

# SUPPORTING PAPERS

Agenda item 5a)

## 13<sup>TH</sup> SEPT. 2021

### SWANAGE TOWN COUNCIL

#### Statement of Cash Balance as at 31st July 2021

	£ p	£ p
Balance in Hand at 01/04/2021		£512,973.11 Cr
As per reconciliation dated 30/06/2021	£1,379,498.81 Cr	
Income during July	£275,832.69 Cr	
Movement of Cash-Investment	£0.00 Cr	
Add - Outstanding receipts- June	£1,340.11 Cr	
Less - Outstanding receipts - July	<u>£5,206.45 Dr</u>	£1,651,465.16 Cr
Less payments made:		
As per Reconciliation dated 30/06/2021	£748,769.13 Dr	
Schedule 4 payments dated 31/07/2021	£158,027.25 Dr	
Movement of Cash-Investment	<u>£0.00 Dr</u>	£906,796.38 Dr
		<u><u>£1,257,641.89 Cr</u></u>
Balance at Bank		
Current Account		£173,265.45 Cr
Deposit Account		£1,084,376.44 Cr
		<u><u>£1,257,641.89 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
UK Government- DMADF Deposit		£0.00
		<u><u>£750,000.00</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 July 2021

Prepared by Alison Spencer

Dated: 9th August 2021

Certified by Martin Ayres

Dated: 9th August 2021

**SWANAGE TOWN COUNCIL**

**Statement of Cash Balance as at 31st August 2021**

	£ p	£ p
Balance in Hand at 01/04/2021		£512,973.11 Cr
As per reconciliation dated 31/07/2021	£1,651,465.16 Cr	
Income during August	£297,493.62 Cr	
Movement of Cash-Investment	£0.00 Cr	
Add - Outstanding receipts- July	£5,206.45 Cr	
Less - Outstanding receipts - August	<u>£6,248.29 Dr</u>	£1,947,916.94 Cr
Less payments made:		
As per Reconciliation dated 31/07/2021	£906,796.38 Dr	
Schedule 5 payments dated 31/08/2021	£277,800.18 Dr	
Movement of Cash-Investment	<u>£0.00 Dr</u>	£1,184,596.56 Dr
		<u><u>£1,276,293.49 Cr</u></u>
Balance at Bank		
Current Account		£191,907.84 Cr
Deposit Account		<u>£1,084,385.65 Cr</u>
		<u><u>£1,276,293.49 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
UK Government- DMADF Deposit		£0.00
		<u><u>£750,000.00</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 August 2021

Prepared by Alison Spencer

Dated: 3rd September 2021

Certified by Martin Ayres

Dated: 3rd September 2021

**SWANAGE TOWN COUNCIL**

**Year Ending 31<sup>st</sup> March, 2021**

**Payment schedule reported to Council - 13th September 2021**

**Schedule 4.:**

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

**ONE HUNDRED AND FIFTY EIGHT THOUSAND AND TWENTY SEVEN POUNDS  
AND TWENTY FIVE PENCE**

.....(£158,027.25).....

## Swanage Town Council Schedule of Payments - Month 4

### Direct Debits & Standing Orders

Date	Name	Inv Ref	Inv Date	Details	Payment Total
12/07/2021	Barclaycard Merchant Services	001884330621	30/06/2021	Barclaycard Terminal Hire - June	75.76
01/07/2021	Dorset Council: Revenues & Benefits	300690505	01/07/2021	Rates - July	17,167.00
14/07/2021	First Data	520334510615636	30/06/2021	TIC - Card Payment Service Charges - June	155.84
12/07/2021	Lloyds Bank PLC	344649427	11/06/2021	Bank Charges	333.86
14/07/2021		540436505892703/Ju	30/06/2021	Cardnet Charges - June	614.46
23/07/2021		345750436	05/07/2021	Bank Charges	77.40
					1,025.72
12/07/2021	Paytek Admin Services Ltd (First)	MI/2932677/03	01/07/2021	First Payment Service Charges - June	200.35
12/07/2021	Pitney Bowes Finance Ltd	BL06231087	07/07/2021	Franking Machine Hire - TH - Q2	53.76
30/07/2021		BL06238865	27/07/2021	Franking Machine Hire - TIC - Q2	127.74
					181.50
29/07/2021	Purchase Power	BI280652	14/07/2021	TH - Postage - Meter Reset	200.00
					208.00
16/07/2021	Sage (UK) Ltd	INV12608525	01/07/2021	Sage Accounts - July	247.80
16/07/2021		INV12608525	01/07/2021	Sage Payroll - July	206.10
					453.90
26/07/2021	Total Gas & Power	241697901/21	08/07/2021	Gas - TH - June	122.21
26/07/2021		241697912/21	08/07/2021	Gas - TIC - June	47.04
26/07/2021		241697923/21	08/07/2021	Gas - Depot - June	53.40
					222.65
01/07/2021	water2business	2057862790	03/06/2021	Water - May	76.36
01/07/2021		2057865966	03/06/2021	Water - May	123.40
01/07/2021		2057865975	03/06/2021	Water - May	358.05
01/07/2021		2057908918	04/06/2021	Water - May	659.15
01/07/2021		2057929927	07/06/2021	Water - May	128.32
					1,345.28
<b>Total of Direct Debit &amp; Standing Orders</b>					<b>21,036.00</b>

### Lloyds Chargecard

Date	Name	Inv Ref	Inv Date	Details	Payment Total
15/07/2021	Charge Card Transactions	INV90443606	08/06/2021	Zoom - Annual Subscription	143.88
15/07/2021		45345990	26/06/2021	Job Advertisements - Ops Department	16.46
15/07/2021	Signs Express Bournemouth	INV6771	23/06/2021	Swanage Art Trail Boards	807.16
					967.50
<b>Total of Chargecard payments</b>					<b>967.50</b>

### BACS / CHAPS

Date	Name	Inv Ref	Inv Date	Details	Payment Total
30/07/2021	A.B.A. Groundcare	123823	15/07/2021	Depot - General Materials/Equipment	99.00
12/07/2021	Ace Office Environments Ltd.	01016274	28/06/2021	TH - Stationery	33.54
12/07/2021		01016696	28/06/2021	TIC - Stationery	68.71
12/07/2021		01016837	30/06/2021	TIC - Stationery	73.74
12/07/2021		01016894	30/06/2021	TIC - Stationery	41.32
19/07/2021		C01017099	12/07/2021	TIC - Stationery	(39.98)
30/07/2021		01017752	12/07/2021	TIC - Stationery	54.95
30/07/2021		01018244	12/07/2021	TIC - Stationery/Sundries	104.18
					336.46
30/07/2021	Allied Drinks Devon & Cornwall Ltd	MC 23257	13/07/2021	BG - Coffee For Retail	231.20
30/07/2021	Amazon	AEU-INV-GB-2021-30	09/07/2021	ICCM Law - Book	32.40
12/07/2021	Amberwood Graphics	4109	29/06/2021	TIC - Publications For Retail	73.00
30/07/2021	Anglebury Press Ltd	INV-108035	12/07/2021	Boat Park Permits x 500	266.40
30/07/2021		INV-108036	12/07/2021	4 x ECN Books (50)	163.20
					429.60
30/07/2021	Apogee Corporation Ltd	1234188	20/07/2021	Toshiba 3555 - Toner Delivery Charge	9.00
12/07/2021	AquAid (Southcoast)	389466	30/06/2021	TH - Drinking Water - June	61.20
12/07/2021		389467	30/06/2021	Drinking Water - Annual Rental	131.28
12/07/2021		389467	30/06/2021	Depot - Drinking Water - June	78.58
					271.06
30/07/2021	Aster Group	SINV402549	07/07/2021	Telecare Quarterly Fee - Q2	94.21
12/07/2021	BIPCOM	INV-4889	01/07/2021	Telephone Services	3.00
12/07/2021	Burts Bits	24	01/04/2021	TIC - Stationery/Sundries	20.50
12/07/2021		25	01/04/2021	BG - Stationery/Sundries	28.50
12/07/2021		27	01/04/2021	TIC - Stationery/Sundries	25.75
12/07/2021		31	16/05/2021	TIC - Stationery/Sundries	28.25
					103.00
30/07/2021	Central Southern Security Ltd	177102	17/05/2021	Depot - Alarm Callout	156.00
12/07/2021		177901	24/06/2021	TIC - Alarm Callout	120.00
30/07/2021		178280	07/07/2021	Depot - Alarm Callout	60.00
					336.00
12/07/2021	Croydecycle	3261	23/06/2021	TIC - Publications For Retail	450.00
12/07/2021	DAPTC	INV-0159	17/05/2021	DAPTC Annual Subscription 2021/22	1,335.66
12/07/2021		INV-0159	17/05/2021	Local Council Review - Magazine Subscription	34.00
					1,369.66
30/07/2021	Dorset County Pension Fund	Month 4 Payroll	20/07/2021	Month 4 Pension Contributions	15,055.23
30/07/2021		Month 4 Payroll	20/07/2021	Month 4 CAYS Contributions	195.50
					15,250.73
30/07/2021	Dorset Council	1801111157	05/07/2021	Nature Survey Training	82.50
30/07/2021		1801111183	13/07/2021	Annual Premises Licence Fee	70.00
30/07/2021		1801111187	13/07/2021	Annual Premises Licence Fee	70.00
30/07/2021		1801111189	17/07/2021	Annual Premises Licence Fee	70.00
30/07/2021		1801111190	18/07/2021	Annual Premises Licence Fee	70.00
					362.50



30/07/2021	Dorset Waste Partnership	2800271682	06/07/2021	Recycling Collection - Depot - June	(9.20)	
30/07/2021		2800271835	06/07/2021	Recycling Collection - Depot - June	(10.00)	
30/07/2021		2800272486	06/07/2021	Recycling Collection - BG - June	18.40	
30/07/2021		2800274170	06/07/2021	Recycling Collection - BG - June	20.00	19.20
12/07/2021	Eagle Plant	BOU2690058	30/06/2021	Secure Storage Container - KGF - June		84.48
12/07/2021	Elliswhittam	SINV026761	01/07/2021	Health & Safety Services - Year 3 of 3	6,404.30	
12/07/2021		SINV026950	01/07/2021	Insurance Charges	177.60	6,581.90
12/07/2021	Four County Services Ltd.	58439	02/07/2021	Additional Call Costs - Depot - Q1	36.41	
12/07/2021		58439	02/07/2021	Additional Call Costs - TIC - Q1	142.63	
30/07/2021		58501	10/07/2021	TH - IT Services	615.06	
30/07/2021		58499	10/07/2021	Depot - IT Services	283.66	
30/07/2021		58500	10/07/2021	TIC - IT Services	418.57	
30/07/2021		58498	11/07/2021	IT Services	482.78	
30/07/2021		58590	21/07/2021	E-mail Management	42.00	
30/07/2021		58591	21/07/2021	Domain Renewal - www.swanagecouncillors.uk	60.00	2,081.11
12/07/2021	G4S Cash Solutions (UK) Ltd	02525245	02/06/2021	Cash Collection Services - CP	693.52	
12/07/2021		80156563	30/06/2021	Cash Processing Services - June	1,362.77	
30/07/2021		02531241	02/07/2021	Cash Collection Services - CP	395.62	2,451.91
30/07/2021	Greenham Trading Ltd.	04/347482	30/06/2021	Seafront Advisors - Uniform	37.20	
30/07/2021		04/347482	30/06/2021	Depot - General Materials/Equipment	32.40	
30/07/2021		04/347526	30/06/2021	Seafront Advisors - Uniform	77.97	
30/07/2021		04/348723	09/07/2021	Depot - General Materials/Equipment	185.91	333.48
12/07/2021	A.R. Harris & Son	29982	24/06/2021	PAG - Electric Works	114.00	
30/07/2021		30043	09/07/2021	Seafront Shelter - Electric Works	1,202.20	1,316.20
30/07/2021	HMRC	Month 4 Payroll	20/07/2021	PAYE & NI - Month 4		13,600.64
30/07/2021	Hunt's Foodservice Ltd	729293	30/06/2021	BG - Food/Drink For Retail	109.41	
30/07/2021		751747	14/07/2021	BG - Food/Drink For Retail	85.05	194.46
12/07/2021	Mr Ian C Fleming	001	27/06/2021	Rights of Way Survey		55.85
12/07/2021	J.D. Facilities Ltd	INV-0927	01/07/2021	Cleaning - Toilets	6,438.20	
12/07/2021		INV-0928	01/07/2021	Cleaning - Depot	211.08	
12/07/2021		INV-0929	01/07/2021	Deep Clean - Depot	230.62	
12/07/2021		INV-0930	01/07/2021	Cleaning - TIC	294.34	
12/07/2021		INV-0931	01/07/2021	Cleaning - TH	182.40	
12/07/2021		INV-0932	01/07/2021	Cleaning - Beach Huts	417.60	7,774.24
12/07/2021	JustPark	SWAN-2021-06	30/06/2021	JustPark Fees - June		594.02
30/07/2021	Lily's Produce	Re: PO32590	07/07/2021	TIC - Food For Retail		149.60
30/07/2021	D. & P. Lovell Ltd.	L4726	07/07/2021	Digger Hire - June		369.60
12/07/2021	Lyreco UK Limited	6290272616	30/06/2021	TIC - Stationery		54.14
12/07/2021	Metric Group Ltd.	C59773	01/07/2021	Aslan - July		192.00
12/07/2021	S. Moores	182368	23/06/2021	TIC - Food For Retail	101.28	
12/07/2021		182368	23/06/2021	BG - Biscuits For Retail	10.50	
12/07/2021		182390	24/06/2021	TIC - Food For Retail	67.52	
30/07/2021		182744	08/07/2021	TIC - Food For Retail	155.10	
30/07/2021		182744	08/07/2021	BG - Biscuits For Retail	10.50	344.90
12/07/2021	National Express	j60020210630	30/06/2021	Agency Sales - June		36.48
12/07/2021	Norfolk County Council	1562470	06/07/2021	Legal Fees		105.60
30/07/2021	P.J. Notley Ltd.	3863	20/07/2021	Window Cleaning - TIC - Q1		72.00
30/07/2021	N Power Ltd	LGWLLT68	15/07/2021	Electricity - June		85.92
30/07/2021	Openings	A64544	06/07/2021	Depot - Barrier Fobs		147.00
20/07/2021	Swanage Town Council	Month 4 Payroll	20/07/2021	Net Wages-Month 4		51,066.84
30/07/2021	Purbeck Ice Cream	134888	07/07/2021	BG - Ice Cream For Retail		211.08
30/07/2021	RADAR Key Company	23199	12/07/2021	TIC - Goods For Retail		471.00
30/07/2021	Recruit Local Ltd	2105	08/07/2021	Job Advertisement	35.00	
30/07/2021		2110	20/07/2021	Job Advertisement	35.00	70.00
07/07/2021	Refunds	Refunds	07/07/2021	Beach Hut Refund		485.00
30/07/2021	R U Secure Systems	130394	16/07/2021	CCTV - System Maintenance Check	468.00	
30/07/2021		130404	21/07/2021	TH CCTV - Repairs (Platform Hire)	384.00	
30/07/2021		130405	21/07/2021	TH CCTV - Repairs	396.00	1,248.00
30/07/2021	Sharman Fencing	101123	15/07/2021	St Mark's Fence Installation		5,100.00
12/07/2021	Spaldings (UK) Ltd.	SI-2687852	23/06/2021	Depot - Equipment		92.22
12/07/2021	St. Michaels Garage	1907	30/06/2021	Vehicle Fuel - June	671.38	
12/07/2021		S 19836	01/07/2021	HJ70 ZLE - Repairs	232.01	903.39
12/07/2021	Suez Recycling & Recovery UK Ltd	3234184	30/06/2021	Waste Disposal - June		1,582.80
12/07/2021	Swanage News	1284/Jun21	26/06/2021	Newspapers - June		31.60
12/07/2021	Swanage Tyres and Tuning Ltd	20874	08/06/2021	HF17 APX - Puncture Repair	18.00	
30/07/2021		21232	15/07/2021	HJ69 LCV - Repairs	142.98	160.98
30/07/2021	South West Geotechnical Ltd	14708	29/06/2021	Ground Investigation Work		10,020.00
12/07/2021	Telefonica O2 UK Ltd	93284923	24/06/2021	SIM Charges - June		345.60
12/07/2021	Tor Mark Press	15283	24/06/2021	TIC - Publications For Retail	121.76	
30/07/2021		15370	30/06/2021	TIC - Publications For Retail	81.02	202.78
30/07/2021	Travis Perkins	9292 ALW671	29/06/2021	Bandstand - Repairs (Materials)	38.99	
30/07/2021		9292 ALX101	07/07/2021	Depot - Timber	85.86	124.85
30/07/2021	Treasure Trails Partners	R21130330	30/06/2021	TIC - Publications For Retail		100.00
30/07/2021	Third Parties	Month 4 Payroll	20/07/2021	Month 4 Deductions - Third Party Payments		494.06

