



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 **TOWN COUNCIL** to be held on **TUESDAY 19 APRIL 2022 at 7.00 pm** in the **COUNCIL CHAMBER**, Town Hall, West Borough, Wimborne Minster.

A handwritten signature in black ink, appearing to be 'H. Bull', followed by a horizontal line.

Acting Town Clerk
11 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. To confirm the Minutes of the **TOWN COUNCIL MEETING** held on 15 February 2022 (pages 7641, 7642, 7643 and 7644).

5. To receive the Minutes of the **RESOURCES COMMITTEE** held on 15 February 2022 (pages 7639 and 7640).

6. To receive the Minutes of the **RECREATION AND LEISURE COMMITTEE** held on 1 March 2022 (pages 7645 and 7646).

7. To receive the Minutes of the **PLANNING AND ENVIRONMENT COMMITTEE** held on 15 March 2022 (pages 7647, 7648 and 7649).

8. Casual Vacancies

To note that there are two casual vacancies on the Town Council previously occupied by Paul Bache and Jeff Hart which will be advertised in accordance with electoral rules and statute.

9. Risk Management Review 2021/22

To consider the risk management review prepared for the 2021/22 financial year as required by the External Auditor (copy herewith).

10. Policy & Protocol for Death of Sovereign or Other Senior Royal or National Figure

To approve amendments to the Council's Policy as shown by tracked changes in the document (copy herewith).

11. Former St John Ambulance Building (now called Allenvue Hub)

The Chairman of the Resources Committee to report.

12. Dorset Deserves Better

To consider retrospectively co-signing the open letter dated 17 January 2022 from the Dorset Local Plan Campaign Alliance to Dorset Council Leader, Cllr Spencer Flower (copy herewith).

13. Dorset Councillors' Reports

To receive and note reports from Dorset Councillors, if any.

14. Town Mayor's Report

To receive a report on the Town Mayor's and Deputy Town Mayor's civic activities.

15. Town Council Representatives' Reports

To receive and note reports from the Town Council Representatives on Outside Bodies, if any.

16. Exclusion of Press & 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.

17. Queen's Platinum Jubilee – Celebratory Events

a) To consider a Special Motion (in Accordance with Standing Orders No. 20 and 37) bearing the names of Cllrs Bartlett, Butter, Chedgy and March as follows:

That the decision taken by the Council at its meeting on 15 February 2022 and recorded in Min 144 (APPOINTMENT OF EVENT MANAGEMENT COMPANY FOR THE QUEEN'S JUBILEE EVENT CELEBRATORY WEEKEND) be rescinded and a fresh quotation be obtained from Slick Events Ltd for managing the events proposed on Sunday 5 June 2022 only and that in view of the cost and various risks identified the event proposed in Redcotts Recreation Ground on Saturday 4 June 2022 be not proceeded with.

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(Report by those Members in support of this Special Motion attached as Appendix 1).

- b) That the Personnel, Policy and Strategy Committee be delegated the authority to approve expenditure in relation to activities planned for this event and detailed arrangements connected therewith e.g., staffing requirements.

18. Health and Safety Report

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

19. Minutes of an Informal Extraordinary Meeting of the Town Council held on 18 February 2022

To confirm the 'minded to' decisions of the informal meeting held on 18 February 2022 (copy herewith).

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).

WIMBORNE MINSTER TOWN COUNCIL

MINUTES of a **MEETING of the TOWN COUNCIL** held on **TUESDAY 15 FEBRUARY 2022 at 7.15 pm** in the Council Chamber, Town Hall, West Borough, Wimborne Minster.

MEMBERS PRESENT

Cllr K F Webb – Town Mayor & Chairman of the Council
Cllr P Bache
Cllr C A Chedgy
Cllr L C Hinks
Cllr M J Hopkins
Cllr D J March
Cllr W J Richmond
Cllr A E Roberts
Cllr F Shirley
Cllr S Wheeler

MEMBERS NOT PRESENT

Cllr C L Butter - Deputy Town Mayor & Vice-Chairman of the Council
Cllr S K Bartlett
Cllr D Burt
Cllr J Hart

OFFICERS PRESENT

Assistant Town Clerk
Committee & Administration Officer

135 **ANNUAL TOWN COUNCIL MEETING HELD ON 6 MAY 2021**

RESOLVED that the Minutes of the meeting be confirmed and signed as a correct record.

136 **TOWN COUNCIL MEETING HELD ON 1 FEBRUARY 2022**

RESOLVED that the Minutes of the meeting be confirmed and signed as a correct record.

137 **CALENDAR OF MEETINGS**

The Town Clerk submitted a suggested calendar of meetings for the remainder of the 2021/2022 municipal year, a copy of which had been

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circulated to each Member and a copy of which appears as **Appendix A** to these Minutes.

RESOLVED that the Calendar of Meetings for the remainder of 2021/2022 be approved.

138

EXCEPTIONAL DECISION-MAKING ARRANGEMENTS – PROPOSED CHANGES TO THE OFFICER SCHEME OF DELEGATION

The Assistant Town Clerk submitted a report, a copy of which had been circulated to each Member and a copy of which appears as **Appendix B** to these Minutes.

The report set out recommendations suggested by the Monitoring Officer to increase the flexibility and robustness of the current delegation scheme of the Town Council.

Cllr Chedgy had, prior to the meeting, suggested that in Section 2 of the report (Dispensations Under Local Government Act 1972 – S85) the wording be amended. The Assistant Town Clerk had accepted that the amended wording was clearer, and she would substitute it for that included in the report.

RESOLVED that the proposed changes to the Delegation Scheme, as amended by the substitute wording mentioned above, be approved and adopted with immediate effect and Standing Orders be amended to incorporate these changes.

(Note: for completeness the revised wording in Section 2 of the report is as follows:

If a Member attends an informal meeting called by the Town Clerk under provision 9 of his delegated powers, this will automatically count as a dispensation/approval for not attending meetings in person under S85 of The Local Government Act 1972 and the six-month period shall start to run again for that Member from the date of that informal meeting.)

139

COMMUNITY GOVERNANCE REVIEW (Min 76 – 22.10.21)

The Assistant Town Clerk submitted a report, a copy of which had been circulated to each Member and a copy of which appears as **Appendix C** to these Minutes.

The report detailed Dorset Council's recommendations for amending the current community governance of the parish of Wimborne Minster. The Assistant Town Clerk reported that Dorset Council was meeting

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that evening to discuss the review. There would then be a further period of consultation, after which an Extraordinary Meeting of the Town Council would be held to finalise the Council's response to the proposals.

140 **CO-OPTIONS**

The Assistant Town Clerk referred to the co-option onto the Town Council in August 2021 of Cllr Paul Bache and Cllr Jeff Hart and suggested that for completeness these co-options should now be confirmed.

RESOLVED that the co-option onto the Town Council of Cllr Paul Bache and Cllr Jeff Hart be confirmed with immediate effect with Cllr Bache being appointed to sit on the Recreation & Leisure Committee and Resources Committee and Cllr Hart to sit on the Planning & Environment Committee and Resources Committee.

141 **TOWN MAYOR'S REPORT**

See **Appendix D** to these Minutes.

142 **TOWN COUNCIL REPRESENTATIVES' REPORTS**

Wimborne Cemetery Joint Management Committee – Cllr Hinks – see **Appendix E** to these Minutes.

Wimborne Valognes Twinning Association – Cllr Hinks – see **Appendix F** to these Minutes.

Wimborne Ochsenfurt Twinning Association – Cllr Roberts reminded Members that the WOTA AGM was due to be held on 24 February 2022 at 6.30 pm at St Catherine's Church.

