

WIMBORNE MINSTER TOWN COUNCIL

MINUTES of an **EXTRAORDINARY MEETING** of the **TOWN COUNCIL** held on **TUESDAY, 19 FEBRUARY 2019 at 6.39 pm** in the Committee Room, Town Hall, West Borough, Wimborne Minster.

MEMBERS PRESENT

Cllr Mrs K F Webb – Town Mayor & Chairman of the Council
Cllr S K Bartlett- Deputy Town Mayor & Vice-Chairman of the Council
Cllr J Burden
Cllr R D Cook
Cllr Mrs S A Cook
Cllr Mrs C A Chedgy
Cllr Mrs P A Hymers
Cllr Mrs D J March
Cllr R P Nunn
Cllr W J Richmond
Cllr Mrs A E Roberts

MEMBERS NOT PRESENT

Cllr Mrs S A Bell
Cllr Ms C L Butter
Cllr T F Wheeler

OFFICER PRESENT

Town Clerk

176 **SUSPENSION OF STANDING ORDERS**

RESOLVED that Standing Orders Number 1 (relating to venue), 30 (standing to speak) and those parts of Number 29 relating to speaking more than once be suspended for this meeting.

177 **GRANT AID 2018/2019**

The Town Clerk submitted a schedule containing four applications for grant aid, together with the recommendations of the Chairman and Vice Chairman of Resources Committee, a copy of which had been circulated to each Member and a copy of which appears as **Appendix A** to these Minutes in the Minute Book.

RESOLVED:

- a) that the application from 'Sting in the Tale' be deferred pending the receipt of the additional information already requested;

- b) that a grant of £500 be awarded to the RVS Wimborne Befriending Service but in view of the organisation's current financial position, the Town Clerk, in consultation with the Chairman of Resources Committee, be authorised to defer payment of the grant until such time as the organisation requests it;
- c) that a grant of £750 be awarded to Vision Wimborne Dial A Ride;
- d) that a grant of £200 be awarded to the Wimborne Ochsenfurt Twinning Association.

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GRANT PROCESS REVIEW (Min 134 – 04.12.18)

The Chairman of Resources Committee submitted a report, a copy of which had been circulated to each Member and a copy of which appears as **Appendix B** to these Minutes in the Minute Book.

The report suggested minor changes to improve the grant process following the decision by the Council in December 2018 to retain the current grant system. If approved, the revisions would be in place in time for the next financial year but would not preclude any changes which the new Council might wish to make following the elections in May 2019.

The report also included a summary of grants awarded in the current financial year together with other related data.

The Council was also asked to approve the grant process notes so that they would be ready to include in the grant application pack from 1 March 2019 for applicants wishing to make a grant application in the 2019/20 financial year.

RESOLVED

- a) that the minor changes to the grant process suggested in the report be approved for the 2019/20 financial year;
- b) that the grant process notes contained in Appendix 1 of the report be adopted for communication to and the information of applicants.

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STRATEGY WORKING GROUP (Min 172 – 29.01.19)

The Chairman of the Council and Town Clerk submitted a report, a copy of which had been circulated to each Member and a copy of which appears as **Appendix C** to these Minutes in the Minute Book.

The report had been produced at the request of the Town Council at its meeting held on 29 January 2019 and set out suggestions for the introduction of a Strategy Working Group, its membership, terms of reference and how it might work.

Whilst it was accepted that the Council needed to plan for the future and have a committee or group which determined future strategy, some Members were reluctant to support a Group in the form suggested in the report for a variety of reasons: lack of transparency if meetings were informal, risk of politicisation if power was concentrated in the chairman of the Group who might then (albeit unwittingly) adopt the mantle of or be perceived as leader of the Council when it should be the Chairman of the Council and concerns of those Members who were not on the Group being excluded from full involvement in important issues even though all councillors were equal.