12/07/2021	Wilkswood Farm Ltd	3-2021	30/06/2021	Beach Raking - June	288.00	
12/07/2021		3-2021	30/06/2021	Seaweed Disposal - June	6,930.00	7,218.00
<b>Total of BACS/CHAPS Payments</b>						<b>136,023.75</b>

<u><i>BACS supplier payments issued 12th July 2021</i></u>	30,927.74
<u><i>BACS payroll payments issued 20th July 2021</i></u>	51,066.84
<u><i>Refund issued 7th July 2021</i></u>	485.00
<u><i>BACS supplier payments issued 30th July 2021</i></u>	53,544.17
	<b>136,023.75</b>

<b>Total of Payments</b>	<b>158,027.25</b>
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**SWANAGE TOWN COUNCIL**

**Year Ending 31<sup>st</sup> March, 2021**

**Payment schedule reported to Council - 13th September 2021**

**Schedule 5.:**

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

**TWO HUNDRED AND SEVENTY SEVEN THOUSAND EIGHT  
HUNDRED POUNDS AND EIGHTEEN PENCE**

.....(**£277,800.18**).....

## Swanage Town Council Schedule of Payments - Month 5

### Cheques

Date	Name	Chq number	Inv Date	Details	Payment Total
13/08/2021	Petty Cash	014997	13/08/2021	Petty Cash Refreshments-TIC	84.95
13/08/2021	Petty Cash	014998	13/08/2021	Petty Cash Reimbursement- Float	160.00
<b>Total of Cheques</b>					<b>244.95</b>

### Direct Debits & Standing Orders

Date	Name	Inv Ref	Inv Date	Details	Payment Total
10/08/2021	Barclaycard Merchant Services	001884330721	31/07/2021	Barclaycard Terminal Hire - July	75.76
02/08/2021	Dorset Council: Revenues & Benefits	300690505	01/08/2021	Rates - August	15,764.00
13/08/2021	First Data	520334510615636/Ju	31/07/2021	TIC - Card Payment Service Charges - July	219.13
16/08/2021	Lloyds Bank PLC	347240085	13/07/2021	Bank Charges	417.57
13/08/2021		540436505892703	31/07/2021	Cardnet Charges - July	857.05
23/08/2021		348310141	05/08/2021	Bank Charges	68.70
10/08/2021	Paytek Admin Services Ltd (First)	MI/2962612/03	01/08/2021	First Payment Service Charges - July	200.35
16/08/2021	Sage (UK) Ltd	INV12808962	01/08/2021	Sage Accounts - August	247.80
16/08/2021		INV12808962	01/08/2021	Sage Payroll - August	206.10
10/08/2021	Total Gas & Power	242987574/21	24/07/2021	Gas - TH Annexe - May	116.64
10/08/2021		242987585/21	24/07/2021	Gas - TH Annexe - June	89.27
24/08/2021		24329538/21	05/08/2021	Gas - Depot - July	186.43
24/08/2021		24329549/21	05/08/2021	Gas - TH Annexe - July	87.55
24/08/2021		24329550/21	05/08/2021	Gas - TIC - July	43.89
24/08/2021		24329560/21	05/08/2021	Gas - TH - July	113.58
02/08/2021	water2business	2058066676	01/07/2021	Water - June	43.30
02/08/2021		2058066685	01/07/2021	Water - June	119.10
02/08/2021		2058108874	02/07/2021	Water - June	718.52
02/08/2021		2058144764	08/07/2021	Water - June	68.61
02/08/2021		2058178623	13/07/2021	Water - June	25.00
<b>Total of Direct Debit &amp; Standing Orders</b>					<b>19,668.35</b>

### Lloyds Chargecard

Date	Name	Inv Ref	Inv Date	Details	Payment Total
16/08/2021	Charge Card Transactions	45959115	30/06/2021	Indeed - Job Advertisements	52.85
16/08/2021		47416706	31/07/2021	Indeed - Job Advertisements	397.96
<b>Total of Chargecard payments</b>					<b>450.81</b>

### BACS / CHAPS

Date	Name	Inv Ref	Inv Date	Details	Payment Total
12/08/2021	A.B.A. Groundcare	123995	23/07/2021	Strimmer Repair	96.34
12/08/2021	Ace Office Environments Ltd.	01018987	26/07/2021	TH - Stationery	79.09
27/08/2021		01021249	16/08/2021	Depot - Stationery	82.85
12/08/2021	AHGTC	AHGTC - 21/22	01/08/2021	Members Subscription - Town Crier	35.00
12/08/2021	Alliance Tool Hire Ltd	P162166	31/07/2021	CAT Scanner Recalibration	117.60
12/08/2021		P162167	31/07/2021	Pressure Washer	1,504.50
12/08/2021	Andrews Plant Ltd	89961	26/07/2021	Road Sweeper Hire	297.00
12/08/2021		90004	30/07/2021	Road Sweeper Hire	310.50
27/08/2021		90125	13/08/2021	Road Sweeper Hire	351.00
12/08/2021	Apogee Corporation Ltd	1236556	28/07/2021	Olivetti Copy Plan - July	29.16
12/08/2021		1237596	28/07/2021	TH - Copier Hire - August	143.88
12/08/2021		1237596	28/07/2021	TIC - Copier Hire - August	143.88
12/08/2021		1237596	28/07/2021	Depot - Copier Hire - August	86.33
12/08/2021		1237596	28/07/2021	Toshiba 3555 Copy Plan - July	174.44
12/08/2021		1237596	28/07/2021	Toshiba 2555 Copy Plan - July	132.96
12/08/2021		1238331	03/08/2021	Toshiba 3555 - Toner Delivery Charge	9.00
12/08/2021	AquAid (Southcoast)	391463	31/07/2021	Drinking Water Sanitisation	23.99
27/08/2021		391464	31/07/2021	Depot - Drinking Water	86.30
12/08/2021	Bournemouth Creative Print Ltd	38417	13/07/2021	TIC - Ad-Boards	625.20
12/08/2021	BTPCOM	INV-5045	01/08/2021	Telephone Services	3.05
12/08/2021	Bishops Sports & Leisure	SI-0000335364	27/07/2021	BG - Tennis Net	165.54
12/08/2021	Blacknoll Construction Ltd	11078	22/07/2021	Kerbing - St Marks Playground	2,076.00
27/08/2021	Porter & Woodman Gifts Ltd	INV30215	12/08/2021	TIC - A Board	94.67
27/08/2021	Maria Burns Illustration & Design	MBI 00599	06/08/2021	TIC - Publications For Retail	556.00
27/08/2021	Burts Bits	32	31/05/2021	TIC - Stationery/Sundries	22.75
27/08/2021		33	11/06/2021	TIC - Stationery/Sundries	58.75
12/08/2021	Central Southern Security Ltd	178719	28/07/2021	Depot - Alarm Detector Replacement	72.00
12/08/2021	Charlie's Tasty Treats	0009	13/07/2021	TIC - Goods For Retail	64.00
27/08/2021	Cemetery Training Services Ltd	0115	17/08/2021	Memorial Testing Training	1,710.00
27/08/2021	Dorset County Pension Fund	Month 5 Payroll	20/08/2021	Month 5 Pension Contributions	14,666.41
27/08/2021		Month 5 Payroll	20/08/2021	Month 5 CAYS Contributions	195.50
12/08/2021	Dorset Waste Partnership	2800276069	04/08/2021	Recycling Collection - Depot - July	27.60
12/08/2021		2800277363	04/08/2021	Recycling Collection - BG - July	30.00
12/08/2021	Eagle Plant	BOU2704227	31/07/2021	Secure Storage Container - KGF - July	84.48



12/08/2021	Eco Control Solutions Ltd	56120	30/07/2021	Giant Hogweed Control Programme - Final Visit 2	912.00	
12/08/2021		56123	30/07/2021	Japanese Knotweed Control Programme - First Visit	1,440.00	2,352.00
27/08/2021	The Energy Hub	STCTEH1	19/08/2021	Energy Auditing		2,400.00
12/08/2021	Fernhill Wholesale	6868	19/07/2021	TIC - Goods For Retail	85.56	
12/08/2021		6868	19/07/2021	TIC - Publications For Retail	227.40	312.96
27/08/2021	The Festive Lighting Co. Ltd.	19098	24/08/2021	Festive Lights Hire 2021/22		16,808.81
27/08/2021	The Flag Shop Ltd	100057940	24/08/2021	TIC - Goods For Retail		54.45
27/08/2021	Andrew Fleming	Re: PO32662	13/08/2021	TIC - Goods For Retail		100.00
12/08/2021	Four County Services Ltd.	58726	10/08/2021	Depot - IT Services	283.66	
12/08/2021		58727	10/08/2021	TIC - IT Services	418.57	
12/08/2021		58728	10/08/2021	TH - IT Services	615.06	
27/08/2021		58734	11/08/2021	IT Services	482.78	
27/08/2021		58833	21/08/2021	E-mail Management	42.00	1,842.07
27/08/2021	G4S Cash Solutions (UK) Ltd	02531240	02/07/2021	Cash Collection Services - CP	1,100.62	
12/08/2021		80157002	31/07/2021	Cash Processing Services - July	1,178.33	2,278.95
12/08/2021	Greenham Trading Ltd.	04/348375	14/07/2021	Depot - General Materials/Equipment	115.20	
12/08/2021		04/347770	27/07/2021	Depot - First Aid Equipment	571.79	
12/08/2021		04/350759	27/07/2021	Depot - General Materials/Equipment	67.78	
12/08/2021		04/351030	30/07/2021	Depot - General Materials/Equipment	212.30	
12/08/2021		04/351311	02/08/2021	Depot - First Aid Equipment	5.40	
27/08/2021		04/351848	11/08/2021	Depot - General Materials & Equipment	65.64	1,038.11
27/08/2021	D.A.A. Halsgrove	300561	11/08/2021	TIC - Publications For Retail		64.93
12/08/2021	Hardy Signs	107970	30/07/2021	BG - Signage		213.89
27/08/2021	A.R. Harris & Son	30181	18/08/2021	Depot - Electrical Works		80.50
27/08/2021	HMRC	Month 5 Payroll	20/08/2021	PAYE & NI - Month 5	14,273.97	
		VAT Jun Qtr	12/08/2021	VAT Jun Qtr	2,655.22	16,929.19
12/08/2021	Hunt's Foodservice Ltd	772980	27/07/2021	BG - Food/Drink For Retail	97.75	
12/08/2021		772980	27/07/2021	BG - Sundries	4.56	
12/08/2021		778393	29/07/2021	BG - Food/Drink For Retail	95.62	
12/08/2021		787765	04/08/2021	BG - Food/Drink For Retail	88.36	
27/08/2021		795551	09/08/2021	BG - Food/Drink For Retail	119.80	
27/08/2021		111056	18/08/2021	BG - Sundries	127.32	533.41
12/08/2021	Inn-Supplies	14376	27/07/2021	BG - Sundries		167.27
12/08/2021	J.D. Facilities Ltd	INV-0939	01/08/2021	Cleaning - Beach Huts	93.60	
12/08/2021		INV-0943	01/08/2021	Cleaning - TIC	317.47	
12/08/2021		INV-0944	01/08/2021	Cleaning - TH	435.89	
12/08/2021		INV-0945	01/08/2021	Cleaning - Depot	197.59	
12/08/2021		INV-0946	01/08/2021	Deep Clean - Depot	230.62	
12/08/2021		INV-0947	01/08/2021	Cleaning - Toilets	6,438.20	7,713.37
12/08/2021	JustPark	SWAN-2021-07	31/07/2021	JustPark Fees - July		823.41
12/08/2021	JWC Carpentry Limited	1598	03/08/2021	TH - Fire Door Replacement	9,667.44	
12/08/2021		1599	03/08/2021	TH - Fire Door Replacement (Additional Works)	460.42	10,127.86
12/08/2021	LGRC Associates Ltd	1136	30/07/2021	Professional Services		3,600.00
27/08/2021	Maintain UK Drains Limited	INV-31249	28/07/2021	Burlington Chine Toilets - Drainage Works	126.14	
27/08/2021		INV-31152	16/08/2021	Burlington Chine Toilets - Drainage Works	570.00	696.14
12/08/2021	Metric Group Ltd.	C60069	30/07/2021	Aslan - August		192.00
27/08/2021	S. Moores	183640	13/08/2021	TIC - Food For Retail	35.78	
27/08/2021		183640	13/08/2021	BG - Biscuits For Retail	21.00	56.78
12/08/2021	Nixons Hardware Ltd	120420	01/07/2021	Depot - General Materials/Equipment	3.98	
12/08/2021		120457	11/07/2021	TIC - Stationery/Sundries	45.65	
12/08/2021		120511	22/07/2021	TIC - Stationery/Sundries	4.99	
12/08/2021		120511	22/07/2021	TIC - Fans	43.98	98.60
27/08/2021	N Power Ltd	LGWLN72G	11/08/2021	Electricity - Q1	2,686.06	
27/08/2021		LGWLPQBZ	13/08/2021	Electricity - July	88.80	
27/08/2021		LGWLQ3XP	20/08/2021	Electricity - Q1 (21/22)	108.13	2,882.99
27/08/2021	NSALG	S2821A - 21/22	20/08/2021	Membership Fees - 2021/22		66.00
20/08/2021	Swanage Town Council	Month 5 Payroll	20/08/2021	Net Wages-Month 5		50,896.08
27/08/2021	Personnel Hygiene Service	68457270	17/08/2021	Hygiene Services		2,100.80
27/08/2021	PKF Littlejohn LLP	SB20210496	18/08/2021	2020/21 External Audit		2,880.00
12/08/2021	Polar Glaze	15333	15/07/2021	TIC - Window Repair		175.15
12/08/2021	Purbeck Ice Cream	135060	14/07/2021	BG - Ice Cream For Retail	125.84	
12/08/2021		135315	21/07/2021	BG - Ice Cream For Retail	136.08	
12/08/2021		135826	04/08/2021	BG - Ice Cream For Retail	226.80	
27/08/2021		136050	11/08/2021	BG - Ice Cream For Retail	158.76	
27/08/2021		136304	18/08/2021	BG - Ice Cream For Retail	188.40	835.88
12/08/2021	Purbeck Media Group	INV-1043	06/07/2021	Seafront Advisors - Uniform	171.26	
27/08/2021		INV-1167	18/08/2021	Depot - Uniform	308.10	479.36
12/08/2021	Recruit Local Ltd	2118	09/08/2021	Job Advertisement		35.00
12/08/2021	Refunds	Refunds	12/08/2021	Refunds		395.00
12/08/2021	RLN Joinery Ltd	Re: PO31729	22/07/2021	Joinery Work - Seats		1,720.00
12/08/2021	Dorset Rose	054	23/07/2021	BG - Food/Drink For Retail	96.00	
27/08/2021		059	09/08/2021	BG - Food/Drink For Retail	120.00	216.00
27/08/2021	South West Councils	0000067925	13/08/2021	Management Scenario Testing		246.00
27/08/2021	Suttle Projects Ltd	SP20210709	23/07/2021	Godlingston Cemetery Extension - Certificate 1	9,892.07	
12/08/2021		SPC-001	05/08/2021	Swanage Jetty - Condition Survey	2,820.00	
27/08/2021		SP20210810	24/08/2021	Godlingston Cemetery Extension - Certificate 2	72,814.98	85,527.05

