

**SWANAGE TOWN COUNCIL**

Dr Martin Ayres  
Town Clerk

Town Hall  
SWANAGE  
Dorset  
BH19 2NZ

14<sup>th</sup> May 2025

Dear Councillor

**Local Government Act 1972**

You are summoned to attend the **ANNUAL MEETING** of the Swanage Town Council that will be held at **THE TOWN HALL, HIGH STREET, SWANAGE** on **MONDAY, 19<sup>th</sup> MAY 2025** at **7.00 p.m.** for the purpose of transacting the business mentioned in the Agenda.

Yours sincerely

*M.K. Ayres*

Town Clerk

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**PLEASE NOTE:**    **15 MINUTES OF PUBLIC PARTICIPATION TIME WILL BE HELD AT 7.00 P.M. PRIOR TO THE COMMENCEMENT OF THE MEETING, DURING WHICH THERE WILL BE AN OPPORTUNITY TO PAY TRIBUTE TO THE LATE COUNCILLOR W.S. TRITE, TOWN COUNCILLOR 1991-2025 AND TOWN MAYOR 2010-13.**  
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To all Members of the Council

**AGENDA**

1. To elect the Town Mayor and receive Declaration of Acceptance of Office.
2. To appoint the Deputy Town Mayor and receive Declaration of Acceptance of Office.
3. To report apologies (if any) received from Members for inability to attend the Meeting.
4. 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).
5. To appoint the following Standing Committees:-
  - (a) Community Services
  - (b) Environment & Green Spaces
  - (c) Personnel
  - (d) Planning & Consultation
  - (e) Tourism & Local Economy

6. To appoint Chairmen of the above Committees and confirm membership of the Finance & Governance Committee.
7. To appoint Councillor members of the following Advisory Committees:-
  - (a) Coastal Change and Beach Management (to report to Tourism & Local Economy and Environment & Green Spaces Committees).
  - (b) Traffic Management (to report to Community Services Committee).
8. To appoint council working parties. (Schedule enclosed).
9. To appoint representatives to outside bodies. (Schedule enclosed).
10. To consider the payment of any subscriptions falling to be paid annually. (Schedule enclosed).
11. To approve a calendar of meetings for 2025/26. (Copy enclosed).
12. To approve as a correct record the Minutes of the following Meetings:-
  - (a) Monthly Meeting of the Council held on 28<sup>th</sup> April 2025. (Copy enclosed).
13. To approve as a correct record the Minutes of the following Committee Meetings, and consider the recommendations contained therein:-
  - (a) Tourism and Local Economy Committee held on 19<sup>th</sup> March 2025.
  - (b) Planning and Consultation Committee held on 7<sup>th</sup> May 2025.
  - (c) Extraordinary Finance and Governance Committee held on 12<sup>th</sup> May 2025.  
N.B. Minute No. 4) contains a recommendation to adopt the revised Vexatious Correspondence and Complaints Policy and Minute No. 5) contains a recommendation to adopt the updated Terms of Reference for Committees, Sub-Committees and Advisory Committees. (Copies enclosed).
14. Budget Monitoring:-
  - (a) Statement of Cash Balance as at 30<sup>th</sup> April 2025. (Copy enclosed).
15. Monitoring Payment of Accounts. (Schedule enclosed).
16. Reporting of delegated matters.
17. Report from Dorset Councillor.
18. Reports from Council representatives on outside organisations.
19. Items of Information and Matters for Forthcoming Agendas.
  - (a) Swanage Green Seafront Stabilisation and Shore Road Enhancement Scheme Public Engagement – Update.

**Item 5) To appoint the following Committees**

**SWANAGE TOWN COUNCIL – PROPOSED COMMITTEES 2025/26**

**Community Services Committee**

Town Mayor, Deputy Mayor and Councillors Brookes, Coward, Dorrington, Foster, Monkhouse, Moreton, Sutton and Vile.

**Environment and Green Spaces Committee**

Town Mayor, Deputy Mayor and Councillors Brookes, Dorrington, Monkhouse, Sutton and Vile.

**Personnel Committee**

Town Mayor, Deputy Mayor and Councillors Dorrington, Foster and Vile.

**Planning and Consultation Committee**

Town Mayor, Deputy Mayor and Councillors Dorrington, Foster, Lejeune, Monkhouse, Sutton and Vile.

**Tourism and Local Economy Committee**

Town Mayor, Deputy Mayor and Councillors Coward, Dorrington, Lejeune, Sutton and Vile (Mr Whitwam co-opted member).

**Item 6) To appoint Chairmen of the above Committees and confirm membership of the Finance and Governance Committee**

**PROPOSED COMMITTEE CHAIRMEN AND FINANCE AND GOVERNANCE COMMITTEE 2025/26**

**Community Services Committee**

**Environment and Green Spaces Committee**

**Personnel Committee**

**Planning and Consultation Committee**

**Tourism and Local Economy Committee**

**Finance and Governance Committee**

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

Chairman - Town Mayor

**Item 7) To appoint Councillor members of the following Advisory Committees**

**PROPOSED COUNCILLOR MEMBERS OF ADVISORY COMMITTEES 2025/26**

**Coastal Change and Beach Management Advisory Committee**

Councillors Bonfield, Foster, Sutton and Tomes.

(Membership limited to 4 councillors following adoption of revised Terms of Reference)

**Traffic Management Advisory Committee**

Town Mayor, Deputy Mayor and Councillors Brookes, Dorrington and Sutton.

**To appoint Council Working Parties**

**PROPOSED WORKING PARTIES AND PANELS 2025/26**

**Panels – lead councillor Town Mayor**

**Community Awards Panel**

Town Mayor and Deputy Mayor.

Lead officer – Planning & Communications Manager

**Grants Panel**

Town Mayor and Deputy Mayor and Councillor Foster.

Lead officer – Planning & Communications Manager

**Property Panel**

Councillors Bonfield, Foster, Monkhouse, Sutton and Vile.

Lead officer – Assets & Compliance Manager

**Working Parties – lead councillor shown in bold**

**Car Parks and Market**

Councillors Bonfield and **Foster**.

Lead officers – Finance Manager (Car Parks) and Visitor Services Manager (Market)

**Communications Strategy**

Councillors Coward, **Foster**, Sutton and Vile.

Lead officer – Planning & Communications Manager

**Events**

Councillors Coward, Dorrington, Sutton, **Tomes** and Vile.

Lead officer – Visitor Services Manager

**Health Services**

Councillors Brookes and **Monkhouse**

(Councillor Suttle, Dorset Councillor, co-opted member).

Lead officer – Town Clerk

**Seafront Masterplan**

Councillors **Bonfield**, Coward, Foster, Monkhouse, Sutton and Tomes.

(Councillor Suttle, Dorset Councillor, co-opted member).

Lead officer – Assets and Compliance Manager

**Sport, Leisure and Wellbeing**

Councillors Bonfield, Coward, Foster, Monkhouse, Sutton and **Tomes**.

(Councillor Suttle, Dorset Councillor, co-opted member).

Lead officer – Town Clerk



**To appoint representatives to outside bodies 2025/26**

Citizens Advice Bureau	Councillor Vile
Dorset Association of Parish & Town Councils	Town Mayor & Deputy Mayor
Dorset Coast Forum	Councillor Foster
Herston Village Hall Management Committee	Councillor Moreton
Herston Reading Room*	Councillors Bonfield & Monkhouse
Mowlem Institute Trust	Councillor Moreton
Purbeck Rail Partnership	Councillor Sutton
Purbeck Transport Action Group	Councillors Monkhouse & Sutton
SE Purbeck Parishes Liaison Group	Town Mayor & Town Clerk
Sustainable Swanage Group	Councillors Monkhouse
Swanage Community Land Trust	Councillors Monkhouse & Vile
Swanage Fairtrade	Councillor Lejeune
Swanage Museum	Councillors Moreton
Swanage Pier Trust*	Councillor Foster
Swanage Regatta & Carnival Committee	Town Mayor, Councillors Dorrington & Tomes
Swanage Town & Community Partnership	Town Mayor
Swanage2027 Steering Committee	Councillors Monkhouse & Sutton
Swanage Town & Herston Football Club	Councillors Bonfield, Sutton & Tomes
The Centre Management Board	Councillor Monkhouse - observer
Wellbeing Swanage	Councillor Monkhouse

N.B. Councillors will act principally as observers in all cases except those marked \* where named councillors will be Trustees of these charities.

**ANNUAL SUBSCRIPTIONS 2025/26**

<b>Renewal</b>	<b>Date</b>	<b>Amount (Approx.) £</b>
National Association of Memorial Masons (NAMM)	1 <sup>st</sup> January	264.00
CPRE (prev. Campaign to Protect Rural England)	1 <sup>st</sup> February	36.00
Fields in Trust	1 <sup>st</sup> February	65.00
National Association of British Markets Authority (NABMA)	1 <sup>st</sup> March	484.00
Dorset Association of Parish & Town Councils (DAPTC)	1 <sup>st</sup> April	1314.63
National Association of Local Councils (NALC)	1 <sup>st</sup> April	653.44
Institute of Cemetery & Crematorium Management (ICCM)	1 <sup>st</sup> April	100.00
Rural Market Town Group (RSN)	1 <sup>st</sup> April	148.68
South West Councils	1 <sup>st</sup> April	630.00
National Society of Allotment & Leisure Gardeners (NSALG)	1 <sup>st</sup> August	66.00
The Ancient and Honourable Guild of Town Criers (AHGTC)	1 <sup>st</sup> August	30.00



Council and Committee Meeting Schedule  
May 2025-July 2026

	Council Meetings		Committee Meetings					Advisory Committee Meetings	
N.B. All Meetings start with fifteen minutes of Public Participation Time	Council	Planning & Consultation	Finance & Governance	Community Services	Environment & Green Spaces	Tourism & Local Economy	Personnel	Coastal Change & Beach Management (reports to Environment & G S and Tourism & L E Committees)	Traffic Management (reports to Community Services Committee)
	Monday		Wednesday						
Commencing	7pm	7pm	2.15pm	2.15pm	2.15pm	2.15pm	9.30am	2.15 pm	5.00 pm
2025 May	19* & 28 (Wed)▲	7 (Wed)							
June	23	2			25			4	11
July	21	7	23	16		9 ***			
August		4							
September	15##	8							
October	20	6		15	8		15	1	8
November	17	3	5			12 ***			
December	15	1	17						
2026 January	12# & 26	5							
February	23	2	25					11	
March	23**	2 & 30	11	18	4	25 ***			4
April	27						22		
May	11* & 20 (Wed)▲	6 (Wed)							
June	22	1			24			3	10
July	20	6	22	15		8 ***			

\* Annual Council Meeting (Election of Mayor)

▲ Final Accounts

# Annual Estimates Meeting

## This Meeting will be held in The Swanage School, Main Hall, High Street

\*\* This Meeting will be held in the Methodist Church, High Street

\*\*\* This Meeting will be held in the Grand Hotel, Burlington Road

N.B. The Annual Parish Assembly is scheduled to take place on 20th April 2026 at The Centre, Chapel Lane

Meetings of the Neighbourhood Plan sub-committee and Capital Projects sub-committee will be held as required

< > Reserve date

**Draft Minutes of the Meeting of the Swanage Town Council**  
held at the Town Hall, High Street, Swanage on  
**MONDAY, 28<sup>th</sup> APRIL 2025** at 7.00 p.m.

**PRESENT:-**

Councillor T. Foster – Chairman

Councillor M. Bonfield

Councillor M. Coward

Councillor J. Dorrington

Councillor J. Lejeune

Councillor C. Sutton

Councillor C. Tomes

Councillor W. Trite

Councillor S. Vile

In addition to Members of the Council and officers, five members of the public and two representatives of the local press and media attended the Meeting.

**Public Participation Time**

The following matters were raised:

- **Agenda item 9)** – Support was expressed for improvements to the highways and footways in Commercial Road and Kings Road East, as part of ongoing efforts to increase footfall and support the local shops in this area of the town, which aspires to be known as the ‘Heart of Swanage.’
- It was further noted that a ‘Heart of Swanage’ map had been produced to promote the area and identify the wide range of shops and services available. It was noted that this area could be overlooked as it was situated behind the main street.
- **Agenda item 8 (c)** – The organisers of the proposed ‘Backyard Ultra’ event spoke to highlight the benefits that it could bring to the local community. It was explained that, if approved, it would be promoted to encourage participation from runners of all abilities in ultra-distance challenges.

Reverend Dave Richards offered a short prayer before the commencement of the Meeting.

The Chairman opened the Council Meeting at 7.15 p.m.

218. **Apologies**

Apologies for her inability to attend the meeting were received from Councillors Brookes, Monkhouse and Moreton.

219. **Declarations of Interest**

Members were invited to declare their interests and consider any requests for Grants of Dispensations in accordance with Section 9 and Appendix B of the Council’s Code of Conduct.

**Agenda item 9)** – Councillor Lejeune declared a non-pecuniary interest under the Code of Conduct by reason of being the owner of a property in the proposed ‘Heart of Swanage’ area and a member of Swanage and District Chamber of Trade.

220. **Minutes**  
(a) Proposed by the Town Mayor, seconded by Councillor Coward and  
RESOLVED UNANIMOUSLY:-  
That the Minutes of the Council Meeting held on  
24<sup>th</sup> March 2025 be approved as a correct record and  
signed.

221. **Tourism and Local Economy Committee**  
(a) It was reported that an early draft copy of the Minutes of the Tourism and  
Local Economy Committee held on 19<sup>th</sup> March 2025, had been circulated in  
error and therefore the approval of the Minutes would be deferred to the next  
Council Meeting. It was noted that two of the three recommendations  
contained within the minutes had been approved at the Council meeting held  
on 24<sup>th</sup> March 2025 and that a further recommendation regarding the  
committee's outside representatives would be considered at the Annual  
Council Meeting.

222. **Planning and Consultation Committee**  
(a) Proposed by Councillor Bonfield, seconded by Councillor Lejeune and  
RESOLVED UNANIMOUSLY:-  
That the Minutes of the Planning and Consultation  
Committee Meeting held on 7<sup>th</sup> April 2025 be  
approved as a correct record and signed.

223. **Statement of Cash Balance**  
(a) A Statement of Cash Balance as at 31<sup>st</sup> March 2025 was submitted for  
information (a copy attached at the end of these Minutes).

224. **Payment of Accounts**  
In accordance with Regulations 5 and 6 of the Council's Financial Regulations,  
the following Payment Schedule was submitted for information:-
  - Payment Schedule 12, amounting to £1,684,748.16.A query was raised regarding the payment to Meta. In response, it was  
explained that the payments related to Facebook advertising aimed at  
increasing publicity for beach hut rentals and upcoming events.

225. **Chairman's Announcements**  
The Town Mayor reported her attendance at the following events since the  
Council meeting held on 24<sup>th</sup> March 2025:
  - **Swanage Coastwatch** – 30<sup>th</sup> anniversary tea party at which there had been the  
opportunity to speak to the volunteers who work hard to help make the seas  
safer.
  - **Swanage Skatepark event** – An enjoyable time had been had at the Swanage  
Skatepark Community event on 12<sup>th</sup> April.
  - **Allsort'd Choir** – A joyous concert held at the Mowlem Theatre.
  - **Focus Centre, Welcome Lounge Open Day** – Together with the Deputy  
Mayor, this had been a useful opportunity to learn about the future plans for  
this important community facility.

The Town Mayor also reported that the first edition of the Talk of the Town  
Hall newsletter had been published today. All were encouraged to contribute to the  
content and the Mayor looked forward to feedback. Thanks were recorded to all those  
involved in the production of the newsletter.

226. **Working Party Updates and Recommendations**

(a) **Sport, Leisure and Wellbeing, 2<sup>nd</sup> April 2025**

Members had been provided with an update regarding a proposal to install an artificial 3G pitch which was the subject of agenda item 12.

(b) **Seafront Masterplan, 14<sup>th</sup> April 2025**

It was reported that at the meeting of the Property Panel held on 24<sup>th</sup> March Members had discussed the upcoming public engagement on the Green Seafront Stabilisation Scheme, further information about which would be provided under agenda item 17 (b).

(c) **Events, 16<sup>th</sup> April**

At the meeting of the Events working party held on 16<sup>th</sup> April 2025, Members had met with the organisers of a proposed ultra marathon event, the 'Backyard Ultra 12'. Consideration was given to a briefing paper which outlined the event, to be held on 13<sup>th</sup> September 2025 at Day's Park from dusk until dawn. It was anticipated that competitors would be on site from approximately 6.00 a.m. until 9.00 p.m. and would be reminded to minimise noise during the early hours and later in the day.

It was proposed by Councillor Tomes, seconded by Councillor Dorrington and **RESOLVED UNANIMOUSLY:-**

That the 'Backyard Ultra 12' event is provisionally approved and that an administration fee of £420 is charged.

Further to his declaration under Minute No. 219, Councillor Lejeune left the room during consideration of the following item.

227. **Heart of Swanage – To consider how best to support proposed branding of Commercial Road businesses**

Further to Minute No. 6 of the Meeting of the Tourism and Local Economy Committee held on 19<sup>th</sup> March 2025, Members considered the content of a briefing paper which set out proposals from the 'Heart of Swanage' group to increase footfall for the shops around Commercial Road and Kings Road East. A letter had been circulated prior to the meeting, outlining the group's request for the Town Council to officially recognise this area as the 'Heart of Swanage' to assist with the promotion of the shops and services provided. Thanks were given to the members of the group for the enthusiasm they had demonstrated and for their commitment to improving the vibrancy of the area.

Members confirmed that the condition of the road had been raised at recent meetings of the Traffic Management Advisory Committee and noted that it was felt that safety could be improved in the area through enhanced street lighting. It was proposed that input be sought from Dorset Council, as the authority responsible for highways and street lighting. It was proposed by Councillor Tomes, seconded by Councillor Trite and **RESOLVED UNANIMOUSLY:-**

That the Town Council recognises the area as a 'destination' known as 'Heart of Swanage' within its promotional material, alongside other destinations such as the Swanage Railway and Pier, and that the Visitor Services Manager will consider and implement, if appropriate, an enhanced presence for the group on the Visit Swanage website.

It was **FURTHER RESOLVED:**

That Councillor Trite will pursue matters related to the improvement of Commercial Road with Dorset Council.

Members acknowledged the valuable contribution that the ‘Heart of Swanage’ representatives could provide to meetings of the Tourism and Local Economy Committee and therefore it was proposed by the Town Mayor, seconded by Councillor Vile and  
**RESOLVED UNANIMOUSLY:-**

That a representative of the ‘Heart of Swanage’ be invited to attend meetings of the Tourism and Local Economy Committee as an outside representative.

Councillor Lejeune re-entered the meeting.

228. **Sandpit Field and Weather Station Field – To consider request from Mowlem Land Trust (De Moulham Trust) and Gift of Public Pleasure Grounds Trust for assurance re. future use of land.**

Further to Minute No. 86 of the Council Meeting held on 24<sup>th</sup> July 2023, at which the Town Council had agreed to consider outright acquisition of Sandpit Field and Weather Station Field (from the Mowlem Land Trust (De Moulham Trust) and Gift of Public Pleasure Grounds Trust respectively) in order to undertake the Green Seafront Stabilisation Scheme, consideration was given to a briefing paper which set out a request received from both Trusts seeking reassurance about the Town Council’s future plans for those parcels of land. Both Trusts had met on 23<sup>rd</sup> April 2025 and had resolved to write to the Town Council to ask it ‘to consider entering into a legally binding agreement, most likely in the form of a covenant, that each parcel of land will be protected as public open space for the benefit of local residents, to a standard that is at least equal to the protection the land currently has through its charitable status’.

In considering this request, Members noted that the Town Council had managed these two parcels of land as public open space since the Council’s creation in April 1974. Furthermore, the Council had sought to protect this property by its inclusion in Policy OSR (Open Space and Recreation) in the Swanage Local Plan and was seeking to extend this protection through the developing Swanage Neighbourhood Plan.

It was proposed by Councillor Bonfield, seconded by Councillor Sutton and  
**RESOLVED UNANIMOUSLY:-**

That, subject to legal advice, the Town Council agrees to provide a legally binding assurance, most likely in the form of a covenant, that if it acquires Sandpit Field and Weather Station Field this land will be protected as public open space to a standard that is at least equal to the protection that it currently has through its charitable status.

229. **Mowlem Land Trust (De Moulham Trust) – To confirm authority of Town Council Members and/or Officers to act on behalf of the Trust**

Members considered the contents of a briefing paper which set out the obligation of the Town Council to hold the Mowlem Land Trust’s funds in a bank account in the name of the Trust and to account for the funds separately from those held by the Council in its role as a local government body. It was reported that Lloyds Bank had recently closed the Mowlem Land Trust bank account; however, following representations made on behalf of the Trust, the bank had agreed to open a new account.

It was stated that, in order to meet the requirements of the compliance process, Lloyds Bank had sought a ‘board resolution’ from the Town Council confirming ‘who can act on behalf of Swanage Town Council and under what authority’. The bank’s compliance department had refused to accept certified minutes of a De Moulham Trust meeting, and therefore the Town Council had been requested to pass a resolution confirming certain key information, as follows:

- The property belonging to the Mowlem Land Trust was vested in the Town Council by a Deed of Assent dated 11 May 1990.
- The Town Council became the registered corporate trustee of the Mowlem Land Trust on 21 September 1995.
- The De Moulham Trust/De Moulham Estate Trust are working names of the Mowlem Land Trust and are registered with the Charity Commission as such.
- All 12 elected town councillors manage the affairs of the Mowlem Land Trust through meetings held separately from Council Meetings, referred to as meetings of the De Moulham Trust.
- The Town Council appoints council officers to fulfil key responsibilities on behalf of the Mowlem Land Trust/De Moulham Trust.
- The Town Clerk, Martin Ayres, acts as Clerk to the Mowlem Land Trust/De Moulham Trust and this role is contained in his job description.
- The Finance Manager, Alison Spencer, manages the financial affairs of the Mowlem Land Trust/De Moulham Trust, including submission of annual accounts to the Charity Commission, and this role is contained in her job description.
- Swanage Town Council makes arrangements for the administration of Mowlem Land Trust funds in its capacity as corporate trustee of the Mowlem Land Trust/De Moulham Trust.
- In accordance with Financial Regulation 5.2 the Town Council must approve a list of authorised signatories for each bank account.
- The Town Council, acting in its capacity as Corporate Trustee of the Mowlem Land Trust/De Moulham Trust, confirms that Martin Ayres and Alison Spencer have authority to act on behalf of the Mowlem Land Trust, including the exercise of signing rights. Both these officers must provide authorisation for any financial transactions on behalf of the Trust.

It was proposed by Councillor Lejeune, seconded by Councillor Coward and  
RESOLVED UNANIMOUSLY:-

That the Town Council confirms the details set out  
above regarding the Town Council's management of  
the Mowlem Land Trust (De Moulham Trust).

230. **Swanage & Herston Football Club – To consider request for funding pledge towards the installation of an artificial football pitch at Day's Park**

Further to Minute No. 172 (a) of the Council Meeting held on 27<sup>th</sup> January 2025, consideration was given to a briefing paper which set out the details of the report presented to that meeting and outlined the latest proposals for the installation of an artificial playing surface at Day's Park, as part of a phased redevelopment of facilities.

It was noted that this project is potentially eligible for a substantial grant under the Football Foundation's Artificial Grass Pitch Framework 2024–28, which could provide up to 75% funding towards the estimated £1.2 million cost of installing an artificial playing surface on the main pitch. The Council was therefore asked to allocate £100,000 from the existing capital grant allocation of £180,500 for improvements at Day's Park towards the cost of this installation. This allocation represents phase one of the broader redevelopment project, with phase two comprising the construction of a new sports hall.

It was acknowledged that the release of the £100,000 would be subject to the submission and approval of a robust business plan by Swanage Town & Herston Football Club, confirmation that all necessary match funding had been secured, and the Town Council entering into a lease agreement with the Football Club or the newly formed Charitable Incorporated Organisation (CIO) to ensure adequate security of tenure.

It was proposed by Councillor Tomes, seconded by Councillor Sutton and **RESOLVED UNANIMOUSLY:-**

That the recommendation of the Sport, Leisure and Wellbeing working party to make a budget allocation of £100,000 in the Council's capital programme towards the installation of an artificial playing surface at Day's Park, out of the existing total allocation of £180,500 towards the improvement of facilities at Day's Park, be approved, with the final decision as to the release of the funds to be subject to the submission of a robust business plan and entering into the necessary lease agreement.

231. **Greengage Community Garden Project – Confirmation and drawdown of grant**

Further to Minute No. 159 (b) of the Annual Estimates meeting held on 20<sup>th</sup> January 2025, consideration was given to a briefing paper which outlined section 5.9 of the approved Budget Report, which included a £15,000 capital allocation for the Greengage Community Garden Project at Prospect Nursery. The grant had been intended to support match funding for a mobile field shelter and improved toilet facilities, subject to the applicants continuing to seek funding from alternative sources. Greengage had raised £14,400 towards the £30,000 total project cost, including a £6,780 pledge from the Talbot Village Trust.

The Town Council had subsequently been informed that Greengage had been unsuccessful in securing further significant grant funding and that due to a time limit attached to the Talbot Village Trust grant, the group needed to commence the project promptly in order to retain the pledged funding. Greengage had therefore requested drawdown of the full £15,000 capital funding allocated by the Council to be paid in two tranches as follows:

1. **Early May 2025** – A payment of £6,000 to cover the deposit required upon placing the order for the mobile field shelter.
2. **Early August 2025** – A further payment of £9,000 to fund the refurbishment of the existing brick toilet block at Prospect Nursery.

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

That the budgeted capital grant of £15,000 be released in accordance with the revised project delivery timetable as set out above.

In order to ensure that Town Council funds were only required if absolutely essential, it was agreed that Greengage should be encouraged to continue to seek alternative funding prior to the drawdown of the second phase of the grant.

232. **Reports from Council representatives on outside organisations**

There were no reports on this occasion.

233. **Report from Dorset Councillors**

The following updates were provided by Councillor Trite:

- Dorset Council’s Chief Executive – It was reported that a new chief executive had been appointed and announced as Dr Catherine Howe. It was anticipated that she would take up her duties at the end of August.
- Recycling – A DEFRA report had placed Dorset at the top of the league table for recycling waste. The national average was 44% whilst Dorset recycled 60.5%.
- Community and Culture Project Fund – It was reported that round 9 of the Community and Culture Project Fund was now open with grants available between £1,500 - £5,000 for new projects which would benefit the community.
- Small Capital Grants Fund – One-off grants available between £5,000 - £15,000 for the improvement, adaptation or refurbishment of play areas, local green spaces or similar venues.

234. **Reporting of delegated matters**

Further to Minute No. 217 (a) of the Council Meeting held on 24<sup>th</sup> March 2025 it was reported that it had not been necessary to significantly amend the proposals for the recruitment of the Project Delivery Officer role.

235. **Items of Information and Matters for Forthcoming Agendas**

(a) **Events Emergency Plan**

Thanks were recorded to Mr Ian Brown for his assistance in helping event organisers in the development of an emergency plan with regard to events held on Sandpit field.

(b) **Dementia Friendly Purbeck**

It was reported that Dorset Health and Dementia Friendly UK had authorised the advertisement of a second Admiral Nurse post for Purbeck, making it the first area in the country to appoint a second nurse. Of the total funding required (£120,000), £40,000 was still outstanding.

(c) **Swanage Library**

An open event would be held on 21<sup>st</sup> May 2025 to promote the services provided by the library.

(d) **Overspend on contract for internal refurbishment of Swanage Information Centre**

Further to Minute No. 176 (a) of the Council Meeting held on 27<sup>th</sup> January 2025 and in accordance with Financial Regulation 12.3, it was reported that due to the need to install loft insulation and upgrade IT infrastructure an additional £2,046 had been spent on the internal refurbishment of the Swanage Information Centre.

(e) **Green Seafront – Update on proposed public engagement**

It was noted that the public engagement process would commence on 1<sup>st</sup> May 2025. This would include a new proposal for the Green Seafront alongside options for safety improvements to the northern section of Shore Road. Members were encouraged to share the consultation details and direct respondents to the dedicated website and various in-person events.

(f) **Swanage Neighbourhood Plan – Update on public engagement**

A briefing note had been tabled at the meeting which set out the objectives of the neighbourhood plan process and the provisional dates of the engagement which were noted as 12<sup>th</sup> May – 20<sup>th</sup> June 2025.



## **EXCLUSION OF PRESS AND PUBLIC**

Proposed by the Town Mayor, seconded by Councillor Lejeune and AGREED:-

That, under Standing Order No. 1 c), in the public interest, the press and public be excluded from the Meeting in view of the confidential nature of the business to be transacted under agenda items 18 to 21 for reasons of legal and commercial confidentiality.

### 236. **Swanage Neighbourhood Plan – Confirmation of Town Council sites for inclusion in forthcoming public engagement**

Further to Minute No. 170 of the Council Meeting held on 15<sup>th</sup> January 2024, consideration was given to a briefing note which provided an update in respect of the three parcels of land in its ownership that the Council had agreed to submit to the Neighbourhood Plan Call for Sites. The briefing note summarised planning and valuation advice which had been obtained further to Minute No. 138 (a) of the Council Meeting held on 27<sup>th</sup> November 2024 and Minute No. 194 (a) of the Council Meeting held on 24<sup>th</sup> February 2025.

With regard to the Spa and Weather Station Field, attention was drawn to the need to ensure that planning policy within the Neighbourhood Plan would not prevent the delivery of essential seafront stabilisation and enhancement works. On balance, a view was taken that there should be no need to include the Weather Station Field in a list of potential development sites to achieve this, especially in light of the Council's commitment to retain this as a green open space (see Minute No. 228 above). However, given the potential to expand the provision of beach huts onto a small section of the existing green space adjoining the Spa within one of the options for the Green Seafront Stabilisation Scheme, it was agreed that this land should be included within the list of potential sites for commercial development. In light of the planning advice received it was noted that this land is highly constrained by planning policy and, therefore, is best retained as a mixture of open space and beach huts.

