



GILLINGHAM TOWN COUNCIL

FULL COUNCIL

The Town Hall, School Road, Gillingham, Dorset SP8 4QR
Tel: 01747 823588 Email: GTC@gillinghamdorset-tc.gov.uk

Minutes of the Full Town Council meeting held on **Monday, 25th March 2019** in the Jubilee Room at the Town Hall, School Road, Gillingham commencing at 7.30pm.

Present: Cllr Mrs S Hunt (Mayor)
Cllr B Von Clemens (Deputy Mayor)
Cllr Mrs A Beckley, Cllr Mrs S Cullingford
Cllr R Evill, Cllr A Frith, Cllr M Gould
Cllr P Harris, Cllr M Hill,
Cllr Mrs V Potheary, Cllr G Poulter,
Cllr Mrs B Ridout, Cllr J Robinson and Cllr Mrs D Toye.

Members of the Public There was one member of the public present.

Members of the Press: There was one member of the Press present.

In attendance: Town Clerk, Mrs J Hawkins
Deputy Town Clerk, Mrs C Ratcliffe

657. To receive apologies for absence.

Apologies were received from Cllr Miss Purkis and Cllr Walsh. The Chairman informed the meeting of the reasons for the apologies. The reasons were duly recorded in the attendance register.

Cllr Frith proposed that **“the apologies received from Cllr Miss Purkis and Cllr Walsh are accepted”**. Cllr Hill seconded, and the vote was unanimous. **RESOLVED.**

658. To approve the minutes of the Full Council meeting held on Monday, 25th February 2019.

Cllr Von Clemens proposed that **“the minutes of the Full Council meeting held on Monday, 25th February 2019 are approved as a correct record of the meeting”**. Cllr Mrs Cullingford seconded, and the vote was unanimous. **RESOLVED.**

659. Questions. There were no questions.

Full Council Meeting – Monday, 25th March 2019 (continued):

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

There were no declarations of pecuniary interests.

661. To receive and consider reports from the Schools Councils, if available.

Cllr Von Clemens commented that there were no reports this month. The Sixth Form Committee will be meeting with the Traffic Management Working Park very shortly to discuss the sixth formers' car parking issues.

662. To approve and authorise payments for the second half of March 2019.

Cllr Frith proposed that “**payments numbers 37 to 58 to the gross value of £11,227.07 and direct debit payments to the gross value of £317.00 were approved and authorised for payment**”. Cllr Mrs Ridout seconded, and the vote was unanimous. **RESOLVED.**

663. To receive 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 Von Clemens commented that there was no report this month. A meeting is being held on Tuesday 26th March.

b) Town Meadow Group

Cllr Mrs Cullingford referred to her report that had been circulated prior to the meeting. Please refer to **Appendix A**. Cllr Mrs Cullingford was pleased to report that the memorial plaque on the broken seat had been recovered and the repairs to the public seating will be undertaken by volunteers. A cheque had been received from the Carnival Committee.

Cllr Mrs Cullingford commented that the Town Meadow Fete being held on 6th July would be an ideal opportunity for the Town Council to promote itself.

c) Gillingham Chamber of Commerce and Industry

Cllr Von Clemens had circulated a report prior to the meeting. Please refer to **Appendix B**. An Annual General Meeting has been organised for April.

Cllr Mrs Pothecary congratulated the Chamber on their successful membership drive.

d) DAPTC (Larger Towns: Cllr Mrs S Hunt/Cllr Von Clemens, Northern Area: Vacant)

Cllr Mrs Hunt reported that no meeting had taken place this month.

e) Transport Forum

Cllr Mrs Ridout reported that the Friends of Gillingham Station (FoGS) had responded to the South Western Railway Station Asset Management Plan May 2018. Please refer to **Appendix C**. The plan details 184 stations plus 4 other commercial leased premises under SWR stewardship. The SWR mission is to ‘ensure that the stations are the very best they can be for the customers that use them and the communities that are served by them’. The Station Asset Management Plan is a ‘live’ document which will be reviewed and updated on an annual basis. This is a move away from a predominately reactive maintenance regime to one that is more proactive and predictive.

Full Council Meeting – Monday, 25th March 2019 (continued):

663. To receive written reports from outside bodies (continued):

f) Gillingham Town Team

Cllr Gould reported that the Town Team had attended a Chamber of Commerce meeting which was very useful. The application for the Government's High Street Fund has been submitted, thanks to the tremendous help of Hugh de Jongh at the district council. Money has been secured to pay for a survey at Station Road and tender documents are being drawn up. Discussions with the stakeholders at Station Road continue.

g) Blackmore Tourism Association

Cllr Von Clemens had nothing to report this month.

664. To receive the following Committee reports for consideration and adoption:

a) General Purposes Committee held on Monday, 4th March 2019

Cllr Mrs Ridout proposed that **"the report of the General Purposes Committee held on Monday, 4th March 2019, is agreed and adopted"**. Cllr Von Clemens seconded, and the vote was unanimous. **RESOLVED.**

b) Planning Committee interim meeting held on Monday, 25th February 2019 and the Planning Committee meeting held on Monday, 11th March 2019

Cllr Mrs Potheary proposed that **"the report of the Planning Committee interim meeting held on Monday, 25th February and the Planning Committee meeting held on Monday, 11th March 2019 are agreed and adopted"**. Cllr Gould seconded, and the vote was unanimous. **RESOLVED.**

c) Staff and Salaries Committee meeting held on Monday, 18th March 2019

Cllr Frith proposed that **"the report of the Staff and Salaries Committee meeting held on Monday, 18th March 2019 is agreed and adopted"**. Cllr Harris seconded, and the vote was unanimous. **RESOLVED.**

d) Policy and Resources Committee meeting held on Monday, 18th March 2019.

