



Dear Councillor

18 September 2020

You are summoned to join a virtual meeting of the **TOWN COUNCIL** via video link on **FRIDAY 25 SEPTEMBER 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 10 July 2020 (pages 7486, 7487, 7488 and 7489 – copy herewith).
- 3** To confirm the Minutes of the **EXTRAORDINARY TOWN COUNCIL MEETING** held on 17 July 2020 (pages 7491 and 7492 – copy herewith).
- 4** To confirm the Minutes of the **EXTRAORDINARY TOWN COUNCIL MEETING** held on 4 September 2020 (pages 7495 and 7496 – copy herewith).
- 5** To receive the Minutes of the **RESOURCES COMMITTEE** held on 17 July 2020 (page 7490– copy herewith).
- 6** To receive the Minutes of the **RECREATION & LEISURE COMMITTEE** held on 4 September 2020 (pages 7493 & 7494 copy herewith).
- 7** To receive the Minutes of the **RESOURCES COMMITTEE** held on 18 September 2020 (to follow).
- 8** **DORSET COUNCILLORS' REPORTS**

9 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: 982 2389 4651

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: 982 2389 4651

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, 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.

Town Council – 10 July 2020

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.

Town Council – 10 July 2020

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

274

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.

275

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.

Town Council – 10 July 2020

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

MINUTES of an **EXTRAORDINARY MEETING** of the **TOWN COUNCIL** via **video link** held on **FRIDAY, 17 JULY 2020** at **10.30 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 (present as attendee)
Cllr C L Butter
Cllr C A Chedgy
Cllr L C Hinks
Cllr M J Hopkins
Cllr W J Richmond
Cllr A E Roberts
Cllr M R Tidd
Cllr S Wheeler

MEMBERS NOT PRESENT

Cllr D J March
Cllr F Shirley

OFFICERS PRESENT VIA VIDEO LINK

Town Clerk
Administration Officer

278 **INTERNAL AUDITOR'S REPORT**

The Town Clerk submitted the Auditor's Report for the 2019/2020 financial year, 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 Internal Auditor had inspected the various areas of financial administration set out in the report to ensure that appropriate procedures and systems were in place and that the Town Council operated sound financial management.

The Internal Auditor had suggested a review of the earmarked funds as part of the budgetary process for 2021/22 and a review of Financial Regulations before the next Town Council elections in 2024.

RESOLVED that the report of the Internal Auditor be received and noted and the reviews be undertaken as suggested in due course.

279 **FINAL ACCOUNTS 2019/2020**

The Town Clerk submitted the final accounts for the year ending 31 March 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.

RESOLVED that the final accounts be approved.

280 **ANNUAL RETURN 2019/2020 – ANNUAL GOVERNANCE STATEMENT**

The Town Clerk submitted the Annual Governance Statement as part of the Annual Return to the external auditor for the year ending 31 March 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.

RESOLVED that the Annual Governance Statement be approved for submission to external audit.

281 **ANNUAL RETURN 2019/2020 – ACCOUNTING STATEMENTS**

The Town Clerk submitted the Accounting Statements as part of the Annual Return to the external auditor for the year ending 31 March 2020, a copy of which had been circulated to each Member and a copy of which appears as **Appendix D** to these Minutes in the Minute Book.

RESOLVED that the Accounting Statements be approved for submission to external audit.

(Note: Members asked the Town Clerk to pass on their thanks to the Finance Administrator).

282 **REQUEST TO CHANGE COMMITTEE APPOINTMENT**

The Town Clerk reported that he had received a request from Cllr Wheeler to move his Committee membership from Recreation & Leisure Committee to Resources Committee where there was a vacancy.

RESOLVED that the change be approved with immediate effect.

The meeting closed at 10.35 am.

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

WIMBORNE MINSTER TOWN COUNCIL

MINUTES of an **EXTRAORDINARY MEETING** of the **TOWN COUNCIL** via **video link** held on **FRIDAY, 4 SEPTEMBER 2020** at **11.30 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 L C Hinks
Cllr M J Hopkins
Cllr D J March
Cllr W J Richmond
Cllr A E Roberts (joined meeting at 11.36)
Cllr F Shirley
Cllr M R Tidd

MEMBER NOT PRESENT

Cllr S Wheeler

OFFICERS PRESENT VIA VIDEO LINK

Town Clerk
Administration Officer

288 **CHRISTMAS LIGHTS**

The Town Clerk submitted a report and the quotation for Christmas lights, 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 and quotation set out a reduced Christmas lighting scheme for 2020, 2021 and 2022, supplied by the contractor Slick Events Ltd. It also included provision of a 30ft Christmas Tree for the Square.

