

Minutes of the **EXTRAORDINARY MEETING** of the  
Swanage Town Council held at the Town Hall, High Street,  
Swanage on **FRIDAY, 20<sup>th</sup> MARCH 2020** at 7.00 p.m.

**PRESENT:-**

Councillor M.P. Bonfield – Chairman

Councillor C. Finch  
Councillor T. Foster  
Councillor A. Harris  
Councillor C. Moreton  
Councillor J. Page  
Councillor N. Rogers  
Councillor C. Tomes  
Councillor W. Trite  
Councillor M. Whitwam

No members of the public attended the Meeting.

In the absence of a member of the clergy Councillor Moreton offered a short prayer before the commencement of the Meeting.

**Public Participation Time**

There were no matters raised.

230. **APOLOGIES**

Apologies for their inability to attend the Meeting were received from Councillors Monkhouse and Suttle. However, Councillor Monkhouse was present via online video link (due to Covid-19 self-isolation guidelines being observed).

It was agreed that special dispensation be granted to all Councillors in case of extended absence due to Council meetings being suspended as a result of the pandemic.

231. **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.

232. **MINUTES**

(a) Proposed by Councillor Tomes, seconded by Councillor Moreton and  
**RESOLVED UNANIMOUSLY:-**

That the Minutes of the Monthly Meeting of the  
Council held on 24<sup>th</sup> February 2020 be approved as a  
correct record and signed.

233. **PLANNING AND CONSULTATION COMMITTEE**

It was reported that consideration of the Minutes of the Meeting of the Planning and Consultation Committee held on 2<sup>nd</sup> March 2020 would be deferred until the next scheduled Council Meeting. However, it was confirmed that the Committee's comments made at the meeting regarding planning applications would be submitted to Dorset Council accordingly.

234. **POLICY, FINANCE AND PERFORMANCE MANAGEMENT COMMITTEE**  
Proposed by Councillor Finch, seconded by Councillor Harris and RESOLVED UNANIMOUSLY:-

That the Minutes of the Meeting of the Policy, Finance and Performance Management Committee held on 10<sup>th</sup> March 2020 be approved as a correct record and signed.

Consideration was given to the following recommendations contained in the Minutes:-

7. **TO CONSIDER A DRAFT TREASURY MANAGEMENT AND INVESTMENT STRATEGY 2020/21 AND TO REVIEW THE COUNCIL'S TREASURY MANAGEMENT POLICY STATEMENT**

It was proposed by the Town Mayor, seconded by Councillor Finch, and RESOLVED UNANIMOUSLY:-

That the draft Treasury Management and Investment Strategy 2020/21 be approved and adopted.

It was reported that the Town Council's investments were being closely monitored and that regular contact was being maintained with the Council's investment advisers.

13. **ANNUAL REVIEW OF RISK REGISTER**

It was proposed by the Town Mayor, seconded by Councillor Harris, and RESOLVED UNANIMOUSLY:-

That the amended Corporate Risk Register for 2020/21 be adopted.

235. **STATEMENT OF CASH BALANCE**

(a) A Statement of Cash Balance as at 29<sup>th</sup> February 2020 was submitted for information (a copy attached at the end of these Minutes).

236. **PAYMENT OF ACCOUNTS**

In accordance with Regulations 5 and 6 of the Council's Financial Regulations, Payment Schedule 12, amounting to £1,052,228.81, was submitted for information.

It was noted that the schedule covered a three week period due to the meeting date having been brought forward (from the originally scheduled date of 30<sup>th</sup> March 2020).

A query was raised regarding the payment made to Dorset Council for the Tourism Partnership Contribution. It was confirmed that this payment related to the 2019/20 financial year.

237. **CHAIRMAN'S ANNOUNCEMENTS**

Councillor Bonfield reported that in his capacity of Town Mayor he had attended the following events during the past month:-

- An interview on Purbeck Coast Community Radio to provide an update on local matters.
- The 100<sup>th</sup> Birthday Party celebrations of a resident of Clifftop Care Home.
- A 'Q&A' session at the Town Hall with the 4<sup>th</sup> Swanage Cub Scouts, which had been enjoyed by all attendees and it was hoped that this type of event could be undertaken on a regular basis in the future.
- Link Visiting Swanage's Annual General Meeting and lunch.
- Swanage Regatta and Carnival's 2020 Carnival Ambassadors selection evening.

