

Minutes of the Extraordinary meeting of the **FINANCE AND GOVERNANCE COMMITTEE** held at the Town Hall, Swanage on **MONDAY, 12th MAY 2025** at 2.15 p.m.

PRESENT:- Councillor T Foster (Town Mayor) – Chairman

Councillor M Bonfield
Councillor D Monkhouse
Councillor C Moreton
Councillor C Tomes

Also in attendance: -

Councillor S Vile	Swanage Town Council
Dr M Ayres	Town Clerk
Mrs E Evans	Democratic Services Officer

Public Participation Time

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

Before the meeting commenced, the Town Mayor reflected on the sudden death of Councillor Trite over the weekend. A moment of silence was observed, followed by a short prayer led by Councillor Moreton. It was reported that there would be an opportunity to pay full tribute to Councillor Trite at the Annual Council Meeting on Monday 19th May.

1. **APOLOGIES**

There were no apologies to record on this occasion.

2. **DECLARATIONS OF INTEREST**

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

There were no declarations to record on this occasion.

3. **TO RECEIVE RECOMMENDATIONS OF THE WORKING PARTY WORKSHOP**

Further to Minute No. 6 of the Meeting of the Finance & Governance Committee held on 12th March 2025, Members considered a briefing paper which set out a list of working parties to be considered for appointment at the Annual Council Meeting. The list had been prepared following a review of existing working parties at a councillor workshop held on 9th May 2025.

There was broad support for the appointment of certain working parties on an 'as and when' basis, to address specific needs as they arose. Members also acknowledged the continuing value of retaining some existing working parties and panels to support the Council's ongoing work. Three types of informal meetings, each regarded as working parties under the Council's Standing Orders, were discussed:

- Panels – appointed to assess specific applications/proposals and formulate recommendations.
- Working Parties – appointed either to support officer decision making or to formulate recommendations about ongoing matters.

- Task & Finish Groups – to be appointed as and when required to consider a specific matter in-depth over a defined timescale and make a recommendation.

The Committee considered the following list of panels and working parties, to be appointed on an annual basis, which had been prepared as an outcome of the workshop:

Panels

- Community Awards
- Grants
- Property

Working Parties

- Car Parks and Market
- Communication Strategy
- Events
- Health Services
- Seafront Masterplan
- Sport, Leisure and Wellbeing

Members also noted the potential benefit of appointing a Scale of Fees and Charges working party later in the year to help inform the budget setting process.

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

That the above list of working parties and panels be presented to the Annual Council Meeting on 19th May 2025.

4. **TO RECEIVE RECOMMENDATIONS OF THE VEXATIOUS CORRESPONDENCE AND COMPLAINTS POLICY SUB-COMMITTEE FOR THE POLICY REVIEW**

Further to Minute No. 4 of the Vexatious Correspondence and Complaints Policy Sub-Committee meeting held on 7th May 2025, Members considered proposed revisions to the policy document which had been the subject of lengthy deliberation at that meeting. It was proposed by Councillor Moreton, seconded by Councillor Monkhouse and RESOLVED UNANIMOUSLY:

TO RECOMMEND:

That the revised Vexatious Correspondence and Complaints Policy be approved and adopted.

5. **TO REVIEW TERMS OF REFERENCE FOR COMMITTEES, SUB-COMMITTEES AND ADVISORY COMMITTEES FOR 2025/26**

Members considered revised Terms of Reference for Committees, Sub-Committees and Advisory Committees, which had been updated to reflect the appointment of additional members to committees during the year, as well as a proposed change in the number of councillors on the Coastal Change and Beach Management Advisory Committee, increasing membership from three to four.

It was suggested that the following outside representatives be added:

- ‘Wellbeing Swanage’ to the Community Services Committee;
- ‘Cultural Purbeck’ to the Tourism and Local Economy Committee; and
- ‘Purbeck Energy Group’ to the Environment and Green Spaces Committee.

In addition to the amendments listed above, it was noted that the Terms of Reference document would also need to be updated to reflect the changes to the proposed appointment of working parties, as outlined under Minute No. 3 above.

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

TO RECOMMEND:

That the amended Terms of Reference for Committees, Sub-Committees and Advisory Committees be approved.

6. **TO REVIEW THE DRAFT SCHEDULE OF MEETINGS FOR 2025/26**

A draft schedule of meetings for 2025/26 was reviewed by the Committee. It was noted that the proposed schedule had brought forward some autumn committee meetings to allow additional time for the preparation of the budget for the forthcoming year.

Members acknowledged that the draft schedule would be presented for review and approval at the Annual Council Meeting on Monday 19th May 2025, and that a degree of flexibility may be required in the setting of future meeting dates.

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

There were no matters raised on this occasion.

8. **DATE OF NEXT MEETING**

The provisional date of the next meeting was noted as 23rd July 2025 at 2.15 p.m.

The meeting concluded at 3.40 p.m.
