



Wimborne Minster Town Council

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

All Members of the **PERSONNEL, POLICY AND STRATEGY COMMITTEE** are summoned to a meeting on **FRIDAY 6 MAY 2022 at 10.00 am** in the **COMMITTEE ROOM**, Town Hall, West Borough, Wimborne Minster.

A handwritten signature in black ink, appearing to be 'OBull', written over a light blue rectangular background.

Acting Town Clerk

29 April 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 Council 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. Community Asset Transfers

To receive an update from the Acting Town Clerk.

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 to follow).

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).

Subject: Item 4 – Project Progress Report

Date: 6 May 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/ Committee and Admin Officer | To deliver the events planned to commemorate the Queen's Platinum Jubilee over the weekend of 2-5 June 2022 | Group 1 | Live | Green | The Town Council met on 19 April 2022 and took the decision to scale back the event. The Town Council are now responsible for the organisation of The Big Jubilee Lunch (together with the Events Company). The Town Council is also now assisting with the organisation of the Beacon Lighting event on the Thursday. | Jan-22 | May-22 |

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| 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. Acting Town Clerk reviewing alternative solutions such as Owl Labs. Suggested provision made in 2022/23 draft budget. | Dec-21 | On-going |
| 1 | Asset Overview Report | Town Clerk (Outgoing) | To produce a written report of the Council's existing assets (prior to the recruitment of a new Town Clerk). | Group 1 | Completed | | 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 |

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| 2 | Queen Platinum Jubilee - Plant a Tree for the Jubilee (and Tree Trail / Green Canopy Initiative) | Cllr Richmond/ Committee and Admin Officer | To formulate a Tree Trail and arrange planting of trees. | Group 1 | Live | Green | Trees 3 and 4 which will be planted at the Allendale Centre and Walford Mill have been received. Planting of the Allendale Centre tree will take place on 5 May 2022. Other locations for tree planting have been identified and Cllr Richmond and the Officers are liaising with the landowners. | Jan-22 | Dec-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 | Group 1 | Not yet started | | A Task and Finish Group will be set up in the New Year to progress this project. | | |

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| | | | perspex screens similar to Blandford Forum TC local artist Jake Winkle) | | | | | | |
| 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 | | |

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| | | | | | | | relation to Planning matters. | | |
| 3 | Application to make Leigh Park Playing Field a Field in Trust | Acting Town Clerk | To designate the remainder of the Leigh Park field as a Field in Trust. | Group 1 | Live | | The Town Clerk (outgoing) has made an application to the Fields in Trust NPFA. A response has been received and it will go to a future Council meeting for approval/ adoption. | | |
| 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 home for the Wimborne Market has been found at the Allendale Centre on Friday mornings. Cllr Bartlett is to report on result of discussions with Dorset Council for a street market. | | |
| | Review of Council Priorities and to | Cllr Webb | To review the list of Council priorities | BAU | | | | | |

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| | develop a Council Vision | | | | | | | | |
| | Recruitment of a New Town Clerk | Cllr Webb | To undertake the recruitment of a new Town Clerk. | BAU | Live | Green | The Assistant Town Clerk has been appointed as Acting Town Clerk for a 6 month period, after which the position will again be advertised. | | |
| | Website Development | ATC | To finish the new Town Council website | BAU | Completed | | The website went live in March 2022. | | |
| | Policy Review | | Create as part of BAU activity - Members review policy regularly. | BAU | Live | | Policies are being reviewed and submitted to Council, as appropriate. | | |
| | 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. | | |

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| | 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. | | |