

WIMBORNE MINSTER TOWN COUNCIL

MINUTES of a **MEETING of the TOWN COUNCIL** held on **TUESDAY 19 APRIL 2022 at 7.00 pm** in the Council Chamber, Town Hall, West Borough, Wimborne Minster.

MEMBERS PRESENT

Cllr K F Webb – Town Mayor & Chairman of the Council
Cllr C L Butter – Deputy Town Mayor & Vice-Chairman of the Council
Cllr S K Bartlett
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 S Wheeler

IN ATTENDANCE

Town Clerk (Outgoing)
Committee & Administration Officer
Three members of the public

156 PUBLIC PARTICIPATION

Three members of the public indicated that they wished to speak and address the Council on matters listed on the agenda. Speeches made by the members of the public present are recorded under the relevant minute item.

157 APOLOGIES FOR ABSENCE

Cllr D Burt
Cllr F Shirley

158 DECLARATIONS OF INTEREST

Cllr Bartlett declared a non-pecuniary interest in agenda item 11 (Former St John Ambulance Building) due to his involvement with the Youth Café Committee. Cllr Webb also declared a possible non-pecuniary interest in this item as an unpaid Director of Radio Wimborne.

Referring to agenda item 12 – Dorset Deserves Better, Cllr Bartlett asked it to be recorded that as a Dorset Councillor, appointed to the Strategic and Technical Planning Committee, he would not be taking part in the discussion or voting on this item.

159 SUSPENSION OF STANDING ORDERS

RESOLVED that Standing Order 18 be suspended and Agenda Item 12 – Dorset Deserves Better and Agenda Item 11 – St John Ambulance

Building, respectively, be brought forward to enable the public present at the meeting to speak on these items.

160 DORSET DESERVES BETTER

The Council had received an open letter dated 17 January 2022 from the Dorset Local Plan Campaign Alliance to Dorset Council Leader, Cllr Spencer Flower, a copy of which had been circulated to each Member and a copy of which appears as **Appendix A** to these Minutes in the Minute Book.

A local resident who was also a member of Planet Wimborne was given permission by the Chairman to speak on this matter.

The resident requested that the Council agree to the retrospective signing of the letter. The letter expressed concern about the amount of development proposed in the draft Local Plan and had to date been signed by 16 other Town and Parish Councils.

RESOLVED that the Council sign the letter retrospectively and advise the Dorset Local Plan Campaign Alliance accordingly.

(Note: Cllr Bartlett did not participate in the discussion or vote on this item.)

161 FORMER ST JOHN AMBULANCE BUILDING (NOW CALLED ALLENVIEW HUB)

The Chairman of Resources Committee 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 Minute Book.

The report set out the background to the building and garages being offered to the Town Council as an asset transfer and suggested various options on how to proceed.

The Chairman invited members of the public to speak on this item focusing their comments on the merits of the acquisition of the building and not the occupation past, present or future.

A local resident who was also a member of the Youth Café Committee implored the Council make the right decision on the future of this building but believed that the report was biased towards occupancy by one particular group. The Chairman reminded the resident that the question of occupancy was not relevant at this meeting as that was not the decision being considered.

Another local resident who was also a member of the Youth Café Committee raised concern with the content of the report stating that it did not consider the needs of the young people of Wimborne. Cllr Webb reminded the meeting that the building was currently owned by Dorset Council, and it was for that Authority to determine its occupancy. The Chairman reiterated that the

decision before the Council related only to the future ownership of the building.

Various motions and amendments were suggested during the debate, and it was:

RESOLVED that the Town Council ask Dorset Council to respect the original written statement of intent to transfer the asset to the Town Council and to refuse to consider any applications for alternative ownership of the hub or garages pending a review by the Town Council under its Financial Regulation 66.

(Note: Cllr Bartlett participated in the debate on this item. Cllr Webb chaired the agenda item, but did not take part in the debate or vote on the item).

162 TOWN COUNCIL MEETING HELD ON 15 FEBRUARY 2022

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

163 RESOURCES COMMITTEE HELD ON 15 FEBRUARY 2022

RESOLVED that the Minutes of the meeting be confirmed and adopted.

164 RECREATION & LEISURE COMMITTEE HELD ON 1 MARCH 2022

RESOLVED that the Minutes of the meeting be confirmed and adopted.

165 PLANNING & ENVIRONMENT COMMITTEE HELD ON 15 MARCH 2022

RESOLVED that the Minutes of the meeting be confirmed and adopted.

166 CASUAL VACANCIES

The Town Clerk (Outgoing) reported that there were two casual vacancies on the Town Council previously occupied by Paul Bache and Jeff Hart. The vacancies had been advertised in accordance with electoral rules and statute.

167 RISK MANAGEMENT REVIEW 2021/22

The Acting 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 in the Minute Book.

Cllr Butter sought clarification on the role of Councillors in risk management and would consult with the Acting Town Clerk, the author of the report on this matter.

RESOLVED that the Risk Management Review, as detailed be adopted for submission to the auditors subject to any minor amendments

resulting from the discussions between Cllr Butter and the Acting Town Clerk.

168 **POLICY & PROTOCOL FOR DEATH OF SOVEREIGN OR OTHER SENIOR ROYAL OR NATIONAL FIGURE**

The Acting Town Clerk submitted a revised policy document which incorporated amendments contained in a document issued by the National Association of Civic Officers, a copy of which had been circulated to each Member and a copy of which appears as **Appendix D** to these Minutes.

RESOLVED that the amended policy be adopted with immediate effect.

169 **DORSET COUNCILLORS' REPORTS**

Dorset Councillor S K Bartlett – see **Appendix E** to these Minutes.

170 **TOWN MAYOR'S REPORT**

See **Appendix F** to these Minutes.

171 **TOWN COUNCIL REPRESENTATIVES' REPORTS**

Walford Mill - Cllr C L Butter – see **Appendix G** to these Minutes.

Allenview Community Centre – Cllr C L Butter – see **Appendix G** to these Minutes.

Wimborne BID – Cllr C A Chedgy – see **Appendix H** to these Minutes.

Wimborne Cemetery Joint Management Committee – Cllr L C Hinks – see **Appendix I** to these Minutes.

Wimborne Valognes Twinning Association – Cllr L C Hinks – see **Appendix J** to these Minutes.

DAPTC Towns & Larger Parishes – Cllr D J March – see **Appendix K** to these Minutes.

St Margaret's and Stone's Charity – Cllr A E Roberts reported that she had attended a meeting and that the charity was in the process of trying to acquire land from the National Trust at Shapwick to provide more Alms Houses.

172 **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.

(Note: Although this part of the meeting was held 'in camera' and the supporting documents are confidential, the decisions taken are shown below.)

173 QUEEN'S PLATINUM JUBILEE – CELEBRATORY EVENTS

The Acting Town Clerk submitted a confidential supporting report, a copy of which had been circulated to each Member and a copy of which appears as **Appendix L** to these Minutes in the Minute Book.

The Chairman confirmed that a revised quotation had been received for a reduced schedule of events over the Jubilee Weekend, saving in the region of £7,000.

RESOLVED that:

- a) the event planned for Saturday, 4 June 2022 be removed from the Town Council's programme of events; and
- b) the revised quotation from the Events Management Company be accepted.

174 HEALTH & SAFETY REPORT

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

The report set out the Council's duty of care under the Health & Safety at Work Act 1974 in relation to living with Covid 19 in the workplace.

Cllr Butter requested that the Council also provide councillors with Covid-19 tests for Council business. Cllr Chedgy requested that a policy for Health & Safety for Councillors should also be written.

RESOLVED that:

- a) the following policies be adopted with immediate effect:
 - Coronavirus (Covid 19) Vaccination Policy;
 - Living with Covid-19 in the Workplace Policy;
 - Home and Hybrid Working Policy;
 - Flexible Working Policy;
- b) the Acting Town Clerk be requested to write a Health & Safety (Covid) Policy for Members.

