



**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 8 July 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).

<b>PPS/2022/013</b>	<b>Apologies for absence</b> None.
<b>PPS/2022/014</b>	<b>Declarations of interest and dispensations</b> Cllr Bartlett declared a non-pecuniary interest (member of Dorset Council).
<b>PPS/2022/015</b>	<b>Public Participation</b> None.
<b>PPS/2022/016</b>	<b>Minutes of the Personnel, Policy and Strategy Committee 24 June 2022</b> Cllr Bartlett proposed that the minutes of the Personnel, Policy and Strategy Committee held on the 24 June 2022 be agreed as a true and accurate record of proceedings and signed by the Chairman, seconded by Cllr March and agreed by all. <b>Resolved: the minutes of the Personnel, Policy and Strategy Committee held on the 24 June 2022 were agreed as a true and accurate record of proceedings and were signed by the Chairman.</b>
<b>PPS/2022/017</b>	<b>Standing Orders review</b> The draft Standing Orders were discussed and amendments agreed. Cllr Bartlett proposed to recommend to Full Council to approve and adopt the draft Standing Orders with agreed amendments, seconded by Cllr March and agreed by all. <b>Resolved: the draft Standing Orders with amendments were recommended for approval and adoption by Full Council.</b> It was agreed that the draft Standing Orders, if adopted by Full Council, would be reviewed in 6 months. Cllr Bartlett left the meeting.
<b>PPS/2022/018</b>	<b>Scheme of Delegation review</b> The draft Scheme of Delegation was discussed. Cllr Chedgy proposed the Town Clerk prepare a draft Terms of Reference for a subcommittee with responsibility for events and community liaison and bring back to the next meeting, seconded by Cllr March and agreed by all. <b>Resolved: the Town Clerk was to prepare a draft Terms of Reference</b>

	<b>for a subcommittee with responsibility for events and community liaison for the next Committee meeting.</b>
<b>PPS/2022/019</b>	<b>Staff update</b> The Town Clerk confirmed that a temporary member of office staff was due to start on Monday 11 July. It was agreed that the Town Clerk would prepare a draft staff structure with general roles and responsibilities for the next Committee meeting.
<b>PPS/2022/020</b>	<b>Close of meeting</b> The next meeting of the Committee was confirmed as 5 August 2022 at 9.30am and the meeting was closed by the Chairman at 11.20am.

Signature of Chairman: .....

Date: .....