

**SWANAGE TOWN COUNCIL**

Dr Martin Ayres  
Town Clerk

Town Hall  
SWANAGE  
Dorset  
BH19 2NZ

4<sup>th</sup> November 2022

Dear Councillor

**Finance & Governance Committee**

A meeting of the above Committee will be held at the **TOWN HALL, SWANAGE** on **WEDNESDAY, 9<sup>th</sup> NOVEMBER 2022** at **9.30 a.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 9.30 A.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 in the Council Chamber will continue to be carefully managed to avoid crowded situations;
- take a lateral flow test prior to the meeting;
- stay at home if you receive a positive test result or if you have COVID-19 symptoms;
- wear warm clothing to the meeting as doors and windows will be open for ventilation purposes;
- wear a face covering upon entry until seated in the Council Chamber;
- 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 The Town Mayor, Deputy Mayor,  
Councillors Bishop, Bonfield, Harris, Tomes, Trite and Whitwam.  
All Councillors and Chief Officers

## AGENDA

1. Apologies.
  2. 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).
  3. Review of Terms of Reference. (Copy enclosed)
  4. Capital Projects Sub-Committee:
    - (a) To confirm membership 2022/23.
    - (b) To approve minutes of the meetings held on 8<sup>th</sup> June and 7<sup>th</sup> September 2022. (Copy enclosed)
    - (c) To review Terms of Reference. (Copy enclosed)
  5. Financial Reports:
    - (a) Income & Expenditure Account Q2 2022/23.
    - (b) Treasury Management Outturn Report H1 2022/23.
    - (c) Capital Programme Monitoring Report. (Copies enclosed)
  6. Budget Setting 2023/24
    - (a) Timetable and Agreement of Budget Principles. (Information to follow)
    - (b) To confirm Shore Road Beach Huts-Charges 2023/24. (Information enclosed)
  7. Internal Audit Report 2022/23 - Visit 1 of 6. (Copy enclosed)
  8. To consider Council Priorities/Work Plan.
    - (a) Outturn Summer/Autumn 2022.
    - (b) Proposed Plan Winter/Spring 2022/23. (Papers enclosed)
  9. Health & Safety Report – April to September 2022. (Copy enclosed)
  10. Items of Information and Matters for Forthcoming Agendas.
    - Ethical Investments
    - Freedom of Information Act 2000 – Adoption of revised Publication Scheme
    - Update on Action Points from Internal Audit Report 2021/22
    - Review of Terms of Reference of all Council Committees
  - \* 11. To consider financial impact of potential review of Salary and Grading Structure. (Briefing note to follow)
  - \* 12. Review of Charitable Trust Governance – consideration of legal advice. (Briefing note to follow)
  13. Date of Next Meeting
- \* Under Standing Order No. 1) c), it is envisaged that in view of the confidential nature of the business to be transacted, it is advisable in the public interest that the press and public will be excluded from the Meeting during consideration of agenda item 11 (due to data protection requirements) and item 12 (in relation to legal advice).
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