

**SWANAGE TOWN COUNCIL**

Dr Martin Ayres  
Town Clerk

Town Hall  
SWANAGE  
Dorset  
BH19 2NZ

8<sup>th</sup> May 2024

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, 13<sup>th</sup> MAY 2024** 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.**

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To all Members of the Council

**A G E N D A**

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. Delivery of Councillor Declarations of Acceptance of Office and to determine whether or not to agree a deadline for delivery of any not yet received.
4. 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).
5. To report apologies (if any) received from Members for inability to attend the Meeting.
6. To appoint the following Standing 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 appoint representatives to outside bodies. (Schedule enclosed).
  11. To consider the payment of any subscriptions falling to be paid annually. (Schedule enclosed).
  12. To approve a calendar of meetings for 2024/25. (Copy enclosed).
  13. General Power of Competence – To confirm that the Town Council continues to meet the eligibility criteria set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. (Briefing note enclosed).
  14. To approve as a correct record the Minutes of the following Meetings:-
    - (a) Monthly Meeting of the Council held on 25<sup>th</sup> March 2024.
    - (b) Extraordinary Meeting of the Council held on 29<sup>th</sup> April 2024.(Copy enclosed).
  15. 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 8<sup>th</sup> April 2024.
    - (b) Personnel Committee held on 17<sup>th</sup> April 2024.
    - (c) Extraordinary Finance and Governance Committee held on 25<sup>th</sup> April 2024.
    - (d) Planning and Consultation Committee held on 29<sup>th</sup> April 2024.(Copy enclosed).
  16. Budget Monitoring:-
    - (a) Statement of Cash Balance as at 31<sup>st</sup> March 2024.
    - (b) Statement of Cash Balance as at 30<sup>th</sup> April 2024. (Copies enclosed).
  17. Monitoring Payment of Accounts. (Schedule enclosed).
  18. Reporting of delegated matters.
  19. Report from Dorset Councillors.
  20. Reports from Council representatives on outside organisations.
  21. Items of Information and Matters for Forthcoming Agendas.
    - (a) Signing of Armed Forces Covenant.
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