



31 May 2019

Dear Councillor

You are invited to attend the inaugural meeting of the **PERSONNEL, POLICY & STRATEGY COMMITTEE** to be held on **THURSDAY 6 JUNE 2019 at 10.00 am** in the Committee Room at the Town Hall, West Borough, WIMBORNE MINSTER.

Yours sincerely

A handwritten signature in black ink that reads 'Laurence Hewitt'.

Laurence Hewitt
Town Clerk

AGENDA

- 1 Apologies for Absence.
- 2 **TERMS OF REFERENCE & FREQUENCY OF MEETINGS**
To consider the report of the Town Clerk (copy herewith).
- 3 **FUTURE SPORTS VILLAGE, LEIGH ROAD – UPDATE**
To receive the report of the Town Clerk (copy herewith).
- 4 **COMMUNITY ASSET TRANSFERS – PROGRESS REPORT**
To receive the report of the Town Clerk (copy herewith).
- 5 **FIVE YEAR STRATEGY**
The Chairman of the Council to report.
- 6 **PROJECT ACTION PLAN**
To receive an updated plan (copy herewith).
- 7 **EXCLUSION OF PRESS & PUBLIC**
- 8 **CEMETERY STAFF**
To consider the report of the Town Clerk (copy herewith).
- 9 **ASSISTANT TOWN CLERK**
To consider the report of the Town Clerk (copy herewith).



MEMBERS OF COMMITTEE:

Cllr S K Bartlett (Chairman)
Cllr K F Webb (Vice-Chairman)
Cllr C A Chedgy
Cllr W J Richmond
Cllr M R Tidd

NB: Members of the Committee are requested to please let the office know by noon on 4 June 2019 if they are unable to attend

LOCALISM ACT 2011 and CODE of CONDUCT

Members are reminded to comply with those elements of the Localism Act and the Town Council's Code of Conduct in respect of disclosable pecuniary interests.

GENERAL CONSIDERATIONS

Members are reminded that the Council has a duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, disability, gender reassignment, marital status, pregnancy and maternity, race, religion or belief, sex and sexual orientation), Crime & Disorder, Health & Safety, Human Rights and Data Protection (General Data Protection Regulation).



Wimborne Minster Town Council
PERSONNEL, POLICY & STRATEGY COMMITTEE

Item 2

Subject: TERMS OF REFERENCE AND FREQUENCY OF MEETINGS
Date: 6 June 2019
Author: Town Clerk

TERMS OF REFERENCE

The Terms of Reference of the Committee approved by the last Council are as follows:

Recommending to Council changes to the Council's staffing establishment

Conditions of Employment and appointment of staff

All personnel matters

Council strategy

Commenting on documents not within the purview of any other Committee

Recommending changes to Council policy

Project Management

DELEGATED TO COMMITTEE

The following matters are delegated to the Committee without the need for Council approval:

- 1 To be responsible for the appointment and conditions of service of staff.
- 2 To be responsible for all personnel matters.
- 3 To provide programme management of projects which are underway and to prioritise new projects that have been agreed in Committee or full Council to ensure adequate resources are available to implement them and to provide guidance on projects that could be delayed, behind schedule or over budget.
- 4 To recommend to the Council any changes in Council policy.

FREQUENCY OF MEETINGS

Having discussed this with the Chairman of the Council, we feel that it would be preferable for meetings of the Committee to be held in the daytime once a month, say, the first Friday of every month at 10.00 am.

This is not only cheaper in respect of staff time but enables information to be obtained during the meeting if required. Members and staff will also be fresher when dealing with complex issues. This is on the understanding that if in future members are appointed to the Committee whom work during the day, this can be reviewed.

The Committee's decision is requested.



Wimborne Minster Town Council
PERSONNEL, POLICY & STRATEGY COMMITTEE

Item 3

Subject: FUTURE SPORTS VILLAGE, LEIGH ROAD – UPDATE

Date: 6 June 2019

Author: Town Clerk

On 20 November 2018, the Town Council accepted, in principle, the District Council's offer to transfer the ownership of this facility to the Town Council. The sports village will be fully funded by the developer. There is no commitment but, unless things change at Dorset Council level, the Town Council will be given 'first refusal' to take ownership of the facility. It will become the new home for Wimborne Rugby Football Club and the intention is that it will be managed by the Club.

The Community and Open Spaces Manager (COSM) of the former East Dorset District Council met with representatives of Wimborne Rugby Football Club on a number of occasions prior to the granting of the planning permission for this scheme on 20 March 2019.

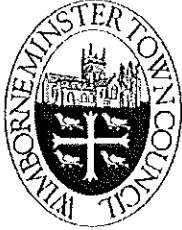
The most recent was 15 March 2019, at which I was invited as an observer. No meetings have been held since.

I am advised by the COSM that the detailed discussions with the Rugby Club are confidential but what I am able to apprise the Committee of is set out in the following paragraphs.

The Section 106 agreement is currently being negotiated with the developer and the COSM will let the Town Council see a draft of the agreement before it is executed. It is unfortunate that the Major Projects Officer who was dealing with the planning application has left the employ of the Council. However, the COSM (who is now an employee of Dorset Council) is hoping to maintain a close relationship with this scheme until its fruition.

The expected completion date for the scheme is 2024. The developer will be responsible for building the clubhouse and Dorset Council will be responsible for constructing the grass pitches and the 4G artificial pitch to ensure that they are constructed to the highest specification.

The current intention is that the ownership of the facility will not be transferred to the Town Council until it is completed in 2024. The Town Council will have to decide at that time whether it wishes to take ownership of this facility.



Wimborne Minster Town Council
PERSONNEL, POLICY & STRATEGY COMMITTEE

Item 4

Subject: COMMUNITY ASSET TRANSFERS – PROGRESS REPORT
Date: 6 June 2019
Author: Town Clerk

I have received an update from the Town Council's solicitors regarding the transfer of community assets to the Town Council. These relate to the following pieces of land:

- a) Land at the rear of 71 High Street
- b) Land at the rear of 57 High Street
- c) Riverside Park
- d) Youth Café and Garages
- e) Valognes Gardens

In the case of 71 High Street this land is being transferred directly from the developer ESJA Newbuild Limited. There is some discrepancy between the plan attached to the S106 Agreement and the land which it is proposed to transfer. This is being queried by the Town Council's solicitors with a view to ensuring a correct transfer of title.

With regard to b), c) and e) the Town Council's solicitors are still waiting to hear from the solicitor acting for Dorset Council.

With regard to d) there are some discrepancies on the plan supplied by the former District Council and these are being investigated.

A further report will be made to the next meeting.

Item 6 - Project Progress Overview Report – 6 June 2019

Project Name	Project Status	Start Date	End Date	Lead Person	RAG Status	Completed Progress	Planned Next Steps
Chamber Renovation	Live	Sep-18		Cllr Webb/ TC	Green	Two quotes for redecoration works have been received.	The Town Council is awaiting a third quote and then a report will be drafted for Member consideration.
Land and Leases Review	Live	Jun-17		TC/ Cllr Chedgy	Green	Heads of Terms accepted by the Bowls Club. The lease is being prepared.	Options for the Tennis Club to be reported to Recreation and Leisure Committee on 9 July 2019.
Community Asset and Amenity Areas Transfer	Live	Jun-18		TC	Green	The District Council agreed list of assets to be transferred. The Town Council accepted the majority of these on 20 November 2018.	Awaiting information and legal process (see report earlier in the agenda).
Standing Orders Review	Live	Apr-19		TC/ ATC	Green	Town Clerk is reviewing the Standing Orders and supporting documents.	Report to be submitted to Council when the final draft is complete.
ICT Upgrade	Live	Mar-19	Summer 2019	ATC/ TC	Green	Two quotes have been received for an upgrade to the Town Council's ICT. This includes cost of the roll-out of tablets for Members.	A third quote is being chased from the current IT supplier. On receipt of three quotes, a report will be drafted for member consideration. It is anticipated this will go to Council in June 2019.
Upgrade of CCTV System	Live	Jan-18		TC	Green	<ol style="list-style-type: none"> 1. The project is nearing completion. 2. The installation of a camera at the Co-Op is now operational. 3. No progress has been reported on the Dream Boats CCTV camera. 	<ol style="list-style-type: none"> 1. Solution to be found on radio connection to Dream Boats.
Ownership of Amenity Spaces (Cranfield Estate)	On Hold	Jan-18		Cllr Richmond	Green	The P and E committee agreed at the meeting held on 8 January 2019 that any further action on this matter be deferred pending the results of Councillor Richmond's investigations.	Awaiting feedback from Councillor Richmond's investigations.
Leigh Park Adventure Play Area	Completed	Sep-18	April-19	TC	Green	Project Completed.	No further action.

Project Name	Project Status	Start Date	End Date	Lead Person	RAG Status	Completed Progress	Planned Next Steps
GDPR Legislation	Completed	Feb-18	Jan-19	ATC	Green	The project is complete and compliance will now be an ongoing aspect of day to day Town Council business.	No further action planned.
Review of Office Accommodation	Completed	Oct-18	Feb-19	TC	Green	Staff are now settled into the new office environment.	No further action planned.
Grants Review Process	Completed	Sept-18	April-18	TC	Green	Minor changes implemented from April 2019.	No further action planned.
Elections 2019	Completed	Mar-18	June-18	TC	Green	Elections completed uncontested. One vacancy has to be filled.	Awaiting advice from the Returning Officer and then a report to Council will follow.
Various Projects - Redcotts Recreation Ground	Not yet started			TC		The commencement of this project is dependent partly on the decision regarding the Tennis Club and funding.	Await decision from Recreation and Leisure Committee on 9 July 2019.
Town Centre Strategy	Not yet started			ATC		<ol style="list-style-type: none"> 1. Funding from EDDC not forthcoming. 2. Meeting between WMTC and the BID held on 7 November 2018 to discuss funding, how to access it and next steps for developing a strategy. 3. Desk based research carried out to see how Town Centre Strategies have been developed by other Town and Parish Councils. Contact made with Bruton Town Council in Somerset. 	<ol style="list-style-type: none"> 1. New Chairman for Planning and Environment Committee to invite Bruton Town Councillor James Hood to WMTC to learn from their experiences. 2. Next steps to be identified following meeting with Councillor James Hood and the P and E Committee meeting in June 2019.