

SWANAGE TOWN COUNCIL



Budget Report 2020/21

Contents

1. Introduction and Budgetary Context
2. Summary of 2019/20 Financial Year to Date
3. Income Analysis
4. Expenditure Analysis
5. Reserves and Capital Programme
6. Precept and General Fund Balance

Appendices

- A. Summary of Estimates 2020/21 to 2022/23
- B. Significant One Off Revenue Expenditure 2020/21
- C. Reserves & Balances
- D. Capital Programme 2020/21 – 2022/23
- E. Financial Risk Assessment
- F. Proposed Precept 2020/21
- G. Proposed Scale of Fees & Charges

Page left intentionally blank

1. Introduction and Budgetary Context

- 1.1 This report provides a commentary on the revenue budgets for 2020/21, together with planned capital expenditure and contributions to reserves and balances. The revenue and capital budgets are set out in summary format in **Appendix A**. This is supported by the more detailed Estimates Book which has been circulated to Councillors, and includes budget projections until March 2023.
- 1.2 The broad context of this budget setting process is largely unchanged from recent years. Central government funding for local government is unlikely to significantly increase and, although the Town Council does not receive any direct government grant, pressure is felt indirectly through potential reductions in service by principal authorities.
- 1.3 Interest rates remain at a historic low level, unchanged at 0.75% since August 2018. Inflation has continued on a downward trajectory during the current financial year: as of November 2019 CPI stands at 1.7%, compared to 2.3% a year ago. The Office of Budget Responsibility predicts that the rate will rise marginally back towards the Bank of England's target rate of 2% over the lifetime of this budget.
- 1.4 The Ministry of Housing, Communities and Local Government has confirmed that it will not extend referendum principles to local councils in order to cap parish precepts at 2% in the foreseeable future. However, this remains conditional upon 'the sector taking all available steps to mitigate the need for council tax increases, including the use of reserves where they are not already earmarked for other uses or for "invest to save" projects which will lower on-going costs'.
- 1.5 The Policy, Finance and Performance Management Committee agreed a set of budget setting principles (see Table 1 below) at its meeting on 6th November 2019, and these have been incorporated in the draft budgets. The only exceptions to this are in relation to variations to the scale of charges recommended by council committees. The level of employers' pension contribution has also been confirmed since that meeting at 22% (unchanged from the last three years), less than the estimated 24%.

Table 1. List of budget setting principles, agreed November 2019

	Estimate 2020/21	Estimate 2021/22	Estimate 2022/23
Expenditure			
Employee Costs	2%	2%	2%
Pension-Employers Contribution	22% (known)	22% (known)	22% (known)
Inflation (CPI)	2%	2%	2%
Business Rates	2%	2%	2%
Utilities	2%	2%	2%
Income			
Fees & Charges (rounded to nearest £5)	2%	2%	2%
Council Tax Precept	1%	2%	2%

- 1.6 The draft budgets incorporate proposals made by the Council's standing committees during November 2019. The Policy, Finance and Performance Management Committee considered the preliminary draft budget at its meeting on 11th December 2019 and recommended it for approval by the full Council at its meeting on 20th January 2020.
- 1.7 Members are asked to adopt the draft estimates, together with the scale of charges and capital programme, and to agree the precept to be charged to local residents for the 2020/21 financial year. The Policy, Finance & Performance Management Committee recommended that the total precept should increase by 1%, which, due to a reduction in the tax base, will increase household bills by 2.4%.

2. Summary of 2019/20 Financial Year to date

- 2.1 In April 2019 the total Council Tax precept was frozen. As a result of a small decrease in the tax base household bills increased by 0.11%. This followed a 2.01% increase in household bills in April 2018.
- 2.2 The Town Council entered the 2019/20 financial year with a surplus general fund balance of £900,000. The net cost of services is projected to be £1,059,115 a variance of 8.4% compared to the budget estimate of £977,035. The most significant increases in expenditure are expected to be incurred in business rates, higher running costs of the Operations Department, contribution to Dorset Coast Forum towards the sea defence scheme, and an increase in project costs (reconstruction of the Seymer Road boundary wall on the Downs, and the hire of festive lights). These have been partly offset by higher income from beach hut rentals and the boat park, and lower than anticipated central services staffing costs. In addition to this, investment income has also significantly exceeded budget.
- 2.3 It is anticipated that a net sum of £252,125 will be appropriated to earmarked reserves. Consequently, a deficit on the General Fund of £152,765 is projected for the current financial year. This is £126,440 below the original budgeted deficit of £279,205 and will result in an estimated general fund balance at 31st March 2020 of £747,235. Although this is well above the Council's risk assessed minimum level (see **Appendix E**), it remains solidly within the recommended range of general reserves, equivalent to a sum between three months' and one year's revenue expenditure.

3. Income Analysis

- 3.1 The following table summarises the Council's greatest sources of income during the last four full financial years, together with the probable out-turn for 2019/20 and the draft budget estimate for 2020/21. These headings, together with the precept, account for approximately 95% of Council income, excluding one-off grants. Overall they have gently increased over recent years, and are projected to have decreased only marginally by 0.6% in the current financial year. This compares to a projected 3.4% decrease at budget setting.
- 3.2 During the 2019 summer season **car parking income** was marginally above budget, although 4% down year-on-year. Visitor numbers to each of the Council's off-street car parks declined by between 2% and 14%. The overall decline of 6% in customers was perhaps not surprising given the exceptional weather of the previous summer. The closure of the ferry service between 12th July and 2nd November may also have contributed to this decrease. Broad Road and Mermond Place car parks saw the greatest decline in income in

absolute terms. The short-stay car parks at Mermond Place, Residents and Co-Op appear to be experiencing a long-term decline in usage.

- 3.3 The main summer charges have remained unchanged since 2012 and, at its meeting held on 27th November 2019, the Transport Committee recommended that all charges should be frozen for a further year. A prudent approach has therefore been taken towards estimating the 2020/21 income figure. The committee also tasked the Car Parks working party to carry out a review of charges and permit arrangements early in the New Year.

Table 2. Budgeted sources of income with an average in excess of £5,000 2015/16 – 2020/21

Budgeted Sources of Income in excess of £5,000	15/16 Actual	16/17 Actual	17/18 Actual	18/19 Actual	19/20 Probable Out-turn	20/21 Estimate
Car Parking (includes Co-Op net income; excludes market income)	540,131	572,639	574,573	584,808	558,225	556,085
Property Rental	199,505	185,400	190,180	191,680	201,905	202,505
Investment Income	181,272	161,544	201,782	202,394	200,000	185,000
Beach Hut Rents	93,048	92,377	107,120	123,052	125,410	127,650
Boat Park Fees	1,720	35	2,200	31,334	38,600	44,400
Cemetery Charges	45,303	30,660	33,000	38,934	34,400	34,690
Private Beach Hut Sites	16,684	16,668	17,474	16,826	17,735	18,085
Putting Fees	12,686	12,795	13,690	15,479	16,800	17,500
TIC net income from sales and commission	5,497	3,993	7,242	6,530	9,875	9,500
Fishermen's Huts	8,137	8,241	7,770	5,160	9,190	9,500
TIC Advertising Boards	6,870	3,321	7,275	6,631	8,420	8,000
Allotment Rents	7,671	7,839	7,740	7,960	8,175	8,340
Purbeck Business Centre Profit Share	6,742	7,153	7,119	7,831	7,250	7,250
Market Income	14,909	14,536	12,860	6,758	6,920	7,500
Bowls Fees	8,760	9,165	8,915	9,740	5,760	50
Beach Concessions	9,300	9,300	6,320	6,320	5,000	5,000
Tennis Fees	4,711	4,442	4,800	4,409	4,725	5,000
Total	1,162,946	1,140,108	1,210,060	1,265,846	1,258,390	1,246,055

- 3.4 Income from **property rentals** has increased by the equivalent of just under 3% per annum over the last 3 years and a small number of rent reviews are due during 2020/21 which should see income exceed the budget figure in Table 2. The Council also expects to continue to receive a 1/9th share of Dorset Council's income from the **Purbeck Business Centre**.
- 3.5 **Investment income** is projected to have remained stable at approximately £200,000 for the third year in a row, but is expected to decline somewhat in the next financial year. This is principally due to the assumption that a proportion of investment funds will be withdrawn to finance capital expenditure.
- 3.6 Income from **beach hut bookings** remained stable following significant increases over recent years. This is despite the partial closure of the Spa Beach Huts for the 2019 season, which is due to continue for the foreseeable future whilst a stabilisation and improvement scheme is developed. Income is projected to be marginally higher during the forthcoming financial year.
- 3.7 As anticipated at budget setting, income from the hire of grid spaces at the **Boat Park** increased year-on-year as users returned following extended closure periods over preceding years. Income was on budget, and a further increase is predicted during 2020/21.
- 3.8 Overall, income from **Beach Gardens** was little changed year-on-year, following a significant increase last year. A decline in bowls income was offset by increases in putting fees and kiosk refreshment sales. Putting income has risen by almost a third over the last three financial years, although it remains below the average of £19,000 p.a. seen in the period 2009-11. Income from the bowling green will not appear in future years' reports as it is now under a long-term lease to Swanage Bowling Club. The loss of income will be accompanied by a reduction in operating costs.
- 3.9 The tennis club licence was extended by a year to cover 2019/20 and further negotiations will be required to reach an agreement for future years.
- 3.10 Income from the **Tourist Information Centre** is expected to have increased year-on-year and exceeded budget.
- 3.11 Income from **Swanage Market** continued to be significantly lower in 2019, following agreement with the market operator to reduce the licence fee the previous year. Arrangements for the operation of the market during 2020 is yet to be agreed by Council, and a report will be made to the January Council meeting.
- 3.12 Total income from **private beach hut site rents, allotment charges, and the rental of fishermen's huts** is largely determined by the Council's policy on increasing fees and charges. In accordance with the budget principles agreed in November these are due to increase by approximately 2%.
- 3.13 A 2% increase has also been applied to the Council's **cemetery charges**, although total income fluctuates according to mortality rates and the balance between cremation and interment in any one year.