Cllr Mrs Hunt proposed that **"the report of the Policy and Resources Committee meeting held on Monday, 18th March 2019 is agreed and adopted"**. Cllr Harris seconded, and the vote was unanimous. **RESOLVED.**

665. To receive and confirm nominations for the appointment of the Mayor and Deputy Mayor for Gillingham for the Council Year 2019/20 (subject to council elections):

Town Mayor

Cllr Barry Von Clemens proposed by Cllr Mike Gould, seconded by Cllr Sharon Cullingford.

Cllr Gould proposed that **"Cllr Von Clemens is confirmed as Town Mayor for the Council Year 2019/20 (subject to council elections)"**. Cllr Mrs Cullingford, seconded and the vote was unanimous. **RESOLVED.**

Deputy Mayor

Cllr Paul Harris, proposed by Cllr Sharon Cullingford, seconded by Cllr Mick Hill.

Cllr Mrs Cullingford proposed that **"Cllr Harris is confirmed as Deputy Town Mayor for the Council Year 2019/20 (subject to elections)"**. Cllr Hill seconded, and the vote was unanimous. **RESOLVED.**

Full Council Meeting – Monday, 25th March 2019 (continued):

665. To retrospectively approve payments from April 2018 until December 2018, as requested by the internal auditor.

The Town Clerk explained that the approval of the cheques is a requirement of the internal audit. All payments should be listed and shown in sequential order. A list of cheques is usually attached to the Policy and Resources minutes and the Full Council minutes following approval. In a couple of instances, the cheque lists have been omitted from the minute books and, therefore, the auditor had been unable to see a complete list of payments. A list of 'missing' cheques has been presented to Full Council for this reason. These will need to be authorised and approved irrespective of the fact that the cheques have already been presented and approved.

Cllr Poulter and others raised concerns that some cheque numbers were missing from the list circulated with the agenda. It was explained that the missing cheque numbers relate to individual salaries and are confidential. The Mayor had scrutinised the list of payments and confirmed that all payments have now been included.

Cllr Poulter proposed that **"as requested by the internal auditor, all payments made between April 2018 and December 2018, as detailed in the list circulated prior to the meeting, are approved"**. Cllr Frith seconded, and the vote was unanimous. **RESOLVED.**

666. To retrospectively approve the Local Council Risk Assessment (LCRS) reviewed in July 2018 and presented to the Policy and Resources Committee on 16th July 2018, as requested by the internal auditor.

The Town Clerk referred to the LCRS report that had been circulated with the agenda. Please refer to **Appendix D**. It was explained that whilst the document had previously been recommended by the Policy and Resources Committee held on 16th July 2018, it had not yet been approved by Full Council. This will need to be done to ensure the document is compliant with the Accounts and Audit Regulations 2015.

The internal auditor has also recommended that the LCRS is reviewed by a committee that has properly delegated authority to undertake the review but that the findings and conclusions and recommendations are reported directly to Full Council. An annual review of the LCRS will need to be done shortly so that it can be presented to Full Council in July 2019.

Cllr Mrs Toye proposed that **"the management risk assessment carried out in July 2018 is noted and approved"**. Cllr Mrs Potheary seconded, and the vote was unanimous. **RESOLVED.**

667. To receive, consider and agree the internal auditors report.

A copy of the internal auditor's report had been circulated prior to the meeting. The Town Clerk and Deputy Town Clerk had tabled a report concerning the new Financial Regulations. Please refer to **Appendix E**.

Cllr Harris proposed that **"the internal auditors (Darkin Miller – Chartered Accountants) report dated 19th March is agreed and adopted and that in accordance with Standing Order no. 7(a) and no. 10(a)(iv) an assessment of the Financial Regulations is undertaken by the Policy and Resources Committee for the purposes of evaluating budgetary controls and authority to spend in relation to business compliance and efficiency"**. Cllr Frith seconded, and the vote was unanimous. **RESOLVED.**

668. To consider and agree additional IT hardware for the Deputy Works Manager.

A report had been circulated prior to the meeting. Please refer to **Appendix F**. Cllr Mrs Ridout commented that the request for additional IT equipment was reasonable and will allow staff to carry out their duties efficiently.

Full Council Meeting – Monday, 25th March 2019 (continued):

668. To consider and agree additional IT hardware for the Deputy Works Manager (continued):

Cllr Mrs Ridout proposed that:

**“the existing stand-alone computer now surplus to requirements is offered for sale to local councils and officers via sealed bids and monies raised to offset new leased equipment from Dorset Council”;
“budget no 3.24 Running Costs – contingency, is used to finance the additional ICT equipment as follows:**

the Deputy Works Manager is supplied with the necessary ICT equipment to undertake the tasks as per his job description; the Works Manager is supplied with a full-sized monitor so that he can undertake the tasks required as part of his job description and in accordance with health and safety regulations, and the Responsible Financial Officer is supplied with an additional monitor (one already supplied) to make the preparation of accounts easier”.

Cllr Frith seconded, and the vote was unanimous. **RESOLVED.**

Note: Since the meeting Dorset Council has advised that there will be no charge for the additional monitors.

669. To consider and agree a report from the High Street Facilities working party.

Cllr Mrs Toye referred to a report that had been circulated prior to the meeting. Please refer to **Appendix G**. The report contained two recommendations.

Cllr Evill asked if the requirement for a community office had been evidenced and whether the Town Council would be in breach of any previous agreements.

Cllr Von Clemens shared the concerns of Cllr Evill; however, he had done some research and concluded that another community office would be utilised as the community office at Chantry Fields is almost at capacity. The Town Council has a duty to ensure best value. There is no legally binding agreement with Windrose.

Cllr Mrs Toye confirmed that a lot of time has been spent considering the options for the High Street facility.

Cllr Frith reminded members that the promised investment by Windrose never occurred.

Cllr Mrs Potheary thanked Cllr Mrs Toye on all her hard work. The recommendation is sound. The refurbished facility is in the right place and will be an asset to the town.

Cllr Mrs Toye proposed that:

“the public conveniences located in the High Street car park, refurbished by the Town Council as a meeting place, is made available for community use at reasonable rates similar to those currently charged for the use of no. 1 Chantry Fields”; and

“the Windrose Trust is informed of the Town Council’s decision and that no further negotiations are undertaken”.

