



## GILLINGHAM TOWN COUNCIL

The Town Hall

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GILLINGHAM

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### FULL COUNCIL

The minutes of the **Full Council** meeting held on **Monday, 28<sup>th</sup> May 2019**, at 7.30pm in the Jubilee Room, Town Hall, Gillingham, Dorset.

#### Present

Cllr Barry Von Clemens, Deputy Mayor

Cllr Valarie Potheary

Cllr Paul Harris, Deputy Mayor

Cllr Graham Poulter

Cllr Rupert Evill

Cllr John Robinson

Cllr Alan Frith

Cllr Donna Toye

Cllr Mike Gould

Cllr Roger Weeks

Cllr Mick Hill

Please note: Co-opted councillors joined the council meeting at minute no. 18 (Fiona Cullen, Alison Gale and Dennis Griffin).

#### In Attendance

Town Clerk, Julie Hawkins

Deputy Town Clerk, Clare Ratcliffe

#### Press and Public

Press – Michael Streeter, Gillingham and Shaftesbury News

Public – 1 members of the public

#### Minute no.

**013** **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 were no questions from members of the public.

**014** **To receive apologies for absence.**

Apologies were received from Cllr Cullingford for personal reasons.

It was agreed and **RESOLVED** that the apology for absence from Cllr Cullingford was accepted.

**015** **To approve the minutes of the Annual Council held on Monday, 13<sup>th</sup> May 2019.**

It was agreed and **RESOLVED** to approve the minutes of Annual Council held on Tuesday, 13<sup>th</sup> May 2019, and the minutes were duly signed by the Chairman as a correct record.

**016** **To receive questions pertinent to the previous minutes.**

There were no questions.

**017** **To receive and consider a report on the co-option of the following vacancies:  
2 x vacancies for the Ham Ward  
3 x vacancies for the Town Ward**

A report on the co-option of councillor vacancies was tabled at the meeting. The report contained six recommendations. Please refer to Appendix A.

.../continued

	<p>Cllr Frith commented that the councillor recruitment process was done under very difficult conditions, hindered by time constraints and legal processes following the Election in May. As a result, it was not possible for all candidates to be available for interview at the same time due to prior commitments and, in his opinion, the process was very unsatisfactory and unfortunate.</p> <p>It was agreed and <b>RESOLVED</b> that the successful candidates present at the meeting were invited to sign a Declaration of Acceptance of Office. Those successful candidates not present at the meeting have been informed of the town council's decision and requested to sign a Declaration of Acceptance of Office in accordance with section 83(3) of the Local Government Act 1972 by Monday, 17<sup>th</sup> June 2019, at 12 noon.  <u>Note:</u> Cllr Frith and Cllr Hill abstained from voting.</p> <p>It was agreed and <b>RESOLVED</b> that the councillor vacancies for the Ham Ward are filled by co-option as follows: Alison Gale and Dennis Griffin.  <u>Note:</u> Cllr Frith and Cllr Hill abstained from voting.</p> <p>It was agreed and <b>RESOLVED</b> that the councillor vacancies for the Town Ward are filled by co-option as follows: Fiona Cullen, John Kilcourse and Keith Wareham.  <u>Note:</u> Cllr Frith and Cllr Hill abstained from voting.</p> <p>It was agreed and <b>RESOLVED</b> that the councillor vacancies for the General Purposes Committee are filled by: Fiona Cullen, Alison Gale, Dennis Griffin and Keith Wareham.  <u>Note:</u> Cllr Frith and Cllr Hill abstained from voting.</p> <p>It was agreed and <b>RESOLVED</b> that the councillor vacancies for the Planning Committee are filled by Dennis Griffin, John Kilcourse and Keith Wareham.  <u>Note:</u> Cllr Frith and Cllr Hill abstained from voting.</p> <p>It was agreed and <b>RESOLVED</b> that the councillor vacancies for the Finance Committee are filled by: Fiona Cullen, Alison Gale and John Kilcourse.  <u>Note:</u> Cllr Frith and Cllr Hill abstained from voting.</p> <p><u>Note:</u> Cllr Hill commented that he did not consider the interview process to be fair and asked for his reasons for abstention to be recorded.</p>
<b>018</b>	<b>To invite successful nominees to sign the Declaration of Acceptance of Office.</b>
	<p>Fiona Cullen, Alison Gale and Dennis Griffin were invited to sign the Declaration of Acceptance of Office and to join the meeting.  John Kilcourse, and Keith Wareham were not present at the meeting</p>
<b>019</b>	<b>To receive declarations of interest. Please note: members are required to comply with the requirements of the Localism Act 2011, section 27 disclosable pecuniary interests.</b>
	There were no declarations of pecuniary interest declared
<b>020</b>	<b>To receive, consider and approve the Terms of Reference for the sub-committees and task and finish groups reporting to Full Council.</b>
	<p>A copy of the proposed draft Terms of Reference was circulated prior to the meeting. Please refer to Appendix B.</p> <p>It was agreed and <b>RESOLVED</b> that the Terms of Reference for the sub-committees and task and finish groups reporting to Full Council are approved.</p>
<b>021</b>	<b>To review the sub-committees and task and finish groups reporting to Full Council and to agree membership and lead member.</b>
	<p>The only group reporting to Full Council at the current time is the Woodwater Farm Sports Facility Task and Finish Group.</p> <p style="text-align: right;">.../continued</p>

