SUPPORTING PAPERS 29/5/19.

Agenda Item 7 a)

SWANAGE TOWN COUNCIL

Statement of Cash Balance as at 30th April 2019

	£ p	£ p
Balance in Hand at 01/04/2019		£842,248.45 Cr
Income during period	£611,284.87 Cr	£611,284.87 Cr
		£1,453,533.32 Cr
Less payments made:		
Schedule 13 & Schedule 1 payments dated 30/04/2019	£212,862.61 Dr	
less schedule 13 payments made to 31/03/2019	£991.18 Cr	
	£211,871.43 Dr	
		£211,871.43 Dr
		£1,241,661.89 Cr
Balance at Bank		
Current Account		£111,972.84 Cr
Credit Card Account		£6,754.04 Cr
Deposit Account		£1,122,935.01 Cr
		£1,241,661.89 Cr
Short Term Investments held by the Council		
CCLA Public Sector Deposit Fund (MMF)		£250,000.00
Aberdeen Standard (MMF)		£250,000.00
		£500,000.00

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 2019

Prepared by [redacted] Dated: 10th May 2019

Certified by [redacted] Dated: 10th May 2019

SWANAGE TOWN COUNCIL

Year Ending 31st March, 2020

Payment schedule to be approved at the Monthly Meeting Wednesday 29th May 2019

Schedule 2:

You are hereby authorised and ordered to pay to the persons named in the schedule hereto the sums set opposite their respective names, amounting in aggregate to:

ONE HUNDRED AND SIXTY NINE THOUSAND, TWO HUNDRED AND EIGHT POUNDS AND FIFTY NINE PENCE

.....(£169,208.59).....

Countersigned

.....
Clerk of the Council

Signed

.....Mayor of the Council.

.....Two Members

.....of the Council.

Swanage Town Council
Schedule of Payments - Month 2

Lloyds Chargecard

Date	A/C	Name	Inv Ref	Inv Date	Details		Payment Total
15/05/2019	CCARD	Charge Card Transactions	#CBUK-53955	25/04/2019	Chalkboards UK - TIC A-Board	105.55	
15/05/2019			1187-3815-6240-8697	30/04/2019	DVLA - HJ18 NVP - Vehicle Tax	262.50	
15/05/2019			1187-3815-6228-7091	30/04/2019	DVLA - HJ18 EHX - Vehicle Tax	262.50	630.55
					Total of Chargecard payments		**630.55**

Direct Debits & Standing Orders

Date	A/C	Name	Inv Ref	Inv Date	Details		Payment Total
10/05/2019	BARCLAYC	Barclaycard Merchant Services	001884330419	30/04/2019	Barclaycard - TIC - April Charges	210.79	
10/05/2019			011524430419	30/04/2019	Barclaycard - BG - April Charges	6.90	217.69
01/05/2019	DC1	Dorset Council: Revenues & Be	300690505	01/05/2019	Rates - May		16,608.00
07/05/2019	EE	EE	V01621252507	29/04/2019	Mobile x 6		101.65
07/05/2019	FOUR	Four County Services Ltd.	52609	07/05/2019	ADSL & Fibre Domain & E-mail - TH	61.20	
09/05/2019			52619	09/05/2019	TIC-Fibre Connection & Management	42.00	
20/05/2019			52708	19/05/2019	ADSL	34.80	138.00
13/05/2019	LLOYDS1	Lloyds Bank PLC	278928391	11/04/2019	Bank Charges	238.88	
30/04/2019			540436505892703/Apr19	30/04/2019	Cardnet Charges - April	80.80	319.68
01/05/2019	SAGE	Sage (UK) Ltd	1009725459	01/05/2019	3/11 - Sage Payroll - Software & Support 2019/20	214.15	
16/05/2019			INV06450359	01/05/2019	Instalment 2 - Sage Accounts - Software & Support	235.80	449.95
01/05/2019	WATER2	water2business	09387017	01/04/2019	Water - H2	3,447.75	
01/05/2019			05536761	01/04/2019	Water - 2019/20 - TH	3,195.48	
01/05/2019			05536761	01/04/2019	Water - 2019/20 - Depot	2,375.15	
01/05/2019			05536761	01/04/2019	Water - 2019/20 - TIC	1,182.28	10,200.66
					Total of Direct Debit & Standing Orders		**28,035.63**

BACS /CHAPS

Date	A/C	Name	Inv Ref	Inv Date	Details		Payment Total
31/05/2019	ACE	Ace Office Environments Ltd.	00930977	07/05/2019	Document Boxes	96.84	
31/05/2019			00931133	13/05/2019	TH - Stationery	132.79	229.63
31/05/2019	ACTIVE	Active Publishing	4624	01/04/2019	Carnival 2019 Magazine - Back Page		1,182.00
31/05/2019	ALLIED	Allied Drinks Devon & Cornwall L	MC 20345	02/05/2019	BG - Coffee For Retail		138.30
31/05/2019	AMBER	Amberwood Graphics	3944	19/04/2019	TIC - Books For Retail		29.80
31/05/2019	ANGLEBUR	Anglebury Press Ltd	INV-106640	24/04/2019	Boat Park Launch Permits	246.00	
31/05/2019			INV-106708	16/05/2019	Residents Parking Permits x 500	138.00	384.00
31/05/2019	AQUAID	AquAid (Southcoast)	336982	30/04/2019	Drinking Water - TIC - April	19.92	
31/05/2019			336983	30/04/2019	Drinking Water - TH - April	29.88	
31/05/2019			336984	30/04/2019	Drinking Water - Depot - April	29.88	79.68
31/05/2019	BADGE	Badgemaster Limited	0000061900	01/04/2019	TIC - Name Badges		56.96
31/05/2019	BCP	Bournemouth Creative Print Ltd	31510	17/05/2019	TIC - Ad-Boards		325.20
31/05/2019	BLACKMOR	Blackmore Ltd	58337	10/05/2019	Essential Swanage Guide x 12,000		1,082.00
31/05/2019	BOARDS	Porter & Woodman Gifts Ltd	INV95634	15/05/2019	TIC - Blackboard Inserts		19.02
31/05/2019	BOURN4	Bournemouth White Lining Ltd.	22250	08/05/2019	Boat Park - Parking Bay Remarking		936.00
31/05/2019	BRIT2	British Telecom	Q084 Y5	10/05/2019	Phone Bill Q1 - CAB	336.66	
31/05/2019			Q082 G3	11/05/2019	Phone Bill Q1 - Heritage Alarm	116.76	
31/05/2019			Q082 30	13/05/2019	Phone Bill Q1 - Heritage Alarm	116.76	570.18
31/05/2019	BRIT7	British Red Cross	N1275734	09/05/2019	First Aid At Work Training		334.80
31/05/2019	COUNTRY1	Countryside Tree Surgeons Ltd	2928	25/04/2019	BG - Tree Works	498.00	
31/05/2019			2928	25/04/2019	Northbrook Copse - Tree Works	498.00	996.00
31/05/2019	COURT	Court Hill Wines	0322	16/05/2019	Refreshments - Annual Council Meeting (13/05/2019)		82.39
31/05/2019	DAPTC	DAPTC	19/116	18/04/2019	Good Councillor Guides x14	56.00	
31/05/2019			DAPTC 19/20	21/05/2019	DAPTC Annual Subscription 2019/20	1,304.09	1,360.09
31/05/2019	DCPF	Dorset County Pension Fund	Month 2 Payroll	20/05/2019	Month 2 Pension Contributions	15,162.72	
31/05/2019			Month 2 Payroll	20/05/2019	Month 2 CAYS Contributions	212.30	15,375.02
31/05/2019	DHS	Dorset Hire Services	7341	30/04/2019	Depot - Air Blow Gun	14.40	
31/05/2019			7342	30/04/2019	Depot - Barrier Hire	50.40	64.80
31/05/2019	DIRECTEC	Direct-tec Group	1057581	30/04/2019	Toshiba 3555 Copy Plan - April	176.83	
31/05/2019			1057581	30/04/2019	Toshiba 2555 Copy Plan - April	202.80	379.63
31/05/2019	EAGLEPL	Eagle Plant	WAR2359159	30/04/2019	Spa Beach Huts - Toilet Unit Hire	105.60	
31/05/2019			BOU2359160	30/04/2019	Container - KGF - April	84.48	190.08
31/05/2019	EE	EE	V01623660164	05/05/2019	Mobile Bill		32.05
31/05/2019	EMPSON	Martin Empson - Bournemouth I	Re: PO30957	24/04/2019	Driving Lessons		310.00
31/05/2019	FERNHILL	Fernhill Wholesale	5784	08/04/2019	TIC - Goods For Retail	74.69	
31/05/2019			5796	15/04/2019	TIC - Goods For Retail	318.75	393.44
31/05/2019	FIELDHON	Field Honey Farms	00002810	09/04/2019	TIC - Goods For Retail		83.40
31/05/2019	FLAGS	The Flag Shop Ltd	100026684	09/04/2019	TIC - Goods For Retail		159.00

31/05/2019	FOUR	Four County Services Ltd.	52591	04/05/2019	TIC - IT Services	119.99	
31/05/2019			52597	05/05/2019	Monthly ADSL & Management Charge	157.80	
31/05/2019			52604	06/05/2019	IT Services	365.45	
31/05/2019			52603	06/05/2019	Monthly ADSL & Management Charge	34.80	
31/05/2019			52641	11/05/2019	E-mail & Wi fi	327.36	
31/05/2019			52642	12/05/2019	Cloud Back Up & Wi Fi	55.72	
31/05/2019			52718	21/05/2019	Monthly ADSL & Management Charge	88.80	1149.92
31/05/2019	G4S	G4S Cash Solutions (UK) Ltd	80139506	30/04/2019	Cash Processing Services - April		999.49
31/05/2019	GASWAYS	Gasways Heating	SI-345	24/04/2019	Shore Road Toilets Repairs		866.40
31/05/2019	GHPRINT	GH Print Management	4773	18/04/2019	BG - Sign	30.00	
31/05/2019			4779	18/04/2019	A2 Safety Banners	36.00	
31/05/2019			4835	13/05/2019	TIC - Advertisement	30.00	
31/05/2019			4844	14/05/2019	Beach Hut Advertising	129.23	225.23
31/05/2019	GREENH	Greenham Trading Ltd.	04/243547	16/04/2019	Depot - Black Sacks	391.14	
31/05/2019			04/244141	23/04/2019	Depot - Barriers	360.00	751.14
31/05/2019	HALSGROV	D.A.A. Halsgrove	295630	11/04/2019	TIC - Books For Retail	25.97	
31/05/2019			295757	29/04/2019	TIC - Books For Retail	70.74	96.71
31/05/2019	HARRIS	A.R. Harris & Son	26913	19/04/2019	Spa Beach Huts - Electrical Works	430.08	
31/05/2019			26914	19/04/2019	Sandpit Field - Electrical Inspection	391.20	
31/05/2019			26928	24/04/2019	Seafront Lights - Electrical Works	223.50	
31/05/2019			26948	27/04/2019	TH - PAT Testing	150.72	
31/05/2019			26949	27/04/2019	TIC - PAT Testing	107.88	
31/05/2019			26950	27/04/2019	Depot - Socket Repairs	78.00	
31/05/2019			26985	03/05/2019	TH Annex - Electrical Repairs	54.31	
31/05/2019			26997	06/05/2019	Depot - PAT Testing	67.08	
31/05/2019			26998	08/05/2019	TH Annex - Electrical Repairs	105.60	1,608.37
31/05/2019	HAYMANS	Haymans Bakery Limited	10387	17/04/2019	BG - Food For Retail	9.90	
31/05/2019			10606	29/04/2019	BG - Food For Retail	9.90	
31/05/2019			10845	14/05/2019	Food For Retail - BG	26.40	46.20
31/05/2019	HMRC	HMRC	Month 2 Payroll	20/05/2019	PAYE & NI - Month 2	13,976.26	
23/05/2019			Class 1A NIC	23/05/2019	Class 1A NIC	92.05	14,068.31
31/05/2019	HUNTS	Hunt's Foodservice Ltd	353395	11/04/2019	BG - Food For Retail	99.38	
31/05/2019			373509	23/04/2019	BG - Food For Retail	86.90	186.28
31/05/2019	ICCM	Inst. of Cemetery & Crematorium	4411/2019/20	01/04/2019	Annual Membership 2019/20		95.00
31/05/2019	IDEALS	Ideal Skip Hire Ltd.	82711	29/04/2019	Skip Hire - Boat Park		330.00
31/05/2019	IMPACT	Impact (Boston) Ltd	111-076988	30/04/2019	ECN Envelopes x 1000		69.00
31/05/2019	JDFACIL	J.D. Facilities Ltd	INV-0419	01/05/2019	Cleaning - Beach Huts	288.00	
31/05/2019			INV-0435	01/05/2019	Cleaning - Toilets	6,159.19	
31/05/2019			INV-0436	01/05/2019	Cleaning - TH	499.20	
31/05/2019			INV-0437	01/05/2019	Cleaning - TIC	333.38	7,279.77
31/05/2019	KINGSTON	Kingston Kontractors	1359	03/05/2019	Depot - Hired Services	1,209.60	
31/05/2019			1359	03/05/2019	Spa Beach Huts - Hired Services	468.00	
31/05/2019			1359	03/05/2019	Godlingston - Hired Services	288.00	1,965.60
31/05/2019	LILY'S	Lily's Produce	Re: PO31048	02/04/2019	TIC - Jams For Retail	156.00	
31/05/2019			Re: PO31021	03/04/2019	BG - Food For Retail	75.00	231.00
31/05/2019	LOVELL	D. & P. Lovell Ltd.	L3745	01/05/2019	Digger Hire - April		352.80
31/05/2019	LYRECO	Lyreco UK Limited	6260219594	30/04/2019	TIC - Stationery	197.12	
31/05/2019			6260219594	30/04/2019	Boat Park	88.26	285.38
31/05/2019	METRIC	Metric Group Ltd.	C50809	30/04/2019	Webhost - Aslan (May)		192.00
31/05/2019	MOBILITY	Purbeck Mobility Ltd	1/91/39931	17/04/2019	Beach Hut Tables		108.00
31/05/2019	MOORES	S. Moores	168240	03/05/2019	TIC - Biscuits For Retail	89.70	
31/05/2019			168240	03/05/2019	BG - Biscuits For Retail	9.80	99.50
31/05/2019	MPR	MPR Metal Design	2162	23/04/2019	Shore Road Gates Refurbishment	3,014.95	
31/05/2019			2179	29/04/2019	Shore Road Gates Refurbishment	36.00	3,050.95
31/05/2019	NATIONAL	National Express	j60020190430	30/04/2019	Agency Sales - April		439.56
31/05/2019	NIXONS	Nixons Hardware Ltd	117979	01/04/2019	TIC - Glue		4.15
31/05/2019	NORFOLK	Norfolk County Council	1498592	13/05/2019	Legal Fees		987.36
31/05/2019	NPOWER	N Power Ltd	LGWB9VDZ	11/05/2019	Electricity	3,007.90	
31/05/2019			LGWCCSRL	17/05/2019	Electricity - April	78.01	3,085.91
20/05/2019	PAYROLL	Swanage Town Council	Month 2 Payroll	20/05/2019	Net Wages-Month 2		50,458.24
31/05/2019	PHS	Personnel Hygiene Service	66681497	17/05/2019	Hygiene Services		1,994.39
31/05/2019	PITNEY	Pitney Bowes Finance Ltd	BL05902182	03/05/2019	Franking Machine Hire - TIC - Q1		130.04
31/05/2019	POLAR-GL	Polar Glaze	13208	03/05/2019	BG - Window Repair		310.00
31/05/2019	PURB2	Purbeck Gazette	15601	10/05/2019	Beach Gardens Advert - June 2019		162.60
31/05/2019	PURB3	Purbeck Embroidery Ltd	731	08/04/2019	BG - Uniform	24.96	
31/05/2019			759	17/04/2019	Depot - Work Shirts	198.00	222.96
31/05/2019	PURB9	Dorset Council	720830	09/05/2019	Officer Service Charge		7,476.00
31/05/2019	PURBICE	Purbeck Ice Cream	120338	09/04/2019	BG - Ice Cream For Retail	133.84	
31/05/2019			120934	01/05/2019	BG - Ice Cream For Retail	198.40	332.24

21/05/2019	REFUNDS	Refunds	Refund	21/05/2019	Shore 17	37.00	
			Refund	21/05/2019	Shore 10	34.00	
			Refund	21/05/2019	Spa 31	48.50	
			Refund	21/05/2019	Shore 30	42.00	
			Refund	21/05/2019	Shore 54	188.00	349.50
31/05/2019	RIGBY	Rigby Taylor Ltd	RSIN0300399	14/05/2019	Line Marking Paint		76.20
31/05/2019	RUSECURE	R U Secure Systems	125468	23/04/2019	CCTV - Repairs	172.93	
31/05/2019			125584	14/05/2019	King George's CCTV Reinstallation	2,486.40	2,659.33
31/05/2019	SMITHFOS	Smith Foster	10057/69011	30/04/2019	Fisherman's Slipway Works		473.71
31/05/2019	SPALD	Spaldings (UK) Ltd.	SI-2429669	16/04/2019	Chainsaw Parts		106.25
31/05/2019	STMICH	St. Michaels Garage	201900000600	01/05/2019	Vehicle Fuel - April		709.24
31/05/2019	SWAN3	Swanage Dairy Ltd	7583	17/04/2019	BG - Food For Retail	2.60	
31/05/2019			7664	24/04/2019	BG - Food For Retail	15.00	17.60
31/05/2019	TELEFONI	Telefonica O2 UK Ltd	29321986	24/04/2019	May SIM Charges		216.55
31/05/2019	TORMARK	Tor Mark Press	10374	10/05/2019	TIC - Books For Retail	50.52	
31/05/2019			10381	11/05/2019	TIC - Books For Retail	58.44	108.96
31/05/2019	TOWER	Tower Supplies	1089899	03/05/2019	Seafront Advisors - Uniform	140.40	
31/05/2019			1091000	10/05/2019	Seafront Advisors - Uniform	46.80	
31/05/2019			1091289	13/05/2019	Depot - Safety Footwear	172.80	360.00
31/05/2019	TRAVIS	Travis Perkins	9292 AKL450	24/04/2019	Depot - Materials/Timber	100.11	
31/05/2019			9292 AKL631	26/04/2019	Depot - Timber	235.80	
31/05/2019			9292 AKL658	29/04/2019	Depot - Materials	10.26	
31/05/2019			9292 AKL923	02/05/2019	Depot - Materials/Equipment	29.75	375.92
31/05/2019	UKPRINT	UK Printed Mugs	PM1904026	01/05/2019	TIC - Goods For Retail		1,048.98
31/05/2019	UNISON	UNISON	Month 2 Payroll	20/05/2019	Month 2 Unison Payments		116.65
31/05/2019	VIOLET	Violet Farm Foods Ltd	33462	05/04/2019	BG - Goods For Retail	31.35	
31/05/2019			33462	05/04/2019	TIC - Goods For Retail	83.70	
31/05/2019			35974	10/05/2019	TIC - Goods For Retail	81.00	196.05
31/05/2019	WATSON	Watson Fuels	I10991339	30/04/2019	ULS Gas Oil		320.19
31/05/2019	WDDA	WDDA Admin	SIC 070519	02/05/2019	Deaf Awareness & Communication Training		144.00
31/05/2019	WESTMADE	Westmade Ltd	1003558 - No. 6	16/04/2019	Toilet Refurbishment - Release Of Retention		8,809.31
					Total of BACS/CHAPS Payments		**140,542.41**

