

DRAFT Minutes of the Meeting of the Swanage Town Council
held at the Town Hall, High Street, Swanage on
MONDAY, 29th JANUARY 2024 at 7.00 p.m.

PRESENT:-

Councillor T. Foster – Chairman

Councillor C. Moreton

Councillor J. Bishop

Councillor M. Bonfield

Councillor A. Harris

Councillor D. Monkhouse

Councillor C. Tomes

Councillor W. Trite

Councillor M. Whitwam

In addition to Members of the Council and officers, seven members of the public and one Member of the local press attended the Meeting.

Public Participation Time

There were no matters raised on this occasion.

Major Katrina Greetham, Salvation Army, offered a short prayer before the commencement of the Meeting.

The Chairman wished to thank Katrina and Jonathan Greetham for their valued contribution to the community and wished them the best of luck in their move from Swanage.

The Chairman opened the Council Meeting at 7.05 p.m.

171.

Apologies

Apologies for their inability to attend the Meeting were received from Councillors Finch, Rogers and Suttle.

172.

Declarations of Interest

Members were invited to declare their interests and consider any requests for Grants of Dispensations in accordance with Section 9 and Appendix B of the Council's Code of Conduct.

Agenda Item No. 16 (b) – Councillor Tomes declared a non-pecuniary interest under the Code of Conduct by reason of close family members being private beach hut site licensees.

Agenda Item No. 17 – Councillor Foster declared a non-pecuniary interest under the Code of Conduct by reason of being an acquaintance of one of the concession applicants in respect of the Hardstanding: Catering Facility and the Beach: Northern Kiosk.

Agenda Item No. 18 (a) – Councillor Whitwam declared a non-pecuniary interest in the scale of charges under the Code of Conduct by reason of being a trustee of Swanage Railway.

173.

Minutes

(a) Proposed by the Town Mayor, seconded by Councillor Bishop, and
RESOLVED UNANIMOUSLY:-

That the Minutes of the Council Meeting held on 11th December 2023 be approved as a correct record and signed.

- (b) Proposed by the Town Mayor, seconded by Councillor Whitwam, and
RESOLVED UNANIMOUSLY:-

That the Minutes of the Extraordinary Council Meeting held on 18th December 2023 be approved as a correct record and signed.

- (c) Proposed by the Town Mayor, seconded by Councillor Harris, and
RESOLVED UNANIMOUSLY:-

That the Minutes of the Annual Estimates Meeting held on 15th January 2024 be approved as a correct record and signed.

174. **Planning and Consultation Committee**

- (a) Proposed by Councillor Harris, seconded by Councillor Bonfield and
RESOLVED UNANIMOUSLY:-

That the Minutes of the Planning and Consultation Committee Meeting held on 4th December 2023 be approved as a correct record and signed.

175. **Planning and Consultation Committee**

- (a) Proposed by Councillor Harris, seconded by Councillor Bonfield and
RESOLVED UNANIMOUSLY:-

That the Minutes of the Planning and Consultation Committee Meeting held on 8th January 2024 be approved as a correct record and signed.

176. **Statement of Cash Balance**

- (a) A Statement of Cash Balance as at 31st December 2023 was submitted for information (a copy attached at the end of these Minutes).

177. **Payment of Accounts**

In accordance with Regulations 5 and 6 of the Council's Financial Regulations, the following Payment Schedule was submitted for information:-

- Payment Schedule 9, amounting to £709,386.91.

178. **Chairman's Announcements**

The Town Mayor welcomed all attendees to the first meeting of 2024 and thanked all councillors, officers and members of the public for their support during the last year. The Town Mayor reported attendance at the following events since the Council meeting held on 11th December 2024:

- The Community Awards evening, held on Friday 19th January 2024, had been a thoroughly enjoyable evening. The Mayor, Deputy Mayor and the Reverend Dr Bird were privileged to present the prestigious glass trophies to those in the community who had gone above and beyond whilst undertaking voluntary work. The Mayor wished to thank the winners and encouraged anyone with some free time to consider volunteering to enrich the lives of others.
- On Thursday 1st February 2024, the Mayor, Tourist Information staff and members of the Carnival Committee will be attending the Dorset Tourism awards evening being held in Weymouth. The organisations could win a gold,

silver or bronze award in different categories and the Mayor looked forward to supporting all nominees.

- The Mayor also wished to highlight the launch event for the new Visit Swanage website, being held at the Mowlem Showbar on Monday 5th February 2024 at 7.00 p.m. It was noted that the tourism website was being established to showcase local businesses/organisations in the town, and business owners were encouraged to attend the event and take advantage of the initial free advertising available on the website.

179. **Working Party Updates and Recommendations**

(a) **Seafront Masterplan, 8th January 2024**

It was noted that discussions held at the Seafront Masterplan working party meeting would be considered under agenda item 9 (see Minute No. 180).

(b) **Property Panel, 10th and 24th January 2024**

It was reported that the Property Panel continued to review the Council's asset base and maintenance of properties and discussions held at the Property Panel meeting would be considered under agenda items 17 and 18 (see Minute No's 188 and 189).

(c) **Events, 16th and 24th January 2024**

Further to Minute No. 9 (d) of the Council meeting held on 30th October 2023, consideration was given to a briefing paper prepared by the Visitor Services and Business Development Manager (VSBDM), which outlined the proposal to change the venue of the 'Willdoes presents Swanalulu' event from King George's Playing Field to Prince Albert Gardens.

It was AGREED:-

That the Town Council approves the change of venue for the 'Willdoes presents Swanalulu' event to take place on Prince Albert Gardens, rather than King George's Playing Field on 5th to 7th July 2024.

180. **Seafront Masterplan**

(a) **Green Seafront Scheme – To consider next steps in light of response to public consultation**

Further to Minute No. 145 of the Council Meeting held on 11th December 2023, consideration was given to a briefing paper, prepared by the Assets and Compliance Manager, which outlined recent discussions at meetings of the Seafront Masterplan working party and set out the potential next steps, as follows:

- To explore the option of working in partnership with Dorset Council to take forward the Green Seafront Scheme as a joint project.
- To obtain estimates to undertake a cost analysis of the budgeted costs for each scheme as provided by WSP and set out within the public consultation.

It was acknowledged that Dorset Council would have better access to resources and could offer more officer time and expertise to progress the project. It was noted that cost analysis of the financial estimates provided by WSP, for both the enhanced and essential schemes, would provide more robust project costings and a report would be provided to a future Council meeting.

It was, therefore, proposed by Councillor Tomes, seconded by Councillor Moreton and RESOLVED UNANIMOUSLY:-

That the Town Council commissions the development of a proposal for taking forward the Green Seafront Scheme as a joint project with

Dorset Council, to be presented to a relevant Council or Committee meeting in spring 2024.

It was FURTHER RESOLVED:

That the Council investigates options for undertaking a cost analysis of the financial estimates provided by WSP for both the essential and enhanced options in order to develop more robust project costings and to provide a report with recommendations to full Council in early 2024.

(b) **Shore Road improvements – To consider proposal to commission Dorset Council to undertake highways modelling and design work in respect of specified options**

Consideration was given to a briefing paper, prepared by the Assets and Compliance Manager, which explained that analysis of the feedback provided during the public consultations for both the Swanage Seafront Masterplan and the Swanage Green Seafront Stabilisation Scheme had revealed a strong desire for improvements to pedestrian safety along the northern section of Shore Road. In order to explore options to address these issues, a feasibility study proposal had been received from Dorset Council, as the Highway Authority. Four highway improvement options had been proposed, each to be considered in combination with both of the proposed Green Seafront enhancement schemes, the essential and enhanced, as follows:

- a. Close with gates or features such as bus enforcement cameras to restrict vehicular access. Similar to existing closure along southern section of Shore Rd.
- b. Restrict to one-way traffic, remove parking bays and widen pavements.
- c. As option b. with additional changes to the wider traffic network around the town.
- d. As option a. but a full road closure with the removal of highways features and implementation of placemaking measures.

An estimated fee for the feasibility study had been received from Dorset Council's Infrastructure and Assets Team, at a sum of £7,966, proposed to be funded 50% by Swanage Town Council and 50% by Dorset Council. It was proposed by Councillor Tomes and seconded by Councillor Bonfield:-

That the Town Council jointly commissions (with Dorset Council) a feasibility study to investigate options to amend the layout of Shore Road and the surrounding highway network at a cost of £3,983 to be paid from the Council's general fund balance.

Upon being put to the Meeting EIGHT Members voted IN FAVOUR of the Proposition and there was ONE ABSTENTION, whereupon the Proposition was declared CARRIED.

Further to a brief discussion, it was proposed by Councillor Bonfield and seconded by Councillor Monkhouse:-

That the Town Council confirms inclusion of all of the highway modelling options (a. to d.) as listed above.

Upon being put to the Meeting EIGHT Members voted IN FAVOUR of the Proposition and there was ONE ABSTENTION, whereupon the Proposition was declared CARRIED.

In order to inform the feasibility study, highway modelling works were recommended and it was suggested this be undertaken during the peak summer season. Although the extent of the work had yet to be fully determined, the cost estimates ranged from £15,600 for a desk top study up to £53,000 for a full highway model based on traffic counts across a large part of north Swanage. Dorset Council had indicated that the modelling costs would have to be borne exclusively by the Town Council.

A discussion ensued around the benefits and disadvantages of both the desk top study and the full highway modelling options and the associated costs. It was acknowledged that modelling would be desirable in order to provide risk mitigation and transparency in any decisions made to changes to the highway layout.

Members acknowledged that there would be no expenditure at this time and that the proposals would benefit from further discussion. It was therefore proposed by the Town Mayor and seconded by Councillor Moreton:-

That the options for the highways modelling work be referred to the Traffic Management Advisory Committee for review, and for the Advisory Committee to make a recommendation as to the preferred option.

Upon being put to the Meeting SEVEN Members voted IN FAVOUR of the Proposition, ONE Member voted AGAINST and there was ONE ABSTENTION, whereupon the Proposition was declared CARRIED.

181. **Day's Park - To consider request from Swanage & Herston Football Club for funding to support development of community sports facility proposal**

Further to Minute No. 148 of the Council Meeting held on 11th December 2023, consideration was given to a briefing paper, prepared by the Town Clerk, and a letter submitted from the Board of Swanage and Herston FC Ltd. It was noted that the Football Club had identified a company with relevant experience to prepare initial plans of a new community sports facility and work with local sports clubs to refine the design of the facility, at a cost of £11,000 (plus VAT). It was noted that if Members were to support this request it could be funded from the £220,000 allocation for improved facilities at Day's Park contained within the Council's agreed capital programme.

The letter, attached as an appendix to the briefing paper, clarified that the £11,000 (£13,200 incl. VAT) would be the first part of a total grant request for £33,102 (£39,722 incl VAT), which would be required to take the proposals through to a full planning application. The Council's representatives on the Day's Park Development Forum, had suggested that the Council may wish to indicate their support for this larger sum, subject to the supply of further information demonstrating that the project is deliverable, including confirmation of funding availability and clarification of the legal structure of the entity that will lead on the project.

Members acknowledged the vast amount of work undertaken by the working party and the representatives of the football club and noted that this had demonstrated the benefit of working together to progress this vital community project. It was proposed by Councillor Bonfield, seconded by Councillor Tomes and RESOLVED UNANIMOUSLY:-

That the Town Council approves the grant request from Swanage and Herston FC Ltd for the sum of £13,200 (inc. VAT) to fund the development of plans for a community sports facility at Day's Park

and makes a larger commitment to grant a further £26,522 (inc. VAT) towards the design fees for planning, subject to the supply of further information that demonstrates that the project is deliverable, that question to be determined by the Town Clerk, in consultation with the Sport, Leisure and Wellbeing working party.

182. **Swanage Town Council (Off-Street) Parking Places Order 2024 – To approve consultation on draft Order**

Further to Minute No. 149 of the Council meeting held on 11th December 2023 and subsequent Car Parking Working Party meetings, Members reviewed the draft Statement of Reasons which detailed a number of proposed changes to parking arrangements in the Town Council's car parks. These included:

- Introduction of free overnight parking in long-stay car parks, 9 p.m. to 8 a.m.
- Consistency with Dorset Council car parks in preventing overnight parking of motorhomes.
- Removal of the hardstanding on Shore Road, Sandpit Field and Queen Elizabeth II (Forres) Field from the Off-Street Parking Order.
- Introduce 'multi-use' spaces for longer vehicles in long-stay car parks.
- Clarify qualifying criteria for a resident's permit.
- Introduce no return periods in short stay car parks.
- Introduce winter charging in North Beach car park.
- Peveril Point parking scheme to be all year round.
- The provision of free parking for resident permit holders in North Beach car park at school drop off/pick up times.

It was noted that the next step was to publish the draft Order, followed by a three-week public consultation period. The responses would be considered by the Car Parks Working Party. It was noted that discussions would be held with Accessible Swanage to engage and inform the process. It was proposed by Councillor Bonfield, seconded by Councillor Bishop and RESOLVED UNANIMOUSLY:-

That the Town Council approves publication of the draft Swanage Town Council (Off-Street) Parking Places Order 2024 for consultation, to be carried out in accordance with the Local Authority Traffic Orders (Procedure) (England and Wales) Regulations 1996, and provides authority to the Car Parks Working Party to consider any objections and make recommendations about modifications to the draft order accordingly.

183. **Reports from Dorset Councillors**

The following updates were provided by Councillor Trite:

- It was reported that Dorset Council would review its finances at the cabinet meeting being held on Tuesday 30th January 2024. The 3rd quarter of the financial year had seen a reduction in the in-year deficit to £3m, which equated to 1% of the total annual budget.
- It was noted that the savings target from the "Our Future Council" project would be significantly reduced following funding, circa £4m, from central government.
- Dorset Council's Local Transport Plan consultation was noted with drop-in events planned across the county. The deadline to respond would be 3rd March 2024.

- Dorset Council had a new grant scheme to support local communities planting and caring for trees, funded by the Dorset National Landscape team. The fund is open to Town and Parish Councils, schools and established community groups.
- An online Q&A session would be hosted by Dorset Councillors to discuss the Council's budget on 8th February 2024 at 6 p.m.

184. **Reports from Council Representatives on Outside Organisations**

(a) **Purbeck Community Rail Partnership**

It was noted that a meeting would be held on 6th February 2024 at which the future of the Swanage to Wareham service would be discussed.

(b) **Swanage Pier Trust**

It was noted that Councillor Whitwam had come to the end of his term as a trustee and therefore a new trustee would need to be appointed at the Annual Council meeting in May.

185. **Reporting of delegated matters**

There were no matters to report on this occasion.

186. **Items of Information and Matters for Forthcoming Agendas**

(a) **To note recipients of Community Awards 2023**

Further to the Chairman's announcements, under Minute No. 178, the Mayor reiterated the town's appreciation for the valuable work undertaken by the town's volunteers.

(b) **Shore Road between Victoria Avenue and the Mowlem – confirmation of year-round closure order**

It was noted that following an 18-month experimental traffic regulation order, DC had determined that the southern section of Shore Road would remain permanently closed to vehicles.

(c) **Armed Forces Covenant – proposed signing May/June 2024**

It was noted that the Town Council had been approached about signing the Armed Forces Covenant, which would demonstrate the Council's commitment to equal opportunities for employment for ex-service personnel and their families returning to civilian life. It was suggested this be placed on the agenda of an upcoming meeting of the Personnel Committee for further consideration.

(d) **D-Day 80th anniversary commemorations**

It was reported that the National Trust and Studland Parish Council had announced D-day anniversary commemoration events, and it was suggested that Swanage residents could support Studland in these endeavours.

(e) **Potential for Extraordinary Council Meeting during February 2024**

It was noted that an Extraordinary Meeting of the Council may be required prior to the next scheduled meeting on 25th March 2024. The Mayor would call the meeting if deemed necessary and a date would be circulated in due course.

(f) **Emergency Health Services**

It was noted that a letter had been drafted to SWAST to request data for the period July to December 2023 in relation to the number of call outs and staffing levels, as an FOI request. An update would be provided to a future meeting.

EXCLUSION OF PRESS AND PUBLIC

Proposed by Councillor Tomes, seconded by Councillor Harris and AGREED:-

That, under Standing Order No. 1 c), in the public interest, the press and public be excluded from the Meeting in view of the confidential nature of the business to be transacted under agenda items 16 to

18 for reasons of legal and commercial confidentiality.

187. **Procurement**

(a) **Council Buildings - Installation of PV panels and LED Lighting**

Further to Minute No. 159 (c) of the Extraordinary Council Meeting held on 18th December 2023, consideration was given to a briefing paper prepared by the Assets and Compliance Manager which set out the current situation in connection with the procurement of PV panels and LED lighting as well as access to grant funding from Low Carbon Dorset.

In relation to the quote for LED lighting that had been considered on 18th December, it was reported that the electrical contractor had been asked to provide detailed information about the wattage outputs of the current and proposed lighting installations, but that despite several requests that information had not been forthcoming. Therefore, in order to comply with the terms of the Low Carbon Dorset grant scheme an alternative quote had been sought. Mindful that the Council had been informed that the grant funding provided by Low Carbon Dorset was available on a first-come first-served basis and that there had recently been an increase in the demand for funding, it was proposed by Councillor Harris, seconded by Councillor Bonfield and **RESOLVED UNANIMOUSLY:-**

To suspend Standing Order 9 in order to reverse Minute No. 159 (c) of the Council Meeting held on 18th December 2023 to the extent required to recognise that the Council cannot place an order as envisaged due to the non-compliance of the quotation submitted with the Low Carbon Dorset grant criteria.

It was **FURTHER RESOLVED:-**

To suspend Financial Regulation 11.11 on the grounds of urgent action being required to obtain Low Carbon Dorset grant funding, to allow an order to be placed with AR Harris and Son Electrical Contractors Ltd for the sum stated in the briefing note, subject to confirmation of 50% grant funding by Low Carbon Dorset.

Further to his declaration under Minute No. 172 Councillor Tomes left the room during consideration of the following item.

(b) **Main Beach - Replacement of Private Beach Hut Site Staging**

It was reported that storms and adverse weather conditions in late autumn 2023 had caused significant damage and the loss of large sections of the timber staging that is used seasonally to station a number of privately-owned beach huts. It was noted that, despite best endeavours, only two quotes had been received to carry out the repairs required, not three as required by Financial Regulation 11.11. Given the urgency of commissioning the work so that it could be undertaken in advance of the Easter holidays, it was proposed by Councillor Bonfield, seconded by Councillor Monkhouse and **RESOLVED UNANIMOUSLY:-**

That the Town Council waives Financial Regulation 11.11 in order to authorise the placing of an order with DWG Smith Limited to supply and replace

large sections of the timber staging on Main Beach for the sum of £13,300.

Councillor Tomes re-entered the meeting.

(c) **Operations Depot – Construction of external store and installation of EV charging points**

Consideration was given to a briefing paper that explained the benefits of providing an external store/shelter at the Council's Operations Depot, with additional EVCPs that would be required as the council transitioned further towards a full fleet of electric vehicles. It was noted that a budget allocation of £15,750 for these works had been included in the Capital Programme 2023/24. Therefore, it was proposed by Councillor Bonfield, seconded by Councillor Monkhouse and **RESOLVED UNANIMOUSLY:-**

That the Town Council delegates to Officers authority to place an order in excess of £10,000 to construct an external store at the Operations Depot on the basis that such works are within the budget allocation of £15,750 as set out in the Capital Programme 2023/24.

188. **Award of Seafront Concessions – Update and consideration of draft Heads of Terms**

Further to Minute No. 158 of the Extraordinary Council Meeting held on 18th December 2023, consideration was given to a briefing paper prepared by the VSBDM which detailed the latest proposals regarding the new seafront concessions.

In relation to the Hardstanding: Activity Facility consideration was given to a location plan and image of the proposed sauna, which is to be powered by electricity, not wood as initially proposed. It was proposed by Councillor Tomes, seconded by Councillor Bonfield and **RESOLVED UNANIMOUSLY:-**

To confirm the award of the Hardstanding: Activity Facility concession to Tracey Waters, subject to agreement over the terms of the required legal contract, and to approve the draft Heads of Terms for a 7-year lease, subject to contract.

Further to her declaration under Minute No. 172 the Town Mayor left the room during consideration of the following business. In the absence of the Chairman, it was agreed that Councillor Moreton would assume the Chair.

Consideration was next given to the proposal for the Hardstanding: Catering Facility concession. Further to scrutiny of the proposals submitted by Carve Coffee Roasters by the Property Panel it had been agreed that any features around the perimeter of the proposed seating area would be removed so as not to create a sense of 'exclusivity' within this public space. It was noted that the seating area would be dealt with through a licence, separate from the lease agreement for the kiosk. It was proposed by Councillor Bonfield, seconded by Councillor Tomes and **RESOLVED UNANIMOUSLY:-**

To confirm the award of the Hardstanding: Catering Facility concession to Carve Coffee Roasters, subject to agreement over the terms of the required legal contract.

It was **FURTHER RESOLVED:**

To approve the draft Heads of Terms for a 7-year lease, subject to contract, and to agree to enter into a licence agreement for the seating area, for a maximum of 40 seats.

In relation to the North Beach Kiosk concession, it was noted that legal advice had been sought in connection with proposed changes to the business proposal submitted as part of the expression of interest process. In light of this, it was proposed by Councillor Bonfield, seconded by Councillor Monkhouse and RESOLVED UNANIMOUSLY:-

To proceed with discussions with the business that submitted the highest scoring expression of interest for the North Beach Kiosk to conclude negotiations, subject to contract.

The Town Mayor re-entered the meeting and re-assumed the chair.

Further to concerns having been expressed by councillors over the use of the word 'Hardstanding' to describe the area adjoining the Information Centre on Shore Road (also known as the former shelter site), it was proposed by Councillor Bonfield, seconded by Councillor Bishop and RESOLVED UNANIMOUSLY:-

That delegated authority be granted to officers to re-name the area known as the Hardstanding, after seeking the advice of the Property Panel and with engagement from the two proposed concessions.

Further to his declaration under Minute No. 172 Councillor Whitwam left the room during consideration of the following item.

189. **Property-Related Legal Matters**

(a) **Swanage Railway – consideration of landlord's consent for proposed changes to facilities at Swanage Station, including future of former Taxi Office**

Further to Minute No. 130 (a) of the Council Meeting held on 30th October 2023, and a meeting held between representatives of the Town Council and Swanage Railway on 10th January 2024, consideration was given to a paper submitted by the Swanage Railway Trust, entitled 'Swanage Station Facilities: Introduction and Overview'.

Members noted the Railway Trust's vision for the future of the Station Building and acknowledged that the rearrangement of the internal offices could bring significant benefits to the existing occupiers. However, Members re-iterated their position in respect of the former taxi office, as set out in the Council's resolution of 30th October 2023. It was proposed by Councillor Moreton, seconded by Councillor Harris and RESOLVED UNANIMOUSLY:-

That, in accordance with Minute No. 130 (a) of the Council Meeting held on 30th October 2023, the former taxi office should be let to Swanage Railway under a short-term lease, excluded from the security of tenure provisions under the Landlord and Tenant Act 1954.

Consideration was also given to outline proposals for the construction of a new toilet block on the northern side of the station platform. It was proposed by Councillor Bonfield, seconded by Councillor Tomes and RESOLVED UNANIMOUSLY:-

That approval in principle be given to the construction of a new toilet block at Swanage Station, final approval to be subject to the consideration of detailed plans.

Councillor Whitwam re-entered the meeting.

(b) **Bus Depot – Rent Review**

Further to Minute No. 160 (a) of the Extraordinary Council Meeting held on 18th December 2023, consideration was given to a letter supplied by the Town Council's surveyor dated 25th January 2024 which had been sent following a meeting with the Property Panel. Having given careful consideration to the matter it was proposed by Councillor Bishop, seconded by Councillor Bonfield and RESOLVED UNANIMOUSLY:-

That the surveyor's advice not to pursue an uplift in rent of the Bus Depot any further at the current time be accepted.

(c) **Peveril Point Road Garage – to consider solicitor's advice**

Further to Minute No. 87 of the Council Meeting held on 24th July 2023, Members considered the content of a briefing paper prepared by the Town Clerk which set out legal advice received in relation to the future occupation of a garage situated on Peveril Point Road. It was proposed by Councillor Bonfield, seconded by Councillor Tomes and RESOLVED UNANIMOUSLY:-

That delegated authority be granted to officers to engage further professional advice as required in order to inform negotiations with the occupier of the garage at Peveril Point Road and, in consultation with the Property Panel, to agree arrangements to regularise occupation of the property pending determination of its long-term future.

The Chairman thanked all those for their attendance at the meeting.

The Meeting closed at 8.40 p.m.

DRAFT Minutes of an Extraordinary Meeting of the Swanage Town Council held at the Town Hall, High Street, Swanage on MONDAY, 26th FEBRUARY 2024 at 7.00 p.m.

PRESENT:-

Councillor T. Foster – Chairman

Councillor C. Moreton

Councillor J. Bishop

Councillor M. Bonfield

Councillor C. Finch

Councillor A. Harris

Councillor G. Suttle

Councillor C. Tomes

Councillor W. Trite

Councillor M. Whitwam

In addition to Members of the Council and officers, one Member of the public and one Member of the local press attended the Meeting.

Public Participation Time

The following matters were raised during Public Participation Time:-

- In respect of agenda item 4, concern was raised over the potential for the Town Council to incur expenditure in regard to engaging legal representation in connection with an objection to the proposed increase in tolls for the Sandbanks Ferry. It was stated that if the Town Council entered into a joint objection with Bournemouth, Christchurch and Poole Council (BCP) and Dorset Council, as it had done previously, it should not have to fund an equal share of the costs.

190. **Apologies**

There were no apologies to record on this occasion. Councillor Monkhouse attended the meeting remotely.

191. **Declarations of Interest**

Members were invited to declare their interests and consider any requests for Grants of Dispensations in accordance with Section 9 and Appendix B of the Council's Code of Conduct.

Agenda Item No. 4 - Councillor Moreton declared a non-pecuniary interest under the Code of Conduct by reason of being a member of the Town Band, which had submitted a grant application.

Further to this declaration of interest, Councillor Moreton left the meeting prior to consideration of the following item.

192. **Grants Panel – To consider recommendations**

Consideration was given to a briefing paper prepared by the Planning and Community Engagement Manager, which set out the grant applications received for 2023/24 financial year. It was noted that the Council had approved a grants budget of £10,000 for 2023/24 and a total of £5,850 had been awarded to date. A further total of £2,440 had been requested and it has been proposed that £1,150 be awarded as outlined below:

Applicant	Sum Requested	Recommended grant	Summary of project	Reason for support
<u>Friends of Swanage Primary School</u>	£500	£500	PTA – Friends Group. To provide a pond area within the school grounds to give children the opportunity to get close to nature, to learn about wildlife and pondlife, and observe how this changes with the different seasons.	Recommend approval. Benefit to local community's/children's health and wellbeing, social activities. The PTA's determination and fundraising efforts are to be congratulated.
<u>Home-Start Wessex</u>	£900	£0	Registered charity based in Kinson, Bournemouth, offering support, friendship, and practical help to vulnerable and disadvantaged families with at least one child under the age of five in the East Dorset area - supported for a period of at least six months.	Recommend decline - in line with the Council's existing grant policy, Points 3 to 3.6.
<u>Life Education Wessex</u>	£350	£0	Registered charity. Undertakes range of fundraising events/applications. Delivery partner of the UK's leading health, drug, and emotional well-being education programme 'Coram Life Education' to children aged 3–13 years.	Recommend decline - in line with the Council's existing grant policy, Points 3 to 3.6.
<u>Swanage Skatepark Community Project</u>	£500	£500	Community group/project. Raising funds to be able to host a 'Skatepark Community Day', the first of its kind to be held in Purbeck. The one day event will provide focused physical activity and encourage new hobbies for the younger generation.	Recommend approval. Benefit to local community's/children's health and wellbeing, social activities. The Group's drive and fundraising efforts are to be congratulated.
<u>Swanage Town Band</u>	£150	£150	Committee run (by members). The Town Band provides the local community and visitors alike with live music at local events, promoting the practice and enjoyment.	Recommend approval. Benefit to the local community's health and wellbeing (free events/social activities). In support of funding the capital purchase (of new music).

It was proposed by Councillor Suttle, seconded by Councillor Finch and
RESOLVED UNANIMOUSLY:-

That the Town Council approves the
recommendations of the Grants Panel from its
meeting held on 24th January 2024, as set out in the
table above.

Attention was drawn to discussions held at the Grants Panel Meeting, as detailed in
the briefing paper, regarding consideration being given to regular/annual donations to local
volunteer/community groups, subject to appropriate eligibility guidelines being met, to help
protect the invaluable services provided by these groups in the future. It was, therefore,
AGREED:-

That the Grants Panel be asked to review the
Council's grants and donations policy and report its
recommendations to a future meeting.

193. **Sandbanks Ferry proposed increase in tolls – To consider making representation to
Secretary of State for Transport**

Members considered the contents of a briefing paper which outlined the
proposals from the operating company of the Sandbanks Ferry to increase tolls for all
classes of vehicle and reduce the discounts on bulk ticket purchases. It was noted that the
deadline to lodge an objection with the Secretary of State for Transport was 22nd March
2024.

A discussion ensued around the potential for joint working with Dorset Council
and Bournemouth, Christchurch and Poole Council, as the Council had done in 2020.
Whilst Members welcomed the potential for joint working, concern was expressed that
any commitment to incur costs in connection with legal representation at a public inquiry
would have to be negotiated on a basis that was fair to Swanage Town Council.

It was proposed by Councillor Trite, seconded by Councillor Tomes and
RESOLVED UNANIMOUSLY:-

To object to the application from the Bournemouth-
Swanage Motor Road and Ferry Company to
increase its tolls, to explore joint working with other
councils and to grant delegated authority to the
Planning and Consultation Committee to agree the
grounds for objection and make a submission to the
Secretary of State for Transport.

Given the part that he had played in preparations for previous public inquiries into
proposed toll increases, it was agreed that Councillor Bishop would be invited to
participate in discussions at the next meeting of the Planning and Consultation Committee,
being held on Monday 4th March 2024, to formulate the letter of objection.

194. **VAT – To consider exercising Option to Tax on Hardstanding, Shore Road**

Further to Minute No. 158 of the Council Meeting held on 18th December 2023,
consideration was given to a briefing paper, prepared by the Town Clerk, which
considered the benefits of opting to tax the hardstanding in connection with the award of
concessions, given that it is currently anticipated that the Council will have to incur
expenditure to prepare the sites in advance of the concessions taking up occupation.
Attention was drawn to the content of VAT Notice 742A – *Opting to tax land and
buildings*.

Members acknowledged the importance of taking appropriate steps to protect the Council's financial position in respect of being able to reclaim VAT in connection with expenditure on exempt supplies. It was, therefore, proposed by Councillor Suttle, seconded by Councillor Bonfield and RESOLVED UNANIMOUSLY:-

That the Town Council authorises officers to take the necessary steps to opt to tax the hardstanding on Shore Road, seeking permission from HMRC and taking specialist advice if required.

195. **To consider date of parish assembly 2024**

Members noted that being an election year the Annual Parish Assembly would need to be held outside of the pre-election period, beginning on Monday 11th March 2024, and after the date of the Annual Council meeting being held on 13th May 2024. It was therefore AGREED:-

That the date of the Annual Parish Assembly be held in late May 2024 with a date to be confirmed in due course.

196. **Items of Information and Matters for Forthcoming Agendas**

(a) **Emergency Health Services**

It was anticipated that a response to the FOI request that had recently been sent to SWAST, seeking data in relation to the number of call outs of the ambulance car, together with staffing levels, for the period July to December 2023, should be received prior to the next Council meeting. It was also hoped that a letter that had been drafted to the NHS seeking further information on future plans for emergency health services would soon be sent.

EXCLUSION OF PRESS AND PUBLIC

It was proposed by Councillor Bonfield, seconded by Councillor Bishop and RESOLVED UNANIMOUSLY:-

That, under Standing Order No. 1 c), in the public interest, the press and public be excluded from the Meeting in view of the confidential nature of the business to be transacted under agenda items 8 and 9 for reasons of legal and commercial confidentiality.

197. **Procurement**

(a) **Electric Vehicle – To consider purchase options.**

Members considered a briefing paper prepared by the Assets and Compliance Manager which set out purchase options with regards to a new electric dropside vehicle. It was proposed by Councillor Bonfield, seconded by Councillor Harris and RESOLVED UNANIMOUSLY:-

To authorise placing an order for a Ford Transit Leader Single Chassis Cab 350 L3 electric dropside vehicle for the sum of £43,945.86 via the Halton Housing Fleet Procurement Framework - Lot 3, and to place one of the Nissan Cabstar diesel vehicles up for auction upon delivery of the new vehicle.

198. **Concessions on Town Council property – Update and consideration of next steps**

Further to Minute No. 188 of the Council Meeting held on 29th January 2024, consideration was given to a briefing paper prepared by the Visitor Services and Business Development Manager, which provided an update on the award of the seafront concessions and related matters.

Particular attention was drawn to the fact that due to changed circumstances, and a number of complicating factors in connection with the site, the business that had submitted the highest scoring expression of interest for the North Beach Kiosk concession had withdrawn from the process. Consideration was given to the potential options for the future of this site, given its physical limitations and the challenges arising from climate change. It was also noted that an approach had been received from the RNLI to relocate their lifeguard base to this part of the beach to enhance the lifeguards' line of sight across the designated swimming zone. It was proposed by Councillor Suttle, seconded by Councillor Finch and **RESOLVED UNANIMOUSLY:-**

That the Town Council should not seek any further commercial interest in the North Beach Kiosk base and that consideration should be given to the potential for the RNLI lifeguard hut to be relocated to this part of the beach.

It was **FURTHER RESOLVED:-**

That delegated authority be granted to officers to take what steps are required in respect of the removal of the existing wooden kiosk staging from the beach.

Acknowledging that this decision would reduce the Council's budgeted income, consideration was given to the other commercial opportunities that the Council had advertised in the autumn of 2023. It was noted that there remained the potential for a catering concession at Main Beach Car Park, although it was recognised that any invitation for expressions of interest would have to be managed alongside officers' other workload, in accordance with the Council's agreed priorities. It was recognised that, given the timetable adopted in respect of the seafront concessions, it was unlikely that any additional concessions would be in place for the 2024 summer season. It was proposed by Councillor Bonfield, seconded by Councillor Suttle and **RESOLVED UNANIMOUSLY:-**

That delegated authority be granted to officers to re-release a call for expressions of interest in operating a catering concession at Main Beach carpark.

The Meeting closed at 7.45 p.m.

DRAFT Minutes of the Meeting of the PLANNING AND CONSULTATION COMMITTEE held at the Town Hall, Swanage on MONDAY, 5th FEBRUARY 2024 at 6.30 p.m.

Chairman: -

Councillor A Harris

Swanage Town Council

Present: -

Councillor M Bonfield

Swanage Town Council

Councillor C Finch

Swanage Town Council

Councillor C Moreton

Swanage Town Council

Councillor M Whitwam

Swanage Town Council

Also in attendance: -

Councillor W Trite

Swanage Town Council

Miss N Clark

Planning and Community Engagement Manager

There were no members of the public present at the meeting.

Public Participation Time

There were no matters raised.

1) Apologies

Apologies for their inability to attend the Meeting were received from Councillors Foster and Rogers.

2) Declarations of Interest

Members were invited to declare their interests and consider any requests for Grants of Dispensations in accordance with paragraphs 9 – 13 of the Council's Code of Conduct and regulations made under chapter 7 of the Localism Act 2011.

There were no declarations to record on this occasion.

Planning

3) Plans for consideration

Delegated Applications

P/ADV/2023/07264

Retrospective application

8 Institute Road, Swanage, BH19 1BX

Replacement illuminated signage to existing bakery/café.

OBSERVATION: No objection.

P/FUL/2023/06979

Retrospective application

8 Institute Road, Swanage, BH19 1BX

Replacement shopfront to existing bakery/café.

OBSERVATION: Recommend refusal. The Town Council feels that this is a cynical move to apply for retrospective planning approval as a deliberate method, undermining local democracy, and a vulnerable building (being one of the oldest in the town centre), and its setting within the Swanage Conservation Area (SCA). Major concerns are held by the Council regarding the continued loss of character and traditional historic detail in the town centre through redevelopment, which is ripping the

character and heritage out of the SCA, and strongly objects to the removal of yet another historic, double bay, shop frontage, which should never have been removed prior to planning permission having been obtained.

In addition to the above concerns, despite the radical change to the shopfront, with its new tri-folding doors/entrance door, the entrance to the property fails to be accessible.

If officers are minded to approve the proposal as submitted then a request is made for the application to be referred to the Eastern Area Planning Committee for careful consideration at a future EAPC meeting, and that it would be vital for the Committee to undertake a site visit prior to the meeting to view and fully appreciate the impact that this proposal has had on the SCA and the town centre area. The materials used, and modern design, of the new shopfront being more akin to the likes seen in a shopping centre, not a historic town centre. Any approved redevelopment/replacement shop frontage should be completed sensitively, and be more in keeping with the heritage/architecture of the surrounding Victorian, Edwardian and Art Deco buildings in the town centre/SCA.

The Council would also like to draw attention to its original report made to the Planning Enforcement Team on 25th January 2023 when it noticed that works had commenced to this shopfront, and to its representation to the Head of Planning dated 7th February 2023, copies of which will be submitted to Dorset Council with these comments.

P/ADV/2023/07221

Funworld, 1-11 Shore Road, Swanage, BH19 1LA

Display illuminated fascia signage.

OBSERVATION: The Town Council has no objection to new signage in principle, however, concerns are held regarding the proposal as submitted, namely the size, and number, of proposed internally illuminated signs, which does nothing to enhance the character and appearance of the building or its setting within the Swanage Conservation Area. The property has the longest shop frontage in the town centre, and is in an extremely prominent position on the seafront. The Council feels that there is adequate existing lighting, inside and outside of the premises, which alerts members of the public to the fact that this is an amusement arcade. The Council feels that the size and scale of the proposed illuminated signage is not appropriate in this area.

The Council is in support of the Design and Conservation Officer's (DCO) report and recommendations, and recommends that any approved proposal should be subject to adherence to the DCO's recommendations.

Although not a material planning consideration, comments are also made that the applicant needs to be made aware of the De Moulham Trust covenants that are extant on this property.

P/ADV/2024/00322

29 Station Road, Swanage, BH19 1AD

Replace and relocate 1no. projecting signage with new 500mm. Retain existing brackets. Existing projecting sign brackets to be painted in blue to match new fascia. Replace 1no. fascia and 1no. logo with 1no. new blue fascia & 1no. new 385mm logo height.

Logo to be externally illuminated. Replace trough light with new, colour to match dark blue fascia. Replace 1no. ATM surround and decals with new. Replace statutory signage with new. Replace safety manifestation with new. Decorate window frames and rendered columns.

OBSERVATION: No objection.

P/FUL/2023/07343

Rear of 37 Station Road, Swanage, BH19 1AD

To fit sliding door and a balcony. Brick up a doorway, and change a double door to a single.

OBSERVATION: No objection.

P/FUL/2023/07445

Retrospective application

Reconsultation – amended plans

164 High Street, Swanage, BH19 2PD

Yard racking for storage of materials. (Cantilever and pallet racking).

OBSERVATION: Recommend refusal, the minor amendments made to the proposal do nothing to mitigate the Town Council's original concerns regarding this application, which needs to be considered in conjunction with planning application Nos. P/FUL/2023/06658 and P/FUL/2024/00270 to fully appreciate the impact that all three proposals will have as a whole on the surrounding area and neighbouring properties. The Council's concerns are as follows:-

Potential adverse impact on neighbour amenity – the height, size and style of the proposed racking is considered to be overbearing, intrusive to neighbouring properties, and dominates the property and garden next door.

Potential adverse impact on the street scene, character and appearance of the surrounding area – the property is situated in a historic residential area of predominantly Edwardian dwellings - the proposed racking/structure is considered to be an inappropriate and inconsiderate addition to the property, not suitable in the midst of a residential area, the appearance and height of which would also have a detrimental impact on the street scene, and its setting in close proximity to listed buildings (The Old Forge, and Hatton Cottage, in the High Street).

Attention is drawn to the fact that No. 164 is also an Edwardian building.

However, if officers are minded to approve the proposal as submitted then a request is made for the application to be referred to the Eastern Area Planning Committee for careful consideration at a future EAPC meeting, and that it would be vital for the Committee to undertake a site visit prior to the meeting to view and fully appreciate the adverse impact that these three proposals would have on the character of the area, and on neighbouring properties/neighbour amenity.

Attention is also drawn to the Town Council's concerns raised regarding related planning application nos. P/FUL/2023/06658, and P/FUL/2024/00270.

P/FUL/2024/00270

Retrospective application

164 High Street, Swanage, BH19 2PD

Regularise usage of timber storage unit in north east corner of yard.

OBSERVATION: Recommend refusal, the Town Council's concerns regarding this application are as follows, and need to be considered in conjunction with planning application Nos. P/FUL/2023/06658 and P/FUL/2023/07445 to fully appreciate the impact that all three proposals will have as a whole on the surrounding area and neighbouring properties.

Potential adverse impact on neighbour amenity – the height, size and style of the proposed storage unit is considered to be overbearing, intrusive to neighbouring residential properties, and would have an adverse impact on the property and garden next door.

Potential adverse impact on the street scene, character and appearance of the surrounding area – the property is situated in a historic residential area of predominantly Edwardian dwellings – the proposed storage unit is considered to be an inappropriate and inconsiderate addition to the property, not suitable in the midst of a residential area, the appearance and height of which would also have a detrimental impact on the street scene, and its setting in close proximity to listed buildings (The Old Forge, and Hatton Cottage, in the High Street). Attention is drawn to the fact that No. 164 is also an Edwardian building.

However, if officers are minded to approve the proposal as submitted then a request is made for the application to be referred to the Eastern Area Planning Committee for careful consideration at a future EAPC meeting, and that it would be vital for the Committee to undertake a site visit prior to the meeting to view and fully appreciate the adverse impact that these three proposals would have on the character of the area, and on neighbouring properties/neighbour amenity.

Attention is also drawn to the Town Council's concerns raised regarding related planning application nos. P/FUL/2023/06658, and P/FUL/2023/07445.

P/HOU/2023/07395

4 Sunridge Close, Swanage, BH19 2BW

Two single storey front extensions. Alteration to 2no flat roofs, and insert roof lanterns. Alteration to rear fenestration, alteration to front roof, and change from tiles to slates.

OBSERVATION: No objection.

P/VOC/2024/00384

Variation of Condition

23 De Moulham Road, Swanage, BH19 1NS

Demolition of dwelling and erection of four dwellings (without compliance with Condition 2 of approved planning application P/FUL/2023/03413) to alter the permitted scheme in order to enhance the proposed design. This includes:

- The expansion of openings on the elevation fronting De Moulham Road, in order to increase the amount of natural light that the properties will receive;
- For Plots 1 and 3, a Juliet balcony to be provided on the second floor on the elevation facing De Moulham Road;
- Revised balcony treatment on the first floor facing De Moulham Road;
- The addition of a band of stone on the northern elevation of Plot 4, therefore providing a visual break in the proposed render; and

- The repositioning of Plots 3 and 4 to the south to reduce any perceived impact on 25 De Moulham Road to the north.

OBSERVATION: No objection. However, the Committee expresses its disappointment that the developer has submitted an application for amendments to the scheme/Condition 2 of approved planning application P/FUL/2023/03413 so soon after approval for the development has been obtained.

- 4) **Applications for tree works - opportunity to raise any matters of concern**
There were no matters raised.

Licensing

- 5) **To note receipt of the following premises licence application, and to determine the Council's response, if any:**

- a) **Miss P Parsons – Burnt Toast Café, 8 Kings Road East, Swanage, BH19 1ES – application for a premises licence to be granted under the Licensing Act 2003**

It was reported that this was a new café business which, when it opened, would be serving mostly breakfast and brunch, and would open some evenings for special events/'themed' evenings. The owners proposed to serve a variety of drinks and had therefore made an application for a premises licence to permit the sale of alcohol with meals, and the retail sale of alcoholic drinks from local breweries/manufacturers, which would enhance the offering of the new business. The proposed change of layout of the premises was noted, which had previously been used by a retail business.

Consideration was given to the application under the four licensing objectives.

It was proposed by Councillor Bonfield, seconded by Councillor Moreton and

RESOLVED UNANIMOUSLY:-

OBSERVATION: No objection under the four licensing objectives.

- 6) **Items of Information and Matters for Forthcoming Agendas**

There were no matters raised.

- 7) **Date of next meeting**

The date of the next meeting had been scheduled for Monday 4th March 2024.

A discussion was held regarding the May meeting which had been scheduled for 8th May, which would be before the Annual Council Meeting scheduled for 13th May 2024 (following the upcoming elections on 2nd May), when the new members of the Committee would be appointed for 2024/25. It was therefore agreed that this meeting should be rescheduled to Monday 29th April 2024.

The meeting closed at 7.50 p.m.

DRAFT Minutes of the FINANCE AND GOVERNANCE COMMITTEE held at the Town Hall, Swanage on **WEDNESDAY, 21st FEBRUARY 2024** at 9.30 a.m.

PRESENT:- Councillor T Foster (Town Mayor) – Chair

Councillor M Bonfield
Councillor C Moreton
Councillor W Trite
Councillor M Whitwam

Also in attendance: -

Dr M Ayres Town Clerk
Miss A Spencer Finance Manager

There were no members of the public present at the meeting.

1. **APOLOGIES**

Apologies for their inability to attend the meeting were received from Councillors Bishop, Harris and Tomes.

2. **DECLARATIONS OF INTEREST**

Members were invited to declare their interests and consider any requests for Grants of Dispensations in accordance with Section 9 and Appendix B of the Council's Code of Conduct.

There were no declarations to record on this occasion.

3. **FINANCIAL REPORTS**

(a) **Income and Expenditure Account Q3 2023/24**

Consideration was given to a report setting out the Council's financial position at the end of the third quarter of the financial year and forecast year-end position.

It was noted that at the end of Q3 the Council had a surplus on the general fund of £294k, being £70k above budget.

It was reported that additional income from investments of £84k had been appropriated to an earmarked reserve, as per the reserves policy. It was further reported that some repairing works could roll over into the next financial year. Members noted the contents of the report.

(b) **Capital Programme Monitoring Report**

A Capital Programme Monitoring Report for the third quarter of 2023/24 was submitted for information and the contents noted. It was reported that two projects had been completed, with all other projects ongoing. The contents of the report were noted.

4. **TO REVIEW THE COUNCIL'S STRATEGIC INVESTMENT PORTFOLIO**

Members discussed a briefing note prepared by the Finance Manager outlining the need to give consideration to withdrawing funds in a phased programme from the Council's strategic investments, with a view to financing the capital programme. It was acknowledged that the investment portfolio was heavily weighted towards the CCLA property fund and that this fund should be the first fund to be drawn down, in part, due to the withdrawal notice period of 6 months.

Following further discussion, it was proposed by Councillor Bonfield, seconded by Councillor Moreton and RESOLVED UNANIMOUSLY:

To approve the withdrawal of 1/5th of the units held in the CCLA Property Fund and to review further withdrawals periodically.

5. **TO REVIEW TREASURY MANAGEMENT AND INVESTMENT STRATEGY**

The Finance Manager presented the draft Treasury Management and Investment Strategy Statement 2024/25 (TMISS). It was reported that the TMISS would usually be submitted with the Estimates papers in January. However it was noted that the draft TMISS had been delayed while the development of an ESG policy was ongoing.

Following a meeting with the Council's treasury advisors, Arlingclose, it was agreed to incorporate the wording as per the TMISS template issued by Arlingclose. This would be reviewed on an annual basis but the ESG criteria for new investments was deemed adequate. The decrease in the level of reserves that were estimated to be available for investment purposes was noted as resulting in a balance of £0.85m due to the funding of the capital programme over the period of the strategy. The expansion of the section on borrowing was also noted.

It was proposed by the Town Mayor, seconded by Councillor Trite and RESOLVED UNANIMOUSLY:

TO RECOMMEND:

That the draft Treasury Management and Investment Strategy Statement 2024/25 be approved and adopted.

6. **ITEMS OF INFORMATION AND MATTERS FOR FORTHCOMING AGENDAS**

The following matters were listed as matters for forthcoming agendas.

- (a) Civility and Respect Pledge
- (b) Vexatious Correspondence Policy
- (c) Medium Term Financial Plan 2024/25 to 2026/27
- (d) Update on Action Points from Internal Audit Report 2022/23
- (e) National Non-Domestic Rates - Members were provided with an update with regards to the ongoing check/challenge process being undertaken on various hereditaments with the Valuation Office Agency. Further information was provided regards to the refund of payments made on the Spa beach huts. It was noted that a full report on reductions/increases in rating valuations as a result of this process would be made to a future committee meeting once the check/challenge processes have been completed.

7. **DATE OF NEXT MEETING**

It was noted that the date of the next scheduled meeting was 13th March 2024. However, following discussion it was agreed to reschedule the meeting to 20th March 2024.

The meeting concluded at 10.20 a.m.

Swanage Town Council



Draft Treasury Management and Investment Strategy Statement
2024/25

Contents:

1. General Overview
2. Capital Expenditure and Financing
3. Treasury Management and Investment Strategy 2024/25
 - a) Treasury Management Investments
 - i) External Context
 - ii) Local Context
 - iii) Borrowing Strategy
 - iv) Investment Strategy
 - v) Treasury Management Indicators
 - vi) Financial Implications
 - b) Non-treasury investments
 - i) Service Investments: Loans
 - ii) Service Investments: Shares
 - iii) Commercial Investments: Property
4. Related Matters
5. Capacity, Skills and Culture

Appendices

- A. Economic and Interest Rate Forecast
- B. Existing Investment Portfolio

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1. General Overview

This strategy has been prepared in accordance with the Statutory Guidance on Local Government Investments 3rd Edition hereafter known as ‘the Guidance’, which has been issued under section 15(1)(a) of the Local Government Act 2003. Under that section of the act local authorities are required to “have regard” to “such guidance as the Secretary of State may issue”.

The Guidance, which is applicable to all local authorities in England, states:

This guidance applies to parish councils.....providing their total investments exceeds, or are expected to exceed, £100,000 at any time during the financial year.

Where a parish council....expects its total investments to be between £10,000 and £100,000, it is encouraged to adopt the principles in this guidance.

2. Capital Expenditure and Financing

Capital expenditure underpins the Authority’s treasury management and investment strategy.

Decisions made to approve capital expenditure will have major consequences for the Council’s investment capacity and implications for future financial sustainability. Capital expenditure, capital financing and treasury management activity contributes to the Council’s provision of services.

Capital expenditure is where the Authority spends money on assets, such as property or vehicles, that will be used for more than one year. In local government this includes spending on assets owned by other bodies, and loans and grants to other bodies enabling them to buy assets. The Authority has some limited discretion on what counts as capital expenditure, for example assets costing below £10,000 are not capitalised and are charged to revenue in year.

All capital expenditure must be financed either from the Authority’s own resources (revenue, reserves and capital receipts), external sources (grants and other contributions) or debt (borrowing).

In 2024/25, the Authority is planning capital expenditure of £490,000 as summarised below:

Table 1: Estimates of Capital Expenditure in £, Swanage Town Council Budget Book 2024/25

	2022/23 actual	2023/24 forecast	2024/25 budget	2025/26 budget	2026/27 budget
Capital Receipts	64,024	229,270	235,000	750,445	977,545
Earmarked Reserves	52,490	30,000	150,000	1,756,555	396,405
Community Infrastructure Levy	30,492	57,765	105,000	-	155,880
Grants/Contributions	26,374	64,000	-	-	-
Borrowing/Capital Gain	-	-	-	-	526,575
General Fund	29,667	5,000	-	10,000	8,595
TOTAL	203,047	386,035	490,000	2,517,000	2,065,000

For the years 2024/25 & 2025/26 the capital programme is expected to be financed from the Authority's own resources. In 2026/27 it is anticipated that a borrowing requirement may materialise due to the estimated costs of the Green Seafront Stabilisation Scheme (GSSS). However, the financing requirement for this scheme is subject to change pending further cost analysis.

Debt is only a temporary source of finance, since loans must be repaid, being financed from revenue. Alternatively, proceeds from selling capital assets (known as capital receipts) and any realised gain from the redemption of strategic investments may be used to replace debt financing.

Treasury Management and Investment Strategy 2024/25

An Authority may invest its money for three broad purposes:

- because it has surplus cash as a result of its day-to-day activities, for example when income is received in advance of expenditure (known as ***treasury management investments***),
- to support local public services by lending to or buying shares in other organisations (***service investments***), and
- to earn investment income (known as ***commercial investments*** where this is the main purpose).

Investments made by local authorities can be classified into one of two main categories:

- Investments held for treasury management purposes; and
- Other, non-treasury, investments.

As such it has been deemed appropriate to separate this strategy into two sections; the treasury management strategy recommended by CIPFA and the non-treasury investment strategy required by the Department for Levelling Up, Housing and Communities (DLUHC).

a) Treasury Management Investments

Treasury management is the management of the Authority's cash flows, borrowing and investments, and the associated risks. The Authority typically receives its income in cash (e.g. from taxes and services) before it pays for its expenditure in cash (e.g. through payroll and invoices). It also holds reserves for future expenditure. These activities, plus the timing of borrowing decisions, lead to a cash surplus which is invested in accordance with guidance from the Chartered Institute of Public Finance and Accountancy.

The Authority has invested substantial sums of money and is therefore exposed to financial risks including the loss of invested funds and the revenue effect of changing interest rates. The successful identification, monitoring and control of financial risk are therefore central to the Authority's prudent financial management. The contribution that these investments make to the objectives of the Authority is to support effective treasury management activities.

Treasury risk management at the Authority is conducted with due regard to the Chartered Institute of Public Finance and Accountancy's *Guidance for Smaller Public Organisations on the Application of the CIPFA Code of Practice for Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes 2017 Edition* (the CIPFA Code) which requires the Authority to approve a

treasury management strategy before the start of each financial year. This report fulfils the Authority's obligation to have regard to the CIPFA Code and any other appropriate guidance.

In accordance with DLUHC Guidance, the Authority will be asked to approve a revised Treasury Management Strategy Statement should the assumptions on which this report is based change significantly. Such circumstances would include, for example, a large, unexpected change in interest rates, or in the Authority's capital programme or in the level of its investment balance.

i) External Context

Economic background: The impact on the UK from higher interest rates and inflation, a weakening economic outlook, an uncertain political climate due to an upcoming general election, together with war in Ukraine and the Middle East, will be major influences on the Authority's treasury management strategy for 2024/25.

The Bank of England (BoE) increased Bank Rate to 5.25% in August 2023, before maintaining this level for the rest of 2023. In December 2023, members of the BoE's Monetary Policy Committee voted 6-3 in favour of keeping Bank Rate at 5.25%. The three dissenters wanted to increase rates by another 0.25%.

The November quarterly Monetary Policy Report (MPR) forecast a prolonged period of weak Gross Domestic Product (GDP) growth with the potential for a mild contraction due to ongoing weak economic activity. The outlook for CPI inflation was deemed to be highly uncertain, with upside risks to CPI falling to the 2% target coming from potential energy price increases, strong domestic wage growth and persistence in price-setting.

Office for National Statistics (ONS) figures showed CPI inflation was 3.9% in November 2023, down from a 4.6% rate in the previous month and, in line with the recent trend, lower than expected. The core CPI inflation rate declined to 5.1% from the previous month's 5.7%, again lower than predictions. Looking ahead, using the interest rate path implied by financial markets the BoE expects CPI inflation to continue falling slowly, but taking until early 2025 to reach the 2% target before dropping below target during the second half 2025 and into 2026.

ONS figures showed the UK economy contracted by 0.1% between July and September 2023. The BoE forecasts GDP will likely stagnate through 2024. The BoE forecasts that higher interest rates will constrain GDP growth, which will remain weak over the entire forecast horizon.

The labour market appears to be loosening, but only very slowly. The unemployment rate rose slightly to 4.2% between June and August 2023, from 4.0% in the previous 3-month period, but the lack of consistency in the data between the two periods made comparisons difficult. Earnings growth has remained strong, but has showed some signs of easing; regular pay (excluding bonuses) was up 7.3% over the period and total pay (including bonuses) up 7.2%. Adjusted for inflation, regular pay was 1.4% and total pay 1.3%. Looking forward, the MPR showed the unemployment rate is expected to be around 4.25% in the second half of calendar 2023, but then rising steadily over the forecast horizon to around 5% in late 2025/early 2026.

