



31 October 2019

Dear Councillor

You are invited to attend a meeting of the **PERSONNEL, POLICY & STRATEGY COMMITTEE** to be held on **FRIDAY 1 NOVEMBER 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 **PROJECT ACTION PLAN (Min 117 – 04.10.19)**
To receive an updated Plan (copy herewith).
- 3 **EXCLUSION OF PRESS & PUBLIC**
- 4 **FINANCE ADMINISTRATOR**
To consider the report of the Town Clerk (copy to follow).

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

(Note: Chairmen are reminded to arrange for their Vice-Chairmen to attend if they themselves are unable to do so).



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).

Item 2 - Project Action Plan – 1 November 2019

Project Name	Project Status	Start Date	End Date	Lead Person	RAG Status	Completed Progress	Planned Next Steps
Chamber Renovation	Live	Sep-18	Spring 2020	Cllr Webb/ TC	Green	Quotation accepted for internal redecoration. Councillor Webb has produced a mood board. The Council has received quotes to install a sound and microphone system.	Quotations to install a sound and microphone system to be submitted to Resources Committee.
Town Centre Strategy/ Town Plan/ Neighbourhood Plan – Phase 1 Feasibility Research	Live	June 2019	Unknown	ATC	Green	Feasibility research is now complete. The Town Council, along with neighbouring parishes, has met with Bruton Town Council, Blandford Forum Town Council, O'Neill Homer Planning Consultants and an independent Dorset Planning Consultant to learn more about the Neighbourhood Plan process and learn from their experiences.	A report on the development of a neighbourhood plan will be drafted to go to the Planning and Environment Committee in December.
Health and Safety Review	Live	June 2019	December 2019	ATC	Green	Additional information has now been received from the potential suppliers regarding insurance, break clauses and terms and conditions.	Recommendation to go to Full Council on Tuesday 5 November.
Climate Change and Biodiversity Task and Finish Group	Live	July 2019	December 2019	Cllrs Shirley and Webb	Green	The T and F Group have met 3 times and agreed on a TOR for the work to be undertaken and created a Programme Plan (and made a start on the sub Project Plans). They have also allocated Project Leads for each specific project.	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. Unknown b. Unknown c. Completed	TC/ CAC	Green	a. Final lease and draft maintenance agreement now with the Bowls Club's solicitor. b. Tennis Coach considering his future options. c. Deed of Variance completed.	a. Awaiting response from Bowls Club Solicitor. b. NFA yet. c. NFA.

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Website Accessibility – Phase 1	Live	July 2019	September 2020	ATC	Green	Changes to government legislation require the Town Council to update the website to ensure it is accessible to all users by September 2020. The Assistant Town Clerk and Finance Administrator have completed training webinars.	On successful handover of the website to new ICT supplier, the Assistant Town Clerk will work with them to ensure the Town Council's website is compliant with new regulations.
Community Asset and Amenity Areas Transfer	Live	Jun-18	Continuous	TC	Amber	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.	Further progress dependant on Dorset Council.
Standing Orders/Financial Regulations Review	Live	Apr-19	Autumn 2019	TC/ ATC	Green	Financial Regulations were approved by Council on 22 October 2019. Town Clerk has completed first draft of standing orders.	Town Clerk to meet with staff to review the changes on 30 October and then a report will be submitted to Council.
ICT Upgrade	Live	Mar-19	December 2019	ATC/ TC	Green	Upgrade of office ICT equipment completed this week. Members have looked at a couple of different options for tablets and a third option will be made available at the meeting on 1 November 2019.	A decision on member tablets is required. The Assistant Town Clerk will review office printers next as the current contract is coming to an end.
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.	The Assistant Town Clerk to arrange a workshop with the PPS Committee to allow them to have input into the development of the strategy.
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.

Project Name	Project Status	Start Date	End Date	Lead Person	RAG Status	Completed Progress	Planned Next Steps
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. Grass Courts to be left open for use for time being. Repairs to fencing authorised by R & L Committee.	Grounds Staff to undertake repairs within the next months.
Staff Terms and Conditions	Not yet started	TBC	TBC	TC		Project is yet to commence.	