

Minutes of the **EXTRAORDINARY MEETING** of the
Swanage Town Council held at The Town Hall, High Street,
Swanage on **THURSDAY, 17th OCTOBER 2019** at 11.15 a.m.

PRESENT:-

Councillor M.P. Bonfield – Chairman
Councillor C. Finch
Councillor T. Foster
Councillor A. Harris
Councillor C. Moreton
Councillor J. Page
Councillor W.S. Trite
Councillor M. Whitwam

In addition to Members of the Council and officers, two members of the public attended the Meeting.

Before opening the Meeting, the Chair welcomed members of the public and read a short statement regarding the fire evacuation procedure, filming/audio recording etc. of the Meeting, and a summary of the procedure for Public Participation Time.

Public Participation Time

The following matters were raised during Public Participation Time:-

- **Bandstand Seating** – comments in support of recycled plastic seating being installed at the Bandstand, and a request for representatives of the Friends of Swanage Bandstand to remain in the meeting during consideration of Agenda Item No. 6.
- Further comments made that recycled plastic seating had already been installed nearby, and the benefits of recycled plastic highlighted.
- **Official Opening of Swanage Bandstand** – a reminder given about the official opening of the Bandstand which was being held on Saturday 26th October 2019, and an invitation extended to the Town Council.

The Chairman opened the Council Meeting at 11.30 a.m.

102. **APOLOGIES**

Apologies for their inability to attend the Meeting were received from Councillors Monkhouse, Rogers, Suttle and Tomes.

103. **DECLARATIONS OF INTEREST**

Members were invited to declare their interests and consider any requests for Grants of Dispensations in accordance with paragraphs 9 - 13 of the Council's Code of Conduct and regulations made under chapter 7 of the Localism Act 2011.

There were no declarations to record on this occasion.

104. **CORPORATE PLAN 2020-24 – CONSIDERATION OF OUTLINE PROPOSALS AND NEXT STEPS**

Consideration was given to a briefing note circulated prior to the meeting setting out a proposal for the production and adoption of a Swanage Town Council corporate plan. The publication of such a document had been identified as a priority in the Council's Risk Register and it was acknowledged that it would enable councillors to set out their ambitions for the organisation over the next four years at an early stage in their

term of office. The draft timescale included an initial councillor workshop to be held in early November which would help inform the budget setting process for the 2020/21 financial year. Allowance was made for a further workshop, discussion at committee and a six-week period of meaningful public consultation in the spring, prior to adoption in July 2020.

It was proposed by Councillor Trite, seconded by Councillor Harris and
RESOLVED UNANIMOUSLY:-

That work should commence on a Swanage Town Council corporate plan, in accordance with the proposal set out in the briefing note prepared by the Town Clerk dated October 2019.

105. **SWANAGE AND PURBECK DEVELOPMENT TRUST - CONFIRMATION OF APPROVAL TO DRAW DOWN FUNDS FOR FEES IN CONNECTION WITH DAYS PARK SPORTS AND SOCIAL CENTRE**

Further to Minute No. 94 (b) of the Council Meeting held on 16th September 2019, consideration was given to a request received from Swanage and Purbeck Development Trust to draw down funds to cover architect's fees of £14,400 incurred in drawing up a masterplan for the development of a Days Park Sports and Social Centre. A further request had been made for a sum of £1,350 to fund the public exhibition that was being staged over the next two days. It was noted that this amount could be paid from the £20,000 budget that had been allocated towards the costs of developing this project in the approved capital programme, although the £1,350 of exhibition costs would have to be accounted for as revenue expenditure.

It was proposed by the Town Mayor, seconded by Councillor Foster, and RESOLVED UNANIMOUSLY:-

That the request for funding of £15,750 towards the costs incurred by Swanage and Purbeck Development Trust in the production of a masterplan for the future development of a Days Park Sports and Social Centre, and carrying out the related public engagement exercise, be approved.

106. **ITEMS OF INFORMATION AND MATTERS FOR FORTHCOMING AGENDAS**

The Town Clerk reminded Members that the agenda for the Monthly Meeting to be held on 28th October 2019 was being prepared for distribution this week and therefore any items for inclusion on that agenda should be submitted no later than Friday 18th October.

107. **BANDSTAND SEATING – CONSIDERATION OF REPORT ON OPTIONS, INCLUDING TENDER INFORMATION**

Further to Minute No. 6. of the Capital Projects Sub-Committee Meeting held on 25th September 2019, Members gave additional consideration to the options for public seating at the newly refurbished bandstand. The merits of both hardwood and recycled plastic options were debated, with some concern being expressed over the sustainability of the hardwood option. Concerns were also raised over the durability and fire resistant nature of the recycled plastic option.

A question was raised regarding CCTV coverage at the Recreation Ground, and it was agreed that this should be referred to the next meeting of the General Operations Committee.

At 11.40 a.m. the Town Mayor invoked Standing Order No. 1.p. to briefly suspend the meeting so as to allow a member of the public to address the Meeting and respond to questions.

EXCLUSION OF PRESS AND PUBLIC

Proposed by the Town Mayor, seconded by Councillor Harris, and
RESOLVED UNANIMOUSLY: -

That, under Standing Order No. 1 c), in the public interest, the press and public be excluded from the Meeting in view of the confidential nature of the business to be transacted under agenda items 6, 7 and 8 for reasons of commercial confidentiality and data protection.

Consideration was next given to a briefing note dated October 2019 prepared by the Town Clerk, setting out the estimated costs of the different seating options. It was noted that there was some uncertainty in relation to the installation costs of the plastic seating. It was proposed by the Town Mayor, seconded by Councillor Finch and RESOLVED UNANIMOUSLY:-

That approval in principle be given to the installation of recycled plastic seating, subject to confirmation at a forthcoming full Council Meeting to be held following receipt of accurate costings and information on the flammability of the material.

108. **I.T. AND TELECOMMUNICATIONS PROCUREMENT – APPROVAL OF TENDERING PROCESS**

Further to allowance having been made in the Town Council's budgets for the current financial year for the upgrade of its IT and telecommunications equipment, consideration was given to a briefing note prepared by the Town Clerk which set out the proposed procurement process. This would take place in two stages, the first being the engagement of a consultant to prepare a report and specification detailing the Council's requirements, prior to a full tender process taking place later in the year. In line with the Council's procedure for authorising capital spending, full Council would be asked to approve the purchase of equipment before an order is placed.

It was proposed by the Town Mayor, seconded by Councillor Moreton and RESOLVED UNANIMOUSLY:-

That the procurement process for IT and telecommunications equipment set out by the Town Clerk in the briefing note dated October 2019 be approved.

109. **RECRUITMENT OF OPERATIONS MANAGER – TO ADDRESS MATTERS ARISING FROM THE PERSONNEL COMMITTEE MEETING HELD ON 9th SEPTEMBER 2019**

Further to Minute No. 9 of the Personnel Committee Meeting held on 9th September 2019, consideration was given to the revised job description for the post of Operations Manager and a recommendation from South West Councils regarding the appropriate salary.

It was proposed by the Town Mayor, seconded by Councillor Finch and RESOLVED UNANIMOUSLY:-

That the revised job description be approved and that the recommendation of South West Councils that the post be advertised at Grade 11 SCP 38-41 be accepted.

Consideration was also given as to whether a relocation package should be offered to the successful candidate, if required. The benefits of developing a formal policy on the matter were highlighted. It was proposed by the Town Mayor, seconded by Councillor Trite and RESOLVED UNANIMOUSLY:-

That a statement that the successful applicant may be able to reclaim relocation expenses be included in the job application pack, and that a draft policy be drawn up for presentation to a relevant forthcoming committee meeting.

The meeting concluded at 12.10 p.m.
