

FINANCE & GENERAL PURPOSES COMMITTEE

3rd December 2019

PRESENT Councillors: M.Parker (Chairman)  
A.Biggs  
Mrs.L.Clark  
Mrs.T.Coombs  
Mrs.L.Dedden  
S.Flower  
Mrs.S.Grove  
P.Mann  
Mrs.P.Morrow  
Ms.J.Russell  
P.Smith

Apologies were given by Cllrs: M.Thorpe

Also in attendance: Mrs.V.J.Bright, Town Clerk & Mrs.J.Sebire, Assistant Town Clerk.

Public: 2

199/19 Declaration of Interests and Requests for Dispensations.

None

200/19 Clerk's Report.

a) **The Local Action Group.** The notes of the meeting held on the 11<sup>th</sup> November were circulated to all members. Information was given on the 2<sup>nd</sup> December meeting where matters discussed included: presentation on the corporate plan; report from the Police; parking on Ringwood Road; multi user meeting to discuss a 3G pitch at Potterne Park; issues regarding leaf blowing onto the road; concern about the proposed dementia home; site lines on Blackmoor/Edmondsham Road; signage at Potters Wheel Car Park; residents to meet with Dorset Council at St. Gabriels; issues at the Pennyfarthing site; weeds sprayed in the east but not in the west of the town yet; overhanging foliage on Ringwood Road; information about costs of CCTV for Potterne Park; anti-social behaviour; highway issues.

201/19 Monthly Budgets.

The monthly budget reports for December 2019 would be circulated at the next Full Town Council meeting,

202/19 Coach in the Community.

From the last meeting the Town Council talked about the usage of the coach and what service could be provided for the community. Members of Verwood Family Church attended the meeting to give information on what their plans were should they take over the running of the coach. They talked about the Trustees of the Church becoming trustees of the coach and that they were looking into finances. Information was given on grant funding they had received, how they had developed trust with the young people who visited the coach, the reduction of anti-social behaviour when the coach was on site. Information was given on what was provided for the visitors to the coach, which included a hot meal and drink, also that visits from the fire brigade and

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police were leading to better relationships with the young people and that the coach had visited and provided a service to other sites, Alderholt, Cranborne and Wimborne. After further discussion, where Verwood Family Church stated that they would like to pursue taking over the Coach, it was proposed, seconded and RECOMMENDED that the Town Council provide capital and revenue support for the Coach in the Community if Verwood Family Church decide to take over the project.

203/19 Town Council Policies and Procedures.

Ten Policies were put to the committee for approval, they were the following:

**1. Complaints Procedure.** Discussion took place and the following amendments were made;

*Under 2 add 'Make a complaint about the Council'*

*Under 3 3.4 (a) amend to 'three working days and*

*Add 3 3.4(b) 'If the complaint relates to the Town Clerk then contact the Mayor in writing. Receipt of your complaint will be acknowledged within three working days and a response sent as soon as possible (generally within 15 working days of receipt).'*

**2. Data Sharing Protocol**

*Under 'Use of information' add the word 'will' to not note.*

*Add to the policy 'The council is fully aware of their obligations under GDPR'.*

**3. Data Sharing Protocol for Estimated Rough Sleeping**

*Add to the policy 'The council is fully aware of their obligations under GDPR'.*

**4. Disciplinary Procedure**

Second paragraph add ' See section 5'.

**5. Equality, Diversity & Inclusion Policy**

**6. Grievance Procedure**

**7. Operational Procedure in Respect of Unauthorised Encampments by Gypsies, Travellers and Travelling Show People.**

**8. Participating Employer Personal Data Retention Policy**

*Add 'Pension' between Participating and Employer.*

*Add ' The council is fully aware of their obligations under GDPR'.*

**9. Partnership Behaviour Protocol**

**10. Press, Media & Social Media Policy**

*Add to the first line of the policy 'Councillors'.*

It was proposed, seconded and

RECOMMENDED that all the polices be approved subject to all the amendments above.

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204/19 Reports on Health & Safety aspects from the Amenities Committee members.

The inspections of the Cemetery and Recreation Grounds & Open Spaces had been carried out. The Clerk would arrange for any necessary work to be carried out.

There being no further business the meeting closed at 8.36p.m.

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Chairman