



26 November 2021

Dear Councillor

You are invited to join a virtual informal meeting of the **PERSONNEL, POLICY & STRATEGY COMMITTEE** via video link on **FRIDAY, 3 DECEMBER 2021 at 9.00 AM.**

Yours sincerely

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

Laurence Hewitt
Town Clerk

PUBLIC QUESTION TIME

Members of the public are advised that although the Covid restrictions have been relaxed, the return to face-to-face meetings has not yet commenced. As a consequence, the Council's committees will meet informally and virtually for the time being and the Town Clerk will make the decisions under delegated powers after each meeting based on the discussions held by Councillors.

Members of the public and press will still be allowed to listen *and watch* the informal 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. Members of the public are still invited to submit questions to the Committee in writing by 9.30 am on the day before this meeting (i.e. Thursday, 2 December 2021) using the following email address: office@wimborne.gov.uk or by delivering a hard copy of the question to the Town Hall, West Borough.

AGENDA

- 1 Apologies for Absence.
- 2 **PROJECTS LIST**
To receive an updated list of projects (copy herewith).
- 3 **2022/23 BUDGET**
To hear the Committee's opinion on the level of increase which it would hope the Council to achieve in the precept for next year (if any).
- 4 **DORSET COUNCIL COMMUNITY GOVERNANCE REVIEW (Min 76 – 22.10.21)**
Town Clerk to report.

CONFIDENTIAL ITEMS

Note: Items 5-8 will be dealt with in private session and will not be available for the public to listen or watch.

5 REVIEW OF MEETINGS AND WORKING ARRANGEMENTS

The Chairman to report.

6 CHRISTMAS STAFFING ARRANGEMENTS

To consider the report of the Town Clerk (copy herewith).

7 OFFICE STAFF AWAY DAY

Town Clerk to report.

8 RECRUITMENT OF NEW TOWN CLERK

To consider the report of the Chairman (copy herewith).

Cllr K F Webb (Chairman)

Cllr C L Butter (Vice-Chairman)

Cllr S K Bartlett (Chairman – Recreation & Leisure Committee)

Cllr C A Chedgy (Chairman – Resources Committee)

Cllr D J March (Chairman – Planning & Environment Committee)

(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 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: 928 1954 4376

Password: 962540

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: 928 1954 4376

Password: 962540

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.

PERSONNEL, POLICY & STRATEGY COMMITTEE

Subject: Item 2 – Projects List

Date: 3 December 2021

Author: Town Clerk and Assistant Town Clerk

The following table includes a progress update of the Council's Group 1 priority projects and some business-as-usual activity.

Ref	Project Name	Project Details	Category	Progress Update	Comments/ Progress update
1	Application to make Leigh Park Playing Field a Field in Trust	To designate the remainder of the Leigh Park field as a Field in Trust.	Group 1	Not yet started	The Town Clerk will make the application to the Fields in Trust NPFA immediately after Christmas. Any legal fees can be met from the fund.
2	Introduction of a Town Centre Street Market	To investigate the introduction of a Town Centre Street Market. To assist in the temporary provision of a Market for the local community following the closure of the current market site (if required).	Group 1	Live	A temporary solution to replace the Wimborne Market is proposed by the WDCA. Cllr Bartlett is to report on result of discussions with Dorset Council for a street market.

3	Review of Rights of Way, Installation of Town Maps and Information Guides and Historic Trail	Following Officer report to 14 May 2021 P and E Committee, in line with national project. Installation of Maps and Information Guides around the Town (enclosed in perspex screens similar to Blandford Forum TC local artist Jake Winkle)	Group 1	Not yet started	A Task and Finish Group will be set up in the New Year to progress this project.
4	Review of Tree Management and Retention (including introduction of a Council Tree Policy).	To develop a Tree Management Policy for Wimborne Minster. To work with Dorset Council to develop a list of TPO trees and maintenance schedule for Wimborne.	Group 1	Not yet started	A Task and Finish Group will be set up in the New Year to progress this project.
5	Queen Platinum Jubilee Celebration Events	To agree a series of events to commemorate the Queen's Platinum Jubilee.	Group 1	Live	A Working Party made up of Councillors and other stakeholders in the community will meet in the New Year to continue to plan for this event.

6	Queen Platinum Jubilee - Plant a Tree for the Jubilee (and Tree Trail / Geen Canopy Initiative)	To formulate a Tree Trail and arrange planting of trees.	Group 1	Live	<p>A Cherry Tree has been planted in Redcotts Recreation Ground (October 2021).</p> <p>A Plaque will be installed in the New Year.</p> <p>Suggested Task and Finish Group be set up under the chairmanship of Cllr Richmond.</p>
7	Recruitment of a New Town Clerk	To undertake the recruitment of a new Town Clerk.	Group 1	Live	<p>Advert is live until 10 December 2021.</p> <p>Interview and Selection Process will be carried out in the New Year.</p>
8	Website Development	To finish the new Town Council website	Group 1	Live	<p>Delayed due to other priorities.</p> <p>ATC to work additional hours to complete the project.</p>
9	Review of Meetings and Working Arrangements (to include recording of Council meetings and risk assessments)	Installation of TV and audio equipment in the Chamber to enable recording and live streaming of meetings and potential for hybrid meetings. To carry out Health and Safety Risk Assessments in readiness for returning to the Office.	Group 1	Live	<p>Quotations being obtained for return to face-to-face meetings when the Council decides it is safe to do so.</p>

10	Asset Overview Report	To produce a written report of the Council's existing assets (prior to the recruitment of a new Town Clerk).	Group 1	Live	Report to be considered by Council on 17 December 2021.
11	Development of a Community Engagement and Consultation Policy	To draft a Community Engagement / Consultation Policy. To provide training to staff and Members.	BAU	Not yet started	Link to development of a Social Media Policy. Cllr Shirley idea re engagement with community to explain powers as a Town Council in relation to Planning matters.
12	Policy Review	Create as part of BAU activity - Members review policy regularly.	BAU	Not yet started	Delayed until new Town Clerk appointed.
13	Adoption of a Climate Change Policy	Tackling scope emissions on TC goods and services. Adoption of Policy written by Task and Finish Group.	BAU	Not yet started	Draft Policy has been produced and will be submitted to the January 2021 meeting.
14	Member Training and Development Programme	Annual programme of training for Members.	BAU	Not yet started	Training to meet changing needs of Member role e.g. health and safety, data protection refresh, IT training etc.
15	Development and adoption of Social Media, ICT and Communications Policy	To draft a policy. To enhance the Town Council's presence on social media. To agree a content creation plan.	BAU	Not yet started	Some elements of the policy have been drafted but the remainder will be reviewed in the New Year.

Please note, the following projects remain on the projects list to commence at a future date:

Priority Group 2 Projects *(and following the recruitment of a new Town Clerk)*

1. Asset Transfers from Dorset Council.
2. Capital Spending Strategy.
3. Review of Council Priorities.
4. Review of Town Council owned Open Spaces and Recreation areas
 - a. Application for Green Flag Status for Council owned Parks
 - b. Community Events Programme e.g. Open Air Theatre Project for Redcotts Recreation Ground
 - c. Creation of a Community Orchard
 - d. Tennis Nets Replacement
 - e. Installation of Volleyball Nets and Posts
 - f. Installation of Outdoor Exercise Equipment
 - g. Sensory Garden

Priority Group 3 Projects

1. Introduction of a Community Lottery.
2. Youth Development Programme.
3. Introduction of Community Website (*review after the Town Council has adopted a community engagement and consultation policy*).
4. Pedestrian Safety at Julian's Bridge.

Flexible Projects

1. Online Grant Application Portal.
2. Update Grants Policy Documentation.
3. Town Centre Property Profile.
4. Creation of additional Wildflower Beds around the Town.
5. Volunteer Awareness Scheme (Community Development) and "Tidy up Wimborne Minster" Initiative (include additional bulb planting).
6. Provision of a Defibrillator for Redcotts Recreation Ground.

On Hold or Suspended Projects

1. Installation of Pedestrian Access into Redcotts from New Crossing on Victoria Road.

2. Review Representation on Outside Bodies.
3. Amenity Space Ownership Resolution (Highland Park Estate).
4. Community Governance Review.
5. Recording and Livestreaming of Meetings.
6. Appointment of Traffic Consultants to monitor traffic levels in the Town.