

Agenda Item 5 (a)

SWANAGE TOWN COUNCIL

Statement of Cash Balance as at 28th February 2025

	£ p	£ p
Balance in Hand at 01/04/2024		£83,812.18 Cr
As per reconciliation dated 31/01/2025	£12,221,532.90 Cr	
Income during February	£116,729.66 Cr	
Movement of Cash-Investment	£750,000.00 Cr	
Add - Outstanding receipts- January	£212.39 Cr	
Less - Outstanding receipts - February	<u>£331.33 Dr</u>	£13,088,143.62 Cr
Less payments made:		
As per Reconciliation dated 31/01/2025	£12,203,234.30 Dr	
Schedule 11 payments dated 28/02/2025	£256,878.49 Dr	
Movement of Cash-Investment	<u>£650,000.00 Dr</u>	£13,110,112.79 Dr
		<u>£61,843.01 Cr</u>
Balance at Bank		
Current Account		£39,433.81 Cr
Deposit Account		<u>£22,409.20 Cr</u>
		<u>£61,843.01 Cr</u>
Short Term Investments held by the Council		
CCLA Public Sector Deposit Fund (MMF)		£250,000.00
Abrdn (MMF)		£500,000.00
DMADF-Deposit		£775,000.00
DMADF-Deposit		£545,000.00
DMADF-Deposit		£400,000.00
DMADF-Deposit		£250,000.00
		<u>£2,720,000.00</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 28th February 2025

Prepared by Alison Spencer

Dated: 12th March 2025

Certified by Martin Ayres

Dated: 12th March 2025

SWANAGE TOWN COUNCIL

Year Ending 31st March 2025

Payment schedule reported to Council - 24th March 2025

Schedule 11:

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 SIX THOUSAND, EIGHT HUNDRED AND SEVENTY EIGHT
POUNDS AND FORTY NINE PENCE**

.....(£906,878.49).....

Swanage Town Council Schedule of Payments - Month 11

Cheques

Date	Name	Chq number	Inv Date	Details	Payment Total
03/02/2025	Petty Cash	015020	03/02/2025	Petty Cash & Postage	141.44
Total of Cheques					141.44

Direct Debits & Standing Orders

Date	Name	Inv Ref	Inv Date	Details	Payment Total
17/02/2025	AIB Merchant Services	310125.000001	31/01/2025	Merchant serv charge	488.81
10/02/2025	Barclaycard Merchant Services	001884330125	31/01/2025	Monthly charge	43.36
04/02/2025	Ecotricity Ltd	06222700	14/01/2025	Beach Clock	64.54
04/02/2025		06222727	14/01/2025	Car park 6x machine	92.33
20/02/2025		06330483	06/02/2025	Electricity - various	3,794.02
25/02/2025		06355460	11/02/2025	Electricity - various	409.07
25/02/2025		06352077	11/02/2025	Electricity - various	71.38
25/02/2025		06352061	11/02/2025	Seafront Hard Standing	679.49
27/02/2025		06330450	06/02/2025	Beach Clock	794.09
14/02/2025	First Data	520334510615636	31/01/2025	Monthly charge	47.79
10/02/2025	Lloyds Bank PLC	448526785	13/01/2025	Bank charge	54.38
25/02/2025		448941852	07/02/2025	Monthly charge	113.40
28/02/2025		1	28/02/2025	Bank charge	8.50
10/02/2025	Paytek Admin Services Ltd (First)	MI/4645838/03	01/02/2025	Monthly charge	128.35
10/02/2025		MI/4648337/03	01/02/2025	Monthly charge	72.00
28/02/2025	Pitney Bowes Finance Ltd	BL095197	14/02/2025	Charge	1.20
17/02/2025	Sage (UK) Ltd	INV20296283	01/02/2025	Monthly charge	606.60
03/02/2025	water2business	5067184673	02/01/2025	Heritage toilets	95.88
03/02/2025		5067184664	02/01/2025	Mermond Toilets	170.29
03/02/2025		5067241064	07/01/2025	Shore Road Toilets	1,503.58
Total of Direct Debit & Standing Orders					9,239.06