1069 ATC Squadron – Cllr Wheeler reported that he had recently attended the AGM of the Squadron Committee. There was currently a vacancy for Chairman of that Committee. The Squadron had recently welcomed new recruits and was going from strength to strength.

Folk Festival – Cllr Wheeler reported that plans were in full flow for the 40th anniversary of the Folk Festival due to be held in June 2022.

143 **EXCLUSION OF PRESS & PUBLIC**

RESOLVED that, in view of the confidential nature of the business about to be transacted, the press and public be excluded from the remainder of the meeting.

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144 **APPOINTMENT OF EVENT MANAGEMENT COMPANY FOR THE
QUEEN'S JUBILEE EVENT CELEBRATORY WEEKEND**

See Confidential Minute 144/413

The meeting closed at 7.46 pm.

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

WIMBORNE MINSTER TOWN COUNCIL

MINUTES of a meeting of the **RESOURCES COMMITTEE** held on **TUESDAY, 15 FEBRUARY 2022 at 7.00 PM** in the Council Chamber, Town Hall, Wimborne Minster.

COMMITTEE MEMBERS PRESENT

Cllr C A Chedgy (Chairman)
Cllr S Wheeler (Vice-Chairman)
Cllr P Bache
Cllr L C Hinks
Cllr M J Hopkins
Cllr F Shirley
Cllr K F Webb – Ex-Officio – Chairman of the Council

COMMITTEE MEMBERS NOT PRESENT

Cllr D Burt
Cllr J Hart
Cllr C L Butter - Ex-Officio - Vice-Chairman of the Council

OFFICERS PRESENT

Assistant Town Clerk
Committee & Administration Officer

132 **SCHEDULE OF PAYMENTS**

The schedule of payments was submitted for information – see **Appendix A** to these Minutes.

Cllr Webb reported that she had asked the Town Clerk for further information on the Communications & Support cost, specifically whether there was a limit on the number of hours of support provided and a time limit to use those hours. The Assistant Town Clerk would investigate this.

133 **MONTHLY ACCOUNTS**

The Town Clerk submitted for information the accounts for the month of January 2022, a copy of which had been circulated to each Member and a copy of which appears as **Appendix B** to these Minutes.

134

WIMBORNE BUSINESS AWARDS – SPONSORSHIP

The Chairman reported that Cllr Hart had recently attended an event at the Allendale Centre in respect of Wimborne Business Awards which were due to be presented after March 2022.

The Chairman asked whether the Council would wish to sponsor an appropriate award. Further details would need to be sought to establish what categories were available and the cost would likely be in the region of £400-£500.

Members were not unsympathetic to the issue but had reservations and further information would be needed before any commitment or decision could be made. As yet the Chairman had not had a response to her email and telephone message enquiries.

The meeting closed at 7.10 pm.

SignedDate.....
Town Mayor and Chairman of the Council

WIMBORNE MINSTER TOWN COUNCIL

MINUTES of a meeting of the **RECREATION & LEISURE COMMITTEE** held in the Committee Room, Town Hall, Wimborne Minster on **TUESDAY, 1 MARCH 2022 at 7.00 pm.**

COMMITTEE MEMBERS PRESENT

Cllr S K Bartlett – Chairman
Cllr A E Roberts – Vice-Chairman
Cllr C A Chedgy
Cllr L C Hinks
Cllr M Hopkins
Cllr D J March
Cllr C L Butter - Ex-Officio – Vice-Chairman of the Council

MEMBERS NOT PRESENT

Cllr P Bache
Cllr W J Richmond
Cllr K F Webb – Ex-Officio – Chairman of the Council

OFFICERS PRESENT

Acting Town Clerk
Committee Officer

146 **RECREATION GROUNDS INSPECTION REPORT**

The Committee Officer submitted for information a report, a copy of which had been circulated to each Member and a copy of which appears as **Appendix A** to these Minutes.

The report covered in detail all current issues relating to the Town Council's recreation grounds.

Cllr March asked about the timescales of repairs to the wall of the raised flower bed at the Blind Lane entrance and mentioned that a board on the boundary of the paddock/nursery near to the cedar tree needed refixing.

The Chairman suggested that bulbs could be planted next to the wildflower beds in Redcotts Recreation Ground to extend the flower display for a longer period throughout the year. Members were supportive of this idea.

The Chairman thanked the Grounds Team for all their hard work during the pandemic and more recently during Storms Eunice and Franklin (February 2022).

147 **ALLOTMENTS**

The Committee Officer submitted a report, a copy of which had been circulated to each Member and a copy of which appears as **Appendix B** to these Minutes.

In the report the Committee Officer advised Members that the Council was currently receiving two to three contacts from the public per week requesting an allotment plot.

The report also contained details of two requests that had been received from allotment holders: one for a small pond and another for permission to plant small trees along one of the boundaries. The Committee Officer also reported a further request had been received asking that the fencing around the allotment site be rabbit proofed.

Members discussed the requests and agreed that the existing Licence Agreements should not be varied. However, in relation to the rabbit proof fencing, the individual allotment holders should be encouraged to fence their own plots as this would be a more successful deterrent.

Cllr Hinks asked that a future item be brought to this Committee regarding the planting of fruit trees on the open area of land between the allotment site and the skate park should that area of land be transferred to the ownership of the Council.

148 **REDCOTTS RECREATION GROUND – DEFIBRILLATOR (Min 107 – 10.12.21)**

The Committee Officer provided a verbal update on this item.

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. The Committee Officer added that there was a ten-week delivery period for this item. In addition, special defibrillator pads suitable for use on children and infants would also need to be ordered.

Instructions on how to access the defibrillator would be provided to key personnel.

Members noted the update.

149 **EXCLUSION OF PRESS AND PUBLIC**

RESOLVED that in view of the confidential nature of the business about to be transacted, the press and public be excluded from the meeting.

150 **REDEPLOYABLE CCTV CAMERA**

See confidential minute 150/414

The meeting ended at 7.37pm.

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

WIMBORNE MINSTER TOWN COUNCIL

MINUTES of a meeting of the **PLANNING & ENVIRONMENT COMMITTEE** held in the Committee Room, Town Hall, Wimborne Minster on **TUESDAY, 15 MARCH 2022 at 7.00 PM.**

COMMITTEE MEMBERS PRESENT

Cllr D J March (Chairman)
Cllr W J Richmond (Vice-Chairman)
Cllr S K Bartlett
Cllr J Hart
Cllr A E Roberts
Cllr C L Butter – Ex-Officio – Vice-Chairman of the Council

COMMITTEE MEMBERS NOT PRESENT

Cllr D Burt
Cllr F Shirley
Cllr S Wheeler
Cllr K F Webb – Ex-Officio – Chairman of the Council

OFFICERS PRESENT

Acting Town Clerk
Committee & Administration Officer

(Note: Cllr S K Bartlett asked it to be recorded that as a Dorset Councillor, appointed as Vice Chairman to the Eastern Area Planning Committee, he would not be voting on local planning issues at meetings of the Town Council).

Question from the public:

A local resident expressed concern about the worn-out state of the local roads in Wimborne, particularly from Greenclose Lane to Rodways roundabout. The resident noted that rainwater quickly built up along this stretch of road and caused flooding. Consequently, when cars drove along the road water was splashed and sprayed everywhere, often saturating pedestrians on the pavement. The resident understood that Dorset Council was encouraging active travel along the footways and new cycleways however, pedestrians and cyclists would be discouraged from using them if Dorset Council did not resolve this issue of flooding. The resident highlighted that there was a similar problem at the Legg Lane bus stop.