Cllr Mrs Potheary seconded, and the vote was unanimous. **RESOLVED.**

670. To consider and agree whether to loan the Town Crier bell on a temporary basis to the Town Museum for their Town Crier exhibition.

Cllr Von Clemens informed members that the Gillingham History Society has put together a lovely display about the role of the Town Crier using the former uniform and artefacts donated by the former Town Crier, the late Mr David Wathen. The display was admired by visiting dignitary during the Mayor’s, Civic Day last month.

Cllr Von Clemens suggested that as there is no Town Crier at present, that the hand bell donated to the Town Council by the former Town Crier is presented to the town museum on a temporary loan. If there is a need for the bell to be returned, this would be possible.

Full Council Meeting – Monday, 25th March 2019 (continued):

670. To consider and agree whether to loan the Town Crier bell on a temporary basis to the Town Museum for their Town Crier exhibition (continued):

Cllr Von Clemens proposed that **“the Town Crier’s bell kept at the Town Hall is donated to the town museum on a temporary loan”**. Cllr Mrs Cullingford seconded, and the vote was unanimous. **RESOLVED.**

671. To consider and agree a calendar of meetings for the next council year.

A calendar of meetings for the next council year was circulated. Please refer to **Appendix H**.

The Town Clerk commented that this would form part of the new councillor induction pack that was in the process of being collated.

Note: A new town councillor induction evening is being planned for Wednesday 8th May 2019 at 7.30pm.

Cllr Mrs Potheary proposed that **“the proposed calendar of meetings for the new council year was approved and agreed”**. Cllr Frith seconded, and the vote was unanimous. **RESOLVED.**

672. To receive a report on the Mayor’s and Deputy Mayor’s civic activities.

Cllr Mrs Hunt referred to the report that had been circulated prior to the meeting. Please refer to **Appendix I**.

673. Matters Pertinent.

Cllr Mrs Ridout referred to the very successful litter pick on Saturday, 23rd March. There were 55 litter pickers including members of the Beaver Scouts.

The meeting closed at 8.25pm

1. County Councillors’ Reports, as follows:

a) County Councillor, Andrew Cattaway

Cllr Cattaway did not attend the meeting; no report was submitted.

b) County Councillor, David Walsh

Cllr Walsh was absent from the meeting; no report was submitted.

2. District Councillors’ Reports, as follows:

a) District Councillor, Alexander Chase

Cllr Chase was not present at the meeting; no report was submitted.

b) District Councillor, Michael Gould

Cllr Gould was present at the meeting; no written report had been submitted.

Full Council Meeting – Monday, 25th March 2019 (continued):

2. District Councillors' Reports, as follows (continued):

c) District Councillor, Mrs Valerie Potheary

Cllr Mrs Potheary reported that the final District Council meeting had been held on 8th March at which five councillors had been bestowed the honour of Alderman – including Gillingham's former Town, District and County Councillor, David Milsted. A small Reception had followed the meeting, to which past employees and Aldermen of the District had been invited, to help celebrate the 45 years that the council had been in existence. The Shadow Dorset Council will take responsibility from the end of March until after the election on 2nd May.

Cllr Von Clemens thanked the district councillors for all their hard work and what they had achieved.

d) District Councillor, Mrs Belinda Ridout

Cllr Mrs Ridout was present at the meeting; no written report had been submitted. Cllr Mrs Ridout commented that she has been very busy preparing for a planning meeting on Tuesday, 26th February. The outline planning application for Bay along with other applications in Gillingham will be discussed at this meeting.

e) District Councillor, David Walsh (Deputy Leader of NDDC and Portfolio Holder for Planning and Economic Development) and a member of the Shadow Dorset Executive Committee.

