Agenda Item 5 (a)

SWANAGE TOWN COUNCIL

Statement of Cash Balance as at 31st January 2025

		£ p	£p
Balance in Hand at 0	1/04/2024		£83,812.18 Cr
As per reconciliation Income during Janua Movement of Cash-li Add - Outstanding re Less - Outstanding re	ary nvestment ceipts- December	£11,195,649.26 Cr £106,033.34 Cr £920,000.00 Cr £62.69 Cr £212.39 Dr	£12,221,532.90 Cr
Less payments made As per Reconciliation Schedule 10 paymen Movement of Cash-le	n dated 31/12/2024 nts dated 31/01/2025	£11,213,883.28 Dr £239,351.02 Dr £750,000.00 Dr	£12,203,234.30 Dr
			£102,110.78 Cr
Balance at Bank Current A Deposit A			£79,721.21 Cr £22,389.57 Cr £102,110.78 Cr
	Deposit Deposit Deposit		£250,000.00 £500,000.00 £775,000.00 £545,000.00 £450,000.00 £300,000.00
	pest of my knowledge and belief this is a Balance as at 31st January 2025	a true and accurate Statem	
Prepared by	Alison Spencer	Dated:	10th February 2025
Certified by	Martin Ayres	Dated:	10th February 2025

SWANAGE TOWN COUNCIL

Vear	Ending	31 st	March	2025
Year	Ending	31"	March	2025

Payment schedule reported to Council - 24th February 2025

Schedule 10:

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

NINE HUNDRED AND EIGHTY NINE THOUSAND, THREE HUNDRED AND FIFTY
ONE POUNDS AND TWO PENCE
(£989,351.02)

Swanage Town Council Schedule of Payments - Month 10

Direct Debits & Standing Orders

<u>Date</u>	<u>Name</u>	Inv Ref	Inv Date	<u>Details</u>		Payment Total
10/01/2025	Barclaycard Merchant Services	001884331224	31/12/2024	Monthly charge		43.36
02/01/2025	Dorset Council	840014144	01/04/2024	Town Hall NNDR 24/25		20,180.00
20/01/2025	Ecotricity Ltd	06165227	06/01/2025	Electricity - various sites	2,140.07	
22/01/2025		06165221	06/01/2025	Electricity - various sites	72.99	
27/01/2025		06165231	06/01/2025	Electricity - various sites	3,015.21	5,228.27
15/01/2025	First Data	520334510615636	31/12/2024	Monthly charge		48.13
13/01/2025	Lloyds Bank PLC	445870038	11/12/2024	Bank charge	91.35	
27/01/2025		446582353	08/01/2025	Bank charge	100.10	191.45
10/01/2025	Paytek Admin Services Ltd (First)	MI/4589429/03	01/01/2025	Monthly charge	72.00	
10/01/2025		MI/4586839/03	01/01/2025	Monthly charge	128.35	200.35
17/01/2025	Sage (UK) Ltd	19996400	01/01/2025	Monthly charge		606.60
30/01/2025	SEFE Energy Limited	INV03685216	16/01/2025	Town Hall- Annexe	604.11	
30/01/2025		INV03685434	16/01/2025	Town Hall- Office	1,169.59	
30/01/2025		INV03685447	16/01/2025	Depot	287.33	
30/01/2025		INV03685422	16/01/2025	TIC	324.37	2,385.40
02/01/2025	water2business	5066991020	02/12/2024	Mermond- Nov	279.83	•
02/01/2025		5066991039	02/12/2024	Heritage Toilets	228.50	
02/01/2025		5067020950	02/12/2024	Shore Road Toilets	1,360.99	1,869.32
				Total of Direct Debit & Standing Orders		30,752.88

Lloyds Chargecard

<u>Date</u>	Name	Inv Ref	<u>Inv Date</u>	<u>Details</u>		Payment Total
27/01/2025	Charge Card Transactions	809079	16/12/2025	Sundries-Council meeting	71.36	
27/01/2025		321440	16/12/2025	Sundries-Council meeting	55.00	126.36
Total of Chargecard payments					126.36	

BACS / CHAPS

<u>Date</u>	<u>Name</u>	Inv Ref	Inv Date	<u>Details</u>		Payment Total
31/01/2025	123 Send Limited	000199300	01/01/2025	Axept A920Pro pro with SIM		158.36
31/01/2025	Ace Office Environments Ltd.	01137746	17/01/2025	Stationery	179.69	
31/01/2025		01137746	17/01/2025	Sundries	15.10	194.79
31/01/2025	Amazon	GB5DTBN7AEUI	15/01/2025	TIC - Carpet sweeper + dog water bowls	33.46	
31/01/2025		GB50003IMI6W1I	15/01/2025	TIC - magnets for notice board	5.92	39.38
31/01/2025	Apogee Corporation Ltd	1494963	20/12/2024	Monthly rent	528.03	
31/01/2025		1494963	20/12/2024	Toner	346.61	
31/01/2025		1494662	20/12/2024	Depot -toner	53.54	928.18
31/01/2025	J9 Ltd T/a Barriers Direct	317788	27/01/2025	Barriers		364.51
31/01/2025	BIPCOM	INV-12004	01/01/2025	Divert to mobile		6.60
31/01/2025	Blue Level Media Ltd	SI-30372	01/01/2025	Annual hosting website		720.00
31/01/2025	BRITISH GAS TRADING LIMITED	811572124	14/01/2025	Electricity		39.72
31/01/2025	Ben Spurling	STC101	09/01/2025	Annual Report 2024		50.00
31/01/2025	Complete Asbestos Solutions Ltd	2191	14/01/2025	Asbestos report	354.00	
31/01/2025		2190	14/01/2025	Asbestos report	234.00	588.00
31/01/2025	Central Southern Security Ltd	204694	31/12/2024	TH- Install digiair monitor	416.40	
31/01/2025		205592	31/12/2024	Out of hours attendance	84.00	
31/01/2025		204695	31/12/2024	Install Digiair monitor -Annexe	416.40	
31/01/2025		205591	31/12/2024	Out of hours attendance	138.00	
31/01/2025		205286	09/01/2025	CSS call out re: Faulty door sensor	74.40	1,129.20
31/01/2025	Charlie's Tasty Treats	0035	30/11/2024	TIC - dog treats for retail		100.00
10/01/2025	Coastal Crust Pizza	INV-0114	18/12/2025	Xmas Catering		515.00
31/01/2025	CMW Equipment Holdings Ltd	178731	22/01/2025	Beach Gardens - putting pins		331.92
31/01/2025	C G Ltd	Q3	31/12/2024	Q3 Agency Settlement		10,392.68
31/01/2025	Dorset Energy Solutions Ltd	9603	16/01/2025	Solar PV- BG		11,696.40
31/01/2025	Darkin Miller Ltd	939	30/12/2024	Internal Audit		1,724.46
31/01/2025	Dorset County Pension Fund	Payroll M10	20/01/2025	Payroll M10- Pension	21,517.45	
31/01/2025		Payroll M10	20/01/2025	Payroll M10- CAYS	140.83	21,658.28
31/01/2025	Dorset Council	1801440942	25/12/2024	Annual Rent charge	2.00	
31/01/2025		1801446967	09/01/2025	Occupational Health	1,008.00	
31/01/2025		1801447146	17/01/2025	Visit Swanage fees and hosting	10,048.80	
31/01/2025		1801450796	24/01/2025	Surveyor Fees	4,588.42	
31/01/2025		1801450774	24/01/2025	Recharge Election -May 2024	9,561.42	25,208.64
31/01/2025	Dorset Glass Co.Ltd.	SA32148	14/01/2025	Window & Door restrictor unit		234.00
31/01/2025	Dorset Waste Partnership	2800428529	06/01/2025	Depot- Recycling		21.24
31/01/2025	Emmanuel Baptist Church	1389	06/12/2024	Church Hall- hire		15.00
31/01/2025	Fast Key Service Ltd	I335908	15/01/2025	TIC - replacement keys		10.24
31/01/2025	Flowbird Smart City UK Ltd	UI00014174	06/01/2025	WebOffice incl Airtime	88.22	
31/01/2025		UI00014174	06/01/2025	Gateway Trans charge	468.18	556.40

