

Minutes of the **FINANCE AND GOVERNANCE COMMITTEE**
held at the Town Hall, Swanage on **WEDNESDAY,**
14th DECEMBER 2022 at 2.00 p.m.

PRESENT:- Councillor T Foster (Town Mayor) – Chair

Councillor J Bishop
Councillor M Bonfield
Councillor C Moreton (from 2.15 p.m.)
Councillor W Trite
Councillor M Whitwam

Also in attendance: -

Councillor G Suttle

Dr M Ayres Town Clerk
Miss A Spencer Finance Manager

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

1. **APOLOGIES**

Apologies for their inability to attend the meeting were received from Councillors Harris and Tomes.

2. **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.

Agenda Item No. 5 (a) – Councillor Bonfield declared a non-pecuniary interest in the scale of charges under the Code of Conduct by reason of being employed as a taxi driver and hiring a grid space in the boat park.

Agenda Item No. 5 (a) – Councillors Bishop and Bonfield declared non-pecuniary interests in the scale of charges under the Code of Conduct by reason of being regular hirers of Town Council beach huts.

3. **REVIEW OF TERMS OF REFERENCE OF ALL COUNCIL COMMITTEES**

Further to Minute No. 3 of the Meeting of the Policy, Finance and Performance Management Committee held on 7th September 2022, consideration was given to draft terms of reference for all Council committees, sub-committees and advisory committees. In addition to changes proposed at recent committee meetings, a list of suggested minor amendments from the Town Clerk was also reviewed. It was noted that it was extremely helpful to have all the terms of reference gathered together in one volume.

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

That the draft Committee Terms of Reference, as amended, be presented to the Council for adoption.

4. **CAPITAL PROJECTS SUB-COMMITTEE**

(a) **To Approve Minutes of the Meeting held on 30th November 2022**

Proposed by Councillor Bonfield, seconded by Councillor Bishop and
RESOLVED UNANIMOUSLY:

That the Minutes of the Meeting of the Capital Projects Sub-Committee held on 30th November 2022 be approved as a correct record and signed.

Consideration was given to the following recommendations contained in the Minutes:-

9) **Burlington Chine – Public Conveniences**

It was proposed by Councillor Bonfield, seconded by Councillor Bishop and RESOLVED UNANIMOUSLY:

TO RECOMMEND:

That an annual survey be commissioned to monitor the condition of the pipework at Burlington Chine public conveniences, with a sum of £30,000 being retained in the Public Conveniences Reserve for re-lining the pipes if that is deemed necessary or a critical failure occurs.

It was FURTHER RESOLVED:

TO RECOMMEND:

That works to the external frontage of Burlington Chine public conveniences be undertaken and that the budget be increased to £7,000.

10) **Recreation Ground and Sandpit Field Footpaths**

It was proposed by Councillor Bonfield, seconded by Councillor Bishop and RESOLVED UNANIMOUSLY:

TO RECOMMEND:

That repairs be made to the footpaths on the Recreation Ground and Sandpit Field and that a budget of up to £27,000 be allocated.

11) **Tourist Information Centre – Beach Cleaning/Storage Areas**

It was proposed by Councillor Bonfield, seconded by Councillor Bishop and RESOLVED UNANIMOUSLY:

TO RECOMMEND:

That repair and refurbishment works to the two areas adjoining the Tourist Information Centre be authorised and that the budget be increased to £18,000.

12) **Skate Park – Equipment Removal and Resurfacing**

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

TO RECOMMEND:

That a contract be issued under Dorset Council's Repairs, Maintenance, Minor and Small Capital Works Framework Agreement: Lot 11 for the resurfacing of the Skate Park for a sum of £27,793.05, to be actioned once the redundant equipment has been removed.

5. **BUDGET SETTING 2023/24**

(a) **Draft Scale of Fees and Charges**

Consideration was given to a draft scale of fees and charges for the Council's services for the 2023/24 financial year, drawn up further to discussion at the

Tourism & Local Economy Committee, the Community Services Committee and a council working party.

Councillor Moreton entered the meeting at 2.15 p.m.

The charges applied to the Council's long stay car parks, in both summer and winter, were discussed in some detail. On balance, it was agreed that increases in charges should be focussed on the summer season in order to retain lower charges over the winter months. Officers were tasked to undertake a further review of summer parking charges prior to the next meeting of this committee in January 2023.

(b) **To consider request for bulk business discount on North Beach permits further to discussion at Tourism & Local Economy Committee on 16th November 2022**

Further to Minute No. 14)c) of the Tourism & Local Economy Committee held on 16th November 2022, consideration was given to a request from the Chamber of Trade that the bulk purchase of up to 20 car park permits at North Beach Car Park should be considered as part of the budget setting process.

It was noted that a discount rate was already available for the purchase of permits at North Beach Car Park. It was reported that a local hotel was particularly interested in acquiring allocated parking spaces and Members agreed that this could be given further consideration. Officers were tasked with taking forward discussions with interested businesses and to report further to a future meeting.

(c) **Draft Capital Programme and Minor Works Schedule**

Consideration was given to the draft Capital Programme and One-Off Minor Works Schedule for 2023/24. This had been considered by each of the relevant Council Committees, and changes made following discussion at the meeting of the Capital Projects Sub-Committee held on 30th November. The possibility of funding the £76,000 allocated for repairs to the Stone Quay, Parish Slipway and other coastal assets from the Community Infrastructure Levy reserve was raised, and it was agreed that officers would explore this prior to the next meeting of the Committee. It was AGREED:

That the Draft Capital Programme and Minor Works Schedule is approved for further consideration as part of the budget setting process.

(d) **Draft Reserves Policy**

Consideration was given to the Council's Reserves Policy, last revised and adopted 17th January 2022. It was reported that the following revisions had been made to the draft revised policy document, namely:

- Earmarked Reserves – Community Infrastructure Levy Reserve, wording incorporated to clarify that this reserved would in the future be 'utilised in the first instance for works to 'infrastructure' as defined in Section 216 of the Planning Act, 2008.
- Earmarked Reserves – Football Club Facilities to be closed following the payment during the year of the funds held in the reserve as a grant to Swanage and Herston Football Club.

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

TO RECOMMEND to the Estimates meeting on 16th January 2023:

That the revised Reserves Policy be approved and adopted.

6. **INTERNAL AUDITOR REPORT 2022/23 – VISITS 2 & 3 OF 6**

The second interim Internal Audit Report of the 2022/23 financial year prepared by Darkin-Miller – Chartered Accountants was submitted for information.

The following areas had been reviewed during the audit visits:-

- Payments (work in progress)
- Risk Management - minute review (work in progress)
- Income (work in progress)
- Payroll
- Publication
- Town Market (work in progress)
- TIC income - beach huts.

A total of 10 recommendations had been made, the majority in relation to the management of the market; overall one high level recommendation, six medium level recommendations and three low level recommendations had been made. The management response and implementation dates were noted with satisfaction, and it was AGREED:

That the second interim Internal Audit Report for the 2022/23 financial year be accepted.

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

- (a) **Ethical Investments**
- (b) **Freedom of Information Act 2000 – Adoption of revised Publication Scheme**
- (c) **Update on Action Points from Internal Audit Report 2021/22**
- (d) **Tax Base** – it was reported that the tax base for Swanage for 2023/24 had increased by 1.08% to 4935.9.
- (e) **Review of Terminology of Chair/Chairman and Form of Titles on Mayoral Board**

8. **DATE OF NEXT MEETING**

It was noted that full Council had agreed that a further meeting of this Committee should be held in mid-January 2023, prior to the Estimates Meeting on Monday 16th January.

The meeting concluded at 3.00 p.m.

Minutes of the **FINANCE AND GOVERNANCE COMMITTEE**
held at the Town Hall, Swanage on **WEDNESDAY,**
11th JANUARY 2023 at 2.00 p.m.

PRESENT:- Councillor T Foster (Town Mayor) – Chair

Councillor J Bishop
Councillor M Bonfield (to 2.30 p.m.)
Councillor C Moreton
Councillor C Tomes
Councillor W Trite
Councillor M Whitwam

Also in attendance: -

Councillor G Suttle
Councillor N Rogers

Dr M Ayres	Town Clerk
Miss A Spencer	Finance Manager
Ms G Percival	Assets & Compliance Manager
Mr C Milmer	Visitor Services and Business Development Manager

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

1. **APOLOGIES**

An apology for her inability to attend the meeting was received from Councillor Harris.

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.

Agenda Item No. 3 (a) i – Councillor Bonfield declared a non-pecuniary interest in the scale of charges under the Code of Conduct by reason of being employed as a taxi driver and hiring a grid space in the boat park.

Agenda Item No. 3 (a) i – Councillors Bishop and Bonfield declared non-pecuniary interests in the scale of charges under the Code of Conduct by reason of being regular hirers of Town Council beach huts.

Agenda Item No. 3 (a) i. – Councillor Tomes declared a non-pecuniary interest in the scale of charges under the Code of Conduct by reason of close family members being private beach hut site licensees.

The dispensation granted to the eleven Councillors resident in Swanage to participate in setting the precept until May 2024 was also noted.

3. **BUDGET SETTING 2023/24 - TO REVIEW:**

(a) **Draft Estimates 2023/24**

The Town Clerk and Responsible Finance Officer introduced the Preliminary Budget Report 2023/24, which was the culmination of extensive work over recent months, on the part of officers and councillors, including participation in finance workshops and formal committee meetings.

i. **Scale of Fees and Charges 2023/24**

It was reported that further to the Finance & Governance Committee meeting held on 14th December 2022, officers had undertaken a further review of summer charges in the long stay car parks, the outcome of which had been presented to Members in the workshop held on 4th January 2023. Charges had been adjusted accordingly and were detailed in Appendix G to the report, along with all other charges.

The Town Mayor brought to the attention of the Committee a written representation penned by a local resident, titled 'Proposed Budget Amendments 2023/24' which had been e-mailed to most committee members earlier in the day. It was noted that the detailed budget had been formulated by councillors and officers over many weeks, including discussion at workshops and committee meetings. Attention was drawn to the fact that the topics raised in the submission had been considered in detail through this process and it was therefore concluded that there was no need to debate its content. It was agreed that the submission should be acknowledged and the local resident informed of the committee's decision.

Further to their declarations of interest in sections of the scale of charges under item 2) above, Councillors Bishop, Bonfield and Tomes left the meeting.

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

TO RECOMMEND to the Estimates meeting on 16th
January 2023:

That the Scale of Fees and Charges, Appendix G of the
Preliminary Budget Report, be approved and adopted.

Councillors Bishop, Bonfield and Tomes re-entered the meeting.

ii. **Revenue Budgets 2023/24**

It was noted that the revenue budget was summarised in Appendix A of the Preliminary Budget Report and included the one-off expenditure listed in Appendix B. At the workshop on 4th January 2023, officers had been tasked with identifying savings and the Visitor Services Manager reported adjustments to budgets for which he was responsible that would have the effect of reducing total net expenditure by £9,750. An uplift of £2,220 in the likely budget requirement for RNLI lifeguard services was also noted (subject to confirmation of the RPI inflation figure for December 2022). Overall, these amendments to the draft budgets would reduce the projected deficit on the general fund for the year by £7,530. Members thanked officers for bringing forward these proposals.

It was proposed by Councillor Bonfield, seconded by Councillor Bishop and
RESOLVED UNANIMOUSLY:

TO RECOMMEND to the Estimates meeting on 16th
January 2023:

That the draft revenue budget 2023/24, Appendix A & B
of the Preliminary Budget Report, incorporating the
amendments outlined above, be approved and adopted.

iii. **Capital Programme 2023/24**

Consideration was given to the draft Capital Programme 2023/24 to 2025/26, set out in Appendix D to the Preliminary Budget Report.

It was proposed by the Councillor Whitwam, seconded by Councillor Tomes and RESOLVED UNANIMOUSLY:

TO RECOMMEND to the Estimates meeting on 16th January 2023:

That the draft Capital Programme 2023/24, Appendix D of the Preliminary Budget Report, be approved and adopted.

iv. **Precept 2023/24**

Consideration was given to the level of precept for 2023/24. Two options had been incorporated in Section 6 of the Preliminary Budget Report: an increase in precept of 2.98% and a freeze in household bills. It was noted that the draft budget included the first of these options.

It was reported that the tax base had increased by 1.08%, meaning that a freeze in household council tax bills would result in an uplift of £9,030 in precept. An increase of 2.98% would result in an increase of £25,000 on the precept and an increase in household bills of 1.88%, £3.24 for the year. It was noted that these options, together with a range of other potential precept levels were set out in Appendix F of the Preliminary Budget Report.

Members acknowledged the impact that inflation would have on the council's planned expenditure, but also recognised the financial struggles that many residents were now facing, particularly through household inflation and the cost of food. The impact that any increase in the precept could have on households, although small, was noted. Further to paragraph 6.4 of the Preliminary Budget Report, the use of reserves to support the revenue budgets and lessen the financial impact on residents during the current economic downturn was also considered.