- 3.14 In total, the revenue generated from the activities listed in Table 2 is predicted to decline by approximately 1% during 2020/21. The only significant reduction is forecast in investment income.
- 3.15 In looking to **future opportunities** to raise additional revenue, Council's focus will be on developing plans for the Spa stabilisation and improvement project which is included in the capital programme for 2021/22.

4. Expenditure Analysis

- 4.1 The following table summarises the Council's greatest revenue costs during the last four financial years, together with the 2019/20 probable out-turn and the 2020/21 budget estimate. These headings account for approximately 75% of Council expenditure, and are projected to have risen by 42% year-on-year. However, this is very largely the result of higher one-off expenditure on repairs and maintenance. If this row is excluded from the calculation then the increase is 20%, mainly due to higher staff costs, business rates and increased seaweed removal. The festive lights contract is a new charge, although some of this cost has been met from an earmarked reserve for the current financial year.

Table 3. Budgeted Expenditure in excess of £15,000 2015/16 - 2020/21

Cumulative Budgeted Expenditure in excess of £15,000	15/16 Actual	16/17 Actual	17/18 Actual	18/19 Actual	19/20 Probable Out-Turn	20/21 Estimate
Employment Costs	688,201	747,993	772,594	795,396	933,625	1,005,070
Repairs and Maintenance	126,420	242,707	107,693	72,207	394,080	154,300
Business Rates	126,890	127,540	131,722	149,349	165,770	171,940
Utilities	65,634	66,234	65,966	70,127	75,130	73,885
Public Convenience Cleaning and Toilet Requisites	59,390	59,475	59,027	61,076	61,585	61,585
Festive Lights Contractor	n/a	n/a	n/a	n/a	27,615	22,015
Seaweed Removal & Beach Raking	15,190	8,524	18,635	6,150	26,680	25,000
RNLI Lifeguards	n/a	17,422	21,985	22,423	22,870	23,325
Legal and Professional Fees	20,860	9,478	13,218	16,538	21,640	22,000
Tree Works ¹	n/a	n/a	n/a	n/a	20,000	15,000
Insurance	21,394	23,293	22,829	18,179	19,500	20,000
Car Parks Cash Collection/Security	26,652	31,146	28,992	22,984	18,000	20,000
Total Expenditure	1,164,025	1,367,761	1,273,087	1,262,044	1,786,495	1,614,120

¹ Tree works were previously included in maintenance budgets and were not separately listed.

- 4.2 The Council's largest item of expenditure is **employment costs**. The post list for 2019/20 was agreed in principle by the Personnel Committee held on 6th November 2019. The significant increase in costs over recent years has been driven by the filling of vacant posts, the introduction of the new living wage, incremental increases and an increase in hours for seasonal staff. A number of posts have also been re-evaluated recently.
- 4.3 The pay award for 2020/21 is yet to be determined. The unions have submitted a claim for a real living wage of £10 per hour to be introduced for NJC SCP 1 and a 10% increase on all other pay points. This is thought to be unlikely and given that the pay negotiations may not be settled until long after the start of the new financial year a different method of estimating costs has been applied. For grade 2 (the Council's lowest grade) a 4% increase has been estimated. For grades 3 and 4, a 3.5% increase has been allowed. For grade 5 and above this is 2%.
- 4.4 The Personnel and Tourism Committees have recommended changes that have been incorporated in the draft budgets that will increase staff costs during 2020/21 by approximately £12,700. The hours of the Beach Gardens sports park attendants are to increase at an estimated cost of £3,000 p.a. Increased hours for seasonal staff at the TIC contribute a further £2,700 p.a. to the budget. A proposal to recruit one of the seafront advisor posts as a year-round Swanage town advisor carries an additional cost of £7,000 p.a.
- 4.5 It is proposed that the 2019 trial combination of the posts of seafront advisor and boat park attendant be made permanent. It is also proposed to employ **RNLI lifeguards** for a fifth year in 2020/21, their fee increasing in-line with an inflationary 2% increase.
- 4.6 Planned **repairs and maintenance** costs for the current financial year are projected to be significantly higher than last year, and £80,000 higher than budgeted. This figure will always fluctuate significantly dependent on the one-off works scheduled each year and the decision as to whether or not larger schemes qualify as capital projects.
- 4.7 Among the largest schemes in the current financial year is the resurfacing of Main Beach Car Park, at an estimated cost of approximately £100,000. The proposed use of a framework agreement to procure this work has proved far from straightforward and it may now be impossible to complete this project prior to the end of the financial year. Resurfacing works for North Beach Car Park, which were added to the budget in September 2019, have been deferred and included on the list of one-off significant items of revenue expenditure for the 2020/21 financial year. Should the Main Beach Car Park resurfacing not be completed until the new financial year this will be financed from the General Fund and has no impact on the setting of the precept for 2020/21.
- 4.8 Other additions to the current year's estimates, and increases in budget costs, were approved by the General Operations Committee on 13th November, in most instances following scrutiny by the newly established Capital Projects Sub-Committee. These included the budget for reconstructing the wall along the western boundary of the Downs adjoining Seymer Road, which has increased by £70,000 to approximately £85,000. Completion of this project may again be deferred until the first quarter of the 2020/21 financial year.
- 4.9 Provisional contract sums for a number of these projects were approved at the Council Meeting held on 16th December 2019. The cost of replacing the doors on the Shore Road

beach huts has increased to £38,700, and a budget of almost £10,000 was agreed for repairs to the chapel at Godlingston Cemetery.

- 4.10 The budget for extraordinary items of one-off revenue expenditure for 2020/21 is much lower, and the specific items proposed for inclusion in the estimates by the General Operations Committee are set out at **Appendix B** for Members' approval, totalling £67,250.
- 4.11 This list includes a budget of £17,000 for the resurfacing of back roads on the **De Moulham Estate**. This was agreed by the Policy, Finance and Performance Management Committee meeting held on 11th December 2019 in response to representations from local residents. This will have no impact on the General Fund out-turn figure as the cost will be met from the relevant earmarked reserve.
- 4.12 **Business rate** payments rose significantly in 2019/20 for the second year running. The removal of transitional relief in respect of the recent revaluation exercise continues to contribute to this increase, including in respect of the Council's former Depot on Kings Road. This specific issue will be considered at a meeting of the relevant working party during January.
- 4.13 In future, some of the recent increase will be reversed if legislation to introduce mandatory rate relief on public conveniences receives Royal Assent. This would result in a reduction of £14,000 in the 2020/21 financial year.
- 4.14 Since 2011 the Town Council has procured **gas and electricity** through the LASER energy buying group, and this has been very effective in limiting increases in costs, with minimal increases in cost per kWh having been realised. Nevertheless, the acquisition of the new Depot, provision of additional public toilets and increased water costs have contributed to higher utility charges over the last two year.
- 4.15 The costs of the **public toilet cleaning** contract have increased marginally over recent years, largely due to the contractors also cleaning other Council buildings. This cost is likely to remain stable until the expiry of the existing contract in 2022, should it be extended to that date.
- 4.16 The Council's **insurance** cover was tendered in early 2018 and this led to a significant reduction in the premium. Small additions to the Council's cover have nudged the price higher in the last year.
- 4.17 As in recent years, **legal and professional fees** are projected to remain a significant cost for the Council whilst new legal agreements are drawn up and other matters requiring specialist advice are dealt with, such as the revision of the Council's Off-Street Parking Order. This budget also includes annual costs for the Council's treasury management and tax advisors. A separate budget line for health and safety advisory services shows an increase in budget to £6,000 per annum, reflecting the new contract with Ellis Whittam.
- 4.18 The costs of **car park cash collection** have reduced significantly, largely as a result of a reduction in cash payments due to the re-introduction of a credit card payment facility on the Council's new car park pay-and-display machines. This saving has been in part offset by an increase in the costs of processing credit card payments. There remains potential for the cost of cash collection to be reduced through a procurement exercise.

- 4.19 Costs for **seaweed clearance** are kept under review by the Operations Manager, but fluctuate significantly as a result of wind direction during the peak summer season. The contractor increased costs significantly during the last tender process, but due to the high quality of the service the contract has nevertheless been extended until the end of the 2020 summer season.
- 4.20 There have been two additions to the table since the last round of budget setting. During 2019 the Town Council carried out a tender exercise to provide new **festive lights** in the town's main shopping street. This followed the folding of the local Lights Committee the previous year. Following careful analysis of the options available, the Council has entered into a three-year hiring agreement with the Festive Lighting Company for the erection and maintenance of the new lights. It is anticipated that local fundraising will help to provide additions to the display over coming years.
- 4.21 Until 2019 costs for **tree works** were split up across the budgets for the Council's various parks and gardens. It was agreed that it would be much more straightforward for the Operations Manager if a single budget were provided to enable works to be carried out as and when required. A backlog of work has necessitated a higher budget for 2019/20 than that for future years.
- 4.22 Overall, the expenditure set out in Table 3 above (excluding the repairs and maintenance budget) is expected to increase by £67,405 (4.8%) in 2020/21. This is driven largely by the increase in employment costs set out in paragraphs 4.2 to 4.4 above. As in previous years, in order to control its costs and realise further savings it is recognised that the Council will need to continue to devote resources to procurement exercises and partnership working.
- 4.23 In addition to these costs, the Council makes a number of **Grants, Donations and Contributions to Partner Organisations**. As in previous years a sum of £10,000 has been allocated for small community grants in the draft budgets. Since the Town Council's adoption of the General Power of Competence in 2016 these are no longer made under Section 137 of the Local Government Act 1972. In order to ensure that this sum is distributed as widely as possible the Council adopted a new grants policy during 2019, reducing the value of the typical grant to £300.
- 4.24 A separate budget line contains payments made in support of the provision of services by third parties, such as £3,895 in funding for the school crossing patrol at Swanage Primary School (Mount Scar) and the annual grant to the Citizens Advice Bureau of £1,000.
- 4.25 At the Council meeting held on 16th September 2019 approval was given to funding of £10,200 towards the costs of Dorset Coast Forum co-ordinating a sea defence project for the town. A second tranche of £13,800 plus project launch costs was programmed for the 2020/21 financial year, and was approved for inclusion in the draft budgets by the Policy, Finance and Performance Management Committee.
- 4.26 At its meeting in December that committee also considered a proposal to provide funding of £21,200 to the Litter Free Coast and Sea Project to support the work of Sustainable Swanage during 2020/21, and for a further year if Members so wished. The Committee agreed funding of £10,000, with a further £10,000 being placed in an environmental projects budget. At the date of issuing this report the Litter Free Coast and Sea Project team have

been unable to identify additional funding for the project worker, and it has been proposed that neighbouring parishes be formally approached to contribute towards this cost.

- 4.27 The Tourism Committee Meeting held on 19th November reviewed the Council's payment towards the staff and website costs of Visit Dorset. It was agreed to continue the budget of £8,000 p.a. for the next financial year.
- 4.28 The General Operations Committee Meeting held on 13th November recommended that a budget allowance of £14,000 be made towards improved street cleansing in the town. This will fund the occasional hire of a street sweeper and enhanced weed clearance under the Dorset Highways Working Together framework. This recommendation was made reluctantly, in the expectation that members and officers will lobby Dorset Waste Partnership for an improved service in future years.
- 4.29 Taken together these contributions to third parties mark a significant commitment on the part of the Town Council to improve local services and plan for the future resilience of the local community. If approved the funding for Dorset Coast Forum, Litter Free Coast & Sea, Visit Dorset and improved street cleansing will total £45,800, equivalent to approximately 6% of the total precept.
- 4.30 Since the draft budgets were published in December the Council has approved new **Members' and Mayoral Allowances** and these budget lines have been increased accordingly from an original estimate totalling £5,600 in the current financial year to £9,100 in 2020/21.

5. Reserves and Capital Programme

- 5.1 The Town Council has an obligation to ensure adequate investment is made in its property assets so that they remain fit for purpose, and to establish financial reserves to meet this expenditure. In addition to the statutory Useable Capital Receipts Reserve (containing the funds received from the disposal of the Holiday Park and other assets), the Council has established earmarked reserves as listed in **Appendix C**.
- 5.2 During the current financial year a number of reserves are expected to have been fully expensed, leaving nil balances in the following: Festive Lights, F.J. Grace Will Trust (bandstand seating), IT Equipment and Mayoral Chain refurbishment. Of these the F.J. Grace and Mayoral Chain reserves will be deleted at the end of the financial year, whilst the others will remain available to build up funds in future financial years.
- 5.3 These reserves contained £2,063,090 as at 31st March 2019 and it is proposed that a net contribution of £252,125 be made in the current financial year, £87,625 more than anticipated a year ago. Council is asked to approve these movements on reserves, as part of agreeing the budget. The three-year capital programme shows £1,775,000 being spent from these reserves by 31st March 2023.
- 5.4 During 2019/20 £95,065 has been received from Dorset Council under the Community Infrastructure Levy on new development, increasing the projected balance on the reserve at year end to £142,410. Sums in this reserve must be spent within five years on either the provision, improvement, replacement, operation or maintenance of infrastructure; or anything else that is concerned with addressing the demands that development places on this

area. The draft budgets allocate £100,000 of this to meet the Council's contribution to the Institute Road improvements and £25,000 towards the replacement of the Parade railings. The balance will be available for proposed improvements to the footpath across Day's Park to deliver the safer route to school, as recommended by Dorset Council.

- 5.5 A **schedule of estimated capital expenditure for the years 2020/21 – 2022/23**, has been provided at **Appendix D**. The total cost of programmed works is estimated at £2.7m over the next three financial years. This includes payment for projects which should get underway in the current financial year, including Institute Road improvements and Stone Quay repairs. The largest items of expenditure identified for 2020/21 are the cemetery extension (£200k), Day's Park play area improvements (£90k) and Peveril Point Stabilisation Scheme (£75k).
- 5.6 The Council will need to keep under review the best means of funding its capital programme, especially as it does not include any fully considered estimate of the stabilisation/improvement works to Sandpit Field/Spa/Weather Station Field, or the next phases of the public convenience replacement programme. If these schemes are funded from earmarked reserves this will erode the Council's investment capacity, reducing revenue income significantly by the 2022/23 financial year. Council will need to agree its medium term financial strategy as part of the corporate plan process during 2020.

6. Precept and General Fund Balance

- 6.1 Under section 50 of the Local Government Finance Act 1992 a Town and Parish Council must take the following factors into account in setting its annual budget:
- the expenditure it will incur in the year in performing its functions
 - an allowance for contingencies in relation to expenditure
 - the financial reserves it will be appropriate to raise for meeting its future expenditure
 - the financial reserves necessary to meet a revenue account deficit for any earlier financial year
 - the sums which will be payable to it for the year
 - the amount of the financial reserves which the authority estimates it will use.
- 6.2 An assessment of the General Fund Balance should take into consideration the Council's level of working balances and a risk assessment of contingencies. In terms of working balances it is generally accepted that councils should carry general revenue reserves of between three and twelve months of gross expenditure. On the basis of current projections for 2020/21 this would be a sum between £530,880 and £2.123 million. The Council's external auditor would seek a special explanation for carrying forward a general fund balance in excess of twice the precept, which would be equivalent to £1.436 million in the current financial year.
- 6.3 A risk assessment in respect of financial contingencies is set out in **Appendix E**, which suggests that £356,660 of revenue funds may be called upon in a worst case scenario during the financial year. Although many risk factors are low, it remains of utmost importance that the Council's financial position is robust enough to withstand any unforeseen shocks.
- 6.4 The draft budgets incorporate a 1% increase in precept in 2020/21, as set out in the budget setting principles approved by the Policy, Finance & Performance Management Committee in December. A 1% increase would generate an additional £7,180, which would go some

way towards addressing the increases in the Council's costs during the forthcoming year, including the sizeable contributions to partner organisations.

6.5 When the draft budgets were considered by the Policy, Finance and Performance Management Committee on 11th December it was impossible to know the impact of this increase on household bills as the tax base had yet to be announced by Dorset Council. This information was received on the 19th December and showed that for the second year in a row the tax base for Swanage parish has reduced, this year by 1.4% following last year's 0.1% decrease. Dorset Council has provided the following explanation for the reduction in tax base:

- Exempt properties – there is an increase in the number of properties exempt from council tax;
- Householders claiming single person discounts – there is an increase in the number of properties where the single person discount is in payment;
- Council tax support expenditure – this has increased.

These factors have compounded last year's decision to apply a lower projected collection rate for council tax than that previously used by legacy Purbeck District Council.

6.6 As shown in **Appendix F**, the smaller tax base means that a 1% increase in total precept will lead to a 2.4% increase in household bills. That equates to a £3.60 per annum increase on a Band D property, taking the total Band D precept to £152.28 per annum. From 2021/22 onwards 2% per annum increases in total precept continue to be projected.

6.7 These increases in precept will facilitate continued contributions to earmarked reserves and funding for the Council's capital programme, whilst also maintaining an anticipated General Fund Balance within the recommended range set out in paragraph 6.2 above. However, it should be noted that it is projected that the General Fund Balance will reduce year-on-year from £900,000 at 31st March 2019 to £674,000 at 31st March 2023. This situation will be reviewed as part of each annual budget setting process, but if the trend of increased costs and reduced income continues then larger precept increases may be required in the medium term.

6.8 Members are asked to **adopt the Draft Estimates and set a precept level for 2020/21.**

Martin Ayres
Town Clerk and Responsible Financial Officer

January 2020

Appendix A

Revenue Account Summary

	2019/20 Revised Outturn	Estimate 2020/21	Estimate 2021/22	Estimate 2022/23
Expenditure				
Employees (all areas)	933,625	1,005,070	1,034,180	1,061,650
Rates (all areas)	165,770	171,940	175,390	179,660
Utilities (all areas)	75,130	73,885	75,430	76,965
Repairs & Maintenance (all areas)	394,080	154,300	101,325	103,700
Car Parks	204,790	219,850	216,495	212,520
Boat Park/Fishermen's Huts	2,930	3,245	3,330	3,415
Public Conveniences	69,280	69,035	69,260	69,485
Cemeteries	2,000	3,000	3,100	3,200
Parks & Operations	151,405	142,305	132,840	128,900
Beach Gardens	16,740	22,300	22,350	23,000
Beaches & Foreshore	60,160	55,875	54,595	55,070
Beach Bungalows	9,745	10,675	10,675	10,675
TIC	54,720	63,400	59,250	59,700
Allotments	350	800	810	820
Grants & Donations	24,595	14,895	15,130	15,375
Corporate, Democratic & Central Services	161,390	170,750	157,850	149,750
Misc Grounds	9,825	1,330	1,360	1,390
Interest Payable & Bank Charges	5,500	5,600	5,700	5,800
Total Expenditure	2,342,035	2,188,255	2,139,070	2,161,075
Income				
Investment Interest	200,000	185,000	170,000	105,000
Car Parks	730,760	737,185	737,205	737,465
Boat Park/Fishermen's Huts	47,790	53,900	54,970	56,075
Public Conveniences	1,975	2,025	2,075	2,125
Cemeteries	34,400	34,690	34,940	35,190
Parks & Operations	104,140	95,175	95,185	95,195
Beach Gardens	39,055	34,900	36,450	38,000
Beaches & Foreshore	51,825	52,230	52,650	53,075
Beach Bungalows	126,585	128,825	132,660	133,975
TIC	29,785	31,500	32,510	33,675
Allotments	8,175	8,340	8,500	8,675
Other Buildings (inc C Park)	75,750	75,750	75,750	75,750
Corporate, DRM & Central	15,600	15,725	15,900	16,075
Misc Grounds	11,580	11,830	11,850	11,870
Total Income	1,477,420	1,467,075	1,460,645	1,402,145
NET OPERATING EXPENDITURE	864,615	721,180	678,425	758,930

Capital Expenditure Summary

Capital Expenditure	507,900	689,000	1,640,000	40,000
Expenditure capital in nature	59,400	120,000	0	220,000
	567,300	809,000	1,640,000	260,000
To Be Financed by:				
Usable Capital Receipts Reserve	154,860	574,000	100,000	260,000
Earmarked Reserves	199,780	235,000	1,540,000	0
Grants/Contributions	212,660	0	0	0
Contributions from the General Fund	0	0	0	0
Total Financing	567,300	809,000	1,640,000	260,000

Summary - All Income and Expenditure

	2019/20 Revised Outturn	Estimate 2020/21	Estimate 2021/22	Estimate 2022/23
Expenditure				
Service Provision - I & E Account	2,342,035	2,188,255	2,139,070	2,161,075
Capital expenditure	567,300	809,000	1,640,000	260,000
Total Expenditure	2,909,335	2,997,255	3,779,070	2,421,075
<i>less:</i>				
Income				
Income generated from Services - I & E Account	1,477,420	1,467,075	1,460,645	1,402,145
Capital Receipts	0	0	0	0
Total Income	1,477,420	1,467,075	1,460,645	1,402,145
Net Expenditure to be financed	1,431,915	1,530,180	2,318,425	1,018,930
<i>Add:</i>				
Movements Required on Reserves				
Net transfer to Earmarked Reserves	252,125	25,500	67,500	70,000
Increase/(Decrease) in the General Fund	(152,765)	(18,470)	(3,215)	(71,420)
Total Financing Required	1,531,275	1,537,210	2,382,710	1,017,510
Financed by:				
Precept	718,030	725,210	739,710	754,510
Grants/Contributions	458,605	3,000	3,000	3,000
Capital Receipts	154,860	574,000	100,000	260,000
Earmarked Reserves	199,780	235,000	1,540,000	0
	1,531,275	1,537,210	2,382,710	1,017,510

Significant One Off Revenue Expenditure 2020/21

<u>Service Area</u>	<u>Project</u>	<u>Estimated Cost</u>
<u>Projects for 2020/21</u>		
Beach Gardens	Perimeter fencing	3,500
Beach Gardens	Staging	2,000
Allotments	Fencing	3,000
Depot	Air conditioning	4,000
Seafront	Signage - Water	2,000
Beaches	Lifejacket Lockers	1,750
TIC	Event Management and Booking System	4,000
Car Parks	Surface Repairs & Maintenance	30,000
De Moulham Estate	Road Repairs	17,000
		<hr/> 67,250

Appendix C

Reserves & Balances				
Revenue Reserves Summary				
	2019/20 Revised Outturn	Estimate 2020/21	Estimate 2021/22	Estimate 2022/23
The General Fund Balance (GFB)				
<i>Movements on the General Fund:</i>				
Net Operating Expenditure	864,615	721,180	678,425	758,930
Transfers to Reserves	252,125	25,500	67,500	70,000
Capital Expenditure charged to the GFB	0	0	0	0
	1,116,740	746,680	745,925	828,930
<i>To be financed by:</i>				
Precept	718,030	725,210	739,710	754,510
Grants/Donations	245,945	3,000	3,000	3,000
	963,975	728,210	742,710	757,510
Surplus / (Deficit) for Year	(152,765)	(18,470)	(3,215)	(71,420)
General Fund Balance B f'd	900,000	747,235	728,765	725,550
Surplus / (Deficit) for Year	(152,765)	(18,470)	(3,215)	(71,420)
General Fund Balance C f'd	747,235	728,765	725,550	654,130

Earmarked Reserves				
Festive Lights	0	0	0	0
Vehicle & Plant Replacement	20,000	0	10,000	20,000
King Georges Play Area & Skate Park	83,015	93,015	3,015	13,015
Play Equipment-General Areas	98,905	8,905	18,905	28,905
Car Park Machines	19,250	26,750	34,250	39,250
Tennis Courts Refurbishment	0	3,000	6,000	9,000
Seafront Enhancement Scheme	1,134,560	1,134,560	134,560	134,560
Community Sea Defence Project	450,000	450,000	0	0
Public Conveniences	40,000	50,000	70,000	85,000
Beach Huts Reserve	45,000	55,000	65,000	75,000
Football Club Facilities	6,960	6,960	6,960	6,960
De Moulham Back Roads	35,335	20,335	22,335	24,335
Insurance & Contingency Reserve	40,000	40,000	40,000	40,000
Community Infrastructure Levy	142,410	17,410	17,410	17,410
FJ Grace Trust	0	0	0	0
IT Equipment Reserves	0	0	5,000	10,000
Mayors Chain	0	0	0	0
Grants/Donations	0	0	0	0
Reserves C f'd	2,115,435	1,905,935	433,435	503,435

Usable Capital Receipts Reserve

UCRR Balance B f'd	2,659,660	2,504,800	1,930,800	1,830,800
Capital expenditure	(154,860)	(574,000)	(100,000)	(260,000)
Capital Receipts	0	0	0	0
UCRR Balance C f'd	2,504,800	1,930,800	1,830,800	1,570,800

Total Useable Reserves				
The General Fund	747,235	728,765	725,550	654,130
Earmarked Reserves	2,115,435	1,905,935	433,435	503,435
Useable Capital Receipts Reserve	2,504,800	1,930,800	1,830,800	1,570,800
Total of Reserves held by the Council	5,367,470	4,565,500	2,989,785	2,728,365

Estimate of Additions to and Expenditure from Earmarked Reserves

Earmarked Reserves	Actual 31/03/2019 £	Additions	Expenditure	Probable 31/03/2020 £
Festive Lights	16,190	0	16,190	0
Vehicle & Plant Replacement	62,645	11,620	54,265	20,000
King Georges Play Area & Skate Park	73,015	10,000	0	83,015
Play Equipment-General Areas	178,905	10,000	90,000	98,905
Car Park Machines	11,750	7,500	0	19,250
Tennis Courts Refurbishment	0	0	0	0
Seafront Enhancement Scheme	1,034,560	100,000	0	1,134,560
Community Sea Defence Project	450,000	0	0	450,000
Public Conveniences	20,000	20,000	0	40,000
Beach Huts Reserve	30,000	15,000	0	45,000
Football Club Facilities	6,960	0	0	6,960
De Moulham Back Roads	33,335	2,000	0	35,335
Insurance & Contingency Reserve	40,000	0	0	40,000
Community Infrastructure Levy	47,345	95,065	0	142,410
FJ Grace Trust	30,515	0	30,515	0
IT Equipment Reserves	25,000	0	25,000	0
Mayors Chain	1,500	0	1,500	0
Grants/Donations	1,370	0	1,370	0
Total	2,063,090	271,185	218,840	2,115,435