12/08/2021	Swanage News	1284/Jul21	31/07/2021	Newspapers - July		39.50
27/08/2021	Swanage Regatta & Carnival	2021/12	07/08/2021	Agency Sales - Carnival Raffle Tickets 2021		68.00
27/08/2021	South West Coast Path Association	2021-0587	17/08/2021	TIC - Goods For Retail		148.16
12/08/2021	Telefonica O2 UK Ltd	95669988	24/07/2021	SIM Charges - July		346.44
27/08/2021	Terminator Control Ltd	5565	05/08/2021	Pest Control Services		279.00
12/08/2021	TGMS	SI-9907	30/07/2021	Professional Fees - Godlingston Extension		3,600.00
12/08/2021	Travis Perkins	9292 ALX560	16/07/2021	Days Park - Materials	22.56	
12/08/2021		9292 ALX634	19/07/2021	Days Park - Materials	15.54	
12/08/2021		9292 ALX938	26/07/2021	Depot - Repairs (Materials)	19.44	
12/08/2021		9292 ALY146	29/07/2021	Spa Bungalows - Materials	19.74	
27/08/2021		9292 ALY309	03/08/2021	Days Park - Fencing	673.92	
27/08/2021		9292 ALY326	03/08/2021	Depot - Materials	20.90	772.10
27/08/2021	Third Parties	Month 5 Payroll	20/08/2021	Month 5 Deductions - Third Party Payments		494.06
27/08/2021	Violet Farm Foods Ltd	82123	24/08/2021	TIC - Food For Retail		190.80
27/08/2021	Watson Fuels	I12748247	16/08/2021	Gas Oil x 500L		304.23
12/08/2021	Wessex Grounds Services	WGS 6366	30/07/2021	Depot - Management Services	1,080.00	
27/08/2021		WGS 6368	09/08/2021	Depot - Management Services	1,080.00	
27/08/2021		WGS 6388	23/08/2021	Depot - Management Services	2,160.00	4,320.00
27/08/2021	Westmade Ltd	1007186	10/08/2021	Depot - Hot Water Dispenser Installation		954.00
12/08/2021	Wilkswood Farm Ltd	4-2021	31/07/2021	Beach Raking - July	864.00	
12/08/2021		4-2021	31/07/2021	Seaweed Disposal - July	3,960.00	4,824.00
<b>Total of BACS/CHAPS Payments</b>						<b>257,436.07</b>

<b><u>BACS supplier payments issued 12th August 2021</u></b>	53,780.85
<b><u>Refunds issued 12th August 2021</u></b>	395.00
<b><u>BACS payroll payments issued 20th August 2021</u></b>	50,896.08
<b><u>BACS supplier payments issued 27th August 2021</u></b>	152,364.14
	<b><u>257,436.07</u></b>

<b>Total of Payments</b>	<b>277,800.18</b>
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### Section 3 – External Auditor Report and Certificate 2020/21

In respect of

SWANAGE TOWN COUNCIL – D00155

#### 1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

#### 2 External auditor report 2020/21

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

#### 3 External auditor certificate 2020/21

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

*PKF Littlejohn LLP*

Date

17/08/2021

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))



## **Bad Weather Protocol for the Swanage Friday Market**

Since the Town Council has taken on the operation of the Swanage Friday Market there have been several occasions when bad weather has resulted in restrictions on the use of canopies and the possibility of market cancellation has been considered. In addition, traders and customers have raised questions over the Council's decision-making process when the town experienced unseasonal high winds during this summer.

In order to ensure a clear and transparent decision-making process alongside a clear communication process for getting the information to traders, a protocol has been produced and is set out below. If approved, this will be provided to all traders in advance of them signing up for the winter market and will be published on the Town Council's website.

### **Decision required**

To consider adoption of the 'Swanage Friday Market Bad Weather Protocol' as detailed below.

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## **Swanage Friday Market**

### **Bad Weather Protocol**

#### **Introduction**

Cancellation of a market day is viewed as a last resort. If weather conditions present safety hazards beyond what traders and staff could be reasonably expected to handle the market will be cancelled. The foremost concern of Swanage Town Council is the safety of our traders, staff, and shoppers. At all times during operation in extreme weather conditions, safety should be of paramount concern.

#### **Approach**

The Council takes a two-stage approach to managing extreme weather. Each stage will consider the following:

- condition of local area roads
- condition of the market site
- extreme weather forecasted
- ability of staff & traders to travel to the market site

Stage 1 – Generally, where wind gusts are over 35mph as indicated by the Met Office website (<https://www.metoffice.gov.uk/>) for Swanage. In these cases, no canopies will be permitted on stalls by traders, but trading may continue.

Stage 2 – Generally, where wind and/or other weather is defined as extreme, the market will be cancelled, and no trading permitted. This decision will be based on several factors as indicated above.

Extreme weather includes wind over a consistent 25mph. See the Beaufort Scale below.



The decision to cancel market trading will be taken by the Town Council and the decision will be final.

No traders will be permitted to trade in the event of a cancelled market. Pitch fees will not be payable in the event of cancellation of market and if fees have already been paid a credit will be provided against future fees within the current financial year. If a pre-paid trader feels they are unable to attend a Stage 1 cancellation, they will also be able to claim a credit.

If during any market day the weather takes an unpredicted turn towards bad weather, then the Town Council can at their discretion close the market early.

If the decision to close the market early is taken, all traders must pack away and leave the site.

### Market Cancellation Communications Plan

The decision to close the market will be made as early as possible but no later than on the Thursday morning before 10.00am if information exists at that time. A last-minute cancellation is possible in the case of unexpected extreme weather or a last-minute change to the weather forecast.

Once a decision to cancel a market day has been made, the following steps will be taken to communicate to traders and shoppers:

- All paid up traders will be notified by phone with those selling prepared food advised first
- Notice will be posted on the Swanage Friday Market Facebook page
- Notice of cancellation will continue to run on the Facebook page during the course of the cancelled market day

Further information can be found on our website [www.swanage.gov.uk](http://www.swanage.gov.uk) or through the Swanage Information Centre on 01929 766018 or [welcome@swanage.gov.uk](mailto:welcome@swanage.gov.uk)

September 2021

### Appendix 1

Beaufort number	Description	Speed	Visual Clues and Damage Effects
0	Calm	Calm	Calm wind. Smoke rises vertically with little if any drift.
1	Light Air	1 to 3 mph	Direction of wind shown by smoke drift, not by wind vanes. Little if any movement with flags. Wind barely moves tree leaves.
2	Light Breeze	4 to 7 mph	Wind felt on face. Leaves rustle and small twigs move. Ordinary wind vanes move.
3	Gentle Breeze	8 to 12 mph	Leaves and small twigs in constant motion. Wind blows up dry leaves from the ground. Flags are extended out.
4	Moderate Breeze	13 to 18 mph	Wind moves small branches. Wind raises dust and loose paper from the ground and drives them along.
5	Fresh Breeze	19 to 24 mph	Large branches and small trees in leaf begin to sway. Crested wavelets form on inland lakes and large rivers.

<b>6</b>	Strong Breeze	25 to 31 mph	Large branches in continuous motion. Whistling sounds heard in overhead or nearby power and telephone lines. Umbrellas used with difficulty.
<b>7</b>	Near Gale	32 to 38 mph	Whole trees in motion. Inconvenience felt when walking against the wind.
<b>8</b>	Gale	39 to 46 mph	Wind breaks twigs and small branches. Wind generally impedes walking.
<b>9</b>	Strong Gale	47 to 54 mph	Structural damage occurs, such as chimney covers, roofing tiles blown off, and television antennas damaged. Ground is littered with many small twigs and broken branches.
<b>10</b>	Whole Gale	55 to 63 mph	Considerable structural damage occurs, especially on roofs. Small trees may be blown over and uprooted.
<b>11</b>	Storm Force	64 to 75 mph	Widespread damage occurs. Larger trees blown over and uprooted.
<b>12</b>	Hurricane Force	over 75 mph	Severe and extensive damage. Roofs can be peeled off. Windows broken. Trees uprooted. RVs and small mobile homes overturned. Moving automobiles can be pushed off the roadways.

**Beach Huts – Fees and charges for 2022-23**

In the last few years, the Swanage Information Centre has taken bookings for the following season from October. For the 2022-23 season, it is anticipated that the same procedure as used previously will continue with the following dates being utilised:

- 5<sup>th</sup> October – Bookings of 10 weeks or more
- 12<sup>th</sup> October – Bookings of 4 weeks or more
- 18<sup>th</sup> October – Bookings of 1 week or more

**Fees and Charges - Background**

The original fees for the Shore Road beach huts were set in 2014-15 and over the years minor changes have been made to increase some prices and decrease others to maximise occupancy and income. However, the current set of fees is relatively complicated and certainly for the discounted periods, can be difficult to explain to customers. We remain keen to retain the period discounts, partly as these work within our IT system, but also because they are effective at bringing in winter long lets, when otherwise the beach huts might be empty and unused (with the exception of Artisans). We have seen a steady increase in winter long lets over the last few years, partly due to the increased number of swimmers but also from those looking for some winter peace and quiet, which the upper level tends to provide, as it is quite sheltered from the wind. We have very few full year lets, with three being taken in 2021-22.

The current prices have been in place since 2019-20, a total of 3 years without any changes.

**Fees and Charges – Proposal**

We propose that the following key changes are made to the fees for 2022-23:

1. The period discount fee structure is built around a more logical structure of % discounts. The table below details this % applied and ranges from 15% to 50% depending on season and type of hut. This will help to make promotion of our discounts clearer to customers and will provide a template when we wish to increase prices in the future. It should be noted that this approach does produce some relatively large price changes, both increases and decreases, but it is felt that this is worthwhile considering we produce a clearer price structure for the future. The discounts have also been removed from the two summer periods, as in practice these were just the full price without any discount.
2. For many years now the winter daily huts have all been £5. It is proposed that we increase this to £6 per hut. For weekly winter huts we propose that we increase the Lower-level huts from £25 to £30 per week and leave the Upper level at £25.
3. It is anticipated that the Spa and Spa Retreat huts will not be open for the 2022-23 season, but it is prudent to approve prices in case the opportunity arises to keep them open.

**Decision required**

To consider approval of the beach hut fees for 2022/23.

# Appendix 1 - Proposed Swanage Beach Hut Prices for 2022-23

## Shore Beach Huts

Period	Lower		Upper		Lower		Upper	
	Weekly ( Sat - Fri)		Daily		Weekly ( Sat - Fri)		Daily	
26 March 2022 - 13 May 2022	£60.00	£40.00	£15.00	£10.00	£60.00	£40.00	£15.00	£10.00
14 May 2022 - 15 July 2022	£105.00	£70.00	£20.00	£15.00	£105.00	£70.00	£20.00	£15.00
16 July 2022 - 2 September 2022	£220.00	£150.00	£32.00	£22.00	£220.00	£150.00	£32.00	£22.00
3 September 2022 - 16 Sept 2022	£105.00	£70.00	£20.00	£15.00	£105.00	£70.00	£20.00	£15.00
17 September 2022 - 31 March 2023	£30.00	£25.00	£6.00	£6.00	£30.00	£25.00	£6.00	£6.00

## % Change to 2021-22

Lower	Upper	Lower		Upper	
		Weekly (Sat - Fri)		Daily	
5.0%	7.5%	0.0%	0.0%	0.0%	0.0%
3.8%	7.1%	0.0%	0.0%	0.0%	0.0%
4.5%	6.7%	6.3%	6.3%	9.1%	9.1%
3.8%	7.1%	0.0%	0.0%	0.0%	0.0%
16.7%	0.0%	16.7%	16.7%	16.7%	16.7%

## Shore Premium Beach Huts

Period	Lower		Upper		Lower		Upper	
	Weekly ( Sat - Fri)		Daily		Weekly ( Sat - Fri)		Daily	
26 March 2022 - 13 May 2022	£90.00	£60.00	£24.00	£15.00	£90.00	£60.00	£24.00	£15.00
14 May 2022 - 15 July 2022	£160.00	£100.00	£31.00	£20.00	£160.00	£100.00	£31.00	£20.00
16 July 2022 - 2 September 2022	£330.00	£215.00	£50.00	£31.00	£330.00	£215.00	£50.00	£31.00
3 September 2022 - 16 Sept 2022	£160.00	£100.00	£31.00	£20.00	£160.00	£100.00	£31.00	£20.00
17 September 2022 - 31 March 2023	£40.00	£38.00	£10.00	£8.00	£40.00	£38.00	£10.00	£8.00

## % Change to 2021-22

Lower	Upper	Lower		Upper	
		Weekly (Sat - Fri)		Daily	
4.7%	7.9%	3.1%	0.0%	0.0%	0.0%
5.0%	2.0%	0.0%	0.0%	0.0%	0.0%
5.5%	4.2%	6.0%	6.0%	0.0%	0.0%
5.0%	2.0%	0.0%	0.0%	0.0%	0.0%
6.3%	1.3%	25.0%	25.0%	6.3%	6.3%



## Shore Beach Huts Discounted Hire Prices

Period	Shore Premium		Shore	
	Lower	Upper	Lower	Upper
26 Mar 2022 - 13 May 2022	£535.00	£357.00	£357.00	£238.00
14 May 2022 - 15 July 2022	£1,224.00	£765.00	£800.00	£535.00
<del>16 July 2022 - 2 Sept 2022</del>				
<del>3 Sept 2022 - 16 Sept 2022</del>				
17 Sept 2022 - 31 Mar 2023	£672.00	£532.00	£504.00	£350.00
29 Oct 2022 - 31 Mar 2023	£528.00	£418.00	£396.00	£275.00
19 Nov 2022 - 31 Mar 2023	£456.00	£361.00	£342.00	£237.00
10 Dec 2021 - 31 Mar 2023	£384.00	£304.00	£288.00	£200.00
21 Jan 2023 - 31 Mar 2023	£240.00	£190.00	£180.00	£125.00
26 Mar 2022 - 31 Mar 2023	£4,656.00	£3,270.00	£3,350.00	£1,960.00

## % Change to 2021-22

Shore Premium		Shore	
Lower	Upper	Lower	Upper
3.7%	7.6%	4.8%	7.6%
10.8%	8.5%	10.0%	12.1%
0%	0%	0%	0%
0%	0%	0%	0%
-11.6%	6.0%	0.8%	4.3%
-13.6%	4.3%	-1.0%	1.8%
-5.3%	11.4%	6.4%	9.3%
2.3%	17.8%	13.2%	17.5%
6.3%	21.1%	16.7%	20.0%
-3.4%	3.7%	4.6%	3.1%

## Period discount

Shore Premium		Shore	
Lower	Upper	Lower	Upper
15%	15%	15%	15%
15%	15%	15%	15%
0%	0%	0%	0%
0%	0%	0%	0%
40%	50%	40%	50%
40%	50%	40%	50%
40%	50%	40%	50%
40%	50%	40%	50%
40%	50%	40%	50%
20%	20%	15%	30%

During the December period we operate our 'Artisans from the Beach' event - please bear this in mind if you are booking a winter hut.

It is anticipated that Spa and Spa Retreat Beach Huts will remain closed for 2022-23

All prices are inclusive of

VAT

### The Spa Beach Huts

Period	Weekly (Sat to Fri)	Daily	Weekly (Sat to Fri)	Daily
26 March 2022 - 13 May 2022	£30.00	£7.00	6.7%	7.1%
14 May 2022 - 15 July 2022	£50.00	£10.00	3.0%	12.5%
16 July 2022 - 2 September 2022	£125.00	£20.00	2.8%	2.5%
3 September 2022 - 16 September 2022	£50.00	£10.00	3.0%	12.5%
17 September 2022 - 31 March 2023	£26.00	£5.00	3.8%	0.0%
27 March 2021 - 29 October 2022 (discounted)	£1,150.00	-	8.7%	
30 October 2021 - 25 March 2022	Closed	Closed		

### Spa Retreat Beach Huts

Period	Weekly (Sat - Fri)	Daily	Weekly (Sat to Fri)	Daily
27 March 2021 - 14 May 2021	£80.00	£15.00	6.3%	0.0%
15 May 2021 - 16 July 2021	£125.00	£20.00	4.0%	0.0%
17 July 2021 - 3 September 2021	£240.00	£35.00	6.3%	0.0%
4 September 2021 - 17 September 2021	£125.00	£20.00	4.0%	0.0%
18 September 2021 - 25 March 2022	£68.00	£10.00	4.4%	0.0%
27 March 2021 - 25 March 2022 (discounted)	£3,250.00	-	4.1%	-

## Appendix 2

# Swanage Beach Hut Prices for 2021-22

### Shore Beach Huts

Period	Lower	Upper	Lower	Upper
	Weekly ( Sat - Fri)		Daily	
27 March 2021 - 14 May 2021	£57.00	£37.00	£15.00	£10.00
15 May 2021 - 16 July 2021	£101.00	£65.00	£20.00	£15.00
17 July 2021 - 3 September 2021	£210.00	£140.00	£30.00	£20.00
4 September 2021 - 17 September 2021	£101.00	£65.00	£20.00	£15.00
18 September 2021 - 25 March 2022	£25.00	£25.00	£5.00	£5.00

### Shore Premium Beach Huts

Period	Lower	Upper	Lower	Upper
	Weekly ( Sat - Fri)		Daily	
27 March 2021 - 14 May 2021	£85.75	£55.25	£23.25	£15.00
15 May 2021 - 16 July 2021	£152.00	£98.00	£31.00	£20.00
17 July 2021 - 3 September 2021	£312.00	£206.00	£47.00	£31.00
4 September 2021 - 17 September 2021	£152.00	£98.00	£31.00	£20.00
18 September 2021 - 25 March 2022	£37.50	£37.50	£7.50	£7.50

### Shore Beach Huts Discounted Hire Prices

Period	The Shore Premium		The Shore	
	Lower	Upper	Lower	Upper
27 March 2021 - 14 May 2021	£515.00	£330.00	£340.00	£220.00
15 May 2021 - 16 July 2021	£1,092.00	£700.00	£720.00	£470.00
17 July 2021 - 3 September 2021	£2,184.00	£1,442.00	£1,456.00	£940.00
4 September 2021 - 17 September 2021	£273.00	£175.00	£180.00	£115.00
18 September 2021 - 25 March 2022	£750.00	£500.00	£500.00	£335.00
30 October 2021 - 25 March 2022	£600.00	£400.00	£400.00	£270.00
20 November 2021 - 25 March 2022	£480.00	£320.00	£320.00	£215.00
11 December 2021 - 25 March 2022	£375.00	£250.00	£250.00	£165.00
22 January 2022 - 25 March 2022	£225.00	£150.00	£150.00	£100.00
27 March 2021 - 25 March 2022	£4,814.00	£3,150.00	£3,196.00	£1,900.00

# Swanage Beach Hut Prices for 2021-22

## The Spa Beach Huts\*

Period	Weekly (Sat to Fri)	Daily
27 March 2021 - 14 May 2021	£28.00	£6.50
15 May 2021 - 16 July 2021	£48.50	£8.75
17 July 2021 - 3 September 2021	£121.50	£19.50
4 September 2021 - 17 September 2021	£48.50	£8.75
18 September 2021 - 30 October 2021	£25.00	£5.00
27 March 2021 - 29 October 2021 (discounted)	£1,050.00	-
30 October 2021 - 25 March 2022	Closed	Closed

## Spa Retreat Beach Huts\*

Period	Weekly (Sat - Fri)	Daily
27 March 2021 - 14 May 2021	£75.00	£15.00
15 May 2021 - 16 July 2021	£120.00	£20.00
17 July 2021 - 3 September 2021	£225.00	£35.00
4 September 2021 - 17 September 2021	£120.00	£20.00
18 September 2021 - 25 March 2022	£65.00	£10.00
27 March 2021 - 25 March 2022 (discounted)	£3,117.00	-



## Council Meeting – Monday 13<sup>th</sup> September 2021

### Agenda Item 14) Rural Market Town Group Membership

**From:** admin <[admin@sparse.gov.uk](mailto:admin@sparse.gov.uk)>

**Sent:** 29 July 2021 09:48

**Subject:** Rural/Market Town Group Membership

Dear RMTG Member

As you will be aware we asked Councils who have been given free trial membership of the Rural/Market Town Group terminating in July 2021 to let us know by the end of this month about your willingness to continue with us as members.

We recognise that although Covid-19 measures are being relaxed councils are cautious and many of you are limiting the number of meetings, whilst seeking the most suitable accommodation for them. We recognise that current council agendas are filling up rapidly and that the current decision making process is more difficult than usual. **Therefore, we at Rural Services Network have decided to help the town and parish councils currently in Rural/Market Town Group membership by extending your free trial period until the end of September 2021. We only ask you to please let us know by the end of September if you wish to be involved with the group in the future.**

#### **This results in:**

- Your Council will get a further two months of free membership.
- If you, as we hope, wish to stay involved, you won't get invoiced until October and that subscription will consequently be one of half the usual annual amount (running October 2021 to end of March 2022).
- The full annual subscription is £110 ( up to 5,000 population); £130 (5,000 to 10,000 population) or £150 (10,000 + population). It is deliberately intended not to be onerous anyway - so you simply halve that amount for this financial year to work out the amount that you council will be invoiced.
- VAT will be added to the amount charged, but is recoverable by Councils.

We will invoice automatically during the month of October for this amount unless we hear from you that you have specifically decided you no longer wish to be members of the Group.

If you want to find out more about the Rural/Market Town Group, [please visit our website](#). It includes information on all councils currently in membership, which currently includes 232 local councils from across the whole of England. We have targeted work to ensure that national spread, and we will now widen our approach list seeking to achieve involvement we hope from in excess of 400 local councils; having by then given all rural/market towns the opportunity to be involved.

We would also like to take this opportunity to invite you to the **Rural/Market Town Group meeting, which will take place on Tuesday, 12<sup>th</sup> October 2021**. [Please click here to register](#).

We welcome appointed main councillor representatives to the group and clerks (where one is yet to be assigned).

**Over the October to April period we will be looking to widen that service through the following services:**

- Opening the promised **Member Discussion Site** via Facebook. This group's aim will be to discuss good practice, network and share information about delivering services in rural market towns and Parishes across England.
- Establish liaison arrangements to allow Councils to have greater focus on issues involving **Younger People in Rural Areas**.
- Undertaking work around the topic of **Rural Enterprise**.

If Rural Market Councils are to have an enhanced national profile and work together in the interest of their areas, as seems desirable at this difficult time, this Group clearly represents the opportunity and route to do that. We very much hope your Council will wish to continue with us on that journey.

Kindest regards,

David

**David Inman**  
**Corporate Director**  
[Rural Services Network](#)  
[Twitter @RSNonline](#)  
**Tel: 01822 851 370**

The Rural Services Network seeks to provide a voice for rural communities by representing rural services, networking between rural service organisations and establishing and broadcasting best practice in rural service provision. It comprises SPARSE Rural, the Rural Assembly, the wider Rural Services Partnership and the RSN Community Group. The organisation works with Rural England, a stand-alone CIC research group.

The Rural Services Partnership Limited is a registered company (0696 0646) in England & Wales.

**Prince Albert Gardens – Consideration of request for Memorial Tree and Plaque**

The work to reconstruct the Albert Memorial at the south-eastern corner of Prince Albert Gardens is now largely complete. Once some small snagging issues have been addressed the site will be handed back to the Town Council by Swanage & Purbeck Development Trust.

Swanage Museum have written in to request that a tree be planted in memory of John Page, with a plaque adjacent to the tree. As Members will be aware, as well as being a Town Councillor, John was a dedicated volunteer for the Museum and was responsible for several refits of the Museum over the years.

The tree that has been requested is a native, Rowan, and the Development Trust has identified where that could be planted as part of the new garden layout around the memorial. There will be no cost to the Town Council beyond future maintenance.

**Decision required**

To determine whether to grant approval for the planting of a rowan tree and installation of a memorial plaque in memory of John Page at Prince Albert Gardens.

Martin Ayres  
Town Clerk

September 2021

## Sustainable Swanage - Project Update July 2021

### Working Group Updates

#### Greening Swanage

This group currently has 14 members, we have re-started our regular group meetings from July, where we had a meeting at Greengage Garden. Dean has stepped down as chair and we are just recruiting a replacement. We are planning some meetings at different venues over the coming months to connect with other local groups. The next meeting will be on August 3<sup>rd</sup> at Durlston where we will gather some wildflower seeds for use on our projects (after permission and consultation from the Ranger team).

**Prospect Green** – it has been agreed in the group to call the site Prospect Green. We have had a small work party weeding and replacing woodchip and have been watering and maintaining as necessary. We have been working with the TC mowing team to establish meadow areas. Survey work on the plants has been carried out by David Leadbetter. Photographic records of the site and surveying of insects is also being recorded. We are planning on gathering some wild seed for sowing and growing some plugs for spring planting next year to enhance the existing meadow areas. We are working with Greengage and they are hoping to put in a gate to connect the sites together. Plans are underway to design the interpretation for **the notice board**, this will be done in conjunction with partners such as other sites in the town doing similar projects (All Saints church, Ballard Estate, Swanage School, Purbeck view school...) and also Durlston and National Trust, to connect with and highlight other work going on in this area to improve biodiversity by enhancing urban green spaces and how it connects with wider countryside either side of Swanage. This is an exciting opportunity to bring attention to the ecological crisis to people who may otherwise not be aware and also to showcase and inspire how people can help in their small spaces. There will be a map of the site and also of the town to show what else is going on, highlighting the green corridors and green infrastructure strategy.



#### High Street Trees

These trees are settling in well and are being managed by DC. Getting good feedback about how people really like the trees. The Lime trees on Victoria Avenue are all doing well too, no doubt benefiting from the rain! We are also in contact with DC about the pruning and maintenance of these trees.

#### Peveil Downs

Wildlife Survey work here continues. David Leadbetter has been recording plants and has got a list of 307 different species now for the whole site. We have set up a butterfly survey recording group. We have 12 volunteers who have joined us to train up and learn how to survey butterflies, they were all complete beginners with no wildlife survey experience. We had the initial training with Katie Black at Durlston and have been out weekly with small groups during June and July, we have done 9 surveys so far. We are now setting up





a rota for volunteers to carry out a survey so that we do one at least once a week during August and September.

We have had one survey of bees completed and are hoping that 2 more will be carried out this season but surveying this year has been hampered by a cool, windy May. A bat and bird survey are scheduled.

Management plan – I have had a meeting with the Natural England contact for the LNR designation and have asked for advice on the boundary. We will look to start the TC with the management plan in September. We have been collating notes on management from the survey work to feed into this. Guided walks and events to involve more members of the public planned for July and September.

### Other work

- We (myself and 2 key volunteers) have been helping Swanage School with their tree maintenance and are lined up to help with their ongoing tree planting scheme this winter.
- With the help of local pond expert Kevin Edge, we have drawn up a proposed plan on behalf of St Marys School for a wildlife pond on the site behind the school. This has been submitted to the TC and we are awaiting a response on this when more is known about the lease.
- We have started a mini-meadow makers forum to assist managers of small sites to create mini meadows more effectively and we had a very interesting walk around the town taking in some lesser-known small green spaces that are or could be considered for an adjustment in management to allow for more wildflowers to grow. We were joined by a member of staff from the National Trust with knowledge on botany.
- I am part of the Planet Purbeck Land Use group who are looking to do some projects on Herston Village Green and another community project based on private land which we are in the early stages of. We are working together to avoid duplication and to help and support each other.
- We have a Swanage Wildlife Watch group on Facebook with 50 members who share sightings in the area and help each other with identification.



### Swift Surveys

This group now has 7 members who have been out recording Swift activity in the town this season. A total of 9 nest have been located so far and we have one offer of a place to put a nest box in a key location. It is hoped that some boxes can be made in conjunction with the Durlston Shed over the winter and installed for next year.

### Other surveys

Initial site visit of King Georges playing field/Forres field has been carried out and we are in the process of drawing up a habitat map and doing further surveys of the site this summer. Bat survey planned for 31<sup>st</sup> July.

### Communications

We have an article in Swanage Matters. We have 2 mailing lists, one for general group business and one for the Friends of the Downs Group, they have 112 and 175 addresses on them respectively. I do regular updates to these lists as and when there is some news and events. We now have 614 followers on our Instagram page and 663 on the Facebook page and am adding new original material and sharing other local campaigns and news. We recognise that this is an area we could do more on,

however, unfortunately we no longer have a comms group, the volunteers involved in this group had to step down to concentrate on other commitments. Some roles have been identified and we are looking to find some more help with this. Our webpages are being moved to Dorset Coast Forum website as our project is no longer part of LFCS.

### **Open meetings**

Earlier in the year during lockdown much work was focussed on organising larger open meetings with STC. We held a successful Environment Action Plan meeting on 27<sup>th</sup> January attended by at around 75 people. We received much positive feedback about the work going on in Swanage to address climate issues and met some new faces to our meetings. This was followed by a special meeting held to provide information and feedback on the Downs LNR survey, again well attended by 60 people and guest speakers. Our April meeting was a general open meeting covering updates on projects and opportunities to get involved in butterfly and swift surveys. We also heard from Corfe Environment group on their promotion and use of the Giki Zero carbon calculator app. This was well attended and received with 50 people. With the loosening of restrictions and reflecting on the amount of time spent organising and hosting these meetings we then moved to a 2-monthly schedule. June's meeting was a general update and smaller meeting with 18 attendees but gave more opportunity for people to get involved in the discussion. The next open meeting will be in September and the topic will be renewable energy.

### **Purbeck Energy Group**

This sub-group has members from across Purbeck, including Sustainable Swanage, Sustainable Wareham, Corfe Castle PC Environmental Group and Langton Planet Action. They have been meeting monthly on Zoom. They looked for ways of reducing the cost of installing PV panels, and came across the 'Solar Streets' scheme where bulk buying allows the installer, IDDEA, to offer discounts. Solar Streets Swanage launched on 17<sup>th</sup> March with a presentation about IDDEA's scheme followed by a Q&A. At the end of June 34 surveys had been completed, 11 installations booked or installed and £400 was allocated to the IDDEA's Solar Streets Swanage Community Fund to be spent on environmental projects. The scheme is now open to anyone in Purbeck. PEG is also involved with Dorset Open Greener Homes on 25<sup>th</sup>-26<sup>th</sup> September, which coincides with the Planet Purbeck Festival, where the public can visit homes that showcase ways of living more sustainably.

### **Active Travel Group**



A new group formed in March 2021, this group has 7 members. So far, we have been focussed on a walking to school campaign with St Marys School, National Walking Month and Clean Air Day. We have gathered resources and contacts for these campaigns for promotion at events and meetings and also some photographs. Members have been supporting the Rights of Way survey for the TC and also the location choices for new bike racks in the town. Research has been undertaken into the possibility of a car club in Swanage and a public poll and feasibility study is planned for September.

If funding can be found there is an option to recruit a walking charity, Living Streets to work with local schools to help them run schemes. They currently run them in the BCP area.

Alex Brocklesby from National Trust Active outdoor project officer has been in touch about working together and is coming to the next meeting on the 14<sup>th</sup> September.

Open meeting in November 16<sup>th</sup> (date TBC) will be on footpaths and active travel.

### **Waste Action Group**

A new group we are looking to create when we have some new members. Projects for this group to take on are Refill scheme promotion and setting up of a refill tap in town. Setting up of a community fridge, in conjunction with the development trust and Herston Village Hall and Co-op, we have a potential site and funding, a meeting will be set up for October 12<sup>th</sup> for relevant people with a view to finding a core group to take on the running of this. Wanda the waste warrior fish is coming to Swanage in September, we plan to attend this site and do some engagement. There is support and interest in setting up a repair shop facility. Durlston Shed have begun doing bike repair shops and keen to do others, Herston Village Hall are keen to host something like this. A meeting will be set up to take this further and we will be seeking contacts to invite to this meeting.

### **Volunteer opportunities**

It has become apparent that there are many roles within the group that could be taken on by people that could help the many interesting projects go forward and improve our communications of them. We are currently limited by capacity to undertake these projects. We also get people contacting us who want to get involved and we are looking to improve matching them up with a role. Role profiles have been highlighted and promoted but we have had limited feedback from them. We hope that this is because of the time of year and the general preoccupations with summer, lockdown lifting etc and that in the autumn when things are less busy and we are able to run more events recruitment of new members will improve. I will also contact Bournemouth University.

### **Funding Options**

There are some funding options available that we are currently investigating for specific projects such as community fridge, refill taps.

### **Other notes**

I am now working on an extra project called Purbecks Precious Past, there will be overlaps as this project will involve the Greening Swanage group and provide more opportunities for training. There is also the option of us having a tree nursery to provide plants for us to use in local projects.