



GILLINGHAM TOWN COUNCIL

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

FULL COUNCIL MINUTES

26th April 2021

The minutes of the Full Council meeting convened on Monday 26th April 2021 at 7.30pm. The meeting was held remotely using appropriate technology in accordance with The Local Authorities Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations") which came in to force on 4th April 2020.

Present:

Cllr Barry von Clemens, Mayor
Cllr Paul Harris, Deputy Mayor
Cllr Alison von Clemens
Cllr Fiona Cullen
Cllr Sharon Cullingford
Cllr Rupert Evill
Cllr Alan Frith
Cllr Mike Gould
Cllr Dennis Griffin

Cllr Mick Hill
Cllr John Kilcourse
Cllr Graham Poulter
Cllr Val Potheary
Cllr John Robinson
Cllr Donna Toye
Cllr Keith Wareham
Cllr Roger Weeks

In attendance:

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

Press and Public:

Michael Streeter, Gillingham and Shaftesbury News
There was one member of the public present.

465. 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

466. To receive and accept apologies for absence.

There were no apologies for absence.

467. To approve the minutes as a true and accurate record of the Full Council meeting held on 22nd March 2021.

It was agreed and **RESOLVED** to approve the minutes as a true and accurate record of the meeting held on Monday 22nd March 2021. The chairman will duly sign the minutes when possible to do so.

468. To receive any questions pertaining to the previous minutes.

There were no questions pertaining to the previous minutes.

469. 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.

There were no declarations of disclosable pecuniary interests.

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

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

There was nothing to report this month.

b) Town Meadow Group

There was nothing to report this month. A meeting is scheduled for 29th April 2021.

c) Gillingham Chamber of Commerce and Industry

Cllr B von Clemens gave a verbal report as follows:

A business meeting had taken place. The Chamber continues to monitor the new ShopAppy initiative and findings are reported back to the Local Enterprise Partnership.

**d) Dorset Association of Parish and Town Councils (DAPTC):
Larger Town meetings and Northern Area meetings**

Minutes of the Towns and Larger Parishes Committee meeting held on 26th February 2021 were circulated prior to the meeting. Cllr B von Clemens had attended on behalf of Gillingham Town Council. There were no comments or questions regarding the minutes.

Cllr Weeks reported that he was unable to attend the virtual Northern Area meeting on Wednesday, 24th March 2021 but hopes to attend the next meeting.

e) Shaftesbury and District Transport Forum

There was no meeting. Cllr B von Clemens had nothing to report this month.

f) Gillingham Town Team

Cllr Gould referred to a report that had been circulated prior to the meeting. Please refer to [Appendix A](#). The report contained no recommendations.

g) Gillingham Youth Centre Management Committee

Cllr B von Clemens reported that Gillingham Youth Club are now holding covid safe face-to-face sessions for a limited number of young people in accordance with government guidelines.

h) Rural Market Town Group

Cllr Cullingford referred to a report that had been circulated prior to the meeting. Please refer to [Appendix B](#). The report contained no recommendations.

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

a) General Purposes Committee meeting held on Monday, 5th April 2021

It was agreed and **RESOLVED** that the minutes of the General Purposes Committee held on Monday 5th April 2021 are approved and adopted.

b) Planning Interim Committee meetings held meeting on Monday, 22nd March 2021 and the Planning Committee held on Monday, 12th April 2021

It was agreed and **RESOLVED** that the minutes of the Planning Interim Committee held on Monday, 22nd March 2021 and the Planning Committee held on Monday, 12th April 2021 are approved and adopted.

472. To receive and consider a report regarding the return of face-to-face council meetings following the announcement that s.78 of the Coronavirus Act 2020 will not be extended.

A report written by The Town Clerk had been circulated prior to the meeting. Please refer to [Appendix C](#). The report contained five recommendations.

It was agreed and **RESOLVED** that a COVID safe, socially distanced, face-to-face Annual Council Meeting is held on Monday 24th May 2021, subject to a quorum, to enable the election of Mayor and Deputy Mayor. The meeting to take place at covid safe premises will be funded from FY 2021/22 Budget No. 6203 Civic Costs - Mayor General.

It was agreed and **RESOLVED** that a COVID safe face-to-face Extra-ordinary meeting of Full Council is held on in June 2021 to sign off the Annual Governance and Audit

statements. The meeting will comprise of six members (the quorum) and will take place at Gillingham Town Hall, streamed via Microsoft Teams.

It was agreed and **RESOLVED** that the Mayor Making Ceremony scheduled for Wednesday 26th May is held via Microsoft Teams.

It was agreed and **RESOLVED** that a temporary scheme of delegation, as detailed in Appendix 2 of the report, is agreed to enable the Proper Officer to carry out any function of the Council.

It was agreed and **RESOLVED** that 'Group meetings', held via Microsoft Teams, are convened in line with the current schedule of meetings and the Proper Officer is delegated to action any decisions in accordance with the temporary scheme of delegation.

473. To receive and consider a proposal from the Three Rivers Partnership regarding a Lottery grant application.

A report written by Phil Wilson, Three Rivers Partnership Board Member, had been circulated prior to the meeting. Please refer to [Appendix D](#). The report contained one recommendation.

It was agreed and **RESOLVED** that the item should be deferred for further information and clarification.

474. To approve payments, as follows:

a) The list of payments for the previous month.

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

It was agreed and **RESOLVED** that the payments for March 2021, as presented, are approved.

b) **The list of payments between £5,000 and £9,999.**

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

It was agreed and **RESOLVED** that the payments between £5,000 and £9,999, as presented, are approved.

c) **The list of payments over £10,000.**

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

It was agreed and **RESOLVED** that the payments over £10,000, as presented, are approved.

475. To receive any requests for virement of budgets.

A request for virements had been received from the General Purposes Committee. Please refer to Minute No. 195m of the General Purposes meeting held on 6th April 2021 and [Appendix H](#).

It was agreed and **RESOLVED** that the virement request from the General Purposes Committee, as detailed in the report, is approved.

Please note that this item is being considered by Full Council due to the cancellation of the Finance Committee meeting on 19th April.

476. To receive and approve a report from the internal auditor dated 22nd March 2021 and agree the management responses.

A copy of the internal auditor's report had been circulated prior to the meeting. Please refer to [Appendix I](#).

It was agreed and **RESOLVED** to approve the internal auditors report dated 22nd March 2021 and the management responses as presented.

Cllr Cullingford thanked the Responsible Financial Officer and Town Clerk.

477. To receive information regarding Section 137 of the Local Government Act 1972

a) To receive details of the Council's expenditure incurred under s.137 of the Local Government Act 1972 for FY 2020/21.

A report written by The Town Clerk had been circulated prior to the meeting. Please refer to [Appendix J](#).

It was agreed and **RESOLVED** that expenditure of £1,635 incurred under s.137 of the Local Government Act 1972 during FY2020/21 is noted.

b) To receive notification from the National Association of Local Councils (NALC) of the appropriate sum for the purpose of section 137(4)(a) of the Local Government Act 1972.

A report written by The Town Clerk had been circulated prior to the meeting. Please refer to **Appendix J**.

It was agreed and **RESOLVED** that the amount of £8.41, for the purpose of section 137(4)(a) of the Local Government Act 1972 for parish and town councils in England, for 2020/21 is noted.

478. To receive and consider applications for Free Room Hire, if any.

There were no applications for free room hire this month.

479. Data Protection.

a) To receive and approve a Data Protection Compliance Report.

