

Minutes of the Meeting of the Swanage Town Council  
held at The Swanage School, High Street, Swanage on  
**MONDAY, 16<sup>th</sup> SEPTEMBER 2024** at 7.00 p.m.

PRESENT:-

Councillor T. Foster – Chairman

Councillor M. Bonfield  
Councillor S. Brookes  
Councillor M. Coward  
Councillor J. Dorrington  
Councillor J. Lejeune  
Councillor D. Monkhouse  
Councillor C. Moreton  
Councillor C. Sutton  
Councillor C. Tomes  
Councillor W. Trite  
Councillor S.Vile

In addition to Members of the Council and officers, one representative of the local press and media attended the Meeting.

**Public Participation Time**

There were no matters raised on this occasion.

Reverend Jo Levasier offered a short prayer before the commencement of the Meeting.

The Chairman opened the Council Meeting at 7.05 p.m.

76. **Apologies**

There were no apologies to record on this occasion.

77. **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.

78. **Minutes**

(a) Proposed by Councillor Coward, seconded by Councillor Monkhouse and  
**RESOLVED UNANIMOUSLY:-**

That the Minutes of the Council Meeting held on  
22<sup>nd</sup> July 2024 be approved as a correct record and  
signed.

(b) Proposed by the Town Mayor and seconded by Councillor Lejeune:-

That the Minutes of the Extraordinary Council  
Meeting held on 9<sup>th</sup> September 2024 be approved as  
a correct record and signed.

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

79. **Finance and Governance Committee**

- (a) Proposed by the Town Mayor and seconded by Councillor Moreton:-  
That the Minutes of the Finance and Governance  
Committee Meeting held on 24<sup>th</sup> July 2024 be  
approved as a correct record and signed.

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

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

5b) **Council Priority plan for summer/autumn 2024**

- Proposed by Councillor Tomes, seconded by Councillor Bonfield and  
RESOLVED UNANIMOUSLY:-  
That the draft Council Priority Plan for  
summer/autumn 2024/25 be adopted.

7) **Time of future meetings**

- Proposed by the Town Mayor, seconded by Councillor Bonfield and  
RESOLVED UNANIMOUSLY:-  
That a change in the time of the Finance &  
Governance Committee meetings from  
11.30 a.m. to 2.15 p.m. be approved, to commence  
from 11<sup>th</sup> December 2024.

80. **Planning and Consultation Committee**

- (a) Proposed by Councillor Bonfield, seconded by Councillor Vile and  
RESOLVED UNANIMOUSLY:-  
That the Minutes of the Planning and Consultation  
Committee Meeting held on 5<sup>th</sup> August 2024 be  
approved as a correct record and signed.

81. **Planning and Consultation Committee**

- (a) Proposed by Councillor Bonfield and seconded by the Town Mayor:-  
That the Minutes of the Planning and Consultation  
Committee Meeting held on 2<sup>nd</sup> September 2024 be  
approved as a correct record and signed.

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

82. **Statement of Cash Balance**

- (a) A Statement of Cash Balance as at 31<sup>st</sup> July 2024 was submitted for  
information (a copy attached at the end of these Minutes).  
(b) A Statement of Cash Balance as at 31<sup>st</sup> August 2024 was submitted for  
information (a copy attached at the end of these Minutes).

83. **Payment of Accounts**

In accordance with Regulations 5 and 6 of the Council's Financial Regulations,  
the following Payment Schedule was submitted for information:-

- Payment Schedule 4, amounting to £656,805.93.
- Payment Schedule 5, amounting to £1,749,954.43.

Thanks were given to the Finance Manager for her comprehensive reports.

84. **Chairman's Announcements**

The Town Mayor wished to offer condolences following the recent death of well-known local resident, Mr John James, who had taken considerable interest in Town Council affairs and been a regular attendee at Council meetings for very many years.

The Town Mayor reported her attendance at the following events since the Council Meeting held on 22<sup>nd</sup> July 2024:

- Council – a number of committee and council meetings would be held over the autumn months as budget setting commenced and the Mayor was looking forward to working with all members on council matters.
- Public engagement – it was anticipated that public engagement for both the Swanage Neighbourhood Plan and the Green Seafront Scheme would be undertaken shortly. A good response was reported for the recent survey regarding sport and leisure facilities in the town. The Mayor hoped to resurrect the circulation of a newsletter to provide updates on the progress and aims of the council.
- Events – the Mayor thoroughly enjoyed attending the Swanage Carnival events, Music by the Sea, the Folk Festival, Allsort'd birthday party and the Flower Club displays at the Mowlem.
- Volunteer groups – the Mayor thanked the Beach Buddies for their continued beach cleaning services in all weathers, as well as the other volunteer groups who strive to make Swanage the vibrant town it is.
- Civic Service – it was noted that arrangements for the Civic Service, being held on 6<sup>th</sup> October 2024 at St Mary's Church, Swanage, were well underway. The service would celebrate the 50<sup>th</sup> anniversary of Swanage Town Council and honour the achievements of local organisations. Councillors and partners would process into the church behind the choir and there would be music and cake following the service.

85. **Working Party Updates and Recommendations**

(a) **Car Parks, 24<sup>th</sup> July 2024**

Further to Minute No. 69 (b) of the Council meeting held on 22<sup>nd</sup> July 2024, it was reported that Members had received a demonstration of new models of car parking machines and a further update would be provided under agenda item 15.

(b) **Sport, Leisure and Wellbeing, 7<sup>th</sup> August 2024**

At the meeting held on 7<sup>th</sup> August, it was agreed that a survey be conducted to ascertain the views of the local community in regard to their interest in sports and the use of facilities. The survey ran from 16<sup>th</sup> August – 9<sup>th</sup> September 2024 and had been available to complete online with paper copies available at the Swanage Information Centre and Library. Thanks were provided to the Town Mayor, Councillor Sutton and the Planning and Community Engagement Manager for their work in designing and deploying the survey. A further update would be provided under agenda item 10.

(c) **Seafront Masterplan, 21<sup>st</sup> August 2024**

It was reported that Members had met with officers from Dorset Council regarding proposed options around the road layout of Shore Road and a further update would be provided to a future meeting.

(d) **Communications Strategy – Consider the appointment of Councillor Vile to the working party**

It was proposed by the Town Mayor, seconded by Councillor Monkhouse and RESOLVED UNANIMOUSLY:-

That Councillor Vile be appointed to the Communications Strategy working party.

86. **Armed Forces Covenant**

a) **To consider signing the covenant and approving Town Council pledges**

Further to Minute No. 6 of the Extraordinary Finance and Governance Committee meeting held on 25<sup>th</sup> April 2024, consideration was given to a briefing paper prepared by the Democratic Services Officer. The paper outlined the council's prior engagement with the Wessex Reserve Forces' and Cadets' Association, information regarding the Defence Employers Recognition Scheme, and the subsequent advice received from the Council's HR advisors, South West Councils.

b) **To consider arrangements for signing ceremony**

It was noted that preliminary discussions had been held with Mr Frank Roberts of Swanage Railway and Swanage Army Link, to work together with both organisations to arrange a joint signing ceremony with the Town Council.

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

That authority be provided to the Town Mayor to sign the Armed Forces Covenant on behalf of Swanage Town Council, including the pledges set out therein.

It was further RESOLVED:-

That the confirmation of the arrangements for an Armed Forces Covenant signing ceremony, working jointly with Swanage Railway and Swanage Army Link, be delegated to the Town Clerk, in consultation with the Town Mayor and Deputy Mayor.

87. **Day's Park Community Sports Facility – To consider arrangements for submission of planning application and revised funding request.**

Further to Minute No. 44 of the Council meeting held on 24<sup>th</sup> June 2024, consideration was given to a briefing paper, prepared by the Town Clerk, which outlined the work undertaken to date of the Swanage Town & Herston Football Club and the Town Council to provide a community sports facility at Day's Park.

It was reported that subsequent to the June Council meeting there had been further meetings of the Sport, Leisure and Wellbeing Working Party with representatives of the Football Club and Dorset Council and consideration had been given to the most cost-effective way of taking forward the planning application. It was noted that should the Town Council be registered as the applicant then the application would be subject to a 50% reduction in planning fees.

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

To confirm that the Town Council will act as the applicant in respect of the submission of the planning application for the Day's Park Community Sports Facility and that the second tranche of grant funding will remain as agreed by Council at its meeting on 24<sup>th</sup> June 2024 with any saving from the

reduction in planning fees being applied by Swanage & Herston Football Club Ltd to legal and professional fees in connection with fundraising and establishment of a CIO.

88. **Swanage Beach Kiosk, Shore Road – To consider granting landlord’s consent for installation of staff toilet facility**

Further to Minute No. 3 of the Planning and Consultation Committee meeting held on 2<sup>nd</sup> September 2024, Members considered the contents of a briefing paper prepared by the Town Clerk, which set out the comments from Dorset Council’s Design and Conservation Officer in relation to the proposed staff toilet and bin facility adjacent to the kiosk.

In view of the comments made at the Planning and Consultation Committee meeting and by the Design and Conservation Officer, it was proposed by Councillor Bonfield, seconded by Councillor Moreton and RESOLVED UNANIMOUSLY:-

That the Town Council defers this item pending receipt of a formal request for landlord’s consent and resolution of the Design and Conservation Officer’s concerns.

89. **Acquisition of new fire panel at Town Hall – To approve budget**

Consideration was given to a briefing note prepared by the Assets and Compliance Manager which outlined the requirement for the acquisition of a new fire panel at the Town Hall.

It was noted that the current fire alarm panels in both the Town Hall and Annexe were approximately 10 years old and, whilst they remain functional, it had been recommended upon inspection that they be replaced. This follows a period of circa 2-3 months where a range of issues with the fire panels have resulted in a significant uptick in the number of maintenance visits required.

It was therefore proposed by Councillor Sutton, seconded by Councillor Dorrington and RESOLVED UNANIMOUSLY:-

That a budget of up to £5,000 be approved for the installation of new fire panels at the Town Hall and annexe, both panels to be fitted with a wireless digital transmitter which will permit remote monitoring of the fire system.

90. **Reports from Council representatives on outside organisations**

a) **Swanage Carnival**

It was reported that the Carnival had been a huge success and thanks were given to the Assets and Compliance Manager, the VSBDM and their teams, including the Enforcement Officers, for their support during the week. The presentation evening would be held on Friday 27<sup>th</sup> September 2024 at 7.30 p.m. at the Mowlem where the amount being donated to 23 charities would be announced.

b) **Chamber of Trade**

It was reported that the Chamber of Trade had unanimously objected to the Sandbanks Ferry proposed increase to tolls and individual members had also submitted objections. It was noted that the Chamber of Trade had received information from a member of the public interested in funding ‘Swanage in Bloom’ and a further update would be provided to a future meeting.

c) **The Focus Centre**

It was noted that good progress was being made towards the ‘Welcome Lounge’ at the Focus Centre being opened to the public.

d) **Swanage Pier Trust**

The Town Mayor noted that she had been appointed as the representative for the Pier Trust and an update would be provided to a future meeting. It was further noted that the historic turnstile originally situated on the Pier was on display at the Swanage Museum.

e) **Appoint representative for Action for Health and Care in Purbeck**

Members considered an email received from a representative from Action for Health and Care in Purbeck which outlined the aims and objectives of the group. In order to increase awareness and improve communication it had been suggested that a council representative be appointed to the Action for Health and Care in Purbeck group.

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

That Councillor Monkhouse be appointed as the  
Town Council's representative for Action for Health  
and Care in Purbeck.

91. **Report from Dorset Councillors**

The following updates were provided by Councillor Trite:

- Dorset Council had been engaged in discussions with BCP and town and parish councils in taking forward the opposition to the proposed increase in ferry tolls.
- Dorset Council's senior officers continued to meet with a local resident regarding the street lighting and a further update would be provided to a future meeting.
- It was noted that Dorset Council's budget was currently at a £10 million deficit, similar to the same period last year.
- There was cross party opposition to the governments withdrawal of the winter fuel payment for pensioners. It was noted that 30% of Dorset residents were over the age of 65.
- It was noted that a new Children's Services Director had been appointed, Paul Dempsey.
- The Bibby Stockholm barge, stationed in Portland Harbour and used for the accommodation of asylum seekers, would be decommissioned from the new year.
- The Library Service had commissioned the Royal Voluntary Service to deliver books to housebound people. Any interested parties were encouraged to contact Councillor Trite.

92. **Reporting of delegated matters**

(a) **Car Parking Machines**

Further to Minute No. 69 (b) of the Council meeting held on 22<sup>nd</sup> July 2024, it was reported that an order had been placed for eight new car park terminals to be purchased and installed at a total cost of £39,197.

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

(a) **Ambulance Car – Analysis of Latest Information obtained via six-monthly FOI request**

The lead councillor of the Emergency Health Services working party had prepared an analysis of the latest information received via the six-monthly FOI request regarding the Ambulance Car. It was noted that the response time for category 1 calls (life-threatening injuries and illnesses, specifically cardiac arrest) were the closest to the target time since the Town Council had started data collection. It was

noted that the ambulance car spent 90% of the time in Purbeck with ¾ of that time in Swanage.

It was reported that chemotherapy treatment would return to Wareham Hospital in the near future.

(b) **Coastal Flood Defences Public Engagement Event, October 2024**

Members noted that a date for an engagement event would be publicised in due course.

(c) **Friends of Swanage Bandstand**

Further to Minute No. 137 of the Council meeting held on 30<sup>th</sup> January 2023 it was noted that the Friends of Swanage Bandstand had now disbanded and their remaining funds had been donated to the Town Council and placed in an earmarked reserve for future repairs.

**EXCLUSION OF PRESS AND PUBLIC**

Proposed by Councillor Bonfield, seconded by Councillor Tomes 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 17 and 18 for reasons of legal and commercial confidentiality.

94. **Procurement**

(a) **Station Approach improvement works – To review project in view of refusal of leaseholder to contribute to cost of works**

Further to Minute No. 69 (a) of the Council Meeting held on 22<sup>nd</sup> July 2024, it was reported that the Co-Operative Group had declined to make any financial contribution towards the costs of implementing the agreed improvement works at Station Approach. In light of this, consideration was given as to whether or not the Town Council should continue to implement the scheme in full or in part. Given the improvements that the scheme would deliver with regards to pedestrian safety, Council agreed that the scheme should be implemented in full. Whilst the Co-op's current position was noted, it was agreed that further negotiations should take place.

It was also noted that further to Minute No. 69 (a) the Town Council had given delegated authority to the Town Clerk to proceed with the award of contract for the works, in consultation with the Mayor and Deputy Mayor. However, it was agreed that it would be best if Councillors Bonfield and Sutton were consulted by the Town Clerk, as the chairmen of the Community Services Committee and Traffic Management Advisory Committee, respectively. Consequently, it was proposed by the Town Mayor, seconded by Councillor Moreton and **RESOLVED UNANIMOUSLY:**

That Standing Order No. 9 (a) be suspended to enable the Town Council to consider amendments to Minute No. 69 (a) of the Council Meeting held on 22<sup>nd</sup> July 2024 within a six-month period.

In order to remove the caveat in relation to the contract award being dependent upon receipt of a binding commitment from Co-op to make a fair contribution to the costs of the works, and to change the delegation arrangements, it was proposed by Councillor Sutton, seconded by Councillor Dorrington and **RESOLVED UNANIMOUSLY:**

That the resolution recorded under Minute No. 69 (a) of the Minutes of the Council Meeting held on 22<sup>nd</sup> July 2024 be amended so as to read as follows:  
To waive the Council's financial regulations in respect of contracts to the extent required to enable a direct contract award to Dorset Council to undertake improvement works to Station Approach and delegate authority to the Town Clerk, in consultation with Councillors Bonfield and Sutton, to place an order with Dorset Council for the sum of £150,287.77 (including a 30% optimism bias).

(b) **Electricity Supply – To award contract**

Further to Minute No. 109 (b) of the Council Meeting held on 18<sup>th</sup> September 2023, at which the Council entered into a one year contract with a 100% renewable energy supplier, Members considered the contents of a briefing paper prepared by the Finance Manager. The paper set out the options which included suppliers without 100% renewable supply and the associated annual costs. Given the Council's commitment to procuring electricity from a 100% renewable energy supplier, it was proposed by Councillor Tomes, seconded by Councillor Monkhouse and **RESOLVED UNANIMOUSLY:-**  
That the quote from Ecotricity, as a 100% renewable energy supplier, be accepted on a 3-year contract.

(c) **Cash Collection – To award contract**

Members considered the contents of a briefing paper, prepared by the Finance Manager, which set out the quotes received for the supply of Cash Collection and Valuables in Transit (CVIT) services. It was reported that out of the six organisations approached three had sent no response, one had declined the invitation as it would not be cost effective and only two had submitted a quote. The two submissions had been assessed for cost and quality with one supplier scoring significantly higher than the other. The briefing paper highlighted that as a third supplier did not respond to the request for a quote the Town Council would be required to waive Financial Regulation 11.11 in order to award the contract. It was proposed by Councillor Monkhouse, seconded by Councillor Bonfield and **RESOLVED UNANIMOUSLY:-**  
That Financial Regulation 11.11 be waived in order to authorise the award of the contract for CVIT services to Security Plus + Ltd on a 2 plus 1 year basis, commencing 1<sup>st</sup> December 2024.

95. **Property-Related Legal Matters**

(a) **Prospect Business Park Management Company (Swanage) Ltd – To consider agenda for shareholder's meeting issued by Dorset Council**

Members considered the agenda and reports that had been issued by the Prospect Business Park Management Company (Swanage) Ltd in relation to the General Meeting scheduled to be held on 27<sup>th</sup> September 2024. It was noted that the Town Council was one of four shareholders, being the leasehold owner of Plot 2, entitled to vote at the meeting. It was proposed by Councillor Bonfield, seconded by Councillor Dorrington and **RESOLVED UNANIMOUSLY:-**



That delegated authority be provided to the Town Clerk to vote at the General Meeting of the Prospect Business Park Management Company (Swanage) Ltd on behalf of the Town Council.

(b) **Boundary Wall Marsh Way/Victoria Terrace – To consider next steps in approving repair**

Members noted the contents of a briefing paper prepared by the Assets and Compliance Manager which set out the advice received from the structural engineers regarding the condition of the wall and options for repair. It was reported that a meeting would be held during the week commencing 23<sup>rd</sup> September with the parties involved and an update would be provided to a future Council meeting.

The Meeting closed at 8.15 p.m.

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Draft Minutes of the Meeting of the **PLANNING AND CONSULTATION COMMITTEE** held at the Town Hall, Swanage on **MONDAY, 7<sup>th</sup> OCTOBER 2024** at **7.00 p.m.**

Chairman: -

Councillor M Bonfield

Swanage Town Council

Present: -

Councillor J Lejeune

Swanage Town Council

Councillor D Monkhouse

Swanage Town Council

Councillor C Moreton

Swanage Town Council

Councillor S Vile

Swanage Town Council

Also in attendance: -

Miss N Clark

Planning and Community Engagement Manager

There were two members of the public present at the meeting.

### **Public Participation Time**

The following matters were raised:-

- **Approved planning application No. P/FUL/2023/01535** 5 Victoria Avenue Industrial Estate, Swanage, BH19 1BJ – concerns regarding the ongoing development works at this site, and potential changes to be made to the development. In view of the concerns raised, the Chairman recommended that the member of public contacted Dorset Council's Planning Enforcement Team to raise/discuss these accordingly and advised that any future planning applications submitted for amendments to the development would be discussed at a future Committee Meeting, the agenda and planning list for which would be publicised on the Town Council's website, Facebook page, and noticeboard.
- **Outline planning application No. P/OUT/2024/03253** Harrow House, Harrow Drive, Swanage, BH19 1PE – an update was sought on the application, and a request made for the date and venue of the meeting of the Eastern Area Planning Committee Meeting, at which this application would be considered, to be publicised when known.
- **Contact details for Town Councillors** – it was reported that these were available on the Town Council's website, via the 'Contact Councillors' tab.