	<p>It was agreed and <b>RESOLVED</b> that the Woodwater Farm Sports Facility Task and Finish Group is made up of the following members: Cllr Poulter, Cllr Harris and Cllr Hill.</p> <p>It was agreed and <b>RESOLVED</b> that Cllr Poulter would be the Lead Member for the Woodwater Farm Sports Facility Task and Finish Group.</p>
<b>022</b>	<b>To review and agree the list of representatives to outside organisations.</b>
	<p>A draft list of appointments to external organisations and internal groups/tasks was circulated prior to the meeting. Amendments were made to the list during the meeting. Please refer to Appendix C.</p> <p>It was agreed and <b>RESOLVED</b> that the list of appointments to external organisations and internal groups/tasks was approved.</p>
<b>023</b>	<b>To receive and consider reports from the Schools Councils if available.</b>
	<p>Cllr Von Clemens reported that pupils from <b>St Mary the Virgin Primary School</b>, accompanied by staff, will shortly be visiting the allotments at Park Farm to see how things grow as part of a topic they are covering this term. An allotment holder will be present, and the Works Manager will also be on hand to help answer any questions. Cllr Von Clemens attended the Race of Life at <b>Wyke Primary School</b>, which was very successful, and a lot of money has been raised for charity.</p>
<b>024</b>	<b>To receive written reports from outside bodies, if available, for consideration and approval:</b>
<b>(a)</b>	<b>Three Rivers Partnership (3RP) and Three Rivers Community Partnership Board of Trustees, the Gillingham Community Leisure Trust (GCLT</b>
	There was no meeting this month.
<b>(b)</b>	<b>Town Meadow Group</b>
	Cllr Cullingford was absent from the meeting; there was no report.
<b>(c)</b>	<b>Gillingham Chamber of Commerce and Industry</b>
	The Chamber is now affiliated to the Dorset Chamber of Trade.
<b>(d)</b>	<b>DAPTC (Larger Towns and Northern Area)</b>
	There was nothing to report this month.
<b>(e)</b>	<b>Shaftesbury and District Transport Forum</b>
	The transport forum met last week. There was no report.
<b>(f)</b>	<b>Gillingham Town Team</b>
	There was nothing to report this month.
<b>025</b>	<b>To approve and authorise any payments over £10,000, if any.</b>
	There were no payments over £10,000 this month.
<b>026</b>	<b>To agree councillor signatories for the bank mandate.</b>
	It was agreed and <b>RESOLVED</b> that the following councillors will be signatories for the bank mandate: Cllr Evill, Cllr Frith, Cllr Harris, Cllr Poulter, Cllr Potheary and Cllr Weeks.
<b>027</b>	<b>To receive, consider and adopt the following standing committee reports:</b>
<b>(a)</b>	<b>Planning Committee interim meeting held on 23<sup>rd</sup> April 2019 and Planning Committee meeting held on 20<sup>th</sup> May 2019</b>
	It was agreed and <b>RESOLVED</b> that the reports of the Planning Committee interim meeting held on 23 <sup>rd</sup> April 2019 and the Planning meeting held on 20 <sup>th</sup> May 2019 were adopted.
<b>(b)</b>	<b>Finance Committee meeting held on 20<sup>th</sup> May 2019</b>
	It was agreed and <b>RESOLVED</b> that the report of the Finance Committee meeting held on 20 <sup>th</sup> May 2019 was adopted.
<b>028</b>	<b>To receive a report on the Mayor's and Deputy Mayor civic activities.</b>
	Cllr Von Clemens reported that he had attended the Mayor Making at Salisbury City Council and the Race of Life at Wyke Primary School.



029	To receive matters pertinent to this meeting. <u>Please note:</u> 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)	<b>Town Meadow Fete:</b> Saturday, 6 <sup>th</sup> July 2019, 11am till 4pm. Cllr Von Clemens asked for volunteers to help with the Town Council stand and the Fields in Trust Picnic Area. Please contact the Deputy Town Clerk for further details.
(b)	<b>Town Council Surgeries:</b> Cllr Von Clemens asked fellow Councillors to consider setting up regular surgeries similar to those offered by Dorset Councillors and the MP. The proposed surgeries would only be for local / town council issues. The suggestion can be discussed in more detail next month.
(c)	<b>Town Council Staff:</b> Cllr Von Clemens reminded members that they need to make appointments in advance to speak to staff as they are busy and have deadlines to keep.
<p><b>There being no other business on the agenda, the meeting closed at 8.11pm</b></p> <p><b>Signed:</b> _____ <b>Date:</b> 24<sup>th</sup> June 2019</p> <p><b>The Mayor of Gillingham, Cllr Barry Von Clemens</b></p>	

**Gillingham Town Council**

**Co-option of the following vacancies:**

**2 x vacancies for the Ham Ward**

**3 x vacancies for the Town Ward**

**Author: Julie Hawkins, Town Clerk**

**1. Introduction**

Following the uncontested elections, Gillingham Town Council has the following vacancies:

- 2 x vacancies for the Ham Ward
- 3 x vacancies for the Town Ward

After an Election, which this year took place on Thursday, 2<sup>nd</sup> May 2019, the town council should try to fill any vacancies by co-option within 35 days. This year the 35 days are counted from Monday, 6<sup>th</sup> May 2019. The guidance states that:

*'Provided that the number of newly elected members of the council in question constitutes a quorum for meetings of the council, those newly elected members may co-opt any similarly qualified person or persons to fill the vacancies.'*

Dorset Council may exercise their powers under s39(4) to fill any vacancy or vacancies not filled, but they are prohibited from so acting before the expiry of a period of 35 days, beginning with the day on which the election was held.

As with all co-options, it is entirely up to the council to decide how best to approach or 'advertise' for people to fill your vacancies. At the Annual Town Council meeting held on Monday 13<sup>th</sup> May 2019, minute no. 010, a recruitment timetable, application form and advertisement were agreed.

Following the advertisement for the vacancies, the council received an expression of interest from ten members of the public and consequently ten application forms were issued. Only six forms were completed and returned within the timescale specified.

Prior to the interview date, the town council confirmed that each candidate was eligible to become a councillor as set out in the Local Government Act 1972 s79 and s80. A set of questions was drawn up by The Mayor in consultation with the Town Clerk. The questions were not available to candidates prior to interview.

All six applicants were invited for interview on Thursday, 23<sup>rd</sup> May 2019. Three applicants were unable to attend for interview due to prior commitments. Two of these candidates were interviewed by the Town Clerk in person and the interviews recorded. The other candidate was interviewed over the phone by the Town Clerk and again, this was recorded.

