

Minutes of the **ANNUAL MEETING** of the Swanage Town Council held at the Town Hall, High Street, Swanage on **MONDAY, 13<sup>th</sup> MAY 2024** at 7.00 p.m.

PRESENT:-

Councillor T. Foster – Chairman

Councillor M. Bonfield  
Councillor S. Brookes  
Councillor M. Coward  
Councillor J. Dorrington  
Councillor J. Lejeune  
Councillor D. Monkhouse  
Councillor C. Moreton  
Councillor C. Sutton  
Councillor C. Tomes  
Councillor W. Trite  
Councillor S. Vile

In addition to Members of the Council and officers, 14 members of the public and two members of the local press attended the Meeting and were welcomed by the Town Mayor.

**Public Participation Time**

The following matters were raised during Public Participation Time:-

- In respect of agenda item 10, Mike Whitwam, a former long-serving Town Councillor, requested that he be considered to stand as the Council's representative on the Purbeck Rail Partnership. The request had been made to ensure continued communication with the Rail Partnership and in particular to ensure that the Town Council is updated regarding funding for the Swanage to Wareham train service and the potential use of hydrogen powered trains in the future.
- Further to her recent retirement as a Town Councillor, Avril Harris (Town Mayor 2021-22), wished to express her thanks to all staff for their hard work, in particular the Planning and Community Engagement Manager for her work as the clerk to the Planning and Consultation Committee and her role in developing the Swanage Neighbourhood Plan. Thanks were also extended to the Town Clerk for his consistent support and advice. Congratulations were offered to the six newly elected councillors and the six re-elected councillors, and it was hoped that the council would continue to operate in a co-operative way.

Reverend Ian Bird, Team Rector for Swanage and Studland Team Ministry, offered a short prayer before the commencement of the Meeting.

Councillor Foster opened the Council Meeting at 7.15 p.m.

1. **Appointment of Town Mayor**

Proposed by Councillor Bonfield, seconded by Councillor Tomes and  
RESOLVED UNANIMOUSLY:-

That Councillor Tina Foster be appointed Town Mayor for the ensuing year.

Councillor Foster completed the Statutory Declaration of Acceptance of Office and stated that it was a privilege to accept the role for the forthcoming year.

The Mayor confirmed that her husband, Mr Leslie Parkinson, would be her consort during her period of Office and thanked him for his consistent support.

2. **Appointment of Deputy Mayor**

Proposed by Councillor Foster, seconded by Councillor Trite and RESOLVED UNANIMOUSLY:-

That Councillor Chris Moreton be appointed Deputy Town Mayor for the ensuing year.

Councillor Moreton completed the Declaration of Acceptance of Office and stated that he was honoured to accept the appointment. He was pleased to continue working closely with the Mayor and was delighted to announce that his wife, Mrs Liz Moreton, would be his Deputy Mayoress during his period of Office.

3. **Delivery of Councillor Declarations of Acceptance of Office**

It was reported that all twelve Declarations of Acceptance of Office forms had been signed and delivered.

4. **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.

No declarations were made on this occasion.

5. **Apologies**

There were no apologies to record on this occasion.

6. **Appointment of Committees**

Further to brief discussion it was proposed by Councillor Bonfield, seconded by Councillor Sutton and RESOLVED UNANIMOUSLY:-

That the following appointments be made to the Committees:-

**Community Services Committee**

Councillor Foster (Town Mayor), Councillor Moreton (Deputy Mayor) and Councillors Bonfield, Brookes, Coward, Monkhouse, Sutton, Tomes and Vile.

**Environment and Green Spaces Committee**

Councillor Foster (Town Mayor), Councillor Moreton (Deputy Mayor) and Councillors Brookes, Coward, Dorrington, Monkhouse, Sutton and Tomes.

**Personnel Committee**

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

**Planning and Consultation Committee**

Councillor Foster (Town Mayor), Councillor Moreton (Deputy Mayor) and Councillors Bonfield, Lejeune, Monkhouse, Tomes and Vile.

**Tourism and Local Economy Committee**

Councillor Foster (Town Mayor), Councillor Moreton (Deputy Mayor) and Councillors Bonfield, Dorrington, Lejeune, Sutton and Tomes.

Further to a representation made during public participation time it was noted that in order for Mr. Whitwam to be a representative on an outside body it would be best if he were to be co-opted to a standing committee. It was therefore proposed by Councillor Trite and seconded by Councillor Lejeune:-

That the Town Council co-opts Mr. Whitwam to the Tourism and Local Economy Committee.

Upon being put to the Meeting, ELEVEN Members voted IN FAVOUR of the Proposition, and there was ONE ABSENTION, whereupon the Proposition was declared CARRIED.

7. **To appoint Chairmen of the above Committees and confirm membership of the Finance & Governance Committee**

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

That the following appointment of Committee Chairmen and membership of the Finance and Governance Committee be approved:-

**Community Services Committee**

Chairman – Councillor Bonfield

**Environment and Green Spaces Committee**

Chairman – Councillor Monkhouse

**Personnel Committee**

Chairman – Councillor Trite

**Planning and Consultation Committee**

Chairman - Councillor Bonfield

**Tourism and Local Economy Committee**

Chairman – Councillor Tomes

**Finance and Governance Committee**

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

Town Mayor, Deputy Mayor and Councillors Bonfield, Monkhouse, Tomes and Trite.

8. **Appointment of Councillor Members of Advisory Committees 2024/25**

Proposed by Councillor Tomes, seconded by Councillor Monkhouse and RESOLVED UNANIMOUSLY:-

That the following appointments to the Coastal Change and Beach Management and Traffic Management Advisory Committees be made:-

- (a) **Coastal Change and Beach Management Advisory Committee**  
Councillors Bonfield, Sutton and Tomes.

- (b) **Traffic Management Advisory Committee**  
Councillor Foster (Town Mayor), Councillor Moreton (Deputy Mayor) and Councillors Brookes, Coward, Dorrington and Sutton.

9. **Appointment of Councillor Members of Working Parties 2024/25**

Further to a brief discussion it was proposed by Councillor Vile, seconded by Councillor Trite and RESOLVED UNANIMOUSLY:-

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

**Accessibility**

Councillors Bonfield, Monkhouse and Tomes.

**Beach Huts**

Councillors Dorrington, Foster, Moreton and Tomes.

**Car Parks**

Councillors Bonfield, Foster and Tomes.

**Communications Strategy**

Councillors Coward, Foster, Moreton, Sutton and Tomes.

**Community Awards Panel**

Town Mayor and Deputy Mayor.

**Emergency Health Services**

Councillors Dorrington, Monkhouse, Sutton, Trite and Vile. (Councillor Suttle, Dorset Councillor, co-opted member).

**Environmental Policy and Action Plan**

Councillors Foster, Monkhouse, Moreton, Sutton, Tomes and Vile.

**Events**

Councillors Dorrington, Foster, Sutton and Tomes.

**Grants Panel**

Town Mayor and Deputy Mayor and Bonfield.

**Market**

Councillors Foster, Moreton and Tomes.

**Museum**

Councillors Bonfield and Moreton.

**Public Conveniences**

Councillors Bonfield and Moreton.

**Property Panel**

Councillors Bonfield, Foster, Monkhouse and Moreton.

**Seafront Masterplan**

Councillors Bonfield, Coward, Foster, Monkhouse, Moreton, Sutton and Tomes. (Councillor Suttle, Dorset Councillor, co-opted member).

## **Sport, Leisure and Wellbeing**

Councillors Bonfield, Coward, Dorrington, Foster, Moreton and Tomes.

## **Waste Management**

Councillors Bonfield and Moreton.

### **Lead Councillors 2024/25**

Accessibility	Cllr Tomes
Beach Huts	Cllr Tomes
Car Parks	Cllr Foster
Communications Strategy	Cllr Foster
Community Awards Panel	Cllr Foster
Emergency Health Services	Cllr Monkhouse
Environmental Policy	Cllr Sutton
Events	Cllr Tomes
Grants Panel	Cllr Foster
Market	Cllr Foster
Museum	Cllr Moreton
Public Conveniences	Cllr Bonfield
Property Panel	Cllr Bonfield
Seafront Masterplan	Cllr Bonfield
Sport, Leisure and Wellbeing	Cllr Tomes
Waste Management	Community Services Committee Chairman

#### 10. **Representatives on Outside Bodies**

Prior to consideration of the appointment of representatives to outside bodies it was noted that the Day's Park Development Forum, which had been established by the Swanage & Purbeck Development Trust, no longer existed as an independent body. The importance of retaining a forum to discuss progress on the delivery of this key project for the town was highlighted, and it was noted that this would sit within the remit of the Sport, Leisure and Wellbeing working party. It was therefore acknowledged that any Member who wished to be involved in this project would need to be appointed to that working party. It was therefore proposed by Councillor Monkhouse, seconded by Councillor Sutton and **RESOLVED UNANIMOUSLY:-**

That the Swanage & Herston Football Club (Day's Park Development Forum) be removed from the list of outside bodies and that Councillor Brookes be appointed to the Sport, Leisure and Wellbeing working party.

Further to a brief discussion, it was proposed by Councillor Dorrington, seconded by Councillor Lejeune and **RESOLVED UNANIMOUSLY:-**

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

The Centre/Focus Centre Board	Councillor Monkhouse – observer
Citizens Advice Bureau	Councillor Vile - observer
Dorset Association of Parish & Town Councils	Town Mayor & Deputy Mayor
Dorset Coast Forum	Councillor Foster

Herston Village Hall Management Committee	Councillor Moreton – observer
Herston Reading Room	Councillors Bonfield & Monkhouse
Mowlem Institute Trust	Councillor Moreton – observer
Purbeck Rail Partnership	Mr Whitwam (as a co-opted member of the Tourism & Local Economy Committee) with Councillor Sutton as an observer
Purbeck Transport Action Group	Councillor Sutton
SE Purbeck Parishes Liaison Group	Town Mayor & Town Clerk
Sustainable Swanage Group	Councillor Monkhouse
Swanage Community Land Trust	Councillors Monkhouse & Vile - observers
Swanage Skatepark Community Project	Councillors Bonfield & Tomes – observers
Swanage Fairtrade	Councillor Lejeune
Swanage Museum	Councillor Moreton
Swanage Pier Trust	Councillor Foster
Swanage Regatta & Carnival Committee	Town Mayor, & Councillors Dorrington & Tomes - observers
Swanage Town & Community Partnership	Town Mayor
Swanage2027 Steering Committee	Councillors Monkhouse & Sutton
Wellbeing Swanage	Councillor Monkhouse - observer

11. **Annual Membership Subscriptions 2024/25**

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

That membership of the following organisations be renewed during the forthcoming year:

<b>Organisation</b>	<b>Renewal Date</b>	<b>Amount £ (approx.)</b>
National Association of Memorial Masons	1 <sup>st</sup> January	264.00

Campaign to Protect Rural England	1 <sup>st</sup> February	36.00
Fields in Trust	1 <sup>st</sup> February	65.00
National Association of British Markets	1 <sup>st</sup> March	384.00
Dorset Association of Parish & Town Councils (NALC)	1 <sup>st</sup> April	1444.56
Institute of Cemetery & Crematorium Management	1 <sup>st</sup> April	95.00
Rural Market Town Group	1 <sup>st</sup> April	133.00
South West Councils	1 <sup>st</sup> April	582.00
British Destinations	1 <sup>st</sup> June	100.00
National Society of Allotment & Leisure Gardeners	1 <sup>st</sup> August	66.00
The Ancient and Honourable Guild of Town Criers	1 <sup>st</sup> August	30.00

12. **To approve a calendar of meetings for 2024/25**

A schedule of meetings for the year 2024/25 was submitted for consideration. It was noted that the circulation of a schedule of meetings for 2025/26 would be beneficial, in order to plan ahead. It was stated that the date and times of meetings would be included on the agenda for the first meeting of each committee and advisory committee, to bring forward any proposed changes to council for consideration.

It was proposed by Councillor Tomes and seconded by Councillor Coward:-  
That the schedule of meetings for 2024/25 be approved.

Upon being put to the Meeting ELEVEN Members voted IN FAVOUR of the Proposition and there was ONE ABSTENTION, whereupon the Proposition was declared CARRIED.

13. **General Power of Competence**

Consideration was given to a briefing paper, prepared by the Town Clerk, which set out the eligibility criteria in order to exercise the general power of competence as set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. It was stated that Swanage Town Council continued to fulfil the eligibility criteria, which specified that the number of councillors elected at the last ordinary election, equals or exceeds two thirds of its total number of councillors, and that the Town Clerk holds the Certificate in Local Council Administration and has completed relevant training in the General Power of Competence.

It was therefore proposed by Councillor Sutton, seconded by Councillor Lejeune and RESOLVED UNANIMOUSLY:-

That Swanage Town Council continues to fulfil the eligibility criteria to exercise the General Power of Competence.

14. **Minutes**

- (a) Proposed by the Town Mayor and seconded by Councillor Bonfield:-  
That the Minutes of the Meeting of the Council held on 25<sup>th</sup> March 2024 be approved as a correct record and signed.

Upon being put to the Meeting ELEVEN Members voted IN FAVOUR of the Proposition and there was ONE ABSTENTION, whereupon the Proposition was declared CARRIED.

- (b) Proposed by the Town Mayor and seconded by Councillor Tomes:-  
That the Minutes of the Extraordinary Meeting of the Council held on 29<sup>th</sup> April 2024 be approved as a correct record and signed.

Upon being put to the Meeting ELEVEN Members voted IN FAVOUR of the Proposition and there was ONE ABSTENTION, whereupon the Proposition was declared CARRIED.

15. **Planning and Consultation Committee**

- Proposed by Councillor Bonfield and seconded by the Town Mayor:-  
That the Minutes of the Planning and Consultation Committee held on 8<sup>th</sup> April 2024 be approved as a correct record and signed.

Upon being put to the Meeting ELEVEN Members voted IN FAVOUR of the Proposition and there was ONE ABSTENTION, whereupon the Proposition was declared CARRIED.

16. **Personnel Committee**

- Proposed by Councillor Trite and seconded by Councillor Bonfield:-  
That the Minutes of the Personnel Committee held on 17<sup>th</sup> April 2024 be approved as a correct record and signed.

Upon being put to the Meeting ELEVEN Members voted IN FAVOUR of the Proposition and there was ONE ABSTENTION, whereupon the Proposition was declared CARRIED.

17. **Extraordinary Finance and Governance Committee**

- Proposed by the Town Mayor and seconded by Councillor Moreton:-  
That the Minutes of the Extraordinary Meeting of the Finance and Governance Committee held on 25<sup>th</sup> April 2024 be approved as a correct record and signed.

Upon being put to the Meeting ELEVEN Members voted IN FAVOUR of the Proposition and there was ONE ABSTENTION, whereupon the Proposition was declared CARRIED.



18. **Planning and Consultation Committee**

Proposed by Councillor Bonfield and seconded by the Town Mayor:-  
That the Minutes of the Planning and Consultation Committee held on 29<sup>th</sup> April 2024 be approved as a correct record and signed.

Upon being put to the Meeting ELEVEN Members voted IN FAVOUR of the Proposition and there was ONE ABSTENTION, whereupon the Proposition was declared CARRIED.

19. **Statement of Cash Balance**

- (a) A Statement of Cash Balance as at 31<sup>st</sup> March 2024 was submitted for information (a copy attached at the end of these Minutes).
- (b) A Statement of Cash Balance as at 30<sup>th</sup> April 2024 was submitted for information (a copy attached at the end of these Minutes).

20. **Payment of Accounts**

In accordance with Regulations 5 and 6 of the Council's Financial Regulations, the following Payment Schedule was submitted for information:-

- Payment Schedule 12, amounting to £1,391,859.28.
- Payment Schedule 1, amounting to £1,902,740.43.

21. **Reporting of delegated matters**

There were no matters to report on this occasion.

22. **Report from Dorset Councillors**

Councillor Trite provided updates on matters that included the following:

- Dorset Council elections – it was reported that following the local elections, the Liberal Democrats now held the overall majority of Dorset Council. A meeting would be held on 16<sup>th</sup> May 2024 to appoint the leader of the Council and other key roles. It was reported that the turnout of electors for the Swanage ward was 41%.
- Dorset Council Children's Services – It was reported that improvements had been made to the support of children with complex needs with the introduction of a flexible approach of working with children from birth to young adults (up to 25 years old).
- Dorset Council Youth Grant – a grant fund for sums between £500 - £10,000 was currently open for applications from organisations which support a range of activities in the community sector. The deadline was noted as 5<sup>th</sup> June 2024 and the results would be announced on 11<sup>th</sup> July 2024.
- Dorset Councillors – Although successfully re-elected to Dorset Council, it was noted that Councillor Suttle had not been re-elected to the Town Council. Attention was drawn to his dedicated work on behalf of local residents during his 33 years as a town councillor. It was noted that Councillor Suttle had served as the Town Mayor for seven years and had provided invaluable contributions on a wide range of topics, especially financial matters. Councillor Suttle would continue to maintain regular contact with the Town Council via the Town Clerk and his fellow Dorset Councillor.

23. **Reports from Council representatives on outside organisations**

No matters were reported on this occasion.

24. **Items of Information and Matters for Forthcoming Agendas**

The following items were raised for forthcoming agendas:

(a) **Signing of Armed Forces Covenant**

Further to Minute No. 6 of the meeting of the Extraordinary Finance and Governance Committee, held on 25<sup>th</sup> April 2024, it was noted that the signing of the Armed Forces Covenant would be placed on the agenda of a future Council meeting, with a signing event to be held in the autumn.

(b) **Swanage Town Council 50<sup>th</sup> Anniversary**

The Town Mayor noted that this month saw the 50<sup>th</sup> anniversary of the first annual meeting of the Town Council in April 1974. A summary of information discussed at that meeting was provided, some of which remained familiar 50 years later. Everyone in attendance was invited to join the Mayor and Councillors for refreshments after the meeting to mark this important occasion.

The meeting concluded at 8.10 p.m.

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