The Town Clerk informed the meeting that the Records Management Policy, Data Retention Schedule, Data Protection and Data Breach Policy have been reviewed and are presented for approval; however, work is still ongoing with regards to the Record of Processing Activities (RoPA) and this will be presented to Full Council for consideration and approval as soon as possible.

It was agreed and **RESOLVED** that the Data Protection Compliance Report should be approved and adopted.

b) To receive and approve a Records Management Policy and Data Retention Schedule.

It was agreed and **RESOLVED** that the Records Management Policy and Data Retention Schedule, as presented, is approved and adopted.

c) To review and approve the Data Protection and Data Breach Policy.

It was agreed and **RESOLVED** that the Data Protection Policy and Data Breach Policy, as presented, is approved and adopted.

480. To review and agree the following documents:

a) Compliments and Complaints Policy

A copy of the Compliments and Complaints Policy had been reviewed and updated by the Town Clerk and circulated to members prior to the meeting. It was agreed that clearer information was needed regarding which councillors would form a panel to deal with complaints.

It was agreed and **RESOLVED** that adoption of the Compliments and Complaints Policy is deferred until the next available meeting of Full Council.

b) Review 'Dealing with Abusive, Persistent or Vexatious Complaints and Complainants Policy

A copy of the Dealing with Abusive, Persistent or Vexatious Complaints and Complainants Policy had been reviewed and updated by the Town Clerk and circulated to members prior to the meeting.

It was agreed and **RESOLVED** that adoption of the Dealing with Abusive, Persistent or Vexatious Complaints and Complainants Policy, is deferred until the next available meeting of Full Council.

c) General and Earmarked Reserves Policy

The Town Clerk informed the meeting that the Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide (March 2021) states that authorities need to

have regard to the need to put in place a General Reserve Policy and have reviewed the level and purpose of all Earmarked Reserves. Gillingham Town Council does not currently have a general and earmarked reserves policy; however, Officers recommend that a policy is adopted as soon as possible.

A copy of a draft policy written by officers was and circulated to members prior to the meeting.

It was agreed and **RESOLVED** that the General and Earmarked Reserves Policy, as presented, is approved and adopted.

481. To receive and consider reports from the following task and finish/sub-committee groups:

a) Dorset Council Community Governance Review Task and Finish Group

No meeting had taken place. There was no report.

b) Five Year Action Plan Sub-committee

The first meeting of this sub-committee will take place on 27th April. There was no report.

c) Council Agreements and Contracts Sub-committee

Cllr Poulter, Lead member, gave a verbal report. He informed the meeting that members of the sub-committee had met with Kirsty Rigler, Service Manager for the Dorset Registration Service, on 31st March regarding an agreement for the use of the Town Hall. A site visit to the Town Hall will be arranged with Dorset Council's Assets and Estates Department shortly.

All other matters are progressing slowly.

d) Finance Sub-committee

A report had been circulated to members prior the meeting. Please refer to [Appendix K](#). There were four recommendations

It was agreed and **RESOLVED** that the letter of resignation from the Horticultural Grounds Person dated 17th March 2021 is received and accepted.

It was agreed and **RESOLVED** that the information pack for the post of Horticultural Grounds Person is approved for distribution.

It was agreed and **RESOLVED** that the recruitment timetable for the post of Horticultural Grounds Person is approved.

It was agreed and **RESOLVED** that the advert, as presented, is placed on the Town Council's website, placed in the Blackmore Vale Magazine at a cost of £181.70 excluding VAT and with Gillingham News at a cost of £30 for two weeks to be financed from Budget No. 7008 Staff Recruitment.

482. To receive and consider the Quarterly Newsletter (Spring Edition), prior to circulation.

A copy of the Quarterly Newsletter (Edition) was circulated prior to the meeting.

It was agreed and **RESOLVED** that the Quarterly Newsletter is agreed and approved for publication.

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

Cllr B von Clemens informed the meeting that there had been no civic events; however, on 12th April he had visited shops and businesses in the town to welcome them back after lockdown.

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

Dorset Council Ward Councillor, Belinda Ridout, was not present at the meeting but a full report had been submitted prior to the meeting. Please refer to [Appendix L](#).

Dorset Council Ward Councillor, Val Potheary, was present at the meeting and took questions from those present.

Cllr B von Clemens asked Cllr Potheary when the annual meeting of Dorset Council would be held. The Annual meeting of Dorset Council will take place on Tuesday 4th May 2021 at 6.30pm. Further details are available to view [here](#)

Cllr Hill referred to a piece of land at the junction of New Road and Shaftesbury Road and ask what Dorset Council intended to do with the land. Cllr Potheary said that she would investigate and report back.

Cllr Cullingford asked if there was any funding available for the erection of an additional sculpture at the Peacemarsh roundabout. It was noted that the roundabout project was dealt with by Gillingham Town Council and the matter will be passed to the Gateways Task and Finish Group to investigate.

485. To receive matters pertinent to this meeting. Please note: Members are advised that inclusion of any item is at the Chairman's discretion and that a council cannot lawfully decide upon any matter which is not specified in the summons (agenda).

- a) Cllr Cullingford reminded the meeting that Covid testing is available at the High Street Car Park in Gillingham every Monday and Thursday between 8.30am and 11am.
- b) Cllr B von Clemens informed the meeting that The Filling Station in Lower Station Road has applied to Dorset Council for a sitting out licence under the Highways

Act 1980 Section 115. The consultation period was from 21 April to 26 April and a decision will be made by Dorset Council as soon as possible.

- c) Cllr B von Clemens informed the meeting that Gillingham Litter Pick will take place on Saturday 15th May. Anyone wishing to join should come to the Town Hall at 10am where equipment will be provided.
- d) Cllr B von Clemens informed the meeting that a face-to-face Annual Council meeting will be held on Monday 24th May and explained that the meeting will include the election of Committee Chairman and membership of council committees. Preference forms will be circulated shortly. There will be four standing committees: General Purposes Committee; Planning Committee; Finance and Policy Committee, and HR Committee.

The meeting closed at 8.44pm

Full Council – 26th April 2021

Minute no. 470(f)

Gillingham Town Team Report

**Authors: Cllr Mike Gould and
Ian Day, Chairman Gillingham Town Team**

- Feasibility Study is going ahead as originally planned as no contribution from South Western Railways (SWR) or Network Rail (NR) was forthcoming. Expression of Interest requests have been made to 5 appropriate professional firms with one positive response to date. The consultant will be selected by mid May leading to a final report by end of August 2021
- White Hart Market – as previously reported to resume on Sunday May 9th
- Business Improvement District (BID) Feasibility Steering group will meet now on Thursday April 22nd
- Gillingham Art Trail now has a full complement of 15 artists for the 15 participating venues. Publicity is in hand and the Trail will run from May 12th to June 6th. Details are at www.Gillingham-art-trail.org
- The promoters of a cinema for Gillingham are resuming their activities as cinemas and other venues emerge from lockdown

Full Council – 26th April 2021

Minute no. 470 (h)

Rural Market Town Group (RMTG)
Author Sharon Cullingford
18 April 2021

Two meetings were held in March. The first for council members and the second meeting for The Clerks Advisory Panel.

Notes of interest are as follows. I apologise for a longer than usual report, as this is the first report, I felt I should point out the various items the RMTG cover.

Covid

Despite the pandemic, three national lockdowns, the economic fallout, and the consequences thereof, local communities and local councils across England have been brilliant at tackling these challenges. However, these efforts have come at a cost. Therefore, the RMTG are planning to survey members and seek more data on the impact the pandemic had on their respective finances as the RMTG were made aware that Local Councils have been experiencing significant expenditure and loss of revenue in the past year. The RMTG will seek to collate a case on behalf of their members and present it to the Government so they can understand the full picture facing rural areas across England. The RMTG will be in touch shortly with their members on this survey and will make sure to inform councils with results soon. Please note that this will be an ongoing survey where they will seek to establish the overall RMTG group situation.