Having increased its key interest rate to a target range of 5.25-5.50% in August 2023, the US Federal Reserve appears now to have concluded the hiking cycle. It is likely this level represents the peak in

US rates following a more dovish meeting outcome in December 2023. US GDP grew at an annualised rate of 4.9% between July and September 2023, ahead of expectations for a 4.3% expansion and the 2.1% reading for Q2. But the impact from higher rates has started to feed into economic activity and growth will weaken in 2024. Annual CPI inflation was 3.1% in November.

Eurozone inflation has declined steadily since the start of 2023, falling to an annual rate of 2.4% in November 2023. Economic growth has been weak and GDP contracted by 0.1% in the three months to September 2023. In line with other central banks, the European Central Bank has increased rates, taking its deposit facility, fixed rate tender, and marginal lending rates to 3.75%, 4.25% and 4.50% respectively.

Credit outlook: Credit Default Swap (CDS) prices were volatile during 2023, spiking in March on the back of banking sector contagion concerns following the major events of Silicon Valley Bank becoming insolvent and the takeover of Credit Suisse by UBS. After then falling back in Q2 of calendar 2023, in the second half of the year, higher interest rates and inflation, the ongoing war in Ukraine, and now the Middle East, have led to CDS prices increasing steadily.

On an annual basis, CDS price volatility has so far been lower in 2023 compared to 2022, but this year has seen more of a divergence in prices between ringfenced (retail) and non-ringfenced (investment) banking entities once again.

Moody's revised its outlook on the UK sovereign to stable from negative to reflect its view of restored political predictability following the volatility after the 2022 mini-budget. Moody's also affirmed the Aa3 rating in recognition of the UK's economic resilience and strong institutional framework.

Following its rating action on the UK sovereign, Moody's revised the outlook on five UK banks to stable from negative and then followed this by the same action on five rated local authorities. However, within the same update the long-term ratings of those five local authorities were downgraded.

There remain competing tensions in the banking sector, on one side from higher interest rates boosting net income and profitability against another of a weakening economic outlook and likely recessions that increase the possibility of a deterioration in the quality of banks' assets.

However, the institutions on our adviser Arlingclose's counterparty list remain well-capitalised and their counterparty advice on both recommended institutions and maximum duration remain under constant review and will continue to reflect economic conditions and the credit outlook.

Interest rate forecast (December 2023): Although UK inflation and wage growth remain elevated, the Authority's treasury management adviser Arlingclose forecasts that Bank Rate has peaked at 5.25%. The Bank of England's Monetary Policy Committee will start reducing rates in 2024 to stimulate the UK economy but will be reluctant to do so until it is sure there will be no lingering second-round effects. Arlingclose sees rate cuts from Q3 2024 to a low of around 3% by early-mid 2026.

Arlingclose expects long-term gilt yields to be broadly stable at current levels (amid continued volatility), following the decline in yields towards the end of 2023, which reflects the expected lower medium-term path for Bank Rate. Yields will remain relatively higher than in the past, due to quantitative tightening and significant bond supply. As ever, there will undoubtedly be short-term volatility due to economic and political uncertainty and events.

A more detailed economic and interest rate forecast provided by Arlingclose is in **Appendix A**.

ii) Local Context

On 31st December 2023, the Authority held investments with a book value of £6.3m (current value of £6.6m). This is set out in further detail at **Appendix B**. Forecast changes in these sums are shown in Table 2 below.

Table 2: Reserves - Summary and Forecast

	Actual 31-Mar-23 £m	Estimated 31-Mar-24 £m	Estimated 31-Mar-25 £m	Estimated 31-Mar-26 £m	Estimated 31-Mar-27 £m
General Reserves	0.86	0.79	0.79	0.77	0.58
Earmarked reserves	2.59	2.67	2.47	0.78	0.27
Capital Receipts	2.19	1.96	1.73	0.98	0.00
Reserves	5.64	5.44	4.99	2.53	0.85

iii) Borrowing Strategy

Local Council borrowing is governed by Schedule 1 to the Local Government Act 2003. Parish & town councils in England have to apply and receive approval from the Secretary of State before taking up any borrowing. Certain temporary borrowings do not require borrowing approval. The amount that an individual town council will be authorised to borrow will normally be limited to a maximum of £500,000 in any single financial year. However, DLUHC/DAPTC have indicated that this amount could be higher based upon a robust business plan being approved. Borrowing may only be entered into for a purpose that would be capital expenditure as defined in section 16 of the Local Government Act 2003 and the decision to borrow must be made by full council.

As indicated in Table 2, although the Authority is currently debt free, its capital expenditure plans imply an external borrowing requirement in 2026/27. Council has previously affirmed that external borrowing would only be considered where it has been identified that the cost of the loan will have a nil effect on the precept requirement i.e. the annual revenue cost of a loan repayment can be met from additional income generated by the asset financed by the loan. This assertion may need to be reviewed during the next few years leading up to the approval of the GSSS.

Consideration may also be given to other sources of debt finance, which although they are not classed as borrowing, but may be classed as other debt liabilities. These are:

- leasing
- hire purchase

Any potential future capital financing options will be assessed so as to minimise the costs to revenue.

The Responsible Financial Officer may from time to time authorise the use of a temporary bank overdraft facility to facilitate cash flow throughout the financial year.

iv) Investment Strategy

The Authority holds significant invested funds, representing income received in advance of expenditure plus balances and reserves held. In the past 12 months, the Authority's investment balance has ranged between £5.8m and £6.5m (book value) and £6.1m and £6.7m (current value). The funds that the Council holds for investment purposes are expected to decrease in the forthcoming year due to the financing of the Council's capital programme.

Objectives & Risk Management: The CIPFA Code requires the Authority to invest its funds prudently, and to have regard to the security and liquidity of its investments before seeking the highest rate of return, or yield. The Authority's objective when investing money is to strike an appropriate balance between risk and return, minimising the risk of incurring losses from defaults and the risk of receiving unsuitably low investment income. Where balances are expected to be invested for more than one year, the Authority will aim to achieve a total return that is equal or higher than the prevailing rate of inflation, in order to maintain the spending power of the sum invested. The Authority aims to be a responsible investor and will consider environmental, social and governance (ESG) issues when investing.

Strategy: The Authority expects to be a long-term investor and treasury investments will therefore include both short-term low risk instruments to manage day-to-day cash flows and longer-term instruments where limited additional risk is accepted in return for higher investment income to support local public services.

ESG policy: : Environmental, social and governance (ESG) considerations are increasingly a factor in global investors' decision making, but the framework for evaluating investment opportunities is still developing and therefore the Authority's ESG policy does not currently include ESG scoring or other real-time ESG criteria at an individual investment level. When investing in banks and funds, the Authority will prioritise banks that are signatories to the UN Principles for Responsible Banking and funds operated by managers that are signatories to the UN Principles for Responsible Investment, the Net Zero Asset Managers Alliance and/or the UK Stewardship Code.

Approved Counterparties: The Authority may invest its surplus funds with any of the counterparty types in Table 3 below, subject to the cash limits (per counterparty) and the time limits shown.

Table 3: Treasury investment counterparties and limits

Sector	Time limit	Counterparty limit	Sector limit
The UK Government	50 years	Unlimited	n/a
Local authorities & other government entities	25 years	£1m	Unlimited
Secured investments *	25 years	£1m	Unlimited
Banks (unsecured) *	13 months	£1m	£2m
Building societies (unsecured) *	13 months	£0.5m	£1m
Registered providers (unsecured) *	5 years	£0.5m	£1m

Money market funds *	n/a	£0.5m	£1m
Strategic pooled funds	n/a	£4m	£6m
Real estate investment trusts	n/a	£1m	£1m

Minimum Credit Rating: Treasury investments in the sectors marked with an asterisk will only be made with entities whose lowest published long-term credit rating is no lower than [A-]. Where available, the credit rating relevant to the specific investment or class of investment is used, otherwise the counterparty credit rating is used. However, investment decisions are never made solely based on credit ratings, and all other relevant factors including external advice will be taken into account.

Government: Loans to, and bonds and bills issued or guaranteed by, national governments, regional and local authorities and multilateral development banks. These investments are not subject to bail-in, and there is generally a lower risk of insolvency, although they are not zero risk. Investments with the UK Government are deemed to be zero credit risk due to its ability to create additional currency and therefore may be made in unlimited amounts for up to 50 years.

Secured investments: Investments secured on the borrower's assets, which limits the potential losses in the event of insolvency. The amount and quality of the security will be a key factor in the investment decision. Covered bonds and reverse repurchase agreements with banks and building societies are exempt from bail-in. Where there is no investment specific credit rating, but the collateral upon which the investment is secured has a credit rating, the higher of the collateral credit rating and the counterparty credit rating will be used. The combined secured and unsecured investments with any one counterparty will not exceed the cash limit for secured investments.

Banks and building societies (unsecured): Accounts, deposits, certificates of deposit and senior unsecured bonds with banks and building societies, other than multilateral development banks. These investments are subject to the risk of credit loss via a bail-in should the regulator determine that the bank is failing or likely to fail. See below for arrangements relating to operational bank accounts.

Registered providers (unsecured): Loans to, and bonds issued or guaranteed by, registered providers of social housing or registered social landlords, formerly known as housing associations. These bodies are regulated by the Regulator of Social Housing (in England), the Scottish Housing Regulator, the Welsh Government and the Department for Communities (in Northern Ireland). As providers of public services, they retain the likelihood of receiving government support if needed.

Money market funds: Pooled funds that offer same-day or short notice liquidity and very low or no price volatility by investing in short-term money markets. They have the advantage over bank accounts of providing wide diversification of investment risks, coupled with the services of a professional fund manager in return for a small fee. The Authority will take care to diversify its liquid investments over a variety of providers to ensure access to cash at all times.

Strategic pooled funds: Bond, equity and property funds that offer enhanced returns over the longer term but are more volatile in the short term. These allow the Authority to diversify into asset classes other than cash without the need to own and manage the underlying investments. Because these

funds have no defined maturity date, but are available for withdrawal after a notice period, their performance and continued suitability in meeting the Authority's investment objectives will be monitored regularly.

Real estate investment trusts: Shares in companies that invest mainly in real estate and pay the majority of their rental income to investors in a similar manner to pooled property funds. As with property funds, REITs offer enhanced returns over the longer term, but are more volatile especially as the share price reflects changing demand for the shares as well as changes in the value of the underlying properties.

Operational bank accounts: The Authority may incur operational exposures, for example through current accounts, collection accounts and merchant acquiring services, to any UK bank with credit ratings no lower than BBB- and with assets greater than £25 billion. These are not classed as investments, but are still subject to the risk of a bank bail-in, and balances will therefore be kept below £2m per bank. The Bank of England has stated that in the event of failure, banks with assets greater than £25 billion are more likely to be bailed-in than made insolvent, increasing the chance of the Authority maintaining operational continuity.

Risk Assessment and Credit Ratings: Credit ratings are obtained and monitored by the Authority's treasury advisers, who will notify changes in ratings as they occur. Where an entity has its credit rating downgraded so that it fails to meet the approved investment criteria then:

- no new investments will be made,
- any existing investments that can be recalled or sold at no cost will be, and
- full consideration will be given to the recall or sale of all other existing investments with the affected counterparty.

Where a credit rating agency announces that a credit rating is on review for possible downgrade (also known as "rating watch negative" or "credit watch negative") so that it may fall below the approved rating criteria, then only investments that can be withdrawn on the next working day will be made with that organisation until the outcome of the review is announced. This policy will not apply to negative outlooks, which indicate a long-term direction of travel rather than an imminent change of rating.

Other Information on the Security of Investments: The Authority understands that credit ratings are good, but not perfect, predictors of investment default. Full regard will therefore be given to other available information on the credit quality of the organisations in which it invests, including credit default swap prices, financial statements, information on potential government support, reports in the quality financial press and analysis and advice from the Authority's treasury management adviser. No investments will be made with an organisation if there are substantive doubts about its credit quality, even though it may otherwise meet the above criteria.

Reputational aspects: The Authority is aware that investment with certain counterparties, while considered secure from a purely financial perspective, may leave it open to criticism, valid or otherwise, that may affect its public reputation, and this risk will therefore be taken into account when making investment decisions.

When deteriorating financial market conditions affect the creditworthiness of all organisations, as happened in 2008, 2020 and 2022 this is not generally reflected in credit ratings, but can be seen in other market measures. In these circumstances, the Authority will restrict its investments to those organisations of higher credit quality and reduce the maximum duration of its investments to maintain the required level of security. The extent of these restrictions will be in line with prevailing financial market conditions. If these restrictions mean that insufficient commercial organisations of high credit quality are available to invest the Authority’s cash balances, then the surplus will be deposited with the UK Government, via the Debt Management Office or invested in government treasury bills for example, or with other local authorities. This will cause investment returns to fall but will protect the principal sum invested.

Investment Limits: In order to minimise the amount of reserves that would be put at risk in the case of a single default, the maximum that will be lent to any one organisation (other than the UK Government) will be £4million. A group of entities under the same ownership will be treated as a single organisation for limit purposes. Limits are also placed on fund managers and foreign countries. Investments in pooled funds and multilateral development banks do not count against the limit for any single foreign country, since the risk is diversified over many countries.

Table 4: Investment Limits

	Cash limit
Any group of organisations under the same ownership	£4m per group
Any group of pooled funds under the same management	£4m per manager
Foreign Countries	£1m per country

Liquidity management: The Authority will invest prudently in the short term to ensure the liquidity of funds, to minimise the risk of the Authority not being able to meet its financial commitments.

The Authority will spread its liquid cash over at least three providers (e.g. bank accounts and money market funds) to ensure that access to cash is maintained in the event of operational difficulties at any one provider.

v) Treasury Management Prudential Indicators

The Authority will measure and manage its exposures to treasury management risks using the following indicators.

Security: The Authority has adopted a voluntary measure of its exposure to credit risk by monitoring the value-weighted average credit rating of its investment portfolio. This is calculated by applying a score to each investment (AAA=1, AA+=2, etc.) and taking the arithmetic average, weighted by the size of each investment. Unrated investments are assigned a score based on their perceived risk.

Credit risk indicator	Target
Portfolio average credit rating	A

Liquidity: The Authority has adopted a voluntary measure of its exposure to liquidity risk by monitoring the amount of cash available to meet unexpected payments within a rolling three-month period, without additional borrowing.

Liquidity risk indicator	Target
Total cash available within 3 months	£0.75m

vi) Financial Implications

The budget for investment income in 2024/25 is £240,000, based on an average investment portfolio of £5.7million at an interest rate of 4.2%. If actual levels of investments, or actual interest rates differ from those forecast, performance against budget will be correspondingly different.

Where investment income exceeds budget, e.g. from higher risk investments including pooled funds, then the revenue excess will be transferred to a treasury risk management reserve to cover the risk of capital losses in future years.

b) Non-treasury Investments

The Guidance focuses on non-treasury investments including:

- loans made for service purposes
- shares in companies bought for service purposes
- loans to and shares in subsidiaries, irrespective of the purpose of the company
- non-financial assets (e.g. property) held primarily or partially to generate a profit

i) Service Investments: Loans

Contribution: Supplemental to Section 12 of the Local Government Act 2003 or Section 24 of the Local Government Act 1988, under the General Power of Competence, Section 1 of the Localism Act 2011, the authority may choose to make loans to local enterprises, local charities or community organisations, wholly owned companies and joint ventures as part of a wider strategy for local economic growth even though these loans may not all be seen as prudent if adopting a narrow definition of prioritising security and liquidity.

The Council does not currently lend money directly to any local businesses, local charities or community organisations, or housing associations. However, this has not been precluded from any potential future transactions.

Security: The main risk when making service loans is that the borrower will be unable to repay the principal lent and/or the interest due.

Risk assessment: Should the Council be approached to make a loan to support local public services and as part of a wider strategy to stimulate local economic growth it may consider applications. The Authority will assess the risk of loss before entering into any service loan, while having regard to the Guidance and must be able to demonstrate that:

- Total financial exposure to these type of loans are proportionate;

- They must use an allowed “expected credit loss” model for loans as set out in the “International Financial Reporting Standard (IFRS) 9 Financial Instruments” as adopted by proper practices to measure the credit risk of the loan portfolio;
- There are appropriate credit control arrangements to recover overdue repayments in place and;
- The Authority must formally agree the total level of loans by type that it is willing to make and that the total loan book is within self-assessed limits.

ii) **Service Investments: Shares**

Contribution: The Council does not currently invest in the shares of any local businesses.

Security: One of the risks of investing in shares is that they fall in value meaning that the initial outlay may not be recovered.

Risk assessment: Any application received to invest in shares from another party will be assessed on its own merits and must be able to demonstrate a benefit to local public services and stimulate local economic growth. Although the investment in shares has not been precluded, it is unlikely that the Council would approve this type of investment due to the high level of risk that this category of investment carries.

Non-specified Investments: Shares are the only investment type that the Authority has identified that meets the definition of a non-specified investment in the government guidance. The Authority has not adopted any procedures for determining further categories of non-specified investment since none are likely to meet the definition.

iii) **Commercial Investments: Property**

Contribution: The Council does not currently invest directly in commercial property with the intention of making a profit that will be spent on local public services.

Security: In accordance with government guidance, the Authority considers a property investment to be secure if its accounting valuation is at or higher than its purchase cost including taxes and transaction costs.

Risk assessment: The Authority will assess the risk of loss before entering into and whilst holding property investments, should this type of investment be considered at a future date.

Liquidity: Compared with other investment types, property is relatively difficult to sell and convert to cash at short notice, and can take a considerable period to sell in certain market conditions. As such the Council will only enter into the purchase of property through pooled funds, a treasury management investment, unless the Council is able to demonstrate that the purchase of commercial property would be a benefit to local public services and/or stimulate local economic growth.

4. **Related Matters**

Policy on Use of Financial Derivatives: In the absence of any explicit legal power to do so, the Authority will not use standalone financial derivatives (such as swaps, forwards, futures and options).

Derivatives embedded into loans and investments, including pooled funds and forward starting transactions, may be used, and the risks that they present will be managed in line with the overall treasury risk management strategy.

Borrowing in Advance of Need: The Council recognises that the borrowing of money purely to invest is ultra vires and the Council will not engage in this activity.

Markets in Financial Instruments Directive: The Authority has retained retail client status with its providers of financial services, including advisers, banks, brokers and fund managers, allowing it access to a smaller range of services but with the greater regulatory protections afforded to individuals and small companies. Presently, given the size and range of the Authority's treasury management activities, this is the only status that the Authority can adopt.

Retail Client Suitability Report: As a retail client, the council is obliged by its treasury advisors, Arlingclose, to complete a Retail Client Suitability Report, which will be reviewed at least annually to ensure it is still fit for purpose. The report summarises the Council's financial position, its investment objectives and constraints, acknowledges risk and gives a recommendation as to the suitability of the Council's investment portfolio in achieving its objective.

5. Capacity, Skills and Culture

Elected members and statutory officers: The needs of the Authority's treasury management staff for training in investment management are assessed as part of the staff appraisal process, and additionally when the responsibilities of individual members of staff change. Where Council staff do not have the knowledge and skills required, use is made of external advisers and consultants that are specialists in their field. The Council currently employs Arlingclose Limited as treasury management advisers.

Staff attend training courses, seminars and conferences provided by Arlingclose. Elected members are also encouraged to engage in investment decisions and are invited to attend strategy meetings held with Arlingclose.

Corporate governance: The Council delegates responsibility for the implementation and monitoring of its treasury management policies and practices to the Finance & Governance Committee and for the execution and administration of treasury management decisions to the Responsible Finance Officer who acts in accordance with the organisation's policy statement and TMPs.

The Finance & Governance Committee is responsible for ensuring effective scrutiny of the treasury management strategy, policies and investment decisions.

Appendix A – Arlingclose Economic & Interest Rate Forecast – December 2023

Underlying assumptions:

- UK inflation and wage growth remain elevated but have eased over the past two months fuelling rate cuts expectations. Near-term rate cuts remain unlikely, although downside risks will increase as the UK economy likely slides into recession.
- The MPC's message remains unchanged as the Committee seeks to maintain tighter financial conditions. Monetary policy will remain tight as inflation is expected to moderate to target slowly, although some wage and inflation measures are below the Bank's last forecasts.
- Despite some deterioration in activity data, the UK economy remains resilient in the face of tighter monetary policy. Recent data has been soft but mixed; the more timely PMI figures suggest that the services sector is recovering from a weak Q3. Tighter policy will however bear down on domestic and external activity as interest rates bite.
- Employment demand is easing. Anecdotal evidence suggests slowing recruitment and pay growth, and we expect unemployment to rise further. As unemployment rises and interest rates remain high, consumer sentiment will deteriorate. Household and business spending will therefore be weak.
- Inflation will fall over the next 12 months. The path to the target will not be smooth, with higher energy prices and base effects interrupting the downtrend at times. The MPC's attention will remain on underlying inflation measures and wage data. We believe policy rates will remain at the peak for another 10 months, or until the MPC is comfortable the risk of further 'second-round' effects has diminished.
- Maintaining monetary policy in restrictive territory for so long, when the economy is already struggling, will require significant loosening in the future to boost activity.
- Global bond yields will remain volatile. Markets are currently running with expectations of near-term US rate cuts, fuelled somewhat unexpectedly by US policymakers themselves. Term premia and bond yields have experienced a marked decline. It would not be a surprise to see a reversal if data points do not support the narrative, but the current 10-year yield appears broadly reflective of a lower medium-term level for Bank Rate.
- There is a heightened risk of fiscal policy and/or geo-political events causing substantial volatility in yields.

Forecast:

- The MPC held Bank Rate at 5.25% in December. We believe this is the peak for Bank Rate.
- The MPC will cut rates in the medium term to stimulate the UK economy but will be reluctant to do so until it is sure there will be no lingering second-round effects. We see rate cuts from Q3 2024 to a low of around 3% by early-mid 2026.
- The immediate risks around Bank Rate have become more balanced, due to the weakening UK economy and dampening effects on inflation. This shifts to the downside in the short term as the economy weakens.
- Long-term gilt yields are now substantially lower. Arlingclose expects yields to be flat from here over the short-term reflecting medium term Bank Rate forecasts. Periodic volatility is likely.

	Current	Dec-23	Mar-24	Jun-24	Sep-24	Dec-24	Mar-25	Jun-25	Sep-25	Dec-25	Mar-26	Jun-26	Sep-26
Official Bank Rate													
Upside risk	0.00	0.00	0.25	0.25	0.50	0.50	0.50	0.50	0.50	0.75	0.75	1.00	1.00
Central Case	5.25	5.25	5.25	5.25	5.00	4.75	4.25	4.00	3.75	3.50	3.25	3.00	3.00
Downside risk	0.00	0.00	-0.25	-0.50	-0.75	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00
3-month money market rate													
Upside risk	0.00	0.00	0.25	0.25	0.50	0.50	0.50	0.50	0.50	0.75	0.75	1.00	1.00
Central Case	5.40	5.40	5.40	5.30	5.15	4.80	4.30	4.10	3.80	3.50	3.25	3.05	3.05
Downside risk	0.00	0.00	-0.25	-0.50	-0.75	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00
5yr gilt yield													
Upside risk	0.00	0.25	0.75	0.85	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Central Case	3.77	3.75	3.75	3.75	3.70	3.60	3.50	3.50	3.40	3.30	3.30	3.30	3.35
Downside risk	0.00	-0.25	-0.75	-0.85	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00
10yr gilt yield													
Upside risk	0.00	0.25	0.75	0.85	0.85	0.90	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Central Case	3.72	3.75	3.80	3.80	3.80	3.80	3.80	3.80	3.75	3.65	3.60	3.65	3.70
Downside risk	0.00	-0.25	-0.75	-0.85	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00
20yr gilt yield													
Upside risk	0.00	0.25	0.75	0.85	0.85	0.90	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Central Case	4.16	4.20	4.20	4.20	4.20	4.20	4.20	4.20	4.20	4.20	4.20	4.20	4.25
Downside risk	0.00	-0.25	-0.75	-0.85	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00
50yr gilt yield													
Upside risk	0.00	0.25	0.75	0.85	0.85	0.90	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Central Case	3.76	3.80	3.85	3.90	3.90	3.90	3.90	3.90	3.90	3.90	3.95	3.95	3.95
Downside risk	0.00	-0.25	-0.75	-0.85	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00

PWLB Standard Rate = Gilt yield + 1.00%

PWLB Certainty Rate = Gilt yield + 0.80%

PWLB HRA Rate = Gilt yield + 0.40%

UK Infrastructure Bank Rate = Gilt yield + 0.40%

Appendix B – Existing Investment Portfolio Position

Investment Portfolio	31/12/23 Actual Portfolio (Book Value) £s	31/12/23 Actual Portfolio (Current Value) £s
Banks and building societies (unsecured)	54,561	54,561
Money Market Funds	750,000	750,000
Government	1,550,000	1,550,000
Investments in Pooled Funds:		
Property Fund	2,500,000	2,895,561
Diversified Income Fund	1,000,000	871,016
Corporate Bond Fund	500,000	442,692
TOTAL INVESTMENTS	6,354,561	6,563,830

of interest from suitably qualified contractors to work with the Council in delivering the agreed plan.

The Visitor Services and Business Development Manager reported on ongoing discussions regarding the town centre flood defence project in conjunction with Dorset Council and the Environment Agency and noted that public consultation is scheduled to take place later in 2024.

5) Environment Action Plan

The VSBDM briefly discussed the current Environmental Action Plan (Version 10) which has evolved since its commencement in 2020. As new actions are identified, the document is updated in consultation with the relevant working party.

Whilst solid progress has been made, with many actions now completed, others are currently still in progress and some would be discussed as part of the other items on the agenda. It was envisaged that there would be a more fundamental review of the Environmental Action Plan at the next meeting.

6) Picnic in the Park Event

The VSBDM discussed the event held on 1st May 2023 within Herston Community Field which was led by Sustainable Swanage. Moving forward, there is a possibility that the event will be led by the National Trust with the involvement of Swanage & Purbeck Development Trust as part of the Herston Village Hall redevelopment project.

A request had been submitted to Swanage Town Council for assistance with the funding of the event. This would be considered as part of the budget allocation for the Environmental Community Engagement Action Plan (see Minute No. 10 below).

The Chairman wished the organising committee being formed every success.

7) Swanage Central Beach Water Quality Overview

The VSBDM introduced the Swanage Central Beach Water Quality Overview, which is a document developed two years ago and has been available to the public on the Council's website since that time. It was developed primarily due to the number of queries received at the Visitor Information Centre regarding water quality incidents on the beach. The document details how Swanage Town Council are informed about water quality incidents and the steps taken in response, as well as detailing relevant statistics from recent years.

Concern was expressed that the risk warnings provided by the Environment Agency only cover the period May to September each year, despite the town having seen a growth in year-round sea swimming. The Environment Agency had been approached to ascertain if year-round data would be available. However, the Environment Agency had clarified that this was not possible as it constructs a predictive risk model using large data sets and there was not enough information available to provide accurate modelling for the off-peak season at the current time.

It was noted that although the number of incidents relating to the Ocean Bay Storm Overflow in the 2022-2023 period has remained similar to the 2021-2022 period, the duration (measured in minutes) of spills had doubled.

A request will be made to the Beach Management Advisory Committee for these matters to be added as an agenda item to be considered further at its next meeting.

8) Motion for the Ocean

The VSBDM introduced the Motion for the Ocean initiative, led by the Ocean Conservation Trust. It was noted that in order for the Town Council to adopt the Motion for the Ocean it must:

- a) Declare an urgent need for ocean recovery; and
- b) Ensure that the actions identified in the Motion are achieved.

The Committee welcomed this proposal and it was proposed by Councillor Foster, seconded by Councillor Moreton and RESOLVED UNANIMOUSLY:-

That a working party be established to develop an Action Plan to support ocean recovery, to be brought before the Environment & Green Spaces Committee for consideration at its next meeting.

Councillors Foster, Tomes & Monkhouse expressed a willingness to serve on the working party.

9) Swan Brook Partnership

Ian Rees from the Dorset National Landscape team (formerly the Dorset AONB) presented a report on the ecological condition of the Swan Brook which had been produced in partnership with Sustainable Swanage, National Trust, Planet Purbeck and Litter Free Dorset.