175 NOTES OF AN INFORMAL EXTRAORDINARY MEETING OF THE TOWN COUNCIL HELD ON 18 FEBRUARY 2022

RESOLVED that the notes of the meeting and actions proposed be confirmed and adopted.

The meeting closed at 8.29 pm.

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

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

Subject: Item 11 – Former St John Ambulance Building (now called Allenvue Hub)
Author: Chairman of Resources
Date: 19 April 2022

1. Recent History

During 2016 the Allenvue Hub (the old St John Ambulance building) became occupied by the Wimborne Youth Café run by the then Cllr Bell and her husband under the umbrella of Vision Wimborne. This was just the Hub as distinct to the 3 attached garages.

In 2017/18, the former East Dorset District Council (EDDC) offered the Town Council a 9-year lease of the Hub from 1 November 2016 at £400pa with otherwise the usual commercial terms of repair and paying outgoings. The terms were approved by the Town Council and work commenced on the lease but not completed.

This was overtaken in 2018 when EDDC offered the Town Council the Hub and 3 garages as part of the Community Asset Transfers. This offer was accepted by the Town Council.

Therefore, the lease negotiations became obsolete. The Town Clerk (LH) and Chairman of Resources (Cllr Chedgy) started to look at the land registry title. There were various legal issues not least that the title plan did not accord with the layout on the ground.

In 2019 with local government reorganisation, the new unitary Dorset Council inherited the decision to transfer the Hub and garages to WMTC. The scale and impact of the reorganisation coupled with the pandemic meant the legal department of Dorset Council was unable to pursue this and the other transfers agreed from 2018.

The Town Council received feedback that the Youth café struggled to get volunteers and had only been operating one Wednesday afternoon a week. No licence or lease was concluded with the Youth Café/ Vision Wimborne.

The Youth Café closed in the spring/summer of 2019 and since September 2019 Radio Wimborne has occupied the Hub on licence from Dorset Council. WMTC has had no consultation, input, or involvement with this occupation.

The Town Council's Financial Regulations were revised and updated in 2019 and Financial Regulation 66 (FR66) was introduced meaning that a full cost benefit analysis had to be undertaken before the Town Council decided whether to proceed with any land or property acquisition.

On 17 December 2021, the Town Council decided that all asset transfers agreed in 2018 should be subject to the FR66 procedure and reconsidered. The order of priority was to be determined by the Personnel, Policy and

Strategy Committee on 5 January 2022 when it was agreed that the Allenview Hub would be one of the priority transfers to be reviewed under FR66.

2. Recent Developments

In March 2022, the Chairman of Resources Committee became aware that Radio Wimborne had applied in December 2021 for a Community Asset Transfer of the Hub under the Dorset Council 2021 provisions. That application is currently under consideration. The Town Council might argue that Dorset Council should honour the agreement to transfer it to the Town Council.

The Chairman of Resources Committee spoke with the Director of Radio Wimborne (who is also the Town Council's current Chairman, Cllr Webb). Radio Wimborne is prepared to limit its application to the Hub only and not include the 3 garages.

It is apparent that the Hub is an ideal location for Radio Wimborne. It is also apparent that there is no other use to which the building could be put if it were to be owned by the Town Council which would be of greater benefit to the community than Radio Wimborne. Furthermore, the building is likely to require repair work in the future and the Town Council's financial resources are constrained. Even without a FR66 review its value to the Town Council as an asset is questionable.

The three garages are a different matter. The existing storage accommodation available to the Town Council is at a premium and the garages would be of great benefit to future storage needs. Radio Wimborne is not interested in acquiring occupation of the three garages which although adjoining have separate facilities.

In view of the Radio Wimborne application a decision is sought as to whether

1. The Town Council asks Dorset Council to give the specific application by Radio Wimborne for the Hub only first priority in view of its community benefit but if the application fails the Town Council reserves the right to consider its transfer once a FR66 process has been completed or
2. The Town Council decides at this meeting to now reject the transfer of the Hub but not the three garages and releases Dorset Council from any obligation.
3. The Town Council decides at this meeting to now reject the transfer of both the Hub and garages and releases Dorset Council from any obligation.
4. The Town Council asks Dorset Council to respect the original decision and to refuse to consider any other applications for the Hub or garages.

It is suggested members visit the site prior to the meeting if they are not familiar with it.

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
0.1	Draft	Town Council	19 March 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

Version number	Purpose/change	Author	Date
0.1	Draft	Assistant Town Clerk	15 March 2021
0.1	Draft	Town Council	19 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~~ 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 COUNCILLOR'S REPORT FOR WIMBORNE MINSTER TOWN

1. As Dorset Council begins to return to a more normal work pattern with officers returning to the office and members attending face to face meetings again there has been a new energy in completing the transformation work that had been started with the birth of the new unitary Council Authority just prior to the worst global pandemic in a hundred years.
2. Children's and Adult services has seen a review of its internal functions and inefficiencies within the services are being addressed and savings are being made.
3. Planning transformation from six systems being migrated into one should be completed by the end of this month, the convergence of information from the six predecessor planning authorities has been a considerable piece of work and the new system should be going live at some point in April.
4. Work has begun on the Beryl Bike Scheme that is through the City Transformation Fund to be extended into the eastern area of the County with Wimborne Minster, Colehill , Ferndown and Parley being the first to benefit from the extension of the scheme. Sites are presently being looked at in conjunction with Ward Members and I along with my colleagues on Dorset Council have requested that briefings will be given to the Parish and Town Councils and their members will have an input to the final scheme before it is rolled out.
5. As part of the Cities Transformation fund the Leigh Road/ Wimborne Road new cycle lane has been completed. As members will be aware the funding from this came from a Central Government source and NOT from a locally derived tax collection. The money from Government was for specifically delivering the infrastructure it has been used for and the Government were insistent that it had to be delivered. It is believed that this cycle way funded using the Cities Transformation fund was the first one started in the country due to the excellent procurement policy that Dorset Council has in place
6. Members will be aware that the pedestrian crossing at Rodway Corner/ Poole Road is currently being replaced as the former lights had come to the end of their service life. Part of the works will incorporate some re landscaping of the immediate area predominantly involving the pavement and also at my and my ward colleagues request the removal of the shrubbery that at times of the year become unsightly due to it not being on a works programme and the highway safety issues it created for residents and visitors using the exit at Bennet Lodge.
7. Dorset Council through my Scrutiny Committee reviewed the PSPO's relating to dogs in open public spaces due to the end of its first year in operation. Only two towns in Dorset did not adopt the policy. Wimborne Minster is one of those towns and officers will be contacting this Council to get a better understanding of why the policy was not adopted and to see if any concerns of otherwise can be addressed.

8. On the 1/3/2022 I spoke in Dorset Council's Cabinet on Agenda item 16, QE Leisure Centre future Management, Where I asked for a deferment on the decision until a rescue package could be secured. It was disappointing to hear that the decision was taken "to give formal notice to withdraw from the dual use management agreement on the 31.3.24." While the Leisure Centre does not reside in Wimborne Minster, neither is it in Wimborne's ward members area it nevertheless will have a significant impact should it be lost on our residential population. The intention from the Portfolio Holder is to undertake a strategic review of Leisure Centres and associated infrastructure across Dorset which I am sure will be closely followed by all.

Cllr Shane Bartlett,
Ward Member for Wimborne Minster,
Dorset Council,
07593 197302

MAYOR'S ENGAGEMENTS

Date 1st January 2022 to 19th April 2022

29 th January 2022	Remembrance of the Holocaust – The Mayor & Deputy Mayor attended the remembrance service in The Minster
31 st January 2022	Valognes Tree - Dedication Ceremony – The Mayor attended the ceremony. The sapling was planted in memory of those that lost their lives due to Covid.
6 th February 2022	70th Anniversary of Queen's Accession – The Mayor and Escort, Mr Trevor Webb attended the service held in The Minster
1 st March 2022	Pancake Race – The Mayor attended the event at The Minster and assisted with 'officiating' the races
9 th March 2022	Mint Velvet, The Mayor attended the opening of the new store on the High Street
11 th March 2022	The Mayor planted a multi-stemmed 'Snow Queen' birch tree at Redcotts Recreation Ground on Friday, 11 March 2022. This is the second tree in the Council's Town Tree Trail.
14 th March 2022	Commonwealth Day – The Mayor raised the Commonwealth Flag and read the Commonwealth Affirmation
3 rd April 2022	High Mead Farm – The Mayor attended the open day and said a few words
4 th April 2022	Museum of East Dorset – The Mayor attended and declared the "New Exhibition" as open

