

SWANAGE TOWN COUNCIL



Preliminary Budget Report 2021/22

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1. Introduction and Budgetary Context

- 1.1 This report provides a commentary on the revenue budgets for 2021/22, together with planned capital expenditure and contributions to reserves and balances. The revenue and capital budgets are set out in summary format in **Appendix A**. This is supported by the more detailed Estimates Book which has been circulated to Councillors, together with future projections until March 2024.
- 1.2 The context of this budget setting report is unlike any other, with the combined impact of the pandemic and Brexit bringing a greater degree of uncertainty over financial forecasting than at any time since the financial crisis of 2008. One thing that has remained consistent is that town and parish councils continue to receive no support from central government, despite the very significant impact of the first lockdown on the council's finances. The financial pressure on the unitary council may well have indirect ramifications if cuts are made to local services which the Town Council wishes to preserve.
- 1.3 Interest rates remain at a historic low level, unchanged at 0.75% since August 2018. Inflation has continued on a downward trajectory during the current financial year: as of October 2020 CPI stands at 0.7%, compared to 1.5% a year ago. The Office of Budget Responsibility predicts that the rate will rise back towards the Bank of England's target rate of 2% as the economy recovers, although this could be driven higher in the event of a no-deal Brexit.
- 1.4 The Ministry of Housing, Communities and Local Government has confirmed that it will not extend referendum principles to local councils in order to cap parish precepts at 2% in the foreseeable future. However, this remains conditional upon 'the sector taking all available steps to mitigate the need for council tax increases, including the use of reserves where they are not already earmarked for other uses or for "invest to save" projects which will lower on-going costs'.
- 1.5 The Policy, Finance and Performance Management Committee agreed a set of budget setting principles (see Table 1 below) at its meeting on 3rd November 2020, and these have been incorporated in the draft budgets.

Table 1. List of budget setting principles, agreed November 2020

	Estimate 2021/22	Estimate 2022/23	Estimate 2023/24
Expenditure			
Employee Costs	2.5%	2%	2%
Pension-Employers Contribution	22%	22%	22%
Inflation (CPI)	2%	2%	2%
Business Rates	2%	2%	2%
Utilities	2%	2%	2%
Income			
Fees & Charges (rounded to nearest £5)	Freeze (subject to consideration by relevant committees)	2%	2%
Council Tax Precept	0-2%	2%	2%

- 1.6 The draft budgets incorporate proposals made by the Council's standing committees during November 2020. The Policy, Finance and Performance Management Committee is asked to review these draft estimates in detail and make a recommendation to the Full Council meeting to be held on 18th January 2021 which will agree the final estimates and set the precept for the 2021/22 financial year.

2. Summary of 2020/21 Financial Year to date

- 2.1 In April 2020 the total Council Tax precept rose by 2%. As a result of a small decrease in the tax base household bills increased by 3.43%. This followed a 0.11% increase in household bills in April 2019.
- 2.2 The Town Council entered the 2020/21 financial year with a surplus general fund balance of £699,013. The net cost of services is projected to be £1,225,545, a variance of 36% compared to the budget estimate of £900,580. This reflects the lower income received as a result of Covid-19. Despite this, it is projected that at year end a small surplus of £18,850 will exist on the general fund for the year. This is largely explained by one-off items of expenditure being funded by reserves and the receipt of grant funding from the MMO towards the fishermen's jetty improvement scheme.
- 2.3 It is anticipated that this will result in a general fund balance at 31st March 2021 of £717,865. Although this is above the Council's risk assessed minimum level (see **Appendix E**), it remains solidly within the recommended range of general reserves, equivalent to a sum between three months' and one year's revenue expenditure.

3. Income Analysis

- 3.1 The following table summarises the Council's greatest sources of income during the last four full financial years, together with the probable out-turn for 2020/21 and the draft budget estimate for 2021/22. These headings, together with the precept, usually account for approximately 95% of Council income, excluding one-off grants.
- 3.2 At budget setting 2020/21 these income streams were projected to decrease only marginally by 1% in the current financial year. The impact of Covid-19 is, however, clearly evident with that decrease now projected to be 14.5%. As we look ahead to 2021/22, the key question is to what extent income will return to its pre-pandemic average performance.
- 3.3 The impact of the pandemic is seen most clearly in the decrease in car parking income. As reported to the Roads and Transport Committee, the peak charging season was a story of two halves in 2020. The first quarter saw minimal income with charges being lifted during the first national lockdown. However, during the second quarter a surge in visitors to the town produced income that surpassed budgets in the Council's long-stay car parks. This produced a significant reduction in the losses projected at the end of Q1. Although less evident due to the impact of lockdown, the long-term decline in usage of the short stay shoppers' car parks at Mermond Place, Residents and Co-Op should be noted.
- 3.4 The main summer charges have remained unchanged since 2012 and, at its meeting held on 25th November 2020, the Roads and Transport Committee recommended that all charges should be frozen for a further year. In light of the economic uncertainty ahead a prudent approach has been taken towards estimating the 2021/22 income figure.

Table 2. Budgeted sources of income with an average in excess of £5,000 2016/17 – 2021/22

Budgeted Sources of Income in excess of £5,000	16/17 Actual	17/18 Actual	18/19 Actual	19/20 Actual	20/21 Probable Outturn	20/22 Estimate
Car Parking (includes Co-Op net income; excludes market income)	572,639	574,573	584,808	560,025	475,595	546,750
Property Rental	185,400	190,180	191,680	201,905	206,655	207,155
Investment Income	161,544	201,782	202,394	207,931	178,000	160,000
Beach Hut Rents	92,377	107,120	123,052	122,426	61,315	61,200
Boat Park Fees	35	2,200	31,334	37,595	35,000	40,000
Cemetery Charges	30,660	33,000	38,934	32,419	33,940	34,940
Private Beach Hut Sites	16,668	17,474	16,826	17,735	18,200	18,200
Putting Fees	12,795	13,690	16,479	16,978	8,970	16,000
Market Income	14,536	12,860	6,758	6,964	8,960	9,000
Fishermen's Huts	8,241	7,770	5,160	8,725	8,935	9,195
Allotment Rents	7,839	7,740	7,960	8,450	8,645	8,645
Purbeck Business Centre Profit Share	7,153	7,119	7,831	8,072	7,250	7,250
TIC Advertising Boards	3,321	7,275	6,631	8,420	6,730	7,500
TIC net income from sales and commission	3,993	7,242	6,530	7,783	5,830	5,550
Beach Concessions	9,300	6,320	6,320	5,000	5,000	5,000
Total	1,126,501	1,196,345	1,252,697	1,250,428	1,069,025	1,136,385

- 3.5 Three other revenue streams have been hit hard by lockdown. Income from **beach hut bookings** fell by 50% year-on-year. Following a period of closure the Council has only been able to let every-other hut in order to encourage social distancing and provide a Covid-secure facility. The Spa beach huts also remain closed pending redevelopment of the site.
- 3.6 **Putting income** from Beach Gardens had risen by almost a third over recent years, but declined by almost 50% year-on-year due to Covid restrictions. Income from the **Information Centre** was also significantly lower, reducing by 20% year-on-year, and there was a similar reduction in revenue from the **Advertising Boards** outside the building.

- 3.7 Income from **property rentals** has proved to be more resilient than anticipated as most of the Council's tenants were in receipt of government grant funding and/or were able to benefit from the busy summer season, thereby enabling them to pay their rent in full. That said, at the time of writing arrears of rent are outstanding under two leases and the probable outturn figure may not be realised. The council also continues to receive a 1/9th share of Dorset Council's income from the **Purbeck Business Centre**.
- 3.8 **Investment income** is projected to have reduced by approximately 14%, having been stable over the three preceding years. This is principally due to a lower estimated investment capacity due to the financing of the Council's capital programme, combined with lower predicted interest rates.
- 3.9 Other of the council's income streams were resilient to the impact of the pandemic. Boat storage remained in demand and hence **Boat Park** revenue was relatively unchanged. An increase in income from this source is anticipated during 2021/22.
- 3.10 This year saw the management of **Swanage Market** brought in-house for the first time, and this has led to a 28.6% increase in revenue, albeit partially offset in higher operating costs.
- 3.11 Total income from **private beach hut site rents, allotment charges, and the rental of fishermen's huts** is largely determined by the Council's policy on increasing fees and charges. This brought increases of between 2% and 3% in the current financial year, and in accordance with the budget principles agreed in November these are due to be frozen in the forthcoming financial year.
- 3.12 A 2% increase was also applied to the Council's **cemetery charges** in 2020/21, although total income fluctuates according to mortality rates and the balance between cremation and interment in any one year. It is good to see that the pandemic did not lead to an increase in cemetery usage.
- 3.13 In total, the revenue generated from the activities listed in Table 2 is predicted to bounce-back by 6% during 2021/22. However, this will still be £100,000 lower than the average income from these sources in the last three pre-pandemic years, 2017/18 – 2019/20. This is principally due to reduced income from car parking, beach huts and investment income. The performance of all of these will depend partly on the speed with which the world returns to some form of normality as the vaccine is rolled out.
- 3.14 In looking to **future opportunities** to raise additional revenue, Council's focus will be on developing plans for the Spa stabilisation and improvement project which will be completed within the lifespan of this three-year budget. It may also be that greater market usage can be encouraged. A more thoroughgoing review of the Council's fees and charges may also be required prior to the next financial year.

4. Expenditure Analysis

- 4.1 The following table summarises the Council's greatest revenue costs during the last four financial years, together with the 2020/21 probable out-turn and the 2021/22 budget estimate. These headings account for approximately 75% of Council expenditure, and are projected to have risen by 15% year-on-year. This is very largely the result of higher one-off expenditure on repairs and maintenance, although a significant proportion of this has been

carried forward from the previous financial year and funded from earmarked reserves. This increase has been partially offset by savings made, some as a direct result of the pandemic.

- 4.2 Looking ahead, increases in a range of budgets in 2021/22 are likely to be offset by lower repairs and maintenance costs. Overall, these costs are estimated to remain largely stable in the coming year, although they will not then be cushioned by a similar contribution from earmarked reserves.

Table 3. Average Budgeted Expenditure in excess of £15,000 2016/17 - 2021/22

Cumulative Budgeted Expenditure in excess of £15,000	16/17 Actual	17/18 Actual	18/19 Actual	19/20 Actual	20/21 Probable Outturn	21/22 Estimate
Employment Costs	747,993	772,594	795,396	937,273	906,170	1,029,100
Repairs and Maintenance	242,707	107,693	72,207	98,930	403,510	235,745
Business Rates	127,540	131,722	149,349	166,008	156,845	160,790
Utilities	66,234	65,966	70,127	65,380	64,305	70,740
Public Convenience Cleaning and Toilet Requisites	59,475	59,027	61,076	61,912	59,570	61,935
Legal and Professional Fees	9,478	13,218	16,538	27,787	28,915	25,000
Festive Lights	n/a	n/a	n/a	28,367	26,635	23,500
Insurance	23,293	22,829	18,179	20,155	20,355	20,750
RNLI Lifeguards	17,422	21,985	22,423	22,870	18,810	23,795
Tree Works ¹	n/a	n/a	n/a	17,565	15,000	10,000
Car Parks Cash Collection/Security	31,146	28,992	22,984	19,338	13,715	18,000
Seaweed Removal & Beach Raking	8,524	18,635	6,150	26,680	9,420	25,000
Total Expenditure	1,333,812	1,242,661	1,234,429	1,492,265	1,723,250	1,704,355

- 4.3 The Council's largest item of expenditure is **employment costs**. The post list for 2021/22 was agreed in principle by the Personnel Committee held on 3rd November 2020. This included the trial of a combined Seafront Advisor/Town Ambassador post (OPS19) for a 12-month period, which had not been possible this year due to the pandemic. It also included the engagement of a Seafront Advisor as a Market Attendant, following the bringing of that service in-house.

- 4.4 The significant increase in costs over recent years has been driven by the filling of vacant posts, the introduction of the new living wage, re-evaluation of posts, incremental increases and an increase in hours for seasonal staff. The increase in costs projected for 2021/22 assumes a 2.5% pay increase, equivalent to £26,300. However, given the wider public sector pay freeze this may not materialise.

¹ Tree works were previously included in maintenance budgets and were not separately listed.

- 4.5 Alongside the Council's seafront advisors, it is proposed to continue to employ **RNLI lifeguards** in 2021/22, their fee increasing in-line with an inflationary 2% uplift on their base fees.
- 4.6 Planned **repairs and maintenance** costs for the current financial year are projected to be £300,000 higher than last year, and £250,000 higher than budgeted. This figure will always fluctuate significantly dependent on the one-off works scheduled each year and the decision as to whether or not larger schemes are capitalised.
- 4.7 The increase in 2020/21 is principally due to the deferral of works from the previous financial year, which are being funded from an earmarked reserve. The most significant of these projects are the resurfacing of Main Beach and North Beach Car Parks and De Moulham back roads (£143,000), Seymer Road wall (£73,500) and the replacement of the Shore Rd Beach Hut doors (£29,000).
- 4.8 In addition to this, other projects have been agreed in-year, including repairs to the Stone Quay (£17,900) and the nearby revetment (£14,700), and ground survey reports into Sandpit Field, the Spa and adjoining seafront land (£33,000).
- 4.9 The budget for 2021/22 is much lower, although still substantial. The specific items proposed for inclusion in the estimates by the General Operations Committee are set out at **Appendix B** for Members' approval, totalling £137,700. The bulk of this relates to two items of expenditure: replacement drainage at Burlington Chine (£30,000) and the refurbishment/demolition of the Peveril Point shelter (£45,000). Members are asked to give particular consideration as to whether or not to include these items in the final approved budget. A further three projects will be carried over from the current year totalling £40,500, the largest single item being repairs to the Northbrook Cemetery boundary wall estimated to cost £18,000.
- 4.10 **Business rate** payments have risen significantly over recent years, largely due to the removal of transitional relief following the revaluation exercise. It is anticipated that the Non-Domestic Rates (Public Lavatories) Bill will come into force prior to the end of the financial year, hence the reduction in rates shown in Table 3 in 2020/21.
- 4.11 Since 2011 the Town Council has procured **gas and electricity** through the LASER energy buying group, and this has been very effective in limiting increases in costs, with minimal increases in cost per kWh having been realised. The re-tendering of this for one year in autumn 2020 has led to overall utility bills remaining stable. A further tender exercise will be undertaken in 2021 to seek a cost-effective green tariff.
- 4.12 The costs of the **public toilet cleaning** contract reduced marginally in the current year due to the closure of most public conveniences during the first lockdown. The contract was extended for two years in April 2020, and hence the 2021/22 financial year will be the last prior to a new tender exercise.
- 4.13 The Council's **insurance** cover was tendered in early 2018 and this led to a significant reduction in the premium. Small additions to the Council's cover have nudged the cost higher, but it is projected to remain stable next year.

- 4.14 **Legal and professional fees** are projected to remain a significant cost for the Council. This heading covers a wide range of external professional support, including solicitors, valuers and financial advisory services.
- 4.15 The most significant addition to these costs in recent years has been the annual charge for the **festive lights**. This Christmas marks the mid-point of a three-year hiring agreement with the Festive Lighting Company for the erection and maintenance of the new lights. The annual bills are higher than anticipated due to technical difficulties resulting in frequent call outs. Potential solutions are currently being investigated. The Chamber of Trade has generously funded the costs of additions to the display this year.
- 4.16 Costs for **seaweed clearance** are kept under review by the Operations Manager, but fluctuate wildly as a result of wind direction during the peak summer season. At the award of contract in 2018 it was anticipated that annual costs would fluctuate between £18,000 and £30,000. In practice the cost over that period has ranged between £6,150 and £26,680. The contract is currently out to re-tender.
- 4.17 The annual budget for **tree works** is expected to reduce year-on-year as a backlog of works have been cleared in the last two financial years.
- 4.18 The downward trend in the costs of **car park cash collection** was exaggerated in the current financial year due to the closure of the car parks during the first lockdown. Whilst costs are projected to rise from this low point in 2021/22, it is anticipated that the long-term trend will continue as people shift to credit card and pay-by-phone alternatives. There remains potential for the cost of cash collection to be reduced further through a procurement exercise.
- 4.19 Overall, having increased by £½m over the last two years, the expenditure set out in Table 3 above is expected to remain largely stable in 2021/22. As in previous years, in order to control its costs and realise further savings it is recognised that the Council will need to continue to devote resources to procurement exercises and partnership working.
- 4.20 In addition to these costs, the Council makes a number of **Grants and Donations and Contributions to Partner Organisations**. As in previous years a sum of £10,000 has been allocated for small community grants in the draft budgets. Since the Town Council's adoption of the General Power of Competence in 2016 these are no longer made under Section 137 of the Local Government Act 1972. In order to ensure that this sum is distributed as widely as possible the Council adopted a new grants policy during 2019, reducing the value of the typical grant to £300. This may be reviewed in the coming year.
- 4.21 The draft budgets also contain the following contributions to third party organisations:
- Sustainable Swanage £16,950 (£10,000 in 2020/21)
 - Visit Dorset £8,000 (unchanged)
 - Bay byelaw enforcement £5,000 (new budget)
 - School Crossing patrol £3,750 (£3,675 for 2021/22)
 - Community Bus £3,000 (new budget)
 - CAB £1,000 + support in kind (heating/lighting/phone line) (unchanged)

- 4.22 At the Council meeting held on 16th September 2019 approval was given to funding of £10,200 towards the costs of Dorset Coast Forum co-ordinating a sea defence project for the town. A second tranche of £13,800 plus project launch costs was programmed for the 2020/21 financial year, totalling £24,000. In practice no funding was drawn down in 2019/20, and DCF are now requesting that total sum be split between a payment of £17,100 in the current year and a reserve of £6,900 be made available in case it is required in the 2021/22 financial year. These amended figures have not been included in the draft budgets and Members are asked to consider this during today's meeting.
- 4.23 During 2019/20 the Town Council has also allocated funds for additional road sweeping and weed killing. Although not planned as a contribution to a third-party organisation this supplements the work of Dorset Waste Services. It is anticipated that at year end £6,555 will have been expended from the budget of £14,000. A sum of £13,000 has been included in the draft budget for 2021/22.
- 4.24 This is one of a number of items that the Council has effectively added to its baseline budget from last year, as follows:
- Festive Lights - £23,500
 - Sustainable Swanage - £16,950
 - Environmental Projects - £14,000
 - Weeding and Street Sweeping - £13,000

These four items alone amount to £67,450, equivalent to approximately 9% of the precept.

- 4.25 In addition to these items, the Website and Marketing working party has requested an additional £5,500 for promoting the town, taking the TIC Marketing budget to £10,000 per annum. This has not been incorporated in the draft budgets, and should therefore be considered as an additional item of expenditure.
- 4.26 The cumulative impact of this spending on the general fund balance will be discussed further in section 6 below.

5. Reserves and Capital Programme

- 5.1 The Town Council has an obligation to ensure adequate investment is made in its property assets so that they remain fit for purpose, and to establish financial reserves to meet this expenditure. In addition to the statutory Useable Capital Receipts Reserve (containing the funds received from the disposal of the Holiday Park and other assets), the Council has established earmarked reserves as listed in **Appendix C**.
- 5.3 These reserves contained £2,543,006 as at 31st March 2020 and it is proposed that these reserves will see a net depletion of £370,865 in the current financial year. This includes £295,000 to finance capital expenditure and a net transfer of £75,865 to the general fund. Committee members are asked to consider this proposal so that it can go forward to the Estimates Meeting in January for ratification. The three-year capital programme shows a further £1,528,000 being spent from these reserves by 31st March 2024.
- 5.4 During 2020/21 £148,750 has been received from Dorset Council under the Community Infrastructure Levy on new development. In the current year £100,000 of these funds has financed the Council's contribution to the Institute Road improvements, with a projected

year end balance of £191,160. In 2021/22 £18,000 has been earmarked to finance the improvement to Day's Park pathways. The future of these funds will be discussed at the Capital Projects Sub-Committee.

- 5.5 A **schedule of estimated capital expenditure for the years 2021/22 – 2023/24**, has been provided at **Appendix D**. The total cost of programmed works is estimated at £2.5m over the next three financial years. The largest items of expenditure identified for 2021/22 are the Spa redevelopment (£300k), the cemetery extension (£200k), King George's play area improvements (£90k), Stone Quay Reconstruction (£80k) and Peveril Point Stabilisation Scheme (£75k). Members are asked to recommend that this schedule, incorporating any amendments, goes forward to the full Council for adoption on 18th January 2021.
- 5.6 The Council will need to keep under review the best means of funding its capital programme, especially as it does not include any fully considered estimate of the stabilisation/improvement works to Sandpit Field/Spa/Weather Station Field, or the next phases of the public convenience replacement programme. If these schemes are funded from earmarked reserves this will reduce the Council's investment capacity, eroding revenue income significantly by the 2023/24 financial year. Council will need to agree its medium-term financial strategy as part of the corporate plan process during 2021.

6. Precept and General Fund Balance

- 6.1 Under section 50 of the Local Government Finance Act 1992 a Town and Parish Council must take the following factors into account in setting its annual budget:
- the expenditure it will incur in the year in performing its functions
 - an allowance for contingencies in relation to expenditure
 - the financial reserves it will be appropriate to raise for meeting its future expenditure
 - the financial reserves necessary to meet a revenue account deficit for any earlier financial year
 - the sums which will be payable to it for the year
 - the amount of the financial reserves which the authority estimates it will use.
- 6.2 An assessment of the General Fund Balance should take into consideration the council's level of working balances and a risk assessment of contingencies. In terms of working balances, the JPAG *Practitioners' Guide* states that any Council with expenditure over £200,000 per annum should carry general revenue reserves equivalent to three months of expenditure. On the basis of current projections for 2021/22 this would be £578,870. If councils significantly depart from this then the reasons for that decision should be documented.
- 6.3 A risk assessment in respect of financial contingencies is set out in **Appendix E**, which suggests that £434,365 of revenue funds may be called upon in a worst-case scenario during the financial year. Although many risk factors are low, as this year has demonstrated, it remains of utmost importance that the Council's financial position is robust enough to withstand any unforeseen shocks.
- 6.4 Further to discussion at the Policy, Finance and Performance Management Committee meeting held on 3rd November 2020, the draft budgets incorporate a nil increase in precept in 2021/22. This would result in a projected general fund balance of £494,140 at 31st March

2021. This is above the risk assessed minimum set out in Appendix E, but below the *Practitioners' Guide* requirement of £578,870.

- 6.5 Attention is drawn to the projected decline in the general fund balance over the following two financial years, as set out in Appendix C, which would reduce to £389,305 as at 31st March 2023 and £251,270 at 31st March 2024. These projections do not take into account income arising from the redevelopment of the Spa, but nor do they include one-off items of revenue expenditure. The downward trend to levels significantly below the risk-assessed minimum is a matter of concern.
- 6.6 The Finance and Performance Management Committee also requested that consideration be given to a 2% increase in precept, which would generate an additional £14,650 in the 2021/22 financial year. Whilst this would go some way towards covering the increases in the Council's costs during the forthcoming year it does not address the overall decline in the general fund balance.
- 6.7 If the draft budget is approved then clearly measures need to be taken to review the Council's medium-term financial strategy, including its policy on fees and charges, precept, borrowing and expenditure. The PF&PM Committee could commence this work early in the new financial year to ensure that a robust strategy is in place prior to budget setting for 2022/23.
- 6.8 The tax base supplied by Dorset Council shows a small decrease for the third year in a row, of 0.18%. As shown in **Appendix F**, the smaller tax base means that a freeze in total precept will lead to a 0.18% increase in household bills, adding 28p to the annual Band D bill which would total £154.07. A 2% increase would add £3.36 to the annual bill of £157.15. From 2022/23 onwards 2% per annum increases in total precept continue to be projected.
- 6.9 Members of the Committee are asked to **recommend a precept for 2021/22 and adoption of the draft budgets and fees and charges** to the Full Council to be discussed on 18th January 2021.

Martin Ayres
Town Clerk and Responsible Financial Officer

December 2020

Appendix A

Swanage Town Council - Estimates 2021-24

Revenue Account Summary

	Forecast Outturn 2020/21	Estimate 2021/22	Estimate 2022/23	Estimate 2023/24
Expenditure				
Employees (all areas)	906,170	1,031,380	1,056,260	1,081,840
Rates (all areas)	156,845	160,790	164,000	167,260
Utilities (all areas)	64,305	70,740	72,205	73,730
Repairs & Maintenance (all areas)	403,510	235,745	111,225	105,250
Car Parks	121,835	222,895	223,765	216,435
Boat Park/Fishermen's Huts	27,725	10,350	3,445	3,540
Public Conveniences	66,720	72,475	69,665	69,860
Cemeteries	1,900	2,440	2,540	2,640
Parks & Operations	167,905	149,150	125,485	127,720
Beach Gardens	12,685	16,400	17,470	17,540
Beaches & Foreshore	35,480	56,470	56,945	57,550
Beach Bungalows	6,550	10,675	10,575	10,975
TIC	49,085	57,400	56,025	56,650
Allotments	525	800	835	870
Grants & Donations	14,950	17,950	14,950	14,950
Corporate, Democratic & Central Services	192,460	186,215	161,285	163,530
Misc Grounds	2,070	9,350	1,355	1,360
Interest Payable & Bank Charges	3,500	4,250	4,500	4,750
Total Expenditure	2,234,220	2,315,475	2,152,530	2,176,450
Income				
Investment Interest	178,000	160,000	125,000	95,000
Car Parks	570,330	729,650	730,025	730,385
Boat Park/Fishermen's Huts	43,935	49,195	50,030	51,015
Public Conveniences	2,025	2,075	2,125	2,175
Cemeteries	33,940	34,940	35,190	35,440
Parks & Operations	90,860	94,415	93,780	93,780
Beach Gardens	18,525	31,600	32,600	33,100
Beaches & Foreshore	51,890	52,345	52,795	53,255
Beach Bungalows	62,490	62,375	105,125	107,255
TIC	20,360	27,050	27,750	28,450
Allotments	8,645	8,645	8,820	8,995
Other Buildings (inc C Park)	75,755	75,755	75,755	75,755
Corporate, DRM & Central	13,925	15,900	16,050	16,200
Misc Grounds	12,495	12,595	12,610	12,630
Total Income	1,183,175	1,356,540	1,367,655	1,343,435
NET OPERATING EXPENDITURE	1,051,045	958,935	784,875	833,015

Capital Expenditure Summary

Capital Expenditure	221,810	917,000	1,253,000	150,000
Expenditure capital in nature	120,000	0	220,000	0
	341,810	917,000	1,473,000	150,000
To Be Financed by:				
Usable Capital Receipts Reserve	36,555	491,000	503,000	0
Earmarked Reserves	295,000	408,000	970,000	150,000
Grants/Contributions	10,255	18,000	0	0
Contributions from the General Fund	0	0	0	0
Total Financing	341,810	917,000	1,473,000	150,000

Summary - All Income and Expenditure

	Forecast Outturn 2020/21	Estimate 2021/22	Estimate 2022/23	Estimate 2023/24
Expenditure				
Service Provision - I & E Account	2,234,220	2,315,475	2,152,530	2,176,450
Capital expenditure	341,810	917,000	1,473,000	150,000
Total Expenditure	2,576,030	3,232,475	3,625,530	2,326,450
<i>less:</i>				
Income				
Income generated from Services - I & E Account	1,183,175	1,356,540	1,367,655	1,343,435
Capital Receipts	0	0	0	0
Total Income	1,183,175	1,356,540	1,367,655	1,343,435
Net Expenditure to be financed	1,392,855	1,875,935	2,257,875	983,015
<i>Add:</i>				
Movements Required on Reserves				
Net transfer to/(from) Earmarked Reserves	(75,865)	180	70,000	70,000
Increase/(Decrease) in the General Fund	18,850	(223,725)	(104,835)	(138,035)
Total Financing Required	1,335,840	1,652,390	2,223,040	914,980

Financed by:				
Precept	732,390	732,390	747,040	761,980
Grants/Contributions	271,895	21,000	3,000	3,000
Capital Receipts	36,555	491,000	503,000	0
Earmarked Reserves	295,000	408,000	970,000	150,000
	1,335,840	1,652,390	2,223,040	914,980

Appendix B

Significant One-Off Revenue Expenditure 2021/22

<u>Ref:</u>	<u>Service Area</u>	<u>Project</u>	<u>Estimated Project Cost £</u>
<u>New projects for 2021/22</u>			
1	Parade Railings	Repairs	5,000
2	Fishermen's Huts	Tanking	7,000
3	Depot	Equipment	7,200
4	Town Hall	Entry System	6,000
5	Parks & Open Spaces	Trees - purchase	5,000
6	Various	Signage, incl CCTV, Water	8,000
7	Town Hall	Door replacement	5,000
8	Beach Gardens	Pavilion Repairs	8,000
9	Parks & Open Spaces	Cycle Racks	2,500
10	Recreation Ground	Drainage	5,000
11	Downs	Peveril fortification repairs/demolition	45,000
12	Public Conveniences	Burlington Chine drain repairs	30,000
13	Days Park	Fence Repairs	5,000
14	Roads	SIDS	4,000
15	Car Parks	EV Charger	4,000
16	Car Parks	Visual Message Signs	2,000
17	Boat Park	Anchor Bolts	2,000
18	Downs (EWG)	Noticeboards	4,000
19	Environmental	Energy Efficiency Improvements	10,000
20	Environmental	Campaigns (incl Beach Buddies)	3,000
22	Parks & Open Spaces	Bins	4,000
23	Public Conveniences	Survey Fees	3,000
			174,700
<u>2020/21 Projects to be c fwd to 2021/22 to be financed from EMR</u>			
CF1	Cemeteries	Northbrook cemetery - Wall repairs	18,000
CF2	St Marks Playing Fields	Repairs	7,500
CF3	Spa/Recreation Ground	Electrical Boxes - Maintenance	15,000
CF4	Boat Park	Old jetty repairs	4,350
			44,850

Reserves & Balances

Revenue Reserves Summary

	Forecast Outturn 2020/21	Estimate 2021/22	Estimate 2022/23	Estimate 2023/24
The General Fund Balance (GFB)				
<i>Movements on the General Fund:</i>				
Net Operating Expenditure	1,051,045	958,935	784,875	833,015
Transfers to/(from) Reserves	(75,865)	180	70,000	70,000
Capital Expenditure charged to the GFB	0	0	0	0
	975,180	959,115	854,875	903,015
<i>To be financed by:</i>				
Precept	732,390	732,390	747,040	761,980
Grants/Donations	261,640	3,000	3,000	3,000
	994,030	735,390	750,040	764,980
Surplus / (Deficit) for Year	18,850	(223,725)	(104,835)	(138,035)
General Fund Balance B f'd	699,015	717,865	494,140	389,305
Surplus / (Deficit) for Year	18,850	(223,725)	(104,835)	(138,035)
General Fund Balance C f'd	717,865	494,140	389,305	251,270

Earmarked Reserves				
Festive Lights – to be removed	0	0	0	0
Vehicle & Plant Replacement	0	10,000	20,000	30,000
King Georges Play Area & Skate Park	93,017	3,017	13,017	23,017
Play Equipment-General Areas	13,904	23,904	33,904	43,904
Car Park Machines	26,748	34,248	39,248	44,248
Tennis Courts Refurbishment	3,000	6,000	9,000	12,000
Seafront Enhancement Scheme	1,134,557	834,557	334,557	184,557
Community Sea Defence Project	450,000	450,000	0	0
Public Conveniences	50,000	70,000	65,000	80,000
Beach Huts Reserve	55,000	65,000	75,000	85,000
Football Club Facilities	6,958	6,958	6,958	6,958
De Moulham Back Roads	26,953	28,953	30,953	32,953
Insurance & Contingency Reserve	40,000	40,000	40,000	40,000
Community Infrastructure Levy	191,160	173,160	173,160	173,160
FJ Grace Trust – to be removed	0	0	0	0
IT Equipment Reserves	13,164	18,164	23,164	28,164
Committed expenditure c fwd	67,680	0	0	0
Reserves C f'd	2,172,141	1,763,961	863,961	783,961

Usable Capital Receipts Reserve				
UCRR Balance B f'd	2,514,050	2,477,495	1,986,495	1,483,495
Capital expenditure	(36,555)	(491,000)	(503,000)	0
Capital Receipts	0	0	0	0
UCRR Balance C f'd	2,477,495	1,986,495	1,483,495	1,483,495

Total Useable Reserves

The General Fund	717,865	494,140	389,305	251,270
Earmarked Reserves	2,172,141	1,763,961	863,961	783,961
Useable Capital Receipts Reserve	2,477,495	1,986,495	1,483,495	1,483,495
Total of Reserves held by the Council	5,367,501	4,244,596	2,736,761	2,518,726

Appendix D

Preliminary Capital Programme 2021/22 -2023/24

Project Ref:	Project	2020/21 Budget	2020/21 Forecast for Year	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate
		£	£	£	£	£
1	Recreation Ground Bandstand Seating	b fwd from 2019/20	17,755			
2	Public Conveniences North Beach Car Park - Pod & Store Room	b fwd from 2019/20	3,015			
3	Capital Grants					
a	Institute Road-Contribution to Dorset Council	100,000	100,000			
b	Swanage & Purbeck Development Trust - Football Club redevelopment	20,000	20,000		220,000	
4	Vehicles Pool Electric Car	20,000	20,300			
5	Play Areas/Skate Park					
a	Days Park	90,000	175,000			
b	Recreation Ground	b fwd from 2019/20				
c	King Georges Play Area			90,000		
d	King Georges Skate Park				15,000	
6	Cemetery Godlingston Extension	200,000	5,740	200,000		
7	Station Approach Infrastructure Improvements	10,000	0	10,000	10,000	
8	Roads					
a	Panorama Rd/Quarry Close - Improvement	50,000	0	50,000		
b	Cow Lane - Upgrade/Improvement			15,000		
9	Downs Peveril Point Stabilisation Scheme	75,000	0	75,000		
10	Seafront Coastal Defence Projects (incorporating)					
a	Parade Railings 1/3 contribution	25,000	0			
b	Stone Quay - Reconstruction and Bonding	205,000	0	80,000	100,000	
c	Seafront Coastal Defence Works				450,000	
11	Depot Mezzanine Decking & Extractor Fan	14,000	0	22,000		
12	Spa Stabilisation & Regeneration			300,000	500,000	150,000
13	Environmental Sustainable energy			18,000	18,000	
14	Beach Gardens Tennis Court Resurfacing			24,000		
15	Parks Days Park- Footpath Lighting Installation			18,000		

16	Public Conveniences Heritage - Reconfiguration				20,000	
17	Festive Lighting Seafront Catenary Wire & Lights Replacement			15,000		
18	Shelters Rebuild of Seafront Shelters				100,000	
19	Town Hall Boiler replacement				40,000	
	Additional Expenditure Subtotal					
	Total Capital Expenditure	809,000	341,810	917,000	1,473,000	150,000

To be finance from:

Usable Capital Receipts Reserve	574,000	36,555	491,000	503,000	0
Earmarked Reserves	235,000	295,000	408,000	970,000	150,000
Grants/Contributions	0	10,255	18,000	0	0
General Fund	0	0	0	0	0
Total financing	809,000	341,810	917,000	1,473,000	150,000

Appendix E

RISK	Analysis of Risk	2021/22 Budget	Potential Impact	Quantitative Assessment of Risk
		£	%	£
Small size of the authority (in comparison to principal councils) necessitates a minimum balance of 3% of gross expenditure	Balance required to withstand budgetary problems due to relatively low asset and resource base.	3,232,475	3	96,975
Employee costs are greater than budgeted	Statutory payments increase above the level allowed for in the estimates.	1,031,380	2	20,630
Contractual inflation is greater than budgeted	A general increase of c.2% has been assumed on expenditure, however, costs may increase above budgeted inflation. Prices for gas/electric are fixed until Oct 2021. Prices may increase above estimated levels at this point.	1,284,095	2	25,680
Treasury management income is not achieved	That the actual interest rate that is achievable is below the rate predicted at budget setting. An overall return of 3.5% has been estimated, if this return is 1% less overall the risk will be 31% of the estimated budget.	160,000	31	49,600
Car park revenue is below forecast	That a decrease in revenue is realised from estimate. With the continued stagnation or decline in car parking revenue the risks of not meeting budget are increasing.	521,050	10	52,105
Rental income is not received	With the current volatile economic climate some lessees may not be able to meet their rental payments	259,890	30	77,965
Seasonal income is lower than budgeted	That a decrease in revenue is realised from estimate.	122,050	20	24,410
Inadequate Insurance Cover	That events occur resulting in losses that are not covered by insurance. 1% of asset book value.	8,700,000	1	87,000
Total				434,365

Option 1 – Precept freeze 2021/22



Town & Parish Councils
Taxbase & Precept Toolkit 2021/22

1) Select Town or Parish Council

Swanage

Taxbase Information

Band D Equivalents

2020/21 4,762.2 2021/22 4,753.6

Increase/(Decrease) Year on Year (8.6)

% Increase/(Decrease) (0.18%)

Precept Modelling

Actual Precept 20/21 & Proposed Precept 21/22

2) Enter Target Precept

2020/21 £ 732,390.00 2021/22 £ 732,390.00

Increase/(Decrease) Year on Year £ -

% Increase/(Decrease) 0.00%

Band D Equivalent Charge

Precept Divided By Taxbase

2020/21 £ 153.79 2021/22 £ 154.07

Increase/(Decrease) Year on Year £ 0.28

% Increase/(Decrease) 0.18%

	Actual 2020/21	Estimate 2021/22	Estimate 2022/23	Estimate 2023/24
Total Precept	732,390	732,390	747,040	761,980
% Increase/Decrease	2.00%	0.00%	2.00%	2.00%
Increase £	14,360	0	14,650	14,940
Tax Base	4,762.2	4,753.6	4,753.6	4,753.6
% Increase/Decrease	-1.39%	-0.18%	0.00%	0.00%
Band D Charge	£153.79	£154.07	£157.15	£160.30
% Increase	3.43%	0.18%	2.00%	2.00%
Actual Annual Increase	£5.10	£0.28	£3.08	£3.14

Option 2 – 2% increase 2021/22



Town & Parish Councils Taxbase & Precept Toolkit 2021/22

1) Select Town or Parish Council

Swanage

Taxbase Information

Band D Equivalents

2020/21 4,762.2 2021/22 4,753.6

Increase/(Decrease) Year on Year (8.6)

% Increase/(Decrease) (0.18%)

Precept Modelling

Actual Precept 20/21 & Proposed Precept 21/22

2) Enter Target Precept

2020/21 £ 732,390.00 2021/22 £ 747,040.00

Increase/(Decrease) Year on Year £ 14,650.00

% Increase/(Decrease) 2.00%

Band D Equivalent Charge

Precept Divided By Taxbase

2020/21 £ 153.79 2021/22 £ 157.15

Increase/(Decrease) Year on Year £ 3.36

% Increase/(Decrease) 2.18%

	Actual 2020/21	Estimate 2021/22	Estimate 2022/23	Estimate 2023/24
Total Precept	732,390	747,040	761,980	777,220
% Increase/Decrease	2.00%	2.00%	2.00%	2.00%
Increase £	14,360	14,650	14,940	15,240
Tax Base	4,762.2	4,753.6	4,753.6	4,753.6
% Increase/Decrease	-1.39%	-0.18%	0.00%	0.00%
Band D Charge	£153.79	£157.15	£160.30	£163.50
% Increase	3.43%	2.18%	2.00%	2.00%
Actual Annual Increase	£5.10	£3.36	£3.14	£3.21

Appendix G

Proposed Scale of Fees and Charges 2021/22

	Date of Last Increase/ (Decrease)	Agreed Fees 2020/21 £/p	Proposed Fees 2021/22 £/p
1. <u>BOAT PARK & CAR PARKS</u>			
Peveril Boat Park Per Grid (Trailer Included)			
Boats and trailers			
Up to 13 ft			
Summer - 1 May - 31 October	1/5/20	315.00	315.00
Weekly	1/5/20	127.00	100.00
Autumn/Winter – 1 September – 30 April	New	New	237.00
Winter - 1 November - 30 April	1/5/20	132.00	132.00
Annual 1st May -30 April	1/5/20	447.00	447.00
Up to 19 ft			
Summer - 1 May - 31 October	New	New	500.00
Weekly	New	New	160.00
Autumn/Winter – 1 September – 30 April	New	New	366.67
Winter - 1 November - 30 April	New	New	200.00
Annual 1st May -30 April	New	New	710.00
Up to 22 ft			
Summer - 1 May - 31 October	1/5/20	584.00	584.00
Weekly	1/5/20	193.00	193.00
Autumn/Winter – 1 September – 30 April	New	New	433.67
Winter - 1 November - 30 April	1/5/20	239.00	239.00
Annual 1st May -30 April	1/5/20	823.00	823.00
Up to 29 ft			
Summer - 1 May - 31 October	1/5/20	797.00	797.00
Weekly	1/5/20	213.00	213.00
Autumn/Winter – 1 September – 30 April	New	New	626.67
Winter - 1 November - 30 April	1/5/20	361.00	361.00
Annual 1st May -30 April	1/5/20	1,158.00	1,158.00
Kayak Rack Charge (not inc trailer)			
Summer - 1 May - 31 October	1/5/20	50.00	50.00
Weekly	1/5/20	20.00	20.00
Winter - 1 November - 30 April	1/5/20	20.00	20.00
Annual 1st May -30 April	1/5/20	70.00	70.00
10% discount on annual ticket if purchased before 30th April			
Daily Launch Fees - Throughout the year			
Boats	(1/4/19)	25.00	25.00
Jet Skis	(1/4/19)	25.00	25.00
Kayaks	1/4/19	12.00	12.00
Residents Permit Holders (25% Discount)	(1/4/19)	20.00	20.00
Daily Launch Fees (Boat only - removal of Trailer)			
Boats	(1/4/19)	20.00	20.00
Jet Skis	(1/4/19)	20.00	20.00
Kayaks	1/4/19	5.00	5.00
Residents Permit Holders (25% Discount)	(1/4/19)	15.00	15.00
Slipway Launch Annual Ticket	1/5/18	250.00	250.00
Trailer Only-per day	1/5/18	7.00	7.00

	Date of Last Increase/ (Decrease)	Agreed Fees 2020/21 £/p	Proposed Fees 2021/22 £/p
Broad Road			
Cars Weekly #	1/4/11	33.00	33.00
Cars 3 days #	1/4/14	18.00	18.00
Cars/Motor caravans up to 24 hours*	(1/4/12)	8.00	8.00
Cars/Motor caravans up to 6 hours	1/4/14	7.20	7.20
Cars/Motor caravans for up to 4 hours	1/4/11	6.40	6.40
Cars/Motor caravans for 2 hours	1/4/11	3.40	3.40
Cars/Motor caravans for 1 hour	1/4/11	1.80	1.80
Overnight 6 p.m. to 8 a.m.	(1/4/15)	1.00	1.00
Charges will apply 1st July to 31st August (inclusive).			
Cars Weekly #	1/4/11	33.00	33.00
Cars 3 days #	1/4/14	18.00	18.00
Cars/Motor caravans up to 24 hours*	(1/4/12)	8.00	8.00
Cars/Motor caravans up to 6 hours	1/4/14	6.50	6.50
Cars/Motor caravans for up to 4 hours	(1/4/14)	5.00	5.00
Cars/Motor caravans for 2 hours	(1/4/14)	3.00	3.00
Cars/Motor caravans for 1 hour	(1/4/14)	1.50	1.50
Overnight 6 p.m. to 8 a.m.	(1/4/15)	1.00	1.00
Charges will apply 1st April to 30th June and 1st September to 31st October (inclusive).			
Cars/Motor caravans up to 24 hours*	(1/4/18)	1.00	1.00
Charges will apply 1st November - 31st March (inclusive)			
Main Beach (Victoria Avenue)			
Cars Weekly #	1/4/11	33.00	33.00
Cars 3 days #	1/4/14	18.00	18.00
Cars/Motor caravans up to 24 hours*	(1/4/12)	8.00	8.00
Cars/Motor caravans up to 6 hours	1/4/14	7.20	7.20
Cars/Motor caravans for up to 4 hours	1/4/11	6.40	6.40
Cars/Motor caravans for 2 hours	1/4/11	3.40	3.40
Cars/Motor caravans for 1 hour	1/4/11	1.80	1.80
Coaches Weekly \$	1/4/14	40.00	40.00
Coaches 3 day \$	1/4/14	21.50	21.50
Coaches Daily (upto 24 hours)	1/4/13	9.50	9.50
Coaches 4 hours or less	1/4/14	7.00	7.00
Charges will apply 1st July to 31st August (inclusive).			
Cars Weekly #	1/4/11	33.00	33.00
Cars 3 days #	1/4/14	18.00	18.00
Cars/Motor caravans up to 24 hours*	(1/4/12)	8.00	8.00
Cars/Motor caravans up to 6 hours	1/4/14	6.50	6.50
Cars/Motor caravans for up to 4 hours	(1/4/14)	5.00	5.00
Cars/Motor caravans for 2 hours	(1/4/14)	3.00	3.00
Cars/Motor caravans for 1 hour	(1/4/14)	1.50	1.50
Coaches Weekly \$	1/4/14	40.00	40.00
Coaches 3 day \$	1/4/14	21.50	21.50
Coaches Daily (upto 24 hours)	1/4/13	9.50	9.50
Coaches 4 hours or less	1/4/14	7.00	7.00
Charges will apply 1st April to 30th June and 1st September to 31st October (inclusive).			

	Date of Last Increase/ (Decrease)	Agreed Fees 2020/21 £/p	Proposed Fees 2021/22 £/p
Cars/Motor caravans up to 24 hours*	(1/4/18)	1.00	1.00
Coaches up to 24 hours	(1/4/18)	1.00	1.00

Charges will apply 1st November - 31st March (inclusive)

North Beach (De Moulham Road)

Cars Weekly #	1/4/11	33.00	33.00
Cars 3 days #	1/4/14	18.00	18.00
Cars/Motor caravans up to 24 hours (not a roaming ticket)	(1/4/13)	6.00	6.00
Cars/Motor caravans up to 6 hours	1/4/14	5.00	5.00
Cars/Motor caravans for up to 4 hours	(1/4/13)	4.00	4.00
Cars/Motor caravans for 2 hours	(1/4/13)	2.50	2.50
Cars/Motor caravans for 1 hour	1/4/14	1.50	1.50
Coaches Weekly \$	1/4/14	40.00	40.00
Coaches 3 day \$	1/4/14	21.50	21.50
Coaches Daily (upto 24 hours)	(1/4/13)	9.50	9.50
Coaches 4 hours or less	1/4/14	7.00	7.00

(No camping - No sleeping)

Charges will apply 1st April to 31st October (inclusive).

Free parking in North Beach when attending NHS mobile units

* This daily ticket is transferable between Main Beach and Broad Road long stay car parks only.

The 3 day & weekly ticket is transferable between all long stay car parks and is available on JustPark only

\$ The 3 day & weekly coach ticket is transferable between Main & North Beach car parks and is available on JustPark only

Recreation Ground (Mermond Place) and Co op Pioneer (Central)

(Maximum of 2 hours between 8 a.m. & 7 p.m)

Cars 1 hour - Summer (1st April to 31st October)	1/4/08	1.20	1.20
Cars 2 hours - Summer (1st April to 31st October)	1/4/11	2.10	2.10
Cars Hourly - Winter (1st November to 31st March)	1/4/11	0.60	0.60
Overnight parking 7 p.m. to 8 a.m.	1/4/07	no charge	no charge

(No camping - No sleeping)

Recreation Ground (Residents)

(Maximum of 2 hours between 10 a.m. & 7 p.m)

Cars 1 hour - Summer (1st April to 31st October)	1/4/08	0.60	0.60
Cars 2 hours - Summer (1st April to 31st October)	1/4/11	1.20	1.20
Cars Hourly - Winter (1st November to 31st March)	1/4/05	no charge	no charge
Overnight parking 7 p.m. to 10 a.m.	1/4/00	no charge	no charge

(No camping - No sleeping)

Residents Parking Permits (per permit-not an annual fee)

	1/4/12	5.00	5.00
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Permit holders are entitled to park in the Residents Car Park, Horsecliffe Lane subject to the restrictions and charges as set out above.

Additional entitlement to parking in Swanage Town Council Operated Car Parks is as follows:

Summer Period

Mermond/Co-op Car Park -free parking between 08:00 and 10:00

Main Beach Car Park -free parking between 08:00 and 10:00 on a Market Day

Winter Period

Broad Road and Main Beach Car Parks-free parking max. 24 hr stay

Co-op and Mermond Car Park-free overnight parking 19:00 to 10:00

	Date of Last Increase/ (Decrease)	Agreed Fees 2020/21 £/p	Proposed Fees 2021/22 £/p
Annual Private & Business (Main Beach or North Beach)	1/4/20	276.00	276.00
Summer Season Ticket (1st May-31st October)	1/4/20	184.00	184.00
cost to be 2/3 of annual ticket (agreed Car Parks Best Value Working Group 13/10/06 minute 3)d))			
Annual Taxis (per permit)	1/4/19	684.00	684.00
Charges will apply throughout the year.			
Excess Charge Penalty	1/4/04	60.00	60.00
* Reduced for payment within 10 days.	1/4/04	30.00	30.00
Peveril Point Residents Tickets	1/4/07	25.00	25.00
max of 4 per household			
Cashless Parking Transaction Fee	(1/4/14)	0.00	0.00
Charges will apply throughout the year.			
2. <u>BEACH GARDENS</u>			
Tennis			
Singles/Doubles Hourly	1/4/18	9.00	9.00
(hourly per court)			
With Club Member	1/4/18	5.50	5.50
Schools (per court)	1/4/18	6.00	5.00
Children (under 16 years)	1/4/18	3.50	3.50
Racket Hire	1/4/18	2.50	2.50
Tennis Ball Hire	1/4/18	1.00	1.00
Deposit for keys (Returnable) - Winter period only	1/4/14	5.00	5.00
Court Fees - Coaching			
-Adults (Non-members)	1/7/17	4.30	4.30
-Children (Non-members Under 16)	1/7/17	0.00	0.00
Putting			
Per Round - Adults	1/4/18	3.50	4.00
Per Round - Children (under 16)	1/4/20	1.80	2.00
Family (2 Adults + 2 Children)	1/4/18	9.00	10.00
Under 5s	1/4/18	0.00	0.00
Adult x 1 Season Ticket	(1/4/19)	35.00	35.00
Adult x 2 Season Ticket	1/4/19	65.00	65.00
Family Season Ticket	(1/4/19)	90.00	90.00
Table Tennis bat and ball hire	1/4/18	1.00	1.00
Basketball Hire	1/4/14	2.50	2.50
Pavilion			
(Charges include heating and lighting)			
Per Session (1 section)	1/4/20	25.00	25.75
Morning, Afternoon or Evening (2 sections)	1/4/20	34.50	35.50

	Date of Last Increase/ (Decrease)	Agreed Fees 2020/21 £/p	Proposed Fees 2021/22 £/p
3. <u>TOURIST INFORMATION CENTRE</u>			
Advertising Board 3ft x 4ft (Annual)	1/4/20	475.00	475.00
National Express Administration Fee (excluding Coach Card requests)	1/5/18	2.00	2.00
Commission on Gross Agency Ticket Sales (unless by contractual agreement)			
- General	1/4/16	10%	10%
- Local Charities	1/4/16	5%	5%
-Discretionary Rate For Local Charities/Community Groups		0%	0%
Parasol hire (per day)	1/4/19	4.00	4.00
Parasol hire (per week)	1/4/19	20.00	20.00
Parasol hire (max charge per beach hut period booking)	1/4/19	50.00	50.00
Additional beach hut chair (per day)	1/4/19	1.00	1.00
Additional beach hut chair (per week)	1/4/19	5.00	5.00
Additional beach hut chair (max charge per beach hut period booking)	1/4/19	20.00	20.00
Deposit - Additional beach hut key	1/4/20	20.00	20.00
4. <u>BEACH BUNGALOWS</u>			
<u>SCALE OF FEES: SHORE ROAD - 2021/22 SEASON</u>			
Agreed: Minute 24, Annual Council Meeting held 14th September 2020			
Sat 27th March - Fri 14th May			
Lower Level Huts			
Daily	1/4/15	15.00	15.00
Weekly	24/3/18	57.00	57.00
Whole period	24/3/18	340.00	340.00
Sat-Mon	24/3/18	40.00	40.00
Tues-Fri	24/3/18	40.00	40.00
Upper Level Huts			
Daily	(26/03/16)	10.00	10.00
Weekly	(26/03/16)	37.00	37.00
Whole period	(26/03/16)	220.00	220.00
Sat-Mon	24/3/18	25.00	25.00
Tues-Fri	24/3/18	25.00	25.00
Sat 15th May - Fri 9th July			
Lower Level Huts			
Daily	1/4/15	20.00	20.00
Weekly	24/3/18	101.00	101.00
Whole period	24/3/18	720.00	720.00
Sat-Mon	24/3/18	50.00	50.00
Tues-Fri	24/3/18	60.00	60.00
Upper Level Huts			
Daily	28/3/20	15.00	15.00
Weekly	(26/03/16)	65.00	65.00
Whole period	(26/03/16)	470.00	470.00
Sat-Mon	24/3/18	35.00	35.00
Tues-Fri	24/3/18	40.00	40.00

		Date of Last Increase/ (Decrease)	Agreed Fees 2020/21 £/p	Proposed Fees 2021/22 £/p
Sat 10th July - Fri 27th August				
Lower Level Huts				
	Daily	1/4/15	30.00	30.00
	Weekly	28/3/20	210.00	210.00
	Whole period	24/3/18	1456.00	1456.00
	Sat-Mon	24/3/18	100.00	100.00
	Tues-Fri	24/3/18	130.00	130.00
Upper Level Huts				
	Daily	(26/03/16)	20.00	20.00
	Weekly	28/3/20	140.00	140.00
	Whole period	(26/03/16)	940.00	940.00
	Sat-Mon	24/3/18	65.00	65.00
	Tues-Fri	24/3/18	85.00	85.00
Sat 28th August - Fri 10th September				
Lower Level Huts				
	Daily	1/4/15	20.00	20.00
	Weekly	24/3/18	101.00	101.00
	Whole period	24/3/18	180.00	180.00
	Sat-Mon	24/3/18	45.00	45.00
	Tues-Fri	24/3/18	65.00	65.00
Upper Level Huts				
	Daily	28/3/20	15.00	15.00
	Weekly	(26/03/16)	65.00	65.00
	Whole period	(26/03/16)	115.00	115.00
	Sat-Mon	24/3/18	35.00	35.00
	Tues-Fri	24/3/18	40.00	40.00
Sat 11th September - Fri 25th March				
	Daily	1/4/15	5.00	5.00
	Weekly	1/4/15	25.00	25.00
	Sat-Mon	24/3/18	13.50	13.50
	Tues-Fri	24/3/18	17.50	17.50
Daily bookings for the period Sat 11th September to Fri 25th March subject to a minimum 2 day block booking				
Agreed: Minute 24, Annual Council Meeting held 14th September 2020				
Winter whole period charges				
Sat 11th September - Fri 25th March	- Lower Level	1/4/15	500.00	500.00
	- Upper Level	1/4/15	335.00	335.00
Sat 30th October - Fri 25th March	- Lower Level	1/4/15	400.00	400.00
	- Upper Level	1/4/15	270.00	270.00
Sat 20th November - Fri 25th March	- Lower Level	1/4/15	320.00	320.00
	- Upper Level	1/4/15	215.00	215.00
Sat 11th December - Fri 25th March	- Lower Level	1/4/15	250.00	250.00
	- Upper Level	1/4/15	165.00	165.00
Sat 22nd January - Fri 25th March	- Lower Level	1/4/15	150.00	150.00
	- Upper Level	1/4/15	100.00	100.00

		Date of Last Increase/ (Decrease)	Agreed Fees 2020/21 £/p	Proposed Fees 2021/22 £/p
Whole period charges				
Sat 27th March - Fri 25th March	- Lower Level	24/3/18	3196.00	3196.00
	- Upper Level	(28/3/20)	1900.00	1900.00
Premium Huts				
Sat 27th March - Fri 14th May				
Lower Level Huts				
	Daily	24/3/18	23.25	23.25
	Weekly	24/3/18	85.75	85.75
	Whole period	24/3/18	515.00	515.00
	Sat-Mon	24/3/18	60.00	60.00
	Tues-Fri	24/3/18	60.00	60.00
Upper Level Huts				
	Daily	(26/03/16)	15.00	15.00
	Weekly	(26/03/16)	55.25	55.25
	Whole period	(26/03/16)	330.00	330.00
	Sat-Mon	24/3/18	35.00	35.00
	Tues-Fri	24/3/18	35.00	35.00
Sat 15th May - Fri 9th July				
Lower Level Huts				
	Daily	24/3/18	31.00	31.00
	Weekly	24/3/18	152.00	152.00
	Whole period	24/3/18	1092.00	1092.00
	Sat-Mon	24/3/18	85.00	85.00
	Tues-Fri	24/3/18	90.00	90.00
Upper Level Huts				
	Daily	(26/03/16)	20.00	20.00
	Weekly	(26/03/16)	98.00	98.00
	Whole period	(26/03/16)	700.00	700.00
	Sat-Mon	24/3/18	50.00	50.00
	Tues-Fri	24/3/18	60.00	60.00
Sat 10th July - Fri 27th August				
Lower Level Huts				
	Daily	24/3/18	47.00	47.00
	Weekly	24/3/18	312.00	312.00
	Whole period	24/3/18	2184.00	2184.00
	Sat-Mon	24/3/18	140.00	140.00
	Tues-Fri	24/3/18	185.00	185.00
Upper Level Huts				
	Daily	(26/03/16)	31.00	31.00
	Weekly	(26/03/16)	206.00	206.00
	Whole period	(26/03/16)	1445.00	1445.00
	Sat-Mon	24/3/18	90.00	90.00
	Tues-Fri	24/3/18	125.00	125.00
Sat 28th August - Fri 10th September				
Lower Level Huts				
	Daily	24/3/18	31.00	31.00
	Weekly	24/3/18	152.00	152.00
	Whole period	24/3/18	273.00	273.00
	Sat-Mon	24/3/18	85.00	85.00
	Tues-Fri	24/3/18	90.00	90.00

		Date of Last Increase/ (Decrease)	Agreed Fees 2020/21 £/p	Proposed Fees 2021/22 £/p
Upper Level Huts				
	Daily	(26/03/16)	20.00	20.00
	Weekly	(26/03/16)	98.00	98.00
	Whole period	(26/03/16)	175.00	175.00
	Sat-Mon	24/3/18	45.00	45.00
	Tues-Fri	24/3/18	65.00	65.00
Sat 11th September - Fri 25th March				
	Daily	1/4/15	7.50	7.50
	Weekly	1/4/15	37.50	37.50
	Sat-Mon	24/3/18	13.50	13.50
	Tues-Fri	24/3/18	17.50	17.50
Winter whole period charges				
Sat 11th September - Fri 25th March	- Lower Level	1/4/15	750.00	750.00
	- Upper Level	(26/03/16)	500.00	500.00
Sat 30th October - Fri 25th March	- Lower Level	1/4/15	600.00	600.00
	- Upper Level	(26/03/16)	400.00	400.00
Sat 20th November - Fri 25th March	- Lower Level	1/4/15	480.00	480.00
	- Upper Level	(26/03/16)	320.00	320.00
Sat 11th December - Fri 25th March	- Lower Level	1/4/15	375.00	375.00
	- Upper Level	(26/03/16)	250.00	250.00
Sat 22nd January - Fri 25th March	- Lower Level	1/4/15	225.00	225.00
	- Upper Level	(26/03/16)	150.00	150.00
Bookings for Christmas and New Year can only be taken as a 2 week block booking				
Whole period charges				
Sat 27th March - Fri 25th March	- Lower Level	24/3/18	4814.00	4814.00
	- Upper Level	24/3/18	3150.00	3150.00
Artisans on the Beach				
Lower Level – Full Period		1/4/19	100.00	100.00
Upper Level – Full Period		1/4/19	50.00	50.00
Lower Level – Weekend Period		1/4/19	15.00	15.00
<u>SCALE OF FEES: SPA BUNGALOWS - 2021/22 SEASON</u>				
Sat 27th March – Fri 14th May				
	Daily	1/4/15	6.50	6.50
	Weekly	24/3/18	28.00	28.00
Sat 15th May - Fri 9th July				
	Daily	24/3/18	8.75	8.75
	Weekly	24/3/18	48.50	48.50
Sat 10th July - Fri 27th August				
	Daily	24/3/18	19.50	19.50
	Weekly	24/3/18	121.50	121.50

		Date of Last Increase/ (Decrease)	Agreed Fees 2020/21 £/p	Proposed Fees 2021/22 £/p
Sat 28th August - Fri 10th September	Daily	24/3/18	8.75	8.75
	Weekly	24/3/18	48.50	48.50
Sat 11th September - Fri 29th October	Daily	(1/4/14)	5.00	5.00
	Weekly	1/4/13	25.00	25.00
Spa Bungalows whole period (27/03/2021 - 29/10/2021) - 40% discount		24/3/18	1,050.00	1,050.00
Spa Bungalows whole off-peak period (27/03/2021 - 09/07/2021 & 28/08/2021 - 29/10/2021) - 40% discount		30/3/19	506.90	506.90
<u>SCALE OF FEES: SPA RETREATS - 2021/22 SEASON</u>				
Sat 27th March – Fri 14th May	Daily	24/3/18	15.00	15.00
	Weekly	24/3/18	75.00	75.00
	Sat-Mon	24/3/18	45.00	45.00
	Tues-Fri	24/3/18	35.00	35.00
Sat 15th May - Fri 9th July	Daily	24/3/18	20.00	20.00
	Weekly	24/3/18	120.00	120.00
	Sat-Mon	24/3/18	70.00	70.00
	Tues-Fri	24/3/18	65.00	65.00
Sat 10th July - Fri 27th August	Daily	24/3/18	35.00	35.00
	Weekly	24/3/18	225.00	225.00
	Sat-Mon	24/3/18	120.00	120.00
	Tues-Fri	24/3/18	120.00	120.00
Sat 28th August - Fri 10th September	Daily	24/3/18	20.00	20.00
	Weekly	29/5/17	120.00	120.00
	Sat-Mon	24/3/18	70.00	70.00
	Tues-Fri	24/3/18	65.00	65.00
Sat 11th September - Fri 25th March	Daily	24/3/18	10.00	10.00
	Weekly	24/3/18	65.00	65.00
	Sat-Mon	24/3/18	40.00	40.00
	Tues-Fri	24/3/18	30.00	30.00
Spa Retreats whole period (27/03/2021 - 25/03/2022) - 40% discount		24/3/18	3,117.00	3,117.00
Spa Retreats whole off-peak period (27/03/2021 - 09/07/2021 & 28/08/2021 - 25/03/2022) - 40% discount		30/3/19	2,158.16	2,158.16
STC staff use of a beach hut for one week outside peak period		30/3/19	0.00	0.00
Administration Charge for booking changes		24/3/18	10.00	10.00
Cancellation Charge		(24/03/2018)	£20 or 15%, whichever is the greater	£20 or 15%, whichever is the greater

	Date of Last Increase/ (Decrease)	Agreed Fees 2020/21 £/p	Proposed Fees 2021/22 £/p
Private Sites	1/4/20	390.00	390.00
Authority has been delegated to the Visitor Services Manager to discount prices when appropriate to maximise occupancy			
5. <u>ALLOTMENTS</u>			
Prospect (per rod)	1/10/20	6.90	6.90
6. <u>PEVERIL POINT</u>			
Foreshore - Dinghy Storage (Angling Club)	1/4/15	tbc	tbc
Dug-Out Storage Area, Rear of Waterside (per week)	1/4/20	11.50	11.50
Rent of Hut Site (East of Lifeboat House)	1/4/15	tbc	tbc
Fishermen's Huts	1/4/20	440.00	440.00
Prince Albert Gardens - charge to be considered upon application to the Council			
7. <u>STONE QUAY & MONKEY BEACH</u>			
Pleasure Boats (Private) - not exceeding 12 passengers	1/4/20	240.00	240.00
Hut on Quay	1/4/20	155.00	155.00
8. <u>TOWN HALL LETTINGS</u>			
Council Chamber			
Public Meetings and Lectures (per session)	1/4/17	45.00	45.00
Property Auctions	1/4/20	165.00	165.00
Civil Marriage/Partnership Ceremonies	1/4/20	140.00	140.00
Committee Room	1/4/18	30.00	30.00
Community Groups (providing a service to Swanage residents) & Public Sector Organisations (agreed Minute 6) General Operations Committee 19th November 2014)		0.00	0.00
9. <u>KING GEORGE V FIELD</u>			
Football Pitch & Changing Facilities (Youth Teams)	1/4/02 (1/4/13)	25.00 6.00	25.00 0.00
10. <u>FORRES SPORTS FIELD</u>			
Football Pitch & Changing Facilities (Youth Teams)	1/4/02 (1/4/13)	25.00 6.00	25.00 0.00
11. <u>JOURNEY'S END</u>			
Football Pitches (Youth Teams)	1/4/01 1/4/01	12.00 6.00	12.00 0.00
12. <u>GODLINGSTON CEMETERY</u>			
Garden of Rest			
Cremation Plot for burial of cremated remains in casket or urn.			
(i) Exclusive Rights - for grant of right of burial for a period of one hundred years (each space in this section)	1/4/20	315.00	315.00
(ii) Interment Fees - for burial of casket or urn in plot 2' x 2':			
(a) first interment	1/4/20	170.00	170.00
(b) for each additional interment (to 4 interments)	1/4/20	170.00	170.00

	Date of Last Increase/ (Decrease)	Agreed Fees 2020/21 £/p	Proposed Fees 2021/22 £/p
(c) for additional multiple interments (2nd, 3rd or 4th interment)	1/4/20	56.00	56.00
Fee for multiple interments of cremated remains: one third of the full first interment fee if interment is made at the same time - as recommended by the General Operations Committee 01/04/15 - Agreed by Full Council Minute 177. 20/04/15			
(d) for interments on Saturdays, Sundays and Public Holidays	1/4/20	180.00	180.00
(iii) Memorials	1/4/20	185.00	185.00
(iv) Fee for persons not resident in the parish.		As above x 2	As above x 2
(v) Transfer of Rights	1/4/20	54.00	54.00

Earthen Graves

(i) Exclusive Rights - for the grant of right of burial for a period of one hundred years each space in:			
Section A	1/4/20	505.00	505.00
Section B	1/4/20	405.00	405.00
Children's Section	(1/4/18)	10.00	10.00
(ii) Interment Fees - for body of			
(a) a child, in the Children's section, in a grave not exceeding in depth:			
7 feet (2 interment)	(1/4/18)	no charge	no charge
(b) a person in a grave not exceeding in depth:			
7 feet (2 interments)	1/4/20	350.00	350.00
Casket-type coffin	1/4/20	505.00	505.00
(c) for interments on Saturdays Sundays and Public Holidays	1/4/20	385.00	385.00
(d) scattering of ashes beneath turf/headstone of existing grave	1/4/20	96.00	96.00
(e) scattering of ashes on existing grave/ garden of remembrance	1/4/20	34.00	34.00

Note

Where the bodies of a still-born and/or other person are buried in the same grave at the same time the fees shall be related to the first interment

(iii) Fees for persons not resident in the parish		As above x 2	As above x 2
(iv) Transfer of Rights	1/4/20	54.00	54.00

Brick Graves or Vaults

(i) Right to construct (including grant of right of burial therein for a period of one hundred years) on each space:			
Section A	1/4/15	Price upon application	
Section B	1/4/15	Price upon application	
(ii) First Interment	1/4/20	1725.00	1725.00
(iii) Re-opening	1/4/20	1725.00	1725.00
(iv) For interment Saturdays, Sundays and Public Holidays	1/4/20	830.00	830.00
(v) Fee for persons not resident in the parish.		As above x 2	As above x 2

Monuments, Gravestones & Inscriptions

(i) Headstone, Cross or other Memorial when erected not exceeding 3ft, in height	1/4/20	185.00	185.00
(ii) Monument not exceeding 6' in height covering the whole grave space 7' x 3' when erected	1/4/20	545.00	545.00
(iii) Footstone not exceeding 2'6" x 2'6" x 6"	1/4/20	185.00	185.00
(iv) Kerb set	1/4/20	185.00	185.00

	Date of Last Increase/ (Decrease)	Agreed Fees 2020/21 £/p	Proposed Fees 2021/22 £/p
(v) Flatstone not exceeding 7' x 3'x 6"	1/4/20	290.00	290.00
(vi) Vase not exceeding 12" in height	1/4/20	48.00	48.00
(vii) Any other memorial not referred to above	1/4/08	By Agreement	
(viii) Each additional inscription after the first in respect of each person	1/4/20	39.00	39.00
(ix) Fee for persons not resident in the parish.		As above x 2	As above x 2

GODLINGSTON MEADOWLAND BURIAL

(i) Exclusive Rights - for the grant of right of burial for a period of one hundred years	1/4/20	405.00	405.00
(ii) Interment Fees - for body of			
(a) a person in a grave not exceeding in depth:			
7 feet (2 interments)	1/4/20	370.00	370.00
Casket-type coffin	1/4/20	525.00	525.00
(b) for interments on Saturdays Sundays and Public Holidays	1/4/20	385.00	385.00
(iii) Interment Fees - for burial of casket or urn			
(a) first interment	1/4/20	190.00	190.00
(b) for interments on Saturdays, Sundays and Public Holidays	1/4/20	180.00	180.00
(c) scattering of ashes beneath turf of existing grave	1/4/20	96.00	96.00
(d) scattering of ashes on existing grave/garden of remembrance	1/4/20	34.00	34.00
(iv) Fee for persons not resident in the parish.		As above x 2	As above x 2
(v) Transfer of Rights	1/4/20	54.00	54.00
Memorial Tree Plaque	1/4/20	175.00	175.00

Cemetery services will not be available for the period 24th December to the third working day after the New Year's Day public holiday

Hire of Cemetery Chapel		No Charge	No Charge
13. <u>Memorial Benches</u> - 5 year future maintenance contribution	4/4/12	200.00	200.00

14. Market Fees

Summer period – 1st April to 31st October

Weeks	Charge				Equiv. Charge per week			
	Small	Standard	Large	Very large	Small	Standard	Large	Very large
1	25.00	40.00	50.00	125.00	25.00	40.00	50.00	125.00
2	48.00	78.00	98.00	240.00	24.00	39.00	49.00	120.00
3	69.00	114.00	144.00	345.00	23.00	38.00	48.00	115.00
4	80.00	140.00	180.00	400.00	20.00	35.00	45.00	100.00
5	95.00	170.00	220.00	495.00	19.00	34.00	44.00	99.00
6	108.00	198.00	258.00	588.00	18.00	33.00	43.00	98.00
7	119.00	224.00	294.00	679.00	17.00	32.00	42.00	97.00
8	120.00	240.00	320.00	720.00	15.00	30.00	40.00	90.00
9	132.75	261.00	351.00	801.00	14.75	29.00	39.00	89.00
10	145.00	280.00	380.00	880.00	14.50	28.00	38.00	88.00
11	156.75	297.00	407.00	957.00	14.25	27.00	37.00	87.00
12	168.00	300.00	420.00	960.00	14.00	25.00	35.00	80.00
13	178.75	321.75	451.75	1,036.75	13.75	24.75	34.75	79.75
14	189.00	343.00	483.00	1,113.00	13.50	24.50	34.50	79.50
15	198.75	363.75	513.75	1,188.75	13.25	24.25	34.25	79.25
16	208.00	384.00	544.00	1,248.00	13.00	24.00	34.00	78.00
17	216.75	403.75	573.75	1,321.75	12.75	23.75	33.75	77.75
18	225.00	423.00	603.00	1,395.00	12.50	23.50	33.50	77.50
19	232.75	441.75	631.75	1,467.75	12.25	23.25	33.25	77.25
20	240.00	460.00	660.00	1,540.00	12.00	23.00	33.00	77.00
21	246.75	477.75	687.75	1,611.75	11.75	22.75	32.75	76.75
22	253.00	495.00	715.00	1,683.00	11.50	22.50	32.50	76.50
23	258.75	511.75	741.75	1,753.75	11.25	22.25	32.25	76.25
24	264.00	528.00	768.00	1,824.00	11.00	22.00	32.00	76.00
25	268.75	543.75	793.75	1,893.75	10.75	21.75	31.75	75.75
26	273.00	559.00	819.00	1,963.00	10.50	21.50	31.50	75.50
27	276.75	573.75	843.75	2,031.75	10.25	21.25	31.25	75.25
28	280.00	588.00	868.00	2,100.00	10.00	21.00	31.00	75.00
29	282.75	601.75	891.75	2,167.75	9.75	20.75	30.75	74.75
30	285.00	615.00	915.00	2,235.00	9.50	20.50	30.50	74.50
31	286.75	627.75	937.75	2,301.75	9.25	20.25	30.25	74.25

* 25% reduction on all fees for a BH19 business address

**25% reduction for new traders for first week

***Charity and community groups at no cost

Winter – 1st November to 31st March - charges to be reviewed in October 2020.