

**SWANAGE TOWN COUNCIL**

Dr Martin Ayres  
Town Clerk

Town Hall  
SWANAGE  
Dorset  
BH19 2NZ

16<sup>th</sup> May 2023

Dear Councillor

**Local Government Act 1972**

You are summoned to attend the **ANNUAL MEETING** of the Swanage Town Council that will be held at **THE TOWN HALL, HIGH STREET, SWANAGE** on **MONDAY, 22<sup>nd</sup> MAY 2023** at **7.00 p.m.** for the purpose of transacting the business mentioned in the Agenda.

Yours sincerely

*M.K. Ayres*

Town Clerk

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**PLEASE NOTE:**    **15 MINUTES OF PUBLIC PARTICIPATION TIME WILL BE HELD AT 7.00 P.M. PRIOR TO THE COMMENCEMENT OF THE MEETING.**

Although legal restrictions in relation to the Covid-19 pandemic have been lifted, Swanage Town Council will, in accordance with advice issued by Public Health Dorset, continue to take appropriate precautions to limit the risk of transmitting the disease and politely asks those planning to attend this meeting to do the following:

- at the earliest opportunity notify the Council of your intention to attend by e-mail [admin@swanage.gov.uk](mailto:admin@swanage.gov.uk) or telephone 01929 423636, because capacity will continue to be carefully managed;
- stay at home if you feel unwell and/or have Covid symptoms;
- wear warm clothing to the meeting as doors and windows will be open for ventilation purposes;
- be mindful of others and respectful of their personal space.

The latest advice from Public Health Dorset can be found here: [News and updates - Public Health Dorset - Dorset Council](#)

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To all Members of the Council

**AGENDA**

1. To elect the Town Mayor and receive Declaration of Acceptance of Office.
2. To appoint the Deputy Town Mayor and receive Declaration of Acceptance of Office.

3. Declarations of Interest and consideration of requests for Grants of Dispensations (Councillors are reminded of their obligations to declare their interests in accordance with Section 9 and Appendix B of the Council's Code of Conduct).
4. To report apologies (if any) received from Members for inability to attend the Meeting.
5. To appoint representatives to outside bodies. (Schedule enclosed).
6. To appoint the following Committees:-
  - (a) Community Services
  - (b) Environment & Green Spaces
  - (c) Personnel
  - (d) Planning & Consultation
  - (e) Tourism & Local Economy
7. To appoint Chairmen of the above Committees and confirm membership of the Finance & Governance Committee.
8. To appoint Councillor members of the following Advisory Committees:-
  - (a) Coastal Change and Beach Management (to report to Tourism & Local Economy and Environment & Green Spaces Committees).
  - (b) Traffic Management (to report to Community Services Committee).
9. To appoint Council Working Parties. (Schedule enclosed).
10. To consider the payment of any subscriptions falling to be paid annually. (Schedule enclosed).
11. To approve a calendar of meetings for 2023/24 and 2024/25. (Copy enclosed).
12. To approve as a correct record the Minutes of the following Meetings:-
  - (a) Monthly Meeting of the Council held on 24<sup>th</sup> April 2023. (Copy enclosed).
13. To approve as a correct record the Minutes of the following Committee Meetings, and consider the recommendations contained therein:-
  - (a) Planning and Consultation Committee held on 2<sup>nd</sup> May 2023. (Copy enclosed).
14. To receive reports from the following Working Party Meetings:-
  - (a) Communications Strategy, 26<sup>th</sup> April 2023.
  - (b) Museum, 28<sup>th</sup> April 2023.
  - (c) Accessibility, 10<sup>th</sup> May 2023.
15. Budget Monitoring:-
  - (a) Statement of Cash Balance as at 30<sup>th</sup> April 2023. (Copy enclosed).
16. Monitoring Payment of Accounts. (Schedule enclosed).
17. Seafront Masterplan – To agree next steps, including public engagement. (Briefing note enclosed).
18. Swanage Disability Reference Group – Proposed Terms of Reference. (Briefing note enclosed).

19. Reporting of delegated matters.
  20. Report from Dorset Councillors.
  21. Reports from Council representatives on outside organisations.
  22. Items of Information and Matters for Forthcoming Agendas.
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