

Item 6) To appoint the following Committees

SWANAGE TOWN COUNCIL – PROPOSED COMMITTEES 2024/25

Community Services Committee

Environment and Green Spaces Committee

Finance and Governance Committee

Personnel Committee

Planning and Consultation Committee

Tourism and Local Economy Committee

Item 7) To appoint Chairmen of the above Committees and confirm membership of the Finance and Governance Committee

PROPOSED COMMITTEE CHAIRMEN AND FINANCE AND GOVERNANCE COMMITTEE 2024/25

Community Services Committee

Environment and Green Spaces Committee

Personnel Committee

Planning and Consultation Committee

Tourism and Local Economy Committee

Finance and Governance Committee

(To consist of the Town Mayor, Deputy Mayor, and Chair of each of the Council's Standing Committees).

Item 8) To appoint Councillor members of the following Advisory Committees

PROPOSED COUNCILLOR MEMBERS OF ADVISORY COMMITTEES 2024/25

Coastal Change and Beach Management Advisory Committee

Traffic Management Advisory Committee

Annual Council Meeting – Monday 13th May 2024

Agenda Item 9)

To appoint Council Working Parties

PROPOSED WORKING PARTIES 2024/25

Accessibility

Beach Hut

Car Parks

Communications Strategy

Community Awards Panel

Emergency Health Services

Environmental Policy and Action Plan

Events

Grants Panel

Lower Grammar School Field

Market

Museum

Public Conveniences

Property Panel

Seafront Masterplan

Shore Road Closure

Sport, Leisure and Wellbeing

Tourism Marketing

Vexatious Correspondence Policy

Waste Management

Lead Councillors 2024/25

Accessibility

Beach Hut

Car Parks

Communications Strategy

Community Awards Panel

Emergency Health Services

Environmental Policy

Events

Grants Panel

Lower Grammar School Field

Market

Museum

Public Conveniences

Property Panel

Seafront Masterplan

Shore Road Closure

Sport, Leisure and Wellbeing

Tourism Marketing

Vexatious Correspondence Policy

Waste Management

To appoint representatives to outside bodies

PROPOSED REPRESENTATIVES ON OUTSIDE BODIES 2024/25

Citizens Advice Bureau

Dorset Association of Parish & Town
Councils

Dorset Coast Forum

Herston Village Hall Management Committee

Herston Reading Room

Mowlem Institute Trust

Purbeck Rail Partnership

Purbeck Transport Action Group

SE Purbeck Parishes Liaison Group

Sustainable Swanage Group

Swanage Childrens' Centre

Swanage Community Land Trust

Swanage Fairtrade

Swanage Museum

Swanage Pier Trust

Swanage Regatta & Carnival Committee

Swanage Town & Community Partnership

Swanage2027 Steering Committee

Swanage Town & Herston Football Club -
Days Park Development Forum

The Centre Management Board

Wellbeing Swanage

ANNUAL SUBSCRIPTIONS 2024/25

Renewal	Date	Amount (Approx.) £
National Association of Memorial Masons	1 st January	264.00
Campaign to Protect Rural England	1 st February	36.00
Fields in Trust	1 st February	65.00
National Association of British Markets	1 st March	384.00
Dorset Association of Parish & Town Councils (NALC)	1 st April	1444.56
Institute of Cemetery & Crematorium Management	1 st April	95.00
Rural Market Town Group	1 st April	133.00
South West Councils	1 st April	582.00
British Destinations	1 st June	100.00
National Society of Allotment & Leisure Gardeners	1 st August	66.00
The Ancient and Honourable Guild of Town Criers	1 st August	30.00

Council and Committee Meeting Schedule
May 2024-July 2025

	Council Meetings		Committee Meetings					Advisory Committee Meetings	
N.B. All Meetings start with fifteen minutes of Public Participation Time	Council	Planning & Consultation	Finance & Governance	Community Services	Environment & Green Spaces	Tourism & Local Economy	Personnel	Coastal Change & Beach Management (reports to Environment & G S and Tourism & L E Committees)	Traffic Management (reports to Community Services Committee)
	Monday		Wednesday						
Commencing	7pm	6.30pm	11.30am	2.15pm	2.15pm	2.15pm	9.30am	2.15 pm	2.15pm
2024 May	13* & 29 (Weds)▲								
June	< 24 >	3			26			12	5
July	22	1	24	17		3			
August		5							
September	16##	9							
October	21	7			23		16	2	9
November	18	4	6	6		27			
December	16	2	11						
2025 January	20# & 27	6	15						
February	24	3	26		26			12	26
March	24**	3	12	12		19			
April	28	7					23		
May	19* & 28 (Weds)▲	7 (Weds)							
June	23	2			25			4	11
July	21	7	23	16		9			

* Annual Council Meeting (Election of Mayor)

▲ Final Accounts

Annual Estimates Meeting

This Meeting will be held in The Swanage School, Main Hall, High Street

** This Meeting will be held in the Methodist Church, High Street

N.B. The Annual Parish Assembly is scheduled to take place on 17th March 2025 at The Centre, Chapel Lane

Meetings of the Neighbourhood Plan sub-committee and Capital Projects sub-committee will be held as required

< > Reserve date

Confirmation of eligibility to exercise General Power of Competence

Since June 2016 the Town Council has held the General Power of Competence, which was introduced by the Localism Act of 2011. This power is described by central government as “*the power to do anything that individuals generally may do*” as long as they don’t act in contravention of other statutory provisions. A fact sheet is attached at the end of this briefing note to explain the power in more detail.

To be eligible to exercise this power, town and parish councils must fulfil two key criteria: that at least two-thirds of councillors have been elected, and that they employ a qualified clerk who has received training on the use of the General Power of Competence (GPC). Swanage Town Council meets these criteria, with all twelve town councillors having been elected and the Town Clerk holding the Certificate in Local Council Administration, with distinction.

In order to be able to continue to exercise the power, the Town Council must pass a resolution confirming that it meets the qualifying criteria at the first meeting after the ordinary election of councillors.

The GPC empowers the Town Council to act in confidence in developing its services for local residents. As the fact sheet explains, ‘its key importance is in being a ‘power of first resort’; this means that when searching for a power to act, the first question to ask is whether you can use the GPC’. This removes the former obligation of having to identify specific statutes to authorise Council actions.

Decision Required

To resolve that Swanage Town Council fulfils the eligibility criteria to exercise the general power of competence, as follows:

- the number of councillors elected at the last ordinary election, equals or exceeds two thirds of its total number of councillors;
- The Town Clerk holds the Certificate in Local Council Administration and has completed relevant training in the General Power of Competence.

Martin Ayres
Town Clerk

May 2024

The General Power of Competence **An introduction to key facts for local councils¹**

Local councils in England were given a 'general power of competence' (GPC) in the Localism Act 2011, sections 1 to 8. This paper explains the freedom granted by the general power, the criteria to be met before a local council can use it and some restrictions on using the power. It notes the CiLCA questions and pass criteria (see also the Portfolio Guide 2012) and some useful weblinks. The power does not apply to parish meetings or to local authorities in Wales.

The freedom of the GPC

Councils no longer need to ask whether they have a specific power to act. The GPC (LA 2011 s1(1)) gives local authorities, including eligible local councils, "*the power to do anything that individuals generally may do*" as long as they don't break other laws. It is a 'power of first resort'; this means that when searching for a power to act, the first question you ask is whether you can use the GPC. To find the answer, you ask whether an individual is normally permitted to act in the same way. For example:

- An individual can't impose taxes on other people – so a local council can't use the GPC to raise taxes.

On the other hand, an individual

- could run a community shop or post office (provided they abide by relevant rules) – so a local council can do likewise;
- can set up a company to provide a service. The GPC clearly permits a local council to engage in commercial activity as long as it sets up a company or co-operative society (s4) for this purpose.

Sometimes a council can do things that an individual can't do – such as creating byelaws, raising a precept or issuing fixed penalty notices - but it must do so using the specific original legislation. The GPC does not mean that the council can delegate decisions to individual councillors – this is a procedural matter that remains enshrined in law.

The Government hopes that the GPC gives local councils confidence in their legal capacity to act for their communities. It encourages councils to use this power to work with others in providing cost-effective services and facilities in innovative ways to meet the needs of local people. The council can lend or invest money; it can trade; it can even sell energy to the National Grid. If another authority has a statutory duty, then it remains their duty to provide that service (eg education, waste collection, social services) but local councils can still help out. For example, a local council can support a school in many ways, just as an individual might. It could even help a community trust to run a local school.

The council can undertake activities using the GPC anywhere – not just in the parish (s1(4a)). It isn't necessary to worry whether the activity is for the benefit of the council, the area or the community (s1(4c)) although, in practice, parishioners might object if they can't see the benefit! And unlike the Local Government Act 1972, s137, it doesn't matter whether there are any other specific powers permitting the council to take action (s1(5)). So, for example, a council can use the GPC to build a sports facility even though there is another power enabling it to do the same thing (Local Government (Miscellaneous Provisions) Act 1976 s19).

¹ Parish, town and neighbourhood councils in England

As always, the council is expected to act in accordance with the general principle of 'reasonableness' established by the Wednesbury court case in 1948. The judgement made it clear that a council can exercise reasonable discretion when interpreting legislation provided that it justifies its decision in terms of relevant, rather than irrelevant, matters.

Criteria for eligibility

The freedom of the GPC is available to local councils that meet two criteria for eligibility (LA 2011 s8) set out in a statutory instrument known as the *Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012* that came into force in April 2012.

A local council must decide, at a full meeting of the council, that it meets the criteria for eligibility at that particular point in time. A resolution to this effect must be written clearly in the minutes of that meeting. The council is then required to revisit that decision and make a new resolution at every 'relevant'² annual meeting of the council to confirm that it still meets the criteria (if it does). This means that eligibility remains in place until the first annual meeting of the council after the ordinary election even if the condition of the eligibility criteria has changed. The two criteria are:

Elected councillors

At the precise moment that the council resolves that it meets the criteria, the number of councillors elected at the last ordinary election, or at a subsequent by-election, must equal or exceed two thirds of its total number of councillors.

Elected councillors include all councillors who stood for election whether or not the election was contested. Co-opted or appointed councillors do not count as they are not elected.

The total number of councillors means the number of seats on the council including those that might be vacant.

If two thirds is not a whole number, then it must be rounded up to the next whole number. For example, if the number of councillors in total is 8 and two thirds is approximately 5.3, then the number of councillors that must be elected is 6.

Total council seats	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
Two thirds	4	4	5	6	6	7	8	8	9	10	10	11	11	12	12	13	14

The qualified clerk

The clerk must hold at least one of the sector-specific qualifications and should have completed the relevant training designed as part of the National Training Strategy for local councils. From April 2012, this training is undertaken as part of a clerk's preparation for one of the recognised sector-specific qualifications. Where a clerk studied for one of these qualifications before April 2012, they undertake the relevant training and must pass the short section 7 of CiLCA 2012 in order to be fully qualified for the purposes of the GPC (see below)³.

The recognised sector-specific qualifications are:

² A 'relevant' annual meeting is the annual meeting of the council after the ordinary election that normally takes place every four years. The confirmation does not have to take place every year.

³ A clerk who studied the University of Gloucestershire module covering law for local councils before the academic year 2012/13 (but who doesn't have CiLCA 2012) must also pass Section 7 of CiLCA 2012.

The Certificate in Local Council Administration (CiLCA) awarded by the Monitoring and Verification Board (or previously by the AQA)

The higher education qualifications for clerks awarded by the University of Gloucestershire or its predecessor institutions, namely:

The Certificate of Higher Education in Local Council Administration

The Certificate of Higher Education in Local Policy

The first level of the Foundation Degree in Community Engagement and Governance (the Level Four course)

Any equivalent successor qualification

It is important that the council pays attention to the advice of its trained and qualified clerk when taking decisions to ensure that it acts lawfully.

Since the GPC can be used for most of the activities of the council rather than for unusual one-off projects, the council cannot employ a clerk on a short-term contract specifically for using the power. If the council loses its qualified clerk or has insufficient elected councillors, then it must record its ineligibility at the next 'relevant' annual meeting of the council (that is the one, after the next ordinary election). If it has already started an activity under the GPC for which there is no other specific power, it remains eligible for the purpose of completing *that* activity, but it can't start anything new under the power until it is in a position to make the formal decision that it meets the criteria. The council must go back to identifying whether it has a specific power to act and use the restricted s137 if there is no appropriate specific power. When entering into a contract under the GPC, a council should be cautious if the contract lasts beyond the next annual meeting when the council might no longer be eligible to use the GPC. There is a risk of legal action if the council ends the contract unexpectedly. It is wise to seek legal advice when setting up the contract.

Risks and restrictions limiting the GPC

There are some risks associated with using the GPC. Inadequate community support or insufficient funding are significant risks while there are several statutory or legal restrictions that a local council should consider before using the power. Clerks and councillors should be aware of the following restrictions that potentially could limit the use of the GPC.

- If a council is already subject to a statutory duty, then that duty remains in place. So, for example, a local council that is eligible to use the GPC must continue to abide by its duties. For example:
 - The council has a duty to act with regard to the likely effect on crime and disorder and to do all it can to prevent crime and disorder in its area (Crime and Disorder Act 2006 s17).
 - The Natural Environment and Communities Act 2006 s40 imposes a duty on local councils to consider conserving biodiversity in exercising its functions.
 - The Smallholding and Allotments Act 1908 s23(1) gives councils a duty to provide allotments if they are of the opinion that there is a demand for them.
- There are also many procedural and financial duties that remain in place for regulating the governance of a local council.

- Furthermore, the council must comply with employment law, Health and Safety legislation, equality legislation and duties related to data protection and freedom of information for example.
- The council must set up a company or co-operative society if it wishes to trade. If the council sets up a company or co-operative society it must abide by company law. Councils are advised to refer to more detailed Government guidance on trading and on charging (see links below). The council can charge for services provided under the GPC⁴.
- If the council wants to invest in a local business to support the local economy, it should follow Government advice on investment (see links below). If it wishes to support a community enterprise, an economic development grant might be a sensible option.
- Remember, if another authority has a statutory duty, then it remains their duty to provide that service (eg education). If you are worried that you might be encroaching on another authority's duty, then ask whether an individual, a private company or a community trust might be able to step in and help. If they can, then so can the local council (although it might need to set up an appropriate delivery body first).
- If the action the council wishes to take is also covered by a specific power then any restrictions that apply to the overlapping power are still in force. So if existing legislation requires the council to ask permission before acting, then it must do so. For example, the council asks permission from the Highways Authority before doing work on roadside verges.

The GPC is a power and not a source of money. It cannot be used to raise the precept and if loans are needed then normal procedures apply. The council can seek other sources of finance such as the Community Infrastructure Levy, grant funding, sponsorship, commercial activity and agreements with other authorities. As always, the council should ensure support from local taxpayers.

So councils cannot use the GPC primarily to raise money but they can receive income as a consequence of using the power for a different primary purpose. For example, a council could give financial assistance to a struggling local enterprise by purchasing share capital just as any individual could. Similarly the council could lend money to support a local activity and earn interest on the loan and it can raise sponsorship for a community project.

Although councils are encouraged to be innovative, they should be aware of the risks involved in using the power in addition to a lack of money or community support. For example:

- There is a risk of being challenged
- Trading activities could damage competing local activities
- The council risks its reputation and public money if a project goes wrong

S137 and the power of well-being (PWB)

How do these two powers relate to the GPC?

⁴ If councils have a statutory **duty** to provide a service **free of charge**, they cannot charge for that service. This provision applies to principal authorities but does not affect local councils as they are not required by law to provide **any** services free of charge

- The money that can be spent under the Local Government Act 1972 s137 is limited while the power is restricted by regulations for use and scope; for example, councils must keep specific accounts for s137, they cannot use the power to give money to individuals and spending must be commensurate with the benefit gained. In addition a council can't use s137 if another specific power exists. A council that is eligible to use the GPC can no longer use s137 as a power for taking action for the benefit of the area or its community (Sch 1(1))⁵.
- The PWB (Local Government Act 2000 s2) offered councils more opportunity to improve and promote the economic, social and environmental well-being of an area and its community with no restrictions on spending. However, in England it has now been replaced by the general power of competence which offers even more freedom to act. Transitional arrangements allow councils to complete projects started under the PWB.

Further changes affecting the GPC

The Secretary of State for Communities and Local Government has the power to change the enacted legislation (s5) so it is important to keep up to date with legal advice. Changes will not be made without consultation and should therefore come as no surprise. The Government is keen to know whether there are any additional restrictions affecting the use of the GPC so that it can consider removing them. Contact the Society of Local Council Clerks or the National Association of Local Councils (via your County Association) if you wish to draw attention to any legislative constraints affecting the use of the power.

⁵ Note that s137(3) which permits the council to contribute to UK charities, public sector funds and public appeals remains in place.

Draft Minutes of the Meeting of the Swanage Town Council
held at the Methodist Church, High Street, Swanage on
MONDAY, 25th MARCH 2024 at 7.00 p.m.

PRESENT:-

Councillor T. Foster – Chairman

Councillor J. Bishop
Councillor M. Bonfield
Councillor A. Harris
Councillor D. Monkhouse
Councillor G. Suttle
Councillor C. Tomes
Councillor W. Trite
Councillor M. Whitwam

In addition to Members of the Council and officers, nine members of the public and one Member of the local press attended the Meeting.

Public Participation Time

The following matters were raised during Public Participation Time:-

- Further to recent discussions at the Community Services Committee meeting, an update was provided by a representative from the Swanage Skatepark Community Group. It was reported that a recent survey, which had attracted 170 responses, highlighted a desire for smaller ramps, creating an accessible skatepark for all abilities. The Skatepark Group anticipated raising £100,000 by the end of 2024 and that Sport England would fund £10,000 when the group had raised £20,000. A fundraising event, financed by #Willdoes, would be held on Saturday 1st June 2024 and would include workshops, lessons for skateboarders and exhibitions from professional BMX riders and skaters.
- In regard to agenda item 21 (b) a representative of Swanage Railway explained the proposed redesign of the Swanage Railway building, which would provide better accessible facilities for disabled visitors. It was noted that there was a vision for the future layout of the station and discussions were underway with the bus company to achieve a cohesive area for the railway and better layout for all users of the facilities.

Reverend Karen James, Minister at the Methodist Church, offered a short prayer before the commencement of the Meeting.

The Chairman opened the Council Meeting at 7.15 p.m.

190. **Apologies**

Apologies for their inability to attend the Meeting were received from Councillors Finch and Moreton. Councillor Rogers attended the meeting remotely.

191. **Declarations of Interest**

Members were invited to declare their interests and consider any requests for Grants of Dispensations in accordance with Section 9 and Appendix B of the Council's Code of Conduct.

Agenda Item No. 15 – Councillor Suttle declared a disclosable pecuniary interest under the Code of Conduct by reason of a business connection.

Agenda Item No. 21 – Councillor Whitwam declared a non-pecuniary interest under the Code of Conduct by reason of being a trustee of Swanage Railway.

192. **Minutes**

(a) Proposed by Councillor Tomes, seconded by Councillor Bishop, and
RESOLVED UNANIMOUSLY:-

That the Minutes of the Council Meeting held on
29th January 2024 be approved as a correct record
and signed.

(b) Proposed by Councillor Trite, seconded by Councillor Bonfield, and
RESOLVED UNANIMOUSLY:-

That the Minutes of the Extraordinary Council
Meeting held on 26th February 2024 be approved as
a correct record and signed.

193. **Planning and Consultation Committee**

(a) Proposed by Councillor Harris, seconded by Councillor Bonfield and
RESOLVED UNANIMOUSLY:-

That the Minutes of the Planning and Consultation
Committee Meeting held on 5th February 2024 be
approved as a correct record and signed.

Consideration was given to the following recommendation contained in
the Minutes:-

7) **Date of next meeting**

Proposed by Councillor Harris, seconded by Councillor Bonfield and
RESOLVED UNANIMOUSLY:-

That the date of the Planning and Consultation
Committee meeting scheduled for 8th May be
rescheduled to Monday 29th April 2024 (prior to the
Annual Council Meeting on 13th May 2024 when
the new members of the Committee would be
appointed for 2024/25 and following the local
elections on 2nd May 2024).

194. **Finance and Governance Committee**

(a) Proposed by the Town Mayor, seconded by Councillor Tomes and
RESOLVED UNANIMOUSLY:-

That the Minutes of the Finance and Governance
Committee Meeting held on 21st February 2024 be
approved as a correct record and signed.

Consideration was given to the following recommendation contained in
the Minutes:-

5) **Treasury Management and Investment Strategy Statement
(TMISS) 2024/25**

Proposed by the Town Mayor, seconded by Councillor Trite and
RESOLVED UNANIMOUSLY:-

That the Treasury Management and Investment
Strategy Statement 2024/25 be adopted.

195. **Environment and Green Spaces Committee**
(a) Proposed by the Town Mayor, seconded by Councillor Monkhouse and
RESOLVED UNANIMOUSLY:-
That the Minutes of the Environment and Green
Spaces Committee Meeting held on 28th February
2024 be approved as a correct record and signed.

196. **Planning and Consultation Committee**
(a) Proposed by Councillor Harris, seconded by Councillor Bonfield and
RESOLVED UNANIMOUSLY:-
That the Minutes of the Planning and Consultation
Committee Meeting held on 4th March 2024 be
approved as a correct record and signed.

197. **Community Services Committee**
(a) Proposed by Councillor Bonfield, seconded by Councillor Monkhouse and
RESOLVED UNANIMOUSLY:-
That the Minutes of the Community Services
Committee Meeting held on 13th March 2024 be
approved as a correct record and signed.

Consideration was given to the following recommendation contained in
the Minutes:-

- 6) **Shore Road improvements**
Proposed by Councillor Bonfield, seconded by Councillor Whitwam and
RESOLVED UNANIMOUSLY:-
That the Town Council approves a budget allocation
of £5,400 to fund the Shore Road modelling work
and data collection in the summer 2024.

198. **Finance and Governance Committee**
(a) Proposed by the Town Mayor, seconded by Councillor Bishop and
RESOLVED UNANIMOUSLY:-
That the Minutes of the Finance and Governance
Committee Meeting held on 20th March 2024 be
approved as a correct record and signed.

Consideration was given to the following recommendations contained in
the Minutes:-

- 6) **Procurement of Utilities**
Proposed by the Town Mayor, seconded by Councillor Tomes and
RESOLVED UNANIMOUSLY:-
That the Town Council commits to procuring
electricity from September 2024 via the LASER
framework flex green basket.
- 12) **Annual Review of Risk Register**
Proposed by Councillor Bonfield , seconded by Councillor Bishop and
RESOLVED UNANIMOUSLY:-
That the amended Corporate Risk Register for
2024/25 be adopted.

199. **Tourism and Local Economy Committee**
(a) Proposed by Councillor Tomes, seconded by the Town Mayor and RESOLVED UNANIMOUSLY:-
That the Minutes of the Tourism and Local Economy Committee Meeting held on 20th March 2024 be approved as a correct record and signed.
200. **Statement of Cash Balance**
(a) A Statement of Cash Balance as at 31st January 2024 was submitted for information (a copy attached at the end of these Minutes).
(b) A Statement of Cash Balance as at 29th February 2024 was submitted for information (a copy attached at the end of these Minutes).
201. **Payment of Accounts**
In accordance with Regulations 5 and 6 of the Council’s Financial Regulations, the following Payment Schedules were submitted for information:-
 - Payment Schedule 10, amounting to £1,132,880.58.
 - Payment Schedule 11, amounting to £937,037.04.
202. **Chairman’s Announcements**
The Town Mayor took the opportunity to celebrate the successes of the town and thanked those who strive to make the town a wonderful place to live, which included:
 - Beach Buddies – praise was given to the volunteers who clean the beach every week in all weather.
 - Mowlem Theatre – for its contribution to culture and entertainment.
 - Lifeboat Station – for making the sea safer for all users of the bay.
 - Friday Market – praise was given to the management of the market, with stall holders reporting on the friendliness of the staff and customers.
 - Swanage Information Centre – congratulations were offered to the Information Centre staff following their achievement in winning Gold at the Southwest Tourism Excellence Awards.
203. **Commemoration of 50th Anniversary of Swanage Town Council**
It was noted that Swanage Town Council had been established for 50 years, with the first meeting of the newly appointed council having taken place in the spring of 1974. Members noted that a 50th anniversary logo would be used on the Town Council’s website, social media and on staff email footers and that other ways to mark the occasion would be considered throughout the year.
It was AGREED:-
That the Town Council approves the use of a logo to commemorate the 50th Anniversary of Swanage Town Council.
204. **Working Party Updates and Recommendations**
(a) **Environmental Policy and Action Plan, 6th February 2024**
Further to Minute No. 10 of the Environment and Green Spaces Committee meeting held on 28th February 2024, it was noted that the Environmental Community Engagement Plan was approved and adopted at that meeting and that the working party were delegated to oversee the delivery of the plan.
(b) **Day’s Park Development Forum, 28th February 2024**
Further to Minute No. 181 of the Council meeting held on 29th January 2024, it was reported that the Day’s Park Development Forum had subsequently received improved plans for the proposed development. It was anticipated that the newly

elected council would have the opportunity to view the plans and that community engagement would be sought in order to inform residents and progress the project.

(c) **Car Parks, 1st and 15th March 2024**

It was noted that the outcome of the working party's deliberations would be reviewed under Agenda item 13.

(d) **Property Panel, 13th March 2024**

It had been reported under Minute No. 8 of the Tourism and Local Economy Committee, that two concessions were being developed on the hardstanding, now known as 'Shore Place', subject to legal and planning permissions, and an update would be reported to a future meeting.

(e) **Beach Huts, 15th March 2024**

Further to Minute No. 6 of the Tourism and Local Economy Committee meeting held on 20th March 2024, the recommendations regarding the charity beach hut allocation, as set out by the Beach Hut working party, were approved.

(f) **Market, 22nd March 2024**

Consideration was given to a briefing paper prepared by the Visitor Services and Business Development Manager (VSBDM), which outlined the recommendations of the Market working party, which had been informed following feedback received from a visit to the market by the VSBDM and the Town Mayor.

The recommendations were as follows:

- 1) Traders that pay for a whole 12-month season for a pitch of 12 metres or more to be provided with up to 6 parking permits free of charge for North Beach Car Park for one year as a trial, to be reviewed by the Market Working Party.
- 2) Traders that pay for a whole 12-month season for a pitch of 12 metres or more to be permitted to park up to two vehicles within the market at no additional cost. Any further vehicles, located within the market and subject to the permission of the Market Attendant, will be required to purchase an appropriate parking ticket from the machine, or will otherwise be liable for an ECN.
- 3) Where a trader brings along a trailer which is not an inherent part of a stall, this is defined as a separate vehicle and will be liable for an appropriate car parking charge. If parked within the car park area, a permit allowing the parking of a trailer will be supplied by the Town Council.

Further to a brief discussion it was proposed by Councillor Bonfield, seconded by Councillor Bishop and RESOLVED UNANIMOUSLY:-

That the Town Council suspends standing order 9)a) in order to revoke the 'additional market trader vehicle' change agreed at the Estimates meeting held on 15th January 2024.

205. **To adopt the Medium Term Financial Plan 2024/25 – 2026/27**

Further to Minute No. 7 of the Finance and Governance Committee meeting held on 20th March 2024, Members noted the contents of the draft Medium Term Financial Plan and it was proposed by Councillor Tomes, seconded by Councillor Moreton and RESOLVED UNANIMOUSLY:-

That the draft Medium Term Financial Plan 2024/25 – 2026/27 be adopted.

206. **To consider signing the Civility and Respect Pledge and agreeing amendments to the Bullying and Harassment Policy**

Further to Minute No. 8 of the Finance and Governance Committee meeting held on 20th March 2024, Members considered the contents of a briefing paper prepared by the Town Clerk, which outlined the details of the Civility and Respect Pledge and proposed amendments to the Council's Bullying and Harassment Policy.

It was noted that by signing the pledge the Town Council would confirm that it:

- Has put in place a training programme for councillors and staff.
- Has signed up to the Code of Conduct for councillors.
- Has good governance arrangements in place including staff contracts and a dignity at work policy.
- Will seek professional help at the early stages should civility and respect issues arise.
- Will commit to calling out bullying and harassment if and when it happens.
- Will continue to learn from best practices in the sector and aspire to be a role model/champion council through for example the Local Council Award Scheme.
- Supports the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate.

Members considered the inclusion of a new 'Complaints against Councillors' section in the Bullying and Harassment Policy, which provided guidance on how any such complaints should be managed. Given the importance of handling any such matter that might arise in future in a lawful manner, consistent with the ruling in the Ledbury case, it was agreed that this section should be incorporated into the existing Bullying and Harassment Policy, which forms part of the Staff Handbook, subject to the wording being amended to read 'If you perceive that you are being bullied or harassed by a councillor'.

Members noted the value in making a clear commitment to the contents of the Civility and Respect Pledge and the importance in the provision of clear guidance in the handling of complaints. It was therefore proposed by Councillor Tomes, seconded by Councillor Bonfield and RESOLVED UNANIMOUSLY:-

That the Town Council signs up to the Civility and Respect Pledge and adopts the revised Bullying and Harassment Policy, which forms part of the Staff Handbook, incorporating a new section regarding 'Complaints about Councillors'.

207. **To adopt the Vexatious Correspondence and Complaints Policy**

Further to Minute No. 9 of the Finance and Governance Committee meeting held on 20th March 2024, Members considered the draft Vexatious Correspondence and Complaints Policy, circulated prior to the meeting. It was noted that the working party had considered similar policies adopted by other Town Councils, and that of Dorset Council, in order to inform the draft Swanage Town Council policy. Members acknowledged the benefits of adopting such a policy, however, it was noted that some minor amendments to the wording may be needed for clarification. It was reiterated that the adoption of the policy would not affect the rights of individuals to request information under the Freedom of Information Act 2000.

Further to discussion it was proposed by Councillor Monkhouse, seconded by Councillor Suttle and RESOLVED UNANIMOUSLY:-

That the Town Council defers the adoption of the draft Vexatious Correspondence and Complaints Policy to the next Council meeting, and that a meeting of the Vexatious Correspondence and Complaints working party be held to discuss

amendments to the wording prior to the Council meeting.

208. **To approve the making of the Swanage Town Council (Off-Street) Parking Places Order 2024**

Further to Minute No. 182 of the Council meeting held on 29th January 2024, consideration was given to a briefing paper, prepared by the Town Clerk which set out the recommendations of the Car Park working party, following the review of the 44 objections and observations received in respect of the draft order. Members considered the minor modifications to the draft Order as recommended by the working party as follows:

- Removal of height restriction in definition of light goods vehicle.
- Removal of s 64(iv) prohibition on teaching people to drive.
- Removal of separate £10 charge for additional market trader vehicles from Schedule 1.8 – Main Beach Car Park.
- Removal of 48-hour maximum waiting time from Schedule 1.11 - Peveril Point Rd.

Further to a brief discussion, it was proposed by Councillor Bonfield, seconded by Councillor Suttle and RESOLVED UNANIMOUSLY:-

That the Town Council confirms the making of the Swanage Town Council (Off-Street) Parking Places Order 2024 and authorises the sealing of the Order and its signature by the Mayor and Deputy Mayor.

Further to the meetings of the Car Parks working party, and in light of representations made on behalf of Accessible Swanage, further recommendations were made as follows:

- That the practicalities of marking out a small number of larger disabled parking bays in all council car parks be investigated. It is proposed that a site visit be undertaken with representatives of Accessible Swanage to review opportunities.
- That consideration be given to the introduction of a Disabled Tax Exempt Vehicle Parking Permit, potentially as part of a review of the operation of the Council's residents parking permit scheme.
- That a review of on-street parking arrangements for disabled vehicles be included on an agenda for a future Accessible Swanage meeting and that Dorset Council be requested to engage in this process.

The Car Parks working party also considered a number of comments received from residents of Peveril Point Road, which mostly related to the details of the Peveril Point Parking Pass scheme, such as the number of passes allocated to each property. Although it was noted that the details of the scheme were outside the scope of the Parking Order itself, the following recommendations were made:

- That the Car Parks working party should carry out a review of the Peveril Point Parking Pass scheme within the next 12 months and make recommendations to a future Council meeting.
- That delegated authority be given to officers to agree the future layout and marking of the Fishers' Car Park, in consultation with the Car Parks working party.

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

That the Town Council approves the recommendations of the Car Parks working party as set out above.

Thanks were given to Accessible Swanage for their valuable contribution to the draft (Off Street) Parking Places Order consultation process.

209. **Main Beach – To agree to re-siting of RNLI Lifeguard base to location of former northern beach kiosk**

Further to Minute No. 198 of the Extraordinary Council meeting held on 26th February 2024, consideration was given to a briefing paper prepared by the VSBDM which set out the proposed location of the RNLI lifeguard base. Further to the RNLI Lifeguards Annual Review for Swanage 2023, it had been suggested that the site of the northern ice-cream kiosk would be a more effective location being central to the ‘watercraft free bathing zone’ and would provide enhanced sight lines for the lifeguards to cover the beach. It was proposed by Councillor Bonfield, seconded by Councillor Suttle and RESOLVED UNANIMOUSLY:-

That the Town Council grants delegated authority to officers to agree a final location for the lifeguard base, in a location consistent with the photographs included in the briefing paper.

Further to his declaration under Minute No. 191 Councillor Suttle left the room during consideration of the following item.

210. **Siting of larger kiosk in vicinity of Monkey Beach - To provide feedback to business owner**

Members considered a letter from a local boat operator, together with an image showing the design of a proposed extension to the kiosk (situated in the vicinity of Monkey Beach) as supplied by the concessionaire. It was noted that the dimensions of the proposed hut did not differ greatly from the existing kiosk and therefore it was AGREED:-

That the Planning and Consultation Committee review the proposal at a time when comments are sought from Dorset Council’s planning team.

Councillor Suttle re-entered the meeting.

211. **Reports from Dorset Councillors**

The following updates were provided by Councillors Suttle and Trite:

- It was reported that Dorset Council had agreed the legal representation for the objection to the Sandbanks Ferry toll increase.
- It was noted that Dorset Council’s installation of LED lighting would be reviewed.
- Dorset Council’s SEN provision had recently been inspected by Ofsted and was rated ‘Grade 1’, exemplary.
- Dorset Council had been nominated for ‘Council of Year’ award.

212. **Reports from Council Representatives on Outside Organisations**

(a) **Purbeck Community Rail Partnership**

It was noted that a meeting would be held on 17th April 2024 at which the future of the Swanage to Wareham service would be discussed.

(b) **Swanage Carnival**

It was reported that preparations were progressing well and the theme had been announced as ‘Jurassic Rocks’.

(c) **Swanage Community Land Trust**

It was reported that the CLT had agreed a housing allocations policy with Dorset Council, which would benefit local residents.

213. **Reporting of delegated matters**

There were no matters to report on this occasion.

214. **Items of Information and Matters for Forthcoming Agendas**

(a) **To note the Notice of Election – Dorset Council and Town and Parish Councils within the Dorset Council area**

The obligations required during the pre-election period were noted.

(b) **Swanage Green Seafront ground monitoring – update**

Further to Minute No. 180 (a) of the Council meeting held on 29th January 2024, it was reported that further ground movement had been recorded on the seaward side of Walrond Road, and Sandpit Field. Additional landscape barriers and the removal of a bench would be required and a further survey would be undertaken at the beginning of May 2024.

(c) **Sandbanks Ferry – to note content of Town Council’s objection**

Members noted the contents of a letter to the Department of Transport stating the Council’s objection to the proposed increase to toll charges.

(d) **Date of Annual Parish Assembly**

The date of the Annual Parish Assembly had been noted as Thursday 23rd May 2024 at 7 p.m. at The Centre, Chapel Lane, Swanage.

(e) **Potential for Extraordinary Council Meeting during April 2024**

It was noted that an Extraordinary Meeting of the Council may be required prior to the date of the next scheduled meeting on 13th May 2024. The Mayor would call the meeting if deemed necessary and a date would be circulated in due course.

(f) **Swanage Skatepark**

It was noted that a representative of the Swanage Skatepark Group is a member of the Community Services Committee and that a meeting would be arranged with the Sport, Leisure and Wellbeing working party after the election. Updates on the progress of the project would be provided to future Council meetings.

(g) **Parkinson’s UK Charity**

It was noted that World Parkinson’s Day would be held on 11th April 2024 and businesses and organisations were encouraged to light up areas in blue to raise awareness. It was suggested that the beach hut lights along the seafront could be lit up in blue to mark the occasion and the Assets and Compliance Manager would look into the feasibility.

(h) **Letter to SWASFT**

It was confirmed that a letter had been sent to NHS Dorset on behalf of the EHSWP seeking clarification of a number of issues relating to health care provision for local residents.

EXCLUSION OF PRESS AND PUBLIC

Proposed by Councillor Tomes, seconded by Councillor Bishop and AGREED:-

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 items 20 and 21 for reasons of legal and commercial confidentiality.

215. **Procurement**

(a) **Green Seafront Stabilisation Scheme – Early Contractor Involvement via Dorset Council Highways to refine cost estimates of Essential and Enhanced Schemes**

Further to Minute No. 180 (a) of the Council Meeting held on 29th January 2024, consideration was given to a briefing paper which identified the benefits of Early Contractor Involvement (ECI) in developing robust project costings for both the

essential and enhanced options for the Green Seafront Scheme. It was noted that this process was recognised as best practice as it can deliver reduced project costs, tighter timescales and improved risk management.

It was further noted that Dorset Council had appointed Heidelberg Materials Contracting, a subsidiary of Hanson, as their framework contractor for ECI and that Dorset Council had confirmed that it was prepared to engage Heidelberg on the Town Council's behalf to provide ECI for this project. Attention was drawn to the fact that the partnership between Dorset Council and Heidelberg had won an award in 2023.

The briefing note explained that as this was a contract 'for the undertaking of specialist services or works in which the exercise of professional knowledge is of primary importance' then it was exempt from the Council's standard tender procedure in accordance with Financial Regulation 11.1.b. Given the benefits of jointly working with Dorset Council, including being able to access the expertise of officers within the highways team, it was proposed by Councillor Bishop, seconded by Councillor Trite and **RESOLVED UNANIMOUSLY:-**

To issue an order to Dorset Council to commission Heidelberg Materials Contracting to undertake early contractor involvement on both the essential and enhanced options for the Green Seafront Scheme under the Dorset Council Framework contract NEC3 TSC/HMEP in the sum of £19,497.90.

(b) **Boat Park Jetty Repairs**

Further to Minute No. 159 (a) of the Extraordinary Council Meeting held on 18th December 2023 and Minute No. 8 of the Capital Projects Sub-Committee Meeting held on 6th March 2024, the Assets and Compliance Manager provided an update on discussions regarding the repairs required to the boat park jetty extension. It was noted that the RNLI was yet to provide a constructive response regarding a potential contribution to project costs and that work was continuing with Dorset Council's FCERM team to explore any amendments to the specification that may increase cost-effectiveness.

In light of the delay to the original timescale for repairs to be undertaken the Council's risk assessment had been reviewed. It was noted that, as a consequence, the jetty extension would be appropriately signed to advise all users that it was not to be used due to the risk to health and safety. The RNLI had also been informed accordingly. A further report would be brought to a future meeting.

216. **Property-Related Legal Matters**

(a) **Swanage Museum – To consider request for security of tenure to facilitate an application for grant funding from the Arts Council England MEND fund**

Further to Minute No. 7 of the Meeting of the Tourism and Local Economy Committee held on 20th March 2024, consideration was given to a briefing note that provided an update on how the Town Council could provide Swanage Museum with the security of tenure required to meet the criteria for the Arts Council England's Museum Estate and Development (MEND) Fund. Initial legal advice had identified a number of options. Consequently, it was proposed by Councillor Bonfield, seconded by Councillor Whitwam and **RESOLVED UNANIMOUSLY:**

That the Town Council supports the submission of an expression of interest and, if successful, a full application to Round 4 of the Museum Estate and Development Fund and confirms its intention to enter into an appropriate legal agreement with

Swanage Museum to provide it with security of tenure for a period of at least 10 years.

It was FURTHER RESOLVED:

That delegated authority be granted to officers to commission a draft lease, to be excluded from the security of tenure provisions of the Landlord and Tenant Act 1954, and to apply to Dorset Council for consent for such an agreement to be put in place, as required by the terms of the 2019 asset transfer.

Further to his declaration under Minute No. 191 Councillor Whitwam left the meeting.

(b) **Swanage Railway – consideration of landlord’s consent for proposed changes to facilities at Swanage Station, including future of former taxi office and consideration of catering concession.**

Further to consideration of a paper submitted by the Swanage Railway Trust, entitled ‘Swanage Station Facilities: Introduction and Overview’ at the Council Meeting held on 29th January 2024 (Minute No. 189 (a) refers), it was noted that officers, together with the Council’s surveyor, had attended a site visit at the station building on 6th March 2024, alongside representatives of Swanage Railway and Morebus. It was reported that both tenants were keen to explore the benefits of rearranging the existing office accommodation, but that an indication of Council support was required prior to funds being committed to develop these proposals further. It was proposed by Councillor Suttle, seconded by Councillor Tomes and RESOLVED UNANIMOUSLY:-

That agreement in principle be given to the rearrangement of office accommodation within Swanage Station, subject to the submission of detailed plans and consideration of legal and valuation advice.

It was noted that the construction of a new public toilet block would be key to facilitate the project moving forward and it was reported that Swanage Railway understood that they had the permitted development rights to undertake this work, negating any requirement that would otherwise exist for planning permission to be obtained. In light of this, Members requested that evidence of the Railway Trust’s permitted development rights should be submitted to the Council, together with a visualisation of what the new toilet facilities would look like.

Consideration was also given to a request that had been received from the Swanage Railway Company for permission to contract out the existing catering facilities at Swanage station under a concession arrangement. It was noted that the existing lease of the station to the Swanage Railway Trust prevented any sub-letting of the premises and therefore an amendment to the lease may be required. It was proposed by Councillor Bonfield, seconded by Councillor Suttle and RESOLVED UNANIMOUSLY:-

To authorise Swanage Railway to sub-let the catering facilities at Swanage Station, subject to legal advice and any amendment required being made to the station lease, the costs of which must be borne by Swanage Railway.

The Meeting closed at 8.45 p.m.



Draft Minutes of an Extraordinary Meeting of the Swanage
Town Council held at the Town Hall, High Street, Swanage on
MONDAY, 29th APRIL 2024 at 7.00 p.m.

PRESENT:-
Councillor T. Foster – Chairman

Councillor M. Bonfield
Councillor C. Finch
Councillor A. Harris
Councillor C. Moreton
Councillor G. Suttle
Councillor C. Tomes
Councillor M. Whitwam

In addition to Members of the Council and officers, two Members of the public and one Member of the local press attended the Meeting.

The Chairman thanked all councillors for their help, respect and hard work over the last five-year Council term and wished a fond farewell to those councillors not standing at the upcoming election, Councillors Bishop, Harris and Rogers.

Public Participation Time

The following matter was raised during Public Participation Time:-

- In respect of agenda item 7, comments were made regarding potential improvements to the southern section of Shore Road, following the permanent road closure. Suggestions included a paved area, children's area, seating and additional planters.

217. **Apologies**

Apologies for their inability to attend the Meeting were received from Councillors Bishop, Monkhouse and Trite. Councillor Rogers attended the meeting remotely.

218. **Declarations of Interest**

Members were invited to declare their interests and consider any requests for Grants of Dispensations in accordance with Section 9 and Appendix B of the Council's Code of Conduct.

Agenda Item No. 12 (b) - Councillor Tomes declared a non-pecuniary interest under the Code of Conduct by reason of a family connection with the owner of a business that had submitted a tender.

219. **To consider outcome of review of Draft Vexatious Correspondence and Complaints Policy further to Council Meeting, 25th March 2024 and Working Party Meeting, 22nd April 2024**

Further to Minute No. 3 of the Extraordinary Finance and Governance Committee meeting held on 25th April 2024, consideration was given to the minor amendments made to the draft Vexatious Correspondence Policy as discussed at the meeting of the Vexatious Correspondence Policy working party held on 22nd April 2024, as set out below (shown in italics):

- 1.1 Behaviour which is perceived as obsessive, persistent, harassing, prolific, repetitive.
- ...
- 1.3 Displays an insistence upon pursuing meritorious complaints or issues in an unreasonable manner, for example failing to focus on addressing the issue in a harmonious and pragmatic way.

It was noted that, as social media use had become embedded within society, it had become easier for derogatory comments to be shared with a wider audience and that the language used could have an adverse effect on the mental health of those targeted. It was stated that the adoption of the policy would help to provide a mechanism to support both councillors and staff to manage difficult circumstances, should they arise. It was noted that the policy would be reviewed six months after adoption.

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

That the draft Vexatious Correspondence and Complaints Policy be adopted.

220. **To consider adoption of Draft Safeguarding Policy**

Further to Minute No. 4 of the Extraordinary Finance and Governance Committee meeting held on 25th April 2024, consideration was given to the draft Safeguarding Policy, which had been circulated together with a briefing paper prior to the meeting. It was noted that staff training would be undertaken in due course.

It was proposed by Councillor Moreton, seconded by Councillor Suttle and RESOLVED UNANIMOUSLY:-

That the draft Safeguarding Policy be adopted.

221. **To consider adoption of revised Standing Orders**

Further to Minute No. 5 of the Extraordinary Finance and Governance Committee meeting held on 25th April 2024, consideration was given to revised draft Standing Orders. It was noted that the amendments reflected updated legislation and the Model Standing Orders produced by the National Association of Local Councils. The document clarified procedures for the annual council meeting and the roles and responsibilities of working parties. It was proposed by Councillor Harris, seconded by Councillor Tomes and RESOLVED UNANIMOUSLY:-

That the draft revised Standing Orders be adopted.

222. **Environment Budget 2024/25 – To consider allocation as per recommendation of the Environmental Action Plan Working Party o consider date of parish assembly 2024**

Consideration was given to a briefing paper and attached appendix, prepared by the Visitor Services and Business Development Manager (VSBDM), which noted that the Environment and Green Spaces Committee had met on 28th February 2024 and approved the ‘Environmental Community Engagement Plan for 2024-25’. The Committee had instructed the Environment Action Plan working party to identify resources to undertake the actions within the plan, utilising the £20,000 environmental projects budget that had been set aside for 2024/25. The appendix to the briefing note outlined the proposed budget allocation that had been recommended by the working party to accomplish the actions set out in the Environment Action Plan, and it was noted that the largest single item was £7,000 for work towards the improvement to water quality. An error was noted in the date specified within No. 4 of the appendix which should read 2024/25.

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

That the allocation of the environmental projects budget 2024/25 be confirmed, as set out in the appendix to the briefing note.

223.

Shore Road – To consider proposal to remove line markings from closed section between the Mowlem and Victoria Avenue

Further to the recent year-round closure to traffic of the southern section of Shore Road, consideration was given to a briefing paper which outlined options to remove the now redundant street furniture and road markings. Attention was drawn to the benefits that this would likely bring in terms of enhancing pedestrian safety by making the area appear less like a road. It was noted that if Dorset Council were tasked to undertake this work, as the highway authority, it would charge the Town Council £6,200. Alternatively, if Dorset Council were to authorise the Town Council to undertake the works it could be completed at a cost of approximately £1,500.

