

Minutes of the **EXTRAORDINARY MEETING** of the
Swanage Town Council held via Zoom on **WEDNESDAY**
5th MAY 2021 at 7.00 p.m.

PRESENT:-

Councillor M.P. Bonfield – Chairman

Councillor A. Harris

Councillor C. Finch – from 7.05 p.m.

Councillor T. Foster

Councillor D. Monkhouse

Councillor C. Moreton

Councillor N. Rogers

Councillor C. Tomes

Councillor M. Whitwam

Public Participation Time

There were no members of the public present.

188. **APOLOGIES**

Apologies for his inability to attend the meeting were received from Councillor Trite.

189. **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.

No declarations of interest were made.

190. **TO AGREE ARRANGEMENTS FOR MANAGING COUNCIL BUSINESS DURING MAY AND JUNE 2021 FOLLOWING THE EXPIRY OF REGULATIONS TO PERMIT REMOTE MEETINGS**

Consideration was given to a briefing note that had been circulated prior to the meeting, setting out options for Town Council decision-making during May and June 2021. All Town Council meetings since June 2020 had been held remotely in order to comply with Coronavirus regulations and minimise opportunities for spreading the virus. However, this would no longer be possible after 6th May as the government had failed to extend the relevant regulations that had been made under s. 78 of the Coronavirus Act 2020.

A range of options had been considered, including informal remote attendance, holding physical meetings of a quorum of members to ratify decisions made at informal meetings, and the hiring of a large indoor venue, such as The Mowlem theatre. However, the briefing note recommended the introduction of an extended scheme of delegation until such time as the final stage of the easing of lockdown regulations could take place. This arrangement would be similar to that put in place during the first lockdown in the spring of 2020. Whilst all decisions, apart from those reserved to full Council by statute, would be delegated to the Town Clerk during this period, they would only be taken after consulting with councillors, as set out in the table below.

After careful consideration, it was proposed by the Town Mayor, seconded by Councillor Rogers and **RESOLVED UNANIMOUSLY:**

To delegate all decision making to the Town Clerk, except where matters are expressly reserved for full Council by statute, with appropriate steps being taken for consultation with elected Members in accordance with the following table.

Subject	Consultation prior to Decision
Matter arising from an existing Council minute	Mayor/Deputy Mayor
Minor matter within remit of established working party	Working Party either by e-mail or Zoom
Matter within remit of Committee or Sub-Committee	Members of committee by e-mail
Grant application under £10,000	Grants Panel via e-mail or Zoom
Recommendation from a committee/sub-committee/advisory committee not yet approved by Council	Full Council by e-mail
Significant decisions, such as a change in policy or commitment to spend requiring urgent decision prior to July Council Meeting	Full Council by Zoom

It was further proposed by Councillor Harris, seconded by Councillor Foster and **RESOLVED UNANIMOUSLY:**

That the agreed scheme of delegation should remain in place until ‘step 4’ of the easing of lockdown, currently scheduled for 21st June, after which council and committee meetings will resume in accordance with the schedule of meetings to be adopted by full council on 24th May 2021 (subject to risk assessment and any local Covid-19 outbreak control measures in place at that time).

Consideration was given as to whether to hold the spring and summer round of committee meetings prior to 21st June as informal advisory committees, or whether to postpone them and include revised dates in the schedule of meetings to be presented to full Council on 24th May. It was proposed by Councillor Rogers, seconded by Councillor Moreton and **RESOLVED UNANIMOUSLY:**

That the spring and summer round of committee meetings should take place as physical meetings after ‘step 4’ of the easing of lockdown.

It was noted that meetings of the Planning and Consultation Committee would be held in an informal advisory capacity prior to ‘step 4’ in order to ensure that comments could be forwarded to planning officers in a timely manner.

It was reported that the government had recently launched a call for evidence about how remote meetings have been used during the pandemic, to ‘inform any potential future legislation regarding their use beyond the coronavirus outbreak’. This was due to close on 17th June 2021. Members agreed that a corporate response should be made to the call for evidence, drawing attention to the benefits of enabling councillors and members of the public to participate in meetings remotely.

191. **COUNCIL MEETINGS**

(a) **Annual Council Meeting Arrangements and**

(b) **Annual Parish Assembly**

Further to Minute Nos 177 (a) and (b) consideration was given to the arrangements to be put in place for the Annual Council Meeting and Parish Assembly. Both meetings were required to be held by statute prior to ‘step 4’ of the easing of lockdown.

Given the need for public attendance at these meetings, and for all participants to be able to social distance, support was expressed for using the Bandstand as an appropriate outdoor venue. This would enable the civic awards for 2020 to be presented as part of the Parish Assembly. It was agreed that the meeting to approve the annual accounts, scheduled to take place on 26th May, should be cancelled and the business transacted at the Annual Council Meeting on the 24th May.

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

That the Annual Parish Assembly be held at the Bandstand at 5 p.m. on Monday 24th May, to be followed by the Annual Council Meeting, the agenda for which should incorporate the approval of the annual return for submission to the external auditor and other related business.

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

(a) **Dorset Waste Services seafront street cleansing arrangements summer 2021**

It was reported that Dorset Waste Services had recently put forward revised proposals for street litter collection during summer 2021. The Operations Manager had agreed to prepare a briefing note to inform Members of the forthcoming changes.

(b) **Queen’s Platinum Jubilee, June 2022**

A request was made for consideration to be given to commemorating the Queen’s Platinum Jubilee at a forthcoming meeting.

EXCLUSION OF PRESS AND PUBLIC

Proposed by the Town Mayor, seconded by Councillor Tomes 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 6 for reasons of commercial confidentiality.

193. **GODLINGSTON CEMETERY EXTENSION – TO CONSIDER AWARD OF CONTRACT**

Consideration was given to a briefing note prepared by the Operations Manager, which summarised the outcome of the recent tender process for laying out the extension to Godlingston Cemetery. Seven compliant tenders had been received and these had been evaluated by the appointed consultants TGMS. Each tender had been scored on the basis of 80 per cent cost and 20 per cent quality. The highest scoring tender had been submitted by Suttle Projects Ltd.

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

To award the contract for laying out the
Godlingston Cemetery extension to Suttle
Projects Limited in the sum of £246,118.08.

The meeting concluded at 7.40 p.m.
