

**WIMBORNE MINSTER TOWN COUNCIL**

**MINUTES** of a meeting of the **PERSONNEL, POLICY & STRATEGY COMMITTEE** via video link held on **FRIDAY, 5 MARCH 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**

**383** **PROJECT PROGRESS OVERVIEW REPORT (Min. 339 – 15.01.21)**

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 Committee discussed the Council's forthcoming priorities and the following projects were identified as those which would be dealt within the next few months:

Task & Finish Group Report on the Local Plan  
Website accessibility compliance  
Social Media and ICT Acceptable Use Policy  
Review of meetings and working arrangements  
Allotments allocation administration

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

The meeting closed at 10.31 am.

Signed ..... Dated .....  
Town Mayor and Chairman of the Council

## Appendix A - Project Action Plan – 5 March 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.
Task and Finish Group (Response to draft Dorset Local Plan)	Live	February 2021	15 March 2021	ATC/ TC	Green	Various informal meetings have taken place to support the work of the project. Each Team Leader has completed a draft response for their assigned key theme area.	The Town Clerk, Assistant Town Clerk and Cllr Butter will work together to combine the key theme area responses into a single document. This will be submitted to an Extraordinary Meeting of the Council on 12 March 2021. The Town Council must submit its final comments to Dorset Council by Monday 15 March 2021.
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.  The Town Council has accepted offer of ownership of allotments south of Parmiter.	Several questions have arisen over the validity and status of these transfers. Discussions are ongoing with Dorset Council to regularise the situation.  Administration for the allotments to be organised.
ICT – Phase 2	Live	Winter 2020	Summer 2021	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.
Census 2021	Live	February 2021	21 March 2021		Green	The Census 2021 is being advertised on the Town Council's website and through social media channels.	The Town Council staff will assist any resident with completion of the form.

### On-Hold Projects

Project Name	Project Status	Start Date	End Date	Lead Person	RAG Status	Completed Progress	Planned Next Steps
Website Accessibility	On Hold	Summer 2020	March 2021	ATC	Red	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 Project has been put on hold until 15 March 2021 to allow the Assistant Town Clerk to support the work of the Task and Finish Group on the responses to Dorset Council's draft Local Plan.
Climate Change and Biodiversity Task and Finish Group	On Hold	July 2019	Dec 2019	Clrs Shirley and Webb	Red	Money included in the budget for possible expenditure on improving the Town Council's carbon footprint.	Awaiting suggestions.
Neighbourhood Plan	On Hold	January 2020	Not known	Clr 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	Clr 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	Not yet started						

<b>Project Name</b>	<b>Project Status</b>	<b>Start Date</b>	<b>End Date</b>	<b>Lead Person</b>	<b>RAG Status</b>	<b>Completed Progress</b>	<b>Planned Next Steps</b>
Council and Committee meetings							
Review of Office Printers	Not yet started						
Town Centre Management Committee	Not yet started						
CIL Payments	Not yet started						
Set up of Task and Finish Group on anti-social behaviour and engagement with young people	Not yet started						