Cllr Walsh was not present at the meeting; no written report had been submitted

3. Public Questions. There were no public questions.

GILLINGHAM TOWN COUNCIL				PAYMENTS MARCH 2019					
NUM	DATE	INVOICE	V.A.T.	DESCRIPTION	RECIPIENT/SUPPLIER	NET	V.A.T.	GROSS	ACCOUNT
	PAID	NO	CHQ/DD	No		(£)	(£)	(£)	CODES
1	04/03/2019	13119	18939	900774929	MOT HX14 ODL	BB MOTOR CO	57.75	0.58	58.33 3.16
2	04/03/2019	0	18940	0	staff travel to meeting	D Edwards	15.22	0.00	15.22 4.08
3	04/03/2019	170213	18941	329791224	Hose spares	EG Coles	64.60	12.92	77.52 3.16
4	04/03/2019	8946	18942	730295252	Green Space Feb 19	Fencewize	125.00	25.00	150.00 3.10
5	04/03/2019	0	18943	0	Councillor travel	P Harris	32.10	0.00	32.10 5.08
6	04/03/2019		18944		cheque cancelled		0.00	0.00	0.00
7	04/03/2019	15843	18945		Bearing	Lee Holmes	26.03	5.21	31.24 3.16
8	04/03/2019	13442	18946	798314093	ID badges for council and staff	ID Direct Ltd	171.25	34.25	205.50 4.08/5.08
9	04/03/2019	91571/91708	18947	323324887	sand for TH/spares	JH Rose & Sons Ltd	114.00	22.81	136.81 3.18/3.16
10	04/03/2019	6610139713	18948	927265703	mini mouse and stationery	Lyreco UK Ltd	32.26	6.45	38.71 3.06
11	04/03/2019	39985	18949	744952113	coach hire to Thorngrove Garden centre	South West Coaches Ltd	170.00	0.00	170.00 3.21
12	04/03/2019	493308/493309	18950	186100481	Cable avoid tool and propane	Sydenhams Hire	72.58	9.53	82.11 3.47/3.18
13	04/03/2019	5337428/534125	18951	186100481	repairs bench	Sydenhams	67.01	13.40	80.41 3.18
14	04/03/2019	0	18952	0	Grant to Bones YC. Replaces chq 18605	Three Rivers Partnership	750.00	0.00	750.00 2.23
15	04/03/2019	CL4139	18955	182215132	Hygiene disposal	Aqua Cleaning Services Ltd	43.32	8.66	51.98 3.36
16	04/03/2019	0	18956	0	GCLT Ltd	GCLT Ltd	10,000.00	0.00	10,000.00 2.15
17	08/03/2019	4836744	18957	828382407	Water cooler and sanitisation	Angel Springs Ltd	45.27	9.05	54.32 3.40
18	08/03/2019	9726	18958		Rock salt and repair goods	Crockers (Gillingham) Ltd	15.39	3.08	18.47 3.25
19	08/03/2019	0	18959	0	Mayor's Allowance	Mrs S Hunt	400.00	0.00	400.00 3.20
20	08/03/2019	01 19/2/19	18960	0	Cleaning Feb 2019 Town Hall	MG Cleaning Ltd	117.00	0.00	117.00 7.04
21	08/03/2019	Pro forma	18961	TBA	Plants	Kernock Park Plants Ltd	550.20	0.00	550.20 6.10
22	08/03/2018	0	18962	0	Travel expenses staff and photos	Mrs C Ratcliffe	50.35	0.00	50.35 4.08
23	12/03/2019	0	18963	0	Travel expenses staff and training	Mrs C Ratcliffe	72.82	0.00	72.82 4.08
24	12/03/2019	4627446	18964	440356767	Recruitment advert Fish 4 Jobs	Reach Publishing Services	35.00	7.00	42.00 7.05
25	12/03/2019	Feb 19 invoices	18965	143215014	materials and work clothes	Mole Countrystores	151.97	29.51	181.48 3.25
26	12/03/2019	15841 revised	18966	787672759	Strimmer, blower and batteries	Lee Holmes	2,309.66	461.93	2,771.59 8.17
27	12/03/2019		18967	cancelled			0.00	0.00	0.00
28	12/03/2019	3227	18968	248432401	Clematis plants	Employ my Ability	24.17	4.83	29.00 6.10
29	12/03/2019	8956	18969	730295252	Materials	Fencewize	164.68	32.94	197.62 3.25
30	12/03/2019	16 18/19	18970	0	Hedge laying Yalbury Close	Grounds Maintenance	855.00	0.00	855.00 7.01
31	12/03/2019	957091230	18971	232555575	door seal	Screwfix	28.32	5.66	33.98 3.25
32	12/03/2019	0	18972	0	Councillor travel	Mrs S Hunt	27.20	0.00	27.20 5.08
33	12/03/2019	500328601	18973	187142943	car park space next to toilet block	North Dorset District Council	33.33	6.67	40.00 8.04
34	12/03/2019	454	18974	0	Young People's outreach	Youth Resources Services	706.50	0.00	706.50 8.02
35	12/03/2019	1091	18975	0	Civic day lunch	Creative Catering	714.75	0.00	714.75 3.21
36	15/03/2019	GTC/8.04	18988	0	Building work toilet block	Bjorn Construction Ltd	3,770.00	0.00	3,770.00 8.04
APPROVED P&R 18/3/2019						21,812.73	699.48	22,512.21	
37	19/03/2019	0	18989	0	staff travel to Awards	Simon Dobie	31.95	0.00	31.95 4.08
38	19/03/2019	1393	18990	257843470	Gillingham & Shaftesbury News Election adv	R&M Media Agency Ltd	50.00	10.00	60.00 3.21
39	19/03/2019	30702	18991	200676047	mixed seeds	Naturescape Ltd	65.42	13.08	78.50 6.10
40	19/03/2019	15019	18992	323450588	roller	New Forest Farm Machinery Ltd	22.00	4.40	26.40 3.16
41	19/03/2019	CL140319	18993	323698832	wine and drinks Civic day	North Dorset Rugby Football Club	43.33	8.67	52.00 3.21
42	19/03/2019	3422	18994	101833162	Woodchip & Mulch for Shires Gate	David Harness	100.00	20.00	120.00 3.18
43	19/03/2019	2800189004	18995	187155146	Solar Panels for SID	Dorset Country Council	450.00	90.00	540.00 8.10
44	19/03/2019	8970	18996	730295252	Green Space Feb 19	Fencewize	25.00	5.00	30.00 3.10
45	19/03/2019	160179	18997	823885892	Printer Ink for workshop	Gillingham Press	49.92	9.98	59.90 3.06
46	19/03/2019	84573	18998	303213424	Service workshop equipment	Garafit Services	175.00	35.00	210.00 3.16
47	19/03/2019	4644766/464476	18999	440356767	Town Assembly & Seasonal Staff Advert	Reach Publishing Services	214.72	42.94	257.66 3.21 / 7.05
48	19/03/2019	15363090/15363	19000	186100481	Materials	Sydenhams	248.17	49.62	297.79 3.18
49	20/03/2019	4653985	19001	440356767	Ground Staff Advert	Reach Publishing Services	156.80	31.36	188.16 7.05
50	21/03/2019	15366712/15364	19002	186100481	Materials	Sydenhams	32.99	6.60	39.59 3.18
51	22/03/2019	093551/093626/0	19003	501771180	Service workshop equipment	Western Workshop Supplies	160.95	32.19	193.14 3.18
52	22/03/2019	466	19004	266717866	Workshop fan Heater	M&D Gas Services	4,120.00	824.00	4,944.00 6.03
53	22/03/2019	z1161993	19005	0	Data Control	Information Commission	40.00	0.00	40.00 3.04
54			19006	cancelled		cancelled	0.00	0.00	0.00 0.00
55	22/03/2019	0	19007	0	Staff travel to Cilca courses and Daptc	Julie Hawkins	68.94	0.00	68.94 4.08
56	25/03/2019	453	19008	167749164	Internal audit visit 2 of 3	Darkin Miller Ltd	394.20	78.84	473.04 3.14
57	25/03/2019	10220	19009	785712496	Conservation Services	Dorset Wildlife Trust	2,750.00	550.00	3,300.00 7.01 or 8.24
58	25/03/2019	253/001/JES	19010	881558880	Survey toilet block building	Julia Sanders Consulting Ltd	180.00	36.00	216.00 8.04
for approval Council 25/3/19						9,379.39	1,847.68	11,227.07	
DIRECT DEBITS TO DATE									
dd1	04/03/2019	2538884	DD	100208881	Fuel	Right Fuel	56.68	11.34	68.02 3.09
dd2	05/03/2019	954456390	DD	684966762	Town Hall Gas	British Gas	136.54	6.82	143.36 3.33
dd3	11/03/2019	2549834	DD	100208881	Fuel	Right Fuel	88.44	17.69	106.13 3.09
for approval Council 25/3/19						281.66	35.85	317.51	

Minute no. 633 (b).

