

Minutes of the **ANNUAL MEETING** of the Swanage
Town Council held at the Town Hall, Swanage on
MONDAY, 22nd MAY 2017 at 7.00 p.m.

PRESENT:-

Councillor S. Poultney – Chairman

Councillor J.M. Bishop
Councillor M.P. Bonfield
Councillor C. Finch
Councillor G. Green
Councillor A. Lejeune
Councillor G.A. Marsh
Councillor T.J. Morris
Councillor G.M. Suttle
Councillor W.S. Trite
Councillor M. Whitwam

In addition to Members of the Council and officers, 23 members of the public attended the Meeting.

Father Paul Keys, from St. Edwards RC Church, offered a short prayer before the commencement of the Meeting.

Before opening the Meeting, the Chairman welcomed members of the public and read a short statement regarding the fire evacuation procedure, filming/audio recording etc. of the Meeting, and a summary of the procedure for Public Participation Time.

Public Participation Time

The following matters were raised during Public Participation Time:-

- Appreciation expressed for the recent Public Meeting held to consider options for the future of the Bandstand and for the professional manner in which the meeting had been conducted. It was now intended that a Trust be set up, to be known as ‘Friends of Swanage Bandstand’, to progress the possible reconstruction and enhancement of the unique bandstand and amphitheatre. To date, approximately 60 letters of support had been received, and pledges of money in excess of £13,500 given towards the project.

Councillor Poultney opened the Council Meeting at 7.10 p.m.

Before vacating the Chair, Councillor Poultney expressed his appreciation of the support given to him by Councillor Bonfield (Deputy Mayor) and his fellow Councillors during his Term of Office. He also wished to record his thanks for the hard work and dedication given by the Town Clerk and staff at the Town Hall, the Operations Manager and outside workforce, and the Visitor Services Manager and staff at the TIC.

Finally, he thanked his daughter-in-law, Mrs Michelle Poultney, for her invaluable support in carrying out the role of Mayoress during the past two years, and his wife, Gill, for being his ‘steadfast rock’ with her support and understanding.

1. **APPOINTMENT OF TOWN MAYOR**

Proposed by Councillor Poultney, seconded by Councillor Bishop, and
RESOLVED UNANIMOUSLY:-

That Councillor Michael Peter Bonfield be appointed
Town Mayor for the ensuing year.

Councillor Bonfield completed the Statutory Declaration of Acceptance of
Office, and was honoured to accept the appointment.

Councillor Bonfield assumed the Chair.

In accepting the appointment, he paid tribute to the sterling work undertaken by
Councillor Poultney, his predecessor, and thanked him, his fellow Councillors and the
Council's entire workforce for their help and guidance during his term as Deputy
Mayor.

Councillor Bonfield was delighted to announce that his wife, Mrs Audrey
Bonfield, would carry out the role of Mayoress during his Term of Office.

2. **APPOINTMENT OF DEPUTY TOWN MAYOR**

Proposed by Councillor Morris, seconded by Councillor Marsh, and
RESOLVED UNANIMOUSLY:-

That Councillor Gail Green be appointed Deputy
Town Mayor for the ensuing year.

Councillor Green completed the Statutory Declaration of Acceptance of Office,
and was delighted to accept the appointment.

She was pleased to announce that her husband, Mr Malcolm Green, would be
her consort during her period of Office.

3. **DECLARATIONS OF INTEREST**

Members were invited to declare their interest under the Code of Conduct as
defined by regulations made under section 30 (3) of the Localism Act 2011, and
requests for Grants of Dispensations in respect of Disclosable Pecuniary Interests.

Agenda Item No. 21 – Councillor Finch declared a non-pecuniary interest under the
Code of Conduct by reason of being Chairman of the Swanage & District Chamber of
Trade.

4. **APOLOGIES**

An apology for her inability to attend the Meeting was received from
Councillor Harris.

5. **REPRESENTATIVES ON OUTSIDE BODIES**

Proposed by Councillor Finch, seconded by Councillor Poultney, and
RESOLVED UNANIMOUSLY:-

That the following appointments of representatives to outside bodies be
approved:-

Dorset Association of Parish & Town
Councils
The Centre Management Board

Councillor Marsh & the
Town Clerk
Development Trust Management
Committee
(Councillor Bishop – Observer
only)

Swanage 2027 Committee	Councillors Bishop, Finch & Whitwam (Joint PDC Rep)
Swanage Childrens' Centre	Councillor Harris
Dorset Coast Forum	Councillor Marsh
Swanage Pier Trust	Councillor Whitwam
Citizens Advice Bureau	Councillor Morris
Swanage Town & Community Partnership	Town Mayor, Deputy Mayor & Councillor Bishop
Swanage Pub Watch	Councillors Harris & Whitwam
Dorset Age Partnership	Councillor Harris
Purbeck Transport Action Group	Councillor Whitwam
Swanage Regatta & Carnival	Town Mayor, Deputy Mayor & Councillor Finch
Swanage Museum	Councillors Green & Whitwam
Swanage Local Plan	Councillors Bonfield, Trite & Whitwam
Purbeck Rail Partnership	Councillor Whitwam
Herston Reading Room	Town Mayor & Councillor Poultney
Swanage Town & Herston Football Club	Councillor Bishop
Swanage Fair Trade	Councillor Harris

6. **APPOINTMENT OF COMMITTEES**

Proposed by Councillor Green, seconded by Councillor Morris, and
RESOLVED UNANIMOUSLY:-

That the following appointments be made to the Committees:-

Tourism

Councillor Bonfield (Town Mayor), Councillor Green (Deputy Mayor), and Councillors Finch, Marsh, Morris, Trite and Whitwam.

Beach Management Advisory Committee

Councillors Bonfield, Green and Marsh.
(Comprising of three members of the Tourism Committee)

Transport Committee

Councillor Bonfield (Town Mayor), Councillor Green (Deputy Mayor), and Councillors Bishop, Lejeune, Morris, Trite and Whitwam.

General Operations Committee

Councillor Bonfield (Town Mayor), Councillor Green (Deputy Mayor), and Councillors Bishop, Finch, Harris, Lejeune, Marsh and Poultney.

Personnel Committee

Councillor Bonfield (Town Mayor), Councillor Green (Deputy Mayor), and Councillors Bishop, Lejeune, Morris, and Trite.

Planning and Consultation Committee

Councillor Bonfield (Town Mayor), Councillor Green (Deputy Mayor), and Councillors Harris, Lejeune, Morris, Poultney and Whitwam.

7. **APPOINTMENT OF COMMITTEE CHAIRMEN AND POLICY, FINANCE AND PERFORMANCE MANAGEMENT COMMITTEE**

Proposed by Councillor Poultney, seconded by Councillor Bishop, and
RESOLVED UNANIMOUSLY:-

That the following appointment of Committee Chairmen
and Policy, Finance and Performance Management
Committee be approved:-

Tourism Committee

Chairman - Councillor Finch

Transport Committee

Chairman – Councillor Whitwam

General Operations Committee

Chairman - Councillor Bishop

Personnel Committee

Chairman – Councillor Morris

Planning and Consultation Committee

Chairman – Councillor Harris

Policy, Finance and Performance Management Committee

(To consist of the Town Mayor, Deputy Mayor, and Chairman of each of the
Council's Standing Committees).

Town Mayor, Deputy Mayor and Councillors Bishop, Finch, Harris, Morris
and Whitwam.

8. **MEMBERSHIP OF WORKING PARTIES**

Proposed by Councillor Poultney, seconded by Councillor Trite, and
RESOLVED UNANIMOUSLY:-

That the following appointments to Council Working
Parties be approved.

Public Conveniences

Councillor Bonfield (Town Mayor), Councillor Green (Deputy Mayor), and
Councillors Finch and Poultney.

Boat Park

Councillor Bonfield (Town Mayor), Councillor Green (Deputy Mayor), and
Councillor Marsh.

Waste Management

Councillor Bonfield (Town Mayor), Councillor Green (Deputy Mayor), and
Councillors Finch, Harris and Poultney.

Seafront Enhancement

Councillor Bonfield (Town Mayor), Councillor Green (Deputy Mayor) and
Councillors Finch, Lejeune, Marsh, Morris and Trite.

Town Centre Redevelopment

Councillor Bonfield (Town Mayor), Councillor Green (Deputy Mayor) and
Councillors Bishop, Finch, Harris, Lejeune, Morris, and Whitwam.

Sporting Facilities

Councillor Bonfield (Town Mayor), Councillor Green (Deputy Mayor), and Councillors Bishop, Finch, Lejeune, Marsh and Poultney.

Relocation of Depot

Councillor Bonfield (Town Mayor), Councillor Green (Deputy Mayor), and Councillors Bishop, Finch, Lejeune and Morris.

Panorama Road

Councillor Bonfield (Town Mayor), Councillor Green (Deputy Mayor), and Councillors Bishop, Lejeune and Whitwam.

Traffic Flow Working Party

Councillor Bonfield (Town Mayor), Councillor Green (Deputy Mayor) and Councillors Finch, Morris, Trite, Whitwam and a representative from Dorset Police.

Events Working Party

Councillor Bonfield (Town Mayor), Councillor Green (Deputy Mayor) and Councillor Finch.

Museum Working Party

Councillor Green (Deputy Mayor) and Councillor Whitwam.

Beach Huts for 'Pop Up' Shops Working Party

Councillor Bonfield (Town Mayor), and Councillor Green (Deputy Mayor) (and Town Clerk, Operations Manager and Visitor Services Manager).

Communications Strategy Working Party

Councillor Bonfield (Town Mayor), Councillor Green (Deputy Mayor) and Councillors Bishop, Finch, Lejeune, Morris and Trite.

Swanage in Bloom Working Party

Councillor Bonfield (Town Mayor), Councillor Green (Deputy Mayor) and Councillors Harris and Lejeune.

Car Parks Working Party

Councillor Bonfield (Town Mayor) and Councillors Bishop, Marsh, Morris and Whitwam.

Bandstand Working Party

Councillor Green (Deputy Mayor) and Councillors Finch, Harris, Lejeune, Poultney and Trite.

St. Mark's Playing Field Working Party

Councillor Bonfield (Town Mayor) and Councillors Bishop, Harris and Trite.

Affordable Housing Working Party

Councillor Bonfield (Town Mayor), Councillor Green (Deputy Mayor), and Councillors Bishop, Finch, Harris, Lejeune, Morris, Poultney and Trite.

9. **ANNUAL MEMBERSHIP SUBSCRIPTIONS**

Consideration was given to membership subscriptions paid annually.

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

That the following annual membership subscriptions be paid:-

Organisation	Renewal Date	Amount (approx.) £
Dorset Assn. of Parish & Town Councils	April	1,215
Institute of Cemetery & Crematorium Management	April	90
British Destinations	April	120
LAVAT (now PS Tax)	April	2,400
Society of Local Council Clerks	September	339
South West Councils	June	443
National Assn. of Allotment and Leisure Gardens	September	66
National Assn. of Memorial Masons	December	246
Fields in Trust	February	50
Local Council Advisory Service (Zurich)	February	114
British Parking Association		640

10. **CALENDAR OF MEETINGS 2017/18**

A schedule of meetings for 2017/18 was submitted for consideration.

Following a brief discussion, it was proposed by Councillor Finch, seconded by Councillor Morris, and RESOLVED UNANIMOUSLY:-

That the schedule of meetings for 2017/18 be approved.

In approving the Schedule of Meetings 2017/18, it was noted that meetings of the Policy, Finance & Performance Management Committee would be held at 9.30 a.m. (previously held at 4.30 p.m.).

11. **MINUTES**

(a) Proposed by Councillor Poultney, seconded by Councillor Marsh, and RESOLVED UNANIMOUSLY:-

That the Minutes of the Meeting of the Council held on 24th April 2017 be approved as a correct record and signed.

12. **GENERAL OPERATIONS COMMITTEE**

Proposed by Councillor Bishop, seconded by Councillor Poultney, and
RESOLVED UNANIMOUSLY:-

That the Minutes of the Meeting of the General
Operations Committee held on 19th April 2017 be
approved as a correct record and signed.

There were no recommendations brought forward from the Committee.

13. **PLANNING AND CONSULTATION COMMITTEE**

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

That the Minutes of the Meeting of the Planning and
Consultation Committee held on 8th May 2017 be
approved as a correct record and signed.

There were no recommendations brought forward from the Committee.