		,	•			
31/01/2025	Four County Services Ltd.	67413	21/12/2024	Domain Hosting	38.40	
31/01/2025		67519	10/01/2025	тн іт	795.84	
31/01/2025		67517	10/01/2025	Depot- IT/phone	379.56	
31/01/2025		67518	10/01/2025	TIC/BG IT	509.78	
31/01/2025	i	67526	12/01/2025	Councillors subs laptops	360.00	
31/01/2025		67584	21/01/2025	Domain Hosting	38.40	2,121
31/01/2025	Follow The Shine Ltd	AWS YE70	04/01/2025	Cleaning Spa Retreat	45.00	
31/01/2025		AWS YE70	04/01/2025	TIC cleaning	420.00	
31/01/2025		AWS YE72		Leanings B/huts	216.00	681
	GH Print Management	INV-7785		TIC - Ad-board vinyl	48.00	
31/01/2025	~	INV-7792		TIC - sticker	48.00	
31/01/2025		INV-7791		Beach Gardens - Open Day stickers	90.00	186
					90.00	
	Greenham Trading Ltd.	04/498231	16/01/2025		450.00	187
	Hardy Signs	SI-109163	30/09/2024	-	456.06	
31/01/2025		SI-109162		Public Toilets sign - shore road	58.44	514
	A.R. Harris & Son	35073	18/12/2024	Services	60.00	
31/01/2025		35083	18/12/2024	Services	120.00	
31/01/2025		35299	01/01/2025	EICR Burlington Toilets	198.00	
31/01/2025		35312	04/01/2025	Services	96.00	
31/01/2025		35331	05/01/2025	Services	4,320.00	
31/01/2025		35416	24/01/2025		137.46	4,931
31/01/2025		Payroll M10		Payroll M10- NI/PAYE		17,477
	ICTHUS Event Solutions Ltd	0847		Festive lighting install and removal	2,196.00	,.,,
31/01/2025		0848		Anchor bolt testing	660.00	2,856
	J.D. Facilities Ltd	INV-1816		Depot - cleaning	197.59	۷,030
31/01/2025		INV-1817		Depot - deep clean	230.62	
31/01/2025		INV-1815		TH-cleaning	549.12	
31/01/2025		INV-1814		Public Toilet- cleaning	7,600.85	
31/01/2025		INV-1818	01/01/2025	Main beach Toilet- cleaning	174.90	
31/01/2025		INV-1799	01/01/2025	Chapel Cleaning	81.00	8,834
31/01/2025	The Little Map Co & Fernhill Wholesal	2178	24/12/2024	Swanage Tide Times		125
31/01/2025	Maintain UK Drains Limited	INV-44744	26/01/2025	Emergency call out		342
	The Mowlem Institute	INV-0952		Accessible Swanage booking of Mowlem		90
	National Express	AREXT/00244507		December Agency Tickets		48
	National Trust	3179146		Contribution		7,200
	Nixons Hardware Ltd	124271	12/12/2024			14
	Origin Amenity Solutions Limited	OASI0133777		impact white liner		353
	All Holes & Patches Ltd	014		Tarmac repairs		640
20/01/2025	Swanage Town Council	Month 10 Payroll	20/01/2025	Net Wages-Month 10		61,595
31/01/2025	Planet Merchant Service Ltd	PP4000681IE2412	31/12/2024	Gateway Dec		209
31/01/2025	Pod Point Ltd	3017316	18/12/2024	Admin Fee June-August 24		389
31/01/2025	Planet Purbeck CIO	35143-01	24/01/2025	Sustainable Swanage		3,003
31/01/2025	R U Secure Systems	133540	13/12/2024	CCTV- Maintenance check		144
	Swanage and Purbeck Development	INV-0084	20/01/2025	Venue hire		50
	SECURITY PLUS LIMITED	1080884		Cash collection- Dec 24	322.74	
31/01/2025		1081361		Cash Processing- Dec 24	64.80	387
					00.70	
	Sportshall Markings Ltd	14086		Car Park relining	+	594
	Society of Local Council Clerks	BK219461-1		Training course	+ +	126
	Southern Counties Engineering Service		20/12/2024		+	246
	Spaldings (UK) Ltd.	SI-3004961		STIHL - parts for machines	 	179
31/01/2025	St. Michaels Garage	4270	31/12/2024	Diesel Dec	387.67	
31/01/2025		S29977	14/01/2025	Service HG67 MDV	240.46	
	:[S29977	14/01/2025	MOT HG67 MDV	54.85	682
31/01/2025		33499244	31/12/2024	Skip exchange		956
	Suez Recycling & Recovery UK Ltd			-	070.00	_
31/01/2025	Suez Recycling & Recovery UK Ltd Sutcliffe Play (South West) Ltd.	7345	17/01/2025	Play equipment	870.00	
31/01/2025 31/01/2025	Sutcliffe Play (South West) Ltd.			Play equipment Play equipment	53.38	923
31/01/2025 31/01/2025 31/01/2025	Sutcliffe Play (South West) Ltd.	7345 7380	20/01/2025	Play equipment		
31/01/2025 31/01/2025 31/01/2025 31/01/2025	Sutcliffe Play (South West) Ltd. Swanage Bowling Club	7345 7380 100	20/01/2025 23/12/2024	Play equipment Xmas Refreshments	53.38	
31/01/2025 31/01/2025 31/01/2025 31/01/2025 31/01/2025	Sutcliffe Play (South West) Ltd. Swanage Bowling Club Swanage News	7345 7380 100 1284	20/01/2025 23/12/2024 31/10/2024	Play equipment Xmas Refreshments News paper Oct 24	53.38 36.40	438
31/01/2025 31/01/2025 31/01/2025 31/01/2025 31/01/2025 31/01/2025	Sutcliffe Play (South West) Ltd. Swanage Bowling Club Swanage News	7345 7380 100 1284 1284	20/01/2025 23/12/2024 31/10/2024 28/12/2024	Play equipment Xmas Refreshments News paper Oct 24 News paper Nov-Dec 24	53.38	438 117