Gillingham Town Council

Town Meadow Report - Meeting held on 25th March 2019

Author: Cllr Sharon Cullingford

- Meeting took place Friday 22nd March at the Community Room, 1 Chantry Fields.
- New draft Leaflet was shown to the committee and with a few minor changes the leaflet can go to print.
- Gillingham Town Twinning Association planted a Yellow Buckeye tree on the meadow.
- Waiting for new lamp parts to be delivered so the vandalised street lamps can be repaired.
- Unfortunately, one of the Benches donated by Riversmeet, in memory of Jackie Kemp has been vandalised and the brass plaque has been stolen. Bob Messer is instructing the volunteer members of Gang to do a temporary repair on the bench.
- Dates for the diary:
 - Lovely cakes 13th April 10 AM to 2pm
 - Town Meadow Group Quiz 26th April at the Olive Bowl. Would the council be interested in putting together a team?
 - Town Meadow Group Fete 6th July. Would the council like to take a table for the event to promote the Town Council? Cost for a table is £10.

Minute no. 663 (c)

Gillingham Town Council

Gillingham Chamber of Commerce and Industry

Meeting held on 13th March 2019

Author: Cllr Barry von Clemens

Present: Sharon Cullingford (Chair); Mark Hansford; Fran Hill; Bev Kemp; Janet Pegrum; Jenny Trim; Barry Von Clemens; and Karen Auckland (Secretary);

- Ian Day, Mike Gould and Ashley Kemp attended on behalf of the Town Team and provided a briefing on its activities to-date and its future plans.
- Financial Report was given by Bev Kemp.
- Members, Meetings and Events: Jenny Trim advised on current membership numbers - 11 new members have joined. The GCCI now has 90 members.
- Networking drinks: It was acknowledged that attendance at the March Happy Hour was up on February with several new members attending. This event to continue as they are proving a great success.
- A number of events are being planned over the coming year. Those committee members involved will continue to update the committee on these events.
- Marketing: Fran Hill provided an update. This year's directory is going into local publications. It will appear in the following publications: Gillingham and Shaftesbury Guide, Gillingham and Shaftesbury News. Fran continues to post daily on Facebook, promoting individual members and the committee and publishing blogs.
- AGM: It was agreed that the AGM will start at 6 pm on Wednesday 1 May 2019.

Gillingham Town Council

FRIENDS OF GILLINGHAM STATION

Station Asset Management Plan – Consultation Responses

Author: Cllr Mrs Belinda Ridout

Potential risks, opportunities and the priorities for investment and operational efficiencies in relation to stations.

Urgent defects:

- **Drainage and guttering.** Years of defective guttering and drainage systems allowing water egress into the building, damaging brickwork and internal plaster. Particularly noticeable in the Booking Hall. Plants clearly visible growing in the guttering and from the walls. Rubbish blocking outside drains causing flooding in heavy rains.

Priorities for investment/repair:

- Repair of guttering on main station building as it is in a critical condition and overhaul of drainage system, fitting grills to external drains to prevent blockage by rubbish. A regular maintenance schedule.
- The station is looking 'tired' and shabby and not in keeping as one of the main 'Gateway's' into Gillingham. The whole building is in need of a decoration makeover, internally and externally, entrance doors into Booking Hall and elevation facing Platform 1 particularly in need of attention.
- Booking Hall and Waiting Room floor needs replacing, looks dirty and unwelcoming no matter how much it is scrubbed.
- Invest in an Industrial floor cleaning machine to be used by ticket office staff / West of England line staff for more effective and time efficient cleaning of floors.
- Cleaning or replacement of light panels in ceiling of Booking Hall
- Replacement of door mats (2) in booking hall.
- Ladies toilet: remove the door frame separating the toilet and hand basin areas to allow easier access, make good wall and repaint/re-tile room. (*Note: the door itself was previously removed to allow more room for users but the door frame was never made good and has sharp edge where the hinges were.*)
- Refurbish Gent's toilet on Platform 1 to be modern, clean and light, for unisex and disabled use, with baby changing facilities and access key for out of hours use by disabled people.
- Or alternatively, turn the store room into a disabled unisex toilet. There is a blocked off area to the left of the store room which could be turned into a store for the salt etc.
- Need for a cycle channel on the pedestrian bridge to Platform 2.
- Need for a recycling bin in the Booking Hall where most people dispose of their rubbish.

Gillingham Town Council

Local Councils Risk Assessment

Author: Mrs C Ratcliffe, Deputy Town Clerk

A full Risk Assessment has now been carried out covering all aspects of the Town Council's responsibility. The full Risk Assessment document is available on request. A summary is attached to this report.

The areas identified for the Risk Assessment are as follows:

- | | |
|--------------------------------------|--------------------------------------|
| 1. Agency Agreements | 15. Litter |
| 2. Allotments | 16. Meetings of the Council |
| 3. Bus Shelters | 17. Newsletters |
| 4. Cemetery / Garden of Remembrance | 18. Office Accommodation |
| 5. Code of Conduct | 19. Public Conveniences |
| 6. Computing | 20. Play Areas/Outdoor Gym Equipment |
| 7. Council Meetings | 21. Public Open Spaces |
| 8. Council Property and Documents | 22. Public seating |
| 9. Crime Prevention / CCTV | 23. Sub-contractors |
| 10. Data Protection | 24. Volunteers |
| 11. Employment of Staff | 25. War Memorials |
| 12. Financial Management/Investments | 26. Web site/internet access |
| 13. Health and Safety | 27. Web sites – GTC web site |
| 14. Land | 28. Work shop |

1 Identified Risks

Scores were allocated to a total of 28 functions of the Town Council. A new function has been added this year: Health and Safety. A total of 196 risks have been identified. The average score for all the risks has remained the same from last year at 3.2. The number of uncontrolled risks has reduced from 18 to 10, as follows:

1.1 Employment of Staff – 2 risks greater than a score of 3 identified.

Loss of key staff – This remains a risk following the recent staff changes.

Staff training – It is very important that there is opportunity and provision for adequate staff training following a period of staff changes.

1.2 Health and Safety – 2 risks greater than a score of 3 identified.

Failure to keep up to date with new legislation – There is currently no mechanism to ensure that our health and safety management system is up-to-date with new legislation.

Ensuring adequate risk assessment are completed – Risk assessments have been carried out and a review needs to be made.

1.3 Land – 1 risk greater than a score of 3 identified.

Vandalism – The sites are public open spaces and occasions of low level vandalism occur.

1.4 Public Conveniences – 3 risks greater than a score of 3 identified.

Vandalism – This is a constant problem. The remaining toilet in the High Street car park is open 24 hours a day. Low level vandalism is constant.

Maintenance – The toilet requires more maintenance now it is unlocked.

Security – This proves to be difficult without further expense. A working party is looking at an alternative use for the building whilst still providing a public toilet that will be less vulnerable to vandalism.

1.5 Play Areas - 1 risk greater than 3 identified.

Vandalism – Instances of low level vandalism occurs from time to time.

1.5 Work Shop – 1 risk greater than a score of 3 identified.

Site Security – Despite improvements to site security the facility is still at risk from opportunists.

2. What works can be done to reduce risks during 2018-19?

- 2.1 The Staff and Salaries Committee should be aware that the risk due to loss of staff is still recorded as a high risk and that a regular review of staff training is necessary to maintain a high calibre of staff, especially during a period of change. For example: a Business Continuity Policy should be considered and staff appraisals reviewed.
- 2.2 The General Purposes Committee will need to review Health and Safety procedures to ensure the Town Council is compliant with current legislation. For example: there is now a requirement for policy on mental health and wellbeing in the workplace to be included in our health and safety documentation.
- 2.3 The General Purposes Committee will monitor the use of land and, where possible, mitigates against possible vandalism. For example: by protecting newly planted trees with guards in areas where vandalism is likely to occur.
- 2.4 The General Purposes Committee is aware of the need to improve security of the public conveniences in the High Street. A working party is currently in the process of instructing a building contractor to refurbish the building. This will improve the security of the facility in the future.
- 2.5 The General Purposes Committee will need to review the security of the workshop following a recent burglary.

3. Recommendation

- 3.1 That the Local Council Risk Assessment reviewed in July 2018 and presented to the Policy and Resources Committee in July 2018 is agreed and recommended to Full Council for adoption.

Local Councils Risk Assessment (LCRS)

Date: June 2018

No.	Area Identified for Risk	Number of Identified Risks	Average Score for Risks	Number of Risks greater score of 3	Remarks/High Risks
1	Agency Agreements	8	2.4	0	Number of risks in the category has increased from last year following annual review.
2	Allotments	18	1.9	0	
3	Bus Shelter(s)	4	2.0	0	
4	Cemeteries/ Churchyards	19	1.8	0	
5	Code of Conduct	1	3.0	0	
6	Computing	3	2.3	0	
7	Council Meetings	5	1.8	0	
8	Council Property and Documents	5	2.8	0	
9	Crime Prevention and CCTV	9	2.1	0	
10	Data Protection	1	1.0	0	
11	Employment of Staff	8	3.6	2	High risk: loss of key staff and training.
12	Financial Management/ Investments	14	2.2	0	
13	Health and Safety	5	3.4	2	High risk: failure of keep up to date with new regulations; ensuring adequate risk assessments.
14	Land	12	2.1	1	High risk: vandalism.
15	Litter	6	1.6	0	
16	Meetings of the Council	5	2.0	0	
17	Newsletters	2	2.5	0	
18	Office Accommodation	6	3.0	0	
19	Public Conveniences	9	2.4	3	High risk: vandalism; maintenance; security.
20	Play Areas/Outdoor gym equipment	7	3.1	1	High risk: vandalism.
21	Public Open Spaces	7	1.7	0	
22	Public Seating	5	1.6	0	
23	Sub Contractors	4	1.5	0	
24	Volunteers	4	1.75	0	
25	War Memorials	3	1.6	0	
26	Web Site / Internet Access	2	1.5	0	
27	Web Sites	16	1.0	0	
28	Work shop	8	2.7	1	High risk: site security.
	TOTALS	196	60.4	10	
	Overall average risk		3.24		

Gillingham Town Council

Internal Audit - Financial Regulations

Author: Julie Hawkins, Town Clerk/Clare Ratcliffe, Deputy Town Clerk

1. Background

The revised Financial Regulations were adopted by Full Council on 28th January 2019.

• **Financial Regulations, Section 4, Budgetary Control and Authority to Spend**

The internal auditor's report para 2.4, states 'it is recommended that the council considers amending its Financial Regulations to allow for retrospective approval of payments made between meetings which were not requested in time to be pre-approved'.

Under the Public Contracts Regulations 2015 there is a requirement to ensure that the public sector pays invoices within 30 days and that they publish annual payment performance data.

Staff have raised concerns that the current Financial Regulations are not helpful with the day to day operation of the town council, which is hampering efficiency. Under current regulations, spending is restricted to £500.