BACS payroll payments issued 20th May 2019	50,458.24
Faster payments-refunds issued 21st May 2019	349.50
BACS payment issued 23rd May 2019	92.05
BACS supplier payments issued 31st May 2019	89,642.62
	140,542.41

Total of Payments to be approved	**169,208.59**

Special Meeting – Wednesday 29th May 2019 **Agenda Item 9)**

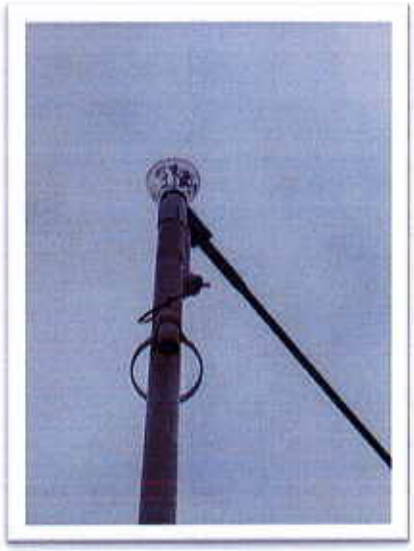
Replacement of flagpoles in Town Square – to agree a budget for 2019/20

Background

Town Square currently has six 6 metre glass fibre flagpoles that traditionally fly decorative flags during the peak summer months.

The flagpoles contribute to the setting of a heritage/civic space, in combination with several high back benches, formal raised planting beds, and decorative floor murals.

The current condition of the flagpoles is unfortunately poor and declining, and there are a number of health and safety issues. Two of the six suspension arms are missing, and four finials are either damaged or broken.



Damaged decorative finial

Missing finial and suspension arm

Options for replacement

There are two options for replacement.

1. Replace the current glass fibre flagpoles with specification as below:

    - Six metre glass fibre flagpole in a brilliant white finish with gold coloured finial, 1.2 metre rotating suspension arm, ties and weight chain, galvanised steel hinged baseplate, and foundation bolts/nuts/washers.

2. Replace the current glass fibre flagpoles with similar specification as above, but with an aluminium pole with FlagTrax system.

Finance

A budget was allocated for the replacement of the flagpoles in 2018/19 financial period, however, the project was not undertaken.

Replacement costs are as follows:

Option 1

Supply	Six glass fibre flagpoles @ £295.95 each = £1775.70
Delivery and installation	£1,750.00
Total cost	**£3, 525.70**

Option 2

Supply	Six aluminium flagpoles @ £999.95 each = £5999.70
Delivery and installation	£2,900.00
Total cost	**£8,899.70**

Both options include stress testing of current ground fitments and two sets of durable flags.

Summary

Both options are viable replacements, with the aluminium option having a much greater lifespan and offering better tolerance to weather conditions. However, if weather conditions were to reach 39 - 45 mph (Beaufort scale 8) then these conditions would no longer be considered 'normal' and the supplier would accept no liability for any damage caused to or by the product.

The aluminium option also offers the FlagTrax system that provides for a much easier raising and lowering of flags, however this would be a significant investment.

Decision required

To agree an option for flagpole replacement and approve an appropriate budget as a supplementary estimate for 2019/20.

Karl Stokes
Operations Manager
May 2019

Special Meeting – Wednesday 29th May 2019 **Agenda Item 10)**

Scale of Charges 2019/20 – Confirmation of charges for Monuments, Gravestones and Inscriptions at Godlingston Cemetery

In January 2019 the Town Council agreed its scale of fees and charges for the current financial year. Those relating to the cemetery were first considered by the General Operations Committee the preceding November. At the Committee meeting the draft scale of charges were recommended for approval by full Council.

The Committee's recommendations were approved accordingly. However, the papers circulated to Council contained an error in respect of charges for memorial fees in the main section of Godlingston Cemetery. The recommendations and agreed charges are set out in the table below:

Monuments, Gravestones & Inscriptions	2018/19	2019/20 - Committee	2019/20 - Approved
(i) Headstone, Cross or other Memorial when erected not exceeding 3ft, in height	175.00	180.00	175.00
(ii) Monument not exceeding 6' in height covering the whole grave space 7' x 3' when erected	535.00	535.00	535.00
(iii) Footstone not exceeding 2'6" x 2'6" x 6"	175.00	180.00	175.00
(iv) Kerb set	175.00	180.00	175.00
(v) Flatstone not exceeding 7' x 3'x 6"	285.00	285.00	285.00
(vi) Vase not exceeding 12" in height	47.00	47.00	47.00
(vii) Any other memorial not referred to above	By Agreement	By Agreement	By Agreement
(viii) Each additional inscription after the first in respect of each person	37.00	38.00	37.00
(ix) Fee for persons not resident in the parish.	As above x 2	As above x 2	As above x 2

Whilst the error is minimal in monetary terms, it has created a discrepancy between charges for cemetery memorials and those for cremation plots, which were increased to £180.

Decision required

Members are asked to agree that the Scale of Fees and Charges for 2019/20 be amended to reflect the initial recommendation made by the General Operations Committee in November 2018, as set out in the table above in the column headed '2019/20 – Committee'.

Martin Ayres
Town Clerk

May 2019

Special Meeting – Wednesday 29th May 2019 **Agenda Item 11)**

Consideration of licences for commercial use of Town Council property

Introduction

Since November 2018 Swanage Town Council has approved a number of licences for the use of its parks and beach to commercial enterprises who specialise in fitness and health activities. A small charge of £25 to cover administration costs is generally made. Members have requested that a review is undertaken during the winter 2019-20 of these arrangements, hence provision has only be provided as a one year trial. Members felt that these activities would encourage and support the wellbeing of the town.

The Town Council has now received two further requests to run similar activities as detailed below.

Request 1: Use of the beach and parks for 'Fitness Instruction' 1

A qualified fitness instructor of ten years standing would like to hold sessions in the Town Council's parks and on the beach. This individual has a strong reputation in the town and in the past six years has introduced over 250 local people to running through a successful 'couch to 5k' programme.

The two sessions likely to be run are a mixed ability circuits type session, and a session for young mums where they can bring their children along and join in.

Request 2: Use of beach and parks for 'Fitness Instruction' 2

A qualified personal trainer with a specialism in pre and post-natal fitness would like to hold sessions in the Town Council's parks and on the beach. One activity being considered is a 'bug to baby' (buggy fitness) fitness group.

This would help with post-natal depression, mental health, physical health, and socialising without it being an organised baby group.

Recommendation

That approval is provided for the above instructors to use the Town Council's parks and beach with the following requirements:

1) That a standard Swanage Town Council User Agreement for events is signed (attached as Appendix 2).
2) That instructor must be accredited with either the 'Register for Exercise Professionals' (REPS) or 'National Register of Personal Trainers' (NRPT) or equivalent.
3) The instructor must provide a suitable reference.
4) The Town Council reserves the right to view the activities taking place.
5) That the use of Forres Field is excluded from this licence.
6) No advertising is undertaken on land operated by Swanage Town Council.
7) Other events booked and approved on land operated by Swanage Town Council will have priority.

8) The public will have access to the parks and open spaces, and play and fitness equipment, at all times.
9) A Risk Assessment and valid Public Liability Insurance of £2m is provided
10) That a trial is undertaken until the end of 2019, at which time a review will be made of the arrangements in place.
11) Members are asked to agree a £25 charge to be made for the period up to 31st December 2019. This will help cover the costs of the administration of the licence.

Culvin Milmer
Visitor Services Manager

May 2019

Appendix 2 Swanage Town Council User Agreement

This document sets out the terms and conditions for the use of Town Council owned land, property and equipment. The person agreeing to these terms and conditions shall be the responsible officer/ representative for the applicant.

1. All booking requests for the use of Council owned land shall be made in writing and confirmed by the Council in writing before the event is advertised.
2. The Council accepts no liability for loss, damage or injury to any person or property however caused as a result of your activities and shall not be liable for any indirect or consequential loss whatever or however caused. You will keep the Council fully indemnified against all costs, claims, expenses, demands, charges or liability of any description arising as a result of your activities, and those of any contractors/sub-contractors associated with the event.
3. You, as event organiser, accept responsibility for obtaining public liability insurance with the value of £2 million or such sum that the Council may determine, and will produce a copy of your insurance to the Council with relevant paper work prior to the event.
4. You will be required to comply with the Health and Safety at Work Act 1974 and regulations made thereunder, and all other relevant statutory provisions including any health and hygiene regulations. Your attention is drawn to the requirement of the Management of Health and Safety at Work Regulations 1992 and specifically the requirement for risk assessment, which must be submitted prior to the event and be produced to the Council on request.
5. You will be responsible for ensuring compliance with all legislation and the like covering the siting, operation and management of the event and for the payment of any fees so required.
6. You are responsible for event equipment brought and left on site; and will ensure that any such equipment is properly secured against misuse. The Council accepts no responsibility for any loss or damage to such equipment. In addition, you will make sure that the insurance cover provided covers all risks for the duration that such equipment is on Council Land. All associated equipment is to be removed from the site on the completion of the event. The use of any equipment loaned by the Council shall be entirely at your own risk, as event organiser, and you will be responsible for its safe use, collection and return at the end of the event.
7. You must not allow any access to be obstructed.
8. The parking of any motor vehicles shall be limited in number and agreed in advance of the event. All permitted vehicles must have oil drip trays unless otherwise agreed with the Council.
9. Activities will only be permitted within the boundaries of the event site.
10. You or your nominated representative must be available on site to deal with issues, incidents or matters arising during the event set up, the operation of the event and break down of all equipment or similar, and provide the Council with a name and contact number for such person in writing at least 14 days before the commencement of the event.
11. You will be responsible for crowd management and safety; and will provide an appropriate number of event marshals / stewards / security (if applicable) / crowd barriers and qualified first aid personnel as agreed with the Council, police, ambulance service and first aid provider in advance in writing, and in accordance with the event risk assessment and national guidance. This will include compliance with the Private Security Industry Act 2001.
12. You will comply with the requirements of the Regulatory Reform (Fire Security) order (RRFSO).
13. Where the sale of alcoholic beverages is intended, prior permission of Council **must** be obtained before applying for a licence or Temporary Event Notice. It is your responsibility to apply for the appropriate licence and a copy must be presented to the Council.
14. You will be responsible for any Performing Rights, Copyright, Licensing and other fees payable to third parties.
15. The event should not hinder, interrupt or inconvenience any member of the public, neighbour or user of adjacent or neighbouring property or land. You are to ensure that no event equipment or otherwise creates or constitutes a noise nuisance.
16. No performing animals of any kind are permitted at any event on Council land.

17. You will be responsible for any damage, whether accidental of otherwise. In the event of any claim made by the Council to you, as event organiser, it will be deemed that you have inspected the site and any equipment and satisfied yourself of their condition prior to use.
18. The site is to be left in a clear and tidy condition by the date agreed in advance with the Council. Any litter arising from activities shall be removed at the conclusion of the event. You are responsible for making arrangements for the collection and disposal of this refuse. A charge may be levied by the Council for site clearance, if this condition is not met.
19. No overnight camping or sleeping on site will be permitted except on grounds of security.
20. You will not allow any stalls, catering units, or other means of retail to be operated without prior permission from Council. No land, property or equipment shall be sub-let by the applicant without prior written permission from the Council.
21. Any trade / promotional / sponsorship units or banners are to be agreed with the Council.
22. You are not permitted to sell or hire any goods on the beach, esplanade or Council land unless agreement has been given to you, as event organiser, in writing by the Council.
23. You will at all times prior or during the event comply with any verbal or written instructions or requirements issued by a duly authorised officer of the Council. The Council reserves the right for any police officer or officer of the Council or any statutory authority to gain access to the event site at any time during the event.
24. The Council reserves the right to charge you for any reinstatement works required to the area due to excessive use.
25. A valid Street Collection Licence issued by Purbeck District Council must support any charity collections.
26. Any breach of the above terms and conditions, or those imposed under the associated premises licence, by you, your organisation, or any participant in the event, may result in the suspension of the event until such time that the matter is satisfactorily addressed, and / or its cancellation.
27. You agree to complete a feedback form provided by the Council after the completion of the event.
28. The Council reserves the right to cancel or postpone any hire period at any time, or to alter the allocated event site in the event of unforeseen circumstances.

Special Meeting – Monday 29th May 2019 **Agenda Item 12)**

Proposal for the installation of a Litter-Free Purbeck beach hut for storage

Background

Litter-Free Purbeck's beach clean group, the Swanage Beach Buddies, has been organising beach cleans on the south and central beaches since 2017. Its beach cleans include regular ones for volunteers and special ones for local schools, including St. Mark's and St. Mary's Primary Schools, The Swanage School, and St. George's Primary School, Langton Matravers.

For two winters, Swanage Town Council has provided out of season storage in an upper tier beach hut for Swanage Beach Buddies' equipment (litter pickers, first aid kit, high vis jackets etc.) that has been invaluable to the group. During the summer season, however, the group has had to store equipment out of Swanage and transport it to and fro between Langton and Swanage, which is dirty, costly and inconvenient, particularly when Shore Road is closed.

So that the group can have a year-round convenient base for its beach activities, it is proposed to allow Litter-free Purbeck to site an attractive beach hut in the north west corner of the hardstanding in Shore Road, effectively continuing the building line of the Information Centre – see appendix 1 for map. This can be used for shelter, storage, as a safe assembly point for volunteers, and base for events – effectively 'Beach Clean Central' from where the Litter-Free message can be transmitted in a highly positive way.

Beach Hut

A traditional beach hut design provided by Woodman Supplies of Christchurch, with the robust specification required by Bournemouth and Poole Councils, but with PVC elements (gable fascia) replaced by wood. It is proposed that the hut would be oriented south to give it shelter from the wind.

The design has a drop down shutter for added security (to be supplied in painted ply) with a hinged front platform that can be pulled up, or left down. The shutter props onto the double doors to provide further shelter. It is secured with three padlocks. The paint colour could either be the standard pale blue, or the seafront's navy blue. It is intended that the Litter-Free Purbeck 'Let's Make Purbeck Litter-Free' logo features either on the side or front of the hut, and that a good quality glazed (Perspex) noticeboard is fitted to one side so that beach clean schedules can be posted.

Dimensions: 6ft x 6ft, increasing to a 6ft x 9ft footprint with the front platform lowered.

Cost

The cost, including insurance and maintenance of the hut, will be paid for by Litter-Free Purbeck through grant funding. Swanage Town Council will be required to construct a solid base for the hut.

Funding for the hut has been secured and, if approved, the hut could be in place by mid-July.

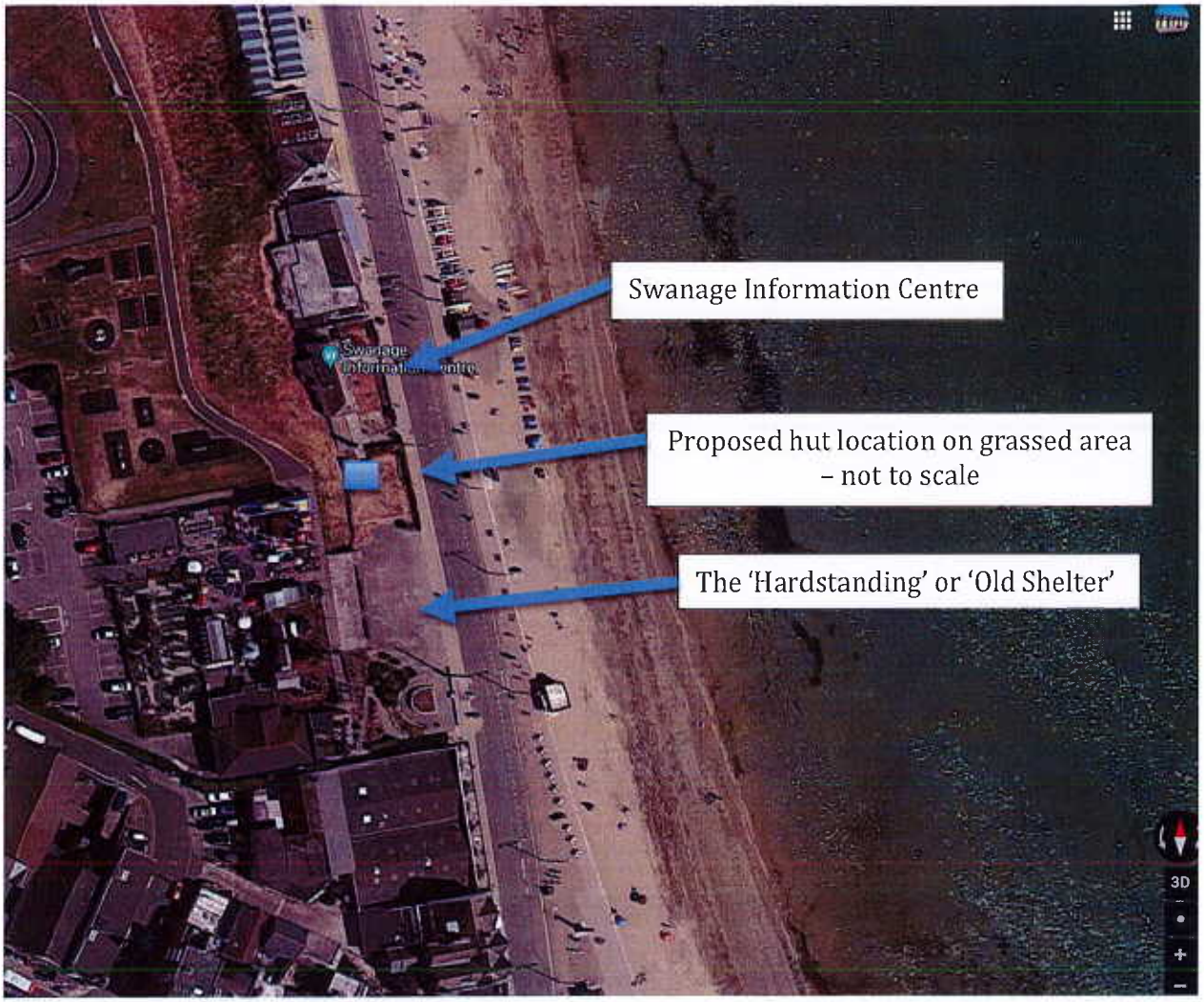
This will enable Litter-Free Purbeck to have a very attractive and practical year-round base for its activities and will support the group's work significantly. The group is established and popular, and does very helpful work in combatting litter in Swanage.

Recommendation

That the Town Council approves the construction of a solid base and the erection of a beach hut by Litter-Free Purbeck on the grassed area as set out in the map attached as Appendix 1.

Litter-Free Purbeck will retain responsibility for the maintenance and upkeep of the beach hut, which will be expected to be of a high standard, along with appropriate insurance.

Culvin Milmer
Visitor Services Manager & Business Development Manager
May 2019

Appendix 1

Map of Beach Hut location on grassed area by Swanage Information Centre