

Minutes of the **MONTHLY MEETING** of the Swanage
Town Council, held at the Town Hall, Swanage, on
MONDAY, 29th JULY, 2002 at 7.40 p.m.

PRESENT: -

Councillor A.H. Miller (Town Mayor) – Chairman.

Councillor Mrs. J. A. Farrow
Councillor Mrs. C. Gainsborough
Councillor Mrs. G. A. Marsh
Councillor Mrs. H. O'Donovan
Councillor J Roscoe
Councillor W. S. Trite
Councillor M. R. Woolley

35. **APOLOGIES**

Apologies for their inability to attend the Meeting were received from
Councillors Baume, Suttle, and Mrs. Wheeldon.

36. **MINUTES**

(a) Proposed by Councillor Mrs. Gainsborough, seconded by Councillor Mrs. Marsh,
and RESOLVED:-

That the Minutes of the Meeting of the Council
held on 24th June 2002 be approved as a correct
record and signed.

(b) Proposed by Councillor Mrs. Farrow, seconded by Councillor Mrs. Marsh, and
RESOLVED:-

That the Minutes of the Special Meeting of the
Council held to discuss planning and other matters
on 5th July 2002 be approved as a correct record
and signed.

(c) Proposed by Councillor Mrs. Gainsborough, seconded by Councillor Mrs.
Marsh, and RESOLVED:-

That the Minutes of the Special Meeting of the
Council held to discuss policy and resources matters
on 15th July 2002 be approved as a correct record and
signed.

37. **PUBLIC PARTICIPATION**

Proposed by Councillor Mrs. Farrow, seconded by Councillor Roscoe,
and RESOLVED:-

That the notes on the Public Participation Time held
on 24th June 2002 be accepted.

38. **TOURISM AND ENVIRONMENTAL COMMITTEE**

Proposed by Councillor Mrs. Farrow, seconded by Councillor Roscoe,
and RESOLVED:-

That the Minutes of the Meeting of the Tourism and

Environmental Committee held on 1st July 2002 be approved as a correct record and signed.

Arising therefrom, the Town Clerk reported that a core Member of the Committee would be unable to attend the Meeting scheduled for 30th September 2002, and it was AGREED:-

That the Meeting be re-arranged for 23rd September 2002 at 10.00 a.m.

39. **PUBLIC BUILDINGS BEST VALUE WORKING GROUP**

It was noted that the Meeting of the Public Buildings Best Value Working Group scheduled for 25th July 2002 was cancelled due to Members' inability to attend.

40. **CHAIRMAN'S ANNOUNCEMENTS**

The Mayor reported on the following matters:-

- (a) Following the resignation of Councillor C. Sutton, an election to fill the vacancy on the Swanage Town Council would be held on Thursday, 19th September 2002.

(b)

Further to the request received during the Public Participation time, consideration was given to holding a Public Meeting at the Caravan Park, and possible dates for such a meeting. During the discussion, it was agreed that the meeting should be arranged as soon as possible, and Councillor Mrs. O'Donovan was of the opinion that it should be held during the school holidays. It was noted that plans for the proposed improvements at the Park should be available from the architect during mid/late August, and it was proposed by Councillor Trite, seconded by Councillor Mrs. Marsh, and RESOLVED:-

That a meeting be arranged during the first week in September 2002, subject to the availability of the plans.

41. **ANY OTHER MATTERS WHICH THE TOWN MAYOR DECIDES ARE URGENT**

There were no additional matters in need of urgent attention.

42. **METEOROLOGICAL RECORDS**

The meteorological records for the month of June 2002 were submitted.

43. **PAYMENT OF ACCOUNTS**

It was proposed by Councillor Woolley, seconded by Councillor Trite, and RESOLVED:-

That the accounts specified in the Order on Treasurer Nos. 4 and 4a, amounting to £240,412.69 and £78,398.09 respectively, be paid and that cheques be drawn therefor.

44. **STATEMENT OF CASH BALANCE**

The Clerk submitted a statement of cash balance as at 30th June 2002

(copies having been circulated to all Councillors), a copy attached at end of these Minutes.

45. **FESTIVAL EVENTS**

The Operations Manager reported on difficulties experienced during the recent Jazz Festival, regarding the use of Council-owned facilities. Additional expenses of approximately £275.00 had been incurred in servicing the event and repairing equipment that had been damaged.

During the ensuing discussion, concern was expressed at the mis-use of the facilities, and it was agreed that the matter be raised with the organisers of the Jazz Festival.

The Operations Manager highlighted the additional strain put on the Council's resources and workforce in providing the required services for such events, and, following discussion, it was proposed by Councillor Mrs. Marsh, seconded by Councillor Mrs. O'Donovan, and **RESOLVED UNANIMOUSLY:-**

That the following recommendations be agreed, in principle, for the use of Council-owned land/services for future Festival Events:-

- a) User Agreement terms and conditions to be complied with.
- b) User groups to provide Risk Assessments, and to submit detailed times and proposed locations of events.
- c) All booking requests for the use of Council-owned land and facilities/services to be discussed in detail prior to confirmation.
 - d) A site co-ordinator for direct liaison for the provision of agreed services should be appointed.
- e) The introduction of a refundable deposit.

During the discussion, the Town Mayor requested that a record of expenses incurred for the provision of additional staff and services be kept during the remainder of the 2002 summer season. This would enable detailed consideration to be given to the level of deposit to be introduced for the use of facilities during the 2003 season.

It was **FURTHER RESOLVED:-**

That the matter be deferred for consideration at a future meeting of the Council held to discuss policy and resources matters.

46. **EXCLUSION OF PRESS AND PUBLIC**

Proposed by the Town Mayor, seconded by Councillor Roscoe, and **RESOLVED:-**

That, as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, the public be excluded from the Meeting during consideration of the following matters.

47. **STAFFING ISSUES**

The Clerk reported on the resignation of Mr. Kevin Martyn-Jones and his wife, Paula, from their positions as General Manager and Office Administrator at the Swanage Bay View Holiday Park.

Following a detailed discussion, it was AGREED:-

- i) To advertise for the replacement of the post of
General Manager at the Swanage Bay View Holiday
Park.
 - ii) Transfer or second one employee from the Town
Hall Administration Section, subject to their agreement,
and
 - iii) To make any temporary staffing arrangements as
deemed appropriate in maintaining essential services.
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