

WIMBORNE MINSTER TOWN COUNCIL

MINUTES of a meeting of the **PERSONNEL, POLICY & STRATEGY COMMITTEE** held on **TUESDAY, 6 AUGUST 2019** at **10.00 am** in the Committee Room, Town Hall, Wimborne Minster.

COMMITTEE MEMBERS PRESENT

Cllr S K Bartlett (Chairman of the Council – in the chair)
 Cllr K F Webb (Vice-Chairman of the Council)
 Cllr C A Chedgy (Chairman Resources Committee)
 Cllr W J Richmond (Chairman Recreation & Leisure Committee)
 Cllr M R Tidd (Chairman Planning & Environment
 Committee)

ALSO PRESENT

Cllr C L Butter
 Cllr M Roe
 Cllr F Shirley

OFFICERS PRESENT

Town Clerk
 Assistant Town Clerk

77 BIODIVERSITY & CLIMATE CHANGE EMERGENCY (Min 62 – 23.07.19)

The Chairman reported that on 23 July 2019, the Town Council had referred this matter to this Committee to set up a Task & Finish Group.

The Town Clerk circulated an initial terms of reference for this Group, a copy of which appears as **Appendix A** to these Minutes.

These were accepted by the Committee as the basis for the Group to begin their deliberations.

All Members of the Council had earlier been invited to express an interest in being a member of the Group and the Committee considered the membership based on those expressions of interest.

The first meeting of the Group would consider more detailed terms of reference, frequency of meetings and the Group's priorities.

RESOLVED that a Biodiversity and Climate Change Task & Finish Group be set up to report back to this Committee in due course comprising the following membership:

Cllr K F Webb (Chairman of the Group)
Cllr F Shirley (Lead Member)
Cllr S K Bartlett
Cllr C L Butter
Cllr C A Chedgy
Cllr M Roe
Cllr A E Roberts

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POLICY & PROTOCOL FOR DEATH OF SOVEREIGN OR OTHER SENIOR ROYAL OR NATIONAL FIGURE

The Town Clerk submitted a draft policy/protocol for this eventuality, 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 policy/protocol had been based upon guidance from the National Association of Civic Officers.

The Town Clerk added that the Minster had been consulted on the document and was supportive of all actions suggested in the document where The Minster was involved.

The Town Clerk would ensure that the Town Crier was aware of the document and the actions contained in it.

RECOMMENDED to Council that the Policy and Protocol be adopted subject to the document being amended to include the Assistant Town Clerk as deputising for the Town Clerk where appropriate.

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SAVE THE CHILDREN PARADE – ORGANISING ARRANGEMENTS

The 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.

RESOLVED that this item be deferred until the next meeting to enable the Town Clerk to make further enquiries about the workload involved.

