

## **WIMBORNE MINSTER TOWN COUNCIL**

**MINUTES** of a **MEETING of the PERSONNEL, POLICY & STRATEGY COMMITTEE** held on **FRIDAY, 6 MAY 2022 at 10.00 AM** in the Committee Room, Town Hall, West Borough, Wimborne Minster.

### **MEMBERS PRESENT**

Cllr K F Webb – Town Mayor & Chairman of the Council  
Cllr S K Bartlett – Chairman Recreation & Leisure Committee  
Cllr C A Chedgy – Chairman Resources Committee  
Cllr D J March - Chairman Planning & Environment Committee

### **IN ATTENDANCE**

Acting Town Clerk  
Committee & Administration Officer

Cllr F Shirley

There were no members of the public present.

### **172 APOLOGIES FOR ABSENCE**

Cllr C L Butter – Deputy Town Mayor & Vice-Chairman of the Council

### **173 DECLARATIONS OF INTEREST**

There were no declarations of interest or dispensation requests.

### **174 PROJECT PROGRESS REPORT**

Members had received an updated copy of the Projects List report, a copy of which had been circulated to each Member and a copy of which appears as **Appendix A** to these Minutes.

The Acting Town Clerk presented the report and advised of the following

Queen's Platinum Jubilee Celebration Events – The project was going ahead as planned. The Committee Officer was working some additional hours to ensure the project was delivered.

Review of Meetings and Working arrangements – The Acting Town Clerk reported that she was investigating alternative means to the recording of the Council's meetings, following the initial quote that was received from the Council's IT provider. She would also be networking with other Clerks in the County to find out what method they used.

Community Asset overview report – The Acting Town Clerk reported that this initial project was now complete by the Outgoing Town Clerk.

Review of Rights of Way – The Acting Town Clerk reported that the national requirement to review rights of way by 2026 had been removed. Cllr March suggested that this project was no longer a priority.

Review of Town Council Priorities – this project would be handed over to the new Town Mayor Elect.

Recruitment of Town Clerk – project completed.

Member training and development – The Acting Town Clerk reported that some councillors would be invited to attend DAPTC training for general chairing skills. Code of Conduct training was also identified as a priority once the Council had decided which areas of the new Model Code of Conduct it would adopt. E-forms for the register of interest also needed to be completed.

Social Media/ IT Communications Policy – This would be reviewed.

The Acting Town Clerk also reported that utilising SAGE to its full capacity for the finance function was now a key priority.

It was also reported that the current contract with the Internal Auditor would expire at the conclusion of the 2021/22 financial accounts. The Council needed to decide on the appointment of the Auditor for future years.

#### **175 COMMUNITY ASSET TRANSFERS**

The Acting Town Clerk advised the Committee that although the Town Council had agreed to ask Dorset Council to proceed with the transfer of the former St John Ambulance building, this had not yet been carried out.

It had come to the Town Council's attention that the community asset transfers previously agreed by East Dorset District Council might not go ahead pending a review by Dorset Council. Therefore, nothing would be progressed until a formal communication had been received from Dorset Council.

#### **176 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 remainder of the meeting.**

#### **177 STAFFING MATTERS**

The Acting Town Clerk submitted a confidential 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 Committee agreed and noted the recommendations and information contained therein.

The meeting closed at ...

Signed ..... Dated .....

Chairman of the Council

**Subject:** Item 4 – Project Progress Report

**Date:** 6 May 2022

**Author:** Acting Town Clerk

Ref	Project Name	Lead Person	Project Details	Category	Status	RAGS	Comments/ Progress update	Start Date	End Date
1	Queen's Platinum Jubilee Celebration Events	Cllr Butter/ Committee and Admin Officer	To deliver the events planned to commemorate the Queen's Platinum Jubilee over the weekend of 2-5 June 2022	Group 1	Live	Green	The Town Council met on 19 April 2022 and took the decision to scale back the event. The Town Council are now responsible for the organisation of The Big Jubilee Lunch (together with the Events Company). The Town Council is also now assisting with the organisation of the Beacon Lighting event on the Thursday.	Jan-22	May-22

1	Review of Meetings and Working Arrangements (to include recording of Council meetings and risk assessments)	Acting Town Clerk	Installation of TV and audio equipment in the Chamber to enable recording and live streaming of meetings and potential for hybrid meetings. To carry out Health and Safety Risk Assessments in readiness for returning to the Office.	Group 1	Live	Green	Initial quote has been obtained from Rejuvenate. Acting Town Clerk reviewing alternative solutions such as Owl Labs. Suggested provision made in 2022/23 draft budget.	Dec-21	On-going
1	Asset Overview Report	Town Clerk (Outgoing)	To produce a written report of the Council's existing assets (prior to the recruitment of a new Town Clerk).	Group 1	Completed		Report was considered by Council on 17 December 2021 - agreed that report to go to PPS Committee 7 Jan 2022 with recommendations on individual asset transfers.	Jan-22	Apr-22

2	Queen Platinum Jubilee - Plant a Tree for the Jubilee (and Tree Trail / Green Canopy Initiative)	Cllr Richmond/ Committee and Admin Officer	To formulate a Tree Trail and arrange planting of trees.	Group 1	Live	Green	Trees 3 and 4 which will be planted at the Allendale Centre and Walford Mill have been received. Planting of the Allendale Centre tree will take place on 5 May 2022. Other locations for tree planting have been identified and Cllr Richmond and the Officers are liaising with the landowners.	Jan-22	Dec-22
2	Review of Rights of Way, Installation of Town Maps and Information Guides and Historic Trail	ATC/ Cllr March and Richmond	Following Officer report to 14 May 2021 P and E Committee, in line with national project. Installation of Maps and Information Guides around the Town (enclosed in	Group 1	Not yet started		A Task and Finish Group will be set up in the New Year to progress this project.		

			perspex screens similar to Blandford Forum TC local artist Jake Winkle)						
2	Review of Tree Management and Retention (including introduction of a Council Tree Policy).	ATC/ Cllr Richmond	To develop a Tree Management Policy for Wimborne Minster. To work with Dorset Council to develop a list of TPO trees and maintenance schedule for Wimborne.	Group 1	Not yet started		A Task and Finish Group to be set up to progress this project.		
2	Development of a Community Engagement and Consultation Policy	ATC and Chairman	To draft a Community Engagement / Consultation Policy. To provide training to staff and Members.	Group 1	Not yet started		Link to development of a Social Media Policy. Cllr Shirley idea re engagement with community to explain powers as a Town Council in		

							relation to Planning matters.		
3	Application to make Leigh Park Playing Field a Field in Trust	Acting Town Clerk	To designate the remainder of the Leigh Park field as a Field in Trust.	Group 1	Live		The Town Clerk (outgoing) has made an application to the Fields in Trust NPFA. A response has been received and it will go to a future Council meeting for approval/ adoption.		
3	Introduction of a Town Centre Street Market	Town Clerk	To investigate the introduction of a Town Centre Street Market. To assist in the temporary provision of a Market for the local community following the closure of the current market site (if required).	Group 1	On Hold (Awaiting DC Action)		A temporary home for the Wimborne Market has been found at the Allendale Centre on Friday mornings.  Cllr Bartlett is to report on result of discussions with Dorset Council for a street market.		
	Review of Council Priorities and to	Cllr Webb	To review the list of Council priorities	BAU					



	develop a Council Vision								
	Recruitment of a New Town Clerk	Cllr Webb	To undertake the recruitment of a new Town Clerk.	BAU	Live	Green	The Assistant Town Clerk has been appointed as Acting Town Clerk for a 6 month period, after which the position will again be advertised.		
	Website Development	ATC	To finish the new Town Council website	BAU	Completed		The website went live in March 2022.		
	Policy Review		Create as part of BAU activity - Members review policy regularly.	BAU	Live		Policies are being reviewed and submitted to Council, as appropriate.		
	Adoption of a Climate Change Policy		Tackling scope emissions on TC goods and services. Adoption of Policy written by Task and Finish Group.	BAU	Not yet started		Draft Policy has been produced and will be submitted to an early future meeting in 2022.		

	Member Training and Development Programme		Annual programme of training for Members.	BAU	Not yet started		Training to meet changing needs of Member role e.g. health and safety, data protection refresh, IT training etc.		
	Development and adoption of Social Media, ICT and Communications Policy		To draft a policy. To enhance the Town Council's presence on social media. To agree a content creation plan.	BAU	Not yet started		Some elements of the policy have been drafted but the remainder will be reviewed in the New Year.		