

SWANAGE TOWN COUNCIL

Statement of Cash Balance as at 30th September 2020

	£ p	£ p
Balance in Hand at 01/04/2020		£199,269.17 Cr
As per reconciliation dated 31/08/2020	£1,961,584.94 Cr	
Income during September	£653,841.66 Cr	
Movement of Cash-Investment	£450,000.00 Cr	
Add - Outstanding receipts- August	£3,394.29 Cr	
Less - Outstanding receipts - September	<u>£1,080.29 Dr</u>	<u>£3,067,740.60 Cr</u>
		£3,267,009.77 Cr
Less payments made:		
As per Reconciliation dated 31/08/2020	£1,294,813.04 Dr	
Schedule 6 payments dated 30/09/2020	£195,334.29 Dr	
Movement of Cash-Investment	<u>£0.00 Dr</u>	<u>£1,490,147.33 Dr</u>
		<u>£1,776,862.44 Cr</u>
Balance at Bank		
Current Account		£97,561.72 Cr
Deposit Account		<u>£1,679,300.72 Cr</u>
		<u>£1,776,862.44 Cr</u>
Short Term Investments held by the Council		
CCLA Public Sector Deposit Fund (MMF)		£250,000.00
Aberdeen Standard (MMF)		<u>£500,000.00</u>
		<u>£750,000.00</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 30th September 2020

Prepared by Alison Spencer

Dated: 2nd October 2020

Certified by Martin Ayres

Dated: 2nd October 2020

Agenda Item 6 - Monitoring of Payments

SWANAGE TOWN COUNCIL

Year Ending 31st March, 2021

Payment schedule reported to Council - 19th October 2020

Schedule 6:

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

**ONE HUNDRED AND NINETY FIVE THOUSAND, THREE HUNDRED AND
THIRTY FOUR POUNDS AND TWENTY NINE PENCE
.....(£195,334.29).....**

Swanage Town Council Schedule of Payments - Month 6

Direct Debits & Standing Orders

Date	Name	Inv Ref	Inv Date	Details		Payment Total
10/09/2020	Barclaycard Merchant Services	001884330820	31/08/2020	Barclaycard Charges - August		185.35
07/09/2020	British Telecom	Q106 A9	24/08/2020	Phone Bill Q2 - Emergency Phone	105.12	
07/09/2020		Q126 LZ	24/08/2020	Phone Bill Q2 - BG	199.94	
07/09/2020		Q132 9A	24/08/2020	Phone Bill Q2 - TH	727.04	1,032.10
01/09/2020	Dorset Council	300690505	01/09/2020	Rates - September		17,155.00
14/09/2020	First Data	52033451061563	31/08/2020	TIC - Card Payment Service Charges - August		46.12
08/09/2020	Lloyds Bank PLC	319202312	11/08/2020	Bank Charges - Deducted From Securicor	12.50	
14/09/2020		318999364	11/08/2020	Bank Charges	271.21	
14/09/2020		54043650589270	31/08/2020	Cardnet Charges - August	928.28	
25/09/2020		319862420	07/09/2020	Bank Charges	67.70	1,279.69
10/09/2020	Paytek Admin Services Ltd (First)	MI/2538516/03	01/09/2020	First Payment Service Charges - August	128.35	
10/09/2020		MI/2538517/03	01/09/2020	First Payment Service Charges - August	72.00	200.35
23/09/2020	Postage By Phone	02610381	17/09/2020	Postage - Meter Reset		200.00
16/09/2020	Sage (UK) Ltd	INV10303964	01/09/2020	Sage Accounts - September	247.80	
16/09/2020		INV10303964	01/09/2020	Sage Payroll - September	202.50	450.30
25/09/2020	Total Gas & Power	220273290/20	09/09/2020	Gas - TH - August	97.53	
25/09/2020		220273300/20	09/09/2020	Gas - TIC - August	30.22	
25/09/2020		220273311/20	09/09/2020	Gas - TH Annex - August	58.05	
25/09/2020		220273322/20	09/09/2020	Gas - Depot - August	38.73	224.53
Total of Direct Debit & Standing Orders						20,773.44

Lloyds Chargecard

Date	Name	Inv Ref	Inv Date	Details		Payment Total
15/09/2020	Charge Card Transactions	Z7064667	10/08/2020	ICO - Registration Fee		60.00
Total of Chargecard payments						60.00

Debit/Credit Cards

30/09/2020	Barclaycard/FDMS	Refunds	30/09/2020	Beach Hut Refunds		644.24
Total of Refunds						644.24

BACS / CHAPS

Date	Name	Inv Ref	Inv Date	Details		Payment Total
30/09/2020	A.B.A. Groundcare	118266	17/09/2020	Plant - Repairs (Parts)		61.43
30/09/2020	Ace Office Environments Ltd.	00989745	14/09/2020	BG - Putting Pencils	32.33	
30/09/2020		00990508	21/09/2020	TIC - Stationery	45.82	78.15
30/09/2020	ACL Asbestos Contracting Limited	10977	11/09/2020	Allotments - Asbestos Debris Removal		150.00
08/09/2020	Alliance Tool Hire Ltd	P131121	31/08/2020	Power Washer - Heritage Square	108.00	
08/09/2020		P131122	31/08/2020	Drain Camera - Burlington Chine	172.80	
08/09/2020		P131123	31/08/2020	Floor Saw/Petrol Blade Hire	135.60	
08/09/2020		P131124	31/08/2020	Drain Camera - Burlington Chine	86.40	
08/09/2020		P131212	31/08/2020	Safety Boots - Depot	253.26	756.06
30/09/2020	Allied Drinks Devon & Cornwall Ltd	MC 22259	14/09/2020	BG - Coffee For Retail		65.70
08/09/2020	Amazon	INV-GB-1373388	02/09/2020	TIC - Step Ladder	20.99	
08/09/2020		INV-DE-1449042	02/09/2020	TIC - Door Mats	31.35	
08/09/2020		INV-IT-12005079	03/09/2020	TIC - Cleaning Equipment	9.98	62.32
30/09/2020	Andrews Plant Ltd	87373	14/09/2020	Road Sweeper Hire	300.00	
30/09/2020		87423	21/09/2020	Road Sweeper Hire	408.00	708.00
30/09/2020	Anglebury Press Ltd	INV-107644	10/09/2020	BG Putting Cards - Adult x 2000	165.60	
30/09/2020		INV-107652	17/09/2020	4 x ECN Books (50)	158.40	324.00
30/09/2020	AquAid (Southcoast)	370457	31/08/2020	Drinking Water - TH	61.20	
30/09/2020		370458	31/08/2020	Drinking Water - Depot	81.60	142.80
08/09/2020	BIPCOM	INV-3293	01/09/2020	Telephone Services		3.00
30/09/2020	C. Brewer & Sons	PLE/325949	31/08/2020	Heritage Benches - Paint	192.92	
30/09/2020		PLE/325952	31/08/2020	Heritage Benches - Paint	55.72	248.64
30/09/2020	Burts Bits	14	31/08/2020	TIC - Stationery/Sundries		33.75
08/09/2020	Countryside Tree Surgeons Ltd	SI-52	28/08/2020	Tree Works - KGF	540.00	
30/09/2020		SI-58	17/09/2020	Tree Works - Days Park	1,068.00	1,608.00
08/09/2020	County Epos	230367	25/08/2020	Till Rolls - BG	30.00	
08/09/2020		230378	25/08/2020	Till Rolls - TIC	21.60	
30/09/2020		231017	25/08/2020	Till Rolls - BG	29.40	81.00
30/09/2020	DAPTC	20/146	08/09/2020	Agenda & Minutes Training		35.00
30/09/2020	Dorset County Pension Fund	Month 6 Payroll	18/09/2020	Month 6 Pension Contributions	16,953.98	
30/09/2020		Month 6 Payroll	18/09/2020	Month 6 CAYS Contributions	215.50	17,169.48
08/09/2020	Direct-tec Group	302320	28/08/2020	Toshiba 2555 Copy Plan - August	413.25	
08/09/2020		302139	31/08/2020	Olivetti Copy Plan - August	19.79	433.04
30/09/2020	Dorset Council	1801031711	03/09/2020	Health & Wellbeing SLA 2020/21		685.87
30/09/2020	Dorset Waste Partnership	2800244321	08/09/2020	Waste Disposal - BG		17.20
08/09/2020	Eagle Plant	BOU2556701	31/08/2020	Secure Storage Container - KGF - August		80.64
30/09/2020	Nicole Faraday	31992	27/08/2020	TIC - Goods For Retail		100.00
30/09/2020	The Festive Lighting Co. Ltd.	18358	25/08/2020	Festive Lights Hire 2020/21	16,048.31	
30/09/2020		18358	25/08/2020	Additional Festive Lights Hire 2020/21	760.50	16,808.81
30/09/2020	Field Honey Farms	00003331	22/08/2020	TIC - Food For Retail		80.40

30/09/2020	Four County Services Ltd.	56251	10/09/2020	Depot - IT Services	283.66	
30/09/2020		56252	10/09/2020	TIC - IT Services	394.58	
30/09/2020		56253	10/09/2020	TH - IT Services	615.06	
30/09/2020		56261	11/09/2020	IT Services	482.78	
30/09/2020		56277	13/09/2020	TIC - Telephone/IT Services	336.00	
30/09/2020		56354	21/09/2020	E-mail Management	42.00	2,154.08
30/09/2020	G4S Cash Solutions (UK) Ltd	80152482	31/08/2020	Cash Processing	991.06	
30/09/2020		02409442	01/04/2020	Cash Collection Services	1,141.96	
30/09/2020		02409443	01/04/2020	Cash Collection Services	349.81	
30/09/2020		02418993	02/04/2020	Cash Collection Services	1,338.25	
30/09/2020		02418994	02/04/2020	Cash Collection Services	422.08	
30/09/2020		00428104	17/04/2020	Cash Collection Services	(1,183.13)	
30/09/2020		02428727	02/05/2020	Cash Collection Services	1,346.05	
30/09/2020		00432317	02/05/2020	Cash Collection Services	(92.63)	
30/09/2020		00433027	02/05/2020	Cash Collection Services	(614.88)	
30/09/2020		00433742	22/05/2020	Cash Collection Services	(76.86)	
30/09/2020		00435235	31/08/2020	Cash Collection Services	(254.23)	
30/09/2020		02436303	02/06/2020	Cash Collection Services	1,772.05	
30/09/2020		00438562	02/06/2020	Cash Collection Services	(62.74)	
30/09/2020		00439585	30/06/2020	Cash Collection Services	(1,378.88)	
30/09/2020		00443493	30/06/2020	Cash Collection Services	(282.48)	
30/09/2020		02444133	02/07/2020	Cash Collection Services	1,650.86	
30/09/2020		02444138	02/07/2020	Cash Collection Services	393.83	
30/09/2020		02452526	02/08/2020	Cash Collection Services	1,832.46	
30/09/2020		02452527	02/08/2020	Cash Collection Services	607.33	
30/09/2020		00450197	02/05/2020	Cash Collection Services	(1,361.14)	
30/09/2020		02461033	02/09/2020	Cash Collection Services	1,804.30	
30/09/2020		00453473	02/09/2020	Cash Collection Services	(0.79)	8,342.28
08/09/2020	Greenham Trading Ltd.	04/309426	19/08/2020	Depot - PPE	48.00	
08/09/2020		04/309038	21/08/2020	Depot - Table/Materials	161.45	
08/09/2020		04/309949	24/08/2020	Depot - General Equipment	11.93	
08/09/2020		04/899598	25/08/2020	Depot - General Equipment	11.93	
30/09/2020		04/310191	01/09/2020	CCTV Signage	21.64	
30/09/2020		04/311501	08/09/2020	Depot - PPE	3.92	
30/09/2020		04/311501	08/09/2020	Depot - General Materials	402.48	
30/09/2020		04/311518	08/09/2020	Depot - Digital Thermometer	68.58	
30/09/2020		04/312440	15/09/2020	Depot - General Materials/Equipment	231.77	961.70
30/09/2020	Hardy Signs	107380	01/04/2020	Signage - Peveril Point		1,450.80
30/09/2020	A.R. Harris & Son	28801	04/09/2020	Festive Lights - Electrical Works	138.24	
30/09/2020		28817	11/09/2020	Skate Park - Electrical Works	30.00	
30/09/2020		28839	18/09/2020	Heritage Toilets - Electrical Works	48.00	216.24
30/09/2020	HMRC	Month 6 Payroll	18/09/2020	PAYE & NI - Month 6		17,946.40
30/09/2020	Hunt's Foodservice Ltd	363861	21/08/2020	BG - Food For Retail	57.64	
30/09/2020		363861	21/08/2020	BG - Food For Retail	23.08	
30/09/2020		363861	21/08/2020	BG - Hand Gel	18.35	
30/09/2020		363861	21/08/2020	BG - Sundries	4.45	103.52
08/09/2020	J.D. Facilities Ltd	INV-0741	01/09/2020	Cleaning - Beach Huts	475.20	
08/09/2020		INV-0752	01/09/2020	Cleaning - Toilets	6,438.20	
08/09/2020		INV-0753	01/09/2020	Cleaning - TIC	294.34	
08/09/2020		INV-0754	01/09/2020	Cleaning - TH	463.20	
08/09/2020		INV-0755	01/09/2020	Cleaning - Depot	197.59	7,868.53
08/09/2020	JustPark	SWAN-2020-08	31/08/2020	JustPark Fees - August		856.87
08/09/2020	Keyline Civils Specialist Ltd	1203 AHR156	25/08/2020	Drain Cover		156.00
30/09/2020	Lily's Produce	Re: PO31974	27/08/2020	TIC - Food For Retail		57.80
30/09/2020	D. & P. Lovell Ltd.	L4325	21/09/2020	Digger Hire - August		352.80
08/09/2020	Metric Group Ltd.	C56495	27/08/2020	Aslan - September	192.00	
08/09/2020		C56756	01/09/2020	Car Park Machines - Maintenance Contract Q3	1,857.60	2,049.60
30/09/2020	S. Moores	177179	10/09/2020	TIC - Food For Retail	47.25	
30/09/2020		177330	18/09/2020	TIC - Food For Retail	31.50	78.75
08/09/2020	National Express	J60020200831	31/08/2020	Agency Sales - August		18.33
08/09/2020	Newlands Training Ltd	6755	29/08/2020	Pesticides Training/Assessment		1,110.00
30/09/2020	Nixons Hardware Ltd	119526	02/08/2020	TIC - Cleaning Materials	3.38	
30/09/2020		119562	15/08/2020	TIC - Materials	13.98	
30/09/2020		119597	25/08/2020	Depot - Batteries	19.96	
30/09/2020		119603	26/08/2020	TIC - Materials	9.49	46.81
30/09/2020	N Power Ltd	LGWH9QRQ	16/09/2020	Electricity - Q2	4,609.68	
30/09/2020		LGWH9DHJ	16/09/2020	Electricity - August	85.64	4,695.32
18/09/2020	Swanage Town Council	Month 6 Payroll	18/09/2020	Net Wages-Month 6		54,867.78
30/09/2020	Personnel Hygiene Service	67743801	08/09/2020	Hygiene Services		4.42
08/09/2020	PKF Littlejohn LLP	SB20200429	21/08/2020	2019/20 External Audit		2,880.00
30/09/2020	Purbeck Ice Cream	130146	20/08/2020	BG - Ice Cream For Retail		140.16
02/09/2020	STC-Refund	Refund	02/09/2020	Refund-ECN duplicate payment		30.00
30/09/2020	RNLI (Charity)	FV02001278	14/09/2020	Lifeguard Services 2020		22,570.80
30/09/2020	Seton	9303203290	01/09/2020	CCTV Signage		15.54
08/09/2020	Spaldings (UK) Ltd.	SI-2597448	20/08/2020	Depot - Equipment	34.98	
08/09/2020		SI-2599248	25/08/2020	Depot - Equipment	274.74	
30/09/2020		SI-2601102	28/08/2020	Depot - Harnesses	195.00	
30/09/2020		SI-2601973	02/09/2020	Depot - Chainsaw Chains	47.88	
30/09/2020		SI-2602896	04/09/2020	Depot - Chainsaw Chains	54.12	606.72

30/09/2020	St. Michaels Garage	1305	31/08/2020	Vehicle Fuel - August	433.29	
08/09/2020		P 4334	01/09/2020	HJ18 EHX - Repairs	129.05	
30/09/2020		S 17885	07/09/2020	HF63 XZA - Service	92.03	
30/09/2020		S 17885	07/09/2020	HF63 XZA - MOT	54.85	
30/09/2020		S 17958	16/09/2020	HJ18 NVP - Oil Change	178.39	887.61
08/09/2020	Suez Recycling & Recovery UK Ltd	32054567	31/08/2020	Waste Disposal - August		1,446.18
08/09/2020	Swanage News	1284/Aug	29/08/2020	Newspapers - August		38.00
30/09/2020	South West Coast Path Association	2020-0502	08/09/2020	TIC - Publications For Retail		81.84
08/09/2020	Telefonica O2 UK Ltd	69703081	24/08/2020	SIM Charges - September		362.50
30/09/2020	Tor Mark Press	13036	03/09/2020	TIC - Publications For Retail		97.32
08/09/2020	Travis Perkins	9292 ALH402	18/08/2020	Materials - Bench Repairs	16.28	
08/09/2020		9292 ALH452	19/08/2020	Materials - Bench Repairs	12.72	
08/09/2020		9292 ALH513	20/08/2020	Materials - Bench Repairs	9.89	
30/09/2020		9292 ALH763	26/08/2020	Depot - General Equipment	39.97	
30/09/2020		9292 ALH803	27/08/2020	TH - Materials	19.04	
30/09/2020		9292 ALH865	28/08/2020	Days Park - Repairs (Materials)	14.85	
30/09/2020		9292 ALH943	01/09/2020	Days Park - Repairs (Materials)	25.65	
30/09/2020		9292 ALH967	02/09/2020	Rec/Spa - Repairs (Materials)	11.45	
30/09/2020		9292 ALI116	04/09/2020	Benches - Repairs	109.89	
30/09/2020		9292 ALI243	07/09/2020	War Memorial - Repairs (Materials)	22.38	
30/09/2020		9292 ALI329	09/09/2020	Downs - Sign Posts	59.44	341.56
30/09/2020	U-Drive Ltd	3025388	31/08/2020	Depot - Van Hire		577.50
30/09/2020	Third Parties	Month 6 Payroll	18/09/2020	Month 6 Deductions		709.56
Total of BACS/CHAPS Payments						173,856.61

<u>BACS-Refund payment 2nd September 2020</u>	30.00
<u>BACS supplier payment issued 8th September 2020</u>	19,423.64
<u>BACS payroll payments issued 18th September 2020</u>	54,867.78
<u>BACS supplier payment issued 30th September 2020</u>	99,535.19
	173,856.61

Total of Payments	195,334.29
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Bandstand – additional drainage work (deferred from 14th September 2020)

As reported to the Annual Council Meeting held on 14th September 2020, estimates to install additional drainage to the upper eastern level of the bandstand and provide replacement coping stones to the perimeter were received in July 2020 for a sum in excess of £35,000. These works had been specified by Dorset Council Assets and Property services.

Within the total quotation received, £10,506.10 related to the replacement of 22 Purbeck coping stones.

In respect of the drainage, the specification set out a Purbeck stone retaining wall to the eastern (sea) side of the bandstand, a land drain to the rear of this wall and subsequent connections into the existing drainage systems beneath the bandstand and onto Horsecliffe Lane.

This matter was discussed at the informal Capital Projects Sub Committee meeting on August 26th and it was agreed to schedule an on-site meeting with the Town Clerk, Operations Manager, the Chairman of the Capital Projects Sub Committee and the Friends of Swanage Bandstand on Friday 11th September 2020.

Friends of Swanage Bandstand proposed that they would fund the replacement of the coping stones at the price provided. The Friends of Swanage Bandstand also proposed they would fund 6 benches and a noticeboard to be installed by the Operations Team.

Subsequent to that meeting, the Operations Manager has had further discussions with Dorset Council Assets and Property services regarding the proposed drainage works. As a result of these discussions, and considering the potential visual impact of the proposals, their scale and cost and the current limited extent of the pooling of water on the upper tier, it is recommended that these works are suspended and the area monitored over the winter period. It is further recommended that a sum of £5,000 is placed into the 2021/22 budget for the installation of a linear soakaway should the issues of water pooling in this location warrant further intervention.

Decisions required:

The Council is asked to approve the replacement of 22 Purbeck coping stones at a cost of £10,506.10 to be funded by the Friends of Swanage Bandstand and the gifting of 6 bench seats and a noticeboard to be installed by the Operations Team. The final designs and locations to be agreed with the Operations Manager.

The Council is asked to approve inclusion of the sum of £5,000 in the 2021/22 budgets for additional drainage at the bandstand should monitoring of the area determine this is required.

Gail Percival
Operations Manager

October 2020

Sport, Leisure and Wellbeing Working Party Update

(i) Skatepark – Gift of new halfpipe

The Council were approached earlier in 2020 by Lorna Haines regarding ongoing fund raising that was being undertaken by herself in order to procure a new piece of equipment to be installed in the skatepark. Lorna has undertaken consultation with a number of skate park users and based on their feedback a half pipe, much larger and higher than the existing half pipe is proposed.

Lorna is fully funding the new halfpipe and has entered into a contract with Radii Ramps for the supply and installation of the equipment. It is proposed that once this is installed, it will be gifted to the Council.

The existing half pipe will be removed to an alternative location in the skatepark and the new one will be located in its place. An onsite meeting was held on 5th October 2020 with the Sports, Leisure and Wellbeing Working Party, Lorna Haines, the Town Clerk and the Operations Manager to discuss this proposal and to agree the most appropriate location for the half pipe. This will be finalised in conjunction with Radii Ramps.

The Operations Manager has contacted Radii Ramps directly and requested:

- A copy of relevant insurance policies;
- The proposed timetable for the work;
- Requirements for access and on-site storage;
- Risk assessments to include how the working area will be kept safe and secure;
- Method statements and safe systems of working;
- Details of any sub-contractors proposed.

Decision required:

The Council is asked to approve the gifting of the new half pipe and relocation of the existing subject to satisfactory documentation being received from Radii Ramps, to be approved by the Operations Manager and Town Clerk.

(ii) #willdoes – proposals to station community support services bus in Main Beach car park

The Sports, Leisure and Wellbeing Working Party, the Town Clerk and the Operations Manager met trustees from #willdoes on 5th October 2020 at Main Beach car park. At this meeting trustees set out their proposals to station a double decker support bus in Main Beach car park. The Council has received information regarding the benefits of such buses in delivering services to young people and how they have been used in other locations and are currently awaiting further detail on the specific proposals for Swanage.

An initial location was identified in the coach space immediately adjoining the gateway that leads to the path between Forres Field and the Skate Park, thereby providing a direct link to these other youth facilities. Whilst the bus would be stationed there continuously, it would be moveable if that were necessary.

This proposal would require the Council to forego the income from one coach parking space, and there may be additional costs to instal lighting and other related improvements. Trustees also indicated that they may seek additional financial support to provide community services from that location. However, all of this can only be determined once further information is forthcoming.

Decision required:

The Council is asked to note the intention of #willdoes to station a community support services bus in Main Beach car park, and to indicate whether this proposal should be developed further in consultation with the Sport, Leisure and Wellbeing Working Party. If so, a further report will be made to a future Council meeting, most likely in January 2021.

Gail Percival
Operations Manager

October 2020

To confirm 'lead councillor' for each Council working party

Working Parties	Possible Lead Councillor	Lead Officer
Affordable Housing	CM	MA
Car Parks	TF	AS
Commercial Tenants Panel	MB	AS
Communications Strategy	TF	NC
Community Awards Panel	MB	NC
Community Emergency Plan	CM	MA
Environmental Policy	AH	CM
Events	CT	CM
Grants Panel	MB	NC
Market	CF	CM
Museum WP	MW	MA
Shore Road Closure	MW	NC
Sports, Leisure and Wellbeing	CT	MA
Waste Management	Ops Chair	GP
Website & Marketing (Tourism)	TF	CM

Please note:

Mayor & Deputy to sit on all Committees

To consider grant application - Friends of Northbrook Cemetery

Swanage Town Council



GRANT APPLICATION FORM AND GUIDANCE NOTES

GUIDELINES FOR APPLICANTS

Please read these notes carefully before completing the application form.

1. Swanage Town Council makes an annual budget of £10,000 available for grants and donations. In order to ensure a wide distribution of funds, grants will usually be for sums of less than £500. Larger grants may be considered in exceptional circumstances. In all cases applicants will be required to demonstrate financial need and the sum requested must be commensurate with the direct benefit obtained.
2. Please complete the attached form as fully as possible. If there is insufficient space on any part of the application form, please attach a separate note. The Council welcomes any additional supporting information that you believe will assist your application.
3. Requests for grant aid should be consistent with the Town Council's statement of policies and objectives (see www.swanage.gov.uk/Policies.aspx) and will normally only be considered from the following:
 - 3.1 A charity based in and/or operating within the boundaries of the civil parish of Swanage. National and regional charities must demonstrate direct local benefits.
 - 3.2 A non-profit making organisation serving the needs of Swanage or its residents.
 - 3.3 Residents of Swanage requesting grant aid with a capital project, which will be for the benefit of a wider group.
 - 3.4 A club, association or organisation serving all or part of the Swanage community.
 - 3.5 Organisers establishing new festivals and events, which will bring an economic, cultural or other benefit to the town.
 - 3.6 The Council will not provide grant aid to individuals, for the support of any political group, or to organisations that are socially exclusive (i.e. where there are restrictions on membership inconsistent with equal opportunities).
4. Applications for grant aid that do not meet the criteria set out in 3.1 to 3.5 above may be considered in special circumstances, but the Council cannot make grants retrospectively. If you wish to discuss a potential application please contact the Town Clerk either by telephone on 01929 423636, or e-mail admin@swanage.gov.uk
5. Together with this application form you should also supply the following information:
 - a minute of the meeting of the organisation stating the purpose of the funding request and authorising the application;
 - a copy of the last audited annual accounts or, in the case of smaller organisations, a recent income and expenditure statement authorised by a qualified accountant.
7. Applications will normally be considered annually as part of the Council's budget setting process. The deadline for submission is the **31st December** for grants to be paid in respect of the forthcoming financial year, from 1st April. However, if funding remains available requests will be considered at any stage during the financial year.
8. Applications will be assessed on the basis of the information supplied, against the following criteria: whether the grant will support the Town Council's policies and objectives; how well the grant will meet the economic, cultural, environmental, social or other needs of the community; availability of alternative funding; extent of fundraising activity by the applicant(s); previous grant aid from the Town Council.
9. The decision of the Town Council is final. If your application is successful you will receive written confirmation of your award. You must sign a form accepting the Council's terms and conditions and will be expected to acknowledge Council support in all communication with the media.

SWANAGE TOWN COUNCIL SMALL GRANT APPLICATION FORM

1.	Name of organisation/ applicants. If registered charity please supply charity no.	Friends of Northbrook Cemetery
2.	Name and address of responsible officer who should be contacted regarding this application.	Name: Thelma Deacon Address: Tel. No: Email:
3.	Address where activities are based.	Northbrook Cemetery, Swanage
4.	What area and/or part of the community is served?	Swanage
5.	Are there any other similar facilities or services provided in the area/district?	No
6.	Please describe the aims and objectives of your organisation and state how it currently benefits the parish and/or residents of Swanage?	<ol style="list-style-type: none"> 1. Improve the cemetery by clearing weeds, debris and litter. 2. Nurture and encourage existing wildlife. 3. Plant bee friendly trees, cornflowers and poppies. Encourage bio-diversity. 4. Provide a space to respect and reflect the living and the deceased. 5. Enhance the area in close proximity to play areas. 6. Have information boards to instruct, visitors, where graves of interest can be located. 7. Highlight significant graves to others. <p>Caring for spaces for the buried is a reflection on how our predecessors were valued and provides the opportunity to reflect on their contribution to our present community.</p> <p>A very useful book called “Saving Cemeteries” has already been purchased by the Friends.</p> <p>This book advises how to set up a group who are looking for ideas to influence the bodies that operate cemeteries, seeking ways to help cemeteries, devising activities for groups, or fundraising or apply external funding.</p>

7.	Present charges/ subscription/fees. Please attach schedule if available.	None
8.	Are there any proposals to charge or introduce charges, subscriptions or fees? If so please advise effective dates.	No
9.	Details of the project or service to be provided and how it will benefit the parish or community. Please estimate the number of beneficiaries.	<p>Monthly input from friends to improve the condition the cemetery using hand tools.</p> <p>Nurture existing flora and fauna, and encourage biodiversity.</p> <p>Provide a place for visitors to enjoy a peaceful and respected environment.</p> <p>Educate all with information boards about the historical and significant persons buried in the cemetery.</p> <p>Most of the population or whoever wishes to visit.</p>
10.	a) Proposed starting date of project or service. b) Estimated completion date.	<p>October 2020</p> <p>Ongoing</p>
11.	Please give details of the cost of the project or service.	<p>Costings not yet known, but will include-</p> <ul style="list-style-type: none"> -Tools -Information boards/panels -Seeds -Other materials
12.	Please give details of other grants awarded or applied for and sums raised through fundraising activities.	None at present time
13.	Amount of grant requested from the Town Council.	£ 500
14.	Describe how the project will be financially sustained in the future.	Friends of Northbrook Cemetery are in talks with others including Swanage and Purbeck Development Trust, Swanage Museum, Dorset Wildlife Trust and The Commonwealth War Graves Commission.

15.	Any other relevant information.	<p>Other Cemetery Friends groups operate throughout the Country and are very successful and beneficial to their local communities</p> <p>-The Friends Of Mill Road Cemetery (FOMRC) are supporting and promoting a valued open space in the heart of Cambridge and has 469 members. (This group can be viewed on Facebook.)</p> <p>-The National Federation of Cemetery Friends represents groups of volunteers interested in conserving cemeteries large and small. The Cemetery Friends give their time clearing and maintaining areas, often working with local ecology groups to maintain a balance between wildlife and heritage. Friends may also provide guided walks, open days and special events and work on projects with English Heritage and other organisations. Some groups have restored memorials and chapels.</p>
	Date: 14/08/2020	<p>Name: Thelma Deacon</p> <p>Signed:</p>

Please return your completed form to:

**Town Clerk
Swanage Town Council
High Street
SWANAGE
BH19 2NZ**

Item 14) To consider request for licence for commercial use of Town Council property and request to grant delegated authority to Visitor Services Manager

Over the last few years, a small number of commercial ‘fitness’ operators have been granted permission by the Town Council to use the parks and beach. The Town Council has imposed a range of requirements that each operator must meet before a licence is provided.

Recently officers have received a request from a local fitness instructor and their partner who would like to undertake commercial personal training on land operated by Swanage Town Council.

It is proposed that a licence is provided, contingent on the following conditions.

- a. That a standard Swanage Town Council User Agreement for events is signed, which includes the prohibition of single use plastic
- b. That instructors must be accredited with either the ‘Register for Exercise Professionals’ (REPS), ‘National Register of Personal Trainers’ (NRPT) or hold at least a Level 2 Fitness Qualification.
- c. The instructor must provide a suitable reference.
- d. The Town Council reserves the right to view the activities taking place.
- e. That the use of Forres Field is excluded from this licence.
- f. No advertising is undertaken on land operated by Swanage Town Council.
- g. Other events booked and approved on land operated by Swanage Town Council will have priority.
- h. The public will have access to the parks and open spaces and play and fitness equipment at all times.
- i. That a trial is undertaken until the end of 2020-21 at which time a review will be made of the arrangements in place.
- j. A fee of £25 to be charged for the period up to 31st March 2021 to help cover the cost of the administration of the licence.

Additionally, it is proposed that, in future, Officers are given delegated authority to agree requests for licences such as these.

Decisions required:

1. Agree the licence outlined above.
2. Agree delegated authority to officers to undertake approvals for similar personal fitness training licences in the future.

Item 15) To consider granting licence for kayak usage at Peveril boat park.

Over the last few years the Town Council has provided a licence to a small commercial operator to use the Boat Park as a base for launching of kayaks for coastal trips. These activities are limited to a maximum of six boats and are encouraged to take place at low tide, when the slipway is generally not usable by other craft, although this is not always possible.

The impact of these activities on the operation of the boat park have been limited and the trips provide a positive contribution to the tourist economy of the town. Therefore, it is proposed that a similar licence is provided for 2021 at an annual cost of £500. This will run from 1st January 2021 to 31st December 2021.

Decision required:

Agree the licence for the use of the boat park for a commercial kayak company.

Culvin Milmer
Visitor Services Manager

October 2020

To consider requests for use of Town Council property in relation to festivals and events in 2021

1. Event Management overview

Each year a sizeable number of events take place across Swanage and many of these are located on property which is managed and maintained by Swanage Town Council. The Town Council generally does not charge for these events if they bring community or economic benefits to the town. Each event organiser is required to complete a Stage 1 Application Form which provides 'provisional approval' for the event to take place. Town Council officers have some delegated authority to approve events at this stage (see below), although the majority of events will come through the Town Council for approval.

Once 'provisional approval' has been provided, the event organiser is required to provide a Stage 2 Application Form which includes the requirement to provide a risk assessment, public liability insurance, event management plan, and usually a map of the event site. Final approval is delegated to officers, which is provided once a review of documentation has taken place and assurances provided that the event will be safe and meet the requirements of the Town Council.

2. Delegated authority to Swanage Town Council officers as approved in 2018

Officers have previously been provided with delegated authority to approve the following event types:

- a) Beach cleans
- b) Basic filming requests
- c) Swanage Bandstand performances by music bands
- d) Events that involve only a small number of attendees

3. Requests to hold events on Swanage Town Council property in 2021

Due to Covid-19, no events took place during 2020. At the time of writing, the country is edging towards a second period of lockdown in parts of the UK. Events are effectively not permitted by the government due to limits around the number of people who can be in a single group.

We are all hopeful that these restrictions will be relaxed or will disappear for 2021. Event organisers are keen to 'book' events into the diary for 2021 and to attempt to make plans for next year. Many events may take on very different formats, although only time will tell.

The Visitor Services Manager will be holding a zoom meeting with event organisers on Tuesday 10th November at 6.30pm. The purpose of this meeting is to ensure that communication links remain open between the Town Council and event organisers.

Since the lockdown, the Town Council has retained a policy of not allowing any new events to take place and this has been re-iterated at each subsequent meeting. The Council are asked once again to continue this policy but allow any unusual requests to be

delegated to the 'Events Working Party'. It is recommended that this policy continues until review at the January 2021 Council meeting.

It is noted that Swanage Market and the Artisans on the Beach are both markets and are defined differently under government rules.

With regards to 2021, the Council are asked to provide provisional approval for the use of Council-owned land for requested events identified in Appendix 1. This provisional approval will be dependent on government advice and the view of the Council nearer the time with regards the Covid risk.

This is a list of all known events that are due to take place on Town Council property in 2021. It is likely that several additional events will take place, all being well, as only a limited number of applications have been received from event organisers to date. If additional applications are received, they will be brought to a future Council meeting

Decisions required

- 1) Continue policy of no events permitted due to Covid-19 on Swanage operated land with a review undertaken at the Council meeting in January 2021.
- 2) Provide provisional approval for the 2021 events detailed in Appendix 1.

Culvin Milmer
Visitor Services Manager

October 2020

Event requests for 2021

APPENDIX 1

'Greyed' rows indicate that the event is new or different to last year.

Ref. No.	Event	Date – From	Date – To	Organiser	Detail	Venue	Notes	Recommendation
005/	Sunrise Service	04-Apr-21	04-Apr-21	United Reform Church	Easter Morning Sunrise Service 2019	Beach	As 2019	Approve event
	Jurassic Coast Challenge 100km walk and run with the first rest stop at Days Park.	15-May-21	16-May-21	Action Challenge	Jurassic Coast Challenge 100km walk and run with the first rest stop at Days Park. Event run previously in 2018 and 2019	Days Park	As 2019 - £350 was charged in 2019	Approve event at a charge of £350
006/	Swanage Classic 2021	22-May-21	22-May-21	Swanage Classic	Kayak fishing tournament	PAG / Monkey Beach	As 2019	Approve event
	Swanage Fish Festival	12-Jun-21	13-Jun-21	Fish Festival	Demo and stalls celebrating all things fishy	PAG	As 2019	Approve event
007/	Liberty Parade – Armed Forces	21-Jun-21	21-Jun-21	Armed Forces	Liberty Parade through town	Possibly Hard Standing	New (was due to be held in 2020)	Approve event
001/	Swanage Triathlon Festival	03-Jul-21	04-Jul-21	Challenging Events	Challenging Events triathlon including open water swim	Sandpit / Beach	As 2019	Approve Event
003/	SISATA	24-Jul-21	26-Jul-21	Sisata	A daily afternoon un-ticketed open air performance of 'Antigone'.	PAG	As 2019	Approve Event
002/	Swanage Regatta and Carnival	31-Jul-21	07-Aug-21	Swanage Carnival	Week-long series of activities	All	As 2019	Approve event
008/	Lifeboat Week	13-Aug-21	22-Aug-21	RNLI	Various activities	Various	As 2019	Approve event

009/	Swanage Folk Festival	17-Sept-21	19-Sept-21	Folk Festival	Community Folk Festival based on Sandpit Field and venues around the town with music concerts, workshops and dance demonstration	Various	As 2019	Approve event
010/	Purbeck Festival	25-Sep-21	26-Sep-21	Planet Purbeck	Various environmental themed activities including stalls, alcohol, food, talks and live music	PAG	New	Approve event

Culvin Milmer
 Visitor Services Manager
 October 2020