

Minutes of the **MONTHLY MEETING** of the Swanage
Town Council held at the Town Hall, Swanage on
MONDAY, 20th AUGUST 2007 at 7.00 p.m.

PRESENT:-

Councillor M.W. Pratt (Deputy Town Mayor) – Chairman.

Councillor B. Audley

Councillor C.R. Bright (Until 9.07 p.m.)

Councillor Mrs. C. Gainsborough JP

Councillor L. Gloyn-Cox

Councillor M. Hadley

Councillor Mrs. G.A. Marsh

Councillor Mrs. A. Patrick

Councillor S. Poultney

Councillor W.S. Trite

Councillor M. Whitwam

Revd. Sylvia Garrett offered a short prayer before the commencement of the Meeting.

In addition to Members of the Council and officers, 14 members of the public attended the Meeting.

Public Participation Time

The following matters were raised by members of the public:-

- i) Cleaning of Town Hall windows.
- ii) Policy and Planning Meeting held on 3rd August 2007 – Audio system not in use.
- iii) Swanage Art Project – Request for meeting to progress the matter.
- iv) Refuse at Sheps Hollow – Unsightly and a health hazard.
- v) Removal of damaged seat from the Downs. It was noted that, as a health and safety precaution, seats had been removed from various locations when they had fallen into disrepair or been vandalised. An audit of seats had not yet been completed, although details of designs, together with relevant costs, had been obtained. A suggestion was put forward that an approach be made to local quarry owners for the provision of stone that could be used for seating and dressed by local masons.
- vi) Compliments were extended to the Operations Department regarding the cleanliness and general maintenance of the beach and town in general.

Before the commencement of the Meeting, Councillor Mrs. Gainsborough requested that Councillors stand when addressing the Meeting. She was informed that, under Standing Order No. 30 “A Member may remain seated when speaking unless requested to stand by the Chairman”.

The Council Meeting commenced at 7.20 p.m.

43. **APOLOGIES**

An apology for his inability to attend the Meeting was received from Councillor Suttle (Town Mayor).

44. **MINUTES**

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

That the Minutes of the Meeting of the Council held on 30th July 2007 be approved as a correct record and signed.

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

That the Minutes of the Special Meeting of the Council held to discuss policy and planning matters on 3rd August 2007 be approved as a correct record and signed.

(c) Proposed by Councillor Gloyn-Cox, seconded by Councillor Mrs. Patrick, and RESOLVED:-

That the Minutes of the Meeting of the Council held to discuss policy and planning matters on 13th August 2007 be approved as a correct record and signed.

45. **CARAVAN PARK COMMITTEE**

Proposed by Councillor Mrs. Patrick, seconded by Councillor Pratt, and RESOLVED:-

That the Minutes of the Meeting of the Caravan Park Committee held on 25th July 2007 be approved as a correct record and signed.

Arising therefrom, concern was expressed at the financial implications in adopting the recommendation contained in Minute No.5 (b), and it was proposed by Councillor Bright, seconded by Councillor Mrs. Patrick, and RESOLVED UNANIMOUSLY:-

That the recommendation be adopted, subject to it being amended to read:-

That the installation of residual current breakers be agreed in principle, at an estimated cost of £22,000.

Emergency work should be commenced immediately, but further details regarding a phased programme of works be submitted for consideration and approval at a future meeting of the Finance and Performance Management Committee.

46. **FINANCE & PERFORMANCE MANAGEMENT COMMITTEE**

Proposed by Councillor Gloyn-Cox, seconded by Councillor Pratt, and RESOLVED:-

That the Minutes of the Meeting of the Finance & Performance Management Committee held on 30th July 2007 be approved as a correct record and signed.

Arising therefrom, the following recommendations were adopted:-

2. That the Internal Audit Report 2006/07 be accepted.
- 5 (a). That the Bar and Catering Agreement with Mr. David Taylor be terminated with effect from 31st October 2007, and that Mr. Taylor be offered the post of temporary General Manager at the Swanage Bay View Holiday Park until 29th February 2008, subject to the Options Appraisal.

That the matter be referred for consideration at the meeting of the Personnel Committee to be held on Thursday, 2nd August 2007 to determine Terms of Reference and other personnel issues.

47. **TRANSPORT COMMITTEE**

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

That the Minutes of the Meeting of the Transport Committee held on 1st August 2007 be approved as a correct record and signed.