The financing of the lights assumed no funding being available from the BID for 2020. Members supported Cllr Chedgy discussing with the BID Board its involvement in the Christmas lighting scheme in 2021 and beyond if its re-election was successful including an undertaking in the pre-election business plan to make a 50% contribution to the cost.

Extraordinary Town Council – 4 September 2020

RESOLVED

- a) **that the lighting scheme and quotation supplied by Slick Events Limited be accepted and the Town Clerk be authorised to enter into a 3 year hire contract with the Company in the sum of £23,556 per annum, funded as set out in the report;**
- b) **that the offer by Slick Events Limited to supply and erect a 30ft Christmas tree in The Square for the sum of £1,200 be accepted and the cost be met from the Christmas budget.**

289 REQUEST TO CHANGE COMMITTEE APPOINTMENT

The Town Clerk reported that he had received a request from Cllr Butter to move her Committee membership from Recreation & Leisure Committee to Planning and Environment Committee where there was a vacancy.

RESOLVED that the change be approved with immediate effect.

The meeting closed at 12.03 pm.

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, 17 JULY 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

COMMITTEE MEMBER NOT PRESENT

Cllr F Shirley
Cllr S K Bartlett – Ex-Officio – Chairman of the Council
Cllr K F Webb – Ex-Officio – Vice-Chairman of the Council

OFFICERS PRESENT VIA VIDEO LINK

Town Clerk
Administration Officer

276 **SCHEDULE OF PAYMENTS**

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

277 **MONTHLY ACCOUNTS**

The Town Clerk submitted for information the monthly accounts for the period to the end of June 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.

The meeting closed at 10.05 am.

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

WIMBORNE MINSTER TOWN COUNCIL

MINUTES of a meeting of the **RECREATION & LEISURE COMMITTEE** via video link held on **FRIDAY, 4 SEPTEMBER 2020 at 10.00 am.**

COMMITTEE MEMBERS PRESENT VIA VIDEO LINK

Cllr W J Richmond - Chairman

Cllr A E Roberts – Vice-Chairman

Cllr C L Butter

Cllr C A Chedgy

Cllr L C Hinks

Cllr M J Hopkins

Cllr D J March

Cllr S K Bartlett – Ex-Officio – Chairman of the Council joined the meeting at 10.05 am)

MEMBER NOT PRESENT

Cllr K F Webb – Ex-Officio – Vice-Chairman of the Council

OFFICERS PRESENT VIA VIDEO LINK

Administration Officer

Mayor's PA

283

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.

The report covered in detail all current issues pertaining to the recreation grounds and detailed a schedule of works to be carried out by the grounds staff during the autumn.

284

REDCOTTS RECREATION GROUND – WILDFLOWER BED

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.

The report detailed the professional advice that had been received by the Head Groundsman with a view to completely revamping the existing wildflower beds including changing the seed mix. Two suggested seed mixes were included within the report – a groundcover, low growing mix and a red, white and blue mix.

RESOLVED that:

- a) **the Head Groundsman proceed with overhauling the wildflower beds as suggested in the Administration Officer's report;**
- b) **if economical, both seed mixes should be used – one for each of the beds.**

285 REDCOTTS RECREATION GROUND – TREE WORKS

The Administration Officer submitted a report 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 report detailed various tree works that were required at Redcotts for both health & safety and conservation reasons.

RESOLVED that the cheapest quotation from Contractor 2 be accepted funded from the Contract Work Budget but the removal of the lime tree and stump be deferred until money is available.

286 LEIGH PARK PLAYING FIELD – POLLARDING OF LIME TREES

The Administration Officer submitted a report a copy of which had been circulated to each Member and a copy of which appears as **Appendix D** to these Minutes in the Minute Book.

The Committee was asked to consider quotations for the bi-annual pollarding of the lime trees on Leigh Park Playing Field.

RESOLVED that the cheapest quotation from Contractor 2 be accepted, funded from the Contract Work Budget.

287 REDCOTTS RECREATION GROUND PLAY AREA– CRAWLING TUNNEL

The Administration Officer submitted a report a copy of which had been circulated to each Member and a copy of which appears as **Appendix E** to these Minutes in the Minute Book.

The report detailed the gradual deterioration of the timbers which surrounded the crawl tunnel equipment and included two quotations for their replacement. It was noted that despite the deterioration, the play equipment was last reported as ‘low risk’ by the play inspection company.

RESOLVED that a decision on this matter be deferred until the annual play inspection report due soon has been received.

(Note: The Administration Officer would check whether the timbers were still covered by a guarantee.)

The meeting closed at 10.21 am.

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