RMTG Recruitment

RMTG have grown from a position last Easter of some 75 Local Councils to one of currently of over 200 Councils in membership and they are very much on target for the 250 Councils spread across England. The expansion of RMTG has been very successful during the past year.

First Meeting

At the first RMTG meeting of Councilor Representatives there were 45 people attending and at the RMTG Clerks Advisory Panel meeting (2nd Meeting) had 36 people in attendance. Inevitably, as these were the first meetings of this group, there was a lot of one-way conversation to get the ball rolling but it is very much their desire to see that position reversed very quickly so that these occasions give opportunity for individual representatives to input more.

They are also looking at the available options for that input to be, as many requested, through 'chat forums' between members and not just at meetings. It is right that they say that with attendances at the level they have been, not everyone will find it easy to contribute by way of spoken word. The 'chat' opportunity that accompanies the zoom meetings is therefore key. They will study the script created during these meetings carefully for this will quite clearly convey to them what people's views are, on the issues and topics being discussed. The RMTG have also now set up a specific RMTG

Officer Steering Group of 13 Local Council Officers which they hope will further extend the scope for Local Council input.

Rural Bulletin Service

The RMTG produce RSN publications. The Rural Bulletin – with news about RSN, the rural economy, rural services, and rural communities from across England this is delivered by E Mail to all members every Tuesday.

The Funding Digest – a compilation of grant opportunities and funding that is available to organisations and community groups, along with information on recent RSN Government Consultations – this is sent out once a month and informs of many useful grants available. In addition to the Rural Bulletin Service, they have now delivered two of the four newsletters named ‘Rural Market Town Group Roundup’ newsletters. This is specifically a members’ publication from RMTG, and it is requested that this newsletter is circulated to colleagues. They welcome your thoughts and suggestions.

I enclose the two-following links for the Autumn and Spring Editions.

<https://mailchi.mp/rsnonline/rural-market-town-group-roundup-autumn-2020-2loo32dxsl>

<https://mailchi.mp/rsnonline/rural-market-town-group-roundup-autumn-2020-2loo32dxsl>

Other RSN Events – RMTG members welcome to attend

As part of the council’s membership councillors are welcome to attend the RSN Seminars free of charge. You can find out more about them by following the link and registering if you would like attend. <https://www.rsnonline.org.uk/future-meetings-and-events>

All 9 seminars are based on several key issues facing rural areas from their Rural Campaign. However, a particular event The RMTG would like to encourage all RMTG members to register for will be the RSN Seminar: Rural Town Centres, High Streets & Village Hubs event, which is scheduled to take place on Wednesday, 27th October 2021.

Full Council – 26th April 2021

Minute no. 472

**Gillingham Town Council
Preparing for the return of face-to-face meetings
following changes to the COVID-19 Regulations**

Author: Town Clerk

Changes to the COVID-19 Regulations

1. Background

Since April 2020 Gillingham Town Council meetings have been held in accordance with s.78 of the Coronavirus Act 2020, The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (“the 2020 Regulations”) which came in to force on 4 April 2020.

The 2020 Regulations enable the council to hold remote meetings (including by video and telephone conferencing) for a specified period until May 2021. These regulations allow local authorities to hold meetings remotely until 6th May 2021; however, the regulations will not be extended by the Government, and so face-to-face meetings will need to resume from 7th May 2021.

The Association of Democratic Services Officers (ADSO), Lawyers in Local Government (LLG) and Hertfordshire County Council have lodged a legal challenge in the High Court that seeks a continuation of local authority remote meetings beyond 6th May 2021. The date for this challenge to be heard in the courts is not known, and the outcome is not guaranteed and so the Council will need to consider how it wishes to move forward. There is still much uncertainty around how legislation or COVID risks and restrictions may change over the coming weeks and months.

The National Association of Local Council (NALC) has stated that all local councils should continue to meet remotely while the regulations are in force. The guidance in Appendix 1 has been written to help local councils prepare, as remote council meetings become unlawful from 7th May 2021.

2. Continuation of virtual meetings from 7th May 2021

Task and finish groups and sub-committees will be able to continue meeting virtually after 6th May. Full Council and standing committees (GP, Planning and Finance Committee) should not meet virtually, as decisions could be challenged in the courts.

3. Scheme of Delegation to the Clerk

The Council should consider a scheme of delegation which would be supported by the current meetings schedule. This would mean that standing committees and Full Council meetings would become 'Group meetings' in order for the meeting to be held virtually. The 'group' would then make recommendations on decisions to the Proper Officer¹, who would then enact those recommendations under the temporary scheme of delegation – please refer to Appendix 2. The scheme would remain in place until the council decided that a return to face-to-face meetings was safe, or that the delegation should cease for any other reason. This scheme would be reviewed pending government guidelines.

Face-to-face meetings will need to be held in order to consider items that cannot be delegated to the Proper Officer – the election of Mayor and Deputy Mayor (this legally has to take place during the month of May) and the signing off of the Annual Governance and Audit statements (this must be done by 30th June 2021). The government has suggested that authorities who are not subject to elections could hold a virtual annual meeting before 7th May so that the meeting is held while the current regulations still apply.

4. Face-to-face meetings

Face-to-face meetings should be held in line with the advice from NALC, as detailed in Appendix 1.

The Health Protection (Coronavirus, Restrictions) (Steps) (England) Regulations 2021 includes an exception (exception 3) that a gathering is allowed where it is necessary for certain purposes which include "for work purposes or the provision of voluntary or charitable services." Members and officers attending a meeting would fall under this. Additionally, in the letter dated 25th March 2021, from Luke Hall MP, Minister of State for Regional Growth and Local Government, recommendations are given on how to hold safe council meetings, which infers that it would be legal to hold them. The letter from Luke Hall MP can be viewed [HERE](#)

Councils have a legal duty² to allow the public to observe council meetings without placing restrictions on the number attending. It should be noted that it is not possible to hold a meeting of Full Council at Gillingham Town Hall with all members of the council present and socially distanced by 2m, it is therefore recommended that a larger venue is used for the Full Council face-to-face meeting to appoint the Mayor and Deputy Mayor and a quorum of 6 members is convened for the Full Council meeting to sign off the AGAR in June.

It is possible that face-to-face meetings could be streamed via Microsoft Teams to allow members of the public to view the meeting either in person or virtually.

Councillors would also have the option of viewing the meeting via Microsoft Teams, however, it must be noted that they would **not** be able to vote unless they attend the

¹ The Local Government Act 1972 confers certain responsibilities to be undertaken by the council's "Proper Officer", meaning an officer appointed for a particular purpose. The Proper Officer has certain statutory obligations, for example, signing and serving a summons with an agenda to attend council meetings.

² Public Bodies (Admissions to Meetings) Act 1960 s 1 extended by the LGA 1972 s100.

meeting in person³. It should be noted that meetings must be held in accordance with Standing Order 3v which states 'no business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three'.

The Council will need to take into account the concerns of both Councillors and Officers over returning to face-to-face meetings whilst restrictions are still in place. Particularly those who are unvaccinated, have been shielding, or have other health concerns. The council will respect each individual person's decision on whether to attend face-to-face meetings and their decisions will not be challenged.