It was reported that the report provides an initial analysis of the current condition of Swan Brook, assesses the various factors which affect the health of this river and its impact upon the water quality of the sea, as well as identifying steps that can be taken to further monitor its condition and make a positive improvement to its overall health. The formation of a partnership group was recommended to deliver on the actions identified within the report, including raising awareness through community consultation and engagement. A request was made for Swanage Town Council to support the development of the project and to help deliver the partnership programme, in particular the community consultation and engagement elements.

It was proposed by Councillor Foster, seconded by Councillor Moreton and
RESOLVED UNANIMOUSLY:-

To offer formal support to the development of the Swan Brook Partnership Project.

A question was asked as to whether the project could be expanded to include the Ulwell Stream as well, and it was acknowledged that this merited further consideration.

10) Environmental Community Engagement

The VSBDM reported that until recently, the work of environmental community engagement had been undertaken by the Sustainable Swanage Project Officer who had now moved on to another role. Environmental community engagement is an objective of the Town Council's Environmental Policy and the Town Council's Corporate Plan 2023-2025 commits to supporting Sustainable Swanage until March 2025. However, Dorset Coast Forum had notified the Town Council that it is unable to continue to host the support officer role and hence consideration was given as to how best to proceed in engaging the community in the delivery of the Town Council's environmental action plan.

It was recognised how much had been achieved by Sustainable Swanage with regards to community engagement and attention was drawn to the importance of ensuring that this work is built upon. Consequently, a draft Environmental Community Engagement Plan had been drafted, the content of which was considered by the committee.

It was proposed by Councillor Monkhouse, seconded by Councillor Moreton and
RESOLVED UNANIMOUSLY:-

That the Environmental Community Engagement Action Plan 2024-25 be approved and adopted.

It was further proposed by Councillor Foster, seconded by Councillor Harris and
RESOLVED UNANIMOUSLY:-

To delegate to officers the procurement of external support to deliver the Action Plan, funded from the £20,000 Environmental Projects budget, with any single commitment in excess of £10,000 being presented to Council for approval.

It was proposed by Councillor Foster, seconded by Councillor Harris and
RESOLVED UNANIMOUSLY:-

To delegate oversight of the delivery of the
Environmental Community Action Plan 2024-25 to
the Environmental Action Plan Working Party.

The importance of members of the working party attending meetings to drive this
work forward was noted.

11) **Waste Management**

a) **Update on activities from Beach Buddies**

The representative of Beach Buddies provided an update on the group's
activities. In the last calendar year, 71 beach cleans had been carried out,
clearing over 1,182kg of debris and litter. This represented a slight decrease on
the amount of waste recorded in the previous calendar year. On occasions when
there was a surplus of volunteers, cleaning operations had been extended inland
to include prominent areas of the town.

It was noted that Swanage Town Council had recently appointed a new beach
cleaner and the Beach Buddies volunteers had reported that this appointment
was already having a measurable effect in reducing the debris and litter
encountered.

The general trend regarding types of litter revealed a decrease in the amount of
PPE, polystyrene and fast food packaging although there had been a noticeable
increase in the amount of cigarette butts and dog waste being encountered.

After a brief discussion regarding how best to raise awareness and tackle the
increasing issue of dog waste, it was agreed that this would be an important task
to include on the Environmental Community Engagement Action Plan.

b) **Update on activities from Swanage Landers**

The representative of Swanage Landers provided an update on recent activities,
which had been more reactive than proactive due to limited availability. Focused
projects had included:

- Attending areas identified as having a larger amount of litter and
debris.
- Assisting with road sweeping campaigns (4 completed in 2023)
- Main route verge clearance. Recently completed was the A351 from
Coombe Corner through to Norden Farm.

c) **Update on Dorset Waste Partnership (DWP) Summer schedule**

The Assets & Compliance Manager reported that she had attended a recent
meeting with DWP regarding their plans for waste collection during the summer.
This would be similar to the plan utilised in 2023, although a commitment had
also been made that collections would continue until 7pm during the peak season.

12) **Items of information and matters for forthcoming agendas**

a) **Solar Panel & LED Lighting update**

The Assets & Compliance Manager reported that a full grant application had been
submitted to Low Carbon Dorset, although a decision on the application had not yet
been received.

13) **Date of next meeting**

It was noted that the next meeting had been scheduled for 2.15 p.m. on Wednesday
26th June 2024.

The Meeting closed at 3.20 p.m.

4. Matters arising from the Minutes of the Meeting of the Traffic Management Advisory Committee held on 21st February 2024

a) Shore Road improvements – Dorset Council highways modelling work

It was noted that this matter would be discussed in more detail under agenda item 6).

b) Washpond Lane – Pedestrian safety concerns

Further to Minute No. 6 (h) of the Traffic Management Advisory Committee meeting held on 21st February 2024, consideration was given to the proposal to approach Dorset Council with a request to extend the 30 m.p.h. speed limit to the full length of Washpond Lane. During the ensuing discussion it was noted that concerns about pedestrian safety were shared by councillors, local schools and residents.

It was acknowledged that reducing the speed limit to 30 m.p.h. for the entire length of Washpond Lane would be less confusing than having different speed limits on various sections of the road and that better signage alerting drivers to pedestrians in the vicinity would be highly beneficial. It was proposed by Councillor Monkhouse, seconded by Councillor Harris and RESOLVED UNANIMOUSLY:-

That a request be made to Dorset Council to reduce the speed limit along the whole length of Washpond Lane to 30 m.p.h. and install signage to indicate children on the road, on the grounds of pedestrian safety.

c) Queens Road – Swanage hospital carpark entrance/exit visibility concerns

Further to Minute No. 7 (b) of the Traffic Management Advisory Committee meeting held on 21st February 2024, consideration was given to a proposal to approach Dorset Council and request additional double yellow lines at either side of the entrance/exit for Swanage Hospital car park. Following a brief discussion, it was proposed by Councillor Harris, seconded by Councillor Tomes and RESOLVED UNANIMOUSLY:-

That a request be made to Dorset Council to install Double Yellow Lines at each side of the entrance/exit to the hospital car park to improve visibility for vehicles exiting on to Queens Road.

5. Station Approach – to confirm details of the scheme further to the Community Services Committee held on 8th November 2023

Further to Minute No.124 of the Council Meeting held on the 30th October 2023 and Minute No. 6 of the Community Services Committee meeting held on 8th November 2023, consideration was given to a briefing paper prepared by the Assets & Compliance Manager detailing a number of proposed minor amendments to the agreed infrastructure improvements at Station Approach. These had been developed through continued discussions with Dorset Council Designers and Project Managers, and took into account the valuable feedback and input received from consultation with Accessible Swanage.

It was noted that, following a site visit by a contractor, it had been determined that, due to the access requirements of Station Approach for the supermarket, medical centre, buses and taxis, the construction would require night working to maintain uninterrupted traffic access during the day. Following a further meeting with Accessible Swanage, it was reported that a request had been received for consideration to be given to the installation of a marked pedestrian priority route along the pavement in front of the station to assist in access along this section of footway.

Having considered the proposed amendments to these proposals, it was proposed by Councillor Tomes, seconded by Councillor Monkhouse and RESOLVED UNANIMOUSLY:-

To approve the minor design amendments to the approved proposals for infrastructure improvements at Station Approach, including a marked pedestrian route in front of Swanage station (if feasible), and that future monitoring of the project is undertaken by the Finance and Governance Committee and the Capital Projects Sub-Committee.

6. Shore Road improvements – To consider options put forward by Dorset Council, for highways modelling work

Further to Minute No. 180 (b) of the Council Meeting held on 29th January 2024, and Minute No. 4 of the Traffic Management Advisory Committee meeting held on 21st February 2024, consideration was given to a briefing paper prepared by the Assets & Compliance Manager, which outlined the revised options put forward by Dorset Council for highways modelling works to inform consideration of potential changes to traffic flow along the northern section of Shore Road. These options had been developed in response to the feedback regarding pedestrian safety received through the public consultations held in connection with the Swanage Seafront Masterplan and the Swanage Green Seafront Stabilisation Scheme.

The proposed modelling works would involve utilising Automatic Traffic Counts (ATC) and Classified Turning Counts (CTC) at specific locations. Some of the monitoring would be conducted in March 2024 whilst Shore Road is closed for highway repair works at a cost of £6,500 funded by Dorset Council, with the remaining monitoring conducted during the summer of 2024 at a cost of £5,400 funded by the Town Council. Further to a brief discussion, it was proposed by Councillor Moreton, seconded by Councillor Tomes and **RESOLVED UNANIMOUSLY:-**

To approve the data collection and modelling proposal provided by Dorset Council to inform the feasibility study to investigate options for changing the traffic flow along the northern section of Shore Road.

It was **FURTHER RESOLVED:**

TO RECOMMEND:

That a budget of £5,400 be allocated to fund the Shore Road modelling work and data collection in the summer 2024.

7. Partnership Project Updates

a) Swanage Wellbeing Project, Chapel Lane

Further to Minute No. 101 (c) of the Council Meeting held on 18th September 2023, and to Minute No. 3 (a) of the Finance & Governance Committee meeting held on 13th December 2023, representatives of Swanage & Purbeck Development Trust (SPDT) provided an update on the progress of the Community Asset Transfer of the Chapel Lane site (Day Centre and Children's Centre).

It was reported that at a SPDT Trustees meeting held on 8th March 2024, a long lease from Dorset Council had been signed for the Chapel Lane site. In addition, a licence had been agreed with Care Dorset to continue operating day care services on part of the site. It was anticipated that occupation would commence on 18th March 2024, although a 3 to 6-month transition period has been agreed.

Decisions are awaited on a number of grant applications which have been submitted recently, relating to both staffing and works. Whilst there is still a lot to achieve, it was reported that matters were progressing well and that an Open Weekend is planned for 10th & 11th May 2024.

It was noted that now the asset transfer of the Chapel Lane site had been completed, the Town Council could release a grant of £21,000 to the Trust, the first of three such annual payments in support of the project, which had been agreed in Minute No. 118 (a) of the Council Meeting held on 12th December 2022.

Councillors expressed their thanks and support to SPDT for their work on this project.

b) Swanage Community Housing Project

Further to Minute No. 166 of the Council Meeting held on 15th January 2024, an update was provided regarding the progress of the Swanage Community Land Trust (CLT), known as Swanage Community Housing, with regard to the development of land at the junction of Ulwell Road and Washpond Lane.

It was reported that monthly meetings had continued between Dorset Council and Swanage Community Housing in respect of the transfer of the land and that good progress is being made with regards to the legal agreements required.

It was also reported that additional meetings had been held with Dorset Council relating to the Allocations Policy and agreements were being developed with an emphasis on the provision of housing for local residents that are key workers in Swanage.

8. CCTV – Update on monitoring arrangements

Further to Minute No. 7 of the Community Services Committee meeting held on 14th June 2023, an update was provided on arrangements for monitoring the CCTV cameras provided by the Town Council in Swanage.

It was reported that Dorset Council had confirmed that it is in receipt of a grant from the Home Office under the Safer Streets Project which will fund the linking of the Town Council CCTV network into the CCTV monitoring centre at County Hall. Whilst the grant will cover the initial setup costs, there is potential that after an 18-month funding period the Town Council may be approached to support ongoing costs.

9. Swanage Town and Herston Football Club

Further to Minute No. 15 of the Community Services Committee meeting held on 8th November 2023 and Minute No. 181 of the Council Meeting held on 29th January 2024, it was reported that the Football Club had commissioned the drawing up of plans for a new community sports hall which would soon be the subject of consultation with local sports clubs and residents. It was noted that the Club is also developing a business plan and that consideration is being given to the appointment of a professional fundraiser to assist in the grant applications that will be required to raise a significant proportion of the estimated £3 million cost.

10. Beach Gardens Review - Update

An update was provided further to recent meetings with the Swanage Bowls Club and Swanage Tennis Club regarding the future funding of facilities at Beach Gardens. It was reported that the Tennis Club were continuing to plan for the installation of artificial surfacing on courts 4 and 5. It was noted that a further update will be provided to a future meeting.

11. Items of information and matters for forthcoming agendas

a) Cancare Garden Official Launch – 18th May 2024

Further to Minute No. 9 of the Community Services Committee meeting held on 29th March 2023, the Assets & Compliance Manager reported that the groundworks have progressed well. An official launch day has been set for 18th May 2024 with timings still to be confirmed.

b) Swanage Skatepark Community Day – 1st June 2024

It was reported that the Friends of Swanage Skatepark group had arranged a Community Day for 1st June 2024 between 12 noon and 5 p.m. where a range of activities would be held, including workshops and lessons provided by a specialist with skateboards and safety equipment. Additionally, there will be exhibition displays and competitions with professional skateboarders and BMX riders. Attention was drawn to the excellent progress that had been made by the Friends of Swanage Skatepark group since its formation, with the support of the Swanage & Purbeck Development Trust. The importance of community-led groups was highlighted, and it was noted that the recent activity reflected the passion that the members of the group have for the future of the skatepark.

c) Town Hall – Front desk service review

Further to Minute No. 21 (a) of the Community Services Committee meeting held on 8th November 2023, the Town Clerk reported that the front desk service review is an ongoing matter. Conversations are continuing with Dorset Police regarding the formalisation of arrangements for the opening hours. It was noted that although the current opening hours have been confirmed for 2 days a week, Dorset Police have not been able to maintain this consistently. As this matter progresses and further updates are received, the Town Council will be able to take forward the front desk service review and an update on this matter will be brought to a future committee meeting.

d) Swanage Museum

Further to Minute No. 20 of the Community Services Committee meeting held on 8th November 2023, the Chairman of Swanage Museum provided an update on the progress in relation to the commemorative tree in memory of Bob Field within Prince Albert Gardens. A site visit had been conducted with the Grounds & Estates Manager and the location of the memorial tree had been agreed, although the process of selecting and agreeing the wording of the plaque was ongoing. Additionally, the Museum Chairman noted that a meeting had been scheduled with Arts Council England for 14th March 2024 to discuss potential funding for repairs that are required at the Museum/Heritage Centre building.

12. Date of next meeting

It was noted that the next meeting was scheduled for 2.15 p.m. on Wednesday 17th July 2024.

The Meeting closed at 2.55 p.m.

Community Services Committee – Wednesday 13th March 2024

Item 6)

Shore Road improvements – To consider options put forward by Dorset Council for highways modelling work

At the Council meeting held on 25th January 2024, Members agreed to jointly commission with Dorset Council a feasibility study to investigate options to amend the layout of Shore Road and the surrounding highway network. This had been suggested following feedback received from the public consultations for both the Swanage Seafront Masterplan and the Swanage Green Seafront Stabilisation Scheme.

In order to inform the potential revised road options, it was proposed that highways modelling and data collection would be undertaken during the summer season and although the extent of the work had yet to be fully determined, the cost estimates ranged from £15,600 for a desk top study up to £53,000 for a full highway model.

At the Traffic Management Advisory Committee Meeting held on 21st February 2024, Dorset Council officers provided an explanation of the different types of vehicle count that could be undertaken and displayed maps outlining the extent and range of the locations that could be monitored. Following a discussion of these options it was resolved that Dorset Council be requested to provide a third option for the highway modelling report, to include detailed information and a breakdown of costs for consideration at the next meeting of the Community Services Committee.

Further to this meeting Dorset Council were contacted and a query raised as to whether there was scope to undertake any data collection/modelling whilst Shore Road was currently closed for repair. It was suggested that this could then be supplemented by further data collection/modelling during the summer of 2024.

Dorset Council responded and proposed the following:

- Modelling work and data collection is completed imminently and in March whilst Shore Road is closed and that this work is funded by Dorset Council as a contribution towards the project. The cost of this is £6,500.
- Modelling work and data collection is undertaken in summer 2024 and this work is funded by Swanage Town Council. The cost of this is £5,400.

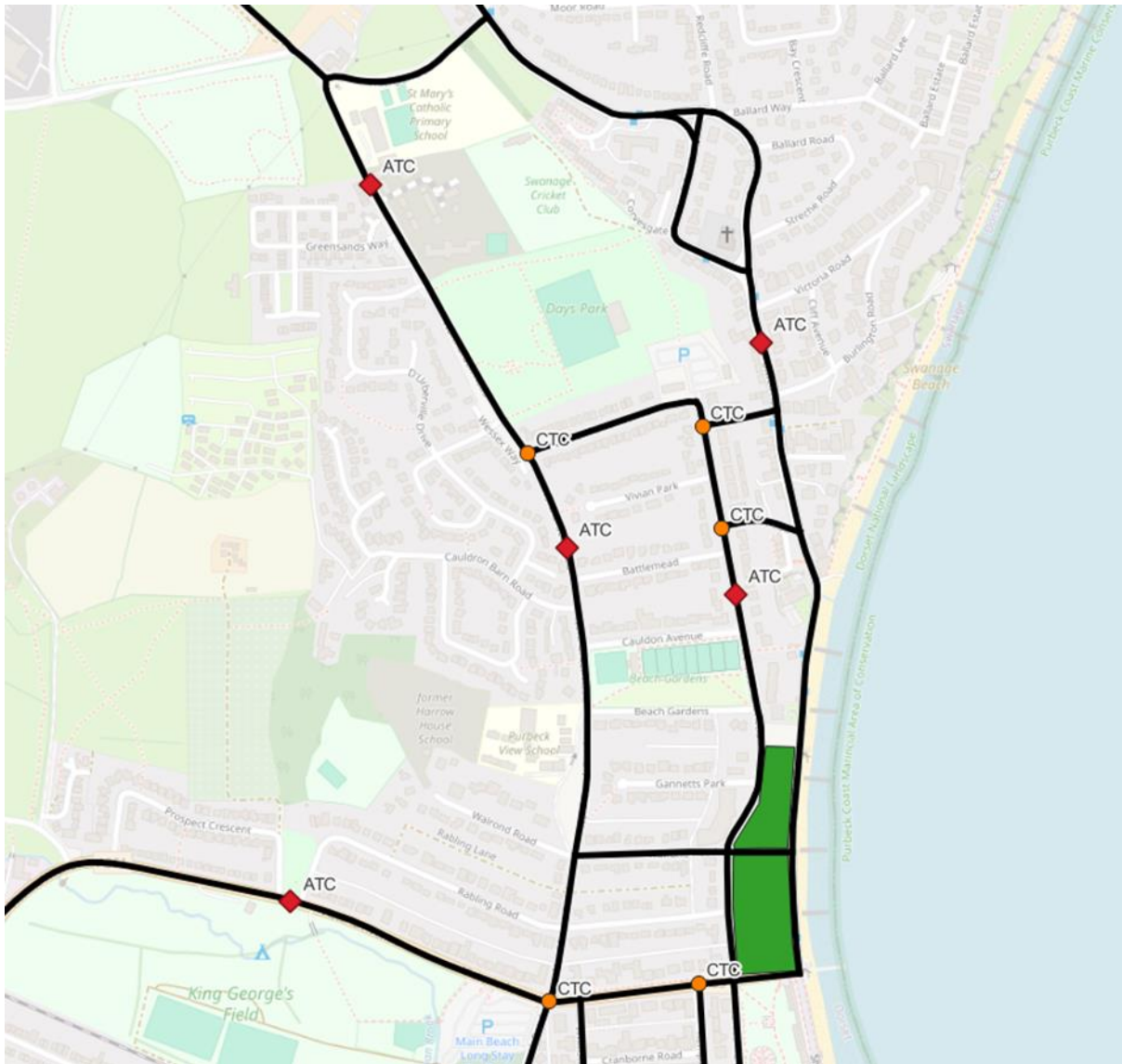
The data collection proposed comprises 5 Automatic Traffic Counts (ATC) and 5 Classified Turning Counts (CTC) on roads and junctions shown on the plan. These would range in duration and be repeated in the summer. To note one ATC will remain operational for a 6-month period to obtain longer term data and a seasonal profile.

Decision required

To consider approval of the data collection and modelling proposal provided by Dorset Council to inform the feasibility study to investigate options to amend the layout of Shore Road and the surrounding highway network.

To recommend to Council that a budget of £5,400 is allocated to undertake modelling work and data collection in summer 2024.

Gail Percival, Assets & Compliance Manager
March 2024



DRAFT Minutes of the FINANCE AND GOVERNANCE COMMITTEE held at the Town Hall, Swanage on **WEDNESDAY, 20th MARCH 2024** at 9.30 a.m.

PRESENT:- Councillor T Foster (Town Mayor) – Chair

Councillor J Bishop
Councillor M Bonfield
Councillor A Harris
Councillor C Moreton
Councillor C Tomes
Councillor W Trite
Councillor M Whitwam

Also in attendance: -

Dr M Ayres Town Clerk
Miss A Spencer Finance Manager

There were no members of the public present at the meeting.

1. **APOLOGIES**

None.

2. **DECLARATIONS OF INTEREST**

Members were invited to declare their interests and consider any requests for Grants of Dispensations in accordance with Section 9 and Appendix B of the Council's Code of Conduct.

There were no declarations to record on this occasion.

3. **UPDATE ON ACTION POINTS FROM INTERNAL AUDIT REPORT 2022/23**

Members reviewed the updates on the recommendations that had been made by the council's internal auditor in six Internal Audit reports issued relating to the 2022/23 financial year. The status updates on the recommendations made in those reports were noted.

4. **INTERNAL AUDITOR REPORT 2024/25 – VISIT 3 OF 5**

Consideration was given to an Internal Audit Report – Visit 3 of 5 of the 2023/24 financial year prepared by Darkin-Miller – Chartered Accountants.

The following areas had been reviewed during the audit visit:-

- Risk Management - (minute review) work in progress
- Payroll
- Car parks income - completion
- TIC rent – work in progress

It was noted that the report contained only one recommendation, regarding document retention, and Members thanked Council staff for the hard work that had resulted in such a positive report.

5. **ANNUAL HEALTH & SAFETY REPORT**

Consideration was given to a report, prepared by the Assets and Compliance Manager, setting out the number of accidents and incidents involving the Council's

workforce during the period April 2023 to March 2024. It was noted that there had been ten incidents/accidents, none of which were RIDDOR reportable. Training attended by staff members was also reported. The content of the health and safety report was noted.

6. **PROCUREMENT OF UTILITIES-TO CONSIDER LASER FRAMEWORK OPTIONS**

Members discussed a briefing note outlining the options available for the procurement of electricity through the LASER flex green basket. It was noted that if this was considered to be the Council's preferred procurement route this would need to be confirmed by 31st March 2024. The benefits of using a framework were outlined, with the availability of green basket options now available to the Council in fulfilment of its net zero pledge.

Following discussion, during which the need to give consideration to both the financial impact as well as environmental factors in the evaluation of the preferred tariff, it was proposed by Councillor Tomes, seconded by Councillor Bonfield and
RESOLVED UNANIMOUSLY:

TO RECOMMEND:

To commit to procuring electricity from September 2024 via the LASER framework flex green basket.

7. **DRAFT MEDIUM TERM FINANCIAL PLAN**

Consideration was given to the draft Medium Term Financial Plan which was submitted to Members. It was reported that this document was written to sit alongside the Corporate Plan which had been adopted in March 2023.

The document brought together information contained in the Annual Budget Report 2024/25 (incorporating the revenue and capital budgets), the Reserves Policy and the Treasury Management & Investment Strategy which had all been reviewed by Members previously. It was noted that the plan covers a three-year period, 2024/25 to 2026/27, but will be reviewed in the next financial year by the newly elected Council.

Attention was drawn to the fact that the plan highlighted the financial challenges arising from managing the Council's asset base, which included coastal structures, land suffering from ground instability due to local geological conditions and a range of historic structures. The impact upon the level of the Council's reserves as a result of funding essential works to these assets was noted. The need to agree action to address the forecast divergence between income and expenditure over the coming year was also highlighted. It was proposed by Councillor Trite, seconded by Councillor Moreton and
RESOLVED UNANIMOUSLY:

TO RECOMMEND:

That the draft Medium Term Financial Plan be approved and adopted.

8. **CIVILITY AND RESPECT PLEDGE & DIGNITY AT WORK POLICY – UPDATE**

Further to Minute No. 85 (a) of the Extraordinary Council Meeting held on 26th September 2022, consideration was given to a briefing note outlining a joint National Association of Local Councils and Society of Local Council Clerks initiative to encourage councils to demonstrate their commitment to measures which support civil and respectful conduct. It was noted that 1,448 local councils had signed the pledge to date, and that by doing so the Town Council would confirm that it:

- Has put in place a training programme for councillors and staff.
- Has signed up to the Code of Conduct for councillors.
- Has good governance arrangements in place including staff contracts and a dignity at work policy.

- Will seek professional help at the early stages should civility and respect issues arise.
- Will commit to calling out bullying and harassment if and when it happens.
- Will continue to learn from best practices in the sector and aspire to be a role model/champion council through for example the Local Council Award Scheme.
- Supports the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate.

Consideration was given to a number of ways in which the Council was fulfilling the above criteria, and it was proposed by Councillor Moreton, seconded by Councillor Bishop and **RESOLVED UNANIMOUSLY:**

TO RECOMMEND:

That the Council signs up to the Civility and Respect Pledge.

In connection with the requirement for the Council to adopt a Dignity at Work Policy, and further to Minute No. 4 of the Personnel Committee meeting held on 10th October 2022, it was noted that the Council’s existing Bullying and Harassment Policy covered most of the issues contained in the NALC/SLCC model Dignity at Work Policy. Consideration was, therefore, given as to whether or not to rename the Bullying and Harassment Policy as the Dignity at Work: Bullying and Harassment Policy. However, on balance it was felt that the existing title would be more easily understood.

One item missing from the existing policy was a section titled ‘Complaints against Councillors’ which provided guidance on how any such complaints should be managed in light of the Ledbury case of 2018. Given the importance of handling any such matter that might arise in future in a lawful manner it was agreed that this section should be incorporated into the existing Bullying and Harassment Policy. Consequently, it was proposed by Councillor Bonfield, seconded by Councillor Bishop and **RESOLVED UNANIMOUSLY:**

TO RECOMMEND:

That the suggested wording regarding ‘Complaints against Councillors’ be incorporated into the Town Council’s existing Bullying and Harassment Policy, which forms part of the Staff Handbook.

9. **VEXATIOUS CORRESPONDENCE POLICY**

Consideration was given to a draft Vexatious Correspondence Policy, which had been prepared following discussion at a meeting of a working party that had been appointed for this purpose under Minute No. 6 (b) of the Finance and Governance Committee Meeting held on 1st November 2023. During the discussion it was noted that the volume of correspondence sent to the Council by one individual over recent years had at times diverted considerable administrative resources away from Council priorities. Members, therefore, welcomed the fact that, if adopted, this policy would put measures in place to help deal more effectively with such activity in the future, although it was noted that the Council would still honour its obligations under the Freedom of Information Act.

The Chairman thanked those involved in formulating the policy and, following discussion, it was proposed by Councillor Bonfield, seconded by Councillor Bishop and **RESOLVED UNANIMOUSLY:**

TO RECOMMEND:

That the draft Vexatious Correspondence Policy be approved and adopted.

In light of the pending elections, consideration was given as to how best to make Council policies available to newly elected councillors. It was suggested that a folder of relevant documents could be uploaded on to councillor laptops, thereby negating any need to print large numbers of lengthy documents.

10. **ITEMS OF INFORMATION AND MATTERS FOR FORTHCOMING AGENDAS**

(a) **Minutes of the Capital Projects Sub-Committee Meeting held 6th March 2024** – It was reported that the minutes of the Capital Projects Sub-Committee Meeting held on 6th March 2024 had inadvertently been omitted from the Agenda. It was noted that these had been circulated to Members prior to the meeting for consideration, and it was further noted that no recommendations had been made for the Finance & Governance Committee to consider.

EXCLUSION OF PRESS AND PUBLIC

Proposed by Councillor Harris seconded by Councillor Bonfield and
AGREED:-

That, under Standing Order No. 1 c), in the public interest, the press and public be excluded from the Meeting in view of the confidential nature of the business to be transacted under agenda items 11 & 12 (in relation to legal and financial matters).

11. **SCHEDULE OF DEBTORS**

An aged debtors report dated 29th February 2024 was submitted for information. It was noted that the majority of debts were anticipated to be collected, with only two doubtful. It was noted that the Bad Debt provision would be retained at £35,000 pending resolution of an ongoing debt recovery process.

12. **ANNUAL REVIEW OF RISK REGISTER**

Consideration was given to the Council’s Corporate Risk Register. It was noted that, in accordance with the *Practitioners’ Guide*, Members were expected to be fully engaged in the annual review of the Council’s Risk Register. The register summarises the most significant risks faced by the Council in relation to achieving its objectives and priorities. The register also sets out the control procedures in place to mitigate the risks, and identifies any further action needed to manage the risks effectively.

Other than amending target dates, the following significant additions and amendments were considered:

Financial Risks	
Add new risk: Overpayment of business rates	Control: Periodically review accuracy of Valuation Office Agency listings for Council property; ensure Valuation Office Agency is informed of any disposals of property; consider challenging valuation of Council property where evidence of wrongful valuation exists. Target: Ongoing.
Compliance Risks	
Failure to comply with Equality Act/Disability Discrimination Act; and	Control: Add ‘Regular consultation with Accessible Swanage as Disability Reference Group’.

Failure to take effective action to eliminate discrimination and promote equality of opportunity and diversity.	Target: Add 'Equality Policy to be reviewed together with Accessible Swanage during 2024/25'.
Strategic Risks	
Inadequate performance planning and monitoring arrangements to effectively deliver the Council's corporate priorities.	Target: Add 'Review Corporate Plan during 2024/25, including whether to agree performance indicators'.

It was proposed by Councillor Bonfield, seconded by Councillor Tomes, and RESOLVED UNANIMOUSLY:-

TO RECOMMEND:

That the amended Corporate Risk Register for 2024/25 be adopted.

The possibility of introducing a summary of key issues to address was raised. It was noted that for the following year this would include a review of the Council's Asset Management Plan, work with Accessible Swanage to review the Council's Equality Policy, and the development of a business continuity plan. It was also acknowledged that the newly elected Council would commence a review of the Corporate Plan and Medium Term Financial Plan.

13. **DATE OF NEXT MEETING**

The date of the next scheduled meeting was noted as 24th July 2024.

The meeting concluded at 10.35 a.m.

Finance & Governance Committee – 20 March 2024

Item 6)

Procurement of Utilities – to consider LASER framework options

The Council contracts its supply of electricity from Ecotricity, via a LASER framework agreement and is contracted until 30th September 2024.

Previously, the Council purchased its supply of electricity through a flex basket via a LASER Flexible Energy Framework (Kent County Council). However, due to the lack of a ‘green basket’ option Council agreed to seek alternative suppliers, which could offer a fully renewable energy contract for electricity supply.

LASER have now developed a ‘green basket’ with 3 options with the information regarding each option attached:

- REGO Pure
- REGO Standard
- UK Pure Plus

In order to utilise the LASER framework, the Council would need to confirm with LASER by 31st March 2024, for a contract start date of 1st October 2024.

Members may wish to defer any decision to onboard with the LASER green basket for the forthcoming year and refer the options to a future Environment Committee meeting. This would mean that the Council would not be able to utilise this framework for the next procurement cycle, but would be able to use the previous procurement route for another year, pending the assessment of the LASER green basket options.

Decision required

- a) To refer the options to the Environment and Green Spaces Committee with a view to onboarding in September 2025; or
- b) To confirm with LASER that the Council would like to on board with the flex green basket and determine the preferred supply out of the three options available.

Alison Spencer
Finance Manager

March 2024



Pure

UK Renewable Pure: **REGO-backed electricity**

Premium, 100% Renewable Electricity
from Wind, Solar and Hydro sources

Supply Period:

	Electricity Source	CO ₂ /kWh emissions	Consumption
A	Renewable	0g	A
B	Low Carbon/CCS	<200g	
C	Gas CHP	<300g	
D	CCGT Gas	<400g	
E	UK Average/Gas	<600g	
F	Coal/Oil	<800g	
G	Coal	>800g	

You're using npower UK Renewable Pure for your electricity supply. Good choice - UK Renewable Pure meets the quality criteria of the GHG Protocol (2015) for reporting zero Scope 2 market-based carbon emissions and has been independently assured by EcoAct.



Business Solutions

powered by **e-on**



Pure

Thank you for choosing UK Renewable Pure.

What is UK Renewable Pure?

UK Renewable Pure is 100% renewable electricity from UK wind, solar, and hydro sources.

Our Renewable Pure energy provides sustainable power which is fully compliant for zero greenhouse gas (GHG) Scope 2 market-based reporting, and is independently assured by EcoAct.

How does it work?

The power you consume is matched with the equivalent volume of renewable power supplied to the grid. We evidence this by securing the corresponding number of Renewable Energy Guarantees of Origin (REGO) certificates, which are issued for each megawatt hour (MWh) of renewable generation fed into the UK electricity system.

What are the benefits?

- UK renewable power sourced from wind, solar, and hydro
- Enables you to clearly demonstrate renewable credentials
- Fully compliant with World Resources Institute (WRI) GHG Protocol Scope 2 Guidance
- EcoAct assurance stamp provides peace of mind that our products and processes are robust and compliant
- Allows you to report zero carbon emissions without any requirement for additional evidence

About EcoAct

EcoAct is a trusted international climate consultancy and a CDP accredited provider. The EcoAct assurance stamp ensures that the associated electricity in our UK Renewable Pure product is reportable as 'zero carbon' through the market-based methodology outlined in the GHG Protocol Scope 2 Guidance.

About GHG Protocol Scope 2 Guidance

The GHG Protocol supplies the world's most widely used GHG accounting standards. The Scope 2 Guidance standardises how corporations measure emissions from purchased or acquired electricity, steam, heat, and cooling.

Plot your path to net zero

If your business is shaping a net zero strategy, we are here to support you. You can find a pool of useful resources on our website including sector specific reports, a quiz, infographics, and blog posts. Simply visit: npowerbusinesssolutions.com/roadtonetzero



Business Solutions

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UK Business Renewable: **REGO-backed electricity**

Mixed-source 100% Renewable Electricity

Supply Period:

	Electricity Source	CO ₂ /kWh emissions	Consumption
A	Renewable	0g	A
B	Low Carbon/CCS	<200g	
C	Gas CHP	<300g	
D	CCGT Gas	<400g	
E	UK Average/Gas	<600g	
F	Coal/Oil	<800g	
G	Coal	>800g	

You're using npower UK Business Renewable for your electricity supply. Good choice – UK Business Renewable meets the quality criteria of the GHG Protocol (2015) for reporting zero Scope 2 market-based carbon emissions and has been independently assured by EcoAct.



Business Solutions

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Thank you for choosing UK Business Renewable.

What is UK Business Renewable?

UK Business Renewable is 100% renewable electricity from UK sources.

Our UK Business Renewable energy provides sustainable power which is fully compliant for zero greenhouse gas (GHG) Scope 2 market-based reporting, and is independently assured by EcoAct.

How does it work?

The power you consume is matched with the equivalent volume of renewable power supplied to the grid. We evidence this by securing the corresponding number of Renewable Energy Guarantees of Origin (REGO) certificates, which are issued for each megawatt hour (MWh) of renewable generation fed into the UK electricity system.

What are the benefits?

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Business Solutions

powered by **e-on**



Pure Plus

UK Renewable Pure Plus: **REGO-backed electricity**

Premium, 100% Renewable Electricity
from Wind, Solar and Hydro sources

Supply Period:

	Electricity Source	CO ₂ /kWh emissions	Consumption
A	Renewable	0g	A
B	Low Carbon/CCS	<200g	
C	Gas CHP	<300g	
D	CCGT Gas	<400g	
E	UK Average/Gas	<600g	
F	Coal/Oil	<800g	
G	Coal	>800g	

You're using npower UK Renewable Pure Plus for your electricity supply. Good Choice – UK Renewable Pure Plus meets the quality criteria of the GHG Protocol (2015) for reporting zero Scope 2 market-based carbon emissions.



Business Solutions

powered by **e-on**



**Pure
Plus**

Thank you for choosing UK Renewable Pure Plus.

What is UK Renewable Pure Plus?

UK Renewable Pure Plus is 100% renewable electricity sourced from our wind, solar and hydro PPA generators.

Our Renewable Pure Plus energy provides sustainable power which is fully compliant for zero greenhouse gas (GHG) Scope 2 market-based reporting.

How does it work?

The power you consume is matched with the equivalent volume of renewable power from wind, solar or hydro supplied to the grid. We evidence this by securing the corresponding number of Renewable Energy Guarantees of Origin (REGO) certificates, which are issued for each megawatt hour (MWh) of renewable generation fed into the UK electricity system. UK Renewable Pure Plus REGOs are from renewable sources directly contracted with nBS and purchased along with the associated generation.

What are the benefits?

- 100% renewable energy generated in the UK
- Fully compliant with WRI GHG Protocol Scope 2 Guidance
- Report zero-carbon emissions without any requirement for additional evidence

About GHG Protocol Scope 2 Guidance

The GHG Protocol supplies the world's most widely used GHG accounting standards. The Scope 2 Guidance standardises how corporations measure emissions from purchased or acquired electricity, steam, heat, and cooling.

Plot your path to net zero

If your business is shaping a net zero strategy, we are here to support you. You can find a pool of useful resources on our website including sector specific reports, a quiz, infographics, and blog posts. Simply visit: npowerbusinesssolutions.com/roadtonetzero



**Business
Solutions**

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Agenda Item 5 (a)

SWANAGE TOWN COUNCIL

Statement of Cash Balances as at 31st January 2024

	£ p	£ p
Balance in Hand at 01/04/2023		£77,599.92 Cr
As per reconciliation dated 31/12/2023	£6,800,190.47 Cr	
Income during January	£114,468.91 Cr	
Movement of Cash-Investment	£1,050,000.00 Cr	
Add - Outstanding receipts- December	£0.00 Cr	
Less - Outstanding receipts - January	<u>£91.09 Dr</u>	£7,964,568.29 Cr
Less payments made:		
As per Reconciliation dated 31/12/2023	£6,823,229.41 Dr	
Schedule 10 payments dated 31/01/2024	£192,880.58 Dr	
Movement of Cash-Investment	<u>£940,000.00 Dr</u>	£7,956,109.99 Dr
		<u><u>£86,058.22 Cr</u></u>
Balance at Bank		
Current Account		£64,046.16 Cr
Deposit Account		£22,012.06 Cr
		<u><u>£86,058.22 Cr</u></u>
Short Term Investments held by the Council		
CCLA Public Sector Deposit Fund (MMF)		£250,000.00
Aberdeen Standard (MMF)		£500,000.00
DMADF-Deposit		£400,000.00
DMADF-Deposit		£540,000.00
DMADF-Deposit		£500,000.00
		<u><u>£2,190,000.00</u></u>

I confirm that to the best of my knowledge and belief this is a true and accurate Statement of the Town Council's Cash Balance as at 31st January 2024

Prepared by Alison Spencer

Dated: 1st February 2024

Certified by Martin Ayres

Dated: 1st February 2024

Agenda Item 5 (b)

SWANAGE TOWN COUNCIL

Statement of Cash Balances as at 29th February 2024

	£ p	£ p
Balance in Hand at 01/04/2023		£77,599.92 Cr
As per reconciliation dated 31/01/2024	£7,964,568.29 Cr	
Income during February	£83,541.96 Cr	
Movement of Cash-Investment	£900,000.00 Cr	
Add - Outstanding receipts- January	£91.09 Cr	
Less - Outstanding receipts - February	<u>£986.61 Dr</u>	£8,947,214.73 Cr
Less payments made:		
As per Reconciliation dated 31/01/2024	£7,956,109.99 Dr	
Schedule 11 payments dated 29/02/2024	£237,037.04 Dr	
Movement of Cash-Investment	<u>£700,000.00 Dr</u>	£8,893,147.03 Dr
		<u><u>£131,667.62 Cr</u></u>
Balance at Bank		
Current Account		£109,631.26 Cr
Deposit Account		<u>£22,036.36 Cr</u>
		<u><u>£131,667.62 Cr</u></u>
Short Term Investments held by the Council		
CCLA Public Sector Deposit Fund (MMF)		£250,000.00
Aberdeen Standard (MMF)		£500,000.00
DMADF-Deposit		£400,000.00
DMADF-Deposit		£540,000.00
DMADF-Deposit		<u>£300,000.00</u>
		<u><u>£1,990,000.00</u></u>

I confirm that to the best of my knowledge and belief this is a true and accurate Statement of the Town Council's Cash Balance as at 29th February 2024

Prepared by Alison Spencer

Dated: 4th March 2024

Certified by Martin Ayres

Dated: 4th March 2024

SWANAGE TOWN COUNCIL

Year Ending 31st March 2024

Payment schedule reported to Council - 25th March 2024

Schedule 10:

The following payments have been made in accordance with Regulations 5 and 6 of the Town Council's Financial

**ONE MILLION, ONE HUNDRED AND THIRTY TWO THOUSAND, EIGHT HUNDRED
AND EIGHTY POUNDS AND FIFTY EIGHT PENCE**

.....(**£1,132,880.58**).....

Swanage Town Council Schedule of Payments - Month 10

Direct Debits & Standing Orders

Date	A/C	Name	Inv Ref	Inv Date	Details		Payment Total
16/01/2024	AIB	AIB Merchant Services	291223.000011	29/12/2023	Merchant service charge		53.82
10/01/2024	BARCLAYC	Barclaycard Merchant Services	001884331223	31/12/2023	Month 9 charge		43.36
02/01/2024	DC1	Dorset Council	840014144	01/04/2023	23/24 NNDR		17,810.00
29/01/2024	ECOTRICI	Ecotricity Ltd	04585852	06/01/2024	December v sites		2,984.07
15/01/2024	FDMS	First Data	520334510615636	31/12/2023	Card payment- Dec23		47.12
15/01/2024	GEUK	Green Energy (UK) Ltd	52728193	04/01/2024	Depot- gas	356.90	
15/01/2024			52730292	04/01/2024	TIC -gas	436.17	
15/01/2024			52730493	04/01/2024	TH-Office gas	1,749.10	
15/01/2024			52728138	04/01/2024	TH-gas	766.20	3,308.37
15/01/2024	LLOYDS1	Lloyds Bank PLC	416809442	12/12/2023	Bank charge	167.32	
26/01/2024			417778385	08/01/2024	Bank charge	90.80	258.12
10/01/2024	PAYTEK	Paytek Admin Services Ltd (First)	MI/4147102/03	01/01/2024	Regular Sevice charge Dec	72.00	
10/01/2024			MI/4143580/03	01/01/2024	Regular Sevice charge Dec	128.35	200.35
16/01/2024	SAGE	Sage (UK) Ltd	INV18194016	01/01/2024	Monthly charge		560.70
02/01/2024	WATER2	water2business	4064387383	01/12/2023	Allotments	53.62	
02/01/2024			4064370520	01/12/2023	Shore Road toilets	775.95	829.57
Total of Direct Debit & Standing Orders							26,095.48

Lloyds Chargecard

Date	A/C	Name	Inv Ref	Inv Date	Details		Payment Total
15/01/2024	CCARD	Charge Card Transactions	988265	11/12/2023	Civic - Christmas Meeting	96.43	
15/01/2024			10108087-2023	14/12/2023	Membership Fees	184.00	280.43
Total of Chargecard payments							280.43

BACS /CHAPS

Date	A/C	Name	Inv Ref	Inv Date	Details		Payment Total
31/01/2024	ACE	Ace Office Environments Ltd.	01102406	05/01/2024	TIC - stationery	78.30	
31/01/2024			01102407	05/01/2024	TH - Stationery	38.82	
31/01/2024			01102702	12/01/2024	Stationery	32.31	149.43
31/01/2024	AISH	Aish Electro Mechanical Services	118336	24/01/2024	Service pumps Burlington Chine		1,992.48
31/01/2024	ALLIED	Moor Coffee LTD	MC26772	14/08/2023	Beach Gardens - kiosk retail	477.80	
31/01/2024			CN26540	26/06/2023	Beach Gardens - kiosk retail	(75.00)	402.80
31/01/2024	AMAZON	Amazon	INV-GB-88186445-20	04/01/2024	Equipment	7.48	
31/01/2024			INV-GB-123115881-2	04/01/2024	Equipment	10.41	17.89
31/01/2024	APOGEE	Apogee Corporation Ltd	1428532	20/12/2023	Depot- Toner	42.20	
31/01/2024			1429085	20/12/2023	Monthly charge rent	484.44	
31/01/2024			1429085	20/12/2023	Monthly charge Toner	282.28	808.92
31/01/2024	AQUAID	AquAid (Southcoast)	456802	31/12/2023	Water		23.40
31/01/2024	BESMART	Be Smart Clothing Ltd	INV-7209	10/01/2024	TIC - uniform		81.20
31/01/2024	BIPCOM	BIPCOM	INV-9855	01/01/2024	Divert mobile		6.60
31/01/2024	BLUELEV	Blue Level Media Ltd	SI-30240	01/01/2024	Hosting of Website		720.00
31/01/2024	BROXAP	Broxap Ltd	0000313871	11/01/2024	Memorial Plaques	1,037.99	
31/01/2024			0000314288	24/01/2024	Accessibility Picnic benches	1,478.40	2,516.39
31/01/2024	CRAB	Crab Apple Catering	INV-2696	15/01/2024	Swanage Town Council Community Awards 2024		738.00
31/01/2024	CRS	C G Ltd	Dec 23 Q3	31/12/2023	Q3 Car Park Settlement		12,949.71
31/01/2024	DAPTC	DAPTC	INV-1598	23/01/2024	Training		60.00
31/01/2024	DCPF	Dorset County Pension Fund	Month 10	20/01/2024	Pension- Month 10	20,084.46	
31/01/2024			Month 10	20/01/2024	CAYS -Month 10	221.72	20,306.18
31/01/2024	DORST1	Dorset Council	1801333006	28/11/2023	Seafront Structures Q1 2023	1,917.00	
31/01/2024			1801333006	28/11/2023	Boat Jetty Work Q2	351.00	
31/01/2024			1801333006	28/11/2023	Seafront Structures Q2 2023	364.50	2,632.50
31/01/2024	DWP	Dorset Waste Partnership	312344	05/01/2024	Depot recycling Dec		20.22
31/01/2024	FLOWBIRD	Flowbird Smart City UK Ltd	UI00005914	23/01/2024	Flowbird WebOffice	84.00	
31/01/2024			UI00005914	23/01/2024	Gateway Transaction Charge	101.74	185.74
31/01/2024	FOUR	Four County Services Ltd.	65017	21/12/2023	Domain Hosting	38.40	
31/01/2024			65117	08/01/2024	Laptop & Config	1,052.40	
31/01/2024			65132	10/01/2024	BG-phone	42.00	
31/01/2024			65131	10/01/2024	Depot IT/phone	379.56	
31/01/2024			65132	10/01/2024	TIC-IT	467.78	
31/01/2024			65133	10/01/2024	TH IT	786.72	
31/01/2024			65144	12/01/2024	Subscription	293.22	
31/01/2024			65216	21/01/2024	Domain Hosting	38.40	3,098.48
31/01/2024	FTS	Follow The Shine Ltd	M&J1/5/85	08/01/2024	Cleaning- Jan		180.00
31/01/2024	G4S	G4S Cash Solutions (UK) Ltd	2023123177	31/12/2023	Cash processing		474.54
31/01/2024	GHPRINT	GH Print Management	INV-7303	22/01/2024	Beach Gardens - Open Day stickers		72.00
31/01/2024	GREAT	Great Dorset Steam Fair Ltd	GDSF24/03	24/01/2024	Great Dorset Steam Fair Agency		679.01
31/01/2024	GREENBAG	The Green poop Bag Ltd	INV-3494	03/01/2024	TIC - dog waste bags for retail		246.00
31/01/2024	GREENH	Greenham Trading Ltd.	04/449498	15/12/2023	Materials & Equipment	129.60	
31/01/2024			04/449852	29/12/2023	Materials & Equipment	122.40	
31/01/2024			04/452392	16/01/2024	Materials & Equipment	434.88	686.88
31/01/2024	HARRIS	A.R. Harris & Son	33779	31/12/2023	Attend to rectify fault	90.00	
31/01/2024			33814	20/01/2024	Disconnect Electric lighting	387.60	
31/01/2024			33873	23/01/2024	Turn off festive lights	120.00	
31/01/2024			33874	23/01/2024	Investigate faulty Christmas tree lights	60.00	
31/01/2024			33870	23/01/2024	investigate faulty light string	66.00	723.60

31/01/2024	HENDY	Hendy Group Ltd	42095882	23/01/2024	HJ18 EHX		1,244.70
31/01/2024	HMRC	HMRC	Month 10	20/01/2024	Payroll-Month10 PAYE/NI		17,274.47
31/01/2024	JDFACIL	J.D. Facilities Ltd	INV-1571	01/01/2024	Depot cleaning	197.59	
31/01/2024			INV-1568	01/01/2024	Public toilets	7,600.85	
31/01/2024			INV-1572	01/01/2024	Depot cleaning staff area	230.62	
31/01/2024			INV-1540	01/01/2024	Main Beach Toilets	199.87	
31/01/2024			INV-1570	01/01/2024	TIC - cleaning	263.20	
31/01/2024			INV-1569	01/01/2024	Cleaning-TH	569.88	9,062.01
31/01/2024	KINGSTON	Kingston Contractors	388	04/01/2024	Soil clearance @ Godlingston Cem	312.00	
31/01/2024			388	04/01/2024	Flail Panorama Road	126.00	
31/01/2024			388	04/01/2024	Digger Hire	420.00	
31/01/2024			388	04/01/2024	Tractor hire	1,318.80	
31/01/2024			388	04/01/2024	Hired services	3,600.00	
31/01/2024			388	04/01/2024	Tractor hire/loading	294.00	6,070.80
31/01/2024	LABOSPOR	Labosport Ltd	LSUK.24-0009	16/01/2024	Professional advice		1,860.00
31/01/2024	LMC	Little Map Company	SI-1740	01/12/2023	TIC - souvenirs for retail	14.40	
31/01/2024			SI-1740	01/12/2023	TIC - Tide Times for retail	67.50	81.90
31/01/2024	LOVELL	D. & P. Lovell Ltd.	L6292	15/11/2023	Excavator hire		554.40
31/01/2024	LYONS	The Jurassic Tog	255	03/12/2023	Video work		162.50
31/01/2024	METRIC	Metric Group Ltd.	C69152	29/12/2023	Monthly charge-Asian Dec23		180.00
31/01/2024	MOORSBRO	Moors Brothers / Sailing Awards	754	12/01/2024	Glass Awards and engraving		573.34
31/01/2024	NAMM	National Association of Memorial Mas	1598	01/01/2024	NAMM- 2024 Membership Subscription		264.00
31/01/2024	NATIONAL	National Express	AREXT7/00240108	31/12/2023	December- Agency Tickets		30.30
31/01/2024	NOTLEY	P.J. Notley Ltd.	5729	03/01/2024	TIC- window cleaning		211.20
31/01/2024	OCTO	Octopress Printers Ltd	INV-007405	24/01/2024	Flyer for Visit Swanage Launch event		48.00
31/01/2024	OPEN	Openings	B70396	22/12/2023	Shutter	2,655.60	
31/01/2024			B70476	12/01/2024	Shutter	204.00	2,859.60
31/01/2024	ORIGIN	Origin Amenity Solutions Limited	OASI0090244	12/01/2024	white line paint		347.52
19/01/2024	PAYROLL	Swanage Town Council	Month 10 Payroll	19/01/2024	Net Wages-Month 10		58,352.39
31/01/2024	PLANET	Planet Merchant Service Ltd	PP40006811E2311	05/01/2024	Gateway Nov 23	299.42	
31/01/2024			PP40006811E2312	06/01/2024	Gateway Dec 23	402.62	702.04
31/01/2024	PURB-1	Purbeck Print Company	1064	23/01/2024	Design Service		190.00
26/01/2024	REFUND	Refund	Market	26/01/2024	Refund		137.50
31/01/2024	SETON	Seton	9303704444	20/12/2023	Sanitiser		149.36
31/01/2024	SHFC	Swanage Town & Herston Football Cl	Grant	22/01/2024	Balance of Grant		975.00
31/01/2024	SOCOTEC	Socotec UK Limited	L23A0088	20/12/2023	PAS128 GPR post processing		3,528.00
31/01/2024	SPALD	Spaldings (UK) Ltd.	SI-2916707	15/12/2023	STHIL4147 -Blower tube		109.85
31/01/2024	STMICH	St. Michaels Garage	3696	31/12/2023	Diesel- Dec	404.14	
31/01/2024			S27018	15/01/2024	Service HG67 MDV	96.00	
31/01/2024			S27018	15/01/2024	MOT HG67 MDV	54.85	554.99
31/01/2024	SUTCLI	Sutcliffe Play (South West) Ltd.	7050	20/12/2023	SSA 015- compression spring/bolt		234.66
31/01/2024	SWAN11	Swanage Bowling Club	Xmas Party	10/01/2024	Refreshments		352.45
31/01/2024	SWAN19	Swanage News	1284	30/12/2023	Newspapers		33.55
31/01/2024	SWAN4	Swanage Sea Fishing Ltd	Cancel	05/12/2023	Maintain and store the bathing area		5,839.20
31/01/2024	SWAN6	Swanage Tyres and Tuning Ltd	30813	20/12/2023	Repairs	24.60	
31/01/2024			30833	21/12/2023	Repairs	9.00	33.60
31/01/2024	SWGEO	South West Geotechnical Ltd	INV-1508	15/01/2024	Swanage Seafront- Monitoring Jan24		1,683.00
31/01/2024	TELEFONI	Telefonica O2 UK Ltd	27730401	22/12/2023	Phone	288.00	
31/01/2024			27770817	24/12/2023	SIM Charges TH-Dec 24	252.59	
31/01/2024			28322486	24/01/2024	SIM Charges TH- Jan 24	253.04	793.63
31/01/2024	TRAVIS	Travis Perkins	9292AN0630	18/12/2023	Materials & Equipment	172.64	
31/01/2024			9292ANP212	08/01/2024	Materials & Equipment	113.90	
31/01/2024			9292ANP291	10/01/2024	Materials & Equipment	55.00	
31/01/2024			9292ANP354	10/01/2024	Materials & Equipment	122.38	
31/01/2024			9292ANP428	11/01/2024	Materials & Equipment	38.88	
31/01/2024			9292ANP533	15/01/2024	Materials & Equipment	6.98	
31/01/2024			9292ANP498	15/01/2024	Materials & Equipment	27.54	
31/01/2024			9292ANP583	15/01/2024	Materials & Equipment	407.45	
31/01/2024			9292ANP603	16/01/2024	Materials & Equipment	22.46	
31/01/2024			9292ANP785	18/01/2024	Materials & Equipment	122.75	
31/01/2024			9292ANQ033	24/01/2024	Materials & Equipment	148.79	1,238.77
31/01/2024	UNISON	Third Party Payments	Month 10	20/01/2024	Payroll - Month 10 Deductions		211.33
31/01/2024	WESTMADE	Westmade Ltd	1011568	17/11/2023	Annual Boiler inspections	644.64	
31/01/2024			1011854	17/01/2024	Radiator fault investigate/resolve	144.00	788.64
Total of BACS/CHAPS Payments							166,504.67

BACS payroll payment issued 19th January 2024

58,352.39

F/P Refund 26th January 2024

137.50

BACS supplier payments issued 31st January 2024

108,014.78

166,504.67

Total of Payments

192,880.58

Investments - Cash Movements

Date	A/C	Name	Inv Ref	Inv Date	Details	Payment Total
09/01/2024	DMO	DMADF	transfer	09/01/2024	DMADF	400,000.00
30/01/2024	DMO	DMADF	transfer	21/12/2023	DMADF	540,000.00
Total of Investments						940,000.00

Total of Payments & Investments

1,132,880.58

SWANAGE TOWN COUNCIL

Year Ending 31st March 2024

Payment schedule reported to Council - 25th March 2024

Schedule 11:

The following payments have been made in accordance with Regulations 5 and 6 of the Town Council's

**NINE HUNDRED AND THIRTY SEVEN THOUSAND AND THIRTY SEVEN
POUNDS AND FOUR PENCE**

.....(**£937,037.04**).....

Swanage Town Council Schedule of Payments - Month 11

Direct Debits & Standing Orders

Date	Name	Inv Ref	Inv Date	Details		Payment Total
15/02/2024	AIB Merchant Services	310124-1	31/01/2024	Merchant Service charge -Jan		32.04
12/02/2024	Barclaycard Merchant Services	001884330124	31/01/2024	Monthly charge		43.36
08/02/2024	Ecotricity Ltd	04616841	18/01/2024	All sites		7,514.30
14/02/2024		520334510615636	31/01/2024	Card payment - Jan24		41.46
15/02/2024	Green Energy (UK) Ltd	52751484	04/02/2024	TIC - gas	432.40	
15/02/2024		52751154	04/02/2024	TH- office gas	1,648.34	
15/02/2024		52750652	04/02/2024	Depot- gas	366.59	
15/02/2024		52750450	04/02/2024	TH- gas	728.28	3,175.61
12/02/2024	Lloyds Bank PLC	419248574	11/01/2024	Bank charge	187.21	
26/02/2024		420157209	07/02/2024	Bank charge	102.70	289.91
12/02/2024	Paytek Admin Services Ltd (First)	MI/4216377/03	01/02/2024	Monthly charge	128.35	
12/02/2024		MI/4219836/03	01/02/2024	Monthly charge	72.00	200.35
29/02/2024	Pitney Bowes Finance Ltd	BK556951	14/02/2024	Meter Reset		208.75
16/02/2024	Sage (UK) Ltd	INV18377150	01/02/2024	Monthly charge		560.70
01/02/2024	water2business	4064575606	02/01/2024	Water- Mermond Toilets	245.24	
01/02/2024		4064573721	02/01/2024	Water- Burlington Toilets	32.96	
01/02/2024		4064564443	02/01/2024	Water- Shore Road Toilets	750.54	1,028.74
Total of Direct Debit & Standing Orders						13,095.22

Lloyds Chargecard

Date	Name	Inv Ref	Inv Date	Details		Payment Total
15/02/2024	Charge Card Transactions	696501	19/01/2024	Community Awards	90.44	
15/02/2024		289566	30/01/2024	Bollards - Mowlem TC	209.74	300.18
Total of Chargecard payments						300.18

BACS /CHAPS

Date	Name	Inv Ref	Inv Date	Details		Payment Total	
29/02/2024	A.B.A. Groundcare (SW) Ltd	144140	31/01/2024	Repairs to gully sucker/vacuum		220.80	
29/02/2024	Ace Office Environments Ltd.	01104426	26/01/2024	Stationery	178.81		
29/02/2024		01104302	26/01/2024	Stationery	195.67		
29/02/2024		01104893	31/01/2024	Stationery	17.27		
29/02/2024		01104746	31/01/2024	Stationery	63.77		
29/02/2024		01105497	02/02/2024	Stationery	75.55		
29/02/2024		01105934	09/02/2024	Office equipment	50.30		
29/02/2024		01106058	09/02/2024	Stationery	18.65		
29/02/2024		01106713	16/02/2024	Office equipment	50.30		
29/02/2024		01107046	23/02/2024	Stationery	115.43	765.75	
29/02/2024		Alliance Tool Hire Ltd	P267840	31/01/2024	Scaffold tower		110.40
29/02/2024		Allsops	62925	08/02/2024	Webbing		78.68
29/02/2024	Amberwood Graphics	4353	04/01/2024	TIC - books for retail		146.10	
29/02/2024	Apogee Corporation Ltd	1434404	29/01/2024	Rental charge TH	484.44		
29/02/2024		1434404	29/01/2024	Toner -TH	656.56		
29/02/2024		1434062	29/01/2024	Toner -Depot	38.57		
29/02/2024		1439358	27/02/2024	Depot toner black/colour	40.64		
29/02/2024		1439314	27/02/2024	Rent charge TH	484.44		
29/02/2024		1439314	27/02/2024	Toner TH	679.24	2,383.89	
29/02/2024	AquAid (Southcoast)	456803	31/12/2023	Water	45.60		
29/02/2024		459012	31/01/2024	Sanitisation BF	47.98		
29/02/2024		459012	31/01/2024	Annual Rental/Envir chargel	136.08		
29/02/2024		459012	31/01/2024	Water	45.60	275.26	
29/02/2024	BIPCOM	INV-10099	01/02/2024	Divert to mobile		6.60	
29/02/2024	C. Brewer & Sons	PLE/378520	31/01/2024	Paint		152.10	
29/02/2024	Cards for Good Causes	INV-9383	22/02/2024	Agency Settlement		7,160.02	
29/02/2024	Central Southern Security Ltd	198009	19/01/2024	FRA required works	1,854.00		
29/02/2024		198008	19/01/2024	Install fire zone plans	504.00	2,358.00	
29/02/2024	Charlie's Tasty Treats	0026	09/01/2024	TIC - dog treats for retail	76.00		
29/02/2024		0027	29/01/2024	TIC - dog treats for retail	72.00	148.00	
29/02/2024	Countryside Tree Surgeons Ltd	SI-327	14/02/2024	Tree works		948.00	
29/02/2024	Culligan (UK) Limited	CD-243105442	15/02/2024	Water Cooler Parts		81.10	
29/02/2024	Dorset County Pension Fund	Payroll Month11	20/02/2024	Payroll- Month 11	19,754.94		
29/02/2024		Payroll Month11	20/02/2024	Payroll- Month 11/CAYS	221.72	19,976.66	
29/02/2024	Dorset Council	2800389600	07/02/2024	Cut back hedges	883.31		
29/02/2024		2800389652	12/02/2024	Green Seafront project- DCF 23/24	9,550.00		
29/02/2024		2800389651	12/02/2024	Sustainable Swanage Fees 23/24	19,180.27	29,613.58	
29/02/2024	Dorset Waste Partnership	2800387929	06/02/2024	Depot Recycle Jan		20.22	
29/02/2024	Field Honey Farms	00004942	13/01/2024	TIC - honey for retail	96.00		
29/02/2024		00004977	16/02/2024	TIC - honey for retail	60.00	156.00	

29/02/2024	Flowbird Smart City UK Ltd	UI00006250	16/02/2024	Flowbird WebOffice incl Airtime	84.00	
29/02/2024		UI00006250	16/02/2024	Gateway transaction charge	41.36	125.36
29/02/2024	Four County Services Ltd.	65357	10/02/2024	TH IT	786.72	
29/02/2024		65355	10/02/2024	Depot IT/Phone	379.56	
29/02/2024		65356	10/02/2024	BG phone	42.00	
29/02/2024		65356	10/02/2024	TIC IT	467.78	
29/02/2024		65346	12/02/2024	Subscription	293.22	
29/02/2024		65413	16/02/2024	Domain- hosted 3CX	48.00	
29/02/2024		65427	21/02/2024	Domain hosting	38.40	2,055.68
29/02/2024	Follow The Shine Ltd	M&J1/5/102	01/02/2024	Cleaning service Feb		180.00
29/02/2024	G4S Cash Solutions (UK) Ltd	2024013021	31/01/2024	Cash Procession Jan24		1,230.90
29/02/2024	GH Print Management	INV-7315	29/01/2024	TIC - New beach hut flyers	186.00	
29/02/2024		INV-7323	02/02/2024	Beach Gardens - Putting OPEN flag	162.00	
29/02/2024		INV-7325	05/02/2024	TIC - printing of compliments slips	136.80	
29/02/2024		INV-7324	05/02/2024	Beach Gardens - printing of DL leaflets	110.40	
29/02/2024		INV-7327	08/02/2024	TIC - Printing of tree leaflets	246.00	841.20
29/02/2024	Greenham Trading Ltd.	04/452205	19/01/2024	Clothing	569.74	
29/02/2024		04/865327	30/01/2024	Clothing	(395.82)	
29/02/2024		04/452393	22/01/2024	Materials & Equipment	115.20	
29/02/2024		04/453179	23/01/2024	Depot- uniform	342.00	
29/02/2024		04/453038	30/01/2024	Materials & Equipment	155.99	
29/02/2024		04/455209	09/02/2024	Materials & Equipment	194.97	982.08
29/02/2024	Hardy Signs	108896	25/01/2024	St Marks playing field signage	159.30	
29/02/2024		108897	25/01/2024	Northbrook Copse signage	299.71	459.01
29/02/2024	A.R. Harris & Son	33907	25/01/2024	Seafront clock repairs	343.68	
29/02/2024		33911	25/01/2024	Fault-bandstand	266.69	
29/02/2024		33931	31/01/2024	Fault - seafront lights	36.00	
29/02/2024		33975	10/02/2024	Investigate potential upgrade	36.00	
29/02/2024		34015	21/02/2024	Disconnection	60.00	
29/02/2024		34036	25/02/2024	Investigate electric fault	60.00	802.37
29/02/2024	Hendy Group Ltd	42093752	12/12/2023	MOT HJ70 ZLE	54.85	
29/02/2024		42094770	03/01/2024	NOX Sensor replacement on NVP	1,639.75	1,694.60
29/02/2024	HMRC	Payroll Month11	20/02/2024	Payroll- Month 11 PAYE/NI	17,520.12	
07/02/2024		VAT	07/02/2024	VAT Dec Qtr	6,810.92	24,331.04
29/02/2024	Holme Nurseries Ltd	34301	13/07/2023	Metal Tree Guard		265.50
29/02/2024	J.D. Facilities Ltd	INV-1596	01/02/2024	Depot - deep clean	230.62	
29/02/2024		INV-1595	01/02/2024	Depot	197.59	
29/02/2024		INV-1594	01/02/2024	TIC	297.69	
29/02/2024		INV-1598	01/02/2024	Chapel	27.00	
29/02/2024		INV-1592	01/02/2024	Public Toilets	7,600.85	
29/02/2024		INV-1593	01/02/2024	Cleaning-TH	499.20	8,852.95
29/02/2024	Keep Britain Tidy	SI007234	15/02/2024	Green Flag - Beach Gardens 2024		442.80
29/02/2024	Little Map Company	SI-1773	13/02/2024	TIC - souvenirs for retail	145.80	
29/02/2024		SI-1773	13/02/2024	TIC - books and maps for retail	168.00	313.80
29/02/2024	Maintain UK Drains Limited	INV-40451	12/02/2024	Drain survey and inspect		150.00
29/02/2024	Metric Group Ltd.	C69545	02/02/2024	Monthly charge Aslan		180.00
29/02/2024	S. Moores	5091	12/01/2024	TIC - biscuits for retail	128.52	
29/02/2024		5554	16/02/2024	TIC - biscuits for retail	152.72	281.24
29/02/2024	The Mowlem Institute	Grant	21/02/2024	Mowlem Grant Minute 49		5,000.00
29/02/2024	National Express	AREXT/00240468	31/01/2024	Agency tickets		62.55
29/02/2024	Newlands Training Ltd	291	22/02/2024	LANTRA Chainsaw	1,344.00	
29/02/2024		304	24/02/2024	Pole Pruning course	648.00	1,992.00
29/02/2024	Newsquest Southern	44513922	08/02/2024	OSPO Notice-Echo 07/02/2024		4,234.03
29/02/2024	Norfolk County Council	10058897	07/12/2023	NPLaw Feetime		957.00
29/02/2024	Ofcom	78670692	02/02/2024	Radio charge fee		75.00
29/02/2024	Openings	A70570	26/01/2024	2nd Service main gate		186.00
29/02/2024	Origin Amenity Solutions Limited	OASI0094099	22/02/2024	Topsoil		235.20
20/02/2024	Swanage Town Council	Month 11 Payroll	20/02/2024	Net Wages-Month 11		58,796.23
29/02/2024	Personnel Hygiene Service	70385211	15/02/2024	Toilets Shore Rd - Hygiene service		2,205.86
29/02/2024	Polar Glaze	17870	10/10/2023	Pavilion Door	1,198.98	
29/02/2024		18306	10/10/2023	Panic Door external handle	174.00	
29/02/2024		17575	01/11/2023	TIC doors x2	2,311.16	3,684.14
29/02/2024	Print It 24 Seven	7172	05/02/2024	2x ECN books	201.60	
29/02/2024		7175	05/02/2024	Residents Book x10	159.60	361.20
29/02/2024	LAVAT Consulting Ltd	INV-112114	22/02/2024	PSTax		4,020.00
29/02/2024	Purbeck Print Company	1066	20/02/2024	TIC - Toilet signs	125.00	
29/02/2024		1065	20/02/2024	TIC - artwork for retail	60.00	
29/02/2024		1070	21/02/2024	TIC - artwork / Swanage leaflet design	155.00	
29/02/2024		1069	21/02/2024	Beach Gardens - artwork for flyers	40.00	380.00
29/02/2024	Purbeck Gazette	23886	19/02/2024	Advertising		474.00
29/02/2024	Rawlins Davy Reeves Solicitors & Med	500352	09/01/2024	Legal services		655.36
29/02/2024	Recruit Local Ltd	2536	26/01/2024	Jobs Fair advert	97.50	
29/02/2024		2539	30/01/2024	TIC - Adverts	240.00	337.50

29/02/2024	Refund	Cem	29/02/2024	Refund		6.00
29/02/2024	R&M Shepard	57655	23/02/2024	Container hire no.VICU0208751		187.20
29/02/2024	RTA Associates Ltd	INV-1561	14/02/2024	STC OSPO		2,854.58
29/02/2024	R U Secure Systems	132756	09/02/2024	Fixed Vic/CCTV		206.16
29/02/2024	Seton	9303721640	09/02/2024	Signs	125.00	
29/02/2024		9303726385	22/02/2024	Signs	156.22	281.22
29/02/2024	Sharman Fencing	101621	25/01/2024	Install perimeter fencing		4,360.80
29/02/2024	Swanage Town & Herston Football Cl	Cap grant	21/02/2024	SHFC Grant-Minute 181		13,200.00
29/02/2024	Shred-It	8140168470	31/01/2024	Shredding Service		194.98
29/02/2024	R.J. Simpson	0929476	02/02/2024	Metal angle posts		210.00
29/02/2024	Smith of Derby Ltd	0000130990	01/02/2024	Seafront Shelter Clock- Install	368.40	
29/02/2024		0000131050	01/02/2024	Repairs	1,692.00	
29/02/2024		0000131346	19/02/2024	Town Hall clock	210.00	2,270.40
29/02/2024	DWG Smith	24076	10/02/2024	Repairs		552.00
29/02/2024	St. Michaels Garage	P6233	22/01/2024	Brake and clutch fluid	16.80	
29/02/2024		3741	31/01/2024	Diesel- Jan24	640.46	657.26
29/02/2024	Suez Recycling & Recovery UK Ltd	33204365	31/01/2024	Mixed waste collection		2,039.17
29/02/2024	Swanage Tyres and Tuning Ltd	31276	30/01/2024	Repairs		21.60
29/02/2024	Telefonica O2 UK Ltd	28892083	24/02/2024	SIM Charges		254.52
29/02/2024	Travis Perkins	9292ANQ210	26/01/2024	Materials & Equipment	15.54	
29/02/2024		9292ANQ258	29/01/2024	Materials & Equipment	22.22	
29/02/2024		9292ANQ362	30/01/2024	Materials & Equipment	144.30	
29/02/2024		9292ANQ414	30/01/2024	Materials & Equipment	271.63	
29/02/2024		9292ANQ475	31/01/2024	Materials & Equipment	59.56	
29/02/2024		9292ANQ761	06/02/2024	Materials & Equipment	12.90	
29/02/2024		9292ANQ898	08/02/2024	Materials & Equipment	26.34	
29/02/2024		9292ANR020	09/02/2024	Materials & Equipment	12.00	
29/02/2024		9292ANR113	12/02/2024	Materials & Equipment	282.82	
29/02/2024		9292ANR251	14/02/2024	Materials & Equipment	59.88	
29/02/2024		9292ANR315	15/02/2024	Materials & Equipment	22.74	
29/02/2024		9292ANR366	16/02/2024	Materials & Equipment	8.01	
29/02/2024		9292ANR586	20/02/2024	Materials & Equipment	37.81	
29/02/2024		9292ANR632	21/02/2024	Materials & Equipment	57.48	
29/02/2024		9292ANR796	23/02/2024	Materials & Equipment	204.57	1,237.80
29/02/2024	Third Party Payments	Payroll Month11	20/02/2024	Payroll- Month 11		211.33
29/02/2024	Westmade Ltd	1011897	24/01/2024	Boiler service		144.00
29/02/2024	Woodlands Nursery (Dorset) Ltd	8164T	01/02/2024	Plants for seafront		426.86
29/02/2024	WSP	64674740	30/01/2024	Professional service- Peveril Point Rd		2,880.00
Total of BACS/CHAPS Payments						223,641.64

HMRC VAT payment 7th February 2024	6,810.92
BACS payroll payment issued 20th February 2024	58,796.23
F/P Refund 29th February 2024	6.00
BACS supplier payments issued 29th February 2024	158,028.49
	223,641.64

Total of Payments 237,037.04

Investments - Cash Movements

Date	Name	Inv Ref	Inv Date	Details		Payment Total
19/02/2024	DMADF	transfer	19/02/2024	DMADF	400,000.00	
28/02/2024	DMADF	transfer	28/02/2024	DMADF	300,000.00	700,000.00
Total of Investments						700,000.00

Total of Payments & Investments 937,037.04

Swanage Town Council



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Medium Term Financial Plan
2024/25 – 2026/27

Contents

1. Introduction
2. Corporate Plan Framework
3. Three Year Financial Planning
4. Risk Management & Budgetary Control
5. Revenue Planning
6. Capital Planning
7. Reserves and Balances
8. Treasury Management
9. Review of Medium Term Financial Plan

Appendices

- A. Revenue account Summary 2024/25-2026/27
- B. Capital Expenditure 2024/25-2026/27

1. Introduction

Swanage Town Council has prepared this Medium Term Financial Plan for the three year period 2024/25 to 2026/27.

Its purpose is to provide a structure for the management of the Town Council's finances in support of the delivery of the Council's Corporate Plan, adopted in March 2023. Strategic financial planning is essential so that the Council can effectively manage public monies to deliver quality services and ensure that its corporate objectives are met.

The Council is facing a significant demand on its financial resources over the term of this plan, primarily relating to capital expenditure on the council's fixed assets; this will see both balances and reserves diminish over the plan period. This highlights the importance of adopting a robust Medium Term Financial Plan (MTFP) which will ensure that the Council can both deliver on the priorities set out in the Corporate Plan and maintain adequate levels of reserves that will provide the Council with financial resilience so that it can continue to address the community's priorities in the years ahead.

2. Corporate Plan Framework

The Corporate Plan was produced in order to:

- Give clear direction for financial planning and budget setting decisions;
- Assist in prioritising future capital projects;
- Promote transparency by being clear about what the Town Council's priorities are and what actions will be delivered over the plan period;
- Provide a basis for securing funding;
- Guide discussions with the community and partner organisations;
- Aid in the assessment of grant requests from third parties.

Following extensive community engagement, the Council agreed that its corporate objectives as:

- Delivering Good Governance;
- Promoting Sustainable Tourism and Supporting the Local Economy;
- Providing Opportunities to Improve Health and Wellbeing and Enhancing Community Safety;
- Planning for the Future and Preserving our Heritage;
- Protecting the Natural Environment and Addressing the Climate Crisis.

These corporate objectives underpin the development of the Council's Medium Term Financial Plan. It is acknowledged that delivering these objectives whilst balancing the revenue budget will become more difficult throughout the lifespan of this MTFP as inflationary pressures impact on expenditure and lower levels of reserves reduce investment income and the council's ability to internally finance projects. The Corporate Plan acknowledges that 'While the Town Council is committed to delivering on the priorities set out in this document, it can only do so within the constraints of its medium-term financial strategy'.

3. Three-Year Financial Planning

The MTFP does not exist in isolation. It provides the overall framework for the Council's financial policies which together ensure the proactive financial management of the Council. Projecting the financial needs of the Council over a three-year period will identify potential problems in advance so that the Council will be able to adapt to any eventuality. Active risk management plays a pivotal role in ensuring that the Council can adapt to circumstances over which it has no control, but still be able to deliver its corporate objectives.

The MTFP contains details of the Council's revenue and capital spending plans, levels of reserves and treasury management strategy over the term of the next three financial years, identifying areas of risk and how the Council will manage that risk effectively. It incorporates a baseline expectation that the parish precept will increase by 3.5 per cent per annum over this period.

As the MTFP requires forward planning over a number of years, the budget projections are provisional and will be reviewed annually as part of the budget setting process. This will ensure that agreed financial policies remain relevant and enable the Council to navigate challenges in a timely manner.

4. Risk Management & Budgetary Control

The Council, through its system of internal control, has developed a culture of risk management as part of its overall strategic management. The Council aims to identify, quantify and control all risks and put into place arrangements in order to protect the Council and ultimately its stakeholders from the consequences of the risks identified. The Council has compiled a Corporate Risk Register which specifies control measures, identifies the level of risk and allocates action points to relevant officers and council committees. This is reviewed annually.

4.1 Financial Risk Management

The MTFP does not exist in isolation and is subject to political, economic, and technological influences which may result in unexpected financial pressures. The purpose of forward planning is to mitigate against risks, both known and unknown.

The MTFP has been based on numerous assumptions:

- Inflation rates;
- Interest rates;
- National Living Wage and annual pay awards;
- Long-term restructure of the Local Government Pay Scale;
- Income generated from fees and charges;
- Distribution of grants;
- Potential legal challenges;
- A continued level of service provision.

In developing its revenue and capital budgets and its investment strategy, the Council has considered the financial risks that it faces and has tried to mitigate those risks. The Council has:

- Adopted a prudent approach in its financial forecasting;
- Appointed the services of external treasury management advisors;

- Adopted a Reserves Policy to ensure that the Council has adequate contingent balances so that the MTFP is affordable and deliverable;
- Continued to develop an Asset Management Plan and associated Capital Programme;
- Introduced earmarked reserves to provide a contingency against anticipated future spending requirements.

In addition to normal financial risk, the council faces additional risks in terms of maintaining a large, coastal asset base in a geologically challenging environment. Land slippage and coastal flooding/erosion are proving uniquely challenging. The Council has limited reserves to call upon, and with limited resources and funding sources, the financing of the required works will remain a challenge for the council, especially as they are often required on an unplanned emergency basis.

The Council also owns and manages a number of historic assets that make a significant contribution to the historic character of Swanage, but have complex and costly maintenance requirements.

The Council also has to balance the provision of services for residents and visitors, with each group often having different requirements.

4.2 Budget setting and control

The annual budget setting process has key stages in its development:

- Monitor the current year budget and spending (through quarterly reporting);
- Establish the spending plans for the next financial year;
- Forecast the income for the next financial year;
- Determine the provision of contingencies and the levels of reserves;
- Approve the budget;
- Confirm the precept requirement.

The Town Council operates in a sound financial control environment. Each member of the management team has a clearly identified accountability for specific budgets and is allocated responsibility for implementing recommendations arising from the internal auditor's reports.

Member scrutiny is provided through the Finance and Governance Committee which has responsibility for overseeing and reviewing the effectiveness of the Town Council's governance framework and system of internal control. It approves the internal auditor's interim reports and plays a key role in budget monitoring by receiving quarterly reports which compare actual net expenditure against forecasted net expenditure and highlight any significant variances. This enables the Council to review on a quarterly basis if it has adequately mitigated risks or whether any further action needs to be taken in-year in order to ensure that the Council is not adversely affected financially and can deliver its MTFP.

5. Revenue Planning

In delivering the Corporate Plan, the Council's current budget projections over the next three financial years show a widening of the gap between income and expenditure. This must be

addressed during the plan period in order to ensure that a balanced budget is sustainable in the future. Appendix A shows the forecast net operating expenditure 2024/25-2026/27.

5.1 Income

The Council is largely reliant upon self-generated income which aims to reduce the burden placed upon the precept. This introduces an increased level of risk to the council with demand driven services accounting for the majority of income streams (e.g. car parking, beach hut bookings and boat park fees). The annual level of income forecast to be received by the Council over the term of this plan is on a downward trajectory, largely due to a significant decrease in investment income as a result of reserves being spent on the delivery of capital projects.

The Council's only sources of income are the charges levied for its service provision, property income, investment income, community infrastructure levy (see paragraph 7.3), grants and precept.

- **Fees and Charges for services:** The Council considers its scale of fees and charges for its services on an annual basis. This includes car park, market, boat park, beach hut and leisure & recreational fees. Fees for the statutory provision of cemeteries and allotments are also considered annually. The Council consults with stakeholders through inviting user group representatives to its committee meetings. The Council will look to achieve the maximum level of income that market forces will allow, where this is compatible with the Council's legal requirements and other considerations such as affordability, elasticity of demand for its services and accessibility.
- **Property Income:** The Council determines the rental charges for its properties through periodic, contractual rent reviews. The Council seeks to maximise income from its assets and will review opportunities for generating additional income from new concessions, leases and licences.
- **Investment Income:** Investment income is projected in line with the Council's Annual Treasury Investment Strategy. Due to the decreases forecast in the Council's investment capacity over the period of this plan, a significant decrease in income is forecast.

5.2 Expenditure

The Council continues to face the challenges of increased costs and is committed to proactively controlling its expenditure in order to minimise the impact upon the taxpayer.

- **Efficiency:** Efficiency and value for money are the bedrock of the Council's decision-making process. In formulating its budget the Council, through the Finance & Governance Committee, reviews and challenges whether it is delivering value for money. The Council looks to identify savings and efficiencies that can be made without affecting service delivery.
- **Procurement:** The Council has continued to use framework agreements in order to access value for money when procuring goods and services. During the term of this MTFP the Council will continue to look at accessing greater purchasing power through partnership procurement.

The main areas of expenditure are:

- **Employee Costs:** These are the largest item of expenditure for the Council which has seen a significant increase over the last few financial years. Council approved a revised staffing structure in 2021. In addition to the increase in employee numbers through the restructure,

additional pressures are being placed on staffing budgets due to increases linked to the National Living Wage and inflationary increases. Future issues include potential restructuring of the Local Government Pay Scales and the possibility of an uplift in employers' pension contribution rates, which have been fixed at 22% for the 2024/25 and 2025/26 financial years, but may increase for the three years from 2026/27. Council will review its operational resources on an ongoing basis and look to maintain well controlled employee costs. The Council will also look to optimise the use of its staff across the organisation.

- **Expenditure on Services and General Operations:** The Council has committed to continuing to deliver its existing range of services. The Council has to balance the needs arising from both residents and visitors, with each group often having different requirements. Over the term of this plan costs have been projected with inflationary increases.
- **Repairs & Maintenance Costs:** These costs can fluctuate quite considerably year-on-year, dependent both on the programme of works and emergency responses. This can have a significant impact upon the financing requirement of the revenue account. Through the development of a robust Asset Management Plan, Council will look to smooth the annual expenditure notwithstanding any emergency requirements in-year.
- **Grants and Third Party Funding:** Council allocates an annual grants budget for local groups. Funding of other third parties and organisations, such as the CAB and provision of the Swanage Primary School crossing patrol, is reviewed annually.

5.3 Tax Base & Parish Precept

The tax base is a figure that is determined by Dorset Council annually in accordance with the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012 and is the baseline for setting council tax charges.

As a result of the localisation of council tax support as part of the Local Government Finance Act 2012 significant changes were made to the determination of the tax base for 2013/14. For the 2013/14 financial year, this resulted in a tax base of 4,625.58, decreasing from 4,959.87 in 2012/13. 2024/25 will be the first year that the tax base has exceeded that level, at 4,960.7.

With the overriding need to maintain an adequate level of reserves and ensure high standards of service provision, Council agreed a working assumption of 3.5 per cent annual increases in precept as part of the 2024/25 budget setting process. This has been incorporated in table 1 below, although it will continue to be reviewed on an annual basis.

Table 1: Estimated Precept and Band D figures

	Actual 2023/24	Estimate 2024/25	Estimate 2025/26	Estimate 2026/27
Total Precept	849,030	878,750	909,500	941,330
% Increase/Decrease	1.08%	3.50%	3.50%	3.50%
Increase £	9,030	29,720	30,750	31,830
Tax Base	4,935.9	4,960.7	4,960.7	4,960.7
% Increase/Decrease	1.08%	0.50%	0.00%	0.00%
Band D Charge	£172.01	£177.14	£183.34	£189.76
% Increase	0.00%	2.98%	3.50%	3.50%
Annual Increase	£0.00	£5.13	£6.20	£6.42

6. Capital Planning

The Council is facing significant pressures to maintain its extensive asset base. As set out in section 4.1, above, the Council faces specific challenges because of unstable geological conditions across much of its seafront landholdings as well as threats from coastal erosion and storm damage, which will increase as climate change continues and sea levels rise. Furthermore, the Council also owns and manages a number of historic assets that make a significant contribution to the historic character of Swanage but have complex and costly maintenance requirements. These include the Town Hall, a Victorian cemetery, numerous public memorials and stretches of Purbeck stone boundary walls.