81 PROJECT ACTION PLAN (Min 47 – 05.07.19)

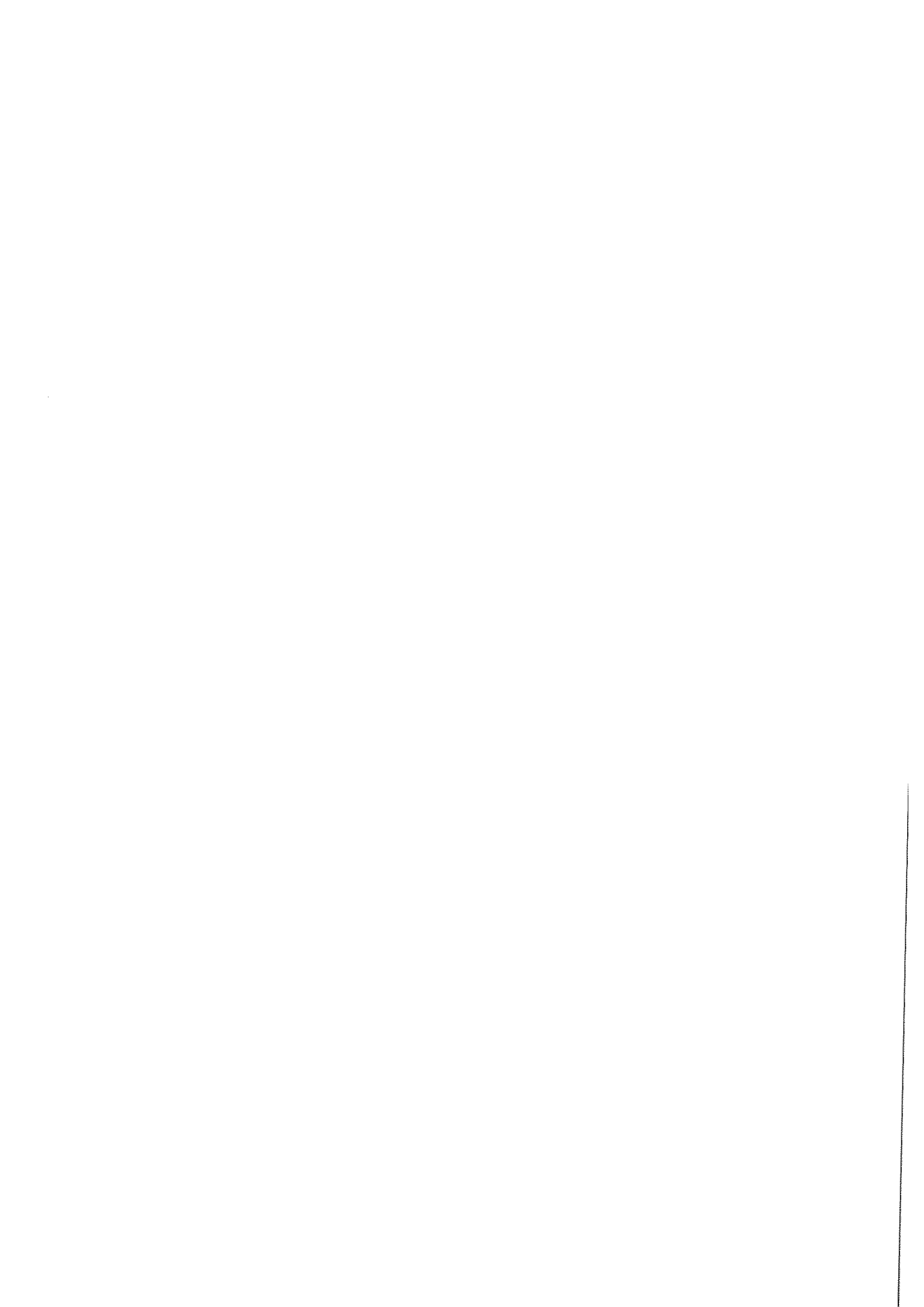
See Confidential Minute 81/399

82 PHASE 1 FIVE YEAR STRATEGY – DEVELOPMENT OF A
COUNCIL VISION (Min 46 – 05.07.19)

See Confidential Minute 82/400

The meeting closed at 11.14 am.

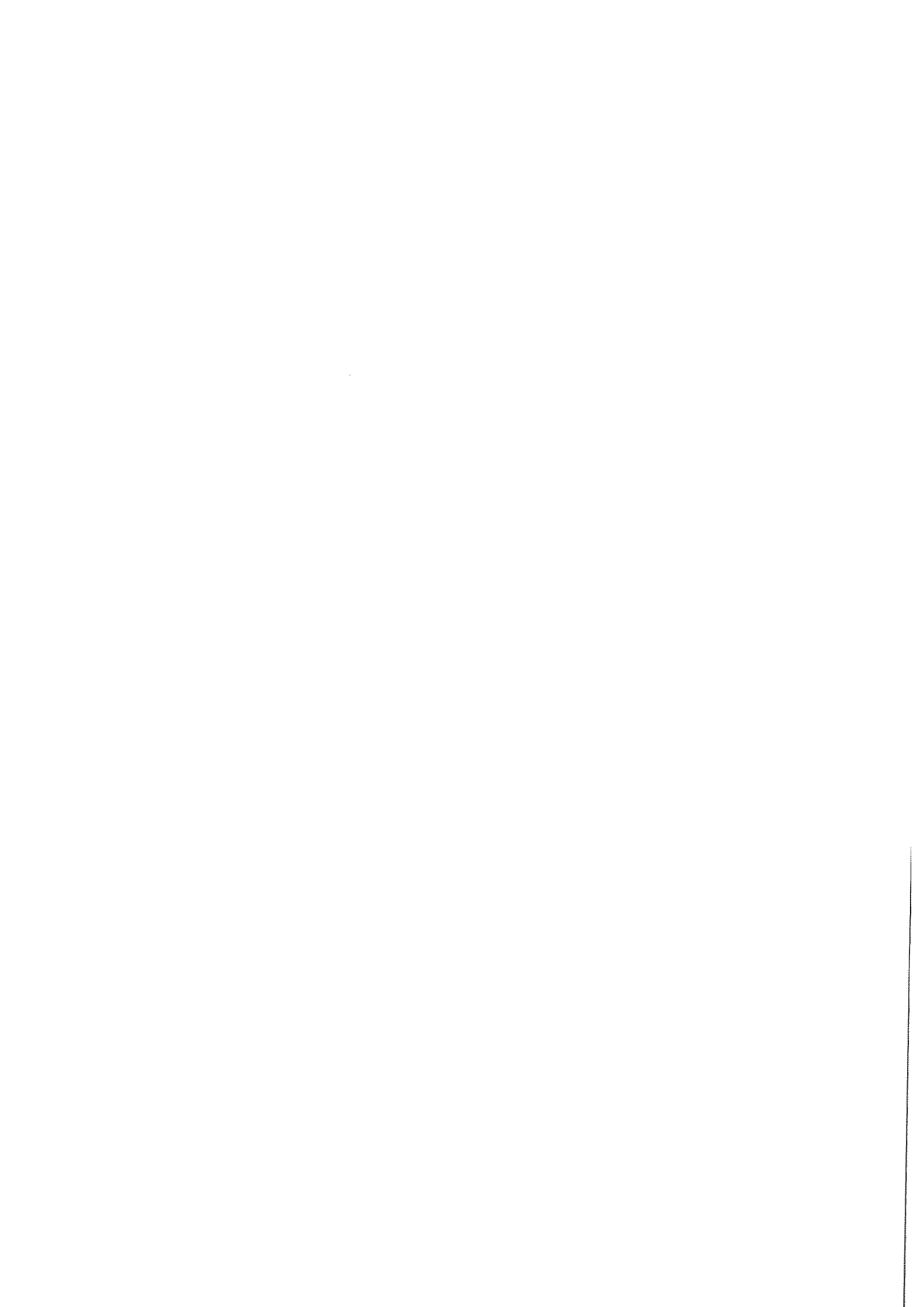
Signed Dated
Town Mayor and Chairman of the Council

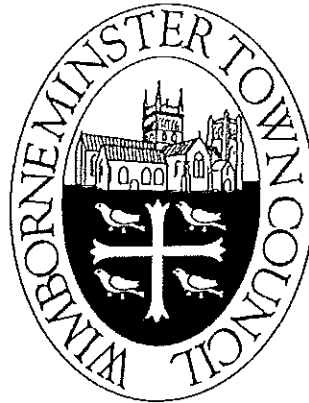


Biodiversity and Climate Emergency Task & Finish Group

Initial Terms of Reference

- 1 To raise the profile of the town as a green town committed to reducing emissions and protecting biodiversity.
- 2 To explore options for making the Council's buildings and operations climate friendly and biodiverse.
- 3 To encourage residents and businesses to become climate friendly and biodiverse.
- 4 To encourage and assist Wimborne Minster to become a bee friendly town.
- 5 To include costings for any suggested actions arising from the above.





