

WIMBORNE MINSTER TOWN COUNCIL

MINUTES of a meeting of the **PERSONNEL, POLICY & STRATEGY COMMITTEE** held on **FRIDAY, 6 SEPTEMBER 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 L Butter (Vice-Chairman Resources Committee)
Cllr W J Richmond (Chairman Recreation & Leisure Committee)
Cllr M R Tidd (Chairman Planning & Environment
Committee)

COMMITTEE MEMBER NOT PRESENT

Cllr C A Chedgy (Chairman Resources Committee)

OFFICERS PRESENT

Town Clerk
Assistant Town Clerk

ADJOURNMENT

Having opened the meeting the Committee agreed to a short adjournment to allow the Rector of The Minster to give a brief presentation on the Coach in the Community initiative, details of which would be circulated to all Members. The Chairman of the Council who had invited Rev. Roland to give the presentation would progress the issues raised with other town & parish councils.

Meeting resumed at 10.12 am.

103 **SAVE THE CHILDREN PARADE – ORGANISING
ARRANGEMENTS (Min 79 – 06.08.19)**

The Town Clerk submitted a report, 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.

As requested by the Committee, the Town Clerk had looked further at the implications for the Town Council if it took over the organisation of this event and the report set out his conclusions, particularly in relation to insurance. The insurance implications would make it impracticable for the Town Council to run it.

The Chairman of the Council had suggested that the best option would be for a new independent committee to be formed to run the event although it would be difficult to do so for 2019.

The Town Council would do all it could to facilitate the formation of the new committee and the event.

104

75th ANNIVERSARY OF V E DAY

The Administration Officer 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 set out planned national and international events taking place to mark the 75th anniversary of the end of World War II in Europe and the Committee was asked to consider whether to recommend Council that it takes part.

The Wimborne Branch of the Royal British Legion was in the process of looking at the key military dates of that period of the War and deciding what they were doing to commemorate each of them.

The Chairman of the Council added that Colehill Parish Council was also keen to be involved in partnership working and that there might be the possibility of setting up a joint task and finish group to deal with the detailed planning. He felt that the public would be enthusiastic about the anniversary and would probably be organising street parties and similar events.

The Town Clerk advised that there would be cost implications for the Town Council (for example to meet the cost of road closures) and that it would be prudent to include a suitable sum in the draft budget for next year.

RECOMMENDED to Council

- a) **that the Town Council participates fully in this important celebration;**
- b) **that a sum of £7,000 be included in the draft budget for 2020/21 to meet the cost of doing so;**
- c) **that Colehill Parish Council be approached with a view to setting up a joint task and finish group to recommend to both Councils events and activities to celebrate the occasion.**

105

PROJECT ACTION PLAN (Min 25 – 06.08.19)

The Assistant Town Clerk submitted for information an updated Project Action Plan, 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 Assistant Town Clerk drew the Committee’s attention to the planned upgrade of ICT equipment at the end of September and that all Members would be receiving a new email address. The Council’s new ICT supplier had now taken over the running of the ICT service.

The Town Clerk advised that, ideally, in order to avoid breaches of the new Data Protection Regulation, Members should be supplied with their new email addresses already programmed onto tablets or computers purchased by the Town Council and used only for Town Council business. The cost of a suitable tablet was in the region of £130 and 14 units could easily be met from the grant awarded by the former East Dorset District Council.

However, Members felt that some councillors might find tablets difficult to use if they were too small and lap tops might be a better option.

In order for the Committee to see what was available, the Town Clerk was asked to obtain samples of a variety of devices with which Members could be supplied and report back.

The meeting closed at 11.10 am.

Signed Dated
Town Mayor and Chairman of the Council



**Wimborne Minster Town Council
PERSONNEL, POLICY & STRATEGY
COMMITTEE**

Appendix A

Subject: SAVE THE CHILDREN PARADE– ORGANISING ARRANGEMENTS
Date: 6 September 2019
Author: Town Clerk

BACKGROUND

At the meeting on 6 August 2019, an item asking that the Town Council consider taking over the organisation of this event was deferred to enable me to investigate this possibility in more detail.

OUTCOME

Having looked more closely at the insurance implications, it is impracticable for the Town Council to take over the running of this event. In particular, the requirement to carry out a risk assessment and safety check on each individual float.

Therefore, instead, the Chairman of the Council is hoping to form a new independent committee to run the event similar to that which organises the Folk Festival. However, there will not be time to do so for a parade in 2019 and the aim would be to reintroduce the event for 2020.

The existing Save the Children Parade organising committee are happy with this approach.

For 2019, the Save the Children Parade committee will hold the usual activities and attractions in The Square without the floats.



**Wimborne Minster Town Council
PERSONNEL, POLICY & STRATEGY
COMMITTEE**

Appendix B

Subject: 75th ANNIVERSARY OF V E DAY
Date: 6 September 2019
Author: Administration Officer

BACKGROUND

In May 2020 there will be a three-day national and international commemorative event to mark the 75th anniversary of the end of World War II in Europe. The government has announced that the usual May Day Bank Holiday (first Monday in May) will be moved to Friday 8 May to allow as many people as possible to take part in this weekend.

PLANNED NATIONAL & INTERNATIONAL EVENTS

1. Friday, 8 May 2020 – 2.55 pm

The Last Post is played at the four highest peaks in the UK and in addition cadets will undertake the playing of this in each city in the UK, CI and Isle of Man.

2. Friday, 8 May 2020 – 3 pm

Thousands of pipers around the world will play Battle's O'er. (It was at 3 pm on 8 May 1945 that British Prime Minister Winston Churchill announced that the war in Europe was over.)

3. Friday, 8 May 2020 – Nation's Toast to the Heroes of World War II

To coincide with the playing of Battle's O'er, and in association with the British Beer and Pub Association, thousands of pubs throughout the nation will be asking their customers to raise a glass at 3 pm and take part in The Nation's Toast to the Heroes of WWII. Town and Parish Councils along with community groups are encouraged to raise a glass of refreshment of their choice and take part in this Nation's Toast.

4. Friday, 8 May 2020 – Cry for Peace

Town Criers will be undertaking a special international Cry for Peace Around the World at 6.55 pm.

5. Friday, 8 May 2020 – Ringing out for Peace

Bells in cathedrals, churches and other locations will ring out at 7 pm in a collective celebration of peace.

6. Friday, 8 May and Saturday and Sunday, 9 & 10 May 2020 – Parties & Celebrations

The weekend offers the chance to organise something special such as a street party to commemorate the 75th anniversary of VE Day to bring communities together. This could also include twinning associations.

7. Sunday, 10 May 2020 – Church Services of Celebration and Commemoration

Services will take place in cathedrals and churches.

CELEBRATIONS WITHIN WIMBORNE MINSTER

The Committee is asked to consider whether to recommend to the Council that it takes part in these events and, if so, which ones. The Royal British Legion is currently in the process of setting up a new group to look at all the key military dates and decide what they are doing for each one of them. However, they have also indicated that they wish the Town Council to take the lead on this particular event.

The Clerk and Registrar of the Wimborne Cemetery Joint Management Committee is also happy for the Cemetery to be involved, possibly with the lighting of the beacon again. We have also been approached by Colehill Parish Council who would be happy to be involved either in a joint project or for our efforts to be co-ordinated between the two parishes.

This weekend will be at the beginning of the new Mayoral year. The new Mayor will take office on Tuesday, 5 May 2020.

Item 4 - Project Action Plan – 6 September 2019

Project Name	Project Status	Start Date	End Date	Lead Person	RAG Status	Completed Progress	Planned Next Steps
Chamber Renovation	Live	Sep-18	Summer 2019	Cllr Webb/TC	Green	Three quotes have now been received for internal redecoration. The Council is exploring options for a sound and microphone system for recording meetings and chasing suppliers for quotes.	Quotations to be submitted to Resources Committee.
Town Centre Strategy/ Town Plan/ Neighbourhood Plan – Phase 1 Feasibility Research	Live	June 2019	August 2019	ATC	Green	Feasibility research is now complete. The Town Council, along with neighbouring parishes, has also met with Bruton Town Council, Blandford Forum Town Council and O'Neill Homer Planning Consultants to learn more about the Neighbourhood Plan process and learn from their experiences.	To draft a report to the next Planning and Environment Committee (8 October 2019) to consider pursuing the development of a Neighbourhood Plan.
Health and Safety Review	Live	June 2019	Sept 2019	ATC	Green	Two quotes to outsource health and safety have been received and a third is being sourced.	The Assistant Town Clerk is meeting with health and safety advisors in September to determine costs and the best way forward.
Climate Change and Biodiversity Task and Finish Group	Live	July 2019	December 2019	Cllrs Shirley and Webb	Green	First meeting of Task and Finish Group held and Terms of Reference finalised.	Awaiting further reports from the Task and Finish Group.
Land and Leases Review: a. Bowls Club b. Tennis Club c. Rugby Club	Live	a. Jun-17 b. Jun-17 c. Mar-18	a. Aug-19 b. Unknown c. Aug 19	TC/ CAC	Green	a. Final lease to Bowls Club received from Town Council's solicitors and now with the Bowls Club's solicitor. b. Tennis Coach considering his future options. c. Deed of Variance signed and sealed.	a. Maintenance agreement being drawn up. b. NFA yet. c. NFA.
Website Accessibility – Phase 1	Live	July 2019	October 2019	ATC	Green	Changes to government legislation require the Town Council to update the website to ensure it is accessible to all users by September 2019. The Assistant Town Clerk and Finance	On successful handover to new ICT supplier, the Assistant Town Clerk will work with them to ensure the Town Council's website is compliant with new regulations.

Project Name	Project Status	Start Date	End Date	Lead Person	RAG Status	Completed Progress	Planned Next Steps
Community Asset and Amenity Areas Transfer	Live	Jun-18	Continuous	TC	Amber	Administrator have completed training webinars. The District Council agreed list of assets to be transferred. The Town Council accepted the majority of these on 20 November 2018. Reports on title received on various land and property to be transferred.	Awaiting information and legal process (see report earlier in the agenda). Reports on title to be perused.
Standing Orders/Financial Regulations Review	Live	Apr-19	Sept-19	TC/ ATC	Green	Town Clerk has completed first draft of the revised Standing Orders/Financial Regulations and supporting documents.	Town Clerk to meet with staff to review the changes and then a report will be submitted to Council.
ICT Upgrade	Live	Mar-19	Summer 2019	ATC/ TC	Green	ICT supplier appointed.	Handover planned for Friday 6 th September and upgrade to ICT equipment will take place at the end of September.
Development of a Corporate Strategy Phase 1 – Member Development and a Council Vision	Live	June 2019	Autumn 2019	ATC	Green	The PPS Committee agreed to progress this project at the meeting held on 6 August 2019.	Meeting with the Assistant Town Clerk and Chairman of the Council 4 September 2019 to develop a plan of work.
Upgrade of CCTV System	Completed	Jan-18	August-19	TC	Green	Project is completed except for Dream Boats camera.	No further action until a solution can be found on radio connection to Dream Boats.
Elections 2019 – Filling Casual Vacancies	Completed	Mar-18	Aug-19	TC	Green	No election called and the co-option process is now completed.	No further action.
Ownership of Amenity Spaces (Cranfield Estate)	On Hold	Jan-18	Unknown	WJR	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.
Redcotts Recreation Ground	Not yet started	TBA	TBA	TC	Amber	Recreation and Leisure Committee considered report. Tennis Coach will no longer manage the grass courts.	Quotations being obtained for removal of fencing.