The Chairman responded to say that the Town Council had raised the issue of flooding along Leigh Rd with Dorset Council and that a response was still awaited on this matter.

Cllr Bartlett, agreed to contact the Highways Officers at Dorset Council and also arrange an onsite meeting with the Portfolio Holder for Transport to try and resolve this matter. Cllr Bartlett would respond to the local resident in due course.

151 **LEIGH ROAD – PROPOSED EXPERIMENTAL TRAFFIC REGULATION ORDER**

The Acting Town Clerk submitted an email dated 4 March 2022 from the Dorset Council Highways Engineer, a copy of which had been circulated to each Member and a copy of which appears as **Appendix A** to these Minutes.

Dorset Council was proposing to introduce an Experimental Traffic Regulation Order (ETRO) along Leigh Road/ Wimborne Road West in an attempt to deter unwanted parking on the verges and footway/ cycleway.

Cllr Richmond questioned how much consultation had taken place with residents as peripheral problems had now manifested themselves as a result of the transformation scheme that had taken place along this highway.

Cllr Butter queried how the order would be monitored and enforced.

Cllr Bartlett asked it to be noted that the problem of cars parking on verges along this highway existed before the cycleway scheme had been implemented. However, the problem had been exacerbated by the widening works.

RESOLVED that

- a. the Acting Town Clerk contact Dorset Council for the results of consultation with residents and Colehill Parish Council, as some of the highway was in that parish;**
- b. The Acting Town Clerk seek an extension to the deadline date for consultation in order to review the Town Council's position following receipt of the information requested in 'a.' above.**

152 **NATIONAL BUS STRATEGY (Min 124 – 14.01.22)**

The Chairman submitted for information a report, a copy of which had been circulated to each Member and a copy of which appears as **Appendix B** to these Minutes.

The Committee noted the report.

153 **MAJOR CORE STRATEGY DEVELOPMENTS (Min 125 – 14.01.22)**

The Acting Town Clerk reported the following planning application updates from Dorset Council:

Wyatts Leigh Road, School and Houses (3/17/0848/FUL) Dorset Council had granted permission for the development on 27

October 2021 and was now awaiting completion of the Section 106 agreement.

Wimborne Market (3/20/1556/FUL) Dorset Council had granted permission for the application on 13 October 2022, the Section 106 agreement was completed, some works were underway. The variation of condition application at this same site (P/VOC/2022/01009) was currently under consideration by Dorset Council.

Park Farm, Leigh Road (3/21/0840/FUL) Dorset Council delegated decision, permission had been granted. The reserved matters application (3/21/1566/RM) was currently under consideration, Dorset Council had received amended plans and the consultation had been sent. Two further applications on this site were also currently under consideration (P/VOC/2021/05473) and (P/FUL/2021/05670).

Wimborne Showground Planning Application (3/21/1030/FUL) was under consideration.

154 **PLANNING DECISIONS**

The Acting Town Clerk submitted for information a schedule of planning decisions made by the Local Planning Authority, a copy of which had been circulated to each Member and a copy of which appears as **Appendix C** to these Minutes.

155 **PLANNING APPLICATIONS**

The Acting Town Clerk submitted for information, a schedule of comments on planning applications made by Members, a copy of which had been circulated to each Member and a copy of which appears as **Appendix D** to these Minutes.

The meeting closed at 7.20pm.

Signed Dated
Town Mayor and Chairman of the Council

Subject: Item 9 – Risk Management Review 2021/22
Author: Acting Town Clerk
Date: 19 April 2022

Note: this report had originally been intended to be submitted to Council within the 2021/22 financial year on 22 March 2022. However, this had to be cancelled and therefore Members consider this report retrospectively.

1. Background

The Acting Town Clerk has completed a review of the Town Council's Risk Management procedures and documentation. Feedback on the documentation has also been sought from the Town Council's internal auditor and Finance Administrator.

There is a requirement under the Accounts and Audit Regulations 2015 to establish and maintain a systematic strategy, framework and process for managing risk under "proper practices".

To carry out the review, guidance was sought from the Joint Panel on Accountability and Governance for Smaller Authorities in England and recommended practice has been followed. When completing the Annual Governance Statement, the Town Council needs to be able to positively respond to the following assertion:

"We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required."

2. Policy Statement

In carrying out the review, the following policy statements have been assumed:

- *Wimborne Minster Town Council is committed to effective risk management.*
- *Wimborne Minster Town Council recognises that it has a responsibility to effectively manage risks in order to protect its customers, employees, assets, liabilities and the communities it serves against potential losses, to minimise uncertainty in achieving its aims and to maximise the opportunities to achieve its vision.*
- *Risk management is an integral part of the Council's management process. It is aware that some risks can never be fully eliminated, and it has in place a strategy that provides a structured, systematic, and focused approach to managing risk.*

3. Risk Management

The following risk management documentation has been reviewed:

- Appendix 1 - Risk Management Strategy (including a policy statement, objectives, the risk management process, roles and responsibilities, and future monitoring)
- Appendix 2 – Risk Management Schedule (Risk Register)

These documents are complemented and supported by individual operational risk assessments carried out by staff in their day-to-day activities. This includes health and safety risk assessments documented and stored within the Peninsula Business Safe Online software programme. The Council also has an Asset Register (with current insurable value and maintenance records) and an Inventory of items of value more than £1,000.

4. Risk Control and Insurance

There are four approaches to controlling risks:

- Terminate – Avoid the activity that gives rise to the risk or find an alternative way of doing it. This is not always practical.
- Treat – put procedures in place to reduce the chance of the loss happening or the frequency of the loss.
- Tolerate – decide to retain the risk and bear losses out of normal operating costs.
- Transfer – transfer the financial impact through insurance or indemnity clauses in a contract. Outsourcing services allow risks to be transferred.

There are areas where there is scope to use insurance to help manage risk. Local councils are required by statute to take out three types of insurance. These are:

1. Employer's Liability Insurance
2. Fidelity Guarantee Insurance (the loss of cash through theft or dishonesty)
3. Motor Vehicle Insurance

The Town Council also has Public Liability (risk of damage to third party property or individuals as a consequence of the authority providing services or amenities to the public), Buildings and Contents (protection of physical assets), Business Continuity and Cyber Security insurance amongst others.

Not all risks are insurable and for some the premiums may not be cost effective. Even where insurance is available, monetary consideration may not be an adequate recompense or there might be an excess which negates a claim. The emphasis should therefore always be to eliminate or reduce the risk before steps to transfer risk to another party are considered.

An annual meeting is held between the Town Clerk and the insurer/broker to discuss the renewal of the insurance policy each year.

5. Review and Reporting

Circumstances and business priorities continually change, and risk assessments should be viewed as a continuous process that feed into decision making. Some

risks may be able to be closed as circumstances change, to be replaced by new risks.

The Risk Management Schedule provides the strategic overview of all the Town Council's risks and will be submitted each financial year to Full Council for consideration.

In addition to this, the operational and more detailed risk assessments that are produced and updated for certain activities, such as those undertaken by the Grounds Staff and the various public events that the Council organises (e.g., Christmas Lights Switch On) will be reported by staff to their direct Line Manager.

6. Exceptional Reporting on Risks and Issues within the Risk Schedule

Procedural – Risk: *Legal Powers exceeded (acting ultra vires) or Failure to Comply*

An issue had been identified within this risk subject in January 2022 and the Town Council was working with Dorset Council's Monitoring Officer to resolve it. This issue is now closed and the scoring has been reduced to 'Low (2)' on the risk schedule to reflect this. The internal and external auditors have been made aware.

