



24 December 2021

Dear Councillor

You are invited to join a virtual informal meeting of the **PERSONNEL, POLICY & STRATEGY COMMITTEE** via video link on **FRIDAY, 7 JANUARY 2022 at 10.00 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 public part of 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 6 January 2022) 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 UPDATE (Min 98 - 03.12.21)**
To receive the report of the Assistant Town Clerk (copy herewith).
- 3 **COMMUNITY ASSET TRANSFERS – PRIORITY ORDER (Min 112 - 17.12.21)**
To consider the report of the Town Clerk (copy herewith).
- 4 **LAND AT THE JUNCTION OF SCHOOL LANE AND WEST BOROUGH – POSSIBLE COMMUNITY ASSET APPLICATION**
To consider the report of the Town Clerk (copy herewith).

CONFIDENTIAL ITEMS

Note: Items 5-7 will be dealt with in private session and will not be available for the public to listen or watch.

Personnel, Policy & Strategy Committee – 7 January 2022

5 REVIEW OF MEETINGS AND WORKING ARRANGEMENTS (Min 101 - 03.12.21)

The Chairman to report.

6 RECRUITMENT OF NEW TOWN CLERK (Min 104 – 03.12.21)

To receive an update from the Chairman.

7 WIMBORNE CEMETERY LODGE – STAFF TENANCY

Town Clerk to report.

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: 988 8296 2665

Password: 083580

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: 988 8296 2665

Password: : 083580

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 – Project Progress Report

Date: 7 January 2022

Author: Assistant Town Clerk

Following the Personnel, Policy and Strategy Committee held on 3 December 2021, the Assistant Town Clerk met with the Chairman of the Council to review the format of the projects table and to assign a priority status to the Group 1 projects.

Members will note that the revised table below now has additional information such as the prioritisation of the projects (Ref), start and end dates, and details of a lead person. Business-as-usual activity also appears at the bottom of the table.

Ref	Project Name	Lead Person	Project Details	Category	Status	RAGS	Comments/ Progress update	Start Date	End Date
1	Queen's Platinum Jubilee Celebration Events	Cllr Webb/ Shelagh	To agree a series of events to commemorate the Queen's Platinum Jubilee.	Group 1	Live	Green	A Working Party meeting to be arranged for later this month (Jan 2022). Cllr Webb and the Committee Officer met with Slick Events Management Company prior to Christmas to discuss them possibly running the main weekend event (Saturday/ Sunday). Currently awaiting quote.	Jan-22	May-22

1	Review of Meetings and Working Arrangements (to include recording of Council meetings and risk assessments)	ATC	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	Green	Initial quote has been obtained from Rejuvenate. ATC to speak with neighbouring Town Councils to enquire about the set ups they have installed and associated costs. Suggested provision made in 2022/23 draft budget.	Dec-21	On-going
1	Asset Overview Report	Town Clerk	To produce a written report of the Council's existing assets (prior to the recruitment of a new Town Clerk).	Group 1	Live	Green	Report was considered by Council on 17 December 2021 - agreed that report to go to PPS Committee 7 Jan 2022 with recommendations on individual asset transfers.	Jan-22	Apr-22
2	Queen Platinum Jubilee - Plant a Tree for the Jubilee (and Tree Trail / Green Canopy Initiative)	Cllr Webb/ Shelagh	To formulate a Tree Trail and arrange planting of trees.	Group 1	Live	Green	A Cherry Tree has been planted in Redcotts Recreation Ground (October 2021). A Plaque will be installed. Cllr Richmond has agreed to lead on this project.	Jan-22	May-22

2	Review of Rights of Way, Installation of Town Maps and Information Guides and Historic Trail	ATC/ Cllr March and Richmond	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.		
2	Review of Tree Management and Retention (including introduction of a Council Tree Policy).	ATC/ Cllr Richmond	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 to be set up to progress this project.		
2	Development of a Community Engagement and Consultation Policy	ATC and Chairman	To draft a Community Engagment / Consultation Policy. To provide training to staff and Members.	Group 1	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.		

3	Application to make Leigh Park Playing Field a Field in Trust	Town Clerk	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. Any legal fees can be met from the fund.		
3	Introduction of a Town Centre Street Market	Town Clerk	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	On Hold (Awaiting DC Action)		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.		
	Review of Council Priorities and to develop a Council Vision	Cllr Webb	To review the list of Council priorities	BAU					
	Recruitment of a New Town Clerk	Cllr Webb	To undertake the recruitment of a new Town Clerk.	BAU	Live	Green	Advertisement closed prior to Christmas. Currently selecting and writing to candidates for interview.		

	Website Development	ATC	To finish the new Town Council website	BAU	Live	Amber	Delayed due to other priorities. ATC and TC doing final read through of pages - hoping to finalise by end of Jan 2022.		
	Policy Review		Create as part of BAU activity - Members review policy regularly.	BAU	Not yet started		Delayed until new Town Clerk appointed.		
	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 an early future meeting in 2022.		
	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.		
	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.		

PERSONNEL, POLICY & STRATEGY COMMITTEE

Subject: Item 3 - Community Asset Transfers - Priority Order
Date: 7 January 2022
Author: Town Clerk

On 17 December 2021, the Town Council agreed that all the asset transfers which had been offered by East Dorset District Council in 2018, prior to local government reorganisation, and agreed by the Town Council should be subject to review in line with Financial Regulation 66 (FR66).

Furthermore, with the exception of the allotments, the package provided by Wyatt Homes as part of the Section 106 agreement for the development South of Leigh Road but not yet accepted by the Council should also be included in this process. The allotments which were part of this package have already been the subject of a FR66 process and the Town Council has agreed to take ownership of them.

The list of these community assets is shown below. The numbers correspond to those in the report to Council on 17 December 2021. No.6 has been removed as this relates to the Sports Village which has not yet been constructed. No.9 is the land referred to in the previous paragraph.

1. Wimborne Riverside.
2. Small community open space rear of 57 and 71 High Street.
3. North Wimborne (Package 1).
4. North Wimborne (Package 2).
5. North Wimborne (Package 3).
6. Not applicable
7. Valognes Garden.
8. Former St John Ambulance building and 3 garages.
9. Land South of Leigh Road i.e., Skateboard Facility, Green Corridor, Informal Open Space and footpath link to Wimborne Riverside.

Whilst the detailed assessment of each asset will be dealt with by the Resources Committee, the Town Council has given this Committee the task of allocating a priority order to each of the asset transfers in which to undertake the FR66 review.

It is my view, and that of the Chairman of Resources Committee, that the two assets which will be easier to review should be given the highest priority i.e., Nos. 2 and 7.

These should be followed by all the recreational assets i.e., Nos.1, 3, 4, 5 and 9 which should be undertaken as one project so that an overall accurate picture can be obtained of the resource implications of accepting ownership.

The Committee may wish to give No.8 a high priority as some legal work has been undertaken and the considerations are relating to the costs of maintaining the building and the tenancies rather than grounds maintenance.

The Committee's instructions are requested.

PERSONNEL, POLICY & STRATEGY COMMITTEE

Subject: Item 4 - Land at the Junction of School Lane and West Borough – Possible Community Asset Application

Date: 7 January 2022

Author: Town Clerk

Cllr Chedgy has suggested that the Town Council considers applying to Dorset Council to obtain ownership of the small triangular area of land shown below.

Having searched Dorset Explorer, there is no indication that the land is in Dorset Council's ownership. However, there is a plaque on the wall facing West Borough which indicates that the land used to be owned by Wimborne Urban District Council. As East Dorset District Council was the successor authority to the UDC, in the 1974 reorganisation, the land would have been automatically inherited by that new authority. Subsequently, this is now Dorset Council.

You will see from the photograph that there is one bench and a bin sited on the land together with planters which Wimborne in Bloom maintain.

It is assumed that this is a low value asset transfer, as defined by Dorset Council's Community Asset Transfer Policy.

