allotments and Burials subcommittee or a separate T&F group authorised by Full Council. In the meantime, in order to ensure that the Council can move quickly once land becomes available, it is recommended that the Mayor and Town Clerk are delegated the authority to engage with any landowner regarding the possible purchase of land to the value of £150K.
- b. Line 6.09 Hardings Park, creation of pump track.
- i. The 5 year plan has the working assumption that this is required during FY 25/26.
 - ii. The project currently has S106 funding from Lodden Lakes Part 1 of £70,000 and Barnaby Mead of £38,900
 - iii. The working assumption cost is £170,00.
 - iv. This project can be overseen by the Estate Management subcommittee or a separate T&F group authorised by Full Council.
- c. Line 10.12 Roman Court workshop add solar panels and line 10.13 Roman Court workshop replace roof.
- i. This project has been reviewed by the property subcommittee and was recently reported to the General Purposes committee (7th August 2023) which agreed and **RESOLVED** that Gillingham Town Council agree in principle, subject to clarification regarding funding, to install a new roof and solar panels at Roman Court Workshops in summer 2024.
 - ii. Current funding available is £24,542 in line 7211 Roman Court refurbishment (earmarked)
 - iii. There is currently £3,000 in line 5203 rain water harvesting. This has been carried forward in the budget for a few years. The works manager has stated that this could be released for other Roman Court works. It is recommended that this is transferred to Roman Court refurbishment.
 - iv. There is currently £24,255 remaining in line 7609 general insurance following the reduced insurance premiums. It is recommended that this is transferred to Roman Court refurbishment.
- d. Replacement of Peugeot van,
- i. The van is due replacement within the next 12 months.
 - ii. The works staff require a larger van than the current Peugeot for the future
 - iii. The 5 year plan has this vehicle being replaced with an electric vehicle.
 - iv. Replacement with an electric vehicle is contingent upon GTC generating its own power from solar panels at Roman Court.
 - v. The project currently has £19,178 in a combination of accruals (£3,795) and earmarked funds (£15,383)
 - vi. The works manager is currently investigating purchase and leasing costs for an electric van of the size required.
- e. It is noted that a S106 subcommittee meeting is to be held on 27th October 2023 and a Budget workshop is to be held on 1 November 2023.

5. Recommendations:

It is recommended that:

- a. that the Mayor and Town Clerk are delegated the authority to engage with any landowner regarding the possible purchase of land not exceeding £150K to be funded from the general reserve, for the purposes of a cemetery.
- b. a virement of £3,000 is made from line 5203 rain water harvesting to line 7211 Roman Court refurbishment.
- c. a virement of £24,255 is made from line 7609 general insurance to line 7211 Roman Court refurbishment.
- d. Committees/subcommittees should review the 5 year plan and submit amendments/updates to the Lead member of the Five Year Action Plan sub-committee by 30 September in order that the updated plan is submitted to Full Council on 23 October 2023, ahead of the Budget workshop.

Full Council – 29 August 2023

Minute no. 1124

Mayor's Report**14 July – 16 Aug 2023**

Date	Event	Comments
14 July	Wimborne Civic Day	The Mayor of Wimborne invited us to visit the North Dorset Museum, followed by a tour of the Minster and the Chained Library. The day finished with afternoon tea.
21 July	Shaftesbury Civic Day	A fabulous day in our neighbouring town with a tour by the Mayor of the Abbey gardens and we learnt about the history of the Abbey. The day also included a visit to the recently refurbished St James play area, a Fringe event and the museum.
25 July	Cheque presentation by Gillingham live	Gillingham Live very kindly presented me with a cheque for £100 for the Mayor's charitable fund.
31 July	Reception to celebrate the 50 th Civic Anniversary of Gillingham Mayors	A fabulous evening here in Gillingham to make the 50 th Civic anniversary of the Town Council being officially formed. It was lovely to greet many of our past Mayors.
6 August	Mayor of Weymouth Civic Service	A beautiful celebration to mark the election of this year's Mayor of Weymouth.
7 August	Lyme Regis Civic Day	The Mayor of Lyme Regis invited us to a guided tour of the Cob and sea front and a visit to one of the RNLI boats. The day concluded with a visit to a charity which teaches boat making and furniture making.
10 August	North Dorset Tourism Networking evening	A well-received event - huge thanks are due to the Gillingham Chamber of Commerce for initiating this.
11 August	Sing a Song of Praise	Another fabulous community event by Dementia Friendly, Gillingham. A chance for all those living with dementia in our community and local care homes to sing some of their favourite hymns.
16 August	Gillingham and Shaftesbury show	It was a great pleasure to be asked to judge the craft and community stands - there were so many fabulous stands it was very hard to choose a winner! Once again, a wonderful show with a huge variety of events.