The three remaining applicants were interviewed on the date agreed and the previously recorded interviews were played to the interview panel, which consisted of eleven members out of the twelve elected members of the Town Council, as follows:

Cllr Von Clemens (Mayor), Cllr Harris, Cllr Evill, Cllr Hill, Cllr Frith, Cllr Gould, Cllr Poulter, Cllr Potheary, Cllr Robinson, Cllr Toye and Cllr Weeks.

Cllr Mrs Cullingford was unable to attend due to personal reasons. The Town Clerk was not present during the interviews except when asked to play back the recorded interviews.

After the interviews members voted on the candidates.

## **2. Objectives**

The objective was to fill 5 no. town councillor vacancies by co-option within 35 days from 6<sup>th</sup> May 2019 and to set a recruitment timetable to coincide with a Full Council meeting scheduled for Tuesday, 28<sup>th</sup> May 2019.

## **3. Proposal**

Following the interview process conducted on Thursday, 23<sup>rd</sup> May 2019, members recommended that the following applicants should be co-opted:

Fiona Cullen  
Alison Gale

Dennis Griffin  
John Kilcourse

Keith Wareham

The successful candidates have been invited to attend the meeting of Full Council on Tuesday, 28<sup>th</sup> May 2019, and following a resolution by Full Council, will be invited to sign a Declaration of Acceptance of Office. The successful candidates present at the meeting will be invited to sign a Declaration of Acceptance of Office and will join the meeting. The successful candidates not present at the meeting will be informed of the council's decision and requested to sign a Declaration of Acceptance of Office in accordance with section 83(3) of the Local Government Act 1972, by 17<sup>th</sup> June 2019 at 12 noon. New members will be allocated to fill the following standing committee vacancies, as follows:

### **General Purposes**

Fiona Cullen  
Alison Gale  
Dennis Griffin  
Keith Wareham

### **Planning**

Dennis Griffin  
John Kilcourse  
Keith Wareham

### **Finance**

Fiona Cullen  
Alison Gale  
John Kilcourse

## **4. Conclusion**

The recruitment process was successful. Surprisingly, there was more interest than usual for these vacancies. The tight schedule may have resulted in only six application forms being returned; however, all candidates interviewed were suitable and offer a useful wide and varied skillset.

## **5. Recommendations**

- 5.1 That the successful candidates present are invited to sign a Declaration of Acceptance of Office and join the meeting. The successful candidates not present are informed of the council's decision and requested to sign a Declaration of Acceptance of Office by Monday, 17<sup>th</sup> June 2019, at 12 noon.
- 5.2 That the councillor vacancies for the **Ham Ward** are filled by co-option as follows:  
Alison Gale and Dennis Griffin.
- 5.3 That the councillor vacancies for the **Town Ward** are filled by co-option as follows:  
Fiona Cullen, John Kilcourse and Keith Wareham.

- 5.4 That the vacancies on the **General Purposes Committee** are filled by: Fiona Cullen, Alison Gale, Dennis Griffin and Keith Wareham.
- 5.5 That the vacancies on the **Planning Committee** are filled by: Dennis Griffin, John Kilcourse and Keith Wareham.
- 5.6 That the vacancies on the **Finance Committee** are filled by: Fiona Cullen, Alison Gale and John Kilcourse.



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## **SUB-COMMITTEE / TASK & FINISH GROUP**

### **FULL COUNCIL**

## **TERMS OF REFERENCE**

1. All members of the sub-committee or task and finish group must abide by the Gillingham Town Council's Code of Conduct.
2. Sub-committees and task and finish groups are set up to investigate and research specific projects as identified by Full Council.
3. Sub-committees and task and finish groups do not have any delegated powers.
4. Sub-committees and task and finish groups are reviewed annually in June by Full Council.
5. Any elected member of the town council, a member of the public or member of staff can be co-opted on to a sub-committee or task and finish group.
6. Members of the sub-committee or task and finish group should elect a lead member.
7. Sub-committees and task and finish groups meet as and when deemed necessary by the Lead Member.
8. Sub-committees and task and finish groups must provide regular reports to Full Council with recommendations including budgetary and financial implications, when necessary.