Following further discussion, it was proposed by Councillor Trite, seconded by Councillor Tomes and RESOLVED UNANIMOUSLY:

TO RECOMMEND to the Estimates meeting on 16th January 2023:

That the Council approves a precept of £849,030 for the 2023/24 financial year, equivalent to a Band D bill of £172.01, a freeze on the current year's charge.

Councillor Bonfield left the meeting at 2.30 p.m.

(b) **Draft Treasury Management and Investment Strategy Statement 2023/24**

The Finance Manager presented the draft Treasury Management and Investment Strategy Statement 2023/24 (TMISS). The continued impact of external economic factors was highlighted.

It was noted that the updated tables contained a 3-year forecast for investment levels (reserves) and these were forecast to drop to £2.58m by the end of year 3, as a result of the council's capital expenditure plans.

The council's borrowing and investment strategy was noted as remaining unchanged from the current year. However, it was further noted that this statement would be reviewed should the assumptions upon which the strategy statement was based radically change.

It was proposed by Councillor Tomes, seconded by Councillor Bishop, and
RESOLVED UNANIMOUSLY:-

TO RECOMMEND to the Estimates meeting on
16th January 2023:
That the revised draft Treasury Management and
Investment Strategy Statement 2023/24
(incorporating any changes to reserve levels
resulting from recommendations made in this
meeting) be approved and adopted.

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

No items of information or matters for forthcoming agendas were raised.

5. **DATE OF NEXT MEETING**

The date of the next meeting was noted as Wednesday 22nd February 2023 at
9.30 a.m.

The meeting closed at 2.40 p.m.

Swanage Town Council



RESERVES POLICY

Contents

1. Introduction
2. General Reserve
3. Policy
4. Financial Risk Management
5. Earmarked Reserves
6. Statutory Reserves
7. Review of Adequacy of Reserves

Page left intentionally blank

1. Introduction

The Council is required, under statute, to maintain adequate financial reserves in order to meet the needs of the organisation. Section 49A of the Local Government Finance Act 1992, as amended, requires that local precepting authorities in England have regard to the level of reserves needed to meet estimated future expenditure when calculating the budget requirement. Consideration should also be given to the Joint Panel on Accountability & Governance (JPAG) Practitioners' Guide.

The Council's policy on the establishment, maintenance and adequacy of reserves and balances will be considered during the annual review of the Council's Medium Term Financial Strategy (MTFS) and preparation of the annual budget.

The Council will hold reserves for these three main purposes:

- a working balance to help cushion the impact of uneven cash flows and avoid unnecessary temporary borrowing - this forms part of general reserves;
- a contingency to cushion the impact of unexpected events or emergencies - this also forms part of general reserves;
- a means of building up funds, often referred to as earmarked reserves, to meet known or predicted requirements; earmarked reserves are accounted for separately but remain legally part of the General Fund.

An authority has no legal powers to hold reserves other than those for reasonable working capital needs, or for specifically earmarked purposes. The general reserve should not be significantly higher than the annual precept.

2. General Reserves – The General Fund Balance

The General Fund Balance, commonly termed the "working balance", is a balance on the Council's revenue account which is not held for any specific purpose other than to cushion the Council's finances against any unexpected short-term problems in the council's cash flow.

3. **Policy:** JPAG recommends that a General Reserve between three and twelve months of Net Revenue Expenditure is maintained, with larger authorities holding nearer to three months. However, an authority may adopt a General Reserve Policy to set a level appropriate to their size and situation. For this authority, a General Reserve is to be maintained at a level based upon a risk assessment carried out annually by the Responsible Finance Officer when setting the budget for the forthcoming year. Any surplus on the general reserve above the required balance may be used to fund capital expenditure, be appropriated to earmarked reserves or used to limit any increase in the precept requirement.

4. Financial Risk Management

In order to assess the adequacy of the general fund when setting the annual budget, the Responsible Finance Officer will take account of the strategic, operational and financial risks facing the Council. The requirement of the level of the general fund balance for the

forthcoming year will therefore be based upon a risk assessment of the Council's main areas of income and expenditure and take into account any provisions and contingencies that may be required. This financial risk assessment will be based upon the main financial risks identified in the Council's Corporate Risk Register

The main items to be considered are:

Financial Risk	Analysis of Risk
Pay inflation is greater than budgeted	The cost of living increase is above the level allowed for in the estimates.
Contractual inflation is greater than budgeted	A general assumption is made when estimating the percentage increase on rates & utilities. This may increase above budgeted inflation. Professional and other services costs increase above estimate.
Treasury management income is not achieved	The actual interest rate realised is below the rate predicted at budget setting.
Car park revenue is below forecast	That a decrease in revenue is realised from estimate.
Seasonal and rental income is lower than budgeted/shortfall in income from fees and charges	That a decrease in revenue is realised from estimate.
Insurance Cover	That events occur resulting in losses that are not covered by insurance.

5. Earmarked Reserves

Earmarked reserves represent amounts that are generally built up over a period of time which are earmarked for specific items of expenditure to meet known or anticipated liabilities or projects, and will naturally decrease as they are spent on their intended purpose. The 'setting aside' of funds to meet known future expenditure reduces the impact of meeting the full expenditure in one year. The Council, when establishing an earmarked reserve, will set out:

- the reason/purpose of the reserve;
- how and when the reserve can be used;
- procedures for the management and control of the reserve;
- a process and timescale for review of the reserve to ensure continuing relevance and adequacy.

The following earmarked reserves will be held by the Council:

Reserve	Use	Policy for Use
Vehicle & Plant Replacement	To build up funds to replace vehicles and plant	That the purchase of vehicles and plant, as agreed by Council, be met from this reserve.

King Georges Play Area and Skate Park	To build up funds to replace play & skate park equipment	That the purchase of equipment, as agreed by Council, be met from this reserve.
Play Equipment-General Areas	To build up funds to replace play equipment	That the purchase of equipment, as agreed by Council, be met from this reserve.
Car Park Machines	To build up funds to replace car park ticket machines	That the purchase of equipment, as agreed by Council, be met from this reserve.
Tennis Courts Refurbishment	To build up funds to resurface the tennis courts	That a contribution of up to £3,600 be made by the Council with an equal contribution to be met by the Tennis Club.
Seafront Enhancement Reserve	To build up funds to meet the costs of improvements to the Spa, Weather Station Field and Sandpit Field	That expenditure to be met from the reserve is agreed by full council.
Sea Defence Project Reserve	To hold the funds provided by Wessex Water following an Enforcement Undertaking	To help fund a sea defence project
Public Conveniences Fund	To build up funds to meet future capital expenditure	To fund future capital projects as agreed by full council.
Beach Huts Reserve	To build up funds to meet future capital expenditure	To fund future capital projects as agreed by full council.
De Moulham Back Roads	To fund the repair and maintenance of the De Moulham Estate Back Roads	That the surplus/(deficit) on the revenue account be appropriated to/(from) the reserve.
Insurance & Contingency Reserve	To hold funds to cover one-off costs that may result from devolved services	That any expenditure to be met from the reserve is agreed by Council.
Community Infrastructure Levy	To hold funds for the provision, improvement, replacement, operation or maintenance of infrastructure; or anything else that is concerned with addressing the demands that development places on an area	This money must be spent in accordance with Regulation 59 C, within 5 years of receipt from the Unitary Authority. This reserve should be utilised in the first instance for works to 'infrastructure' as defined in Section 216 of the Planning Act 2008.
IT Equipment	To hold funds to meet future expenditure for IT equipment replacement	That the purchase of equipment, as agreed by Council, be met from this reserve.
Environmental Projects	To build up funds to meet future capital expenditure	To fund future capital projects as agreed by full council.
Committed revenue expenditure C fwd	To hold funds committed to revenue expenditure which have been deferred to the next financial year	To fund deferred revenue expenditure as recommended by the Town Clerk and agreed by full Council.

6. Statutory Reserves

Local Authorities also hold reserves that arise out of the interaction of legislation and proper accounting practices. At Swanage Town Council this is:

- Capital Receipts Reserve - this reserve holds the proceeds from the sale of assets, and can only be used for capital purposes in accordance with regulations.

7. Review of the Adequacy of Balances and Reserves

As the Council's level of reserves are related to its precept requirement it is important that these reserves are not excessive. In assessing the adequacy of reserves the strategic, operational and financial risks facing the authority will be taken into account. The level of general and earmarked reserves will be reviewed as part of the annual budget preparation.

Table 1: Earmarked Reserves 2022/23

Earmarked Reserves	Actual 31/03/2022 £	Forecast 31/03/2023 £
Vehicle & Plant Replacement	10,000	4,300
King Georges Play Area & Skate Park	89,587	57,097
Play Equipment-General Areas	11,406	21,406
Car Park Machines	34,248	39,248
Tennis Courts Refurbishment	9,632	12,632
Seafront Enhancement Scheme	1,334,557	1,334,557
Sea Defence Project	450,000	450,000
Public Conveniences	100,000	115,000
Beach Huts Reserve	65,000	75,000
Football Club Facilities	6,958	0
De Moulham Back Roads	21,406	23,406
Insurance & Contingency Reserve	40,000	40,000
Community Infrastructure Levy	172,701	215,161
IT Equipment Reserves	18,164	23,164
Environmental Projects	5,000	10,000
Committed revenue expenditure c fwd	94,100	30,120
Total	2,462,759	2,451,091

Procurement and Award of Contracts

Council is asked to consider the following recommendations to award contracts as follows.

a) Tourist Information Centre – Beach Cleaning/Storage Areas

Further to the recommendations in Minute No. 11 of the Capital Projects Sub-Committee Meeting held on 30 November 2022 and Minute No. 4)a) 11 of the Finance and Governance Committee Meeting held on 14 December 2022, to consider awarding to Blacknoll Ltd via Dorset Council's Repairs, Maintenance, Minor and Small Capital Works Framework Agreement: Lot 11, a contract to undertake works to repair and refurbish these two areas adjoining the Tourist Information Centre for a sum of up to £18,000.

b) Skate Park – Equipment Removal and Resurfacing

Further to Minute No. 7 of the Community Services Committee meeting held on 9 November 2022, Minute No. 12 of the Capital Projects Sub-Committee held on 30 November 2022 and Minute No. 4)a) 12 of the Finance and Governance Committee held on 14 December 2022 to consider awarding to Blacknoll Ltd via Dorset Council's Repairs, Maintenance, Minor and Small Capital Works Framework Agreement: Lot 11, a contract to undertake resurfacing works to the skate park for a sum of £27,793.05, to be actioned once three items of redundant equipment have been removed

Further to Minute No. 12 of the Capital Projects Sub-Committee Meeting held on 30 November 2022 to consider awarding to David R White Building Services Ltd via Dorset Council's Repairs, Maintenance, Minor and Small Capital Works Framework Agreement: Lot 10D, a contract to remove three items of redundant equipment from the skate park for the sum of £6,174.

It should be noted that the sum of works outlined above total £33,967.05 therefore exceeding the budgeted sum for works to the skate park of £25,000.

c) Repairs to Recreation Ground Footpaths

Further to Minute No.10 of the Capital Projects Sub-Committee held on 30 November 2022 and Minute No. 4)a) 10 of the Finance and Governance Committee held on 14 December 2022 to consider awarding to Dorset Council via the Dorset Highways Term Service Contract Schedule of Rates for resurfacing (700 series) a contract to undertake resurfacing works to paths at the Recreation Ground and one small area on Sandpit Field for a sum of £26,990.

The budget for these works was considered earlier in the agenda as part of the Minor Works Schedule within the Budget Report for 2023/24. Given the health and safety considerations regarding a portion of these works, it is requested that authority to spend be provided now so that the works can commence at the earliest possible time after 1st April 2023.

d) Removal of Arts Club Hut, North Beach Car Park

Further to the relocation of the Isle of Purbeck Arts Club storage facility in 2021 discussions have been held regarding the future of the site of the Arts Club Hut at North Beach Car Park.

This has been an ongoing matter due to discussions concerning electric vehicle charging point locations, potential concessions and the future plans for access to Swanage and Herston Football Club. Minute No. 14 of the Capital Projects Sub-Committee held on 30 November 2022 notes that the Assets and Compliance Manager was to determine if previous quotes received for the removal of the Arts Club Hut and isolation of the electricity supply in a cabinet remained valid.

This has been undertaken and on this basis it is recommended that consideration be given to awarding to Blacknoll Ltd via Dorset Council's Repairs, Maintenance, Minor and Small Capital Works Framework Agreement: Lot 11, a contract to undertake works to remove electrical and light fittings, demolish and install a new tarmac surface to abut concrete slab edge to the former Arts Club Hut for the sum of £6,303.

In respect of the isolation of the electric supply and relocation of the same to a new, secure electric cabinet, quotes are being sought from suitably qualified contractors and therefore an allowance of £1,000 is recommended. Therefore, removal and any associated reinstatement works would total no greater than £7,303.

Action required

That Council considers awarding contracts for works as set out above.

Gail Percival
Assets and Compliance Manager

January 2023