Lloyds Chargecard

Date	Name	Inv Ref	Inv Date	Details	Payment Total
28/02/2025		18737138	28/02/2025	Charge	9.89
28/02/2025		715-6694	28/02/2025	Planning	150.00
28/02/2025		1470495353	28/02/2025	Membership	187.00
28/02/2025		1999999982555000	28/02/2025	Refund	0.12
Total of Chargecard payments					347.01

BACS /CHAPS

Date	Name	Inv Ref	Inv Date	Details	Payment Total
123/02/2025	123 Send Limited	000202766	01/02/2025	Axapt A920Pro with SIM	158.36
28/02/2025	Ace Office Environments Ltd.	01139546	07/02/2025	Stationery	87.66
28/02/2025		01140200	14/02/2025	Stationery	115.75
28/02/2025	Aish Electro Mechanical Services	120407	07/02/2025	Service of pump	2,046.00
28/02/2025	Amazon	GB5000Q5BGPWWi	06/02/2025	TIC - clipboards	14.49
28/02/2025		GB5004H35X2ZLI	18/02/2025	TIC - keyrings for gate keys	51.98
28/02/2025	Apogee Corporation Ltd	1500521	29/01/2025	Depot toner	9.00
28/02/2025		1500282	29/01/2025	Depot toner	56.15
28/02/2025		1500718	29/01/2025	TH rental	528.03
28/02/2025		1500718	29/01/2025	Toner	409.11
28/02/2025	AquAid (Southcoast)	489966	31/01/2025	Depot-Annual rental/sanitization	227.26
28/02/2025	Ark Medical Solutions	0000050	29/01/2025	TIC - First Aid kits for retail	90.50
28/02/2025	BIPCOM	INV-12165	01/02/2025	Divert mobile	6.60
28/02/2025	Blacknoll Construction Ltd	12025	31/01/2025	Scaffold Tower	3,373.20
28/02/2025	BRITISH GAS TRADING LIMITED	803630378	13/02/2025	Electric	39.72
28/02/2025		724415635	18/02/2025	Electric	3.84
28/02/2025	C86 Signs & Graphics	INV-0456	19/02/2025	Beach Gardens - artwork and printing	45.00
28/02/2025	Charlie's Tasty Treats	0036	30/01/2025	TIC - dog treats for retail	108.00
28/02/2025	Countryside Tree Surgeons Ltd	SI-439	02/02/2025	Tree works	360.00
28/02/2025	Countryside Art Ltd	80403	27/01/2025	TIC - coasters for retail	242.70
28/02/2025		80552	14/02/2025	TIC - new merchandise for retail	384.00
28/02/2025	DAPTC	INV-2305	22/01/2025	Training	105.00
28/02/2025		INV-2342	28/01/2025	Training NPPF updates	70.00
28/02/2025	Darkin Miller Ltd	955	10/02/2025	Internal Audit	1,151.97
28/02/2025	Dorset County Pension Fund	Payroll M11	20/02/2025	Payroll M11- Pension	21,013.91
28/02/2025		Payroll M11	20/02/2025	Payroll M11- CAYS	140.83
28/02/2025	Dorset Council	2800431095	30/01/2025	PAG- arboriculture service	6,120.00
28/02/2025		2800431163	03/02/2025	Heidleberg/ECI Inv1 -Green Seafront	15,956.76
28/02/2025	Dorset Waste Partnership	2800432298	05/02/2025	Depot- Recycling	21.24
28/02/2025	Flowbird Smart City UK Ltd	UI00014912	12/02/2025	Gateway Trans charge BP and MB	328.86
28/02/2025		UI00014912	12/02/2025	12 x flowbird weboffice	264.67
28/02/2025		UI00014913	13/02/2025	WebOffice incl Airtime	529.35

