

**WIMBORNE MINSTER TOWN COUNCIL**

**MINUTES** of a meeting of the **PERSONNEL, POLICY & STRATEGY COMMITTEE** held on **FRIDAY, 13 MARCH 2020 at 9.35 am** in the Committee Room, Town Hall, Wimborne Minster.

**COMMITTEE MEMBERS PRESENT**

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

**COMMITTEE MEMBER NOT PRESENT**

**Cllr K F Webb (Vice-Chairman of the Council)**

**ALSO PRESENT**

**Cllr A E Roberts (Vice-Chairman Recreation & Leisure Committee)**

**OFFICERS PRESENT**

**Town Clerk**  
**Assistant Town Clerk**

**245** **PROJECT ACTION PLAN**

The Assistant Town Clerk submitted a 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.

Cllr Webb (via video link as she was self-isolating) provided an update on the Climate Change and Biodiversity Task and Finish Group project. Cllr Webb explained that Low Carbon Dorset had reviewed the Council's proposals and they would not qualify for a grant either because they were not innovative enough or would not make sufficient savings. Cllr Webb suggested that the Council reviews its proposals and decides whether it wishes to pursue them independently without financial support. This matter would be submitted to a Council meeting in due course.

The Committee noted the progress updates.

**246                    EXCLUSION OF PRESS & PUBLIC**

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

**247                    ADMINISTRATION OFFICER**

See Confidential Minute 247/405

The meeting closed at 10.45 am.

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



## Item 2 - Project Action Plan – 13 March 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	The project is nearing completion.	Snagging list to be completed.
Meeting Accessibility and the Equality Duty	Not yet started						
Neighbourhood Plan	Live	June 2019		Cllr Tidd/ TC/ ATC	Green	Dorset Council wrote to the Town Council on 17 February 2020 confirming that the area of Wimborne Minster Parish had successfully been designated as a Neighbourhood Plan area.	Informal meetings of the Task and Finish Group have been arranged for Friday 13 <sup>th</sup> March 2020 to gather public interest and volunteers for this project.
Land and Leases Review: a. Bowls Club b. Tennis Club c. Rugby Club	Complete	a. Jun-17 b. Jun-17 c. Mar-18	a. Unknown b. Completed c. Completed	TC/ CAC		a. Lease and Maintenance agreement agreed by Bowls Club Solicitors. Documents now signed and sealed by the Town Council. b. New lease deferred indefinitely. c. Deed of Variance completed.	a. NFA. 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. Council approved the recommendation to outsource the project and update the website.	The ATC is meeting with the ICT Provider to review the website content.
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	May 2020	TC/ ATC	Green	The revised Standings Orders and Financial Regulations have been approved by Council.	Town Clerk is reviewing Delegation Scheme.
ICT Upgrade	Live	Mar-19	Summer 2019	ATC/ TC	Green	ICT supplier has been appointed and upgrade of office ICT equipment completed this week.  A laptop for member use has now been sourced and will be available at the meeting.	A decision to purchase 14 Member laptops will be sought at an Extraordinary Meeting of the Town Council on 17 March 2020.  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	Amber	The PPS Committee agreed to progress this project at the meeting held on 6 August 2019. The Assistant Town Clerk has completed a first draft of the Strategic Plan.	PPS Committee to review the first draft 5 Year Plan at an informal meeting following the April Committee.
Climate Change and Biodiversity Task and Finish Group	Completed	July 2019	Dec 2019	Clrs Shirley and Webb	Green	Council agreed on 3 March 2020 the future workings of the Task and Finish Group.	Low Carbon Dorset working on a draft application for grant towards suggested works necessary to reduce the Council's carbon footprint.
Ownership of Amenity Spaces (Cranfield Estate)	On Hold	Jan-18	Unknown	WJR	Green	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. On 3 March 2020, Council approved approach to Dorset Council.	Town Clerk writing to Dorset Council with request.
<b>Completed or On-Hold Projects</b>							
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.
Health and Safety Review	Completed	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 20 March 2020 (this is the rescheduled date).	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.