7. Recommendation

It is RECOMMENDED that the Council:

- a. approves the Risk Management Strategy and Schedule as detailed in Appendix 1 and Appendix 2 to this report;
- b. notes the Exceptional Reporting at Paragraph 6 within this Officer Report.



Appendix 1

Risk Management Strategy

Final

V2.0

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1. Introduction

This document forms Wimborne Minster Town Council's Risk Management Strategy (hereafter called 'the Council'). It sets out:

- What risk management is.
- Why the Council needs a risk management strategy.
- Risk management policy statement.
- The objectives of the risk strategy.
- What the Council's philosophy on risk management is.
- What the risk management process is.
- Roles and responsibilities.
- Future monitoring

2. What is Risk Management?

2.1 'Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.'

2.2 Risk management is an essential feature of good governance. An organisation that manages risk well is more likely to achieve its objectives. ***It is vital to recognise that risk management is not simply about health and safety but applies to all aspects of the Council's work.***

3. Why the Council needs a Risk Management Strategy

3.1 Risk management strengthens the ability of the Council to achieve its objectives and enhance the value of services provided. Risk management is important to continuous service improvement and business continuity.

3.2 This Risk Management Strategy will help ensure that all Committees across the Council have an understanding of 'risk' and that the Council adopts a uniform approach to identifying, prioritising and mitigating risks. This should in turn lead to conscious choices as to the most appropriate method of dealing with each risk, be it elimination, reduction, transfer or acceptance.

3.3 The Risk Management Strategy provides assurances to Members and Officers on the adequacy of arrangements for the conduct of business and the use of resources. Implementation of the strategy leads to greater risk awareness and improved control, which should mean fewer incidents and control failures and, in some cases, lower insurance premiums.

3.4 There is a requirement under the Accounts and Audit Regulations 2015 to establish and maintain a systematic strategy, framework and process for managing risk under "proper practices".

4. Risk Management Policy Statement

- 4.1 Wimborne Minster Town Council is committed to identifying and managing risks using proper practices and the introduction of procedures to ensure that risks are identified and managed at an acceptable level. Any action that is felt necessary to reduce risks will be undertaken.
- 4.2 Risk management is an integral part of the Council's management process. It is aware that some risks can never be fully eliminated, and it has in place a strategy that provides a structured, systematic and focused approach to managing risk.
- 4.3 The Council recognises that it has a responsibility to effectively manage risks in order to protect its customers, employees, assets, liabilities and the communities it serves against potential losses, to minimise uncertainty in achieving its aims and to maximise the opportunities to achieve its vision.

5. Objectives of the Risk Management Strategy:

5.1 The Objectives of this Strategy are to:

- Integrate risk management into the culture of the Council.
- Manage risk in accordance with best practice.
- Anticipate and respond to changing social, political, environmental, technological and legislative requirements.
- Prevent loss, disruption, damage and injury and reduce the cost of risk, thereby maximising resources.
- To inform policy and operational decisions by identifying risks and their likely impact.
- Raise awareness of the need for risk management by all those connected with the Council's delivery of services.

5.2 These objectives will be achieved by:

- Establishing clear roles and responsibilities and reporting lines within the Council for risk management.
- Embedding risk management into the Council's decision-making process, service delivery, project management and partnership working.
- Providing opportunities for training and shared learning on risk management across the Council.
- Offering a framework to identify priority risk areas, including the provision of risk registers at strategic and operational levels.
- Reinforcing the importance of effective risk management as part of the everyday work of employees

- Incorporating risk management considerations into all levels of Council service provision.
- Developing effective communication with, and the active involvement, of employees; monitoring of arrangements, at all levels on an ongoing basis.
- Identification and evaluation of risks associated with partners, contractors and other agencies and community groups.
- Ensuring robust business continuity arrangements are in place.

6. Types of Risks

6.1 Risks can be classified into various types, but it is important to recognise that for all categories the financial losses may have less impact than non-financial factors such as disruption to services and impact on reputation. Generally, there are four categories of risk, all of which are interdependent. Some examples of each category are shown below:

- **Strategic Risk** - long-term adverse impacts from poor decision-making or poor implementation. Risks damage to the reputation of the Council, loss of public confidence, financial viability which in a worst-case scenario could trigger Government intervention.
- **Compliance / Governance Risk** - failure to comply with legislation, proper procedures, or the lack of documentation to prove compliance. Risks exposure to prosecution, judicial review, employment tribunals and the inability to enforce contracts.
- **Financial Risk** – not following procurement procedures, fraud and corruption, excessive waste or demand for services, financial irregularities, or bad debts. Risk of legal action, additional audit investigation, objection to accounts, reduced service delivery, dramatically increased precept levels/impact on Council reserves, asset deterioration.
- **Operating Risk** - failure to deliver services effectively, efficiently and economically, malfunctioning equipment, hazards to service users, the general public or staff, damage to property. Reputational risks as well as risk of insurance claims, higher insurance premiums, lengthy recovery processes.

6.2 These risks can be broken down further into specific areas which could impact on the achievements of the Council's long term and day to day delivery of services:

Financial – Those affecting the ability of the Council to meet its financial commitments; failure of major projects; internal and external audit requirements; failure to prioritise and allocate resources affectively; poor contract management; initiative overload.

Social – Those relating to the effects of changes in demographic, residential, or socio-economic trends on the Council's ability to deliver its corporate priorities.

Technological – Those associated with the capacity of the Council to deal with the pace/scale of technological change, or its ability to use technology to address changing demands. It would also include the consequences of internal failures on the Council's ability to deliver its objectives.

Legal – The ability of the Council to meet legislative demands affecting breaches of legislation.

Environmental – Those relating to the environmental consequences of progressing the Council's strategic objectives in terms of energy, efficiency, pollution, recycling, emissions etc.

Partnership/Contractual – Those associated with the failure of partners/contractors to deliver services to an agreed cost and specification and similarly failure of the Town Council to deliver services to an agreed cost and specification; compliance with procurement policies (internal/external); ensuring open and fair competition.

Human Resources – Those associated with the professional competence of staff; lack of training and development; over reliance on key personnel; ineffective project management; recruitment and selection issues.

Organisational – Those associated with the review of services and delivering continuous improvement.

Health & Safety/Physical – Those related to fire, safety, accident prevention and health & safety which pose a risk to both staff and the public, safeguarding and accounting of physical assets.

Reputational – Those associated with the changing needs of customers and the electorate; ensuring appropriate consultation; avoiding bad public and media relations.

6.3 Not all these risks are insurable and for some the premiums may not be cost effective. Even where insurance is available, monetary consideration may not be an adequate recompense or the excess negates a claim. The emphasis should always be on eliminating or reducing risk before steps to transfer risk to another party are considered.

6.4 Risk is not restricted to potential threats but should be connected with missed opportunities. Good risk management promotes proactive, rather than merely defensive responses. Proactive measures to manage risks will help improve process to ensure business continuity.

7. Risk Management Process

To implement the Strategy, the following process must be followed:

7.1 **Risk Identification** – Identifying and understanding the hazards and risks facing the Council is crucial if informed decisions are to be made about policies

or service delivery. The risks associated with these decisions can then be effectively managed. All risks that are identified to have an impact on the Council’s policies, business or reputation will be recorded in the Council’s Risk Schedule.

7.2 Risk Analysis – Once risks have been identified they need to be systematically and accurately assessed. Analysis should make full use of any available data on the potential frequency of events and their consequences. If a risk is seen to be unacceptable, then steps need to be taken to control or respond to the risk.

