

Minutes of the **SPECIAL MEETING** of the Swanage  
Town Council held at the Town Hall, Swanage on  
**WEDNESDAY, 29<sup>th</sup> MAY 2019** at 7.00 p.m.

PRESENT:-

Councillor M.P. Bonfield (Town Mayor) – Chairman

Councillor C. Finch

Councillor T. Foster

Councillor A. Harris

Councillor D. Monkhouse

Councillor C. Moreton

Councillor J. Page

Councillor N. Rogers – from 7.15 p.m.

Councillor G.M. Suttle

Councillor C. Tomes

Councillor W.S. Trite

Councillor M. Whitwam

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

21. **APOLOGIES**

There were no apologies to report for inability to attend the Meeting.

22. **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.

23. **INTERNAL AUDIT REPORT 2018/19**

(a) **Visits 5 & 6**

The Clerk presented the fifth and sixth interim Internal Audit Reports for the year 2018/19 prepared by Darkin-Miller – Chartered Accountants. The following areas had been reviewed during this audit visit:

1. Payments
2. Risk Management
3. Income, with specific focus on:
  - i. TIC Cash
  - ii. Car Parks

It was noted that only four low priority recommendations had been made.

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

That the fifth and sixth interim Internal Audit Reports  
2018/19 and the recommendations contained therein  
be accepted and approved.

(b) **Annual Internal Audit Report 2018/19**

Consideration was given to the Annual Internal Audit Report for 2018/19, prepared by Darkin-Miller Chartered Accountants. The document provided background information and explanations regarding the recommendations and

conclusions in respect of the Council's services, in accordance with the internal audit's objective to provide an appraisal function for the review of the Council's internal control system.

The results of the reviews completed during the year had resulted in an overall opinion that in all material respects:

- Key central systems and internal control arrangements continued to be effective;
- Agreed policies, regulations and Standing Orders were complied with;
- Managers were aware of the importance of maintaining internal controls and accepted recommendations made by Internal Audit to improve internal controls; and
- Adequate arrangements were in place to prevent and detect fraud.

Arising from the above, Members noted that the total number of appendix 9 recommendations made during the 2017/18 audit was 29, an increase of the prior year. Three were graded 'high', seven 'medium' and 19 'low'. It was noted that although some recommendations were rated as high priority, they were not deemed high risk.

It was proposed by Councillor Foster, seconded by Councillor Monkhouse, and RESOLVED UNANIMOUSLY:-

That the Annual Internal Audit Report 2018/19 and the recommendations contained therein be accepted and approved.

24. **SYSTEM OF INTERNAL CONTROL 2018/19**

In accordance with paragraph 6(1)(a) of the Accounts and Audit Regulations 2015, a Report on the Findings of the Review of the System of Internal Control 2017/18 was submitted for consideration.

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

That the Review of the System of Internal Control 2018/19 be approved and accepted.

25. **ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2018/19**

(a) **Section 1 – Annual Governance Statement**

Proposed by Councillor Finch, seconded by Councillor Page, and RESOLVED UNANIMOUSLY:-

That the Annual Governance Statement 2018/19 be approved and signed.

(b) **Section 2 – Accounting Statements**

Proposed by Councillor Finch, seconded by Councillor Foster, and RESOLVED UNANIMOUSLY:-

That the Accounting Statements be approved and signed for submission to the Council's external auditor with the Annual Governance & Accountability Return 2018/19.

26. **ANNUAL TREASURY REPORT 2018/19**

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

That the Annual Treasury Report 2018/19 be approved and accepted.

27. **BUDGET MONITORING**

(a) **Statement of Cash Balance**

A Statement of Cash Balance as at 30<sup>th</sup> April 2019 was submitted for information (a copy attached at end of these Minutes).

Attention was drawn to the new format of the Statement of Cash Balance, which now included the Council's short-term investments.

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

That the new format of the Statement of Cash Balance be approved.

Councillor Rogers joined the Meeting at 7.15 p.m.

28. **PAYMENT OF ACCOUNTS**

Proposed by Councillor Foster, seconded by Councillor Tomes, and RESOLVED UNANIMOUSLY:-

That the accounts specified in Payment Schedule 2, amounting to £169,208.59 be authorised.

29. **REPLACEMENT OF FLAGPOLES IN TOWN SQUARE – TO AGREE A BUDGET FOR 2019/20**

Consideration was given to a briefing note dated May 2019 prepared by the Operations Manager setting out two options for replacement of flagpoles in the Town Square. It was reported that the current condition of the existing flagpoles was poor and declining, with damaged and missing parts. A budget had been allocated for the 2018/19 financial year, but the spending had not been committed prior to year-end.

During the ensuing discussion consideration was given to the merits of glass fibre and aluminium options, including resilience to different wind speeds, lifespan and cost. It was proposed by Councillor Tomes, seconded by Councillor Finch, and RESOLVED UNANIMOUSLY:-

That the Town Council approves a budget of £3,525 for flagpole replacement, as set out in Option 1 of the briefing note dated May 2019.

30. **SCALE OF CHARGES 2019/20 – CONFIRMATION OF CHARGES FOR MONUMENTS, GRAVESTONES AND INSCRIPTIONS AT GODLINGSTON CEMETERY**

Consideration was given to a briefing note dated May 2019, which explained the need to address an anomaly in the adopted scale of fees and charges in respect of memorial fees at Godlingston Cemetery.

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

That the Scale of Fees and Charges for 2019/20 be amended to reflect the initial recommendation made by the General Operations Committee in November 2018, as set out in the table below:-

| <b>Monuments, Gravestones &amp; Inscriptions</b>   | <b>2019/20</b>      |
|--|---------------------|
| (i) Headstone, Cross or other Memorial<br>when erected not exceeding 3ft, in height                | <b>180.00</b>       |
| (ii) Monument not exceeding 6' in height<br>covering the whole grave space<br>7' x 3' when erected | <b>535.00</b>       |
| (iii) Footstone not exceeding 2'6" x 2'6" x 6"   | <b>180.00</b>       |
| (iv) Kerb set  | <b>180.00</b>       |
| (v) Flatstone not exceeding 7' x 3' x 6"   | <b>285.00</b>       |
| (vi) Vase not exceeding 12" in height  | <b>47.00</b>        |
| (vii) Any other memorial not referred to above   | <b>By Agreement</b> |
| (viii) Each additional inscription after<br>the first in respect of each person                    | <b>38.00</b>        |
| (ix) Fee for persons not resident in the parish.   | <b>As above x 2</b> |

31. **CONSIDERATION OF LICENCES FOR COMMERCIAL USE OF TOWN COUNCIL PROPERTY**

Consideration was given to a briefing note prepared by the Visitor Services Manager (VSM) summarising applications received for permission to use the Town Council's beach and parks for fitness instruction. The VSM recommended that permission be granted for these activities, subject to a number of conditions, including the instructor having appropriate accreditation and agreeing to the Town Council's standard user agreement.

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

That licences be issued to the fitness instructors on a trial basis, at a cost of £25, until December 2019, as set out in the briefing note prepared by the VSM dated May 2019.

32. **LITTER-FREE PURBECK – REQUEST FOR PERMISSION TO SITE A TEMPORARY STORAGE FACILITY ON LAND ADJOINING SWANAGE INFORMATION CENTRE**

Consideration was given to a briefing note dated May 2019 prepared by the VSM setting out a request from Litter Free Purbeck for a hut to be placed in the garden area adjoining the Information Centre in support of its beach cleans and related activities.

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

That delegated authority be given to the Beach Management Advisory Committee to consider alternative proposals for a temporary storage facility.

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

- (a) Concerns raised regarding A-Boards in the town centre – there would be an update at the Transport Committee Meeting being held on 5<sup>th</sup> June 2019.
- (b) An outdoor pursuit company had approached the Council to operate kayak launching from the Boat Park, on a trial basis. The matter had been discussed between officers, the mayor and deputy mayor, and as the trial agreed by Council on 26<sup>th</sup> March 2018 had not gone ahead, permission had been granted for it to take place this year instead, on the same terms.
- (c) Weed clearance on the highways/footpaths – concerns to be raised with Dorset Council.
- (d) Concerns over traffic management, including inconsiderate parking at the eastern end of Kings Road West – to future Transport Committee Meeting.

**EXCLUSION OF PRESS AND PUBLIC**

Proposed by the Town Mayor, seconded by Councillor Finch, 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 item 14 for reasons of legal and commercial confidentiality.

34. **POTENTIAL ACQUISITION OF LAND ADJACENT TO PURBECK BUSINESS CENTRE**

It was reported that the Town Council had been approached by an estate agent regarding the potential disposal of a plot of land in close proximity to Purbeck Business Centre. Members felt that the property had potential for use in connection with the Council's outside operations and it was proposed by Councillor Finch, seconded by Councillor Rogers, and RESOLVED UNANIMOUSLY: -

That the Town Council instructs a surveyor and valuer to produce a report on the land adjacent to Purbeck Business Centre, the details of which will be brought back to a future Council Meeting for further consideration.

Before closing the Meeting the Town Mayor drew attention to the Internal Auditor's thanks to the Town Council staff, set out in the Annual Internal Audit Report. Members wished to record their congratulations to Council officers for their high standard of work, and thanks were given for their efforts on behalf of the Town Council.

The meeting concluded at 7.45 p.m.

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