



Dear Councillor

6 July 2020

You are summoned to join a virtual meeting of the **TOWN COUNCIL** via video link on **FRIDAY 10 JULY 2020 at 10 am.**

Yours sincerely

A handwritten signature in cursive script, appearing to read 'Laurence Hart'.

Town Clerk

PUBLIC QUESTION TIME

Members of the public are invited to submit questions to the Council in writing by **9.30 am on the day before this meeting** (i.e. Thursday, 11 June 2020) is due to be held using the following email address: office@wimborne.gov.uk or by delivering a hard copy of the question to the Town Hall, West Borough.

A G E N D A

- 1** **APOLOGIES FOR ABSENCE**
- 2** To confirm the Minutes of the **TOWN COUNCIL MEETING** held on 12 June 2020 (pages 7475, 7476 and 7477 – copy herewith).
- 3** To receive the Minutes of the **RESOURCES COMMITTEE** held on 19 June 2020 (pages 7478 and 7479 – copy herewith).
- 4** To receive the Minutes of the **RECREATION & LEISURE COMMITTEE** held on 26 June 2020 (pages 7480-7481– copy herewith).
- 5** To receive the Minutes of the **PLANNING & ENVIRONMENT COMMITTEE** held on 3 July 2020 (copy to follow).
- 6** **REOPENING OF PLAY PARKS**
To consider the report of the Town Clerk (copy to follow).
- 7** **REVISED GRANT AID PROCESS**
To approve a revised grant aid process which has been amended to take account of the current way of working (copy herewith).

8 APPOINTMENT TO OUTSIDE BODIES – 1069 (FLIGHT REFUELLING WIMBORNE) SQN ATC CIVILIAN COMMITTEE

Before the lockdown Cllr Wheeler had agreed to replace Cllr Burt as the Town Council's representative on this body. The Chairman of the Committee has asked the Town Council to formally agree the change.

9 DORSET COUNCILLORS' REPORTS

10 TOWN COUNCIL REPRESENTATIVES' REPORTS

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 CONDUCT

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime & Disorder, Health & Safety, Human Rights and Data Protection (General Data Protection Regulation).

PUBLIC ATTENDANCE AT VIRTUAL MEETINGS

Members of the public and press will be allowed to listen *and watch* the meeting in audio mode only using Zoom. To avoid disruption the public and press will not be displayed on video or be able to be heard by the meeting.

Please choose one of the following options to observe and / or listen to the meeting from 10am:

To access online via Zoom website:

1. Access the Zoom Video and Teleconferencing website by the following link:
<https://zoom.us/>
2. Click to 'Join a Meeting'
3. When prompted, insert Meeting ID and Password as below:
Meeting ID: 933 7530 9369
Password: 267701

Please note, you may be asked to register and sign into your Zoom user account. This will require a personal email address and password

To access audio only by telephone:

1. Dial United Kingdom: +44 330 088 5830; or +44 131 460 1196; or +44 203 481 5237; or +44 203 481 5240; or +44 208 080 6591; or +44 208 080 6592.
2. When prompted, insert Meeting ID and Password as below:
Meeting ID: 933 7530 9369
Password: 267701

Any questions which members of the public wish to put to the Council or Committees must be in writing and received by 9.30 am on the preceding working day before the meeting using the following email address: office@wimborne.gov.uk. Alternatively, a written question can be delivered to the Town Hall by 9.30 am on the preceding working day before the meeting. Every effort will be made to answer the question at the meeting but there may be a need to obtain information from other sources and in those circumstances a written response will be provided at a subsequent time.