7.3 Risk Prioritisation - An assessment should be undertaken of the impact and likelihood of risks occurring, with impact and likelihood being recorded and scored as Low (range score between 1-2), Medium (range score between 3-4) or High (score 5). Risks scoring ‘High’ will be subject to detailed consideration and preparation of a contingency/action plan to appropriately control the risk.

The Council will use the following risk matrix to measure the likelihood and severity of the identified risks:

Risk Matrix Score		Severity (Impact)		
		Low	Medium	High
Likelihood	High	3	4	5
	Medium	2	3	4
	Low	1	2	3

7.4 Risk Control is the process of taking action to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur. Typically, risk control requires the identification and implementation of revised operating procedures, but in exceptional cases more drastic action will be required to reduce the risk to an acceptable level.

7.5 Options for control include:

- **Elimination** – the circumstances from which the risk arises are removed so that the risk no longer exists.
- **Reduction** – measures are implemented to reduce the impact / likelihood of the risk occurring.
- **Transfer** – the risk is passed to others e.g., transfer the financial impact through insurance or indemnity clauses in a contract. Outsourcing services allow risks to be transferred.
- **Sharing** - the risk is shared with another party.

- **Insuring** - insure against some or all of the risk to mitigate financial impact; and
- **Acceptance** – documenting a conscious decision after assessment of areas where the Council accepts or tolerates risk.

8. Risk Monitoring

- 8.1 The risk management process does not finish with putting risk control procedures in place. The effectiveness in controlling risk must be monitored and reviewed. It is also important to assess whether the nature of any risk has changed over time. For example, some risks may be able to be closed as circumstances change, to be replaced by new risks. Actions should be reviewed and monitored regularly to ensure their effectiveness and allow gaps in control to be identified.
- 8.2 The information generated from applying the risk management process will help to ensure that risks can be avoided or minimised in the future. It will also inform judgements on the nature and extent of insurance cover and the balance to be reached between self-insurance and external protection.

9. Roles and Responsibilities

- 9.1 It is important that risk management becomes embedded into the everyday culture and performance management process of the Council. The roles and responsibilities set out below, are designed to ensure that risk is managed effectively right across the Council and its operations, and responsibility for risk is in the right place.
- 9.2 **Councillors** – risk management is seen as a key part of the Councillor's stewardship role and there is an expectation that Councillors are ultimately responsible for risk management because risk threatens the achievement of policy objectives. Councillors will lead and monitor the approach adopted, including:
- Approval of the Risk Management Strategy.
 - Analysis of key risks in reports on major projects, ensuring that all future projects and services undertaken are adequately risk managed.
 - Consideration, and if appropriate, endorsement of the Annual Governance Statement; and
 - Assessment of risks whilst setting the budget, including any plans for resources to tackle specific issues.
- 9.3 **Employees** – will undertake their job within risk management guidelines ensuring that their skills and knowledge are used effectively. All employees will maintain an awareness of the impact and costs of risks and how to feed data into the formal process. They will work to control risks or threats within their jobs, monitor progress and report on job related risks to their line manager.

9.4 **Town Clerk** – will act as the Lead Officer on Risk Management, supported by the Financial Administrator, and be responsible for overseeing the implementation of the Risk Management Strategy. The Town Clerk will:

- provide advice as to the legality of policy and service delivery choices.
- provide advice on the implications for service areas of the Council's corporate aims and objectives.
- update the Council on the implications of new or revised legislation.
- assist in handling any litigation claims.
- provide advice on any human resource issues relating to strategic policy options or the risks associated with operational decisions and assist in handling cases of work-related illness or injury; and
- advise on any health and safety implications of the chosen or proposed arrangements for service delivery.

9.5 **Responsible Finance Officer** – as the Council's Section 151 Officer, the Town Clerk will also:

- assess and implement the Council's insurance requirements.
- assess the financial implications of strategic policy options.
- provide assistance and advice on budgetary planning and control.
- ensure that the Accounts System allows effective budgetary control.
- maintain the Council's Risk Schedule.
- effectively manage the Council's loan portfolio.

9.6 **Role of Internal Audit** – Internal Audit provides an important scrutiny role by carrying out audits to provide independent assurance to the Council that the necessary risk management systems are in place and all significant business risks are being managed effectively.

- Internal Audit assists the Council in identifying both its financial and operational risks and seeks to assist the Council in developing and implementing proper arrangements to manage them, including adequate and effective systems of internal control to reduce or eliminate the likelihood of errors or fraud.
- Internal Audit reports, and any recommendations contained within, will help to shape the Annual Governance Statement.

9.7 **Training** – Risk Management training will be provided as required to Councillors and staff through a variety of mediums. The aim will be to ensure that both Councillors and staff have the skills necessary to identify, evaluate and control the risks associated with the services they provide.

9.8 In addition to the roles and responsibilities set out above, the Council is keen to promote an environment within which individuals are encouraged to report adverse incidents promptly and openly.

10. Monitoring and Review

10.1 This Strategy will be reviewed on a regular basis as part of the Council’s continuing review of its Policy Documents, Standing Orders and Financial Regulations. Recommendations for change will be reported to Council. Once the initial work to establish a Risk Management Schedule has been completed, it is crucial that the information is regularly reviewed and updated. New risks will emerge and need to be controlled.

10.2 Feedback from Internal and External Audit can identify areas for improvement, as can the sharing of best practice via professional bodies, the National Association of Local Councils and relevant local council forums.

10.3 **Reporting on Progress** – The Town Clerk will present an annual report to the Town Council detailing progress on risk management over the year and providing a summary of the Risk Management Schedule and control assurance statements.

Document Version Control

Version number	Purpose/change	Author	Date
0.1	Draft	Assistant Town Clerk	11 January 2021
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1.1	Final Draft	Acting Town Clerk	14 March 2022
1.1	Final Draft	Town Council	19 April 2022

Next Review Date

March 2024

WIMBORNE MINSTER TOWN COUNCIL

Appendix 2 - RISK MANAGEMENT SCHEDULE

FINANCIAL					
Subject	Risk Identified	Impact	Score	Management/ Control of Risk	Review/ Assess/ Revise
Precept	Adequacy	Inability to meet service delivery needs	Low (2)	<p>Sound budgeting process in place:</p> <ul style="list-style-type: none"> • 6 monthly review of current year budget and monthly spending by Resources Committee; • determine the cost of current spending commitments and future spending plans; • assess levels of anticipated income; • provide for contingencies and the need for reserves; • approve the budget (during the budget cycle, the Town Clerk reviews the draft budget with the Chairman and Vice Chairman of each spending committee before submission as a final draft to Full Council in January each year) • set the precept (The Town Clerk will then notify the administering authority (Dorset Council) of the precept that is required for the setting of the overall council tax). <p>Reviewed by Internal Audit.</p>	Existing procedure adequate.
Financial Records and Controls	Inadequate internal processing and checks	Inaccurate reporting leading to inability to continue service delivery	Medium (3)	<p>The Council's financial regulations set out the requirements. Internal Auditor carries out annual review and carries out checks throughout the year. External Audit checks as well.</p> <p>Income controls are in place: Online BACS schedule and payments are checked and authorised by two Officers one of whom must be the Town Clerk.</p> <p>Debit card payments reported to Resources Committee and reconciled to the bank statement.</p>	Review via Financial Regulations and internal controls annually

				If payment is made by cheque, it must be signed by the Town Clerk and two Councillors. Invoices accompany cheques for signatories to check.	
Banking	Inadequate internal processing	Loss of income	Low (1)	Control via split staff duties, review by Internal Audit and internal controls. Fidelity Guarantee Insurance in place.	Review via Financial Regulations
Cash	Loss via theft or dishonesty	Monetary loss	Low (1)	All income and expenditure reported to Resources Committee monthly. Income controls are in place to reduce the risk of money getting misplaced, lost or stolen e.g. segregation of roles. Any cash or cheques received by the Council, are verified by at least two Officers, entered into the accounting records on the date of receipt and banked promptly. Any cash or cheques on site are kept in a secure safe until taken to the bank. Fidelity Guarantee in place.	Existing procedure adequate. Review via Financial Regulations
Salaries	Incorrect payment or process	Legal action, monetary loss	Low (1)	Excel spreadsheet used with conditional formatting to calculate staff salaries and to reduce error. Individual payments checked by Town Clerk and payslips checked by staff. Salaries sheet is reconciled to HMRC RTI Basic PAYE Tools calculator for PAYE and NIC and to the online BACS form total. Pension contributions are reconciled with the Dorset County Pension Fund annually via the Pensions Annual Return. Spot checks by Internal Auditor.	Existing procedure adequate
VAT	Reclaim not processed	Legal breach and fine	Low (2)	VAT claimed quarterly. Checked by Town Clerk Spot checks made by Internal Auditor. VAT reconciliation carried out quarterly.	Existing procedure adequate
Debtors	Non-payment	Loss of income	Medium (3)	Payment upfront requested for one-off or irregular users. Bank reconciliation will highlight any unpaid cheques. Debtor reports can be run from SAGE, all debtors monitored monthly and progressed.	Existing procedure adequate

				Legal action taken if necessary.	
Annual Return	Not submitted within time limits	Legal breach	Low (1)	WMTC aware of time processing by 30 June, Annual Return completed and signed off by Council, submitted to Internal Auditor for Section completion. Checked and sent on to External Auditor.	Existing procedures adequate

PROPERTY					
Subject	Risk Identified	Impact	Score	Management/ Control of Risk	Review/ Assess/ Revise
Asset Register	Assets not recorded Loss or damage to Council property	Financial loss Loss of control of items	Low (1)	Asset Register maintained and reviewed annually. Insurance is held at the appropriate levels for all assets. Regular checks are made on equipment by staff.	Existing procedures adequate
Maintenance of assets including buildings	Inadequate and poor maintenance	Loss or personal injury Financial loss Risk to third parties	Medium (3)	Maintenance schedule and recording Provision of adequate budget Review Insurance annually	Existing procedures adequate
Council records – paper and electronic	Loss through theft, fire, flood, cyber-attack or other damage	Reputational damage Legal action (e.g. GDPR personal data) Financial loss Service disruption	Medium (3)	Council holds Cyber Essentials certification (Government Cyber Security Scheme). All laptops have antivirus and encryption software installed. Electronic records held on cloud-based servers – data backup is instantaneous. Document Retention and Disposal Policy in place. Review of storage of paper records and legal deeds/ documentation required.	Consider purchase of fireproof safe Deposit old Council paper records with Dorset Archive Centre
Insurance	Adequacy Cost Compliance Fidelity Guarantee	Financial loss/ strain Reputational damage Legal action	Low (1)	Comprehensive annual review and renewal. Broker used. Adequate cover in place.	Existing procedures adequate – with annual review

Meeting Location (Inaccessible Council Chamber)	Adequacy Non-compliance with Equality Act 2010 <i>(disabled users unable to access the Council Chamber)</i> Health and Safety	Potential loss of income Reputational damage Ability to continue democracy	Low (1)	Structural changes to improve Town Hall access have been investigated but are not possible due to Grade II listing and Fire Safety compliance. Project to review live recordings of meetings from the Council meeting rooms is underway. If required, meetings can be relocated (at a cost) to alternative venues.	Given the current COVID-19 pandemic and Offices closed to public. The project to review broadcasting of live meetings is underway.
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PROCEDURAL					
Subject	Risk Identified	Impact	Score	Management/ Control of Risk	Review/ Assess/ Revise
Legal Powers exceeded (acting ultra vires) or Failure to Comply	Illegal activity or payments Committees exceeding delegated authority Non-compliance	Reputational risk Financial risk Legal action Service disruption Trigger intervention from outside bodies/ Government HR Implications Loss of GPC	Low (2)	All activities and payments made within the powers of the council, are resolved and minuted. This is monitored by Town Clerk and checked by internal and external audit. General Power of Competence reaffirmed after Elections. Committee Terms of Reference in place and Minutes to Full Council for approval. Councillor and staff training as required.	On-going Review
Freedom of Information	Non-compliance	Reputational risk Enforcement by ICO	Low (1)	The Town Council has adopted a Model Publication Scheme.	Review of the Publication Scheme and procedure for dealing with requests is required
Data Protection	Non-compliance	Reputational risk Enforcement by ICO Legal action by individual	Low (2)	Registered with ICO GDPR procedures introduced in 2019 Subject Access requests are minimal ICT acceptable use policy drafted (use of personal devices)	Following introduction of Cllr laptops, review of procedures is required
Code of Conduct	Non-Compliance	Reputational risk Legal action on individual	Low (2)	Code of Conduct adopted by Council. Will be reconsidered following the outcome of the national review of the Model Code of Conduct.	Councillor training by Dorset Council's Monitoring Officer should be considered

				Councillors receive copy of the Code upon election. Town Clerk able to provide informal advice.	
Member Interests	Conflict of Interest Failure to register Interests	Reputational risk Legal action on individual	Low (2)	All Councillors complete register of disclosable pecuniary interests following election. Councillors inform Town Clerk of any changes. Town Clerk able to provide advice.	Likelihood of any conflict of interest are minimal therefore existing procedures adequate
Member Vacancies	Unable to fill Councillor vacancies	Loss of GPC Reputational risk	Low (2)	Established procedures to fill vacancies – by-election/ co-option.	Existing procedures are adequate
Minutes, Agendas and statutory documents	Accuracy and legality Non-compliance with Statute	Reputational risk Financial risk Legal action	Low (1)	Minutes and agendas are produced in the prescribed method and adhere to legal requirements. Minutes are approved and signed off by Chairman of the Council. Minutes and agendas are displayed according to legal requirements. Business transacted at the Council is managed by the Mayor/ Chairmen with advice from trained Town Clerk and other officers. Standing Orders and Financial Regulations based on NALC models.	Regularly reviewed. Staff Training as required
Staff	Loss of Town Clerk and other key personnel Professional competence Lack of succession planning	Service disruption Reputational risk Legal action	Medium (4)	Regular meetings between the Town Clerk and Chairman of the Council/PPS Committee to report on work priorities and outstanding actions. Project updates provided to the PPS Committee. Staff Training provided as required. Updates to the Process Mapping document is required. March 2022 – Acting Town Clerk appointed to role temporarily. Outgoing Town Clerk providing transitional support. Actively engaging with People Management Policy.	On-going review Further Succession Planning required.
Staff	Well-being and Mental Health	Poor Performance Low morale	Medium (3)	Staff meetings, 1:1 meetings, staff appraisals, internal communications, staff away days.	On-going review

		Increased employee absence Service delivery disruption			
Litigation	Risk to third party property or individuals Risk of legal action being taken against the Town Council	Loss or injury Reputational risk Legal action Financial loss	Medium (3)	Public Liability and Employers Liability Insurances in place. Motor Vehicle Insurance in place. Risk assessments of individual events to be undertaken.	Annual review

