

Minutes of the **SPECIAL MEETING** of the Swanage  
Town Council held at the Town Hall, Swanage on  
**MONDAY, 17<sup>th</sup> DECEMBER 2003** at 9.30 a.m.

PRESENT:-

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

Councillor H.J.F. Agelink (Left at 12.30 p.m.)

Councillor C.R. Bright

Councillor Mrs. J.A. Farrow (Left at 12.15 p.m.)

Councillor Mrs. H.O'Donovan

Councillor M.W. Pratt

Councillor M.A. Tyrer (Left at 11.45 a.m.)

1. **APOLOGIES**

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

2. **ESTIMATES AND SEASONAL CHARGES**

Further to Minute No. 106 of the Special Meeting of the Council held on 8<sup>th</sup> December 2003, the Clerk clarified the position regarding the salaries and wages estimates at the Caravan Park, and presented revised estimates to reflect the adjustments.

With regard to caravan sales, the Clerk reported on a change in the Council's accounting policy, which had been agreed in principle with the District Auditor. In effect, any deposits taken, or amounts paid upon completion, are to be recorded on a receipts and payments basis.

Comprehensive details of caravan sales during the year 2003/04 to date, together with transport and connection costs, were provided for information. The position was noted, and the Town Mayor requested that, in future, full details of all transport and connection costs relating to all new caravans be recorded.

Consideration was then given to the site rents to be levied for the year 2004/05, bearing in mind the increased length of the letting season, and the additional water charges that had been incurred.

Following a lengthy discussion, it was proposed by Councillor Bright:- That the site fees be increased by 7.5%

and that the cost of installing a water meter to each caravan be borne by the caravan owner.

An AMENDMENT was moved by Councillor Pratt, and seconded by the Town Mayor:-

That the site fees be increased by 7.5%  
(from £1889.74 incl. VAT to £2031.62  
incl. VAT) and that the Town Council  
bear the cost of installing water meters  
to each caravan.

Councillor Bright withdrew his Proposition. The AMENDMENT was then put as a SUBSTANTIVE MOTION, and RESOLVED UNANIMOUSLY.

3. **PRECEPT 2004/05**

Further to Minute No. 107 of the Special Meeting of the Council held on 8<sup>th</sup> December 2003, the Town Clerk presented a revised summary of the Estimates for the year 2004/05, which reflected adjustments made to the seasonal charges at that meeting.

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

That the precept upon the Purbeck District Council for the financial year commencing

1<sup>st</sup> April 2004 be £275,000 – an increase of 5.4%.

4. **CAPITAL PROGRAMME**

Further to Minute No. 106 of the Special Meeting of the Council held on 8<sup>th</sup> December 2003, consideration was given to the Council's Capital Programme for 2004/05 (a copy attached at end of these Minutes).

In approving, in principle, pages 1 to 4 of the Capital Programme, the Town Mayor re-affirmed the Council's policy of monthly budget monitoring and strict financial control before any item of capital expenditure is committed.

Detailed consideration was then given to the proposed capital programme of refurbishment works at the Caravan Park.

During the discussion, Members again expressed their concern that work had commenced without an official order having been placed and that the proper procedures for tendering etc. had not been followed (see Minute No. 1 of the Special Meeting of the Council held on 15<sup>th</sup> December 2003).

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

That the Council does not proceed with the proposed refurbishment programme at the present time, but request the Caravan Park Best Value Working Group to consider a smaller scheme as part of a review of the Council's current business strategy.

5. **ANY OTHER MATTER THE CHAIRMAN DECIDES ARE URGENT**

There were no additional matters in need of urgent attention.

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