238. **REPORT FROM DORSET COUNCILLORS**

It was reported that Dorset Council was currently heavily preoccupied with the current coronavirus (COVID-19) pandemic situation, and had taken the decision to postpone all of its committee meetings until further government guidance had been received.

The following updates were given:-

- **Dorset Highways drop-in session 12<sup>th</sup> March 2020** – the drop-in session held at the Town Hall, Swanage, had been well attended by members of the public, and thanks and appreciation were extended to Mr Stephen Mepham, Community Highways Team Leader, who had spent the day responding to a sizeable number of enquiries and requests. It was anticipated that a further session would be held later in the year.
- **Town and Parish Council Update** - Mr Matt Prosser, Chief Executive, Dorset Council had held a conference call with Town and Parish Council Clerks on 16<sup>th</sup> March 2020, which had been welcomed.

239. **ARRANGEMENTS FOR MANAGING COUNCIL BUSINESS DURING COVID-19 PANDEMIC**

Consideration was given to a briefing note dated March 2020 prepared by the Town Clerk setting out proposed arrangements for managing Council business during the COVID-19 pandemic. In light of the UK Government's advice to reduce social contact and cease non-essential public gatherings, it was recommended that the Town Council should cancel or postpone all remaining meetings in the current Council year (until the end of May 2020) including the Annual Meeting scheduled for 18<sup>th</sup> May.

Under the Local Government Act 1972 the Council must hold its Annual Meeting in May. However, it was noted that Dorset Council and other principal authorities were seeking legislative authority to delay their annual meetings due to take place in May, and it was therefore possible that such change would be forthcoming.

It was explained that during this period the Council would need to delegate its powers to officers under s.101 of the Local Government Act 1972. All decisions could be delegated except for the following:-

- Levying the precept;
- Borrowing money;
- Approving the annual accounts;
- Considering a public interest audit report;
- Adopting or revising the Code of Conduct.

A discussion ensued during which comments were made that these were unprecedented times and that this course of action would enable officers to preserve service delivery and assist the community during what were extraordinary circumstances.

Members were in agreement that all powers should therefore be delegated to the Town Clerk/Responsible Financial Officer to act on behalf of the Council in all matters, except where such delegation was prohibited by statute, until such time as meetings recommenced. It was acknowledged the Town Clerk and members of the management team would seek to maximise member engagement wherever possible.

The following motions were proposed by the Town Mayor, seconded by Councillor Page and RESOLVED UNANIMOUSLY:-

To cancel or postpone all previously arranged meetings of the Town Council, its committees, sub-committees and working parties, together with the parish assembly and all other meetings convened by the Town Council or its chairman.

That all powers be delegated to the Town Clerk/ Responsible Financial Officer under s.101 of the Local Government Act 1972 subject to consultation with the Town Mayor and Deputy Mayor, and where appropriate with committee chairmen and other councillors, as set out in the briefing note dated March 2020. This delegation to include setting the date of the Annual Council Meeting for 2020/21.

To authorise the management team to determine how council employees and resources, such as vehicles, can be deployed to best support the community and/or statutory services during the pandemic, when not required to deliver core Town Council services.

It was further RESOLVED:-

That should the Town Clerk/Responsible Financial Officer be incapacitated then these powers would be delegated as set out in the briefing note dated March 2020 as follows:-

- The Finance Manager will take the place of the Clerk.
- If both the Town Clerk and Finance Manager are incapacitated then the relevant departmental manager would have delegated authority, in consultation with the Mayor/Deputy Mayor and other members of the management team.
- In instances where the Mayor and Deputy Mayor are incapacitated then officers will consult the relevant committee chairman and/or other members of the Policy, Finance and Performance Management Committee.

Further to the above resolutions Members gave consideration to the following matters in order to inform officers' decision making over coming days:

- Potential waiving of parking charges and car park enforcement during the peak of the pandemic;
- Arrangements for the cancellation of beach hut bookings, including the transfer of bookings to 2021;
- Steps to be taken in respect of aged debtors;
- Writing off of perishable goods from the TIC for community groups.

