

Scheme of Delegation and Committee Terms of Reference – To consider adoption

Further to Council's decision in September 2022 to adopt a revised committee structure on a trial basis, the Finance and Governance Committee has overseen work to provide clarity to the Council's overall governance arrangements. One of the key elements of this has been to define the delegation arrangements that the Council has in place, both to its committees and sub-committees, and to its officers.

Scheme of Delegation

The Draft Scheme of Delegation explains the legal powers of the Council to delegate certain decisions, and those that are reserved to the Council itself. The bulk of the document sets out the routine day-to-day delegation of decisions to Council officers that is fundamental to facilitating the ordinary operation of Council services (e.g. spending within budget, signing of licences/grave deeds/allotment agreements etc). The Council and its committees remain able to delegate one-off decisions to officers in the course of formal meetings.

In light of the experience of the response to the Covid-19 pandemic, which led to the cancellation of all Council meetings, the Draft Scheme of Delegation incorporates the special delegation arrangements put in force at different times during 2020 and 2021. The document makes clear that these arrangements could only be put in place in the most extreme emergency situation.

Committee Terms of Reference

Certain decisions are delegated to the Council's committees, and these have been captured in a document that brings together the Terms of Reference for all of the Council's committees, sub-committees and advisory committees. During the autumn 2022 cycle of committee meetings each of the Council's committees reviewed its own draft terms of reference. All suggested amendments were then reviewed by the Finance and Governance Committee at its meeting held on 14th December 2022. That Committee recommended that the Terms of Reference should be referred to Council for approval.

Since the meeting of the Finance & Governance Committee in December the Terms of Reference have been amended to clarify two further matters.

- The Council's standing orders are silent on the subject of a quorum for advisory committees. The quorum for committees and sub-committees is three voting members and it is proposed that the same number be applied to the Beach Management and Traffic Management Advisory Committees.
- The process of approving the minutes of the Council's sub-committees and advisory committees requires clarification. It is proposed that, unlike the six Standing Committees, all advisory and sub-committees should approve their own minutes. These would still be received by the committees to which they report, allowing any matters arising to be considered accordingly.

Copies of both documents are appended to this briefing note, and Members are invited to review them to identify any final amendments required, prior to their adoption.

Decision required

To consider the recommendation of the Finance and Governance Committee to adopt the Scheme of Delegation and Committee Terms of Reference.

Martin Ayres

Town Clerk

March 2023

Swanage Town Council



Draft Scheme of Delegation

1. Power to Delegate Functions

Under the Local Government Act 1972 s 101 (a) the Town Council has the power to arrange for the discharge of its functions by a committee, sub-committee or officer of the authority.

Although each council will make its own decisions about how this power is exercised, delegation of some decisions is an essential part of the efficient operation of a body with the range of assets and services operated by Swanage Town Council.

The Town Council does not have the power to delegate a decision to an individual councillor, or informal grouping of councillors.

2. Matters reserved to meetings of the Town Council

Some matters cannot be delegated and these include the following items, which can only be determined at a formal meeting of the Town Council.

- a) Adopting and amending Standing Orders, Financial Regulations, Committee Terms of Reference and the Scheme of Delegation.
- b) Adopting or making material changes to the Town Council's policy framework.
- c) Approving the Council's budget and the precept to be levied on Dorset Council.
- d) Agreeing the Town Council's Statement of Accounts and Annual Governance Statement.
- e) Authorising expenditure not provided for within the approved budget or otherwise permitted under the Council's Financial Regulations.
- f) Authorising borrowing.
- g) Appointing representatives to outside bodies.
- h) Declaring eligibility for the General Power of Competence.
- i) Confirming the appointment of a new Town Clerk further to a recommendation from the appointed recruitment panel, when a vacancy arises.

- j) Making, amending, revoking, re-enacting or adopting by-laws and promoting or opposing the making of local legislation.
- k) All other matters which must, by law, be reserved to a formal meeting of the Town Council.

3. Committees and Sub-Committees

Matters delegated to the Council's standing committees and sub-committees are specified under the Terms of Reference for each committee or sub-committee.

Committees can arrange for the discharge of any of their delegated powers to a sub-committee, or a nominated officer.

4. Working Parties

Working parties have no delegated powers; they are only able to recommend a course of action to the Council, or a relevant committee or sub-committee. The same is true of the Council's advisory committees.

5. De Moulham Trust

Matters connected to the administration of the De Moulham Trust are determined by the Council, meeting in its capacity as the charity's corporate trustee.

6. Town Council Officers

Under the Local Government Act 1972 the Town Council 'shall appoint such officers as they think necessary for the proper discharge by the authority of such of their or another authority's functions as fall to be discharged by them'.

Officers have the role of interpreting and implementing decisions made by the Council and its committees/sub-committees. In cases where elected members wish to review the implementation of Council policy this should be discussed with the Town Clerk as Proper Officer. This may result in the matter being considered by a relevant committee or sub-committee.

Specific decisions can be delegated to officers by the Town Council at any time. Often this delegation will be to an officer in consultation with the mayor/deputy mayor, a committee chairperson or members of a working party. In the vast majority of instances the officer decision will accord with the views of the councillors consulted, however the act of delegation to the nominated officer means the decision is theirs and theirs alone. All such delegated decisions will be reported to a subsequent Council Meeting.

The following matters have been delegated on an ongoing basis, until such time as this Scheme of Delegation is reviewed. This table does not seek to be comprehensive, and further information is available in the Town Council's Standing Orders, Financial Regulations and other policy documents.

The Town Clerk is the Council's Proper Officer and Responsible Finance Officer and in their absence their duties will be fulfilled by the Finance Manager. Delegation to officers other than the Town Clerk/Proper Officer must be managed under the supervision of that officer's line manager, in accordance with the Town Council's management structure. Nominated officers can in turn delegate these functions to an appropriate staff member, although they retain ultimate responsibility for any decisions made.

Delegated authority must be exercised in accordance with the law, the Council's Standing Orders, Financial Regulations, and wider policy framework.

Area of Operation	Delegation	Officer
Allotments	Sign agreements and allocate when vacancies arise in accordance with waiting list.	Proper Officer
Archives and information management	Receive and retain plans and documents.	Proper Officer
Audit	Liaise with internal and external auditors and maintain the Council's System of Internal Control.	Proper Officer Finance Manager
Beach Huts	Authorise bookings.	Visitor Services Manager
Beach Huts	Agree special offers to maximise occupancy.	Visitor Services Manager
Boat Park	Authorise bookings.	Visitor Services Manager
Cemeteries	Sign Deeds of Exclusive Right of Burial, Transfer of those rights, approve memorial applications and requests for additional inscriptions.	Proper Officer
Cemeteries	Allocation of new grave spaces.	Assets & Compliance Manager
Communications	Issue all formal communications material on behalf of the Town Council and manage Town Council's social media accounts.	Proper Officer Planning & Community Engagement Manager
Consultation documents	Respond to external consultations in accordance with discussion at Planning & Consultation Committee.	Planning & Community Engagement Manager
Council meetings	At least three clear days before a meeting of the Council, a committee and a sub-committee serve on Councillors a signed summons, by delivery at their residence or by email, confirming the time, place and the agenda.	Proper Officer
Council meetings	Give public notice of the time, place and agenda at least three clear days before a meeting of the Council or a meeting of a committee or a sub-committee.	Proper Officer
Council meetings	Keep minutes and other proper records of Council meetings.	Proper Officer
Elections	Arrange for newly elected councillors to sign declaration of acceptance of office forms.	Proper Officer
Emergency Planning	Lead the Council's response in the case of a major emergency in consultation with Dorset Council's Emergency Planning Officers, within the framework of the Swanage Community Emergency Support Plan.	Assets & Compliance Manager
Employment	Undertake the duties of Head of Paid Service and fulfil duties set out in Staff Handbook.	Proper Officer

Events	Authorise event requests in accordance with Council's risk assessment procedure.	Visitor Services Manager (where required, in consultation with the events working party)
Expenditure	Commit expenditure of up to £10,000 from agreed budgets.	Proper Officer and all nominated budget holders
Expenditure (urgent)	Incur unbudgeted expenditure on behalf of the Council which is deemed urgent or is of an emergency nature e.g. work or services which are required to address an imminent risk to the Council's operations. This expenditure is subject to a financial limit of £10,000 for approval by the Town Clerk and a limit of £25,000 in consultation with the Mayor and Deputy Mayor.	Proper Officer
Finance – cash flow and payments	Pay sums owing and transfer funds between accounts in accordance with Section 5 of Financial Regulations.	Finance Manager
Finance - investments	Invest Council funds in accordance with the Council's Treasury Management and Investment Strategy.	Finance Manager
Finance - virements	Vire funds between budgets up to £5,000 in accordance with Financial Regulations 4.12 and 4.13.	Proper Officer and all nominated budget holders
Fishermen's Huts	Allocate vacant huts in accordance with waiting list criteria.	Proper Officer
Freedom of Information	Respond to requests for information.	Proper Officer
Health and Safety	Act as the Council's nominated Health and Safety Officer. (N.B. Council appoints an external advisor to act as its 'competent person' under relevant legislation. The shared H&S responsibilities of all Council Officers are set out in the Council's Health and Safety Policy and Handbook).	Assets & Compliance Manager
Legal documents	Sign notices and licence agreements on behalf of the Council, and any other document to give effect to any decision of the Council.	Proper Officer
Legal documents	Arrange for Deeds to be executed.	Proper Officer
Market, Shelter Site and 'Artisans on the Beach'	Authorise pitch bookings.	Visitor Services Manager
Peveril Point Parking Permits	Issue annually.	Finance Manager
Planning comments	Respond to Dorset Council consultation on planning applications in accordance with discussion at Planning & Consultation Committee.	Planning & Community Engagement Manager
Procurement	Undertake procurement exercises in accordance with Financial Regulations.	Proper Officer and all nominated budget holders

Property and assets	Manage the Town Council's property and assets, instigating repairs and maintenance within agreed budgets.	Assets & Compliance Manager
Public Conveniences	Arrange for extended opening hours if required at short notice (e.g. in support of events).	Assets & Compliance Manager
Recruitment	Appoint to staff vacancies following recruitment process.	Proper Officer (in respect of members of the management team) Individual managers (in respect of staff that they line manage)
Sports Pitches	Authorise bookings.	Assets & Compliance Manager
Stock Management (Beach Gardens and Information Centre)	Purchase stock and price for re-sale.	Visitor Services Manager
Taxi Rank Passes	Issue annually.	Finance Manager
Visitor Services	Offer small prizes in support of fundraising efforts by local good causes (e.g. out of season beach hut hire).	Visitor Services Manager

7. Emergency Scheme of Delegation

During the lockdown enacted in response to the Covid-19 pandemic it was impossible for the Town Council to meet legally in person. Therefore, all Council meetings were cancelled and an emergency scheme of delegation was put in place. It is to be hoped that such steps will not be necessary in the future, not least because legislative reform may mean that Councils can meet remotely to make decisions. However, in the current circumstances it appears wise to set out the emergency scheme of delegation within this policy document so that it can be used in future if circumstances demand.

Where it is both essential and unavoidable in order for the Council to function during an emergency situation, all powers (other than those delegated to other officers in section 6 above or where delegation is prohibited by statute) will be delegated to the Town Clerk until routine decision-making procedures can return.

It is envisaged that full Council would be able to meet in order to invoke this emergency scheme of delegation. However, if the most extreme circumstances arose where that was not possible, then the Town Clerk, in consultation with the Town Mayor and Deputy Mayor, is able to put this emergency scheme of delegation into action.

The exercise of this delegated authority will be subject to consultation in accordance with the Table below, except where a breakdown in technology or disaster situation prevents this taking place.

Subject	Consultation prior to Decision
Matter arising from an existing Council minute	Mayor/Deputy Mayor
Minor matter within remit of established working party	Working Party either by e-mail or virtual meeting
Matter within remit of Committee or Sub-Committee	Members of committee by e-mail
Grant application under £10,000	Grants Panel via e-mail or virtual meeting
Recommendation from a committee/sub-committee/advisory committee not yet approved by Council	Full Council by e-mail
Significant decisions, such as a change in policy or commitment to spend requiring urgent decision prior to July Council Meeting	Full Council by virtual meeting

Where ‘major’ decisions are to be taken about routine council business all councillors will be given the opportunity to comment on these issues, wherever possible. Examples of ‘major decisions’ include:

- Commitment of unbudgeted expenditure in excess of £10,000.
- Significant changes in council policy.
- Awards of contract in excess of £10,000.
- Entering into leases or tenancy agreements with new third parties.

In a situation where the Town Clerk is incapacitated the Finance Manager would take the place of the Town Clerk. If both the Town Clerk and Finance Manager are incapacitated then the relevant manager would have delegated authority, in consultation with the Mayor/Deputy Mayor and other members of the management team. In instances where the Mayor and Deputy Mayor are incapacitated then officers will consult the relevant committee chairman and/or other members of the Finance & Governance Committee.

The Town Clerk can delegate certain decisions to other members of the management team. For example, in respect of business that would normally go to the Planning and Consultation Committee the Planning and Community Engagement Manager will have delegated authority to liaise with the chairman to agree the procedure for gathering members’ views and formulating a response.

The Town Clerk and members of the management team will seek to maximise member engagement wherever possible; however, under these arrangements the Town Clerk has the power to act on behalf of the Council in all circumstances, except where such delegation is prohibited by statute.

8. Future Review

This Scheme of Delegation should be reviewed at least once in every Council term of office.

Swanage Town Council



Draft Committee Terms of Reference

Standing Committees and Sub Committees

1. Community Services Committee
2. Environment Committee
3. Finance & Governance Committee
- 3.a. Capital Projects Sub-Committee
4. Personnel Committee
5. Planning & Consultation Committee
- 5.a. Neighbourhood Plan Steering Group (Sub-Committee)
6. Tourism & Local Economy Committee

Advisory Committees

7. Beach Management Advisory Committee
8. Traffic Management Advisory Committee

1. Community Services Committee Draft Terms of Reference

Main Objective/Remit: To protect and enhance the delivery of public services in Swanage, encourage health and wellbeing and enhance community safety.

Reports to: Full Council

Outside Representatives: Prospect Allotment Association, James Smith Funeral Directors, Swanage Tennis Club, Swanage Bowling Club, Dorset Police, S&PDT, Greengage Community Gardening Project, S&HFC, Swanage Cricket Club.

Frequency of Meetings: Three scheduled meetings per year, otherwise as and when required.

Member Training requirements: None

Sub-Committees: None

Working Parties/Panels: The following working parties will report to the Committee (or to full Council), and can also be instructed to examine specific matters by the Committee:

- Emergency Health Services
- Lower Grammar School Field
- Public Conveniences
- Sport, Leisure & Wellbeing

Other Matters:

The public shall be excluded from any matter that is confidential in nature. This may include non-voting committee members.

Delegated Matters:

- 1.1 To oversee the management, within agreed budgets, of the following Town Council services: allotments; bandstand; Beach Gardens; CCTV; cemeteries; play areas/skate park, playing fields; public toilets; SIDs; street furniture (benches, shelters, signs, streetlights, bus shelters); Town Hall and public help desk.
- 1.2 To determine the allocation of existing budgets where the relevant manager requires clarification or wishes to bring forward an alternative allocation of funds. N.B. Where a formal virement is required it must be dealt with in accordance with the Council's Financial Regulations.
- 1.3 To agree minor amendments to relevant Council policy documents.
- 1.4 To consider any other matters delegated to the Committee by full Council.

Other functions:

- 2.1 To consider project proposals from partner organisations and other third parties relating to community safety, community transport, culture, health, leisure, sport and wellbeing.
- 2.2 To consider revenue funding requests to support the provision of community services by third parties (e.g. Dorset Council school crossing patrol).
- 2.3 To consider proposals for the provision of additional community services by Swanage Town Council.

- 2.4 To refer matters for detailed consideration to a relevant working party.
- 2.5 To make recommendations to full Council regarding matters requiring the allocation of unbudgeted expenditure or significant changes to policy.
- 2.6 To consider relevant capital and revenue budget proposals as part of the annual budget setting process and make recommendations to the Finance & Governance Committee.
- 2.7 To consider relevant sections from the Council's scale of fees and charges as part of the annual budget setting process and make recommendations to the Finance & Governance Committee.
- 2.8 To consider any other matters relating to the delivery of community services to Swanage residents.

2. Environment Committee Draft Terms of Reference

Main Objective/Remit: To consider measures to protect the natural environment, address the climate crisis and oversee the management of the Town Council's parks, gardens and green spaces.

Reports to: Full Council

Outside Representatives: Durlston Country Park, National Trust, Dorset Wildlife Trust, Dorset Council, Planet Purbeck, Sustainable Swanage, Swanage Landers, Beach Buddies

Frequency of Meetings: Three scheduled meetings per year, otherwise as and when required.

Member Training requirements: All Committee Members to be invited to undertake training on the climate crisis.

Sub-Committees/Advisory Committees: To receive recommendations from the Beach Management Advisory Committee.

Working Parties/Panels: The following working parties will report to the Committee (or to full Council), and can also be instructed to examine specific matters by the Committee:

- Environmental Policy & Action Plan Working Party
- Waste Management Working Party

Other Matters:

The public shall be excluded from any matter that is confidential in nature. This may include non-voting committee members.

Delegated Matters:

- 1.1 To oversee the management, within agreed budgets, of the following Town Council services and properties: grounds maintenance, waste management, Peveril Point & The Downs Local Nature Reserve, parks, gardens and green spaces, footpaths and sustainable transport.
- 1.2 To oversee implementation of Council policies relating to the services and properties listed in 1.1, including the Environmental Action Plan, Carbon Neutral Plan 2030, and Green Infrastructure Strategy.
- 1.3 To oversee the Council's relationship with Sustainable Swanage and the delivery of its objectives.
- 1.4 To determine the allocation of existing budgets where the relevant manager requires clarification or wishes to bring forward an alternative allocation of funds. N.B. Where a formal virement is required it must be dealt with in accordance with the Council's Financial Regulations.
- 1.5 To consider recommendations relevant to the Committee's remit from the Beach Management Advisory Committee.
- 1.6 To agree minor amendments to relevant Council policy documents.
- 1.7 To consider any other matters delegated to the Committee by full Council.

Other functions:

- 2.1 To consider project proposals from partner organisations and other third parties relating to the protection of the natural environment or to the management of the Council's parks, gardens and green spaces.
- 2.2 To refer matters for detailed consideration to a relevant working party.
- 2.3 To make recommendations to full Council regarding matters requiring the allocation of unbudgeted expenditure or significant changes to policy.
- 2.4 To consider relevant capital and revenue budget proposals as part of the annual budget setting process and make recommendations to the Finance & Governance Committee.
- 2.5 To consider any other matters relating to the natural environment, the climate crisis or the management of the Council's parks, gardens or green spaces.

3. Finance & Governance Committee Draft Terms of Reference

Main Objective/Remit: To oversee the Council's governance arrangements and its management of public funds, ensuring that appropriate policies are in place and that adequate arrangements are made to manage risk.

Reports to: Full Council

Outside Representatives: None

Frequency of Meetings: Six scheduled meetings per year, otherwise as and when required.

Member Training requirements: Relevant in-house training will be offered to all councillors as part of their induction process.

Sub-Committees: Capital Projects Sub-Committee.

Working Parties/Panels: The following working parties/panels will report to the Committee (or to full Council), and can also be instructed to examine specific matters by the Committee:

- Rents & Licences Panel
- Communications Strategy Working Party

Other Matters: The Committee will be comprised of the Mayor, Deputy Mayor and the Chair of each of the Council's Standing Committees (Community Services, Environment, Personnel, Planning & Consultation and Tourism & Local Economy), together with any other Member(s) appointed by Council. The public shall be excluded from any matter that is confidential in nature.

Delegated Matters:

- 1.1 To receive quarterly budget monitoring and variance reports, and determine any response required to address urgent concerns.
- 1.2 To monitor and review Council investments, including receipt of quarterly reports on treasury activity.
- 1.3 To receive interim reports from the Council's internal auditor and approve or amend the actions proposed by officers to address the concerns raised.
- 1.4 To receive, at least annually, a report demonstrating reconciliation of the Council's bank accounts.
- 1.5 To monitor and review funding arrangements for the Council's capital works programme.
- 1.6 To consider, at least annually, a report on the Council's provision for bad debts, authorising the writing off of any such debt not exceeding £500 and agreeing actions in respect of larger sums (the write-off of which must be approved by Council).
- 1.7 To agree minor amendments and clarifications of existing Town Council policies in respect of finance and governance.
- 1.8 To appoint an appropriate person to act as the Council's internal auditor.
- 1.9 To appoint a Capital Projects Sub-Committee, agree its Terms of Reference, receive its minutes and consider any recommendations set out therein.

- 1.10 To approve any increase in budget (up to £5,000) further to a recommendation from the Capital Projects Sub-Committee.
- 1.11 To ensure appropriate arrangements are in place for carrying out rent reviews in respect of Council-owned property, and to consider any recommendations from the Rents & Licences Panel.
- 1.12 To review from time to time the adequacy of the Council's insurance cover and receive at least once a year a report regarding claims settled and lodged since the last report.
- 1.13 To monitor and review the performance of the Council's external contracts where appropriate (e.g. public toilet cleaning).
- 1.14 To review, at least annually, a report of complaints received regarding the Council's services and consider any actions required to address the concerns raised.
- 1.15 To consider periodically reports regarding the Council's compliance with its regulatory requirements (e.g. health and safety, data protection and transparency).
- 1.16 To act in a scrutiny role in respect of Council decisions, as and when requested by full Council.

Other functions:

- 2.1 To consider the strategic direction of the Town Council and periodically review the Town Council's Corporate Plan and Governance Arrangements, making appropriate recommendations to the Council.
- 2.2 To review the Town Council's list of priorities twice yearly and monitor progress towards their achievement, making appropriate recommendations to the Council.
- 2.3 To review, at least annually, the adequacy of the Town Council's Risk Register, and recommend amendments to the Council.
- 2.4 To consider in detail recommendations made by the Council's external auditor and recommend any resulting action plan to full Council.
- 2.5 To consider draft versions of Council policy documents relevant to these Terms of Reference and make appropriate recommendations to the Council.
- 2.6 To consider the response to changes in legislation affecting the Town Council and recommend appropriate steps to the Council.
- 2.7 To consider the draft annual estimates each year (usually in December) and make a recommendation to the Council regarding their adoption, including the Council's parish precept for the forthcoming financial year.
- 2.8 To consider any proposed virement (transfer of expenditure from one budget heading to another) and make a recommendation to Council.
- 2.9 To consider any case for the Council entering into borrowing and make an appropriate recommendation to Council.
- 2.10 To consider the adoption or amendment of the Members' Allowance Scheme in light of the Independent Panel's Report, and make a recommendation to Council accordingly.

2.11 To consider any other matters relating to the Council's governance arrangements and financial management.

3.a. Capital Projects Sub-Committee Draft Terms of Reference

Main Objective/Remit: To monitor the delivery of projects included in the Council's Capital Programme and the one-off list of revenue expenditure contained in the Annual Budget Report, providing support and guidance to officers as required.

Reports to: Finance & Governance Committee

Outside Representatives: None

Frequency of Meetings: As and when required.

Member Training requirements: None

Other Matters: The Committee will be comprised of three or four Members of the Finance & Governance Committee, usually including the Chairs of the Community Services and Environment Committees.

Due to the routine discussion of contractual and procurement matters the meetings of the sub-committee will not be open to the public, although all meetings will be preceded by a period of public participation time.

Delegated Matters:

- 1.1 To support officers in prioritising the capital and revenue projects agreed by Council as part of the Estimates process each year.
- 1.2 To consider matters raised by officers in respect of the management of capital projects and provide advice and guidance accordingly.
- 1.3 To monitor progress in the delivery of projects, and receive reports from officers, contractors and external advisors, as appropriate.
- 1.4 To consider any additional matters referred by another Committee or Council.
- 1.5 To approve the minutes of its meetings for accuracy.

Other functions:

- 2.1 To advise the Finance & Governance Committee on project budgets for the forthcoming financial year, as part of the Estimates setting process.
- 2.2 To consider any requirement for additional funds in respect of a specific project and make a recommendation to either the Finance & Governance Committee (up to £5,000), or Full Council, accordingly.
- 2.3 To consider any other matters relating to the management and delivery of Council projects.

4. Personnel Committee Draft Terms of Reference

Main Objective/Remit: To ensure that the Town Council fulfils its objective to be an excellent employer and complies with relevant legal obligations.

Reports to: Full Council

Outside Representatives: None

Frequency of Meetings: Three scheduled meetings per year, otherwise as and when required.

Member Training requirements: All Members willing to participate in grievance or disciplinary appeal hearings should be provided with relevant training.

Working Parties/Panels: The Town Clerk, in consultation with the Chairperson, can convene panels of three trained committee members to hear appeals in relation to disciplinary and grievance matters. The Chairman can convene a panel to hear a disciplinary, grievance or other personnel issue in relation to the Town Clerk. All hearings will be held in accordance with the Staff Handbook and guidance will be sought from the Council's employment advisors.

Other Matters:

The public shall be excluded from any matter that would identify an individual member of staff.

Councillors who are not Members of the Committee will not automatically be sent copies of confidential agenda papers.

The Chairperson of the Committee will undertake the Town Clerk's annual appraisal, together with the mayor and deputy mayor, unless otherwise agreed with the Town Clerk.

Delegated Matters:

- 1.1 To determine requests for the regrading of existing posts within agreed budgets, having considered recommendations from the Town Council's employment advisors.
- 1.2 To determine the detailed implementation of Council policy, where this cannot be decided by officers (for example, where there is a conflict of interest because the decision would directly impact their terms and conditions).
- 1.3 To agree changes to the Council's staffing structure, and associated job descriptions and person specifications, within agreed budgets.
- 1.4 To agree significant additions/changes to the Council's training programme within agreed budgets.
- 1.5 To agree one-off payments to Staff from within agreed budgets.
- 1.6 To agree minor changes to the Staff Handbook.
- 1.7 To consider any other matters delegated to the Committee by full Council.

Other functions:

- 2.1 To review at least annually the Council's staffing structure and make recommendations to full Council about any change requiring an additional budget allocation.

- 2.2 To review proposed changes to the Staff Handbook and make recommendations about significant amendments to the Town Council.
- 2.3 To review proposed changes to staff contracts of employment and make recommendations about significant amendments to the Town Council.
- 2.4 To consider matters relating to employees' health and safety.
- 2.5 To annually review the Council's training budget and make recommendations to full Council.
- 2.6 To oversee any staffing review or job evaluation process.
- 2.7 To consider any recommendation from the Town Clerk appointment panel and in turn make a recommendation to Full Council.
- 2.8 To consider any proposed changes to the Town Council's pension provision and make recommendations to Full Council.
- 2.9 To develop the Council's approach to apprenticeships.
- 2.10 To consider proposals for staff benefits.
- 2.11 To oversee the recruitment of a new Town Clerk, when a vacancy arises, and make a recommendation as to a preferred candidate to Full Council.
- 2.12 To consider any other matters relating to the employment of staff.

5. Planning & Consultation Committee Draft Terms of Reference

Main Objective/Remit: To comment on planning applications submitted to Dorset Council regarding development within the parish of Swanage, or that are of direct relevance to the parish; to oversee the development and review of a Neighbourhood Plan; to comment on licensing and tree work applications and proposals for improved traffic management within the parish; and to respond to third-party consultation exercises.

Reports to: Full Council

Outside Representatives: None

Frequency of Meetings: Monthly

Member Training requirements: All Members are expected to attend relevant training regarding the planning system, including the making of material comments on planning applications.

Sub-Committees/Advisory Committees: Swanage Neighbourhood Plan Steering Group (Sub-Committee) and Traffic Management Advisory Committee.

Working Parties/Panels: None

Other Matters: The committee may, by resolution, resolve to refer any matter of sufficient importance for consideration at a forthcoming Council meeting.

Delegated Matters:

- 1.1 To determine the Council's response to all planning applications submitted to Dorset Council regarding development either within the parish, or that is of direct relevance to the parish.
- 1.2 Where appropriate, to determine if the Town Council will be represented at meetings of Dorset Council's Eastern Area Planning Committee, or at appeal hearings held by the Planning Inspectorate.
- 1.3 To determine the Council's response to licensing applications submitted to Dorset Council regarding premises within the parish of Swanage or that will have a direct impact on residents of the parish.
- 1.4 To comment on any applications for tree works within the parish that have been submitted to Dorset Council.
- 1.5 To determine the Council's response to consultation documents prepared by third parties that contain proposals with direct relevance to the parish of Swanage, residents of Swanage, or the work of the Town Council.
- 1.6 To appoint a Neighbourhood Plan Sub-Committee, agree its Terms of Reference, receive its minutes and consider any recommendations set out therein.
- 1.7 To appoint a Traffic Management Advisory Committee, agree its Terms of Reference, receive its minutes and consider any recommendations set out therein.

Other functions:

- 2.1 To consider proposals for heritage related projects.

- 2.2 To consider proposals in relation to Conservation Areas within the town.
- 2.3 To advise the Town Council as to budget requirements in connection with the Committee's business.
- 2.4 To consider any other matters relevant to planning, licensing, heritage or traffic management not mentioned above.

5.a. Swanage Neighbourhood Plan Steering Group (Sub Committee) Terms of Reference

Introduction/Background

The Neighbourhood Plan Steering Group is a sub-committee of Swanage Town Council's Planning and Consultation Committee and is referred to below as the "Steering Group".

Swanage Town Council (STC) is aiming to produce a Neighbourhood Plan that ensures the growth of our town is both sustainable and achieved within a townscape and environment that protects and enhances the special characteristics of the town as recognised by the Swanage community and which, in turn, attract the visitors who power the town's seaside economy.

1. Purpose and Objective

To ensure the production of a Draft Neighbourhood Plan, which defines the planning priorities identified by the community, taking into account all representations made during the plan making process and having regard to all relevant existing plans and evidence.

2. Constitutional Arrangements

- 2.1** The Steering Group is a Sub-Committee of Swanage Town Council's Planning and Consultation Committee. As such its governance arrangements must be in accordance with the Town Council's Standing Orders.
 - 2.2** STC is the qualifying body for the purposes of preparing and financing the Plan. Quarterly reports will be made to the full Council to ensure effective progress, and the Town Council's Planning and Consultation Committee will receive copies of the Steering Group minutes to consider any matters arising.
 - 2.3** The Steering Group has full delegated authority to manage the preparation of the Plan as set out in the objectives, and within agreed budgets, up to and including the publication of the Draft Neighbourhood Plan for public consultation. STC will approve the final draft Neighbourhood Plan prior to submission to the Local Planning Authority.
 - 2.4** The Steering Group will approve the minutes of its meetings for accuracy.
 - 2.5** The Steering Group must seek approval from its parent committee for any changes to these Terms of Reference.
- ### **3. The Steering Group will meet regularly to:**
- 3.1** Determine the overall scope and objectives of the plan based on public feedback;
 - 3.2** Commission and monitor a project plan and report to Swanage Town Council on progress against key objectives;
 - 3.3** Ensure that there is a continued review of the legislative requirements around Neighbourhood Planning to ensure the plan meets all requirements;

- 3.4** Make recommendations to the Town Council on resourcing the Plan, via the Planning and Consultation Committee;
- 3.5** Ensure that the wider community is involved in the Plan process;
- 3.6** Ensure that necessary evidence is gathered to inform each of the themes within the scope of the plan;
- 3.7** Ensure that all available options are identified and assessed in respect of each theme and reflected in the draft Plan for wider consultation and review;
- 3.8** Ensure minutes, reports and documents relating to the plan are made publicly accessible;
- 3.9** Agree a timescale for completion.

4. Task Teams

The Steering Group will oversee the setting up of Task Teams, which will feed evidence back to the Steering Group to support preparation of the Plan. A member of the Steering Group will chair the Task Teams. The initial theme groups are:

- Development Task Team (incorporating Housing and Community Services, Town Centre and Economic Development)
- Environment Task Team (incorporating Environment, Heritage and Conservation)

5. Membership

5.1 Membership of the Neighbourhood Plan Steering Group is as follows:

- a) Six Councillor Members of Swanage Town Council's Planning and Consultation Committee, nominated by the Planning and Consultation Committee.
- b) Up to six other members residing in the Parish of Swanage (the Steering Group having delegated authority to co-opt accordingly, dependent on skills and experience).

5.2 The Chair and Vice-Chair will be elected by the Steering Group.

5.3 Representatives of O'Neill Homer, Planning Consultants can attend any meeting of the Steering Group, and Theme Groups, as advisors.

6. Meetings

The Steering Group will meet regularly. Decisions made by the Steering Group should normally be by consensus at Steering Group meetings. Where a vote is required, in accordance with legislation each Councillor Member shall have one vote, and votes can only be made in person. The quorum is three voting members, although a minimum of five voting members shall be present at Steering Group meetings when a proposal is considered to recommend changes to these Terms of Reference. A simple majority will be required to support any motion. The Chair shall have one casting vote.

Town Council administrative staff will take minutes and organise meetings of the Steering Group and reporting to STC.

7. Conduct and Interests

The Steering Group will follow the Code of Conduct as adopted by Swanage Town Council. Whilst members as individuals may be accountable to their parent organisations, the Steering Group as a whole is accountable to the wider community for ensuring that the Plan reflects their collective expectations.

6. Tourism & Local Economy Committee Draft Terms of Reference

Main Objective/Remit: To promote sustainable tourism and consider measures to support the local economy.

Reports to: Full Council

Outside Representatives: Durlston Country Park, Swanage & District Chamber of Trade and Commerce (up to three members to represent retailers, hospitality and licensed premises), Swanage Railway, Swanage Fishermen's Association, Swanage Pier Trust, Visit Dorset, National Trust, RNLI, Swanage Museum & Heritage Centre, Mowlem Theatre.

Frequency of Meetings: Three scheduled meetings per year, otherwise as and when required.

Member Training requirements: None.

Sub-Committees/Advisory Committees: To receive recommendations from the Beach Management Advisory Committee.

Working Parties/Panels: The following working parties will report to the Committee (or to full Council), and can also be instructed to examine specific matters by the Committee:

- Car Parks
- Communications Strategy
- Events
- Market
- Museum
- Seafront Masterplan

Other Matters:

The public shall be excluded from any matter that is confidential in nature. This may include non-voting committee members.

Delegated Matters:

- 1.1 To oversee the management, within agreed budgets, of the following Town Council services: beach management, Beach Huts, boat park, car parks, events, festive lights, fishermen's huts, market, publicity & promotion, seafront infrastructure, Swanage Information Centre and town centre improvements.
- 1.2 To determine the allocation of existing budgets where the relevant manager requires clarification or wishes to bring forward an alternative allocation of funds. N.B. Where a formal virement is required it must be dealt with in accordance with the Council's Financial Regulations.
- 1.3 To consider recommendations relevant to the Committee's remit from the Beach Management Advisory Committee.
- 1.4 To agree minor amendments to relevant Council policy documents.
- 1.4 To consider any other matters delegated to the Committee by full Council.

Other functions:

- 2.1 To consider project proposals from partner organisations and other third parties relating to events, the promotion of Swanage, tourism and the local economy.
- 2.2 To refer matters for detailed consideration to a relevant working party.
- 2.3 To make recommendations to full Council regarding matters requiring the allocation of unbudgeted expenditure or significant changes to policy.
- 2.4 To consider relevant capital and revenue budget proposals as part of the annual budget setting process and make recommendations to the Finance & Governance Committee.
- 2.5 To consider relevant sections from the Council's scale of fees and charges as part of the annual budget setting process and make recommendations to the Finance & Governance Committee.
- 2.6 To receive reports from the Museum working party and consider any recommendations set out therein.
- 2.7 To consider any other matters relating to tourism and the local economy.

7. Beach Management Advisory Committee Draft Terms of Reference

Main Objective/Remit: To advise the Council on measures required to provide a safe, clean and well-maintained beach facility, compliant with the European Blue Flag criteria. Also to provide a forum for stakeholders to discuss matters relating more widely to the management of Swanage Bay.

Reports to: Tourism & Local Economy Committee and Environment Committee.

Councillor Membership: Three councillors to be appointed at the Annual Council Meeting each May, one of which will be elected as Chairman of the Advisory Committee.

Outside Representatives: Swanage Lifeboat Crew, MCA, Coastwatch, Dorset Council, Dorset Police, National Trust, Environment Agency, Swanage Pier, Swanage Sailing Club, Swanage Fishermen's Association, Swanage Angling Club, Private Beach Hut Sites Hut Owners' Group, North Beach Representative, Swanage Sea Rowing Club, local divers, Ocean Bay businesses, Seaweed removal contractor, Pierhead Watersports and Byelaw Enforcement, Durlston Country Park, Designated Bathing Zone Operator, Quay Operators, Deckchair/pedalo concessionaire, Wessex Water, and Natural England, RNLI Lifeguard team, Beach Buddies, local outdoor adventure companies, Swanage Moorings Association, Planet Purbeck.

Quorum: Three Members/Outside Representatives.

Frequency of Meetings: Three times a year, in February, May, and October.

Member Training requirements: None.

Other Matters: This committee has no delegated decision-making powers. Any issue requiring Town Council expenditure or amendment to Town Council policy will be the subject of a recommendation to either the Tourism and Local Economy Committee or Environment Committee, which may in turn be referred to a meeting of the Town Council. The committee can provide guidance to officers to assist them in taking forward minor matters that do not require referral to a committee.

Functions:

- 1.1 To consider proposals, and make recommendations as appropriate, in respect of the following matters relating to the beach and Swanage Bay:
 - beach and water safety,
 - environmental management and education
 - signage
 - events
 - accessibility
 - moorings and boat launching/landing facilities.
 - management of personal watercraft
 - commercial proposals relating to the Main Beach (Mowlem to Ulwell Stream).
- 1.2 To advise on amendments to the beach rules and regulations.
- 1.3 To advise on amendments to Dorset Council's Public Pleasure Boats Byelaws.
- 1.4 To receive reports regarding sea defence works, flood prevention and beach replenishment schemes from the Environment Agency and Dorset Council.
- 1.5 To receive reports regarding water quality from Wessex Water.

- 1.6 To consider any matter referred to it by the Town Council or another council committee.
- 1.7 To approve the minutes of its meetings for accuracy.

8. Traffic Management Advisory Committee Draft Terms of Reference

Main Objective/Remit: To consider proposals relating to traffic management and highway safety in the parish of Swanage, in consultation with Dorset Council, and formulate recommendations to the Planning & Consultation Committee accordingly.

Reports to: Planning & Consultation Committee.

Outside Representatives: Dorset Police, Community Highways Officer (Dorset Council).

Quorum: Three Members/Outside Representatives.

Frequency of Meetings: Quarterly, otherwise as and when required.

Member Training requirements: None.

Other Matters: Although this committee has no delegated decision-making powers, it can provide guidance to officers to assist them in taking forward minor matters that do not require referral to the parent committee.

Functions:

- 1.1 To consider the following matters, taking into account advice from a relevant Highways Officer, and where appropriate make recommendations to the Planning & Consultation Committee about a response to Dorset Council as the Highway Authority.
 - a) Proposals to improve traffic management on the public highway (e.g. parking restrictions and changes to speed limits).
 - b) Proposals to improve highway and pedestrian safety (including pavements).
 - c) Concerns regarding parking enforcement.
- 1.2 To work with Dorset Council in respect of any town-wide parking review.
- 1.3 To consider traffic management measures in respect of Town Council owned roads and highways (i.e. Station Approach, Peveril Point Road, Panorama Road, De Moulham estate service roads).
- 1.4 To consider any other traffic management measure within the parish of Swanage, not otherwise described above.
- 1.5 To consider any matter referred to it by the Town Council or the Planning & Consultation Committee.
- 1.7 To approve the minutes of its meetings for accuracy.



Freedom of Information Act

Guide to information available from Swanage Town Council under the model publication scheme

Text highlighted in yellow is a new addition

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do		
Who's who on the Council and its Committees	www.swanage.gov.uk Hard copy – Council Offices	Free 10p
Contact details for Town Clerk and Council members	www.swanage.gov.uk Hard copy – Council Offices	Free 10p
Location of main Council office and accessibility details	www.swanage.gov.uk Hard copy – Council Offices	Free 10p
Staffing structure – Organisation Chart	www.swanage.gov.uk Hard copy – Council Offices	Free 10p

Class 2 – What we spend and how we spend it		
Final accounts (Annual Return) and report by auditor	www.swanage.gov.uk Hard copy – Council Offices	Free 10p per sheet
Annual Financial Review	www.swanage.gov.uk Hard copy – Council Offices	Free 10p per sheet
Budget Report	www.swanage.gov.uk Hard copy – Council Offices	Free 10p per sheet
Precept information (Council Tax)	www.swanage.gov.uk Hard copy – Council Offices	Free 10p
Financial Standing Orders and Regulations	www.swanage.gov.uk Hard copy – Council Offices	Free 10p per sheet
Grants given and received (included in minutes and Annual Financial Review)	www.swanage.gov.uk Hard copy – Council Offices	Free 10p per sheet
Details of current contracts awarded and value of contracts	www.swanage.gov.uk Hard copy – Council Offices	Free 10p per sheet
Members' allowances and expenses	www.swanage.gov.uk Hard copy – Council Offices	Free 10p per sheet
Pay Multiple and Senior Salaries	www.swanage.gov.uk Hard copy – Council Offices	Free 10p
Payment schedules, including all individual items of expenditure	www.swanage.gov.uk Hard copy – Council Offices	Free 10p per sheet
Invitations to tender	www.swanage.gov.uk Hard copy – Council Offices	Free 10p per sheet

Class 3 – What our priorities are and how we are doing		
Corporate Plan	www.swanage.gov.uk Hard copy – Council Offices	Free 10p per sheet
Six-Monthly Priority Report (included in Council agenda papers)	www.swanage.gov.uk Hard copy – Council Offices	Free 10p per sheet
Quarterly Budget Monitoring Reports (included in Finance and Governance Committee agenda papers)	www.swanage.gov.uk Hard copy – Council Offices	Free 10p per sheet
Interim and Annual Internal Audit Reports (included in Council and Committee agenda papers)	www.swanage.gov.uk Hard copy – Council Offices	Free 10p per sheet
Annual Report	www.swanage.gov.uk Hard copy – Council Offices	Free 10p per sheet
Council Newsletter - Swanage Matters	www.swanage.gov.uk Hard copy – Council Offices	Free 10p per sheet
Swanage Community Strategic Plan	www.swanage.gov.uk Hard copy – Council Offices	Free 10p per sheet
Annual Governance Statement	www.swanage.gov.uk Hard copy – Council Offices	Free 10p per sheet
Class 4 – How we make decisions		
Timetable of meetings	www.swanage.gov.uk Hard copy – Council Offices	Free 10p per sheet
Agendas of all Council and committee meetings and supporting papers – n.b. this will exclude information that is properly regarded as private to the meeting.	www.swanage.gov.uk Hard copy – Council Offices	Free 10p per sheet
Scheme of Delegation and Committee Terms of Reference	www.swanage.gov.uk Hard copy – Council Offices	Free 10p per sheet

Minutes of meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	www.swanage.gov.uk Hard copy – Council Offices	Free 10p per sheet
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	www.swanage.gov.uk Hard copy – Council Offices	10p per sheet
Responses to consultation documents	www.swanage.gov.uk Hard copy – Council Offices	Free 10p per sheet
Responses to planning applications (included in minutes of Planning and Consultation Committee)	www.swanage.gov.uk Hard copy – Council Offices	Free 10p per sheet
Local Bye-laws	www.swanage.gov.uk Hard copy – Council Offices	Free 10p per sheet
Class 5 – Our policies and procedures		
<p>Policies and procedures for the conduct of council business:</p> <p>Standing Orders Financial Regulations Committee, Sub-Committee and Advisory Committee terms of reference Scheme of Delegation Councillors’ Code of Conduct Corporate Plan Members’ Allowance Scheme Members and Officers Protocol</p>	www.swanage.gov.uk or Hard copy – Council Offices	Free 10p per sheet

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Complaints Procedure (including requests for information and operating the publication scheme)</p> <p>Equality Policy</p> <p>Health and Safety Policy</p> <p>Recruitment Policies (including current vacancies)</p> <p>Data Protection Subject Access Request Form</p>	<p>www.swanage.gov.uk or</p> <p>Hard copy – Council Offices</p>	<p>Free</p> <p>10p per sheet</p>
Information security policy (in course of preparation)	<p>www.swanage.gov.uk or</p> <p>Hard copy – Council Offices</p>	<p>Free</p> <p>10p per sheet</p>
Record retention policy (in course of preparation)	<p>www.swanage.gov.uk or</p> <p>Hard copy – Council Offices</p>	<p>Free</p> <p>10p per sheet</p>
Data Protection Privacy Notice	<p>www.swanage.gov.uk or</p> <p>Hard copy – Council Offices</p>	<p>10p per sheet</p>
Website Accessibility Policy	www.swanage.gov.uk	Free
Schedule of Charges (for the publication of information)	See below	
Class 6 – Lists and Registers		
Any publicly available register or list (e.g. Allotment Register and Cemetery Registers)	By inspection at Swanage Town Hall	Free
Asset Register	<p>www.swanage.gov.uk or</p> <p>Hard copy – Council Offices</p>	<p>Free</p> <p>10p per sheet</p>
Register of members' interests and gifts and hospitality	www.swanage.gov.uk	Free

Class 7 – The services we offer		
Allotments	www.swanage.gov.uk	Free
Beach	www.swanage.gov.uk	Free
Beach Gardens	www.swanage.gov.uk	Free
Beach Huts	www.swanage.gov.uk	Free
Boat Park	www.swanage.gov.uk	Free
Car Parks	www.swanage.gov.uk	Free
Cemeteries, burial grounds and closed churchyards	www.swanage.gov.uk	Free
Markets	www.swanage.gov.uk	Free
Parks, playing fields and recreational facilities	www.swanage.gov.uk	Free
Public conveniences	www.swanage.gov.uk	Free
Scale of fees and charges for Council Services	www.swanage.gov.uk or Hard copy – Council Offices	Free 10p per sheet
Tourist Information Centre	www.swanage.gov.uk	Free
Town Hall	www.swanage.gov.uk	Free
Additional Information		
Annual Treasury Report	www.swanage.gov.uk or Hard copy – Council Offices	Free 10p per sheet
Anti-Fraud and Corruption Policy	www.swanage.gov.uk or Hard copy – Council Offices	Free 10p per sheet
Community Infrastructure Levy – Annual Income & Expenditure Reports	www.swanage.gov.uk or Hard copy – Council Offices	Free 10p per sheet
Datasets of information requested under Freedom of Information Act	www.swanage.gov.uk Electronic format by e-mail	Free Free
Environment Policy and Action Plan	www.swanage.gov.uk or Hard copy – Council Offices	Free 10p per sheet

Grant Application Form and Guidance Notes	www.swanage.gov.uk or Hard copy – Council Offices	Free
Local Government Pension Scheme Discretions Policy	www.swanage.gov.uk or Hard copy – Council Offices	Free 10p per sheet
Medium Term Financial Strategy	www.swanage.gov.uk or Hard copy – Council Offices	Free 10p per sheet
Policy & Protocol on Recording, Photography & use of Social Media at Meetings of the Council	www.swanage.gov.uk or Hard copy – Council Offices	Free 10p per sheet
Register of Potential Suppliers - Expression of Interest Form	www.swanage.gov.uk or Hard copy – Council Offices	Free
Social Media Policy	www.swanage.gov.uk or Hard copy – Council Offices	Free 10p per sheet
Treasury Management Strategy Statement and Investment Strategy	www.swanage.gov.uk or Hard copy – Council Offices	Free 10p per sheet
Tree Policy and Strategy	www.swanage.gov.uk or Hard copy – Council Offices	Free 10p per sheet

Contact details:

Swanage Town Council
 Town Hall
 High Street
 Swanage
 Dorset
 BH19 2NZ

Telephone: 01929 423636

Email: admin@swanage.gov.uk

Schedule of Charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

* the actual cost incurred by the public authority

Consideration of the title given to the councillor chairing meetings of the council and its committees (chair/chairman or woman/chairperson) and the style to be accorded to councillors on the mayoral board in the Council Chamber

Use of Chair/Chairman by the Town Council

The issue of what word to use to describe the person chairing a meeting was first raised at the Council Meeting in September 2022 when Council adopted a revised Members and Officers protocol. The initial draft of that document made it official policy to refer to the chairperson as ‘Chair’. After further consideration this was amended and the adopted version states as follows:

To protect both Members and Officers, Officers should address Members at all formal meetings as Councillor xxx. The councillor chairing the meeting should be addressed as Chair, Chairman, Chairwoman or Chairperson according to their preference, save where circumstances clearly indicate that a level of informality is appropriate.

This, however, left unresolved the matter of how to refer to the chairperson in official documentation. This was raised at the Personnel Committee Meeting on 10th October 2022, at which it was noted that the joint SLCC/NALC Dignity at Work Policy referred to the ‘Council Chair’, whereas the Council’s existing Bullying and Harassment Policy referred to ‘Chairman’.

There is, indeed, inconsistency in the Council’s official terminology. For example, each Council agenda contains an item for ‘Chairman’s announcements’, however most committee minutes now record the person chairing the meeting as the ‘Chair’. This began with the Planning and Consultation Committee in May 2018.

There has clearly been a very strong move towards gender neutral terminology across local government and wider society over recent years. For example, there is a current movement in the private sector for a change to the use of the term 'chairman' in company law. The British Chambers of Commerce, Institute of Directors, and CBI have recently published an open letter calling on government to 'stop using the outdated word chairman': <https://www.britishchambers.org.uk/news/2022/03/leading-business-groups-call-on-government-to-stop-using-archaic-word-chairman>.

Across Dorset’s local government bodies a search of Town Council websites suggests that the majority continue to use the traditional term Chairman, both in Council minutes and on their websites, in accordance with the Local Government Act, 1972. Dorset Council also continues to use Chairman and Vice-Chairman for full Council and its committees. Only Weymouth Town Council, established in 2019, appears to consistently use the term Chair.

This matter was considered at the Finance and Governance Committee meeting held on 22nd February 2023, at which the following recommendation was passed:

That the person chairing a Council or committee meeting be referred to as Chairman or Madam Chairman.

If this recommendation is approved, Members may wish to agree to the matter being reviewed following the next election in May 2024.

Names on Mayoral Board

The Finance and Governance Committee also considered the introduction of a policy regarding the wording on the board recording the names of past mayors in the Council Chamber. Currently male councillors simply have their initials and surname recorded thereon, whilst female councillors also have the title Miss or Mrs. The possibility of including a chosen forename in full was discussed, but it was felt that this would be out of keeping with custom and practice.

Ultimately, it was agreed that the use of initials should be preserved as a form of continuity, but it was suggested that each individual mayor, regardless of gender, could choose whether or not to have a title included on the board.

Decisions Required

To consider the following recommendations from the Finance and Governance Committee meeting held on 22nd February 2023:

That the person chairing a Council or committee meeting be referred to as Chairman or Madam Chairman.

That future additions of names to the mayoral board in the Council Chamber should continue to take the format of initials and surname, with each Town Mayor having the choice of whether or not to have their title included thereon.

Martin Ayres
Town Clerk

March 2023

Coronation of King Charles III - To consider proposals for celebration and commemoration – Update.

Commemorative teaspoons

At the Council meeting held on 30th January 2023 a budget of £1,300 was authorised to procure sufficient commemorative teaspoons for all primary school children in Swanage. A quote has now been received for silver plated spoons (shown overleaf) in the sum of £2,230 (excl VAT). Therefore, an additional £930 is required if this matter is to be progressed. This will provide 560 primary schoolchildren with a spoon, at the cost of £3.95 per head, plus delivery costs. There is a 5-week lead time, so the order will need to be placed immediately to ensure delivery prior to the Coronation weekend.

Grant Application change from Swanage Chamber of Trade

During January 2023, Swanage Chamber of Trade applied for a grant from Swanage Town Council to help fund an event to mark the King’s Coronation. The original plan included procuring a band and toilets and waste facilities for an event to be held on Prince Albert Gardens. Unfortunately, the funding for this was not successful so an alternative has been developed.

The Chamber is now looking to encourage residents to organise street parties under the banner of the ‘Swanage Coronation Tea Fest’. To date a number of potential organisers have been in touch and the team is confident that a good number of parties will be held across the town. The team will be available to provide advice regarding road closures, and general support and would also like to offer ‘party packs’ to street parties, which will include themed essentials such as hats, plates and cups to help people get into the spirit, which is what the funding will now be used for. It is hoped that this approach will help to continue the community spirit that was seen in the town during the pandemic.

Further to Minute No. 138 (b) of the Council Meeting held on 30th January 2023, and following consultation with the Town Council’s Grants Panel, it is therefore recommended that the grant of £500 awarded to the Swanage Chamber of Trade be used for the revised proposal for the ‘Swanage Coronation Tea Fest’ as set out above

Decision required

1. To consider whether to approve an increased budget of £2,230 for the purchase of commemorative teaspoons.
2. To approve the revised use of the grant by the Swanage Chamber of Trade as outlined above.

Culvin Milmer
Visitor Services and Business Development Manager

March 2023



21mm DIAMETER WHITE
ENAMELLED BACKGROUND
WITH BLUE & WHITE PRINT
DETAIL



Arts Club Storage – Space at Town Hall to replace North Beach Toilet Block.

Further to Minute No. 42(c) of the Council Meeting held on 26th July 2021, the Isle of Purbeck Arts Club has been using the space at the rear of North Beach Public Conveniences for storage of display boards and other equipment in return for a charge of £250 per annum. Due to the selection of this location as a suitable site for the installation of a Changing Places Facility this area is no longer available for storage and therefore alternative provision has been identified within the Town Hall.

In order to regularise this, it is proposed that a Licence Agreement for use of an area of the Town Hall for storage should be prepared at an annual fee of £50.

Decision required

That consideration be given to approving the storage of items by the Isle of Purbeck Arts Club within a designated area of the Town Hall and that a Licence Agreement be prepared in respect of this at an annual charge of £50.

Martin Ayres and Gail Percival
Town Clerk and Assets & Compliance Manager

March 2023

Boat Park Fees – Minor Amendment

The 2023/24 fees for the Boat Park were approved as part of the Town Council’s budget setting process which was completed on 16th January 2023.

Since that date a minor error has been identified with regards the weekly charges for boats and trailers. The table below shows the incorrect charges and the new proposed charge.

Charging Period Annual 1st May – 30th April			
Boats & Trailers - Weekly	2022/23 charge	Incorrect Charge	Proposed Charge
Up to 19ft	£150.00	£170.00	£165.00
Up to 22ft	£150.00	£165.00	£170.00

Recommendation

To approve the proposed charges set out in the above table.

Culvin Milmer
Visitor Services and Business Development Manager

March 2023