

**SWANAGE TOWN COUNCIL**

Dr Martin Ayres  
Town Clerk

Town Hall  
SWANAGE  
Dorset  
BH19 2NZ

9<sup>th</sup> December 2022

Dear Councillor

**Finance & Governance Committee**

A meeting of the above Committee will be held at the **TOWN HALL, SWANAGE** on **WEDNESDAY, 14<sup>th</sup> DECEMBER 2022** at **2.00 p.m.** for the purpose of transacting the business mentioned in the Agenda.

Yours sincerely

*M.K. Ayres*

Town Clerk

---

**PLEASE NOTE:**     **15 MINUTES OF PUBLIC PARTICIPATION TIME WILL BE HELD AT 2.00 P.M. PRIOR TO THE COMMENCEMENT OF THE MEETING.**

Although legal restrictions in relation to the Covid-19 pandemic have been lifted, Swanage Town Council will, in accordance with advice issued by Public Health Dorset, continue to take appropriate precautions to limit the risk of transmitting the disease and politely asks those planning to attend this meeting to do the following:

- at the earliest opportunity notify the Council of your intention to attend by e-mail [admin@swanage.gov.uk](mailto:admin@swanage.gov.uk) or telephone 01929 423636, because capacity in the Council Chamber will continue to be carefully managed to avoid crowded situations;
- take a lateral flow test prior to the meeting;
- stay at home if you receive a positive test result or if you have COVID-19 symptoms;
- wear warm clothing to the meeting as doors and windows will be open for ventilation purposes;
- wear a face covering upon entry until seated in the Council Chamber;
- be mindful of others and respectful of their personal space.

The latest advice from Public Health Dorset can be found here: [News and updates - Public Health Dorset - Dorset Council](#)

---

To The Town Mayor, Deputy Mayor,  
Councillors Bishop, Bonfield, Harris, Tomes, Trite and Whitwam.  
All Councillors and Chief Officers

## AGENDA

1. Apologies.
  2. Declarations of Interest and consideration of requests for Grants of Dispensations (Councillors are reminded of their obligations to declare their interests in accordance with Section 9 and Appendix B of the Council's Code of Conduct).
  3. Review of Terms of Reference of all Council Committees. (Copies to follow)
  4. Capital Projects Sub-Committee:
    - (a) To approve minutes of the meetings held on 30<sup>th</sup> November 2022 and consider recommendations. (Copy to follow)
  5. Budget Setting 2023/24
    - (a) Draft Scale of Fees and Charges (Copy to follow)
    - (b) To consider request for bulk business discount on North Beach permits further to discussion at Tourism & Local Economy Committee on 16<sup>th</sup> November 2022
    - (c) Draft Capital programme and minor works schedule (Copy to follow)
    - (d) Reserves & Balances Policy (Copy to follow)
  6. Internal Audit Report 2022/23 - Visits 2&3 of 6. (Copy to follow)
  7. Items of Information and Matters for Forthcoming Agendas.
    - Ethical Investments
    - Freedom of Information Act 2000 – Adoption of revised Publication Scheme
    - Update on Action Points from Internal Audit Report 2021/22
    - Tax Base
  8. Date of Next Meeting (workshop)
-