28/02/2025	Four County Services Ltd.	67704	10/02/2025	TIC -IT	509.78	
28/02/2025		67705	10/02/2025	TH IT	753.84	
28/02/2025		67705	10/02/2025	TH phone	42.00	
28/02/2025		67703	10/02/2025	Depot IT/phone	379.56	
28/02/2025		67727	12/02/2025	Councillors subs laptops	360.00	
28/02/2025		67770	17/02/2025	Routers and install	1,288.80	
28/02/2025		67769	17/02/2025	BG IT	418.74	
28/02/2025		67796	21/02/2025	Domain hosting	38.40	3,791.12
28/02/2025	Follow The Shine Ltd	SWNHUTSFEB25	01/02/2025	TIC cleaning	270.00	
28/02/2025		SWNFEB2025#	01/02/2025	Beach Huts- cleaning	216.00	486.00
28/02/2025	Greenham Trading Ltd.	04/500044	28/01/2025	Equipment	144.41	
28/02/2025		04/502668	14/02/2025	Equipment	132.00	276.41
28/02/2025	Harkwell	140627	20/02/2025	Boat Park - sticker tickets		438.00
28/02/2025	A.R. Harris & Son	35446	28/01/2025	Services	63.24	
28/02/2025		35444	28/01/2025	Services	183.24	
28/02/2025		35455	03/02/2025	Services	247.20	
28/02/2025		35469	07/02/2025	Services	5,888.85	6,382.53
28/02/2025	Hendy Group Ltd	42112390	08/01/2025	Services	15.06	
28/02/2025		42112519	09/01/2025	Supplied batteries	284.04	
04/02/2025		1288081	30/01/2025	Ford Transit Leader	52,692.23	52,991.33
28/02/2025	HMRC	Payroll M11	20/02/2025	Payroll M11- PAYE/NI	19,846.63	
04/02/2025		VAT	04/02/2025	Dec QTR VAT	13,045.43	32,892.06
28/02/2025	ICTHUS Event Solutions Ltd	0861	13/02/2025	Festive lighting replacement		420.00
28/02/2025	J.D. Facilities Ltd	INV-1834	01/02/2025	Depot - cleaning	230.62	
28/02/2025		INV-1835	01/02/2025	Depot - deep clean staff area	197.59	
28/02/2025		INV-1836	01/02/2025	TH-cleaning	572.53	
28/02/2025		INV-1837	01/02/2025	Public Toilet- cleaning	7,600.85	
28/02/2025		INV-1838	01/02/2025	Chapel Clean	27.00	8,628.59
28/02/2025	Keep Britain Tidy	SI011090	05/02/2025	Green Flag - Beach Gardens	450.00	
28/02/2025		SI011506	18/02/2025	Blue Flag and Seaside Award	1,068.00	1,518.00
28/02/2025	The Little Map Co & Fernhill Wholesal	2190	27/01/2025	TIC - publications for retail	149.50	
28/02/2025		2190	27/01/2025	TIC - publications for retail	55.80	205.30
28/02/2025	Maintain UK Drains Limited	INV-44977	09/02/2025	Pump maintenance		324.00
28/02/2025	S. Moores	11927	14/02/2025	TIC - biscuits for retail		103.48
28/02/2025	National Express	AREXT/00244766	31/01/2025	January - Agency Tickets		157.30
28/02/2025	Nixons Hardware Ltd	124323	02/01/2025	AAA batteries for depot	17.98	
28/02/2025		124366	16/01/2025	10amp fuses for ticket machine	0.50	
28/02/2025		124373	18/01/2025	TIC - signage for key safes	9.95	28.43