Reviewed: 28/05/19

Adopted by Full Council

Date: 28/05/19, minute no. 020



## GILLINGHAM TOWN COUNCIL

LIST OF APPOINTMENTS TO EXTERNAL ORGANISATIONS  
AND INTERNAL GROUPS/TASKS

2019/20

## REPRESENTATIVES TO EXTERNAL ORGANISATIONS

	ORGANISATION	MEMBER/S APPOINTED	NOTES
1	Allotment Association	Cllr Paul Harris	Reporting to General Purposes Committee.
2	Chamber of Commerce and Industry	Cllr Barry Von Clemens	Reporting to Full Council.
3	DAPTC – Larger Towns	Cllr Barry Von Clemens Cllr Mike Gould	Reporting to Full Council.
4	DAPTC – Northern Towns & Parishes	Cllr Donna Toye Cllr Roger Weeks	Reporting to Full Council.
6	Town Meadow Group	Cllr Sharon Cullingford	SC has recently joined as Treasurer
7	Town Team	Cllr Mike Gould Cllr Alan Frith	Reporting to Full Council.
8	Shaftesbury & District Transport Forum	Cllr Barry Von Clemens	BVC currently working with MP re trains. Reporting to Full Council.
9	Gillingham Royal Forest Steering Group	Cllr Barry Von Clements, Deputy Town Clerk	This group is in the process of being formed. Initially reporting to the General Purposes Committee.

## REPRESENTATIVES TO GTC GROUPS/TASK

	GROUP/TASK	MEMBERS APPOINTED	NOTES
10	Community Resilience	Cllr Paul Harris, Town Clerk	Reporting to Full Council.
11	Volunteer Rights of Way Liaison	Sheila Messer	Reporting to the Planning Committee
12	Volunteer – Tree Warden	Ben Drew	Reporting to the Planning Committee
13	School Councils Rep	Cllr Barry Von Clemens	Reporting to Full Council

I have been appointed to Cabinet on the New Dorset Council with Executive responsibility for Planning, covering the new Council area.

At present councillors are being taken through a training process and though some have done this before at different levels we have some new councillors that have not been on a council at any level even Parish.

I have overseen the training for all members that will be sitting on Planning Committees as it is statutory that none can sit without such training. I will be attending all Planning meetings which will be covering each of the three new Area Boards and meeting regularly with Officers and Chairman ensuring that there is consistency across the whole area.

My first job will be to get the New Dorset Council to start on a Single Plan for the new area. A plan drawn up through Community Engagement and I aim to have this completed within 4 years, which will mean total focus from our Planning Policy Officers who were previously working in smaller teams for each Local Authority but will now come together to form one team working on a single plan. We will not be re-inventing the wheel because all evidence gathered for writing and adopting our original individual plans will form the foundation stones upon which the new plan is created.

I will continue my work at higher levels with the need for more support with delivering infrastructure to development before construction starts.

I intend lobbying government on many planning issues, such as solar panels and Ground source heating on all new builds. It isn't rocket science and it is so much cheaper at the build stage as opposed to retrospectively. It would also help with obtaining a mortgage because the House, running costs would be cheaper.

I continue to be Member Champion for the Armed Forces where we have been working to set up Information Points in Libraries around Dorset. There is already one in the Gillingham Library.

All agendas and minutes can be found on the [www.dorsetforyou.com](http://www.dorsetforyou.com) website

## INDUCTION PROGRAMME

Since being elected to Dorset Council on 2<sup>nd</sup> May I have been very busy attending a long and intensive Induction Programme, which lasts until the end of June. Some of which are mandatory. There are many areas of responsibility which were previously carried out by Dorset County Council, and of which I have no knowledge or experience of, therefore, the programme is extremely useful.

So far, I have attended:

- Welcome session – signing the acceptance of office, photographs and IT equipment.
- Getting started Workshops covering - The Budget, Full Council and what to expect, Cyber Security, Ethical conduct and equalities, Data protection, Health and Safety, Democratic Services and councillor support.
- An introduction to Safeguarding and Corporate Parenting.
- Media training.
- Engagement in Democracy, Ward work and Demographics.
- Chairing Skills
- Planning

The first (Annual Council) meeting took place on Thursday, 16<sup>th</sup> May 2019, at South Walks House, when the Leader of the Council and the Cabinet were voted in, Also the Chairman and Vice-Chairman of Council and Chairmen of the committees.