After 17th May 2021, it is anticipated that a much greater range of indoor activity can resume in line with the [Roadmap](#) set out by the government on 22 February 2021. From this date it is anticipated that most businesses, apart from the highest risk sectors, will be able to reopen.

The final step in the government's road map will take place no earlier than 21st June 2021, this is when the government hopes to be in a position to remove all legal limits on social contact.

5. Financial Implications

If the Council decide to hold face-to-face meetings a larger venue will be needed, it will also be necessary for the council to purchase a multi-directional microphone for use with Microsoft Teams. The hire of the hall at RiversMeet costs £150 per evening. The cost of a multi-directional microphone costs in the region of £45.

6. Conclusion

Full Council and standing committees are unable to continue meeting virtually after 6th May 2021.

The Health Protection (Coronavirus, Restrictions) (Steps) (England) Regulations 2021 includes an exception (exception 3) which allows the Council to meet face-to-face for work purposes.

Government advice states that each council will need to apply relevant guidance locally depending on circumstances, including its size and type of activities, how it is organised, operated, managed and regulated.

Gillingham Town Council will need to carry out risk assessments and follow the working safely guidance to ensure physical meetings take place safely and enable the public to view the meeting without placing restrictions on the number attending.

Certain decisions, including the election of Mayor and Deputy Mayor, and the signing off of the Annual Governance and Audit statements cannot be delegated and require a decision by Full Council. It will therefore be necessary to hold face-to-face COVID secure meetings to deal with these matters.

³ The 2020 Regulations that enable the council to hold remote meetings (including by video and telephone conferencing) will not be extended by the Government, and so face-to-face meetings will need to resume from 7th May 2021.

A larger venue will be needed for COVID safe socially distanced face-to-face meetings of Full Council.

7. Recommendation

- **That a COVID safe, socially distanced, face-to-face Annual Council Meeting is held on Monday 24th May 2021, subject to a quorum, to enable the election of Mayor and Deputy Mayor. The meeting to take place at covid safe premises such as RiversMeet at a cost of £150 to be funded from FY 2021/22 Budget No. 6203 Civic Costs - Mayor General.**
- **That a COVID safe face-to-face Extra-ordinary meeting of Full Council is held on in June 2021 to sign off the Annual Governance and Audit statements. The meeting will comprise of six members (the quorum) and will take place at Gillingham Town Hall, streamed via Microsoft Teams.**
- **That the Mayor Making Ceremony scheduled for Wednesday 26th May is held via Microsoft Teams.**
- **That a temporary scheme of delegation, as detailed in Appendix 2 of the report, is agreed to enable the Proper Officer to carry out any function of the Council.**
- **That ‘Group meetings’, held via Microsoft Teams, are convened in line with the current schedule of meetings and the Proper Officer is delegated to action any decisions in accordance with the temporary scheme of delegation.**

Advice from the National Association of Local Councils

To help local councils prepare for the possibility of face-to-face meetings some advice and suggestions are below:

- Consider what council business can be conducted before May so that the council can dedicate time to those issues in remote meetings. The more discussion and decisions you can conduct in remote meetings means the council can aim to hold fewer and shorter face to face meetings after May.
- This may require more meeting time than is currently planned, so the council should look at the meeting schedule in the run-up to May and see if more time or more meetings are required. Where possible, consider holding the annual council meeting and the parish meeting while the current Regulations permit for them to be held remotely.
- Consider when the council does need to meet face to face, and whether meetings can be delayed to later in the year when the potential COVID-19 risk may be further reduced.
- The council might consider holding a remote meeting as late as possible in April so that councillors who are unable to attend face-to-face meetings will have as much time as possible before disqualification by virtue of s.85 of the Local Government Act 1972 becomes an issue.
- It may help the council's business continuity to implement (or review) a scheme of delegation. This would allow the clerk to make certain decisions for the council, which would be especially important if the council were unable to hold meetings due to COVID-19 risks. In reviewing/adopting a scheme of delegation the council should ensure there is clarity around which decisions are delegated and which are not, for how long the scheme of delegation is in place, and when the scheme of the delegation will end or be reviewed.

From May 2021, as face-to-face council meetings resume there will still be the risk to attendees of COVID-19 exposure. Councils should conduct a risk assessment in advance of a face to face meeting which should give consideration to what the council can do to reduce risk to councillors, staff and public including:

- Providing hand sanitiser to those entering the meeting room and making sure hand sanitiser is readily available in the room itself.
- Staggering arrival and exit times for staff, councillors and members of the public.
- Putting a one-way system in place (additional security staff will be needed).
- Placing seating at least 2-metres apart.
- Ensuring everyone wears face masks.
- Holding paperless meetings.
- The sharing of papers should be discouraged and people should be asked to take the papers etc with them at the end of the meeting to minimise how many people handle them.
- Arranging seating so people are not facing each other directly.
- Choosing a venue with good ventilation, including opening windows and doors where possible (not possible in the WTC Council Chamber although the air-con system may be able to be altered to assist).

- Choosing a large enough venue to allow distancing – this may mean choosing a different venue to what the council used before e.g. Pavilion or sports centre.
- The council (or venue owner/operator) will need to identify the venue’s maximum capacity in their risk assessment, taking into account the need for social distancing. Consider how the council will ensure this capacity is not exceeded and how it will manage the situation if more people wish to attend than capacity allows. For example, could meetings be live-streamed or could members of the public submit questions via email?
- If the venue has an NHS QR code to support test and trace then all attendees should register using that app, for those without access to the app they should register attendance in line with the venue’s test and trace procedure. NB all venues in hospitality, the tourism and leisure industry, close contact services, community centres and village halls must have a **test and trace procedure**.
- Venues must conform with the government guidance for **multi-purpose community facilities** and for **council buildings**. If the venue is run by the council then the council must take responsibility for this, otherwise, the council can ask the venue to provide confirmation that they do conform to this guidance.
- The council must understand and ensure it is acting in compliance with the latest government **safer workplaces guidance**

Town Council staff will carry out a full risk assessment if and when needed.

Managing staff:

- It would be advisable to inform the clerk and any other staff whose role involves supporting or attending council meetings, as soon as possible that the council will need to prepare to return to face to face meetings from May onwards. This will allow them to make the necessary preparations as described above, and also to allow time to engage with staff to alleviate any concerns they may have related to attending physical meetings again.
- Councils should consult with staff (ask for and consider their views to try and reach an agreement) about returning to work as part of their preparations for face to face meetings.
- The council must make the workplace (including council meetings) as safe as possible for staff, this includes undertaking a risk assessment, taking reasonable steps to reduce risks identified in the risk assessment, and ensure it is acting in compliance with the latest Government **safer workplaces guidance**.
- ACAS have produced useful **guidance for employers and employees** related to COVID-19, including advice on how to support staff to **return to the workplace** and how to manage situations where staff may be worried or not wish to return.

Government advice is available here: <https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-council-buildings>

Temporary Scheme of Delegation

1. Section 101 of the Local Government Act 1972 provides:
 - That a Council may delegate its powers (except those incapable of delegation) to a committee or an officer.
 - A Committee may delegate its powers to an officer.
2. Any delegation to a Committee or the Proper Officer¹ shall be exercised in compliance with the Council's Standing Orders, any other policies or conditions imposed by the Council and within the law.
3. The Proper Officer may nominate another named Officer to carry out any powers and duties, which have been, delegated to that Officer.
4. In an emergency the Proper Officer is empowered to carry out any function of the Council.
5. Where officers are contemplating any action under delegated powers, which is likely to have a significant impact in a particular area, they should also consult the members, and must ensure that they obtain appropriate legal, financial and other specialist advice before action is taken.