WIMBORNE MINSTER TOWN COUNCIL

MINUTES of a **MEETING of the TOWN COUNCIL via video link** held on **FRIDAY, 12 JUNE 2020 at 10.15 am**

MEMBERS PRESENT VIA VIDEO LINK

Cllr S K Bartlett – Town Mayor & Chairman of the Council
Cllr D Burt
Cllr C L Butter
Cllr C A Chedgy
Cllr L C Hinks
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 K F Webb – Deputy Town Mayor & Vice-Chairman of the Council
Cllr F Shirley

OFFICERS PRESENT VIA VIDEO LINK

Town Clerk
Assistant Town Clerk
Administration Officer

248 **AMENDMENT OF STANDING ORDERS**

RESOLVED that Standing Orders be amended in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 to enable this meeting to be held virtually and all other Standing Orders, which would apply to the involvement of members of the public in this meeting if it was a physical meeting, be suspended.

249 **VIRTUAL MEETING POLICY**

The Town Clerk submitted a draft policy, 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.

Town Council – 12 June 2020

He asked the Council to consider adopting the Policy as Standing Orders to meet the requirements of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

RESOLVED that the policy be adopted.

(Note: Cllr March asked it to be recorded in the Minutes that she was against the adoption as she did not agree with the policy relating to recording of meetings and subsequent deletion of such recordings. The Town Clerk asked the Councillor to email him in order that he might understand her concerns.)

250 **TOWN COUNCIL MEETING HELD ON 3 MARCH 2020**

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

251 **CONFIRMATION OF PLANNING & ENVIRONMENT COMMITTEE HELD ON 10 MARCH 2020**

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

252 **CONFIRMATION OF PERSONNEL, POLICY & STRATEGY COMMITTEE HELD ON 13 MARCH 2020**

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

253 **COMMUNITY INFRASTRUCTURE LEVY (CIL) – RECEIPT**

The Town Clerk reported, for the record, that the first CIL payment of £12,586.17 had been received from Dorset Council. This money had to be spent within five years on community infrastructure projects and had been ring-fenced in the Council's accounts.

254 **COVID-19 RECOVERY STRATEGY**

The Town Clerk submitted for information Dorset Council's strategy for the re-opening of high streets, 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.

Cllr Bartlett reported that Dorset Council's highways team had placed bollards around the Town to widen pavements, where practicable, to enable social distancing.

Town Council – 12 June 2020

The meeting closed at 10.25 am

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

WIMBORNE MINSTER TOWN COUNCIL

MINUTES of a meeting of the **RESOURCES COMMITTEE** via video link held on **FRIDAY, 19 JUNE 2020 at 10.00 am.**

COMMITTEE MEMBERS PRESENT VIA VIDEO LINK

Cllr C A Chedgy (Chairman)
Cllr C L Butter (Vice-Chairman)
Cllr D Burt
Cllr L C Hinks
Cllr M J Hopkins
Cllr M R Tidd
Cllr S K Bartlett – Ex-Officio – Chairman of the Council
Cllr K F Webb – Ex-Officio – Vice-Chairman of the Council

COMMITTEE MEMBER NOT PRESENT

Cllr F Shirley

OFFICERS PRESENT VIA VIDEO LINK

Town Clerk
Assistant Town Clerk

255 **SCHEDULE OF PAYMENTS**

The payments schedule for June 2020 was submitted for information – see **Appendix A** to these Minutes in the Minute Book.

256 **MONTHLY ACCOUNTS**

The Town Clerk submitted for information the monthly accounts for the periods to the end of April and May 2020, 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.

257 **APPLICATION FOR GRANT AID 2020/21 – RADIO WIMBORNE**

The Town Clerk submitted a schedule containing details of an application for grant aid from Radio Wimborne Ltd, a copy of which had been circulated to each Member and a copy of which appears as **Appendix C** to these Minutes in the Minute Book.

The Chairman indicated she intended to disclose interests of Councillors in organisations applying for grants, even though non-pecuniary, as this would aid transparency for the public.

The Chairman indicated that Cllr Webb was a director of Radio Wimborne Ltd but did not receive any remuneration. The company was limited by guarantee, so no dividends were paid.

Before the discussion commenced the Chairman, summarised comments made by Councillors who were not members of the Committee and at the end of the discussion summarised comments made by Committee Members on the application.

A vote was taken by rollcall.

RESOLVED that a grant of £2,000 be awarded to Radio Wimborne Ltd towards the cost of upgrading the service to an FM service.

The meeting closed at 10.40 pm.

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

7480
WIMBORNE MINSTER TOWN COUNCIL

MINUTES of a meeting of the **RECREATION & LEISURE COMMITTEE** via video link held on **FRIDAY, 26 JUNE 2020 at 10.00 am.**

COMMITTEE MEMBERS PRESENT VIA VIDEO LINK

Cllr W J Richmond - Chairman
Cllr A E Roberts – Vice-Chairman
Cllr C A Chedgy
Cllr M J Hopkins
Cllr D J March
Cllr S R Wheeler
Cllr S K Bartlett – Ex-Officio – Chairman of the Council

MEMBERS NOT PRESENT

Cllr C L Butter
Cllr L C Hinks
Cllr K F Webb – Ex-Officio – Vice-Chairman of the Council

OFFICERS PRESENT VIA VIDEO LINK

Assistant Town Clerk
Administration Officer

258 **RECREATION GROUNDS INSPECTION REPORT**

The Chairman 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.

As the wildflower beds at Redcotts had been disappointing this year, Cllr March requested that a proper trial be undertaken for 2021.

The report highlighted several issues regarding trees in Redcotts and the Administration Officer was asked to arrange for advice/quotes from tree surgeons whilst being mindful of Tree Preservation Orders.

The Administration Officer updated the Committee on the likely reopening of the play parks. She added that further guidance was awaited from the Government with regard to how to make them Covid-19 safe. The suggested date of reopening by the Government was 4 July 2020. The Administration Officer also confirmed that the Groundsman had carried out a safety check on the play equipment.

Cllr March asked whether football posts could go up in the back field as in previous years to discourage people using the main pitches. Cllr Richmond responded that the Head Groundsman did not feel that the wear on the pitches was significant. Cllr Chedgy was concerned that reintroducing practice football posts on the northern part of the recreation ground would further exacerbate the already busy flow of pedestrian traffic that is around the tennis club/basketball court. This pinch point was not ideal at the present time. The Administration Officer was asked to try to establish the demand for practice goals.

Cllr Roberts queried when the football pitches were last treated with weedkiller. The Administration Officer explained that the Council had decided to no longer use chemical treatments which were hazardous to wildlife.

Cllr March asked that the ivy covering the railings be removed from the kissing gate entrance at Victoria Road.

259

ANTISOCIAL BEHAVIOUR AT REDCOTTS

The Administration Officer submitted a report 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.

Issues had been raised by the public in relation to the misuse of some of the facilities by young people and also alcohol/drug abuse and other nuisance activities, particularly in the northern section of Redcotts.

Cllr Wheeler commented that on a recent walk through Redcotts he had not witnessed underage drinking but had seen adults doing so. He would be supportive of an increased community police presence as a way of possibly protecting children.

Cllr Chedgy commented that the section of Redcotts near Culverhayes experienced more difficulties as it did not have as much footfall as the rest of the recreation ground. A meeting with the new Sergeant to talk through the problems might prove useful. The Chairman stated that much of this antisocial behaviour needed to be tackled by the police at the time incidents were occurring and residents should be encouraged to phone 101 immediately rather than waiting until the following day.

Cllr Roberts queried whether there was an alcohol ban in public spaces in Wimborne. The Administration Officer would check what the situation was following local government reorganisation and the position of the police on the matter.

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DOG WARDEN PATROL REPORTS

The Administration Officer submitted for information the Dog Warden Patrol Report for February 2020, a copy of which had been circulated to each Member and a copy of which appears as **Appendix C** to these Minutes in the Minute Book.

The Administration Officer reported that dog warden patrols had not yet resumed following lockdown.

The meeting closed at 10.43 am.

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

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

ITEM 7

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.

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

The Grant Application Process

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.

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

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.