**Policy and Protocol for Death
Of the Sovereign or other Senior
Royal or National Figure**

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Introduction

Wimborne Minster Town Council recognises that a formal procedure is required to manage the occurrence of the death of a senior national figure or local holder of high office.

Guidance has been made available from the National Association of Civic Officers (May 2019) for the procedure to follow upon the death of the Sovereign, other senior members of the Royal Family, senior national figures or local holders of high office.

Plans to mark the death of the Sovereign or senior member of the Royal Family must only be implemented after a formal announcement has been made by the Royal Household or Downing Street.

This procedure should be implemented by the Town Clerk or in her/his absence, the Mayor or Mayor's Secretary.

It might also be appropriate to use elements of the procedure when responding to an incident which has led to a large number of deaths, for example, a train crash or terrorist attack. This would apply if a National Day of Mourning was announced by 10 Downing Street. This would be at the discretion of the Mayor and Town Clerk.

When the Policy is to be used:

This Policy should be used in the event of the death of:

Group 1

- HM the Queen
- HRH the Duke of Edinburgh
- HRH the Prince of Wales
- HRH the Duchess of Cornwall
- HRH the Duke of Cambridge
- HRH the Duchess of Cambridge
- Any progeny of the Duke and Duchess of Cambridge
- HRH the Duke of Sussex
- HRH the Duchess of Sussex
- Any progeny of the Duke and Duchess of Sussex
- HRH The Duke of York
- HRH The Earl of Wessex
- HRH The Princess Royal

Group 2

- The Prime Minister
- Any former Prime Minister
- The Member of Parliament for the Town's Constituency

Implementation of the Policy on hearing of the death

Wimborne Minster Town Council's mourning protocol will be implemented on **the formal announcement by Buckingham Palace / Downing Street** of the death of any one of those persons named on page 4.

Implementation will be authorised by the Town Clerk or in his/her absence, the Mayor or Mayor's Secretary.

Flying the Flag

Once the formal announcement has been received, at the request of the Town Clerk the Union Flag at the Town Council offices will be immediately flown at half-mast.

If the death falls on St George's Day or the period of mourning includes St George's Day, the flag of the patron saint should be replaced by the Union Flag at half-mast.

Flying the Flag on Proclamation Day (D + 1) following the death of the Sovereign

On Proclamation Day (D+1) (the day following the death of the Sovereign when the new Sovereign is proclaimed) flags will – at 11.00hrs – be raised to full mast and flown throughout the day at full mast).

On the day following Proclamation Day (D+2) the flag will be returned to half-mast at 1300 hrs.

If the death occurs late in the day arrangements for the ceremonial matters on D + 1 may not be put in place swiftly enough and so timings may change. Guidance will be given by Buckingham Palace/Downing Street.

Flying the Flag on Subsequent Days

Following the death of the Sovereign or other members of the Royal Family identified in Group 1 on page 4, the flag will continue to fly at half-mast until 0800 hours on the morning following the funeral.

For those identified in Group 2 on page 4 the flag will fly at half-mast on the day of the announcement of the death and the day of the funeral only.

The Day After Proclamation Day (D + 2)

The Town Mayor will read a statement from the Town Council and the Proclamation at 1400 hrs outside The Minster on the day following Proclamation (D+2). See Appendix A. This will be a public event and those individuals named in Appendix B on page 9 will be invited.

The statement from the Town Council will appear on the home page of the website.

Book of Condolence

On the first working day following the announcement of the death of the Sovereign, HRH the Duke of Edinburgh, HRH the Prince of Wales or HRH the Duchess of Cornwall, a Book of Condolence will be opened at the Town Council offices.

Consideration will be given at the time whether Books of Condolence should be opened for other members of the Royal Family.

Book of Condolence will be open from 0930hrs – 1300 hrs Monday to Friday and will remain open until 1300 on the day following the funeral

When the Book of Condolence has been closed, the Town Clerk will make arrangements for the final version to be lodged in local archives).