Town Representative report 19th Apr 2022 – Cllr Carol Butter

I am currently the Town Council representative on four outside bodies and am pleased to report as follows :

Walford Mill and WDCA – I attend their regular Trustee meetings and it's pleasing that both organisations continue to build on their recent successes post covid with positivity and determination. For confidentiality reasons, I am unable to report full details from each meeting however I have sent a copy of their AGM papers to the Office for circulation and information purposes.

Both organisations are a real pleasure to work with and they have each happily agreed to take one of the trees as part of the Queens Jubilee Canopy planting initiative. We are waiting for confirmation of planting dates which will no doubt be advised in due course.

DAPTC – I am joint Council representation on this body with Cllr March who will provide an update this evening.

EDEP – I have nothing of significance to report

Cllr Carol Butter

BID Report 19.4.22 by Cllr Chedgy

Discover April is up and running and there have been many activities.

The BID paid for Community Clean to repair and remove graffiti from the Hanham Road underpass and for Willow Walk Bridge to be cleaned.

The new website is launching on 17th May 2022.

The DISC crime reporting system is being tested by some businesses before general use. As it includes anti social behaviour this may be something the Town Council would like to participate in as we are also a levy payer.

Waitrose in Wimborne has new management and discussions are taking place for more use of Willow Walk in the future,

PACT has resumed meeting and the BID attended in March 2022. The issues of rough sleeping and lack of cleaning at Cook Row toilets were raised and have been relayed to the office who have already been in touch with DC.

Wimborne Colehill Joint Management Committee – Cemetery

Town Representatives report – 19.04.22

It has been a busy few months for the Cemetery, the new groundsman has started today and many thanks to the Clerk, Cllr Chedgy and Cllr Davidson from Colehill for their work in going through all the applications and conducting the interviews.

The renovations to the Lodge have now been completed, on time and on budget. Everyone is pleased with the work and the Lodge is now in the hands of letting agents. Hopefully a new tenant will be in place very soon. With the increase in activity referred to below the costs have been paid for from this year's income.

Over the last 5 years the activity reports at the Cemetery have increased year on year. For the last two years, during the pandemic period, the number of internments has increased dramatically. During the period 2019/2020 there were 224 internments and for the current period there are 341. This is an increase of over 50%. The increase in fee income has gone up in line with the increased activity, again over 50%. It was thought this might be Covid related but apparently not, there has only been a couple of Covid related deaths recorded and this was right at the beginning of the pandemic.

It has been noted that this increased activity has meant that the Clerk has had a rather heavy workload of late as she has been dealing with the lodge renovations and the recruitment of a new groundsman as well as the increase in activity and I would like to record our appreciation of all the extra time she has put in to make the Cemetery such a lovely space within our Town.

Wimborne Minster – Valognes Twinning Association

Town Representative Report – 19.04.22

As mentioned in my previously report in February, the Twinning Association has really bounced back into action following the Covid restrictions being lifted. There have been several very successful events and there is the upcoming French Evening on 13th May which is open to everyone, so if you fancy a night out with all things French you can book tickets via the website. They have also secured sponsorship for this evening and are hoping to obtain further sponsorship for other events.

The arrangements are progressing well for the French Visit in June with the Civic Reception now being held in the Allendale Centre rather than Allendale House. The Evening dinner will be at Crane Valley Golf Club, with entertainment booked and the old-fashioned London red bus taking the guests and bringing them back again!

The Association are keen to get the full use from the new Gazebo and are looking forward to it's inaugural outing on the Jubilee weekend.

I have been liaising with the Team at Dorset Council responsible for the Valognes garden and they have granted permission for the Twinners to put up a notice board to promote events and provide details of the Association. Dorset Council have also given permission for the Association to tidy up the garden in preparation for the forthcoming visit and to remove the plaque which was looking rather shabby. Thank you to our ground staff who have kindly done this for the Association.

Lastly, the Association have new tee shirts, caps and enamel badges so they can wear their French connections loudly and proudly. These are for general sale if anyone would like one and can be bought via the website.



Dorset Association of Parish and Town Councils
(Affiliated to the National Association of Local Councils)

Towns and Larger Parishes Committee

Friday 18 February 2022
10:00am
via Zoom

Minutes

Present:

Cllr KD Johnson	Colehill Parish Council (Chairman)
Cllr John Broom	Lyme Regis Town Council (Vice-Chairman)
Cllr Colin Stevens	Blandford Forum Town Council
Cllr Andrew Todd	Colehill Parish Council
Cllr Anne Holland	Corfe Mullen Town Council
Cllr Paul Holland	Corfe Mullen Town Council
Cllr Belinda Bawden	Lyme Regis Town Council
Cllr Avril Harris	Swanage Town Council
Cllr Lindsey Dedden	Verwood Town Council
Cllr Keith Green	Wareham Town Council
Cllr Vera Green	Wareham Town Council
Cllr Colin Way	West Moors Town Council
Cllr David Harris	Weymouth Town Council
Cllr Colin Huckle	Weymouth Town Council
Cllr Diann March	Wimborne Minster Town Council

Also present: Neil Wedge Chief Executive – DAPTC
Kirsty Riglar Secretary – Towns and Larger Parishes Committee

1/22. Apologies

Apologies for absence were received from:

Cllr Terry Cordery	Ferndown Town Council
Cllr Barry Von Clemens	Gillingham Town Council
Cllr Anne Hall	Sherborne Town Council
Cllr Tony Willats	West Moors Town Council
Cllr Carol Butter	Wimborne Minster Town Council

2/22. Minutes

The minutes of the annual general meeting held on 26 November 2021 were confirmed as a true and accurate record.

3/22. Levelling Up White Paper – NALC's Summary

The Chief Executive drew attention to NALC's summary of the Levelling Up White Paper. In general, NALC welcomed the mention of communities and town and parish councils in the document. Members expressed concerns that the focus of this would be on northern communities and there was a lack of understanding of the challenges faced by rural areas in the south.

Concern was also expressed that, should funding be allocated to Dorset, local councils would not be considered in where this would be focussed. The Chief Executive welcomed these comments and confirmed that he would ensure engagement with the two unitary councils about transparency

of decision-making and encouraging early involvement of local councils in the process. He encouraged councils to think about whether they would wish to be involved in this.

4/22. Dorset Council Local Plan

The Committee noted the latest position in relation to the development of the Local Plan, including the recent statement from the Leader of Dorset Council about challenging the approach based on housing number allocations. Disappointment was expressed that the webinar for local councils due to take place on 27 January had been cancelled. In general, there was felt to be a lack of information and engagement with the planning department about the development of the Local Plan. The Chief Executive explained that he was seeking a clear picture of how Dorset Council would engage and communicate with local councils during the next steps of the process.

Some members confirmed that their councils were participating in the Dorset Deserves Better campaign spearheaded by the Dorset Climate Action Network. Issues such as proposals for development on Areas of Outstanding Natural Beauty and other greenspace and the lack of synergy between the emerging Local Plan and Dorset Council's Climate and Ecological Change Strategy were being raised through this campaign.

Cllr Keith Green left the meeting at 10:35am.

5/22. Update from DAPTC Chief Executive

An update was received from the DAPTC Chief Executive which predominantly focussed on:

- (i) the current approach to cascading information to member councils and inviting comments on this;
- (ii) neighbourhood planning training;
- (iii) Carbon Literacy Accreditation training;
- (iv) NALC's Lobby Day and a call for any issues to be raised with local MP's; and
- (v) the recommendations published by Dorset Council in the next stage of the Community Governance Review

Members shared their views about the Community Governance Review recommendations relating to their council areas. Some concerns were raised that there had been no explanation as to why submissions made by local councils had not been accepted and included in the recommendations. The Chief Executive undertook to request further information about how the recommendations had been arrived at for individual councils from the relevant officers.

The Committee also noted that there remained some anxiety about the return to in-person meetings and the continuing call for local councils to have the option to hold formal meetings virtually as this had proven to be efficient during the pandemic. It was noted that many councils continued to meet virtually informally and decisions made under delegated powers whilst others had resumed in-person meetings. The Chief Executive reminded the Committee that councils should revisit the temporary delegation arrangements to ensure that they remained current and appropriate.

6/22. Update from Member Councils

Colehill

- In-person meetings were cancelled in January to the increase in cases of Covid associated with the Omicron variant.
- Some informal planning meetings had taken place about the programme of events to commemorate HM The Queen's Platinum Jubilee.
- Seven new trees had been planted in the park but complaints had been received and one had been pulled up.

Lyme Regis

- Whilst meetings had been taking place in-person for some time, the Town Council would meet in the Council Chamber for the first time since the start of the pandemic.
- The Dorset Ward Councillor had resigned and a by-election would be held.

- The Town Council had been offered five places on Bridport Town Council's scheme to train community energy champions which would form a platform to build upon.
- A wide-ranging community engagement programme with residents was being planned.

Wareham

- A consultation seeking the views of residents on the town skate park was currently underway.
- The refurbishment of play areas was progressing with a tender process underway.

Wimborne Minster

- The Town Clerk was due to retire at the end of the municipal year.
- In-person meetings had now resumed.
- On 7 January, many of the Wimborne Market stallholders moved to the Allendale Centre which had proven successful and more pitches were sought.
- A tree trail had been established for the Green Canopy initiative.

Weymouth

- The Town Council had significant concerns about the Community Governance Review and the fact that those councillors who were also members of Dorset Council had been told that they could not vote on the matter at full Council because they had participated in the formulation of the Town Council's recommendations. It was considered that this prevented them from contributing properly and representing the local community.
- Work had commenced on the construction of a skate park.
- The development of Tumbledown Farm was progressing; the Town Council would be moving its plant nursery to the site to grow plants for the town's parks and gardens.
- The Town Council had decided not to let two leases for seafront cafés and to run these itself.

Corfe Mullen

- The village hall had re-opened on 1 February following the employment of new staff.
- Interviews had taken place for co-option to a councillor vacancy.
- In-person meetings had resumed.
- A precept of just over £20 increase had been agreed.
- The Town Council was very cross that it had not been consulted by Dorset Council about the application to relocate Wimborne Market at Lake Gates.

Swanage

- In-person meetings of the Council had resumed. Larger committees continued to meet informally online; in-person meetings were held for smaller committees.
- A precept representing a 9.46% increase had been agreed in order to expand the Council's staffing structure.
- Most of the town's seafront was now traffic-free.

Verwood

- The Town Clerk would retire at the end of February. Her replacement had joined the Council in mid-January to enable a handover to take place.
- The Town Council had now taken over the town's youth and community centre.

West Moors

- A precept representing a 9.5% increase had been agreed, mainly to fund the expansion of the offer of the local youth club.
- A tree planting project was underway and a tree giveaway event would be held on the following weekend.
- It was planned to go ahead with the Westival event in 2022.
- In-person meetings had resumed in a local church hall.

7/22. Attendance

The Chairman expressed his concern that only 10 town and larger parish councils were represented at the meeting and considered that those councils who were members of the Committee should be reminded that they are entitled to appoint two representatives and a deputy.

The Chief Executive reported that there was a wide variety of participation across the DAPTC's area committees. Whilst Zoom had helped to make attendance easier, work continued on identifying how these committees could be made more effective and participation encouraged.

8/22. Date of next meeting

It was agreed that the next meeting be held on a date to be confirmed in May 2022.

The meeting closed at 11:40pm.

Signed _____ Date _____

Cllr KD Johnson
Chairman