



**Wimborne Minster Town Council**

Town Hall, 37 West Borough, Wimborne, Dorset, BH21 1LT

To: All Members of the Council

You are summoned to attend a meeting of the **PERSONNEL, POLICY AND STRATEGY COMMITTEE** to be held on **FRIDAY 1 APRIL 2022 at 10.00am** in the **COMMITTEE ROOM**, Town Hall, West Borough, Wimborne Minster.

A handwritten signature in black ink, appearing to read "H. Bull".

Acting Town Clerk  
25 March 2022

All members of the public and press are welcome to attend.

This meeting will be held in accordance with the restrictions and public advice in place at the time. If you test positive or have any Covid symptoms, please do NOT attend.

Please be aware that filming, photographing, and recording may occur during the meeting. A designated area will be set aside for members of the public not actively participating in the meeting where there will be no filming or photographs taken.

**AGENDA**

**1. Public Session**

Please note: Members of the public are invited to ask questions of the Committee at the Chairman's discretion. A period up to a maximum of fifteen minutes will be allowed for public comments and questions restricted to items listed on the following agenda. No written communications or representations connected with items on the agenda shall be circulated to councillors unless they have been received by the Town Clerk and circulated at least two days in advance of the meeting.

**2. Apologies for absence**

**3. Declarations of Interest**

To declare any interests relating to the business of the meeting and receive any dispensation requests from the Town Clerk.

**4. Project Progress Report**

To receive a progress report (copy herewith).

**5. St John Ambulance Building Update**

To receive an update from the Chairman of the Resources Committee.

**6. Exclusion of Press and Public**

To move the exclusion of the press and the public for the following items on the grounds that publicity might be prejudicial to the public interest by the reason of the confidential nature about to be transacted as per the Public Bodies (Admission to Meetings) Act 1960. The public and the press will be asked to leave the meeting whilst the following items of business are considered.

**7. Staffing Matters**

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

**MEMBERS OF COMMITTEE:**

**Cllr K F Webb (Chairman)**  
**Cllr C L Butter (Vice-Chairman)**  
**Cllr S K Bartlett**  
**Cllr C A Chedgy**  
**Cllr D March**

**(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).

## PERSONNEL, POLICY & STRATEGY COMMITTEE

**Subject:** Item 4 – Project Progress

**Date:** Report 1 April 2022

**Author:** Acting Town Clerk

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 Butter/ Shelagh Fuller	To agree a series of events to commemorate the Queen's Platinum Jubilee.	Group 1	Live	Green	A Project Team of both Members and Officers has been set up and is meeting weekly to progress planning for the event. The Working Party will continue to meet as required. Cllr Butter is the new Project Lead. A project plan has been created. Various meetings with the Events Management Company have taken place.	Jan-22	May-22

1	Review of Meetings and Working Arrangements (to include recording of Council meetings and risk assessments)	Acting Town Clerk	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 IT. The Acting Town Clerk has been exploring / testing other recording options in recent Council and committee meetings.	Dec-21	On-going
1	Asset Overview Report	Laurence Hewitt	To produce a written report of the Council's existing assets (prior to the recruitment of a new Town Clerk).	Group 1	Live	Amber	PPS Committee received a report at the meeting held on 7 January 2022. The Allotment Site (South of Parmiter) transfer is now with the Town Council's solicitors for progression. The Valognes Garden and Land to the R/o 57 and 71 High Street currently being assessed for future maintenance requirements.	Jan-22	Apr-22

2	Queen Platinum Jubilee - Plant a Tree for the Jubilee (and Tree Trail / Green Canopy Initiative)	Cllr Richmond/ Shelagh Fuller/ Laurence Hewitt	To formulate a Tree Trail and arrange planting of trees.	Group 1	Live	Green	<p>2 Trees have been planted in Redcotts. Plaques will be installed.</p> <p>Cllr Richmond has agreed to lead on this project.</p> <p>LH has approached Dorset Council for permission to plant trees on DC land and sites suggested by Cllr Richmond. Cllrs to approach private landowners as per Cllr Richmond's location suggestions.</p>	Jan-22	May-22
2	Review of Rights of Way, Installation of Town Maps and Information Guides and Historic Trail	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	Group 1	Not yet started		A Task and Finish Group will be set up to progress this project.		

			Forum local artist Jake Winkle)						
2	Review of Tree Management and Retention (including introduction of a Council Tree Policy).	Acting Town Clerk / 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	Acting Town Clerk and Chairman	To draft a Community Engagement / 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	Laurence Hewitt	To designate the remainder of the Leigh Park field as a Field in Trust.	Group 1	Live	Green	An application to the Fields in Trust National Playing Fields Association (NPFAs) has been submitted and likely to be successful.		

3	Introduction of a Town Centre Street Market	Cllr Bartlett	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 is in place at the Allendale Community Centre. Cllr Bartlett is to report on result of discussions with Dorset Council for a street market.		
NEW	Redcotts Pavilion – Replacement Boilers	Acting Town Clerk	To consider options for replacing the shower and heating boilers at Redcotts Pavilion.	BAU	Live	Green	Quotations have been sought and options for an environmentally friendly solution to be considered.		Sept 2022
NEW	Digital Register of Interests	Acting Town Clerk	To complete an online Register of Interests for all Councillors	BAU	Not yet started		Members received training from the DAPTC on how to complete the online Register of Interests in 2021. All Members now need to complete their individual records online.		June 2022

	Recruitment of a New Town Clerk	Cllr Webb/ Cllr Butter	To undertake the recruitment of a new Town Clerk.	BAU	On Hold	Red	The recruitment for a new Town Clerk has been put on hold until later this year. Acting Town Clerk appointed temporarily.		
	Website Development	Acting Town Clerk	To finish the new Town Council website	BAU	Completed		The new website is now live and the project has completed.		
	Defibrillator for Redcotts Recreation Ground	Shelagh Fuller	To install a defibrillator at Redcotts Recreation Ground for community use.	BAU	Completed		As reported to Rec and Leisure Committee on 1 March 2022, the Wimborne Bowls Club had been approached to request the re-siting of their Defibrillator to the exterior of the Pavilion. The Club had agreed to this request and a suitable exterior cabinet had been ordered. There is a ten-week delivery wait. Special defibrillator pads suitable for use on children and infants have now been ordered.		



	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 a 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 later this year.		
	Review of Council Priorities and to develop a Council Vision	Cllr Webb	To review the list of Council priorities	BAU	Not yet started				