The Council has a large property portfolio, comprising public offices, car parks, buildings and public conveniences and large areas of open spaces, including play areas, sports facilities, cemeteries and gardens. The Council has invested in its assets over many years and continues to recognise that further substantial capital investment is required so that its estate remains fit for purpose.

Furthermore, the Council has adopted an ambitious Energy Efficiency and Decarbonisation Action Plan that includes a target of reaching carbon neutrality by 2030. That requires significant investment in the Council's buildings and significant annual contributions to Council reserves are planned for the duration of the MTFP to fund such works.

The Council has a lengthy Capital Programme, set out in Appendix B, which has been developed alongside a review of the Council's Asset Management Plan. The programme reflects the Council's priorities that have either been highlighted through a risk assessment or are deemed imperative in achieving the strategic objectives included in the Council's Corporate Plan. The Council must ensure that the capital programme incorporates projects that are deemed to be both achievable and affordable. Council recognises that the demands for investment in the Council's assets, and to transition to net zero, must be managed within the context of the Council's projected financial position.

6.1 Capital Expenditure

Over the period of this plan, the forecast expenditure on capital projects is significant. The major capital project due to be undertaken by the Council is the green seafront stabilisation scheme, with the Council estimating a contribution from reserves of £4m. This project is scheduled to take place over the three-year period of this plan.

Table 2, below, illustrates the level of spending and the forecast sources of financing. Presently the funding requirement is greater than the Council's internal resources available for funding the entirety of the programme, although it is recognised that these forecasts are subject to change over the lifespan of this plan. It is anticipated that funding from the redemption of investments will contribute significantly towards the costs of delivering the programme, however, the requirement to identify grant funding and the possible need to enter into borrowing has also been recognised.

Table 2: 3 year Capital Expenditure Summary

	Forecast 2023/24	Estimate 2024/25	Estimate 2025/26	Estimate 2026/27
Capital Expenditure	386,035	420,000	2,447,000	1,985,000
Expenditure capital in nature	0	70,000	70,000	80,000
	386,035	490,000	2,517,000	2,065,000
To Be Financed by:				
Usable Capital Receipts Reserve	229,270	235,000	750,445	977,545
Earmarked Reserves	30,000	150,000	1,756,555	396,405
CIL	57,765	105,000	0	155,880
Borrowing/Grants/Contributions	64,000	0	0	326,575
Realised Capital Gain	0	0	0	200,000
Contributions from the General Fund	5,000	0	10,000	8,595
Total Financing	386,035	490,000	2,517,000	2,065,000

6.2 Capital Receipts

The Council has constituted a Property Panel which will assess the availability of surplus assets that may be suitable for disposal in order to meet future capital expenditure and make relevant recommendations. This process will streamline the Council's asset portfolio and ensure that the asset base is fit for purpose.

7. Reserves and Balances

The Council is required, under statute, to maintain adequate financial reserves in order to meet the needs of the organisation. Section 49A of the Local Government Finance Act 1992, as amended, requires that local precepting authorities in England have regard to the level of reserves needed to meet estimated future expenditure when calculating the budget requirement. Consideration should also be given to the Joint Panel on Accountability & Governance (JPAG) Practitioners' Guide.

7.1. The General Fund

The General Fund Balance, commonly termed the "working balance", is a balance on the Council's revenue account which is not held for any specific purpose other than to cushion the Council's finances against any unexpected short-term problems in the Council's cash flow. It is the account where all the Council's day-to-day income and expenditure in the provision of its statutory and discretionary services is recorded, details of which are included in the Budget Book and annual Financial Review.

In determining an appropriate level for the General Fund, consideration is given to the Joint Panel on Accountability and Governance (JPAG) *Practitioners' Guide* for Town and Parish Councils which states that 'an authority should adopt a General Reserve Policy to set a level appropriate to their size, situation and risks. They should plan their budget so as to ensure that the adopted level is maintained. Authorities with significant self-generated income (other than the precept or levy) should take into account situations that may lead to a loss in revenue as well as increased costs and adapt their general reserve accordingly.'

Due to the demand led nature of the income for this authority, a General Reserve is to be maintained at a level based upon a risk assessment carried out annually by the Responsible Finance Officer as part of the budget setting process for the forthcoming year. The risk assessment is included as an appendix to the annual budget report. For the 2024/25 financial year a risk assessment has determined that a minimum of £570,900 should be maintained as the general fund balance so that the Council may mitigate any financial risks that may materialise within the year.

The General Fund projections over the next three financial years are detailed in table 3 below. In reviewing this table, it can be seen that a deficit is forecast for each of the three financial years, with the general fund decreasing by c. £200k as a result to £583k, just above the risk assessed minimum level for 2024/25. It may be assumed that this level will increase over the period of the plan, as it is calculated as a % of income and expenditure. This highlights the need to address the gap between income and expenditure during the first half of the plan period, otherwise the general fund may fall to a level below a risk-assessed minimum level.

Table 3: General Fund Balance projections

	Forecast 2023/24 £	Estimate 2024/25 £	Estimate 2025/26 £	Estimate 2026/27 £
General Fund Balance b fwd	865,560	797,565	790,825	771,860
Surplus/(Deficit) for year	(67,995)	(6,740)	(18,965)	(188,235)
General Fund Balance Carried Forward	797,565	790,825	771,860	583,625

7.2. Earmarked Reserves (EMR)

In addition to the general fund, the Council also maintains reserves that are earmarked for a particular purpose. The Council has, through the review of its Asset Management Plan and development of a Reserves Policy, highlighted future capital expenditure requirements and established earmarked reserves in order to finance the expenditure when it is required. The 'setting aside' of funds to meet known future expenditure reduces the impact of meeting the full expenditure in one year and is a core element of strategic financial planning. Details of the projected balances on the earmarked reserves are given in table 4 below.

Although there is a natural fluctuation in the levels of EMRs due to the save and spend aspect of revenue reserves, it can be seen that some strategic EMRs are depleted in the final year of this plan. There is a planned reduction of levels in the Green Seafront Enhancement Scheme, public conveniences and beach huts reserves. Furthermore, the ability to recharge the beach huts and public convenience reserves, as well as the play area EMRs is limited, with agreed contributions to the environmental projects EMR accounting for the majority of 'affordable' transfers from the general fund. The low level of EMRs in year 3 is a result of the inability to charge movements to the reserves from the general fund balance if it reduces as projected in Table 3. It is recognised that this must be reviewed during the term of this plan with the ambition to increase reserves to improve the Council's financial resilience and deliver future projects in line with the Council's corporate objectives.

Table 4: Earmarked Reserve projected balances

Earmarked Reserve	Forecast 31/03/2024 £	Forecast 31/03/2025 £	Forecast 31/03/2026 £	Forecast 31/03/2027 £
Vehicle & Plant Replacement	25,000	40,000	0	10,000
King Georges Play Area & Skate Park	67,095	52,095	52,095	52,095
Play Equipment-General Areas	31,405	41,405	51,405	0
Car Park Machines	44,250	44,250	44,250	44,250
Tennis Courts Refurbishment	18,310	6,310	9,310	12,310
Green Seafront Enhancement Scheme	1,364,555	1,244,555	0	0
Community Sea Defence Project	450,000	450,000	0	0
Public Conveniences	130,000	145,000	160,000	0
Beach Huts Reserve	85,000	95,000	105,000	0
Football Club Facilities	3,120	3,120	3,120	3,120
De Moulham Back Roads	25,405	27,405	29,405	31,405
Insurance & Contingency Reserve	19,000	0	0	0
IT Equipment Reserves	28,165	22,665	665	665
Environmental Projects	42,000	67,000	92,000	117,000
Treasury Risk Management Reserve	80,000	80,000	80,000	0
Committed revenue expenditure c fwd	0	0	0	0
Community Infrastructure Levy	260,880	155,880	155,880	0
Reserves carried forward	2,674,185	2,474,685	783,130	270,845

The Council will continue to monitor the adequacy and relevance of its earmarked reserves on an annual basis.

7.3. Community Infrastructure Levy Reserve

CIL is a tariff-based planning charge that enables the Council to raise funds from development to contribute towards local infrastructure. CIL receipts are collected by Dorset Council which passes on 15% of receipts to STC twice yearly. These funds are held in an EMR and can be used to fund capital or revenue expenditure on infrastructure assets. The Council has determined that this reserve will be drawn upon in the first instance for works to 'infrastructure' as defined in Section 216 of the Planning Act.

Since 2014, when the former Purbeck District Council adopted a CIL charging schedule, the Council has received a total of £609,791 in CIL receipts and financed £348,909 of works from this reserve.

The Town Council is currently working to develop a Neighbourhood Plan, as stated in the Corporate Plan. Once adopted the Council will receive a 25% share of CIL monies as opposed to 15% currently. It is difficult to estimate any future income that may be derived from this source and as such only known levels are used when forecasting income and expenditure.

7.4. Statutory Reserves – Capital Receipts Reserve

Local Authorities also hold reserves that arise out of the interaction of legislation and proper accounting practices. At STC this is a Capital Receipts Reserve which holds the proceeds from the sale of assets and can only be used for capital purposes in accordance with regulations.

Capital receipts are derived from the sale of a fixed asset, subject to a de minimus level of £10,000, and can only be used to fund capital expenditure. Accordingly capital receipts are usually the first reserve used to finance capital expenditure, as the use of the reserve is limited in its application. Table 5 below shows that this reserve is forecast to be depleted over the lifetime of this plan, primarily due to the financing requirement of the Green Seafront Enhancement Scheme.

Table 5: Estimated Usable Capital Receipts Reserve

	Forecast	Estimate	Estimate	Estimate
	2023/24	2024/25	2025/26	2026/27
	£	£	£	£
Opening Balance	2,192,260	1,962,990	1,727,990	977,545
Applied	(229,270)	(235,000)	(750,445)	(977,545)
Generated	0	0	0	0
Closing Balance	1,962,990	1,727,990	977,545	0

8. Treasury Management

The Council defines its treasury management activities as:

“The management of the Council’s investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities and the pursuit of optimum performance consistent with those risks”.

The Council reviews its Treasury Management and Investment Strategy on an annual basis and monitors performance on a quarterly basis. The strategy is underpinned by the capital expenditure plans. All capital expenditure must be financed either from the Authority’s own resources (revenue, reserves and capital receipts), external sources (grants and other contributions) or debt (borrowing).

8.1 Investment Strategy

The Council’s estimated reserve levels are shown in table 6 below. This figure has been derived from projecting the council’s income and expenditure forward over the next three financial years. These projections have incorporated all the essential elements outlined within the MTFS such as budgeted revenue balances, appropriations to and from earmarked reserves, treasury investments and the capital programme. The funds that the Council holds for investment purposes are expected to decrease significantly over the term of this plan due to the financing of the Council’s capital programme.

Table 6: Reserves - Summary and Forecast

	Forecast 31-Mar-24 £m	Estimate 31-Mar-25 £m	Estimate 31-Mar-26 £m	Estimate 31-Mar-27 £m
General Reserves	0.79	0.79	0.77	0.58
Earmarked reserves	2.67	2.47	0.78	0.27
Capital Receipts	1.96	1.73	0.98	0.00
Reserves	5.44	4.99	2.53	0.85

When revenue and capital reserves are used to finance capital expenditure there is a direct effect upon the revenue budget, resulting from a reduction in interest earned on investments. In applying reserves to fund capital expenditure consideration should therefore be given to any resulting loss of revenue from the Council's investments. In financing its capital programme over the forthcoming 3 financial years, the council will reduce its income from investments significantly. This is forecast to significantly impact the general reserve, with income set to decrease by approximately £200,000 over this period.

8.2 Borrowing Strategy

The Council's approach to borrowing is set out in its Treasury Management and Investment Strategy. As indicated in table 2, above, although the Authority is currently debt free, its capital expenditure plans imply an external borrowing requirement in 2026/27. Council has previously affirmed that external borrowing would only be considered where it has been identified that the cost of the loan will have a nil effect on the precept requirement i.e. the annual revenue cost of a loan repayment can be met from additional income generated by the asset financed by the loan. This assertion may need to be reviewed during the next few years leading up to the approval of the Green Seafront Stabilisation Scheme.

9. Review of Medium Term Financial Plan

Following the Town Council election in May 2024, both the Corporate Plan and MTFP will need to be reviewed to ensure that these policies continue to reflect the policy of the newly elected Council. Thereafter, the Medium Term Financial Plan will be reviewed annually on a rolling programme.

Appendix A

Revenue Account Summary – 3 year forecast 2024/2025-2026/27

	Estimate 2024/25	Estimate 2025/26	Estimate 2026/27
Expenditure			
Employees (all areas)	1,300,650	1,347,400	1,379,040
Rates (all areas)	207,145	229,040	243,285
Utilities (all areas)	118,995	124,110	129,115
Repairs & Maintenance (all areas)	211,200	146,410	216,440
Car Parks	189,150	182,675	184,200
Boat Park/Fishermen's Huts	3,030	3,220	22,060
Public Conveniences	84,970	85,505	85,985
Cemeteries	1,550	1,600	1,650
Parks & Operations	163,110	145,920	144,580
Beach Gardens	25,125	22,200	27,475
Beaches & Foreshore	59,950	63,085	65,810
Beach Bungalows	8,475	7,175	7,575
TIC	57,125	56,700	57,275
Allotments	675	710	745
Grants & Donations	16,250	16,250	16,250
Contributions to Third Party Services	49,900	40,200	19,300
Corporate, Democratic & Central Services	174,055	143,700	146,980
King Georges Field	1,250	1,250	1,250
Misc Grounds	4,340	3,830	3,920
Interest Payable & Bank Charges	4,600	4,700	4,800
Total Expenditure	2,681,545	2,625,680	2,757,735
Income			
Investment Interest	240,000	175,000	60,000
Car Parks	934,310	936,450	938,250
Boat Park/Fishermen's Huts	77,615	79,130	80,660
Public Conveniences	11,675	12,675	13,675
Cemeteries	35,440	36,440	37,440
Parks & Operations	90,475	91,025	91,575
Beach Gardens	57,870	59,420	60,720
Beaches & Foreshore	46,270	47,570	48,940
Beach Bungalows	174,425	150,325	156,625
TIC	31,810	32,185	32,535
Allotments	9,400	9,500	9,600
Other Buildings (inc C Park)	100,455	100,555	100,655
Corporate, DRM & Central	17,300	17,400	21,500
King Georges Field	9,100	9,100	9,100
Misc Grounds	12,410	12,440	12,490
Total Income	1,848,555	1,769,215	1,673,765
NET OPERATING EXPENDITURE	832,990	856,465	1,083,970

Appendix B

Capital Programme

Project Ref:	Project	2023/24 Approved Budget	2023/24 Forecast Outturn	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate
		£	£	£	£	£
1	Play Areas/Skate Park King Georges Skate Park	15,000	0	15,000		
2	Parks Days Park- Footpath Lighting Installation	37,000	57,765			
3	Station Approach Infrastructure Improvements	50,000	0	120,000		
4	Downs Pevevil Point Stabilisation Scheme	95,000	50,000	150,000		
5	Depot External Shelter	15,750	15,750			
6	Green Seafront Scheme Stabilisation & Regeneration	300,000	30,000	120,000	1,925,000	1,925,000
7	Environmental Carbon Neutral 2030 Implementation	50,000	128,000			
8	Capital Grants Swanage & Herston Football Club redevelopment	70,000	0	70,000	70,000	80,000
9	Vehicles Electric Flatbed Truck	45,000	50,000			
10	Car Parks Main Beach- Phase 3 & EVCP Installation	20,000	0			
11	Roads Panorama Rd/Quarry Close - Upgrade/Improvement		54,520			
12	Beach Gardens Installation of Astroturf on Courts 4 & 5			15,000		
13	Seafront Coastal Defence Projects Seafront Coastal Defence Works				450,000	
14	Vehicles Electric Flatbed Truck				50,000	
15	IT-All departments Desktop				22,000	
16	Play Areas/Skate Park Days Park Play Area and Gym					60,000
	Total Capital Expenditure	697,750	386,035	490,000	2,517,000	2,065,000

Civility and Respect Pledge and Dignity at Work Policy

Background

This is an updated version of a briefing note considered at the meeting of the Finance & Governance Committee held on 20th March 2024. The recommendations from that meeting are set out in the Decisions Required section.

At the Extraordinary Council Meeting held on 26th September 2022, information was provided regarding an initiative being promoted by the National Association of Local Councils and the Society of Local Council Clerks to encourage councils to demonstrate their commitment to measures which support civil and respectful conduct. It was noted that prior to signing the pledge councils were being asked to consider introducing a Dignity at Work Policy. It was noted that this would be considered at a forthcoming meeting of the Personnel Committee.

Given the proximity of the Council elections, this matter is being brought before the Finance and Governance Committee to ascertain whether the signing of the pledge should be taken forward for consideration at the March Council meeting.

Signing up to the Civility and Respect Pledge

NALC provides the following information about the pledge on its website:

Throughout the sector, there are growing concerns about the impact bullying, harassment, and intimidation are having on local (parish and town) councils, councillors, clerks and council staff and the resulting effectiveness of local councils.

The National Association of Local Councils (NALC), One Voice Wales, the Society of Local Council Clerks (SLCC) and county associations have responded to this by setting up a Civility and Respect Working Group to oversee the Civility and Respect Project.

NALC, SLCC, and OVW believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

The Civility and Respect Pledge is being introduced because there is no place for bullying, harassment and intimidation within our sector. The pledge is easy for councils to sign up for and it will enable councils to demonstrate that they are committed to standing up to poor behaviour across our sector and to driving through positive changes which support civil and respectful conduct.

We invite all councils to take the Civility and Respect Pledge.

By signing the Pledge, your council is agreeing that the council will treat councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles and that it:

- Has put in place a training programme for councillors and staff.
- Has signed up to the Code of Conduct for councillors.
- Has good governance arrangements in place including staff contracts and a dignity at work policy.

- Will seek professional help at the early stages should civility and respect issues arise.
- Will commit to calling out bullying and harassment if and when it happens.
- Will continue to learn from best practices in the sector and aspire to be a role model/champion council through for example the Local Council Award Scheme.
- Supports the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate.

In terms of fulfilling the Pledge criteria, the following matters are relevant:

- The Council's Corporate Risk Register acknowledges the importance of equality and respect and states that relevant training will be arranged for all staff and councillors after the election in May 2024. This was last undertaken in 2019. Staff training needs are regularly assessed through the appraisal process and councillors are made aware of training via DAPTC.
- The Council adopted a revised Councillor Code of Conduct in December 2021.
- The Council's Staff Handbook was implemented in January 2022, and contains an officer Code of Conduct, Bullying & Harassment Policy and related Complaints Procedure.
- The Council adopted a revised Members and Officers Protocol in September 2022.
- Contracts of employment are in place for all staff.

If the Town Council commits to the pledge and informs NALC that it has done so it will issue a certificate and the Town Council will be listed alongside others on an interactive national map, showing the councils that have signed up. 1,448 councils have done so to date, although only a relatively small number in Dorset. Within the former Purbeck district those are Wareham, Corfe Castle and Lytchett Minster & Upton.

Dignity at Work Policy

In October 2022 the Personnel Committee gave consideration to the adoption of the NALC/SLCC model Dignity at Work policy. However, it was noted that many of the points were already covered in the recently adopted Bullying and Harassment Policy, which was commended for its clarity (see copy at Appendix A). The Town Clerk was asked to review both documents to see if any elements of the Dignity at Work Policy could be integrated into the Bullying and Harassment Policy. That remains an outstanding action point for the Personnel Committee.

The Finance & Governance Committee considered renaming the Bullying and Harassment Policy as the Dignity at Work: Bullying and Harassment Policy, but ultimately concluded that this was unnecessary.

One element of the model document which is absent from the existing policy, is clarity about how complaints by officers about councillor conduct should be dealt with. Given that this was the subject of a legal case, known as the Ledbury case, it would seem sensible to take steps to address this. The Committee, therefore, concluded that the following wording should be incorporated into the Bullying and Harassment Policy. This

builds on the Members and Officers Protocol which sets out the expectations for positive and respectful engagement from both parties.

Complaints against Councillors

If you are being bullied or harassed by a councillor, please raise this with the Town Clerk or the chairman of the council in the first instance. They will then decide how best to deal with the situation, in consultation with you. There are two possible avenues for you, informal or formal. The Informal Resolution is as set out in Stage One of the Council's Bullying and Harassment Complaints Procedure. In certain circumstances the Council may be able to involve a neutral third party (a mediator) to facilitate a resolution of the problem. The Town Clerk will discuss this with you if it is appropriate.

Formal concerns regarding potential breaches of the Councillors' Code of Conduct must be investigated by the Monitoring Officer. Following the Ledbury case, the law is clear that any formal complaint about a councillor regarding a breach of the code of conduct must be referred to the Monitoring Officer for investigation (either by the complainant, or the Council with agreement of the complainant). During the investigation, it is critical to ensure that where an employee of the council has made the complaint, that the council agrees reasonable measures with the employee to protect their health and safety. Such measures may include a temporary change in duties, change of work location, not attending meetings with the person about whom the complaint has been made etc.

Decisions Required

To sign up to the Civility and Respect Pledge.

To adopt the revised Bullying and Harassment Policy, which forms part of the Staff Handbook, incorporating the above wording regarding 'Complaints about Councillors'.

Martin Ayres
Town Clerk

March 2024



Appendix A:

Bullying and Harassment Policy

Swanage Town Council

1. Policy Statement

Employees are Swanage Town Council's most valuable and important resource, and the Council has a legal, moral, and ethical duty to ensure that the environment in which they work enables them to contribute to their fullest potential and that they feel confident and comfortable about that working environment.

As well as considering the welfare of its employees, there is a strong business case for ensuring the elimination and prevention of harassment and bullying such as; the financial impact (e.g. cost of reduced performance), health and safety (e.g. physical and emotional effects on employees), and recruitment and retention (e.g. people will not wish to join us or to remain with us).

Swanage Town Council believes that all its employees have the right to be treated with dignity and respect, and that harassment and bullying is totally unacceptable. The Council will deal effectively with any form of harassment or bullying and take any steps it sees fit to either stop or prevent it. This may include taking disciplinary action, up to and including dismissal.

2. Scope Of The Policy

This policy should be read in conjunction with other Council policies and procedures such as: the Equal Opportunities Policy, Disciplinary Procedure and Grievance Procedure.

The policy covers harassment and bullying by Officers and Members of the Council. It does not cover harassment and bullying from the public or contractors. However the Council has a duty of care towards its employees and, in these cases, employees should report any such behaviour to their line manager who will decide upon the appropriate action.

3. Aims Of The Policy

The information given below shows how harassment and bullying can affect both individuals and the Council, and demonstrates the need for a policy. The aims of having a harassment and bullying policy are as follows:

- To ensure that all of the Council's employees are treated with dignity and respect;
- To ensure that harassment and bullying is prevented and, if it does occur, that action is taken to stop it;
- To ensure that the working environment is such that each employee feels confident and comfortable about the way they will be treated whilst at work;
- To ensure that all of the Council's employees know what harassment and bullying is and what the Council's policy is;

- To explain the responsibilities of Members, management, and employees; and
- To explain the procedures for dealing with harassment and bullying.

4. Harassment

There are various definitions of harassment, but there are three key questions which help to define 'Harassment'. They are: 'Is the behaviour unwanted?' 'Does it undermine the dignity of the individual?' and 'Is it related to a protected characteristic?'

Harassment is defined by ACAS as 'unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual'. The protected characteristics are age; disability; sex or gender; gender reassignment; marriage/civil partnership; pregnancy or maternity; race (including ethnic origin, skin colour, nationality and national origin); religion or belief; and sexual orientation.

It is also unacceptable to harass any individual:

- Based on their association with another individual with a protected characteristic (e.g. an employee married to someone of a different ethnic origin); or
- Based on a perception that they have a protected characteristic (e.g. a heterosexual employee who is made fun of because his colleagues believe he is homosexual).

A definition of bullying is given in the next section of this policy, but harassment and bullying are closely linked.

Examples of harassment include:

Sexual harassment:

- Ridiculing someone because of their sex or sexual orientation by looks, remarks, sexual innuendo or jokes of a sexually explicit nature;
- Unnecessary touching or unwanted physical conduct.

Sexual orientation harassment:

- Homophobic remarks, innuendo, jokes;
- Offensive actions and physical attack.

Racial harassment:

- Embarrassing or derogatory remarks such as racist jokes, name-calling or nicknames;
- Deliberate isolation or different treatment.

Harassment on the grounds of disability:

- Name calling;
- Uninvited, patronising or unnecessary assistance.

Harassment on the grounds of religion or belief:

- Ridicule and religious jokes;
- Scorning of belief.

Age harassment:

- Negative comments generalising about the age group of the individual;
- Exclusion from informal groups such as social events.

5. Bullying

ACAS states that bullying can be characterised as ‘offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient’.

It must be clearly understood that it is a manager's responsibility to set targets and review work performance. It is also the manager's role when individuals do not reach targets to ensure that corrective processes are put in place. These discussions are sometimes difficult for both parties but need to take place to ensure employees work competently. In this context bullying will only occur when a manager abuses his or her authority.

It should be noted that bullying does not just occur in manager/subordinate relationships, it can occur when there is unacceptable peer pressure or pressure by others in a position of ‘authority’, e.g. Members.

Examples of bullying behaviour can include:

- Spreading malicious rumours;
- Making the employee the butt of jokes;
- Aggressive, insulting and uncooperative attitude;
- Destructive innuendo and sarcasm;
- Constant unjustified criticism;
- Unjustifiably removing responsibilities and replacing them with trivial tasks to do instead;
- Shouting at employees;
- Unreasonable use of disciplinary/competence procedures;
- Unreasonable refusal of requests (e.g. leave or training) ;
- Deliberately ignoring or excluding individuals from activities;
- Imposing unreasonable workloads and/or unjustifiably reducing deadlines;
- Constantly undermining an employee in terms of their professional or personal standing;
- Undervaluing an employee's efforts;
- Seeking to make an employee appear incompetent, or intentionally creating an unacceptable working environment, with the object of either achieving a dismissal or of making them resign.

Swanage Town Council recognises the fact that employees may initially submit to a particular instance of harassment or bullying, but this does not mean that they find the behaviour acceptable. For example, an employee who is the butt of jokes may not wish to object initially, but this should not prevent them from addressing the issue once they feel able to do so.

6. Victimisation

Any employee who makes a complaint or supports another employee who has done so must not be subjected to any victimisation or less favourable treatment as result. Swanage Town Council will not tolerate any such behaviour and will take appropriate action to stop/prevent this, which may include disciplinary action.

7. Responsibilities Of Managers, Employees, And Members

7.1. Managers

Managers will have the following responsibilities:

- Compliance with the Policy;
- Creating/ensuring that there is a supportive working environment;
- Making sure that their employees know the details of this policy and ensuring compliance with it;
- Making sure that their employees know what standards of behaviour are expected of them;
- Taking allegations of harassment and/or bullying seriously and dealing with them as quickly as possible;
- Ensuring that victims of harassment and/or bullying receive appropriate support which might include counselling. (Note: consideration should be given as to whether the harasser/bully should also be given access to counselling, as the employee who has been accused of bullying/harassment can find this a stressful situation);
- Dealing with complaints under the Bullying and Harassment Complaints Procedure (see below);
- Ensuring that matters are dealt with confidentially and impartially;
- Ensuring that their employees attend any training requirement; and
- Liaising with the Town Clerk on how to deal with cases that arise.

7.2. Employees

Employees will have the following responsibilities:

- Compliance with the policy;
- Treating their colleagues with dignity and respect;
- Having an awareness of their own standards of behaviour;
- Making it clear that they find harassment and bullying unacceptable;
- Reporting harassment and supporting management with the investigation of complaints; and
- Intervening to stop harassment and/or bullying and give support to victims.

7.3. Members

Members will have the following responsibilities:

- Compliance with the Policy; and
- Treating employees with dignity and respect.



Bullying and Harassment Complaints Procedure

Swanage Town Council

1. Introduction

No employee need put up with bullying or harassment. Swanage Town Council recognises that making a complaint may be a distressing experience, but all complaints will be taken seriously and dealt with in a sympathetic and sensitive manner.

If you feel that you are being bullied/harassed, the decision about how to pursue this will, in the first instance, rest solely with you. You have the right to redress through either the informal or formal procedure.

Only if the matter is brought to the attention of the alleged harasser/bully or your manager can action be taken to stop the behaviour.

