

SWANAGE TOWN COUNCIL

Dr Martin Ayres
Town Clerk

Town Hall
SWANAGE
Dorset
BH19 2NZ

8th September 2020

Dear Councillor

Local Government Act 1972

You are summoned to attend the **ANNUAL MEETING** of the Swanage Town Council that will be hosted on the Zoom platform on **MONDAY, 14th SEPTEMBER 2020** at **7.00 p.m.** for the purpose of transacting the business mentioned in the Agenda.

Yours sincerely

Martin K. Ayres

Town Clerk

To all Members of the Council

A G E N D A

1. To elect the Town Mayor and receive Declaration of Acceptance of Office.
2. To elect the Deputy Town Mayor and receive Declaration of Acceptance of Office.
3. Declarations of Interest and consideration of requests for Grants of Dispensations (Councillors are reminded of their obligations to declare their interests in accordance with paragraphs 9 – 13 of the Council's Code of Conduct and regulations made under chapter 7 of the Localism Act 2011).
4. To report apologies (if any) received from Members for inability to attend the Meeting.
5. To appoint representatives to outside bodies. (Schedule enclosed).
6. To appoint the following Committees:-
 - (a) General Operations
 - (b) Personnel
 - (c) Planning and Consultation
 - (d) Roads and Transport
 - (e) Tourism
7. To appoint Chairmen of the above Committees and confirm membership of the Finance and Performance Management Committee.
8. To appoint Councillor members of the following Advisory Committees:-
 - (a) Beach Management
 - (b) Community Housing Steering Group

9. To appoint Council Working Parties. (Schedule enclosed).
10. To consider the payment of any subscriptions falling to be paid annually. (Schedule enclosed).
11. To approve as a correct record the Minutes of the following Meetings:-
 - (a) Monthly Meeting of the Council held on 27th July 2020. (Copy enclosed).
12. To approve as a correct record the Minutes of the following Committee Meetings and the recommendations contained therein:-
 - (a) Planning and Consultation Committee held on 3rd August 2020. (Copy enclosed).
 - (b) Community Housing Steering Group held on 2nd September 2020. (Copy enclosed).
13. Budget Monitoring:-
 - (a) Statement of Cash Balance as at 31st July 2020. (Copy enclosed).
 - (b) Statement of Cash Balance as at 31st August 2020. (To follow).
14. Monitoring Payment of Accounts. (Schedules enclosed).
15. To receive and consider the external auditor report and certificate 2019/20 (section 3 of Part 3 of the Annual Governance & Accountability Return). (Copy enclosed).
16. Chairman's Announcements.
17. Report from Dorset Councillors.
18. Working Party Updates:
 - (a) Environmental Policy held on 10th September 2020.
19. Sustainable Swanage Progress Report. (Briefing note enclosed).
 - (a) To consider draft proposal for Rabling Green Pocket Park.
 - (b) Designation of Downs Local Nature Reserve – Update.
20. Website Accessibility Regulations - Compliance Plan.
 - (a) To authorise budget for new website. (Briefing note enclosed).
21. Visitor Services Proposals Autumn/Winter 2020/21.
 - (a) Winter Market.
 - (b) Artisans on the Beach. (Briefing note enclosed).
22. Consideration of licences for use of Town Council property for commercial physical training activities. (Briefing note enclosed).
23. Budget Setting 2021/22 – To agree charges for beach hut hire. (Briefing note enclosed).
24. Seabreeze Restaurant, Shore Road – Request for landlord's consent for installation of extraction fan. (E-mail enclosed).
25. Reports from Council representatives on outside organisations.
26. Reporting of delegated matters.

27. Items of Information and Matters for Forthcoming Agendas.
 - (a) Festive Lights – Update on procurement.
 - (b) Removal of Ambulance Car from Swanage – Update.
 - (c) A & E Local – Update.

 28. Project delivery – commitment to spending (Briefing note enclosed).
 - (a) Spa/Shore Road Stabilisation Part 2 - to agree budget for additional ground surveys.

 - * 29. Project delivery – to consider award of contracts (Briefing note enclosed).
 - (a) Boat Park – safety improvements.
 - (b) Bandstand – additional drainage works.
 - (c) Heritage Toilets – commissioning of plans for re-design.
 - (d) Stone Quay – to award contract for repairs as part of Dorset Council contract for maintenance of sea defences.

 - * 30. Fishermen’s jetty improvement works – update in respect of matters arising from end of defects period meeting held on May 15th 2020.

 - * 31. Sandbanks Ferry – further consideration of response to letter from Bournemouth-Swanage Motor Road and Ferry Company dated 11th May 2020.

 - * 32. Potential acquisition of land adjacent to Purbeck Business Centre – update.

 - * 33. Personnel matter – to note outcome of employment tribunal.

 - * Under Standing Order No. 1 c), it is envisaged that in view of the confidential nature of the business to be transacted, it is advisable in the public interest that the press and public will be excluded from the Meeting during consideration of agenda items 29, 30, 31, 32 and 33 (due to legal and commercial confidentiality).
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PLEASE NOTE: 15 MINUTES OF PUBLIC PARTICIPATION TIME WILL BE HELD AT 7.00 P.M. PRIOR TO THE COMMENCEMENT OF THE MEETING.

IF YOU WISH TO ASK A QUESTION, OR TO VIEW THE MEETING VIA ZOOM, THEN PLEASE E-MAIL admin@swanage.gov.uk NOT LATER THAN 4.00 P.M. ON MONDAY 14TH SEPTEMBER TO REQUEST THE LOG-IN DETAILS FOR THE MEETING. THANK YOU.
