



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

To Councillors of the Personnel, Policy and Strategy Committee – Cllrs S Bartlett, C Butter (Town Mayor/Chairman), C Chedgy, D March (Deputy Town Mayor/Vice Chairman), and S Wheeler.

You are hereby summoned to attend the **Personnel, Policy and Strategy Committee Meeting** on **Tuesday 13 December 2022 at 7.30pm** at the **Committee Room in the Town Hall, 37 West Borough, Wimborne, Dorset, BH21 1LT**, for the purpose of transacting the following business as detailed on the agenda below.

A handwritten signature in black ink, appearing to read "Louise Harrison".

Louise Harrison, Town Clerk and RFO, Wimborne Minster Town Council, 7 December 2022

Council are asked to note that in the exercise of their functions they must take note of the following: Equal Opportunities (race, gender, sexual orientation, marital status and any disability; Crime and Disorder, Health and Safety and Human Rights).

Members of the public and press are welcome to attend any of Wimborne Minster Town Council and Committee meetings. All agendas and minutes can be viewed on the Council's website www.wimborne.gov.uk and requested from the Town Council offices (for contact details see address above).

Under item 3 of the agenda members of the public can ask questions of Council in relation to items on the agenda in accordance with Wimborne Minster Town Council's Standing Orders. Please notify your intention to speak either in advance of or at the meeting by emailing the Town Clerk at louise.harrison@wimborne.gov.uk. Members of the public are asked to restrict their comments, and/or questions to three minutes.

The agenda may be split into two parts – part of the meeting that is open to the public and other part for items on the agenda which may be discussed in the absence of the press or public because the agenda item for discussion includes personal, confidential, or sensitive information (Exempt Business). The press and public will be asked to leave the meeting once a resolution is passed that reflects a decision to go into Exempt Business.

Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted. A person may not orally report or comment about a meeting as it takes place if he is present at the meeting of a parish council or its committees but otherwise may: film, photograph or make an audio recording of a meeting; use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later; report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.

Any person who may find difficulty in access to the meeting through disability is asked to advise the Town Clerk as detailed above at least 24 hours before the meeting so that every effort may be made to provide access.

Agenda

1. Apologies

To receive, consider and approve apologies for absence including reasons given (Local Government Act 1972 s85 (1)) - please can Members give any apologies by email or telephone by 5pm of the day of the meeting.

2. Declarations of interest and dispensations

To declare any interests' councillors may have on items on the agenda and agree any dispensations to stay (Wimborne Minster Town Council Code of Conduct).

3. Public Participation

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

4. Minutes of Personnel, Policy and Strategy Committee meetings 8 November 2022.

To receive the minutes of the previous Committee meeting on 8 November 2022 (appendix 1) as a correct record and signed by the Chairman of the Committee (Local Government Act 1972 Schedule 12).

5. Update from the Clerk in relation to actions from previous meetings

- (i) Draft scheme of delegation and committee structure
- (ii) Electronic file sharing
- (iii) Recruitment process for the Community Evens and Liaison Officer role

6. Update on the Deputy Town Clerk recruitment process

Verbal update from the Town Clerk

7. Agendas

To review the agenda and associated document/appendix process.

8. Date of next meeting (tbc 17 January) and close of meeting.

[end]



Wimborne Minster Town Council

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

Minutes of the Personnel, Policy and Strategy Committee meeting held on **Tuesday 8 November at 7.30pm** in the Committee Room at Wimborne Minster Town Hall, 37 West Borough, Wimborne, Dorset BH21 1LT.

Present: Councillors: S Bartlett, C Butter (Chairman), D March, and S Wheeler.

Officers: L Harrison (Town Clerk).

Member of the public: one.

PPS/2022/045	Apologies for absence Apologies for absence were received from Cllrs C Chedgy (non-business) and her deputy Cllr Hopkins (non-business). Cllr Wheeler proposed to accept apologies, seconded by Cllr March and agreed by all. Resolved: apologies for absence were approved.
PPS/2022/046	Declarations of interest and dispensations None.
PPS/2022/047	Public Participation None.
PPS/2022/048	Minutes of the Personnel, Policy and Strategy Committee 30 August 2022 Cllr Wheeler proposed that the minutes of the Personnel, Policy and Strategy Committee held on 30 August 2022 be agreed as a true and accurate record of proceedings and signed by the Chairman, seconded by Cllr March and agreed by all. Resolved: the minutes of the Personnel, Policy and Strategy Committee held on 30 August 2022 were agreed as a true and accurate record of proceedings and were signed by the Chairman.
PPS/2022/049	Update in relation to actions from previous meetings Cllr Butter proposed to defer the related agenda item 8 (committees' structure) and scheme of delegation until the new year, seconded by Cllr Wheeler and agreed by all. Resolved: item 8 on the agenda (committees' structure) and scheme of delegation was deferred until the new year.
PPS/2022/050	Governance review Cllr Wheeler proposed to adopt the draft Civic Protocol, seconded by Cllr March and agreed by all. It was agreed that the appendix to the document would be updated by the Office. Resolved: the draft Civic Protocol was adopted. Cllr Wheeler proposed to adopt the draft Volunteer Policy, seconded by Cllr Bartlett and agreed by all. Resolved: the draft Volunteer Policy was adopted.

PPS/2022/051	<p>Calendar of meetings</p> <p>Cllr Wheeler proposed to recommend to Full Council the draft calendar of meetings, seconded by Cllr March and agreed by all.</p> <p>Resolved: the draft calendar of meetings was recommended to Full Council.</p>
PPS/2022/052	<p>Draft minutes process</p> <p>Cllr March proposed to recommend to Full Council that that all draft minutes were to be circulated by the Town Clerk as soon as they were ready via email, seconded by Cllr Wheeler and agreed by all.</p> <p>Resolved: recommend to Full Council that that all draft minutes were to be circulated by the Town Clerk as soon as they were ready via email.</p>
PPS/2022/053	<p>Internal communications</p> <p>The process of setting up and administering SharePoint and circulating emails were discussed. Cllr Wheeler proposed a spreadsheet was to be created that provide information on folder names and contents including emails, in relation to SharePoint content, and councillors provided with help regarding SharePoint use and navigation, seconded by Cllr Bartlett and agreed by all.</p> <p>Resolved: a spreadsheet was to be created that provide information on folder names and contents including emails, in relation to SharePoint content, and councillors provided with help regarding SharePoint use and navigation.</p>
PPS/2022/054	<p>Staff update</p> <p>Cllr Wheeler proposed to approve the job descriptions for the current roles of Office Manager and Finance Manager, seconded by Cllr Bartlett and agreed by all.</p> <p>Resolved: the job descriptions for the current roles of Office Manager and Finance Manager were approved.</p> <p>Cllr Butter proposed to approve the job descriptions and adverts for the vacant roles of Deputy Clerk and Community Events and Liaison Officer, seconded by Cllr Wheeler and agreed by all.</p> <p>Resolved: the job descriptions and adverts for the vacant roles of Deputy Clerk and Community Events and Liaison Officer were approved.</p> <p>Cllr Butter proposed to authorise the Town Clerk to continue to recruit the Deputy Clerk role and defer the Community Events and Liaison Officer for 18 months, seconded by Cllr March and agreed by all.</p> <p>Resolved: the Town Clerk was authorised to continue to recruit the Deputy Clerk role and defer the Community Events and Liaison Officer for 18 months.</p> <p>The staffing update was noted by the Committee.</p>
PPS/2022/055	<p>Next meeting and close of meeting</p> <p>The next meeting of the Committee was confirmed as 13 December 2022 at 7pm and the meeting was closed by the Chairman at 7.59pm.</p>

Signature of Chairman:

Date: