

**WIMBORNE MINSTER TOWN COUNCIL**

**MINUTES** of a meeting of the **PERSONNEL, POLICY & STRATEGY COMMITTEE** held on **FRIDAY, 1 NOVEMBER 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)

**OFFICER PRESENT**

Town Clerk

139

**PROJECT ACTION PLAN (Min 117– 04.10.19)**

The 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 A** to these Minutes in the Minute Book.

The Town Clerk reported further updates on some of the projects as follows:

On the Website Accessibility Phase 1 – the website had now been handed over to the new ICT supplier;

The review of Standing Orders had been completed and would be submitted to the next suitable Council meeting;

Following his investigations, Cllr Richmond had produced a report suggesting a way forward on the ownership of amenity spaces on the Cranfield Estate. This would be submitted to the next meeting of the Planning & Environment Committee in December 2019 prior to which all Members of the Council would be urged to visit the areas the subject of the report;

The report to this Committee on Staff Terms and Conditions would be available for the next meeting on 7 December 2019.

Cllr Webb gave a progress report on the Climate Change and Biodiversity Task & Finish Group the text of which is attached as **Appendix B** to these Minutes.

Members of the Committee also viewed a suggested computer ‘tablet’ which could be used by all councillors for Council business. The Committee felt this would be too small for some Members to use and asked that the Council’s supplier suggest a suitable laptop instead.

The Committee agreed with the Chairman that the Town Centre Strategy/Town Plan should be a separate project to and not combined with the Neighbourhood Plan.

The Committee noted the updates.

**140**                    **EXCLUSION OF PRESS & PUBLIC**

**RESOLVED** that due to the confidential nature of the business about to be transacted, the press and public be excluded for the remainder of the meeting.

**141**                    **FINANCE ADMINISTRATOR**

See confidential Minute 141/403

The meeting closed at 10.43 am.

Signed ..... Dated .....  
Town Mayor and Chairman of the Council

## 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.

Project Name	Project Status	Start Date	End Date	Lead Person	RAG Status	Completed Progress	Planned Next Steps
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.	

Report on CE and Biodiversity Task and Finish Group

Full Council 5<sup>th</sup> November 2019

Author: Cllr Kelly Webb

---

Since July when the Climate Emergency declaration was made by this Council, the following progress has been made;

1. A Task and Finish Group has been set up consisting of Cllr Webb who is the Chairman, Cllr Shirley, Cllr Bartlett, Cllr Chedgy, Cllr Roe, Cllr Roberts and Cllr Hopkins.
2. The group has met 3 times and continue to plan in a monthly meeting.
3. A Terms of Reference has been agreed.
4. A Programme Plan has been created with actions being monitored, progressed and completed.
5. The programme has been split into project streams with each 'stream' having its' own Lead Member. The streams are;
  - a. Buildings (Cllr Shirley – Cllr Roe support)
  - b. Bio diversity and Land (Cllr Bartlett – Cllr Roberts support)
  - c. Plant & Machinery (Cllr Hopkins)
  - d. Waste & Recycling (Cllr Chedgy – Cllr Webb support)
  - e. Stakeholder Engagement (Cllrs Webb & Bartlett)

Each Stream leader will be working on their plans in more detail and considering involvement from interested parties (as in recruiting volunteers who can help work on and support the specific project stream), and will make contact if appropriate thereafter.

6. A special web page is being created to hold all relevant documentation including the Terms of Reference and project plans, this should be available shortly.
7. A meeting was held with a representative from Low Carbon Dorset who offer help, advice and funding. We have made an expression of interest for their support and they have scheduled a site survey with us later on in the month. We are very reassured by their knowledge and expertise and the potential to tap into 'up to' 40% of the costs of project implementations.
8. We continue to meet monthly and updates will be given by Cllr Webb at each full council meeting in this manner.