Recent purchases for items such as: bedding plants required for the display bedding, vehicle parts (tyres, wiper motor etc) that are required to keep council vehicles legal and roadworthy, authorising hedge flailing to coincide with weather conditions and the purchasing of materials to make repairs or items safe (e.g. playground equipment) have been made especially difficult under the new Financial Regulations. These items are not unusual purchases and are included within the precept.

The Model Financial Regulations supplied by NALC (on which the Town Council's Financial Regulations have been based) are more suited to small parish councils and adjustments are required for larger organisations.

2. Proposal

Following the comments made by the internal auditor, it would be prudent to review the Town Council's Financial Regulations as soon as possible.

The staff have suggested an example of a review to Financial Regulations, Section 4, Budgetary Control and Authority to Spend para 4.1, appears below:

Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

Full Council - £10,000 and over

Committees - £5,000 to £9,999

Committee Chairman and Town Clerk - £2,500 to £4,999

Town Clerk – up to £2,500

Deputy Town Clerk – up to £1,000

Works Manager – up to £1,000

Responsible Financial Officer (RFO) – up to £500

Deputy Works Manager - up to £500

Such authority is to be evidenced by a minute or an authorisation slip duly signed by the Town Clerk, and where necessary, also by the appropriate Chairman. Expenditure must not be grouped together, except under emergency situations when retrospective expenditure must be obtained at the next relevant meeting. Contracts may not be disaggregated to avoid controls imposed by these regulations.

When reviewing one part of the Financial Regulations, it will be necessary to check the whole document for any cross-referencing.

3. Objective

To comply with Public Contracts Regulations 2015.
To improve business efficiently.

4. Financial Implications

None. This report is limited to the procedures for budgetary control and authority to spend.

5. Governance

A review of the current Financial Regulations was completed and adopted in January 2019 and under Standing Orders it is not possible to revisit this decision until after June 2019, unless:

Standing Orders, Section 7, Previous Resolutions, para 7(a):

'... written notice is received by three councillors to be given to the Proper Officer in accordance with standing order no. 9, or by a motion move in pursuance of the recommendation of a committee or a sub-committee'.

6. Conclusion

The internal auditor has raised concerns that the Financial Regulations do not allow for retrospective payments made between meetings, which is necessary to meet the requirements of the Public Contracts Regulations.

Some staff members have a high level of responsibility and, to carry out their tasks efficiently, need a reasonable level of budgetary control and authority to spend.

The current Financial Regulations are not helpful with the day to day operation of the town council, and hamper efficiency.

7. Recommendations

- **That in accordance with Standing Order no. 7(a) & no. 10(a)(iv) an assessment of the Financial Regulations is undertaken by the Policy and Resources Committee for the purposes of evaluating budgetary controls and authority to spend in relation to business compliance and efficiency.**

Gillingham Town Council

Additional IT Provision

Author: Mrs Clare Ratcliffe, Deputy Town Clerk

1. Background

All computer equipment, photocopier and landline telephones are leased from DCC IT. All office-based staff are provided with a skype telephone, a large monitor powered via a laptop (acting as a tower) and a personal GTC email address. The Works Manager has recently been supplied with the same equipment including a GTC email address but excluding a large monitor.

DCC reviewed all ICT equipment earlier this year and new monitors and laptops were supplied to staff as per the existing agreement with DCC IT.

DCC (Dorset Council) lease costs include liability for cyber-attack and, therefore, there is no requirement for GTC to include this under a separate insurance policy.

The Works Manager and Deputy Works Manager have been using personal email addresses for works business. This is prohibited under GDPR Regulations.

The Town Council purchased a stand-alone computer about three years ago for use by the Works Manager. It is used for connection to the internet, to update staff and maintenance records and report writing.

2. Proposal

Following a recent review of staff employment contracts and job descriptions it has become evident that the Deputy Works Manager will require a computer to access documents that will now be stored in a secure central location.

A large monitor has been requested by the Works Manager as it is easier to view.

The RFO requires a second large monitor to help with the preparation of accounts.

The stand-alone computer, which is the property of GTC, will become surplus to requirements when new ICT equipment is supplied. The surplus equipment should be disposed of appropriately.

3. Financial Implications

In FY 2018/19, leasing of ICT equipment and support totalled £3,480 (4 computer stations, five telephones including calls, technical support, and a large photocopier). DCC (Dorset Council) will honour these charges for FY 2020/21; however, it is not known how much will be charged for the equipment recently supplied to the Works Manager and the additional monitors that have been requested.

The equipment required by the Deputy Works Manager, complete with a personal GTC email address will cost between £500 and £600.

Currently, budget no.3.24 Running Costs shows a balance of £6,075.50, which could be used to finance any additional ICT equipment.

In FY 2019/20 a budget of £4,266 has been allowed for the lease of ICT equipment.

Surplus ICT equipment, estimated at 3 years old, could be disposed of via secret tender (items sold to the highest bid). Any money raised could be used to offset the costs of leasing additional ICT equipment from Dorset Council.

4. Conclusion

Additional ICT equipment is required for staff to carry out their duties efficiently and in accordance with Health and Safety and Data Protection legislation.

5. Recommendations

That the existing stand-alone computer now surplus to requirements is offered for sale to local councils and officers via sealed bids and monies raised to offset new leased equipment from Dorset Council.

That budget no. 3.24 Contingencies Running Costs is used to finance the additional ICT equipment as follows:

- **That the Deputy Works Manager is supplied with the necessary ICT equipment to undertake the tasks as per his job description.**
- **That the Works Manager is supplied with a full-sized monitor so that he can undertake the tasks required as part of his job description and in accordance with Health and Safety legislation.**
- **That the Responsible Financial Officer is supplied with an additional monitor (one is already supplied) to make the preparation of accounts easier.**

Gillingham Town Council

High Street Facilities Working Party

Author: Cllr Mrs Donna Toye

1. Background

This working party has met frequently in January, February and March 2019. Extensive work has been done to research the full history of this project. Attached is a copy of the letter received from Windrose on 15th March 2019.

The working party was set up in August 2015 to investigate the future of the high street public conveniences.