31/01/2025 31/01/2025 31/01/2025 31/01/2025 31/01/2025 31/01/2025 31/01/2025	Sutcliffe Play (South West) Ltd. Swanage Bowling Club Swanage News Swanage Tyres and Tuning Ltd	7345 7380 100 1284 1284 35596	20/01/2025 23/12/2024 31/10/2024 28/12/2024 08/01/2025	Play equipment Xmas Refreshments News paper Oct 24 News paper Nov-Dec 24 HJ18 EHX puncture repair	53.38 36.40 81.55	438 117
31/01/2025 31/01/2025 31/01/2025 31/01/2025 31/01/2025 31/01/2025 31/01/2025 31/01/2025	Sutcliffe Play (South West) Ltd. Swanage Bowling Club Swanage News Swanage Tyres and Tuning Ltd South West Geotechnical Ltd	7345 7380 100 1284 1284 35596 INV-2162	20/01/2025 23/12/2024 31/10/2024 28/12/2024 08/01/2025 28/11/2024	Play equipment Xmas Refreshments News paper Oct 24 News paper Nov-Dec 24 HJ18 EHX puncture repair Swanage Seafront- Monitoring	53.38 36.40 81.55 3,366.00	438 117
31/01/2025 31/01/2025 31/01/2025 31/01/2025 31/01/2025 31/01/2025 31/01/2025 31/01/2025 31/01/2025	Sutcliffe Play (South West) Ltd. Swanage Bowling Club Swanage News Swanage Tyres and Tuning Ltd South West Geotechnical Ltd	7345 7380 100 1284 1284 35596 INV-2162 INV-2194	20/01/2025 23/12/2024 31/10/2024 28/12/2024 08/01/2025 28/11/2024	Play equipment Xmas Refreshments News paper Oct 24 News paper Nov-Dec 24 HJ18 EHX puncture repair	53.38 36.40 81.55	438 117
31/01/2025 31/01/2025 31/01/2025 31/01/2025 31/01/2025 31/01/2025 31/01/2025 31/01/2025	Sutcliffe Play (South West) Ltd. Swanage Bowling Club Swanage News Swanage Tyres and Tuning Ltd South West Geotechnical Ltd	7345 7380 100 1284 1284 35596 INV-2162	20/01/2025 23/12/2024 31/10/2024 28/12/2024 08/01/2025 28/11/2024 17/12/2024	Play equipment Xmas Refreshments News paper Oct 24 News paper Nov-Dec 24 HJ18 EHX puncture repair Swanage Seafront- Monitoring	53.38 36.40 81.55 3,366.00	438 117 24
31/01/2025 31/01/2025 31/01/2025 31/01/2025 31/01/2025 31/01/2025 31/01/2025 31/01/2025 31/01/2025 31/01/2025 31/01/2025	Sutcliffe Play (South West) Ltd. Swanage Bowling Club Swanage News Swanage Tyres and Tuning Ltd South West Geotechnical Ltd	7345 7380 100 1284 1284 35596 INV-2162 INV-2194	20/01/2025 23/12/2024 31/10/2024 28/12/2024 08/01/2025 28/11/2024 17/12/2024 27/01/2025	Play equipment Xmas Refreshments News paper Oct 24 News paper Nov-Dec 24 HJ18 EHX puncture repair Swanage Seafront- Monitoring Swanage Seafront- Monitoring	36.40 81.55 3,366.00 1,683.00	438 117 24
31/01/2025 31/01/2025 31/01/2025 31/01/2025 31/01/2025 31/01/2025 31/01/2025 31/01/2025 31/01/2025 31/01/2025 31/01/2025	Sutcliffe Play (South West) Ltd. Swanage Bowling Club Swanage News Swanage Tyres and Tuning Ltd South West Geotechnical Ltd Telefonica O2 UK Ltd	7345 7380 100 1284 1284 35596 INV-2162 INV-2194 INV-2240	20/01/2025 23/12/2024 31/10/2024 28/12/2024 08/01/2025 28/11/2024 17/12/2024 27/01/2025 24/12/2024	Play equipment Xmas Refreshments News paper Oct 24 News paper Nov-Dec 24 HJ18 EHX puncture repair Swanage Seafront- Monitoring Swanage Seafront- Monitoring Replacement of instrumentation covers	36.40 81.55 3,366.00 1,683.00 1,254.00	438 117 24 6,303
31/01/2025 31/01/2025 31/01/2025 31/01/2025 31/01/2025 31/01/2025 31/01/2025 31/01/2025 31/01/2025 31/01/2025 31/01/2025 31/01/2025	Sutcliffe Play (South West) Ltd. Swanage Bowling Club Swanage News Swanage Tyres and Tuning Ltd South West Geotechnical Ltd Telefonica O2 UK Ltd	7345 7380 100 1284 1284 35596 INV-2162 INV-2194 INV-2240 34750254 35341661	20/01/2025 23/12/2024 31/10/2024 28/12/2024 08/01/2025 28/11/2024 17/12/2024 27/01/2025 24/12/2024 24/01/2025	Play equipment Xmas Refreshments News paper Oct 24 News paper Nov-Dec 24 HJ18 EHX puncture repair Swanage Seafront- Monitoring Swanage Seafront- Monitoring Replacement of instrumentation covers SIM Charges SIM Charges	36.40 81.55 3,366.00 1,683.00 1,254.00 306.49 202.42	438 117 24 6,303
31/01/2025 31/01/2025 31/01/2025 31/01/2025 31/01/2025 31/01/2025 31/01/2025 31/01/2025 31/01/2025 31/01/2025 31/01/2025 31/01/2025	Sutcliffe Play (South West) Ltd. Swanage Bowling Club Swanage News Swanage Tyres and Tuning Ltd South West Geotechnical Ltd Telefonica O2 UK Ltd Terminator Control Ltd	7345 7380 100 1284 1284 35596 INV-2162 INV-2194 INV-2240 34750254	20/01/2025 23/12/2024 31/10/2024 28/12/2024 08/01/2025 28/11/2024 17/12/2024 27/01/2025 24/12/2024 24/01/2025 27/09/2024	Play equipment Xmas Refreshments News paper Oct 24 News paper Nov-Dec 24 HJ18 EHX puncture repair Swanage Seafront- Monitoring Swanage Seafront- Monitoring Replacement of instrumentation covers SIM Charges	36.40 81.55 3,366.00 1,683.00 1,254.00 306.49	923 438 117 24 6,303