28/02/2025	Ofcom	78746405	03/02/2025	Radio charge fees		75.00
28/02/2025	Origin Amenity Solutions Limited	OASI0134937	24/01/2025	2x linemarking wheels		66.00
20/02/2025	Swanage Town Council	Month 11 Payroll	20/02/2025	Net Wages-Month 11		66,412.71
28/02/2025	Personnel Hygiene Service	71157266	14/02/2025	Hygiene service	33.65	2,290.00
28/02/2025	Pitney Bowes Finance Ltd	BL095197	14/02/2025	Underpayment postage		1.20
28/02/2025	Planet Merchant Service Ltd	PP4000681IE2501	31/01/2025	Gateway Jan	2.88	140.93
28/02/2025	Purbeck Print Company	1090	27/01/2025	TIC - artwork for vinyl	50.00	
28/02/2025		1090	27/01/2025	BG- sticker artwork design	5.00	55.00
28/02/2025	Purbeck Gazette	32997	03/02/2025	Advert	486.00	
28/02/2025		33085	07/02/2025	Advert	486.00	972.00
28/02/2025	Purbeck Media Group	INV-5187	19/02/2025	TIC - pavement sign	213.60	
28/02/2025		INV-5185	19/02/2025	TIC - uniform	75.60	289.20
28/02/2025	Roger Locke Consulting Ltd	9689	11/02/2025	Services		702.00
28/02/2025	SECURITY PLUS LIMITED	1085425	31/01/2025	Cash processing- Jan	47.52	
28/02/2025		1086742	31/01/2025	Cash collection- Jan	215.16	262.68
28/02/2025	DWG Smith	25077	19/02/2025	Services	438.00	
28/02/2025		25076	19/02/2025	Flail - Washpond Lane	168.00	606.00
28/02/2025	South West Councils	0000070763	21/02/2025	Attendance		1,224.00
28/02/2025	Spaldings (UK) Ltd.	SI-3006121	21/01/2025	STIHL- Fuel pump		10.02
28/02/2025	St. Michaels Garage	4313	31/01/2025	Diesel Jan		630.55
28/02/2025	Sutcliffe Play (South West) Ltd.	7389	28/01/2025	Materials		262.80
28/02/2025	Swanage Tyres and Tuning Ltd	36043	11/02/2025	Tyre		88.20
28/02/2025	Telefonica O2 UK Ltd	35912841	24/02/2025	SIM Charges TH		185.10
28/02/2025	Travis Perkins	1014429549	29/01/2025	Materials & Equipment	116.94	
28/02/2025		1014368615	29/01/2025	Materials & Equipment	26.83	
28/02/2025		1014588345	31/01/2025	Materials & Equipment	259.32	
28/02/2025		1014525127	31/01/2025	Materials & Equipment	4.50	
28/02/2025		1014761932	04/02/2025	Materials & Equipment	195.08	
28/02/2025		1014968205	06/02/2025	Materials & Equipment	16.76	
28/02/2025		1014968204	06/02/2025	Materials & Equipment	59.12	
28/02/2025		1015241066	12/02/2025	Materials & Equipment	12.25	
28/02/2025		1015395859	14/02/2025	Materials & Equipment	6.90	
28/02/2025		1015484265	15/02/2025	Materials & Equipment	224.96	
28/02/2025		1015570792	18/02/2025	Materials & Equipment	21.58	
28/02/2025		1015656825	18/02/2025	Materials & Equipment	27.50	
28/02/2025		1015836793	21/02/2025	Materials & Equipment	32.46	
28/02/2025		1015911366	22/02/2025	Materials & Equipment	9.22	1,013.42

