

## Budget Monitoring Report - Income & Expenditure Account

### Quarter ending 30<sup>th</sup> June 2023

#### Summary

At the end of the 1<sup>st</sup> quarter the Council's position is as per budget overall, generating a surplus of £79k for the quarter.

Service	Q1			Annual	
	Net Expenditure	Budgeted Net Expenditure	Variance Year to Date	Budgeted Net Expenditure	Projected Out-turn
Car Parks	(167,700)	(162,324)	(5,376)	(484,655)	(489,836)
Co-op	(5,627)	(6,075)	448	(23,800)	(23,352)
Boat Park	(7,768)	(9,086)	1,318	(40,500)	(33,325)
Public Conveniences	47,897	34,080	13,817	148,820	165,436
Burl Chine Chalets	0	0	0	(155)	(155)
Cemeteries	(6,267)	(7,680)	1,413	(26,700)	(25,287)
Parks and Operations	169,581	163,918	5,663	704,965	729,375
CCTV	3,461	2,300	1,161	3,000	4,161
Beach Gardens	1,438	7,232	(5,794)	20,540	13,311
Downs/Misc Grounds/PAG	(2,096)	(2,021)	(75)	(7,935)	8,695
Beaches/Foreshore	54,795	60,446	(5,651)	161,875	156,628
Beach Chalets/Bungalows	(32,937)	(31,355)	(1,582)	(116,845)	(118,427)
Publicity/Tourism	74,179	71,530	2,649	244,520	262,164
Allotments	(1,787)	(1,450)	(337)	(6,050)	(6,387)
General Buildings (inc. Caravan park)	(13,577)	(15,625)	2,048	(57,505)	(55,457)
Central services to the public:	102,291	101,496	795	513,715	507,788
DRM	9,225	8,900	325	77,500	84,825
Corp Management	427	632	(205)	54,350	63,695
<b>Net Cost of Services</b>	225,535	214,918	10,617	1,165,140	1,243,852
Interest payable and similar charges	1,049	1,108	(58)	4,500	4,442
Interest and investment income	(59,712)	(49,000)	(10,712)	(185,000)	(210,000)
<b>Net Operating expenditure</b>	166,872	167,026	(153)	984,640	1,038,294
Other Movements on the General Fund	18,650	(34,480)	53,130	(79,120)	(38,175)
<b>Amount to be financed:</b>	185,522	132,546	52,977	905,520	1,025,119
<b>Financed by:</b>					
Grants/Donations	0	0	0	(3,000)	(6,000)
Community Infrastructure Levy	(53,130)	0	(53,130)	0	(53,130)
Precept on Purbeck District Council	(212,258)	(212,258)	0	(849,030)	(849,030)
<b>Total Financing:</b>	(265,388)	(212,258)	(53,130)	(852,030)	(908,160)
<b>(Surplus)/Deficit for the Period</b>	(79,865)	(79,712)	(153)	53,490	91,959
General Fund Balance Brought Forward					(865,558)
General Fund Balance Carried Forward					(773,599)

## Car Parks

Car parking realised a net surplus of £167k for the period against a budgeted surplus of £162k, a positive variance of £5k.

	Q1			Annual	
	Actual	Budget	Variance	Budget	Forecast Outturn - Q1
	£	£	£	£	£
Employee Costs	14,191	12,923	1,269	50,990	53,785
Expenditure	64,863	56,983	7,881	172,090	179,971
Income	(246,754)	(232,229)	(14,526)	(707,735)	(723,592)
<b>Net Expenditure</b>	<b>(167,700)</b>	<b>(162,324)</b>	<b>(5,376)</b>	<b>(484,655)</b>	<b>(489,836)</b>

As shown in the summary above, income has exceeded budget during the 1<sup>st</sup> quarter by £14.5k. For the first time in over 10 years, prices in the long stay car parks were increased, with an increase in budget totalling £94k over all car parks.

As can be seen in table 1 below, an increase in visitors was seen in May from prior year and the 1<sup>st</sup> quarter was busier over the whole 3-month period than the last two previous years. The Main Beach and Broad Road car parks have seen a positive variance of £5.8k and £3.4k respectively from budget during the period as a result.

Table 1: Net Revenue and Usage (data from ASLAN/Flowbird Web Office/JustPark)

	Main Beach		North Beach		Broad Road		Total	
<b>2021/22</b>								
April	4,076	£13,823	142	£414	4,947	£15,247	9,165	£29,484
May	6,813	£25,450	604	£2,115	7,208	£22,989	14,625	£50,554
June	10,976	£44,062	1249	£4,369	10,450	£35,760	22,675	£84,191
<b>Q1 Total</b>	<b>21,865</b>	<b>£83,335</b>	<b>1,995</b>	<b>£6,898</b>	<b>22,605</b>	<b>£73,996</b>	<b>46,465</b>	<b>£164,229</b>
<b>2022/23</b>								
April	6,316	£23,290	337	£1,197	6,400	£21,003	13,053	£45,490
May	6,903	£27,227	558	£1,826	6,744	£23,855	14,205	£52,908
June	8,778	£34,509	880	£3,077	8,145	£28,186	17,803	£65,773
<b>Q1 Total</b>	<b>21,997</b>	<b>£85,026</b>	<b>1,775</b>	<b>£6,100</b>	<b>21,289</b>	<b>£73,044</b>	<b>45,061</b>	<b>£164,170</b>
<b>2023/24</b>								
April	6,303	£24,190	480	£1,574	7,173	£25,268	13,956	£51,032
May	8,427	£34,469	857	£3,116	7,876	£28,490	17,160	£66,075
June	9,149	£39,703	938	£3,534	8,650	£30,748	18,737	£73,984
<b>Q1 Total</b>	<b>23,879</b>	<b>£98,362</b>	<b>2,275</b>	<b>£8,224</b>	<b>23,699</b>	<b>£84,505</b>	<b>49,853</b>	<b>£191,091</b>

The newly purchased Flowbird Pay & Display machines have improved the performance of machines in the car parks and have been a welcome addition.

Expenditure is largely as per budget in the 1<sup>st</sup> quarter, with the only significant variance being electricity. This is largely due to the increased usage of the EV charging points, which is offset by income through Podpoint recharges.

Repairs to a wall in the Broad Road car park have been carried out in the quarter, totalling £15.8k. Although added to the significant revenue expenditure schedule, this cost is due to be met from an existing budget and not an overspend, Appendix A: AD1.

Market income is marginally over budget, £666.

Projecting forward to year-end, a surplus of £489k is anticipated against a budgeted surplus of £484k a variance of £5k.

### **Boat Park & Fishermen's Huts**

	Q1			Annual	
	Actual	Budget	Variance	Budget	Forecast Outturn Q1
	£	£	£	£	£
Employee Costs	5,868	5,770	98	17,080	18,035
Expenditure	4,722	3,914	808	14,900	20,708
Income	(18,358)	(18,770)	412	(72,480)	(72,068)
<b>Net Expenditure</b>	<b>(7,768)</b>	<b>(9,086)</b>	1,318	<b>(40,500)</b>	<b>(33,325)</b>

Income for the boat park has largely been as per budget for the 1<sup>st</sup> quarter, with a slight negative variance from budget, but with no significant variances to report.

Expenditure is over budget at the end of the quarter, £0.8k in total, with no significant variances to report.

The year-end forecast shows an outturn of £33k against a budget of £40k, a negative variance of £7k. This is due to customer improvements brought forward from 2022/23 of £5k, Appendix A: BF1 and these costs will be met from Earmarked Reserves (EMR).

### **Public Conveniences**

	Q1			Annual	
	Actual	Budget	Variance	Budget	Forecast Outturn - Q1
	£	£	£	£	£
Expenditure	50,438	36,624	13,814	162,495	179,108
Income	(2,541)	(2,544)	2	(13,675)	(13,673)
<b>Net Expenditure</b>	<b>47,897</b>	<b>34,080</b>	13,817	<b>148,820</b>	<b>165,436</b>

Expenditure is £13.8k overspent year to date. This is largely due to works at Burlington Chine which were deferred from 2022/23, Appendix A: BF2, £8.5k. This cost will be met from EMR. Additional costs are also being incurred for the cleaning of North Beach toilets following the installation of Changing Places facilities, £3.7k for the full year.

### Cemeteries

	Q1			Annual	
	Actual	Budget	Variance	Budget	Forecast Outturn - Q1
	£	£	£	£	£
Expenditure	1,323	1,923	(599)	10,490	9,891
Income	(7,590)	(9,603)	2,013	(37,190)	(35,178)
<b>Net Expenditure</b>	<b>(6,267)</b>	<b>(7,680)</b>	<b>1,413</b>	<b>(26,700)</b>	<b>(25,287)</b>

Income & expenditure are largely as per budget year to date, with no significant variances to report.

### Parks & Operations

	Q1			Annual	
	Actual	Budget	Variance	Budget	Forecast Outturn - Q1
	£	£	£	£	£
Employee Costs	138,393	131,070	7,323	538,320	564,390
Expenditure	56,325	55,203	1,121	263,620	264,741
Income	(25,137)	(22,356)	(2,782)	(96,975)	(99,757)
<b>Net Expenditure</b>	<b>169,581</b>	<b>163,918</b>	<b>5,663</b>	<b>704,965</b>	<b>729,375</b>

At the end of the 1<sup>st</sup> quarter the Parks & Operations department has a negative variance of £5.6k in total. The only significant variance has been seen in employee costs and will be reported separately later in the report.

Income is largely as per budget, with the variance being attributable to a recharge of costs.

Overall expenditure is generally within budget year to date, however, an increase in costs has been seen and this may lead to an overspend during the full financial year, but will be monitored.

The forecast outturn of £729k against a budget of £704k, a variance of £25k

## Beach Gardens

	Q1			Annual	
	Actual	Budget	Variance	Budget	Forecast Outturn - Q1
	£	£	£	£	£
Employee Costs	11,255	11,315	(60)	23,560	24,000
Expenditure	12,106	12,597	(491)	40,530	40,039
Income	(21,923)	(16,680)	(5,242)	(43,550)	(50,728)
<b>Net Expenditure</b>	1,438	7,232	(5,794)	20,540	13,311

This department has realised a positive variance of £5.7k at the end of the 1<sup>st</sup> quarter. Expenditure is generally as per budget, with small variances only.

Income shows a positive variance of £5.2k, with c. £2k being attributable to changes in the VAT rate applied to leisure services.

A deficit of £13k is now forecast against a budgeted deficit of £20k.

## The Downs

	Q1			Annual	
	Actual	Budget	Variance	Budget	Forecast Outturn - Q1
	£	£	£	£	£
Expenditure	1,138	1,075	63	4,450	21,218
Income	(3,234)	(3,096)	(138)	(12,385)	(12,523)
<b>Net Expenditure</b>	(2,096)	(2,021)	(75)	(7,935)	8,695

There has been little activity in this area year to date, with small variances over several budget headings being seen.

The variance forecast for year-end relates to Appendix A: BF 6, the balance of costs outstanding for services provided by WSP, £16k. This will be funded from EMR.

## Beaches & Foreshore

	Q1			Annual	
	Actual	Budget	Variance	Budget	Forecast Outturn - Q1
	£	£	£	£	£
Employee Costs	17,716	16,480	1,236	44,080	45,720
Expenditure	55,239	53,190	2,049	145,540	147,589
Income	(18,160)	(9,224)	(8,936)	(27,745)	(36,681)
<b>Net Expenditure</b>	54,795	60,446	(5,651)	161,875	156,628

At the end of the 1<sup>st</sup> quarter a positive variance of £5.6k has been seen in this department.

This is due to the allocation of a Summer Demand grant to this department, £8,350, issued by Dorset Council to offset Seafront Advisor and waste collection costs.

Expenditure is over budget due to the costs of matting deferred from 2022/23 and again will be financed from EMR, Appendix A: BF4.

Overall, a revised year-end outturn of a net deficit of £156k against a budget of £161k is being projected at the end of the quarter.

### **Beach Huts**

	Q1			Annual	
	Actual	Budget	Variance	Budget	Forecast Outturn - Q1
	£	£	£	£	£
Expenditure	12,963	14,295	(1,332)	45,955	44,623
Income	(45,900)	(45,650)	(250)	(162,800)	(163,050)
<b>Net Expenditure</b>	<b>(32,937)</b>	<b>(31,355)</b>	<b>(1,582)</b>	<b>(116,845)</b>	<b>(118,427)</b>

Beach hut income is on budget at the end of the quarter.

Expenditure is generally as per budget with only minor variances. Overall year-end projections have been revised to a surplus of £118k against a budgeted surplus of £116k.

### **Publicity & Tourism**

	Q1			Annual	
	Actual	Budget	Variance	Budget	Forecast Outturn - Q1
	£	£	£	£	£
Employee Costs	51,611	53,225	(1,614)	199,480	205,000
Expenditure	30,572	26,047	4,524	74,865	87,250
Income	(8,004)	(7,742)	(261)	(29,825)	(30,086)
<b>Net Expenditure</b>	<b>74,179</b>	<b>71,530</b>	<b>2,649</b>	<b>244,520</b>	<b>262,164</b>

At the end of the 1<sup>st</sup> quarter a negative variance of £2.6k has been realised. Income is generally as per budget with only minor variances.

A virement of £18,440 was transacted from Central Services employee costs to Publicity and Tourism employee costs, with the misallocation of one post.

Employee costs are £1.6k under budget year to date, due to the late recruitment to a seasonal post and lower usage of Seafront Advisors in the TIC than budgeted. However, it is anticipated that the annual budget will be exceeded by year-end and will be discussed in the employee costs section of this report.

Expenditure has exceeded budget by £4.5k during the period. This is due to the addition of costs in relation to the visit Dorset microsite, Appendix A: AD2 refers. There will be further costs of £5k for associated images and drone footage which are included in the year-end forecast.

A revised deficit of £262k is now forecast against a budgeted deficit of £244k.

### Allotments

	Q1			Annual	
	Actual	Budget	Variance	Budget	Forecast Outturn - Q1
	£	£	£	£	£
Expenditure	430	875	(445)	3,250	2,805
Income	(2,217)	(2,325)	108	(9,300)	(9,192)
<b>Net Expenditure</b>	<b>(1,787)</b>	<b>(1,450)</b>	<b>(337)</b>	<b>(6,050)</b>	<b>(6,387)</b>

To date allotments have performed largely as per budget, with very little activity to report. The year-end out-turn has been revised to a net surplus of £6.3k against a budgeted net surplus of £6k.

### General Buildings/Misc Areas (incl roads)

	Q1			Annual	
	Actual	Budget	Variance	Budget	Forecast Outturn - Q1
	£	£	£	£	£
Expenditure	2,550	1,500	1,050	19,000	20,050
Income	(16,126)	(17,125)	999	(76,505)	(75,506)
<b>Net Expenditure</b>	<b>(13,577)</b>	<b>(15,625)</b>	<b>2,048</b>	<b>(57,505)</b>	<b>(55,457)</b>

Year to date a £2k variance has been realised. The variance in income noted as being due to the loss of rent from the Taxi Office, pending a new lease agreement.

### Central Services

	Q1			Annual	
	Actual	Budget	Variance	Budget	Forecast Outturn - Q1
	£	£	£	£	£
Employee Costs	72,907	72,165	742	343,980	338,000
Expenditure	32,141	32,631	(490)	186,935	186,445
Income	(2,757)	(3,300)	543	(17,200)	(16,657)
<b>Net Expenditure</b>	<b>102,291</b>	<b>101,496</b>	<b>795</b>	<b>513,715</b>	<b>507,788</b>

Income and expenditure are largely as per budget during the 1<sup>st</sup> quarter.

A virement of £18,440 was transacted from Central Services employee costs to Publicity and Tourism employee costs, with the misallocation of one post. A variance is forecast for these costs as three posts remain vacant during part of the 2<sup>nd</sup> quarter.

### Corporate Management & Democratic Services

	Q1			Annual	
	Actual	Budget	Variance	Budget	Forecast Outturn - Q1
	£	£	£	£	£
Expenditure	9,952	9,532	420	131,850	148,820
Income	(300)	0	(300)	0	300
<b>Net Expenditure</b>	9,652	9,532	120	131,850	149,120

These two departments are largely as per budget at the end of the 1<sup>st</sup> quarter.

The forecast variance at year-end relates to brought forward expenditure relating to the Council's website, Appendix A: BF5, £7k which will be funded from EMR and an additional budget approved to engage Dorset Coast Forum to undertake a public consultation on the Seafront Stabilisation and Enhancement Scheme, Appendix A: AD3, £9.5k.

### Employee Costs

For the 1<sup>st</sup> quarter, employee costs of £311k were seen against a budget of £302k, a negative variance of £9k.

	Q1			Annual	
	Actual	Budget	Variance	Budget	Forecast Outturn - Q1
	£	£	£	£	£
Car Parks	12,374	11,813	562	47,250	49,830
Market-CSA	1,817	1,110	707	3,740	3,955
Boat Park Attendant/CSA	5,869	5,770	99	17,080	18,035
Parks & Operations	138,393	131,070	7,323	538,320	564,390
Beach Gardens	11,255	11,315	(60)	23,560	24,000
Beaches - Cleaner	11,894	10,680	1,214	28,700	30,340
Beaches – Seafront Advisor	5,822	5,800	22	15,380	15,380
Tourism	51,611	53,225	(1,614)	199,480	205,000
Central Services	72,907	72,165	742	343,980	338,000
<b>Total</b>	311,941	302,948	8,994	1,217,490	1,248,930

A virement of £18,440 has been made from Central Services employee costs to Tourism employee costs due to the misallocation of one employee.



At the end of the quarter a negative variance of £8.9k was realised, mainly from the operations department. In respect of the 2023/24 local government pay award, a provision has been made based upon the employers' offer, which significantly exceeds the sum budgeted. A flat rate of £770 (FTE) c. 4% on the lower pay scales, was factored into the 2023/24 budget, whereas the employers have offered a flat rate of £1,925, c. 9% on lower grades. With the operations department being fully staffed and holding the largest number of employees, it will therefore be impacted greater than any other department.

The additional recruitment of seasonal seafront advisors was approved, with these costs being offset by a Summer Demand Grant issued by Dorset Council for £8,350 and is shown in Beaches and Foreshore departmental income. Seasonal employees are generally recruited on a casual basis, and this could lead to positive variances, such as that seen in the Tourism department in Q1.

The year-end outturn is based upon the employers' offer being accepted with a forecast budget variance of £31k. This is dependent upon three vacant posts within Central Services being appointed in the latter end of Q2.

### **Interest & Investment Income**

	Q1			Annual	
	Actual	Budget	Variance	Budget	Forecast Outturn - Q1
	£	£	£	£	£
<b>Net Expenditure</b>	(59,712)	(49,000)	(10,712)	(185,000)	(210,000)

It should be noted that the Practitioners' Guide now requires income from long term investments to be accounted for on a cash basis, which results in some disparity between the information provided by Arlingclose, which is determined on an accruals basis.

The year-end outturn is based upon some reprofiling of the Council's capital programme and an assumption that interest rates will continue to be c. 4% for short term investments.

The Council's investment portfolio at 30 June 2023:

Investment Portfolio	31.03.23 Balance £	Net Movement £	30.06.23 Balance £	30.06.23 Income Return %
Banks and building societies (unsecured)	577,650	-340,546	237,104	
Money Market Funds	750,000	0	750,000	
UK Govt/DMADF	493,475	600,000	1,093,475	
<b>Total Internal Investments</b>	<b>1,821,125</b>	<b>259,454</b>	<b>2,080,579</b>	<b>4.07%</b>
Investments in Pooled Funds (Fair value):				
Property	2,989,907	-4,109	2,985,798	
Multi-Asset	422,379	-16,557	405,822	
Bonds	870,524	-13,617	856,907	
<b>Total External Funds</b>	<b>4,282,810</b>	<b>-34,283</b>	<b>4,248,527</b>	<b>3.66%</b>
<b>TOTAL INVESTMENTS</b>	<b>6,103,935</b>	<b>225,171</b>	<b>6,329,106</b>	<b>3.80%</b>

### **Short-Term Investments**

In total the Council's short-term investment portfolio increased by £259k during the course of Q1, with the first tranche of the precept being received in April. Investment activity was limited to the redemption of a Yorkshire Building Society CD (classified as long-term in the AGAR) and the placing of funds in the Debt Management Account Deposit Facility (DMADF). The interest available for short-term investments continues to be higher than the returns on long-term investments, at an average of 4.07% in the council's portfolio.

### **Strategic Investments**

The Council has continued to hold the units held in CCLA Property Fund, Ninety-One Diversified Income Fund and M&G Strategic Corporate Bond Fund. Income has remained stable, averaging 3.66% for these funds. However, there remains unrealised capital losses for two of the council's investments, albeit with an unrealised capital gain overall, £248k. A breakdown of the investments is shown in Appendix B.

It is highly likely that variances will occur from budget with fluctuations to interest rates from those assumed at budget setting, and the reprofiling of the capital programme. It is recommended that a Treasury Risk Management reserve is established in order to mitigate against some of the risk in crystallising capital losses when redeeming strategic investments. The Council is likely to be looking to redeem its strategic investments over the course of the next 2-4 years to fund its capital programme and it is prudent to manage this exit and mitigate against any potential capital losses and the effect that this may have on the general fund. Given the current forecast this would result in an additional appropriation of £25k from the general fund to EMR.

### **Revenue Account - General Overview**

At the end of the 1<sup>st</sup> quarter of the council's financial year the income and expenditure account is on budget in total, being a surplus of £79k.

A schedule of significant expenditure is provided in Appendix A. £190k was approved for this financial year, with £103k to be financed from the CIL reserve. A further £45k has been brought forward from 2022/23, with funds placed in an earmarked reserve at the end of 2022/23 to finance these works. Additionally, a further £16.7k of expenditure has been identified as being required during the financial year and has been approved providing a supplementary budget.

Presently, a deficit on the general fund of £91k is forecast at year-end, against a budgeted deficit of £53k, a variance of £38k. This is predominantly due to the above budget pay award, accounting for £31k and additional approved expenditure. Costs of services and materials have also increased which may result in some overspends not included in the forecast and potential costs relating to repairs to a wall in Marsh Way are also not included in the forecast outturn figures, pending further review.

## Reserves and Balances held 30<sup>th</sup> June 2023

A summary of the reserves and balances held at 30<sup>th</sup> June 2023 is given below:

	Balance 31/03/2023 £	Movement in Year £	Balance 30/06/2023 £
<b>General Fund</b>	865,558	79,865	945,423
<b>Earmarked Reserves</b>	2,588,607	3,091	2,591,698
<b>UCRR</b>	2,192,260	0	2,192,260
<b>Total</b>	5,646,425	82,956	5,729,381

Detailed movements on the General Fund are shown on page 1 of the Q1 Budget Report.

### Earmarked Reserves

The Council holds the following earmarked reserves:

	Actual 31/03/2023 £	Transfer to/(from) reserve £	Balance 30/06/2023 £
<b>Vehicle &amp; Plant Replacement</b>	10,000	0	10,000
<b>King Georges Play Area &amp; Skate Park</b>	57,097	0	57,097
<b>Play Equipment-General Areas</b>	21,406	(9,800)	21,406
<b>Car Park Machines</b>	39,248	0	39,248
<b>Tennis Courts Refurbishment</b>	12,312	0	12,312
<b>Seafront Stabilisation &amp; Enhancement Scheme</b>	1,394,557	0	1,394,557
<b>Community Sea Defence Project</b>	450,000	0	450,000
<b>Public Conveniences</b>	115,000	0	115,000
<b>Beach Huts Reserve</b>	75,000	0	75,000
<b>Football Club Facilities</b>	4,443	0	4,443
<b>De Moulham Back Roads</b>	23,406	0	23,406
<b>Insurance &amp; Contingency Reserve</b>	40,000	0	40,000
<b>Community Infrastructure Levy</b>	260,669	15,001	275,670
<b>IT Equipment Reserves</b>	23,164	0	23,164
<b>Environmental Projects Reserve</b>	17,000		17,000
<b>C fwd Unspent committed expenditure</b>	45,305	(11,910)	33,395
<b>Total</b>	<b>2,588,607</b>	<b>3,091</b>	<b>2,591,698</b>

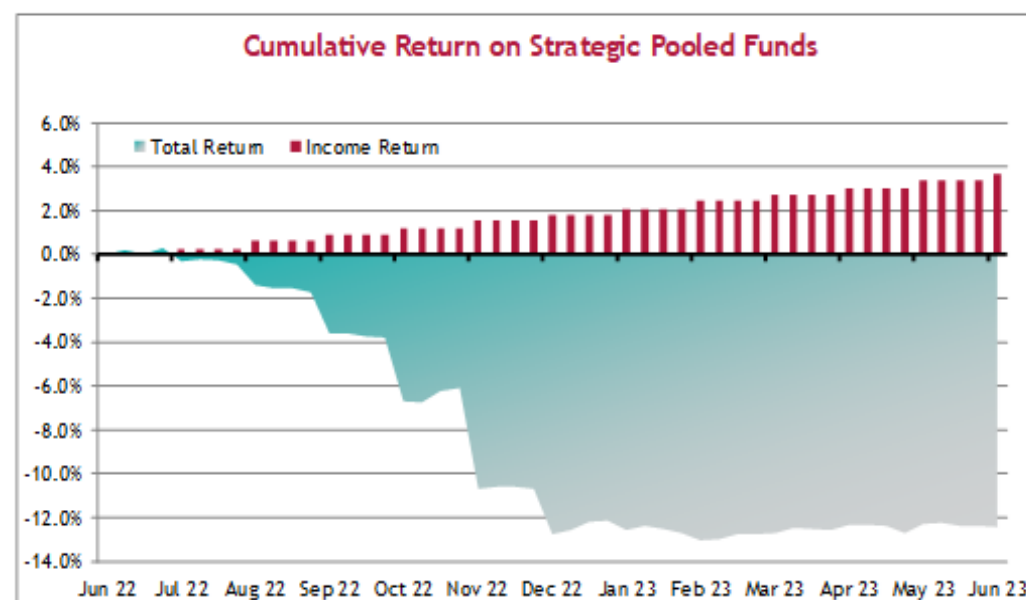
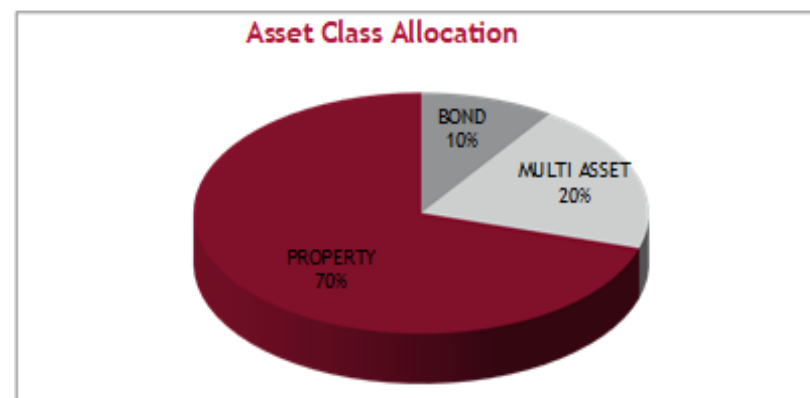
## Appendix A

<b>Significant One Off Revenue Expenditure/Minor Works 2023/24</b>						
<u>Ref:</u>	<u>Service Area</u>	<u>Project</u>	<u>Budget</u>	<u>Actual expenditure to date</u>	<u>Programmed</u>	<u>Status Update</u>
	<b><u>New projects for 2023/24</u></b>					
1	Roads/Misc Areas	Station Approach-Planning & consultation	5,000	-	Q2	Pending Invoice-reallocated budget of £2,500 from ref:2
2	Roads/Misc Areas	Panorama Road-Professional Advice	10,000	-	Q3/4	£2,500 of budget allocated to ref: 1
3	Central Services	Town Hall & Annexe external redecoration	50,000	-	Q4	To be reviewed
4	Vehicles & Equipment	Front Loader	7,000	6,750	Q1	Completed
5	Parks & Gardens	Electricity-Parks & Gardens	10,000	-	Q3/4	
6	Beaches & Foreshore	Quay & Slipway repairs	76,000	22,570	Q1/2	To be funded from CIL
7	Parks & Gardens	Path Repairs - Recreation Ground	27,000	-	Q2	To be funded from CIL
8	Parks & Gardens	Accessibility works	5,000	-	Q3/4	
9	Environmental	Cycle locker/signage & E-charge	5,500	-	Q4	
			<b>190,000</b>	<b>29,320</b>		
	<b><u>Projects brought forward from 2022/23 to be financed from Earmarked Reserve</u></b>					
BF1	Boat Park	Customer improvements agreed T&LE	5,000	-	Q3/4	
BF2	Public Conveniences	Burlington Chine	8,600	8,520	Q1	Completed
BF3	TIC	Front of house changes - on order	5,000	915	Q1/2	Door on order
BF4	Beaches & Foreshore	Matting - on order	3,000	2,475	Q1	Completed
BF5	DRM	Website-balance on budget	7,000	-	Q2/3	
BF6	Peeveril Point	WSP -£30k approved - balance	16,705	-	Q2	
			<b>45,305</b>	<b>11,910</b>		
	<b><u>Additional projects for 2023/24</u></b>					
AD1	Car Parks	Broad Road Wall Repairs	16,500	15,815	Q1	Approved Monthly meeting 13 March 23 Minute 174 b) Funded from existing budget.
AD2	TIC	Microsite & Imagery	21,148	16,420	Q1/2	Budget increase of £7k approved: Monthly meeting 24th April 2023, Minute 179.
AD3	Corporate Management	DCF Public Consultation	9,550	-	Q2	Approved: Special meeting 24th May 2023, Minute 31.
			<b>47,198</b>	<b>32,235</b>		

Strategic Pooled Fund Portfolio – 30/06/2023

STRATEGIC POOLED FUND PORTFOLIO				SWANAGE				From	30/06/2022	To	30/06/2023
FUND NAME	ASSET CLASS	No of Units Held in Period	Current Value £	Capital Growth £	Dividends Earned £	Holding Period (yrs)	Capital Return	Income Return	Total Return	Volatility	
CCLA - LAMIT PROPERTY FUND	PROPERTY	1,053,526	2,985,798	-781,400	131,990	1.0	-20.74%	3.50%	-17.24%	8.9%	
M&G STRATEGIC CORPORATE BOND FUND	BOND	494,241	405,822	-25,404	18,159	1.0	-5.89%	4.21%	-1.68%	9.9%	
NINETY ONE (INVESTEC) DIVERSIFIED INCOME FUND	MULTI ASSET	955,126	856,907	-8,544	35,404	1.0	-0.99%	4.09%	3.10%	4.4%	
<b>GRAND TOTAL</b>			<b>4,248,527</b>	<b>-815,348</b>	<b>185,553</b>	<b>1.0</b>	<b>-16.10%</b>	<b>3.66%</b>	<b>-12.44%</b>	<b>6.5%</b>	

Unrealised capital gain since purchase: 246,027      Annualised income return: 3.66%



**Capital Programme – Monitoring Report 2023/24**

Project Ref:	Project	2023/24 Budget	Forecast Outturn for the year	Actual Expenditure Year to Date	Status
		£	£	£	
<b>Approved Projects-2023/24 Estimates</b>					
<b>1</b>	<b>Play Areas/Skate Park</b> King Georges Skate Park	15,000	0	0	Ongoing
<b>2</b>	<b>Parks</b> Days Park- Footpath Lighting Installation	37,000	45,508	15,559	Ongoing
<b>3</b>	<b>Station Approach</b> Infrastructure Improvements	50,000	50,000	0	Ongoing
<b>4</b>	<b>Downs</b> Peveril Point Stabilisation Scheme	95,000	95,000	0	Ongoing
<b>5</b>	<b>Depot</b> External Shelter	15,750	15,750	0	Ongoing
<b>6</b>	<b>Spa</b> Stabilisation & Regeneration	300,000	300,000	0	Ongoing
<b>7</b>	<b>Environmental</b> Carbon Neutral 2030 Implementation	50,000	50,000	0	Ongoing
<b>8</b>	<b>Capital Grants</b> S&PDT - Football Club redevelopment	70,000	70,000	0	Not Active
<b>9</b>	<b>Vehicles</b> Electric Flatbed Truck	45,000	45,000	0	Ongoing
<b>10</b>	<b>Car Parks</b> Main Beach- Phase 3 & EVCP Installation	20,000	0	0	Ongoing
	<b>Subtotal</b>	<b>697,750</b>	<b>671,258</b>	<b>15,559</b>	
<b>Projects brought forward from 2022/23</b>					
<b>BF1</b>	<b>Roads</b> Panorama Rd/Quarry Close & Cow Lane- Upgrade/Improvement		54,520	0	Ongoing
	<b>Expenditure B fwd Subtotal</b>		<b>54,520</b>	<b>0</b>	
	<b>Total Capital Expenditure</b>	<b>697,750</b>	<b>725,778</b>	<b>15,559</b>	

**Project Updates:**

**1: Play Areas/Skate Park: King Georges Equipment Replacement**

Discussions with the 'Friends' group are ongoing. Due to the requirement for external funding, it is now anticipated that this project will be deferred to the 2024/25 financial year.

**Ongoing. Financing- Earmarked reserves (EMR).**

**2: Parks-Days Park Footpath & Lighting Installation**

This project commenced in 2022/23 with a budget of £70,000 having been approved at the Council meeting held 17<sup>th</sup> October 2022, Minute 104. However, due to inclement weather, the works were

delayed and continued into 2023/24, with actual costs of £24,492 having been incurred in the 2022/23 financial year and £15,559 in 2023/24 to date. **Ongoing. Financing -EMR (CIL Reserve).**

### **3: Station Approach-Infrastructure**

Consultants were engaged through Dorset Council to undertake work to produce an options appraisal. A report from WSP was considered by the Traffic Management Advisory Committee at its meeting held 22<sup>nd</sup> November 2022 and further considered by the Planning and Consultation Committee on 5<sup>th</sup> December 2022. It was recommended to council and approved on 30<sup>th</sup> January 2023 to adopt option 2. However, a final design is yet to be agreed with all parties that were consulted, delaying any imminent implementation. Updates will be taken to the Capital Projects Sub-Committee during the year. **Ongoing. Financing -UCRR.**

### **4: Downs-Peveril Point Stabilisation Scheme**

Following a tender exercise, a contract was awarded to WSP at the council meeting held on 26<sup>th</sup> September 2022, minute 86 b) to prepare the design and specification of highway and ground stabilisation works required to Peveril Point Road, together with a tender package.

During preliminary discussions with WSP, given the extent and complexity of required works, the Council were advised that the budget required for these works would be in excess of the budgeted sum. As such, this matter is to be reviewed by the Capital Projects Sub-Committee. **Ongoing. Financing -UCRR**

### **5: Depot-External Shelter**

Quotes are currently being sought for these works. **Ongoing. Financing -UCRR.**

### **6. Spa & Seafront-Stabilisation and Regeneration**

At its meeting held 27<sup>th</sup> July 2022, Council awarded the contract to WSP to undertake preliminary design work to include sketch plans presenting design solutions for Sandpit Field, Weather Station Field and the Spa. A public consultation process is imminent. Costs to be incurred in the year are dependent upon Council approval to proceed with the works. Initial costs such as ground stability monitoring costs continue to be met from the revenue account. **Ongoing. Financing -EMR/UCRR**

### **7: Environmental- Carbon Neutral 2030 Implementation**

Quotes are being sought for LED lighting in main buildings and BMS systems. **Ongoing. Financing -UCRR**

### **8: Capital Grants – Football Club - Swanage & Purbeck Development Trust**

A budget of £70,000 was provided in 2023/24 for a grant to the Swanage & Purbeck Development Trust to progress the redevelopment of the Football Club facilities. The drawdown is subject to Council approval. **Not Active – Financing - UCRR**

### **9. Vehicles-Electric Flatbed Truck**

Difficulties have been encountered in sourcing a suitable vehicle. Investigations into an alternative hybrid/petrol vehicle will continue.

**Ongoing: Financing-UCRR**

## **10. Car Parks – Phase 3 & Electric Vehicle Charging Point Installation**

Alternative ways of delivering these facilities at nil cost to the Council are being researched.

**Ongoing: – Financing EMR**

### **BF1: Roads**

#### **a) Panorama Road/Quarry Close– Upgrade/Improvement Scheme**

At the council meeting held 27th July 2022 Minute 67 b) it was agreed to commission Dorset Council to upgrade the northernmost stretch of Panorama Road at a cost of £54,520, in order to facilitate the adoption of this section of road by Dorset Council, in conjunction with a section of Cow Lane. The works to Cow Lane were completed in 2022/23. The works to Panorama Road/Quarry Close are anticipated to be commenced in September 2023. **Ongoing. Financing -UCRR**

Alison Spencer - Finance Manager

Martin Ayres-Town Clerk

Gail Percival-Operations Manager

July 2023



Minutes of the Meeting of the **CAPITAL PROJECTS SUB-COMMITTEE** held at the **TOWN HALL**,  
Swanage on **WEDNESDAY, 26<sup>th</sup> APRIL 2023** at **3.30 p.m.**

Chair: -

Councillor M Bonfield

Swanage Town Council

Present: -

Councillor T Foster (Town Mayor)

Swanage Town Council

Councillor A Harris

Swanage Town Council

Councillor C Tomes

Swanage Town Council

Also in attendance: -

Councillor C Moreton (Deputy Mayor)

Swanage Town Council

Martin Ayres

Town Clerk

Emma Evans

Democratic Services Officer

Gail Percival

Assets & Compliance Manager

Matthew Snowdon

Assets & Compliance Support Officer

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

**1) Apologies**

Apologies for his inability to attend the Meeting were received from Councillor Bishop.

**2) Declarations of Interest**

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

There were no declarations to record on this occasion.

**3) Matters arising from minutes of previous meeting held on 30<sup>th</sup> November 2022.**

There were no matters raised on this occasion.

**4) Seafront Repairs – Parish Slipway/Stone Quay**

Further to Minute No. 8 of the meeting of the Capital Projects Sub-Committee held on 9<sup>th</sup> November 2022, and Minute No. 127 (a) of the Council meeting held on 12<sup>th</sup> December 2022, it was reported that works were started on 17<sup>th</sup> April 2023 although progress was slow and dependent upon tidal conditions.

It was noted that the Parish Slipway will look similar to what was in place before as the main work is on the voids underneath.

The Stone Quay has had several areas of paving lifted with new Purbeck stone being installed to replace some of the crumbled & delaminated areas as well as some of the areas previously repaired with concrete. Additional repair works to the pointing on the side of the Stone Quay will be carried out mainly on the southern side, as well as works to reinforce stonework near the Monkey Beach jetty.

**5) Peveril Point Road**

Further to Minute No. 5 of the meeting of the Capital Projects Sub-Committee held on 9<sup>th</sup> November 2022, it was confirmed that WSP have been engaged to design a scheme and produce a specification for works. The statutory services survey has been reviewed, 3D models generated and they are now looking at the construction of the pathways.

It was noted that the works are likely to include modular wall designs and/or wall repairs to areas adjoining the Downs as well as a new shear key wall at the top of the boat park.

The full specification and designs will be provided to the Council prior to the project going to tender. An initial estimate for the work had been received, which was significantly over budget. This will be considered further at a future meeting.

It was agreed that a meeting with residents of the area should be arranged once the full specification and plans have been received.

**6) Broad Road wall**

The Assets & Compliance Manager reported that the works were being completed by the same contractors who previously carried out works on Seymer road and works were progressing well.

In addition to the original planned works, the contractors were also carrying out minor repairs to a wall close to the Peveril Point public conveniences and an additional two sections of wall within Broad Road car park with all works due to be completed within 2-3 weeks.

**7) Days Park Lighting – update on timing of works**

It was noted that the works were scheduled to commence on Tuesday 9<sup>th</sup> May 2023. The Assets & Compliance Manager advised that due to the installation of the newly opened Changing Places facility, it was necessary for the route that the electricians were due to take to be adjusted.

**8) Station Approach – update**

Further to Minute No. 8 of the meeting of the Capital Projects Sub-Committee held on 7<sup>th</sup> September 2022, and the subsequent Minute No. 4a of the Planning and Consultation Committee held on 5<sup>th</sup> December 2022, the Assets & Compliance Manager noted that additional meetings with Andrew Bradley, Project Manager – Highways, Dorset Highways had taken place.

A specification will be produced and it was suggested that the required works could be procured via the Dorset Council Highways Framework. Timescales had been discussed and it was noted works could be carried out either in October-November 2023 or January-February 2024 to minimise disruption.

**9) Cow Lane / Panorama Road adoption**

The Assets & Compliance Manager reported that whilst works to Cow Lane are substantially complete, we are yet to be notified of the start date for the works on Panorama Road. The legal process for Dorset Council to adopt the highways is underway however cannot be completed until all works have finished.

Councillor Bonfield indicated it would be beneficial for Councillor Trite and Councillor Suttle to liaise with Dorset Council to assist in securing a confirmed start date for the works to Panorama Road.

**10) Recreation Ground Footpaths**

Further to Minute No.10 of the meeting of the Capital Projects Sub-Committee held on 9<sup>th</sup> November 2022, it was reported that a works order has been raised and the contractors have been regularly asked for updates but at the current time, no start date for the works has been received.

**11) Town Hall external redecoration**

The Assets & Compliance Manager reported that a site inspection had been conducted and an estimate for the cost of the works is awaited. It was suggested that the works be carried out in the Autumn.

A question was raised as to whether stone protection had been previously applied to the Town Hall frontage, whether this would require re-application and whether it was prudent to complete both tasks at the same time. It was suggested that should additional works be required to the stone frontage the Mercers' Company are contacted to explore potential funding options.

**12) Date of next meeting.**

The date of the next meeting was discussed and was agreed it should be set as and when required.

The Meeting closed at 4.10 p.m.

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**Finance And Governance Committee – 26<sup>th</sup> July 2023**

**Agenda Item 5) To Consider Adoption of Unauthorised Encampment Procedure**

Incidences of unauthorised encampments on Council owned land are rare. In recent years coordination of a response to these incidences had been coordinated by Dorset Council's Multi-Agency Control Centre (MACC) which was created in 2020 as a response to the covid pandemic and led on the management and deployment of resources and operational plans.

The MACC is no longer available and therefore the Council has developed a draft procedure which has been developed with reference to guidance received from the Dorset Association of Parish and Town Councils.

The draft procedure, appended to this report, sets out clearly the steps that are required to be taken in cases of an unauthorised encampment and the roles and responsibilities of all agencies which are required to be involved.

**Decision required**

That Councillors consider adoption of the Swanage Town Council Procedure for Unauthorised Encampments on Council owned or managed land.

Gail Percival  
Assets & Compliance Manager

July 2023

## **DRAFT Swanage Town Council Procedure for unauthorised encampments on Council owned or managed land**

Please note this document sets out the procedure for unauthorised encampments at the times that the Dorset Council Transit Site at Piddlehinton is in operation.

1. Report of unauthorised encampment on Swanage Town Council land.
2. Visitor Services Assistant Manager and Asset and Compliance Manager notified.
3. Enforcement Officer plus colleague engage with individuals in encampment to ask intended duration of stay. Enforcement Officers enforce any car park regulations that are not being met to include issuing of ECT if appropriate. Individual staff are not required to attend encampments alone.
4. Asset and Compliance Manager or Visitor Services Assistant Manager to contact Dorset Police and make request for the Police to serve a S62 Notice under the Criminal Justice and Public Order Act 1994. To advise where the encampment is located, how access was gained, when access was gained and how many vehicles there are. Include detail of any anti-social actions and their impact on the community, businesses, events, sport groups etc.
5. Send an email to Giles Nicholson [giles.nicholson@dorsetcouncil.gov.uk](mailto:giles.nicholson@dorsetcouncil.gov.uk) , and Paula Clover, Gypsy & Traveller Liaison Officer [paula.clover@dorsetcouncil.gov.uk](mailto:paula.clover@dorsetcouncil.gov.uk) Advise on action taken to date. Provide information on how many vehicles there are and approximate number of individuals. Please say in the email that Swanage Town Council will pay the £600 fee for the Transit site and if possible provide a purchase order number to Dorset Council for this sum. If this is not possible ensure this is provided by email as soon as possible thereafter.
6. Dorset Council Gypsy & Traveller Liaison Officer once notified, to undertake welfare check and arrange appropriate interventions and/or advise the Town Council of any steps that should be taken in that regard.
7. Phone Dorset Council out of hours number 01305 221000 and advise of actions taken and notify that a Section 62 notice has been served. Dorset Council require notice in order to ensure all necessary services are in place at the Transit site.
8. Asset and Compliance Manager to ensure that the area surrounding any encampment is litter picked regularly and the area fully cleaned once the encampment has moved. Ensure that public conveniences in the vicinity remain open at least to normal opening hours.