

Minutes of the **ANNUAL MEETING** of the Swanage
Town Council held at the Town Hall, Swanage on
MONDAY, 13th MAY 2019 at 7.00 p.m.

PRESENT:-

Councillor M.P. Bonfield – Chairman
Councillor C. Finch
Councillor T. Foster
Mrs G. Green – outgoing Vice Chairman and Deputy Mayor
Councillor A. Harris
Councillor D. Monkhouse
Councillor C. Moreton
Councillor J. Page
Councillor N. Rogers
Councillor C. Tomes
Councillor W.S. Trite
Councillor M. Whitwam

In addition to Members of the Council and officers, twenty-five members of the public attended the Meeting.

Ms Michelle Oliver, Salvation Army, offered a short prayer before the commencement of the Meeting.

Before opening the Meeting, the Chair welcomed members of the public and read a short statement regarding the fire evacuation procedure, filming/audio recording etc. of the Meeting, and a summary of the procedure for Public Participation Time.

Public Participation Time

The following matters were raised during Public Participation Time:-

- Appreciation expressed of the sterling work undertaken by the previous Council and congratulations extended to the new members on their success in the recent election.
- Retiring members of the previous Council wished to record their thanks for the help and dedication given by the Town Clerk and staff at the Town Hall, the Operations Manager and outside workforce, and the Visitor Services Manager and staff at the Swanage Information Centre, during their Term of Office. Mr Steve Poultney commented that it had been an honour to serve on the Council for the past 12 years, that it had been a life-enhancing experience, and he was going to miss the role.
- Swanage and Purbeck Development Trust – an update was given on the redevelopment proposals for Days Park and the new multi-function centre, it was reported that good progress had been made. Solicitors had been instructed on a new lease, and an architect's brief had been prepared. Architects' tenders for the whole site were anticipated by the end of May 2019, and an outline plan by July 2019. It was hoped that public consultation would be held in September 2019. The Trust was pleased to report on the success of The Centre, which was now covering its costs, and there had been greater community use of the hall.
- Friends of Swanage Bandstand – thanks given to the Town Council for its continued support.

- Syrian Refugee Crisis Scheme – it was reported that one Syrian family had settled in well in Swanage, and further refugees had now arrived.

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

1. **APPOINTMENT OF TOWN MAYOR**

Proposed by Councillor Moreton, seconded by Councillor Finch, and
RESOLVED UNANIMOUSLY:-

That Councillor Michael Peter Bonfield be appointed
Town Mayor for the ensuing year.

Councillor Bonfield completed the Statutory Declaration of Acceptance of Office, and was honoured to accept the appointment.

In accepting the appointment, Councillor Bonfield expressed his appreciation of the support given to him by Mrs Gail Green as Deputy Mayor, and his fellow Councillors during his Term of Office.

Councillor Bonfield wished to record his thanks and appreciation for the support, hard work and dedication given by all Town Council officers and staff during his Term as Mayor.

Councillor Bonfield also gave thanks to all of the town's volunteers for their loyalty, energy and enthusiasm, and for the positive and tireless work they undertake in Swanage and across Purbeck for the benefit of the whole community.

In closing, Councillor Bonfield thanked his wife Audrey for her vital support and understanding, and for carrying out the role of Mayoress during the past year. He also gave thanks to his family. Audrey would continue to undertake the role of Mayoress during the forthcoming year.

2. **DECLARATIONS OF OFFICE**

The Town Clerk reported that the Statutory Declarations of Office had been completed by all Councillors.

3. **APPOINTMENT OF DEPUTY TOWN MAYOR**

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

That Councillor Avril Harris be appointed Deputy
Town Mayor for the ensuing year.

Councillor Harris completed the Declaration of Acceptance of Office, and was delighted to accept the appointment. She was pleased to announce that her husband, Mr Michael Tucker, would be her consort during her period of Office.

4. **DECLARATIONS OF INTEREST**

Members were invited to declare their interests and consider any requests for Grants of Dispensations in accordance with paragraphs 9 - 13 of the Council's Code of Conduct and regulations made under chapter 7 of the Localism Act 2011.

There were no declarations to record on this occasion.

5. **APOLOGIES**

An apology for his inability to attend the Meeting was received from Councillor Suttle.

6. **REPRESENTATIVES ON OUTSIDE BODIES 2019/20**

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

That the following appointments of representatives to outside bodies be approved:-

Citizens Advice Bureau	Councillor Moreton
Dorset Association of Parish & Town Councils	Town Mayor & Deputy Mayor
Dorset Coast Forum	Councillor Page
Herston Village Hall Management Committee	Councillor Bonfield – observer only
Herston Reading Room	Councillors Bonfield & Monkhouse
Plastic Free Steering Group	Councillors Finch, Harris & Rogers
Purbeck Rail Partnership	Councillor Whitwam
Purbeck Transport Action Group	Councillors Monkhouse & Whitwam
SE Purbeck Parishes Liaison Group	Town Mayor & Town Clerk
Swanage Childrens’ Centre	Councillor Monkhouse
Swanage Fair Trade	Councillor Harris
Swanage Museum	Councillors Page & Whitwam
Swanage Pier Trust	Councillors Page & Whitwam - (Pending confirmation of number of representatives)
Swanage Pub Watch	Councillor Whitwam
Swanage Regatta & Carnival	Town Mayor, and Councillors Finch & Tomes
Swanage Town & Community Partnership and Swanage 2027 Committee	Town Mayor & Councillor Whitwam
Swanage Town & Herston Football Club	Councillors Bonfield & Tomes
The Centre Management Board	Councillor Monkhouse - observer only

7. **APPOINTMENT OF COMMITTEES 2018/19**

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

That the following appointments be made to the Committees:-

General Operations Committee

Councillor Bonfield (Town Mayor), Councillor Harris (Deputy Mayor) and Councillors Finch, Monkhouse, Moreton and Page.

Personnel Committee

Councillor Bonfield (Town Mayor), Councillor Harris (Deputy Mayor) and Councillors Foster, Moreton and Trite.

Planning and Consultation Committee

Councillor Bonfield (Town Mayor), Councillor Harris (Deputy Mayor) and Councillors Finch, Page, Rogers and Whitwam.

Tourism

Councillor Bonfield (Town Mayor) and Councillors Finch, Foster, Moreton, Page, Tomes and Whitwam.

Transport Committee

Councillor Bonfield (Town Mayor), Councillor Harris (Deputy Mayor) and Councillors Monkhouse, Moreton, Rogers and Whitwam.

8. **APPOINTMENT OF COMMITTEE CHAIRPERSONS AND POLICY, FINANCE AND PERFORMANCE MANAGEMENT COMMITTEE 2018/19**

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

That the following appointment of Committee Chairpersons and Policy, Finance and Performance Management Committee be approved:-

General Operations Committee

Chair – Councillor Bonfield

Personnel Committee

Chair – Councillor Trite

Planning and Consultation Committee

Chair - Councillor Harris

Tourism Committee

Chair – Councillor Finch

Transport Committee

Chair – Councillor Whitwam

Policy, Finance and Performance Management Committee

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

Town Mayor, Deputy Mayor and Councillors Finch, Suttle, Trite and Whitwam.

It was also agreed that, given his financial expertise, Councillor Suttle would also be a member of this committee.

9. **APPOINTMENT OF COUNCILLOR MEMBERS OF THE BEACH MANAGEMENT ADVISORY COMMITTEE**

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

That the following appointments be made to the Beach Management Advisory Committee:-

Councillors Bonfield, Finch and Tomes.

(Comprising three members of the Tourism Committee)

10. **MEMBERSHIP OF WORKING PARTIES 2019/20**

Proposed by Councillor Rogers, seconded by Councillor Finch, and
RESOLVED UNANIMOUSLY:-

That the following appointments to Council Working Parties be approved:-

Affordable Housing

Councillor Harris (Deputy Mayor) and Councillors Finch, Monkhouse, Moreton, Page, Rogers and Whitwam.

Car Parks

Councillor Bonfield (Town Mayor) and Councillors Finch, Foster and Whitwam.

Christmas Lights

Councillor Bonfield (Town Mayor) and Councillors Finch and Tomes.

Communications Strategy

Councillors Finch, Foster and Moreton.

Events

Councillor Bonfield (Town Mayor), Councillor Harris (Deputy Mayor) and Councillors Finch and Tomes.

Public Conveniences

Councillor Bonfield (Town Mayor) and Councillors Finch and Moreton

Sporting Facilities

Councillors Foster, Moreton, Rogers and Tomes

Waste Management

Councillor Bonfield (Town Mayor), Councillor Harris (Deputy Mayor) and Councillor Finch.

It was then reported that a meeting of the Affordable Housing Working Party had been arranged for Monday 3rd June 2019, and that the local Housing Adviser, Fiona Astin, would be in attendance.

11. **GENERAL POWER OF COMPETENCE – TO CONFIRM THAT THE TOWN COUNCIL CONTINUES TO MEET THE ELIGIBILITY CRITERIA TO EXERCISE POWERS UNDER CHAPTER 1 OF THE LOCALISM ACT 2011**

The Town Clerk explained the two key criteria required for the Town Council to continue to be eligible to operate 'The General Power of Competence' under the Localism Act 2011, sections 1 – 8. These were that at least two-thirds of councillors had been elected, (Swanage Town Council met the criteria, with all twelve councillors having been elected), and that the Town Clerk had attained the Certificate in Local Council Administration, (the Town Clerk had passed with distinction).

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

That Swanage Town Council continues to meet the eligibility criteria to exercise the General Power of Competence, as follows:

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

12. **ANNUAL MEMBERSHIP SUBSCRIPTIONS 2019/20**

Consideration was given to membership subscriptions paid annually. It was proposed by Councillor Trite, seconded by Councillor Foster, and RESOLVED UNANIMOUSLY:-

That the following annual membership subscriptions be paid:-

Organisation	Renewal Date	Amount £ (approx.)
National Association of Memorial Masons	1 st January	264
Fields in Trust	1 st February	65
Local Council Advisory Service (Zurich)	1 st February	114
Institute of Cemetery & Crematorium Management	1 st April	95
South West Councils	1 st April	510
Dorset Association of Parish & Town Councils (NALC)	1 st April	1270
British Destinations	1 st June	120
National Society of Allotment & Leisure Gardeners	1 st August	66
Society Of Local Council Clerks	1 st September	337

13. **CALENDAR OF MEETINGS 2019/20**

A schedule of meetings for 2019/20 was submitted for consideration. Attention was drawn to the following points:-

- There would be no Council Meeting held in August 2019.
- The September Council Meeting would be brought forward to 16th September 2019, and would be held in The Swanage School, Main Hall.
- Tourism Committee Meetings would be held on a Tuesday going forward.

Following a brief discussion, it was proposed by the Town Mayor, seconded by Councillor Harris, and RESOLVED UNANIMOUSLY:-

That the schedule of meetings for 2019/20 be approved.

14. **MINUTES**

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

That the Minutes of the Monthly Meeting of the Council held on 29th April 2018 be approved as a correct record and signed.

15. **PLANNING AND CONSULTATION COMMITTEE**

Proposed by the Councillor Harris, seconded by Councillor Whitwam, and RESOLVED UNANIMOUSLY:-

That the Minutes of the Extraordinary Meeting of the Planning and Consultation Committee held on 30th April 2019 be approved as a correct record and signed.

16. **AUTHORISATION OF SIGNATORIES**

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

To appoint the Town Mayor, Deputy Mayor and Councillor Foster as authorised signatories in respect of the Town Council's bank accounts and associated financial transactions.

It was then reported that, as the corporate trustee of the De Moulham Trust, the Town Council enters into deeds of variation of covenants from time to time, and it was therefore necessary to appoint signatories for that purpose.

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

That Councillor Bonfield as Town Mayor and Councillor Harris as Deputy Mayor be appointed as signatories in respect of the De Moulham Trust and be authorised to sign legal documents on behalf of the Council as corporate trustee as and when required.

17. **CHAIRMAN'S ANNOUNCEMENTS**

Councillor Bonfield reported that the Mayor's chosen Charity this year would be Swanage Area Dementia Friendly Community, to provide support to the group in its quest to raise funds for a second Admiral Nurse.

18. **REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS**

There were no matters to report from Council representatives on outside organisations at the present time.

19. **REPORTING OF DELEGATED MATTERS**

There were no delegated matters to report at the present time.

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

There were no items of information or matters for forthcoming agendas to report.

Before closing the meeting, the Town Mayor thanked the members of public in attendance for attending meetings of the Town Council, and for their support and interest in the work of the Council.

The meeting concluded at 7.45 p.m.
