

WIMBORNE MINSTER TOWN COUNCIL

MINUTES of a meeting of the **PERSONNEL, POLICY & STRATEGY COMMITTEE** via video link held on **FRIDAY, 3 DECEMBER 2021** at **10.00 am.**

COMMITTEE MEMBERS PRESENT

Cllr K F Webb (Chairman of the Council – in the Chair)
Cllr C L Butter (Vice-Chairman of the Council)
Cllr C A Chedgy (Chairman Resources Committee)
Cllr D J March (Chairman Planning & Environment Committee)

COMMITTEE MEMBER NO PRESENT

Cllr S K Bartlett (Chairman Recreation & Leisure Committee)

OFFICERS PRESENT

Town Clerk
Assistant Town Clerk
Committee Officer (for items 1-4)

98 **PROJECTS LIST (Min**

Members had received an updated copy of the Projects List 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.

Members briefly discussed the prioritisation of the projects and requested that an end date and details of a lead person was provided for each project. It was also agreed that the business-as-usual activity needed to be separated from the Council's strategic projects.

AGREED that the Assistant Town Clerk, in consultation with the Chairman, amend the table format and prioritise the projects on the list based on the comments of the Members from this meeting.

99 **BUDGET 2022/23**

The Town Clerk requested guidance from Members on an acceptable percentage increase for the budget for next year.

The Town Clerk presented an example of a 3% increase on a Band D property on the current tax base.

The Chairman clarified terminology used by the Council when discussing the precept for the benefit of any public observing the meeting.

The tax base (the number of Band D equivalent dwellings in a local authority area) was likely to be adjusted in Wimborne Minster following the completion of new builds. The size of the town was growing. The Town Council was awaiting these revised figures and calculations later this month from Dorset Council.

Councillor Chedgy advised that until exact figures were known from Dorset Council these discussions were very preliminary, and nothing would be formally approved on the budget until the Council meeting in January 2022.

Members agreed that whilst a 0% increase in the precept last year was preferred, it was not sustainable long term as inflation and living costs were rising. A gradual increase year on year was suggested to avoid sudden spikes and criticism from the local community.

100

DORSET COUNCIL COMMUNITY GOVERNANCE REVIEW

Members were advised that Dorset Council had written to Town and Parish Clerks advising that they were proposing an amendment to the Community Governance Review timetable delaying it by 3 months. This was due to the significant number of submissions that they had received.

Final recommendations would be reviewed by Dorset Council in July 2022.

Members were advised that any changes to governance arrangements agreed by Dorset Council would not take effect until the next scheduled elections in May 2024, and so the 3-month delay was not anticipated to cause any issues.

The Town Council had put forward 3 proposals on possible boundary changes.

Members noted the update.

The Chairman advised that the remainder of the agenda would be discussed in private session as it concerned confidential items.

The meeting in public closed at 9.25am.

Signed Dated

Town Mayor and Chairman of the Council

PERSONNEL, POLICY & STRATEGY COMMITTEE

Subject: Appendix A – 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 / Green 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.