				Total of BACS/CHAPS Payments		208,471.78
31/01/2025 WSP	P	50050569	24/01/2025			1,562.45
31/01/2025		1013716		Faulty water heater tap	249.00	3,091.17
31/01/2025		1013706		Replace Thermostat	72.00	
31/01/2025		1013651		Annual Boiler inspection (TH)	576.40	
31/01/2025		1013651	18/12/2024	Annual Boiler inspection (TIC)	576.41	
31/01/2025		1013651	18/12/2024	Annual Boiler inspection (Depot)	576.41	
31/01/2025 Wes	stmade Ltd	1013653	18/12/2024	Works TIC Boiler	1,040.95	
31/01/2025 Wats	tson Fuels	I14247650	17/01/2025	Diesel		963.16
31/01/2025 Third	rd Party Payments	Payroll M10	20/01/2025	Payroll Month 10- Third Party deductions		333.02
31/01/2025 Trini	nity St Christmas Trees	INV-1353	31/12/2024	Christmas tree		1,368.00
31/01/2025		1014126195	24/01/2025	Materials & Equipment	66.98	444.09
31/01/2025		1013894656	21/01/2025	Materials & Equipment	21.98	
31/01/2025		1013472675	13/01/2025	Materials & Equipment	16.49	
31/01/2025		1013262535	09/01/2025	Materials & Equipment	16.80	
31/01/2025		1013262536	09/01/2025	Materials & Equipment	16.90	
31/01/2025		1013194397	08/01/2025	Materials & Equipment	46.74	
31/01/2025		1013127211	07/01/2025	Materials & Equipment	27.60	
31/01/2025		1013127212		Materials & Equipment	30.28	
31/01/2025		1013046477		Materials & Equipment	28.94	
31/01/2025		1012892210	23/12/2024	Materials & Equipment	34.28	
31/01/2025		1012710720	19/12/2024	Materials & Equipment	26.34	
31/01/2025 Trav	vis Perkins	1012367716	12/12/2024	Materials & Equipment	110.76	

Faster payments issued 10th January 2025

BACS payroll payment issued 20th January 2025

BACS supplier payments issued 31st January 2025

61,595.08 146,361.70 **208,471.78**

515.00

Total of Payments

239,351.02

Investments - Cash Movements

<u>Date</u>	<u>Name</u>	Inv Ref	Inv Date	<u>Details</u>		Payment Total
21/01/2025	DMADF	transfer	21/01/2025	DMADF	450,000.00	
31/01/2025	DMADF	transfer	31/01/2025	DMADF	300,000.00	750,000.00
				Total of Investments		750,000.00

Total of Payments & Investments

989,351.02

Grants Panel - To consider recommendations

The Grants Panel met on 14th February 2025 to review in detail additional grant applications received by the Town Council for the 2024/25 financial year. Appendix 3 outlines the applications, requested amounts, recommended grant sizes, project summaries, and the Panel's reasons for support or refusal of the applications.

Also attached (Appendix 1) is a copy of the Council's grant criteria, adopted in February 2021. To ensure broad fund distribution, grants will usually be for sums of less than £500 and will typically only support festivals and events whilst they are being established. Applicants are 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 £2,000 has been awarded to date (Appendix 2). A further total of £650 has been requested, and it is proposed that the full amount be awarded. If approved, this will leave a remaining budget of £7,350 for any further applications received before the end of the financial year.

Further to Minute No. 192 of the Extraordinary Council Meeting held on 26th February 2024, the Panel has undertaken its review of the Council's donations policy. Consideration was given to introducing regular annual donations and fixed-term grants for local community groups and organisations, subject to eligibility criteria, to support their vital services. The review aimed to simplify the application process by reducing the number of applications required to be made each year by these groups through approved regular donations, and streamline the Council's administration process. As part of this review, donations policies from other Town Councils were examined.

New draft grant criteria and guidelines are currently being developed, and the Panel will reconvene to refine them before presenting the final draft to the Council's Finance and Governance Committee for further review/consideration at a future meeting.

As previously highlighted, to raise awareness of the Council's grant scheme among local charitable and community groups, details will continue to be shared with the Swanage Town and Community Partnership, and via the Council's website and Facebook page. Local groups will be encouraged to contact officers for more information.

Decision required:

To approve the Grants Panel's recommendations made at its meeting on 14th February 2025, and to note the review and development of new draft grant criteria and guidelines as outlined above.

Niki Clark Planning and Community Engagement Manager February 2025

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) 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
- **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 31st of December for grants to be paid in respect of the forthcoming financial year, from 1st 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:	£ 2,000
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Swanage Community Defibrillator Partnership	£ 1,000
Mosaic – Supporting Bereaved Children	£ 500
Lewis-Manning Hospice Care	£ 500

Grant applications to consider on 24th February 2025:

Swanage Town Band	£	150
Swanage Youth Music	£	500

£ 650

Swanage Town Council - Grant applications received

Applicant	Sum Requested	Recommended grant	Summary of project	Reason for support
Swanage Town Band Swanage.co.uk Swanage.co.uk	£150	£150	Committee-run (by members). The Town Band provides live music at local events, fostering musical enjoyment and participation for all skill levels. Encouraging the local community to join the band and nurturing young talent (band members still at school or in further education do not pay subscription fees). The band's 40 volunteer members dedicate their time to rehearsals, organisation and performances, actively contributing to public events that enhance local culture and promote Swanage as a tourist destination. The band's free concerts attract 150-300 attendees, sustaining public appreciation for live music. This application seeks funding to assist with the purchase of two new pieces of music, supporting the band's annual repertoire expansion and member development. Last year, with the support of the Town Council (£150), the band acquired three pieces for £195.79. New music enriches performances and keeps programs engaging. The band funds its operations and charitable efforts through donations and band membership fees (which increased from £60 to £105 p.a. last year to cover rising costs, including hall rental, performance expenses, and a new Music Director). In 2024, it supported Julia's House, a children's hospice.	Recommend approval. Benefit to the local community's health and wellbeing (free events/social activities/youth services). In support of funding the capital purchase of new music, in recognition of the valuable contribution that the band makes to the town and local community.

Purbeck Youth Music (PYM) Newsletter: News Reports	£500	£500	Registered Charity No. 1190008. Purbeck Youth Music (PYM) aims to 'inspire and enthuse a new generation of young musicians' by providing instruments, lessons, and interactive music programmes, including creative singing, strings, woodwind, brass, and guitar. Partnering with nine primary schools in Swanage and Purbeck, PYM makes music fun while developing young people's skills. The charity highlights the severe lack of music funding in local state schools, noting that without PYM, many children would miss out. A recent PYM newsletter showcases the enthusiastic response from students, parents, and teachers. Recently, 110 children from four Purbeck primary schools received a free brass trial lesson, with 55 enrolling for group lessons in 2025. To meet growing demand, PYM seeks funding to attract more tutors to Swanage by increasing travel and expense rates and covering DBS checks. Additional support will help 500 Purbeck primary school students (half in Swanage) and provide access to subsidised/free lessons and instrument loans for low-income families. This initiative enriches not only the children but also the wider community. PYM continues to seek funding from local trusts, music organisations, and individuals.	Recommend approval. Subsidised and free services, benefitting the local community by supporting mental health, overall wellbeing, and social engagement, particularly among young people. In support of funding PYM's efforts to attract more tutors to travel to Swanage to increase offering for local children.
Total:	£650	£650		