Full Council – 29 August 2023

Minute no. 1125

Gillingham Ward Monthly Report

Cllr Belinda Ridout – July – August 2023 update

Funds for not-for-profit organisations – the latest round of the Organisational Support Revenue Fund is now open until 6th October, supporting constituted and ‘not-for-profit’ organisations such as accredited museums, arts and heritage organisations with ongoing operating expenses. Can apply for between £5,000 and £50,000 per year for up to three years.

Details can be found on the Dorset Council website. If further help is needed to complete the online application, call the Dorset Digital hotline on 01305 221048.

Housing Strategy Consultation – as a member of the People & Health Scrutiny Committee we received a very detailed briefing on the Housing Allocations Policy Review 2023, including Housing Strategy, Performance and Housing Solutions. Dorset Council has a statutory duty to operate and manage the housing register - it operates a choice-based scheme with four different bands of prioritisation, with flexibility to temporarily prioritise homeless households, keyworkers, fosterers and those needing supported housing.

A Housing Strategy is a local housing authority’s vision for housing in its area, setting out objectives on how the council aims to manage and deliver its strategic housing role.

A **Housing Strategy Consultation** was launched on 24th July. To help shape the strategy it’s important to hear everyone’s experiences and views about what is important to them. Key issues such as housing need, supply and standards are some of the issues highlighted.

The consultation can be found on the Dorset Council website. If you require a paper copy or alternative format, please call 01305 221066. The consultation ends on 2nd October.

Homes for Ukrainian refugees – so far more than 400 households in Dorset have sponsored refugees as part of the Homes for Ukraine scheme and there is still a need for more as the war sadly continues.

If you think you could help by offering a spare room, an annexe or independent accommodation, please register your interest on the Dorset Council website or to find out more - email: ukraineresponse@dorsetcouncil.gov.uk, 01305 221000. Hosts are paid £350 per month to provide a home and after six months this increases to £600 per month.

Volunteer and Community Sector Strategy - if you work in the volunteer and community sector, a survey is now open online to hear what you think about how Dorset Council currently works with the voluntary and community sector.

The Survey ends 16th August. For a paper copy, please email: communitites@dorsetcouncil.gov.uk.

Rail station ticket office closures - Public Consultation - South Western Railway has launched a public consultation to gather your views about changes to customer service at 153 stations out of 190 on the network, Gillingham and other stations along the Blackmore Vale line included. **The consultation has been extended and all feedback must now be received by Friday 1st September 2023.**

Further information about the proposed changes can be found at: [Station Change Proposal \(southwesternrailway.com\)](#). The consultation can be found at: [Ticket office closures - Transport Focus](#) or you can email your response to TicketOffice.SWR@transportfocus.org.uk.

Dorset Food Banks - rising food costs, redundancy, repossession, fuel price rises and more all put a huge pressure on us all. Times are hard and many need extra help and support. There are lots of food projects across Dorset who can help provide emergency food but the tough financial situation in the UK at the moment means that donations to food banks have reduced.

If you are able to give a little extra to these local projects, please do. Our local Food Bank can be contacted on 01747 822076 or visit their website [Gillingham Foodbank | Helping Local People in Crisis](#).

Annual Electoral Canvass – households in the Dorset Council area are being asked to look out for an email asking residents to check whether the information on the electoral register is correct as part of the Annual Canvass for the Register of Electors. All emails will be sent from elections@elections.dorsetcouncil.gov.uk.

It is a legal requirement to provide the information requested and you can be fined up to £1,000 for not doing so. From 15th August, Canvass Forms will be sent out to properties where there has been no response - these can be completed and returned to the address provided. If you have any questions, please contact the elections team on 01305 838299.

Homes needed for unaccompanied children – Dorset Council is looking for people who would be willing to foster or provide supported lodgings for unaccompanied children and young people. Unaccompanied children are children and young people who have had to leave their home and country and have been separated from their parents or carers.

Along with other local authorities, Dorset has a responsibility to provide a warm welcome and kindness to ensure children have a safe home. Many would have travelled for many months before arriving in the UK and these young people need safe and supportive environments that living in supported lodgings or with a foster carer can bring. If you have the time, space in your home and are interested in helping, please get in touch with the fostering team: fosteringenquiries@dorsetcouncil.gov.uk.

Supported Lodgings is usually for young people aged 16-25, needing a small level of support to help them transition to adulthood. There is an allowance to assist with day-to-day living costs. Full training given, support, advice and guidance available throughout. For more information, contact 01305 225809.

Belinda Ridout, Councillor for the Gillingham Ward
Cllrbelinda.ridout@dorsetcouncil.gov.uk – **07496 413114**