In respect of the third site, North Beach Car Park, constraints on its potential redevelopment were also noted. However, on balance, it was agreed that local residents should be given the opportunity to comment on the potential for future retail, hospitality or leisure use of this site. Therefore, it was proposed by Councillor Bonfield, seconded by Councillor Vile and RESOLVED UNANIMOUSLY:-

That of the three sites nominated through the call for sites in January 2024, two (The Spa with land adjoining and North Beach Car Park) should be included in the forthcoming public engagement on potential development sites to be allocated within the Swanage Neighbourhood Plan and one (Weather Station Field) should be withdrawn.

Councillor Sutton left the meeting.

### 237. **Rent Reviews – To consider valuer's recommendations**

Members considered a letter dated 22<sup>nd</sup> April 2025 containing valuation advice in respect of rent reviews due in relation to the following seafront properties.

#### (a) **Seabreeze Restaurant**

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

To accept the valuation advice set out in the letter dated 22<sup>nd</sup> April 2025 in respect of the rent of Seabreeze Restaurant for the three-year period

commencing 27<sup>th</sup> January 2025 and the annual licence fee for the adjoining gated area.

(b) **Swanage Beach Kiosk Ltd**

It was proposed by Councillor Dorrington, seconded by the Councillor Coward and RESOLVED UNANIMOUSLY:

To accept the valuation advice set out in the letter dated 22nd April 2025 in respect of the rent of the Swanage Beach Kiosk for the five-year period commencing 1<sup>st</sup> April 2025.

(c) **Santa Fe Fun Park and Family Games Room**

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

To accept the valuation advice set out in the letter dated 22nd April 2025 in respect of the rent of the Santa Fe Fun Park and Family Games Room for the four-year period commencing 1<sup>st</sup> April 2024.

It was noted that the revised rental figure included the two car parking spaces allocated for this business.

238. **Procurement - To consider awarding contracts for the following works:**

(a) **Burlington Chine public conveniences internal refurbishment, Recreation Ground resurfacing and kerbing, and Swanage Information Centre garden improvements**

Members reviewed a briefing paper which set out the agreed budget allowance for each of the above one-off projects and the procurement process that had been followed. Specifications for each had been prepared and collated by Dorset Council Asset & Property Services into a package of works in order that preliminary and overhead costs could be minimised.

It was reported that three compliant submissions had been received which had been assessed on the grounds of cost and quality. The submission from David R White Building Services was the highest scoring in both respects. However, despite being the lowest priced submission, the price was £5,325.98 over the agreed total budget of £20,000. It was proposed that this shortfall should be funded from the Council's General Fund.

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

That a contract be awarded to David R White Building Services for the sum of £25,326 to undertake internal refurbishment of Burlington Chine public conveniences, resurfacing and new kerbing to the Recreation Ground and provide an external, level access decked area to the Swanage Information Centre to enable visitor services to be provided outside in busy periods.

(b) **Town Hall – Replacement and upgrade of car park gates**

Consideration was given to a briefing note that highlighted deficiencies in the operation of the gates to the Town Hall car park that had been identified during a recent inspection. Advice had been received that it was not possible to make adjustments to the existing gates to address the deficiencies and that, therefore, the options available to the Town Council were either to purchase replacement

gates at a cost of approximately £9,000, or to remove the gates entirely. During the debate the possibility of seeking further guidance from a relevant trade body was raised.

After detailed consideration of the options it was proposed by Councillor Tomes, seconded by Councillor Vile and **RESOLVED UNANIMOUSLY:**

That the gates to the Town Hall car park should be disabled and that further information should be sought regarding alternative options, prior to a revised report on the matter being brought to a future Council meeting.

- (c) **Seafront ground monitoring – To consider extension of existing contract**  
Further to Minute No. 109 (a) of the Council Meeting held on 23<sup>rd</sup> September 2023, Members considered a briefing note outlining the requirement for continued monitoring of ground movement and water levels on Sandpit Field, Weather Station Field and the land to the north of the Spa beach huts. The importance of this to understanding the rate of ground movement and providing potential early warning of slope failure was highlighted. The need for consistency in the approach to gathering data was noted during the discussion. Some concern was raised regarding an increase in the contract cost and it was agreed that the frequency of monitoring over the summer months could be reduced to ensure that this work was delivered within the agreed budget of £17,000. It was proposed by Councillor Bonfield, seconded by Councillor Dorrington and **RESOLVED UNANIMOUSLY:-**

That, in accordance with Financial Regulation 11.1.e, the contract with South-West Geotechnical Services to provide monitoring of ground movement and water levels on the Green Seafront land, and reporting on the same, be extended for a further twelve-month period at a cost of up to £17,000.

239. **Car Park Enforcement – To consider options for summer 2025**

Members considered the content of a briefing note outlining the Council's options for recruiting to the vacant post of Enforcement Officer. It was noted that if the post were to be filled via an agency or car park management company then the cost would have to be vired from the staffing budget to the car parks hired services budget. It was proposed by Councillor Tomes, seconded by Councillor Bonfield and **RESOLVED UNANIMOUSLY:-**

That delegated authority be provided to the Assets & Compliance Manager to take appropriate steps to source an Enforcement Officer resource for up to 5 days per week until 14<sup>th</sup> September 2025, noting that this may be via an employment agency or parking management company, within the allocated budget of £35,000.

It was further agreed that the future of car park enforcement should be reviewed by the Car Parks Working Party prior to budget setting for the 2026/27 financial year.

The Meeting closed at 7.50 p.m.

**Draft Minutes of a Meeting of the TOURISM AND LOCAL ECONOMY COMMITTEE held at The Grand Hotel, Burlington Road, Swanage on WEDNESDAY 19<sup>th</sup> MARCH 2025 at **2.15 p.m.****

Chairman: -

Councillor C Tomes

Swanage Town Council

Present: -

Councillor M Bonfield

Swanage Town Council

Councillor J Dorrington

Swanage Town Council

Councillor T Foster

Swanage Town Council

Councillor J Lejeune

Swanage Town Council

Outside Representatives: -

Ms L Bish

Swanage Chamber of Trade

Ms L Egan

Swanage Chamber of Trade

Ms C Finch

Swanage Pier Trust

Ms A King

Swanage Railway

Ms S Libicka

Swanage Chamber of Trade

Mr P Sykes

Swanage Railway

Mr M Whitwam

Purbeck Community Rail Partnership

Also Present: -

Dr M Ayres

Town Clerk

Mrs S Layton-Kelly

Administration Officer

Mr C Milmer

Visitor Services and Business Development Manager

Mrs J Moulder

Business Development Officer

### **Public Participation Time**

The Chairman opened the meeting by welcoming new representatives to the committee, Ms A King, newly appointed Chief Executive of Swanage Railway, and Ms C Finch, newly appointed trustee of the Swanage Pier Trust.

#### **1) Apologies**

Apologies for their inability to attend the meeting were received from Councillors Moreton and Sutton, Mr G Johns (Swanage Railway), Ms T Churcher (National Trust), Mr R Pattinson (Swanage Railway), Ms T Deacon (Purbeck Coast Radio), Ms D Morley (The Mowlem Theatre), Ms K Black (Head Ranger Durlston Country Park) and Mr R Marsh (Swanage Fishermen's Association).

#### **2) Declarations of Interest**

Members were invited to declare their interests and consider any requests for Grants of Dispensations in accordance with Section 9 and Appendix B of the Council's Code of Conduct.

**Agenda Item 11a)** - Councillor Tomes declared a pecuniary interest under the Code of Conduct by reason of being a private beach hut user.

**Agenda Item 7)** – Councillor Bonfield declared a non-pecuniary interest under the Code of Conduct by reason of his position on the committee of Dementia Friendly Purbeck.

3) **Matters arising from the Minutes of the Meeting of the Tourism & Local Economy Committee held on 27<sup>th</sup> November 2024**

There were no matters raised.

4) **Matters arising from the Meeting of the Coastal Change and Beach Management Advisory Committee held on 12<sup>th</sup> February 2025**

A brief summary of matters discussed at the advisory committee was provided by the Chairman and officers.

5) **Dorset Town Of Culture 2026 – Update**

The Visitor Services and Business Development Manager (VSBDM) provided an update on Swanage's bid to be recognised as the Dorset Town of Culture 2026. It was confirmed that despite a strong and well received application, Swanage had been unsuccessful in securing the title. The VSBDM reported that feedback from the judging panel is currently being reviewed to identify areas for future improvement. The outcome was met with disappointment, but gratitude was expressed to all those involved in the bid. It was noted that the Chairman and the VSBDM would continue to meet with representatives from the Mowlem Theatre to identify if there are proposals contained in the bid that could be taken forward.

6) **Heart of Swanage**

A discussion took place regarding a letter received by the Town Council from representatives of the Heart of Swanage business community, titled 'Proposal to Officially Recognise The Heart of Swanage'. Members welcomed the request but agreed that further clarity would be required regarding the specific nature and implications of the proposal prior to a decision being reached.

It was proposed by Councillor Tomes, seconded by Councillor Bonfield and  
RESOLVED UNANIMOUSLY:-

That Councillor Tomes and the VSBDM liaise with representatives of 'The Heart of Swanage' to seek further clarification of their proposal which will be presented at the next Council Meeting.

7) **Charity Beach Huts – Allocations for 2025-26.**

Consideration was given to a briefing paper prepared by the VSBDM which set out the applications received for the allocation of beach huts to charities and community groups during the 2025-26 season. The applications were considered in turn, as follows:

- Purbeck Runners: Concerns were raised regarding the number of potential users and the capacity in and around a beach hut. It was proposed by Councillor Tomes, seconded by Councillor Foster and RESOLVED UNANIMOUSLY:-

That the application be declined for 2025-26 but that the use of beach huts by sports clubs be reviewed prior to the allocation of charity huts for the next year.

- Swanage Mama Swim: During the discussion it was agreed that a short trial would be appropriate to assess the level of usage. It was proposed by Councillor Foster, seconded by Councillor Lejeune and RESOLVED UNANIMOUSLY:-

That a trial period of four weeks be granted with a review to be undertaken at the next Tourism and Local Economy Committee Meeting.

- Dorset Council Purbeck Local Office-support to unpaid Carers in the Purbeck area: It was noted that the application lacked specificity in the reasons for requesting a

beach hut. It was proposed by Councillor Bonfield, seconded by Councillor Dorrington and RESOLVED UNANIMOUSLY:-

That the VSBDM works with Carers in Purbeck to seek clarification and further detail regarding their application.

Further to his declaration under Minute No.2) Councillor Bonfield left the room during the consideration of the following item.

- Dementia Friendly Purbeck: It was proposed by Councillor Lejeune, seconded by Councillor Foster and RESOLVED UNANIMOUSLY:-  
That the application from Dementia Friendly Purbeck be agreed.

Councillor Bonfield re-entered the meeting.

- Jurassic Care: It was noted that insufficient information had been provided to support the application and AGREED:-  
That the application be declined on the grounds of lack of information.
- Hand H Care Dorset, Lewis Manning Hospice Care & Community Credit Scheme: It was proposed by Councillor Foster, seconded by Councillor Lejeune and RESOLVED UNANIMOUSLY:-  
To grant the VSBDM delegated authority to approve one-day beach hut bookings for Hand H Care Dorset, Lewis Manning Hospice Care, and the Community Credit Scheme.
- It was further proposed by Councillor Bonfield, seconded by Councillor Tomes and RESOLVED UNANIMOUSLY:-  
To grant the VSBDM delegated authority to approve applications from schools, provided the schools have made use of a beach hut in previous years.

#### **8) Festive Lights-Consideration of future use of Mowlem projector**

Consideration was given to a briefing paper provided by the VSBDM which set out requests from event organisers seeking permission to use the facility for promotional purposes. Members raised concerns regarding potential planning and conservation issues, the requirement of consultation with the Mowlem Theatre, along with possible costs and the current absence of a formal policy governing such use. It was therefore proposed by Councillor Tomes, seconded by Councillor Bonfield and RESOLVED UNANIMOUSLY:-

That a working party be formed to consider the future use of the Mowlem projector and report back to the committee in due course.

Councillors Bonfield, Dorrington, Tomes and the VSBDM agreed to sit on the working party.

Following consideration of this item, the Chairman was presented with a cheque for £600 by Ms L Bish, on behalf of the Chamber of Trade, as a contribution towards the town's Festive Lights.

**9) Sandbanks Ferry – update following Public Inquiry**

Following a brief update provided by Councillor Bonfield regarding the Public Inquiry in January, which he had attended, Members considered extending an invitation to representatives of the Bournemouth Swanage Motor Road and Ferry Company to join the Tourism and Local Economy Committee. It was proposed by Councillor Bonfield, seconded by Councillor Foster and RESOLVED UNANIMOUSLY:-

**TO RECOMMEND:**

That a representative from the Bournemouth Swanage Motor Road and Ferry Company be formally invited to join the Tourism and Local Economy Committee.

**10) Fishers’ Huts – Consideration of Allocation Policy**

Further to Minute No. 10 of the Tourism & Local Economy Committee Meeting held on 3<sup>rd</sup> July 2024, consideration was given to a briefing paper which outlined proposed updated criteria for inclusion in the Fishers’ Huts Allocation Policy. It was noted that these had been devised by the appointed working party following a consultation meeting with current occupiers of the huts. It was proposed by Councillor Bonfield, seconded by Councillor Lejeune and RESOLVED UNANIMOUSLY:-

That the Allocation Policy for the Fishers’ Huts be approved.

It was further proposed by Councillor Lejeune, seconded by Councillor Dorrington and RESOLVED UNANIMOUSLY:-

That the implementation of the approved Allocation Policy commence in April 2025.

**11) Scale of Fees and Charges**

Further to his declaration under Minute No.2) Councillor Tomes left the room during the consideration of the following item. In the absence of the Committee Chairman, it was agreed that Councillor Bonfield would assume the Chair during consideration of this item.

**a) Private Site – licence fee for 2025-26**

Further to Minute No. 12(c) of the Meeting of the Tourism and Local Economy Committee held on 27<sup>th</sup> November 2024, the VSBDM provided a brief update on this matter, referring to a briefing paper circulated prior to the meeting which outlined the proposal to increase the Private Site licence fee to £520.00 (incl. VAT) for the 2025-26 period. It was proposed by Councillor Foster, seconded by Councillor Lejeune and RESOLVED UNANIMOUSLY:-

**TO RECOMMEND:**

That the Private Site Licence Fee for the 2025-26 period be set at £520.00 (incl. VAT).

Councillor Tomes re-entered the Meeting and re-assumed the Chair.

**b) Swanage Market Fees – for 2025-26**

Consideration was given to a briefing paper outlining the proposed revised market fees to commence from 1<sup>st</sup> April 2025. It was proposed by Councillor Foster, seconded by Councillor Dorrington and RESOLVED UNANIMOUSLY:-

**TO RECOMMEND:**

That the revised market fees be approved, with implementation to commence on 1<sup>st</sup> April 2025.

## 12) Support for Local Visitor Economy Partnership (LVEP)

The VSBDM referred to a briefing paper circulated prior to the meeting which set out information regarding an invitation to submit a letter of support from Swanage Town Council in relation to Dorset Council's application for LVEP status. The VSBDM advised that, regrettably, the request had not allowed sufficient time for the Council to compose a response ahead of the closing deadline. However, it was felt important that committee members be made aware that an application to form a LVEP had been submitted in February 2025.

## 13) Update from the Visitor Services & Business Development Manager

The following update was provided by the VSBDM:

- **Swanage Information Centre Refurbishment** – This has resulted in a more efficient internal layout and improved storage on the upper floor. The VSBDM expressed his thanks to the Town Council for supporting and approving the refurbishment.
- **Pedestrian Signage (finger signs)** – Dorset Council had granted permission for the Town Council to repaint the pedestrian finger signs within the town and allocated a small contribution from their budget towards the associated costs.
- **Lifeguard Base Unit** – The RNLI were considering the relocation of the Lifeguard Base Unit from its current location back to its previous position, closer to the Banjo Jetty, where it had been situated two years ago.

## 14) Updates from Outside Representatives

Outside representatives provided the following updates:

- **Purbeck Community Rail Partnership** - Following initial discussions with the new owners of Blue Pool concerning the potential establishment of a halt, a working group has been formed to explore the proposal further.  
Swanage Railway will be celebrating its 140<sup>th</sup> anniversary in May. A series of events and activities are planned throughout the month to commemorate the milestone, including a dedicated stand at Waterloo Station in London.  
An update was also provided on the status of the Wareham Railway Crossing. It was confirmed that the crossing will remain open.
- **Swanage Railway** – Attention was drawn to a report previously circulated, which outlined events held since the previous Tourism and Local Economy Committee meeting as well as upcoming events planned for 2025. It was noted that the Swanage Belle has two scheduled tours from London Victoria to Swanage on Wednesday 25<sup>th</sup> June and Wednesday 10<sup>th</sup> September. Members were further informed that Swanage Railway is in the process of finalising its schedule for Halloween and the Christmas period.  
In her new role as Chief Executive, Ms King was formally welcomed by the Town Mayor to both the Tourism Committee and Swanage.
- **Chamber of Trade** – It was reported that the Chamber continued to experience growth in membership. Members were informed that the new organiser of the Pirate Festival had approached the Chamber with a view to engaging local businesses in the event.  
Concerns were raised regarding the increase in on-street parking fees set by Dorset Council, which are considered to be a potential deterrent to customers. However, it was noted that car parks operated by Swanage Town Council remain competitively priced.  
It was further reported that the Chamber of Trade will soon be celebrating its centenary. Discussions are ongoing regarding ways to commemorate the occasion, and representatives will report back to the Committee in due course.



- **Swanage Pier Trust** – The Committee received an update regarding the success of recent events held at the Pier, and details regarding upcoming events aimed at attracting visitors to that area of the town. It was further reported that consideration is being given to hosting a nostalgic/heritage weekend, which could also provide an opportunity for local businesses to celebrate their own history. Additionally, the Committee was advised that five piles on the Pier are in need of replacement.

**15) Items of information and matters for forthcoming agendas**

It was reported that public consultation regarding the Green Seafront Stabilisation Scheme is being planned for late April.

**16) Date of next meeting**

It was noted that the next meeting of the Committee had been provisionally scheduled for Wednesday 3<sup>rd</sup> July 2025 at 2.15p.m. at The Grand Hotel, Burlington Road, Swanage.

The Chairman thanked everyone present for their attendance.

The meeting closed at 3:40 p.m.

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Draft Minutes of the Meeting of the **PLANNING AND CONSULTATION COMMITTEE** held at the Town Hall, Swanage on **WEDNESDAY, 7<sup>th</sup> MAY 2025** at **7.00 p.m.**

Chairman: -

Councillor M Bonfield

Swanage Town Council

Present: -

Councillor T Foster

Swanage Town Council

Councillor J Lejeune

Swanage Town Council

Councillor C Moreton

Swanage Town Council

Councillor S Vile

Swanage Town Council

Also in attendance: -

Miss N Clark

Planning and Community Engagement Manager

There was one member of the public present at the meeting.

### **Public Participation Time**

The following matter was raised:

**Swanage Bandstand** – appreciation was expressed to the Town Council, the Assets and Compliance Manager, and the Operations Team, for commissioning and arranging the installation of the new coping stones around the bandstand. Comments were made that the work had been completed in a timely and sensitive manner. Attention was also drawn to the number of bookings already made for the bandstand this year, as well as the high level of interest from bands wishing to perform.

The Chairman extended thanks to Mr Alan Houghton and the Friends of Swanage Bandstand for their tireless fundraising efforts in support of the bandstand.

#### **1) Apologies**

Apologies for their inability to attend the Meeting were received from Councillors Monkhouse and Tomes.

#### **2) Declarations of Interest**

Members were invited to declare their interests and consider any requests for Grants of Dispensations in accordance with Section 9 and Appendix B of the Council's Code of Conduct.

There were no declarations to record on this occasion.

### **Planning**

#### **3) Plans for consideration**

##### **Delegated Applications**

P/FUL/2025/01253

**Flats 1-3, 75-79 Burr Stone Mead, High Street, Swanage, BH19 2LY**

Replace existing timber windows and timber soffit, fascia, and bargeboards, with new timber-effect uPVC. Rainwater goods to be replaced to match existing. Replace existing timber doors with new timber-effect uPVC.

**OBSERVATION:** No objection, subject to adherence to the Design and Conservation Officer's report and any recommendations.

\* P/FUL/2025/01925

**Annexe, 31 Northbrook Road, Swanage, BH19 1PP**

Sever detached ancillary dwelling to form separate dwelling.

**OBSERVATION:** The Committee has no objection to the proposed amendments to the property, provided it is used as a holiday let or for short/long-term letting, and subject to the planning officer's recommendations outlined in the pre-application report dated 14th March 2025. The Committee recommends that any approved scheme should include a condition that the annexe is to be used solely for these purposes, and only as incidental to the residential use of No. 31. The Committee objects to the following:

- The severance of the annexe to create a separate plot for future habitation.
- The creation of a separate postal address for the annexe.

**For Information Only**

P/CLP/2025/02334

**Certificate of Lawful Use Proposed**

**18 Burlington Road, Swanage, BH19 1LS**

The application will include the construction of decking and glass balustrade.

P/NMA/2025/02264

**Non material amendment**

**6 Gannetts Park, Swanage, BH19 1PF**

Non material amendment to approved planning application No. P/HOU/2024/03127 (Demolition of existing extension and garage, and construction of single storey-side extension to form ground floor living accommodation.) to increase width, remove the corridor and the new front door on the extension.

**Please note:**

- \* The Town Council is Corporate Trustee of the De Moulham Trust, which holds the benefit of covenants in the properties that are the subject of applications marked \*.

**4) Applications for tree works - opportunity to raise any matters of concern**

Consideration was given to the following proposed tree works in the Swanage Conservation Area:-

P/TRC/2025/02092

**15 Manor Road, Swanage, BH19 2BH**

T1 Lime - Re-pollard to previous pollard points as indicated on submitted photograph.

**OBSERVATION:** No objection.

P/TRC/2025/02189

**Marina View, 29 Park Road, Swanage, BH19 2AA**

T1 Eucalyptus - Reduce height to just below the height of the building gable end, as shown on submitted annotated photograph.

**OBSERVATION:** No objection.

**Licensing**

**5) To note receipt of the following premises licence application, and to determine the Council's response, if any:**

- a) **The Purbeck Plaza Limited, 19 High Street, Swanage, BH19 2LP – application for renewal of an existing pavement or sitting out licence – to be granted under the Highways Act 1980 Licence to Use a Sitting Out Area on the Public Highway**

Consideration was given to The Purbeck Plaza Limited's application for renewal of an existing Licence to Use a Sitting Out Area on the Public Highway.

It was proposed by Councillor Foster, seconded by Councillor Vile and RESOLVED UNANIMOUSLY:-

That the Town Council has no objection to the renewal of The Purbeck Plaza Limited's Licence to Use a Sitting Out Area on the Public Highway.

**6) To note receipt of the following consultation document, and to determine the Council's preferred method of response, if any:**

**a) Dorset Council (DC) – Towards a new model for day opportunities - a new way of delivering opportunities in Dorset**

It was reported that DC was seeking feedback on proposed changes to the provision of day opportunities across the county. Previous consultations in 2021 and 2023 with service users had highlighted a desire for a wider choice of local activities, with more flexible options available in the evenings and at weekends.

DC was now inviting views on its proposed *hub, spoke and specialist* model, to better understand how this approach could work within communities.

Day opportunities were defined as activities that supported individuals to develop new skills, maintain or increase independence, or meet care needs. These could include:

- Life skills training
- Support to find a job
- Time at a day centre
- A sporting activity
- Clubs and social activities
- Less formal activities such as time with friends, nature walks or visits to the local town centre

In Swanage, it was noted that DC would be working with the Swanage and Purbeck Development Trust to develop community activities at the Focus Centre, and with local organisations to expand provision elsewhere.

Committee Members had reviewed the consultation content and had no further comments.

It was noted that details of the consultation and the online survey had been published on the Town Council's website and Facebook page. The deadline for responses was 9<sup>th</sup> June.

**7) Matters arising from draft Minutes of the Meeting of the Swanage Neighbourhood Plan Steering Group held on 7<sup>th</sup> April 2025**

The updates within the Minutes were noted. A discussion followed regarding the SNP Steering Group meeting held earlier in the day, at which the draft content of the upcoming public engagement materials, including the webpage and survey, had been reviewed. It was noted that some elements still required refinement. It was confirmed that officers would continue to work with Dorset Coast Forum to progress this.

**8) Items of Information and Matters for Forthcoming Agendas**

Details of the following new planning application had been received earlier today. Due to the response timescale, Committee Members reviewed the application during the meeting:-

P/HOU/2025/02330      **32 Newton Road, Swanage, BH19 2EA**

New rear dormer.

**OBSERVATION:** No objection.

**9) Date of next meeting**

The date of the next meeting had been scheduled for Monday 2<sup>nd</sup> June 2025.

The meeting closed at 7.35 p.m.

**Draft Minutes of the Extraordinary meeting of the FINANCE AND GOVERNANCE COMMITTEE held at the Town Hall, Swanage on MONDAY, 12<sup>th</sup> MAY 2025 at 2.15 p.m.**

PRESENT:- Councillor T Foster (Town Mayor) – Chairman

Councillor M Bonfield  
Councillor D Monkhouse  
Councillor C Moreton  
Councillor C Tomes

Also in attendance: -

Councillor S Vile	Swanage Town Council
Dr M Ayres	Town Clerk
Mrs E Evans	Democratic Services Officer

### **Public Participation Time**

There were no members of the public present at the meeting.

Before the meeting commenced, the Town Mayor reflected on the sudden death of Councillor Trite over the weekend. A moment of silence was observed, followed by a short prayer led by Councillor Moreton. It was reported that there would be an opportunity to pay full tribute to Councillor Trite at the Annual Council Meeting on Monday 19<sup>th</sup> May.

1. **APOLOGIES**

There were no apologies to record on this occasion.

2. **DECLARATIONS OF INTEREST**

Members were invited to declare their interests and consider any requests for Grants of Dispensations in accordance with Section 9 and Appendix B of the Council's Code of Conduct.

There were no declarations to record on this occasion.

3. **TO RECEIVE RECOMMENDATIONS OF THE WORKING PARTY WORKSHOP**

Further to Minute No. 6 of the Meeting of the Finance & Governance Committee held on 12<sup>th</sup> March 2025, Members considered a briefing paper which set out a list of working parties to be considered for appointment at the Annual Council Meeting. The list had been prepared following a review of existing working parties at a councillor workshop held on 9<sup>th</sup> May 2025.

There was broad support for the appointment of certain working parties on an 'as and when' basis, to address specific needs as they arose. Members also acknowledged the continuing value of retaining some existing working parties and panels to support the Council's ongoing work. Three types of informal meetings, each regarded as working parties under the Council's Standing Orders, were discussed:

- Panels – appointed to assess specific applications/proposals and formulate recommendations.
- Working Parties – appointed either to support officer decision making or to formulate recommendations about ongoing matters.

- Task & Finish Groups – to be appointed as and when required to consider a specific matter in-depth over a defined timescale and make a recommendation.

The Committee considered the following list of panels and working parties, to be appointed on an annual basis, which had been prepared as an outcome of the workshop:

Panels

- Community Awards
- Grants
- Property

Working Parties

- Car Parks and Market
- Communication Strategy
- Events
- Health Services
- Seafront Masterplan
- Sport, Leisure and Wellbeing

Members also noted the potential benefit of appointing a Scale of Fees and Charges working party later in the year to help inform the budget setting process.

It was proposed by Councillor Monkhouse, seconded by Councillor Moreton and RESOLVED UNANIMOUSLY:-

That the above list of working parties and panels be presented to the Annual Council Meeting on 19<sup>th</sup> May 2025.

4. **TO RECEIVE RECOMMENDATIONS OF THE VEXATIOUS CORRESPONDENCE AND COMPLAINTS POLICY SUB-COMMITTEE FOR THE POLICY REVIEW**

Further to Minute No. 4 of the Vexatious Correspondence and Complaints Policy Sub-Committee meeting held on 7<sup>th</sup> May 2025, Members considered proposed revisions to the policy document which had been the subject of lengthy deliberation at that meeting. It was proposed by Councillor Moreton, seconded by Councillor Monkhouse and RESOLVED UNANIMOUSLY:

**TO RECOMMEND:**

That the revised Vexatious Correspondence and Complaints Policy be approved and adopted.

5. **TO REVIEW TERMS OF REFERENCE FOR COMMITTEES, SUB-COMMITTEES AND ADVISORY COMMITTEES FOR 2025/26**

Members considered revised Terms of Reference for Committees, Sub-Committees and Advisory Committees, which had been updated to reflect the appointment of additional members to committees during the year, as well as a proposed change in the number of councillors on the Coastal Change and Beach Management Advisory Committee, increasing membership from three to four.

It was suggested that the following outside representatives be added:

- ‘Wellbeing Swanage’ to the Community Services Committee;
- ‘Cultural Purbeck’ to the Tourism and Local Economy Committee; and
- ‘Purbeck Energy Group’ to the Environment and Green Spaces Committee.

In addition to the amendments listed above, it was noted that the Terms of Reference document would also need to be updated to reflect the changes to the proposed appointment of working parties, as outlined under Minute No. 3 above.

It was proposed by Councillor Tomes, seconded by Councillor Bonfield and RESOLVED UNANIMOUSLY:-

**TO RECOMMEND:**

That the amended Terms of Reference for Committees, Sub-Committees and Advisory Committees be approved.

6. **TO REVIEW THE DRAFT SCHEDULE OF MEETINGS FOR 2025/26**

A draft schedule of meetings for 2025/26 was reviewed by the Committee. It was noted that the proposed schedule had brought forward some autumn committee meetings to allow additional time for the preparation of the budget for the forthcoming year.

Members acknowledged that the draft schedule would be presented for review and approval at the Annual Council Meeting on Monday 19<sup>th</sup> May 2025, and that a degree of flexibility may be required in the setting of future meeting dates.

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

There were no matters raised on this occasion.

8. **DATE OF NEXT MEETING**

The provisional date of the next meeting was noted as 23<sup>rd</sup> July 2025 at 2.15 p.m.

The meeting concluded at 3.40 p.m.

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## VEXATIOUS CORRESPONDENCE AND COMPLAINTS POLICY

### Introduction

The great majority of people who contact Swanage Town Council do so politely and with respect to Council employees. The Town Council welcomes feedback and encourages people who feel that they have grounds for complaint to contact the Council so that their concerns can be investigated in accordance with the Council's Complaints Procedure, which is designed to provide complainants with a thorough and fair means of redress.

There are, however, exceptional circumstances where behaviour can present a challenge to the wellbeing of staff or councillors, resulting in unacceptable stress. Furthermore, some correspondence will result in a disproportionate amount of resource being spent in response, preventing the Council from efficiently fulfilling its wider duties.

Swanage Town Council does not expect its staff or councillors to tolerate unreasonable behaviour from members of the public or other points of contact. The organisation has a direct duty of care to its employees and also a responsibility to any associated organisations and/or partners it works alongside.

This procedure is designed to address vexatious correspondence and complaints. It should assist the Council to manage inappropriately demanding or unreasonable behaviour from vexatious correspondents. Where the correspondence in question can be interpreted as a request or requests for information, this policy should be read in conjunction with the Information Commissioner's guidance on dealing with vexatious requests, issued in connection with s.14 (1) of the Freedom of Information Act 2000.

It is important that the application of this policy does not prevent people from accessing services to which they have a statutory entitlement, and it is designed to ensure that the rights of service users are protected. However, Council resources are limited, and the Council has an obligation to ensure that these are used fairly and effectively. The Council must also ensure that the Clerk and Councillors receive a reasonable degree of protection from the stress that can be caused by vexatious correspondence and complaints.

This procedure is not designed to address violent or threatening behaviour which needs an urgent response.

### 1 Defining vexatious correspondence or complaints

Vexatious complaints and correspondence can be characterised in one or more of the following ways:

- 1.1 **Displays an approach which is experienced by councillors and/or staff as one or more of the following:** Behaviour which is perceived as obsessive, persistent, harassing, prolific, repetitious.



- 1.2 Displays an insistence on pursuing unmeritorious **matters issues** and/or **irrational unrealistic** outcomes beyond all reason.
- 1.3 Displays an insistence upon pursuing meritorious complaints or **concerns issues** in an unreasonable manner, for example failing to focus on addressing **a matter the issue** in a harmonious and pragmatic way.
- 1.4 Forms part of a scatter gun approach, with copies of letters being sent to several recipients on a regular basis, often including various council officers, the media, the MP, the Mayor, other Councillors and external regulators) **sometimes before the person to whom correspondence is addressed to has had a reasonable opportunity to respond;** and/or **appears to be** is part of a completely random approach, lacking any clear focus, or seeming to have been solely designed for the purpose of **speculatively seeking 'fishing'** ~~for~~ information without any idea of what might be revealed.
- 1.5 Repeated and/or frequent requests for information, **which have already received a response, or frequent (more than quarterly) requests for new information,** whether or not those requests are made under the access to information legislation.
- 1.6 Repeated use of social media to criticise Council members or officers ~~could also be judged as vexatious conduct, as this~~ **which** could amount to cyber-bullying.

Guidance issued by the Information Commissioner recommends that four broad themes are considered when assessing whether a request for information is vexatious, and these factors may be more broadly applied to other correspondence:

1. the burden (on the public authority and its staff);
2. the motive (of the requester);
3. the value or serious purpose (of the request); and
4. any harassment or distress (of and to staff and councillors).

## **2 Procedure for determining whether correspondence is vexatious**

- 2.1 If the Clerk or Councillors identify behaviour that they think exhibits the characteristics set out in Section 1, and which they believe may be vexatious, they should consult the Vexatious Correspondence sub-committee, consisting of the Mayor and/or Deputy Mayor and two members of the Finance & Governance Committee. An officer who has not been dealing with the correspondence in question should act as minute taker.
- 2.2 If the sub-committee agrees with the assessment, they should prepare a brief statement of why the sub-committee considers the complaint or correspondence to be vexatious, including its effect upon the Clerk, Councillors and/or the Town Council as a corporate body. This should be accompanied by a list of correspondence over the last 6 months via email, telephone, letter and social media, including information about whom the correspondence was addressed to, how many people/organisations it was copied to on each occasion, and a one-line description of each piece of correspondence.

### **3 Handling correspondence and complaints that have been assessed as vexatious**

- 3.1 The first step will be for the Mayor/Deputy Mayor to write to the correspondent advising them that their complaint and/or correspondence has been determined to be vexatious and giving the reason for that decision. The letter should state that any future correspondence will be passed direct to the sub-committee who will consider whether it raises any substantive new issue(s) and whether or not it is also considered vexatious. The correspondent should be advised that if it is considered to be vexatious, any future correspondence will not receive a response, unless the Council is obliged to do so under the terms of the Freedom of Information Act or other legislative provision. They should be advised that the decision will be reviewed in six months from the date of the letter advising them that their complaint/correspondence has been determined to be vexatious. There is no route of appeal against the decision that a complaint or correspondence is vexatious.
- 3.2 Any future correspondence should be passed to the sub-committee for consideration. If they decide that it raises no genuinely new and substantive issues, and/or is considered to be otherwise vexatious, no response is required. If they consider it to be appropriate, they may acknowledge the first 2 or 3 pieces of correspondence, referring the correspondent to the letter advising them of the decision that their correspondence has been determined to be vexatious. After that, however, no response or acknowledgement should be sent.
- 3.3 If future correspondence does raise significant new issues, and does not meet the criteria for vexatious correspondence set out in Section 1 above, it should be responded to. It may be appropriate for the response to be routed via the Mayor/Deputy Mayor in order to prevent the renewal of scatter gun correspondence.

### **4 Reviewing the decision**

- 4.1 Six months after the correspondent has been advised that their complaint and/or correspondence is vexatious, they can request a review. If such a request is received, the sub-committee should meet to consider whether there has been any improvement in the vexatious behaviour over that time. The Mayor/Deputy Mayor should write to the correspondent advising them of the outcome of the review. If the behaviour has improved, future correspondence can be treated in the normal way. If there has not been a significant improvement, the correspondence will continue to be treated as vexatious with the correspondent being able to request a review after a further six month period.

### **5 Further advice and guidance**

- 5.1 Defining complaints and/or correspondence as vexatious is a very serious step and will only be undertaken as a last resort. For that reason, it is essential that the decision to treat correspondence or complaints as vexatious is evidence-based and reviewed regularly.

For further information:

Information Commissioner's Office:

<https://ico.org.uk/for-organisations/foi-eir-and-access-to-information/freedom-of-information-and-environmental-information-regulations/section-14-dealing-with-vexatious-requests/>

Local Government and Social Care Ombudsman:

<https://www.lgo.org.uk/information-centre/information-for-organisations-we-investigate/councils/guidance-notes/guidance-on-managing-unreasonable-complainant-behaviour>

5.2 Any concerns about a particular correspondent should be discussed with the Mayor/Deputy Mayor in the first instance.

## 6 Document change history

<b>Date</b>	<b>Changes made</b>
2 <sup>nd</sup> February 2024	Template policy amended for Swanage Town Council.
20 <sup>th</sup> March 2024	Draft Policy presented to Finance & Governance Committee for recommendation to adopt.
29 <sup>th</sup> April 2024	Policy adopted by Full Council.
12 <sup>th</sup> May 2025	Revised policy presented to Finance & Governance Committee for recommendation to adopt.

# Swanage Town Council



## Committee Terms of Reference

### Standing Committees and Sub Committees

1. Community Services Committee
2. Environment Committee
3. Finance & Governance Committee
  - 3.a. Capital Projects Sub-Committee
  - 3.b. Vexatious Correspondence & Complaints Policy Sub-Committee
4. Personnel Committee
5. Planning & Consultation Committee
  - 5.a. Neighbourhood Plan Steering Group (Sub-Committee)
6. Tourism & Local Economy Committee

### Advisory Committees

7. Coastal Change & Beach Management Advisory Committee
8. Traffic Management Advisory Committee

Adopted 13<sup>th</sup> March 2023

Amended version adopted 24<sup>th</sup> April 2023

## **1. Community Services Committee Terms of Reference**

**Main Objective/Remit:** To protect and enhance the delivery of public services in Swanage, encourage health and wellbeing and enhance community safety. To comment on proposals for improved traffic management in the parish.

**Reports to:** Full Council

**Outside Representatives:** Prospect Allotment Association, James Smith Funeral Directors, Swanage Tennis Club, Swanage Bowling Club, Dorset Police, S&PDT, Greengage Community Gardening Project, S&HFC, Swanage Cricket Club, **Swanage Museum, Swanage Community Housing Project, Swanage Community Skatepark Project and Wellbeing Swanage.**

**Frequency of Meetings:** Three scheduled meetings per year, otherwise as and when required.

**Member Training requirements:** None

**Sub-Committees/Advisory Committees:** Traffic Management Advisory Committee.

**Working Parties/Panels:** The following working parties will report to the Committee (or to full Council), and can also be instructed to examine specific matters by the Committee:

- ~~Emergency~~ **Health Services**
- ~~Lower Grammar School Field~~
- ~~Public Conveniences~~
- Sport, Leisure & Wellbeing

### **Other Matters:**

The public shall be excluded from any matter that is confidential in nature. This may include non-voting committee members.

### **Delegated Matters:**

- 1.1 To oversee the management, within agreed budgets, of the following Town Council services: allotments; bandstand; Beach Gardens; CCTV; cemeteries; play areas/skate park, playing fields; public toilets; SIDs; street furniture (benches, shelters, signs, streetlights, bus shelters); Town Hall and public help desk.
- 1.2 To determine the allocation of existing budgets where the relevant manager requires clarification or wishes to bring forward an alternative allocation of funds. N.B. Where a formal virement is required it must be dealt with in accordance with the Council's Financial Regulations.
- 1.3 To agree minor amendments to relevant Council policy documents.
- 1.4 To receive the minutes of the Traffic Management Advisory Committee, consider any recommendations set out therein and make representations to Dorset Council accordingly.
- 1.5 To consider any other matters delegated to the Committee by full Council.

**Other functions:**

- 2.1 To consider project proposals from partner organisations and other third parties relating to community safety, community transport, culture, health, leisure, sport and wellbeing.
- 2.2 To consider revenue funding requests to support the provision of community services by third parties (e.g. Dorset Council school crossing patrol).
- 2.3 To consider proposals for the provision of additional community services by Swanage Town Council.
- 2.4 To refer matters for detailed consideration to a relevant working party.
- 2.5 To make recommendations to full Council regarding matters requiring the allocation of unbudgeted expenditure or significant changes to policy.
- 2.6 To consider relevant capital and revenue budget proposals as part of the annual budget setting process and make recommendations to the Finance & Governance Committee.
- 2.7 To consider relevant sections from the Council's scale of fees and charges as part of the annual budget setting process and make recommendations to the Finance & Governance Committee.
- 2.8 To consider any other matters relating to the delivery of community services to Swanage residents and improvements to traffic management in the parish.

## 2. Environment and Green Spaces Committee Terms of Reference

**Main Objective/Remit:** To consider measures to protect the natural environment, address the climate crisis and oversee the management of the Town Council's parks, gardens and green spaces.

**Reports to:** Full Council

**Outside Representatives:** Durlston Country Park, National Trust, Dorset Wildlife Trust, Dorset Council, Planet Purbeck, Sustainable Swanage, Swanage Landers, Beach Buddies and **Purbeck Energy Group**.

**Frequency of Meetings:** Three scheduled meetings per year, otherwise as and when required.

**Member Training requirements:** All Committee Members to be invited to undertake training on the climate crisis.

**Sub-Committees/Advisory Committees:** To receive recommendations from the Coastal Change and Beach Management Advisory Committee.

**Working Parties/Panels:** ~~The following working parties will report to the Committee (or to full Council), and can also be instructed to examine specific matters by the Committee:~~

- ~~• Environmental Policy & Action Plan Working Party~~
- ~~• Waste Management Working Party~~

### Other Matters:

The public shall be excluded from any matter that is confidential in nature. This may include non-voting committee members.

### Delegated Matters:

- 1.1 To oversee the management, within agreed budgets, of the following Town Council services and properties: grounds maintenance, waste management, Peveril Point & The Downs Local Nature Reserve, parks, gardens and green spaces, footpaths and sustainable transport.
- 1.2 To oversee implementation of Council policies relating to the services and properties listed in 1.1, including the Environmental Action Plan, Carbon Neutral Plan 2030, and Green Infrastructure Strategy.
- 1.3 To oversee the Council's relationship with Sustainable Swanage and the delivery of its objectives.
- 1.4 To determine the allocation of existing budgets where the relevant manager requires clarification or wishes to bring forward an alternative allocation of funds. N.B. Where a formal virement is required it must be dealt with in accordance with the Council's Financial Regulations.
- 1.5 To consider recommendations relevant to the Committee's remit from the Coastal Change and Beach Management Advisory Committee.
- 1.6 To agree minor amendments to relevant Council policy documents.
- 1.7 To consider any other matters delegated to the Committee by full Council.

**Other functions:**

- 2.1 To consider project proposals from partner organisations and other third parties relating to the protection of the natural environment or to the management of the Council's parks, gardens and green spaces.
- 2.2 To refer matters for detailed consideration to a relevant working party.
- 2.3 To make recommendations to full Council regarding matters requiring the allocation of unbudgeted expenditure or significant changes to policy.
- 2.4 To consider relevant capital and revenue budget proposals as part of the annual budget setting process and make recommendations to the Finance & Governance Committee.
- 2.5 To consider any other matters relating to the natural environment, the climate crisis or the management of the Council's parks, gardens or green spaces.



### 3. Finance & Governance Committee Terms of Reference

**Main Objective/Remit:** To oversee the Council's governance arrangements and its management of public funds, ensuring that appropriate policies are in place and that adequate arrangements are made to manage risk.

**Reports to:** Full Council

**Outside Representatives:** None

**Frequency of Meetings:** Six scheduled meetings per year, otherwise as and when required.

**Member Training requirements:** Relevant in-house training will be offered to all councillors as part of their induction process.

**Sub-Committees:** Capital Projects Sub-Committee and Vexatious Correspondence and Complaints Policy Sub-Committee.

**Working Parties/Panels:** The following working parties/panels will report to the Committee (or to full Council), and can also be instructed to examine specific matters by the Committee:

- ~~Rents & Licences Panel~~ Property Panel
- Communications Strategy Working Party

**Other Matters:** The Committee will be comprised of the Mayor, Deputy Mayor and the Chair of each of the Council's Standing Committees (Community Services, Environment & Green Spaces, Personnel, Planning & Consultation and Tourism & Local Economy), together with any other Member(s) appointed by Council. The public shall be excluded from any matter that is confidential in nature.

#### Delegated Matters:

- 1.1 To receive quarterly budget monitoring and variance reports, and determine any response required to address urgent concerns.
- 1.2 To monitor and review Council investments, including receipt of quarterly reports on treasury activity.
- 1.3 To receive interim reports from the Council's internal auditor and approve or amend the actions proposed by officers to address the concerns raised.
- 1.4 To receive, at least annually, a report demonstrating reconciliation of the Council's bank accounts.
- 1.5 To monitor and review funding arrangements for the Council's capital works programme.
- 1.6 To consider, at least annually, a report on the Council's provision for bad debts, authorising the writing off of any such debt not exceeding £500 and agreeing actions in respect of larger sums (the write-off of which must be approved by Council).
- 1.7 To agree minor amendments and clarifications of existing Town Council policies in respect of finance and governance.
- 1.8 To appoint an appropriate person to act as the Council's internal auditor.
- 1.9 To appoint a Capital Projects Sub-Committee, agree its Terms of Reference, receive its minutes and consider any recommendations set out therein.

- 1.10 To approve any increase in budget (up to £5,000) further to a recommendation from the Capital Projects Sub-Committee.
- 1.11 To ensure appropriate arrangements are in place for carrying out rent reviews in respect of Council-owned property, and to consider any recommendations from the ~~Rents & Licences~~ **Property Panel**.
- 1.12 To review from time to time the adequacy of the Council's insurance cover and receive at least once a year a report regarding claims settled and lodged since the last report.
- 1.13 To monitor and review the performance of the Council's external contracts where appropriate (e.g. public toilet cleaning).
- 1.14 To review, at least annually, a report of complaints received regarding the Council's services and consider any actions required to address the concerns raised.
- 1.15 To consider periodically reports regarding the Council's compliance with its regulatory requirements (e.g. health and safety, data protection and transparency).
- 1.16 To act in a scrutiny role in respect of Council decisions, as and when requested by full Council.
- 1.17 **To appoint a Vexatious Correspondence and Complaints Policy Sub-Committee, agree its Terms of Reference, receive its minutes and consider any recommendations set out therein.**

**Other functions:**

- 2.1 To consider the strategic direction of the Town Council and periodically review the Town Council's Corporate Plan and Governance Arrangements, making appropriate recommendations to the Council.
- 2.2 To review the Town Council's list of priorities twice yearly and monitor progress towards their achievement, making appropriate recommendations to the Council.
- 2.3 To review, at least annually, the adequacy of the Town Council's Risk Register, and recommend amendments to the Council.
- 2.4 To consider in detail recommendations made by the Council's external auditor and recommend any resulting action plan to full Council.
- 2.5 To consider draft versions of Council policy documents relevant to these Terms of Reference and make appropriate recommendations to the Council.
- 2.6 To consider the response to changes in legislation affecting the Town Council and recommend appropriate steps to the Council.
- 2.7 To consider the draft annual estimates each year (usually in December) and make a recommendation to the Council regarding their adoption, including the Council's parish precept for the forthcoming financial year.
- 2.8 To consider any proposed virement (transfer of expenditure from one budget heading to another) and make a recommendation to Council.
- 2.9 To consider any case for the Council entering into borrowing and make an appropriate recommendation to Council.

- 2.10 To consider the adoption or amendment of the Members' Allowance Scheme in light of the Independent Panel's Report, and make a recommendation to Council accordingly.
- 2.11 To consider any other matters relating to the Council's governance arrangements and financial management.

### **3.a. Capital Projects Sub-Committee Terms of Reference**

**Main Objective/Remit:** To monitor the delivery of projects included in the Council's Capital Programme and the one-off list of revenue expenditure contained in the Annual Budget Report, providing support and guidance to officers as required.

**Reports to:** Finance & Governance Committee

**Outside Representatives:** None

**Frequency of Meetings:** As and when required.

**Member Training requirements:** None

**Other Matters:** The Committee will be comprised of three or four Members of the Finance & Governance Committee, usually including the Chairs of the Community Services and Environment & Green Spaces Committees.

Due to the routine discussion of contractual and procurement matters the meetings of the sub-committee will not be open to the public, although all meetings will be preceded by a period of public participation time.

#### **Delegated Matters:**

- 1.1 To support officers in prioritising the capital and revenue projects agreed by Council as part of the Estimates process each year.
- 1.2 To consider matters raised by officers in respect of the management of capital projects and provide advice and guidance accordingly.
- 1.3 To monitor progress in the delivery of projects, and receive reports from officers, contractors and external advisors, as appropriate.
- 1.4 To consider any additional matters referred by another Committee or Council.
- 1.5 To approve the minutes of its meetings for accuracy.

#### **Other functions:**

- 2.1 To advise the Finance & Governance Committee on project budgets for the forthcoming financial year, as part of the Estimates setting process.
- 2.2 To consider any requirement for additional funds in respect of a specific project and make a recommendation to either the Finance & Governance Committee (up to £5,000), or Full Council, accordingly.
- 2.3 To consider any other matters relating to the management and delivery of Council projects.

### **3.b. Vexatious Correspondence and Complaints Sub-Committee Terms of Reference - Draft**

**Main Objective/Remit:** To determine whether correspondence or complaints referred to the sub-committee by officers or councillors should be determined as vexatious, in accordance with the Town Council's adopted Vexatious Correspondence and Complaints Policy.

**Reports to:** Finance & Governance Committee

**Outside Representatives:** None

**Frequency of Meetings:** As and when required.

**Member Training requirements:** None

**Other Matters:** The Committee will be comprised of the Mayor and/or Deputy Mayor and two members of the Finance & Governance Committee.

An officer who has not been dealing with the correspondence in question should act as minute taker.

#### **Delegated Matters:**

- 1.1 To determine whether correspondence or complaints referred to the sub-committee by officers or councillors should be treated as vexatious, in accordance with the Town Council's adopted Vexatious Correspondence and Complaints Policy.
- 1.2 Where correspondence or a complaint is determined to be vexatious, to prepare a statement and otherwise act in accordance with paragraph 2.2 of the Town Council's adopted Vexatious Correspondence and Complaints Policy.
- 1.3 When requested, to carry out a six-monthly review of a decision to determine correspondence as vexatious, in accordance with paragraph 4.1 of the Town Council's adopted Vexatious Correspondence and Complaints Policy.
- 1.4 To approve the minutes of its meetings for accuracy.

#### **Other functions:**

- 2.1 To periodically review the Vexatious Correspondence and Complaints Policy and make recommendations about proposed amendments to the Finance & Governance Committee.
- 2.2 To consider any additional matters referred by another Committee or Council.

#### **4. Personnel Committee Terms of Reference**

**Main Objective/Remit:** To ensure that the Town Council fulfils its objective to be an excellent employer and complies with relevant legal obligations.

**Reports to:** Full Council

**Outside Representatives:** None

**Frequency of Meetings:** Three scheduled meetings per year, otherwise as and when required.

**Member Training requirements:** All Members willing to participate in grievance or disciplinary appeal hearings should be provided with relevant training.

**Working Parties/Panels:** The Town Clerk, in consultation with the Chairperson, can convene panels of three trained committee members to hear appeals in relation to disciplinary and grievance matters. The Chairman can convene a panel to hear a disciplinary, grievance or other personnel issue in relation to the Town Clerk. All hearings will be held in accordance with the Staff Handbook and guidance will be sought from the Council's employment advisors.

#### **Other Matters:**

The public shall be excluded from any matter that would identify an individual member of staff.

Councillors who are not Members of the Committee will not automatically be sent copies of confidential agenda papers.

The Chairperson of the Committee will undertake the Town Clerk's annual appraisal, together with the mayor and deputy mayor, unless otherwise agreed with the Town Clerk.

#### **Delegated Matters:**

- 1.1 To determine requests for the regrading of existing posts within agreed budgets, having considered recommendations from the Town Council's employment advisors.
- 1.2 To determine the detailed implementation of Council policy, where this cannot be decided by officers (for example, where there is a conflict of interest because the decision would directly impact their terms and conditions).
- 1.3 To agree changes to the Council's staffing structure, and associated job descriptions and person specifications, within agreed budgets.
- 1.4 To agree significant additions/changes to the Council's training programme within agreed budgets.
- 1.5 To agree one-off payments to Staff from within agreed budgets.
- 1.6 To agree minor changes to the Staff Handbook.
- 1.7 To consider any other matters delegated to the Committee by full Council.

#### **Other functions:**

- 2.1 To review at least annually the Council's staffing structure and make recommendations to full Council about any change requiring an additional budget allocation.

- 2.2 To review proposed changes to the Staff Handbook and make recommendations about significant amendments to the Town Council.
- 2.3 To review proposed changes to staff contracts of employment and make recommendations about significant amendments to the Town Council.
- 2.4 To consider matters relating to employees' health and safety.
- 2.5 To annually review the Council's training budget and make recommendations to full Council.
- 2.6 To oversee any staffing review or job evaluation process.
- 2.7 To consider any recommendation from the Town Clerk appointment panel and in turn make a recommendation to Full Council.
- 2.8 To consider any proposed changes to the Town Council's pension provision and make recommendations to Full Council.
- 2.9 To develop the Council's approach to apprenticeships.
- 2.10 To consider proposals for staff benefits.
- 2.11 To oversee the recruitment of a new Town Clerk, when a vacancy arises, and make a recommendation as to a preferred candidate to Full Council.
- 2.12 To consider any other matters relating to the employment of staff.

## **5. Planning & Consultation Committee Terms of Reference**

**Main Objective/Remit:** To comment on planning applications submitted to Dorset Council regarding development within the parish of Swanage, or that are of direct relevance to the parish; to oversee the development and review of a Neighbourhood Plan; to comment on licensing and tree work applications within the parish; and to respond to third-party consultation exercises.

**Reports to:** Full Council

**Outside Representatives:** None

**Frequency of Meetings:** Monthly

**Member Training requirements:** All Members are expected to attend relevant training regarding the planning system, including the making of material comments on planning applications.

**Sub-Committees/Advisory Committees:** Swanage Neighbourhood Plan Steering Group (Sub-Committee).

**Working Parties/Panels:** None

**Other Matters:** The committee may, by resolution, resolve to refer any matter of sufficient importance for consideration at a forthcoming Council meeting.

### **Delegated Matters:**

- 1.1 To determine the Council's response to all planning applications submitted to Dorset Council regarding development either within the parish, or that is of direct relevance to the parish.
- 1.2 Where appropriate, to determine if the Town Council will be represented at meetings of Dorset Council's Eastern Area Planning Committee, or at appeal hearings held by the Planning Inspectorate.
- 1.3 To determine the Council's response to licensing applications submitted to Dorset Council regarding premises within the parish of Swanage or that will have a direct impact on residents of the parish.
- 1.4 To comment on any applications for tree works within the parish that have been submitted to Dorset Council.
- 1.5 To determine the Council's response to consultation documents prepared by third parties that contain proposals with direct relevance to the parish of Swanage, residents of Swanage, or the work of the Town Council.
- 1.6 To appoint a Neighbourhood Plan Sub-Committee, agree its Terms of Reference, receive its minutes and consider any recommendations set out therein.

### **Other functions:**

- 2.1 To consider proposals for heritage related projects.
- 2.2 To consider proposals in relation to Conservation Areas within the town.
- 2.3 To advise the Town Council as to budget requirements in connection with the Committee's business.



2.4 To consider any other matters relevant to planning, licensing or heritage not mentioned above.

## **5.a. Swanage Neighbourhood Plan Steering Group (Sub Committee) Terms of Reference**

### **Introduction/Background**

The Neighbourhood Plan Steering Group is a sub-committee of Swanage Town Council's Planning and Consultation Committee and is referred to below as the "Steering Group".

Swanage Town Council (STC) is aiming to produce a Neighbourhood Plan that ensures the growth of our town is both sustainable and achieved within a townscape and environment that protects and enhances the special characteristics of the town as recognised by the Swanage community and which, in turn, attract the visitors who power the town's seaside economy.

### **1. Purpose and Objective**

To ensure the production of a Draft Neighbourhood Plan, which defines the planning priorities identified by the community, taking into account all representations made during the plan making process and having regard to all relevant existing plans and evidence.

### **2. Constitutional Arrangements**

- 2.1** The Steering Group is a Sub-Committee of Swanage Town Council's Planning and Consultation Committee. As such its governance arrangements must be in accordance with the Town Council's Standing Orders.
  - 2.2** STC is the qualifying body for the purposes of preparing and financing the Plan. Quarterly reports will be made to the full Council to ensure effective progress, and the Town Council's Planning and Consultation Committee will receive copies of the Steering Group minutes to consider any matters arising.
  - 2.3** The Steering Group has full delegated authority to manage the preparation of the Plan as set out in the objectives, and within agreed budgets, up to and including the publication of the Draft Neighbourhood Plan for public consultation. STC will approve the final draft Neighbourhood Plan prior to submission to the Local Planning Authority.
  - 2.4** The Steering Group will approve the minutes of its meetings for accuracy.
  - 2.5** The Steering Group must seek approval from its parent committee for any changes to these Terms of Reference.
- ### **3. The Steering Group will meet regularly to:**
- 3.1** Determine the overall scope and objectives of the plan based on public feedback;
  - 3.2** Commission and monitor a project plan and report to Swanage Town Council on progress against key objectives;
  - 3.3** Ensure that there is a continued review of the legislative requirements around Neighbourhood Planning to ensure the plan meets all requirements;

- 3.4 Make recommendations to the Town Council on resourcing the Plan, via the Planning and Consultation Committee;
- 3.5 Ensure that the wider community is involved in the Plan process;
- 3.6 Ensure that necessary evidence is gathered to inform each of the themes within the scope of the plan;
- 3.7 Ensure that all available options are identified and assessed in respect of each theme and reflected in the draft Plan for wider consultation and review;
- 3.8 Ensure minutes, reports and documents relating to the plan are made publicly accessible;
- 3.9 Agree a timescale for completion.

#### **4. Task Teams**

The Steering Group will oversee the setting up of Task Teams, which will feed evidence back to the Steering Group to support preparation of the Plan. A member of the Steering Group will chair the Task Teams. The initial theme groups are:

- Development Task Team (incorporating Housing and Community Services, Town Centre and Economic Development)
- Environment Task Team (incorporating Environment, Heritage and Conservation)

#### **5. Membership**

5.1 Membership of the Neighbourhood Plan Steering Group is as follows:

- a) Six Councillor Members of Swanage Town Council's Planning and Consultation Committee, nominated by the Planning and Consultation Committee.
- b) Up to six other members residing in the Parish of Swanage (the Steering Group having delegated authority to co-opt accordingly, dependent on skills and experience).

5.2 The Chair and Vice-Chair will be elected by the Steering Group.

5.3 Representatives of O'Neill Homer, Planning Consultants can attend any meeting of the Steering Group, and Theme Groups, as advisors.

#### **6. Meetings**

The Steering Group will meet regularly. Decisions made by the Steering Group should normally be by consensus at Steering Group meetings. Where a vote is required, in accordance with legislation each Councillor Member shall have one vote, and votes can only be made in person. The quorum is three voting members, although a minimum of five voting members shall be present at Steering Group meetings when a proposal is considered to recommend changes to these Terms of Reference. A simple majority will be required to support any motion. The Chair shall have one casting vote.

Town Council administrative staff will take minutes and organise meetings of the Steering Group and reporting to STC.

## **7. Conduct and Interests**

The Steering Group will follow the Code of Conduct as adopted by Swanage Town Council. Whilst members as individuals may be accountable to their parent organisations, the Steering Group as a whole is accountable to the wider community for ensuring that the Plan reflects their collective expectations.

## 6. Tourism & Local Economy Committee Terms of Reference

**Main Objective/Remit:** To promote sustainable tourism and consider measures to support the local economy.

**Reports to:** Full Council

**Outside Representatives:** Durlston Country Park, Swanage & District Chamber of Trade and Commerce (up to three members to represent retailers, hospitality and licensed premises), Swanage Railway, Swanage Fishermen's Association, Swanage Pier Trust, Visit Dorset, National Trust, RNLI, Swanage Museum & Heritage Centre, Mowlem Theatre, Sandbanks Ferry, Heart of Swanage and Cultural Purbeck.

**Frequency of Meetings:** Three scheduled meetings per year, otherwise as and when required.

**Member Training requirements:** None.

**Sub-Committees/Advisory Committees:** To receive recommendations from the Coastal Change and Beach Management Advisory Committee.

**Working Parties/Panels:** The following working parties will report to the Committee (or to full Council), and can also be instructed to examine specific matters by the Committee:

- Car Parks and Market
- Communications Strategy
- Events
- ~~Market~~
- ~~Museum~~
- Seafront Masterplan

### Other Matters:

The public shall be excluded from any matter that is confidential in nature. This may include non-voting committee members.

### Delegated Matters:

- 1.1 To oversee the management, within agreed budgets, of the following Town Council services: beach management, beach huts, boat park, car parks, events, festive lights, fishermen's huts, market, publicity & promotion, seafront infrastructure, Swanage Information Centre and town centre improvements.
- 1.2 To determine the allocation of existing budgets where the relevant manager requires clarification or wishes to bring forward an alternative allocation of funds. N.B. Where a formal virement is required it must be dealt with in accordance with the Council's Financial Regulations.
- 1.2 To consider recommendations relevant to the Committee's remit from the Coastal Change and Beach Management Advisory Committee.
- 1.3 To agree minor amendments to relevant Council policy documents.
- 1.4 To consider any other matters delegated to the Committee by full Council.

**Other functions:**

- 2.1 To consider project proposals from partner organisations and other third parties relating to events, the promotion of Swanage, tourism and the local economy.
- 2.2 To refer matters for detailed consideration to a relevant working party.
- 2.3 To make recommendations to full Council regarding matters requiring the allocation of unbudgeted expenditure or significant changes to policy.
- 2.4 To consider relevant capital and revenue budget proposals as part of the annual budget setting process and make recommendations to the Finance & Governance Committee.
- 2.5 To consider relevant sections from the Council's scale of fees and charges as part of the annual budget setting process and make recommendations to the Finance & Governance Committee.
- ~~2.6 To receive reports from the Museum working party and consider any recommendations set out therein.~~
- 2.7 To consider any other matters relating to tourism and the local economy.

## 7. Coastal Change and Beach Management Advisory Committee Terms of Reference

**Main Objective/Remit:** To advise the Council on measures required to provide a safe, clean and well-maintained beach facility, compliant with the European Blue Flag criteria. Also to provide a forum for stakeholders to discuss matters relating more widely to the management of the impacts of climate induced coastal change in Swanage and Durlston Bays and make recommendations to Council accordingly.

**Reports to:** Tourism & Local Economy Committee and Environment & Green Spaces Committee.

**Councillor Membership:** ~~Three~~ **Four** councillors to be appointed at the Annual Council Meeting each May, one of which will be elected as Chairman of the Advisory Committee.

**Outside Representatives:** Swanage Lifeboat Crew, MCA, Coastwatch, Dorset Council, Dorset Police, Dorset Coast Forum, National Trust, Environment Agency, Swanage Pier, Swanage Sailing Club, Swanage Fishermen's Association, Swanage Angling Club, Private Beach Hut Sites Hut Owners' Group, North Beach Representative, Swanage Sea Rowing Club, local divers, Ocean Bay businesses, Seaweed removal contractor, Pierhead Watersports and Byelaw Enforcement, Durlston Country Park, Designated Bathing Zone Operator, Quay Operators, Deckchair/pedalo concessionaire, Wessex Water, and Natural England, RNLI Lifeguard team, Beach Buddies, local outdoor adventure companies, Swanage Moorings Association, Planet Purbeck, Jurassic Coast Trust, former chairmen of Swanage Coastal Change Forum and **Swanage Bay Sauna**.

**Quorum:** Five Members, at least one must be a Swanage Town Councillor.

**Frequency of Meetings:** Three times a year, in February, May/**June**, and October.

**Member Training requirements:** None.

**Other Matters:** This committee has no delegated decision making powers. Any issue requiring Town Council expenditure or amendment to Town Council policy will be the subject of a recommendation to either the Tourism and Local Economy Committee or Environment Committee, which may in turn be referred to a meeting of the Town Council. The committee can provide guidance to officers to assist them in taking forward minor matters that do not require referral to a committee.

### Functions:

1.1 To consider proposals, and make recommendations as appropriate, in respect of the following matters relating to the beach and Swanage Bay:

- beach and water safety
- environmental management and education
- signage
- events
- accessibility
- moorings and boat launching/landing facilities
- management of personal watercraft
- commercial proposals relating to the Main Beach (Mowlem to Ulwell Stream).

1.2 To advise on amendments to the beach rules and regulations.

- 1.3 To advise on amendments to Dorset Council's Public Pleasure Boats Byelaws.
- 1.4 To receive reports regarding sea defence works, flood prevention and beach replenishment schemes from the Environment Agency and Dorset Council.
- 1.5 To receive reports regarding water quality from Wessex Water.
- 1.6 To consider any matter referred to it by the Town Council or another council committee.
- 1.7 To provide a focus for local consultation by statutory agencies on coastal matters.
- 1.8 To encourage community engagement in the challenges posed by coastal change and other matters within the committees remit.
- 1.9 To review consultation documents that are relevant to the work of this advisory committee and advise the Town Council on an appropriate response.
- 1.10 To approve the minutes of its meetings for accuracy.



## **8. Traffic Management Advisory Committee Terms of Reference**

**Main Objective/Remit:** To consider proposals relating to traffic management and highway safety in the parish of Swanage, in consultation with Dorset Council, and formulate recommendations to the Community Services Committee accordingly.

**Reports to:** Community Services Committee.

**Outside Representatives:** Dorset Police, Community Highways Officer (Dorset Council).

**Quorum:** Three Members/Outside Representatives.

**Frequency of Meetings:** Quarterly, otherwise as and when required.

**Member Training requirements:** None.

**Other Matters:** Although this committee has no delegated decision-making powers, it can provide guidance to officers to assist them in taking forward minor matters that do not require referral to the parent committee.

### **Functions:**

- 1.1 To consider the following matters, taking into account advice from a relevant Highways Officer, and where appropriate make recommendations to the Community Services Committee about a response to Dorset Council as the Highway Authority.
  - a) Proposals to improve traffic management on the public highway (e.g. parking restrictions and changes to speed limits).
  - b) Proposals to improve highway and pedestrian safety (including pavements).
  - c) Concerns regarding parking enforcement.
- 1.2 To work with Dorset Council in respect of any town-wide parking review.
- 1.3 To consider traffic management measures in respect of Town Council owned roads and highways (i.e. Station Approach, Peveril Point Road, Panorama Road, De Moulham estate service roads).
- 1.4 To consider any other traffic management measure within the parish of Swanage, not otherwise described above.
- 1.5 To consider any matter referred to it by the Town Council or the Community Services Committee.
- 1.7 To approve the minutes of its meetings for accuracy.

## Agenda Item 14 (a)

### SWANAGE TOWN COUNCIL

#### Statement of Cash Balance as at 30th April 2025

	£ p	£ p
Balance in Hand at 01/04/2025		£73,888.50 Cr
Income during April	£870,364.26 Cr	
Movement of Cash-Investment	£1,100,000.00 Cr	
Add - Outstanding receipts- March	£2,266.94 Cr	
Less - Outstanding receipts - April	<u>£1,201.58 Dr</u>	£1,971,429.62 Cr
Less payments made:		
Schedules 13 & 1	£341,362.83 Dr	
Movement of Cash-Investment	<u>£1,600,000.00 Dr</u>	£1,941,362.83 Dr
		<u><u>£103,955.29 Cr</u></u>
Balance at Bank		
Current Account		£81,510.47 Cr
Deposit Account		£22,444.82 Cr
		<u><u>£103,955.29 Cr</u></u>
Short Term Investments held by the Council		
CCLA Public Sector Deposit Fund (MMF)		£750,000.00
Abrdn (MMF)		£500,000.00
DMADF-Deposit		£600,000.00
DMADF-Deposit		£500,000.00
DMADF-Deposit		£550,000.00
		<u><u>£2,900,000.00</u></u>

I confirm that to the best of my knowledge and belief this is a true and accurate Statement of the Town Council's Cash Balance as at 30th April 2025

Prepared by Alison Spencer

Dated: 6th May 2025

Certified by Martin Ayres

Dated: 6th May 2025

**SWANAGE TOWN COUNCIL**

**Year Ending 31<sup>st</sup> March 2026**

**Payment schedule reported to Council - 19th May 2025**

**Schedules 13 & 1:**

The following payments have been made in accordance with Regulations 5 and 6 of the Town Council's Financial Regulations, amounting in aggregate to:

**ONE MILLION, NINE HUNDRED AND FORTY ONE THOUSAND, THREE HUNDRED AND SIXTY TWO POUNDS AND EIGHTY THREE PENCE**  
.....(**£1,941,362.83**).....

## Swanage Town Council

### Schedule of Payments - Month 1 (Schedules 13 & 1)

#### Direct Debits & Standing Orders

Date	Name	Inv Ref	Inv Date	Details	Payment Total
15/04/2025	AIB Merchant Services	310325.000003	31/03/2025	Merchant Serv charge	488.69
10/04/2025	Barclaycard Merchant Services	001884330325	31/03/2025	Bank charge	43.36
01/04/2025	Dorset Council: Revenues & Benefits	840014144	01/04/2025	NNDR 25/26	22,029.01
08/04/2025	Ecotricity Ltd	06539583	25/03/2025	Nursery Prospect	31.58
23/04/2025		06593738	06/04/2025	Electricity - various	4,030.37
28/04/2025		06593715	06/04/2025	Electricity - various	2,713.06
29/04/2025		06636354	11/04/2025	Electricity - various	464.83
29/04/2025		06640224	11/04/2025	Band Stand	45.43
29/04/2025		06636383	11/04/2025	Boat park	41.24
14/04/2025	First Data	520334510615636	01/04/2025	Monthly charge	74.23
14/04/2025	Lloyds Bank PLC	453141184	12/03/2025	Bank charge	48.48
25/04/2025		453784393	07/04/2025	Bank charge	148.10
10/04/2025	Paytek Admin Services Ltd (First)	MI/4690724/03	01/04/2025	Regular service charge	72.00
10/04/2025		MI/4688423/03	01/04/2025	Regular service charge	128.35
29/04/2025	Pitney Bowes Finance Ltd	BL179426	14/04/2025	Meter reset	207.55
16/04/2025	Sage (UK) Ltd	INV20603162	01/04/2025	Monthly charge	606.60
01/04/2025	water2business	5067620975	28/02/2025	BG-Bowls	3,308.27
01/04/2025		5067620984	28/02/2025	BG-Tennis	83.63
01/04/2025		5067620966	28/02/2025	Battlegate Toilets	225.06
01/04/2025		5067620957	28/02/2025	Beach Garden	39.60
01/04/2025		5067623640	28/02/2025	Standpipe 2- Sandpit field	34.28
01/04/2025		5067623630	28/02/2025	Standpipe 1- Sandpit field	47.06
01/04/2025		5067791724	11/03/2025	Nursery& Greenhouse Prospect	106.50
01/04/2025		5067791733	11/03/2025	Allotments	43.76
01/04/2025		5067804908	12/03/2025	Depot 1	286.67
01/04/2025		5067804891	12/03/2025	Depot 2	82.31
01/04/2025		5067817803	14/03/2025	Main Beach Toilets	436.06
<b>Total of Direct Debit &amp; Standing Orders</b>					<b>35,866.08</b>

#### Lloyds Chargecard

Date	Name	Inv Ref	Inv Date	Details	Payment Total
28/04/2025	Budgens	817527	28/04/2025	Annual Parish Assembly Refreshments	81.85
<b>Total of Chargecard payments</b>					<b>81.85</b>

#### BACS /CHAPS

Date	Name	Inv Ref	Inv Date	Details	Payment Total
30/04/2025	123 Send Limited	000209666	01/04/2025	A920Pro Serv with SIM	158.36
16/04/2025	Ace Office Environments Ltd.	01143782	28/03/2025	TIC - stationery	386.68
16/04/2025		01144170	31/03/2025	TIC - office furniture for reception	158.71
30/04/2025		01144782	04/04/2025	Stationery	13.85
30/04/2025		01144910	11/04/2025	Stationery	36.41
30/04/2025		01145226	11/04/2025	TIC - notice boards for Information Centre	165.60
30/04/2025		01145871	18/04/2025	Stationery	206.00
30/04/2025		01146072	25/04/2025	TIC - stationery	373.91
16/04/2025	Alliance Tool Hire Ltd	P334883	21/03/2025	Man Tower system	27.60
30/04/2025	Amazon	GB504F2Q005H7I	16/04/2025	TIC - computer screen wall bracket	14.99
30/04/2025		GB50059AETFIHI	16/04/2025	Beach Gardens - stickers for rubbish bins	4.29
30/04/2025		GB5001W4BGPWVI	16/04/2025	TIC - stationery	13.99
30/04/2025	Amberwood Graphics	4470	22/04/2025	TIC - books for retail	93.20
16/04/2025	Apogee Corporation Ltd	1511388	27/03/2025	Rent	528.03
16/04/2025		1511388	27/03/2025	Toner	424.46
16/04/2025		1511098	27/03/2025	Depot- toner	87.37
30/04/2025		1512290	03/04/2025	TIC toner	9.00
30/04/2025		1516193	24/04/2025	Repair and replaced parts	478.33
30/04/2025		1517151	28/04/2025	TIC -toner	9.00
30/04/2025		1516874	28/04/2025	Depot toner	68.74
30/04/2025		1517529	28/04/2025	Rent	528.03
30/04/2025		1517529	28/04/2025	Toner	519.79
16/04/2025	AquAid (Southcoast)	494976	31/03/2025	Depot- Water 19 Lt x8/sanitisation	163.18
30/04/2025	Badgemaster Limited	0000092192	08/04/2025	TIC - badge for new staff member	13.80
30/04/2025	Be Smart Clothing Ltd	INV-13984	17/04/2025	TIC - uniform for staff	59.62
30/04/2025	BIPCOM	INV-12502	01/04/2025	Divert mobil	6.60
30/04/2025	Bishops Sports & Leisure	SI-0000410367	23/04/2025	Beach Gardens Tennis nets x2	334.74
16/04/2025	Blacknoll Construction Ltd	12076	31/03/2025	Improvement works to internal areas	21,404.40
30/04/2025	C. Brewer & Sons	PLE/305226	01/04/2025	paint re: TIC refurbishment	119.62
16/04/2025	Canford Drains	81349	13/02/2025	Services	222.00
16/04/2025		81452	20/02/2025	Services	498.00
16/04/2025		81827	20/03/2025	Services	924.00
30/04/2025	Central Southern Security Ltd	207346	14/04/2025	Loft area new fire detector installation	210.00
30/04/2025	Charlie's Tasty Treats	0037	01/04/2025	TIC - dog treats for retail	96.00
30/04/2025	Countryside Tree Surgeons Ltd	SI-482	27/04/2025	Tree works	840.00
30/04/2025		SI-841	27/04/2025	Tree works	468.00
30/04/2025	The Countryside Charity	O983404	25/04/2025	CPRE membership	36.00
16/04/2025	C G Ltd	Mar Qtr 25	31/03/2025	Q4 Agency Settlement	3,939.24
30/04/2025	Dorset County Pension Fund	Payroll M1	17/04/2025	Payroll Month1 - Pension	21,334.15
30/04/2025		Payroll M1	17/04/2025	Payroll Month1 - CAYS	120.51
					21,454.66

