

WIMBORNE MINSTER TOWN COUNCIL

MINUTES of a MEETING of the TOWN COUNCIL via video link held on FRIDAY, 10 JULY 2020 at 10.00 am

MEMBERS PRESENT VIA VIDEO LINK

Cllr S K Bartlett – Town Mayor & Chairman of the Council
Cllr K F Webb – Deputy Town Mayor & Vice-Chairman of the Council

Cllr D Burt
Cllr C L Butter
Cllr C A Chedgy
Cllr M J Hopkins
Cllr D J March
Cllr W J Richmond
Cllr A E Roberts
Cllr M R Tidd
Cllr S Wheeler

MEMBERS NOT PRESENT

Cllr L C Hinks
Cllr F Shirley

OFFICERS PRESENT VIA VIDEO LINK

Town Clerk
Assistant Town Clerk
Administration Officer

267 **TOWN COUNCIL MEETING HELD ON 12 JUNE 2020**

Referring to Minute 249 Cllr March asked whether the Council could review its decision as to the length of time recordings of meetings were to be retained. The Chairman reported that he was awaiting advice from the Monitoring Officer.

RESOLVED that the Minutes of the meeting be confirmed and signed as a correct record.

268 **CONFIRMATION OF RESOURCES COMMITTEE HELD ON 19 JUNE 2020**

RESOLVED that the Minutes of the meeting be confirmed and adopted.

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269 **CONFIRMATION OF RECREATION & LEISURE
COMMITTEE HELD ON 26 JUNE 2020**

RESOLVED that the Minutes of the meeting be confirmed and adopted.

270 **CONFIRMATION OF PLANNING & ENVIRONMENT
COMMITTEE HELD ON 3 JULY 2020**

RESOLVED that the Minutes of the meeting be confirmed and adopted.

271 **REOPENING OF PLAY PARKS**

The Town Clerk submitted a report, 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 report set out the requirements which needed to be met by the Council before the play areas could be reopened, particularly the endorsement by the Council's Health & Safety consultant on the draft risk assessment.

RESOLVED that the Town Clerk be authorised to reopen the play areas once the consultants had approved the risk assessment.

272 **REVISED GRANT AID PROCESS**

The Town Clerk submitted a revised grant aid process, a copy of which had been circulated to each Member and a copy of which appears as **Appendix B** to these Minutes in the Minute Book.

The revised process had been amended to take account of the new method of working during the Covid-19 crisis.

RESOLVED that the new process be adopted with immediate effect.

273 **APPOINTMENT TO OUTSIDE BODIES – 1069 (FLIGHT
REFUELLING WIMBORNE) SON ATC CIVILIAN
COMMITTEE**

The Town Clerk reported that prior to the lockdown, Cllr Wheeler had agreed to replace Cllr Burt as the Town Council's representative on this body. The Council was asked to formally agree to the change.

RESOLVED that Cllr Wheeler be appointed to the 1069 (Flight Refuelling Wimborne) Sqn ATC Civilian Committee with immediate effect.

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DORSET COUNCILLORS' REPORTS

Cllr Morgan paid tribute to the hard work undertaken by Dorset Council staff as part of the Covid-19 response. He further reported that services for children and families had been improved during the crisis.

Cllr Bartlett reported that Children's Services had requested assistance in providing activities during the school holidays. He was currently investigating whether any activities could be provided at Dreamboats. He would also speak to Cllr Wheeler outside of the meeting regarding creating a more cohesive approach amongst the existing youth groups in Wimborne.

Cllr Bartlett also reported that the water filled bollards had now been sited in the town centre to aid social distancing but that more permanent bollards bolted into the road would shortly be installed.

Cllr Bartlett had attended an onsite visit at the new Wimborne First School with Dorset Council officers and governors concerning speed issues and driving at that junction with Burt's Hill. The officers were considering whether any remedial measures could be put in place to mitigate the speeding issues.

Cllr Bartlett mentioned the temporary sitting-out licences on the highway to make it more viable for hospitality businesses to open. This might involve the closure of some streets in the town centre.

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TOWN COUNCIL REPRESENTATIVES' REPORTS

Wimborne Ochsenfurt Twinning Association – Cllr A E Roberts. The Chairman of the Association reported that Ochsenfurt had had a similar level of Covid-19 cases as Wimborne Minster.

Wimborne Cemetery Joint Management Committee – Cllr C A Chedgy – see **Appendix C** to these Minutes.