Delegation to The Proper Officer

6. As a temporary measure, to allow for effective decision making during a time of crisis, the Proper Officer will be empowered to take any and all decisions recommended to them by the relevant Committee or Full Council.
7. This empowerment does not affect the delegations already in place via Standing Orders or Financial regulations.

Full Council matters

8. The following items are reserved for Full Council decision only and cannot be delegated to an Officer.
 - To appoint the Mayor and Deputy Mayor in May each year;
 - to sign off the Annual Governance Statement by 30th June each year;
 - levying or issuing a precept;
 - borrowing money;
 - approving the council's annual accounts;
 - adopting or revising the council's Code of Conduct, and
 - to consider any matter required by law to be considered by Council.

¹ Wherever the Proper Officer (the clerk) is referred to in this document it shall be understood that the Deputy Town Clerk can deputise for the Town Clerk both in the absence of the Proper Officer (the Town Clerk) and to enable the efficient and effective running of the Town Council.

THREE RIVERS PARTNERSHIP

NATIONAL LOTTERY COMMUNITY FUND PARTNERSHIP PROGRAMME

Author: Phil Wilson 3RP Board Member

1. Introduction

Over the last decade Local Government has borne the brunt of the Government's austerity programme that has led to unplanned reorganisations and cuts to services. North Dorset has lost its District Council and the new Dorset Council is starting its life in an extremely challenging financial environment.

This upheaval is taking place against a backdrop of significant changes facing Gillingham. The Southern extension is finally on the verge of starting a development that will increase the population of Gillingham significantly along with the associated pressures that will follow.

2. Community Planning Revisited

The embedding of community priorities into council planning processes and the preceding engagement with the communities themselves goes to the heart of what Community Planning is all about. Community Planning strengthens local democracy and allows local people and local communities to be the central focus of policy making. Moreover, it moves away from the traditional pre-defined top – down framework towards a more values-based approach which seeks to put Place and the importance of Place at the heart of public policy.

The attached funding proposal outline is about re-imagining the community planning approach and making it relevant to the significant challenges facing Gillingham today.

Its aim is to build an inclusive and engaged Placed Based Partnership that will come together to plan and deliver a multi-agency, sustainable programme of services to Gillingham Residents.

It is envisaged that the partnership will include Dorset Council, NHS Clinical Commissioning Group, Police Commissioners Office, a range of Dorset wide and Gillingham based Voluntary Groups, Gillingham Chamber of Commerce and Industry and other representatives of Gillingham Business Sector and Gillingham based Community Sector groups.

The idea behind the project is the simple and straightforward notion that services will be more relevant and cost effective if the various sectors come together to work out what the priorities are and how the partners can work together to plan and deliver these services.

3. National Lottery Community Fund Partnership Programme

The National Lottery has introduced a funding programme that focuses on partnership Working between the main service providers, for example Local Councils, Local NHS and police with local Town and Parish Councils, Voluntary and Community Sector groups and relevant Private Sector Organisations.

Our aim is to secure enough funding from the lottery fund to pay for a PARTNERSHIP DEVELOPMENT OFFICER, who we are calling A PLACE PROFESSIONAL, to build a local partnership that will meet the challenges facing our community.

Further information is available via the link below:

<https://www.tnlcommunityfund.org.uk/funding/programmes/growing-great-ideas#section-4>

4. Gillingham Town Council: Community Leader and Place Maker

Throughout 2019 there has been several conversations between partners about how best to approach the development and delivery of services in Gillingham going forward. This process has been led by GTC and 3RP.

We think it would be beneficial for the Town Council to take the lead in this project. We envisage that the Place Professional will become a member of the Town Council Team with a specific remit to develop the partnership.

The project will be cost neutral for GTC in so far as the lottery application will seek to provide salary and on-cost for the Place Professional for a 3-year period. Whilst the officer will be based at GTC, it is envisaged that an initial bespoke oversight group will be established that will oversee the work of the officer and the wider project.

4. Recommendation

It is recommended that GTC takes the lead role in the National Lottery Community Fund application and becomes the accountable body for the project.

Reaching Communities Partnerships Funding

Gillingham Place Management

What you want to do and why?

Gillingham Town Council (GTC) and its lead voluntary sector partner 3 Rivers Partnership (3RP) are looking to develop a new and innovative approach to place governance that will bridge the gap between community needs, knowledge, and aspirations on the one hand, and statutory sector resources, services and decision-making on the other.

GTC is currently in an on-going conversation with partners about re-imagining the community planning approach and making it relevant to the significant challenges facing Gillingham today. Its aim is to build an inclusive and engaged **Strategic Place Based Partnership** that will deliver a multi agency, sustainable programme of services to Gillingham Residents.

We are looking to fund a **Senior Place Professional** who has community development and multi-agency partnership development experience to build the Gillingham Place Partnership over a three-year period.

Building the partnership to ensure that local Voluntary and Community Sector (VCS) organisations and groups are able to fulfil the key dynamic role that they can offer is crucial for the success of the proposed partnership. Supporting the development of the sector is a crucial aspect of this project. Empowerment through knowledge transfer and confidence building will lead to a VCS that not only reflects the need of the Gillingham Community, in all of its diversity, but will also offer creative and focussed solutions to these problems. Moreover, this developmental process will release maximum social capital into the policy making and service delivery mix on offer to Gillingham residences and businesses.

Likewise, supporting large public and private sector organisations to understand the complexity of working with a more informal VCS is also crucial. It will be the Place Professional's ability to emulsify the different sector's approaches to service planning and delivery that will be a key factor to the success of the partnership. It is envisaged that by the end of the project the partnership will have achieved sufficient maturity to ensure continued joint funding of the role going forward.

Gillingham is facing long term challenges that are typical of many Rural Communities. Moreover, Gillingham is now a town in transition facing on the one hand the long-term pressures facing every rural town and on the other additional challenges brought on by large housing developments in excess of 1800 homes are to be built in the town. The impact of the housing developments will be a challenge to the agencies that will be responsible for managing the changes that will follow. The established model for dealing with these pressures has been a mixture of service planning, market forces and 3rd sector community action. However, a significant increase in population over a short period of time will produce a series of complex and difficult challenges. There can be no doubt that these challenges have become even more complex because of the financial environment facing all of the public sector, especially local government. High level authorities & agencies are having to be more focused because of limited resources and are finding it increasingly difficult to build policy at the local place based level. The danger here is that local residents and local communities will be marginalised from the place-based stewardship of Gillingham.

Multi agency working has tended to focus on discretionary rather than core areas of work but we think that this project will promote a significant shift towards core activities as well. The Community Planning approach will enable joined up policy making and multi-agency service delivery across key areas of need such as:

Rural Mental Health Services
Rural Care services
Rural Family Support Services
Rural Services for Young People
Rural Housing
Rural Services for Elderly and Vulnerable Adults
Rural Isolation
Town Centre Revitalisation
Gillingham Local Economic Development
Climate Emergency

What difference do you think your idea will make?

An engaged placed based partnership will bring several benefits to both the partners involved and the communities they serve.

First, better, more connected services will be devised and delivered through the partnership. The partnership will offer a more joined up way of planning and delivering services that are focussed on outcomes that meet the challenges facing a rural community.

Secondly, we think (based in part on 3RP experience) that a place-based focus will lead to greater participation and involvement of local people in the decisions that affect their lives. It will on the one hand improve community spirit leading to greater feelings of wellbeing and a strengthened sense of place, whilst on the other, lead to increased willingness to become involved in community-based issues (social capital). Community engagement will support more impactful, holistic services and policies leading to strong resilient communities.

Multi Agency Partnerships working has shown that cross agency and cross departmental working can lead to innovation and greater impact as bureaucratic boundaries take on less importance. Moreover, it can empower public sector professionals to rethink their relationship with citizens and communities and adjust their approach to policy planning and service delivery.

How are people and communities involved with your project?

To date, local people have been involved through a series of conversations that have taken place with trusted intermediaries in the Voluntary and Community Sector (VCS). As an organisation with its roots in the Gillingham community, 3RP is a central part of the Gillingham VCS and regularly speak's with local groups that cover the full gambit of service areas. Moreover, these groups represent the aspirations of a wide section of Gillingham's civil society.

GTC has championed "Bottom Up" decision making i.e. an approach that seeks to place people at the heart of strong and resilient communities. It has supported the community led Neighbourhood Planning process and listened to the strong promotion of joined up multi agency working that was the feature of many of the consultative workshops that helped develop the community plan. It also has strong cross sector links and is talking with all the main public sector service agency, private sector networks such as Gillingham Chamber of Commerce and Industry, and local VCS about moving towards a place-based partnership approach.

It is the intention of this project to bring those various views and aspirations into main stream service planning and delivery through a process of community commissioning so that the link between community aspiration and services is brought together by an innovative approach to partnership.

What is the background of your organisation?

Gillingham Town Council is politically independent and has seventeen councillors who represent the five wards of Town, Wyke, Ham, Milton-on-Stour and Rural. Gillingham is the most northerly town in Dorset, in the area known as the Blackmore Vale. Gillingham's current population is 12,101 and is one of the fastest growing towns in the South West. It has been identified in the North Dorset Local Plan as one of the main towns that will deliver the most growth with at least 2,200 dwellings over the plan period up to 2032.

The Three Rivers Partnership was established in 2003. It is a company limited by guarantee and has charitable status. It is run by a Board of Trustees, representing a wide range of community organisations, Gillingham Town Council and the parishes within our area of benefit.

How much money do you need from us and for how long?

The project will have a duration of 7 years and we are seeking £TBC pa

How does your idea fit in with other local activities?

Gillingham has a rich tradition of developing multi-agency partnerships and both GTC and 3RP are involved in several cross agency and community focused initiatives:

Town Centre Partnership (Gillingham Town Team) - GTC and 3RP members of Town Team

Clinical Commissioning Group - Altogether better initiative - 3RP Chair is leading member of locality health Group and pan Dorset patient engagement group

Gillingham Youth Provision - BONES, Rendezvous, Gillingham Youth Foundation 3RP and GTC all significantly engaged in Partnership working

GANG (Gillingham's Environmental Partnership) - Walkers are welcome, White Heart Link, Royal Forest Project and environmental improvement programme. Strong links to GTC AND 3RP AND Town Team

Citizen's Advice - SIGNIFICANT FINANCIAL SUPPORT by GTC

Gillingham Community Land Trust - Providing affordable community focused housing. Leading role taken by GTC & 3RP

Chamber of Commerce - supported by GTC and 3RP with shared membership, part of town team

Dementia Friendly Gillingham - Linked to Alzheimer's Society - GTC Mayor chairs group, 3RP holds the funds

Lunch club and home delivery Service - broad based community group 3RP hold funds

Coffee companions - Part of wider strategy combatting rural isolation supported by GTC, 3RP holds the funds

Community Partnership Team - 3RP Initiative supporting start up and established groups with a range of funding and housekeeping matters

What is the structure of your partnership (including whether there will be a lead organisation) and the background to it?

This project will support the development of a Gillingham Place Partnership. The initial partnership will be led by GTC. GTC will act as the accountable body and the **Senior Place Professional** will be a GTC employee.

The partnership will be overseen by a dynamic oversight group consisting of key partners, which will grow as the partnership attracts more organisations. It is envisaged that by the end of the 3-year development period a comprehensive community focused Service Level Agreement (SLA)/Community Plan will be agreed between the contributing partners. The SLA will formalise the partnership arrangements going forward.

We see this project as a pilot for a Dorset wide, place based programme of community commissioning.

Julie Hawkins
Town Clerk
Gillingham Town Council
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Gillingham
Dorset SP8 4QR

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E-mail: j.hawkins@gillinghamdorset-tc.gov.uk

Bring people together and build strong relationships in and across communities

We will establish accessible partnership structures that will empower residents and businesses to focus on issues that are of local concern. Effective and focused policy development based on and around the **Sense of Place** will build bridges between various community interests and the agencies that deliver services to Gillingham.

Improve the places and spaces that matter to communities

We strongly believe that Place Making is a crucial feature of strong and resilient communities we believe that our project will give local people space to highlight concerns and be part of solutions to strengthen Gillingham.

Enable more people to fulfil their potential by working to address issues at the earliest possible stage.

By building our partnership within a framework of place we believe that people will feel it worthwhile to and have the confidence to use their voice to highlight gaps in services and be part of the community response that will deliver solutions.

Full Council – 26th April 2021

Minute no. 474 (a)

Gillingham Town Council

List of payments for March 2021

No	Supplier	Date	Details	Amount paid (including VAT where applicable)
6056	Tudor	01/03/2021	Gloves and masks	59.26
6057	Burfitt & Garrett	01/03/2021	Building work New workshop	6,532.67
6058	Dorset Council rates	01/03/2021	Non Domestic rates new Workshop	2,648.37
6059	Seton	01/03/2021	Flamable liquid cabinet	513.54
6122	Right Fuel	01/03/2021	Fuel	51.76
6123	Opus	01/03/2021	Electricity various sites	175.14
6124	PWLB	01/03/2021	PWLB loan payment New Depot	9,744.59
6060	Dorset Council	02/03/2021	Annual IT licence	4,689.00
6147	Screwfix	03/03/2021	Various materials New workshop	717.18
6148	NALC	03/03/2021	Councillor training	38.93
6149	LBS Worldwide	03/03/2021	Materials for greenhouse	54.60
6151	Howdens	03/03/2021	Fittings and materials New Workshop	1,941.14
6152	Garafit	03/03/2021	Remove and re-fit lift at new workshop	720.00
6153	Crockers	03/03/2021	Various materials and equipment	81.74
6154	Gillingham Youth Club	03/03/2021	Grant Youth leader	700.00
6164	British Gas	03/03/2021	Electricity Public WC	32.97
6150	J Parker	04/03/2021	Various plants	409.20
6166	Gillingham Litter Pickers	04/03/2021	Tools and equipment	162.38
6161	SGN Connections	05/03/2021	Disconnect gas New Workshop	4,914.00
6167	Burfitt & Garrett	08/03/2021	Building work New workshop	10,605.12
6168	Right Fuel	08/03/2021	Fuel	45.89
6238	Water2Business	12/03/2021	Water & sewerage	52.24

