

WIMBORNE MINSTER TOWN COUNCIL

MINUTES of a meeting of the **PERSONNEL, POLICY & STRATEGY COMMITTEE** via video link held on **FRIDAY, 15 JANUARY 2021 at 10.00 am.**

COMMITTEE MEMBERS PRESENT

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

OFFICERS PRESENT

Town Clerk
Assistant Town Clerk

339 **PROJECT PROGRESS OVERVIEW REPORT (Min. 303 – 09.10.20)**

The Assistant Town Clerk submitted a Project Progress Overview 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 Committee noted the progress updates.

The Assistant Town Clerk advised that following the publication of the agenda, two further projects had been suggested for inclusion on the project plan: Census 2021 and Spending the Community Infrastructure Levy (CIL) Payments.

The Assistant Town Clerk would update the Project Plan for the next meeting.

The meeting closed at 10.18 am.

Signed Dated
Town Mayor and Chairman of the Council

APPENDIX A - Project Action Plan – 15 January 2021

Project Name	Project Status	Start Date	End Date	Lead Person	RAG Status	Completed Progress	Planned Next Steps
Wimborne Minster Community Resilience Response Volunteer Group	Live	Spring 2020	Not known	TC/ Cllr Bartlett	Green	The volunteer group was set up in Spring 2020 in response to the COVID19 pandemic. The Town Council has provided some financial and administrative support to the group. The group is now operating independently and meeting the day to day needs of the vulnerable residents of Wimborne e.g., shopping, prescriptions collections etc.	The TC and ATC will continue to work with Cllr Bartlett and monitor the work of the volunteer group.
Website Accessibility	Live	Summer 2020	February 2021	ATC	Amber	At an Extraordinary Meeting of the Town Council on 18 December 2020, it was agreed that Aubergine be contracted to redesign the Council's website to ensure it complies with new accessibility legislation. This work is now underway.	The ATC has a meeting scheduled with Aubergine on Friday 8 January to start site mapping.
Community Asset and Amenity Areas Transfer	Live	Jun-18	Not known	TC	Amber	On 20 November 2018, the Town Council considered a list of possible community asset transfers.	Several questions have arisen over the validity and status of these transfers. Discussions are ongoing with Dorset Council to regularise the situation.
ICT – Phase 2	Live	Winter 2020	Summer 2020	ATC	Green	First draft of Social Media and ICT Acceptable Use Policy submitted to PPS and changes were required. In particular, expanding Social Media Policy to include all communications.	Update policies (once website accessibility project is completed). Continue to provide Member training and development.
On-Hold Projects							
Climate Change and Biodiversity	On Hold	July 2019	Dec 2019	Cllrs Shirley	Red	Money included in the budget for possible expenditure on improving the Town Council's carbon footprint.	Town Council to consider at the budget meeting on 22 January 2021 setting up a fund in

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Task and Finish Group				and Webb			2021/22 to hold £15,000 which is in this year's budget ready for future projects.
Neighbourhood Plan	On Hold	January 2020	Not known	Cllr Tidd/TC/ ATC	Red	PPS recommended to Council that a decision on the NP be deferred until October 2021. This recommendation was approved by Full Council on 4 December 2020.	No further action until October 2021.
Ownership of Amenity Spaces (Cranfield Estate)	On Hold	Jan-18	Unknown	WJR	Red	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.	Awaiting decision of Dorset Council held up by lockdown and other priorities. Progress unlikely in the near future.
Development of a Corporate Strategy	On Hold	June 2019	Autumn 2019	ATC	Red	The PPS Committee agreed to progress this project at the meeting held on 6 August 2019. However due to other Council projects taking priority and the COVID19 pandemic, this project has been put on hold.	To be discussed at a future meeting.
Next in line Projects							
Meeting Accessibility and the Equality Duty	Not yet started						
Investigation of Live Streaming of Council and Committee meetings	Not yet started						
Review of Office Printers	Not yet started						