



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

Minutes of the Personnel, Policy and Strategy Committee meeting held on **Friday 24 June at 9.30am** in the Committee Room at Wimborne Minster Town Hall, 37 West Borough, Wimborne, Dorset BH21 1LT.

Present: Councillors: S Bartlett, C Butter (Chairman), C Chedgy, D March, and S Wheeler.
Officers: L Harrison (Town Clerk).

PPS/2022/001	Apologies for absence None.
PPS/2022/002	Declarations of interest and dispensations None.
PPS/2022/003	Public Participation None.
PPS/2022/004	Minutes of the Personnel, Policy and Strategy Committee 6 May 2022 Cllr Wheeler proposed that the minutes of the Personnel, Policy and Strategy Committee held on the 6 May 2022 be agreed as a true and accurate record of proceedings and signed by the Chairman, seconded by Cllr Chedgy and agreed by all. Resolved: the minutes of the Personnel, Policy and Strategy Committee held on the 6 May 2022 were agreed as a true and accurate record of proceedings and were signed by the Chairman.
PPS/2022/005	Exempt Business Cllr March proposed to exclude the press and public in accordance with s1(2) Public Bodies (Admission of Meetings) Act 1960 on the grounds that the following agenda items being considered involved the disclosure of confidential personnel information, seconded by Cllr Bartlett and agreed by all. Resolved: the press and public were excluded in accordance with s1(2) Public Bodies (Admission of Meetings) Act 1960 on the grounds that the agenda items being considered involved the disclosure of confidential personnel information.
PPS/2022/006	Wimborne Cemetery staff update The resignation of the Cemetery Clerk was noted. Plans to manage resilience around Wimborne Cemetery were discussed. Cllr Wheeler proposed the Town Clerk was authorised to arrange a locum cemetery placement as a short-term solution while other opportunities were explored with Dorset Council with regards to the day to administration of

	<p>the Cemetery and grounds upkeep on the site, conditional on other parish council involvement, seconded by Cllr Chedgy and agreed by all.</p> <p>Resolved: the Town Clerk was authorised to arrange a locum cemetery placement as a short-term solution while other opportunities were explored with Dorset Council with regards to the day to administration of the Cemetery and grounds upkeep on the site, conditional on other parish council involvement.</p>
PPS/2022/007	<p>Wimborne Minster Town Council Office Staff</p> <p>The resignations of the Office Administrator and Acting Town Clerk were noted. The Town Clerk requested authority to secure a temporary member of staff to assist in the administration of Council business, undertake a staff benchmarking exercise of all office staff job descriptions based on roles and responsibilities, pay scales, a staff structure and any new role job descriptions based on Council's current and future business needs. The Town Clerk also confirmed that any recommendations would come back to the Committee for a review. Cllr March proposed to authorise the Town Clerk to secure a temporary member of staff to assist in the administration of Council business, undertake a staff benchmarking exercise of all office staff job descriptions based on roles and responsibilities, pay scales, and a staff structure based on Council's current and future business needs, seconded by Cllr Wheeler and agreed by all.</p> <p>Resolved: the Town Clerk was authorised to secure a temporary member of staff to assist in the administration of Council business, undertake a staff benchmarking exercise of all office staff job descriptions based on roles and responsibilities, pay scales, and a staff structure based on Council's current and future business needs.</p> <p>It was agreed that the Town Clerk would inform all councillors of the staff resignations as soon as possible.</p>
PPS/2022/008	<p>Overtime request from the Finance Administrator</p> <p>The overtime request of 20 hours from the Finance Administrator was considered. The Town Clerk confirmed that the Finance Administrator was undertaking a variety of responsibilities outside of her job description. Cllr Chedgy proposed to approve the overtime request of 20 hours, seconded by Cllr Wheeler and agreed by all.</p> <p>Resolved: the overtime request of 20 hours from the Finance Administrator was approved.</p>
PPS/2022/009	<p>Weddings cover</p> <p>The current arrangement for staff covering weddings at the Town Hall was discussed. Cllr Wheeler proposed that the current staff cover continue as previously agreed including cover by the exiting Committee Administrator, seconded by Cllr Chedgy and agreed by all.</p> <p>Resolved: current staff to continue as previously agreed including cover by the exiting Committee Administrator.</p>
PPS/2022/010	<p>Town Clerks probation</p>

	It was agreed that the Town Clerk would draft a probation document and forward it to the Chairman for consideration.
PPS/2022/011	<p>Governance review</p> <p>The Town Clerk requested authority to undertake a governance review of Council's policy and procedures. Cllr March proposed to authorise the Town Clerk to undertake a governance review, seconded by Cllr Bartlett and agreed by all.</p> <p>Resolved: the Town Clerk was authorised to undertake a governance review of Council's policies and procedures.</p>
PPS/2022/012	<p>Close of meeting</p> <p>The next meeting of the Committee was confirmed as 8 July 2022 at 9.30am and the meeting was closed by the Chairman.</p>

Signature of Chairman:

Date: