

Agenda Item 5 a)

SWANAGE TOWN COUNCIL

Statement of Cash Balance as at 31st March 2023

	£ p	£ p
Balance in Hand at 01/04/2022		£534,426.84 Cr
As per reconciliation dated 28/02/2023	£3,296,847.77 Cr	
Income during March	£66,327.75 Cr	
Movement of Cash-Investment	£450,043.99 Cr	
Add - Outstanding receipts- February	£2,768.54 Cr	
Less - Outstanding receipts - March	<u>£4,181.70 Dr</u>	£3,811,806.35 Cr
Less payments made:		
As per Reconciliation dated 28/02/2023	£3,446,241.18 Dr	
Schedule 12 payments dated 31/03/2023	£322,342.17 Dr	
Movement of Cash-Investment	<u>£500,049.92 Dr</u>	£4,268,633.27 Dr
		<u><u>£77,599.92 Cr</u></u>
Balance at Bank		
Current Account		£14,255.49 Cr
Deposit Account		£63,344.43 Cr
		<u><u>£77,599.92 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
YBS CD		£500,049.92
UK Government- Gilts		£493,475.35
		<u><u>£1,743,525.27</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 31st March 2023

Prepared by Alison Spencer

Dated: 4th April 2023

Certified by Martin Ayres

Dated: 4th April 2023

SWANAGE TOWN COUNCIL

Year Ending 31st March, 2023

Payment schedule reported to Council - 24th April 2023

Schedule 12:

The following payments have been made in accordance with Regulations 5 and 6 of the Town Council's Financial

**EIGHT HUNDRED AND TWENTY TWO THOUSAND, THREE HUNDRED AND NINETY
TWO POUNDS AND NINE PENCE**

.....(**£822,392.09**).....

Swanage Town Council Schedule of Payments - Month 12

Cheques

Date	Name	Chq number	Inv Date	Details		Payment Total
01/03/2023	Petty Cash	015006	01/03/2023	Petty Cash-Town Hall	80.24	
01/03/2023	Petty Cash	015007	01/03/2023	Postage Float-TIC	50.00	
01/03/2023	Petty Cash	015008	01/03/2023	Petty Cash-TIC	133.84	264.08
Total of Cheques						264.08

Direct Debits & Standing Orders

Date	Name	Inv Ref	Inv Date	Details		Payment Total
15/03/2023	AIB Merchant Services	280223.000001	28/02/2023	AIB Merchant Fees		0.14
10/03/2023	Barclaycard Merchant Services	001884330223	28/02/2023	Monthly charge		85.00
09/03/2023	British Telecom	Q142E5	23/02/2023	Q4-BT TH	148.75	
09/03/2023		Q136QA	23/02/2023	Q4-BT BG	122.00	
10/03/2023		Q116FH	24/02/2023	Q4- Emergency phone	244.01	514.76
14/03/2023	First Data	520334510615636	28/02/2023	Feb charges		164.71
15/03/2023	Green Energy (UK) Ltd	52430770	03/02/2023	Gas - Feb 23		532.28
09/03/2023	Kent County Council	UMS8631330	16/02/2023	CPTM Jan 23	89.40	
09/03/2023		UMS8631157	16/02/2023	Beach Clock Jan 23	63.22	
09/03/2023		E8633007	16/02/2023	Electricity- Fisherman Huts	514.88	
09/03/2023		E8633007	16/02/2023	Electricity- Boat Park	88.66	
09/03/2023		E8633061	16/02/2023	Electricity- Sandpit Field	96.57	
09/03/2023		E8632965	16/02/2023	Electricity- Depot	2,472.95	
09/03/2023		E8632990	16/02/2023	Electricity- Battlegate toilets	83.13	
09/03/2023		E8632990	16/02/2023	Electricity- Spa	116.10	
09/03/2023		E8632959	16/02/2023	Electricity- TH	2,015.80	5,540.71
13/03/2023		Lloyds Bank PLC	392740486	13/02/2023	Monthly charge	164.75
27/03/2023	393304334		07/03/2023	Monthly charge	75.10	239.85
10/03/2023	Paytek Admin Services Ltd (First)	MI/3720455/03	01/03/2023	Service charge- March 23	128.35	
10/03/2023		MI/3723253/03	01/03/2023	Service charge- March 23	72.00	200.35
28/03/2023	Pitney Bowes Finance Ltd	BL06444460	23/03/2023	Quarterly Rental & Maintenance Charge		87.62
16/03/2023	Sage (UK) Ltd	INV16441637	01/03/2023	Month 12- charge		513.30
01/03/2023	water2business	3062202512	02/02/2023	Prospect Allotments- Jan22	109.50	
01/03/2023		3062202808	02/02/2023	Heritage Toilets- Jan23	528.11	
01/03/2023		3062165160	02/02/2023	Shore Rd Toilet-Jan	426.03	
01/03/2023		3062286147	13/02/2023	Mermond water- final reading	10.42	1,074.06
Total of Direct Debit & Standing Orders						8,952.78

Lloyds Chargecard

Date	Name	Inv Ref	Inv Date	Details		Payment Total
15/03/2023	Charge Card Transactions	EV2094014T2V	28/02/2023	Charity Accounting Course	198.00	
15/03/2023		IEE2023001740709	16/02/2023	Adobe-M1	16.64	
15/03/2023		IEE2023001941123	21/02/2023	Adobe-Annual	198.96	
15/03/2023		541417090	03/02/2023	C-19 test kits	196.00	
15/03/2023		36028499451	17/02/2023	MMO Licence	50.00	659.60
Total of Chargecard payments						659.60

BACS /CHAPS

Date	Name	Inv Ref	Inv Date	Details		Payment Total
31/03/2023	A.B.A. Groundcare LLP	136544	16/03/2023	Battery for Dumper	48.44	
31/03/2023		136604	20/03/2023	Hayter Pro56 lawnmower Beach Gardens	1,599.00	
31/03/2023		136626	21/03/2023	Service of (H79) Hedgecutter & (FS240C) Strimmer	115.45	
31/03/2023		136627	21/03/2023	Spark plug	124.01	1,886.90
14/03/2023	Ace Office Environments Ltd.	01072110	26/02/2023	Laminator	188.29	
31/03/2023		01074131	12/03/2023	TH - stationery	10.32	
31/03/2023		01073844	12/03/2023	TH - stationery	122.76	
31/03/2023		0175309	27/03/2023	TH-Stationery	21.56	
31/03/2023		01075308	27/03/2023	TH-Stationery	71.77	414.70
14/03/2023	Amazon	INV-GB-1525274625-2023	24/01/2023	Shovel handles	10.87	
14/03/2023		GB316ZNCNAEUI	23/02/2023	PAT text book	61.00	
14/03/2023		CN-GB-121663661	23/02/2023	Spoons	(0.11)	
14/03/2023		13HT-7MQW-XCJ3	23/02/2023	Thermometer	(0.02)	
09/03/2023		AEU-CN-GB -2018-184071	23/02/2023	Toaster	(1.84)	69.90
14/03/2023	Apogee Corporation Ltd	1366058	27/01/2023	Toner	53.80	
14/03/2023		1371334	22/02/2023	Toner	9.00	
14/03/2023		1372755	24/02/2023	Monthly rent	444.45	
14/03/2023		1372755	24/02/2023	Copy plan	600.61	
14/03/2023		1371776	24/02/2023	Toner Depot	32.04	
31/03/2023		1378858	29/03/2023	Monthly rent TH March 23	444.44	
31/03/2023		1378858	29/03/2023	Copy plan	780.90	
31/03/2023		1378583	29/03/2023	Toner	72.94	
31/03/2023		1378908	29/03/2023	Toner	9.00	2,447.18
14/03/2023		AquAid (Southcoast)	430489	28/02/2023	Water-19Litre	34.20
14/03/2023	430488		28/02/2023	Sanitisation BF and Water 2x19 litre	76.18	110.38
14/03/2023	BIPCOM	INV-8255	01/03/2023	Divert mobile		3.00
14/03/2023	Blue Level Media Ltd	SI-30089	01/03/2023	Web support & maintenance		1,200.00

14/03/2023	C. Brewer & Sons	PLE/364666	28/02/2023	paint brushes for shelters & Paint	184.26	
14/03/2023		PLE/364665	28/02/2023	Dulux ext gloss-deep base oxford blue	90.50	
14/03/2023		PLE/364667	28/02/2023	normal oxford blue 5l paint	113.46	
14/03/2023		PLE/364668	28/02/2023	yellow road paint & Brushes/trays	152.47	540.69
31/03/2023	Caloo Ltd	SI-004856	06/03/2023	Quall cite unicorn springer Day's Park		2,180.34
31/03/2023	Cards for Good Causes	INV-6482	21/02/2023	Agency settlement		7,364.23
14/03/2023	Central Southern Security Ltd	190855	24/01/2023	Keyholding call out-TIC	84.00	
14/03/2023		9614	01/03/2023	Annual keyholding service- TIC	75.00	
14/03/2023		9614	01/03/2023	Annual keyholding service- BG	75.00	
14/03/2023		9614	01/03/2023	Annual keyholding service- Depot	150.00	384.00
14/03/2023	Charlie's Tasty Treats	0018	21/02/2023	TIC - dog treats for retail		70.00
31/03/2023	Co2 Target Ltd	05042843	06/12/2022	Carbon Consultant		15,052.80
14/03/2023	Countryside Tree Surgeons Ltd	SI-236	01/01/2023	Tree works	1,020.00	
31/03/2023		SI-252	24/03/2023	tree works	4,500.00	5,520.00
14/03/2023	Crossways Trailers Ltd T/A Wessex	6415	22/02/2023	Trailer Service & Parts		262.20
31/03/2023	Croydecycle	01271891160	06/03/2023	TIC - maps for retail		187.50
31/03/2023	DAPTC	INV-1200	15/03/2023	Clr Networking Event	150.00	
31/03/2023		INV-1213	17/03/2023	ILCA Training	395.00	545.00
31/03/2023	Darkin Miller Ltd	786	27/01/2023	Internal Audit work Dec 22	1,084.74	
31/03/2023		795	15/03/2023	Internal Audit Jan-Mar 23	1,275.47	2,360.21
31/03/2023	Dorset County Pension Fund	M12	20/03/2023	Month 12- Pension	18,558.33	
31/03/2023		M12	20/03/2023	Month 12- CAYS	201.00	18,759.33
31/03/2023	Dorset HealthCare NHS	M0020324	13/03/2023	Occupational Health Service		105.00
14/03/2023	Dorset Council	1801247265	21/02/2023	Professional Fees to DC Project Engineer	899.88	
31/03/2023		2800340600	03/03/2023	Project management- Fees 2022/23	19,328.00	
31/03/2023		2800343480	16/03/2023	Seafront Masterplan- Project Manag Fees	12,000.00	
31/03/2023		1801255550	22/03/2023	Occ Health tel Referral	330.00	
31/03/2023		2800343627	22/03/2023	Coastal Change Forum 2022/23	100.00	
31/03/2023		2800343645	23/03/2023	WSP Feasibility Reports-DC Project Management	8,269.88	
31/03/2023		2800343853	29/03/2023	PVC Banners & Exhibition Posters	451.00	41,378.76
31/03/2023	Disabilily Community Interest Comp	1467	23/03/2023	Set up of Disability Reference Group		1,200.00
31/03/2023	David R White Building Service Ltd	DRW18813	24/03/2023	Remove and dispose 3 items skate park		7,408.80
31/03/2023	Dorset Waste Partnership	2800341855	08/03/2023	Recycling Bin- Feb 23		19.08
31/03/2023	Field Honey Farms	00004583	03/03/2023	TIC - honey for retail		60.00
31/03/2023	Flowbird Smart City UK Ltd	UK160889	10/03/2023	Box of 31,250 tickets CWT S5	300.00	
31/03/2023		33814	29/03/2023	Using ESPO Framework 509 Lot 1	25,100.78	25,400.78
14/03/2023	Four County Services Ltd.	62877	21/02/2023	Domain Service- Councillors	42.00	
31/03/2023		63004	10/03/2023	TIC telef/IT	468.13	
31/03/2023		63003	10/03/2023	Depot- telef/IT	337.18	
31/03/2023		63005	10/03/2023	TH - broadband/tel	681.43	
31/03/2023		63084	20/03/2023	Small printer	482.40	
31/03/2023		63091	21/03/2023	Domain Service- Councillors	42.00	
31/03/2023		63143	28/03/2023	Equipment	4,352.40	6,405.54
31/03/2023	Fitzpatrick Woolmer Design & Publis	INV55390	23/03/2023	4 x lectern signs for the Downs		3,804.00
31/03/2023	GH Print Management	INV-6992	23/03/2023	Beach Gardens - feather flag for kiosk	156.00	
31/03/2023		INV-6993	23/03/2023	Beach Gardens	132.00	288.00
31/03/2023	Glasdon UK Limited	590013594	17/03/2023	2x bins (sandpit field)		603.99
29/03/2023	Grants Panel	Grant/2 - 1	29/03/2023	Art Workshop Swanage	300.00	
29/03/2023		Grant/2 - 2	29/03/2023	Lewis-Manning	484.43	
29/03/2023		Grant/2 - 3	29/03/2023	Purbeck Good Neighbours	500.00	
29/03/2023		Grant/2 - 4	29/03/2023	Chamber of Trade	500.00	
29/03/2023		Grant/2 - 5	29/03/2023	Town Band	140.00	1,924.43
14/03/2023	Greenham Trading Ltd.	04/417229	27/02/2023	Equipment	127.50	
31/03/2023		04/864928	21/03/2023	Padlocks x 11	(231.00)	
31/03/2023		04/418773	21/03/2023	Padlocks x 18	519.69	416.19
14/03/2023	A.R. Harris & Son	32461	21/02/2023	Lighting faults Mermond and Beach Gardens WC's	142.56	
14/03/2023		32467	27/02/2023	North Beach Car Park shed works	916.80	
14/03/2023		32489	01/03/2023	Boat Park - electrical test	30.00	
14/03/2023		32490	01/03/2023	EICR - Spa Beach Huts	306.00	
14/03/2023		32526	05/03/2023	Electric repair/replace-TH	829.57	
31/03/2023		32541	11/03/2023	Attend 2 x lamp columns railway - check faults	90.00	2,314.93
31/03/2023	Hunt Forest Group Ltd	542816	21/03/2023	Pole Pruner		690.00
31/03/2023	HMRC	M12	20/03/2023	Month 12- PAYE/NI		15,303.77
31/03/2023	Hunt's Foodservice Ltd	509-119158	22/03/2023	Beach Gardens - drinks / snacks for kiosk retail	225.69	
31/03/2023		509-119158	22/03/2023	Beach Gardens - cakes and snacks for kiosk retail	108.64	334.33
31/03/2023	Impact (Boston) Ltd	111-105289	16/03/2023	Car Park Tickets - Single Issue x 132,000		722.30
14/03/2023	J.D. Facilities Ltd	INV-1346	01/03/2023	Cleaning -Public Toilet	7,226.51	
14/03/2023		INV-1342	01/03/2023	Cleaning -TIC	263.20	
14/03/2023		INV-1341	01/03/2023	Cleaning -Cemetery chapel	54.00	
14/03/2023		INV-1344	01/03/2023	Cleaning -Depot	197.59	
14/03/2023		INV-1345	01/03/2023	Cleaning -Depot staff area	230.62	
14/03/2023		INV-1343	01/03/2023	Cleaning -TH+ centre feed rolls x 6	520.21	8,492.13
31/03/2023	JustPark	1762437	09/03/2023	Anually Fee	7,375.16	
31/03/2023		1762437	09/03/2023	Anually Fee Co-op	1,016.57	8,391.73
14/03/2023	Keep Britain Tidy	SI003575	03/03/2023	Green Flag Beach Gardens 2023		442.80
31/03/2023	Kingston Contractors	289	08/03/2023	Digger Hire		9,967.20
31/03/2023	Lily's Produce	TIC52	07/03/2023	TIC - jams for retail		59.40
14/03/2023	Little Map Company	SI-1268	01/02/2023	TIC - books for retail	108.00	
14/03/2023		SI-1268	01/02/2023	TIC - souvenirs for retail	132.33	
14/03/2023		SI-1269	24/02/2023	TIC - souvenirs for retail	6.48	
14/03/2023		SI-1269	24/02/2023	TIC - maps for retail	137.00	383.81

14/03/2023	D. & P. Lovell Ltd.	L6063	08/03/2023	Excavator hire- 1st-31st Mar		386.40
31/03/2023	MACC International Limited	MACC13212	08/03/2023	Detailed UXO study Peveril Point Road		1,080.00
14/03/2023	Mark Comms Limited	22699	08/03/2023	Radio Servicing (TH)		505.20
31/03/2023	The Methodist Church	33946	13/03/2023	Methodist Church Hire - Council Meeting - 13/03/2023		82.50
14/03/2023	Metric Group Ltd.	180256	28/02/2023	Tariff changes 10 machines	1,360.80	
14/03/2023		C65577	01/03/2023	Month 12-Aslan charge	192.00	
14/03/2023		C65799	01/03/2023	Maintenance Contract q4	1,936.51	3,489.31
14/03/2023	S. Moores	193482	16/02/2023	TIC - biscuits for retail	128.52	
31/03/2023		193969	17/03/2023	TIC - biscuits for retail	21.84	
31/03/2023		193969	17/03/2023	Beach Gardens - biscuits for retail	43.20	193.56
14/03/2023	National Express	AREXT/00235977	28/02/2023	Agency tickets Feb 23		44.85
31/03/2023	Newlands Training Ltd	7811	15/03/2023	Training		216.00
14/03/2023	Newsquest Southern	42241172	03/03/2023	Off Street Parking Notice		1,334.78
31/03/2023	Nixons Hardware Ltd	122151	06/01/2023	TIC - storage containers	5.99	
31/03/2023		122156	10/01/2023	bird feeders	15.97	
31/03/2023		122170	16/01/2023	TIC - batteries	24.76	
31/03/2023		122266	10/02/2023	Curtain hooks & wire	16.00	
31/03/2023		122289	17/02/2023	key cutting	9.00	
31/03/2023		122309	24/02/2023	TIC - vacuum cleaner + accessories	65.97	137.69
31/03/2023	Norfolk County Council	10028823	09/03/2023	NPLaw Feetime -Feb 23		114.12
31/03/2023	Octopress Printers Ltd	INV-007142	24/03/2023	Beach Gardens - Putting score cards		304.80
14/03/2023	Openings	A68451	03/03/2023	Service & Pressure Test		186.00
31/03/2023	Origin Amenity Solutions Limited	OAC03750	15/03/2023	line painting		336.42
20/03/2023	Swanage Town Council	Month 12 Payroll	20/03/2023	Net Wages-Month 12		53,251.26
31/03/2023	Personnel Hygiene Service	69707412	24/03/2023	Waste collection		27.71
14/03/2023	Print It 24 Seven	5775	24/02/2023	Residents Permits x 200	159.60	
14/03/2023		5906	09/03/2023	4 x ECN Books	201.60	
14/03/2023		5905	09/03/2023	10 x Boat Park Receipt Books	165.60	
14/03/2023		5904	09/03/2023	10 x Market Receipt Books	279.60	806.40
14/03/2023	Proludic Ltd	SIN006636	30/11/2022	Replacement platform IXO (climbing unit)		3,077.99
14/03/2023	LAVAT Consulting Ltd	INV-110570	28/02/2023	Training	756.00	
14/03/2023		INV-110674	03/03/2023	PSTax 23/24	4,020.00	4,776.00
14/03/2023	Purbeck Print Company	1033	22/02/2023	Beach Gardens - Open Day Stickers (artwork)	10.00	
14/03/2023		1034	06/03/2023	Winter Parking Poster - Design	45.00	
31/03/2023		1035	22/03/2023	Design of Downs Panels	950.00	1,005.00
31/03/2023	Purbeck Gazette	15391	20/03/2023	Purbeck Gazette- page 16		259.99
14/03/2023	Purbeck Stone Construction	03/23	06/03/2023	Repair/report circa 57m stone wall Main		3,400.00
31/03/2023	Recruit Local Ltd	2406	28/03/2023	TIC - Recruitment		40.00
29/03/2023	Refgund	47223	29/03/2023	Refudn of overpayment		190.00
31/03/2023	Rescue Rod Ltd	66392	13/03/2023	Installation of water taps Boat park		3,168.00
31/03/2023	RM Liquid Disposal Ltd	13919	14/03/2023	Depot Drain/Tank clearance		198.00
14/03/2023	Roger Locke Consulting Ltd	9031	01/03/2023	Site visit and report- damage stone wall BR car park		990.00
31/03/2023	RoSPA Play safe Team	69128	20/03/2023	ROSPA Annual Inspection		434.40
14/03/2023	Swanage Town & Herston Football	Grant Q3/Q4	08/03/2023	Football Club Grand Q3/Q4		1,975.00
31/03/2023	Sportshall Markings Ltd	13729	29/03/2023	Road markings car parks		3,240.00
14/03/2023	Spaldings (UK) Ltd.	SI-2844139	21/02/2023	Tube Assy	82.21	
14/03/2023		SI-2845148	24/02/2023	Driveshaft, Press fluid Oil	65.59	
14/03/2023		SI-2845924	28/02/2023	Chainsaw maintenance parts	7.74	155.54
14/03/2023	St. Michaels Garage	3111	28/02/2023	Diesel- Depot		520.95
14/03/2023	Swanage News	1284	25/02/2023	News paper Feb23		35.00
14/03/2023	Technician Training Ltd	22/23-498	22/02/2023	Lvl3 PAT (Tatty King)		462.00
14/03/2023	Telefonica O2 UK Ltd	19164467	24/02/2023	SIM Charges Jan 23	282.95	
31/03/2023		19470326	10/03/2023	Mobile Phone x 2	741.16	
31/03/2023		19752400	24/03/2023	SIM Charges Feb 23	260.43	1,284.54
14/03/2023	Tor Mark Press	20735	01/02/2023	TIC - books for retail	140.04	
14/03/2023		20848	07/02/2023	TIC - publications for retail	32.40	172.44
14/03/2023	Dorset Trailer Training	DTT-1381	24/02/2023	Trailer Training		630.00

31/03/2023	Travis Perkins	9292 AMY643	20/02/2023	hinges	36.72	
31/03/2023		9292 AMY659	15/02/2023	Capping	(1,318.80)	
31/03/2023		9292AMY658	15/02/2023	Capping	(780.00)	
31/03/2023		9292 AMY508	16/02/2023	Faiad 12560h	25.84	
31/03/2023		9292AMY509	16/02/2023	ballast& Sanding discs	66.00	
31/03/2023		9292AMY507	16/02/2023	Ballasr 3 bags	13.07	
31/03/2023		9292AMY449	16/02/2023	toilet repair supplies	50.40	
31/03/2023		9292AMY397	15/02/2023	Paint mini rollers	31.22	
31/03/2023		9292AMY393	15/02/2023	225mm capping board	1,318.80	
31/03/2023		9292AMY331	14/02/2023	Tap	57.64	
31/03/2023		9292AMY695	21/02/2023	external tap	13.57	
31/03/2023		9292AMY796	22/02/2023	Nuts & Bolts	13.39	
31/03/2023		9292AMY824	23/02/2023	Handle	24.29	
31/03/2023		9292AMY880	23/02/2023	wall fixings	18.36	
31/03/2023		9292AMY918	24/02/2023	Cold Lay tarmac	13.66	
31/03/2023		9292AMY960	24/02/2023	Plywood	61.73	
31/03/2023		9292AMZ121	28/02/2023	Decking supplies	1,583.04	
31/03/2023		9292AMZ232	02/03/2023	Postfix & 10' Posts	307.44	
31/03/2023		9292AMZ355	06/03/2023	Bolts & Threaded bar	64.14	
31/03/2023		9292AMZ423	07/03/2023	Extractor Fan	48.00	
31/03/2023		9292AMZ551	08/03/2023	Quick cramps	46.22	
31/03/2023		9292AMZ507	08/03/2023	Bolts (Beach Garden Decking)	70.02	
31/03/2023		9292AMZ474	07/03/2023	Latches	7.49	
31/03/2023		9292AMZ449	07/03/2023	Jiffy hangers	79.07	
31/03/2023		9292AMZ555	08/03/2023	Raw Bolts (Main Beach CP)	7.49	
31/03/2023		9292AMZ638	10/03/2023	6x2 timber & 7mm drill bits	51.34	
31/03/2023		9292AMZ699	10/03/2023	Grip Decking 38mm	1,884.88	
31/03/2023		9292AMZ768	13/03/2023	Postfix & Decking screws	50.16	
31/03/2023		9048AJD582	13/03/2023	Topsoil, Fence posts and postcrete	381.06	
31/03/2023		9048AJD586	13/03/2023	Topsoil Bulk bag 600L	169.20	
31/03/2023		9048AJD591	13/03/2023	Topsoil Bulk bag 600L	112.80	
31/03/2023		9292 ANA140	20/03/2023	10x decking boards	536.96	
31/03/2023		9292 AMZ798	14/03/2023	plywood and shelf brackets	72.18	
31/03/2023		9292 AMZ999	16/03/2023	Deck screw pozi green	19.20	
31/03/2023		9292 ANA096	20/03/2023	Equipment	141.06	5,277.64
31/03/2023	Third Party	M12	20/03/2023	Deductions - Month 12		502.93
31/03/2023	Watson Fuels	I13518692	09/03/2023	Uls Diesel Carbon Off set 499L		892.75
31/03/2023	Zurich Municipal	522273948	14/03/2023	Insurance 2023-2024		21,805.21
Total of BACS/CHAPS Payments						312,465.71

<i>BACS supplier payments issued 14th March 2023</i>	41,015.74
<i>BACS payroll payment issued 20th March 2023</i>	53,251.26
<i>BACS payments issued 29th March 2023</i>	2,114.43
<i>BACS supplier payments issued 31st March 2023</i>	216,084.28
	312,465.71

Total of Payments **322,342.17**

Investments - Cash Movements

Date	Name	Inv Ref	Inv Date	Details	Payment Total
15/03/2023	King & Shaxson	transfer	15/03/2023	Yorkshire Building Society CD	500,049.92
Total of Investments					500,049.92

Total of Payments & Investments **822,392.09**

Review of Committee Structure

At the Council Meeting held on 26th September 2022 (Minute No. 78 refers) it was agreed that a new committee structure should be introduced on a trial basis. It was resolved that a review should take place in April 2023, prior to the appointment of committees for the 2023/24 Council year at the Annual Council Meeting in May 2023.

A review was conducted by the Finance and Governance Committee at its Meeting held on 19th April 2023, and the following recommendations were made.

Recommendation 1

At the Finance & Governance Committee meeting attention was drawn to the fact that the new structure had been in place for little more than six months, and therefore the trial should be extended. It was also suggested that any amendments agreed at this stage should be seen as an interim measure. It was **RESOLVED UNANIMOUSLY:**

TO RECOMMEND:

That the trial of the revised committee structure be extended with a further review to take place upon the anniversary of its adoption in September 2023, and that any changes agreed at the current time should be made on an interim basis.

Recommendation 2

The Finance & Governance Committee reviewed the role of the Traffic Management Advisory Committee (TMAC). Concern was expressed at the current workload of the Planning & Consultation Committee (as the parent committee), largely as a result of overseeing the Neighbourhood Plan. Ultimately, it was concluded that the TMAC should report to the Community Services Committee instead, which has community safety within its remit.

Attention was drawn to a suggestion in the briefing note prepared for the Finance & Governance Committee that the TMAC should undertake a review of its function in light of recent comments made by Dorset Council highways officers, questioning whether Town Council recommendations represent the settled view of the local community. It was agreed that the review should consider the relationship between Dorset Council, the Town Council and local residents in order to improve the efficiency of decision making in respect of traffic management measures. With one abstention it was **RESOLVED:**

TO RECOMMEND:

That the Traffic Management Advisory Committee should continue to meet and carry out a review of its function, reporting to the Community Services Committee until the completion of the committee review in autumn 2023.

Suggested changes to the related committees' terms of reference are set out at the end of this briefing note.

Recommendation 3

The Finance & Governance Committee then considered the following matters.

- It is proposed that the remit of the **Beach Management Advisory Committee** be expanded to incorporate matters currently dealt with by the Swanage Coastal Change Forum, including cliff stability, the flood defence scheme and the ongoing review of the Shoreline Management Plan. Officers from Dorset Council have agreed to attend the Advisory Committee to ensure that the Town Council and local stakeholders are kept informed of developments on these issues. If Members agree this change it is proposed that the name of the committee be changed to the Coastal Change and Beach Management Advisory Committee. This is likely to be subject to the approval of a final meeting of the Swanage Coastal Change Forum.
- Although there is a desire to keep committee titles as short as possible, Members are asked to reconsider the name of the **Environment Committee**. It was initially proposed that it should be called the Environment and Green Spaces Committee, to make clear that the committee remit includes the management of the Council's parks and gardens, not simply delivery of the Council's Environmental Action Plan.

It was RESOLVED UNANIMOUSLY:

TO RECOMMEND:

That the continued trial of the revised committee structure should include the expansion of the role of the Beach Management Committee to incorporate Coastal Change matters under the title of the Coastal Change and Beach Management Advisory Committee, and that the Environment Committee should be re-named the Environment and Green Spaces Committee.

If this is approved by Council, it is suggested that revised Terms of Reference for the Coastal Change and Beach Management Advisory Committee should be brought before the first meeting of that Committee for initial consideration, prior to adoption by the Council in due course.

In terms of membership of the expanded Advisory Committee, this can be reviewed at the Annual Council Meeting in May.

Recommendation 4

The Finance & Governance Committee also reviewed the following list of the Council's 18 working parties and panels, which also includes each working party's lead member. Those with a clearly defined ongoing role are indicated by an asterisk.

Car Parks	Cllr Foster
Communications Strategy	Cllr Foster
Community Awards Panel*	Cllr Foster
Community Emergency Plan	Cllr Moreton
Emergency Health Services	Cllr Monkhouse
Environmental Policy Action Plan*	Cllr Harris

Events*	Cllr Tomes
Grants Panel*	Cllr Foster
Lower Grammar School Field	Cllr Whitwam
Market	Cllr Foster
Museum	Cllr Whitwam
Property Panel*	Cllr Bonfield
Public Conveniences	Cllr Bonfield
Seafront Masterplan	Cllr Bonfield
Shore Road Closure	Cllr Whitwam
Sport, Leisure and Wellbeing	Cllr Tomes
Tourism Marketing	Cllr Tomes
Waste Management	Community Services Committee Chairman

The potential merger of some of the working parties in order to reduce that number was considered. An alternative suggestion was made that all working parties should cease at the end of the current council year and only be re-appointed if required. It was **RESOLVED UNANIMOUSLY**:

TO RECOMMEND:

That no working parties should be appointed at the annual meeting in May 2023, with the exception of those marked with an asterisk in the briefing note: Community Awards Panel, Environmental Policy Action Plan WP, Events WP, Grants Panel and Property Panel.

In considering this recommendation, Members will need to be mindful that there will remain the need for informal discussion between members and officers. Such discussions can be helpfully accelerated where a working party exists, rather than waiting for a Council or committee meeting to appoint a new group. Two alternative ways forward that might merit consideration are:

- The Council could appoint a single working party that relates to the terms of reference for each committee in order to work on business that arises between committee meetings. In many respects this already happens via the Sport, Leisure and Wellbeing Working Party in respect of the Community Services Committee and the Environmental Action Plan Working Party in respect of the Environment Committee.
- Alternatively, officers could work up a brief description of the work anticipated to be undertaken by each working party, which could then be reviewed at the Annual Council Meeting in May.

Decision Required

To consider each of the recommendations set out above.

Martin Ayres, Town Clerk
April 2023

Proposed Amended Terms of Reference (changes highlighted in red)

1. Community Services Committee Draft Terms of Reference

Main Objective/Remit: To protect and enhance the delivery of public services in Swanage, encourage health and wellbeing and enhance community safety. **To comment on proposals for improved traffic management in the parish.**

Reports to: Full Council

Outside Representatives: Prospect Allotment Association, James Smith Funeral Directors, Swanage Tennis Club, Swanage Bowling Club, Dorset Police, S&PDT, Greengage Community Gardening Project, S&HFC, Swanage Cricket Club.

Frequency of Meetings: Three scheduled meetings per year, otherwise as and when required.

Member Training requirements: None

Sub-Committees/Advisory Committees: **Traffic Management Advisory Committee.**

Working Parties/Panels: The following working parties will report to the Committee (or to full Council), and can also be instructed to examine specific matters by the Committee:

- Emergency Health Services
- Lower Grammar School Field
- Public Conveniences
- Sport, Leisure & Wellbeing

Other Matters:

The public shall be excluded from any matter that is confidential in nature. This may include non-voting committee members.

Delegated Matters:

- 1.1 To oversee the management, within agreed budgets, of the following Town Council services: allotments; bandstand; Beach Gardens; CCTV; cemeteries; play areas/skate park, playing fields; public toilets; SIDs; street furniture (benches, shelters, signs, streetlights, bus shelters); Town Hall and public help desk.
- 1.2 To determine the allocation of existing budgets where the relevant manager requires clarification or wishes to bring forward an alternative allocation of funds. N.B. Where a formal virement is required it must be dealt with in accordance with the Council's Financial Regulations.
- 1.3 To agree minor amendments to relevant Council policy documents.
- 1.4 **To receive the minutes of the Traffic Management Advisory Committee, consider any recommendations set out therein and make representations to Dorset Council accordingly.**
- 1.5 To consider any other matters delegated to the Committee by full Council.

Other functions:

- 2.1 To consider project proposals from partner organisations and other third parties relating to community safety, community transport, culture, health, leisure, sport and wellbeing.
- 2.2 To consider revenue funding requests to support the provision of community services by third parties (e.g. Dorset Council school crossing patrol).
- 2.3 To consider proposals for the provision of additional community services by Swanage Town Council.
- 2.4 To refer matters for detailed consideration to a relevant working party.
- 2.5 To make recommendations to full Council regarding matters requiring the allocation of unbudgeted expenditure or significant changes to policy.
- 2.6 To consider relevant capital and revenue budget proposals as part of the annual budget setting process and make recommendations to the Finance & Governance Committee.
- 2.7 To consider relevant sections from the Council's scale of fees and charges as part of the annual budget setting process and make recommendations to the Finance & Governance Committee.
- 2.8 To consider any other matters relating to the delivery of community services to Swanage residents **and improvements to traffic management in the parish.**

5. Planning & Consultation Committee Draft Terms of Reference

Main Objective/Remit: To comment on planning applications submitted to Dorset Council regarding development within the parish of Swanage, or that are of direct relevance to the parish; to oversee the development and review of a Neighbourhood Plan; to comment on licensing and tree work applications ~~and proposals for improved traffic management~~ within the parish; and to respond to third-party consultation exercises.

Reports to: Full Council

Outside Representatives: None

Frequency of Meetings: Monthly

Member Training requirements: All Members are expected to attend relevant training regarding the planning system, including the making of material comments on planning applications.

Sub-Committees/Advisory Committees: Swanage Neighbourhood Plan Steering Group (Sub-Committee) ~~and Traffic Management Advisory Committee.~~

Working Parties/Panels: None

Other Matters: The committee may, by resolution, resolve to refer any matter of sufficient importance for consideration at a forthcoming Council meeting.

Delegated Matters:

- 1.1 To determine the Council's response to all planning applications submitted to Dorset Council regarding development either within the parish, or that is of direct relevance to the parish.
- 1.2 Where appropriate, to determine if the Town Council will be represented at meetings of Dorset Council's Eastern Area Planning Committee, or at appeal hearings held by the Planning Inspectorate.
- 1.3 To determine the Council's response to licensing applications submitted to Dorset Council regarding premises within the parish of Swanage or that will have a direct impact on residents of the parish.
- 1.4 To comment on any applications for tree works within the parish that have been submitted to Dorset Council.
- 1.5 To determine the Council's response to consultation documents prepared by third parties that contain proposals with direct relevance to the parish of Swanage, residents of Swanage, or the work of the Town Council.
- 1.6 To appoint a Neighbourhood Plan Sub-Committee, agree its Terms of Reference, receive its minutes and consider any recommendations set out therein.
- ~~1.7 To appoint a Traffic Management Advisory Committee, agree its Terms of Reference, receive its minutes and consider any recommendations set out therein.~~

Other functions:

- 2.1 To consider proposals for heritage related projects.

- 2.2 To consider proposals in relation to Conservation Areas within the town.
- 2.3 To advise the Town Council as to budget requirements in connection with the Committee's business.
- 2.4 To consider any other matters relevant to planning, licensing or heritage ~~or traffic management~~ not mentioned above.

8. Traffic Management Advisory Committee Draft Terms of Reference

Main Objective/Remit: To consider proposals relating to traffic management and highway safety in the parish of Swanage, in consultation with Dorset Council, and formulate recommendations to the Planning & Consultation Committee accordingly.

Reports to: ~~Planning & Consultation Committee~~. Community Services Committee

Outside Representatives: Dorset Police, Community Highways Officer (Dorset Council).

Quorum: Three Members/Outside Representatives.

Frequency of Meetings: Quarterly, otherwise as and when required.

Member Training requirements: None.

Other Matters: Although this committee has no delegated decision-making powers, it can provide guidance to officers to assist them in taking forward minor matters that do not require referral to the parent committee.

Functions:

- 1.1 To consider the following matters, taking into account advice from a relevant Highways Officer, and where appropriate make recommendations to the ~~Planning & Consultation Community Services~~ Committee about a response to Dorset Council as the Highway Authority.
 - a) Proposals to improve traffic management on the public highway (e.g. parking restrictions and changes to speed limits).
 - b) Proposals to improve highway and pedestrian safety (including pavements).
 - c) Concerns regarding parking enforcement.
- 1.2 To work with Dorset Council in respect of any town-wide parking review.
- 1.3 To consider traffic management measures in respect of Town Council owned roads and highways (i.e. Station Approach, Peveril Point Road, Panorama Road, De Moulham estate service roads).
- 1.4 To consider any other traffic management measure within the parish of Swanage, not otherwise described above.
- 1.5 To consider any matter referred to it by the Town Council or the ~~Planning & Consultation Community Services~~ Committee.
- 1.7 To approve the minutes of its meetings for accuracy.

Peeveril Point Boat Park – To consider proposal for advertising launch and recovery service

Over the last 12 months, a number of improvements have been implemented at the Boat Park as the Town Council looks to improve the service that it provides to its customers. A report detailing the main improvements were presented to the Tourism and Local Economy Committee on 22nd March 2023.

Many boat users struggle to easily access the water with their boats. This may be due to a number of reasons including under powered towing vehicles or lack of experience in towing a boat in a relatively confined area such as the Boat Park.

Therefore, to support our customers and to reduce the risks associated with potentially dangerous vehicle movements, it is proposed that the Town Council undertake the following:

- Install a notice board at the boat park;
- Permit organisations that offer a towing and launching service to advertise in this area;
- A charge of £100 per year will be charged to those organisations wishing to do this;
- Only organisations which have public liability insurance and have produced an appropriate risk assessment for their activities at the boat park will be permitted to advertise;
- Advertising could also include digital advertising on the Council's various digital platforms;
- This would be a trial to be reviewed by the Tourism & Local Economy Committee in the winter of 2023.

Any boat being launched at the slipway is required to pay the appropriate fee, regardless of who is launching the boat. This may be as part of the annual storage fee (which includes launching and recovery) or the daily launch and recovery fee.

Any financial arrangement between customers and organisations offering this service would be outside the remit of the Council.

It should be noted that under the current terms and conditions of use of the Boat Park commercial activity is not permitted, unless authorised by the Town Council.

Decision required

To approve the advertising of boat launch and recovery services at Peeveril Point Boat Park, as set out above.

Culvin Milmer
Visitor Services and Business Development Manager

April 2023

Monkey Beach Rings – To consider extending concession to operate for 2023 season

Further to Minute No. 182 of the Council Meeting held on 25th April 2022, a concession to manage the Monkey Beach Rings was awarded to Mr Steve Hill of Swanage Boat Hire in June 2022 following a short tender process. This concession was based on a one-year trial and a fee of £80 was charged.

It is proposed that this arrangement is continued for 2023 with a fee increase to £85 (6.25%). Members are asked to consider extending the term of the concession either until the construction of the coastal defence scheme for this area begins or for 5 years, whichever is the shorter period of time.

Appendix 1 includes the wording of the proposed agreement.

Decision required

To approve the awarding of the Monkey Beach Rings concession to Mr Hill for the 2023 season and for this to continue until either the construction of the coastal defence scheme for this area begins or for 5 years, whichever is the shorter period of time.

Culvin Milmer
Visitor Services and Business Development Manager

April 2023

Appendix 1

Dr Martin Ayres

Town Clerk

Tel: 01929 423636



TOWN HALL
SWANAGE
DORSET
BH19 2NZ

Dear xxx

Monkey Rings (including Quay Beach Rings) concession

I am pleased to be able to offer you a concession to manage the boat mooring rings situated along Monkey Beach as per the attached map. The terms of the concession are set out below.

- The licensee will be authorised to manage the rings marked on the map (with the exception of the two nearest the Stone Quay) for the purpose of tying up boats.
- The licensee may set a reasonable fee for the hire of the rings either on a daily, weekly or seasonal basis.
- The right to collect monies from customers using the mooring rings.
- The licensee will advise the Town Council as soon as reasonably possible if any of the rings are damaged or require repair or maintenance.
- The Town Council accepts no liability for boats using the rings.
- The concession is offered for the period from the date of this letter until the construction of the coastal defence scheme for this area begins or for 5 years, whichever is the shorter period of time.
- The licensee will promote the rings as a facility which enhances the visitor economy for Swanage.

The following terms and conditions apply to this agreement:

- Ensure that health and safety is considered at all times and that any risks are managed as appropriate.
- The concessionaire will at all times act in an appropriate manner. You shall not do or permit to be done anything arising in connection with the concession which in the opinion of the Council is or may become a nuisance or annoyance to any other person.
- Any complaints arising from this concession will be discussed with you in the first instance, but the Council's determination of such matters is final.
- The concessionaire to pay a charge of **£85** to the Town Council, due within 30 days of this letter.
- You must keep the Council indemnified against any actions, costs, damages, or injury caused to any person or person's property in any way arising through the exercise of the concession hereby granted and maintain public liability insurance up to £5 million.
- You must provide a risk assessment for the activities being undertaken and a copy of the public liability insurance for the concession.
- No notice or advertising material shall be exhibited without the consent of the Council and then must relate solely to the concession hereby granted.

- You are not to assign or sublet the concession.
- If any sum payable hereunder by you shall be in arrear and unpaid for fourteen days after the same became payable, or if there be any breach of any of the terms or conditions herein contained, the Council may by notice in writing determine the concession but without prejudice to the rights of the Council under this licence.
- That the area is kept clean and tidy.

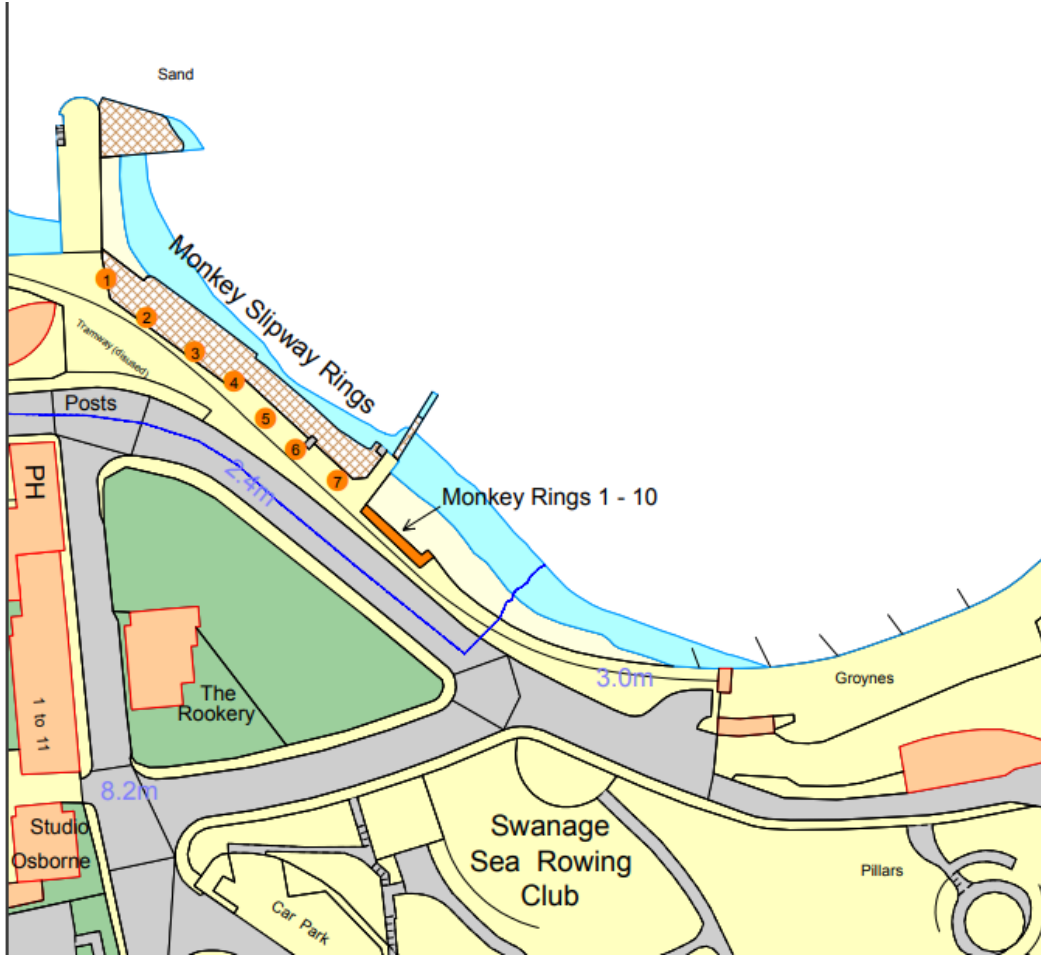
If you have any questions arising from the above then please do not hesitate to contact me. Once you are happy to accept the terms and conditions, please sign both copies of this letter and return the pink copy to the Information Centre.

Yours sincerely

Culvin Milmer
Visitor Services and Business Development Manager

I accept the terms and conditions as set out above:

xxx



Update from the Mowlem trust

Since the start of 2023 we have made some important advances:

- We have advertised for and recruited four new Trustees: Richard Coleman, Ashley Nicholson and Joy Walton joined us for the first time at our March meeting and Monika Barnes will formally join us in May. Each of them brings valuable skills and experience to fill gaps we had identified in our existing Board.
- We have secured and announced our first Patron, Swanage-born film director Edgar Wright, creator of Shaun of the Dead, Hot Fuzz, Baby Driver amongst other film and television work.
- We hosted Swanage Blues Festival for the first time, with excellent feedback from visitors. This adds to our existing work with Swanage Jazz Festival, Planet Purbeck and collaboration with Swanage Carnival on their awards night. We're actively exploring options for hosting more events with other festivals and local organisations.
- Audience numbers for live events are steadily improving – we've hosted sell-out shows with Bournemouth Symphony Orchestra, The Simon and Garfunkel Experience and Swanage Musical Theatre Company and have seen our biggest audiences ever for Swanage Drama's Panto and The Swanage School's 'Addams Family' musical. Audience numbers for Artsreach shows are now consistently the largest they see.
- We are launching our ambitious fundraising campaign on 3rd April celebrating the 160th anniversary of the founding of The Mowlem Institute in 1863. We aim to raise £160,000 through a variety of fundraising activities and funding applications, with the aim of funding specific projects and much-needed investment in the building.



Dorset Association of Parish & Town Councils

(Affiliated to the National Association of Local Councils)

Colliton Annexe
Colliton Park
DORCHESTER
Dorset
DT1 1XJ

Tel: **01305 224460**
email: daptc@dorsetcouncil.gov.uk
www.dorset-aptc.gov.uk

16 February 2023

DAPTC Purbeck Area Member Councils
For the attention of the Chair & Proper Officer

Dear Member Council

DAPTC Representatives & Area Committees

DAPTC Executive Committee have asked those named below to write to all member councils with a request to ensure that council consider at their Annual Meeting in May, the appointment of at least one DAPTC Representative. This is in the hope that it stimulates participation in both Area Committees and our Executive Committee.

Background to the request

Over recent years we have seen a decline in the number of representatives both being appointed and attending the meetings convened quarterly. Whilst some area committees are still well attended either online or in person; others sadly have struggled to maintain commitment from member councils.

As an organisation we firmly believe this role and opportunity is vital to:

- Allow elected members to network and catch up;
- Ensure parish and towns have a collective voice;
- Share issues and problems to understand how other councils may be dealing with them;
- And hear from guest speakers on relevant local issues.

We are acutely aware one purpose of these meetings prior to the pandemic was to cascade information and that now many local councils, elected members and officers get their news 'fix' in a variety of ways. We see a role for Area Committees, albeit the content of them may need refining to accommodate the changes experienced in recent years.

As well as Area Committees being low on numbers attending, we also have lost a number of DAPTC Executive Committee members in the last 2/3 years. It is vitally important that in our constitutional structure we have representation from across the whole of Dorset and currently that doesn't exist.

What we would like you to do

We ask that council:

1. shares the attached document describing the different roles in our governance structure;
2. appoint at least one DAPTC representative and where possible a second in terms of deputy cover;
3. consider if their representative would like to help Chair or be Vice Chair to one of the Area Committees and let DAPTC know of this interest;
4. duly nominate and agree the appointment(s) at the Annual Meeting of Council in May 2023;
5. ask them to attend a briefing to be scheduled in late May/June by DAPTC to welcome them to their role.

Finally, can we ask you to share the survey link with councillors to ask for their feedback if they have historically attended meetings or might consider attending. This will help our planning, to let us know what content would be of interest and the format of meetings. This will go some way to ensure we meet expectations going forward.

[Area Committees Survey](#)

If you have any questions about this letter or the short survey please let us know.

Yours sincerely,

Neil Wedge

Chief Executive
DAPTC

John Parker

President
DAPTC

The Dorset Association of Parish & Town Councils



Supporting Member Councils

Information on the roles at DAPTC

Introduction

In this introduction we thought it would be helpful to explain the role of DAPTC's Executive Committee and members before moving on to the role of DAPTC Representative at your council.

Each Area Committee has representatives that join the Executive Committee and the number of positions reflects the amount of member councils in that catchment area. The current DAPTC Constitution provides for the following number of positions on the Executive Committee:

Eastern Area—2
Central Area—3
Northern Area—4
Western Area—2
Purbeck Area—2
BCP Council Area—2
Towns & Larger Parishes Area—4

Our challenge:

We currently have vacancies in a number of the areas which in effect means that part of Dorset currently has a less effective way of sharing issues and concerns in the locality, developing a collective voice on those issues or sharing how to address them.

We are most keen to re-establish and re-invigorate these forums in, Central, Northern, Western and Purbeck areas from May onwards this year.

Please help us help you in the coming months by discussing this before and at your Annual Meeting of Council. The successful structure we have as a membership body starts with your councils appointing a DAPTC Representative.

Further Information on the DAPTC Executive Committee

Organisation.

Like any governing body, the DAPTC Executive has a Chairman and Vice Chairman who are elected annually at the December meeting. The Executive is also attended by the DAPTC President and Vice President who are there to advise the Executive based on their experience. The Chief Executive DAPTC and Hon Treasurer also attend meeting and may be supported by office staff.

Timing of Meetings.

In normal conditions Executive Committee meetings are held in December, March, June and September. Papers for meetings are issued electronically 7 days before a meeting. The annual general meeting of the Association is held in November, normally in County Hall or online which has been the format in recent years.

Role of the Executive:

The Executive Committee are jointly responsible for the strategic and financial management of the Association. As a membership Association the primary role is to serve the needs of the membership whether they be advice or direction.

Role of Members.

As representatives, members should bring matters to the attention of the Executive where they might have a wider impact on the rest of the county Association. In the same way, it is essential that they take back to their area / T&LC committees any matter from the county that might be pertinent to the area. To keep the discussions pertinent, it is essential that members do not repeat what may have already been said and keep their offerings succinct.

Role of Officers.

The Chief Executive (CE) is responsible to the Executive for the day to day running of the Association. The CE is supported by a Customer Relationship Manager and Training Coordinator. The CE will liaise with other bodies, both locally and nationally, on behalf of the Association.

Guest Speakers.

Guest speakers may be invited to attend meetings to keep the Executive abreast of changes which might impinge on local councils.

Representation on Other Bodies. Members of the Executive are often requested to represent DAPTC at meetings of other county organisations. It is essential that any relevant matters are brought back to the Executive, normally in the form of a written report.

Code of Conduct. Unlike parish councils the Executive does not have Standing Orders, however, all members are always expected to observe the Code of Conduct, particularly in their dealings with officers and visiting speakers. As a representative body, the Executive is apolitical in all aspects of its work. The highest standards should be set by the leadership.

DAPTC Representative

Role Name	DAPTC Representative.
Role Progression	If you choose to or have a desire for wider input this can lead to becoming a Vice Chair or Chair of the Area Committee.
Elected / Nominated	In the first instance by your council and then potentially elected to Chair or be Vice Chair of the Area Committee at the Area AGM.
Tenure	Annual. Agreed in your council at the Annual Meeting of Council in May each year.
Description	<ul style="list-style-type: none"> • Attend all meetings of the Area Committee up to 4 times year. • Report back to your council any feedback and actions via the Clerk. • Sign up to the DAPTC Friday e-news to keep yourself abreast of current topics of interest for your council and encourage others to subscribe. • Gather feedback from your council to take forward to Area Committees. • Raise any issues that might be pertinent to the broader community of parish and town councils through your Area Chair or direct to DAPTC between meetings. • Have the flexibility to be able to attend in person meetings as well as those held online. • Respond to online surveys for your council, consulting and canvassing contributions to your submissions.
Qualities	<ul style="list-style-type: none"> • Ability to keep discussions succinct and pertinent • Ability to understand if issues may resonate with other councils locally

The DAPTC Representative role is a way you can engage and network with colleagues from across your local part of Dorset. The meetings are an opportunity to see how councils are tackling local issues and developing projects for the benefit of their communities.

You can also find out what help and support is available for colleagues in terms of briefings and training.



What we need your council to do

In the coming weeks ahead of your Annual Meeting of Council please take time to share this information pack amongst your fellow councillors so that there is a greater understanding of the important role of DAPTC Representative. Here a quick checklist for you to do:

1. Clerk to share this pack and the covering letter to councillors;
2. If time permits to discuss this ahead of the Annual Meeting of Council to raise the awareness;
3. Ensure that on the Annual Meeting of Council there is an agenda item to appoint a DAPTC Representative;
4. Post Annual Meeting of Council look out for dates for an onboarding meeting in your area to welcome you to the role for the period to May 2024.

If you would like more information on DAPTC and what we do the resources below may be useful. These include role profiles for Executive Committee positions and a short narrated video explaining what we do.

