

Minutes of the Extraordinary Meeting of the **POLICY, FINANCE AND PERFORMANCE MANAGEMENT COMMITTEE** held at the Town Hall, Swanage on **WEDNESDAY, 7th SEPTEMBER 2022** at 3.30 p.m.

PRESENT:- Councillor T. Foster (Mayor) – Chair

Councillor J. Bishop
Councillor M. Bonfield
Councillor A. Harris
Councillor C. Tomes
Councillor W.S. Trite
Councillor M. Whitwam

Also in attendance: -

Dr M. Ayres – Town Clerk
Miss A. Spencer – Finance Manager

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

1. **APOLOGIES**

An apology for his inability to attend the meeting was received from Councillor Moreton.

2. **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.

3. **TO CONSIDER REVISED COMMITTEE STRUCTURE**

Further to Minute No. 6 of the Meeting of the Policy, Finance and Performance Management Committee held on 11th May 2022, consideration was given to a briefing note setting out a draft revised committee structure. In order to address concerns expressed at that meeting about the proposed deletion of the Roads and Transport Committee, the revised structure incorporated a Traffic Management Advisory Committee that would report to the Planning and Consultation Committee. It was envisaged that this would continue to serve the needs of local residents who wished to raise concerns over parking and other traffic related issues in the town. It was noted that this could act more quickly to deal with residents’ concerns given that it could meet as and when required, as its parent body would meet monthly.

Detailed consideration was given to the new structure and the changes to be made to the names and remit of existing committees, as well as to the creation of a new Environment Committee. Some concern remained that the changes to the Roads and Transport Committee would reduce the effectiveness of the Town Council’s representations on such matters. However, it was also noted that most Town Councils included transport matters within the remit of other committees, such as Planning. Following the debate, the Committee considered recommending to full Council the adoption of the following proposals in relation to its six standing committees and a new Traffic Management Advisory Committee.

| Existing Name | Proposed New Name (and principal corporate objective) | Proposed Remit |
|--|---|---|
| General Operations | Community Services (Encouraging Health & Wellbeing and Enhancing Community Safety) | Oversight of Allotments, Bandstand, Bus Shelters, Memorial Benches, CCTV, SIDs, Godlingston Cemetery, Play Parks, Skate Park, Beach Gardens and Sporting Facilities, Public Conveniences, Town Hall and Public Help Desk. Also Health & Wellbeing projects and Public Transport. |
| Personnel | Personnel (Delivering Good Governance) | Consideration of appropriate staffing levels and recommendations regarding salary regrading; convene appeal panels in personnel matters. |
| Planning & Consultation | Planning & Consultation (Planning for the Future and Preserving our Heritage) | Providing consultation responses on planning and licensing applications, and considering recommended changes to traffic management measures (including improvements to Station Approach); considering third-party consultation documents and responding on behalf of the Town Council; oversight of development of Neighbourhood Plan; maintenance of heritage assets and consideration of heritage-related projects. |
| Policy, Finance & Performance Management | Finance & Governance (Delivering Good Governance) | Receive quarterly finance and investment reports; consider the draft annual estimates each year; review the Council's priorities and monitor the Council's progress towards their achievement; consider draft versions of Council policy documents; consider internal audit reports; review risk register and insurance arrangements; consider write-off of bad debts. |
| Tourism | Tourism & Local Economy (Promoting Sustainable Tourism and Supporting the Local Economy) | Oversight of Information Centre, Beach Huts, Market, Events, Boat Park and Fishermen's Huts, Car Parks and Taxi Permits, Festive Lights, Beach and Seafront (excluding environmental matters), Publicity and Promotion (of Swanage and Town Council facilities), Town Centre improvements. |

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|-----------|--|---|
| Transport | Traffic Management Advisory Committee (Planning for the Future and Preserving our Heritage) | Considering requests for applications for new traffic management measures (including oversight of DC's parking review) and formulating recommendations; considering proposals from DC for changed road layouts, speed limits, pedestrian crossings or other traffic management measures. |
| N/A | Environment (Protecting the Natural Environment and Addressing the Climate Crisis) | Oversight of Parks and Gardens, Peveril Point & The Downs Nature Reserve, Waste Management, Sustainable Transport (including EVCPs, Footpaths, Cycle Racks etc) Environmental Action Plan, Implementation of Green Infrastructure Strategy, Managing Relationship with Sustainable Swanage. |

In respect of the Beach Management Advisory Committee it was acknowledged that its remit would remain unchanged if Council adopted these proposals, although in future it could report to both the Environment Committee and the Tourism & Local Economy Committee, depending on the matter in hand.

It was also noted that under these proposals the Council would continue to have two Sub-Committees, the Neighbourhood Planning Sub-Committee reporting to the Planning & Consultation Committee and the Capital Projects Sub-Committee, which in future would report to the Finance & Governance Committee.

In respect of the remit of each committee, it was noted that they could consider their own draft terms of reference at their first meeting and make a representation to full Council accordingly.

It was proposed by Councillor Tomes and seconded by Councillor Bonfield:

TO RECOMMEND:

That the revised committee structure be approved, the arrangements to be reviewed by this committee in April 2023, prior to the next annual Council meeting in May.

Upon being put to the Meeting, FIVE Members voted IN FAVOUR of the Proposition, and there were TWO ABSTENTIONS, whereupon the Proposition was declared CARRIED.

Consideration was then given to the question of appointing Members and Chairs to the committees, if Council was to approve the recommendation. The briefing note circulated prior to the meeting suggested retaining the appointments made at the Annual Council Meeting in May, drawing the membership of the Traffic Management Advisory Committee from the Transport Committee, and that of the new Environment Committee from the Council's Environmental Policy and Action Plan Working Party. Members indicated a wish to consider this further and agreed that the Mayor should invite all councillors to an informal meeting prior to the next Council Meeting to discuss this matter.

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

There were no matters to report.

EXCLUSION OF PRESS AND PUBLIC

Proposed by the Town Mayor, seconded by Councillor Bonfield and
AGREED:-

That, under Standing Order No. 1 c), in the public interest, the press and public be excluded from the Meeting in view of the confidential nature of the business to be transacted under agenda item 5 for reasons of commercial confidentiality.

5. **PROCUREMENT – UPDATE ON OPTIONS FOR GAS SUPPLY**

Further to Minute No. 130 of the Extraordinary Meeting of the Town Council held on 12th February 2021, Members were provided with a verbal report regarding the procurement of a gas supply from October 2022. Members noted that a significant increase in the Council's costs was unavoidable, and, given that no alternative suppliers could currently be identified, renewal of the Council's contract with Green Energy UK was an acceptable option.

During the discussion it was acknowledged that there may be an announcement in coming days from central government regarding a business energy price cap, and it was therefore proposed by Councillor Bonfield, seconded by Councillor Tomes and
RESOLVED UNANIMOUSLY:

To delegate to officers the procurement of a gas supply for the Town Council from October 2022.

6. **DATE OF NEXT MEETING**

The date of the next scheduled meeting was noted as 9th November 2022.

The meeting concluded at 4.10 p.m.