Day of the Funeral of the Sovereign (D + 10)

The funeral of the Sovereign will take place 10 days after the day of death (unless this would mean it would fall on a Sunday in which case it will then be D + 11). Other events may also mean that the date of the funeral will change e.g. if it would clash with Christmas/Easter/ Remembrance Day.

On the death of the Sovereign there will be a two minute silence at 11 am on the day of the funeral. This will be held outside The Minster.

A toll of bells will be agreed in liaison with The Minster. The recommendation is one ring for each year of the Sovereign's life with an 8 second gap between each toll.

Focal Point for Grief

Upon the death of a member of the Royal Family or a senior national figure, members of the public may wish to visit a designated area as a focal point for grief. This may be to lay flowers and other tributes as well as to reflect and remember.

There will be a designated area at The Minster for members of the public to lay flowers etc. The exact place will be agreed with the Rector at the time and this will be communicated to the public as part of the Statement issued by the Mayor, see D + 2 above.

Tributes will be carefully removed within one week after the state funeral. On removal floral tributes will either be offered to a local care home or composted. Other tributes will be disposed of sensitively and appropriately.

Events During the Period of Mourning

The programme of engagements undertaken by the Town Mayor during the period of mourning will be reviewed to ensure it is appropriate and that it sits comfortably with the national mood. If events do continue they should begin with a period of silence.

Councillors will be informed in advance that a Town Council meeting held during the mourning period will be preceded with a 2 minute silence.

Dress Code

When conducting public business, councillors may wish to consider wearing black ties/dark clothing on the day of death, day of the funeral and period of public mourning.

Black arm bands will be available for the councillors and staff.

On the death of the Sovereign, the Chains of office will not be worn by the Mayor during the period of mourning and instead the badge of office will be worn on a black neck ribbon. A black rosette will be added to the Mayor's robes.

Public Observation of Silence

For other senior members of the Royal Family, the funeral will take place eight days after the day of death.

When the death of a senior member of the Royal Family is to be marked by a two-minute Silence, an announcement will be made by Buckingham Palace.

The Town Mayor will lead a Public Silence outside The Minster on the day of the funeral. There will be an open invitation to Councillors and the public to attend.

The death of an individual listed in Group 2 on page 2 will be marked by a 1 minute silence.

Letter of Condolence from WMTC

As soon as practical, a letter of condolence will be drafted and circulated to the Town Mayor for approval before dispatch. See Appendix C.

Appendix A

Statement by Mayor and reading of Proclamation - To be read at 2 pm the day after Proclamation Day (D Day + 2)

The Mayor (or in his/her absence the Deputy Mayor) to say:

We come together this afternoon following the passing of our late Sovereign, Queen Elizabeth the Second. Our sadness at this time is shared by people across the globe, as we remember with affection and gratitude the lifetime of service given by our longest-reigning Monarch.

Floral tributes may be laid on at The Minster Green and a Book of Condolence has been opened at the Town Hall. and will be available to sign until (put in date D + 11).

The basis on which our monarchy is built has ensured that through the centuries the Crown has passed in an unbroken line of succession. Today's ceremony marks the formal Proclamation to the people of Wimborne Minster of the beginning of our new King's reign.

Yesterday the Accession Council met at St James's Palace to proclaim our new Sovereign. The flags which had flown at half-mast since The Queen's death were raised briefly to their full height to mark the start of His Majesty's reign.

The Accession Council also made an Order requiring High Sheriffs to cause the Proclamation to be read in the areas of their jurisdiction. The High Sheriff of Dorset discharged that duty earlier today and now, with my humble duty, I now bring the words of the Proclamation to the residents of Wimborne Minster.

Ladies and Gentlemen, The Proclamation of the Accession:

READ THE PROCLAMATION

(This will be available from the Buckingham Palace website www.royal.gov.uk or the Privy Council website www.privacy-council.org.uk.)