6239	Youth Resource Services	12/03/2021	Outreach (2 months)	883.34
6240	Staff expenses	12/03/2021	Study materials	57.60
6246	CNG	15/03/2021	Gas New Workshop	196.28
6249	Dorset Council	15/03/2021	Landscaping Ham roundabout & quarterly printing	11,716.92
6257	Right Fuel	15/03/2021	Fuel	105.16
6241	Lyreco	16/03/2021	Stationery	86.71
6242	Howdens	16/03/2021	Fittings and materials New Workshop	259.96
6243	Fencewize	16/03/2021	Monthly waste	180.00
6244	DAPTC	16/03/2021	Vartious training courses	451.00
6245	Designjam	16/03/2021	Website maintenance	102.00
6247	Aqua Cleaning	16/03/2021	Hygiene services	52.00
6248	Goadsby & Harding	16/03/2021	Rent and Service charge Old Market quarterly	5,761.30
6254	Plant World	16/03/2021	Plants	12.66
6266	Sage	16/03/2021	Monthly Accounts and Payroll	270.60
6250	TF Builders	17/03/2021	Skip hire and waste New Workshop	3,028.80
6251	Sydenhams	17/03/2021	Various materials	506.19
6252	Sydenhams Hire	17/03/2021	Hire of platform	386.40
6253	Screwfix	17/03/2021	Various equipment and materials	465.09
6255	Opus	17/03/2021	Gas Old Market	250.32
6256	M&D Gas Services	17/03/2021	Removal gas meters New Workshop & work at Town Hall	220.80
6344	Right Fuel	22/03/2021	Fuel	67.82
6362		23/03/2021	Refund surrender exclusive rights cemetery	60.50
6349	Payroll March 2021	24/03/2021	Net pay	21,050.75
6345	BOC	25/03/2021	Argosshield annual	117.18
6373	Greg Richards	26/03/2021	Electrical work New Workshop	13,639.80
6383	Burfitt & Garrett	26/03/2021	Building work New workshop	19,789.34
6384	Talk Talk	26/03/2021	Internet Old Market and Chantry	51.00
6385	British Gas	26/03/2021	Electricity CCTV	27.04
6393	Right Fuel	29/03/2021	Fuel	105.61
6432	Payroll March 2021	29/03/2021	HMRC PAYE & NIC	7,182.86
6390	1st Call Training	30/03/2021	Grounds work training	450.00
6391	Astill Treecare	30/03/2021	Work at attenuation pond	175.00
6394	BB Motors	30/03/2021	MOT van and repairs	256.50
6395	Crockers	30/03/2021	Various materials	78.18
6396	Custom Security	30/03/2021	CCTV call outs	258.00

6397	DAPTC	30/03/2021	Councillor training	195.00
6398	Dorset Wildlife Trust	30/03/2021	Site visits, planning and reports	3,600.00
6399	Fenland Leisure Products	30/03/2021	Gates for Play areas	5,318.40
6400	Mole Valley Farmers	30/03/2021	Various materials	27.55
6401	MG Cleaning	30/03/2021	Town Hall and Weekend street cleaning	636.00
6402	Lee Holmes	30/03/2021	Machinery spares	131.80
6403	LBS Worldwide	30/03/2021	Materials for greenhouse	50.35
6404	Howdens	30/03/2021	Fittings and materials New Workshop	183.30
6405	Howards	30/03/2021	Van spares	42.48
6435	Payroll March 2021	30/03/2021	Dorset County Pension Fund	7,750.47
6406	Woodhort Sharpham	31/03/2021	Compost	541.08
6407	Western Workshop	31/03/2021	Workshop cleaning, small tools & equipment	2,985.00
6408	Water2Business	31/03/2021	Various water & sewerage accounts	736.37
6409	Tudor	31/03/2021	Various materials for planting	242.04
6410	Sydenhams	31/03/2021	Various materials	814.60
6411	Screwfix	31/03/2021	Various materials	302.56
6412	Plant World	31/03/2021	Compost and lawn treatment	129.28
6451	Utility Warehouse	31/03/2021	Electricity Old Market	150.34
	TOTAL			157,029.05

Full Council – 26th April 2021

Minute no. 474 (b)

Gillingham Town Council**List of payments for March 2021
£5,000 to £9,999**

Date Paid	Payee	Detail	Total Including VAT where applicable
16/03/21	Goadsby & Harding	Rent and Service charge Old Market quarterly	5,761.30
30/03/21	Fenland Leisure Products	Gates for Play areas	5,318.40

Full Council – 26th April 2021

Minute no. 474 c

Payments Over £10,000

16th March 2021 to 31st March 2021 and 1st April 2021 to 20th April 2021

Date paid	Payee	DETAIL	Total Including VAT where applicable
26/03/2021	Greg Richards	Electrical work New Workshop	13,639.80
26/03/2021	Burfitt & Garrett	Building work New workshop	19,789.34
20/04/2021	Greg Richards	Electrical work New Workshop and Old Market	12,285.00

Full Council – 26th April 2021

Minute no. 475

Gillingham Town Council
Request from the General Purposes Committee for virement of budgets

At a meeting of the General Purposes Committee on 6th April 2021 it was agreed and **RESOLVED** that a virement request is submitted to the Finance committee to move funds in the FY21/22 precept as follows:

Line Number	Item	Amount £
7084	Workshop - General maintenance and repairs	1,500.00
7086	Workshop - Cleaning materials and hygiene	500.00
7090	Workshop - Burglar alarm maintenance	100.00
7222	New Works Depot - Burglar alarm maintenance	1,500.00
7220	New Works Depot - Gas boiler service and maintenance	1,972.00
7088	Workshop - Fire alarm and extinguisher service	700.00
7089	fire Alarm earmarked	2,000.00
7221	New Works Depot - Fire alarm and extinguisher service	2,500.00
7223	New Works Depot - Fire Alarm Replacement	4,640.00

To Cost Centre 12(a) line 7211 New Works Depot refurbishment to meet costs associated with installing fire and security alarms, CCTV plus making good the Old Workshop prior to handing it over.

Recommendation:

- **That the virement request from the General Purposes Committee, as detailed in the report, is approved.**

Full Council – 26th April 2021

Minute no. 476

Darkin Miller Chartered Accountants

2020/21 INTERNAL AUDIT OF GILLINGHAM TOWN COUNCIL REPORT VISIT 2 of 3: 9th MARCH 2021

Introduction

This report contains a note of the audit recommendations made to Gillingham Town Council following the carrying out of internal audit testing on site on the 15th December 2020. The audit work has been carried out in accordance with the 2014 Appendix 9 of the 'Governance and Accountability for Local Councils: A Practitioners' Guide', as amended by the 2018/19 IA section of the AGAR.

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

Audit Opinion

As this audit report is an interim one, no audit opinion is offered at this stage.

The report issued after the final visit for 2020/21 (which will be in May or June 2021) will contain the audit opinion for the year.

The following areas were reviewed during this audit visit:

1. Payments
2. Risk Management
3. Payroll

Audit Recommendations

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

Recommendations are graded as follows:

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

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

Rating	Number
High	0
Medium	0
Low	1
Information	0
TOTAL	1

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

Recommendation number	Detail	Priority (Low/ Medium/ High)	Management Response	Responsible Officer	Due Date
3.2 – Correct minutes error and upload minutes to website	<p>I checked to see that there was no unusual financial activity in the minutes. The minutes of the meeting of 11/01/21 refer in error to the minutes of 07/12/21 instead of 07/12/20 (Min 166). I also noted that the minutes of the meeting of 06/04/20 were not shown on the Council's website.</p> <p>I recommend that minute 166 is corrected at the next Committee meeting, and that the minutes of the meeting of 06/04/20 are added to the website as soon as possible.</p>	L	<p>Minute No. 166 will be corrected at the next GP Committee meeting.</p> <p>The minutes of the meeting of GP Committee meeting held on 06/04/20 have been added to the website. HERE</p>	<p>Town Clerk</p> <p>Town Clerk</p>	<p>6th April 2021</p> <p>Completed</p>

Full Council – 26th April 2021

Minute no. 477a and 477b

Gillingham Town Council

Section 137(4)(a) LGA 1972

Author: Julie Hawkins, Town Clerk

1. Agenda Item 13a

Town and Parish Councils in England who do not have the general power of competence can use the power in section 137(1) where they are unable to rely on a specific statutory power for expenditure.

