

**SWANAGE TOWN COUNCIL**

A.J. LEESON  
Town Clerk

Town Hall  
SWANAGE  
Dorset  
BH19 2NZ

10<sup>th</sup> September 2007

Dear Councillor

**General Operations Committee**

A meeting of the above Committee will be held at the **TOWN HALL** on **Friday, 14<sup>th</sup> September 2007** at **9.30 a.m.**

Yours sincerely

*Alan Leeson*

Town Clerk

To the Town Mayor, Deputy Mayor,  
Councillor Gloyn Cox and Councillors Audley,  
Mrs Gainsborough, Mrs Marsh, Poultney  
and Mrs. Patrick.  
Prospect Allotments Association  
James Smith and Son

**A G E N D A**

1. Apologies.
2. Allotment Matters.
  - i) Lighting of bonfires.
  - ii) Matters raised by Prospect Allotment Association.
3. Cemetery Matters.
  - i) Request for memorial plaque. (Briefing note enclosed).
  - ii) Matters raised by James Smith and Son.
4. Matters arising from Minutes of the Meeting of the General Operations Committee held on 4<sup>th</sup> July 2007.
  - i) Outcomes from recommendations (Copy enclosed).
5. Operations Manager's Report.
6. Resurfacing Works:
  - i) Broad Road Car Park and Boat Park (Briefing note enclosed).
7. Toilet Refurbishment (Briefing note enclosed).
8. Rubbish Collection – Main Beach (Briefing note enclosed).

9. Peveril Shelter – Dangerous Structure (Briefing note enclosed).
10. Replacement of Benches. (Schedule to follow).
11. Budget Report.
12. Personnel Matters.
  - i) Headcount analysis.
  - ii) Safety record.
  - iii) Training.
  - iv) Issues to be referred to Personnel Committee.
13. Fixed Asset Management.
  - i) Vehicle replacement. (Briefing note to follow).
14. Major Projects.
  - i) Progress on approved projects.
  - ii) Projects within 10 year planning horizon.
15. Best Value Performance Indicators – Continuous Improvement.
16. Items of Information and Matters for Forthcoming Agendas.
17. Date of Next Meeting.

**PLEASE NOTE: UP TO 15 MINUTES OF PUBLIC PARTICIPATION TIME  
MAY BE HELD AT 9.30 a.m. PRIOR TO THE MEETING**