Access to DAPTC Role Profiles: [Click Here](#)

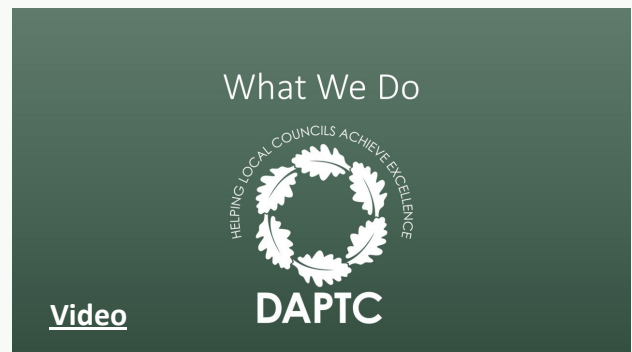
Access to DAPTC Training: [Click Here](#)

Access to DAPTC Working Together Webinars: [Click Here](#)

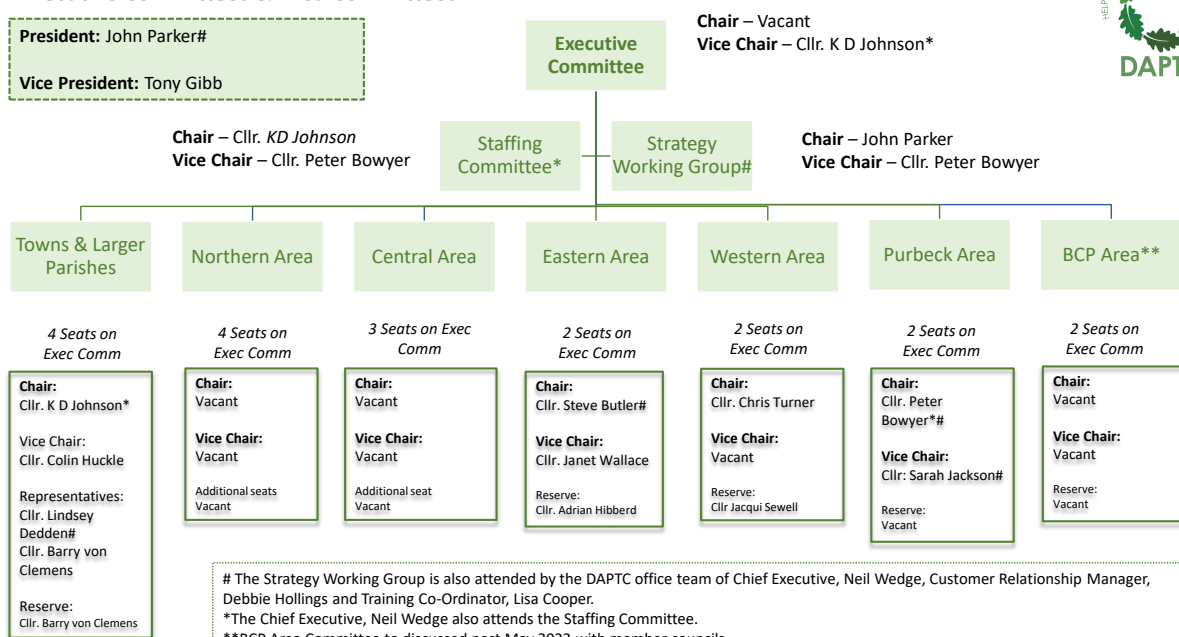
Access to DAPTC Area Committees: [Click Here](#)

To sign up to our Friday e-news direct: [Click Here](#)

We will be issuing meeting dates for those areas without Chairs/Vice Chairs in position from June/December after Annual Meetings of Council



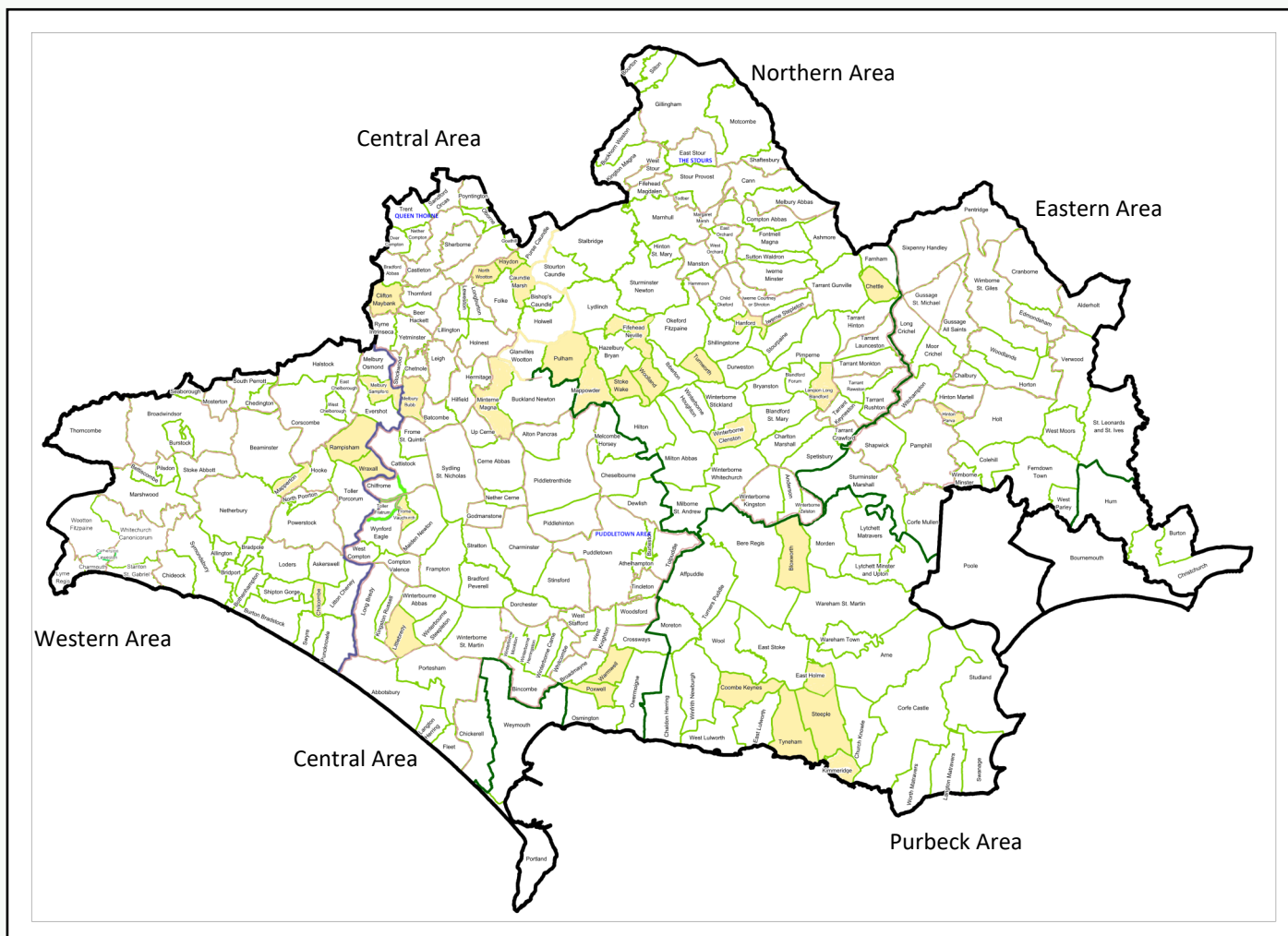
Executive Committees & Area Committees



Which DAPTC Area is your council represented within?

Shown below is a map of Dorset showing the boundaries for the DAPTC Area Committees. The boundaries are based on the historical geographical areas of the previous District Councils.

Due to the large area of the old West Dorset District Council, DAPTC chose to split this area into two, the Western Area and the Central Area. If you are unsure as to where your council lies, please contact DAPTC for confirmation.



Key:

Blue Line - split between Western & Central Areas

Brown Lines - Grouped Parishes

Coloured Parishes - Non-Members