REPUTATIONAL					
Subject	Risk Identified	Impact	Score	Management/ Control of Risk	Review/ Assess/ Revise
Business Continuity	Service disruption due to unexpected or tragic circumstance	Dependant on severity, impact – could be moderate to severe	Medium (3)	<p>All computer files are backed up to the cloud and accessible by all staff.</p> <p>Tests have been carried out by ICT provider to ensure restoration is achievable.</p> <p>Capacity to work from home for staff team was realised in March 2020 following outbreak of COVID19. The ICT upgrade in 2019 including purchase of laptops for all staff enabled straightforward transition.</p> <p>Councillor laptops purchased in May 2020 to enable continuation of Council meetings via Zoom and MS Teams.</p> <p>Historic paper records stored on the Town Council site to be reviewed as potential risk of loss.</p> <p>Business continuity insurance in place.</p>	<p>ICT provider conducts regular tests on the Council's computer system.</p> <p>Review storage of paper records on return to Office working.</p>

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Document Version Control

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0.1	Draft	Assistant Town Clerk	15 March 2021
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Next Review Date

March 2023



Policy and Protocol for Death Of the Sovereign or other Senior Royal or National Figure

V2.0

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Introduction

Wimborne Minster Town Council recognises that a formal procedure is required to manage the occurrence of the death of a senior national figure or local holder of high office.

Guidance has been made available from the National Association of Civic Officers ([January 2022](#)~~May 2019~~) for the procedure to follow upon the death of the Sovereign, other senior members of the Royal Family, senior national figures or local holders of high office.

Plans to mark the death of the Sovereign or senior member of the Royal Family must only be implemented after a formal announcement has been made by the Royal Household or Downing Street.

This procedure should be implemented by the Town Clerk or in her/his absence, the Assistant Town Clerk, Mayor or Mayor's [SecretaryPA](#).

It might also be appropriate to use elements of the procedure when responding to an incident which has led to a large number of deaths, for example, a train crash or terrorist attack. This would apply if a National Day of Mourning was announced by 10 Downing Street. This would be at the discretion of the Mayor and Town Clerk/Assistant Town Clerk.

When the Policy is to be used:

This Policy should be used in the event of the death of:

Group 1

- HM the Queen
- HRH the Prince of Wales
- HRH the Duchess of Cornwall
- HRH the Duke of Cambridge
- HRH the Duchess of Cambridge
- Any progeny of the Duke and Duchess of Cambridge
- Duke of Sussex
- Duchess of Sussex
- Any progeny of the Duke and Duchess of Sussex
- HRH The Duke of York
- HRH The Earl of Wessex
- HRH The Princess Royal

Group 2

- The Prime Minister
- Any former Prime Minister
- The Member of Parliament for the Town's Constituency

Implementation of the Policy on hearing of the death

Wimborne Minster Town Council's mourning protocol will be implemented on **the formal announcement by Buckingham Palace / Downing Street** of the death of any one of those persons named on page 4.

Implementation will be authorised by the Town Clerk or in his/her absence, the Assistant Town Clerk, Mayor or Mayor's [SecretaryPA](#).

Flying the Flag

Once the formal announcement has been received, at the request of the Town Clerk/Assistant Town Clerk the Union Flag at the Town Council offices will be immediately flown at half-mast. [A sufficient gap from the top of the pole to the flag must be left, so that it does not merely look as if the flag has slipped. Alternatively, the flag could be flown at full mast with a black cravat attached. However, there is a possibility that this could be misunderstood by the public.](#)

If the death falls on St George's Day or the period of mourning includes St George's Day, the flag of the patron saint should be replaced by the Union Flag at half-mast.

[If, between the day of ~~death~~death and the funeral, another scheduled flag is due to be flown e.g. Armed Forces Day, that day could pass unmarked. It would be inappropriate to fly the Union flag at half-mast and another flag at full mast.](#)

[The Council's own flag can also be flown at half mast.](#)

[If a flag of another country is also being flown, it would be appropriate to remove that flag during the period of mourning.](#)

Flying the Flag on Proclamation Day (D + 1) following the death of the Sovereign

On Proclamation Day (D+1) (the day following the death of the Sovereign when the new Sovereign is proclaimed) flags will – at 11.00hrs – be raised to full mast and flown throughout the day at full mast).

On the day following Proclamation Day (D+2) the flag will be returned to half-mast at 1300 hrs.

If the death occurs late in the day arrangements for the ceremonial matters on D + 1 may not be put in place swiftly enough and so timings may change. Guidance will be given by Buckingham Palace/Downing Street.

Flying the Flag on Subsequent Days

Following the death of the Sovereign or other members of the Royal Family identified in Group 1 on page 4, the flag will continue to fly at half-mast until 0800 hours on the morning following the funeral.

For those identified in Group 2 on page 4 the flag will fly at half-mast on the day of the announcement of the death and the day of the funeral only.

The Day After Proclamation Day (D + 2)

The Town Mayor will read a statement from the Town Council and the Proclamation at 1400 hrs outside The Minster on the day following Proclamation (D+2). See Appendix A. This will be a public event and those individuals named in Appendix B on page 9 will be invited.

The statement from the Town Council will appear on the home page of the website.

Book of Condolence

On the first working day following the announcement of the death of the Sovereign, HRH the Prince of Wales or HRH the Duchess of Cornwall, a Book of Condolence will be opened at the Town Council offices.

Consideration will be given at the time whether Books of Condolence should be opened for other members of the Royal Family.

Book of Condolence will be open from 0930hrs – 1300 hrs Monday to Friday and will remain open until 1300 on the day following the funeral

When the Book of Condolence has been closed, the Town Clerk/Assistant Town Clerk will make arrangements for the final version to be lodged in local archives).

[The Mayor may wish to consider visiting local care homes to give residents an opportunity to sign the Book of Condolence.](#)

[The Council may wish to consider accepting handwritten messages of condolence sent to the Town Hall to be included into the physical book of condolence.](#)

Day of the Funeral of the Sovereign (D + 10)

The funeral of the Sovereign will take place 10 days after the day of death (unless this would mean it would fall on a Sunday in which case it will then be D + 11). Other events may also mean that the date of the funeral will change e.g. if it would clash with Christmas/Easter/ Remembrance Day.

On the death of the Sovereign there will be a two minute silence at 11 am on the day of the funeral. This will be held outside The Minster.

~~[A toll of Bells may be tolled for the hour immediately prior to the time of the Funeral Service. will be agreed in liaison with The Minster. The recommendation is one ring for each year of the Sovereign's life with an 8 second gap between each toll.](#)~~

Focal Point for Grief

Upon the death of a member of the Royal Family or a senior national figure, members of the public may wish to visit a designated area as a focal point for grief. This may be to lay flowers and other tributes as well as to reflect and remember.

There will be a designated area at The Minster for members of the public to lay flowers etc. The exact place will be agreed with the Rector at the time and this will be communicated to the public as part of the Statement issued by the Mayor, see D + 2 above.

Tributes will be carefully removed within one week after the state funeral. On removal floral tributes will either be offered to a local care home or composted. Other tributes will be disposed of sensitively and appropriately.

Events During the Period of Mourning

The programme of engagements undertaken by the Town Mayor during the period of mourning will be reviewed to ensure it is appropriate and that it sits comfortably with the national mood. If events do continue they should begin with a period of silence.

Councillors will be informed in advance that a Town Council meeting held during the mourning period will be preceded with a 2 minute silence.

Dress Code

When conducting public business, councillors may wish to consider wearing black ties/dark clothing on the day of death, day of the funeral and period of public mourning.

Black arm bands will be available for the councillors and staff.

On the death of the Sovereign, the Chains of office will not be worn by the Mayor during the period of mourning and instead the badge of office will be worn on a black neck ribbon. A black rosette will be added to the Mayor's robes.

Public Observation of Silence

For other senior members of the Royal Family, the funeral will take place eight days after the day of death.

When the death of a senior member of the Royal Family is to be marked by a two-minute Silence, an announcement will be made by Buckingham Palace.

The Town Mayor will lead a Public Silence outside The Minster on the day of the funeral. There will be an open invitation to Councillors and the public to attend.

The death of an individual listed in Group 2 on page 2 will be marked by a 1 minute silence.

Letter of Condolence from WMTC

As soon as practical, a letter of condolence will be drafted and circulated to the Town Mayor for approval before dispatch. See Appendix C.

Appendix A

Statement by Mayor and reading of Proclamation - To be read at 2 pm after 13.30hrs on the day after Proclamation Day (D Day + 2)

The Mayor (or in his/her absence the Deputy Mayor) to say:

We come together this afternoon following the passing of our late Sovereign, Queen Elizabeth the Second. Our sadness at this time is shared by people across the globe, as we remember with affection and gratitude the lifetime of service given by our longest-reigning Monarch.

Floral tributes may be laid on at The Minster Green and a Book of Condolence has been opened at the Town Hall. and will be available to sign until (put in date D + 11).

The basis on which our monarchy is built has ensured that through the centuries the Crown has passed in an unbroken line of succession. Today's ceremony marks the formal Proclamation to the people of Wimborne Minster of the beginning of our new King's reign.

Yesterday the Accession Council met at St James's Palace to proclaim our new Sovereign. The flags which had flown at half-mast since The Queen's death were raised briefly to their full height to mark the start of His Majesty's reign.

The Accession Council also made an Order requiring High Sheriffs to cause the Proclamation to be read in the areas of their jurisdiction. The High Sheriff of Dorset discharged that duty earlier today and now, with my humble duty, I now bring the words of the Proclamation to the residents of Wimborne Minster.

Ladies and Gentlemen, The Proclamation of the Accession:

READ THE PROCLAMATION

(This will be available from the Buckingham Palace website www.royal.gov.uk or the Privy Council website www.privacy-council.org.uk.)

At the end of the Proclamation the Mayor will say: **God Save The King**

Official Guests repeat: **God Save The King**

All present join in saying: **God Save the King**

One verse of the National Anthem to be played.

Finally, the Mayor will call for three cheers for His Majesty The King.

Dispersal.

Appendix B

Invitees to reading of Proclamation on D + 2

All members of the Council

Town Clerk

Past Mayors

Freemen/women

High Sheriff

Appendix C

Letter of condolence to Buckingham Palace on death of HM the Queen

FAO: Private Secretary of new Sovereign

Dear

As we learn of the sad news that Her Majesty Queen Elizabeth II has passed away the thoughts of the citizens of Wimborne Minster are with the Royal Family as they grieve for their Mother, Grandmother and Great-Grandmother.

The Queen demonstrated extraordinary dedication and commitment to duty throughout her Reign and did so with a graceful strength and admirable determination. She ruled throughout decades of change, from the dark post war years through to the new horizons of the 21st century, providing essential continuity for the nation.

This is a period of public grief when people who do not know each other come together to mourn a national figure who has been consistent throughout our lives and for whom we have collective affection despite not knowing her personally.

Please pass the condolences of the Town Council to HM King A Book of Condolence has been opened at the Town Hall and will be retained in local archives in due course.

Yours sincerely

Town Mayor

Document Version Control

<u>Version number</u>	<u>Purpose/change</u>	<u>Author/ Approval</u>	<u>Date</u>
<u>1.1</u>	<u>Final Draft</u>	<u>Committee and Administration Officer</u>	<u>8 April 2022</u>
<u>2.0</u>	<u>Final Draft</u>	<u>Town Council</u>	<u>19 April 2022</u>

Next Review Date

March 2024

Dorset Local Plan Campaign Alliance

Open Letter to

Councillor Spencer Flower
Leader
Dorset Council,
County Hall, Dorchester

17 January 2022

Dear Cllr Flower,

We are writing on the behalf of a group of 38 organisations representing more than 20,000 citizens of Dorset to urge your Council to Re-think the draft Dorset Local Plan.

We recognise the high importance of a Local Plan as the basis for delivering development which meets the needs of current and future generations. We acknowledge the great effort that has gone into preparing the draft Local Plan and the public consultation. We also commend your Council's admirable drive towards net zero carbon emissions and strengthening of wildlife through the Climate and Ecological Emergency Strategy, and your success in securing government funding to reduce your Council's own carbon footprint and to launch action more widely in the County.

However, we note that many respondents are opposed to the Local Plan. Strong reservations were also expressed by public bodies, notably Historic England and Natural England. 91 per cent of those represented in the public consultation rejected the development strategy at the heart of the Plan. Instead, we suggest ways to transform the Local Plan into a visionary programme that enriches the county and serves the people of Dorset – especially the young and those most in need.

We believe that the draft Local Plan:

- Would do great harm to Dorset, through adverse impact on its natural environment, landscape and historical character
- Falls short of meeting the needs of Dorset's population by providing the right houses in the right place at the right price
- Fails to face up to the global challenges of climate change and reversing the loss of wildlife.

Specifically, we contend that the Draft Local Plan:

- Is incompatible with the Climate and Ecological Emergency Strategy, and the scale and pattern of development proposed in the Local Plan will gravely undermine the pursuit of that Strategy

- Greatly overstates the number of new dwellings that should be built in the County between now and 2038, while failing to provide for the genuinely affordable homes which Dorset needs
- Proposes excessive and unjustified intrusion on the Green Belt, the Area of Outstanding Natural Beauty and other locally valued greenfield land, all of which are (to varying degrees) protected in the National Planning Policy Framework
- Will seriously damage the landscape, heritage and wildlife of the County, as shown by your Council's own Sustainability Analysis
- Contravenes your Council's drive towards net zero carbon emissions and reversal of the loss of wildlife, because the proposals in the Plan would greatly increase the impact of built development and transport and the pressure on all forms of infrastructure.

For all these reasons, we believe there is a strong case to radically Re-think the Draft Local Plan and the Development Strategy which underlies it. We remind the Council that they have until April 2024 before the new Local Plan needs to be adopted; and that they can prevent uncontrolled development by ensuring a five-year housing supply separately from the new Local Plan.

The Annex to this letter sets out in more detail why we disagree with the current draft Local Plan and the changes that we would like to see made to it.

We are ready to work with Dorset Council to explore how these ideas can be reflected in the Dorset Local Plan and the Climate and Ecological Emergency Strategy. The Press and local voters are likely to respond positively to the preservation of the County's natural assets, opportunities for affordable housing, reduced energy bills and increased job opportunities in the green sector. We ask for the opportunity to meet you and the portfolio holders for planning and the climate strategy so that we may discuss how this can be achieved. We look forward to hearing from you.

This Open Letter is copied to all Dorset Councillors; Chief Executive Dorset Council; Dorset Council Planning Department; all Town and Parish Councils; and all partners in the Campaign Alliance. We are also sending a Press Release to all Press and TV Networks.

Yours sincerely,

Michael Dower, Dorset Climate Action Network, mdower6@btinternet.com, 01308 863515
 Giles Watts, Dorset Climate Action Network, wattsgft@gmail.com, 07840 061712

Total at 14 January 2022: 38 organisations
20,678 individual members, supporters or parishioners
65 affiliated groups