14. **AUTHORISATION OF SIGNATORIES**

Proposed by Councillor Bishop, seconded by Councillor Poultney, and
RESOLVED:-

To re-affirm the appointment of the Town Mayor,
Deputy Mayor and Councillor Marsh as authorised
signatories in respect of the Town Council's bank
accounts and associated financial transactions.

15. **BUDGET MONITORING**

(a) **Statement of Cash Balance**

A Statement of Cash Balance as at 30th April 2017 was submitted for
information (a copy attached at end of these Minutes).

16. **PAYMENT OF ACCOUNTS**

Proposed by Councillor Poultney, seconded by Councillor Marsh, and
RESOLVED:-

That the accounts specified in the Orders on Treasurer
Nos. 2 and 2a, amounting to £80,865.03 and £48,433.95
respectively be paid, and that cheques be drawn therefor.

17. **CHAIRMAN'S ANNOUNCEMENTS**

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

- The Annual Parish Assembly held at The Centre, Chapel Lane on Monday,
15th May 2017.
- A Public Meeting held at the Emmanuel Baptist Church, Victoria Avenue to
consider future options for the Bandstand, Recreation Ground. Mr Paul
Rabbitts (bandstand expert) had made a very informative Presentation to the
Meeting.
- A concert given by the Belvedere Singers at St. Mary's Parish Church.
- Re-dedication of the organ at St. Mary's Parish Church.

At the close of his announcements, Councillor Poultney was presented with a
'Past Mayor's Badge' to mark his Term of Office.

18. **GRANTS AND DONATIONS 2017/18**

Consideration was given to the following requests for grants and donations:-

- (a) **Swanage Blues Roots Festivals – October 2017 and March 2018**
Proposed by Councillor Poultney, seconded by Councillor Finch, and
RESOLVED UNANIMOUSLY:-
That the sum of £300 be donated towards the costs of
each Blues and Roots Festival (October 2017 and March
2018).
- (b) **Purbeck Film Festival**
Proposed by Councillor Suttle, seconded by Councillor Morris, and
RESOLVED UNANIMOUSLY:-
That the sum of £1,000 be donated towards the costs
of the Purbeck Film Festival 2017.
- (c) **Swanage Regatta & Carnival**
Proposed by Councillor Suttle, seconded by Councillor Trite, and
RESOLVED:-
That the sum of £750 be donated towards the costs
of the Swanage Regatta & Carnival 2017.
- (d) **Kingston Country Fair**
Proposed by Councillor Green, seconded by Councillor Poultney, and
RESOLVED UNANIMOUSLY:-
That the sum of £232.00 be donated towards the costs
of the Kingston Country Fair (the proceeds of which would
be donated to the Somerset & Dorset Air Ambulance Service)
and that free parking be made available in Main Beach Car
Park for some vintage vehicles and trailers transporting
miniature steam engines on Sunday 9th July 2017 between
4.30 p.m. and 7.30 p.m.

19. **SWANAGE REGATTA & CARNIVAL**

A letter dated 25th April 2017 was submitted from the Swanage Regatta & Carnival Committee requesting permission to site the Red Arrows simulator on the former shelter site on Shore Road from Tuesday, 1st August to Saturday, 5th August 2017.

Discussion ensued, during which some concerns were expressed at the siting of such a large vehicle in this busy location, and the possible detrimental impact this may have on businesses in the vicinity.

It was proposed by Councillor Poultney, seconded by Councillor Suttle, and
RESOLVED:-

That permission be not granted for the siting of the
Red Arrows simulator on the former shelter site on
Shore Road, and that an alternative site be offered
in Main Beach car park.

20. **BEACH HUTS, THE SPA**

Further to Minute No. 233 of the Council meeting held on 27th March 2017, consideration was given to the proposed charges and marketing approach for the new 'luxury' beach huts at the Spa (to be known as 'Spa Retreats').

Following discussion, it was proposed by Councillor Finch, seconded by Councillor Green, and RESOLVED UNANIMOUSLY:-

That the following charges be levied for the hire of 'Spa Retreats' in 2017/18:-

Middle Peak	20 May – 14 July	£120 per week inc.VAT
Summer	15 July – 1 Sept	£225 per week inc.VAT
Late Peak	2 Sept – 15 Sept	£120 per week inc.VAT
Winter	16 Sept – 23 Mar	£ 60 per week inc.VAT

Daily Hire to be charged at 1/7th of weekly rate.

It was FURTHER AGREED:-

That a 10% discount be offered on whole season bookings (2018-19 prices would be set during the autumn 2017).

21. **BOWLING GREEN, BEACH GARDENS**

(a) **Use of Rinks 5 and 6**

Consideration was given to a comprehensive Briefing Note explaining the seasonal agreement with the Swanage Bowling Club for the exclusive use of rinks 1 to 4. It was noted that the licence fee payable for this exclusive use was exempt from VAT, but there were VAT implications for the casual use of rinks 5 and 6 when used for larger competitions.

Following discussion, it was proposed by Councillor Marsh, seconded by Councillor Poultney, and RESOLVED UNANIMOUSLY:-

That a fee of £10 (inclusive of VAT) be agreed for the casual use of rinks 5 and 6 by the Bowling Club, backdated to April 2014.

(b) **Licence Agreement for Summer Season 2017**

Consideration was given to the proposed licence with the Swanage Bowling Club for the exclusive use of rinks 1 to 4 which would formalise the long-standing arrangement between the Bowling Club and the Town Council. Following discussion, it was proposed by Councillor Bonfield, seconded by Councillor Morris, and RESOLVED UNANIMOUSLY:-

That the Draft Heads of Terms for a licence to Swanage Bowling Club for exclusive use of rinks 1 to 4 of the Bowling Green at Beach Gardens be approved, including a licence fee of £8,000 per annum.

22. **STREET LITTER BINS**

A letter dated 13th April 2017 was submitted from the Swanage & District Chamber of Trade expressing concern at the litter problems in the town centre, particularly Station Road, Institute Road and the High Street, which had been exacerbated by the removal of bins in these areas.

During the ensuing discussion, Members endorsed these concerns, and it was proposed by Councillor Poultney, seconded by Councillor Marsh, and AGREED:-

That the matter be referred to Dorset Waste Partnership.

It was FURTHER AGREED:-

That Councillor Suttle, as Leader of the District Council, would raise the matter with the Chief Executive of Purbeck District Council, following which it would be referred back to a future meeting of the Town Council.

23. **TOWN HALL – PUBLIC WI-FI INTERNET ACCESS**

The Clerk reported that further to recent requests for public wi-fi access in the Council Chamber, discussion had been held with the Council's IT provider to identify potential solutions to the very weak signal around most of the building and also improve internet security.

Following discussion, it was proposed by Councillor Green, seconded by Councillor Bonfield, and RESOLVED UNANIMOUSLY:-

That the recommended improvements to the public wi-fi in the Town Hall be agreed, and that one-off expenditure of £945 with an ongoing monthly cost of £35 be authorised.

24. **BANDSTAND**

Further to Minute No. 250 of the Council meeting held on 24th April 2017, the Clerk updated those present on the Public Meeting held on 16th May 2017 at the Emmanuel Baptist Church to consider options/suggestions for the future of the Bandstand which had been attended by approximately 200 people. A meeting of the Council's Working Party would be held in the coming weeks to give consideration to the next steps.

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

(a) Councillor Marsh reported that she had attended a meeting of the DAPTC Town & Larger Parish Councils at Chickerell on Friday, 19th May 2017.

26. **REPORTING OF DELEGATED MATTERS**

There were no delegated matters to report at the present time.

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

Items of Information

(a) The Clerk reported on a recent incident of pollution in Swanage Bay. On the advice of Wessex Water, signs had been displayed as a precautionary measure advising people not to swim until the pollution had been rectified.

Arising from this incident it was AGREED:-

That a representative from Wessex Water be invited to attend the next meeting of the Beach Management Committee.

Matters for Forthcoming Agendas

(b) There were no additional matters raised for inclusion on forthcoming Agendas.

28. **RETIREMENT OF COUNCIL GARDENER**

The Clerk reported on the impending retirement of Mr Charlie Diffey, after 47 years working as a gardener for the Town Council.

Members wished to mark this extraordinary length of service, and it was proposed by the Town Mayor, seconded by Councillor Poultney, and RESOLVED UNANIMOUSLY:-

That the Council's policy on 50 years' service (Minute No. 13 of the Policy and Planning Meeting held on 21st July 2014) be extended to apply to Mr Charlie Diffey to commemorate his 47 years' of employment.

The meeting concluded at 8.25 p.m.