Appropriations from the General Fund: £271,185
less appropriations to the General Fund: £19,060
Net movement to Earmarked Reserves: **£252,125**

less Financing Capital Expenditure: **£199,780**

Total increase in Earmarked Reserves in 2019/20: £52,345

Appendix D

Capital Programme 2020/21 – 2022/23

Estimated Expenditure

Project	2019/20 Budget	2019/20 Revised Outturn	2020/21 Estimate	2021/22 Estimate	2022/23 Estimate
	£	£	£	£	£
Boat Park					
Fishermen's Slipway & Huts		101,500			
Recreation Ground					
a) Bandstand Replacement		102,670			
b) Pathway/Surrounds		102,765			
c) Seating		18,600			
Public Conveniences					
North Beach Car Park - Pod & Store Room		13,100			
Capital Grants					
Beach Gardens-Swanage Bowls Club Surround	45,000	45,000			
Institute Road-Contribution to Dorset Council			100,000		
Swanage & Purbeck Development Trust Football Club redevelopment		14,400	20,000		220,000
Station Approach					
Infrastructure Improvements	10,000	0	10,000		
Purbeck Business Centre					
Roof - Capital Contribution	10,000	0			
Vehicles					
Depot Fleet Electric Vehicle	25,000	20,418			
Four Wheel Drive Vehicle	25,000	23,847			
Iseki Mower	10,000	10,000			
Pool Electric Car			20,000		
Town Hall					
IT & Telephone replacement	25,000	25,000			
Play Areas					
Recreation Ground	90,000	90,000			
Days Park			90,000		
King George's - Equipment Replacement				90,000	
Panorama Road/Quarry Close					
Quarry Access - Upgrade/Improvement Scheme	50,000	0	50,000		
Downs					
Peveril Point Stabilisation Scheme	75,000	0	75,000		
Shelters					
Rebuild of Seafront Shelters				100,000	
Spa					
Stabilisation & Regeneration				1,000,000	
Cemetery					
Extension			200,000		

Seafront Coastal Defence Projects (incorporating)					
Parade Railings 1/3 contribution			25,000		
Stone Quay - Reconstruction and Bonding			205,000		
Seafront Coastal Defence Works				450,000	
Depot					
Mezzanine Decking			14,000		
Town Hall					
Boiler replacement					40,000
Total Capital Expenditure	365,000	567,300	809,000	1,640,000	260,000
To be finance from:					
Usable Capital Receipts Reserve	190,000	154,860	574,000	100,000	260,000
Earmarked Reserves	175,000	199,780	235,000	1,540,000	0
Grants/Contributions	0	212,660	0	0	0
General Fund	0	0	0	0	0
Total financing	365,000	567,300	809,000	1,640,000	260,000

Appendix E

RISK	Analysis of Risk	2020/21 Budget	Potential Impact	Quantitative Assessment of Risk
		£	%	£
Small size of the authority (in comparison to principal councils) necessitates a minimum balance of 3% of gross expenditure	Balance required to withstand budgetary problems due to relatively low asset and resource base.	2,997,255	3	89,920
Employee costs are greater than budgeted	Statutory payments increase above the level allowed for in the estimates.	1,005,070	2	20,100
Contractual inflation is greater than budgeted	A general increase of c.2% has been assumed on expenditure, however, costs may increase above budgeted inflation. Prices for gas/electric are fixed until Oct 2020. Prices may increase above estimated levels at this point.	1,183,185	2	23,665
Treasury management income is not achieved	That the actual interest rate that is achievable is below the rate predicted at budget setting. An overall return of 3.5% has been estimated, if this return is 1% less overall the risk will be 31% of the estimated budget.	185,000	31	57,350
Car park revenue is below forecast	That a decrease in revenue is realised from estimate. With the continued stagnation or decline in car parking revenue the risks of not meeting budget are increasing.	515,550	10	51,555
Rental income is not received	With the current volatile economic climate some lessees may not be able to meet their rental payments	259,525	30	77,860
Seasonal income is lower than budgeted	That a decrease in revenue is realised from estimate.	193,800	20	38,760
Total				359,210

**Town & Parish Councils
Tax base & Precept Toolkit 2020/21**

1) Select Town or Parish Council

Swanage

Tax base Information

Band D Equivalents

2019/20	4,829.1	2020/21	4,762.2
Increase/(Decrease) Year on Year		(66.9)	
% Increase/(Decrease)		(1.39%)	

Precept Modelling

Actual Precept 19/20 & Proposed Precept 20/21

2) Enter Target Precept

2019/20	£ 718,030.00	2020/21	£ 725,210.00
Increase/(Decrease) Year on Year		£ 7,180.00	
% Increase/(Decrease)		1.00%	

Band D Equivalent Charge

Precept Divided By Tax base

2019/20	£ 148.69	2020/21	£ 152.28
Increase/(Decrease) Year on Year		£ 3.60	
% Increase/(Decrease)		2.42%	

Appendix G

Proposed Scale of Fees and Charges 2020/21

	Date of Last Increase/ (Decrease)	Agreed Fees 2019/20 £/p	Proposed Fees 2020/21 £/p
1. <u>BOAT PARK & CAR PARKS</u>			
Peveril Boat Park Per Grid (Trailer Included)			
Boats and trailers			
Up to 13 ft			
Summer - 1 May - 31 October			
Season	1/5/18	310.00	315.00
Weekly	1/5/18	125.00	127.00
Winter - 1 November - 30 April			
Annual 1st May -30 April	1/5/18	130.00	132.00
		440.00	447.00
Up to 22 ft			
Summer - 1 May - 31 October			
Season	1/5/18	575.00	584.00
Weekly	1/5/18	190.00	193.00
Winter - 1 November - 30 April			
Annual 1st May -30 April	1/5/18	235.00	239.00
		810.00	823.00
Up to 29 ft			
Summer - 1 May - 31 October			
Season	1/5/18	785.00	797.00
Weekly	1/5/18	210.00	213.00
Winter - 1 November - 30 April			
Annual 1st May -30 April	1/5/18	355.00	361.00
		1,140.00	1,158.00
Kayak Rack Charge (not inc trailer)			
Summer - 1 May - 31 October			
Season	New	New	50.00
Weekly	New	New	20.00
Winter - 1 November - 30 April			
Annual 1st May -30 April	New	New	20.00
		New	70.00
10% discount on annual ticket if purchased before 30th April			
Daily Launch Fees - Throughout the year			
Boats	(1/4/19)	25.00	25.00
Jet Skis	(1/4/19)	25.00	25.00
Kayaks	1/4/19	12.00	12.00
Residents Permit Holders (25% Discount)	(1/4/19)	20.00	20.00
Daily Launch Fees (Boat only - removal of Trailer)			
Boats	(1/4/19)	20.00	20.00
Jet Skis	(1/4/19)	20.00	20.00
Kayaks	1/4/19	5.00	5.00
Residents Permit Holders (25% Discount)	(1/4/19)	15.00	15.00
Slipway Launch Annual Ticket	1/5/18	250.00	250.00
Commercial Kayaking Licence (Summer Only, Excluding 6 Week Peak Period)			
	New	New	500.00
Trailer Only -per day	1/5/18	7.00	7.00

	Date of Last Increase/ (Decrease)	Agreed Fees 2019/20 £/p	Proposed Fees 2020/21 £/p
Broad Road			
Cars Weekly #	1/4/11	33.00	33.00
Cars 3 days #	1/4/14	18.00	18.00
Cars/Motor caravans up to 24 hours*	(1/4/12)	8.00	8.00
Motor Caravans upto 14 hours	1/4/18	8.00	remove
Cars/Motor caravans up to 6 hours	1/4/14	7.20	7.20
Cars/Motor caravans for up to 4 hours	1/4/11	6.40	6.40
Cars/Motor caravans for 2 hours	1/4/11	3.40	3.40
Cars/Motor caravans for 1 hour	1/4/11	1.80	1.80
Overnight 6 p.m. to 8 a.m.	(1/4/15)	1.00	1.00
Charges will apply 1st July to 31st August (inclusive).			
Cars Weekly #	1/4/11	33.00	33.00
Cars 3 days #	1/4/14	18.00	18.00
Cars/Motor caravans up to 24 hours*	(1/4/12)	8.00	8.00
Motor Caravans upto 14 hours	1/4/18	8.00	remove
Cars/Motor caravans up to 6 hours	1/4/14	6.50	6.50
Cars/Motor caravans for up to 4 hours	(1/4/14)	5.00	5.00
Cars/Motor caravans for 2 hours	(1/4/14)	3.00	3.00
Cars/Motor caravans for 1 hour	(1/4/14)	1.50	1.50
Overnight 6 p.m. to 8 a.m.	(1/4/15)	1.00	1.00
Charges will apply 1st April to 30th June and 1st September to 31st October (inclusive).			
Cars up to 24 hours*/Motor Caravans upto 14 hours	(1/4/18)	1.00	1.00
Charges will apply 1st November - 31st March (inclusive)			
Main Beach (Victoria Avenue)			
Cars Weekly #	1/4/11	33.00	33.00
Cars 3 days #	1/4/14	18.00	18.00
Cars/Motor caravans up to 24 hours*	(1/4/12)	8.00	8.00
Motor Caravans upto 14 hours	1/4/18	8.00	remove
Cars/Motor caravans up to 6 hours	1/4/14	7.20	7.20
Cars/Motor caravans for up to 4 hours	1/4/11	6.40	6.40
Cars/Motor caravans for 2 hours	1/4/11	3.40	3.40
Cars/Motor caravans for 1 hour	1/4/11	1.80	1.80
Coaches Weekly \$	1/4/14	40.00	40.00
Coaches 3 day \$	1/4/14	21.50	21.50
Coaches Daily (upto 24 hours)	1/4/13	9.50	9.50
Coaches 4 hours or less	1/4/14	7.00	7.00
Charges will apply 1st July to 31st August (inclusive).			

	Date of Last Increase/ (Decrease)	Agreed Fees 2019/20 £/p	Proposed Fees 2020/21 £/p
Cars Weekly #	1/4/11	33.00	33.00
Cars 3 days #	1/4/14	18.00	18.00
Cars/Motor caravans up to 24 hours*	(1/4/12)	8.00	8.00
Motor Caravans upto 14 hours	1/4/18	8.00	remove
Cars/Motor caravans up to 6 hours	1/4/14	6.50	6.50
Cars/Motor caravans for up to 4 hours	(1/4/14)	5.00	5.00
Cars/Motor caravans for 2 hours	(1/4/14)	3.00	3.00
Cars/Motor caravans for 1 hour	(1/4/14)	1.50	1.50
Coaches Weekly \$	1/4/14	40.00	40.00
Coaches 3 day \$	1/4/14	21.50	21.50
Coaches Daily (upto 24 hours)	1/4/13	9.50	9.50
Coaches 4 hours or less	1/4/14	7.00	7.00

Charges will apply 1st April to 30th June and 1st September to 31st October (inclusive).

Cars up to 24 hours*/Motor Caravans upto 14 hours	(1/4/18)	1.00	1.00
Coaches up to 24 hours	(1/4/18)	1.00	1.00

Charges will apply 1st November - 31st March (inclusive)

North Beach (De Moulham Road)

Cars Weekly #	1/4/11	33.00	33.00
Cars 3 days #	1/4/14	18.00	18.00
Cars/Motor caravans up to 24 hours (not a roaming ticket)	(1/4/13)	6.00	6.00
Motor Caravans upto 14 hours	1/4/18	6.00	remove
Cars/Motor caravans up to 6 hours	1/4/14	5.00	5.00
Cars/Motor caravans for up to 4 hours	(1/4/13)	4.00	4.00
Cars/Motor caravans for 2 hours	(1/4/13)	2.50	2.50
Cars/Motor caravans for 1 hour	1/4/14	1.50	1.50
Coaches Weekly \$	1/4/14	40.00	40.00
Coaches 3 day \$	1/4/14	21.50	21.50
Coaches Daily (upto 24 hours)	(1/4/13)	9.50	9.50
Coaches 4 hours or less	1/4/14	7.00	7.00

(No camping - No sleeping)

Charges will apply 1st April to 31st October (inclusive).

Free parking in North Beach when attending NHS mobile units

* This daily ticket is transferable between Main Beach and Broad Road long stay car parks only.

#The 3 day & weekly ticket is transferable between all long stay car parks and is available on JustPark only

\$ The 3 day & weekly coach ticket is transferable between Main & North Beach car parks and is available on JustPark only

Recreation Ground (Mermond Place) and Co op Pioneer (Central)

(Maximum of 2 hours between 8 a.m. & 7 p.m)

Cars 1 hour - Summer (1st April to 31st October)	1/4/08	1.20	1.20
Cars 2 hours - Summer (1st April to 31st October)	1/4/11	2.10	2.10
Cars Hourly - Winter (1st November to 31st March)	1/4/11	0.60	0.60
Overnight parking 7 p.m. to 8 a.m.	1/4/07	no charge	no charge

(No camping - No sleeping)

	Date of Last Increase/ (Decrease)	Agreed Fees 2019/20 £/p	Proposed Fees 2020/21 £/p
Recreation Ground (Residents)			
(Maximum of 2 hours between 10 a.m. & 7 p.m)			
Cars 1 hour - Summer (1st April to 31st October)	1/4/08	0.60	0.60
Cars 2 hours - Summer (1st April to 31st October)	1/4/11	1.20	1.20
Cars Hourly - Winter (1st November to 31st March)	1/4/05	no charge	no charge
Overnight parking 7 p.m. to 10 a.m. (No camping - No sleeping)	1/4/00	no charge	no charge
Residents Parking Permits (per permit-not an annual fee)	1/4/12	5.00	5.00
Permit holders are entitled to park in the Residents Car Park, Horsecliffe Lane subject to the restrictions and charges as set out above. Additional entitlement to parking in Swanage Town Council Operated Car Parks is as follows:			
<u>Summer Period</u>			
Mermond/Co-op Car Park -free parking between 08:00 and 10:00			
Main Beach Car Park -free parking between 08:00 and 10:00 on a Market Day			
<u>Winter Period</u>			
Broad Road and Main Beach Car Parks-free parking max. 24 hr stay			
Co-op and Mermond Car Park-free overnight parking 19:00 to 10:00			
Annual Private & Business (Main Beach or North Beach)	1/4/18	270.00	276.00
Summer Season Ticket (1st May-31st October)	1/4/18	180.00	184.00
cost to be 2/3 of annual ticket (agreed Car Parks Best Value Working Group 13/10/06 minute 3)d))			
Annual Taxis (per permit)	1/4/19	684.00	684.00
Charges will apply throughout the year.			
Excess Charge Penalty	1/4/04	60.00	60.00
* Reduced for payment within 10 days.	1/4/04	30.00	30.00
Peveril Point Residents Tickets	1/4/07	25.00	25.00
max of 4 per household			
Cashless Parking Transaction Fee	(1/4/14)	0.00	0.00
Charges will apply throughout the year.			
2. <u>BEACH GARDENS</u>			
Tennis			
Singles/Doubles Hourly (hourly per court)	1/4/18	9.00	9.00
With Club Member	1/4/18	5.50	5.50
Schools (per court)	1/4/18	6.00	6.00
Children (under 16 years)	1/4/18	3.50	3.50
Racket Hire	1/4/18	2.50	2.50
Tennis Ball Hire	1/4/18	1.00	1.00
Deposit for keys (Returnable) - Winter period only	1/4/14	5.00	5.00
Court Fees - Coaching			
-Adults (Non-members)	1/7/17	4.30	4.30
Agreed Minute 65 a) Monthly Meeting July 2017			
-Children (Non-members Under 16)	1/7/17	0.00	0.00

	Date of Last Increase/ (Decrease)	Agreed Fees 2019/20 £/p	Proposed Fees 2020/21 £/p
Bowls			
Hourly (per person)	(1/4/18)	4.00	Remove
Hourly (under 16 accompanied by an adult)	1/4/17	1.85	Remove
Hire of Woods (per set of 4 per game)	(1/4/18)	2.00	Remove
<i>Dependent upon lease negotiations</i>			
Putting			
Per Round - Adults	1/4/18	3.50	3.50
Per Round - Children (under 16)	1/4/18	1.75	1.80
Family (2 Adults + 2 Children)	1/4/18	9.00	9.00
Under 5s	1/4/18	0.00	0.00
Adult x 1 Season Ticket	(1/4/19)	35.00	35.00
Adult x 2 Season Ticket	1/4/19	65.00	65.00
Family Season Ticket	(1/4/19)	90.00	90.00
Table Tennis bat and ball hire	1/4/18	1.00	1.00
Basketball Hire	1/4/14	2.50	2.50
Pavilion			
(Charges include heating and lighting)			
Per Session (1 section)	1/4/19	24.50	25.00
Morning, Afternoon or Evening (2 sections)	1/4/19	33.75	34.50
Annual Booking (one session per week)	New		1200.00
3. <u>TOURIST INFORMATION CENTRE</u>			
Advertising Board 3ft x 4ft (Annual)	1/4/19	465.00	475.00
Advertising 'A' Boards	1/4/19	250.00	Remove
National Express Administration Fee (excluding Coach Card requests)	1/5/18	2.00	2.00
Commission on Gross Agency Ticket Sales (unless by contractual agreement)			
- General	1/4/16	10%	10%
- Local Charities	1/4/16	5%	5%
- Discretionary Rate For Local Charities/Community Groups		0%	0%
Parasol hire (per day)	1/4/19	4.00	4.00
Parasol hire (per week)	1/4/19	20.00	20.00
Parasol hire (max charge per beach hut period booking)	1/4/19	50.00	50.00
Additional beach hut chair (per week)	1/4/19	1.00	1.00
Additional beach hut chair (per week)	1/4/19	5.00	5.00
Additional beach hut chair (max charge per beach hut period booking)	1/4/19	20.00	20.00
Deposit - Additional beach hut key	1/4/19	10.00	20.00