I was very honoured to be elected Vice-Chairman of the Council and have also been appointed to the Northern Area Planning Committee and Place Overview and Scrutiny Committee.

The first Northern Area Planning committee meeting will take place on Tuesday, 28<sup>th</sup> May 2019, at The Exchange, Sturminster Newton. There are no items pertaining to Gillingham on the agenda.

### For your information:

**Belinda Ridout** has been appointed to the Northern Area Planning Committee and the Strategic Planning Committee.

**David Walsh** has been appointed to Cabinet and has the Planning portfolio.

All information and meeting details can be found on:

<https://moderngov.dorsetcouncil.gov.uk/uuCoverPage.aspx?bcr=1>

### Contact Details:

Cllr Valarie Potheary

Tel: 01747 826089

Email: [cllrval.potheary@gillinghamdoreset-tc.gov.uk](mailto:cllrval.potheary@gillinghamdoreset-tc.gov.uk)

Firstly, my sincere thanks to the community for electing me, along with Cllr Val Potheary and Cllr David Walsh, to represent the residents of Gillingham Ward on the new Dorset Council. My congratulations to Cllr Val Potheary for being elected vice-chairman of Dorset Council, Cllr Pauline Batstone being elected chairman.

Despite four years' service as a District Councillor, there is a steep learning curve ahead for us all in the new unitary. This will involve thinking strategically, seeking the best for the whole of the unitary authority, but I am very much a 'local' councillor, serving the residents as best I can and I am very pleased to report that I have been appointed to serve on the Northern Area Planning Committee, where decisions are made that can make a positive local difference. This meets for the first time at The Exchange, Sturminster Newton on Tuesday, 28<sup>th</sup> May.

I have also been appointed to the Strategic Planning Committee, involving planning across boundaries and the Minerals and Waste Policy Joint Advisory Committee which looks at issues that can significantly impact on the local environment. My aim over the next five years is to focus on supporting and promoting ways of reducing the Council's carbon footprint in all aspects of the council's function. I have registered an interest to become a member of the Climate Change Cross Party Panel recently announced at the first Full Council of the new Dorset Council, following the declaration that the Council recognises that climate change is happening and there is a Climate Change Emergency. All councillors are in the process of receiving training, which is important for councillors on regulatory committees, such as planning, which will be ongoing. For previous district councillors, like myself, there are a lot of new areas to learn about, such as Corporate Parenting (children's services/vulnerable adults) and safeguarding.

I will continue to represent residents on the Gillingham & Shaftesbury Transport Action Group which meets quarterly, discussing local and strategic transport issues. Please advise me of any issues affecting your area to feed into this forum.

To date I have introduced myself and received a warm welcome at the AGM's of the following parish councils: Buckhorn Weston & Kington Magna, Motcombe, Bourton and will be visiting West Stour and East Stour shortly. Apologies for not attending Silton PC meeting, but the evening clashed with Motcombe's AGM. I will endeavour to visit as many parish council and Gillingham Full Council meetings as possible each month and produce a monthly report.

There is a lot of work to be done and I am looking forward to progressing with the new Council and most importantly, representing the residents of the Gillingham Ward to the best of my ability. I shall be holding a surgery on Thursday evenings at the Town Hall, Gillingham, between 5-7pm to discuss any issues you may have. Please contact me direct to make an appointment (see below).

For your information, a new Minerals Plan which includes sites for future quarrying, is nearing completion. The plan covers the Dorset and Bournemouth, Christchurch and Poole council areas. The plan identifies sites to meet the need for sand, gravel, stone and ball clay in the future, including extensions to three building stone sites in north Dorset. Public consultation runs until 20<sup>th</sup> June 2019. Visit [www.dorsetcouncil.gov.uk/mineral-sites](http://www.dorsetcouncil.gov.uk/mineral-sites) for more information.

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Cllr Belinda Ridout

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Cllr David Walsh

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