During the ensuing debate, attention was drawn to the broader need to enhance this area, as had been identified within the Seafront Masterplan, and it was questioned whether undertaking this work at the current time would represent best value in the long term. The need to take into account the impact on those with visual impairments of removing the road markings was also highlighted. On balance, therefore, it was proposed by Councillor Bonfield, seconded by Councillor Suttle and RESOLVED UNANIMOUSLY:

To defer further consideration of this matter to a future meeting to allow additional information to be gathered.

224.

Day's Park Community Sports Facility – Proposal to commission specialist VAT advice

Consideration was given to a briefing note which set out a proposal to commission specialist VAT advice to inform next steps in the delivery of a new community sports facility at Day's Park, further to Minute No. 148 of the Council Meeting held on 11th December 2023 and Minute No. 181 of the Council Meeting held on 29th January 2024. It was noted that such advice was required to understand the financial implications of deciding which legal vehicle would be best to deliver the project and operate the facility upon completion: options under consideration include Swanage and Herston Football Club Ltd, the Town Council itself or a newly established Community Interest Company (CIC) or Charitable Incorporated Organisation (CIO).

It was reported that the Council's VAT advisers, PSTax, had provided a quote to produce a report identifying potential structures for the construction and ongoing operation of the facility, setting out the VAT implications of each. A cost estimate of a maximum of £4,000 had been provided, on the proviso that if the work takes less time to complete than estimated, the fee will be lower.

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

To instruct PSTax to advise on the VAT implications of each of the potential legal structures for the construction and ongoing operation of the Day's Park Community Sports Facility, at a maximum cost of £4,000.

Consideration was briefly given as to whether to part fund this work from the Council's Football Club reserve, which held the balance of the back rent paid for the Day's Park Vodafone Mast. Ultimately, Members concluded that the reserve should not be used for this purpose, and that the advice should be funded from the Council's existing budget for professional fees for 2024/25.

225. **Items of Information and Matters for Forthcoming Agendas**

- a) **Confirmation of Low Carbon Dorset grant award**
It was reported that confirmation had been received from Dorset Council that the Town Council had been awarded £32,410 towards installation of PV Panels and LED lighting in its buildings.
- b) **Day's Park Lighting Remedial Works**
It was reported that remedial works to the lighting at Day's Park had been completed at no additional cost to the Town Council.
- c) **Liberty Parade**
Further to Minute No. 100 of the Council Meeting held on 18th September 2023, it was reported that confirmation had recently been received that the 11th Signals Regiment would exercise the liberty of the town on Saturday 8th June 2024. It was noted that Mr Frank Roberts would be working with the Visitor Services Manager and Assets & Compliance Manager to put final arrangements in place.
- d) **Purbeck Community Rail Partnership (PCRP)**
In his capacity as the Town Council's representative on the PCRP, Councillor Whitwam reported on exciting work that was planned on the development of hydrogen powered trains that might operate a Swanage to Wareham train service in the future.
- e) **Dementia Friendly Purbeck Funding**
Attention was drawn to a recently launched campaign to raise £120,000 to fund a second Admiral nurse for dementia care in Purbeck. Dementia Friendly Purbeck had already donated more than £20,000 towards the campaign.
- f) **Tourism in Purbeck**
It was reported that the Town Council had hosted a successful tourism workshop on 24th April 2024. Attendees had included representatives of local conservation bodies and neighbouring parish and town councils. Agreement had been reached to work together on a Sustainable Tourism Plan and a public meeting would be held later in the year.

226. **Authorisation of Mayor and Deputy Mayor to sign outstanding legal agreements**

Consideration was given to a briefing note, in which it was highlighted that the Town Council's 6-monthly priority list (approved under Minute No. 164 of the Special Council Meeting held on 15th January 2024) included as a high priority finalising outstanding legal agreements. It was also noted that the Council's legal advisers had recently devised a new execution clause for the Council's legal documents which refers to Members being authorised to sign by a resolution of the Council, in accordance with Standing Order 23.

Attention was drawn to the fact that good progress was being made in finalising a number of outstanding legal agreements, each of which had been drafted in accordance with previous Council resolutions:

- Washpond Lane Field to Swanage Cricket Club
- Prospect Nursery to Swanage & Purbeck Development Trust
- Town Hall Annexe to Dorset Police
- Lifeboat Station to RNLI
- Hut to east of Lifeboat Station to M. Hadley

- Former Taxi Office, Swanage Station to Swanage Railway
- Coastguard Station to Maritime Coastguard Agency
- Seafront Concession Sites to Carve Coffee and T. Waters
- Beach Concession to C. Wiggins
- Documentation in relation to drainage rights, Northbrook Road – Barratt Homes
- Documentation in relation to dedication of Panorama Road and Cow Lane – Dorset Council.

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

That, under Standing Order No. 23, the Town Mayor and Deputy Town Mayor be authorised to sign the legal documents as listed in these minutes.

EXCLUSION OF PRESS AND PUBLIC

It was proposed by Councillor Moreton, seconded by the Town Mayor 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 items 11, 12 and 13 for reasons of legal and commercial confidentiality.

227.

Beach Gardens - To consider proposal from Swanage Bowling Club regarding Pavilion licence fee and associated matters

Further to Minute No. 10 of the Extraordinary Meeting of the Finance & Governance Committee, held on 25th April 2024, consideration was given to a proposal put forward by Swanage Bowling Club in respect of sums outstanding in relation to a disputed water bill in connection with the bowling green at Beach Gardens and payments due to the Council for the use of the Pavilion. Attention was drawn to the fact that both parties had invested significant time in negotiations in order to identify an acceptable settlement.

It was noted that the Finance & Governance Committee had endorsed acceptance of the Club's proposal, subject to officers providing a further report to Council. The Town Clerk updated those present on a suggested allocation of funds between the water bill and pavilion licence fee that had been put to the Bowling Club subsequent to the committee meeting. It was proposed by Councillor Bonfield, seconded by Councillor Tomes and
RESOLVED UNANIMOUSLY:

That Swanage Bowling Club's proposal to pay £11,000 in settlement of all sums outstanding in connection with water usage at the bowling green and use of the pavilion for the financial years 2020/21 to 2023/24 be accepted, officers having delegated authority to make final arrangements with the Bowling Club for the allocation of sums between the bowling green water bill and the pavilion licence fee.

Procurement**(a) Electric Vehicle Charging Points – To confirm procurement arrangements in compliance with Charging Ahead Grant**

Further to Minute No. 5 of the Environment and Green Spaces Committee Meeting held on 11th October 2023, consideration was given to a briefing note that explained in some detail the legal and procurement matters that needed to be taken into account in determining whether or not to proceed with a Charging Ahead grant application to Dorset Council and associated arrangements with their appointed Electric Vehicle Charging Point (EVCP) supplier and operator. It was noted that a feasibility study had been carried out by Joju Charging, the EVCP supplier and installer, indicating that nine machines could be installed at no cost to Swanage Town Council: six machines rated at 22kwh (fast chargers) at Main Beach and North Beach Car Parks and three 50kwh (rapid chargers) at Mermond Place Car Park. The proposal also included the upgrade of the electricity supply where required. As a result of the installation it was estimated that the Council would receive income of approximately £1,500 p.a., a sum that would increase as the take up of EVCPs grows.

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

To proceed with the ‘Charging Ahead’ grant application to fund the works and services set out in the Feasibility Study submitted by Joju Charging dated 17th January 2024.

As part of the grant terms and conditions, it was noted that the Town Council would be required to raise an order for the six fast chargers with Joju Charging. In order to proceed with a direct contract award, attention was drawn to the fact that it would be necessary to waive the Council’s financial regulations in relation to contracts and, further to financial regulation 11.5, consider the reasons for taking such a step. It was proposed by Councillor Moreton, seconded by Councillor Harris and **RESOLVED UNANIMOUSLY:**

To waive the Council’s financial regulations in respect of contracts in order to procure the installation of six fast chargers in Main Beach and North Beach car parks from Joju Charging at a cost of £70,050.28 + VAT, to be funded by the ‘Charging Ahead’ grant, for the following reasons:

- By procuring the chargepoints through the Charging Ahead grant process Swanage Town Council will have the support of Dorset Council in managing the project and will be part of a Dorset-wide programme so that the same EVCPs are installed across the county providing familiarity for residents and visitors alike.
- The selection of the supplier was the subject of a previous procurement exercise carried out by Dorset Council via a framework agreement.
- It is a 100% fully funded scheme including lower powered chargers which offer lower costs for residential charging but offer a poor commercial return for Charging Point

Operators, given the high cost of what is a heavily subsidised installation.

Members noted that no order would be necessary for the purchase and installation of the three rapid chargers in Mermond Place as this would be funded by the Charging Point Operator, Mer, at a cost of £141,683.

Consideration was also given to the agreement that the Council would be required to enter into with Mer as the Charging Point Operator (CPO). Clarification had been received that this would be a 15-year concession agreement, providing Mer with the ability to exclusively operate EVCPs in Main Beach, North Beach and Mermond Place car parks for that period of time. In terms of the Council's regulatory requirements, it was noted that the income from the concession would not exceed the threshold for the application of the Concessions Contracts Regulations 2016, which currently stood at £5.37m. However, the Council would again need to waive its financial regulations in respect of contracts in order to directly enter into such an agreement and consider the reasons for doing so. It was proposed by Councillor Bonfield, seconded by Councillor Finch and **RESOLVED UNANIMOUSLY:**

To waive the Council's financial regulations in respect of contracts in order to enter into a 15-year concession agreement for the installation and operation of EVCPs in Main Beach, North Beach and Mermond Place car parks for the following reasons:

- By entering into a concession agreement through the Charging Ahead grant process Swanage Town Council will have the support of Dorset Council in managing the contract and will be part of a Dorset-wide programme so that residents and visitors only need one charging app across the county.
- The selection of Mer as the Charging Point Operator was the subject of a previous procurement exercise carried out by Dorset Council via a framework agreement.
- It is a 100% fully funded scheme including lower powered chargers which offer lower cost for residential charging but offer a poor commercial return for Charging Point Operators, given the high cost of what is a heavily subsidised installation.
- The CPO (Mer) uses 100% sustainable energy.

Finally, it was proposed by Councillor Whitwam, seconded by the Town Mayor and **RESOLVED UNANIMOUSLY:**

To instruct solicitors to review and finalise the legal agreements in connection with the Charging Ahead grant and authorise the signing of the same in accordance with Standing Orders.

(b) **Seaweed and Sand Management – To award contract**

Further to his declaration of interest, Councillor Tomes left the meeting prior to consideration of this item.

Further to Minute No. 4 of the Coastal Change and Beach Management Advisory Committee Meeting held on 7th February 2024, consideration was given to the award of contract for seaweed and sand management on Swanage Main Beach. It was highlighted that due to changes in local land management practices it would be extremely difficult to replicate the current practice of removing seaweed from the beach to use as agricultural fertiliser, hence the contract would be awarded on the basis of a one-year trial to push the seaweed back into the sea in appropriate tidal conditions. It was proposed by Councillor Bonfield and seconded by the Town Mayor:

That a contract for seaweed and sand management on Swanage Main Beach for the 2024 summer season be awarded to DWG Smith Ltd on a trial basis, in accordance with the tender opened on 15th April 2024.

Upon being put to the Meeting SIX Members voted IN FAVOUR of the Proposition and there was ONE ABSTENTION, whereupon the Proposition was declared CARRIED.

It was FURTHER RESOLVED:

That the Assets and Compliance Manager be authorised to approach the second placed scoring contractor to understand if the Council could arrange a ‘call-off’ arrangement in extreme cases where pushing the seaweed back into the sea had been unsuccessful and the presence of it on the beach constituted a nuisance.

It was noted that information signage setting out the changes in the management of seaweed on Swanage Main Beach had been developed and would be installed on the sea front.

Councillor Tomes re-entered the meeting.

(c) **Festive Lights – To award contract**

Further to Minute No. 103 of the Council Meeting held on 18th September 2023, consideration was given to the outcome of a tender exercise for the design, supply and installation of festive lighting which was carried out in two lots. Attention was drawn to the fact that Swanage and District Chamber of Trade had agreed to contribute £600 towards the cost of the annual fee for hiring festive lights and dressing the Christmas tree. It was reported that four compliant tender submissions had been submitted for each lot.

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

To award a 3-year contract (2024-2026 inclusive) to the Festive Lighting Company for the design and supply of the Council’s seasonal festive lights for the sum of £10,274.66 per annum.

It was further proposed by Councillor Moreton, seconded by Councillor Suttle and RESOLVED UNANIMOUSLY:

To award a 3-year contract (2024-2026 inclusive) to Event Power Engineering for the installation and removal of the Council's seasonal festive lights for the sum of £4,500 per annum. This sum includes the testing of anchor bolts each year.

In agreeing this resolution it was noted that there may be a slight increase in this cost to reflect collection arrangements of the hired lights.

(d) **Boat Park Jetty Repairs – Update**

Further to Minute No. 159 (a) of the Extraordinary Council Meeting held on 18th December 2023 and Minute No. 215 (b) of the Council Meeting held on 25th March 2024, consideration was given to a briefing note which provided an update regarding the repairs required to the Boat Park jetty. Technical advice had been sought from Dorset Council's Flood and Coastal Erosion Risk Management team and a meeting had been held between a Project Engineer, the Mayor, Deputy Mayor and Town Clerk. Given the complexity of the matter and the careful balance to be struck between financial risk and the need to address health and safety concerns arising from potential further deterioration of the structure, it had been concluded that the matter should be referred back to full Council for determination.

Following a detailed discussion, during which the difficulty of closing the structure to public use was highlighted, it was concluded that the importance of addressing health and safety concerns overrode other factors. Therefore, it was proposed by Councillor Bonfield and seconded by Councillor Suttle:

To proceed with the repairs to the boat park jetty, deploying hydraulic jacking of the deck, in accordance with the tender submission from Suttles Projects Ltd, in the sum of £42,668.

Upon being put to the Meeting SEVEN Members voted IN FAVOUR of the Proposition and there was ONE ABSTENTION, whereupon the Proposition was declared CARRIED.

It was noted with disappointment that despite repeated attempts to engage with the RNLI in respect of this matter no progress had been made in terms of agreeing a financial contribution towards the works. Every effort would continue to be made to reach an appropriate agreement, recognising that the facility was built as part of the contract to reconstruct the lifeboat station and is used as a mooring and landing facility for the current lifeboats.

During the debate consideration was given to exploring the potential installation of a floating dock to the eastern side of the Boat Park slipway. However, given likely costs and the risk of damage in easterly winds it was concluded that this matter should not be progressed at the current time.

(e) **Peveril Point Road – Commissioning of revised drawings and specification**

Members gave consideration to a briefing note which explained that Dorset Council's Highways Improvements Team had been engaged to review the project documentation that had been prepared by the consultants WSP relating to the Peveril Point Road improvement works. It had subsequently been recommended that some revisions should be made to the project documents in

order to reduce the costs/issues and risk of carrying out the works. It was proposed by Councillor Harris, seconded by Councillor Suttle and RESOLVED UNANIMOUSLY:

That an extension of contract in connection with the revision of project documents for works at Peveril Point Road be awarded to WSP in the sum of £2,400.

229. **Seafront Concessions – Update and consideration of next steps**

Further to Minute No. 188 of the Council Meeting held on 29th January 2024, consideration was given to an update in respect of the seafront concessions. It was noted that good progress had been made in drafting legal agreements and that planning applications had been lodged in respect of both the catering and activity concessions. Particular attention was paid to the works required to ensure that an adequate electricity supply would be available for the proposed sauna. SSEN, as the Distribution Network Operator, had provided a quote to install a new three-phase supply, which would require extensive trenching from the junction of Shore Road and Station Road. An alternative quote had also been obtained for the groundworks element. It was noted that other associated works were required to water and electrical connections, which together with the upgrade in the electricity supply would cost in excess of £45,000.

This matter had been considered by the Property Panel at a meeting held on 17th April where attention had been drawn to the fact that the draft heads of terms required the lessee to cover the costs of any works to upgrade utility supplies. It was reported that discussions had subsequently been held with the sauna operator who had acknowledged their obligation to cover these costs. Consequently, it was proposed by Councillor Bonfield, seconded by Councillor Tomes and RESOLVED UNANIMOUSLY:

To approve a budget of £45,756.89 plus VAT for the installation of electrical and water supplies to serve the sauna concession, and authorise the placing of orders, subject to the lease agreement including the following provisions:

- The lessee must pay £40,000 upfront towards infrastructure costs.
- The lessee must pay an increased first year's rent to cover the remaining balance of the costs.
- That an agreement be entered into with a suitable guarantor.

It was further reported that it had been agreed that no work is to be permitted to be undertaken on the trenching for the installation of the three-phase electric supply during July and August, unless approved by officers, in consultation with the Property Panel.

The Meeting closed at 8.40 p.m.

Draft Minutes of the Meeting of the **PLANNING AND CONSULTATION COMMITTEE** held at the Town Hall, Swanage on **MONDAY, 8th APRIL 2024** at 6.30 p.m.

Chairman: -

Councillor A Harris

Swanage Town Council

Present: -

Councillor M Bonfield

Swanage Town Council

Councillor T Foster

Swanage Town Council

Councillor M Whitwam

Swanage Town Council

Also in attendance: -

Miss N Clark

Planning and Community Engagement Manager

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

Public Participation Time

There were no matters raised.

1) Apologies

There were no apologies given for inability to attend the Meeting. Councillors Finch and Rogers attended the meeting remotely.

2) 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.

Planning

3) Plans for consideration

Delegated Applications

- P/FUL/2024/01158 **Flat A, Craig-y-don, 1 Belle Vue Road, Swanage, BH19 2HP**
Convert existing two flats into one flat.
OBSERVATION: No objection.
- * P/FUL/2024/01208 **Hardstanding, Shore Road, Swanage, BH19 1LB**
Install beach sauna.
OBSERVATION: No objection.
- # P/FUL/2024/01290 **Swanage Boat Hire & Water Taxi, Swanage sea front, between Stone Quay and Monkey Beach, Swanage**
Erect larger kiosk to facilitate boat hire and water taxi service.
OBSERVATION: No objection.
- * P/FUL/2024/01420 **Hardstanding, Shore Road, Swanage, BH19 1LA**
Application for a five-year time limited planning permission for a coffee bar and ice cream kiosk.
OBSERVATION: No objection.

- P/HOU/2024/01261 **115 Kings Road West, Swanage, BH19 1HN**
Construct dormer window on side elevation.
OBSERVATION: No objection.
- P/HOU/2024/01321 **Seaside House, 41 Ulwell Road, Swanage, BH19 1LG**
Erect front porch with balcony over, and rear balcony with flat roof canopy over.
OBSERVATION: No objection.
- P/HOU/2024/01454 **29 Bell Street, Swanage, BH19 2RY**
Erect garage.
OBSERVATION: No objection.
- * P/HOU/2024/01537 **16 Cauldon Avenue, Swanage, BH19 1PQ**
Single storey rear extension, replacing existing conservatory.
Erect garage.
OBSERVATION: No objection.

For Information Only

- P/CLP/2024/01540 **Certificate of Lawful Use Proposed**
Pinecliff Lodge, 6 Burlington Road, Swanage, BH19 1LS
Conversion of six existing flats, and extension, to form fourteen self-contained flats, with associated parking.

Please note:

- * The Town Council is Corporate Trustee of the De Moulham Trust, which holds the benefit of covenants in the properties that are the subject of applications marked *.
- # The Town Council is the owner of land included within, or directly affected by, applications marked #.

4) Applications for tree works - opportunity to raise any matters of concern

- P/TRT/2024/01495 **Playing Field, Bon Accord Road, Swanage, BH19 2DN**
T2 Ash: Fell to around 6ft high.
T3 Chestnut: Crown lift to 5m to suitable growth points.
T4 Sycamore: Crown lift to 5m to suitable growth points.
It was proposed by Councillor Harris, seconded by Councillor Bonfield and RESOLVED UNANIMOUSLY:-
That the Town Council has no objection to the proposed tree works, as set out in the application form dated 17th March 2024, subject to adherence to the Dorset Council Tree Officer's report.

Consultation

5) Dorset & Wiltshire Fire and Rescue Authority (DWFRA) – Public consultation on draft Community Safety Plan 2024-28

It was reported that Dorset & Wiltshire Fire and Rescue Authority was consulting on its draft Community Safety Plan 2024-28, which set out the key challenges and risks facing the Authority over the coming years. It was noted that DWFRA continued to face financial uncertainties and difficulties, and remaining financially sustainable whilst addressing increased and new costs was of utmost importance to the Authority.

It was explained that all fire and rescue authorities in England were required to produce a Community Risk Management Plan, as set out in the Fire and Rescue National Framework

for England (2018), and DWFRA was always looking at how it could improve and strengthen its services.

The Plan provided consultees with an opportunity to see the work DWFRA undertook to keep everyone as safe as possible, and was set out against its five key priorities as listed below:

- **Prevention:** Helping you make safer and healthier choices.
- **Protection:** Protecting you and the built environment from harm.
- **Response:** Being there when you need us.
- **Governance:** Making every penny count.
- **People:** Supporting and developing our people.

During the ensuing discussion Committee Members commented that the consultation document was well-written and informative. However, attention was drawn to Page 27 of the Plan which stated that in 2022-23 DWFRA had attended a total of 3,377 fires, 929 of which had been deliberately started. In light of this, comments were made that a more stringent policy regarding deliberate and purposeful arson should be included in the Plan, and that consideration should be given to a fire safety education programme for schools. It was agreed that these recommendations would be included in the Council's consultation survey response.

Neighbourhood Planning

6) Matters arising from Minutes of the Meeting of the Swanage Neighbourhood Plan (SNP) Steering Group held on 4th March 2024

6) Consideration of arrangements for public engagement

A question was raised as to when the SNP information slides would be ready for publication. It was reported that the amendments and additions as discussed at the meeting held on 4th March were being finalised and, once complete, the information would be published.

7) Items of Information and Matters for Forthcoming Agendas

There were no matters raised.

8) Date of next meeting

Further to Minute No. 193 (a) of the Council Meeting held on 25th March 2024 it was confirmed that the date of the next Committee Meeting had been scheduled for Monday 29th April 2024. It was noted that this meeting would commence at the earlier time of 5.30 p.m. in view of the Extraordinary Council Meeting that had been scheduled for 7.00 p.m. that day.

The meeting closed at 7.00 p.m.

Draft Minutes of a Meeting of the **PERSONNEL COMMITTEE** held at the **TOWN HALL, SWANAGE** on **WEDNESDAY 17th APRIL 2024** at 9.30 a.m.

PRESENT:-

Councillor W.S. Trite – Chairman

Councillor M. Bonfield

Councillor C. Moreton

Also Present:-

Ms E. Kadoch

Wessex Reserve Forces' and Cadets' Association (remotely)

Mr F. Roberts

Swanage Army Link

Dr M. Ayres

Town Clerk

Mr C. Milmer

Visitor Services & Business Development Manager

Miss A. Spencer

Finance Manager

Public Participation Time

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

1. **APOLOGIES**

Apologies for their inability to attend the meeting were received from Councillors Foster and Harris.

2. **DECLARATIONS OF INTEREST**

Members were invited to declare their interests and consider any requests for Grants of Dispensations in accordance with Section 9 and Appendix B of the Council's Code of Conduct.

There were no declarations to record on this occasion.

3. **TO CONSIDER HOW THE TOWN COUNCIL CAN IMPLEMENT THE DEFENCE EMPLOYER RECOGNITION SCHEME IN CONNECTION WITH SIGNING UP TO THE ARMED FORCES COVENANT**

The Chairman introduced Emily Kadoch of the Wessex Reserve Forces' and Cadets' Association who made an informative presentation, introducing the principles of the Armed Forces Covenant and potential pledges that the Town Council could make in support of the armed forces community. Information was also provided regarding the Defence Employers Recognition Scheme, and the requirements that the Town Council would need to meet to achieve bronze, silver or gold accreditation. Frank Roberts highlighted the opportunity for Swanage Railway and Swanage Army Link to sign up to both the Armed Forces Covenant and the Defence Employer Recognition Scheme. It was noted that there was a shared aspiration to organise an event later in the year to promote the Armed Forces Covenant.

Members thanked Ms Kadoch for her presentation and were supportive of a detailed proposal about the steps that the Town Council could take to sign up to the Armed Forces Covenant and gain accreditation under the Defence Employer Recognition Scheme being brought before a future Council Meeting.

Ms Kadoch and Mr Roberts left the meeting.

4. **TO NOTE AMENDMENTS TO STAFF HANDBOOK IN RESPONSE TO RECENT LEGISLATIVE CHANGES**

Consideration was given to the content of a briefing note which set out a number of changes that had been made to the Staff Handbook in response to recent legislative amendments. The principal changes related to the handling of flexible working requests, carer's leave and paternity leave. The Staff Handbook had also been updated to include the revised Members and Officers Protocol, adopted in September 2022, and the Bullying and Harassment Policy, adopted in March 2024. The Council's Social Media Policy had also been incorporated into the Handbook for the first time.

The revisions and additions to the Staff Handbook were noted.

EXCLUSION OF PRESS AND PUBLIC

Proposed by the Chairman, seconded by Councillor Bonfield 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 items 5 and 6 (due to data protection requirements).

5. **TO APPROVE CHANGES TO STAFFING STRUCTURE AND ALLOCATION OF HOURS WITHIN THE VISITOR SERVICES DEPARTMENT FOR SUMMER 2024**

The Visitor Services and Business Development Manager introduced proposals to address a recruitment shortage in respect of Beach Warden roles, which had been advertised during February and March. Consideration was given to a briefing note which set out a plan to advertise to existing Town Council staff an opportunity for a secondment to the role of Seafront Advisor between early May and mid-September. If this secondment were to be from the Visitor Services team it was noted that various arrangements could be put in place to ensure that this did not have a significant impact on service levels across the department.

It was proposed by Councillor Bonfield, seconded by Councillor Moreton and RESOLVED UNANIMOUSLY:

That one of the budgeted Beach Warden roles should be replaced by a Seafront Advisor role, to be filled through an internal secondment.

The Visitor Services & Business Development Manager left the Meeting.

6. **FINANCE DEPARTMENT – TO CONSIDER OUTCOME OF JOB EVALUATION IN RESPECT OF POST TH3 AND POTENTIAL REVIEW OF RESPONSIBILITIES WITHIN THE DEPARTMENT**

The Finance Manager left the Meeting prior to consideration of this matter. In recognition of changes to the job description for post TH3 the role had been referred to South West Councils (SWC) to carry out a re-evaluation. Members considered a briefing note setting out the key changes together with the recommendation received from SWC. In light of this, it was proposed by Councillor Bonfield, seconded by Councillor Moreton and RESOLVED UNANIMOUSLY:

To accept the recommendation of South West Councils to regrade post TH3 from Grade 8 (SCP 26 to 29) to Grade 9 (SCP 30 to 33).

Consideration was then given to the date from which the regrading would be effective. It was noted that this was difficult to determine given the incremental and cumulative manner in which changes to the job role had taken place. Whilst it was noted that earlier dates had merited some consideration, it was proposed by Councillor Moreton, seconded by Councillor Bonfield and **RESOLVED UNANIMOUSLY:**

That the regrading of post TH3 be implemented as from 1st April 2023.

In recognition of the varied and complex financial activities of the Town Council, attention was drawn to the need to review the roles within the finance team to ensure that there was adequate capacity and resilience within the department. It was proposed by Councillor Bonfield, seconded by Councillor Moreton and **RESOLVED UNANIMOUSLY:**

That a review of the requirements of the finance team be undertaken and that determination of next steps be delegated to the Town Clerk, in consultation with the Mayor, Deputy Mayor and Chairman of the Personnel Committee.

7. **DATE OF NEXT MEETING**

It was noted that the next meeting had been scheduled for 9.30 a.m. on Wednesday 16th October 2024, although it was anticipated that a meeting was likely to be required before then to further consider matters arising from Minute No. 6.

The meeting closed at 10.45 a.m.

Draft Minutes of the Extraordinary meeting of the **FINANCE AND GOVERNANCE COMMITTEE** held at the Town Hall, Swanage on **THURSDAY, 25th APRIL 2024** at 10.30 a.m.

PRESENT:- Councillor T. Foster (Town Mayor) – Chair

Councillor J. Bishop
Councillor A. Harris
Councillor C. Moreton
Councillor M. Whitwam

Also in attendance: -

Dr M. Ayres Town Clerk
Mrs E. Evans Democratic Services Officer

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

1. **APOLOGIES**

Apologies for their inability to attend the meeting were received from Councillors Bonfield, Tomes and Trite.

2. **DECLARATIONS OF INTEREST**

Members were invited to declare their interests and consider any requests for Grants of Dispensations in accordance with Section 9 and Appendix B of the Council's Code of Conduct.

There were no declarations to record on this occasion.

3. **REVIEW OF DRAFT VEXATIOUS CORRESPONDENCE AND COMPLAINTS POLICY FURTHER TO COUNCIL MEETING, 25TH MARCH 2024 AND WORKING PARTY MEETING, 22ND APRIL 2024**

Further to Minute No. 207 of the Council meeting held on 25th March 2024 and a subsequent meeting of the Vexatious Correspondence Policy working party held on 22nd April 2024, Members considered a revised draft Vexatious Correspondence and Complaints Policy. It was noted that the working party had proposed minor amendments further to suggestions made by Members, shown in italics as follows:

Vexatious complaints and correspondence can be characterised in one or more of the following ways:

1.1 Behaviour which is *perceived* as obsessive, persistent, harassing, prolific, repetitious.

...

1.3 Displays an insistence upon pursuing meritorious complaints or issues in an unreasonable manner, *for example failing to focus on addressing the issue in a harmonious and pragmatic way.*

It was noted that the adoption of the policy would not affect the rights of individuals to request information under the Freedom of Information Act 2000 and that the policy would be reviewed in six months' time.

It was therefore proposed by the Chairman, seconded by Councillor Moreton and **RESOLVED UNANIMOUSLY:**

That the revised draft Vexatious Correspondence and Complaints Policy be taken forward to the Extraordinary Council Meeting on 29th April 2024 for adoption.

4. **REVIEW OF DRAFT SAFEGUARDING POLICY**

Consideration was given to a briefing paper, prepared by the Assets and Compliance Manager, which outlined the feedback received following a recent visit by WorkNest, the Town Council’s health and safety advisors. The feedback had been positive regarding the Council’s systems. However, a recommendation had been made to implement a Safeguarding Policy to set out the principles and responsibilities for safeguarding young people and vulnerable adults. A draft Safeguarding policy had been circulated prior to the meeting and it was noted that a training session would be provided to the appropriate team members in due course.

It was proposed by Councillor Bishop, seconded by Councillor Harris and **RESOLVED UNANIMOUSLY:**

That the draft Safeguarding Policy be taken forward to the Extraordinary Council Meeting on 29th April 2024 for adoption.

5. **REVIEW OF STANDING ORDERS**

Consideration was given to revised draft Standing Orders, which had been amended to take into account the National Association of Local Council’s (NALC’s) most up-to-date model document. It was noted that the most significant changes included an introduction, clarification of the role of working parties and the inclusion of a section entitled ‘Responsibilities under Data Protection Legislation’. Members commented on the importance of the practical guidance that Standing Orders provides to the Chairman of a meeting and it was, therefore, proposed by Councillor Whitwam, seconded by Councillor Bishop and **RESOLVED UNANIMOUSLY:**

That the revised draft Standing Orders be taken forward to the Extraordinary Council Meeting on 29th April 2024 for adoption.

6. **TO CONSIDER DRAFT ARMED FORCES COVENANT PLEDGES**

Further to Minute No. 3 of the Personnel Committee meeting held on 17th April 2024, consideration was given to draft Armed Forces Covenant pledges, which had been informed by examples supplied by the Wessex Reserve Forces’ and Cadets’ Association and those adopted by Blandford Forum Town Council. Support was expressed for the signing of the covenant, but it was noted that a number of the pledges might benefit from further discussion. Members were, therefore, minded to agree that the signing of the covenant should be placed on the agenda of a Council meeting in the summer, with a view to holding a covenant signing event in the autumn. It was proposed by the Chairman, seconded by Councillor Moreton and **RESOLVED UNANIMOUSLY:**

That the signing of the Armed Forces Covenant be placed on the agenda of a future Council meeting to be held in the summer of 2024, with a signing event to be held in the autumn.

7. **ARRANGEMENTS POST-ELECTION MAY 2024, INCLUDING INITIAL COUNCILLOR INDUCTION SESSION**

Members noted the contents of a briefing paper, prepared by the Town Clerk, which outlined the timeframes for actions between the local elections and the Annual Council Meeting being held on 13th May 2024, as follows:

Date	Action
Thursday 2 nd May	Election day
Saturday 4 th May	Count for Town Council seats. Welcome e-mail sent to all elected members.

Tuesday 7 th May	Outgoing councillors retire and newly elected councillors take office.
Wednesday 8 th May	Agenda issued for Annual Council Meeting.
Wednesday 8 th – Friday 10 th May	Councillors invited to complete declarations of acceptance of office forms and register their interests.
Friday 10 th May	Initial councillor induction session – overview of Swanage Town Council; introduction to the management team; summary of Annual Council Meeting.
Monday 13 th May	Annual Council Meeting. Current mayor and deputy mayor retire and new mayor and deputy mayor are elected.

It was noted that the Mayor and Deputy Mayor would remain in office until the Annual Council Meeting, being held on 13th May 2024, and therefore would be a point of contact for all newly elected councillors, should this be required.

In terms of selecting a Mayor, Deputy Mayor, committee members and chairmen, as well as representatives on working parties and outside bodies, it was noted that recent custom and practice had been for all councillors to meet informally post-election to agree a list of appointments for confirmation at the annual meeting. Members were supportive of this approach continuing, as was the practice in many other councils, but recognised that as this was not set down in Standing Orders participation in this process was voluntary. It was acknowledged that if different groups of councillors wished to put forward alternative names for Council positions then that would be the subject of a vote at the Annual Council Meeting.

8. **TO REVIEW THE SYSTEM OF INTERNAL CONTROL**

Consideration was given to a preliminary report on the findings of the annual review of the System of Internal Control (SIC) 2023/24. Members acknowledged the Council's continued commitment to take measures to improve its SIC to ensure that public funds are used economically, efficiently and effectively. The significant volume of work undertaken during the year to review policy documents and agree a Medium Term Financial Plan was highlighted. The content of the report was noted, it being acknowledged that an updated version will be submitted to the Town Council, prior to the approval of the Annual Return at the Final Accounts meeting being held on 29th May 2024.

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

There were no matters raised.

EXCLUSION OF PRESS AND PUBLIC

Proposed by Councillor Harris seconded by Councillor Bishop and AGREED:-

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 10 (in relation to legal and financial matters).

10. **AGED DEBTORS - UPDATE**

Further to Minute No. 11 of the Finance and Governance Committee meeting held on 20th March 2024, an update was provided in respect of measures being taken to collect the Council's most significant aged debts.

Particular attention was given to a proposal that had been put forward by Swanage Bowling Club in respect of sums outstanding in relation to a disputed water bill in connection with the bowling green at Beach Gardens. The Club's proposal also related to payments due

to the Council for the use of the Pavilion. It was noted that both parties had invested significant time in negotiations in order to identify a settlement that would be acceptable to all. It was proposed by the Chairman, seconded by Councillor Moreton and RESOLVED UNANIMOUSLY:

That Swanage Bowling Club's proposal be approved in principle, subject to officers having delegated authority to make final arrangements with the Club for the allocation of sums between the water bill and the pavilion licence fee and presenting a further report to the Extraordinary Council Meeting to be held on 29th April 2024.

11. **DATE OF NEXT MEETING**

The date of the next scheduled meeting was noted as 24th July 2024.

The meeting concluded at 11.25 a.m.

Draft Minutes of the Meeting of the **PLANNING AND CONSULTATION COMMITTEE** held at the Town Hall, Swanage on **MONDAY, 29th APRIL 2024** at **5.30 p.m.**

Chairman: -

Councillor A Harris

Swanage Town Council

Present: -

Councillor M Bonfield

Swanage Town Council

Councillor C Finch

Swanage Town Council

Councillor T Foster

Swanage Town Council

Councillor C Moreton

Swanage Town Council

Councillor M Whitwam

Swanage Town Council

Also in attendance: -

Miss N Clark

Planning and Community Engagement Manager

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

Public Participation Time

There were no matters raised.

1) **Apologies**

There were no apologies given for inability to attend the Meeting. Councillor Rogers attended the meeting remotely.

2) **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.

Planning

3) **Plans for consideration**

Delegated Applications

P/FUL/2024/00976

Flat 3, 20 Burlington Road, Swanage, BH19 1LS

Erect loft conversion with two dormers to provide an additional bedroom.

OBSERVATION: No objection.

P/FUL/2024/01579

21 High Street, Swanage, BH19 2LP

Proposed alterations to courtyard area at rear of property.

Alterations to form new mezzanine area, with replacement storage below. Modifications to upgrade existing area, including glazed canopy and formation of larger assisted WC at ground level.

OBSERVATION: No objection, subject to adherence to the Design and Conservation Officer's report and recommendations.

P/FUL/2024/01771

Flat 2, Locksmiths, 18 Durlston Road, Swanage, BH19 2HU

Demolition and replacement of the existing prefabricated concrete garage with new timber construction and timber clad garage.

OBSERVATION: No objection.

- P/HOU/2024/01010 **6 Purbeck Terrace Road, Swanage, BH19 2DE**
Reinstate the porch along almost the length of the side return with a pitched roof and drainage. Rebuild the failing kitchen wall and replace the roof. Convert the garage into a dining area with insulated walls, decrease the pitch of the existing roof, and add patio doors. Rebuild the garden wall in Purbeck stone and lay a flagstone courtyard with landscaping.
OBSERVATION: No objection.
- P/HOU/2024/02138 **33 De Moulham Road, Swanage, BH19 1NT**
Convert attached garage into habitable room.
OBSERVATION: No objection.
- P/PASO/2024/02088 **Swanage Cricket Club, Ulwell Road, Swanage, BH19 1LG**
Install solar panels on front roof slope of pavilion.
OBSERVATION: No objection. The Town Council wishes it to be noted that it is in support of sustainable building design principles to minimise environmental impact and is pleased to note that solar panels are proposed.
- P/VOC/2024/01867 **Bay View Court, 7 Cluny Crescent, Swanage, BH19 2BP**
Conversion of existing seven flats to five apartments, with replacement roof and porch, with variation to condition 4 of planning permission P/FUL/2023/02622, to replace the existing ridge tiles with new.
OBSERVATION: No objection.

Appeal Information

- P/HOU/2023/02889 **Appeal Reference: APP/D1265/D/24/3341232**
Sentry Cottage, Sentry Road, Swanage, BH19 2AG
Erect a first floor rear extension, and extended deck to create covered store.
- Appeal start date:** 12th April 2024
An appeal had been made to the Secretary of State against the decision of Dorset Council to refuse to grant planning permission. As the appeal was proceeding under the Householder Appeals Service, there would be no opportunity to submit any further comments. However, previous representations could be withdrawn.
OBSERVATION: The Committee did not wish to withdraw its previous comments dated 5th June 2023, therefore, no further action was required at this time.

For Information Only

- P/NMA/2024/01905 **Non material amendment**
57 Ulwell Road, Swanage, BH19 1QU
Non material amendment - kitchen window to be moved closer to the corner of the room to allow insertion of 1.8m wide patio door to approved planning application P/FUL/2023/04086 (Demolition of existing bungalow and replacement with chalet bungalow.).
- P/NMA/2024/02235 **Non material amendment**
3 South Road, Swanage, BH19 2QR

Non material amendment to approved planning application P/HOU/2024/00520 (Single storey extension.) to add 3no. windows (one to be a fire escape window).

Please note:

- * The Town Council is Corporate Trustee of the De Moulham Trust, which holds the benefit of covenants in the properties that are the subject of applications marked *.

4) Applications for tree works - opportunity to raise any matters of concern

P/TRT/2024/02033

4 Durlston Road, Swanage, BH19 2DL

T1 & T2 Holm Oaks: Crown reduce as indicated by red lines on attached photographs to maintain the structural integrity of the trees. It was proposed by Councillor Whitwam, seconded by Councillor Harris and RESOLVED UNANIMOUSLY:-

That the Town Council has no objection to the proposed tree works, as set out in the application form dated 10th April 2024, subject to adherence to the Dorset Council Tree Officer's report.

P/TRT/2024/02169

Located on the northern grass verges along Atlantic Road, Swanage, BH19 2EF

T1 Purple Beech: Reduce current height of 12.5m to not less than 10m and radial spread to not less than 5m in any one direction measured out from the stem, back to suitable pruning points.

T2 Beech: Reduce current height of 12.5m to not less than 10m and radial spread to not less than 5m in any one direction measured out from the stem, back to suitable pruning points.

T3 Beech: Reduce current height of 13.5m to not less than 10m and radial spread to not less than 5m in any one direction measured out from the stem, back to suitable pruning points.

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

That the Town Council has no objection to the proposed tree works as set out in the Arboricultural Management & Liability Survey dated 25th March 2024, subject to adherence to the Dorset Council Tree Officer's report.

5) Items of Information and Matters for Forthcoming Agendas

There were no matters raised.

6) Date of next meeting

The date of the next meeting had been scheduled for 3rd June 2024.

Prior to closing the meeting, Councillor Harris thanked Committee Members and the Planning and Community Engagement Manager for their hard work and support over the past year. Committee Members also gave thanks to Councillor Harris for her commitment, dedication and professionalism as Chairman of the Committee (a position Councillor Harris had held for six out of the past eight years), and also as Chairman of the Swanage Neighbourhood Plan Steering Group.

It was noted that Councillor Harris would not be standing in the upcoming elections on 2nd May, and Members extended their best wishes to her for the future.

The meeting closed at 6.00 p.m.

Agenda Item 16 (a)

SWANAGE TOWN COUNCIL

Statement of Cash Balances as at 31st March 2024

	£ p	£ p
Balance in Hand at 01/04/2023		£77,599.92 Cr
As per reconciliation dated 29/02/2024	£8,947,214.73 Cr	
Income during March	£106,787.93 Cr	
Movement of Cash-Investment	£1,240,000.00 Cr	
Add - Outstanding receipts- February	£986.61 Cr	
Less - Outstanding receipts - March	<u>£3,770.70 Dr</u>	£10,291,218.57 Cr
Less payments made:		
As per Reconciliation dated 29/02/2024	£8,893,147.03 Dr	
Schedule 12 payments dated 31/03/2024	£191,859.28 Dr	
Movement of Cash-Investment	<u>£1,200,000.00 Dr</u>	£10,285,006.31 Dr
		<u><u>£83,812.18 Cr</u></u>
Balance at Bank		
Current Account		£31,751.49 Cr
Deposit Account		<u>£52,060.69 Cr</u>
		<u><u>£83,812.18 Cr</u></u>
Short Term Investments held by the Council		
CCLA Public Sector Deposit Fund (MMF)		£250,000.00
Aberdeen Standard (MMF)		£500,000.00
DMADF-Deposit		£900,000.00
DMADF-Deposit		<u>£300,000.00</u>
		<u><u>£1,950,000.00</u></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 31st March 2024

Prepared by Alison Spencer

Dated: 5th April 2024

Certified by Martin Ayres

Dated: 5th April 2024

Agenda Item 16 (b)

SWANAGE TOWN COUNCIL

Statement of Cash Balance as at 30th April 2024

	£ p	£ p
Balance in Hand at 01/04/2024		£83,812.18 Cr
Income during April	£752,163.05 Cr	
Movement of Cash-Investment	£1,200,000.00 Cr	
Add - Outstanding receipts- March	£3,770.70 Cr	
Less - Outstanding receipts - April	<u>£2,269.40 Dr</u>	£1,953,664.35 Cr
Less payments made:		
Schedule 1 payments dated 30/04/2024	£302,740.43 Dr	
Movement of Cash-Investment	<u>£1,600,000.00 Dr</u>	£1,902,740.43 Dr
		<u><u>£134,736.10 Cr</u></u>
Balance at Bank		
Current Account		£82,638.73 Cr
Deposit Account		<u>£52,097.37 Cr</u>
		<u><u>£134,736.10 Cr</u></u>
Short Term Investments held by the Council		
CCLA Public Sector Deposit Fund (MMF)		£250,000.00
Abrdn (MMF)		£500,000.00
DMADF-Deposit		£500,000.00
DMADF-Deposit		£500,000.00
DMADF-Deposit		£250,000.00
DMADF-Deposit		<u>£350,000.00</u>
		<u><u>£2,350,000.00</u></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 April 2024

Prepared by Alison Spencer

Dated: 7th May 2024

Certified by Martin Ayres

Dated: 7th May 2024

SWANAGE TOWN COUNCIL

Year Ending 31st March 2025

Payment schedule reported to Council - 13th May 2024

Schedule 1:

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 MILLION, NINE HUNDRED AND TWO THOUSAND, SEVEN HUNDRED
AND FORTY POUNDS AND FORTY THREE PENCE**

.....(**£1,902,740.43**).....

Swanage Town Council

Schedule of Payments - Month 1

Direct Debits & Standing Orders

Date	Name	Inv Ref	Inv Date	Details		Payment Total
16/04/2024	AIB Merchant Services	280324.000003	28/03/2024	Merchant serv charge-Mar		54.70
10/04/2024	Barclaycard Merchant Services	001884330324	31/03/2024	Month charge		43.36
02/04/2024	Dorset Council: Revenues	840014144	01/04/2024	April NNDR 24/25		20,173.72
03/04/2024	Ecotricity Ltd	04853882	13/03/2024	Bandstand March24	61.51	
29/04/2024		04960533	06/04/2024	Various sites	4,862.94	4,924.45
15/04/2024	First Data	520334510615636	31/03/2024	Card payments charge-Mar24		180.06
15/04/2024	Green Energy (UK) Ltd	52775327	02/04/2024	TIC - gas	425.64	
15/04/2024		52775326	02/04/2024	TH- office gas	1,608.83	
15/04/2024		52775325	02/04/2024	Depot- gas	395.76	
15/04/2024		52775328	02/04/2024	TH- gas	492.41	2,922.64
15/04/2024	Lloyds Bank PLC	424099675	12/03/2024	Monthly charge	157.73	
26/04/2024		424975769	08/04/2024	Bank charge	444.40	602.13
10/04/2024	Paytek Admin Services Ltd (Firs	MI/4271409/03	01/04/2024	Monthly charge	128.35	
10/04/2024		MI/4274713/03	01/04/2024	Monthly charge	72.00	200.35
16/04/2024	Sage (UK) Ltd	INV18655006	01/04/2024	Monthly charge		560.70
02/04/2024	water2business	5065056343	01/03/2024	Toilet Block, Shore Road Feb 24	799.55	
02/04/2024		4065214637	13/03/2024	Main Beach toilets	404.55	
02/04/2024		4065236098	15/03/2024	Depot Sept-March	84.90	
02/04/2024		4065233799	15/03/2024	Nursery Sept- March	118.21	
02/04/2024		4065236104	15/03/2024	Depot Sept-March	238.96	1,646.17
Total of Direct Debit & Standing Orders						31,308.28

Lloyds Chargecard

Date	Name	Inv Ref	Inv Date	Details		Payment Total
15/04/2024	Charge Card Transactions	2024003841	14/03/2024	HI Express	114.78	
15/04/2024		XQB5C2LME2	27/03/2024	FB Advertising	90.31	
15/04/2024		CKRXM3UME2	31/03/2024	FB Advertising	17.21	222.30
Total of Chargecard payments						222.30

BACS /CHAPS

Date	Name	Inv Ref	Inv Date	Details		Payment Total
24/04/2024	Ace Office Environments Ltd.	01110552	28/03/2024	Stationery	59.56	
30/04/2024		01111073	05/04/2024	Stationery	18.02	77.58
24/04/2024	Moor Coffee LTD	MC27450	31/01/2024	Replacement coffee machine	1,794.00	
24/04/2024		CN27451	08/02/2024	Credit px	(257.16)	
30/04/2024		MC27682	10/04/2024	Beach Gardens - coffee machine beverages	350.70	1,887.54
30/04/2024	Amazon	INV-GB-125632861-	01/04/2024	TIC - signs for front door	6.45	
30/04/2024		INV-GB-126647351-	01/04/2024	TIC - signs for front door	5.94	
30/04/2024		INV-GB-143664941-	01/04/2024	Beach Gardens - sports equipment	19.16	31.55
30/04/2024	Apogee Corporation Ltd	1445264	03/04/2024	TIC Toner	9.00	
30/04/2024		1445856	08/04/2024	TIC Toner	9.00	
30/04/2024		1446208	10/04/2024	TH- Toner	9.00	
30/04/2024		1446212	10/04/2024	Depot-Toner colour/black	9.00	36.00
24/04/2024	AquAid (Southcoast)	464199	31/03/2024	Water 19Lx 8/Sanitisation	148.78	
24/04/2024		464198	31/03/2024	Water 19Lx3	37.80	186.58
30/04/2024	Ark Medical Solutions	0000006	17/04/2024	First Aid training x12		1,222.00
30/04/2024	Badgemaster Limited	0001935377	03/04/2024	TIC - name badges		27.80
24/04/2024	Be Smart Clothing Ltd	INV-8293	28/03/2024	TIC - uniform	82.06	
30/04/2024		INV-8363	04/04/2024	TIC - uniform	87.95	170.01
30/04/2024	BIPCOM	INV-10394	01/04/2024	Divert to mobile		6.60
24/04/2024	Blackmore Ltd	72628	31/03/2024	TIC - Printing of new Swanage map pads		1,290.00
30/04/2024	Blacknoll Construction Ltd	11759	15/04/2024	External redecoration of Town Hall	35,753.28	
30/04/2024		11760	15/04/2024	Extension to PO 34776 - scaffolding addition	1,680.00	37,433.28
24/04/2024	C. Brewer & Sons	PLE/380511	18/03/2024	Materials & equipment	17.87	
24/04/2024		PLE/380509	18/03/2024	Materials & equipment	136.93	154.80
30/04/2024	Brunel Engraving Company	233929	19/04/2024	TIC - numbered discs		212.42
30/04/2024	Canford Drains	78195	19/04/2024	Annual Toilet flushing / drain clearance		1,278.00
24/04/2024	Complete Asbestos Solutions Lt	1860	29/03/2024	Asbestos suvey update Town Hall		210.00
30/04/2024	Countryside Tree Surgeons Ltd	SI-336	10/04/2024	Chipping @ King Georges		420.00
30/04/2024	The Countryside Charity	983404	25/04/2024	CPRE Membership		36.00
30/04/2024	Croydecycle	3727	08/04/2024	TIC - maps for retail		300.00
24/04/2024	C G Ltd	Mar 24 Q4	31/03/2024	Q4 Car Park Settlement		5,940.13
30/04/2024	DAPTC	INV-1842	01/04/2024	Annual Subscription		1,513.90

30/04/2024	Dorset County Pension Fund	Payroll Month1	19/04/2024	Payroll Month1 -Pension	21,541.70	
30/04/2024		Payroll Month1	19/04/2024	Payroll Month1 - CAYS	221.72	21,763.42
30/04/2024	Dorset Council	2800397310	12/04/2024	Works to install non slip surface		3,085.20
24/04/2024	Disability Community Interest C	1492	19/03/2024	Accessibility desktop review		2,400.00
30/04/2024	Dorset Waste Partnership	312344	05/04/2024	Depot-Recycling		20.22
30/04/2024	The Bournemouth-Swanage Mo	BA24/TC	01/04/2024	Market Advert for Sandbanks Ferry 2024-2025		648.00
30/04/2024	Field Honey Farms	00005036	08/04/2024	TIC - honey for retail		200.40
24/04/2024	The Flag Shop Ltd	1000086776	28/03/2024	Flag		9.95
30/04/2024	Flowbird Smart City UK Ltd	UI00007780	18/04/2024	WebOffice incl Airtime	84.00	
30/04/2024		UI00007780	18/04/2024	Gateway Trans charge March24	131.76	215.76
24/04/2024	Four County Services Ltd.	65664	28/03/2024	New laptop	1,042.80	
30/04/2024		65693	02/04/2024	Depot- phone	13.88	
30/04/2024		65693	02/04/2024	TIC - phone	81.98	
30/04/2024		65733	10/04/2024	Depot- IT/phone	379.56	
30/04/2024		65734	10/04/2024	TIC -IT	467.78	
30/04/2024		65734	10/04/2024	BG-phone	42.00	
30/04/2024		65735	10/04/2024	TH IT	786.72	
30/04/2024		65750	12/04/2024	Councillors Laptops subsc	285.48	
30/04/2024		65758	12/04/2024	Adobe licence renewal	2,772.00	
30/04/2024		65817	21/04/2024	Domain- hosting service	38.40	
30/04/2024		65820	22/04/2024	Laptop for TIC/ Laptop installation	994.80	6,905.40
30/04/2024	Follow The Shine Ltd	M&J1/5/131	03/04/2024	Beach Huts- cleaning	883.20	
30/04/2024		M7J1/5/132	03/04/2024	Cleaning service	390.00	1,273.20
30/04/2024	Greenham Trading Ltd.	04/461205	10/04/2024	Materials & equipment		940.08
24/04/2024	Hardy Signs	108956	26/03/2024	Unsafe Jetty sign re: Boat Park	151.86	
24/04/2024		108957	27/03/2024	8 Aluminium Falling Rock signs	430.56	582.42
30/04/2024	A.R. Harris & Son	34231	10/04/2024	Reinstate electrics	357.65	
30/04/2024		34109	12/04/2024	EICR report (SPA Beach Huts)	264.00	
30/04/2024		34249	13/04/2024	Seafront lights blue for 24 hours	150.00	771.65
24/04/2024	Hendy Group Ltd	42098128	08/03/2024	Mass airflow sensor + Labour		523.16
30/04/2024	HMRC	Payroll-Month 1	19/04/2024	Payroll Month1 PAYE/NI		17,825.48
24/04/2024	Hunt's Foodservice Ltd	509-581641	27/03/2024	Beach Gardens - kiosk retail	471.88	
26/04/2024		CN509-620257	09/04/2024	Beach Gardens - kiosk retail	(11.66)	
30/04/2024		509-597393	09/04/2024	Beach Gardens - kiosk retail	118.01	
30/04/2024		509-617442	25/04/2024	Beach Gardens - kiosk retail	108.49	686.72
30/04/2024	Inst. of Cemetery & Crematorium	4411/2024/25	01/04/2024	Membership Parish and TC		100.00
30/04/2024	J.D. Facilities Ltd	INV-1635	01/04/2024	Depot - cleaning	197.59	
30/04/2024		INV-1636	01/04/2024	Depot - deep clean staff area	230.62	
30/04/2024		INV-1634	01/04/2024	TH-cleaning	499.20	
30/04/2024		INV-1633	01/04/2024	Public Toilet- cleaning	7,600.85	
30/04/2024		INV-1637	01/04/2024	Cleaning of Godlingston Chapel for 25.03.24	27.00	8,555.26
30/04/2024	Jones Sign Co.(Sole Trader)	903	15/04/2024	Mayors' board		305.00
30/04/2024	Maintain UK Drains Limited	INV-41139	07/04/2024	Chapter8 Investigation/clearance		1,074.00
30/04/2024	Meridian Cooling Ltd	20935	16/04/2024	Annual servicing - Depot Air Conditioning units		217.92
24/04/2024	Metric Group Ltd.	C70363	28/03/2024	Month charge Aslan	180.00	
30/04/2024		184072	03/04/2024	Tariff changes	1,735.80	1,915.80
30/04/2024	NABMA	157	01/04/2024	NABMA Annual Subs 2024/25		434.00
24/04/2024	National Express	AREXT/00241405	31/03/2024	March Agency Settlement		79.70
24/04/2024	Newsquest Southern	44831000	31/03/2024	OSPO Notice-Echo		1,454.11
24/04/2024	Norfolk County Council	10073282	26/03/2024	NPLaw feetime -Jan24	2,420.40	
24/04/2024		10073288	26/03/2024	NPLaw feetime -Feb24	2,286.80	4,707.20
30/04/2024	P.J. Notley Ltd.	5924	10/04/2024	TH- Windows cleaning	95.70	
30/04/2024		5924	10/04/2024	TIC-windows cleaning	26.40	122.10
19/04/2024	Swanage Town Council	Month 1 Payroll	19/04/2024	Net Wages-Month 1		62,896.92
24/04/2024	Planet Merchant Service Ltd	PP4000681IE2401	31/01/2024	Gateway Jan24	237.89	
24/04/2024		PP4000681IE2402	29/02/2024	Gateway Feb24	324.58	562.47
24/04/2024	Purbeck Gazette	24628	18/03/2024	Half page advert in The Purbeck Gazette		259.39
24/04/2024	Purbeck Ice Cream	154563	27/03/2024	Beach Gardens - ice-cream for kiosk retail	552.24	
30/04/2024		154784	10/04/2024	Beach Gardens - ice-cream for kiosk retail	119.56	671.80
30/04/2024	Purbeck Media Group	INV-4267	23/04/2024	TIC - uniform		319.80
30/04/2024	RNLI (Charity)	FV02002494	08/04/2024	Provision of RNLI Beach Lifeguard Service 2024		37,608.00
30/04/2024	Roger Locke Consulting Ltd	9434	17/04/2024	Structural engineer inspection		810.00
30/04/2024	RoSPA Play safe Team	78078	08/04/2024	Annual safety inspection - Trevor Chadwick	138.00	
30/04/2024		78078	08/04/2024	Annual safety inspection - Days park	312.00	450.00
30/04/2024	Swanage and Purbeck Develop	284068	16/04/2024	Swanage Annual Parish Assembly		50.00
30/04/2024	Seton	9303747722	22/04/2024	No Diving signs (A5)		33.52
30/04/2024	Sportshall Markings Ltd	13940	23/04/2024	Line markings		2,658.00
30/04/2024	South West Councils	0000070110	05/04/2024	Membership Subsc 2024/25		598.80
24/04/2024	Spaldings (UK) Ltd.	SI-2935713	21/03/2024	Chain sprocket	38.10	
24/04/2024		SI-2936412	25/03/2024	Stihl stump	132.34	170.44

24/04/2024	St. Michaels Garage	3848	31/03/2024	Diesel Mar	646.77	
30/04/2024		S27887	24/04/2024	Recovery of vehicle	90.00	736.77
24/04/2024	Suez Recycling & Recovery UK L	33255696	31/03/2024	Non-Hazardous Waste 7.04 Tonne & Exchange		1,748.27
24/04/2024	Swanage News	1284	31/03/2024	Newspapers		45.50
30/04/2024	Swanage Tyres and Tuning Ltd	32346	25/04/2024	HJ69 LCV Wiper blades		29.27
30/04/2024	Swanage Carpets & Curtains	7026	22/04/2024	Blinds		404.00
30/04/2024	Telefonica O2 UK Ltd	30072571	24/04/2024	SIM Charges Apr 24		253.82
30/04/2024	Thornes Chartered Surveyors	00/4368	01/04/2024	Professional fees	1,020.00	
30/04/2024		00/4266	01/04/2024	Professional fees	270.00	
30/04/2024		00/4389	01/04/2024	Professional fees	1,020.00	
30/04/2024		00/3723	01/04/2024	Professional fees	474.00	
30/04/2024		00/4500	25/04/2024	Professional fees	2,640.00	5,424.00
04/04/2024	Services For Tourism Ltd	SWTA00946	01/03/2024	Tourism Awards - Exeter		235.20
24/04/2024	Travis Perkins	9292ANT460	25/03/2024	Materials & equipment	130.78	
24/04/2024		9292ANT513	26/03/2024	Materials & equipment	15.84	
24/04/2024		9292ANT621	28/03/2024	Materials & equipment	26.40	
30/04/2024		9292ANT810	03/04/2024	Materials & equipment	46.92	
30/04/2024		9292ANT853	03/04/2024	Materials & equipment	29.88	
30/04/2024		9292ANT934	05/04/2024	Materials & equipment	15.83	
30/04/2024		9292ANU028	08/04/2024	Materials & equipment	35.99	
30/04/2024		9292ANU335	12/04/2024	Materials & equipment	10.74	
30/04/2024		9292ANU441	15/04/2024	Materials & equipment	10.15	
30/04/2024		9292ANU511	16/04/2024	Materials & equipment	7.00	
30/04/2024		9292ANV002	24/04/2024	Materials & equipment	21.59	351.12
30/04/2024	Third Party Payments	Payroll Month1	19/04/2024	Payroll Month1 - Third party deductions		333.02
30/04/2024	Violet Farm Foods Ltd	142031	09/04/2024	TIC - tea for retail	267.15	
30/04/2024		142031	09/04/2024	Beach Gardens - tea caddies for kiosk retail	28.50	295.65
30/04/2024	Watson Fuels	I13988742	18/04/2024	Diesel for depot tank (600l)		1,033.56
30/04/2024	Westmade Ltd	1012375	09/04/2024	Investigate water heater fault	312.25	
30/04/2024		1012369	09/04/2024	Boiler fault investigation/repair Depot	274.79	587.04
30/04/2024	Zurich Municipal	532268182	03/04/2024	Insurance 2024/25		23,393.15
Total of BACS/CHAPS Payments						271,209.85

<i>F/P supplier payment issued 4th April 2024</i>	235.20
<i>BACS payroll payment issued 19th April 2024</i>	62,896.92
<i>BACS supplier payments issued 24th April 2024</i>	25,069.29
<i>BACS supplier payments issued 30th April 2024</i>	183,008.44
	271,209.85

Total of Payments 302,740.43

Investments - Cash Movements

Date	Name	Inv Ref	Inv Date	Details	Payment Total
29/04/2024	DMADF	transfer	29/04/2024	DMADF	500,000.00
29/04/2024	DMADF	transfer	29/04/2024	DMADF	500,000.00
30/04/2024	DMADF	transfer	30/04/2024	DMADF	250,000.00
30/04/2024	DMADF	transfer	30/04/2024	DMADF	350,000.00
Total of Investments					1,600,000.00

Total of Payments & Investments 1,902,740.43

SWANAGE TOWN COUNCIL

Year Ending 31st March 2024

Payment schedule reported to Council - 13th May 2024

Schedule 12:

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 MILLION, THREE HUNDRED AND NINETY ONE THOUSAND, EIGHT
HUNDRED AND FIFTY NINE POUNDS AND TWENTY EIGHT PENCE
.....(£1,391,859.28).....**

Swanage Town Council Schedule of Payments - Month 12

Cheques

Date	Name	Chq number	Inv Date	Details		Payment Total
21/03/2024	Petty Cash	015015	21/03/2024	TIC petty cash	120.25	
25/03/2024	Petty Cash	015016	25/03/2024	TH petty cash	38.59	158.84
Total of Cheques						158.84

Direct Debits & Standing Orders

Date	Name	Inv Ref	Inv Date	Details		Payment Total
15/03/2024	AIB Merchant Services	290224.000002	29/02/2024	Merchant Service charge- Feb		42.08
11/03/2024	Barclaycard Merchant Services	001884330224	29/02/2024	Monthly charge		52.63
11/03/2024	British Telecom	Q120xx	24/02/2024	Q4- Emergency phone	279.22	
11/03/2024		Q146UF	25/02/2024	Q4- TH	170.24	
11/03/2024		Q14070	25/02/2024	Q4- BG	139.60	589.06
01/03/2024	Ecotricity Ltd	04716865	09/02/2024	Fisherman's Huts	101.38	
01/03/2024		04716851	09/02/2024	Bandstand	65.43	
27/03/2024		04836241	06/03/2024	All sites	6,494.29	6,661.10
14/03/2024	First Data	520334510615636	29/02/2024	Monthly charge		163.21
15/03/2024	Green Energy (UK) Ltd	52773854	05/03/2024	Gas- TIC	483.71	
15/03/2024		52773725	05/03/2024	Gas- TH office	1,798.80	
15/03/2024		52774181	05/03/2024	Gas- TH	936.01	
15/03/2024		52774145	05/03/2024	Gas- Depot	529.41	3,747.93
18/03/2024	Lloyds Bank PLC	421680016	13/02/2024	Bank charge	146.82	
25/03/2024		422574219	07/03/2024	Monthly charge	111.30	258.12
11/03/2024	Paytek Admin Services Ltd (First)	MI/4225675/03	01/03/2024	Monthly charge	128.35	
11/03/2024		MI/4229058/03	01/03/2024	Monthly charge	72.00	200.35
25/03/2024	Pitney Bowes Finance Ltd	4100024629	23/02/2024	Quarterly Rental		87.62
18/03/2024	Sage (UK) Ltd	INV18537529	01/03/2024	Monthly charge		560.70
01/03/2024	water2business	4064784492	01/02/2024	Mermond Toilets	355.33	
01/03/2024		4064806613	01/02/2024	Shore Road-Toilet	780.11	
01/03/2024		4064933097	16/02/2024	Moulham Rd	95.49	
01/03/2024		4064936502	16/02/2024	Standpipe 2-Sandpit field	72.83	
01/03/2024		4064941119	19/02/2024	Standpipe 1-Sandpit field	114.46	1,418.22
Total of Direct Debit & Standing Orders						13,781.02

Lloyds Chargecard

Date	Name	Inv Ref	Inv Date	Details		Payment Total
18/03/2024	Adobe Systems Software Ireland Ltd	IEE2024002065258	21/02/2024	Software Licence		198.96
Total of Chargecard payments						198.96

BACS / CHAPS

Date	Name	Inv Ref	Inv Date	Details		Payment Total
28/03/2024	Ace Office Environments Ltd.	01107735	29/02/2024	Stationery	98.65	
28/03/2024		01107736	29/02/2024	Stationery	50.50	
28/03/2024		01108932	08/03/2024	Stationery	9.98	159.13
28/03/2024	Apogee Corporation Ltd	1443659	22/03/2024	TIC toner	9.00	
28/03/2024		1443772	25/03/2024	Depot toner	92.95	
28/03/2024		1444456	25/03/2024	Monthly rent	484.44	
28/03/2024		1444456	25/03/2024	Monthly charge toner	638.60	1,224.99
28/03/2024	AquAid (Southcoast)	461664	29/02/2024	Depot water 19Lx3	36.90	
28/03/2024		461663	29/02/2024	Sanitisation BF	26.39	63.29
28/03/2024	J9 Ltd T/a Barriers Direct	293524	12/03/2024	Bollard		209.74
28/03/2024	BIPCOM	INV-10251	01/03/2024	Divert to mobile		6.60
28/03/2024	Blackmore Ltd	72396	06/03/2024	TIC - Printing of Swanage leaflet		1,418.00
28/03/2024	Blue Level Media Ltd	SI-30262	01/03/2024	Web support and maintenace		1,200.00
28/03/2024	C86 Signs & Graphics	INV-0154	14/03/2024	Beach Gardens - Printwork and signage		160.00
28/03/2024	Central Southern Security Ltd	9963	01/03/2024	Annual keyholding		300.00
28/03/2024	Charlie's Tasty Treats	0028	14/03/2024	TIC - dog treats for retail		90.00
28/03/2024	Countryside Tree Surgeons Ltd	SI-330	15/03/2024	Tree works		2,388.00
28/03/2024	DAPTC	INV-1672	11/03/2024	Councillors' Seminar		237.00
28/03/2024	Darkin Miller Ltd	879	19/03/2024	Internal Audit Feb-Mar24		962.21
28/03/2024	Steve Darrington	BR 23010	05/03/2024	Blues agency- Statement		1,185.00
28/03/2024	Dorset County Pension Fund	Month 12	20/03/2024	Payroll Month 12	19,547.85	
28/03/2024		Month 12	20/03/2024	Payroll Month 12 -CAYS	221.72	19,769.57
28/03/2024	Dorset Council	1801350307	27/02/2024	Visit Swanage - Licence fee	3,208.80	
28/03/2024		2800390076	01/03/2024	School Crossing Patrol-funding	5,014.58	
28/03/2024		2800390193	06/03/2024	Traffic regulation Order	800.00	
28/03/2024		2800393360	19/03/2024	Tree Survey	163.80	9,187.18
28/03/2024	Dorset Waste Partnership	2800391329	06/03/2024	Feb- recycling bin		20.22
28/03/2024	Flowbird Smart City UK Ltd	UI00007118	14/03/2024	Flowbird WebOffice incl Airtime	84.00	
28/03/2024		UI00007118	14/03/2024	Gateway Trans charge	70.96	
28/03/2024		UI00007324	25/03/2024	Maintenance Agreement	2,611.20	2,766.16
28/03/2024	Friends of Swanage Primary	Grant 26/02	25/03/2024	Grant-Friends of Swanage Primary		500.00

28/03/2024	Four County Services Ltd.	65539	10/03/2024	TIC IT	467.78	
28/03/2024		65539	10/03/2024	BG phone	42.00	
28/03/2024		65540	10/03/2024	TH IT	786.72	
28/03/2024		65538	10/03/2024	Depot IT/phone	379.56	
28/03/2024		65558	11/03/2024	Hosted 3CX phone system upgrades	950.40	
28/03/2024		65559	12/03/2024	5G- restore Asus router	96.00	
28/03/2024		65550	12/03/2024	IT Subscription	293.22	
28/03/2024		65614	21/03/2024	Domain Hosting-service	38.40	
28/03/2024		65628	22/03/2024	IT services	96.00	3,150.08
28/03/2024	Follow The Shine Ltd	M7J1/5/117	01/03/2024	Cleaning March24	180.00	
28/03/2024		M8J1/5/124	14/03/2024	Contract cleaning	300.00	480.00
28/03/2024	G4S Cash Solutions (UK) Ltd	CN-00501524	29/02/2024	Cash collection	(721.67)	
28/03/2024		2024023065	29/02/2024	Cash collection & processing	872.36	150.69
28/03/2024	Greenham Trading Ltd.	04/456623	22/02/2024	Materials & Equipment	67.20	
28/03/2024		04/457980	04/03/2024	Materials & Equipment	129.54	
28/03/2024		04/459193	14/03/2024	Materials & Equipment	173.23	
28/03/2024		04/459458	18/03/2024	Materials & Equipment	104.40	
28/03/2024		04/460138	22/03/2024	Materials & Equipment	254.64	729.01
28/03/2024	D.A.A. Halsgrove	306398	11/03/2024	TIC - books for retail		107.11
28/03/2024	Hardy Signs	108925	10/02/2024	Depot - new signs		625.10
28/03/2024	A.R. Harris & Son	34054	02/03/2024	Electrical Services	75.00	
28/03/2024		34094	12/03/2024	Electrical Services	105.00	180.00
28/03/2024	Hendy Group Ltd	53018613	28/02/2024	Repairs		928.32
28/03/2024	Hunt Forest Group Ltd	556591	04/03/2024	Trimax-JD-VC6700/JD-VC8261	364.66	
28/03/2024		556771	07/03/2024	Annual service	458.04	822.70
28/03/2024	HMRC	Month 12	20/03/2024	Payroll Month 12- PAYE/NI		16,446.12
28/03/2024	J.D. Facilities Ltd	INV-1612	01/03/2024	Cemetery chapel- cleaning	27.00	
28/03/2024		INV-1617	01/03/2024	Depot- staff area clean	230.62	
28/03/2024		INV-1616	01/03/2024	Depot- clean	197.59	
28/03/2024		INV-1613	01/03/2024	Public Toilets- cleaning	7,600.85	
28/03/2024		INV-1615	01/03/2024	TIC -cleaning	294.34	
28/03/2024		INV-1614	01/03/2024	TH- cleaning	499.20	8,849.60
28/03/2024	Keep Britain Tidy	SI007608	04/03/2024	Blue Flag and Seaside Award		1,054.80
28/03/2024	Little Map Company	1008	08/03/2024	Beach Gardens - mugs for kiosk retail		88.50
28/03/2024	The Methodist Church	34929	05/03/2024	Methodist Church Hire - Council Meeting		82.50
28/03/2024	Metric Group Ltd.	C69915	01/03/2024	Monthly charge Aslan	180.00	
28/03/2024		C70125	01/03/2024	Maintenance charge	1,960.74	2,140.74
28/03/2024	S. Moores	5921	08/03/2024	TIC - biscuits for retail	327.88	
28/03/2024		5921	08/03/2024	Beach Gardens - biscuits for kiosk retail	14.88	
28/03/2024		6252	22/03/2024	TIC - biscuits for retail	52.56	395.32
28/03/2024	National Express	AREXT/00240894	29/02/2024	Agency tickets Feb		99.03
28/03/2024	Newsquest Southern	44640274	20/03/2024	Public Notice - Seaweed contractors		143.59
28/03/2024	Nixons Hardware Ltd	123345	02/02/2024	Materials	5.99	
28/03/2024		123366	12/02/2024	Kettle for depot	29.99	35.98
28/03/2024	Norfolk County Council	10061812	04/01/2024	NPLaw Feetime charge		1,258.80
28/03/2024	Openings	A70831	13/03/2024	Key fobs		102.00
28/03/2024	Origin Amenity Solutions Limited	OASI0098154	21/03/2024	Qualgex for Beach Gardens		289.20
20/03/2024	Swanage Town Council	Month 12 Payroll	20/03/2024	Net Wages-Month 12		55,785.23
28/03/2024	Pod Point Ltd	3010887	26/01/2024	Fees		211.68
28/03/2024	Purbeck Print Company	1073	20/03/2024	TIC - artwork & design		295.00
28/03/2024	Purbeck Gazette	24379	08/03/2024	Advertising	90.00	
28/03/2024		24346	11/03/2024	Advertising	90.00	180.00
28/03/2024	ONeill Homer	1511	29/02/2024	Invoice#4-Neighbourhood Plan		1,950.00
22/03/2024	Refund	Plaque	22/03/2024	Refund	6.00	
22/03/2024		Plaque	22/03/2024	Refund	10.67	
25/03/2024		Plaque	25/03/2024	Refund	10.67	
25/03/2024		Taxi	25/03/2024	Refund	57.00	
26/03/2024		Taxi	26/03/2024	Refund	279.93	
26/03/2024		Taxi	26/03/2024	Refund	50.00	
26/03/2024		Taxi	26/03/2024	Refund	888.98	
26/03/2024		2493	26/03/2024	Repurchase of Grave plot	255.00	1,558.25
28/03/2024	R U Secure Systems	132024_382451	12/03/2024	CCTV/network switch		134.76
28/03/2024	Swanage and Purbeck Development Trust	Grant 26/02	25/03/2024	Grant-Swanage Skatepark Community Project	500.00	
28/03/2024		Grant	26/03/2024	Health & Wellbeing Hub - Grant Contribution	21,000.00	21,500.00
28/03/2024	Swanage Town & Herston Football Club	grant q4	22/03/2024	Football Club Grant - Q4		1,312.50
28/03/2024	Smith of Derby Ltd	0000131403	19/02/2024	Town Hall Clock- service		325.20
28/03/2024	Spaldings (UK) Ltd.	319123	21/02/2024	2 stroke oil	114.96	
28/03/2024		SI-2934237	15/03/2024	Tool spares	373.12	488.08
28/03/2024	St. Michaels Garage	3805	29/02/2024	Diesel- Feb		703.61
28/03/2024	Swanage News	1284	24/02/2024	New papers		38.15
28/03/2024	Swanage Tyres and Tuning Ltd	31857	15/03/2024	Investigate indicator electrical fault		196.78
28/03/2024	Swanage Town Band	Grant 26/02	25/03/2024	Grant-Swanage Town Band		150.00
28/03/2024	South West Geotechnical Ltd	INV-1655	14/03/2024	Swanage Seafront - Monitoring		3,366.00
28/03/2024	Telefonica O2 UK Ltd	29488455	24/03/2024	SIM Charges TH- Mar24		277.61
28/03/2024	Terminator Control Ltd	4161B	28/02/2024	Pest Control	65.00	
28/03/2024		4179A	18/03/2024	Pest Control	323.00	388.00
28/03/2024	Thornes Chartered Surveyors	00/4438	28/02/2024	Professional fees		270.00

28/03/2024	Travis Perkins	9292ANR850	26/02/2024	Materials & Equipment	21.29	
28/03/2024		9292ANR927	27/02/2024	Materials & Equipment	31.64	
28/03/2024		9292ANS035	29/02/2024	Materials & Equipment	23.38	
28/03/2024		9292ANS113	01/03/2024	Materials & Equipment	295.57	
28/03/2024		9292ANS250	04/03/2024	Materials & Equipment	1,553.96	
28/03/2024		9292ANS366	06/03/2024	Materials & Equipment	43.16	
28/03/2024		9292ANS481	07/03/2024	Materials & Equipment	19.74	
28/03/2024		9292ANS677	12/03/2024	Materials & Equipment	7.37	
28/03/2024		9292ANS678	12/03/2024	Materials & Equipment	51.02	
28/03/2024		9292ANS834	14/03/2024	Materials & Equipment	5.40	
28/03/2024		9292ANS903	15/03/2024	Materials & Equipment	13.94	
28/03/2024		9292ANT066	18/03/2024	Materials & Equipment	429.43	
28/03/2024		9292ANT176	20/03/2024	Materials & Equipment	104.86	
28/03/2024		9292ANT244	21/03/2024	Materials & Equipment	15.06	
28/03/2024		9292ANT340	22/03/2024	Materials & Equipment	78.59	2,694.41
28/03/2024	Third Party Payments	Month12	20/03/2024	Third Party Deductions		333.02
28/03/2024	Violet Farm Foods Ltd	140190	12/03/2024	TIC - tea for retail	175.40	
28/03/2024		140190	12/03/2024	Beach Gardens - tea for kiosk retail	28.50	203.90
28/03/2024	Westmade Ltd	1012273	25/03/2024	Plumbing services		1,860.00
28/03/2024	WGS Power & Lighting Ltd	SI-11390	20/03/2024	Seafront lighting		1,092.00
28/03/2024	WSP	64685538	17/03/2024	Services		2,400.00
Total of BACS/CHAPS Payments						177,720.46

<i>BACS payroll payment issued 20th March 2024</i>	55,785.23
<i>F/P Refunds 22nd, 25th and 26th March 2024</i>	1,558.25
<i>BACS supplier payments issued 28th March 2024</i>	120,376.98
	177,720.46

Total of Payments 191,859.28

Investments - Cash Movements

Date	Name	Inv Ref	Inv Date	Details		Payment Total
28/03/2024	DMADF	transfer	28/03/2024	DMADF	900,000.00	
28/03/2024	DMADF	transfer	28/03/2024	DMADF	300,000.00	1,200,000.00
Total of Investments						1,200,000.00

Total of Payments & Investments 1,391,859.28