



GILLINGHAM TOWN COUNCIL

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FULL COUNCIL

The minutes of the **Full Council** meeting convened on, **Monday, 24th August 2020** at 7.30pm. The meeting was held remotely using appropriate technology in accordance with 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.

Present	
Cllr Barry von Clemens, Mayor	Cllr Dennis Griffin
Cllr Paul Harris, Deputy Mayor	Cllr Mick Hill
Cllr Alison von Clemens	Cllr John Kilcourse
Cllr Fiona Cullen	Cllr Graham Poulter
Cllr Sharon Cullingford	Cllr Val Potheary
Cllr Rupert Evill	Cllr John Robinson
Cllr Alan Frith	Cllr Donna Toye
Cllr Mike Gould	Cllr Keith Wareham
	Cllr Roger Weeks

In Attendance
Town Clerk: Julie Hawkins
Deputy Town Clerk: Clare Ratcliffe

Press and Public
Press: Michael Streeter: Gillingham and Shaftesbury News; Gemma Gibson: The Vale Journal
Public: 7 members of the public

Minute no.	
305.	Public Participation. <u>Please note:</u> 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.
	The following asked to speak on agenda item no. 17, RiversMeet: David Beaton, former Chair of the Gillingham Neighbourhood Plan Group, Alain Waistell, General Manager at RiversMeet and Paul Barber, Trustee GC<.
306.	To receive and accept apologies for absence.
	There were no apologies for absence.
307.	To approve the minutes as a true and accurate record of the meeting held on Monday, 27th July 2020.
	It was agreed and RESOLVED to approve the minutes as a true and accurate record of the meeting held on Monday, 27 th July 2020. The chairman will duly sign the minutes when possible to do so.

308.	To receive any questions pertaining to the previous minutes.
	There were no questions pertaining to the previous minutes.
309.	To receive declarations of interest. <u>Please note:</u> members are required to comply with the requirements of the Localism Act 2011, section 27 disclosable pecuniary interests.
	There were no disclosable pecuniary interests however, the following personal interests were declared: <ul style="list-style-type: none"> • Agenda item no. 10; request for free room hire from the Town Meadow Group (TMG): Cllr Cullingford declared a personal interest in agenda item no. 10. Cllr Cullingford is the Treasurer for TMG. • Agenda item no. 17; request for financial support - RiversMeet The Mayor declared a personal interest in agenda item no. 17. Cllr von Clemens is a trustee of the Gillingham Open Spaces Trust (GOST), which is linked with Gillingham Community and Leisure Trust Ltd (GC&LT) and responsible for RiversMeet Leisure Centre.
310.	To receive and consider reports from Youth Organisations, if available.
	There were no reports from Youth Organisations this month.
311.	To receive and consider written reports from outside bodies, if available, for consideration and approval:
	a) Three Rivers Partnership (3RP) and Three Rivers Community Partnership Board of Trustees, the Gillingham Community Leisure Trust (GCLT) (Cllr B von Clemens).
	Cllr B von Clemens stated that there was nothing to report this month. The Board is scheduled to meet on Tuesday, 25 th August 2020.
	b) Town Meadow Group (Cllr Cullingford).
	Cllr Cullingford reported that a Craft Market will be taking place on the Town Meadow on Saturday, 29 th August 2020.
	c) Gillingham Chamber of Commerce and Industry (Cllr B von Clemens).
	Cllr B von Clemens reported that after a successful Race Night event held last autumn, the Chamber has awarded two grants of £500 each to the Duke of Edinburgh Open Award Centre based in Gillingham and Wyke Primary School.
	d) DAPTC (Larger Towns: Cllr von Clemens, Northern Area: Cllr Toye / Cllr Weeks).
	Cllr B von Clemens reported that no meeting had taken place this month. Cllr Toye reported that newsletters have been circulated but no meeting had taken place this month.
	e) Shaftesbury and District Transport Forum (Cllr B von Clemens).
	Cllr B von Clemens reported that no meeting had taken place this month.
	f) Gillingham Town Team (Cllr Gould/Cllr Frith).
	Cllr Gould had submitted a written report which had been in circulation prior to the meeting. Please refer to Appendix A .

	<p>Cllr Gould asked for volunteers to join the Town Team's working groups as outlined in his report. Members are welcomed as individuals and would not be representing the Town Council. If anyone would like to be involved, please contact Cllr Gould direct.</p>
	<p>g) Gillingham Youth Club Management Committee (Cllr B von Clemens).</p> <p>Cllr B von Clemens reported that there was no meeting this month. The Management Committee are due to hold a meeting on Tuesday, 25th August 2020.</p>
312.	To receive, consider and adopt the following standing committee reports:
	<p>a) General Purposes Committee meeting held on Monday, 3rd August 2020</p> <p>It was agreed and RESOLVED that the minutes of the General Purposes Committee held on Monday 3rd August 2020 are approved and adopted. Cllr Griffin abstained.</p>
	<p>b) Planning Committee meetings held meeting on Monday, 27th July 2020 and Monday, 10th August 2020</p> <p>It was agreed and RESOLVED that the minutes of the Planning Committee held on Monday 3rd August 2020 are approved and adopted. Cllr Griffin abstained.</p>
	<p>c) Finance Committee meeting held on Monday, 17th August 2020</p> <p>It was agreed and RESOLVED that the minutes of the Finance Committee held on Monday 17th August 2020 are approved and adopted.</p>
313.	To approve and authorise any payments over £10,000, if any.
	<p>A list of payments over £10,000 was circulated prior to the meeting. Please refer to Appendix B.</p> <p>It was agreed and RESOLVED that the invoice to Playdale for 50% deposit to supply play equipment at Marlott Road play area for £31,398 is approved and authorised.</p>
314.	To receive and consider applications for Free Room Hire, if any.
	<p>A request for free room hire has been received from the Town Meadow Group, details of which were circulated prior to the meeting. The application for a waiver of room hire fees is made under Gillingham Town Council's Room Hire Policy. The waiver is valued at £110.</p> <p>It was agreed and RESOLVED that a waiver of room hire fees for up to 6 no., 2-hour sessions is made to the Town Meadow Group.</p> <p>Cllr Cullingford did not vote on this item as she had previously declared a personal interest (see minute no. 309 above).</p>
315.	To review and agree the following policy documents:
	<p>a) Covid-19 Pandemic Health and Safety Policy</p> <p>Cllr Robinson informed members that the Covid-19 Pandemic Health and Safety Policy, circulated prior to the meeting, is largely based on a document produced by Ellis Whittam (health and safety consultants) which will be an addendum to the town council's Health and Safety Policy. The document has been reviewed by the Health and Safety sub-committee.</p> <p>It was agreed and RESOLVED that the Covid-19 Pandemic Health and Safety Policy is adopted as an addendum to Gillingham Town Council's Health and Safety Policy.</p>
	<p>b) Communication and Media Policy</p> <p>Cllr B von Clemens informed members that the Communication and Media Policy, circulated prior to the meeting, has been reviewed by himself in consultation with the clerks. Para 4 has been amended so that written consent from parents/carers is required before use of photos of children or vulnerable adults.</p> <p>It was agreed and RESOLVED that the Communication and Media Policy is adopted and reviewed as per the document control.</p>

	<p>c) Performance and Review Policy</p> <p>Cllr B von Clemens informed members that the Performance and Review Policy, circulated prior to the meeting, has been reviewed by himself in consultation with the clerks.</p> <p>It was agreed and RESOLVED that the Performance and Review Policy, as presented, is adopted and reviewed as per the document control.</p>
316.	<p>To review the Risk Management Strategy as per Full Council held on 24/03/20 min no. 213 and to receive and consider additional risks arising from a pandemic.</p> <p>Cllr B von Clemens informed members that the document, circulated prior to the meeting, has been reviewed by himself in consultation with the clerks. Additional risks resulting from the Covid-19 Pandemic have been incorporated into the document, which will need to be reviewed regularly.</p> <p>It was agreed and RESOLVED that the Risk Management Strategy is adopted and reviewed as per the document control.</p>
317.	<p>To receive and consider a report from the Future Workshops Task and Finish Group, if available.</p> <p>Cllr Harris informed members that earlier in the day the Town Clerk had received a letter from the Ministry of Housing and Communities and Local Government confirming borrowing approval for a loan of £345,000 to purchase a workshop. Please refer to Appendix C.</p> <p>The Mayor has called an Extra-ordinary meeting on Tuesday, 1st September 2020, to agree and authorise outstanding matters. Meanwhile, the Mayor and the Responsible Financial Officer (RFO) will need authorisation to complete an LC1 form and an application form as required by the Debit Management Office.</p> <p>Members thanked all those involved in the process.</p> <p>It was agreed and RESOLVED to receive and agree the borrowing approval dated 24th August 2020, reference SRP5/23/05.</p> <p>It was agreed and RESOLVED that the Mayor and the Responsible Financial Officer is instructed to complete the LC1 form online and the short application form as required by the Debit Management Office.</p>
318.	<p>To receive and consider a report from the Woodwater Farm Sports Facility Task and Finish Group, if available.</p> <p>Cllr Poulter reported that no meeting has taken place this month; however, a meeting will be held within the next couple of weeks to consider a counter proposal put forward by Gillingham Town Football Club.</p>
319.	<p>To receive and consider a report from the Community Volunteer Task and Finish Group, if available.</p> <p>Cllr Harris had circulated a report prior to the meeting. Please see Appendix D1, D2, D3. The report contained two recommendations.</p> <p>It was agreed and RESOLVED that the remaining funds of £2,000 set aside at Full Council held on 27th July for a 'Thank You' event are earmarked for an event to be held at an appropriate time in the future.</p> <p>It was agreed and RESOLVED that the Community Volunteer task and finish group is closed down as of Tuesday, 1st September 2020, and that a future 'Thank You' event will be managed by a New Event task and finish group, assembled for the purpose at that time.</p>
320.	<p>To receive a report on the Mayor's and Deputy Mayor's civic activities, if available.</p> <p>The Mayor had nothing to report this month.</p>

321.	<p>To receive and consider a request for financial support for RiversMeet Community and Leisure Centre.</p>
	<p>Cllr B von Clemens left the meeting having previously disclosed a personal interest (see minute no. 309 above) and was not present during the discussion of this item. Cllr Harris, Deputy Mayor, chaired this item.</p> <p>Cllr Harris summarised the events to-date and referred to previous Full Council meetings, the workshop for members held on Thursday, 13th August, the numerous questions from members that GC&LT had done their best to answer and the letters of support received from residents in support of RiversMeet.</p> <p>Cllr Poulter proposed that the Council, having considered the request of RiversMeet for assistance to meet potential financial difficulties arising out of the Covid pandemic, resolves to earmark the sum of £23,000 from its General Reserves, such sum or a lesser sum to be made available to Riversmeet by way of a discretionary grant subject to satisfactory evidence being produced to the Council of its need for such sum.</p> <p>David Beaton, former Chair of the Gillingham Neighbourhood Plan (GNP) was invited to speak. Mr Beaton reminded members that it is the aspiration of the GNP for a community hall to be built and RiversMeet is the only facility in the town that can be described as a community facility/hub. The GNP is supportive of RiversMeet and if the facility were to close, it would be a huge loss to the town.</p> <p>Representatives of RiversMeet were invited to speak. RiversMeet personnel had no comments to make and were content to observe proceedings.</p> <p>There were no further comments.</p> <p>Cllr Cullen seconded the proposal made by Cllr Poulter (see above).</p> <p>Cllr Gould requested that before a vote was taken that it was recorded.</p> <p>Those in favour of the proposal: Cllr A von Clemens, Cllr Cullen, Cllr Cullingford, Cllr Evill, Cllr Frith, Cllr Gould, Cllr Griffin, Cllr Hill, Cllr Kilcourse, Cllr Poulter, Cllr Potheary, Cllr Robinson, Cllr Toye, Cllr Wareham, Cllr Weeks.</p> <p>Those against the proposal: None.</p> <p>It was agreed and RESOLVED that the request from RiversMeet for assistance to meet potential financial difficulties arising out of the Covid-19 Pandemic is made available as a discretionary grant up to the sum of £23,000 and earmarked in the General Reserves and released, subject to need and satisfactory evidence of its need being produced.</p>
322.	<p>To receive and consider a report on the invitation to tender for outstanding building, roofing and electrical works at the Town Bridge Office and the Public Toilet.</p>
	<p>Cllr Kilcourse summarised a report that had been circulated prior to the meeting. Please refer to Appendix E.</p> <p>It was agreed and RESOLVED that contractor 1 is chosen to carry out the necessary works to complete the refurbishment of the Town Bridge Office and Public Toilet.</p> <p>It was agreed and RESOLVED that the cost of refurbishment of the Town Bridge Office and Public Toilet is financed from budget no. 7134 (£8,450) and earmarked funds budget no. 7134 (£3,512) less costs to date of £1,524.</p>

323.	<p>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).</p>
	<p>a) Cllr B von Clemens reported that local amateur author Anne Kings will be appearing on the ITV1 Sunday Best Show this Sunday, 30th September 2020, at 8.30am to talk about the children's book - Button Cottage Lockdown – that she wrote during lockdown to raise funds for Julia's House. The Mayor congratulated Anne Kings on her achievement.</p>
	<p>b) The Town Clerk advised that the work to demolish The Old Manse property at the junction of New Road and Shaftesbury Road will start on Tuesday 25th August. Work to improve the pedestrian environment at Station Road will start on 1st September and will take around 4 weeks to complete. Further information is available via the following link: https://www.dorsetcouncil.gov.uk/roads-highways-maintenance/highway-improvements/gillingham-road-and-transport-improvements.aspx</p>
<p>There being no other business on the agenda, the meeting closed at 8.19pm.</p>	
<p>Signed: _____ Date: _____</p> <p style="text-align: center;">Cllr Barry von Clemens, Mayor of Gillingham</p>	

Please note:

- Dorset Council Ward Councillor written report received from:
Cllr Belinda Ridout. Please see **Appendix F**.
Cllr David Walsh. Please see **Appendix G**.
- Dorset Council Ward Councillor verbal report received from:
Cllr Val Potheary. Please see **Appendix H**.

Gillingham Town Council

Town Team Report for August 2020

Author: Cllr Mike Gould

- Bournemouth University Study presented to Town Council on 29th July. The presentation was welcomed by those attending.
- Working Groups were agreed to be set up covering three projects supported by Councillors. Initial working group meetings are on:

Monday, 7th September, at 6pm (Gill Hub Website),
Tuesday, 8th September, at 6pm (Town Centre Regeneration), and
Thursday, 10th September, at 6pm (Further Education provision in the Town and North Dorset).

All meetings by Zoom. Those wishing to volunteer please advise Mike Gould who will arrange for Zoom invites to be sent.

- Station Road Market Study (see last report) has now been commissioned with a view to publication in October 2020.
- Timing of Park Run is being clarified in the context of Social Distancing regime.
- Town Centre Market is on schedule for the 2nd Sunday in October.
- A presentation on a Dorset online shopping site (Shopappy) designed to increase footfall in towns in the area (individually) was scheduled for 18th August with the support of the LEP. Unfortunately, Chamber were unable to attend so Town Team are seeking either a recording of proceedings or a separate Zoom meeting for Gillingham

Minute no. 313

GILLINGHAM TOWN COUNCIL 2020/21

INVOICES OVER £10,000

INVOICE NO.	DATE	SUPPLIER	TOTAL (INCL VAT WHERE APPLICABLE)	DETAIL	Minuted
39482	15/07/2020	Playdale Playgrounds Ltd	31,398.00	50% deposit for equipment Marlott Road	Extraordinary Full Council 25/6/20 Min 283

Gillingham Town Council

Workshop Task & Finish Group

Lead: Cllr Paul Harris, Deputy Mayor

1. Current Progress

Since the last report the task and finish group has carried out the following:

- Met on 5th August on site at the proposed workshop to review external boundaries.
- Received on 6th August 2020 the certificate of lawful use or development from Dorset Council
- Received on 12th August 2020 and answered the same day, four follow-up questions from the Ministry of Housing, Communities and Local Government about the PWLB application. These centred on the impact of the COVID-19 pandemic on the Councils projected income. These questions were not part of the original application process.

Throughout the month the Town Clerk has engaged with the Council solicitors appointed to handle the purchase. The solicitors are following up on points of detail with the sellers' solicitors.

2. PWLB Approval

- The Ministry of Housing, Communities and Local Government approval for the PWLB loan of £345,000 payable over 23.5 years was received by the Town Clerk at 11.10am on Monday, 24 August 2020. Our, and the seller's solicitors have been notified of the loan approval. The task and finish group met via MS Teams at 2.15pm on the same day to confirm next steps as advised by UK Debt Management Office in their email of 12.23pm on Monday, 24 August 2020;
- "The next step in order to facilitate the drawdown of your PWLB Loan funding is to complete the online LC1 application form electronically and return the completed form to PWLB@dmo.gov.uk. Once returned, we should be able to process this swiftly and then there would be a short application form to fill out which would confirm the final details of the actual loan such as the advance date and interest rate etc."

Comment: The LC1 application is completed by the RFO once authority to do so has been given by Full Council.

3. Additional Activities

The Mayor has called an Extraordinary Full Council for Tuesday, 2 September 2020, to receive, agree and authorise outstanding matters.

4. Recommendations

- To receive and agree the borrowing approval dated 24 August 2020 reference SRP5/23/05 and **authorise** the Chair of the Council (Mayor) and the RFO to:
 - complete the LC1 form online, and;
 - the short application form as required by the Debit Management Office.

Minute no. 319

Gillingham Town Council

Community Volunteer Task & Finish Group

Lead: Cllr P Harris, Deputy Mayor

1. Current Progress

The task and finish group has undertaken the following:

- Held a workshop on 19 August to discuss closing the GTC temporary community volunteer system and to explore the expansion of the health champions system. The minutes are at attachment 1.
- A final newsletter was released to the community volunteers on 21 August 2020.
- Met on 19 August, following the workshop, to determine the final actions required of the task and finish group. Meeting minutes are at attachment 2. The key points were:
 - The event on 6 September 2020 had to be cancelled on advice.
 - Certificates of Thanks, signed by the Mayor, were to be provided to all community volunteers. These are to be sent on Friday, 28 August, to arrive by Tuesday, 1 September, accounting for the bank holiday weekend. Costs to come from the funds set aside for the 'Thank You' event.
 - The remaining funding for the event (£2K earmarked by Full Council 27th July 2020), after the costs of the certificates and postage, should remain earmarked until a 'Thank You' event can take place.

2. Recommendations

- **That GTC agree to earmark the remaining funds from the £2K set aside at Full Council 27th July 2020 for a 'Thank You' event for community volunteers at an appropriate time in the future.**
- **That GTC agree to close the Community Volunteer Task and Finish Group on Tuesday, 1 September 2020. The future 'Thank You' event can be managed by a new Event task and finish group assembled for the purpose at the time.**

Attachments:

1. Minutes of the T&F Group Workshop 19th August 2020
2. Minutes of the T&F Group 19th August 2020

Gillingham Town Council

Community Volunteer Task & Finish Group

Virtual Workshop held on 19 August 2020 at 2pm

GTC

Cllr P Harris Cllr Toye
Cllr Cullen Cllr Weeks (until 3.46pm)
Serena Burgess - Project Administrator

External

Keith Harrison - Social Well Being Team Lead Local GP Practices
Liz Rose - Social Well Being Team
Katie Pearce - Practice Manager Gillingham Medical Practice
Rosie Thompson - Gillingham Community Volunteer

This meeting was held in accordance with 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 local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May 2021. Whilst the 2020 Regulations apply to local council meetings, committee and sub-committee meetings in England and not Task & Finish Groups, this Group met under the same regulations.

1. Aim

The workshop was designed to be a free ranging discussion, covering the setting up, running and close down of the Gillingham Town Council (GTC) run community volunteer system from late March to 1 September 2020, concluding with the initiation of a permanent volunteer system based on the current health champions based within Gillingham Medical Practice.

2. Review current GTC volunteer system – Serena Burges

The current system was outlined. Key was that the system was a temporary measure set up by GTC for the initial pandemic. GTC agreed at its full council meeting on 27th July 2020 to close its system on 1 September 2020.

3. Expanding the Health Champions Volunteer System – Keith Harrison

The Community Health Champion programme based within the Gillingham Medical Practice currently exists. It will not replicate the GTC pandemic community volunteer system but rather provide targeted support in accordance with the aims and objectives of the programme.

4. Handover Discussion

GTC will provide its final newsletter to volunteers on 21 August. The future volunteer group will have a new identity and the first newsletter from this group will be constructed by Keith Harrison and his team, assisted by Serena, and sent out by Serena to her volunteer list in advance of 1 September. The new group will be entirely responsible for future newsletters to their own list of volunteers thereafter. Serena will assist, where possible, Keith and the new group setting itself up in the period to 1 September. Thereafter any interaction will be subject to Serenas' line management approval.

Community Volunteer Task & Finish Group

Virtual Workshop held on 19 August 2020 at 3pm

Author: Cllr P Harris, Deputy Mayor

Attendees:

Cllr P Harris Cllr Toye
Cllr Cullen Serena Burgess - Project Administrator

This meeting was held in accordance with 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 local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May 2021. Whilst the 2020 Regulations apply to local council meetings, committee and sub-committee meetings in England and not Task & Finish Groups, this Group met under the same regulations.

1. Aim

The meeting followed on from the Workshop to finalise outstanding points prior to the community volunteer system closing on 1 September 2020

2. Key points

- The final newsletter was discussed. It will be drafted and reviewed by members of the task and finish group and circulated to volunteers on 21 August.
- The thank you event scheduled for 1 September is to be cancelled due to advice from the Dorset Safety Advisory Group.
- Action: Serena to note in the newsletter, thank the Rugby Club for its help
- A soft handover to a yet-to-be-named group based on the Health Champions to take place on 1 September 2020.
- All community volunteers to receive a thank you certificate, signed by the Mayor. These are to be produced and then posted on Friday, 28 August, to arrive with recipients on Tuesday, 1 September 2020. Costs to come from the current £2K funding. Paul, Fiona and Serena to work during the afternoon on Friday, 28 August, to collate certificates.
- Full Council to be asked to retain remaining funding, as an earmark, to cover a future thank you event.
- Serena to assist Keith Harrison and team to produce their first newsletter, and to assist in its distribution prior to 1 September 2020.
- Keith to request Town Clerk for Serena's assistance on an "as and when needed" basis for the period 1 September to mid-October. This is the current time gap before Liz Rose comes on board Keith's team.

Gillingham Town Council

Estate Management and Properties Sub-Committee

Town Bridge Office and Public Toilet

Author: Clare Ratcliffe, Deputy Town Clerk and Debra Edwards, RFO

1. Introduction

The completion of the refurbishment works of the Town Bridge Office and public toilet falls under the remit of the Estate Management and Properties Sub-Committee.

An invitation of tender for outstanding building, electrical and roofing works was drafted under the guidance of Cllr John Kilcourse and sent to five local building contractors on 17th July 2020. One contractor declined to quote, and out of the remaining four contractors, three tenders were received on Friday, 21st August 2020.

The tender specifies that all works must be completed by Friday, 23rd October 2020.

2. Results of Tender Process

Town Bridge Office and Public Toilet Summary of Works				
Contractor	Building Works	Electrical Works	Roof works	Total £ (ex VAT)
1	4,093.28	1,595.00	2,358.94	8,047.22
2	4,475.00	1,188.00	3,572.00	9,235.00
3	6,705.00	1,230.00	5,075.00	13,010.00

3. Financial Implications

- A total of £1,712 remains in earmarked funds budget no. 5410.
(This was GP Project - WC refurb. Now reallocated to budget no. 7134 WC/Town Bridge office maintenance).
- A total of £1,800 remains in earmarked funds budget no. 7134.
(Premises - WC/Town Bridge office maintenance).
- A total of £8,450 was allocated in the precept budget no. 7134
(Premises – WC/Town Bridge office maintenance).
- Total available under Budget no. 7134 = £11,962

- Recently, a handwasher unit has been purchased and installed in the public toilet and the windows have been repaired in the Town Bridge Office. Total invoiced cost 2020/21 = £1,524 This leaves a balance of £10,438 under budget no. 7134.

4. Conclusion

There are enough funds available under budget no. 7134 to complete the project with a small surplus for any unforeseen costs.

Contractor 1 is a reputable contractor who has been operating in the local area for many years.

These works are necessary to complete the refurbishment works so that the building can be used for its intended purpose.

5. Recommendations

- **That contractor 1 is chosen to carry out the necessary works to complete the refurbishment of the Town Bridge Office and Public Toilet.**
- **That the cost of refurbishment of the Town Bridge Office and Public Toilet is financed from budget no. 7134 (£8,450) and earmarked funds budget no. 7134 (£3, 512) less costs to date of £1,524.**

Gillingham Ward Monthly Report

I hope this report finds everyone safe and well. *Being the 'holiday' season, I set out below the content of some of my main meetings scheduled for September.*

Virtual Meetings:

Youth Advisory Executive Advisory Panel The next Youth Advisory EAP will be Thursday, 17th September. As stated in my previous report, this EAP will gather information and evidence through conversations and visits to existing youth provision, using online or virtual visits where face to face visits are not possible. I welcome any concerns/views regarding youth provision which can be fed into discussions.

Climate & Ecological Emergency Executive Advisory Panel (EAP) The next meeting is Tuesday, 25th August, when Cllr David Walsh, Portfolio Holder for Planning and Ed Gerry, Community Planning Manager, will be giving a general brief introduction to the local plan and key opportunities and challenges (including viability). EAP members will then proceed to explore and discuss the contribution and opportunities of addressing key climate and ecological issues in the local plan covering the main five topic areas: renewable energy, buildings, water, natural assets and transport. Members will also receive a brief overview of the waste and minerals local plans.

Local Plan Executive Advisory Panel Future meetings, 9th September and 7th October. The focus for these two meetings will be on the content of the Local Plan consultation documents but will also include a brief outline of the government's proposed changes to the planning system. The government is only consulting on its proposals at this stage and its final changes to the planning system may differ from what it is currently proposing. We will have to wait and see what happens in terms of the final legislative changes that are introduced.

Parish Meetings It has been great to take part in parish virtual meetings and all have been very successful. The guidance from NALC continues to strongly advise that local councils continue to meet remotely, without the need for face to face contact, unless they are unable to conduct council business any other way. There is a link on the front page of the DAPTC website to guidance published by NALC.

Public Health update on COVID -19 COVID-19 cases remain low in Dorset. As of 11th August, there were 11 positive cases confirmed in the Dorset Council area over the previous 7 days, which equates to 2.9 cases per 100,000 of the population, compared to 5 cases per 100,000 for the SW region and 7.8 for England. More people are accessing testing, and our positivity rate is still very low – as at 19th August, there are no COVID positive cases in any Dorset hospitals. Public Health Dorset are publishing regular updates about the latest number of cases on their website every Thursday. Nationally, the government has decided to disband PHE (Public Health England). For clarification, this does not impact directly on the Dorset Public Health team.

The Dorset Council website An invaluable tool for finding out the latest information and about essential services affecting the public. For those residents not on line, who have important questions or concerns, call Dorset Council on 01305 221000, 8am to 8pm, 7 days a week or email: communityresponse@dorsetcouncil.gov.uk.

Dorset Council website: <https://www.dorsetcouncil.gov.uk>

Gillingham Ward Monthly Report

The Planning Transformation Programme is on track, but we are now working on Dorset Council's responses to the two Planning Consultations recently published by Government.

I will be briefing members on our responses and contacting Town and Parish Councils who may wish to submit their own responses to these works of genius. It would be helpful if Dorset Councils, at all levels supported each other in this process.

There is much concern about the Governments review documents, with some people thinking that the changes are being adopted now, which is not the case. These are consultation documents, the closing dates for responses are in October.

I would like to point out that every new government says that "they will be carrying out a review of the Planning System", maybe this will be different, and they actually will, who knows? We will have to wait and see what the nation's thoughts are through this consultation.

Dorset Councillor's Report – Cllr Val Potheary, Vice Chairman Dorset Council

Covid 19 update. As of today, there has been a total of 640 confirmed cases in the Dorset Council area. There have been no Covid deaths in any Dorset hospital since 30th July. Public Health Dorset are publishing regular updates on their website. www.publichealthdorset.org.uk

Dorset Council has received a funding grant of almost £300,000 from the Department of Transport for supporting bus services in the County in 2020/2021. It is part of the Better Deal for Buses funding package that was announced by government last Autumn. Due to Covid-19 the Council has not yet finalised the details of how it will spend the funding. It is intended to allocate some towards restoring lost services, some to improving existing services, and some to supporting new bus services/extensions to current services.

Approximately £22m of Coronavirus recovery funding has not yet been claimed by Dorset businesses. I understand that the government will shut the Small Business Grants Fund and The Retail, Hospitality and Leisure Business Grants Fund on August 28th. Currently, after this date, any unclaimed funds will have to be returned to the government

Many millions have been distributed to struggling businesses in the Dorset Council area through government schemes, to support them through the Covid-19 crises. Dorset Council has paid out more than £111.5m to business properties in the area.

The Annual Council will take place (virtually) on 3rd September 2020.

Members learning and development continues with regular (virtual) meetings.

In my role of Vice Chairman of Council, I have attended the Roma Holocaust Memorial Service and VJ Day Flag Raising Ceremony.