16/04/2025	Dorset Council	2800438044	28/03/2025	Swanage Green Seafront Stabilisation- DCF	8,568.00	
30/04/2025		1801506184	02/04/2025	DL1327- Adopt Panorama Rd and Cow Lane	6,393.00	
30/04/2025		2800445199	08/04/2025	Shore Road Swanage- Interim account	36,102.00	
30/04/2025		2800445201	08/04/2025	School Crossing Patrol-sponsorship funding	6,270.00	
30/04/2025		2800448848	16/04/2025	Project Fees	9,028.00	66,361.00
30/04/2025	Dorset Waste Partnership	2800446695	08/04/2025	BG recycling bin	6.11	
30/04/2025		2800446695	08/04/2025	DDEpot recycling bin	24.46	30.57
30/04/2025	Field Honey Farms	00005518	01/04/2025	TIC - honey for retail	192.00	
30/04/2025		00005580	20/04/2025	TIC - honey for retail	144.00	336.00
16/04/2025	Flowbird Smart City UK Ltd	UK170181	26/03/2025	Tariff changes		1,838.40
30/04/2025	Four County Services Ltd.	68114	10/04/2025	Depot IT/phone	379.56	
30/04/2025		68115	10/04/2025	BG phone	42.00	
30/04/2025		68116	10/04/2025	TH IT	753.84	
30/04/2025		68116	10/04/2025	TH phone	42.00	
30/04/2025		68115	10/04/2025	TIC IT	476.18	
30/04/2025		68132	12/04/2025	Laptops subs	360.00	
30/04/2025		68163	17/04/2025	Repairs	114.00	
30/04/2025		68196	21/04/2025	Domain Hosting	38.40	
30/04/2025		68206	23/04/2025	Licence for Admin	6.64	2,212.62
16/04/2025	GH Print Management	INV-7878	28/03/2025	Beach Gardens - Posters		378.00
16/04/2025	Greenham Trading Ltd.	04/508277	26/03/2025	Materials & equipment	59.99	
16/04/2025		04/508749	31/03/2025	Safety glasses	522.00	
30/04/2025		04/510365	14/04/2025	Uniform	1,287.00	
30/04/2025		04/510600	15/04/2025	Uniform	216.00	
30/04/2025		04/510881	17/04/2025	Materials & equipment	100.70	
30/04/2025		04/510881	17/04/2025	Materials & equipment	75.60	
30/04/2025		04/511082	23/04/2025	Materials & equipment	14.40	2,275.69
30/04/2025	Habitat Aid Ltd	81280	17/04/2025	Urban Pollinator Seed mix (Flowers only ) 500g		70.00
30/04/2025	D.A.A. Halsgrove	308609	23/04/2025	TIC - publications for retail		160.98
30/04/2025	A.R. Harris & Son	35708	05/04/2025	Services	2,095.68	
30/04/2025		35730	15/04/2025	Services	82.50	
30/04/2025		35753	24/04/2025	Services	45.00	
30/04/2025		35754	24/04/2025	Services	443.86	2,667.04
16/04/2025	Hunt Forest Group Ltd	572659	31/03/2025	Bearings for Trimax Snake repair	1,096.56	
16/04/2025		572654	31/03/2025	Warning Beacon for Tractor	431.06	
30/04/2025		572768	01/04/2025	Service: JD Tractor + Trimax Snake	952.34	
30/04/2025		572771	01/04/2025	Service: JD Tractor + Trimax Snake	124.09	2,604.05
30/04/2025	HMRC	Payroll M1	17/04/2025	Payroll Month1 - PAYE/NI		20,746.15
30/04/2025	Hunt's Foodservice Ltd	510-348672	03/04/2025	Beach Gardens - drinks & snacks for kiosk retail	257.44	
30/04/2025		510-348672	03/04/2025	Beach Gardens - drinks & snacks for kiosk retail	268.66	
30/04/2025		510-356600	09/04/2025	Beach Gardens - drinks & snacks for kiosk retail	147.32	
30/04/2025		510-356600	09/04/2025	Beach Gardens - food items for kiosk retail	58.04	
30/04/2025		510-365908	16/04/2025	Beach Gardens - drinks & snacks for kiosk retail	123.49	854.95
15/04/2025	Driving Instructor Services LTD	P815667/2	02/04/2025	Driving Course		1,350.00
30/04/2025	Infinity EPOS	740660	22/04/2025	TIC - cash drawer for EPOS		110.22
30/04/2025	Intratest Ltd	1285	04/04/2025	stress testing lamp columns		1,140.00
30/04/2025	J&P Cleaning Services Limited	CINV-003	17/04/2025	TIC cleaning	325.00	
30/04/2025		CINV-003	17/04/2025	Beach Huts cleaning	883.20	
30/04/2025		CINV-003	17/04/2025	TIC chemicals	20.00	1,228.20
30/04/2025	J.D. Facilities Ltd	INV-1871	01/04/2025	Depot - cleaning	197.59	
30/04/2025		INV-1872	01/04/2025	Depot - deep clean staff area	230.62	
30/04/2025		INV-1870	01/04/2025	TH-cleaning	572.53	
30/04/2025		INV-1869	01/04/2025	Public Toilet- cleaning	7,600.85	
30/04/2025		INV-1876	01/04/2025	Chapel Clean	54.00	8,655.59
30/04/2025	JFY Construction Ltd	20592	10/04/2025	Repairs to jetty fenders and securing of steps		2,258.40
30/04/2025	The Jurassic Tog	289	01/04/2025	TIC - photo canvas x 3 for reception area		375.00
30/04/2025	Meridian Cooling Ltd	22494	07/04/2025	Annual servicing - Depot Air Conditioning units		239.72
30/04/2025	Metric Group Ltd.	C72858	01/04/2025	Metric Aslan charge	180.00	
30/04/2025		C73300	01/04/2025	Metric Aslan charge	180.00	
30/04/2025		C73933	01/04/2025	Jan- March 25	784.30	
30/04/2025		C75544	01/04/2025	April-June 25	1,045.73	2,190.03
30/04/2025	S. Moores	12802	04/04/2025	TIC - biscuits for retail	82.20	
30/04/2025		12802	04/04/2025	Beach Gardens - biscuits for retail	14.88	
30/04/2025		12946	11/04/2025	TIC - biscuits for retail	106.24	
30/04/2025		13158	25/04/2025	TIC - biscuits for retail	122.76	326.08
30/04/2025	NABMA	M168	01/04/2025	Annual subscription 2025/26		484.00
16/04/2025	National Express	AREXT/00245315	31/03/2025	Agency Tickets March		76.04
30/04/2025	Newlands Training Ltd	INV-0985	17/04/2025	Training		660.00
16/04/2025	Nisbets Plc	51572805	31/03/2025	Beach Gardens - equipment for kiosk		1,259.98
16/04/2025	Norfolk County Council	10108478	26/03/2025	NPLaw Feetime charges for March 2025		505.86
30/04/2025	P.J. Notley Ltd.	6619	08/04/2025	Window cleaning		211.20
16/04/2025	Claire Nuttall	00404	28/03/2025	Shore Road drain markings		585.00
30/04/2025	Octopress Printers Ltd	INV-007734	09/04/2025	Beach Gardens - Putting flags x 3	378.00	
30/04/2025		INV-007738	09/04/2025	Beach Gardens - stickers for putting	33.60	411.60
30/04/2025	Outstanding Map Distributors Ltd	4067055	23/04/2025	TIC - books & maps for retail		124.20
17/04/2025	Swanage Town Council	Month 1 Payroll	17/04/2025	Net Wages-Month 1		61,845.56
16/04/2025	Planet Merchant Service Ltd	PP40006811E2503	31/03/2025	Gateway March		178.85
30/04/2025	Pod Point Ltd	ADF-6281	08/04/2025	Admin fee March 25- Mermond	19.31	
30/04/2025		ADF-6040	08/04/2025	Admin fee March 25- MB	55.12	74.43

16/04/2025	Planet Purbeck CIO	35731-01	31/03/2025	Develop proposal for collection of hard to recycle items	500.00	
16/04/2025		35143-02	31/03/2025	Sustainable Swanage Website 24/25	1,773.00	
16/04/2025		35929-01	31/03/2025	King Georges Field stakeholder engagement	2,325.00	
16/04/2025		35929-01	31/03/2025	Herston Community Field Stakeholder Engagement	1,250.00	5,848.00
30/04/2025	Print It 24 Seven	7603	22/04/2025	ECN x4		218.40
16/04/2025	Purbeck Print Company	1092	25/03/2025	TIC - artwork for new retail merchandise	55.00	
16/04/2025		1093	27/03/2025	Beach Gardens - artwork for flyers & signs	125.00	180.00
16/04/2025	Purbeck Gazette	34306	17/03/2025	2 Full page adverts in the Purbeck Gazette		330.00
16/04/2025	Purbeck Ice Cream	160807	26/03/2025	Beach Gardens - ice-cream for kiosk retail	581.17	
30/04/2025		161298	16/04/2025	Beach Gardens - ice-cream for kiosk retail	246.24	
30/04/2025		161443	23/04/2025	Beach Gardens - ice-cream for kiosk retail	197.28	
30/04/2025		CN3148	23/04/2025	Beach Gardens - ice-cream for kiosk retail	(39.60)	985.09
30/04/2025	Purbeck Media Group	INV-5311	14/04/2025	TIC - uniform for seasonal staff		56.70
16/04/2025	Rawlins Davy Reeves Solicitors & Media	503208	26/02/2025	Legal fees		291.60
30/04/2025	Recruit Local Ltd	2669	04/04/2025	Recruitment advertising	40.00	
30/04/2025		2670	08/04/2025	Recruitment advertising	40.00	
30/04/2025		2671	11/04/2025	Recruitment advertising	80.00	160.00
30/04/2025	Rural Services Partnership Limited	RMTG/25/26/128	07/04/2025	Rural Market Town-membership 25/26		148.68
30/04/2025	R U Secure Systems	133760	01/04/2025	Maintenance	146.76	
30/04/2025		133817	23/04/2025	Maintenance	36.00	182.76
30/04/2025	Swanage and Purbeck Development Tr	INV-0118	16/04/2025	Contribution towards Wellbeing hub for 2024/25		21,000.00
16/04/2025	SECURITY PLUS LIMITED	1095607	31/03/2025	Cash Collection- March	225.60	
16/04/2025		1096904	31/03/2025	Cash processing -March	49.68	275.28
30/04/2025	Seton	9303870177	24/04/2025	Noticeboard for Beach Gardens (6xA4 size)		368.33
16/04/2025	Shred-It	8140187064	31/03/2025	Collection		181.18
30/04/2025	South West Councils	0000070968	11/04/2025	Membership subs-2025/26		630.00
16/04/2025	Spaldings (UK) Ltd.	SI-3021714	25/03/2025	Materials & Equipment		286.38
30/04/2025	SSP Maintenance LTD	INV-1452	08/04/2025	Deep clean tennis courts 1 and 2		696.00
16/04/2025	St. Michaels Garage	4395	31/03/2025	Diesel March		341.29
16/04/2025	Swanage News	1284	29/03/2025	News papers March		37.60
16/04/2025	Swanage Regatta & Carnival	2025/085	28/03/2025	Swanage Carnival Programme advert 2025		275.00
16/04/2025	Sydenhams Hire Centres Ltd	681949	31/03/2025	Woodchipper 1 week re: King Georges field		569.28
30/04/2025	Telefonica	37070363	24/04/2025	SIM Charges		201.95
30/04/2025	Tony Harris Landscape Architecture	TH/STC/01	05/04/2025	Mood Boards re: Green seafront project		800.00
30/04/2025	Thornes Chartered Surveyors	00/4767	07/04/2025	Fee- Swanage Bay View Hol Park	180.00	
30/04/2025		00/4767	07/04/2025	Interim fee- Swanage Days Park	240.00	
30/04/2025		00/4767	07/04/2025	Interim fee-De Moulham	180.00	600.00
16/04/2025	Travis Perkins	1018249708	28/03/2025	Materials & Equipment	127.59	
30/04/2025		1018535310	02/04/2025	Materials & Equipment	213.00	
30/04/2025		1018639970	03/04/2025	Materials & Equipment	20.74	
30/04/2025		1018835347	07/04/2025	Materials & Equipment	27.82	
30/04/2025		1018946406	08/04/2025	Materials & Equipment	39.67	
30/04/2025		1018946405	08/04/2025	Materials & Equipment	11.38	
30/04/2025		1019027986	10/04/2025	Materials & Equipment	198.36	
30/04/2025		1019366074	14/04/2025	Materials & Equipment	85.92	
30/04/2025		1019256296	14/04/2025	Materials & Equipment	30.93	
30/04/2025		1019468717	15/04/2025	Materials & Equipment	62.72	
30/04/2025		1019468716	15/04/2025	Materials & Equipment	37.79	
30/04/2025		1019468715	15/04/2025	Materials & Equipment	13.80	
30/04/2025		1019547584	16/04/2025	Materials & Equipment	594.00	
30/04/2025		1019569030	17/04/2025	Materials & Equipment	38.11	
30/04/2025		1019879477	23/04/2025	Materials & Equipment	18.60	
30/04/2025		1019901374	24/04/2025	Materials & Equipment	21.35	
30/04/2025		1019983753	24/04/2025	Materials & Equipment	6.68	
30/04/2025		1019983752	24/04/2025	Materials & Equipment	9.59	1,558.05
30/04/2025	Third Party Payments	Payroll M1	17/04/2025	Payroll Month1 - Third Party Deductions		319.02
30/04/2025	Violet Farm Foods Ltd	167152	04/04/2025	TIC - tea for retail		168.15
30/04/2025	WSP	50067731	16/04/2025	Professional Serv		4,622.35
16/04/2025	Zurich Municipal	542952672	25/03/2025	YLL-272004-0233		24,162.20
<b>Total of BACS/CHAPS Payments</b>						<b>305,414.90</b>

**BACS supplier payments issued 16 April 2025 (Month 13)**

77,749.98

**BACS payroll payment issued 17th April 2025 2025**

61,845.56

**Faster payments issued 15th April 2025**

1,350.00

**BACS supplier payments issued 30th April 2025 (Month 1)**

164,469.36

**305,414.90**

**Total of Payments**

**341,362.83**

**Investments - Cash Movements**

Date	Name	Inv Ref	Inv Date	Details	Payment Total
29/04/2025	DMADF	transfer	29/04/2025	DMADF	600,000.00
29/04/2025	DMADF	transfer	29/04/2025	DMADF	500,000.00
30/04/2025	CCLA-PSDF	transfer	30/04/2025	CCLA	500,000.00
<b>Total of Investments</b>					<b>1,600,000.00</b>

**Total of Payments & Investments**

**1,941,362.83**