Details were also provided regarding the Swanage Community Coronavirus Response Group which was due to be launched next week. The group would be looking for volunteers, and would be coordinating with other local groups to provide information and services to anyone in the local community needing assistance, including shopping and prescription collections/deliveries, dog walking services and the posting of mail. It was noted that further information and a 'Swanage Good Neighbours Registration Form' could be found on the Group's Facebook page.

#### 240. **WORKING PARTY UPDATES**

##### (a) **VE Day 75 Celebrations and Liberty Parade**

Further to Minute No. 218 (a) of the Council Meeting held on 24<sup>th</sup> February 2020 it was reported that in response to COVID-19 the planned events had now been cancelled.

- (b) **Museum**  
Further to Minute No. 194 (a) of the Council Meeting held on 27<sup>th</sup> January 2020 it was reported that the working group had met to discuss possible options for the expansion of the Museum and Heritage Centre. It was noted that a positive meeting had taken place and, although progress would be limited in the current circumstances, some actions had been agreed, as reported under Minute No. 242. below. The Museum's programme of internal repairs had also had to be suspended due to the pandemic.

241. **STEERING GROUP UPDATES**

- (a) **Trevor Chadwick Commemoration**  
Further to Minute No. 219 of the Council Meeting held on 24<sup>th</sup> February 2020 it was reported that the Town Mayor and the Council's Operations Manager had attended a meeting of the steering group on 16<sup>th</sup> March 2020, and an update on actions to date was given.  
Next steps included a meeting with the Swanage & Purbeck Development Trust (S&PDT) on 23<sup>rd</sup> March 2020 to discuss the establishment of a new charity titled 'Trevor Chadwick Memorial Trust', which would sit under the 'umbrella' of S&PDT. It was currently envisaged that the main aim of the new charity would be to raise funds to commission a bronze statue. It was anticipated that the timescale for raising these funds would be between eighteen months and two years.
- (b) **Community Emergency Plan**  
Further to Minute No. 220 of the Council Meeting held on 24<sup>th</sup> February 2020 an update was given on the inaugural meeting of the steering group held on 13<sup>th</sup> March 2020. It was explained that the group would be considering the updating of the Swanage Community Emergency Plan, which would include a section on supporting the volunteer response to blue light incidents. The group had been provided with a copy of Dorset Council's detailed plan which was being reviewed. Discussions were ongoing.

242. **CAPITAL PROJECTS SUB-COMMITTEE – TO CONSIDER MATTERS ARISING FROM RECENT MEETINGS**

Consideration was given to the following matters which had arisen from recent meetings of the Capital Projects Sub-Committee:-

- **Godlingston Cemetery extension** – it was reported that quotes had been obtained from two cemetery design contractors. Both companies had been provided with the cemetery plans and the existing planning consent. Officers would appoint the company whose quote provided best value under delegated powers. The chosen contractor would set out a specification for tender and would assist the Council in reviewing tender submissions for the construction phase.
- **Recreation Ground and Days Park play areas** – following a recent review of both play areas, a number of refurbishment and repair works had been identified. It was reported that separate budgets of £90,000 had previously been allocated to each area for improvement works. However, it had now been estimated that the required works at the Recreation Ground were likely to exceed £90,000, but that the works at Days Park would cost less. The Operations Manager had therefore requested that the allocated budgets be combined into one overall budget of £180,000 to cover both areas.
- **Swanage Museum and Heritage Centre** – it was reported that discussions had taken place regarding the possible museum extension and future public toilet requirements in the adjoining Heritage Square toilet block. The Operations

Manager advised that she had now contacted Dorset Property to request that a feasibility study be undertaken on these proposals.

- **Installation of air-conditioning at the Council's Depot** – a budget of £4,000 had previously been agreed for this work, however, the lowest quote received had been for £4,992, therefore an increased budget was being sought to enable these works to be completed.
- **Peveril Point Road Stabilisation Scheme** – it was noted that a report was awaited from Smith Foster, Structural Engineers, which would detail what works were required in the areas that needed attention.

Following the above updates it was proposed by Councillor Tomes, seconded by Councillor Page and RESOLVED UNANIMOUSLY:-

That approval be given to the merger of the Recreation Ground and Days Park play area budgets of £90,000 each into one new playground budget of £180,000.

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

That the budget for the installation of air-conditioning at the Town Council's Depot be increased from £4,000 to £5,000.