28/02/2025	Third Party Payments	Payroll M11	20/02/2025	Payroll M11- Third Party Deductions		333.02
28/02/2025	Westmade Ltd	1013977	18/02/2025	Services Beach gardens		675.06
28/02/2025	Woodlands Nursery (Dorset) Ltd	8319T	24/02/2025	Shrubs		414.80
28/02/2025	WorkNest Limited	SINV078561	28/01/2025	IOSH training	594.00	1,188.00
28/02/2025	WSP	50054917	17/02/2025	Risk assessment Green Seafront - WSP	2,340.00	
28/02/2025		50055325	18/02/2025	Landscape consultancy service	4,210.80	6,550.80
Total of BACS/CHAPS Payments						247,150.98

<i>BACS payments issued 4th February 2025</i>	65,737.66
<i>BACS payroll payment issued 20th February 2025</i>	66,412.71
<i>BACS supplier payments issued 28th February 2025</i>	115,000.61
	247,150.98

Total of Payments 256,878.49

Investments - Cash Movements

Date	Name	Inv Ref	Inv Date	Details	Payment Total
27/02/2025	DMADF	transfer	27/02/2025	DMADF	250,000.00
27/02/2025	DMADF	transfer	27/02/2025	DMADF	400,000.00
Total of Investments					650,000.00

Total of Payments & Investments 906,878.49

Grants Panel - To consider recommendations

Further to discussions held at the Council Meeting on 24th February 2025 regarding the remaining budget for grants for the 2024/25 financial year, the Town Council has received four further grant applications which the Grants Panel have reviewed in detail. 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. Larger grants may be considered in exceptional circumstances. Applicants are required to demonstrate financial need.

Background

As previously advised, the Council has agreed a grants budget of £10,000 for the 2024/25 financial year, which 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 £2,650 has been awarded to date (Appendix 2). A further total of £6,850 has been requested, and it is proposed that £2,850 be awarded.

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 and new draft grant criteria and guidelines are currently being developed for the 2025/26 financial year, which include proposals for regular annual donations and fixed-term grants for local community groups and organisations. 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 as detailed in the table below.

Niki Clark
Planning and Community Engagement Manager
March 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.

Grants and Donations Summary 2024/25

Swanage Town Council - grants awarded to date:

Lewis-Manning Hospice Care	£ 500
Mosaic – Supporting Bereaved Children	£ 500
Swanage Community Defibrillator Partnership	£ 1,000
Swanage Town Band	£ 150
Swanage Youth Music	£ 500

Total awarded to date:

=====
£ 2,650
=====

Grant applications to consider on 24th March 2025:

Purbeck Film Festival	£ 500
Purbeck Sounds	£ 5,000
Swanage Library Friends	£ 1,100
Swanage Tennis Club	£ 250

=====
£ 6,850
=====

Swanage Town Council - Grant applications received

Applicant	Sum Requested	Recommended grant	Summary of project	Reason for support
<ul style="list-style-type: none"> • Purbeck Film Festival • Purbeck Film Festival Facebook 	£500	£500	<p>Registered Charity No. 1195008. Established in 1996 with the aim of bringing diverse cinematic experiences to Purbeck, and enriching Swanage’s cultural life. Held annually across various venues in Purbeck/ Dorset, it promotes local interest in film for entertainment and education, brings cinema to rural areas, and attracts visitors from afar. The festival offers a wide range of screenings, fostering social connection while showcasing different cultures, viewpoints, and lifestyles. Funding comes from the British Film Institute, and fundraising, advertising, donations, and audience revenue. This application seeks support for the October 2025 festival – its 30th anniversary.</p>	<p>Recommend approval. Special event - 30th anniversary. Benefit to the local community’s health and wellbeing, social activities, and local economy.</p>
<ul style="list-style-type: none"> • Purbeck Sounds radio - Home • Purbeck Sounds Facebook 	£5,000	£1,000	<p>Not for profit Ltd Company No. 15540514 - run by volunteers. Community radio station in the ‘Heart of Swanage’, launched October 2024. Informs residents and visitors about local matters, events, lifestyle topics, and accessibility. Collaborating with local festivals, engages young people, and offers a platform to promote community activities. Full daily programme, and listener numbers are growing. The station builds community cohesion, reduces social isolation, and provides skills development and volunteering opportunities.</p>	<p>Recommend approval at £1,000. Benefit to the local community’s health and wellbeing, opportunities for young people, and promotion of local community events and services.</p>

			Income comes from member subscriptions (£10/£20 p.m.), fundraising, and advertising. This application seeks funding towards first year start-up, equipment, and marketing costs, estimated at £6.3k.	
<ul style="list-style-type: none"> • Swanage - find a library and opening times - Dorset Council • Swanage Library Friends Facebook 	£1,100	£1,100	<p>Friends group (project under the umbrella of Swanage & Purbeck Development Trust) - run by volunteers keen to support Swanage Library and help develop the services it provides.</p> <p>A newly formed group collaborating with the Library on key priorities: enhancing the downstairs children's area, and the upstairs computer area. The group aims to encourage local children to use the library through activity programmes and primary school visits to promote 'The Summer Reading Scheme'.</p> <p>Income will come from fundraising, subscriptions, donations, and grants. A relaunch event is planned for May 2025.</p> <p>This application seeks funding for audiovisual equipment, decorating materials, and artwork, to enrich the children's provision.</p>	<p>Recommend approval.</p> <p>Benefit to the local community's health and wellbeing (free events/social activities/ services for all ages).</p> <p>In support of grant funding in recognition of the valuable contribution that the library service makes to the town and local community.</p>
<ul style="list-style-type: none"> • Swanage Tennis Club • Swanage Tennis Club Facebook 	£250	£250	<p>Registered Community Amateur Sports Club in 2009 (unincorporated).</p> <p>Swanage Tennis Club, founded in 1930, is a non-profit organisation registered with the Lawn Tennis Association Ltd (LTA). The Club is proud to have one of its young members successfully join the LTA's new, UK-wide, 'Young Person's Welfare Ambassadors' (YPWA) training scheme – a year-long voluntary role aimed at promoting safeguarding and welfare from a young person's</p>	<p>Recommend approval.</p> <p>Benefit to the local community by supporting overall health and wellbeing, mental health, and social engagement, particularly among young people.</p>

			<p>perspective and delivering related projects at the Club, alongside the Club's Welfare Officer.</p> <p>The club has a vibrant social section with the aim to provide a mixture of social, competitive and fundraising events, and to encourage new ideas to bring members together and to provide a consistent fundraising flow to support such initiatives as the junior busary scheme, and the YPWA project. The Club also has a vibrant social scene, organising events to foster community and support initiatives like the junior bursary scheme and the YPWA project.</p> <p>The application seeks funding towards the YPWA project costs of £486, the Club's aim to create an inclusive tennis community where everyone feels welcome.</p>	
Total:	£6,850	£2,850		

To agree the proposed Private Site licence fee for the 2025-26 season and the proposed Market fees from April 2025

Copied below is the briefing note prepared for the Tourism & Local Economy Committee Meeting held on 19th March 2025. As there was less than a week between the Committee meeting and the Council meeting it has not been possible to produce the minutes. However, in order to ensure that these charges can be implemented from 1st April it is important that these matters are dealt with before the end of the current financial year.

Both proposals set out in the briefing note were agreed as recommendations to the Council from the Tourism and Local Economy Committee. There were no representations during public participation time.

Decisions required

To agree a Private Site licence fee of £520 (incl. VAT) for the 2025-26 season.

To agree the proposed Market fees as set out in the table below, to be implemented from 1st April 2025.

Tourism and Local Economy Committee – 19th March 2025 Item 11a) and b)

Scale of Fees and Charges

a) Private Sites – Licence fee for 2025-26

Usually, the annual fees for the private site licences, which permit licence holders to place a beach hut on the beach each year, are set as part of the Council's budget process which was completed in January 2025. However, following discussions with the body that represents licence holders, known as Swanage Private Sites Association, the matter was deferred by the Tourism and Local Economy Committee in November 2024. Two meetings have subsequently been held with representatives of the Association on 10th February and 10th March 2025.

When the fee for 2024/25 was agreed at the Council Meeting held on 15th January 2024, Council noted that queries that the Association had raised about the payment of rates and the applicability of VAT remained unanswered and hence it was resolved:

That the Scale of Fees and Charges for 2024/25 in respect of the Private Beach Hut Sites fees be approved and adopted, subject to the fee being reviewed if: i) if Dorset Council or the VOA advises that the beach hut owners should be individually rated; ii) if there is any change in the rateable value and/or; iii) in light of further advice regarding the application of VAT.

