



**Wimborne Minster Town Council**  
Town Hall, 37 West Borough, Wimborne, Dorset, BH21 1LT

To: Councillors, public and members of the press.

Dear Councillor,  
You are hereby summoned to attend the Personnel, Policy and Strategy Committee Meeting on Friday 24 June 2022 at 9.30am at the above address.

*L Harrison*

Louise Harrison, Town Clerk to Wimborne Minster Town Council, 22 June 2022.

Members of the public are invited to observe the meeting in person or if they wish to speak in the "Public Participation" agenda item (please contact [Louise.Harrison@wimborne.gov.uk](mailto:Louise.Harrison@wimborne.gov.uk) for more information).

All in attendance should be aware that filming, recording, photography or otherwise may occur during the meeting.

The business on the agenda may be split into two: Public and Exempt Business. Exempt business will be applicable when an item may be discussed in the absence of the press or public if deals with information which is personal or sensitive for some other reason - the press and public will be asked to leave the meeting before these items are discussed.

## **Agenda**

### **1. Apologies**

To receive and consider for acceptance any apologies for absence and approve (or not) by resolution to accept and note the reason for absence. Members are requested to send apologies to the Town Clerk prior to the start of the meeting. If a Member has not attended a meeting of Council (or its committees) or has not tendered apologies which have been accepted by Council (or committee), for six consecutive months, they are disqualified.

### **2. Declarations of interest and dispensations**

Members and officers are invited to make any declarations of interest that they may have in relation to an item on the agenda and are reminded to make any declarations at any stage during the meeting if it becomes apparent that it may be required when a particular item or issue is considered, as required by Council's Code of Conduct.

### **3. Public Participation**

For the public or press to ask questions of the Committee on matters relating to the agenda.

### **4. Minutes of the Personnel, Policy and Strategy Committee meetings on 6 May 2022.**

To verify the minutes of the previous meetings on 6 May (appendix 1) as a correct record and signed by the Chairman of the Committee.

**5. Exempt Business**

**(i) Staff update**

To note the resignations of the Acting Town Clerk, Cemetery Clerk and Committee Administrator and agree a way forward in terms of office staff resilience and recruitment.

**(ii) Governance**

To review Council's policies and procedures.

**6. Date of next meeting (tbc) and close of meeting.**

**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 charring 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