243. **SWANAGE MARKET – OPERATIONAL ARRANGEMENTS 2020**

Further to Minute No. 228 of the Council Meeting held on 24<sup>th</sup> February 2020 the working party had met on 28<sup>th</sup> February 2020 to consider the possible options for the operation of Swanage Market for the 2020 season, as set out in the Visitor Services Manager's briefing note dated February 2020.

It was reported that the working party had recommended running a low-key market in-house, with a focus on crafts and produce, and that these proposals had been referred to the Policy, Finance and Performance Management Committee for its consideration.

Further to Minute No. 5. of the Policy, Finance and Performance Management Committee Meeting held on 10<sup>th</sup> March 2020, consideration was given to a second briefing note prepared by the Visitor Services Manager which set out the proposed operational arrangements for a summer market, on a trial basis for one year.

In light of the current COVID-19 pandemic, it was acknowledged that it would not be possible to start the market in April 2020. However, a request was made for the proposed arrangements to be approved, and that delegated authority be given to officers to commence work on these so that they could be implemented as soon as government guidance had been forthcoming regarding the future operation of markets.

It was noted that the trial winter market was continuing to operate at the current time and that it had been very busy earlier in the day. It was reported that no new stalls would be permitted, but that it would continue for as long as officers felt that it was appropriate to do so, taking into account government advice and guidance.

It was therefore proposed by the Town Mayor, seconded by Councillor Finch and RESOLVED UNANIMOUSLY:-

That approval be given to the operational arrangements for Swanage Market 2020, as set out in the VSM's briefing note dated March 2020 (including the fees as set out in the table below), to be brought in-house for a one-year trial period, and that delegated authority be given to officers to commence work on these arrangements with immediate effect.

	<b>Fee Type</b>	<b>1 Week £</b>	<b>4 weeks £</b>	<b>8 Weeks £</b>	<b>12 weeks £</b>
1.	Pre-approved: Payment in advance	25.00	60.00	108.00	144.00
2.	Pre-approved: Payment on the day	30.00	-	-	-
3.	Approved on the day: Payment on the day	40.00	-	-	-

It was further RESOLVED:-

That approval be given for the current winter market to continue for as long as it is appropriate to do so, taking into account government advice and guidance.

244. **TO CONSIDER REQUEST FOR FUNDING TOWARDS DURLSTON BUS SERVICE 2020**

Further to Minute No. 4) of the Roads and Transport Committee Meeting held on 5<sup>th</sup> February 2020, and further to discussions held between Durlston Country Park and the bus company, it was reported that a shortfall of £4,500 still existed for the 2020 Durlston Bus service. A request had therefore been received for the Town Council to consider funding this deficit to enable the service to go ahead this year. However, it was acknowledged that it was likely that the service would now commence later in the year, and not on 23<sup>rd</sup> May 2020 as originally planned. It was noted that the 2020 service included a stop at Swanage Hospital.

During the ensuing discussion Members were in support of providing financial assistance towards the 2020 service, and concurred that the Council should be included in any discussions regarding future services. However, comments were made that it would be important to ensure that any future proposals continued to include a stop at Swanage Hospital, which would provide wider benefit to the local community.

It was proposed by Councillor Finch, seconded by Councillor Page and RESOLVED UNANIMOUSLY:-

That the Town Council approves funding of up to £4,500 towards the Durlston Bus Service 2020.

It was further RESOLVED:-

That delegated authority be given to officers to enter into discussions regarding future Durlston Bus services, subject to any service proposals including a stop at Swanage Hospital, the outcome of which to be brought back to a future Council Meeting for further consideration.

245. **SWANAGE CRICKET CLUB – TO CONSIDER REQUEST FOR CAR PARKING ON NORTHERN SECTION OF JOURNEY’S END**

Consideration was given to a letter received from Swanage Cricket Club dated 15<sup>th</sup> March 2020 which set out a request for permission to use a small area of Council owned land (located on the right-hand side of the drive at the entrance to the ground) for ‘over-spill’ car parking from 1<sup>st</sup> May 2020. If approved, the Club would maintain the area going forward at its own cost.

The letter explained that the Club had created a 3<sup>rd</sup> XI team which had entered a Saturday Dorset Cricket League, and a further cricket pitch had been created in the field behind the pavilion in agreement with the Allnatt Centre. Further details were provided regarding the Club’s future plans for an extension to the Pavilion’s changing rooms to provide separate facilities for youth and female cricketers.