The Chairman responded to these concerns by pointing out that most of the matters raised were addressed in the report or had been discussed at the January meeting at which those Members who were now voicing them had been unable to attend. In particular, the issue of the Chairman of the Council not chairing the Group had been suggested to ensure continuity. The chairman of the Group would continue for at least two years whereas the Chairman of the Council (usually) changed every year. The comment was made that by splitting responsibility across two roles i.e. the Chairman of the Council and chairman of this Group, it would spread any perceived power and reduce the risk of a councillor acting as or being perceived as leader.

The suggestion was then made that an officer could chair the Group. This would avoid the risk of politicisation and provide continuity. It was also suggested that a specific additional member of staff could be recruited to act as a strategic director although Members were concerned that this might have significant cost implications. The Chairman added that, in her view, this was unnecessary as the Town Clerk or Assistant Town Clerk could provide this role.

The Town Clerk pointed out that if the suggestion that an officer chair the Group was adopted, the meetings would have to be informal as only a councillor could chair a properly convened meeting in public.

RESOLVED that the principle of setting up a strategy committee or working group be approved and a further report be submitted to the Council on all the possible options including the constitutional and other implications of an officer chairing a working group.

CALENDAR OF MEETINGS 2019/20 (Min 172 – 29.01.19)

The Town Clerk submitted a suggested calendar of meetings for the 2019/20 municipal year, a copy of which had been circulated to each Member and a copy of which appears as **Appendix D** to these Minutes in the Minute Book.

The calendar had been drawn up taking into account the wishes of Members expressed at the Council meeting held on 29 January 2019.

Extraordinary Town Council – 19 February 2019

RESOLVED that the Calendar of Meetings for 2019/20, as submitted, be approved.

The meeting closed at 8.48 pm.

SignedDate.....
Town Mayor and Chairman of the Council

Recommendations from the Chair and Vice Chair of Resources Committee for meeting on 19.2.2019

Sting in the Tail No 27

We may also wish to make an award contingent on the Arts Council Funding and the festival taking place or a refund being given. At present we are awaiting further information on the accounts, particularly how this operation interrelates to Wimborne History Festival Ltd accounts, the company they are part of, and which haven't been supplied. This may have to be deferred to March.

Initially we were concerned that The History Festival had already had a grant of £3,500 this year (£5,000 applied for) and this could be a second application by the same organisation in the same financial year. However, at present there is no policy against this (although it is now provided for in the process.) We also gave East Dorset Heritage Trust two grants this year; one for running costs and one for a project so this of itself is not a reason to refuse. Moreover, the festivals take place in different financial years.

RVS Wimborne Befriending Service No 28

After requesting more information Cllr Chedgy spoke with the applicant's representative, Jane Hawkins, and the note of my conversation is in the grants file and will be available at the meeting. Our recommendation is to award £500 (to be returned pro rata to other grants if the organisation folds) and to mention that they can of course apply next year. The aim is to help a fledgling operation develop, but it is not thought that as much funding is needed this financial year due to other support they have.

Vision Wimborne Dial A Ride No 29

Further information is requested and an email has been received which is in the grants file and available at the meeting. About 50% of clients are in our ward. We recommend the grant in full at £750.

Wimborne Ochsenfurt Twinning Association No 30

Recommend grant in full at £200.