#### 1) **Apologies**

Apologies for their inability to attend the Meeting were received from Councillors Foster and Tomes.

#### 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.

### **Planning**

#### 3) **Plans for consideration**

##### **Delegated Applications**

P/CLE/2024/05535

**Certificate of Lawful Use Existing**

**Tall Trees, Ulwell Road, Ulwell, Swanage, BH19 3DG**

A summerhouse has been erected on site. This has not been built in accordance with the approved plans (planning approval 6/2012/0445 issued 31 January 2012). \*The summerhouse was substantially complete in July 2014 and is now lawful by the passage of time. A glazed link passage adjoins the building; this again does not benefit from planning permission. \*This was substantially complete in the autumn of 2015 and is now lawful by the passage of time.

\*Four years under the transitional arrangement afforded by the Levelling-up and Regeneration Act 2023 (Commencement No. 4 and Transitional Provisions) Regulations 2024.

**OBSERVATION:** The Committee has no comments to make regarding this application.

- P/FUL/2024/05187 **The Haven, 3 Victoria Road, Swanage, BH19 1LY**  
Change of use of guesthouse to a self-contained residential dwellinghouse, with associated parking.  
**OBSERVATION:** The Committee wishes to express its disappointment regarding the potential/further loss of important holiday accommodation in the town. However, it raises no objection to the proposed change of use to a residential dwelling.
- \* P/FUL/2024/05397 **3 De Moulham Road, Swanage, BH19 1NP**  
Retain air source heat pumps on units 1, 2, 3 and 4.  
**OBSERVATION:** No objection.
- \* P/HOU/2024/04527 **7A De Moulham Road, Swanage, BH19 1NR**  
Erect single storey side extension.  
**OBSERVATION:** No objection.
- P/HOU/2024/05030 **12 Ballard Estate, Swanage, BH19 1QZ**  
Refurbishment of existing property; renew cladding, revise window arrangement, provide new roof lights, reduce footprint. Replace garage door, existing roof materials to match main dwelling, clad garage walls.  
**OBSERVATION:** No objection, subject to adherence to the Dorset Council Coastal Risk Management Project Engineer's report and recommendations. The Committee feels that the proposal will enhance the appearance of the property and its setting within the Ballard Estate.
- \* P/HOU/2024/05133 **14 Anglebury Avenue, Swanage, BH19 1QP**  
Increase height of extension, loft conversion with two dormers, and render existing and proposed walls. Raise roof to garage. Two dormers to front elevation, and erect front porch. Existing and proposed roof to be slates. Cedral boarding to four dormer windows and demolish chimney. Dropped kerb extension and parking space.  
**OBSERVATION:** No comment. The Committee wishes to express its concern regarding the lack of measurements/detail in the submitted plans on which to make an informed observation, in particular regarding the proposed increase in height of the proposed extension.
- \* P/HOU/2024/05281 **48 Rabling Road, Swanage, BH19 1EG**  
Replace and extend side garage.  
**OBSERVATION:** No objection, the Committee feels that the proposal will enhance the appearance of the property.

P/HOU/2024/05458 **8 Hill Road, Swanage, BH19 1RH**  
Retain playhouse in rear garden.  
**OBSERVATION:** No objection.

**For Information Only**

P/CLP/2024/05216 **Certificate of Lawful Use Proposed**  
**Durlston Wall, 3 Belle Vue Road, Swanage, BH19 2HP**  
The erection of a single storey extension.

P/NMA/2024/05208 **Non-Material Amendment**  
**37 Newton Manor Close, Swanage, BH19 1JS**  
Non-material amendment to P/HOU/2024/02456. On the dormer to the rear of the property to flip the windows so the bathroom window is facing the roadside of the property and the bedroom window is replacing the bathroom window location. Remove the window on the side gable elevation facing the road.

**Notification of Appeal**

P/FUL/2023/06979 **Appeal Reference: APP/D1265/W/24/3348628**  
**8 Institute Road, Swanage, BH19 1BX**  
Replacement shopfront to existing bakery/café.  
**Appeal Start Date:** 3rd September 2024  
An appeal had been made to the Secretary of State against the decision of Dorset Council to refuse to grant planning permission. The appeal would be determined on the basis of Written representations.  
**OBSERVATION:** The Committee did not wish to make comments, or modify/withdraw its previous comments dated 5<sup>th</sup> February 2024, therefore, no further action was required at this time.

**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/TRC/2024/05287 **Albany Court, 50 Park Road, Swanage, BH19 2AE**  
T1 Ash - Fell by section to ground level, grind out stump. Wall has cracks.  
Consideration was given to the above proposed tree works. It was proposed by Councillor Vile, seconded by Councillor Lejeune:-  
**OBSERVATION:** That the Planning and Consultation Committee has no objections to make regarding this application, in the interests of health and safety, and the preservation of the historic Purbeck Stone boundary wall.

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

**Consultation**

- 5) **To note receipt of the following consultation document, and to determine the Council's preferred method of response, if any:**
  - a) **Wessex Marine Team, Wessex Area Team, Natural England – Marine Protected Areas - New and updated Marine Conservation Advice packages: September 2024 – Invitation to comment**

It was reported that the Wessex Marine Team, Natural England, had provided an update on the publication of Marine Conservation Advice packages for September 2024, and comments, feedback or suggestions were being invited from stakeholders for the relevant Marine Protected Areas. These updates included the South Dorset Marine Conservation Zone (MCZ), and the Purbeck Coast MCZ.

During the ensuing discussion it was noted that the closing date for responses to the consultation was 19<sup>th</sup> December 2024, and comments were made that it may also be prudent for the Council's Environment and Green Spaces Committee, and Coastal Change and Beach Management Advisory Committee, to review the consultation documents and provide any feedback on the proposals to the Planning and Consultation Committee to assist in the formulation of the Council's response to Natural England. The next meetings of these Committees were being held on 23<sup>rd</sup> October, and 13<sup>th</sup> November, respectively. Further comments were raised regarding the potential impact the packages could have on tourism and recreation, and local fishing activities, and that it would be important to ensure that any interested parties had been made aware of the consultation, including the Fishermen's Association, Swanage Angling Club, Dorset Coast Forum, and Litter Free Dorset. Details of the consultation would therefore be circulated to the Council Committees and local stakeholders accordingly. The Committees would be asked to report back to the Planning and Consultation Committee in time for its meeting scheduled for 2<sup>nd</sup> December 2024.

**6) Items of Information and Matters for Forthcoming Agendas**

There were no matters raised.

**7) Date of next meeting**

The date of the next meeting had been scheduled for Monday 4<sup>th</sup> November 2024.

The meeting closed at 8.10 p.m.

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## Agenda Item 5 (a)

### SWANAGE TOWN COUNCIL

#### Statement of Cash Balance as at 30th September 2024

	£ p	£ p
Balance in Hand at 01/04/2024		£83,812.18 Cr
As per reconciliation dated 31/08/2024	£5,967,724.49 Cr	
Income during September	£717,506.84 Cr	
Movement of Cash-Investment	£750,000.00 Cr	
Add - Outstanding receipts- August	£11,503.71 Cr	
Less - Outstanding receipts - September	<u>£576.60 Dr</u>	£7,446,158.44 Cr
Less payments made:		
As per Reconciliation dated 31/08/2024	£6,008,065.92 Dr	
Schedule 6 payments dated 30/09/2024	£262,596.45 Dr	
Movement of Cash-Investment	<u>£1,200,000.00 Dr</u>	£7,470,662.37 Dr
		<u><u>£59,308.25 Cr</u></u>
Balance at Bank		
Current Account		£36,993.36 Cr
Deposit Account		<u>£22,314.89 Cr</u>
		<u><u>£59,308.25 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		£340,000.00
DMADF-Deposit		£775,000.00
DMADF-Deposit		£425,000.00
		<u><u>£2,790,000.00</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 September 2024

Prepared by Alison Spencer

Dated: 2nd October 2024

Certified by Martin Ayres

Dated: 2nd October 2024

**SWANAGE TOWN COUNCIL**

**Year Ending 31<sup>st</sup> March 2025**

**Payment schedule reported to Council - 21st October 2024**

**Schedule 6:**

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

**ONE MILLION, FOUR HUNDRED AND SIXTY TWO THOUSAND, FIVE HUNDRED  
AND NINETY SIX POUNDS AND FOURTY FIVE PENCE**

.....(£1,462,596.45).....

## Swanage Town Council Schedule of Payments - Month 6

### Direct Debits & Standing Orders

Date	Name	Inv Ref	Inv Date	Details		Payment Total
16/09/2024	AIB Merchant Services	300824.000008	31/08/2024	Merchant Serv charge		425.71
10/09/2024	Barclaycard Merchant Services	001884330824	31/08/2024	Monthly charge		43.36
09/09/2024	British Telecom	Q122 48	24/08/2024	Q2- Emergency phone	301.32	
09/09/2024		Q142FL	26/08/2024	Q2-BG	266.52	
09/09/2024		Q148 1G	26/08/2024	Q2- TH	183.70	751.54
02/09/2024	Dorset Council: Revenues & Benefits	840014144	01/04/2024	NNDR 24/25		20,180.00
27/09/2024	Ecotricity Ltd	05632348	06/09/2024	Electricity - various sites	7,935.53	
30/09/2024		05645106	09/09/2024	Electricity - various sites	488.00	8,423.53
13/09/2024	First Data	520334510615636	31/08/2024	Monthly charge		308.99
16/09/2024	Green Energy (UK) Ltd	52891362	04/09/2024	TIC - gas	75.79	
16/09/2024		52891385	04/09/2024	TH- office gas	251.75	
16/09/2024		52891386	04/09/2024	Depot- gas	81.01	
16/09/2024		52891307	04/09/2024	TH- gas	139.62	548.17
16/09/2024	Lloyds Bank PLC	436220518	13/08/2024	Bank charge	360.61	
24/09/2024		437090854	06/09/2024	Bank charge	135.70	496.31
10/09/2024	Paytek Admin Services Ltd (First)	MI/4476125/03	01/09/2024	Monthly charge	72.00	
10/09/2024		MI/447277/03	01/09/2024	Monthly charge	128.35	200.35
26/09/2024	Pitney Bowes Finance Ltd	4100075402	26/08/2024	Quarterly rental		87.62
16/09/2024	Sage (UK) Ltd	INV19478921	01/09/2024	Monthly charge		560.70
02/09/2024	water2business	5066121971	31/07/2024	Heritage Toilets- July	671.92	
02/09/2024		5066122000	31/07/2024	Shore Road Toilets- July	1,678.67	
02/09/2024		5066121980	31/07/2024	Mermond Toilets- July	570.49	
02/09/2024		5066121990	31/07/2024	Burlington Road- July	96.73	3,017.81
<b>Total of Direct Debit &amp; Standing Orders</b>						<b>35,044.09</b>

