

Agenda Item 3) Review of Swanage Town Council's Grant Policy

DRAFT GUIDELINES FOR APPLICANTS

Please read these notes carefully before completing the application form.

1. Swanage Town Council provides an annual budget of £10,000 available for grants and donations. In order to ensure a wide distribution of funds, grants will usually be for sums of less than £500. Larger grants may be considered in exceptional circumstances. In all cases applicants will be required to demonstrate financial need, and the sum requested must be commensurate with the direct benefit obtained.
2. Please complete the attached application form as fully as possible. If there is insufficient space on any part of the application form, please attach a separate note. The Council welcomes any additional supporting information that you believe will assist your application. Any application not on the approved form cannot be considered. Applications that are applying retrospectively cannot be considered.

Applications will only be considered from community groups and organisations that are a properly constituted body. This may include a group or organisation with charitable purposes, a charity, or a not-for-profit company.

Applications will not be considered from grant-gifting organisations, i.e., those who allocate grants to others, profit-making organisations and companies, or individuals.

3. Requests for grant aid should be consistent with the Town Council's statement of policies and objectives (see www.swanage.gov.uk/Policies.aspx) and will normally only be considered from the following:
 - 3.1 A charity based in and/or operating within the boundaries of the civil parish of Swanage. National and regional charities must demonstrate direct local benefits.
 - 3.2 A non-profit making organisation serving the needs of Swanage or its residents.
 - 3.3 Residents of Swanage requesting grant aid with a capital project to provide benefit to a wider group.
 - 3.4 A club, association or organisation serving all or part of the Swanage community.
 - 3.5 Organisers establishing new festivals and events, which will bring an economic, cultural, or other demonstrable benefit to the town.

- 3.6 The Council will not provide grant aid to individuals, for the support of any political group, or to organisations that are socially exclusive (i.e., where there are restrictions on membership inconsistent with equal opportunities).
4. Applications for grant aid that do not meet the criteria set out in 3.1 to 3.6 above may be considered in special circumstances, but the Council cannot make grants retrospectively. If you wish to discuss a potential application please contact the Town Clerk either by telephone on 01929 423636, or e-mail admin@swanage.gov.uk
 5. Together with this application form you should also supply the following information:
 - A copy of the last audited annual accounts or, in the case of smaller organisations, a recent income and expenditure statement authorised by a qualified accountant.
 - A business plan or strategy that includes a clear understanding of the organisation's operating environment, risk exposure, and projected income and expenditure.
 - A minute of the meeting of the organisation stating the purpose of the funding request and authorising the application.
 - Payments will not be made to individuals or private bank accounts. Please include the name and details of the account that any grant will be paid into (must be in the name on the application form).
 - Applications must take into consideration the impact on climate and environment and show a commitment to comply with the Town Council's Environment Policy and Action Plan.
 6. Applications will normally be considered annually as part of the Council's budget setting process. The deadline for submission is the **31st December** for grants to be paid in respect of the forthcoming financial year, from 1st April. However, if funding remains available, requests may be considered at any stage during the financial year.
 7. Applications will be assessed on the basis of the information supplied, against the following criteria: whether the grant will support the Town Council's policies and objectives; how well the grant will meet the economic, cultural, environmental, social or other needs of the community; availability of alternative funding; extent of fundraising activity by the applicant(s); previous grant aid from the Town Council.

The Council reserves the right to request further information and supporting evidence.

Grants may be paid over a three-year period.

The length of the grant period will be at the discretion of The Council.

8. The decision of the Town Council is final. If your application is successful you will receive written confirmation of your award. You must sign a form accepting the Council's terms and conditions and will be expected to acknowledge Council support in all communication with the media.
9. Any grant not utilised within 12 months for the original purpose must be returned to the Town Council.

SWANAGE TOWN COUNCIL

Statement of Cash Balance as at 31st January 2021

	£ p	£ p
Balance in Hand at 01/04/2020		£199,269.17 Cr
As per reconciliation dated 31/12/2020	£3,415,849.64 Cr	
Income during January	£80,705.62 Cr	
Movement of Cash-Investment	£0.00 Cr	
Add - Outstanding receipts- December	£0.00 Cr	
Less - Outstanding receipts - January	£0.00 Dr	<u>£3,496,555.26 Cr</u>
		£3,695,824.43 Cr
Less payments made:		
As per Reconciliation dated 31/12/2020	£2,840,945.74 Dr	
Schedule 10 payments dated 31/01/2021	£140,112.08 Dr	
Movement of Cash-Investment	£0.00 Dr	<u>£2,981,057.82 Dr</u>
		<u><u>£714,766.61 Cr</u></u>
Balance at Bank		
Current Account		£60,424.92 Cr
Deposit Account		£654,341.69 Cr
		<u>£714,766.61 Cr</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		£450,000.00
		<u>£1,200,000.00</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 2021

Prepared by Alison Spencer

Dated: 1st February 2021

Certified by Martin Ayres

Dated: 1st February 2021

SWANAGE TOWN COUNCIL

Statement of Cash Balance as at 28th February 2021

	£ p	£ p
Balance in Hand at 01/04/2020		£199,269.17 Cr
As per reconciliation dated 31/01/2021	£3,496,555.26 Cr	
Income during February	£193,378.55 Cr	
Movement of Cash-Investment	£0.00 Cr	
Add - Outstanding receipts- January	£0.00 Cr	
Less - Outstanding receipts - February	£0.00 Dr	<u>£3,689,933.81 Cr</u>
		£3,889,202.98 Cr
Less payments made:		
As per Reconciliation dated 31/01/2021	£2,981,057.82 Dr	
Schedule 11 payments dated 28/02/2021	£161,745.15 Dr	
Movement of Cash-Investment	£0.00 Dr	<u>£3,142,802.97 Dr</u>
		<u><u>£746,400.01 Cr</u></u>
Balance at Bank		
Current Account		£142,052.91 Cr
Deposit Account		£604,347.10 Cr
		<u>£746,400.01 Cr</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		£450,000.00
		<u>£1,200,000.00</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 28th February 2021

Prepared by Alison Spencer

Dated: 1st March 2021

Certified by Martin Ayres

Dated: 1st March 2021

SWANAGE TOWN COUNCIL

Year Ending 31st March, 2021

Payment schedule reported to Council - 15th March 2021

Schedule 10.:

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 FOURTY THOUSAND, ONE HUNDRED AND TWELVE POUNDS
AND EIGHT PENCE**

.....(**£140,112.08**).....

Swanage Town Council Schedule of Payments - Month 10

Direct Debits & Standing Orders

Date	Name	Inv Ref	Inv Date	Details	Payment Total
11/01/2021	Barclaycard Merchant Services	001884331220	31/12/2020	Barclaycard Terminal Hire - December	65.76
04/01/2021	Dorset Council: Revenues & Benefit	300690505	01/01/2021	Rates - January	17,155.00
15/01/2021	First Data	520334510615636/Dec20	31/12/2020	TIC - Card Payment Service Charges - December	79.37
06/01/2021	Lloyds Bank PLC	327657791	07/12/2020	Bank Charges	76.50
11/01/2021		329096353	11/12/2020	Bank Charges	168.74
15/01/2021		540436505892703/Dec20	31/12/2020	Cardnet Charges - December	77.93
25/01/2021		330224496	06/01/2021	Bank Charges	61.90
					385.07
11/01/2021	Paytek Admin Services Ltd (First)	MI/2676930/03	01/01/2021	First Payment Service Charges - December	72.00
11/01/2021		MI/2676929/03	01/01/2021	First Payment Service Charges - December	128.35
					200.35
12/01/2021	Pitney Bowes Finance Ltd	BL06160367	07/01/2021	Franking Machine Hire - TH - Q4	53.76
18/01/2021	Sage (UK) Ltd	INV11251691	01/01/2021	Sage Accounts - January	247.80
18/01/2021		INV11251691	01/01/2021	Sage Payroll - January	202.50
					450.30
27/01/2021	Total Gas & Power	228884860/21	11/01/2021	Gas - TH - December	347.00
27/01/2021		228884870/21	11/01/2021	Gas - TIC - December	88.19
27/01/2021		228884881/21	11/01/2021	Gas - Depot - December	91.45
					526.64
04/01/2021	water2business	1056669326	03/12/2020	Water - November	169.09
				Total of Direct Debit & Standing Orders	19,085.34
				Total	

Lloyds Chargecard

Date	Name	Inv Ref	Inv Date	Details	Payment Total
18/01/2021	Charge Card Transactions	375393	10/12/2020	TH - IT Accessories	133.95
18/01/2021		SLXNKWHYW5PF	20/12/2020	Dropbox Software Subscription	43.20
					177.15
				Total of Chargecard payments	177.15

BACS /CHAPS

Date	Name	Inv Ref	Inv Date	Details	Payment Total
12/01/2021	Ace Office Environments Ltd.	01000419	23/12/2020	TH - Stationery	162.98
29/01/2021		01002204	18/01/2021	Depot - Stationery	10.76
					173.74
29/01/2021	AquAid (Southcoast)	379578	31/12/2020	Drinking Water Sanitisation - Depot - December	47.98
29/01/2021	Aster Group	SINV379474	14/01/2021	Telecare Quarterly Fee - Q4	94.21
12/01/2021	BIPCOM	INV-3961	01/01/2021	Telephone Services	3.10
29/01/2021	Blue Level Media Ltd	87544	01/01/2021	Website Hosting - 2021	600.00
12/01/2021	C. Brewer & Sons	PLE/331690	31/12/2020	Benches - Paint	73.67
12/01/2021		PLE/331691	31/12/2020	Benches - Paint	44.30
12/01/2021		PLE/331692	31/12/2020	Benches - Paint	67.30
12/01/2021		PLE/8086	31/12/2020	Credit-Paint	(61.67)
					123.60
12/01/2021	Countryside Tree Surgeons Ltd	SI-76	20/12/2020	Tree Works - KGF	540.00
29/01/2021	C G Ltd	45576	31/12/2020	Q3 Car Parking Management Settlement	9,512.96
29/01/2021	Dorset County Pension Fund	Month 10 Payroll	20/01/2021	Month 10 Pension Contributions	14,956.24
29/01/2021		Month 10 Payroll	20/01/2021	Month 10 CAYS Contributions	215.50
					15,171.74
12/01/2021	Direct-tec Group	307782	31/12/2020	Olivetti Copy Plan - December	32.39
12/01/2021		307953	04/01/2021	TH - Copier Hire - January	143.88
12/01/2021		307953	04/01/2021	TIC - Copier Hire - January	143.88
12/01/2021		307953	04/01/2021	Toshiba 3555 Copy Plan - December	180.95
12/01/2021		307953	04/01/2021	Toshiba 2555 Copy Plan - December	33.94
12/01/2021		307953	04/01/2021	Depot - Copier Hire - January	86.33
					621.37
29/01/2021	Dorset Council	1801052741	18/01/2021	Rent - Bus Shelter	1.00
29/01/2021		2800257777	21/01/2021	Speed Surveys For SID Application	720.00
					721.00
12/01/2021	Dorset Waste Partnership	2800254937	06/01/2021	Recycling Collection - December	27.60
12/01/2021	Eagle Plant	8002609543	31/12/2020	Secure Storage Container - KGF - December	88.32
12/01/2021	Thomas Fattorini Ltd	1254125	01/12/2020	Mayoral Chain Restoration	2,712.37
12/01/2021		1254126	01/12/2020	Mayoral Chain Restoration	1,008.00
					3,720.37
29/01/2021	Fireline Ltd	72315	05/01/2021	TH - Fire Door Inspection	444.00
12/01/2021	Four County Services Ltd.	57108	04/01/2021	Additional Call Costs - Depot - Q3	14.98
12/01/2021		57108	04/01/2021	Additional Call Costs - TIC - Q3	68.05
29/01/2021		57150	10/01/2021	TH - IT Services	615.06
29/01/2021		57148	10/01/2021	Depot - IT Services	283.66
29/01/2021		57149	10/01/2021	TIC - IT Services	394.58
29/01/2021		57147	11/01/2021	IT Services	482.78
29/01/2021		57168	13/01/2021	IT Call Out	36.00
29/01/2021		57169	13/01/2021	WFH Set Up	108.00
29/01/2021		57188	15/01/2021	WFH Set Up	72.00
29/01/2021		57254	21/01/2021	E-mail Management	42.00
					2,117.11
29/01/2021	GH Print Management	5865	20/01/2021	TIC - Printing/Signage	30.00
29/01/2021	Greenham Trading Ltd.	04/324272	16/12/2020	Depot - General Materials & Equipment	191.93
29/01/2021		04/325276	17/12/2020	Depot - General Materials & Equipment	414.18
29/01/2021		04/325677	05/01/2021	Depot - General Materials & Equipment	417.60
29/01/2021		04/326009	08/01/2021	Depot - General Materials & Equipment	156.00
29/01/2021		04/326838	11/01/2021	Depot - General Materials & Equipment	80.45
29/01/2021		04/328108	19/01/2021	Depot - General Materials & Equipment	55.18
					1,315.34
12/01/2021	Hardy Signs	107693	20/12/2020	HJ70 ZLE - Livery	534.90

29/01/2021	A.R. Harris & Son	29264	12/01/2021	Electrical Works - Station Defibrillator	48.00	
29/01/2021		29273	12/01/2021	Electrical Works - BG	72.00	
29/01/2021		29286	14/01/2021	Electrical Works - Beach Huts	63.00	
29/01/2021		29287	14/01/2021	Electrical Works - Peveril Toilets	48.00	
29/01/2021		29288	14/01/2021	Electrical Works - Main Beach Toilets	133.24	
29/01/2021		29289	14/01/2021	Electrical Works - Festive Lights	354.00	718.24
12/01/2021	Humphries Kirk	130204	16/12/2020	Legal Services		528.00
29/01/2021	HMRC	Month 10 Payroll	20/01/2021	PAYE & NI - Month 10		13,122.29
29/01/2021	Inst. of Cemetery & Crematorium M	12888	06/01/2021	Rights Of Burial Course	162.00	
29/01/2021		12926	13/01/2021	Cemetery Management & Compliance Course	162.00	324.00
12/01/2021	Ideal Skip Hire Ltd.	85742	02/12/2020	Skip Hire - KGF	864.00	
12/01/2021		85816	17/12/2020	Skip Hire - KGF	864.00	1,728.00
12/01/2021	Impact (Boston) Ltd	111-088340	31/12/2020	ECN Wallets x 1000		71.40
12/01/2021	J.D. Facilities Ltd	INV-0815	01/01/2021	Cleaning - TH	499.20	
12/01/2021		INV-0816	01/01/2021	Cleaning - TIC	294.34	
12/01/2021		INV-0826	01/01/2021	Cleaning - Toilets	6,438.20	
12/01/2021		INV-0827	01/01/2021	Cleaning - Depot	197.59	
12/01/2021		INV-0828	01/01/2021	Deep Clean - Depot	330.83	7,760.16
12/01/2021	King & Shaxson	LEI31122020STC	31/12/2020	Management Fees		78.00
12/01/2021	Metric Group Ltd.	C57867	31/12/2020	Aslan - January		192.00
12/01/2021	National Express	360020201231	31/12/2020	Agency Sales - December		49.62
29/01/2021	Newsquest Southern	31650259	01/04/2020	Job Advertisement		39.30
29/01/2021	Norfolk County Council	1551483	15/01/2021	Legal Fees - November		59.04
29/01/2021	P.J. Notley Ltd.	3541	19/01/2021	Window Cleaning - TIC - Q3		24.00
29/01/2021	N Power Ltd	LGWKGCW	13/01/2021	Electricity - December	52.73	
29/01/2021		LGWKGCX	13/01/2021	Electricity - December	36.04	88.77
20/01/2021	Swanage Town Council	Month 10 Payroll	20/01/2021	Net Wages-Month 10		44,344.12
12/01/2021	RoSPA Play safe Team	53152	22/12/2020	Recreation Ground - New Play Equipment Inspection		474.00
12/01/2021	R U Secure Systems	127160	09/12/2020	CCTV System Maintenance Check	228.00	
29/01/2021		127176	04/01/2021	CCCTV Installation - Recreation Ground Play Area	882.00	1,110.00
29/01/2021	Spaldings (UK) Ltd.	SI-2639377	12/01/2021	Plant - Repairs (Parts)	52.44	
29/01/2021		SI-2640718	15/01/2021	Plant - Repairs (Parts)	24.89	77.33
12/01/2021	Suez Recycling & Recovery UK Ltd	32169606	31/12/2020	Waste Disposal - Depot		1,608.00
12/01/2021	Sutcliffe Play (South West) Ltd.	6016	21/12/2020	Recreation Ground - New Play Equipment & Installation		3,570.00
29/01/2021	Swanage News	1284/Dec	02/01/2021	Newspapers - December		35.50
29/01/2021	Swanage Sea Fishing Ltd	1467	08/01/2021	Bathing Area Designation 2021		5,839.20
12/01/2021	Telefonica O2 UK Ltd	79470629	24/12/2020	SIM Charges - January	340.20	
29/01/2021		80591581	09/01/2021	Mobile Phone	394.80	
29/01/2021		80591581	09/01/2021	Mobile Phone	394.80	
29/01/2021		80927426	14/01/2021	SIM Charges - January	5.14	1,134.94
12/01/2021	Travis Perkins	9292 ALN347	16/12/2020	Depot - General Materials & Equipment	21.98	
12/01/2021		9292 ALN616	23/12/2020	Depot - General Materials & Equipment	3.80	25.78
12/01/2021	Trinity St Christmas Trees	1098	23/12/2020	Christmas Tree		1,260.00
29/01/2021	Third Parties	Month 10 Payroll	20/01/2021	Month 10 Deductions		700.56
					Total of BACS/CHAPS Payments	120,849.59

<u>BACS Payment issued 12th January 2021</u>	23,818.43
<u>BACS payroll payments issued 20th January 2021</u>	44,344.12
<u>BACS supplier payment issued 29th January 2021</u>	52,687.04
	120,849.59

Total of Payments **140,112.08**

SWANAGE TOWN COUNCIL

Year Ending 31st March, 2021

Payment schedule reported to Council - 15th March 2021

Schedule 11.:

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 SIXTY ONE THOUSAND, SEVEN HUNDRED AND FOURTY FIVE
POUNDS AND FIFTEEN PENCE**

.....(£161,745.15).....

Swanage Town Council Schedule of Payments - Month 11

Direct Debits & Standing Orders

Date	Name	Inv Ref	Inv Date	Details	Payment Total
10/02/2021	Barclaycard Merchant Services	001884330121	31/01/2021	Barclaycard Terminal Hire - January	65.76
12/02/2021	First Data	520334510615636/Jan21	31/01/2021	TIC - Card Payment Service Charges - January	56.13
15/02/2021	Lloyds Bank PLC	331981679	12/01/2021	Bank Charges	101.36
12/02/2021		540436505892703/Jan21	31/01/2021	Cardnet Charges - January	27.59
23/02/2021		332809121	05/02/2021	Bank Charges	53.70
10/02/2021	Paytek Admin Services Ltd (First)	MI/2727332/03	01/02/2021	First Payment Service Charges - January	200.35
01/02/2021	Pitney Bowes Finance Ltd	BL06168308	27/01/2021	Franking Machine Hire - TIC - Q4	127.74
16/02/2021	Sage (UK) Ltd	INV11479141	01/02/2021	Sage Accounts - February	247.80
16/02/2021		INV11479141	01/02/2021	Sage Payroll - February	202.51
26/02/2021	Total Gas & Power	230515609/21	10/02/2021	Gas - TH - January	400.23
26/02/2021		230515610/21	10/02/2021	Gas - TIC - January	91.65
26/02/2021		230515620/21	10/02/2021	Gas - Depot - January	100.77
01/02/2021	water2business	1056849590	06/01/2021	Water - December	286.12
Total of Direct Debit & Standing Orders					1,961.71

Lloyds Chargecard

Date	Name	Inv Ref	Inv Date	Details	Payment Total
15/02/2021	Charge Card Transactions	32601	18/01/2021	Allsops: Godlingston - Materials	66.63
15/02/2021		ADEE988EF24BE1C8EBA98F	25/01/2021	AAT: Membership	159.00
15/02/2021		468295	25/01/2021	Midshires Electrical & Lighting: Hand Dryers	706.80
Total of Chargecard payments					932.43

BACS / CHAPS

Date	Name	Inv Ref	Inv Date	Details	Payment Total
15/02/2021	A.B.A. Groundcare	120311	28/01/2021	Plant - Repairs (Parts)	64.97
15/02/2021	Alliance Tool Hire Ltd	P145161	31/01/2021	Boat Park - Jet Washer Hire	88.80
15/02/2021		P145344	31/01/2021	Depot - Safety Boots	138.60
15/02/2021	AquaAid (Southcoast)	380977	31/01/2021	Drinking Water - Annual Rental	131.28
15/02/2021	BIPCOM	INV-4117	01/02/2021	Telephone Services	3.26
15/02/2021	Blacknoll Construction Ltd	10746	01/02/2021	Seymer Road Wall Rebuild - Certificate 3	21,263.28
15/02/2021	Boston Seeds	1024873	27/01/2021	Wildflower Seeds - Downs	195.98
15/02/2021	Cards for Good Causes	HS1034-2020	31/12/2020	Charity Christmas Card Sales - 2020	5,851.01
26/02/2021	Dorset County Pension Fund	Month 11 Payroll	19/02/2021	Month 11 Pension Contributions	14,412.05
26/02/2021		Month 11 Payroll	19/02/2021	Month 11 CAYS Contributions	215.50
15/02/2021	Direct-tec Group	309363	31/01/2021	Olivetti Copy Plan - January	23.22
15/02/2021	Dorset Council	2800257793	22/01/2021	Surveyors/Structural Engineers Fees - Slipway	358.80
15/02/2021		2800257793	22/01/2021	Surveyors Fees - Bandstand	14.70
15/02/2021		2800257793	22/01/2021	Surveyors Fees - Spa/Seafront	394.20
15/02/2021		2800257793	22/01/2021	Surveyors Fees - Minor Projects	2,046.60
15/02/2021		2800257793	22/01/2021	Surveyors Fees - Herston FC	220.50
15/02/2021		2800257882	27/01/2021	Northbrook - Boundary Wall Structural Fee	1,676.70
15/02/2021	Eagle Plant	80U7620754	31/01/2021	Secure Storage Container - KGF - January	80.64
15/02/2021	Ellis Jones	E32309	15/02/2021	Legal Fees	500.00
15/02/2021	Four County Services Ltd.	57316	29/01/2021	IT Services	1,067.94
15/02/2021		57367	08/02/2021	IT Services	198.00
15/02/2021		57379	10/02/2021	Depot - IT Services	283.66
15/02/2021		57380	10/02/2021	TIC - IT Services	394.58
15/02/2021		57381	10/02/2021	TH - IT Services	615.06
15/02/2021	Greenham Trading Ltd.	04/328804	22/01/2021	Depot - Bollard Sockets	232.80
15/02/2021		04/328940	26/01/2021	Depot - Signage	261.72
15/02/2021	Hardy Signs	107730	03/02/2021	Days Park Play Area - Signage	212.76
15/02/2021	A.R. Harris & Son	29309	25/01/2021	Electrical Works - Main Beach Toilets	104.17
15/02/2021		29325	29/01/2021	Electrical Works - Shore Road Toilets	99.00
15/02/2021		29339	29/01/2021	Electrical Works - Shore Road Toilets	48.00
26/02/2021	HMRG	Month 11 Payroll	19/02/2021	PAYE & NI - Month 11	12,984.45
15/02/2021	Jacobs & Reeves	29110	24/04/2020	Legal Fees	1,209.00
15/02/2021	J.D. Facilities Ltd	INV-0835	01/02/2021	Cleaning - Toilets	6,438.20
15/02/2021		INV-0836	01/02/2021	Cleaning - Depot	197.59
15/02/2021		INV-0837	01/02/2021	Deep Clean - Depot	230.62
15/02/2021		INV-0838	01/02/2021	Cleaning - TIC	114.00
15/02/2021		INV-0839	01/02/2021	Cleaning - TH	228.00
15/02/2021	Keep Britain Tidy	INV_5008499	09/02/2021	Blue Flag 2021	958.80
15/02/2021	D. & P. Lovell Ltd.	L4478	26/01/2021	Digger Hire - January	336.00
15/02/2021		L4495	04/02/2021	Digger Hire - February	336.00
15/02/2021	Metric Group Ltd.	C58164	29/01/2021	Aslan - February	192.00
15/02/2021	Norfolk County Council	1551808	22/01/2021	Legal Fees - December	29.52
19/02/2021	Swanage Town Council	Month 11 Payroll	19/02/2021	Net Wages-Month 11	50,855.86
19/02/2021	Refunds	Refunds	19/02/2021	Beach Hut Refunds	168.50
19/02/2021	Refunds	Refunds	19/02/2021	Beach Hut Refunds	191.41
19/02/2021	Refunds	Refunds	19/02/2021	Beach Hut Refunds	329.49
19/02/2021	Refunds	Refunds	19/02/2021	Beach Hut Refunds	1,040.00
23/02/2021	Refunds	Refunds	23/02/2021	Beach Hut Refunds	36.00
15/02/2021	Spaldings (UK) Ltd.	SI-2643577	26/01/2021	Plant - Repairs (Parts)	101.08
15/02/2021		SI-2644318	28/01/2021	Plant - Repairs (Parts)	120.50
15/02/2021	St. Michaels Garage	1550	31/12/2020	Vehicle Fuel - December	821.38
15/02/2021		1606	31/01/2021	Vehicle Fuel - January	233.05

15/02/2021	Swanage News	1284/Jan	30/01/2021	Newspapers - January		30.40
15/02/2021	Swanage Tyres and Tuning Ltd	19665	26/01/2021	HG67 MDV - MOT		54.85
15/02/2021	South West Geotechnical Ltd	14293	26/01/2021	Ground Investigation Work - Seafront & Spa		29,205.30
15/02/2021	Telefonica O2 UK Ltd	81731701	24/01/2021	SIM Charges - February		352.20
15/02/2021	Travis Perkins	9292 ALO537	22/01/2021	Beach Huts - Materials	17.60	
15/02/2021		9292 ALO667	26/01/2021	Depot - Guttering	89.61	
15/02/2021		9292 ALO740	27/01/2021	Depot - General Materials/Equipment	56.26	158.47
26/02/2021	Third Parties	Month 11 Payroll	19/02/2021	Month 11 - Deductions		700.56
Total of BACS/CHAPS Payments						158,851.01

<i>BACS supplier payment issued 15th February 2021</i>	77,917.19
<i>BACS payroll payments issued 19th February 2021</i>	50,855.86
<i>BACS refunds issued 19th & 23rd February 2021</i>	1,765.40
<i>BACS supplier payment issued 26th February 2021</i>	28,312.56
	158,851.01

Total of Payments	161,745.15
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Minutes of a Meeting of the **SWANAGE COMMUNITY HOUSING STEERING GROUP** held via Zoom video conference platform on **WEDNESDAY 4th NOVEMBER 2020 at 3.30 p.m.**

In Attendance: Mr R Sutcliffe – Chair
Mr J Bishop
Councillor M Bonfield (until 4.15 p.m.)
Councillor T Foster
Councillor A Harris
Councillor D Monkhouse

Ms F Astin – Housing Advisor
Dr M Ayres – Town Clerk
Mrs E Evans – Management Support Officer
Mr N Hardy – Representative from Worth CLT

There was one member of the local press present at the meeting.