At the end of the Proclamation the Mayor will say: **God Save The King**

Official Guests repeat: **God Save The King**

All present join in saying: **God Save the King**

One verse of the National Anthem to be played.

Finally, the Mayor will call for three cheers for His Majesty The King.

Dispersal.

Appendix B

Invitees to reading of Proclamation on D + 2

All members of the Council

Town Clerk

Past Mayors

Freemen/women

High Sheriff

Appendix C

Letter of condolence to Buckingham Palace on death of HM the Queen

FAO: Private Secretary of new Sovereign

Dear

As we learn of the sad news that Her Majesty Queen Elizabeth II has passed away the thoughts of the citizens of Wimborne Minster are with the Royal Family as they grieve for their Mother, Grandmother and Great-Grandmother.

The Queen demonstrated extraordinary dedication and commitment to duty throughout her Reign and did so with a graceful strength and admirable determination. She ruled throughout decades of change, from the dark post war years through to the new horizons of the 21st century, providing essential continuity for the nation.

This is a period of public grief when people who do not know each other come together to mourn a national figure who has been consistent throughout our lives and for whom we have collective affection despite not knowing her personally.

Please pass the condolences of the Town Council to HM King A Book of Condolence has been opened at the Town Hall and will be retained in local archives in due course.

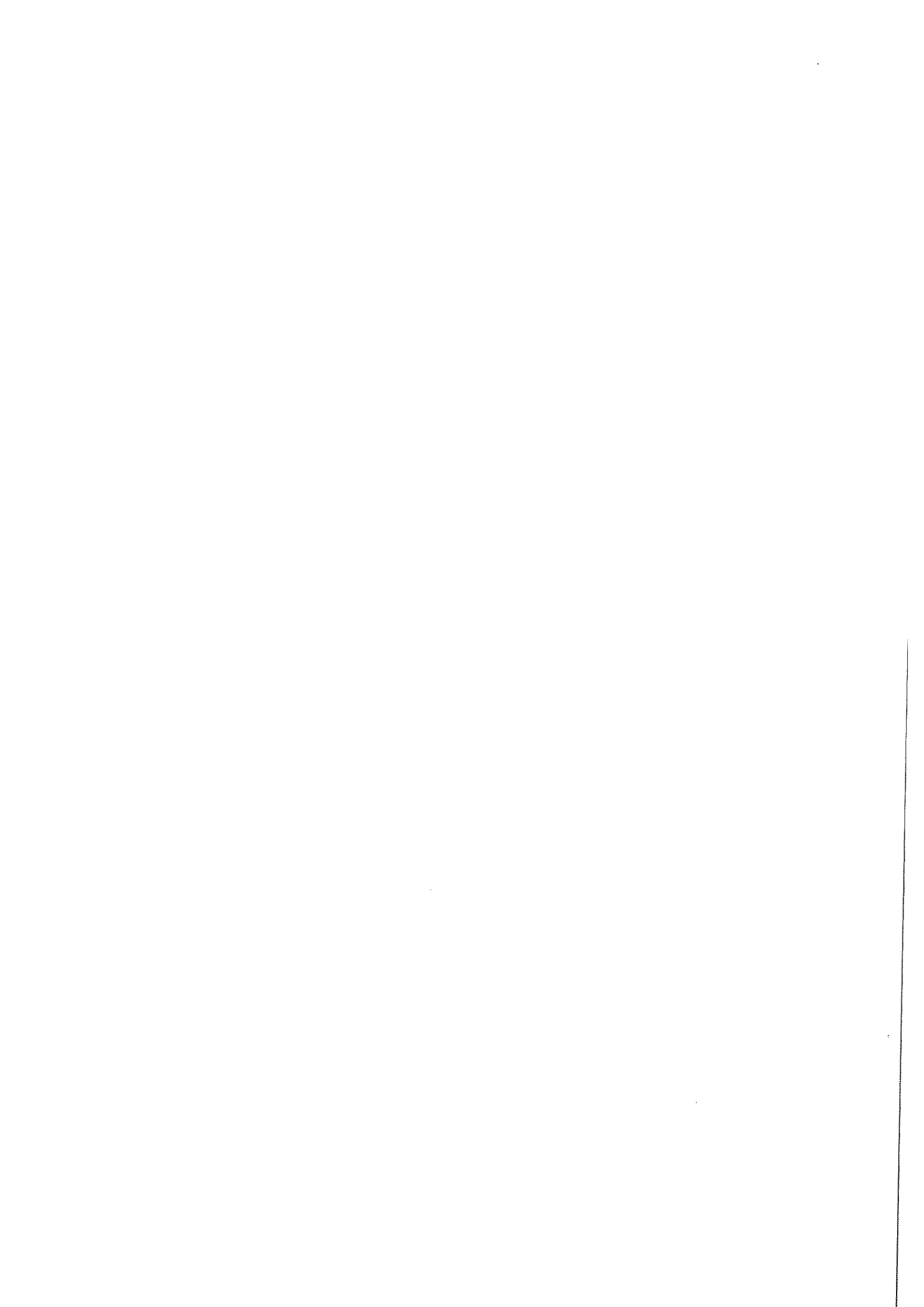
Yours sincerely

Town Mayor

Document Version Control

Version number	Purpose/change	Author	Date
0.1	Draft	Administration Officer	01/07/2019
0.2	Draft	Assistant Town Clerk	18/07/2019
0.3	Draft	Personnel, Policy and Strategy Committee	06/08/2019

Next review date
September 2020





Wimborne Minster Town Council
PERSONNEL, POLICY & STRATEGY COMMITTEE

Appendix C

Subject: Save the Children Parade – Organising Arrangements
Date: 6 August 2019
Author: Administration Officer

BACKGROUND

The Save the Children (STC) Parade has been an annual event in the Town at Christmas time for 30 years. It has been run and organised by a group of volunteers with all proceeds collected on the day going to the Save the Children Charity. It is an extremely popular event bringing many people into the Town on the day.

The Chairman of the existing committee has decided that she now wishes to step down as Chairman and has been unable to find a replacement. In addition, a number of the current committee members also wish to step down. There are two reasons given:

1. Most of the committee is made up of retired or elderly people;
2. The existing committee no longer feels comfortable organising such a big event in view of the increasing onus of health & safety and other legislative requirements.

OPTIONS

1. The STC Parade will no longer continue.
2. The Town Council will be the lead organiser, supported by a committee of volunteers. In doing so it would take on responsibility for risk assessments, road closures etc.

The Chairman of the Council and Administration Officer met with the existing Chairman of the STC Parade to gather background information and to consider whether there was a way forward for the Council to take this annual event on.

WHAT WOULD BE REQUIRED?

The Town Council would take on responsibility for organising the road closures, marshalling of the event and litter clearing. It is hoped that the booking of the floats and dealing with the groups that wish to take part could be undertaken by volunteers. Members would be asked to volunteer to be actively involved in this event.

The current method of organising the event is very paper/telephone based. Time taken to organise could be reduced by using electronic methods of communication where possible.

APPROXIMATE TIME & COST TO THE COUNCIL

Task	Cost (approx)	Time for council staff (approx.)
Apply for road closure	£100	30 minutes
Marshals	£300*	30 minutes
Litter collection	£150	30 minutes
Administration	£300 - £450	20 – 30 hours
Public liability insurance	Currently provided by the Save the Children charity	

*This is the cost of qualified marshals to carry out the actual road closures. The individuals that marshal the parade route would still be volunteers (60+ people).

Points to note:

1. The Town Council could approach the BID to match fund some of these costs.
2. The amount of admin time involved is very much a guesstimate – it will depend how much time the existing committee members are prepared to commit. However, an initial conversation with a member of the Committee has been positive.
3. Some Members would need to volunteer to be actively involved in carrying out some of the tasks.

The Committee's decision as to whether it should be recommended to Council to take on this event is requested.