		Date of Last Increase/ (Decrease)	Agreed Fees 2019/20 £/p	Proposed Fees 2020/21 £/p
4. BEACH BUNGALOWS				
<u>SCALE OF FEES: SHORE ROAD - 2020/21 SEASON</u>				
Agreed: Minute 72, Monthly Council Meeting held 29th July 2019				
Sat 28th March - Fri 15th May				
Lower Level Huts				
	Daily	1/4/15	15.00	15.00
	Weekly	24/3/18	57.00	57.00
	Whole period	24/3/18	340.00	340.00
	Sat-Mon	24/3/18	40.00	40.00
	Tues-Fri	24/3/18	40.00	40.00
Upper Level Huts				
	Daily	(26/03/16)	10.00	10.00
	Weekly	(26/03/16)	37.00	37.00
	Whole period	(26/03/16)	220.00	220.00
	Sat-Mon	24/3/18	25.00	25.00
	Tues-Fri	24/3/18	25.00	25.00
Sat 16th May - Fri 10th July				
Lower Level Huts				
	Daily	1/4/15	20.00	20.00
	Weekly	24/3/18	101.00	101.00
	Whole period	24/3/18	720.00	720.00
	Sat-Mon	24/3/18	50.00	50.00
	Tues-Fri	24/3/18	60.00	60.00
Upper Level Huts				
	Daily	(26/03/16)	14.00	15.00
	Weekly	(26/03/16)	65.00	65.00
	Whole period	(26/03/16)	470.00	470.00
	Sat-Mon	24/3/18	35.00	35.00
	Tues-Fri	24/3/18	40.00	40.00
Sat 11th July - Fri 28th August				
Lower Level Huts				
	Daily	1/4/15	30.00	30.00
	Weekly	24/3/18	208.00	210.00
	Whole period	24/3/18	1456.00	1456.00
	Sat-Mon	24/3/18	100.00	100.00
	Tues-Fri	24/3/18	130.00	130.00
Upper Level Huts				
	Daily	(26/03/16)	20.00	20.00
	Weekly	(26/03/16)	135.00	140.00
	Whole period	(26/03/16)	940.00	940.00
	Sat-Mon	24/3/18	65.00	65.00
	Tues-Fri	24/3/18	85.00	85.00
Sat 29th August - Fri 11th September				
Lower Level Huts				
	Daily	1/4/15	20.00	20.00
	Weekly	24/3/18	101.00	101.00
	Whole period	24/3/18	180.00	180.00
	Sat-Mon	24/3/18	45.00	45.00
	Tues-Fri	24/3/18	65.00	65.00

		Date of Last Increase/ (Decrease)	Agreed Fees 2019/20 £/p	Proposed Fees 2020/21 £/p
Upper Level Huts				
	Daily	(26/03/16)	14.00	15.00
	Weekly	(26/03/16)	65.00	65.00
	Whole period	(26/03/16)	115.00	115.00
	Sat-Mon	24/3/18	35.00	35.00
	Tues-Fri	24/3/18	40.00	40.00
Sat 12th September - Fri 26th March				
	Daily	1/4/15	5.00	5.00
	Weekly	1/4/15	25.00	25.00
	Sat-Mon	24/3/18	13.50	13.50
	Tues-Fri	24/3/18	17.50	17.50
Winter whole period charges				
Sat 12th September - Fri 26th March	- Lower Level	1/4/15	500.00	500.00
	- Upper Level	1/4/15	335.00	335.00
Sat 31st October - Fri 26th March	- Lower Level	1/4/15	400.00	400.00
	- Upper Level	1/4/15	270.00	270.00
Sat 21st November - Fri 26th March	- Lower Level	1/4/15	320.00	320.00
	- Upper Level	1/4/15	215.00	215.00
Sat 12th December - Fri 26th March	- Lower Level	1/4/15	250.00	250.00
	- Upper Level	1/4/15	165.00	165.00
Sat 23rd January - Fri 26th March	- Lower Level	1/4/15	150.00	150.00
	- Upper Level	1/4/15	100.00	100.00
Whole period charges				
Sat 28th March - Fri 26th March	- Lower Level	24/3/18	3196.00	3196.00
	- Upper Level	(26/03/16)	2080.00	1900.00
Premium Huts				
Sat 28th March - Fri 15th May				
Lower Level Huts				
	Daily	24/3/18	23.25	23.25
	Weekly	24/3/18	85.75	85.75
	Whole period	24/3/18	515.00	515.00
	Sat-Mon	24/3/18	60.00	60.00
	Tues-Fri	24/3/18	60.00	60.00
Upper Level Huts				
	Daily	(26/03/16)	15.00	15.00
	Weekly	(26/03/16)	55.25	55.25
	Whole period	(26/03/16)	330.00	330.00
	Sat-Mon	24/3/18	35.00	35.00
	Tues-Fri	24/3/18	35.00	35.00

		Date of Last Increase/ (Decrease)	Agreed Fees 2019/20 £/p	Proposed Fees 2020/21 £/p
Sat 16th May - Fri 10th July				
Lower Level Huts				
	Daily	24/3/18	31.00	31.00
	Weekly	24/3/18	152.00	152.00
	Whole period	24/3/18	1092.00	1092.00
	Sat-Mon	24/3/18	85.00	85.00
	Tues-Fri	24/3/18	90.00	90.00
Upper Level Huts				
	Daily	(26/03/16)	20.00	20.00
	Weekly	(26/03/16)	98.00	98.00
	Whole period	(26/03/16)	700.00	700.00
	Sat-Mon	24/3/18	50.00	50.00
	Tues-Fri	24/3/18	60.00	60.00
Sat 11th July - Fri 28th August				
Lower Level Huts				
	Daily	24/3/18	47.00	47.00
	Weekly	24/3/18	312.00	312.00
	Whole period	24/3/18	2184.00	2184.00
	Sat-Mon	24/3/18	140.00	140.00
	Tues-Fri	24/3/18	185.00	185.00
Upper Level Huts				
	Daily	24/3/18	31.00	31.00
	Weekly	24/3/18	206.00	206.00
	Whole period	24/3/18	1445.00	1445.00
	Sat-Mon	24/3/18	90.00	90.00
	Tues-Fri	24/3/18	125.00	125.00
Sat 29th August - Fri 11th September				
Lower Level Huts				
	Daily	24/3/18	31.00	31.00
	Weekly	24/3/18	152.00	152.00
	Whole period	24/3/18	273.00	273.00
	Sat-Mon	24/3/18	85.00	85.00
	Tues-Fri	24/3/18	90.00	90.00
Upper Level Huts				
	Daily	(26/03/16)	20.00	20.00
	Weekly	(26/03/16)	98.00	98.00
	Whole period	(26/03/16)	175.00	175.00
	Sat-Mon	24/3/18	45.00	45.00
	Tues-Fri	24/3/18	65.00	65.00
Sat 12th September - Fri 26th March				
	Daily	1/4/15	7.50	7.50
	Weekly	1/4/15	37.50	37.50
	Sat-Mon	24/3/18	13.50	13.50
	Tues-Fri	24/3/18	17.50	17.50

		Date of Last Increase/ (Decrease)	Agreed Fees 2019/20 £/p	Proposed Fees 2020/21 £/p
Winter whole period charges				
Sat 12th September - Fri 26th March	- Lower Level	1/4/15	750.00	750.00
	- Upper Level	(26/03/16)	500.00	500.00
Sat 31st October - Fri 26th March	- Lower Level	1/4/15	600.00	600.00
	- Upper Level	(26/03/16)	400.00	400.00
Sat 21st November - Fri 26th March	- Lower Level	1/4/15	480.00	480.00
	- Upper Level	(26/03/16)	320.00	320.00
Sat 12th December - Fri 26th March	- Lower Level	1/4/15	375.00	375.00
	- Upper Level	(26/03/16)	250.00	250.00
Sat 23rd January - Fri 26th March	- Lower Level	1/4/15	225.00	225.00
	- Upper Level	(26/03/16)	150.00	150.00

Bookings for Christmas and New Year can only be taken as a 2 week block booking

Whole period charges

Sat 28th March - Fri 26th March	- Lower Level	24/3/18	4814.00	4814.00
	- Upper Level	24/3/18	3150.00	3150.00

Artisans on the Beach

Lower Level – Full Period		1/4/19	85.00	100.00
Upper Level – Full Period		1/4/19	45.00	50.00
Upper Level – Weekend Period		1/4/19	10.00	15.00

SCALE OF FEES: SPA BUNGALOWS - 2020/21 SEASON

Sat 28th March - Fri 15th May	Daily	1/4/15	6.50	6.50
	Weekly	24/3/18	28.00	28.00
Sat 16th May - Fri 10th July	Daily	24/3/18	8.75	8.75
	Weekly	24/3/18	48.50	48.50
Sat 11th July - Fri 28th August	Daily	24/3/18	19.50	19.50
	Weekly	24/3/18	121.50	121.50
Sat 29th August - Fri 11th September	Daily	24/3/18	8.75	8.75
	Weekly	24/3/18	48.50	48.50
Sat 12th September - Fri 30th October	Daily	(1/4/14)	5.00	5.00
	Weekly	1/4/13	25.00	25.00
Spa Bungalows whole period (28/03/2020 - 30/10/2020) - 40% discount		24/3/18	1,025.70	1,050.00
Spa Bungalows whole off-peak period (28/03/2020 - 10/07/2020 & 29/08/2020 - 30/10/2020) - 40% discount		30/3/19	506.90	506.90

		Date of Last Increase/ (Decrease)	Agreed Fees 2019/20 £/p	Proposed Fees 2020/21 £/p
<u>SCALE OF FEES: SPA RETREATS - 2020/21 SEASON</u>				
Sat 28th March - Fri 15th May				
	Daily	24/3/18	15.00	15.00
	Weekly	24/3/18	75.00	75.00
	Sat-Mon	24/3/18	45.00	45.00
	Tues-Fri	24/3/18	35.00	35.00
Sat 16th May - Fri 10th July				
	Daily	24/3/18	20.00	20.00
	Weekly	24/3/18	120.00	120.00
	Sat-Mon	24/3/18	70.00	70.00
	Tues-Fri	24/3/18	65.00	65.00
Sat 11th July - Fri 28th August				
	Daily	24/3/18	35.00	35.00
	Weekly	24/3/18	225.00	225.00
	Sat-Mon	24/3/18	120.00	120.00
	Tues-Fri	24/3/18	120.00	120.00
Sat 29th August - Fri 11th September				
	Daily	24/3/18	20.00	20.00
	Weekly	29/5/17	120.00	120.00
	Sat-Mon	24/3/18	70.00	70.00
	Tues-Fri	24/3/18	65.00	65.00
Sat 12th September - Fri 26th March				
	Daily	24/3/18	10.00	10.00
	Weekly	24/3/18	65.00	65.00
	Sat-Mon	24/3/18	40.00	40.00
	Tues-Fri	24/3/18	30.00	30.00
Spa Retreats whole period (28/03/2020 - 26/03/2021) - 40% discount				
		24/3/18	3,117.00	3,117.00
Spa Retreats whole off-peak period (28/03/2020 - 10/07/2020 & 29/08/2020 - 26/03/2021) - 40% discount				
		30/3/19	2,158.16	2,158.16
STC staff use of a beach hut for one week outside peak period				
		30/3/19	0.00	0.00
Administration Charge for booking changes				
		24/3/18	10.00	10.00
Cancellation Charge				
		(24/03/2018)	£20 or 15%, whichever is the greater	£20 or 15%, whichever is the greater
Private Sites				
		1/4/19	380.00	390.00

Authority has been delegated to the Visitor Services Manager to discount prices when appropriate to maximise occupancy

	Date of Last Increase/ (Decrease)	Agreed Fees 2019/20 £/p	Proposed Fees 2020/21 £/p
5. <u>ALLOTMENTS</u>			
Prospect (per rod)	1/10/19	6.80	6.90
6. <u>PEVERIL POINT</u>			
Foreshore - Dinghy Storage (Angling Club)	1/4/15	tbc	tbc
Dug-Out Storage Area, Rear of Waterside (per week)	1/4/19	11.30	11.50
Rent of Hut Site (East of Lifeboat House)	1/4/15	tbc	tbc
Fishermen's Huts	1/4/19	430.00	440.00
Prince Albert Gardens - charge to be considered upon application to the Council			
7. <u>STONE QUAY & MONKEY BEACH</u>			
Pleasure Boats (Private) - not exceeding 12 passengers	1/4/19	235.00	240.00
Hut on Quay	1/4/19	150.00	155.00
8. <u>TOWN HALL LETTINGS</u>			
Council Chamber			
Public Meetings and Lectures (per session)	1/4/17	45.00	45.00
Property Auctions	1/4/19	160.00	165.00
Civil Marriage/Partnership Ceremonies	1/4/19	135.00	140.00
Committee Room	1/4/18	30.00	30.00
* Community Groups (providing a service to Swanage residents) & Public Sector Organisations (agreed Minute 6) General Operations Committee 19th November 2014)		0.00	0.00
9. <u>KING GEORGE V FIELD</u>			
Football Pitch & Changing Facilities	1/4/02	25.00	25.00
(Youth Teams)	(1/4/13)	6.00	6.00
10. <u>FORRES SPORTS FIELD</u>			
Football Pitch & Changing Facilities	1/4/02	25.00	25.00
(Youth Teams)	(1/4/13)	6.00	6.00
11. <u>JOURNEY'S END</u>			
Football Pitches	1/4/01	12.00	12.00
Youth Teams	1/4/01	6.00	6.00

	Date of Last Increase/ (Decrease)	Agreed Fees 2019/20 £/p	Proposed Fees 2020/21 £/p
12. <u>GODLINGSTON CEMETERY</u>			
Garden of Rest			
Cremation Plot for burial of cremated remains in casket or urn.			
(i) Exclusive Rights - for grant of right of burial for a period of one hundred years (each space in this section)	1/4/19	310.00	315.00
(ii) Interment Fees - for burial of casket or urn in plot 2' x 2':			
(a) first interment	1/4/19	165.00	170.00
(b) for each additional interment (to 4 interments)	1/4/19	165.00	170.00
(c) for additional multiple interments (2nd, 3rd or 4th interment)	1/4/19	54.00	56.00
Fee for multiple interments of cremated remains: one third of the full first interment fee if interment is made at the same time - as recommended by the General Operations Committee 01/04/15 - Agreed by Full Council Minute 177. 20/04/15			
(d) for interments on Saturdays, Sundays and Public Holidays	1/4/19	175.00	180.00
(iii) Memorials	1/4/19	180.00	185.00
(iv) Fee for persons not resident in the parish.		As above x 2	As above x 2
(v) Transfer of Rights	1/4/19	53.00	54.00
Earthen Graves			
(i) Exclusive Rights - for the grant of right of burial for a period of one hundred years each space in:			
Section A	1/4/19	495.00	505.00
Section B	1/4/19	400.00	405.00
Children's Section	(1/4/18)	10.00	10.00
(ii) Interment Fees - for body of			
(a) a child, in the Children's section, in a grave not exceeding in depth: 7 feet (2 interment)	(1/4/18)	no charge	no charge
(b) a person in a grave not exceeding in depth: 7 feet (2 interments)	1/4/19	345.00	350.00
Casket-type coffin	1/4/19	495.00	505.00
(c) for interments on Saturdays Sundays and Public Holidays	1/4/19	380.00	385.00
(d) scattering of ashes beneath turf/headstone of existing grave	1/4/19	95.00	96.00
(e) scattering of ashes on existing grave/ garden of remembrance	1/4/19	33.00	34.00
Note			
Where the bodies of a still-born and/or other person are buried in the same grave at the same time the fees shall be related to the first interment.			
(iii) Fee for persons not resident in the parish.		As above x 2	As above x 2
(iv) Transfer of Rights	1/4/19	53.00	54.00

	Date of Last Increase/ (Decrease)	Agreed Fees 2019/20 £/p	Proposed Fees 2020/21 £/p
Brick Graves or Vaults			
(i) Right to construct (including grant of right of burial therein for a period of one hundred years) on each space:			
Section A	1/4/15	Price Upon Application	
Section B	1/4/15	Price Upon Application	
(ii) First Interment	1/4/19	1700.00	1725.00
(iii) Re-opening	1/4/19	1700.00	1725.00
(iv) For interment Saturdays Sundays and Public Holidays	1/4/19	820.00	830.00
(v) Fee for persons not resident in the parish.		As above x 2	As above x 2
Monuments, Gravestones & Inscriptions			
(i) Headstone, Cross or other Memorial when erected not exceeding 3ft, in height	1/4/19	180.00	185.00
(ii) Monument not exceeding 6' in height covering the whole grave space 7' x 3' when erected	1/4/19	535.00	545.00
(iii) Footstone not exceeding 2'6" x 2'6" x 6"	1/4/19	180.00	185.00
(iv) Kerb set	1/4/19	180.00	185.00
(v) Flatstone not exceeding 7' x 3' x 6"	1/4/19	285.00	290.00
(vi) Vase not exceeding 12" in height	1/4/19	47.00	48.00
(vii) Any other memorial not referred to above	1/4/08	By Agreement	By Agreement
(viii) Each additional inscription after the first in respect of each person	1/4/19	38.00	39.00
(ix) Fee for persons not resident in the parish.		As above x 2	As above x 2
<u>GODLINGSTON MEADOWLAND BURIAL</u>			
(i) Exclusive Rights - for the grant of right of burial for a period of one hundred years	1/4/19	400.00	405.00
(ii) Interment Fees - for body of			
(a) a person in a grave not exceeding in depth: 7 feet (2 interments)	1/4/19	365.00	370.00
Casket-type coffin	1/4/19	515.00	525.00
(b) for interments on Saturdays Sundays and Public Holidays	1/4/19	380.00	385.00
(iii) Interment Fees - for burial of casket or urn			
(a) first interment	1/4/19	185.00	190.00
(b) for interments on Saturdays, Sundays and Public Holidays	1/4/19	175.00	180.00
(c) scattering of ashes beneath turf of existing grave	1/4/19	95.00	96.00
(d) scattering of ashes on existing grave/garden of remembrance	1/4/19	33.00	34.00
(iv) Fee for persons not resident in the parish.		As above x 2	As above x 2
(v) Transfer of Rights	1/4/19	53.00	54.00
Memorial Tree Plaque	1/4/19	170.00	175.00
Cemetery services will not be available for the period 24th December to the third working day after the New Year's Day public holiday			
Hire of Cemetery Chapel		No Charge	No Charge
13. <u>Memorial Benches</u> - 5 year future maintenance contribution	4/4/12	200.00	200.00