Since research began, the needs of the town have changed and there is now an increase in demand for meeting spaces for use by community groups and voluntary organisations. The requirement for additional meeting spaces is expected to increase following local government reorganisation and the need to host outreach workers.

2. Proposal

It is proposed that the improved facility should be for use by local community groups and organisations rather than single entity.

3. Financial Implications

In total the Town Council has set aside £35,000 to cover the following:

- Refurbishment costs
- Legal fees
- Planning Application, including drawings
- Building Control costs
- Structural Engineer Survey

To-date project costs are on target.

There has been no additional funding received from a third party.

4. Conclusion

- The proposed community use will increase visitors to the area, which will help towards stimulating the high street economy.
- An increased use of the facility will improve security of the immediate area and reduce the likelihood of vandalism to the remaining public toilet.
- Letting fees will offset refurbishment costs.
- Making this facility available to multiple organisations/groups rather than an individual group/organisation will be of greater benefit to the town.

5. Recommendations

- **That the public conveniences located in the High Street car park, refurbished by the Town Council as a meeting place, is made available for community use at reasonable rates similar to those currently charged for the use of 1 Chantry Fields.**
- **That Windrose Trust is informed of the Town Council's decision and that no further negotiations are undertaken.**

GILLINGHAM TOWN COUNCIL

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

Tel: 01747 823588 Email: GTC@gillinghamdorset-tc.gov.uk

SCHEDULE OF MEETINGS – 1st April 2019 - 31st May 2020 commencing at 7.30pm

Mtg	April 19	May 19	June 19	July 19	Aug 19	Sept 19	Oct 19
GP	1	NM	3	1	5	2	7
Planning	8	NM	10	8	12	9	14
P&R	15	20	17	15	19	16	21
Planning	23*	20	24	22	27*	23	28
FC	23*	13 AC 28*	24	22	27*	23	28
Mtg	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	April 20	May 20
GP	4	NM	13	3	2	6	5*
Planning	11	2	13	10	9	14*	11
P&R	18	9 Precept	20	17	16	20	18
Planning	25	16	27	24	23	27	18
FC	25	16	27	24	23	27 22 ATA	25 AC

Key: GP = General Purposes P&R = Policy & Resources FC = Full Council

AT = Annual Town Assembly (held on a Wed)

AC = Annual Council

* Meeting on a Tuesday after Bank Holiday

NM = No Meeting

Gillingham Town Council**Mayor's Report****February to March 2019**

Date	Event	Comments
2 nd Feb	Weldmar's Snowdrop Service	A beautiful service in St Benedict's church followed by a walk in the Garden of Remembrance. The snowdrops were peeping through the snow-covered grass in the sunshine.
4 th Feb	Funeral of John Stone	John had been a very active member of the community and a true Gillingham man.
8 th Feb	Country Market at the Methodist Church	I received a warm welcome. Unfortunately, I had not been able to attend their 50 th anniversary celebrations in December. They sell lots of local produce, crafts, tea, coffee and cake. There are concerns about their future in these challenging times and need plenty of local support.
19 th Feb	South Somerset District Council's Civic Evening	Ed and I enjoyed a Chinese New Year extravaganza at the Octogen Theatre in Yeovil.
20 th Feb	Gillingham's Citizenship Ceremony	This was a first for Gillingham and a huge honour to be asked along to the ceremony. Afternoon tea was provided by the registration service and I joined the recipient and her family to celebrate.
21 st Feb	Twinning Association AGM	We heard about the forthcoming visit from Le Neubourg and listened to a super talk from Mr Sam Braddick about the history of the Gillingham and Shaftesbury Show.
23 rd Feb	Lytchett Minster & Upton Mayor's Charity Concert	Joy and I enjoyed a splendid Bournemouth Male Voice Choir concert in aid of the Mayor's charity.
28 th Feb	Pride in Parks Award Ceremony	I attended this ceremony in Chippenham, with Cllr Mrs Ridout, Clare Ratcliffe and members of the grounds team where we received two 5 stars award. It was a fantastic day. I was so proud to be Gillingham's Mayor. A huge thank you to all the town council grounds staff and Clare.
1 st Mar	Corfe Mullen's Tour and Annual Reception	A wonderful afternoon visiting the old parish church, recreation area and Julia's House followed by an evening of entertainment.
1 st Mar	Hall and Woodhouse Community Chest Award Launch	£50,000 is available for local community projects. Online application forms are available at www.hall-woodhouse.co.uk/giving-back-to-the-community .
4 th Mar	East Dorset District Council's Civic Service	A lovely service in the minster, marking the end of the mayoral year and saying farewell to the District Council.

7 th Mar	Gillingham Beavers Community Award Certificate	I joined the Beavers at the scout hut to present one of their members with her 100 hours community award certificate and activity badges to other members.
13 th Mar	Annual Town Assembly	An outstanding evening with my fellow councillors and members of the public. With a tremendous amount of help I was able to report the Town Council's activities over the past year. This was followed by presentations from RiversMeet, The Citizens Advice Bureau, Gillingham Duke of Edinburgh Open Award Centre, Gillingham Action for Nature, The Town Meadow Group, Gillingham Litter Pickers and Rendezvous.
14 th Mar	Gillingham's Civic Day	A wonderful day organised by Jill. We had a talk on Milton on Stour Church by Sam Woodcock, visited the museum, RiversMeet and Milton on Stour church. Lunch was taken at the rugby club and the day concluded at Thorngrove. Once again, I was so proud to be Mayor of the blossoming town.
21 st Mar	Blackmore Vale Community Rail Partnership	I attended a book launch at Castle Gardens, Sherborne. The book had been written by Caroline Rowlands, the Community Officer for the BVCRP to commemorate all those who worked on the railways stations between Tisbury and Crewkerne who lost their lives in WWI. This is part one of a three-part project to place memorial plaques at the stations where the men worked before going off to war. I attended the launch with Cllr Von Clemens - Deputy Mayor, Cllr Mrs Ridout and the Deputy Town Clerk.