Citizens Advice – Cllr C A Chedgy – see **Appendix C** to these Minutes.

Wimborne BID – Cllr C A Chedgy – see **Appendix C** to these Minutes.

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Walford Mill – Cllr C L Butter. Cllr Butter reported that Walford Mill had now reopened and its finances had now benefitted from the awarding of a grant. They had amended their business model and had received significant help from former Town Councillor Terry Wheeler.

Friends of Citizens Advice – Cllr D J March reported that the Friends had donated £10,000 to Citizens Advice.

The meeting closed at 10.47 am

SignedDate.....
Town Mayor and Chairman of the Council

WIMBORNE MINSTER TOWN COUNCIL

To: Town Council

On: 10 July 2020

14 TOWN CLERK'S REPORT

REOPENING OF PLAY PARKS

Appendix A

At the informal meeting held last Friday, Members agreed to delay the reopening of the play areas until further clarification of the requirements was received from the Government and the necessary risk assessments had been carried out.

Members will appreciate that risk assessments take time and although a draft has been prepared it still has to be vetted by the Town Council's Health & Safety consultants.

The consultants' advice on the risk assessment is unlikely to be received before the meeting so I am suggesting to the Council that I be authorised to reopen the play areas once the consultants have approved the risk assessment.

The draft risk assessment has been prepared on the basis of following Government guidance.

Appendix B

WIMBORNE MINSTER TOWN COUNCIL GRANT PROCESS NOTES For Grant Aid from 01.04.19

General Principles

1. The budget for grants will be determined by the Town Council at a meeting at the time the budget is set for the next financial year.
2. If there is any under spend of the grants budget during any financial year, then in March, the Town Council will determine how much, if any, is carried forward to the next year, or if the under spend should be transferred to the General Fund.
3. The amount(s) paid from the grants budget will only exceed the budget in exceptional and/or unforeseeable circumstances and shall require endorsement or otherwise by the Town Council on the recommendation of the Resources Committee.
4. The “process” is the consideration of applications and all decisions relating to grants. The process is entirely discretionary. The Town Council may refuse an application, defer it, or grant it in part or in full, and/or with special conditions in addition to the general conditions.
5. Only one grant per applicant will be awarded in a financial year, unless there are exceptional circumstances. The Resources Committee will then make a recommendation to be referred to the Town Council.
6. The Town Council expects applicants to demonstrate how they further the Town Council’s priorities and to provide information as requested.
7. Usually, if an applicant makes a grant(s) itself, it will automatically not be eligible for a grant from the Town Council. However, the Town Council may award a grant if the applicant is giving a grant/donation to an umbrella, subsidiary or associated organisation, and the Town Council considers a grant is still merited.
8. If a grant is awarded, but payment is deferred for conditions to be met, and the Town Council decides that those conditions have not been met by the end of the financial year in which the application is made, the application will automatically be deemed to be refused, unless the Town Council considers there are exceptional circumstances for deciding otherwise.

9. The application pack will be available on the Town Council's website and as a hard copy if requested
10. The general conditions applying to grant applicants are stated on the application form and are:

Conditions
<p>By making this application you are agreeing that:</p> <ol style="list-style-type: none">a) You understand that you may be asked for further information to be provided in order for your application to be considered.b) You may be requested to make a presentation to provide more details about your application.c) If you are awarded a grant and your project does not proceed, any grant awarded must be repaid to us.d) If you are awarded a grant and your organisation ceases to be in operation in the financial year the grant is awarded, then any grant paid in that year shall be repaid to us.e) You will abide by any conditions attached to the grant and supply any confirmations requested within the prescribed time.

11. An applicant may make a grant application between 1st April and 31st January in the financial year (1st April to 31st March) in which the grant is applied for. Applications received in February and March will be considered to have been received on the following 1st April for the next financial year.
12. Applications will normally be processed with 3months. However, the processing of applications received between April and June may take longer. If a grant application is considered urgent then the applicant should submit a letter with the application explaining the urgency
13. The Finance Administrator will email Members the grant application forms and accompanying documents. Any questions Members have should be sent to the Chairman and Vice Chairman within 14 days (or such shorter period as may be specified if the application is urgent). The Finance Administrator will liaise with the Chairman and Vice Chairman of the Resources Committee and pursue enquiries.
14. The applicant should respond to any queries or requests for further information within 1 month of the request or query being raised.
15. The Chairman and Vice Chairman of the Resources Committee will consider their recommendations in respect of the grants applied for, and the application will be considered at the next available Resources Committee meeting.
16. The Chairman may ask for a presentation from the applicant at the meeting.
17. If any Member who is not on the Resources Committee wishes to speak on the application at the meeting, the Town Clerk should be informed by noon the day

before the meeting by email so that arrangements can be made by the staff for that Member to be admitted to the zoom meeting.

Once the Member concerned has spoken at the meeting, they will be required to leave the meeting but may still observe and listen in the usual way.

18. In the interests of transparency, any Member who has an association with the organisation making the grant application should inform the Town Clerk before the meeting and a declaration will be made of that fact before the discussion on the application commences.
19. The Resources Committee will consider the applications and is authorised to reach a decision on behalf of the Town Council, subject to two exceptions. If the Committee's decision means that either the annual grants budget would be exceeded, and/or this is a further application by the same applicant in a financial year then this will be a recommendation only and will be referred to the full Town Council to decide at its next meeting.

Cemetery

As with every other organisation the cemetery has been dealing with Covid requirements and has introduced the necessary policies.

Although some allotments in the area closed during lockdown they were not obliged to and the Clerk and I took the considered decision that the cemetery allotments would remain open. This was much appreciated by the users.

The Clerk and I held virtual meetings in March and April and the minutes were published. The committee was consulted about this holding process and agreed. We also spoke regularly.

The full committee met virtually in May and June and normal meetings have resumed. Provision has been made for the public to attend.

Income reduced during lockdown, but as the Clerk anticipated activity has now increased.

No financial concerns have arisen.

EDCA – Report from Manager:

“As you will all be aware it’s been a very challenging time. We closed the office on 25th March as per the government’s instructions.

We then moved to remote working. This has been a huge challenge, Pat Temple, Advice Manager and Ian Bagley , volunteer have worked so hard to get as many advisers who wanted to, be equipped and able to work from home. This has been an enormous amount of work for all the team, the supervisors had to adapt really quickly to a different way of supporting the team. The advisers have also had challenges ensuring they have the correct environment at home to work, confidentiality has been a priority. We embraced the zoom technology having meetings when required. There has been a small team coming into the office on a daily basis, dealing with the post, photocopying, scanning and dealing with the queries as they have been presented.

We have managed to always give a telephone and email service. We found at times we were not as busy as we used to so we signed up for national web chat and national emails.

There has been opportunities to receive some extra funding so we have purchased more IT equipment to support the advisers. We have also secured funding for a mental health project. This has allowed us to upskill advisers to help and support clients with mental health issues as we feel this is going to be a major issue as we slowly come out of lockdown. This week confirmation was received that the Valentine Trust will continue to support the funding of the Communications/Development officer which is great news.

It has been a very busy time in the back office ensuring we comply with the ever changing legislation. We are now just starting the process of adapting the office to be

able to offer a limited face to face service. We are making screens and having carried out a risk assessment no more than 8 people in the building at any one time so that is a challenge. Some day's pre lockdown we would have 15.

Ferndown library is looking to open so we are in discussions with them to see what service we can provide again it is going to be limited. At present all our other outreaches are still closed.

A survey has been sent out to all the team to see who would like to return, when and in what capacity and also who would like to continue advising from home. I am so proud of all the team as they have risen to the challenges and still provided an excellent service to those who need us.”

There is a pending grant application which is likely to be considered in September 2020 by the Resources Committee.

BID

The lockdown has proved extremely challenging for the BID and as much support as possible has been given to businesses. The manager has been working from home.

There has been a cash flow impact as for various reasons the levy payer demands were delayed and that source of income is just coming in, but it is anticipated it will be reduced as many businesses are struggling. Where possible the Manager is applying for grants.

In addition to Board meetings we have held weekly “scrums” to deal with issues more quickly as they arise. And we have a Whats app group for a speedy response.

To give a few examples of ongoing work - The BID put in place a website called “Shophappy” for businesses in the town. It has sent out numerous newsletters and updates for businesses. It has liaised with DC on behalf of grant applicants. It joined with our Council to make representations about the use of space during reopening It has been instrumental in sourcing Covid packs and signage for the businesses, conducting surveys and keeping in touch with businesses.

The BID renewal process is still due to take place as the extension rules do not apply to Wimborne BID.

Cllr Carole Chedgy