



31 January 2020

Dear Councillor

You are invited to attend a meeting of the **PERSONNEL, POLICY & STRATEGY COMMITTEE** to be held on **FRIDAY 7 FEBRUARY 2020 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

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**AGENDA**

- 1 Apologies for Absence.
- 2 **PROJECT ACTION PLAN (Min 139 – 01.11.19)**  
To receive an updated Plan (copy herewith).
- 3 **COUNCIL CHAMBER REFURBISHMENT**  
To receive the report of Cllr Webb (copy herewith).
- 4 **CLIMATE CHANGE AND BIODIVERSITY TASK AND FINISH GROUP (Min 186 – 07.01.2020)**  
To receive the report of Cllr Webb (to be tabled).
- 5 **PUBLIC SECTOR BODIES (WEBSITES AND MOBILE APPLICATIONS) (NO. 2) ACCESSIBILITY REGULATIONS 2018**  
To consider the report of the Assistant 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).

**PUBLIC RIGHTS TO SPEAK AT MEETING**

Members of the public have a right to speak for no more than three minutes at meeting of the Council and its Committees, to ask questions, give evidence and to make representations. At Committee Meetings such rights shall be exercised either immediately after the Chairman opens the meeting or at the beginning of the item in which the member of the public has an interest. As soon as councillors begin their deliberations on the item on which the member of the public has spoken, no member of the public shall be permitted to speak except in exceptional circumstances at the discretion of the Chairman in consultation with the Clerk of the meeting. No written communications or representations connected with items on the agenda shall be circulated to councillors unless they have been received by the Town Clerk and circulated at least two days in advance of the meeting.

## Item 2 - Project Action Plan – 7 February 2020

Project Name	Project Status	Start Date	End Date	Lead Person	RAG Status	Completed Progress	Planned Next Steps
Chamber Renovation	Live	Sep-18	March 2020	Cllr Webb/ TC	Green	Internal decorations have commenced and are due to complete by the end of February 2020.	See Agenda Item 3.
Neighbourhood Plan	Live	June 2019	August 2019	Cllr Tidd/ TC/ ATC	Green	At the Extraordinary Council meeting held on 28 January 2020, the Council agreed to set up a Task and Finish Group (Advisory Committee) and to write to Dorset Council, as the local planning authority, to request Wimborne Minster as a designated neighbourhood plan area. A letter was sent to Dorset Council on Friday 31 <sup>st</sup> January 2020.	To set up a Neighbourhood Plan Task and Finish group and await response from Dorset Council.
Health and Safety Review	Complete	June 2019	January 2020	TC/ ATC	Green	The Council has outsourced this service. The ATC has had an initial telephone consultation with the new provider and a consultant site visit is booked for 26 <sup>th</sup> February 2020.	Project is complete. Compliance will become a business as usual activity. There may be a slight increase in workload and the need for some officer and member training over the next couple of months to ensure we are meeting the required standards.
Climate Change and Biodiversity Task and Finish Group	Live	July 2019	December 2019	Cllrs Shirley and Webb	Green	See Agenda Item 4.	
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. Completed c. Completed	TC/ CAC	Green	a. Lease and Maintenance agreement agreed by Bowls Club Solicitors and awaiting engrossments. b. New lease deferred indefinitely. c. Deed of Variance completed.	a. Awaiting engrossments from solicitors – expected week commencing 3 February 2020. b. NFA. 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 2020. The Assistant Town Clerk and Finance Administrator have completed training webinars. The Council's ICT	See Agenda Item 5.

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	<p>provider has now completed an audit of the Council's website.</p> <p>The District Council agreed list of assets to be transferred. The Town Council accepted the majority of these on 20 November 2018.</p> <p>Reports on title received on various land and property to be transferred.</p> <p>The revised Standings Orders and Financial Regulations have been approved by Council.</p>	Further progress dependant on Dorset Council.
Standing Orders/Financial Regulations Review	Complete	Apr-19	Sept-19	TC/ ATC	Green	<p>ICT supplier has been appointed and upgrade of office ICT equipment completed this week.</p>	No further action.
ICT Upgrade	Live	Mar-19	Summer 2019	ATC/ TC	Green	<p>The PPS Committee agreed to progress this project at the meeting held on 6 August 2019.</p> <p>The Assistant Town Clerk and Chairman of the Council have been working on the first draft of the Strategic Plan and it is nearing completion.</p>	<p>A decision on member tablets is required. The ICT supplier has sourced a couple of options which were considered not suitable. It is hoped that the ICT supplier will have a better option available at the meeting.</p> <p>The Assistant Town Clerk will review office printers next as the current contract is coming to an end.</p>
Development of a Corporate Strategy Phase 1 – Member Development and a Council Vision	Live	June 2019	Autumn 2019	ATC	Green	<p>The Assistant Town Clerk to finalise first draft and share with members for initial thoughts and feedback.</p>	<p>The Assistant Town Clerk to finalise first draft and share with members for initial thoughts and feedback.</p>
Upgrade of CCTV System	Completed	Jan-18	August-19	TC	Green	<p>Project is completed except for Dream Boats camera.</p>	No further action until a solution can be found on radio connection to Dream Boats.
Ownership of Amenity Spaces (Cranfield Estate)	On Hold	Jan-18	Unknown	WJR	Green	<p>Cllr Richmond reported findings to P and E Committee on 3 December 2019 and recommended to Council that Dorset Council claim adverse possession of the relevant areas. At the request of the Town Clerk, Council</p>	Town Clerk to report to Council in due course.