48. **PERSONNEL COMMITTEE**

Proposed by Councillor Mrs. Gainsborough, seconded by Councillor Gloyn-Cox, and RESOLVED:-

That the Minutes of the Meeting of the Personnel Committee held on 2nd August 2007 be approved as a correct record and signed.

Arising therefrom, the following recommendations were adopted:-

2. That the provision of staff training, contracts of employment and organisational matters should be added to the list of the Personnel Committee's responsibilities agreed at the Policy and Resources Meeting held on 21st May 2007.
- 4 (d). That the Personnel Committee endorse the recommendation of the Finance and Performance Management Committee to appoint Mr David Taylor as General Manager of the Swanage Bay View Holiday Park.

That an urgent Recommendation be put to the Town Council that the Chairman of the Caravan Park Committee, the Mayor, Deputy Mayor and Town Clerk meet with Mr David Taylor as soon as possible to negotiate the terms of his temporary appointment.

49. **PERSONNEL COMMITTEE**

Proposed by Councillor Mrs. Gainsborough, seconded by Councillor Gloyn-Cox, and RESOLVED:-

That the Minutes of the Meeting of the Personnel Committee held on 15th August 2007 be approved as a correct record and signed.

Arising from the above, Councillor Bright sought clarification as to whether the Resolutions in Minute Nos. 4 and 5 should be recorded as “Recommendations” from the Committee, as these were technically a change of Council policy.

It was proposed by Councillor Bright, seconded by Councillor Pratt, and RESOLVED UNANIMOUSLY:-

That the “Resolutions” in Minutes No. 4 and 5 be amended to “Recommendations”.

Arising from the above, it was proposed by Councillor Pratt, seconded by Councillor Gloyn-Cox, and RESOLVED:-

That the following recommendation be adopted:-

Minute No.4.

That the Chief Executive of the DAPTC be invited to serve on the Panel dealing with staff grievances in relation to Councillors’ conduct.

It was proposed by Councillor Pratt and seconded by Councillor Gloyn-Cox:-

Minute No.5.

That the recommendation contained in Minute No. 5 be adopted.

An AMENDMENT was moved by Councillor Bright and seconded by Councillor Audley:-

That the recommendation in Minute No. 5 be amended to read:-

That, either the Town Mayor or Deputy Town Mayor, together with one other member of the Council, be nominated to undertake the Town Clerk’s appraisal annually in accordance with the existing appraisal system.

Upon being put to the Meeting, TWO Members voted IN FAVOUR of the AMENDMENT and SEVEN AGAINST, whereupon the Amendment was declared NOT CARRIED.

A FURTHER AMENDMENT was moved by Councillor Gloyn-Cox and seconded by Councillor Poultney:-

That, either the Town Mayor or Deputy Town Mayor, together with one other member of the Personnel Committee, be nominated to undertake the Town Clerk’s appraisal annually in accordance with the existing appraisal system.

Upon being put to the Meeting, EIGHT Members voted IN FAVOUR of the FURTHER AMENDMENT and TWO AGAINST.

The FURTHER AMENDMENT was then put as a SUBSTANTIVE MOTION, and declared CARRIED, with EIGHT Members voting IN FAVOUR and TWO AGAINST.

50. **CHAIRMAN’S ANNOUNCEMENTS**

In the absence of the Town Mayor, the Chairman had no specific announcements to make this month.

51. **TOURISM REPORT**

In the absence of the Tourist Information Centre Manager, the Chairman reported on the following matters:-

- (a) Footfall figures at the Tourist Information Centre continued to decline, although telephone and e-mail enquiries had increased.
- (b) The Tourism Officer post at Purbeck District Council had been filled by two applicants under a “job share” basis.
- (c) Tickets were now on sale at the Tourist Information Centre for the Waverley steamer and the forthcoming Dorset County Show.
- (d) There had been some availability of beach bungalows at the Spa during the preceding week and “Special Offers” had been advertised in order to fill the vacancies.

A question was raised regarding the display of an “out of hours” contact telephone number in the vicinity of the Tourist Information Centre, and it was AGREED:-

That this matter be referred for consideration at a Future meeting of the Operations Committee.

52. **OPERATIONS REPORT**

The Operations Manager had no specific matters to report at the current time.

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

There were no matters to report from Council Representatives on outside organisations this month.

54. **COMMITTEE STRUCTURE**

The Clerk reported on a request received from Councillor Mrs. Gainsborough that she be appointed to serve on the Transport Committee.

It was proposed by Councillor Pratt, seconded by Councillor Trite, and RESOLVED, with ONE ABSTENTION:-

That Councillor Mrs. Gainsborough be appointed to serve on the Transport Committee.

55. **DELEGATED MATTERS**

(a) **Stone Quay**

It was reported that the cleats in the vicinity of the Stone Quay had been re-instated at an installation cost of £576.00.

(b) **De Moulham Estate – Service Roads**

It was reported that quotations had been obtained for re-surfacing works to the service roads at the rear of Cranborne Road/Gilbert Road and Cranborne Road/Victoria Avenue, and had been approved by the Town Mayor, Deputy Mayor and Chairman of the General Operations Committee.

(c) **Beach Rugby Tournament**

Further to Minute No. 3 of the Council Meeting held on 3rd August 2007, Members were updated on discussions held with the organisers of the

proposed beach rugby tournament, which was scheduled to be held during the weekend 8th/9th September 2007.

56. **PROPOSED CLOSURE OF MINOR INJURIES UNIT, SWANAGE HOSPITAL**

Further to Minute No. 8 ii) of the Council Meeting held on 3rd August 2007, and in the light of additional information obtained, consideration was again given to the proposed overnight closure of the minor injuries unit at Swanage Hospital.

Grave concern was again expressed at this proposal, and it was proposed by Councillor Pratt, seconded by Councillor Mrs. Patrick, and RESOLVED UNANIMOUSLY:-

That a representative from the Primary Care Trust be invited to address the Council, to explain the facts and rationale behind the proposal before any decision is reached.

It was also noted that the Board Meeting at which a decision is to be reached whether to close the Minor Injuries Unit at Swanage is scheduled to be held at Portland, and Members re-affirmed the offer:-

That free use of the Town Hall in Swanage be offered to the Primary Care Trust for the Board Meeting which is currently scheduled to be held in Portland.

57. **METEOROLOGICAL RECORDS**

The meteorological records for the month of July 2007 were submitted for information.

58. **EXCLUSION OF PRESS AND PUBLIC**

It was proposed by the Councillor Pratt, seconded by Councillor Mrs. Gainsborough, and RESOLVED UNANIMOUSLY:-

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.

59. **LEGAL ISSUE**

(a) **Coastguard Building, North Beach Car Park**

Further to Minute No. 42 b) of the Council Meeting held on 30th July 2007, and a subsequent site meeting held with representatives of the Maritime Coastguard Agency (MCA), Parsons Brinkerhoff (project Managers) and the Environment Agency, the Clerk updated Members on matters relating to the proposed Coastguard Building at North Beach Car Park.

Procedural issues were highlighted regarding the disposal of Council assets, and, following a brief discussion, it was proposed by Councillor Pratt, seconded by Councillor Mrs. Patrick, and RESOLVED UNANIMOUSLY:-

That the matter be referred for urgent consideration at the next meeting of the Finance & Performance Management Committee.

Councillor Bright left the meeting at 9.07 p.m. before the proposal was put to the Meeting, and therefore did not vote on the matter.

(b) **Newton Grange Development**

Councillors Mrs. Marsh and Pratt declared their personal interest in this matter as members of the Board of the Purbeck Housing Trust.

Further to Minute No.8 iii) of the Policy and Planning Meeting held on 3rd August 2007, and Minute No. 8 (b) of the Policy and Planning Meeting held on 13th August 2007, it was proposed by Councillor Mrs. Patrick, seconded by Councillor Pratt, and RESOLVED:-

That, in the absence of the Town Mayor,
Councillor Trite be given delegated authority
to serve on the Newton Grange Development
Working Group.

(c) **2005/06 Annual Governance Report**

The Clerk updated Members on correspondence received from the Audit Commission relating to the 2005/06 Annual Governance Report.

During the ensuing discussion, it was noted that the disclosure of Counsel's Opinion was pertinent to the issue of the 2005/06 Governance Report.

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

To seek advice of the Council's solicitors
before responding to the Audit Commission.

The meeting concluded at 9.37 p.m.