Under s.137(1) a local council may, subject to conditions, incur expenditure which in its opinion is in the interest of, and will bring direct benefit to, its area or any part of it or all or some of its inhabitants.

The limitations are that a local council cannot incur expenditure:

for a purpose for which it is either unconditionally or subject to any limitation or to the satisfaction of any condition, authorised or required to make any payment by or by virtue of any other enactment; nor

unless the direct benefit accruing will be commensurate with the expenditure to be incurred.

It is for the council to decide whether the direct benefit is commensurate with the expenditure proposed. Provided that it does not act unreasonably, the decision should not be open to challenge at audit.

The maximum amount of expenditure permitted in any one financial year is based on the 'relevant population' of the council's area. To calculate the current maximum limit, the multiplier for FY2020/21 was £8.32 per head of the adult population (9,223) which makes the maximum limit for FY2020/21 £76,735.36.

Para 5xx of the council's Standing Orders state that a review should be undertaken of the Council's expenditure incurred under s.137 of the Local Government Act 1972.

The following expenditure was incurred under s.137 of the Local Government Act 1972 during the FY2020/21:

- Grant to North Dorset Disability Information Service (NorDDis) £1,000.00
- Grant to Read Easy Gillingham and Shaftesbury £635.00
- Total £1,635.00

2. Agenda Item 13b

The Ministry of Housing, Communities and Local Government (MHCLG) has notified the National Association of Local Councils (NALC) that the appropriate sum for the purpose of section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for parish and town councils in England for 2020-21 is £8.41 per elector.

3. Recommendations

- That expenditure of £1,635 incurred under s.137 of the Local Government Act 1972 during FY2020/21 is noted.
- That the amount of £8.41, for the purpose of section 137(4)(a) of the Local Government Act 1972 for parish and town councils in England, for 2020/21 is noted

Full Council – 26th April 2021

Minute no. 481d

Gillingham Town Council

Finance Sub-committee

**Notes of the meeting held via MS Teams
1st April 2021 at 7.30pm**

Author: Julie Hawkins, Town Clerk

Present: Cllr Barry von Clemens; Cllr Paul Harris; Cllr Sharon Cullingford;
Cllr Mick Hill; Julie Hawkins, Town Clerk.

1. To receive apologies for absence.

Apologies from Cllr Donna Toye were received and accepted.

2. To receive and accept the resignation of a Horticultural Grounds Person

A letter of resignation dated 17th March 2021 was received and accepted. The last working day for the member of staff will be 14th April 2021.

3. Recommendations

It was agreed that the following recommendations should be made to the Finance Committee; however, as the Finance Committee meeting had to be cancelled this will now be dealt with by Full Council on 26th April.

- That the letter of resignation from the Horticultural Grounds Person dated 17th March 2021 is received and accepted.
- That the information pack for the post of Horticultural Grounds Person is approved for distribution.
- That the recruitment timetable for the post of Horticultural Grounds Person is approved.

That the advert, as presented, is placed on the Town Council's website, placed in the Blackmore Vale Magazine at a cost of £181.70 excluding VAT and with Gillingham News at a cost of £30 for two weeks to be financed from Budget No. 7008 Staff Recruitment.

Full Council – 26th April 2021

Minute no. 481d

**Gillingham Ward Monthly Report
Dorset Cllr Belinda Ridout
April 2021**

COVID update – As at 23rd April, the case rate for the Dorset Council area is 12.2 per 100,000 population and for BCP, 13.2 per 100,000 population. Local 7-day case rates have remained stable over the past few weeks, at around 10-20 cases per 100,000 of the population in both the Dorset and Bournemouth, Christchurch and Poole council areas. Covid-related hospitalisations and deaths have also remained low in recent weeks.

In the last few weeks we've seen restrictions eased further, with more shops and businesses able to reopen and the return of outdoor hospitality. It will take a few weeks before we can see the impact of this step on our cases, so we do need everyone to play their part in keeping cases low. **If you're meeting others, please remember you still need to maintain a safe distance and follow the guidance on hands, face, space and fresh air.**

About 1 in 3 people with Coronavirus do not have symptoms but can still infect others. Getting tested regularly is the only way to know if you have the virus. The test for people without coronavirus symptoms is called a **rapid lateral flow test**. Regular rapid tests are now available if you do not have symptoms of coronavirus. **Locally, these are available from Dudley Taylor Pharmacies at Peacemarsh, next to the Barn Surgery and in the High Street. No need to book, just drop in to collect your free kit of 7 tests.**

If your lateral flow test shows a positive result you and other members of your household must self-isolate. You must then book a PCR to confirm your result. This can be done online at [Gov.uk/get-coronavirus-test](https://www.gov.uk/get-coronavirus-test) or by calling 119, lines open from 7am to 11pm.

Shielding ended on 1st April but support from Dorset Council will remain in place for anyone who has been shielding and needs some extra help, as well as for anyone needing to self-isolate. **Help with things like grocery shopping, travelling to vaccination appointments, or even dog walking can be requested online or by calling the Dorset Together helpline 01305 221000.**

St Mary's Site near Shaftesbury - consultation results showed that an overwhelming 92% of the 1,427 people who took part in the consultation said it should continue to be used for education. At the next meeting of Cabinet on 29th April, councillors will consider the plans to create a new special school for around 280 pupils and a leading national centre of excellence to deliver high quality education for Dorset children and young people with SEND (Special Educational Needs and Disabilities) and reduce future costs. Currently more than 250 Dorset children have to be sent away to independent special schools at a cost of around £14million a year. This is because its costs around £60,000 per child, per year for independent provision, compared to around £22,000 for high quality provision at one of Dorset's own excellent special schools.

Highways Dorset Council's Cabinet has approved a further £6.3m to help repair and maintain the county's roads, footways and cycleways. This is from the £15m capital funding allocated in the 2021/22 budget for specific projects.

Dorset Highways maintenance gangs are out across the county continuing to repair road damage. The area of the road being worked on will be closed. Daytime road closures are 9am to 4pm and night work is usually from 7pm to 6am. There are no planned works in our area during May. All planned road works can be found online. Using a variety of surface treatments ensures that more of the roads get repaired with the budget available, compared to using resurfacing alone.

Affordable Housing – Dorset Council has exceeded its target for providing new-build affordable housing in the county over the last 12 months, despite what has been a very difficult year with building sites restricted and materials in short supply. This has been the outcome of joint working with Housing Association partners. Dorset currently has over 6000 households on the housing register and over 300 household in temporary accommodation. Throughout the pandemic the housing council housing team has been working extremely hard to prevent homelessness (exacerbated by the pandemic) and supporting people who are homeless into settled and more permanent housing. Dorset Council is currently working on a new Housing Strategy which will identify where there are gaps or mismatches in the type of housing or housing related services, available across the Dorset Council area.

Digital arts activities for local people – funding from an Arts Council England National Lottery Project Grant to develop libraries as cultural hubs, Dorset Library Service is to run a digital arts programme for young people and adults. There will be bespoke events for specific community groups, including adults living with dementia. Activities will also support mental health in young people and adults and children will have the opportunity to engage. Activities will include author events, music, arts, poetry and dance linked to national celebrations such as National Poetry Day, Black History Month, October 2021, LGBT + History Month and World Book Day.

Forthcoming meetings: Northern Planning Committee, Tuesday, 27th April.

Strategic Planning committee cancelled.

Cllr Belinda Ridout
25th April, 2021