



8 January 2021

Dear Councillor

You are invited to join a virtual meeting of the **PERSONNEL, POLICY & STRATEGY COMMITTEE** via video link on **FRIDAY 15 JANUARY 2021 at 10.00 am.**

Yours sincerely

A handwritten signature in cursive script that reads 'Laurence Hewitt'.

Laurence Hewitt  
Town Clerk

Members of the public are invited to submit questions to the Committee in writing by **9.30 am on the day before this meeting** (i.e. Thursday, 14 January 2021 using the following email address: [office@wimborne.gov.uk](mailto:office@wimborne.gov.uk) or by delivering a hard copy of the question to the Town Hall, West Borough.)

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**AGENDA**

- 1 Apologies for Absence.
- 2 **PROJECT PROGRESS OVERVIEW REPORT**  
To receive an updated report (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 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: 974 5366 8067**  
**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: 974 5366 8067**  
**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](mailto: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.

## Item 2 - 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.
<b>On-Hold Projects</b>							
Climate Change and Biodiversity Task and Finish Group	On Hold	July 2019	Dec 2019	Cllrs Shirley and Webb	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 2021/22 to hold £15,000 which is in this year's budget ready for future projects.

Project Name	Project Status	Start Date	End Date	Lead Person	RAG Status	Completed Progress	Planned Next Steps
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.
<b>Next in line Projects</b>							
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						