Project Name	Project Status	Start Date	End Date	Lead Person	RAG Status	Completed Progress	Planned Next Steps
						deferred approval of the recommendation pending further investigations.	

**Project:** Chamber Refurb Update

**Date:** February 2020

**Project Manager:** Cllr Webb

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### Background

The Chamber Refurbishment has been on the list of projects to prioritise since at least 2018 but due to other priorities and a lack of earmarked funds, no action had been taken.

The room had not been refurbished, including carpet, furniture and 'styling' for almost 20 years. Hence it was looking dated and could well be having a negative impact on the Council's ability to maximise income generation i.e. room bookings and civil ceremonies.

Having canvassed East Dorset District Council for a number of months in 2018/2019 for supportive funding for a number of projects (for growth and capacity to manage the impact of LGR), WMTC was awarded £75k (of the £100k requested), for the specific projects listed (see Wimborne Minster Town Council – Preparing for the Future Report 5/1/2019 Author Cllr Webb). There were some elements of the request that were not deemed suitable for EDDC support but £25k was acceptable as the budget for the Chamber refurbishment.

On receipt of the capital amount, the Chamber project was able to start, beginning with getting 3 quotations for interior decoration. Whilst quotes were being sourced, many hours were put into researching a suitable and sympathetic scheme for the Chamber, costing furniture, IT, window dressings, lighting etc. At the end of this phase and at the same time as the quotes went to Resources Committee, a 'Mood Board' was put in reception for 2 weeks for Cllrs to consider the scheme put forward. It was also brought into the Resources meeting for those that hadn't come into the offices to view it in their own time.

No queries, objections or views of any type were stated during the 2 weeks or at the meeting and all Cllrs were aware that the decoration – and by definition, the project was beginning in January.

### Current Situation

- As the decoration started, orders were made for the complimentary items to fit once complete. These are still arriving – some are already fitted.
- The decoration of the Chamber is now complete and the hallway and stairs is nearing completion.
- All purchases have been agreed between Cllr Webb and the Town Clerk - including consultation with officers. All purchases have individually been within the Town Clerk's spend authority (save the decorating which was agreed at Resources). There is only one further item expected to be outside of the Town Clerk's spend limit (the storage cupboard) and we are still waiting for the quote for this although it is expected to be approximately £2-£2.5k. The cupboard is to be built in Oak (due to the height and size, it cannot be a cheaper MDF), and it will have similar profiling to the doors to the Chamber and be painted the same colour as the bar and glass cupboard. The cupboard is to store all items that need to be stored in the Chamber (and which were held in that corner behind a room divider which was

## PPS Project Update

scruffy and will not be in keeping with the smart décor and furniture, indeed the 'mess' will detract from the finished look). The budget allows for this to be completed as planned. The item (if within budget), can be agreed between the Town Clerk and the Resources Committee Chairman.

- Chairs and tables are being ordered shortly. Whilst the current tables are still useable and made of a quality wood, their styling is dated and their weight is a burden to officers that have to move them around regularly – which requires 2 officers for H&S reasons. They do not fold, so are an unsightly addition to the room when set up for civil ceremonies and/or larger public meetings (when they are spread around the edges of the room impinging on the space available). The new tables will be foldable and more business-like (rather than the country farmhouse style of the existing ones which do not match the Georgian nature of the building/room or the new scheme).

### Summary

The Chamber is a functional room for Council meetings and is also an income generator. The purpose of this exercise is to update the room to get best value from it as a resource.

Whilst efforts were made to be inclusive before embarking on the project, no Cllrs expressed an opinion on the Mood Board and indeed if they all had, it may have proved impossible to get a consensus and the project could well have stalled.

The effort to date in researching, sourcing, consulting with officers and contractors/suppliers, is between 50-60hrs of time (Cllr Webb) and more for others involved.

As there is budget headroom, additional quotes are being sourced to potentially update the carpet in the Chamber.

The budget was awarded to WMTC on the basis it was spent on the refurbishment as detailed.

There is no argument to be had to suggest the money should be spent on something different and it was not raised directly from WMTC taxpayers.

