



## 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 13 December 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/2022/056	<b>Apologies for absence</b> None.
PPS/2022/057	<b>Declarations of interest and dispensations</b> Cllr Bartlett declared a non-pecuniary interest (member of Dorset Council).
PPS/2022/058	<b>Public Participation</b> One.
PPS/2022/059	<b>Minutes of the Personnel, Policy and Strategy Committee 8 November 2022</b> Cllr Wheeler proposed that the minutes of the Personnel, Policy and Strategy Committee held on 8 November 2022 be agreed as a true and accurate record of proceedings and signed by the Chairman, seconded by Cllr Bartlett and agreed by all. <b>Resolved: the minutes of the Personnel, Policy and Strategy Committee held on 8 November 2022 were agreed as a true and accurate record of proceedings and were signed by the Chairman.</b>
PPS/2022/060	<b>Update in relation to actions from previous meetings</b> The Clerk confirmed that the draft Scheme of Delegation would be brought back to the Committee in the New Year. The Clerk also confirmed that the electronic file sharing project would be progressed in the New Year when additional staff were recruited. The Clerk and Cllr Chedgy reminded Members that the Resources Committee had decided to include a budget for a Community and Events Liaison Officer from 1 April 2023. The Chairman proposed to resolve that under the Public Bodies (Admission to Meetings) Act 1960 (as extended by S. 100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt confidential information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 (agenda items 5 (iii) and 6). The member of the

	<p>public left the room. Seconded by Cllr Wheeler, three in favour, two abstentions.</p> <p><b>Resolved: under the Public Bodies (Admission to Meetings) Act 1960 (as extended by S. 100 of the Local Government Act 1972), the public and accredited representatives of newspapers were excluded from the meeting for the following items of business on the grounds that it involved the likely disclosure of exempt confidential information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 (agenda items 5 (iii) and 6).</b></p> <p>Following a discussion it was agreed that the recruitment of the Community and Events Liaison Officer would be put on hold pending a final decision regarding the Council's budget for 2023/2024.</p>
PPS/2022/061	<p><b>Update on the Deputy Town Clerk recruitment process</b></p> <p>The Clerk confirmed six applications had been received for the role. It was agreed that the Clerk would forward the six applications to Members. Members were then to review and score the applications from one to six (with six being the lowest score) and email the Clerk with their scoring by 5pm Thursday 15 December. It was agreed, in principle, to interview the top 3 candidates and Cllr Butter, Cllr Wheeler and the Clerk were to be on the interview panel and if a majority decision could not be reached the Committee was to be reconvened.</p>
PPS/2022/62	<p><b>Agendas</b></p> <p>The Chairman explained that due to a recent Full Council agenda a simpler format was required that would enable Councillors to access and absorb the information relevant to the business of the meeting. Cllr Chedgy proposed that in future any appendix documents should be clearly annotated Appendix, separated and identified as such with page and paragraph numbers, seconded by Cllr March, all in favour.</p> <p><b>Resolved: in future any appendix documents were to be clearly annotated Appendix, separated and identified as such with page and paragraph numbers.</b></p>
PPS/2022/063	<p><b>Next meeting and close of meeting</b></p> <p>The next meeting of the Committee was to be confirmed (next timetabled meeting 17 January 2023) and the meeting was closed by the Chairman at 8.20pm.</p>

Signature of Chairman: .....

Date: .....