In respect of the three issues listed in the resolution, the following information has been ascertained:

- i) Dorset Council will be writing to the Valuation Office Agency (VOA) to request the VOA to determine whether or not each individual beach hut site will be separately rated. The Association has requested that the liability for business rates to be

transferred from the Council to the individual licence holders. If this was the case it is likely that many of the licence holders would pay a negligible amount for/nil business rates due to the small business rates relief scheme. An update will be reported to a future meeting.

- ii) As a result of a challenge to the rateable value from the Town Council, the VOA have agreed that the rateable value of the sites should be reduced to £15,750 from £21,000. The business rates bill payable by the Town Council is therefore now estimated to be £7,860 in 2025/26, reduced from £10,400. This lower rateable value should also be backdated to 2023/24.
- iii) Questions have been asked about the application of VAT by the Town Council to the licence fee. Advice has been sought from LAVAT, the Town Council's specialist advisers, and HMRC. In both cases the response has been that the Town Council has treated the application of VAT correctly, although there is one outstanding issue remaining around the rate of VAT charged during the pandemic arrangements in 2021.

During the budget setting process a fee of £539 for the licence was suggested. The fee for 2024-25 was £495. It is now proposed that a 5% increase be applied to that figure, resulting in a fee of £520 being levied for 2025-26 (all figures incl. VAT). The income from the private site fees can be seen as a contribution towards the costs incurred by the Town Council in administering the licence agreements, maintaining the beach hut staging and more broadly operating the beach. As such it is considered that a 5% increase is fair.

At the meeting with the Private Sites Association on 10th March, these issues were discussed, and the Association raised no objection to the fee being set at £520 (incl. VAT) for the 2025 season. The Association acknowledged that the fee would need to be set at the next Council Meeting to enable the Council to issue the licences ahead of Easter.

The Private Sites Association have asked the Council to note that they have not yet received a response to a complaint that they have lodged with HMRC about the application of VAT. The Town Council could consider any further representations from the Association, together with any response from the VOA around the individual rating of the beach hut sites, ahead of budget setting for the 2026/27 financial year.

b) Swanage Market - Fees for 2025-26

In January 2025 new fees were agreed for the Swanage Friday Market, to start from 1st April 2025. The fees were not increased from the previous year.

The fees included the following element:

With the exception of those paying annual fees, all traders must pay one week's fee in advance at the beginning, or during, the summer and winter periods. If a trader is unable to attend a week, the payment will be retained by the Town Council. Unused payments can be used for the following weeks, 31st October 2025 and 27th March 2026.

In the last few months, and in advance of the start of the new fee period starting on 1st April 2025, this approach has been re-considered by officers. The purpose of this approach is to encourage a greater commitment from traders and indeed is something that is being strongly

encouraged by the more regular traders. The main concern is that this approach could discourage the summer ‘tourist trade’ traders who may only turn up for odd weeks. These are an important part of the summer market offering. In addition, we also have a small number of traders that are only able to attend fortnightly.

In order to achieve a similar outcome but retain a level of commitment it is now proposed that a revised approach is undertaken.

It is proposed that traders are split into two types. The first is those that attended the previous week who will receive the current rates (see table below). The second group is those that did not attend the previous week who will be charged a slightly higher rate. This approach would be easier to administer by the Council and would be easier to explain to traders yet still encourage a level of commitment. This is a similar approach to what is undertaken by Bridport Market, which is also operated by a Town Council.

Stall Size	4 April to 23 May (8) 5 Sep to 31 Oct (9)		30 May to 29 Aug (14)		7 Nov to 27 Mar (closed 26 Dec) (20)	
	Mid season		Peak season		Low season	
	Attended previous week	First week	Attended previous week	First week	Attended previous week	First week
<2m	£15.00	£20.00	£22.00	£27.00	£10.00	£15.00
<4m	£25.00	£30.00	£32.00	£37.00	£15.00	£20.00
<7m	£35.00	£40.00	£42.00	£47.00	£20.00	£25.00
<12m	£45.00	£50.00	£52.00	£57.00	£25.00	£30.00
>12m ¹	£100.00	£105.00	£130.00	£135.00	£50.00	£55.00

Note 1 - Subject to agreement with Swanage Town Council

Annual fees remained unchanged.

In addition, the Town Council will be undertaking a promotional campaign for the market during the summer which will include a questionnaire.

Culvin Milmer

Visitor Services and Business Development Manager, March 2025

**EXTRACT - FINANCE AND GOVERNANCE COMMITTEE MINUTES –
12TH MARCH 2025:**

3. **ANNUAL EXTERNAL AUDITOR REPORT 2023/24 - TO CONSIDER
RECOMMENDATIONS MADE BY THE COUNCIL'S EXTERNAL
AUDITOR AND RECOMMEND ANY ACTIONS TO FULL COUNCIL**

Further to Minute No. 111 (b) of the Council Meeting held on 21st October 2024, it was reported that the Final External Auditor Report and Certificate had now been received from BDO LLP for the 2023/24 financial year. It was noted that the accounting statements, Sections 1 and 2 of the Annual Governance & Accountability Return (AGAR) had been certified as correct. Having considered correspondence received from a local elector, a recommendation had been made by the auditor to make a note in the asset register of the notional market value of each investment as at 31st March. It was reported that the additional audit work had been at a cost of £1,700 to the Town Council.

It was noted that the local elector had objected to the valuation applied to the freehold of Swanage Bay View Holiday Park, which was noted as an investment property in the council's asset register, with a book value of £600,000. It was reported that the valuation was compliant with the application of the *Practitioners' Guide* and Council policy and that no accounting adjustments were required, nor would there be any impact upon reserves and balances held by the Town Council. It was stated that a note to the asset register would be made for the value at 31st March 2025, for which the Council would need to appoint a valuer.

It was proposed by the Town Mayor, seconded by Councillor Bonfield and **RESOLVED UNANIMOUSLY:**

TO RECOMMEND:

To accept the external auditor's recommendation and to appoint a valuer so that the notional market value of each of the Council's investments as at 31st March can be noted in the asset register.

It was reported that the local elector had made a social media post about this matter which was factually incorrect and misrepresented the audit report that had been received. The local elector had also sent this post to committee members by e-mail. Brief consideration was given to the best way to ensure that local residents could access the correct information.

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

SWANAGE TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

29/05/2024

and recorded as minute reference:

MINUTE REFERENCE 30 (a)

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

 SIGNATURE REQUIRED

Clerk

 SIGNATURE REQUIRED

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Section 2 – Accounting Statements 2023/24 for


SWANAGE TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	1,125,564	652,900	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	840,000	849,030	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	3,708,472	2,976,632	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	1,074,527	1,202,456	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	3,946,609	1,462,489	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	652,900	1,813,617	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	832,427	2,038,228	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	14,258,246	13,407,889	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	✓			The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval


Date 29/05/2024

I confirm that these Accounting Statements were approved by this authority on this date:

29/05/2024

as recorded in minute reference:

MINUTE REFERENCE 30(b)

Signed by Chair of the meeting where the Accounting Statements were approved



Final External Auditor Report and Certificate 2023/24 in respect of Swanage Town Council

Respective responsibilities of the body and the auditor

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.

External auditor report 2023/24

On 27 September 2024, we issued a report detailing the results of our limited assurance review of Sections 1 and 2 of this authority's Annual Governance & Accountability Return for the year ended 31 March 2024. We explained that we were unable to certify completion of the review at that time. We are now in a position to certify completion of the review.

The external auditor report given in Section 3 of the Annual Governance & Accountability Return requires amendments as follows:

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR 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.

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

We recommend that the Council should make a note in the asset register of the notional market value of each investment as at 31 March to inform readers, as noted in Paragraph 5.180 of the Practitioners Guide 2023.



External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance & Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

DocuSigned by:

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BDO LLP - Southampton

24 February 2025