



## 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 17 January 2023 at 7pm** in the Committee Room at Wimborne Minster Town Hall, 37 West Borough, Wimborne, Dorset BH21 1LT.

**Present:** Councillors: S Bartlett, C Chedgy and D March (Deputy Town Mayor and Vice Chairman of Committee).

Officers: L Harrison (Town Clerk).

Member of the public: none.

PPS/2023/064	<p><b>Apologies for absence</b></p> <p>Apologies for absence were received from Cllrs Wheeler (business) and Butter (non-business). Cllr Chedgy proposed to accept apologies for absence, seconded by Cllr Bartlett and agreed by all.</p> <p><b>Resolved: apologies for absence were accepted from Cllrs Butter and Wheeler.</b></p>
PPS/2023/065	<p><b>Declarations of interest and dispensations</b></p> <p>Cllr Bartlett declared a non-pecuniary interest (member of Dorset Council).</p>
PPS/2023/066	<p><b>Public Participation</b></p> <p>None.</p>
PPS/2023/067	<p><b>Minutes of the Personnel, Policy and Strategy Committee 13 December 2022</b></p> <p>Cllr Chedgy proposed that the minutes of the Personnel, Policy and Strategy Committee held on 13 December 2022 be agreed as a true and accurate record of proceedings and signed by the Chairman, seconded by Cllr Bartlett and agreed by all.</p> <p><b>Resolved: the minutes of the Personnel, Policy and Strategy Committee held on 13 December 2022 were agreed as a true and accurate record of proceedings and were signed by the Chairman.</b></p>
PPS/2023/068	<p><b>Update in relation to actions from previous meetings</b></p> <p>The Clerk confirmed that the draft Scheme of Delegation was to be brought back to the Committee.</p> <p>The Clerk confirmed the electronic file sharing project had been delegated to the Deputy Town Clerk to progress during the next three months.</p> <p>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</p>

	<p>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 public left the room. Seconded by Cllr Chedgy, all in favour.</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 Cllr Chedgy proposed the resolution from the Committee meeting on 8 November 2022 minute reference PPS/2022/054 in relation to deferring the recruitment of the Community Events and Liaison Officer for 18 months was rescinded as per Standing Orders section 8 a because of the financial implications of the agreed staffing budget for 2023 2024 and resilience concerns across current office staff and as a result the recruitment of the Community and Events Liaison Officer was to be reconsidered by Full Council for consideration, seconded by Cllr Bartlett, two in favour and one abstention.</p> <p><b>Resolved: the resolution from the Committee meeting on 8 November 2022 minute reference PPS/2022/054 in relation to deferring the recruitment of the Community Events and Liaison Officer for 18 months was rescinded as per Standing Orders section 8 a because of the financial implications of the agreed staffing budget for 2023 2024 and resilience concerns across current office staff and as a result the recruitment of the Community and Events Liaison Officer was to be reconsidered by Full Council for consideration.</b></p> <p>The Town Clerk confirmed the recruitment process for the Deputy Town Clerk had been successful and the new member of staff was in post and a 3 month induction programme was in place in line with the probation period.</p>
<p><b>PPS/2023/069</b></p>	<p><b>Draft policies</b></p> <p>The draft Community Grant Aid Policy was discussed. Cllr Chedgy proposed that sections 1.4, 1.7, 3.1 and 3.2 from the draft policy be incorporated into the current Council Grant Application procedure and a further meeting was to be held with the Town Mayor, Cllr Chedgy and Town Clerk to review the drat document and bring back to the Committee, seconded by Cllr Bartlett and agreed by all.</p> <p><b>Resolved: sections 1.4, 1.7, 3.1 and 3.2 from the draft policy were to be incorporated into the current Council Grant Application procedure and a further meeting was to be held with the Town Mayor, Cllr Chedgy and Town Clerk to review the draft document and bring back to the Committee.</b></p> <p>The draft Complaints Policy was discussed. Cllr Chedgy proposed to approve and adopt the draft Complaints Policy with five amendments, seconded by Cllr Bartlett and agreed by all.</p>

	<p><b>Resolved: the draft Complaints Policy with five amendments was approved and adopted.</b></p> <p>The draft Discipline Procedure was discussed. Cllr Chedgy proposed to approve and adopt the draft Discipline Procedure with one amendment, seconded by Cllr Bartlett and agreed by all.</p> <p><b>Resolved: the draft Discipline Procedure with one amendment was approved and adopted.</b></p> <p>The draft Grievance Policy was discussed. Cllr Chedgy proposed to approve and adopt the draft Grievance Policy with two amendments, seconded by Cllr Bartlett and agreed by all.</p> <p><b>Resolved: the draft Grievance Policy with two amendments was approved and adopted.</b></p> <p>The draft Training Agreement was discussed. A number of spelling errors were identified. Cllr Chedgy proposed to accept and adopt the draft Training Agreement with spelling corrections, seconded by Cllr Bartlett and agreed by all.</p> <p><b>Resolved: the draft Training Agreement with spelling corrections was approved and adopted.</b></p>
PPS/2023/070	<p><b>Grounds Manager review</b></p> <p>The Grounds Manager’s current licence agreement for the Lodge property at Redcotts and current SCP were discussed. Cllr Chedgy proposed the Grounds Manager’s SCP was moved onto SCP 29 and the licence amended to reflect a current rental value with a 20% reduction to account for the location and access of the property by members of the public and additional duties performed by the member of staff specifically in relation to the site, seconded by Cllr Bartlett and agreed by all.</p> <p><b>Resolved: the Grounds Manager’s SCP was moved onto SCP 29 and the licence amended to reflect a current rental value with a 20% reduction to account for the location and access of the property by members of the public and additional duties performed by the member of staff specifically in relation to the site.</b></p> <p>It was agreed the Town Clerk was to review the licence agreement and bring back to the Committee.</p>
PPS/2023/071	<p><b>Next meeting and close of meeting</b></p> <p>The next meeting of the Committee was confirmed as 14 March 2023 and the meeting was closed by the Chairman at 8.40pm.</p>

Signature of Chairman: .....

Date: .....