Grants Process Report for 19 February 2019

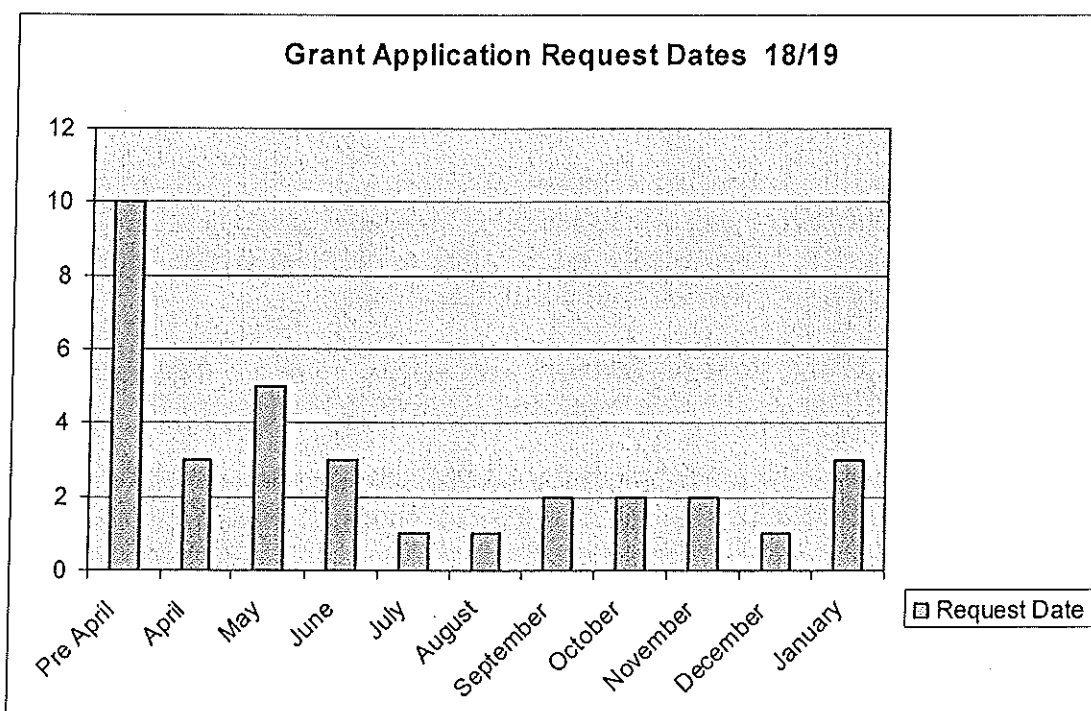
Summary of the Financial Year 2018-2019

This has been the first year that grants could be applied for over a period of 10 months. At the Council meeting on 4 December 2018 the majority of members were not in favour of any change to the grant process at that point in time “except for minor alterations which should be the subject of a report to Council before 1 April 2019”.

Although we have four outstanding grant applications to consider, the application period closed on 31 January 2019. Members are asked to approve the grant process notes attached as **Appendix 1** to this report, so that these will be ready for applicants as part of the grant application pack from 1 March 2019, in readiness for the next financial year.

At the Council meeting on 15 January 2019 a budget of £40,000 for grants was proposed and approved for the year 2019 to 2020. (This budget is the same as the combined events and grants budget for 2018 to 2019.) This forthcoming year there is no distinction between events and grants. Last year this distinction was, and would continue to be, artificial, within an application period of 10 months.

The graph shows the dates applications were received in the Council office. Due to the change over in the process those received before 1 April 2018 were spread over a few months. However, so we can compare the figures in future years with any applications received in February and March, they have been put in one category. It is clear that applicants have made use of the 10-month application period; although more were received at the beginning of the period (21 out of 33 were made by June).



Also attached as **Appendix 2** to this report is the grants awarded summary spreadsheet which is up to date until 13 February 2019.

The data shows we received 33 applications for grants and events.

We have decided 26 cases. Four cases are pending. Two were withdrawn. One was transferred to another budget.

The total amount of grants and events applications made this financial year (excluding those withdrawn) was £62,483 against our budget of £40,000 – about 56% more than our budget.

Before this meeting £38,466 has been awarded for grants and events. This leaves £1,534.

The current requests total £4,950.

Minor changes to the grant process

Although some aims and conditions are referred to in various minutes of the Council there is no composite document setting out our policies for either the public, or the Council. A written process would be beneficial for all concerned. It will also provide transparency.

The aim throughout these notes is to give parameters for decisions, but providing inherent flexibility by retaining a broad discretion for the Council to make decisions.

This past year the process of grants and payments has been delayed by applications going to a Resources Committee meeting, but then having to be approved at a full Council meeting. It has been found difficult to explain when speaking to applicants. It would be even more difficult to explain a later reduction or refusal! It is inefficient and makes more work in the Office. There is also a danger that issues which have been fully debated in committee are not then aired fully at a Council meeting.

It is appreciated that all members may wish to be involved in the process. This is provided for by all members being able to make comments and raise queries prior to the committee meeting, and adopting the principle that non-Resources committee members should be allowed to speak at the committee meeting.

The full Council also has to make the decision in two crucial instances; if either a second grant is applied for by the same organisation, and/or the budget would be exceeded.

The new process for 2018 to 2019 did not address what should be done if the budget were to be exceeded. It could be suggested that a refusal may be made just because the budget was exceeded, but the applicants have not been warned about this potential. Under the proposed notes they now would be. This may appear unfair to later applicants, but the alternative would be to have scant regard to a budget. Later applications can also be deferred to the next year, or granted by full Council.

It can be seen from the figures that the amounts applied for totalling £62,483 exceeded our budget by £22,483. It would have been very easy to go substantially over budget this year.

If there is no limit members may be tempted to allocate more at the beginning of the year, or when there is still money available. The success of being within, or close to the budget is dependent on recommendations and decisions from the members with a large amount of guess work about future applications. This is not an easy process, particularly for the Chair and Vice Chair of Resources, who have to make the recommendations.

The process provides for applications to be processed within a 3 month period and simplifies internal timings. As the application period does not open until 1 April this may cause problems as the office is unable to process large numbers of applications received from April to June. Hence there is a provision for urgent applications. We shall have to monitor how successful this is in practice. A concern is that there could still be a substantial amount of work required at a busy time of the office year, as applicants make "urgent" applications for awards to be utilised during the summer period.

Other proposals

A bi –annual application date has been thought about, but this would provide other practical problems over splits between the periods.

A reserve fund has been suggested, but this would undoubtedly be regarded as available as well, and is not proposed.

Delegation of decisions in respect of grants up to £500 to the Clerk and the Chair and Vice Chair of Resources is another possibility. However, the committee would lose the experience of dealing with smaller grants and it would make the process more disjointed without saving much office work.

Moreover, all three proposals would be major amendments and the second would also require an amendment to the budget.

Grants given by Dorset Council are going to be reviewed by them so as we go forward undoubtedly further challenges lie ahead!

Cllr Carole Chedgy 13 February 2019

WIMBORNE MINSTER TOWN COUNCIL GRANT PROCESS NOTES

DRAFT 5 FEB 2019

General principles

1. The budget for grants will be determined by the Town Council at a meeting at the time the budget is set for the next financial year.
2. If there is any under spend of the grants budget during any financial year, then in March, the Town Council will determine how much, if any, is carried forward to the next year, or if the under spend should be transferred to the General Fund.
3. The amount(s) paid from the grants budget will only exceed the budget in exceptional and/or unforeseeable circumstances and shall require endorsement or otherwise by the Town Council of the recommendation by the Resources Committee.
4. The “process” is the consideration of applications and all decisions relating to grants. The process is entirely discretionary. The Town Council may refuse an application, defer it, or grant it in part or in full, and/or with special conditions in addition to the general conditions.
5. Only one grant per applicant will be awarded in a financial year, unless there are exceptional circumstances. The Resources Committee will then make a recommendation to be referred to the Town Council.
6. The Town Council expects applicants to demonstrate how they further the Town Council’s priorities and to provide information as requested.
7. Usually, if an applicant makes a grant(s) itself, it will automatically not be eligible for a grant from the Town Council. However, the Town Council may award a grant if the applicant is giving a grant/donation to an umbrella, subsidiary or associated organisation, and the Town Council considers a grant is still merited.
8. If a grant is awarded, but payment is deferred for conditions to be met, and the Town Council decides that those conditions have not been met by the end of the financial year in which the application is made, the application will automatically be deemed to be refused, unless the Town Council considers there are exceptional circumstances for deciding otherwise.

The grant application process

9. The application pack will be available on the Town Council’s website and as a hard copy if requested

10. The general conditions applying to grant applicants are stated on the application form and are:

Conditions
<p>By making this application you are agreeing that:</p> <ol style="list-style-type: none">a) You understand that you may be asked for further information to be provided, in order for your application to be considered.b) You may be requested to make a presentation to provide more details about your application.c) If you are awarded a grant and your project does not proceed, any grant awarded must be repaid to us.d) If you are awarded a grant and your organisation ceases to be in operation in the financial year the grant is awarded, then any grant paid in that year shall be repaid to us.e) You will abide by any conditions attached to the grant and supply any confirmations requested within the prescribed time.

11. An applicant may make a grant application between 1st April and 31st January in the financial year (1st April to 31st March) in which the grant is applied for. Applications received in February and March will be considered to be received on the following 1st April for the next financial year.
12. Applications will normally be processed with 3 months. However the processing of applications received between April and June may take longer. If a grant application is considered urgent then the applicant should submit a letter with the application explaining the urgency
13. On receipt of the application the Finance Administrator of the Town Council will raise any questions she/he has of the applicant which should be answered by the applicant within 1 month.
14. The Finance Administrator will produce for Councillors a members' comments sheet (and if time allows already endorsed with the Administrator's notes and additional information requested). Members should add any comments they have by the date set by the Finance Administrator. If a member has any other questions which he/she considers should be raised then the member should email the Chair and Vice Chair of the Resources committee (and copy it to the financial Administrator) by the same date. The Chair and Vice Chair will then consider any further queries to be raised and action as appropriate.
15. The Chairman and Vice Chairman of the Resources Committee will meet to consider their recommendations in respect of the grants applied for, and the application will be considered at the next available Resources Committee meeting.
16. The Chairman may ask for a presentation from the applicant at the meeting.

17. The Resources Committee will consider the applications and is authorised to reach a decision on behalf of the Town Council, subject to two exceptions. Members who are not Resources Committee members will be allowed to speak as if they were members of that Committee.
18. If the Committee's decision means that either the annual grants budget would be exceeded, and/or this is a further application by the same applicant in a financial year then this will be a recommendation only be referred to the full Town Council to decide at its next meeting.

Grants awarded to date:

13-Feb-19

	Name of Organisation	Grant requested	Amount awarded
1	Wimborne History Festival	£ 5,000.00	£ 3,500.00
3	Dorset Wildlife Trust	£ 120.00	£ 100.00
4	1069 (Flight refuelling Squadron) Air Training Corps	£ 1,000.00	£ 1,000.00
5	Citizen's Advice East Dorset	£ 8,000.00	£ 8,000.00
6	Hurting To Healing	£ 500.00	£ 200.00
7	Folk Festival	£ 5,000.00	£ 3,600.00
8	East Dorset Tourist Information Centre	£ 7,000.00	£ 4,000.00
11	Wimborne Dementia Friendly Community	£ 3,000.00	£ 3,000.00
12	Wimborne Camera Club	£ 500.00	£ 500.00
13	East Dorset Heritage Trust	£ 350.00	£ 350.00
14	East Dorset Heritage Trust	£ 2,518.03	£ 750.00
15	Wimborne In Bloom	£ 600.00	£ 600.00
16	Dreamboats	£ 736.00	£ 736.00
17	Brendoncare Clubs	£ 1,000.00	£ 1,000.00
18	Walford Mill Crafts Education Trust Ltd	£ 4,850.00	£ 4,850.00
	Wimborne ABC	£ 1,000.00	£ 1,000.00
20	Dorset ME Support Group	£ 400.00	£ 200.00
21	Wimborne & District Community Association	£ 1,500.00	£ 1,500.00
22	Life Education Wessex	£ 550.00	Refused
24	Home Start South East	£ 4,800.00	£ 500.00
25	Dorset Community Action - CLARC	£ 4,808.40	Refused
26	East Dorset Environment Partnership (EDEP)	£ 300.00	£ 300.00
	Total	£ 53,532.43	£ 35,686.00

Grant Budget 2018-19	£ 37,000.00
Remaining Budget 2018-19	£ 1,314.00

Grants Paid from Events Fund		Budget	£	3,000.00
	Wimborne Cemetery Joint Management Committee - Battle's Over Contribution	£ 1,000.00	£	580.00
	Streetlight - Skatejam Event	£100.00-£200.00	£	200.00
23	Wimborne War On Waste	£ 1,000.00	£	1,000.00
	Wimborne Radio - Son et Lumiere Christmas Show	£ 1,000.00	£	1,000.00
	Total	£ 3,200.00	£	2,780.00
	Balance remaining in Events Fund		£	220.00

Grants Paid From Other Budgets

10	Wimborne Festivals Consortium - application made by East Dorset's Community Recreation Officer	£ 800.00	£800.00 Paid from Buildings Fund
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Grants Withdrawn By Applicant

2	Wimborne & East Dorset Macular Degeneration Support Group	£ 75.00	APPLICATION WITHDRAWN
9	Wimborne Valognes Twinning Association	£ 250.00	APPLICATION WITHDRAWN

Grants Recently Received - Not Yet Processed

27	Sting In The Tale - A Festival Of Stories	£ 2,500.00	Not yet processed
28	RVS Wimborne Befriending Service	£ 1,500.00	Not yet processed
29	Vision Wimborne Dial A Ride	£ 750.00	Not yet processed
30	Wimborne Ochsenfurt Twinning Association	£ 200.00	Not yet processed
		£ 4,950.00	

Summary

Total amount requested in 2018-19	£ 62,482.43
Total budget for Grants & Events for 2018-19	£ 40,000.00
Total amount awarded from Grants and Events budgets in 2018-19	£ 38,466.00
Balance remaining between the Grants and Events budgets	£ 1,534.00

To: Extraordinary Town Council

Appendix C

From: Chairman of the Council and Town Clerk

Date: 19 February 2019

Strategy Working Group

Introduction

At the last Council meeting, we were requested to produce a report setting out how a Strategy Working Group might be set up and work. We set out below suggested participants, roles and terms of reference.

Participants/Roles

- Chairman (Not Chairman of the Council)
- Vice Chairman (Chairman of the Council)
- The two roles to work closely together and bringing them together in this role would ensure that the Chairman of the Council will be fully involved and consulted.
- Vice-Chairman of the Council and Chairmen of the Committees (Vice Chairmen to be invited in their absence)
- Other Members that are working on a project – there to provide updates or receive guidance. Other Members could also 'pitch' ideas to the group.
- Town Clerk/Assistant Town Clerk as required

Remit of the Group

To provide a steer and programme management of projects underway and to prioritise new projects that have been agreed in Committees or full Council to ensure adequate resources are available to implement them.

Guidance to be given for projects that could be delayed, behind schedule or over budget.

The Town Clerk to provide any updates of note.

This is not a 'formal' Committee and therefore is not a public meeting. No attendees other than those listed*.

*A Member could request to attend due to a particular item of interest on a particular agenda.

Remit of the Chairman of the Group

To liaise closely with the Town Clerk and Chairman of the Council regarding ongoing works and likely impacts on Council work/resources in the medium/long term.

To be a contact for the Town Clerk on strategic activity in the Council.

