



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	<p>Apologies for absence</p> <p>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.</p> <p>Resolved: apologies for absence were approved.</p>
PPS/2022/046	<p>Declarations of interest and dispensations</p> <p>None.</p>
PPS/2022/047	<p>Public Participation</p> <p>None.</p>
PPS/2022/048	<p>Minutes of the Personnel, Policy and Strategy Committee 30 August 2022</p> <p>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.</p> <p>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.</p>
PPS/2022/049	<p>Update in relation to actions from previous meetings</p> <p>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.</p> <p>Resolved: item 8 on the agenda (committees' structure) and scheme of delegation was deferred until the new year.</p>
PPS/2022/050	<p>Governance review</p> <p>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.</p> <p>Resolved: the draft Civic Protocol was adopted.</p> <p>Cllr Wheeler proposed to adopt the draft Volunteer Policy, seconded by Cllr Bartlett and agreed by all.</p> <p>Resolved: the draft Volunteer Policy was adopted.</p>

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: