

SUPPORTING PAPERS

Agenda Item 5 a)

1ST NOVEMBER 2021

SWANAGE TOWN COUNCIL

Statement of Cash Balance as at 30th September 2021

	£ p	£ p
Balance in Hand at 01/04/2021		£512,973.11 Cr
As per reconciliation dated 31/08/2021	£1,947,916.94 Cr	
Income during September	£592,283.81 Cr	
Movement of Cash-Investment	£0.00 Cr	
Add - Outstanding receipts- August	£6,248.29 Cr	
Less - Outstanding receipts - September	<u>£532.33 Dr</u>	£2,545,916.71 Cr
Less payments made:		
As per Reconciliation dated 31/08/2021	£1,184,596.56 Dr	
Schedule 6 payments dated 30/09/2021	£248,768.04 Dr	
Movement of Cash-Investment	<u>£0.00 Dr</u>	£1,433,364.60 Dr
		<u><u>£1,625,525.22 Cr</u></u>
Balance at Bank		
Current Account		£541,130.36 Cr
Deposit Account		<u>£1,084,394.86 Cr</u>
		<u><u>£1,625,525.22 Cr</u></u>
Short Term Investments held by the Council		
CCLA Public Sector Deposit Fund (MMF)		£250,000.00
Aberdeen Standard (MMF)		£500,000.00
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 30th September 2021

Prepared by Alison Spencer

Dated: 4th October 2021

Certified by Martin Ayres

Dated: 4th October 2021

SWANAGE TOWN COUNCIL

Year Ending 31st March, 2021

Payment schedule reported to Council - 1st November 2021

Schedule 6.:

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 FOURTY EIGHT THOUSAND SEVEN HUNDRED AND SIXTY
EIGHT POUNDS AND FOUR PENCE**

.....(**£248,768.04**).....

Swanage Town Council Schedule of Payments - Month 6

Direct Debits & Standing Orders

Date	Name	Inv Ref	Inv Date	Details	Payment Total
10/09/2021	Barclaycard Merchant Services	001884330821	31/08/2021	Barclaycard Terminal Hire - August	75.76
06/09/2021	British Telecom	Q130 2H	23/08/2021	Phone Bill Q2 - BG	286.20
06/09/2021		Q136 PI	23/08/2021	Phone Bill Q2 - TH	136.02
07/09/2021		Q110 SF	24/08/2021	Phone Bill Q2 - Emergency Phone	223.20
01/09/2021	Dorset Council	300690505	01/09/2021	Rates - September	15,764.00
07/09/2021	First Data	Refunds	01/09/2021	Beach Hut Refund	103.28
07/09/2021		Refunds	01/09/2021	Beach Hut Refund	5.00
07/09/2021		Refunds	01/09/2021	Beach Hut Refund	119.00
07/09/2021		Refunds	01/09/2021	Beach Hut Refund	65.00
08/09/2021		Refunds	04/09/2021	Beach Hut Refund	100.00
14/09/2021	First Data	520334510615636/Aug21	31/08/2021	TIC - Card Payment Service Charges	237.06
13/09/2021	Lloyds Bank PLC	350094696	11/08/2021	Bank Charges	447.79
14/09/2021		540436505892703/Aug21	31/08/2021	Cardnet Charges - August	1,270.95
24/09/2021		350660406	06/09/2021	Bank Charges	74.10
10/09/2021	Paytek Admin Services Ltd (First)	MI/3011708/03	01/09/2021	First Payment Service Charges	200.35
16/09/2021	Sage (UK) Ltd	INV13016105	01/09/2021	Sage Accounts - September	247.80
16/09/2021		INV13016105	01/09/2021	Sage Payroll - September	206.10
24/09/2021	Total Gas & Power	245956430/21	08/09/2021	Gas - TH - August	102.64
24/09/2021		245956441/21	08/09/2021	Gas - TIC - August	44.79
24/09/2021		245956452/21	08/09/2021	Gas - TH Annex - August	88.19
24/09/2021		245956463/21	08/09/2021	Gas - Depot - August	51.76
01/09/2021	water2business	2058302324	03/08/2021	Water - July	1,290.56
01/09/2021		2058341435	06/08/2021	Water - July	211.49
01/09/2021		2058341444	06/08/2021	Water - July	630.25
01/09/2021		2058387268	10/08/2021	Water - July	33.83
01/09/2021		2058451240	18/08/2021	Water - H1	72.39
Total of Direct Debit & Standing Orders					22,087.51

Lloyds Chargecard

Date	Name	Inv Ref	Inv Date	Details	Payment Total
15/09/2021	Badgemaster Limited	0000075084	20/08/2021	Name Badges x 2	16.76
Total of Chargecard payments					16.76

BACS /CHAPS

Date	Name	Inv Ref	Inv Date	Details	Payment Total
30/09/2021	1st Call Training	6685	29/07/2021	Cable Avoidance Tool Training	450.00
09/09/2021	A.B.A. Groundcare	124706	24/08/2021	Mower - Repairs	680.95
09/09/2021		124805	28/08/2021	Mower - Parts	113.65
30/09/2021		125310	31/08/2021	Plant - Repairs	96.34
30/09/2021		125465	26/09/2021	Mower - Service	951.90
30/09/2021		125466	26/09/2021	Trailer - Service	161.35
30/09/2021		125467	26/09/2021	Mower - Repairs	132.84
30/09/2021					
09/09/2021	Ace Office Environments Ltd.	01020884	31/08/2021	TIC - Stationery	26.24
09/09/2021		01022591	31/08/2021	TH - Stationery	75.66
09/09/2021		01022990	06/09/2021	Depot - Stationery	284.41
30/09/2021		01022989	06/09/2021	TIC - Stationery	83.34
30/09/2021		C01023545	09/09/2021	Depot - Toner	(53.64)
30/09/2021		01023930	13/09/2021	Depot - Toner	53.64
30/09/2021		01025044	27/09/2021	TH - Stationery	13.72
30/09/2021					483.37
30/09/2021	Aish Electro Mechanical Services	113548	14/09/2021	Burlington Chine Toilets - Repairs	4,432.80
09/09/2021	Amazon	INV-GB-879880545-2021-121	25/08/2021	BG - Pencils	5.80
09/09/2021		INV-GB-134286961-2021-627	06/09/2021	TIC - Key Fobs	23.99
30/09/2021		INV-GB-135684191-2021-196	07/09/2021	TIC - Ashtrays For Retail	44.97
09/09/2021					74.76
09/09/2021	Andrews Plant Ltd	90215	27/08/2021	Road Sweeper Hire	351.00
09/09/2021	Anglebury Press Ltd	INV-108067	18/08/2021	BG - Putting Cards x 1000	134.40
09/09/2021		INV-108068	18/08/2021	10 x Boat Park Receipt Books (50)	157.20
09/09/2021					291.60
09/09/2021	Apogee Corporation Ltd	1244597	26/08/2021	Olivetti Copy Plan - August	43.25
09/09/2021		1245575	26/08/2021	TH - Copier Hire - September	143.88
09/09/2021		1245575	26/08/2021	TIC - Copier Hire - September	143.88
09/09/2021		1245575	26/08/2021	Depot - Copier Hire - September	86.33
09/09/2021		1245575	26/08/2021	Toshiba 3555 Copy Plan - August	14.80
09/09/2021		1245575	26/08/2021	Toshiba 2555 Copy Plan - August	125.06
09/09/2021		1246467	01/09/2021	Toshiba 3555 - Toner Delivery Charge	9.00
09/09/2021		1247409	03/09/2021	Olivetti - Toner Delivery Charge	9.00
09/09/2021					
09/09/2021	AquAid (Southcoast)	393425	31/08/2021	Depot - Drinking Water - August	140.24
30/09/2021		393424	31/08/2021	TH - Drinking Water - August	32.36
09/09/2021					172.60
09/09/2021	Kevin Babey	493	31/05/2021	TIC - Promotional Filming	500.00
09/09/2021	BTPCOM	INV-5210	01/09/2021	Telephone Services	3.00

30/09/2021	Broxap Ltd	INV280261	14/09/2021	Depot - 50L Bin		108.00
30/09/2021	Central Southern Security Ltd	179691	08/09/2021	TIC - Security System Maintenance	78.00	
30/09/2021		179691	08/09/2021	BG - Security System Maintenance	156.00	
30/09/2021		179691	08/09/2021	Depot - Security System Maintenance	106.80	340.80
09/09/2021	Charlie's Tasty Treats	0010	26/08/2021	TIC - Goods For Retail		60.00
09/09/2021	Cathy Lewis Communications	656	28/08/2021	TIC - Publications For Retail		80.00
09/09/2021	National CLT Network CIO	INV-2454	26/08/2021	Incorporation Service		325.00
09/09/2021	Countryside Tree Surgeons Ltd	SI-123	26/08/2021	Tree Works - Days Park	816.00	
30/09/2021		SI-127	15/09/2021	Tree Works - Days Park	1,140.00	1,956.00
30/09/2021	Dorset County Pension Fund	Month 6 Payroll	20/09/2021	Month 6 Pension Contributions	16,958.76	
30/09/2021		Month 6 Payroll	20/09/2021	Month 6 CAYS Contributions	195.50	17,154.26
30/09/2021	Dorset Council	1801124748	14/09/2021	Occupational Health Services 2021/22	738.36	
30/09/2021		2800281912	16/09/2021	Washpond Lane - ATC Traffic Speed Surv	300.00	1,038.36
09/09/2021	Dorset Waste Partnership	2800279024	03/09/2021	Depot - Recycling Collection - August	18.40	
30/09/2021		2800280335	03/09/2021	BG - Recycling Collection - August	20.00	38.40
09/09/2021	Elite Fabrication & Welding Ltd	15442	27/08/2021	RNLI Locker Frame		2,352.00
09/09/2021	Eureka	3078959	26/08/2021	Seafront Advisors - Aprons		12.60
09/09/2021	Fernhill Wholesale	6980	25/08/2021	TIC - Goods For Retail	139.24	
09/09/2021		6980	25/08/2021	TIC - Publications For Retail	162.60	
30/09/2021		7030	16/09/2021	TIC - Goods For Retail	36.00	337.84
10/09/2021	Financial Conduct Authority	direct	08/09/2021	FCA-CLT Incorporation		40.00
30/09/2021	Field Honey Farms	00003859	29/08/2021	TIC - Food For Retail		80.40
30/09/2021	Swanage Folk Festival	FF2021/030	17/09/2021	Swanage Folk Festival - Merchandise Sales		655.00
30/09/2021	Four County Services Ltd.	58949	10/09/2021	Depot - IT Services	283.66	
30/09/2021		58950	10/09/2021	TIC - IT Services	418.57	
30/09/2021		58951	10/09/2021	TH - IT Services	657.06	
30/09/2021		58976	13/09/2021	TIC - IT Services	331.20	
30/09/2021		59059	21/09/2021	E-mail Management	42.00	1,732.49
09/09/2021	Full Circle Leisure Ltd	672-635	23/08/2021	KGF Skate Park - Repairs		582.00
30/09/2021	G4S Cash Solutions (UK) Ltd	02536829	02/08/2021	Cash Collection Services - CP	1,087.36	
30/09/2021		80157437	31/08/2021	Cash Processing Services - August	1,288.21	2,375.57
30/09/2021	Gala Tent Ltd	868167	20/09/2021	TIC - Gazebo Canopy		121.57
09/09/2021	Greenham Trading Ltd.	04/353056	18/08/2021	Depot - General Materials/Equipment	60.00	
09/09/2021		04/352843	27/08/2021	Depot - Equipment	293.04	
09/09/2021		04/354034	27/08/2021	Depot - General Materials/Equipment	518.04	
09/09/2021		04/354144	31/08/2021	Depot - General Materials/Equipment	200.12	1,071.20
30/09/2021	Caroline Hall	Re: PO32702	09/09/2021	TIC - Publications For Retail		64.00
30/09/2021	A.R. Harris & Son	30271	10/09/2021	Skate Park - Electrical Works	48.00	
30/09/2021		30322	21/09/2021	Festoon Lights - Electrical Checks	339.17	
30/09/2021		30323	21/09/2021	High Street Lights - Electrical Works	118.80	505.97
30/09/2021	HMRC	Month 6 Payroll	20/09/2021	PAYE & NI - Month 6		20,231.78
09/09/2021	Hunt's Foodservice Ltd	122794	26/08/2021	BG - Food/Drinks For Retail		88.36
30/09/2021	Driving Instructor Services LTD	P730898	15/09/2021	Intensive Driving Course		1,416.00
09/09/2021	J.D. Facilities Ltd	INV-0973	01/09/2021	Cleaning - Toilets	6,438.20	
09/09/2021		INV-0974	01/09/2021	Cleaning - TH	499.20	
09/09/2021		INV-0975	01/09/2021	Cleaning - TIC	271.79	
09/09/2021		INV-0976	01/09/2021	Cleaning - Depot	197.59	
09/09/2021		INV-0977	01/09/2021	Deep Clean - Depot	230.62	7,637.40
09/09/2021	JustPark	SWAN-2021-08	31/08/2021	JustPark Fees - August		1,123.40
09/09/2021	Lily's Produce	Re: PO32598	02/09/2021	TIC - Food For Retail		37.50
30/09/2021	D. & P. Lovell Ltd.	L4872	03/09/2021	Digger Hire - August		369.60
30/09/2021	Maintain UK Drains Limited	INV-31600	23/09/2021	Burlington Chine Toilets - Drainage Works		4,437.86
09/09/2021	Metric Group Ltd.	C60336	31/08/2021	Aslan - September	192.00	
09/09/2021		C60573	01/09/2021	Car Park Machines - Maintenance Contract	1,880.06	2,072.06
30/09/2021	S. Moores	184347	16/09/2021	TIC - Food For Retail	190.98	
30/09/2021		184501	23/09/2021	TIC - Food For Retail	75.16	266.14
09/09/2021	National Express	j60020210831	31/08/2021	Agency Sales - August		44.95
30/09/2021	Nixons Hardware Ltd	120555	05/08/2021	Depot - Batteries	7.96	
30/09/2021		120595	22/08/2021	TIC - Scales	2.99	10.95
09/09/2021	Nomix Enviro Ltd	SI/04421962	03/09/2021	Depot - Plant Chemicals		393.12
09/09/2021	Norfolk County Council	1564999	13/08/2021	Legal Fees - July	961.44	
30/09/2021		1566704	16/09/2021	Legal Fees - August	498.52	1,459.96
30/09/2021	N Power Ltd	LGWLTRLK	13/09/2021	Electricity - Q2		8,005.73
30/09/2021	Origin Amenity Solutions Limited	RSIN0388011	08/09/2021	KGF - White Line Paint		303.90
20/09/2021	Swanage Town Council	Month 6 Payroll	20/09/2021	Net Wages-Month 6		61,330.33
30/09/2021	Pipefix	133511	31/08/2021	Burlington Chine Toilets - Repairs		1,239.71
30/09/2021	Pod Point Ltd	0001249795	17/09/2021	Electric Vehicle Points - Warranty Extension	900.00	
30/09/2021		0001249795	17/09/2021	Electric Vehicle Points - Repairs	371.22	1,271.22

30/09/2021	Refunds	Refunds	28/09/2021	Beach Hut Refund	119.00	
30/09/2021		Refunds	28/09/2021	Beach Hut Refund	140.00	
30/09/2021		Refunds	28/09/2021	Beach Hut Refund	225.00	
30/09/2021		Refunds	28/09/2021	Beach Hut Refund	175.10	
30/09/2021		Refunds	28/09/2021	Beach Hut Refund	1,355.00	
30/09/2021		Refunds	28/09/2021	Beach Hut Refund	101.00	
30/09/2021		Refunds	28/09/2021	Beach Hut Refund	196.00	
30/09/2021		Refunds	30/09/2021	Beach Hut Refund	120.00	2,431.10
30/09/2021	Seton	9303373745	17/09/2021	KGF Play Area - Matting		237.41
09/09/2021	Spaldings (UK) Ltd.	SI-2704345	17/08/2021	Depot - Equipment		98.40
09/09/2021	St. Michaels Garage	1961	31/07/2021	Vehicle Fuel - July	709.96	
09/09/2021		2021	31/08/2021	Vehicle Fuel - August	490.92	1,200.88
09/09/2021	Suez Recycling & Recovery UK Ltd	32397420	31/08/2021	Waste Disposal - August		1,474.80
09/09/2021	Sutcliffe Play (South West) Ltd.	6231	31/08/2021	Playgrounds - Materials		62.40
30/09/2021	Suttle Projects Ltd	SP20210902	15/09/2021	Godlingston Cemetery Extension		54,718.20
09/09/2021	Swanage News	1284/Aug21	28/08/2021	Newspapers - August		31.60
30/09/2021	Swanage Tyres and Tuning Ltd	21750	03/09/2021	HG67 MDV - Tyre Repair		69.24
30/09/2021	TAC Projects	817	15/09/2021	Roof Repairs		3,354.00
09/09/2021	Telefonica O2 UK Ltd	98053156	24/08/2021	SIM Charges - August		345.60
09/09/2021	TGMS	SI-9957	31/08/2021	Professional Fees - Godlingston Extension		2,400.00
30/09/2021	Tor Mark Press	16126	31/08/2021	TIC - Publications For Retail		139.98
30/09/2021	Travis Perkins	9292 AL2805	03/09/2021	Depot - Equipment	138.00	
30/09/2021		9292 AMA167	13/09/2021	Seafront - Materials	46.34	
30/09/2021		9292 AMA327	15/09/2021	Depot - General Materials/Equipment	70.76	
30/09/2021		9292 AMA496	20/09/2021	Seafront - Materials	165.07	420.17
30/09/2021	UK Printed Mugs	UKPM2108263	19/08/2021	TIC - Goods For Retail		1,126.74
30/09/2021	Third Parties	Month 6 Payroll	20/09/2021	Month 6 Third Party Payments		494.06
09/09/2021	Wessex Grounds Services	WGS 9466	07/09/2021	Depot - Management Services		2,160.00
09/09/2021	Wilkswood Farm Ltd	5-2021	31/08/2021	Beach Raking - August		1,872.00
30/09/2021	Hire Station Ltd	58190993	09/09/2021	Depot - Radiodetection Equipment		1,784.40
Total of BACS/CHAPS Payments						226,663.77

<u>BACS supplier payments issued 9th September 2021</u>	30,694.69
<u>BACS supplier payment issued 10th September 2021</u>	40.00
<u>BACS payroll payments issued 20th September 2021</u>	61,330.33
<u>Refunds issued 30th September 2021</u>	2,431.10
<u>BACS supplier payments issued 30th September 2021</u>	132,167.65
	226,663.77

Total of Payments 248,768.04

Working Party Updates – Environmental Policy

Development of a Carbon Neutral 2030 Plan

With just over 8 years left before 2030, it is becoming increasingly clear that the Town Council needs to find the time, capacity, and budgets to deliver its commitments under the September 2019 Carbon Crisis statement.

The Town Council are asked to work up a 'Carbon Neutral 2030' Plan which will detail how this commitment will be met and provide a detailed action plan along with timescales and associated budgets for implementation.

The Plan is likely to include the following:

1. A review of current building stock and a view as to how they might be used in 2030
2. What are the available technologies to deliver decarbonised heat and electric and which will be appropriate for STC's buildings and sites (biomass, solar, ground/air source and potentially other emerging technologies such as hydrogen)?
3. A review of the Councils operations which create a carbon footprint leading to a detailed action plan to ensure these are carbon neutral by 2030
4. A financial analysis of the costs to deliver the various schemes over the 8-year period
5. The identification of potential grant funding to support the implementation

There are various grants available to support the implementation of carbon neutral technologies but invariably these schemes need to be identified before grant applications are made. Once the Plan has been created this will allow officers to identify potential grant funding to support the implementation. This is particularly important as a recent fund, for example, was based on a 'first come first served' application process and timing was very limited to work up a scheme.

Proposal

To procure an energy specialist to support the Council in the development of the 'Carbon Neutral 2030' Plan, as detailed above.

It is proposed that this is undertaken so that work can begin over the winter of 2021-22 with a view to have a draft plan ready for Spring 2022. The procurement will be split into two, with the first phase being to develop the plan and the second will be to undertake the implementation. This may or may not be the same provider.

Costs have not yet been identified, however a budget of £15,000 is considered to be prudent at this current stage. While there exists a budget of £14,000 available in the Environment budget, plus £18,000 for energy improvements, some of this has been allocated to other items. However, it is thought that at least some of this budget could be utilised or found from other underspent budgets.

Recommendation

That an energy consultant is procured to support the development of the Carbon Audit 2030 Plan (Phase 1).

Culvin Milmer
Visitor Services and Business Development Manager
October 2021

Events - To consider requests for use of Town Council property in relation to festivals and events in 2022

1. Event Management overview

Each year a sizeable number of events take place across Swanage and many of these are located on property which is managed and maintained by Swanage Town Council. The Town Council generally does not charge for these events if they bring community or economic benefits to the town. Each event organiser is required to complete a Stage 1 Application Form which provides 'provisional approval' for the event to take place. Town Council officers have some delegated authority to approve events at this stage (see below), although the majority of events will come through the Town Council for approval.

Once 'provisional approval' has been provided, the event organiser is required to provide a Stage 2 Application Form which includes the requirement to provide a risk assessment, public liability insurance, event management plan, and usually a map of the field. Final approval is delegated to officers, which is provided once a review of documentation has taken place and assurances provided that the event will be safe and meets the requirements of the Town Council.

2. Delegated authority to Swanage Town Council officers as approved in 2018

Officers have previously been provided with delegated authority to approve the following events types:

- a) Beach cleans
- b) Basic filming requests
- c) Swanage Bandstand performances by music bands
- d) Events that involve only a small number of attendees

3. Requests to hold events on Swanage Town Council property in 2022

Councillors are asked to provide provisional approval for the use of Council owned land for requested events for 2022, as set out in Appendix 1. This will allow event organisers to start to plan their events.

4. Single Use Plastic Free

It is noted that as per the Councils Environment Action Plan, all events after November 2021 are required to be single use plastic free.

Event requests for 2022

APPENDIX 1

'Greyed' rows indicate that the event is new or different to last year.

Ref. No.	Event	Date – From	Date – To	Organiser	Detail	Venue	Notes	Recommendation
041/21	SSRC 10k Run	16-Jan-22	16-Jan-22	SSRC	10K run from North Beach car park	North Beach car park	As 2019	Approve
005/22	Sunrise Service	17-Apr-22	17-Apr-22	United Reform Church	Easter Morning Sunrise Service 2022	Beach	As 2019	Approve
	Charity Day & Classic Car Display	24-Apr-22	24-Apr-22	Jenny Lazenbury	Approx. 100 cars (classic & veteran) static display with Charity Stalls	Main Beach car park	As 2019	Approve
	May Market	5-May-22	8-May-22	Market Square	Market attraction, including alcohol	PAG	As 2021 but looking to hold the event on the Lower High Street and PAG. Was charged £250 a day in 2021	Agree date, £250 charge per day and preliminary approval subject to more information
003/22	Jurassic Coast Challenge 100km walk/ run with the a rest stop at Days Park	12-May-22	15-May-22	Action Challenge	Jurassic Coast Challenge 100km walk and run with the first rest stop at Days Park. Event run previously in 2018, 2019 and 2021	Days Park	As 2019 - £350 was charged in 2021	Approve at a charge of £350?
013/22	Swanage Classic 2022	28-May-22	28-May-22	Swanage Classic	Kayak fishing tournament in aid of the Swanage RNLi	PAG / Monkey Beach	As 2019	Approve
012/22	Swanage Fairy Festival	27-May-22	30-May-22	Swanage Fairy Festival	A magical weekend of mermaids, fairies and mischievous pixies and elves, (inc. alcohol bar, finish at 7pm)	Sandpit Field	NEW	Approve

034/21	Platinum Jubilee Tea Party	02-June-22	04-Jun-22	The Platinum Jubilee of her Majesty the Queen	A street party in the Lower High Street for 600 people and entertainment, stalls and Picnics on Prince Albert Gardens (inc. alcohol/live music into the evening)	Prince Albert Gardens	NEW	Approve
002/22)	Pirate Festival	03-Jun-22	05-Jun-22	South Sea Buccaneers	Family friendly pirate/militia festival, skirmishes, re-enactment, living history (no alcohol or evening entertainment)	Sandpit / Stone Quay / Monkey Beach	Similar to 2019. Will avoid Monkey Beach area on 3 rd June due to Street Party in this area	Approve
004/22	Swanage Rowing Regatta	11-Jun-22	11-Jun-22	Hants & Dorset Amateur Rowing Association	Coastal Rowing with races using coastal fours, pairs and singles, racing from Mowlem towards Ballard Down.	Swanage beach, Shore Rd, North Beach car park	As 2021, but note clash with the Sea Rowing Regatta	Approve - subject to a possible date change
	Sea Rowing Regatta	11-Jun-22	11-Jun-22	Swanage Sea Rowing Club	Sea rowing competition	Beach, North Beach Car Park	As 2019, but note clash with the Rowing Regatta	Approve - subject to a possible date change
	Fish Festival	16-Jun-22	20-Jun-22	Fish Festival	Celebrating local food with a focus on fish. Alcohol but no evening entertainment	PAG	As 2019	Approve
009/22	Roads to Rail	21-Jun-22	29-Jun-22	Swanage Railway	Traction engine and vehicle display, bar, trade stalls and fairground rides	King George V Field	Event on 24 to 26 June (in 2021 was held at Norden)	Request more information
001/22	Swanage Triathlon	03-Jul-22	03-Jul-22	Challenging Events	Triathlon	Sandpit / Beach	As 2021	Approve
011/22	Wuthering Heights production	23-Jul-22	25-Jul-22	SISATA	A theatrical adaptation of the novel with live music	PAG	As 2021	Approve
008/22	Swanage Carnival	30-Jul-22	06-Aug-22	Swanage Carnival	A week-long series of activities	All	As 2019	Approve

	Swanage Rotary Fete	12-Aug-22	12-Aug-22	Rotary	Traditional Fete on Sandpit Field	Sandpit Field	As 2019	Approve
	Lifboat Week	12-Aug-22	21-Aug-22	Swanage RNLI	Series of events around town inc. PAG with stage, evening entertainment and alcohol	PAG / Hardstanding	As 2019	Approve
006/22	HENRYFEST	04-Sep-22	4-Sep-22	Vicky Searle	A memorial music day performed by local bands and acts to raise money for local charities (no alcohol)	PAG	As 2021	Approve
010/22	Swanage Folk Festival	05-Sep-22	11-Sep-22	Folk Festival	Community Folk Festival based on Sandpit Field and venues around the town with music concerts, workshops and dance demonstration (alcohol)	Sandpit / Shore Road / Hardstanding / PAG / Bandstand / Stone Quay	As 2021	Approve
007/22	Purbeck Outdoor Weekend	16-Sep-22	18-Sep-22	Nice Work	Series of running events including Ultra, Marathon, 16 Mile, 6 Mile, 3 Mile and Nordic Walking events	Sandpit field, Shore Rd, PAG & Downs	As 2021	Approve
	Sea Rowing Vets	15-Oct-22	15-Oct-22	Swanage Sea Rowing Club	Rowing event on Swanage Beach for Veterans	Beach / Shore Road	As 2021	Approve
	Remembrance Sunday	13-Nov-22	13-Nov-22	Swanage Town Council	Road closure for parade	War Memorial	As 2021. STC will act as lead for the event.	Approve
	Dark Series Running Race	26-Nov-22	26-Nov-22	Maverick	Evening run to start at Pier and though PAG and Downs	PAG / Downs	NEW	Approve
	Switch on the Lights	26-Nov-22	26-Nov-22	Swanage Town Council	Road closure for light switch on	Does not cover STC areas	As 2021. STC will act as lead	Approve
	Sea Rowing Running Event	?-Jan-23	?-Jan-23	Swanage Sea Rowing Club	10K run from North Beach car park	North Beach Car Park	As 2019	Approve

AGENDA ITEM 13)

DorsetExplorer

Centre Easting: 402113.32
Centre Northing: 78742.52
Zoom: 389.208m (18)
Date: 2011/03/01

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To consider governance arrangements autumn/winter 2021 and use of technology to enhance remote/hybrid meetings

Background

As we head into autumn and winter with Covid-19 cases rising it is appropriate that the Town Council should review its procedures for the holding of meetings over coming months. Over the last two years various adaptations have been made according to changes in legislation/regulations and the prevalence of Covid-19.

- Council meetings were entirely suspended between March and June 2020 during the first phase of the pandemic.
- All council and committee meetings were then held via Zoom until the expiry of the emergency legislation that provided the statutory basis for remote meetings in early May 2021.
- The Annual Council meeting was held at the bandstand in May 2021.
- Until 19th July 2021, when step 4 on the roadmap out of lockdown was reached, committee meetings were held informally online.
- Since 19th July all meetings have been held in person.

The following briefing note is divided into three sections.

- The first considers the latest Public Health advice regarding the pandemic and the safety measures that it is advisable to take to protect ourselves and others attending public meetings.
- The second section considers a way forward for the holding of Council and committee meetings for the remainder of 2021. Agreement on this now will provide much-needed certainty to enable officers to focus on the delivery of the Council's priorities.
- The final section outlines some possible technological changes that could be implemented to improve the experience of those seeking to access Town Council meetings remotely.

Public Health Advice

At the time of preparing this briefing note this is the latest public health advice, issued by Dorset Council on 22nd October 2021.

Case rates have risen sharply in the South West over the past week. Locally, the case rate in the Dorset Council area is now 515 per 100,000 and in Bournemouth, Christchurch and Poole it is 408. The number of people in hospital in Dorset with COVID-19 has increased by over a third in the past week to 53.

The vaccine gives you good protection against serious illness, but it doesn't stop you from catching or spreading the virus. It is not a magic protective cloak, and that's why we need to keep up some other measures to stop the spread of COVID-19. We can't run the risk of putting additional pressure on our health and care services this winter, so we're asking Dorset residents to do three things now:

- **KNOW** that your level of personal risk is changing – as cases rise, you have a greater chance of mixing with someone who is infectious
- **ACT** by taking measures to prevent airborne spread – meet outdoors wherever you can but if you do meet indoors keep windows and doors open and bring extra layers if you need to

- **PROTECT** yourself and others – do twice weekly lateral flow tests to catch the virus early, and if you're not yet vaccinated, now is the time to get your jabs.

If we all work together now, as we have done throughout the pandemic, we can take action to bring cases back down and hopefully prevent the need for any further restrictions in the coming weeks and months.

Dorset's current Covid rate of 515 per 100,000 is up 47.4% since the previous seven days and is above the national average of 454. This compares to a case rate of 266 per 100,000 when lockdown restrictions were finally lifted in July. Between 15th and 21st October there were four deaths in Dorset within 28 days of a coronavirus test.

The latest Public Health Dorset newsletter also contains the following advice:

- Wear a face covering in crowded and enclosed settings
- Get tested if you have symptoms, and self-isolate if required
- Wash your hands regularly and sanitise where possible
- Download and use the NHS COVID-19 app

In addition to the above, eligible individuals are being encouraged to get a flu vaccination to help prevent a serious flu epidemic this winter.

The following measures are recorded in the Council's existing risk assessment for public meetings:

- Attendees are requested to wear a face covering prior to being seated, at which time they may choose to remove these.
- All available windows of the venue are to be kept open where possible to maximise ventilation. Doors to be open, if possible, except when in private session.
- Hand sanitiser available and handwashing facilities are provided.
- Attendees are requested to leave the venue directly at the end of the meeting.

The risk assessment is kept under review and may be revised again prior to the Council meeting in light of the latest guidance. If that is the case Members will be informed accordingly prior to the meeting.

Given the advice above, and in consideration of those who have health conditions that make them clinically extremely vulnerable, Members may also wish to take measures over and above those stipulated in the risk assessment. Government advice for those previously considered clinically extremely vulnerable can be found via this link: www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19

In respect of face coverings, the government website contains the following advice:

- From 19th July 2021, there is no longer a legal requirement to wear face coverings in indoor settings or on public transport. ... While no situation is risk free, there are actions we can take to protect ourselves and others around us. We expect and recommend that members of the public continue to wear face coverings in crowded and enclosed spaces where you come into contact with people you don't normally meet.

The NHS website contains the following advice re. lateral flow testing:

- About 1 in 3 people with COVID-19 do not have symptoms but can still infect others.
- You should do a rapid test twice a week (every 3 to 4 days) to check if you have the virus. If people test positive and self-isolate, it helps stop the virus spreading.

- Even if you're vaccinated, there's still a chance you can pass COVID-19 on, so you should keep getting tested regularly.

Further information is available here: [Regular rapid lateral flow coronavirus \(COVID-19\) tests - NHS \(www.nhs.uk\)](https://www.nhs.uk) Although not mandatory, lateral flow testing is strongly encouraged among the Council's workforce.

Action required:

To note the current Public Health advice and measures set out in the Council's risk assessment.

Arrangements for Council Meetings

The Town Council has three categories of meeting: full council meetings, committee/sub-committee meetings and working party meetings. The arrangements for each are considered in turn below.

Full Council Meetings

Full Council has met four times since the right to meet remotely was revoked in May 2021, at three different locations – the bandstand, the Council Chamber at the Town Hall and the Swanage School Hall. The latter two are potential venues for full Council meetings in coming months.

The Council Chamber is a large well-ventilated room with space for social distancing. It has currently been risk assessed as safe for use for meetings of up to 16 people. Although this could be increased on further assessment, this is a comfortable number for the space available in the current circumstances. The Swanage School Hall is a larger venue with capacity for enhanced social distancing. In light of the fact that there will be invited speakers and members of the public attending these meetings, which could increase attendance to above 20, it is recommended that the meeting of full Council scheduled on 13th December should also be held at the Swanage School Hall, and a further review be carried out at that point.

Committee Meetings

Since July Committee meetings have been held in the Council Chamber. As discussed above this is a well-ventilated space which can relatively easily accommodate meetings of 16 people. There is, however, uncertainty over the numbers likely to attend committee meetings due to non-committee members attending together with outside representatives and members of the public. For example, the Roads and Transport Committee meeting on 22nd September saw a total attendance of 14, compared to a core membership of 11. The same uncertainty applies to other committees with outside representation (General Operations also having 11 members and Tourism 16).

Given the uncertainty over the number of attendees consideration should be given to these meetings being held on Zoom. This would reduce the risk of transmitting the disease both by limiting the number of people present in the Council Chamber, and also by reducing the total number of in-person meetings. This would mean that the meetings will be informal and advisory in nature. However, this would make no difference to their primary business of making recommendations about budget setting to the December meeting of the Policy, Finance & Performance Management Committee. Any item that would usually be determined by the Committee will be made by a nominated officer, informed by the committee's recommendation.

Other committees do not have outside representatives (Policy, Finance and Performance Management, Personnel and Planning and Consultation). These rarely see attendances above 16 people. The only exception would be planning if there were to be a particularly controversial application up for discussion which might see increased attendance from the public and non-committee members. If this were to be the case then a special online Zoom consultation could be arranged to allow wider participation, as in the case of the houses at the junction of Priests Road and Bell Street last year.

Sub-Committee and Working Party Meetings

Sub-Committee and Working Party Meetings are generally small and are not open to the public. They can, therefore, be easily accommodated at the Town Hall or Depot. They also often meet outside for site visits. Only Sub-Committee meetings are legally obliged to be held in person as all other meetings are informal.

It is proposed, therefore, that the Capital Projects Sub-Committee continues to meet in person and that lead members and officers agree arrangements for the conduct of working party meetings, in line with current practice.

Action required:

To consider adopting the following meeting arrangements for the period between 2nd November and 31st December 2021, a further review to take place at the full Council meeting to be held on 13th December to consider any changes in Covid-19 guidance.

Meeting	Proposal	Reason
Full Council	Continue in person at Swanage School Hall or other venue with adequate capacity and ventilation.	Larger venue provides capacity for potential increased number of attendees and reduces close-proximity interaction before and after the meeting.
Committee Meetings with outside representatives (Roads & Transport/Tourism/ General Operations/ Beach Management)	Hold on Zoom in an advisory capacity.	Uncertainty over numbers attending, lack of alternative venues during the day and cost of room hire. Reduce the risk of transmitting disease by limiting number of contacts and reducing total number of in-person meetings.
Committee and Sub-Committee Meetings without outside representatives (Policy, Finance & Performance Management/Personnel/ Planning & Consultation/Capital Projects)	Hold in person in the Council Chamber at Swanage Town Hall	Adequate space in well-ventilated Council Chamber for 16 attendees.

Working Parties	To meet either in person or via Zoom, as agreed by lead councillor and officer	As small informal meetings there is complete flexibility as to how these meetings are held.
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Use of Technology

Earlier this year the High Court ruled that the only way for councillors and the public to legally attend council meetings is in person. However, although the Town Council has no legal obligation to provide remote access to its meetings the court also made clear that their ruling in no way prevents councils from doing so. Indeed, there are clear advantages to enabling those unable to be physically present to view proceedings and also to contribute to the meeting in an appropriate manner. This is particularly relevant for any elected representative who is unable to participate in one or more face-to-face meetings.

A recent survey of approximately 20 larger town councils found that many livestream via Facebook or YouTube, although none yet provide for 'hybrid' remote participation.

To date Zoom access has been provided to meetings upon request, but has not been widely advertised due to the limited quality of the broadcasts. Unfortunately, the Council Chamber suffers from poor acoustics and the sound quality via laptop speakers is poor. If this is to be improved this will require additional investment in technology. These are some ways in which the experience of remote attendees could be improved:

- For full council meetings, consideration could be given to engaging the services of a professional filming company. This would ensure high-quality sound and separate broadcasting out from inward communication from remote participants. This link to Chippenham Town Council's YouTube channel provides an example of a meeting filmed from a static point in an historic building with high sound quality - [Finance Sub-Committee Meeting - Tuesday 19th October 2021 - YouTube](#)
- The Town Council can invest in improved equipment to better capture sound and audio. These are some examples: [Meeting Owl Pro \(owllabs.com\)](#) or [Logitech GROUP Video Conferencing System - Mid to Large Rooms](#). The cost is likely to be in the region of £900 to £1,100. There are some doubts as to whether this would work in the Council Chamber because of the poor acoustics, and it may be that the use of this equipment would be limited to a smaller room such as the committee room or basement meeting room. An example of an Owl Pro recording can be found here on the Henley-on-Thames YouTube channel - [Town & Community Committee - 19th October 2021 - YouTube](#)
- It has been suggested that a better quality of remote access would be provided if those present in any Council meeting logged into Zoom via their own individual laptop or tablet. This was demonstrated to some extent at the Council meeting held on 26th July, although a more recent trial with laptops encountered problems with feedback. The Council's IT provider has also raised questions as to whether the Council's wi-fi network could support a dozen or more video links. If this system were to work it would also require the willing participation of the majority of councillors and discipline in muting/unmuting devices. If this were to be pursued councillors could either use their own devices or be provided with Council-issued equipment. The Council's IT provider is currently identifying a suitable model of laptop.

There are also other reasons for purchasing devices for councillors related to e-mail access and data protection. The estimated cost to purchase 12 laptops with set-up costs would be in the region of £4,000.

Action required:

To determine whether the Council wishes to take steps to provide improved remote access to Council meetings.

To consider allocating a budget of up to £5,500 for the purchase of equipment to improve the quality of broadcast and potentially facilitate 'hybrid' meetings.

To consider delegating authority to the Town Clerk and Administration & Communications Manager to determine which of the above options to pursue, in consultation with the Communications Strategy Working Party (Councillors Foster (lead member), Finch, Moreton and Tomes).

Martin Ayres
Town Clerk

October 2021