To: Extraordinary Town Council

From: Chairman of the Council and Town Clerk

Date: 19 February 2019

Strategy Working Group

To ensure all Council policies and legal requirements are being adhered to (by the Town Clerk), to include conducting performance reviews with the Town Clerk and the Chairman/Vice-Chairman of the Council.

To aim for a term of office of at least 2 years (but as with all roles, would need to be re-elected every 12 months). This to provide continuity of approach for the strategic direction and management of the Council.

Meeting Schedule

To meet monthly with a given 12 month scheduled meeting plan – during the day. The last Friday of every month at 10.00 am is suggested.

Documentation

Agendas to be circulated to all Members.

Minutes to be taken and circulated to all Members. Minutes to contain more detail than decision only minutes that are currently the format of formal minutes – thereby providing more 'update' style information to all Members not present. These minutes to be circulated within 7 days of the meeting.

Project documents as already agreed within the existing Steering Group to be maintained and made available to all Members (not printed and circulated – possibly stored on the Members page of the website).

**WIMBORNE MINSTER TOWN COUNCIL
CALENDAR OF MEETINGS 2019/2020**

Appendix D

**All meetings of Committees are held in the Committee Room, Town Hall, West Borough.
All other meetings are held normally in the Council Chamber, Town Hall, West Borough.
The press and public are welcome to attend meetings.**

2019

MAY

14	ANNUAL TOWN COUNCIL	7.30 pm
21	RESOURCES COMMITTEE	6.30 pm
28	FREE	

JUNE

4	FREE	
11	PLANNING & ENVIRONMENT	6.30 pm
18	RESOURCES COMMITTEE	6.30 pm
25	FREE	

JULY

2	FREE	
9	RECREATION & LEISURE COMMITTEE	6.30 pm
16	RESOURCES COMMITTEE	6.30 pm
23	TOWN COUNCIL	7.30 pm
30	FREE	

AUGUST

6	FREE	
13	PLANNING & ENVIRONMENT	6.30 pm
20	RESOURCES COMMITTEE	6.30 pm
27	FREE	

SEPTEMBER

3	TOWN COUNCIL	7.30 pm
10	RECREATION & LEISURE COMMITTEE	6.30 pm
17	RESOURCES COMMITTEE	6.30 pm
24	FREE	

OCTOBER

1	FREE	
8	PLANNING & ENVIRONMENT COMMITTEE	6.30 pm
15	RESOURCES COMMITTEE	6.30 pm
22	FREE	
29	FREE	

NOVEMBER

5	TOWN COUNCIL	7.30 pm
12	RECREATION & LEISURE COMMITTEE	6.30 pm
19	RESOURCES COMMITTEE	6.30 pm
26	FREE	

DECEMBER

3	PLANNING & ENVIRONMENT COMMITTEE	6.30 pm
10	RESOURCES COMMITTEE	6.30 pm
17	FREE	
24	FREE	
31	FREE	

2020**JANUARY**

7	TOWN COUNCIL	7.30 pm
14	PLANNING & ENVIRONMENT COMMITTEE	6.30 pm
21	RESOURCES COMMITTEE	6.30 pm
28	FREE	

FEBRUARY

4	FREE	
11	RECREATION & LEISURE COMMITTEE	6.30 pm
18	RESOURCES COMMITTEE	6.30 pm
25	FREE	

MARCH

3	TOWN COUNCIL	7.30 pm
10	PLANNING & ENVIRONMENT	6.30 pm
17	RESOURCES COMMITTEE	6.30 pm
24	FREE	
31	ANNUAL TOWN MEETING	7.30 pm

APRIL

7	FREE	
14	RECREATION & LEISURE	6.30 pm
21	RESOURCES COMMITTEE	6.30 pm
26	CIVIC SERVICE	3.00 pm
28	FREE	

MAY

5	ANNUAL TOWN COUNCIL	7.30 pm
12	PLANNING & ENVIRONMENT COMMITTEE	6.30 pm
19	RESOURCES COMMITTEE	6.30 pm