Members raised no objection to the request, and it was proposed by Councillor Tomes, seconded by Councillor Rogers and RESOLVED UNANIMOUSLY:-

That the Town Council gives permission to Swanage Cricket Club to use the area of Council-owned land on the northern section of Journey's End for overflow car parking purposes on match days, as set out in the letter dated 15<sup>th</sup> March 2020, such use to be regulated by a formal licence agreement to be negotiated by the Town Clerk.

The Operations Manager then reported that she had discussed the current poor condition of the access track leading to the Cricket Ground from Ulwell Road, which had been exacerbated by recent adverse weather conditions. It had been agreed that the Council would explore options for repair. In the meantime, the Council would undertake temporary pot-hole filling and the track would be rolled to improve its camber.

246. **PROSPECT NURSERY – POTENTIAL ASSIGNMENT OF LEASE TO COMMUNITY GROUP**

Further to Minute No. 223 (b) of the Council Meeting held on 24<sup>th</sup> February 2020, consideration was given to an email received from Dorset Wildlife Trust's Living Landscapes Manager dated 18<sup>th</sup> March 2020 which set out a proposal for the Trust to assign its lease of Prospect Nursery to the Swanage and Purbeck Development Trust (S&PDT) at a peppercorn rent, for use by the Greengage Community Garden Project. It was explained that the Project was currently in the process of becoming a Member of the S&PDT.

During the ensuing discussion Members were fully in support of assigning the lease to S&PDT to ensure the continuation of an important therapeutic community gardening project. It was proposed by Councillor Finch, seconded by Councillor Rogers and RESOLVED UNANIMOUSLY:-

That the Town Council approves the assignment of the lease of Prospect Nursery to Swanage and Purbeck Development Trust at a peppercorn rent, subject to the agreement of any revised terms.

247. **REMOVAL OF AMBULANCE CAR FROM SWANAGE – UPDATE**

Further to Minute No. 221 (c) of the Council Meeting held on 24<sup>th</sup> February 2020, it was reported that the ambulance car was being removed from service in Swanage as of 1st April 2020. Whilst it was hoped that between the Dorset NHS CCG, South Western Ambulance Service Foundation Trust (SWASFT) and local GPs a solution could be found to retain the car, it was acknowledged that such an outcome was by no means guaranteed.

During the ensuing discussion Members were in agreement that the Council needed to maintain pressure on SWASFT and the CCG to maintain this vital service for the town, and make it absolutely clear that it deplored any moves which would lead to withdrawal of the vehicle from Swanage. Further comments and concerns were raised as follows:-

- Councillors had previously been led to believe that there would be no reduction in the ambulance car service, and stated that they felt 'betrayed and deceived'.
- Concerns at the extraordinary costs quoted by SWASFT for provision of the service, and that it may be prudent for the Council to pursue a Freedom of Information request for a full breakdown of these costs.
- That the Council should lobby the CCG, SWASFT and Richard Drax MP.
- That the service should be retained by way of mitigation of the future move of

A&E services from Poole Hospital to the Royal Bournemouth Hospital.

- That consideration should be given to a contingency plan to ensure retention of the service, should negotiations between the parties fail to reach a satisfactory resolution.

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

That the Town Council writes to Dorset NHS CCG and SWASFT under separate cover, copied to Richard Drax MP, making it clear that the Council deplores any move to withdraw the Swanage ambulance car.

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

That if negotiations between the various parties fail to satisfactorily resolve the situation, the Town Council should consider what actions it could take to ensure that the service is retained, the Town Clerk to keep Members informed of developments and to liaise with relevant parties as required under his delegated authority

It was also noted that the potential removal of the ambulance car would be added to the Swanage Community Emergency Plan as a 'risk'.

Thanks and appreciation were expressed to Councillor Monkhouse for the work/research undertaken regarding this matter.

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

- (a) **Purbeck Community Rail Partnership Meeting** – Councillor Whitwam reported that Swanage Railway was currently closed, and that the Swanage to Wareham trial service had been postponed until June 2020 at the present time.
- (b) **Swanage Regatta and Carnival Committee** – Councillor Tomes reported that, at the current time, it was possible that the Carnival would still be going ahead in July 2020.
- (c) **Citizens Advice Purbeck** – Councillor Moreton reported that the CAB offices were now closed and staff members were working from home. Members of the public could still access CAB services online and via telephone appointment with advisors.
- (d) **The Centre Management Committee** – Councillor Monkhouse reported on music events held at The Centre during the recent Swanage Blues Festival, and successful fundraising undertaken via bar sales. The Management Committee was looking forward to further fundraising at future planned events.

