



9 March 2020

Dear Councillor

You are invited to attend a meeting of the **PERSONNEL, POLICY & STRATEGY COMMITTEE** to be held on **FRIDAY 13 MARCH 2020 at 9.30 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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**A G E N D A**

- 1 Apologies for Absence.
- 2 **PROJECT ACTION PLAN (Min 205 – 07.02.20)**  
To receive an updated Plan (copy herewith).
- 3 **EXCLUSION OF PRESS & PUBLIC**
- 4 **ADMINISTRATION OFFICER**  
To consider the report of the Town Clerk (copy herewith).

**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 – 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	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.

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Regulations Review							
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	Clirs 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	Clir 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	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

Project Name	Project Status	Start Date	End Date	Lead Person	RAG Status	Completed Progress	Planned Next Steps
						booked for 20 March 2020 (this is the rescheduled date).	couple of months to ensure we are meeting the required standards.