When the room is complete, new photographs will be taken for the website and each year Ads are placed in local publications to promote the space for civil ceremonies and other hirings. This will be a good opportunity to highlight the work done.

This report captures work done for quite some months as PPS has not met for some time but as with other ongoing projects, updates would have been given at PPS had the meetings taken place.

Item	Number	Estimate	Unit Cost	Subtotal	Delivery	Net TOTAL	VAT Recoverable	Gross	Difference	Company	Notes
G9 LED Bulbs (Hallway, Landing and Toilet Lights)	8	£ 8.00	£ 8.00	£ 59.33		£ 59.33	£ 10.67	£ 64.00	£ 53.33	B and Q	Paid
Paladina Flush Ceiling Light (Hallway and Landing)	3	£ 100.00	£ 120.00	£ 300.00		£ 300.00	£ 60.00	£ 360.00	£ 200.00	BHS	Paid
Nimbus Large Flush Bathroom Light (Toilet Lights)	2	£ 50.00	£ 35.00	£ 59.33		£ 59.33	£ 11.67	£ 70.00	£ 8.33	BHS	Paid
Chambery Chandelier (Chamber)	3	£ 1,800.00	£ 599.00	£ 1,497.51		£ 1,497.51	£ 299.50	£ 1,797.01	£ 302.49	The French Bedroom Company	Paid
Yorker Picture Lights (Chamber)	10	£ 375.00	£ 29.56	£ 294.00	£ 10.00	£ 304.00	£ 60.80	£ 364.80	£ 71.00	National Lighting	Awaiting VAT Invoice - estimate based on 12 no.
Vienna Chrome Wall Lights (Chamber)	6	£ 456.00	£ 54.18	£ 325.08		£ 270.90	£ 54.18	£ 325.08	£ 185.10	Laura Ashley	VAT Invoice requested - awaiting receipt
Blinds		£ 1,500.00		£ -		£ -		£ -	£ 1,500.00		
Chairs		£ 1,200.00		£ -		£ -		£ -	£ 1,200.00		
Tables		£ 1,220.00		£ -		£ -		£ -	£ 1,220.00		
Framing		£ 1,500.00		£ -		£ -		£ -	£ 1,500.00		
Carpet cleaning (may go to replacement)		£ 250.00		£ -		£ -		£ -	£ 250.00		
Speaker		£ -		£ -		£ -		£ -	£ -		
Accessories/Misc (500 total)		£ -		£ -		£ -		£ -	£ -		
Accessories - Folio book for Twinning		£ 55.00	£ 55.00	£ 55.00		£ 55.00		£ 55.00		Esy	No VAT to recover
Silver leaf				£ 34.02		£ 34.02		£ 34.02		Gold Leaf Supplies Ltd	Paid
Silver leaf glue				£ 20.62		£ 20.62		£ 20.62		Gold Leaf Supplies Ltd	Paid
Artificial Bay Laurel Trees - not including pots				£ 131.67		£ 131.67	£ 26.33	£ 158.00		Blooming Artificial Ltd	Cost of pots refunded as unsuitable
Newgate Wimbledon Wall Clock				£ 110.50		£ 110.50		£ 110.50			Paid
Ribbons and lights and chair covers		£ 150.00		£ -		£ -		£ -			
Bar (went to refurb instead)	0	£ 2,400.00	£ -	£ 2,400.00		£ -		£ -	£ 2,400.00	Doc's Fitted Furniture Ltd	
Carpentry (New Storage Cupboard and Bar)	0	£ 2,400.00	£ -	£ 2,400.00		£ -		£ -	£ 2,400.00		
Decorating Services (inc materials and scaffold)	0	£ 6,250.00	£ -	£ 7,500.00		£ 7,250.00		£ -	£ 1,000.00	Abacus	Not VAT Reg. Higher than quote due to refurbishing items and fixing broken sashes
Electrical Services	0	£ 600.00	£ -	£ 500.00		£ 500.00	£ 100.00	£ 600.00	£ 100.00	Kingfisher Electrical Contractors	Awaiting Invoice
Recording Equipment (unknown)		TBC		£ -		£ -		£ -			
		£ -		£ -		£ -		£ -			
		£ -		£ -		£ -		£ -			
		£ -		£ -		£ -		£ -			
Total Estimated Cost		£ 17,906.00	Total Actual Spend - as at 01.02.20	£ 10,585.88		£ 623.14	£ 3,959.02	£ 7,301.43			
<b>TOTAL EXPECTED EXPENDITURE (Net)</b>				<b>£ 18,895.88</b>							

Awaiting Costs  
Light Bulbs for Council Chamber  
Cost to fit Lights in Landing, Hallway and Toilets  
Painting Cupboard  
Picture Framing Charge  
Tables (Kelly to insert figures)  
Chairs (Kelly to insert figures)  
Carpet Cleaning  
Curtains? Blinds?  
Faux Plants and Accessories