249. **REPORTING OF DELEGATED MATTERS**

There were no matters to report on this occasion.

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

- (a) **Institute Road Improvements - Update** – it was reported that the improvement works continued to progress well. However, it was noted that there had been some recent issues with the diversionary signage and temporary traffic lights in Kings Road East, with instances of congestion having been seen at times,

particularly at weekends. These issues had now been resolved, and thanks were given to the Town Mayor and Councillor Suttle for their assistance in resolving matters, and for responding to queries and concerns from members of the public.

- (b) **Bournemouth-Swanage Motor Road and Ferry Company – Toll Application** – it was reported that the Ferry Company had made a revision of tolls application to the Department for Transport. The Council would therefore be engaging with Dorset Council regarding the proposed increases to find out whether it would be submitting an objection to the application, and whether any support would be available in putting a case together should a public inquiry into the application be forthcoming.
- (c) **A & E Local** – further to Minute No. 196 of the Council Meeting held on 27<sup>th</sup> January 2020 it was reported that no response had been received as yet to the Town Council’s request to the NHS Dorset Clinical Commissioning Group and Dorset Council’s Health Scrutiny Committee that formal consideration should be given to the introduction of an ‘A&E Local’ model at Poole General Hospital. A request was therefore made for this matter to be followed-up. It was noted, however, that it would be five years before the A&E closed down at Poole.

#### **EXCLUSION OF PRESS AND PUBLIC**

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

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 items 21 to 23 for reasons of legal and commercial confidentiality.

Councillor Monkhouse left the Meeting at 9.00 p.m.

#### 251. **DOWN/SEYMER ROAD WALL RECONSTRUCTION – TO AWARD CONTRACT**

Further to Minute No. 4 a) of the Capital Projects Sub-Committee Meeting held on 18<sup>th</sup> March 2020, consideration was given to a briefing note prepared by the Operations Manager. A price estimate for the works had been received from Dorset Property’s relevant framework contractor. However, it was noted that clarification was required in respect of a number of matters. Consequently, it was proposed by Councillor Finch, seconded by Councillor Rogers and RESOLVED UNANIMOUSLY:-

That any decision to proceed with these works be deferred until further quotes had been received and further discussions had taken place with Dorset Property and the framework contractor, as set out in the briefing note dated March 2020.

Councillor Tomes left the Meeting at 9.05 p.m.

#### 252. **PUBLIC CONVENIENCES CLEANING CONTRACT – TO AWARD EXTENSION OF CONTRACT TO APRIL 2022**

Further to Minute No. 224 of the Council Meeting held on 24<sup>th</sup> February 2020 the Town Clerk reported that negotiations had taken place with the Council’s public conveniences cleaning contractor regarding a two-year extension of contract, which was in accordance with the initial tender process carried out in the winter of 2016/17. A proposal to increase the initial contract sum by a total of 9.6% had been received from the contractor, as set out in a letter dated 1<sup>st</sup> March 2020 which had been circulated to

Members prior to the meeting. It was noted that this proposed increased contract sum was 4.1% higher than the revised total agreed by Council under Minute 46 of the Monthly Meeting held on 25<sup>th</sup> June 2018, and was within the threshold for contract extensions set out in s.72 of the Public Contracts Regulations 2015.

It was proposed by the Town Mayor, seconded by Councillor Harris and **RESOLVED UNANIMOUSLY:-**

That the Town Council approves a two-year extension to the existing public conveniences cleaning contract with J.D. Facilities Ltd (to expire in April 2022), at an increased cost of £5,362 per annum on the initial contract price (a 9.6% increase).

253. **PERSONNEL MATTERS - UPDATE**

Further to Minute No. 229 of the Council Meeting held on 24<sup>th</sup> February 2020 a further update was provided by the Town Clerk on an ongoing personnel matter.

Before closing the Meeting the Town Mayor gave thanks and appreciation to all Town Council officers and staff members for their hard work over the past two weeks.

The meeting concluded at 9.10 p.m.

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