### Lloyds Chargecard

Date	Name	Inv Ref	Inv Date	Details		Payment Total
27/09/2024	Charge Card Transactions	Z7064667	07/08/2024	ICO Registration		60.00
<b>Total of Chargecard payments</b>						<b>60.00</b>

### BACS /CHAPS

Date	Name	Inv Ref	Inv Date	Details		Payment Total
30/09/2024	123 Send Limited	000185450	01/09/2024	Pro with SIM		158.36
30/09/2024	A.B.A. Groundcare (SW) Ltd	149855	31/08/2024	New roller for iseki		12.59
30/09/2024	Ace Office Environments Ltd.	01123314	30/08/2024	Stationery	275.94	
30/09/2024		01124978	13/09/2024	Stationery	31.28	
30/09/2024		01124978	13/09/2024	Stationery	19.53	326.75
30/09/2024	Andrews Plant Ltd	8195	31/08/2024	MRS		737.38
30/09/2024	Apogee Corporation Ltd	1472838	02/09/2024	TIC Toner	9.00	
30/09/2024		1474247	10/09/2024	TIC Toner	321.58	330.58
30/09/2024	AquAid (Southcoast)	477377	31/08/2024	Water- 19Lx3	37.80	
30/09/2024		477378	31/08/2024	Water- 19Lx11	135.30	173.10
30/09/2024	BIPCOM	INV-11324	01/09/2024	Divert to mobile		6.60
30/09/2024	BRITISH GAS TRADING LIMITED	805075190	03/09/2024	Electricity		28.94
30/09/2024	Countryside Art Ltd	79101	09/09/2024	TIC - souvenirs for retail	204.00	
30/09/2024		79191	18/09/2024	Mugs	331.20	
30/09/2024		79190	18/09/2024	Circular coaster	209.15	744.35
30/09/2024	Dorset County Pension Fund	Payroll M6	20/09/2024	Pension Month 6	22,129.48	
30/09/2024		Payroll M6	20/09/2024	CAYS Month 6	140.83	22,270.31
30/09/2024	Dorset Council	2800412112	22/08/2024	Transit site	650.00	
30/09/2024		1801425193	13/09/2024	Occupational Health Services	977.60	
30/09/2024		1801421576	29/09/2024	Annual rent 24/25	2.00	1,629.60
30/09/2024	Dorset Waste Partnership	2800413651	04/09/2024	Recycling BG		44.30
30/09/2024	ECO SUSTAINABLE SOLUTIONS LIMITED	130089848	24/04/2024	Playground chip		1,792.20
30/09/2024	Field Honey Farms	00005271	31/08/2024	TIC - honey for retail	196.20	
30/09/2024		00005289	18/09/2024	TIC - honey for retail	144.00	340.20
30/09/2024	Fireline Ltd	92245	03/09/2024	Annual Fire Extinguishers Servicing		2,300.18
30/09/2024	The Flag Shop Ltd	#1000091381	02/09/2024	TIC - Dorset flags for retail		68.75
30/09/2024	Flowbird Smart City UK Ltd	UI00011204	09/09/2024	WebOffice incl Airtime	88.22	
30/09/2024		UI00011204	09/09/2024	Gateway Trans charge	601.99	
30/09/2024		UK168305	10/09/2024	Service call out	176.64	866.85



30/09/2024	Four County Services Ltd.	66533	10/08/2024	Depot IT/phone	379.56	
30/09/2024		66534	10/08/2024	BG phone	42.00	
30/09/2024		66534	10/08/2024	TIC IT	467.78	
30/09/2024		66535	10/08/2024	TH IT	753.84	
30/09/2024		66535	10/08/2024	TH phone	42.00	
30/09/2024		66523	12/08/2024	Councillors subs Laptops	360.00	
30/09/2024		66645	29/08/2024	Adobe licence	202.62	
30/09/2024		66710	10/09/2024	TH IT	795.84	
30/09/2024		66709	10/09/2024	TIC IT	467.78	
30/09/2024		66709	10/09/2024	BG phone	42.00	
30/09/2024		66708	10/09/2024	Depot IT/phone	379.56	
30/09/2024		66720	12/09/2024	Clr subscriptions	360.00	
30/09/2024		66735	13/09/2024	TIC- I Licence	396.00	4,688.98
30/09/2024	Follow The Shine Ltd	M&J1/5/311	05/09/2024	Shore Rd- Beach Huts- cleaning	883.20	
30/09/2024		M&J1/5/312	05/09/2024	TIC- cleaning	360.00	1,243.20
30/09/2024	G4S Cash Solutions (UK) Ltd	2024062940	30/06/2024	Cash processing	(177.00)	
30/09/2024		2024062940	30/06/2024	Cash processing	726.26	
30/09/2024		2024062940	30/06/2024	Cash collection	1,097.40	1,646.66
30/09/2024	GH Print Management	INV-7594	28/08/2024	TIC - vinyl	48.00	
30/09/2024		INV-7621	13/09/2024	TIC - printing	164.40	212.40
30/09/2024	Hardy Signs	109130	30/08/2024	Remembrance signage		368.64
12/09/2024	A.R. Harris & Son	34813	03/09/2024	Seafront Sauna- SSE	55,581.72	
30/09/2024		34810	03/09/2024	Repairs	126.00	
30/09/2024		34859	12/09/2024	Repairs	652.00	
30/09/2024		34854	12/09/2024	Repairs	524.06	
30/09/2024		34858	12/09/2024	Repairs	839.16	
30/09/2024		34876	14/09/2024	Repairs	353.52	
30/09/2024		34880	16/09/2024	Repairs	2,007.60	
30/09/2024		34880	16/09/2024	Repairs	2,133.60	
30/09/2024		34880	16/09/2024	Repairs	1,266.00	
30/09/2024		34880	16/09/2024	Repairs	5,632.80	
30/09/2024		34887	18/09/2024	Repairs	210.00	69,326.46
30/09/2024	Hendy Group Ltd	42105358	02/08/2024	Repairs		55.88
30/09/2024	HMRC	Payroll M6	20/09/2024	Payroll Month 6 PAYE/NIC		18,504.22
30/09/2024	Hunt's Foodservice Ltd	509-797645	30/08/2024	Beach Gardens - retail	117.88	
30/09/2024		509-797645	30/08/2024	Beach Gardens - retail	26.28	
30/09/2024		510-114487	12/09/2024	Beach Gardens - retail	14.38	
30/09/2024		510-114487	12/09/2024	Beach Gardens - retail	92.29	250.83
30/09/2024	Impact (Boston) Ltd	111-117870	06/09/2024	Stock tickets		180.96
30/09/2024	Inn-Supplies	58407	28/08/2024	Beach Gardens - disposable cups		105.12
30/09/2024	Swanage Jazz Festival	INV-0007	07/08/2024	Tickets Sale- 2024		4,447.52
30/09/2024	J.D. Facilities Ltd	INV-1736	01/09/2024	Depot - cleaning	197.59	
30/09/2024		INV-1737	01/09/2024	Depot - deep clean staff area	230.62	
30/09/2024		INV-1734	01/09/2024	TH-cleaning	549.12	
30/09/2024		INV-1733	01/09/2024	Public Toilet- cleaning	7,600.85	
30/09/2024		INV-1735	01/09/2024	Fisherman's toilets	117.31	8,695.49
30/09/2024	Metric Group Ltd.	C71690	01/07/2024	Metric Aslan charge	180.00	
30/09/2024		C72676	04/09/2024	Oct- 31st Dec 24	1,960.74	
30/09/2024		C72468	04/09/2024	Metric Aslan charge	180.00	2,320.74
30/09/2024	Purbeck Mobility Ltd	595705203	13/09/2024	Wheelchair hire		57.60
30/09/2024	Nat. Association of Local Councils	9890927369	26/06/2024	Event on Climate Change		52.04
30/09/2024	National Express	AREXT/002436294	31/08/2024	August Agency Tickets		201.48
30/09/2024	Newitt & Co Ltd	SALE-1622837	31/07/2024	Sports equipment		336.03
30/09/2024	Nixons Hardware Ltd	123891	02/08/2024	Equipment	46.96	
30/09/2024		123909	08/08/2024	Equipment	39.90	
30/09/2024		123923	15/08/2024	Equipment	12.00	98.86
30/09/2024	Norfolk County Council	10090542	28/08/2024	NPLaw Feetime		896.76
30/09/2024	Omega Red Group Ltd	CD970230487	17/09/2024	Lightning protection System		272.40
20/09/2024	Swanage Town Council	Month 6 Payroll	20/09/2024	Net Wages-Month 6		68,033.39
30/09/2024	Personnel Hygiene Service	70761850	17/08/2024	Hygiene services		2,205.86
30/09/2024	Purbeck Print Company	1081	03/09/2024	TIC - artwork		15.00
30/09/2024	Purbeck Ice Cream	158477	04/09/2024	Beach Gardens - retail		88.56
10/09/2024	Refund	BP-G08	10/09/2024	Refund		340.25
30/09/2024	RM Liquid Disposal Ltd	18370	31/08/2024	Tank clearance @ Depot		198.00
30/09/2024	R&M Shepard	59053	11/09/2024	Container hire		187.20
30/09/2024	RNLI Fundraising Branches	SWANAGE929865	13/08/2024	Tickets sold- Aug24		483.16
30/09/2024	The Swanage School	SI-1993	16/09/2024	Hire room for Meeting		132.00
30/09/2024	Southern Counties Engineering Services	6789	28/08/2024	Repairs		187.80
30/09/2024	Spaldings (UK) Ltd.	SI-2972776	19/08/2024	Equipment		133.92
30/09/2024	St. Michaels Garage	4091	31/08/2024	Diesel Aug		490.32
30/09/2024	Suez Recycling & Recovery UK Ltd	33387481	31/08/2024	Skip exchange 35yd RORo	635.99	
30/09/2024		33387481	31/08/2024	Skip exchange 35yd RORo	777.17	
30/09/2024		33387481	31/08/2024	Skip exchange 35yd RORo	683.05	2,096.21

30/09/2024	Swanage Tyres and Tuning Ltd	33927	29/08/2024	Repairs	107.29	
30/09/2024		34073	10/09/2024	MOT	54.85	162.14
30/09/2024	South West Coast Path Association	2024-0964	02/09/2024	TIC - books & maps for retail	84.75	
30/09/2024		2024-0964	02/09/2024	TIC - SWCP passports for retail	52.56	137.31
30/09/2024	South West Geotechnical Ltd	INV-1934	27/07/2024	Swanage Seafront- July 2024		5,049.00
30/09/2024	Tor Mark Press	23808	02/09/2024	TIC - books for retail		140.16
30/09/2024	Travis Perkins	1005585770	29/08/2024	Materials & Equipment	6.00	
30/09/2024		1005987644	04/09/2024	Materials & Equipment	18.10	
30/09/2024		1006397032	11/09/2024	Materials & Equipment	18.00	
30/09/2024		1006458870	12/09/2024	Materials & Equipment	18.00	
30/09/2024		1006699919	17/09/2024	Materials & Equipment	330.00	
30/09/2024		1006792170	18/09/2024	Materials & Equipment	43.65	433.75
30/09/2024	Third Party Payments	Payroll M6	20/09/2024	Payroll Month 6 - Third Party Deductions		333.02
30/09/2024	Zephyr Racing Pennants Ltd.	2401915	09/09/2024	Flags re: The Square		852.00
<b>Total of BACS/ CHAPS Payments</b>						<b>227,492.36</b>

<b><i>Refunds issued 10th September 2024</i></b>	340.25
<b><i>BACS supplier payments issued 12th September 2024</i></b>	55,581.72
<b><i>BACS payroll payment issued 20th September 2024</i></b>	68,033.39
<b><i>BACS supplier payments issued 30th September 2024</i></b>	103,537.00
	<b>227,492.36</b>

**Total of Payments 262,596.45**

**Investments - Cash Movements**

<b>Date</b>	<b>Name</b>	<b>Inv Ref</b>	<b>Inv Date</b>	<b>Details</b>		<b>Payment Total</b>
20/09/2024	DMADF	transfer	20/09/2024	DMADF	775,000.00	
30/09/2024	DMADF	transfer	30/09/2024	DMADF	425,000.00	1,200,000.00
<b>Total of Investments</b>						<b>1,200,000.00</b>

**Total of Payments & Investments 1,462,596.45**

**Grants Panel - To consider recommendations**

Members of the Grants Panel met on 18<sup>th</sup> October 2024 to review in detail Swanage Town Council grant applications received so far for the 2024/25 financial year. The applications received are set out in the table below (Appendix 3). This also indicates the sum requested, the recommended size of the grant from the Grants Panel, a summary of the project that will be funded by the grant, and the reason for the Council's support/grounds for refusal.

Also attached is a copy of the Council's grant criteria (Appendix 1), adopted by Council in February 2021. This states that in order to ensure a wide distribution of funds, grants will usually be for sums of less than £500 and would typically only support festivals and events whilst they are being established. In all cases applicants will be required to demonstrate financial need.

**Background**

The Council has agreed a grants budget of £10,000 for the 2024/25 financial year. This is separate from the support for East Dorset & Purbeck Citizens Advice which has been given its own budget line. This sum also excludes the Council's support to partner organisations including Dorset Council, through which the Town Council funds the Mount Scar School Crossing Patrol.

**Details**

A total of £7,890 has been requested, and it is proposed that £2,000 be awarded. The balance of £8,000 will be available for applications received for the remainder of the financial year (year-end 31<sup>st</sup> March 2025).

Further to Minute No. 192 of the Extraordinary Council Meeting held on 26<sup>th</sup> February 2024 the Panel has commenced its review of the Council's donations policy, which will include whether consideration should be given to regular/annual donations to local community groups (similar to those above to Citizens Advice and the school crossing patrol), to help protect the invaluable services provided by these groups in the future. It is anticipated that any recommendations regarding the policy will be presented to the Finance and Governance Committee for further consideration before commencement of the 2025/26 financial year.

A discussion was also held regarding ways to increase awareness of the Council's grant scheme with local charitable/community groups. Details of the scheme will again be circulated to the Swanage Town and Community Partnership and highlighted at its next meeting due to be held in December 2024. Local groups will also be encouraged to make contact with officers for further information accordingly.

**Decision required:**

To approve the recommendations of the Grants Panel made at its meeting held on 18<sup>th</sup> October 2024.

Niki Clark  
Planning and Community Engagement Manager  
October 2024

### GUIDELINES FOR APPLICANTS

**Please read these notes carefully before completing the application form.**

1. Swanage Town Council provides an annual budget of £10,000 available for grants and donations. In order to ensure a wide distribution of funds, grants will usually be for sums of less than £500. Larger grants may be considered in exceptional circumstances. In all cases applicants will be required to demonstrate financial need, and the sum requested must be commensurate with the direct benefit obtained.
2. Please complete the attached application form as fully as possible. If there is insufficient space on any part of the application form, please attach a separate note. The Council welcomes any additional supporting information that you believe will assist your application. Any application not on the approved form cannot be considered. Applications that are applying retrospectively cannot be considered.

Applications will only be considered from community groups and organisations that are a properly constituted body. This may include a group or organisation with charitable purposes, a charity, or a not-for-profit company.

Applications will not be considered from grant-gifting organisations, i.e., those who allocate grants to others, profit-making organisations and companies, or individuals.

3. Requests for grant aid should be consistent with the Town Council's statement of policies and objectives (see [www.swanage.gov.uk/Policies.aspx](http://www.swanage.gov.uk/Policies.aspx)) and will normally only be considered from the following:
  - 3.1 A charity based in and/or operating within the boundaries of the civil parish of Swanage. National and regional charities must demonstrate direct local benefits.
  - 3.2 A non-profit making organisation serving the needs of Swanage or its residents.
  - 3.3 Residents of Swanage requesting grant aid with a capital project to provide benefit to a wider group.
  - 3.4 A club, association or organisation serving all or part of the Swanage community.
  - 3.5 Organisers establishing new festivals and events, which will bring an economic, cultural, or other demonstrable benefit to the town.
  - 3.6 The Council will not provide grant aid to individuals, for the support of any political group, or to organisations that are socially exclusive (i.e., where there are restrictions on membership inconsistent with equal opportunities).

4. Applications for grant aid that do not meet the criteria set out in 3.1 to 3.6 above may be considered in special circumstances, but the Council cannot make grants retrospectively. If you wish to discuss a potential application, please contact the Town Clerk either by telephone on 01929 423636, or e-mail [admin@swanage.gov.uk](mailto:admin@swanage.gov.uk)
5. Together with this application form you should also supply the following information:
  - A copy of the last audited annual accounts or, in the case of smaller organisations, a recent income and expenditure statement authorised by a qualified accountant.
  - A business plan or strategy that includes a clear understanding of the organisation's operating environment, risk exposure, and projected income and expenditure.
  - A minute of the meeting of the organisation stating the purpose of the funding request and authorising the application.
  - Payments will not be made to individuals or private bank accounts. Please include the name and details of the account that any grant will be paid into (must be in the name on the application form).
  - Applications must take into consideration the impact on climate and environment and show a commitment to comply with the Town Council's Environment Policy and Action Plan.
6. Applications will normally be considered annually as part of the Council's budget setting process. The deadline for submission is the **31<sup>st</sup> of December** for grants to be paid in respect of the forthcoming financial year, from 1<sup>st</sup> April. However, if funding remains available, requests may be considered at any stage during the financial year.
7. Applications will be assessed on the basis of the information supplied, against the following criteria: whether the grant will support the Town Council's policies and objectives; how well the grant will meet the economic, cultural, environmental, social or other needs of the community; availability of alternative funding; extent of fundraising activity by the applicant(s); previous grant aid from the Town Council.

The Council reserves the right to request further information and supporting evidence.

Grants may be paid over a three-year period.

The length of the grant period will be at the discretion of The Council.

- 8.** The decision of the Town Council is final. If your application is successful, you will receive written confirmation of your award. You must sign a form accepting the Council's terms and conditions and will be expected to acknowledge Council support in all communication with the media.
  
- 9.** Any grant not utilised within 12 months for the original purpose must be returned to the Town Council.

Swanage Town Council - grants awarded to date

**Grants and Donations Summary 2024/25**

**Total awarded to date:**

=====  
£ NIL  
=====

**Grant applications to consider on 21<sup>st</sup> October 2024:**

East Dorset & Purbeck Citizens Advice	£ 5,000
Lewis-Manning Hospice Care	£ 500
Life Education Wessex & Thames Valley	£ 290
Mosaic – Supporting Bereaved Children	£ 600
Swanage Community Defibrillator Partnership	£ 1,000
Swanage Sea Rowing Club	£ 500

=====  
£ 7,890  
=====

## Swanage Town Council - Grant applications received

Applicant	Sum Requested	Recommended grant	Summary of project	Reason for support
<a href="#">East Dorset and Purbeck Citizens Advice</a>	£5,000	Decision deferred	Registered Charity No. 1068414. Service offers free, confidential, and impartial advice and support via phone or email, and drop-in sessions and appointments in various locations. The service has offices in Wareham and Wimborne, and outreach centres in Ferndown and Verwood, and across Purbeck. There is also a mobile 'Advice Bus'. Request for increase in Town Council's annual funding offer from £1k to £5k p.a. towards increased venue and advice bus costs.	Recommend defer at the present time. Panel members require further information before making a recommendation regarding this application and will be requesting a meeting with the CAB's Chief Officer to discuss the CAB's requirements going forward. Recommendation to be brought back to a future Council Meeting.
<a href="#">Lewis Manning Hospice Care</a>	£500	£500	Registered Charity No. 1120193. Purbeck Breathlessness Clinic launched March 2023. A Specialist Palliative Respiratory Physiotherapist also visit patients in their own homes in Swanage. All of the hospice services are free of charge to patients, including: <ul style="list-style-type: none"> <li>- Day Hospice Service; which includes complementary therapy, occupational therapy and creative art activities.</li> <li>- Breathlessness Clinic (the focus of this proposal)</li> <li>- Lymphoedema Clinic</li> <li>- Family Support &amp; Bereavement Service</li> <li>- Hospice at Home</li> </ul>	Recommend approval. Free service, providing many benefits to the local community's mental health, health and wellbeing, and social activities.



			Grant requested towards the cost of purchasing 100 handheld fans at £5 each. There is no medical cure for this type of breathlessness and the charity would like to give a free fan to all patients after their initial assessment to reduce the feeling of breathlessness, making a big difference to patients.	
<a href="#">Life Education Wessex and Thames Valley</a>	£290	£0	Registered charity No. 1071094. Undertakes a range of national fundraising events/grant applications. Delivery partner of the UK's leading health, drug, and emotional well-being education programme 'Coram Life Education' to children aged 3–13 years in: Devon, Cornwall, Dorset, Oxfordshire & East Swindon, Hampshire & Somerset, Buckinghamshire, and Berkshire. The charity advised that it would again be delivering its annual two-day programme at St Mary's RC Primary School at a total cost of £1,060, of which the school will pay £700 - schools contribute approx. 66% of the charity's costs, and grant requested for the shortfall. (Minutes of Charity not provided.)	Recommend decline - in line with the Council's existing grant policy, Points 3 to 3.6 Grant awards made in previous years, and a request made for the charity to consider contacting all schools in Swanage.
<a href="#">Mosaic – Supporting Bereaved Children</a>	£600	£500	Registered Charity No. 1158138. Undertakes a range of small fundraising grant applications. Net loss of £29k noted in the Annual Accounts for year ended 31/03/23, and the charity's focus for the year end 2024 was 'to ensure sustainability and increase reserves through fundraising activities and partnerships'.	Recommend approval. Free services, providing many benefits to local community's/children's mental health, health and wellbeing, and social activities. The charity's drive and fundraising efforts are to be congratulated.

			<p>Mosaic supports children and young people (and their families) throughout Dorset who have been bereaved of someone special, such as a parent, sibling, friend or a member of their extended family. This includes all causes of death and was created to fill the gap in bereavement provision across the county. The charity works with 24 professionally qualified counsellors, and undertakes therapy, events, and activity days in a safe environment.</p> <p>Grant requested towards the cost of providing three young people in the Swanage area four 1-hour counselling sessions at a total cost of £600.</p>	
<a href="#">Swanage Community Defibrillator Partnership</a>	£1,000	£1,000	<p>Registered under the umbrella of Swanage &amp; Purbeck Development Trust – Charity No. 1162662.</p> <p>Undertakes fundraising/receives donations to fund the project and delivers a sustainable provision of public accessed defibrillators across Swanage and surrounding villages (currently 46 devices).</p> <p>A dedicated team of volunteers ensure that devices are ready and available, and since commencement of the project the defibrillators have been used 207 times.</p> <p>Grant requested towards the cost of replacing all batteries and pads in the defib units (total cost £12k), and the development of a new project for trauma kits and cabinets.</p>	<p>Recommend approval - in order to ensure that the defibs/cabinets continue to be in good working order in case of need.</p> <p>Benefit to the local community's health and wellbeing.</p> <p>£500 – towards the replacement pads and batteries project.</p> <p>£500 – towards the new trauma kits project.</p>

<a href="#">Swanage Sea Rowing Club</a>	£500	£0	<p>Registered Charity 243486.</p> <p>The Club was formed in 2001 to promote community participation in healthy recreation by the provision of facilities for Cornish Pilot Gig rowing in Swanage Bay. The Club has 120 members, 90% of whom live within 5 miles of Swanage, and promotes 'sport for all', encouraging members, aged 12 to 90, to take part in social rowing, regattas and community-building activities. The sport provides physical, mental and social health benefits, and there are rowing opportunities for those wanting to compete at local, national or world championship levels.</p> <p>Grant requested towards the costs of a new gig of £35,058. Grants/funds raised so far total £23.5k.</p>	<p>Recommend defer at the present time. Panel members are in support of the Club's fundraising efforts, however, they are not prepared to recommend a financial contribution at this time. The new gig will not be complete/delivered until June 2026 and members recommend that the Club resubmits its grant application nearer that time/when the actual shortfall in funding is known. A suggestion is made that a letter of support from the Town Council is provided to the Club which can be submitted by the Club in support of its other grant/fundraising applications in the interim.</p>
<b>Total:</b>	<b>£7,890</b>	<b>£2,000</b>		

**To review feedback from 2024 events and consider the schedule of event requests for 2025 and 2026**

**1. Current event management overview**

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

Once ‘provisional approval’ has been provided, the event organiser is required to provide a Stage 2 Application Form which includes the requirement to provide a risk assessment, public liability insurance, event management plan, Environmental Impact Statement, and usually a map of the site. Final approval is delegated to officers, which is provided once a review of documentation has taken place and assurances provided that the event will be safe and meets the requirements of the Town Council. This work takes up a significant amount of time of three officers, the Assets and Compliance Manager, the Visitor Services Manager and the Business Development Officer.

This report and the recommendations included within it were considered at the Events Working Party on 2<sup>nd</sup> October 2024.

**2. Delegated authority to Swanage Town Council officers**

Officers have some delegated authority to approve events during the year. An ‘event matrix’ is used whereby event proposals received are scored according to some basic criteria. The score allocated to a particular event will determine if the approval can be made either by officers on their own, by officers with advice from the Events Working Party or through Council Committee. Appendix 1 provides an example of the event risk matrix.

**3. Feedback from events held in 2024**

The number of events held has really stretched the capacity of officers during 2024, particularly as the input from event organisers can vary a great deal. In addition, there has been a continuing growth in the number of events taking place. Key concerns raised are as follows:

- Use of single use plastic cups for at least two events
- Insufficient first aid capacity for at least one event – concerns raised by the RNLI Lifeguards
- Some events still do not make contact with Dorset Safety Advisory Group
- Bollard left lowered on Sandpit Field on at least two occasions (on purpose), leaving the field potentially open for unauthorised vehicular access as occurred in 2023
- Limited staff capacity, particularly in dealing with new events

- Insurance cover not always in place for pre and post event days, but kit on site
- Number of parking permits challenging (155 provided April to September, not including for boat trailers)
- Cars parked on PAG
- Litter in town created by events
- Delays in receiving documentation from a number of events
- Noise complaints on PAG

Officers will be completing the following over the winter to improve event management:

- An electronic event pack for all event sites detailing at least the following:
  - Electric/water points
  - Requirements when applying for alcohol
  - Expectations regarding parking on event spaces
  - Access points
- A covering letter for parking permits to explain that they can only be used for the locations and times indicated on the permits
- An enhanced weekly email to ensure all relevant officers are aware of event permissions (incl. TIC, Depot, Information Officers etc)

#### **4. Review of new events in 2024**

All new events in 2024 were approved on a one-year trial basis. These have now been reviewed by the Events Working Party, which has made the following recommendations.

##### **4.1 Coastal Barbarians Rowing Regatta – 27<sup>th</sup> April 2024**

This proved to be a very successful event and was very well organised with only minor concerns that were either quickly resolved or will be amended in a future event.

It is recommended that this event is permitted to continue.

##### **4.2 Swanage Skatepark Community Day – 1<sup>st</sup> June 2024**

Officers were required to spend quite a bit of time providing support for the organisers of this event in terms of developing an appropriate risk assessment and ensuring this event would be safe and enjoyable. However, the organisers responded very well to the advice of the Council and ultimately the event was a significant success for everyone.

It is recommended that this event is permitted to continue.

##### **4.3 The Studland SwimRun – 15<sup>th</sup> June 2024**

This event proved to have only a small impact on Swanage although an issue developed where the Swanage Coastguard were not made aware of the event, something that would be resolved in the future.

It is recommended that this event is permitted to continue.

##### **4.4 Macmillian Mighty Hike – 7<sup>th</sup> and 8<sup>th</sup> September 2024**

This proved to be a very large event. Originally it was planned to operate from Forres Field but very late in the day it became apparent the weight limit of the access bridges

would not support their equipment. Therefore, a day or so in advance the event was moved to Journeys End at Days Park. Ultimately this worked well, and considering that this weekend was extremely wet, they did very well not to damage the site.

It is recommended that this event is permitted to continue.

#### 4.5 Willdoes Swanalulu – 13<sup>th</sup> to 14<sup>th</sup> September 2024

This event proved challenging for officers. The documentation for this major event was very late in being received, to the point that officers felt a need to issue a warning that the event may not be permitted to go ahead. To their credit, in the week before the event, the event organisation was handed over to a professional company and thereafter the documentation was of a higher quality. However, a range of issues were experienced over the weekend, and it was also noticed that the event failed to provide reusable plastic drinking glasses as per the environmental policy of the Town Council. Two complaints regarding noise were received from residents.

It is recommended that this event is no longer permitted to continue.

### 5. **Proposed criteria for event approval in 2025 and 2026**

The Events Working Party members were keen to revise the criteria used for agreeing events and consider the possibility of incurring an administrative charge. This will be considered at the next Tourism and Local Economy Committee meeting in November. The event criteria may relate to the following issues:

- Limit events during peak summer due to operational constraints.
- Does the event meet the needs of the town – use a matrix?
- Introduce a charging system for events that have small or no benefit to the town, or are a business.
- Increase in number of charity events, how might they be managed?
- Music events on PAG.

In addition, this will provide an opportunity to consider the 2026 event requests as well as proposed changes to the event terms and conditions.

### 6. **New events proposed for 2025**

All new events recommended to go ahead for 2025 will be on a trial basis for one year only which will be reviewed by the Events Working Party at the end of year.

#### 6.1 Race the Sun 1 – Jurassic Coast – 14<sup>th</sup> June – Forres Field, Beach

Race the Sun is a team based non-competitive style of triathlon consisting of cycle, hike and kayak segments. It is a charity event as part of the nationwide Race the Sun series raising funds for Action Medical Research.

#### 6.2 Inflatable Theme Park – 21<sup>st</sup> and 22<sup>nd</sup> August – Sandpit Field

The inflatable theme park has been to Swanage before back in 2021 and 2022. They provide an inflatable theme park. Previous experience with this event proved challenging in respect of late submission of paperwork and waste collection.

6.3 Merchant of Venice – 24<sup>th</sup> and 25<sup>th</sup> August – PAG

This is for two performances on PAG of the Shakespeare play. Little information is currently available, but the Events Working Party have met the organiser and are happy to provide provisional approval, subject to a further approval point in the Spring.

6.4 Dementia Swimathon – 30<sup>th</sup> August – Beach

This is a sponsored swim from the beach by the Mowlem raising money towards a specialist dementia Admiral Nurse for the Purbeck Area, organised by Dementia Friends Purbeck.

6.5 Race the Sun 2 – Jurassic Coast – 26<sup>th</sup> September – Forres Field

Please see item 6.1 for details.

6.6 Request to site a mini children’s carousel on either the bottom area of PAG or the Square.

This has been considered before and we are being asked again. It would need to be a tender process for a concession.

6.7 It is recommended that all events are approved for a one-year trial with the exception of 6.2 and 6.6. With regards 6.2, this event previously operated in Swanage for two years and on both occasions led to a number of issues that caused additional work for the Council, as described above. With regards 6.6 it is unclear if there is suitable space for such a facility on the requested locations and there is not sufficient officer capacity to undertake a tender for a concession at the current time.

With regards 6.3, a further approval point has been stipulated before final approval.

**7. Requests to hold events on Swanage Town Council property in 2025**

Councillors are asked to provide provisional approval for the use of Council-owned land for these requested events for 2025 as detailed in Appendix 2.

**8. Decisions required**

8.1 To approve the recommendations in section 4 arising from the review of 2024 events

8.3 To agree to the new events, as indicated in section 6 above.

8.4 To consider whether to agree the events detailed in the Schedule in Appendix 2 for 2025, subject to any decisions regarding charging for events to be considered by the Tourism and Local Economy Committee on 27<sup>th</sup> November 2024.

Culvin Milmer  
Visitor Services and Business Development Manager

October 2024

## Appendix 1

Swanage Town Council - Event Risk Matrix: 2023-24								
No.	Category	1	2	3	4	5	Score	
1	No. of people	<26	<101	<501	<1001	>1001		
2	Disruption to the town	No disruption	Low disruption	Medium disruption	High disruption	Very high disruption		
3	Music	No music	Non-amplified music only	Amplified music	Stage and amplified music during day	Full stage and amplified music into late evening		
4	Alcohol	No alcohol	Will event attract alcohol but no sale?	A small bar run by charity/community group	A small bar run by a business	Full bar		
5	Established event	No previous issues	Some previous issues	New event - small (<26 people)	New event - medium (<501 people)	Significant previous issues / New event - large (>501 people)		
6	Other risk factors such as food / traders / sea / electric / drones / safeguarding / vulnerable people etc	None	Low risk level	Medium risk level	High risk level	Very high risk level		
							<b>0</b>	
		<b>Authority</b>		<b>Score</b>				
		Delegated to Officers		9 or less				
		Delegated to Event Working Party		15 or less				
		Council or Committee		16 or more				
		08-Nov-22						
		Version 1.1						



## Appendix 2 Swanage Town Council: Event requests for 2024 (venue booking dates)

- Orange rows indicate that the event is outside the control of the Town Council
- Green rows indicate a new event
- Blue indicates a change
- Salmon indicates where more than one event is being managed by STC at the same time

Event	Date – From	Date – To	Organiser	Detail	Venue	Org. Type (tbc)	Notes	Alcohol / Evening Close
SSRC 10K Run	12/01	12/01	SSRC	Running Event	North Beach CP	Charity	As 2024	-
Swanage Blues Festival	6/03	9/03		Blues music at different venues in Swanage	Across Town			-
Jurassic Express Half Marathon	15/03	15/03	UK Running	Run from Swanage to Corfe inc. train	Shore Road	Business	As 2024	-
Good Friday Service	18/04	18/04	Rev Dave Richards	Good Friday service at 11am at the Bandstand	Bandstand	Church	As 2024	-
Sunrise Service	20/04	31/04	Jim Farrer	Easter Morning sunrise service	Beach	Church	As 2024	-
Carnival Classic Car Festival	27/04	27/04	Swanage Carnival	Charity Stalls & Classic Cars, inc. finish at 4pm	Main Beach CP	Charity	As 2024	
Swanage Classic Kayak Fishing competition	17/05	17/05	South Wales Kayak Anglers (SWKA)	Kayak competition for sea anglers	PAG, Monkey Beach	Business	As 2024	-
Jurassic Coast Challenge 100km	16/05	17/05	Action Challenge	Jurassic Coast Challenge 100km walk and run with the first stop at Days Park	Days Park	Business	As 2024 - Charge	-
Coastal Barbarians Rowing Regatta	16/05	18/05	Coastal Rowing - Bob Cotteral	A rowing regatta	Beach, Shore Road, and Bandstand for their village	Business	Change of venue	TBC
Swanage Railway-Diesel Gala & Beer Festival	No date yet		Swanage Railway	Trade stands, diesel trains and beer and food stalls	Corfe Castle			-

Swanage Living History Pirate Festival	23/05	25/05	Jeremy Wren	Family friendly pirate/militia festival, skirmishes, re-enactment, living	Sandpit Field, Beach	Comm. Group	As 2024	-
Swanage Fairy Festival	30/05	31/05	Fairy Festival	A magical weekend of mermaids, fairies and pixies and elves, (inc. alcohol, finish at 7pm)	Sandpit Field	Business	As 2024	Alcohol – finish at 7pm
Purbeck Arts Week	24/05	08/06	PAW	Art in venues throughout the Purbeck area	Various			-
Sea Rowing Regatta	07/06	07/06	SSRC	Swanage Sea Rowing Club Summer regatta	Beach, NBCP	Charity	As 2024	-
Alzheimers Trek 26 - JC	07/06	07/06	Gladiators Events	Council have approved this event already	Forres, KGV	Business	NEW	-
The Studland SwimRun	14/06	14/06	I-Swim-Run	Swim run event across Swanage and Durlston Bays	Swanage Beach, Monkey Beach, Peveril Point	Business	As 2024	-
Race the Sun 1 – Adventure Triathlon	13/06	14/06	Adventure Element	Adventure Triathlon – Kayak, Run, Cycle – 1 <sup>st</sup> Event	Forres	Business	NEW Charge?	
Cancer Research UK Big Hike (CRUK)	21/06	21/06	Hike Events	Half and whole Marathons checkpoint	PAG	Business		
Fish and Food Festival	21/06	22/06	Fish and Food Festival	Celebrating local food with a focus on fish. Alcohol - no evening entertainment	Sandpit Field	Comm. Group	Change of venue	Alcohol – finish 11pm
Swanage Railways ‘Roads to Rail’ event	27/06	29/06	Swanage Railway	Steam-powered demonstrations and vintage fairground fun	Corfe Castle			-
Hants and Dorset Coastal Rowing Regatta	28/06	28/06	HDCR	Rowing competition in Swanage Bay	Beach, North Beach Car Park	Check	As 2024	-
Swanage Triathlon	28/06	29/06	Challenging Events	Triathlon	Sandpit field & Beach	Business	As 2024	-
Macmillan Mighty Hike	05/07	05/07	Threshold Sports	Check point for charity run and walk	Days Park, NBCP	Business	As 2024	-

Swanage Jazz Festival	12/07	13/07	Jazz festival	Various venues across town hosting jazz. Sandpit Field alcohol and close at 11pm.	Sandpit Field, Bandstand	Business	As 2024	Alcohol – finish at 11pm
The Wild Swimming Festival	19/07	20/07	The Wild Swimming co	Swim Festival including alcohol and close at 11pm	PAG	Business	As 2024	Alcohol – finish 11pm
Wilkswood Reggae Festival	24/07	27/07	Wilkswood Farm	Music festival	Wilkswood farm			-
Swanage Carnival	26/07	03/08	Carnival	Full range of events across the town, Sandpit alcohol and close at 11pm	All event areas	Not for Profit	As 2024	Alcohol – finish 11pm
Camp Bestival	31/07	03/08	Lulworth	Music Festival	Lulworth Estate			-
Swanage Rotary Fete	07/08	07/08	Rotary Charity	A family fete to raise funds for the Rotary/local charities, alcohol	Sandpit Field	Charity	As 2024	Alcohol – finish 4pm
Lifeboat Week	09/08	18/08	RNLI	Events around town inc. PAG with stage, alcohol, evening entertainment close at 11pm	Hardstanding, PAG & Downs	Charity	As 2024	Alcohol – finish 11pm
Merchant of Venice Play	24/08	25/08	-	2 performances of the Shakespeare play	PAG		NEW	-
Dementia Swimathon	30/08	30/08	Dementia Charity	A swimathon to raise money for a dedicated Admiral nurse in Purbeck	Beach by Mowlem		NEW	-
Purbeck Valley Folk Festival	13/08	17/08		Folk Music Festival	Harmans Cross			-
The Great Dorset Steam Fair	TBC	TBC		Steam Fair with food and drink and fairground	Stourpaine			-
Harmans Cross Field Day	25/08	25/08	Harmans Village Hall	Traditional Family Summer Fete on Bank holiday Monday	Harmans Cross			-
Jurassic Dance Festival	29/08	31/08	Wilkswood Farm	Music Festival	Wilkswood Farm			
Bournemouth Air Festival	TBC	TBC		Air Festival	Bournemouth			-
Swanage Railway Classic Steam & Vehicle show	TBC	TBC	Swanage Railway	Steam and vehicle show	Harmans Cross			-

Dorset County Show	06/09	07/09		Country Show	Dorchester			
Swanage Folk Festival	05/09	07/09	Folk Festival	Folk Festival based on Sandpit Field inc. alcohol and close at 11pm	All event areas	Comm. Group	As 2024	Alcohol – finish 11pm
Planet Purbeck Festival	20/09	21/09	Planet Purbeck	Local environmental groups	Shore Road and Shore Place	Charity	As 2024	-
Race the Sun 2 - Adventure Triathlon	26/09	27/09	Adventure Element	Adventure Triathlon – Kayak, Run, Cycle – 2 <sup>nd</sup> Event	Forres		NEW Charge	
SSRC Super Vets	04/10	04/10	SSRC	Rowing event on Swanage Beach for Veterans, inc. alcohol and close by early evening	Beach, Shore Road	Charity	As 2024	Alcohol – finish 5pm
SSRC hosts National CC	05/10	05/10	SSRC	SSRC hosts the National County Championships	Beach, Shore Road	Charity	As 2024	Alcohol – finish 5pm
Swanage Blues Festival	02/10	05/10		Live Blues music festival	Across Town			-
Candles by the Sea	TBC	TBC	Lewis Manning	Lighting candles for loved ones	Bandstand	Charity		
Remembrance Sunday	09/11	09/11	Frank Roberts, STC	Road closure for town roads	Town, War Memorial	Charity	As 2024	-
Switch on the Lights	30/11	30/11	STC	Road closure for Christmas light switch on	Mowlem Triangle	-	As 2024	-
Endurance Life Marathon	06/12	06/12	Endurance Life	Various running events which finish on the beach	Beach, Sandpit	Business	As 2024	-
Rotary Christmas Street Fair	03/12	03/12	Rotary	Traditional Christmas Street Fair	Station Road, Institute Road		As 2024	
Boxing Day Dip	26 Dec	26 Dec	Willdoes	Swim for charity	Beach, Shore Road	Charity	As 2024	-

DAPTC AGM Notification

**ANNUAL GENERAL MEETING NOTIFICATION**

**23 November 2024 at 10am to 12 noon**



The following information is to be considered by member councils ahead of the 2024 AGM so that representatives attending can cast their single vote per council.

The AGM will be held online via Zoom as in previous years and the member information pack will be issued in mid-October with the other items to consider.

Could Clerks please add the information below to a meeting of council in October or November 2024 to guide representatives attending the AGM.

**Introduction**

As many as third of County Associations have made the change from a constituted body to that of a company limited by guarantee in the last 5-7 years. Even NALC, our national body is looking at such a change and currently seven other counties are investigating the option. No county associations having made this change, have reverted to an unincorporated status.

DAPTC sets out the rationale for the change below having sought at last year's AGM our membership desire to be consulted on the matter. This was overwhelmingly supported. We now move to the stage where we are asking for your vote to approve or reject that change becoming reality. The motion to progress or otherwise that change is show in 1. below.

If this first motion is approved, it will signal the termination of the constitution for DAPTC at midnight on 31 March 2025. In its place will be a company limited by guarantee made up of a 'placeholder' board responsible for the management of the organisation through to the board of directors being appointed at an AGM in November 2025.

If the motion 1 fails, the three other motions (2-4) will not be required.

**Here are the motions that will be considered:**

1. To consider and if thought appropriate, approve DAPTC transitioning to a Company Limited by Guarantee (CLG) and authorising the Executive Committee to register such CLG before April 2025, with a view to the assets and operations of DAPTC being transferred to the CLG with effect from 1 April 2025 or such later date as the Executive Committee may determine.

**Subject to the above point, to**

2. Authorise the Executive Committee to prepare a draft of the articles of association of the new CLG with a view to the finalised articles (following consultation) being formally approved by a further Extraordinary General Meeting (EGM) of DAPTC to be held in March 2025.

3. Authorise the Executive Committee to appoint, from within its own members, the first, 'placeholder' Board of Directors of the CLG to enable this to be registered at Companies House in advance of 1 April 2025 to facilitate the transfer of DAPTC assets and operations to the CLG.
4. Authorise the Executive Committee to appoint, from within its own members or by co-option, individuals to act as an interim CLG Board of Directors from April 2025 until the 2025 AGM in November, at which point such Directors will stand down and the full CLG Board will be elected.

## **SUPPORTING INFORMATION**

### **Why is the change required?**

- Protect member councils and those in key roles from unexpected liabilities for e.g., members of the Executive Committee currently carry a personal financial burden if DAPTC ceased to exist and had any debts or legal obligations. This simply is not fair or reasonable on those individuals.
- The DAPTC Area Committee structure aligns with the former district councils. This structure does not tie into any structures that exist within the unitary councils created in 2019.
- Not fully representative of all members, as membership engagement is inconsistent across the county and the area committee structure.
- Like many member councils, we carry a number of vacancies within our governance structure which if full would extend to make up an Executive Committee of twenty-two.
- Development and strengthening of the Association now and for the future requires input from individuals with a mixture of specialist backgrounds, not solely elected members. It should not be purely based on appointment to area committee roles for DAPTC to be able to draw on input from specialists in the sector. Examples may be the Clerk community and officers at Dorset and BCP Council. It could also be participation of subject matter experts where that will benefit member councils.

### **What won't be changing even if the membership votes yes to establishing a company limited by guarantee?**

- What DAPTC do day to day, week to week and month to month for members will not alter. This change to a CLG will not herald a complete change in purpose or activities DAPTC undertake. We will naturally want to ensure we maintain our relevance and supportive nature to councils in membership.

Below is an illustration of the activities undertaken by DAPTC currently.



## Member Engagement

The membership of councils, clerks and elected members has changed dramatically since the pandemic when everyone ventured online. Almost all meetings prior to that period were held in person covering a variety of topics.

There are now many ways that DAPTC Representatives and councillors and clerks get updates:

- Teams or Zoom briefings and updates
- Conferences
- Working Together Webinars – themed session on a wide range of topics
- Weekly e-news containing updates from unitary councils and our national body NALC
- Social media and website content

## Timeline for the potential changes:

- ✓ **Nov 2023** – DAPTC members gave the go ahead for this consultation and vote to change the legal status of DAPTC. (Completed)
- **Sep-Nov 2024** – DAPTC member councils consider the change in legal status ahead of the 2024 AGM
- **23 Nov 2024** – DAPTC member councils vote to approve or otherwise the change to a CLG on 1 April 2025. If approved, members vote to enable the current Executive Committee to handle the transition through to the Extraordinary General Meeting in March 2025 and then to the AGM in November 2025.
- **Dec 2024 to Mar 2025** – consult members on the articles of association and structure for member engagement. This is important as it is the one change that may be different subject to your input between January and March 2025. We will provide some options for member engagement to ensure your issues and concerns get flagged up to DAPTC for action.
- **Apr to Nov 2025** – ‘placeholder’ board drawn from the current Executive Committee prepare the organisation for the 2025 AGM in November.

- **Nov 2025** – new board structure elected by member councils having sought names for the roles after Annual Meetings of member councils in April/May.
- **Post Nov 2025** – new board in position.

**Recommendation by the current Executive Committee**

The current serving Executive Committee recommend the move to a CLG in the timescale outlined and for the supporting actions in motions 2-4.

DAPTC has sought legal support to ensure any change approved by members is done correctly.

**Next steps for Clerk to the council:**

1. Table the item on a future council meeting agenda in October and November so that the vote for council can be placed by the AGM delegate for your preferred outcome.
2. Look out for the AGM member information pack in October so that the delegate attending on 23 November 2024 registers to be able to cast their vote.
3. Ensure the delegate remembers to attend – reminder notifications will be issued to those that have registered beforehand.

If you have any questions, please let DAPTC know by responding to this email.

Only votes cast (one per member council) at the AGM online 23 November 2024 will count.

END.



**Station Approach improvement works – To confirm allocation of funds to meet project costs**

At the Council meeting held on 16th September 2024 it was resolved in Minute No 94(a) to waive the Council's financial regulations in respect of contracts to the extent required to enable a direct contract award to Dorset Council to undertake improvement works to Station Approach and delegate authority to the Town Clerk, in consultation with Councillors Bonfield and Sutton, to place an order with Dorset Council for the sum of £150,287.77 (including a 30% optimism bias).

The Council subsequently approached the Co-operative Group with a request for a contribution of £15,000 towards costs associated with night working to minimise disruption to customers visiting the store. The Co-operative Group have agreed to make that contribution for this purpose.

The cost estimate for this work is £150,287.77 (including a 30% optimism bias). This does not include a budget sum of £4,000 allocated to undertake necessary drainage works in the location.

The Council has an allocated budget for these works of £120,000. With the addition of the £15,000 contribution by the Co-operative Group this leaves a shortfall of £15,287.77 exclusive of the £4,000 budget associated with drainage works. It is therefore proposed that this balance is funded through the allocation of Community Infrastructure Levy (CIL) contributions from the appropriate reserve.

**Decision required**

To consider that any shortfall in the funds allocated for improvement works to Station Approach, currently £15,287.77, together with the additional sum of £4,000 for drainage works, be met by an allocation of funds held within the Council's CIL reserve.

Gail Percival, Assets & Compliance Manager  
Martin Ayres, Town Clerk

October 2024

## Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of

ENSwanage Town Council

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2023/24

Except for the matters reported below on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

We are unable to complete our review work on the AGAR and supporting documentation as a result of correspondence received in relation to 2023/24. Once we have finalised our review and completed any additional work arising from that correspondence, a final report will be provided with the certificate of completion detailing any qualifications and 'other' matters.

Our fee note for the limited assurance review will be issued when we certify completion.

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

Please see above.

(continue on a separate sheet if required)

### 3 External auditor certificate 2023/24

We do not certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

\*We do not certify completion because:

We have received correspondence bringing information to our attention that we must consider before certifying the completion of our review and the discharging of our responsibilities. .

### Section 3 – External Auditor’s Report and Certificate 2023/24

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR  
BDO LLP - Southampton

External Auditor Signature

DocuSigned by:  
*James Evans*  
467DFB746A8A428...  
SIGNATURE REQUIRED

Date

27 September 2024 YY