In the interests of natural justice a complaint should be made as close as possible to the date when the incident occurred. In a situation where, in your view, an accumulation of incidents merit a bullying/harassment complaint, this should be done as close as possible to the date when the 'final straw' incident took place.

2. Stage One

If it is possible and appropriate to do so, you should ask the person who you feel is harassing or bullying you to stop such behaviour, making it clear that you find it offensive and it is unwelcome. This can be done face-to-face or in writing.

If you feel that you cannot approach the alleged harasser/bully alone then you may wish to ask a work colleague or trade union representative to accompany you.

It is possible that some people may not have realised that their behaviour was offensive and alerting them to it will alter their behaviour.

3. Stage Two

If you feel unable to use the approach set out in Stage 1, or you feel that this is not appropriate, or if Stage 1 action fails to resolve your complaint then you can raise this formally if you wish.

In this case you will need to put your complaint in writing to your Departmental Manager, giving details of the specific actions/incidents about which you are complaining.

Once you have done this the matter will be investigated under the Council's Grievance Procedure.

The Departmental Manager will discuss your complaint with you. In line with the informal resolution stage set out in the Grievance Procedure, the Departmental Manager will, if appropriate, explore with you whether there are any informal measures that you feel able to pursue in order to attempt to resolve the situation before requesting that formal action is taken. These could include meetings with the alleged harasser/bully facilitated by your line manager or the Town Clerk, or more structured mediation.

The formal process must, however, be followed if the particular 'offence' brought to the Council's attention is so serious that criminal prosecution may result.

If informal measures are not appropriate/successful or you wish to proceed straight to the formal process, the Town Clerk, or his/her representative, will thoroughly investigate the complaint in accordance with the Grievance Procedure.

The usual representation will apply to the alleged bully/harasser and you can be supported throughout the process by a work colleague or trade union representative.

In accordance with Swanage Town Council's Grievance Procedure you will be invited to attend a hearing. You will be given written notification of the outcome of this hearing and will have the right of appeal.

Decisions will be made at/after the hearing about the appropriate actions to be taken. These could include taking disciplinary action against the bully/harasser; issuing management instructions; arranging mediation if both parties are willing to participate; making changes to working arrangements; or taking no further action.

It should be noted that if disciplinary action is taken against the alleged bully/harasser, you will be informed that disciplinary action is being taken, but will not be informed of the outcome of this or have a right of appeal against the decision of the disciplinary panel. Nor do you have the right to raise a grievance about any decision affecting the harasser/bully following a disciplinary hearing or investigation.

4. Confidentiality

Any complaint received, either formally or informally, will be treated with as much confidentiality as possible. However in order to enable your complaint to be investigated and/or resolved the individuals concerned will have to be made aware of your complaint, and it may not be possible to do this without identifying you.

The knowledge that a complaint has been made will be restricted to the minimum number of people necessary to investigate what happened. All those involved in any complaint must respect this and ensure that they are sensitive to the needs of both the complainant and the alleged harasser/bully.

All involved in investigating a complaint will do so impartially and make no inferences that either party is at fault until the investigation is complete. Breaches in confidentiality may result in disciplinary action.

5. Complaints About Other Parties

If the matter involves a complaint against the Town Clerk, you should inform the Chairman of the Council or the Chairman of the Personnel Committee, who will seek advice and determine the most appropriate means of dealing properly with the complaint.

If the matter involves a complaint against a Member, you should inform the Town Clerk.

6. Malicious/Unfounded Complaints

This procedure is designed to protect individuals who raise their concerns. It is accepted that some allegations may arise from genuine misunderstandings. However making a malicious and unfounded complaint may itself constitute harassment and be dealt with under the disciplinary procedure.



SWANAGE TOWN COUNCIL

VEXATIOUS CORRESPONDENCE AND COMPLAINTS POLICY

Introduction

The great majority of people who contact Swanage Town Council do so politely and with respect to Council employees. The Town Council welcomes feedback and encourages people who feel that they have grounds for complaint to contact the Council so that their concerns can be investigated in accordance with the Council's Complaints Procedure, which is designed to provide complainants with a thorough and fair means of redress.

There are, however, exceptional circumstances where behaviour can present a challenge to the wellbeing of staff or councillors, resulting in unacceptable stress. Furthermore, some correspondence will result in a disproportionate amount of resource being spent in response, preventing the Council from efficiently fulfilling its wider duties.

Swanage Town Council does not expect its staff or councillors to tolerate unreasonable behaviour from members of the public or other points of contact. The organisation has a direct duty of care to its employees and also a responsibility to any associated organisations and/or partners it works alongside.

This procedure is designed to address vexatious correspondence and complaints. It should assist the Council to manage inappropriately demanding or unreasonable behaviour from vexatious correspondents. Where the correspondence in question can be interpreted as a request or requests for information, this policy should be read in conjunction with the Information Commissioner's guidance on dealing with vexatious requests, issued in connection with s.14 (1) of the Freedom of Information Act 2000.

It is important that the application of this policy does not prevent people from accessing services to which they have a statutory entitlement, and it is designed to ensure that the rights of service users are protected. However, Council resources are limited, and the Council has an obligation to ensure that these are used fairly and effectively. The Council must also ensure that the Clerk and Councillors receive a reasonable degree of protection from the stress that can be caused by vexatious correspondence and complaints.

This procedure is not designed to address violent or threatening behaviour which needs an urgent response.

1 Defining vexatious correspondence or complaints

Vexatious complaints and correspondence can be characterised in one or more of the following ways:

1.1 Behaviour which is obsessive, persistent, harassing, prolific, repetitious.



- 1.2 Displays an insistence on pursuing unmeritorious issues and/or unrealistic outcomes beyond all reason.
- 1.3 Displays an insistence upon pursuing meritorious complaints or issues in an unreasonable manner.
- 1.4 Forms part of a 'scatter gun' approach, with copies of letters being sent to several recipients on a regular basis, often including various council officers, the media, the MP, the Mayor, other Councillors and external regulators; and/or is part of a completely random approach, lacking any clear focus, or seeming to have been solely designed for the purpose of 'fishing' for information without any idea of what might be revealed.
- 1.5 Repeated and/or frequent requests for information, whether or not those requests are made under the access to information legislation.
- 1.6 Repeated use of social media to criticise Council members or officers could also be judged as vexatious conduct, as this could amount to cyber-bullying.

Guidance issued by the Information Commissioner recommends that four broad themes are considered when assessing whether a request for information is vexatious, and these factors may be more broadly applied to other correspondence:

1. the burden (on the public authority and its staff);
2. the motive (of the requester);
3. the value or serious purpose (of the request); and
4. any harassment or distress (of and to staff and councillors).

2 Procedure for determining whether correspondence is vexatious

- 2.1 If the Clerk or Councillors identify behaviour that they think exhibits the characteristics set out in Section 1, and which they believe may be vexatious, they should consult the Vexatious Correspondence sub-committee, consisting of the Mayor and/or Deputy Mayor and two members of the Finance & Governance Committee. An officer who has not been dealing with the correspondence in question should act as minute taker.
- 2.2 If the sub-committee agrees with the assessment, they should prepare a brief statement of why the sub-committee considers the complaint or correspondence to be vexatious, including its effect upon the Clerk, Councillors and/or the Town Council as a corporate body. This should be accompanied by a list of correspondence over the last 6 months via email, telephone, letter and social media, including information about whom the correspondence was addressed to, how many people/organisations it was copied to on each occasion, and a one-line description of each piece of correspondence.

3 Handling correspondence and complaints that have been assessed as vexatious

- 3.1 The first step will be for the Mayor/Deputy Mayor to write to the correspondent advising them that their complaint and/or correspondence has been determined to be vexatious



and giving the reason for that decision. The letter should state that any future correspondence will be passed direct to the sub-committee who will consider whether it raises any substantive new issue(s) and whether or not it is also considered vexatious. The correspondent should be advised that if it is considered to be vexatious, any future correspondence will not receive a response, unless the Council is obliged to do so under the terms of the Freedom of Information Act or other legislative provision. They should be advised that the decision will be reviewed in six months from the date of the letter advising them that their complaint/correspondence has been determined to be vexatious. There is no route of appeal against the decision that a complaint or correspondence is vexatious.

- 3.2 Any future correspondence should be passed to the sub-committee for consideration. If they decide that it raises no genuinely new and substantive issues, and/or is considered to be otherwise vexatious, no response is required. If they consider it to be appropriate, they may acknowledge the first 2 or 3 pieces of correspondence, referring the correspondent to the letter advising them of the decision that their correspondence has been determined to be vexatious. After that, however, no response or acknowledgement should be sent.
- 3.3 If future correspondence does raise significant new issues, and does not meet the criteria for vexatious correspondence set out in Section 1 above, it should be responded to. It may be appropriate for the response to be routed via the Mayor/Deputy Mayor in order to prevent the renewal of 'scattergun' correspondence.

4 Reviewing the decision

- 4.1 Six months after the correspondent has been advised that their complaint and/or correspondence is vexatious, they can request a review. If such a request is received, the sub-committee should meet to consider whether there has been any improvement in the vexatious behaviour over that time. The Mayor/Deputy Mayor should write to the correspondent advising them of the outcome of the review. If the behaviour has improved, future correspondence can be treated in the normal way. If there has not been a significant improvement, the correspondence will continue to be treated as vexatious with the correspondent being able to request a review after a further six month period.

5 Further advice and guidance

- 5.1 Defining complaints and/or correspondence as vexatious is a very serious step and will only be undertaken as a last resort. For that reason, it is essential that the decision to treat correspondence or complaints as vexatious is evidence-based and reviewed regularly.

For further information:

Information Commissioner's Office:

<https://ico.org.uk/for-organisations/foi-eir-and-access-to-information/freedom-of-information-and-environmental-information-regulations/section-14-dealing-with-vexatious-requests/>



Local Government and Social Care Ombudsman:

<https://www.lgo.org.uk/information-centre/information-for-organisations-we-investigate/councils/guidance-notes/guidance-on-managing-unreasonable-complainant-behaviour>

5.2 Any concerns about a particular correspondent should be discussed with the Mayor/Deputy Mayor in the first instance.

6 Document change history

Date	Changes made
2 nd February 2024	Template policy amended for Swanage Town Council.
20 th March 2024	Draft Policy presented to Finance & Governance Committee for recommendation to adopt.
	Policy adopted by Full Council.

To approve the making of the Swanage Town Council (Off-Street) Parking Places Order 2024

As agreed at the Town Council meeting held on 11th December 2023, the Town Council has taken steps to revise its Off-Street Parking Places Order over recent weeks. This has been undertaken in accordance with the Local Authority Traffic Orders (Procedure)(England and Wales) Regulations 1996.

A notice of proposals was published on 7th February and 44 objections and observations were received before the closing date on 28th February 2024. These were reviewed by the Car Parks Working Party on 1st March. Following that, each objector was informed of the Working Party’s recommendations and provided with a further opportunity to comment on the proposed modifications to the order. These responses were considered at a further meeting of the Working Party held on 15th March 2024.

The Working Party recommends that the following minor modifications are made to the consultation draft of the Order:

- Removal of height restriction in definition of light goods vehicle.
- Removal of s 64(iv) prohibition on teaching people to drive.
- Removal of separate £10 charge for additional market trader vehicles from Schedule 1.8 – Main Beach Car Park.
- Removal of 48-hour maximum waiting time from Schedule 1.11 - Peveril Point Rd.

The final stage of this process is to pass a resolution to formally ‘make’ the Order, incorporating these modifications, which will come into force on Monday 1st April (Easter Monday).

If Council confirms the making of the Order the following steps must be taken:

- Notice of making to be placed in the local press and advertised within the car parks.
- Copy of the Order, as made, to be added to the documents deposited at the Town Hall and Library.
- All objectors to be notified of the Order being made.

The new charges, agreed at the Estimates Meeting held on 15th January 2024, will be implemented with immediate effect, but there will be a phased implementation of enforcement pending introduction of revised signage and car park markings.

Decision required

To confirm the making of the Swanage Town Council (Off-Street) Parking Places Order 2024 and to authorise the sealing of the Order and its signature by the Mayor and Deputy Mayor.

Related Matters

As part of the review of the Car Parking Order the Working Party have considered a number of related matters.

Particular consideration was paid to representations made on behalf of Accessible Swanage, highlighting matters of concern to those with wheelchair accessible vehicles. In response, the Working Party wishes to make the following recommendations to Council:

- That the practicalities of marking out a small number of larger disabled parking bays in all council car parks be investigated. It is proposed that a site visit be undertaken with representatives of Accessible Swanage to review opportunities.
- That consideration be given to the introduction of a Disabled Tax Exempt Vehicle Parking Permit, potentially as part of a review of the operation of the Council's residents parking permit scheme.
- That a review of on-street parking arrangements for disabled vehicles be included on an agenda for a future Accessible Swanage meeting and that Dorset Council be requested to engage in this process.

A number of the objections to the Parking Order came from residents of Peveril Point Road. These mostly related to the details of the Peveril Point Parking Pass scheme which sit outside of the Parking Order itself, such as the number of passes allocated to each property. The Working Party therefore recommends:

- That the Car Parks Working Party should carry out a review of the Peveril Point Parking Pass scheme within the next 12 months and make recommendations to a future Council meeting.
- That delegated authority be given to officers to agree the future layout and marking of the Fishers' Car Park, in consultation with the Car Parks Working Party.

Decision required

To consider approval of the above recommendations.

Martin Ayres
Town Clerk

March 2024

RNLI Lifeguard Kiosk – Change of Location

At the Council Meeting held on 26th February 2024 Council agreed that consideration should be given to the potential for the RNLI lifeguard base to be relocated to the site of the former northern ice cream kiosk opposite the Spa beach huts. This was proposed as part of the RNLI Lifeguards Annual Review for Swanage 2023, as it was suggested that this would be a more effective location as it is central to the ‘watercraft free bathing zone’ and would provide enhanced sight lines for the lifeguards to cover the beach.

The Town Council have approached the RNLI to ask if they wished to move the kiosk for the 2024 season and they have responded positively.

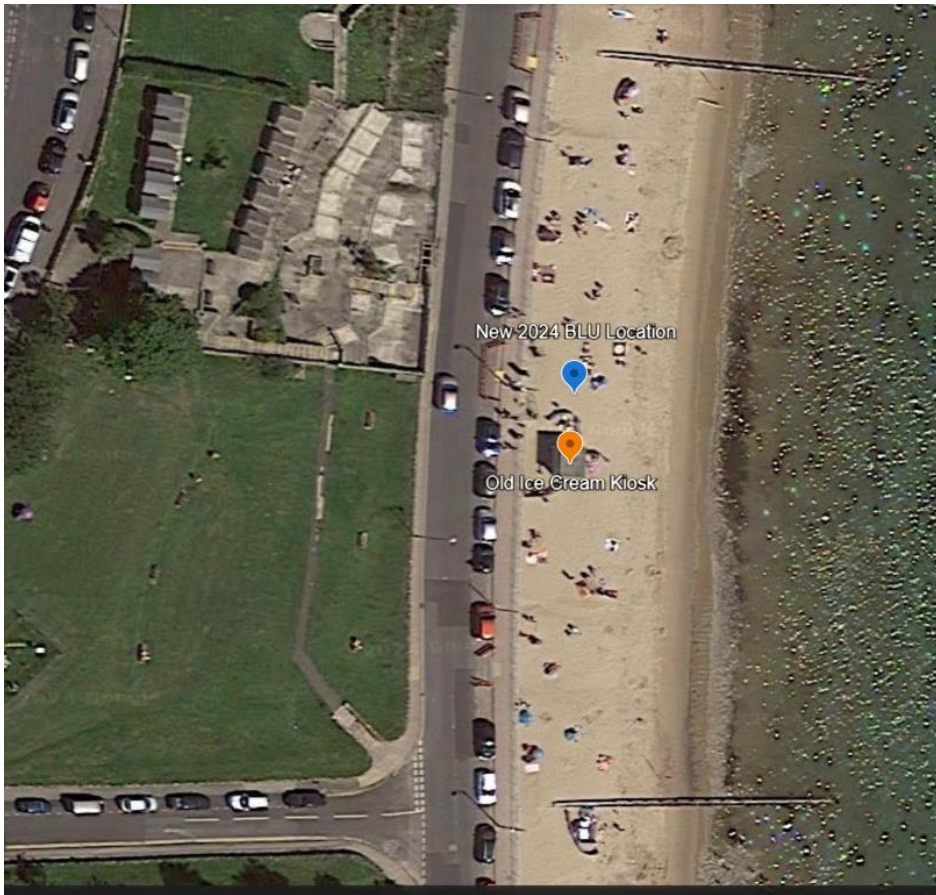
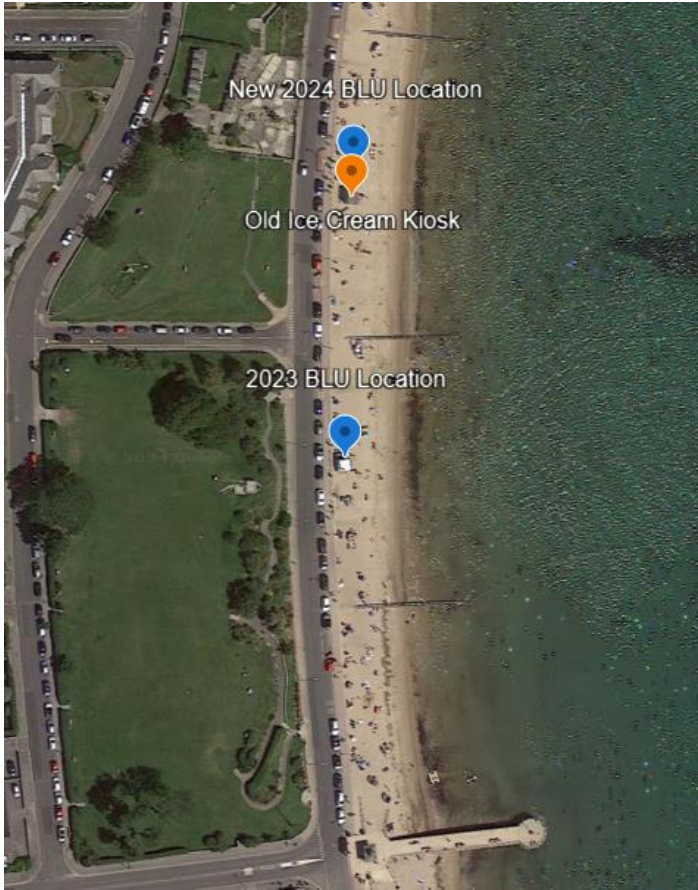
The photographs below provide a clear indication of where they would like to be placed. This is subject to a site visit between officers and the RNLI before final confirmation.

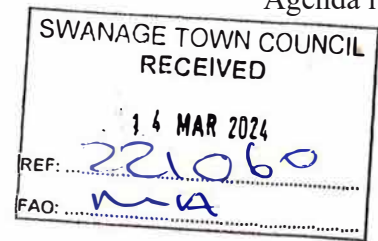
Decision required

That officers be provided with delegated authority to agree a final location for the lifeguard base, in a location consistent with the attached photographs.

Culvin Milmer
Visitor Services and Business Development Manager

March 2024





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

To whom it may concern,

This letter is to formally notify Swanage Town Council, that I, Stephen Hill have applied for further planning permission from Dorset County Council to extend the kiosk we currently operate from on the seafront for Swanage Water Taxi and Boat Hire.

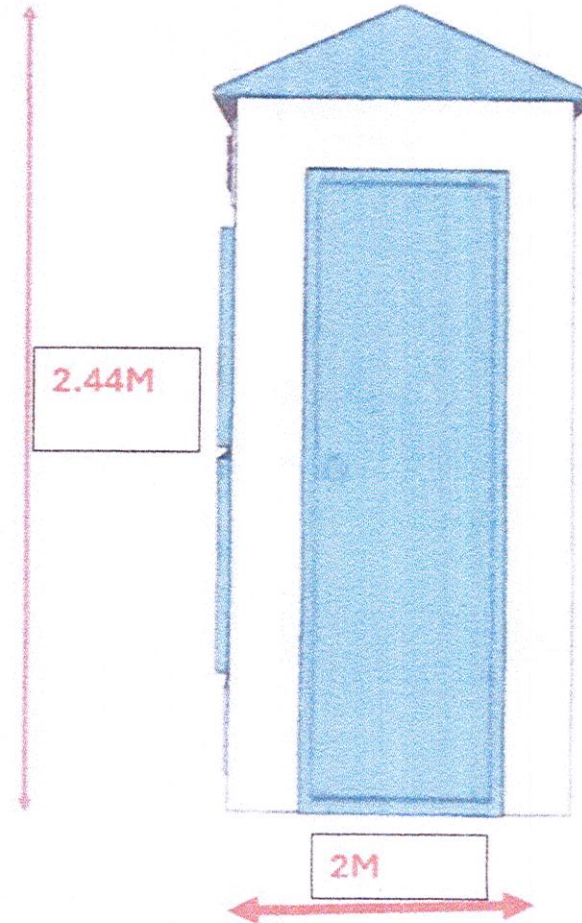
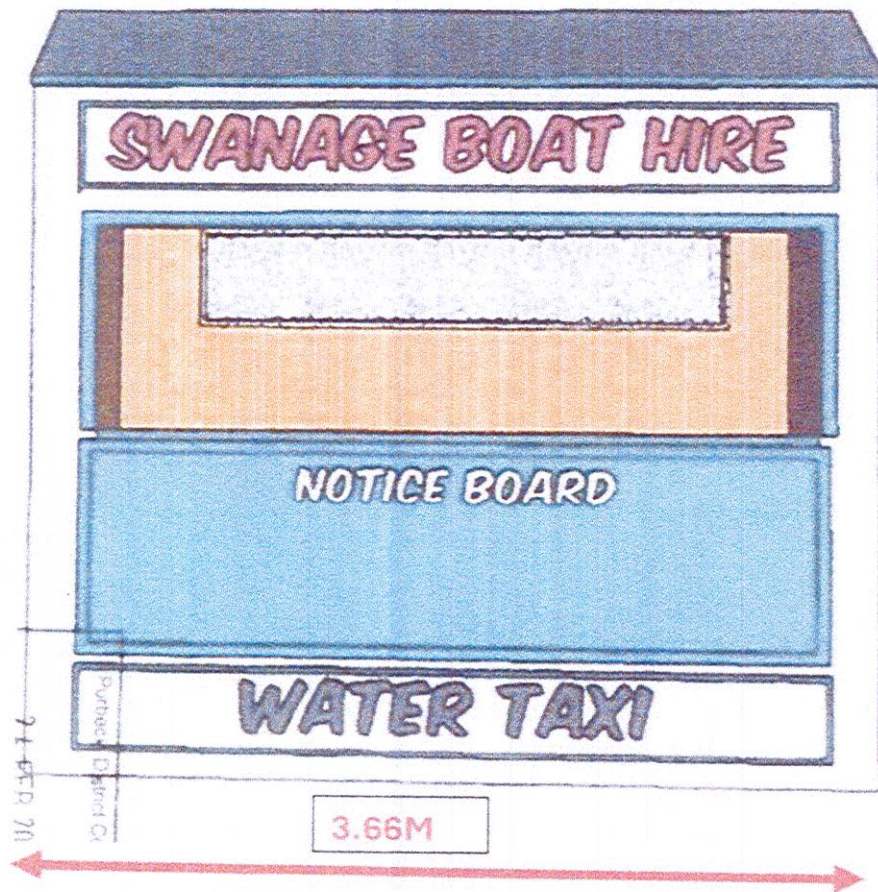
We have applied for the extension so we can store further safety equipment for the operation of the business. I have attached the proposed plans as a courtesy and to make you aware that we have begun seeking the legal permissions.

If you have any queries regarding this matter, please do not hesitate to get in touch with me via the number below.

Many Thanks and Kind Regards,

Mr Stephen Hill

Proposed plans



Dr Martin Ayres

Town Clerk

Tel: 01929 423636

Email : admin@swanage.gov.uk



TOWN HALL

SWANAGE

DORSET

BH19 2NZ

13th March 2024

Dear Ms Zamenzadeh

Bournemouth-Swanage Motor Road and Ferry Company – application to the Secretary of State for Transport for an Order to revise the maximum toll charges for the use of the ferry between Sandbanks and South Haven Point

On behalf of the residents of Swanage, the Town Council wishes to formally object in the strongest possible terms to the application for an Order to increase the tolls for the use of the Sandbanks to Shell Bay ferry by the above company. In summary, it is hugely inflationary, damaging to the Isle of Purbeck's economy and environment, and against the intention of the Act of Parliament that established the Ferry Company.

The proposed uplift in the single crossing toll for cars would see an immediate increase of 18% on 1st April 2024, from £5.20 to £6.14. (*The income from cars represents 90% of the ferry company's total annual income*).

The Town Council has particular concerns about, and strongly objects to, the significant reduction in discounts available on 'bulk' tickets which primarily affects local residents and businesses, and would exacerbate the problems detailed in this letter. (*Existing discounts are 28% (for 10) and 32% (for 50), the proposal being to reduce this to only 15% and 20% respectively*). The actual increase in the costs of the 'bulk' tickets to users would be 23% (w.e.f. 1/4/2024), and 48% (w.e.f. 1/4/2027). If implemented this would have a substantial financial impact on regular users, and potentially reduce ferry passenger numbers and revenue further, it being perceived as more economic for users to travel the longer route via the road. There is a lack of evidence in the proposal that the reduced discounts are '*comparable with other similar schemes*'.

The Town Council's principal concerns are as follows:

- The chain ferry is a vital link to the conurbation and is used regularly by local residents, many of whom commute to work, college and university on a daily basis to the larger neighbouring towns of Poole and Bournemouth. Increases in tolls on the scale proposed may make it uneconomic for a significant proportion of commuters to continue to use the ferry company's services.
- The importance of the ferry service to the local tourism economy cannot be emphasised strongly enough. The increase in charges is likely to have a significant deterrent effect on potential day visitors to Purbeck from Bournemouth/Poole and also make it harder for local businesses in the traditionally lower-paid hospitality sector to attract staff. Taken together, these outcomes would have a significant detrimental impact on the local economy.

- Concern that the proposed 66% increase in 2023 ferry tolls for Class 1 (pedestrian) and Class 2 (pedal or motor cycles) is completely unjustified. The sharp increase in fees for cyclists also stands in direct contravention of national and local policies to prioritise the needs of, and to encourage sustainable forms of travel including walking and cycling.
- The deterrent effect of significant increases in tolls also risks greater congestion on local roads. If commuters increasingly utilise the road network via Wareham to access Poole and Bournemouth as an alternative to using the ferry then congestion along the A351 will intensify. This is in direct contravention of both Dorset and Swanage Town Councils' environmental policies and action plans, which seek to reduce congestion and improve air quality:
 - <https://www.dorsetcouncil.gov.uk/protecting-our-environment>
 - <https://www.swanage.gov.uk/EnvironmentPolicy.aspx>

The Town Council disputes the ferry company's core financial justification for a toll increase, as it relies on out of date 2018 data, and its projections are overly reliant on evidence arising from possibly the most difficult trading period of modern times. The financial forecasts built off these results also ignore the increasing trend for staycation holidays and underestimate the potential for growth in the number of users.

The case for increased tolls is heavily based on the future projected cost of replacing the ferry in 2034 at inflated prices. There is no reported attempt to modernise the operation or economise the ferry build in the way most ferry and shipping operators constantly do, to keep costs down.

In conclusion, the Town Council strongly objects to the proposed increase in ferry tolls for the reasons set out above. The Council requests that the company re-submits their application without the initial inflationary hike in tolls, and with revised annual toll increases that are no higher than the prevailing rate of CPI inflation, with more of the costs for the new ferry financed by efficiency and cost reduction.

Yours sincerely

Dr M.K. Ayres

Town Clerk

Sent via email to:

The Rt Hon Mark Harper MP, Secretary of State for Transport

mark.harper.mp@parliament.uk

Richard Drax MP for South Dorset richard.drax.mp@parliament.uk

Mr J du Toit, Managing Director, Bournemouth-Swanage Motor Road and Ferry Company

email@sandbanksferry.co.uk

National Transport Casework Team nationalcasework@dft.gov.uk

Ms S Zamenzadeh

Casework Manager

National Transport Casework Team

Department for Transport

Tyneside House, Skinnerburn Road

Newcastle Business Park

Newcastle upon Tyne

NE4 7AR