

SWANAGE TOWN COUNCIL

Dr Martin Ayres
Town Clerk

Town Hall
SWANAGE
Dorset
BH19 2NZ

19th May 2022

Dear Councillor

Local Government Act 1972

You are summoned to attend a **SPECIAL MEETING** of the Swanage Town Council to be held at the Town Hall, Swanage on **WEDNESDAY, 25th MAY 2022** at **7.00 p.m.** for the purpose of transacting the business mentioned in the Agenda

Yours sincerely

Martin K. Ayres

Town Clerk

PLEASE NOTE: **15 MINUTES OF PUBLIC PARTICIPATION TIME WILL BE HELD AT 7.00 P.M. PRIOR TO THE COMMENCEMENT OF THE MEETING.**

Although legal restrictions in relation to the Covid-19 pandemic have been lifted, Swanage Town Council will, in accordance with advice issued by Public Health Dorset, continue to take appropriate precautions to limit the risk of transmitting the disease and politely asks those planning to attend this meeting to do the following:

- at the earliest opportunity notify the Council of your intention to attend by e-mail admin@swanage.gov.uk or telephone 01929 423636, because capacity will continue to be carefully managed to avoid crowded situations;
- take a lateral flow test prior to the meeting;
- stay at home if you receive a positive test result or if you have COVID-19 symptoms;
- wear warm clothing to the meeting as doors and windows will be open for ventilation purposes;
- wear a face covering upon entry until seated;
- be mindful of others and respectful of their personal space.

The latest advice from Public Health Dorset can be found here: [News and updates - Public Health Dorset - Dorset Council](#)

To all Members of the Council

A G E N D A

1. Apologies.

2. Declarations of Interest and consideration of requests for Grants of Dispensations (Councillors are reminded of their obligations to declare their interests in accordance with Section 9 and Appendix B of the Council's Code of Conduct).
 3. Internal Audit Report 2021/22. (Report enclosed).
 - (a) Visit 5 of 5.
 - (b) Annual Report.
 4. To review the system of internal control. (Report enclosed).
 5. To approve the following sections of the Annual Governance & Accountability Return 2021/22 Form 3 for submission to the Council's External Auditor:
 - a) Section 1 – Annual Governance Statement 2021/22
 - b) Section 2 – Accounting Statements 2021/22 (Copy enclosed).
 6. To receive Annual Treasury Report 2021/22. (Copy enclosed).
 7. Adoption of Revised Health and Safety Policy – To consider recommendation from Minute No. 8 of the Policy, Finance and Performance Management Committee held on 11th May 2022 (if deferred by Full Council on Monday 23rd May 2022). (Copy enclosed).
 8. Items of Information and Matters for Forthcoming Agendas.
 - * 9. Housing Development, Northbrook Road East – Request for drainage connections into adjoining Town Council property. (Details to follow).
 - * 10. Commercial Property Rent Arrears – To consider next steps. (Information to follow).
 - * Under Standing Order No. 1 c), it is envisaged that in view of the confidential nature of the business to be transacted, it is advisable in the public interest that the press and public will be excluded from the Meeting during consideration of agenda items 9 and 10 (due to legal and commercial confidentiality).
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