1) **Apologies**

Apologies for his inability to attend the Meeting were received from Mr J Sinclair-Taylor.

2) **Declarations of Interest**

Mr Sutcliffe declared an interest by reason of being a trustee of the Swanage and Purbeck Development Trust.

There were no other declarations to record on this occasion.

3) **Matters arising from minutes of the Swanage Community Housing Steering Group, held on 1st October 2020**

Further to Minute No. 6. it was noted that an update to the draft timetable document, to include dates to assist with future planning, needed completing. Ms F Astin confirmed she would undertake the task and report back to a future meeting.

4) **To consider the format and meeting management for a virtual public meeting to promote the project and wider communications plan**

Further to Minute No. 5 of the Swanage Community Housing Steering Group meeting held on 1st October 2020, a discussion was held surrounding the publicity of the public meeting scheduled to take place on 18th November 2020.

It was reported that the meeting had been advertised in the local press, a community newsletter, emailed to partners and advertised on the Town Council's social media page.

A local news company confirmed their ability to promote the meeting, via their social media page, and it was suggested that the chairman should provide a short statement to be used on their website. In addition it was proposed that the meeting could be publicised through local schools and political party forums to target a wide audience.

It was agreed that the public meeting needed to provide the attendees with clear information regarding the role of a CLT and the involvement required to move the project forward.

Councillor Bonfield agreed to present at the meeting and to explain the role of the Town Council, which was to remain primarily as landowners and that community engagement was essential to advance the project.

It was anticipated that a CLT would consist of around seven trustees, supported by a wider membership of interested individuals. A discussion ensued reflecting on the importance of

attracting a diverse range of members with a range of key skills to see the project through to fruition.

It was noted that Mr N Hardy from the Worth Matravers CLT had agreed to provide a presentation which would offer an honest interpretation of the process involved in the setting up of a successful CLT and the delivery of a local housing scheme.

Ms F Astin confirmed that she would address the attendees and provide a PowerPoint presentation showing completed CLT projects from around the country, followed by a video showcasing the Worth Matravers CLT project.

The agenda for the public meeting was discussed, and it was decided that Mr R Sutcliffe would open the meeting to provide introductions and to explain the meeting format, Councillor Bonfield would then speak, followed by a presentation by Ms F Astin then a talk by Mr N Hardy. Following the presentations there would be an opportunity for a "Q and A" session and Mr R Sutcliffe would close the meeting by explaining the next steps.

Further to discussion it was decided that any interested parties could state an "Expression of Interest" verbally at the end of the meeting, however, all attendees would be contacted by way of email after the meeting and consideration of applicants would be undertaken by the current steering group.

Councillor M Bonfield left the meeting at 4.15 p.m.

In relation to the functional management of the meeting it was proposed that Zoom be used as the video conferencing platform, and that a user guide would be circulated prior to the meeting to establish best practice when accessing online meetings.

It was decided that rather than using the platform's chat function, or allowing participants to interject during presentations, the "Q and A" session would provide the opportunity for queries to be answered.

Further discussion and decisions, regarding the next steps in forming the CLT, would be referred to a future meeting, to be held after the public meeting on 18th November 2020.

5) To consider the next steps

Further to Minute No. 6 of the Swanage Community Housing Steering Group meeting held on 1st October 2020, it was noted that the draft timetable document would be updated to include dates to assist with planning, and this would be provided at a future meeting.

6) Items of Information and Matters for Forthcoming Agendas

a) Wessex Community-led housing webinar series

It was noted that the videos prepared by the Wessex Community-led Housing, to support the weekly webinars, would be available as a reference source.

7) Date of next meeting

The date of the next meeting had been scheduled for Thursday 12th November at 3.30 p.m. comprising of several members of the steering group to finalise details of the public meeting.

The meeting closed at 4.30 p.m.

Minutes of a Meeting of the **SWANAGE COMMUNITY HOUSING STEERING GROUP** held via Zoom video conference platform on **FRIDAY 12th FEBRUARY 2021** at **3.30 p.m.**

Present: Mr R Sutcliffe – Chair

Mr J Bishop
Councillor M Bonfield
Councillor T Foster
Councillor A Harris
Councillor D Monkhouse
Mr A Proctor
Mr D Smith
Mr M Suttle
Mrs R Suttle

In Attendance: Ms F Astin – Housing Advisor
Dr M Ayres – Town Clerk
Mrs E Evans – Management Support Officer
Councillor N Rogers

1) Welcome, Introductions and Induction

The chair, Mr R Sutcliffe, welcomed members to the meeting and introductions were provided from each attendee.

An induction was provided, by the Town Clerk, which included a brief overview of the seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

It was noted that on occasion, in the interests of legal and commercial confidentiality, some agenda items would be discussed in ‘closed session’. Relevant paperwork would be marked accordingly and would need to be kept confidential amongst the members of the Steering Group. It was stated that these agenda items would be kept to a minimum, in the interests of transparency.

A further explanation was provided in relation to Declarations of Interest which included members’ responsibility to declare any conflict of interest at the appropriate stage of a meeting.

2) To note the revised Terms of Reference as approved by Swanage Town Council, January 2021

It was noted that the terms of reference had been amended at the Swanage Town Council meeting held on 25th January 2021 to enable the Steering Group to co-opt residents of Swanage who have the availability, enthusiasm, skills and/or insight to help deliver a community housing project.

3) Co-option of new members

Further to introductory meetings held on 26th January 2021, it was AGREED:
That Mr A Proctor, Mr D Smith, Mr M Suttle and Mrs R Suttle be co-opted to the Swanage Community Housing Steering Group with immediate effect.

4) **Apologies**

Apologies for his inability to attend the Meeting were received from Mr J Sinclair-Taylor.

It was stated that Mr Sinclair-Taylor would like to remain as a consultant to the group, however, would not attend meetings on a regular basis. Members agreed that written confirmation of Mr J Sinclair-Taylor's intention should be sought and presented to a future meeting.

Councillor Rogers requested permission to join the Steering Group. It was acknowledged that councillor membership of the SCHSG was a matter for full Council and, therefore, this request would be considered at the next Council Meeting.

5) **Declarations of Interest**

Mr Sutcliffe declared an interest by reason of being a trustee of the Swanage and Purbeck Development Trust.

There were no other declarations to record on this occasion.

6) **To approve the minutes of Swanage Community Housing Steering Group, held on 4th November 2020**

It was proposed by Councillor Monkhouse, seconded by Mr J Bishop, and RESOLVED:

That the Minutes of the Meeting of the Swanage Community Housing Steering Group held on 4th November 2020 be approved as a true record.

7) **Matters arising from the notes of the Swanage Community Housing Steering Group Public Meeting, held on 18th November 2020**

There were no matters raised.

8) **To consider the revised 'steering group aspirations' briefing paper dated 16th September 2020**

Further to Minute No. 4 of the meeting of the Swanage Community Housing Steering Group held on 1st October 2020, consideration was given to the revised 'steering group aspirations' document, to ensure all members agreed with the aims of the group.

A discussion ensued surrounding the size of the initial build project and property allocation. However, it was agreed that the document could be subject to change as the project progressed and would not be amended at the current time.

9) **To consider the next steps and delegation of tasks to the following sub-groups;**

a) Form of Incorporation, b) Financial Structure, c) Review of architect's brief

A discussion ensued surrounding the sub-group topics, which included suitable options for the most productive approach to research. Two routes were discussed in detail: three sub-groups researching simultaneously, alternatively all members investigating the topics sequentially.

Further to a lengthy discussion it was accepted that although the sub-group topics strongly related to each other, it would be beneficial to form three sub-groups to research the topics simultaneously and report their findings to the steering group, as an entirety, for consideration.

There followed a discussion regarding member allocation to each sub-group and decisions were made based on the specialised backgrounds of individuals, with the agreement that the Housing Advisor would participate in all three sub-group discussions.

Furthermore, it was proposed that brief Terms of Reference be provided for each sub-group and circulated to members, and an agreement to share email addresses was received from all members.

10) Items of Information and Matters for Forthcoming Agendas

a) Government Funding – renewed community housing fund

The receipt of information was noted.

b) Dorset Council – Housing Advisor contract extension

It was noted that Dorset Council had extended the contract for the Housing Advisor for a further two years, until 31st July 2023, and congratulations were offered to Ms F Astin.

11) To consider allocation of sites as part of consultation on Draft Dorset Local Plan

It was noted that elements of the Draft Dorset Local Plan could impact potential site selection for social housing, and consideration of the draft plan should form part of the discussions for the architect's brief sub-group.

Members were reminded that the deadline to submit a response to the Draft Dorset Local Plan was 15th March 2021.

12) Date of next meeting

The next meeting was scheduled for Monday 8th March at 3.30 p.m.

The meeting closed at 5.45 p.m.

Swanage CLT Sub-Group – Recommendation for legal Structure 08/03/21

We recommend, “incorporating” as a Community Benefit Society (CBS).

We have consulted with Wessex, Peter Parker of Wrigley’s solicitors (see below), both at no cost and taken advice from Fiona Astin who is a member of the group. We have been given sight of the National CLT Network’s Introduction to Legal formats – a short comparison table of the vehicles open to us is contained overleaf.

We believe a CBS gives us the best combination of benefits available in line with our chosen objectives. In summary:

1. A member democracy. One member, one vote. (A CIC in contrast allows for one individual to buy/hold multiple shareholdings if funds are being raised, which is anti-democratic and can lead to instability).
2. Trading flexibility. The CBS could be used for purposes other than housing if required later.
3. As our beneficiary the TC could have members on the board, if so wished.
4. a CBS can raise share capital at an affordable cost; make or take loans and attract grant finance (Charities and CICs can only do grants and attract loan finance).
5. The FCA would be our regulator, which is relatively light touch. Reporting and regulation is more onerous for the other vehicles.
6. A board would be appointed at incorporation, which could decide on membership criteria and open up the CBS to members, after a start-up phase, ensuring an initial period of stability.
7. Unlike a charity, a CBS (or a CIC) have no Tax advantages, but as a CBS, if at a later date we had to purchase land for example, the rates are low for this type of Social enterprise.
8. The TC can have an asset lock on the land for all three options. If, however, the CLT wishes to become a Registered provider of Social Housing, the Social Housing Regulator will not accept it.

Wessex is part of the Community Led Homes Enabler Hub Grants Programme aims to expand the network of specialist regional organisations helping groups of local people to develop their own community led housing solutions. Funded by the Community Housing Fund from the Ministry of Housing, Communities and Local Government (MHCLG). **Wrigleys** describes itself as “a leading provider to the Charity and Social Economy sector and has advised co-operatives, charities and social enterprises since the mid 1980s.”

Comparison (Source: National CLT network)	Company limited by guarantee/Charity	Community Interest Company	Community Benefit Society
Open membership	Yes	Yes	Yes
Member Democracy	Yes	Yes	Yes, one member one vote
Trading flexibility	Limited	Flexible	Flexible
Beneficiary representation on Board	Limited	Unrestricted	Unrestricted
Payment to Board members	Restricted	Unrestricted	Unrestricted
Raise share capital at affordable cost	No	No	Yes, using withdrawable shares
Legally enforceable asset lock	Yes	Yes	Yes
Reporting and regulation	Companies House and Charity Commission	Companies House and CIC Regulator	Financial Services Authority
Tax advantages	Rate relief Stamp duty exemption Corporation tax exemption	None	None, unless an exempt charity, in which case tax advantages are the same as CLG/Charity.
Tax relief for donation	Gift aid	None	None

Extract from the Draft Minutes of a Meeting
of the **SWANAGE COMMUNITY HOUSING
STEERING GROUP** held via Zoom video
conference platform on **MONDAY 8th MARCH 2021**
at **4.30 p.m.**

Present: Mr R Sutcliffe – Chair

Mr J Bishop
Councillor M Bonfield
Councillor T Foster
Councillor A Harris
Councillor D Monkhouse
Mr D Smith
Mr J Sinclair-Taylor
Mr M Suttle (from 4.35 p.m.)
Mrs R Suttle (from 4.35 p.m.)

In Attendance: Ms F Astin – Housing Advisor
Dr M Ayres – Town Clerk
Mrs E Evans – Management Support Officer
Councillor N Rogers

4) To consider proposals from the following sub-groups;
a) Form of Incorporation

An overview of a briefing paper, which set out a number of proposed incorporation options, was provided prior to the meeting. Three legal formats had been explored; Company limited by guarantee/charity, Community Interest Company and Community Benefit Society. It was noted that free consultation sessions with Wessex Community Assets, Wrigley’s solicitors and Ms Astin, housing advisor, had been sought to assist with forming the recommendation to the group.

A discussion ensued surrounding the various options which included clarification that a Community Benefit Society could be formed either with or without charitable status and the impact of this in relation to an ‘asset lock’. An explanation regarding the asset lock required for charitable status was provided and included that if the society was dissolved, any residual assets would be transferred to another charity with the same or similar charitable purposes. It was also clarified that the CBS would be an ‘exempt charity’ and as such would not be registerable with the Charity Commission, but could register with HMRC to secure the tax advantages related to charitable status.

A further discussion ensued surrounding the need to form a CLT, as the CBS would hold the legal weight. However, it was agreed that further advice and training opportunities would be provided under the CLT formation.

It was therefore **AGREED** :-

TO RECOMMEND:

That the community led housing project should take the form of a Community Land Trust, and be incorporated as a Community Benefit Society with charitable status.

Council Meeting 15th March 2021

Item 9 d) Council representation on Community Land Trust – Advice from Monitoring Officer

Question posed to Jonathan Mair, Monitoring Officer, by Town Clerk, February 2021

The Swanage Community Housing Steering Group will be a temporary body which will cease to exist in 3-6 months' time once a Community Land Trust or similar standalone organisation has been formed. It is possible that the site that will be developed is one in the Town Council's ownership. Some councillors would like to be trustees in order to be able to take forward the project. If they do serve in that way, where would that leave them in terms of participating in Town Council debates about the terms of releasing the land? Would it be better if they did not put themselves forward as Trustees, but instead simply attended meetings in a non-voting capacity? It's difficult to know how to play it at this stage as if the CLT chooses a non-STC-owned site then any conflict of interest should be avoided, except perhaps in terms of considering any grant request etc.

Advice received from Jonathan Mair, Monitoring Officer, Dorset Council

The question of councillors as trustees can be tricky. Often those who are best equipped and motivated to be trustees for the benefit of the community are already councillors and the two roles can conflict.

I suggest advising the councillors concerned that they can at the same time serve both as councillors and as trustees but there will be occasions when the legal duties they owe as trustees come into conflict with their roles as councillors. If they do wish to serve as trustees then they can but they need to go into this in the knowledge that there will be occasions when because they are trustees they cannot take part in council business. Provided they go into this in the knowledge that they will need sometimes to withdraw from council and provided it will not cause you practical problems later (quorum on a committee perhaps) then I do not see why a councillor cannot also be a trustee.

Martin Ayres
Town Clerk

March 2021

Council Meeting 15th March 2021

Item 9 e) National CLT Network Membership Renewal

Time to renew

[View this email in your browser](#)



Dear Martin Ayres,

It's nearly time to renew Swanage Town Council's membership with us. We hope our start-up membership package has helped you to get started and that you've taken advantage of our handbook and our discounted incorporation service.

Our start-up membership lasts a year. Where you joined partway through last year we understand that you may not be in a position to upgrade yet. But if you are and would benefit from our discounted insurance packages, please read on below!

Interested in upgrading?

The upgraded membership fee is £150.

By upgrading your membership you can help us to deliver a service that is sustainable and keep campaigning for you and the rest of the movement at the highest level. Securing the renewal of the Community Housing Fund is a clear example of how successful our campaigning is, and we hope that your CLT will get to benefit from it.

Would you like to add insurance coverage to your membership?

Through the National CLT Network membership, you can secure bespoke insurance at a much cheaper rate than if you were to sort individually. **Let us know if you would like to add any of these packages to your membership when you confirm your renewal.**

Directors' and Officers' Liability insurance

If you are a trustee, directors, committee member or officer of a charity, association and not for profit organisation, you should have Directors & Officers/Trustees Insurance. It is designed to cover the cost of claims for compensation for wrongful acts made against you.

We have a very competitive policy than in the past year which cost our members £200. We are currently negotiating the most competitive deal possible for 2021/22.

Organisational and Professional Liability insurance

This is an extension of the D&O insurance that covers claims made directly against your company for alleged wrongful acts and errors/omissions in the advice and services provided. If you are interested in adding this to your membership.

In the last year this cost £60.

Read more about both insurance packages [here](#)

Please let us know if you are renewing or upgrading by Friday 12 March and we'll send you an invoice on 1 April asking for payment.

Membership benefits

We've got a brand new series of webinars and training planned for members in 2021/22, these include:

- Delivering impactful and engaging events online
- Policy briefing on the Community Housing Fund
- Realising your project's renewable energy ambitions
- Getting the basics right: CLT operations

If you have a topic that you would like to cover, please let us know. If we get lots of similar requests we'll do what we can to cover it.

Best wishes,

The NCLTN Team



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Council Meeting 15th March 2021

Item 10 b) Events Working Party – Event Update March 2021

1. Government regulations regarding events

In late February, the Government released the roadmap detailing its plan for 2021 and the pandemic. With regards events the following key dates are relevant, although these are deemed to be earliest dates and it is possible that they may be extended. In the event of an extension of the dates, at least seven days' notice would be provided.

Step	Earliest Date	Government Restrictions	Council Approach
1	29 th March	Rule of 6 or two households applies.	No events permitted
2	12 th April	No change to above, with exception that weddings can be up to 15.	No events permitted
3	17 th May	Rule of up to 30 applies outdoors, rule of 6 indoors. Additionally, it appears that outdoor events can be operated but must be at 50% or no more than 1,000.	No events permitted except where the organiser can demonstrate controlled access and subject to the decision of the Events Working Group
4	21 st June	All social distancing restrictions are due to be lifted and no limits on groups or events are envisaged.	All events permitted

2. New event requests received since the last meeting

Several event requests have been received since the last report – these can be found highlighted in the Appendix 1 below along with the recommendations.

3. Current Event Calendar

The current event calendar can be found below at Appendix 1. It should be noted that several regular events have not yet made an application this year and over the next few weeks each of these will be approached to better understand their intentions for 2021.

4. Decisions required

- a. Consider approach to re-opening events for 2021 as per section one.
- b. Consider if Provisional Approval should be provided for those events highlighted in section two

Culvin Milmer
Visitor Services Manager and Business Development Officer

March 2021

Appendix 1 – Event list for 2021 on Swanage Town Council operated property (Venue booked dates rather than public dates)

'Greyed' rows indicate events that have not yet received provisional approval.

Please note that dates are for 'venue bookings' rather than public event dates.

Event	Date Booked – From	Date Booked – To	Organiser	Detail	Venue	Notes	Recommendation
Sunrise Service	4-Apr-21	4-Apr-21	URC	Easter Morning Sunrise Service 2019	Beach	As 2019	Not permissible due to gov. restrictions
Swanage Charity Day & Classic Car Display	24-Apr-21	24-Apr-21	Jenny Lazenbury	Approx. 100 cars (classic & veteran) static display with Charity Stalls – 23rd year	Main Beach Car Park	As 2019	Not permissible due to gov. restrictions
Swanage Classic	22-May-21	22-May-21	Anglers Afloat	Kayak Fishing Tournament in aid of the Swanage RNLI this will be our 10th Anniversary Event	PAG / Monkey Beach	As 2019	Recommend continue
Swanage FreeWheelin FEASTival	28-May-21	31-May-21	Market Square	Food market	Sandpit Field	New – Propose £250 charge per day	Recommend continue subject to meeting with organiser and EWG
Jurassic Coast Challenge 100km	22-May-21	23-May-21	Action Challenge	Jurassic Coast Challenge 100km walk and run with the first rest stop at Days Park. Event run previously in July 2018	Days Park	As 2019 with £350 charge for event	Recommend continue
Swanage Rowing Regatta	3-Jul-21	3-Jul-21	Hants & Dorset Amateur Rowing Association	Approximately 40 races from off the Mowlem for 800 meters towards Ballard Down. The races will be in Coastal Fours, Pairs and Sculls including Junior (J16) to Masters (Over 40 & 50) events.	Beach / North Beach Car Park / Shore Road	As 2019 - Concerns around the use of the beach in early June – previously approved but wait for more information	Delegate to EWG

Swanage Triathlon Festival	4-Jul-21	5-Jul-21	Challenging Events	Challenging Events Triathlon inc, open water swim	Sandpit / Beach	As 2019	Previously Approved
SISATA	24-Jul-21	26-Jul-21	Sisata	'Folk-Gypsy' musical	PAG	As 2019	Previously Approved
Swanage Regatta and Carnival	26-Jul-21	07-Aug-21	Swanage Carnival	Week-long series of carried activities	Various	As 2019	Previously Approved
Lifeboat Week	13-Aug-21	22-Aug-21	RNLI	Various activities	PAG	As 2019	Previously Approved
Inflatable Theme Park for under-12s	22-Aug-21	24-Aug-21	South West Inflatable Theme Parks		King Georges Field	New – Propose charge	Approve in principle but more information required
Farnham Brass Band	04-Sep-21	04-Sep-21	Farnham Brass Band	Music	Bandstand	New	Previously Approved
Swanage Folk Festival	08-Sep-21	13-Sep-21	Folk Festival	Community Folk Festival based on Sandpit Field and venues around the town with music concerts, workshops and dance demonstration.	Various	As 2019	Previously Approved
The Purbeck Outdoor Weekend	16-Sep-21	19-Sep-21	T-POW	Sporting events over a 3 day w/e. Running, Walking, Cycling.	Sandpit / PAG / Downs	As 2019	Previously Approved
The Purbeck Festival	20-Sep-21	26-Sep-21	Planet Purbeck	Range of activities supporting the environment	PAG	New	Previously Approved
Running Event	11-Nov-21	11-Nov-21	Endurance Life	Half Marathon	North Beach	New	Approve

Monthly Council Meeting – Monday 15th March 2021 Agenda Item 12)

To consider recommendation of Grants Panel regarding revised grant application from Purbeck Coast Radio

Further to discussions at the Council Meeting held on 25th January 2021 (Minute No. 119 refers) Members of the Grants Panel (Councillors Bonfield, Foster and Harris) met via Zoom on 22nd February 2021 to consider Purbeck Coast FM Community Radio Station's revised grant application which had been received.

Representatives from Purbeck Coast FM were in attendance at the meeting to undertake a presentation on the radio station's revised Sustainability Plan and Five-year Financial Forecast, which enabled the Panel to undertake a 'Q&A' session with the representatives following the presentation. Details of the radio station's fundraising activities were also provided, which included an application for grant funding to the National Lottery Community Fund.

A total grant of £15,000 has now been requested, and it is proposed that £2,000 be awarded. However, payment of this grant will be subject to confirmation being received that the station's application to the National Lottery Community Fund has been successful.

Details of the application is included in the table below (Appendix 1) and includes a summary of the project that will be funded by the grant, and the reason for the Council's support.

The Council has agreed a grants budget of £10,000 for the 2020/21 financial year. A total of £6,850 has been awarded to date, however, as previously advised in light of the UK Government guidelines surrounding the current Covid-19 pandemic it is anticipated that at least £900 of this sum will not be paid out this financial year, due to events having been postponed since the grants have been awarded. Please see list attached below for details of grants awarded (Appendix 2).

Attached as an Appendix to this Briefing note is a copy of the Council's existing grants criteria, adopted by Council in December 2018 (Appendix 3). This states that the Council will not usually award a grant in excess of £500 and would typically only support festivals and events whilst they are being established.

A review of the Town Council's grants policy was also completed at the meeting and a draft copy of the amended policy was considered at the Meeting of the Policy, Finance and Performance Management Committee held on 10th March 2021 (Minute No. 3 refers). A recommendation has been made by the Committee that the revised Grant Policy be approved and adopted.

Decisions required:

- 1) To approve the recommendation of the Grants Panel made at its meeting held on 22nd February 2021.

Niki Clark
Administration and Communications Manager
March 2021

Appendix 1

Swanage Town Council - Grant applications received

Applicant	Sum requested	Recommended grant	Summary of project	Reason for support
Purbeck Coast FM Community Radio Station	£15,000	£2,000 - subject to confirmation being received that the Radio Station's application for funding to the National Lottery Community Fund has been successful.	<p>The aim of the station is to continue providing the community with a state-of-the-art media facility for signposting local services, promoting community events, building community cohesion and reducing social isolation.</p> <p>The station also provides opportunities for skills development and training for young people, and is an important vehicle for volunteers of all ages to become involved in community action.</p> <p>The station aims to re-establish its community outreach events and activities for elderly, vulnerable and those living in social isolation.</p>	<p>Update from meeting held on 22nd February 2021</p> <p>Following receipt of a revised grant application, Sustainability Plan and Five-year Financial Forecast, and the radio station's presentation, Panel Members still did not feel able to commit to such a sizeable amount of funding at the present time. However, Members acknowledge that this is an important community service, providing opportunities for young people, and welcomes the station's aims to re-establish its community outreach events.</p> <p>The Panel therefore recommends that the Town Council continues to support the aims and promotional activity of the radio station, and approves a smaller grant of £2,000, but that this approval should be dependent upon the application for Lottery funding being successful.</p> <p>Notes from meeting held on 25th January 2021</p> <p>In view of the size of grant requested the Panel feels that further information is required before a recommendation/decision can be made on this application. It is noted that funding/match-funding is being sought over a three-year period. The Panel therefore recommends that the applicant is requested to provide the Council with the required supporting information/ financial information as set out in the Council's grant criteria, to include details of the station's three-year Business Plan (what is the station's aspirations if funding applications are successful?), income and expenditure and audience numbers, for further consideration by Full Council.</p> <p>A question was also raised as to whether the station would be able to undertake paid advertising activities, being a community (not commercial) radio station.</p>
Total	£15,000	£2,000		

Appendix 2

Swanage Town Council - grants awarded to date

Grants and Donations Summary 2020/21

Grant applications already approved (as at 15th March 2021):

2185 (Wareham & Swanage) Air Training Corps	£ 500
KG5K	£ 400
Life Education Wessex	£ 550
Link Visiting Swanage	£ 1,000
Purbeck Art Weeks (PAW) Festival	£ 500
Purbeck International Chamber Music Festival	£ 500
Rotary Club of Swanage and Purbeck	£ 200
Trevor Chadwick Memorial Trust	£ 1,200
#Willdoes	£ 2,000
	=====
<u>Total awarded to date:</u>	£ 6,850
	=====

Appendix 3 – Swanage Town Council’s Grants Policy, adopted December 2018

GUIDELINES FOR APPLICANTS

Please read these notes carefully before completing the application form.

1. Swanage Town Council makes an annual budget of £10,000 available for grants and donations. In order to ensure a wide distribution of funds, grants will usually be for sums of less than £500. Larger grants may be considered in exceptional circumstances. In all cases applicants will be required to demonstrate financial need and the sum requested must be commensurate with the direct benefit obtained.
2. Please complete the attached form as fully as possible. If there is insufficient space on any part of the application form, please attach a separate note. The Council welcomes any additional supporting information that you believe will assist your application.
3. Requests for grant aid should be consistent with the Town Council’s statement of policies and objectives (see www.swanage.gov.uk/Policies.aspx) and will normally only be considered from the following:
 - 3.1 A charity based in and/or operating within the boundaries of the civil parish of Swanage. National and regional charities must demonstrate direct local benefits.
 - 3.2 A non-profit making organisation serving the needs of Swanage or its residents.
 - 3.3 Residents of Swanage requesting grant aid with a capital project, which will be for the benefit of a wider group.
 - 3.4 A club, association or organisation serving all or part of the Swanage community.
 - 3.5 Organisers establishing new festivals and events, which will bring an economic, cultural or other benefit to the town.
 - 3.6 The Council will not provide grant aid to individuals, for the support of any political group, or to organisations that are socially exclusive (i.e. where there are restrictions on membership inconsistent with equal opportunities).
4. Applications for grant aid that do not meet the criteria set out in 3.1 to 3.5 above may be considered in special circumstances, but the Council cannot make grants retrospectively. If you wish to discuss a potential application please contact the Town Clerk either by telephone on 01929 423636, or e-mail admin@swanage.gov.uk
5. Together with this application form you should also supply the following information:
 - a minute of the meeting of the organisation stating the purpose of the funding request and authorising the application;
 - a copy of the last audited annual accounts or, in the case of smaller organisations, a recent income and expenditure statement authorised by a qualified accountant.
7. Applications will normally be considered annually as part of the Council’s budget setting process. The deadline for submission is the **31st December** for grants to be paid in respect of the forthcoming financial year, from 1st April. However, if funding remains available requests will be considered at any stage during the financial year.
8. Applications will be assessed on the basis of the information supplied, against the following criteria: whether the grant will support the Town Council’s policies and objectives; how well the grant will meet the economic, cultural, environmental, social or other needs of the community; availability of alternative funding; extent of fundraising activity by the applicant(s); previous grant aid from the Town Council.
9. The decision of the Town Council is final. If your application is successful you will receive written confirmation of your award. You must sign a form accepting the Council’s terms and conditions and will be expected to acknowledge Council support in all communication with the media.

Council Meeting 15th March 2021

Item 13) Swanage Seen Arts Trail Boards

1. The Boards

Swanage Seen Arts Trail is a series of nine information boards located across the town and including one at Durlston and one at Langton Matravers. These were originally installed around 10 years ago and in most cases include a stone base with an information board cemented to the top. Originally these were funded by a range of stakeholders. Part of the original funding included a leaflet which can be found online:

<http://www.swanageeseen.co.uk/resources/Swanage%20Art%20Trail%20leaflet.pdf>

The leaflet remains available and is provided free of charge through the Swanage Information Centre, alongside other venues. The boards are designed to be a walking trail and are generally in prominent places. They are a valuable reminder to visitors that Swanage has played an important part in art history and, for the most part, are effective at presenting the artist's view from the location at which they were painted. While promotion of the boards has not been as effective as it might be, they continue to provide a valuable contribution to the area's tourism provision.



2. Proposal

It is unclear as to which organisation actually owns the boards, but they are effectively managed by local artist, Carlotta Barrow. Over the last few years, it has become clear that the inserts within the boards have deteriorated and are due for replacement. The Town Council has been asked if they are able to procure new inserts and the associated works.

Each insert sits underneath a clear plastic board which in turn is cemented into the top of the stone base or equivalent. Therefore, the work is to print a new insert, lift up the old covers and replace the old insert with the new, then re-cement the board.

Of the nine boards, four are located on land maintained by Swanage Town Council (see all locations below). According to the request, 8 are required to be repaired. One was recently repaired by descendants of the particular artist featured. Up-to-date quotes for this work have not yet been identified, but an assumed cost of approx. £1,000 should be sufficient. If only the four located on STC maintained areas were to be repaired, this would cost approx. £600. If approved the work would be contracted out by the Visitor Services Manager.

The Swanage Information Centre is currently developing a series of short town trails in the form of leaflets to be given out at the Information Centre. These will sit alongside this trail and will support each other to promote interesting and varied trails around the town and will help promote these boards to a wider audience.

3. Decisions required

The Council are asked to approve the funding of replacement inserts for the Swanage Seen Art Trail for either four boards or eight boards.

Culvin Milmer
Visitor Services Manager and Business Development Officer

March 2021

Appendix 1

Board Locations

1. Sandpit Field
2. Hardstanding
3. Institute Road
4. St Mary's Church
5. PAG (Broad Road Car Park)
6. Pier
7. Boat Park (Lifeboat Station)
8. Durslton
9. Burngate Stone Carving Centre, Langton Matravers

Council Meeting 15th March 2021

Item 15) Dorset Council Community Governance Review

Dear Clerks

Introduction

During the last few months, the Council has received a number of queries from parish councils asking how they can change their governance arrangements, all of which can be considered as part of a Community Governance Review (CGR).

The areas that CGRs cover are:

- Creating, merging, altering or abolishing parishes (grouping or de-grouping parishes)
- Increasing or decreasing the number of Councillors
- Creating ward boundaries or changing existing Warding arrangements
- Changes to Parish names
- Correcting minor boundary anomalies.
- Changing a parish council into a parish meeting

The Process

The responsibility of undertaking CGRs falls to the principal council (Dorset Council in this case) and can be triggered in a number of ways including a request from a parish, a community petition or, as in this case, at the principal council's volition. As a principal council, we are required to undertake a review of governance arrangements of all parishes every 10-15 years, and as a number of tentative enquiries have been made, now seems the right time to carry out a council-wide review. The various predecessor councils had undertaken reviews but, for some, this was many years ago so now seems the right time to undertake this piece of work.

The legislation that covers CGRs requires any Review to be completed within 12 months of Dorset Council publishing its Terms of Reference which is the document that sets the process running. It's a very tight timescale so we wanted to put you on notice that we propose to "formally" start this piece of work in July this year. Please note, any changes to governance arrangements agreed as part of the Review cannot take effect until the next scheduled elections in May 2024.

The process that Dorset Council will follow will be:

- Publication of Terms of reference that sets out what will be covered – in this case it will be a review of all parishes that sit within the Dorset Council area (July 2021).
- Public consultation for 12 weeks seeking proposals/initial submissions.(5 August to 28 October 2021)
- Consideration of consultation responses and preparation of draft recommendations. (to be agreed at Full Council - December 2021)
- Public consultation on draft recommendations. (20 December 2021 – 28 February 2022)
- Consideration of further responses and then publication of final recommendations. (to be agreed at Full Council – April 2022)

Considerations

When preparing any submissions, we recommend that you take into account the considerations that Dorset Council will need to apply that are set out in the LGBCE Guidance - a link to the Guidance can be found [here](#). The considerations include:

- The need to secure that community governance within the area under review:
 - reflects the identities and interests of the community in that area.
 - is effective and convenient.

- The impact of community governance arrangements on community cohesion and the size, population and boundaries of a local community or parish.
- The impact on electorate size of future development within the next 5 years.

We will be able to assist by providing street lists with elector numbers and we will also be able to provide figures for projected future developments. We are currently looking at options for mapping facilities and will advise in due course if we are able to provide any assistance with this.

Any changes will be set out in a Reorganisation Order – the Order will include a detailed map of any boundary changes with any changes taking effect at the next scheduled elections ie May 2024.

Obviously, if your parish is content that the governance arrangements are working well then you do not need to make any submission.

What we are recommending to Parishes prior to the formal start of the process:

Whilst the process will not start formally until July, we recommend that parish councils start talking with their parish at an early stage. Whilst the 12 week consultation period may sounds like a long time, this will pass very quickly.

It is important that any submissions you make to the Council must achieve electoral equality – ie each Councillor will represent roughly the same number of electors.

If parishes are proposing changes, we will ask that you provide information about how this will ensure community cohesion eg what are the links within the community that leads you to recommend that certain areas should be linked together eg in the same ward or parish.

If parishes are seeking a change to the boundaries of the parish, we suggest that they start talking to the other parishes affected. Decisions are much more straight forward if there is community agreement.

I would ask that queries are kept to a minimum between March and 11 May as the Team will be busy administering the Police and Crime Commission election, and a number of parish by-elections and Neighbourhood Plan referenda, but will be happy to help outside of this period. If, in the unlikely event that the May election should be postponed, I will write to you all again with a revised timetable once we are in a position to produce this.

If you have any queries in respect of the proposal, please do not hesitate to contact the Team at the cgr@dorsetcouncil.gov.uk address.

Kind regards

Jacqui

Jacqui Andrews
Service Manager, Democratic & Electoral Services
Legal and Democratic Services

Dorset Council



Casual Vacancy – Co-Option Policy

1. Introduction: Casual Vacancies

- 1.1 This policy outlines the legal requirements and local arrangements that the Town Council will follow when a casual vacancy occurs. It has been informed by the National Association of Local Councils (NALC) Legal Topic Note 8 – Elections and Co-Option, dated June 2020.
- 1.2 A casual vacancy occurs following one these events:
- a councillor fails to make his/her/their declaration of acceptance of office at the proper time;
 - a councillor resigns;
 - a councillor dies;
 - a councillor becomes disqualified; or
 - a councillor fails for six months to attend a meeting when summoned to do so and their apologies are not accepted.
- 1.3 The Town Clerk, or other nominated officer, will notify Dorset Council of a casual vacancy and then give public notice of the vacancy to give electors the opportunity to request an election. If the vacancy has arisen due to a death, the notice will not usually be displayed until after the funeral has taken place. However, this may not be possible in exceptional circumstances.
- 1.4 The notice of vacancy must be displayed on the Town Council noticeboard for 14 working days (not counting Saturdays, Sundays, Christmas Eve, Christmas Day, Good Friday or bank holidays). During this time 10 electors may request an election by writing to the Returning Officer at Dorset Council. During this 14-day period steps should be taken to raise awareness of the vacancy such as publication on the Council's website and social media pages.
- 1.5 After the 14 days, the Returning Officer will notify the Clerk in writing of the outcome. If a by-election is called, this process will be managed by Dorset Council. If more than one candidate is subsequently nominated, a by-election will take place. When only one candidate is nominated they are duly elected without a ballot. Swanage Town Council will be expected to pay the costs incurred in holding any by-election.

2. Co-option Stage 1 – Application Process

- 2.1 If no election has been requested, then the Town Council must co-opt to fill the vacancy unless it is within 6 months of the forthcoming Town Council ordinary elections. (Local Elections (Parishes and Communities) (England and Wales) Rules 2006.)

- 2.2 If a vacancy occurs within 6 months of the Parish Council's forthcoming ordinary elections then a by-election will not be held and the vacancy may be filled by co-option if wished, but the Council is not obliged to do so.
- 2.3 Whenever the need for co-option arises, Swanage Town Council will seek and encourage applications from anyone in the town who is eligible to stand as a town councillor. Councillors or parishioners can legally approach individuals to suggest that they might wish to consider putting their names forward for co-option.
- 2.4 Although seeking 'expressions of interest' is not a legal requirement, NALC recommends that councils always give public notice of vacancies because this makes the process of co-option open and transparent and should attract more potential candidates.
- 2.5 The notice to co-opt will include: the method by which applications can be made; the closing date for all applications; a contact point to obtain more information and where information can be sourced electronically.
- 2.6 The notice will be placed on the website, social media pages and noticeboard, and where possible in the local press. Anyone wishing to serve as a Councillor will be asked to complete a short application form (Appendix A), which will include their reasons for becoming a Town Councillor together with their legal qualifications (citizenship / electoral register etc) and a declaration.
- 2.7 Applicants will be reminded that it is a condition of becoming a Councillor that a means of contact by telephone and e-mail will be public information (a Council email address will be provided). They will also be advised that a Declaration of Interests Form must be completed and that they must abide by the Code of Conduct.
- 2.8 The notice will be published for a period of no less than four calendar weeks from the date it is issued. The notice will contain the date by which all completed application forms must be received.
- 2.9 The Town Council will co-opt one of the applicants to fill the casual vacancy either at the next Full Council meeting, or, with the agreement of the Mayor, at an Extraordinary Council meeting called expressly for that purpose.

3. Co-option Stage 2 – The Council's Decision

- 3.1 Councillors will receive a copy of the application form submitted by each person wishing to be considered as a Councillor, and duly qualified to do so, with the agenda papers for the meeting. Only forms submitted by applicants who are legally qualified and not disqualified to fulfil the role will be circulated.
- 3.2 At the meeting the Chairman will invite Councillors to nominate and second any of the applicants. Only those Councillors present at the meeting may nominate, second or vote upon the person to fill the vacancy. If there is only one vacancy, a Councillor may only nominate or second one candidate.
- 3.3 The Chairman should place the names of those properly nominated into alphabetical order and take a vote. Voting to fill the vacancy will be by a show of hands, unless the Council agrees another method compatible with Standing Orders. Councillors have one vote each. The first candidate to receive an absolute majority of those present and voting will be declared elected.

3.4 Should no single candidate receive a majority on the first vote, the individual(s) with the lowest number of votes will be eliminated. Voting takes place on the remainder of the candidates (one vote per Councillor) until one person receives an absolute majority.

4. Following Co-option

- 4.1 Successful co-opted candidates become councillors with immediate effect and are no different to any other member.
- 4.2 Co-opted members will be asked to sign a Declaration of Acceptance of Office and agree to abide by the Town Council's adopted Code of Conduct. They may take their seat at council and are then able to be appointed to a committee.
- 4.3 Any application can be considered in a candidates(s) absence, but if successful, members would need to agree for him/her to sign the Declaration of Office in accordance with the Local Government Act 1972, section 83(3), either before or at the next Full Council meeting.
- 4.4 The Town Clerk will inform Dorset Council that the casual vacancy has been filled by co-option and the co-opted Councillor must complete and return their Register of Interests Form within 28 days of their co-option.

Policy Adopted: March 2021

Review Date: May 2024

CO-OPTED COUNCILLOR PERSON SPECIFICATION

Personal Attributes

- Sound knowledge and understanding of local affairs and the local community
- Forward thinking
- Can bring a skill, expertise or key local knowledge to the Council

Experience, Skills, Knowledge and Ability

- Ability to listen constructively
- A good team player
- Ability to pick up and contribute to a variety of projects
- Solid interest in local matters
- Ability and willingness to represent the Council and their community
- Good interpersonal skills and able to contribute opinions at meetings whilst willing to see others views and accept majority decisions
- Ability to communicate succinctly and clearly
- Ability and willingness to work closely with other Members and to maintain good working relationships with all Members and staff
- Ability and willingness to work with the Council's partners (e.g. voluntary groups, other Councils, charities etc)
- Ability and willingness to undertake induction training and other relevant training
- Basic knowledge of issues relating to Town and Parish Councils or local authorities

Circumstances

- Ability and willingness to attend meetings of the Council (or meetings of other local authorities and local bodies) at any time; and to attend events in the evening and occasionally at weekends



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

APPENDIX A

01929 423636
 email: admin@swanage.gov.uk

APPLICATION FORM FOR THE ROLE OF SWANAGE TOWN COUNCILLOR

Full name	
Home address Inc. Postcode	
Telephone number	
Mobile number	
Email	

It is a condition of being a Swanage Town Councillor that a phone number and email address (official email address will be supplied) be made public via notice boards and the Council's website.

**LEGAL QUALIFICATIONS FOR BEING A COMMUNITY COUNCILLOR
 QUALIFICATIONS**

(To qualify you must be able to answer 'Yes' to both of the questions below)

Are you a British citizen, a Commonwealth citizen or a citizen of a European Union country?	Yes / No
Are you 18 or over?	Yes / No

(To qualify you must be able to answer 'Yes' to at least one of the questions below)

Are you on the electoral register for Swanage?	Yes / No
Have you lived either in the civil parish of Swanage, or within three miles of its boundary, for at least the last year?	Yes / No
Have you been the owner or tenant of land in the civil parish of Swanage for at least the last year?	Yes / No
Have you had your only or main place of work in the civil parish of Swanage for at least the last year?	Yes / No

DISQUALIFICATIONS

(You must be able to answer No to all of the questions below to be eligible to serve as a councillor)

Are you the subject of a bankruptcy restrictions order or interim order?	Yes / No
Have you within the last five years been convicted of an offence in the UK, the Channel Islands or the Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine?	Yes / No
Are you disqualified by order of a court from being a Member of a local authority?	Yes / No

Please briefly outline of why you are interested in being a community councillor.

Please tell us something about the life experience you will bring to the Council, for example, previous local government experience, work in the voluntary or charitable sector, business or trade union experience.

Please tell us something about the skills you feel you will bring to the Council, for example, professional qualifications, financial or project management expertise.

Are there any questions you would like to ask the council about your application or the role of Councillor?

DECLARATION

I declare that the information I have provided in this application is, to the best of my knowledge, accurate and true.

Signed.....

Date: