

SUPPORTING PAPERS - 14/12/2020.

Agenda Item 5 a)

SWANAGE TOWN COUNCIL

Statement of Cash Balance as at 31st October 2020

	£ p	£ p
Balance in Hand at 01/04/2020		£199,269.17 Cr
As per reconciliation dated 30/09/2020	£3,067,740.60 Cr	
Income during October	£183,936.88 Cr	
Movement of Cash-Investment	£0.00 Cr	
Add - Outstanding receipts- September	£1,080.29 Cr	
Less - Outstanding receipts - October	<u>£1,020.18 Dr</u>	<u>£3,251,737.59 Cr</u>
		£3,451,006.76 Cr
Less payments made:		
As per Reconciliation dated 30/09/2020	£1,490,147.33 Dr	
Schedule 7 payments dated 31/10/2020	£310,024.70 Dr	
Movement of Cash-Investment	<u>£0.00 Dr</u>	<u>£1,800,172.03 Dr</u>
		<u>£1,650,834.73 Cr</u>
Balance at Bank		
Current Account		£71,525.14 Cr
Deposit Account		<u>£1,579,309.59 Cr</u>
		<u>£1,650,834.73 Cr</u>
Short Term Investments held by the Council		
CCLA Public Sector Deposit Fund (MMF)		£250,000.00
Aberdeen Standard (MMF)		<u>£500,000.00</u>
		<u>£750,000.00</u>

I confirm that to the best of my knowledge and belief this is a true and accurate Statement of the Town Council's Cash Balance as at 31st October 2020

Prepared by Alison Spencer

Dated: 2nd November 2020

Certified by Martin Ayres

Dated: 2nd November 2020

Statement of Cash Balance as at 30th November 2020

	£ p	£ p
Balance in Hand at 01/04/2020		£199,269.17 Cr
As per reconciliation dated 31/10/2020	£3,251,737.59 Cr	
Income during November	£106,509.98 Cr	
Movement of Cash-Investment	£0.00 Cr	
Add - Outstanding receipts- October	£1,020.18 Cr	
Less - Outstanding receipts - November	<u>£530.98 Dr</u>	<u>£3,358,736.77 Cr</u>
		£3,558,005.94 Cr
Less payments made:		
As per Reconciliation dated 31/10/2020	£1,800,172.03 Dr	
Schedule 8 payments dated 30/11/2020	£267,454.17 Dr	
Movement of Cash-Investment	<u>£450,000.00 Dr</u>	<u>£2,517,626.20 Dr</u>
		<u>£1,040,379.74 Cr</u>
Balance at Bank		
Current Account		£66,056.22 Cr
Deposit Account		<u>£974,323.52 Cr</u>
		<u>£1,040,379.74 Cr</u>
Short Term Investments held by the Council		
CCLA Public Sector Deposit Fund (MMF)		£250,000.00
Aberdeen Standard (MMF)		£500,000.00
UK Government- DMADF Deposit		<u>£450,000.00</u>
		<u>£1,200,000.00</u>

I confirm that to the best of my knowledge and belief this is a true and accurate Statement of the Town Council's Cash Balance as at 30th November 2020

Prepared by Alison Spencer

Dated: 1st December 2020

Certified by Martin Ayres

Dated: 1st December 2020

Agenda Item 6 a) - Monitoring of Payments

SWANAGE TOWN COUNCIL

Year Ending 31st March, 2021

Payment schedule reported to Council - 14th December 2020

Schedule 7:

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

**THREE HUNDRED AND TEN THOUSAND, TWENTY FOUR POUNDS
AND SEVENTY PENCE
.....(£310,024.70).....**

Swanage Town Council Schedule of Payments - Month 7

Direct Debits & Standing Orders

Date	Name	Inv Ref	Inv Date	Details		Payment Total
12/10/2020	Barclaycard Merchant Services	001884330920	30/09/2020	Barclaycard Terminal Hire - September	65.76	
12/10/2020		001884330920	30/09/2020	Barclaycard Charges - September	10.00	75.76
01/10/2020	Dorset Council: Revenues & Benefits	300690505	01/10/2020	Rates - October		17,155.00
14/10/2020	First Data	520334510615636/Sep20	30/09/2020	TIC - Card Payment Service Charges - September		95.97
12/10/2020	Lloyds Bank PLC	321684453	11/09/2020	Bank Charges	578.14	
14/10/2020		540436505892703/Sep20	30/09/2020	Cardnet Charges - September	432.35	
26/10/2020		322613379	06/10/2020	Bank Charges	57.70	1,068.19
12/10/2020	Paytek Admin Services Ltd (First)	MI/2564426/03	01/10/2020	First Payment Service Charges - September		200.35
19/10/2020	Pitney Bowes Finance Ltd	BL06123043	07/10/2020	Franking Machine Hire - TH - Q3	53.76	
28/10/2020		BL06131697	24/10/2020	Franking Machine Hire - TIC - Q3	127.74	181.50
16/10/2020	Sage (UK) Ltd	INV10551086	01/10/2020	Sage Accounts - October	247.80	
16/10/2020		INV10551086	01/10/2020	Sage Payroll - October	202.50	450.30
27/10/2020	Total Gas & Power	222739060/20	10/10/2020	Gas - TH - September	112.71	
27/10/2020		222739071/20	10/10/2020	Gas - TIC - September	36.87	
27/10/2020		222739082/20	10/10/2020	Gas - TH Annex - September	71.05	
27/10/2020		222739093/20	10/10/2020	Gas - Depot - September	34.04	254.67
01/10/2020	water2business	1056043617	20/08/2020	Water - H1		9,842.96
Total of Direct Debit & Standing Orders						29,324.70

Lloyds Chargecard

Date	Name	Inv Ref	Inv Date	Details		Payment Total
15/10/2020	Charge Card Transactions	1204 3792 2554 0541	30/09/2020	HF63 XZA - Vehicle Tax	267.50	
15/10/2020		1204 3816 4682 3357	30/09/2020	HJ69 LCV - Vehicle Tax	267.50	
15/10/2020	GH Print Management	5704	17/09/2020	TIC - Printing/Signage	48.00	583.00
Total of Chargecard payments						583.00

BACS /CHAPS

Date	Name	Inv Ref	Inv Date	Details		Payment Total
15/10/2020	Ace Office Environments Ltd,	00991198	28/09/2020	TH - Stationery	18.96	
30/10/2020		00993737	19/10/2020	TIC - Notice Board	100.80	119.76
15/10/2020	AHGTC	AHGTC - 20/21	01/08/2020	Members Subscription - Town Crier		35.00
15/10/2020	Aish Electro Mechanical Services	111874	30/09/2020	Toilet Works - Burlington Chine		1,480.76
15/10/2020	Alliance Tool Hire Ltd	P134859	30/09/2020	De Moulham - Road Plates		36.00
30/10/2020	Andrews Plant Ltd	87631	20/10/2020	Road Sweeper Hire		450.00
15/10/2020	AquaAid (Southcoast)	374148	30/09/2020	Drinking Water		109.18
15/10/2020	Aster Group	SINV365248	30/09/2020	Telecare Quarterly Fee - Q3		94.21
15/10/2020	Avalon Software (UK) Ltd	19073	01/10/2020	Avalon - Additional Server Capacity - Q3		210.00
15/10/2020	BIPCOM	INV-3436	01/10/2020	Telephone Services		3.19
15/10/2020	Burts Bits	9	24/07/2020	TIC - Stationery/Sundries	1.50	
15/10/2020		10	01/08/2020	TIC - Stationery/Sundries	5.50	
15/10/2020		11	02/08/2020	TIC - Stationery/Sundries	3.00	
15/10/2020		13	26/08/2020	TIC - Stationery/Sundries	3.50	
30/10/2020		16	20/09/2020	TIC - Sundries	36.65	50.15
30/10/2020	Central Southern Security Ltd	172533	30/09/2020	TH - Fire Alarm Service/Maintenance	218.40	
30/10/2020		172533	30/09/2020	BG - CCTV & Alarms Service/Maintenance	219.60	
30/10/2020		172533	30/09/2020	Depot - Alarms Service/Maintenance	279.60	
30/10/2020		172533	30/09/2020	TIC - Alarms Service/Maintenance	146.40	864.00
15/10/2020	Charlie's Tasty Treats	0005	24/09/2020	TIC - Food For Retail		24.00
30/10/2020	Countryside Tree Surgeons Ltd	SI-63	12/10/2020	Tree Works - BG & Northbrook	900.00	
30/10/2020		SI-65	13/10/2020	Tree Works - Northbrook	780.00	
30/10/2020		SI-68	20/10/2020	Tree Works - Craig y Don	180.00	1,860.00
15/10/2020	Croydecycle	3109	01/09/2020	TIC - Publications For Retail		225.00
15/10/2020	C G Ltd	45467	30/09/2020	Q1/Q2 Car Parking Management Settlement		13,484.67
30/10/2020	DAPTC	20/166	08/10/2020	Introduction To Planning Webinar	156.00	
30/10/2020		20/186	16/10/2020	Social Media Training	60.00	216.00
30/10/2020	Darkin Miller Ltd	594	28/10/2020	Internal Audit Services - June to October		1,995.75
30/10/2020	Dorset County Pension Fund	Month 7 Payroll	20/10/2020	Month 7 Pension Contributions	14,991.14	
30/10/2020		Month 7 Payroll	20/10/2020	Month 7 CAYS Contributions	215.50	15,206.64
15/10/2020	Direct-tec Group	303639	30/09/2020	Olivetti Copy Plan - September		86.52
15/10/2020	Dorset Council	2800245670	30/09/2020	Tree Works - Sandpit Field	552.00	
15/10/2020		2800245671	30/09/2020	Tree Works - Downs	504.00	
30/10/2020		2800248695	15/10/2020	Asbestos Survey - BG/Football Club	480.00	
30/10/2020		2800248764	20/10/2020	Institute Road Highway Improvements Contribution	100,000.00	101,536.00
15/10/2020	Dorset Waste Partnership	2800247619	07/10/2020	Waste Disposal - BG		17.20
15/10/2020	Eagle Plant	BOU2570125	30/09/2020	Secure Storage Container Hire - KGF - September		84.48
15/10/2020	Eco Control Solutions Ltd	55550	30/09/2020	Japanese Knotweed Eradication Programme		636.00
15/10/2020	Nicole Faraday	Re: P032040	27/08/2020	TIC - Goods For Retail		120.00

15/10/2020	Fernhill Wholesale	6539	02/09/2020	TIC - Publications For Retail	92.70	
15/10/2020		6539	02/09/2020	TIC - Goods For Retail	75.00	
15/10/2020		6558	14/09/2020	TIC - Publications For Retail	146.25	
15/10/2020		6558	14/09/2020	TIC - Goods For Retail	71.64	
30/10/2020		6603	08/10/2020	TIC - Goods For Retail	26.40	
30/10/2020		6603	08/10/2020	TIC - Publications For Retail	70.20	482.19
15/10/2020	Fireline Ltd	70661	22/09/2020	Fire Safety Checks - Depot	184.55	
15/10/2020		70700	22/09/2020	Fire Safety Checks - TH	275.25	
15/10/2020		70779	22/09/2020	Fire Safety Checks - Godlingston	10.87	
15/10/2020		70780	22/09/2020	Fire Safety Checks - BG	172.26	
15/10/2020		71043	07/10/2020	Fire Safety Checks - Boat Park	39.29	
15/10/2020		71042	07/10/2020	Fire Safety Checks - Depot	71.91	
15/10/2020		71044	07/10/2020	Fire Safety Checks - TIC	71.91	
30/10/2020		71024	06/10/2020	Fire Risk Assessment - Depot	282.00	
30/10/2020		71081	09/10/2020	Fire Risk Assessment - BG	207.85	
30/10/2020		71091	09/10/2020	Fire Risk Assessment - TIC	207.85	
30/10/2020		71092	09/10/2020	Fire Risk Assessment - TH	207.85	1,731.59
15/10/2020	The Flag Shop Ltd	100045106	29/09/2020	TIC - Goods For Retail		68.75
15/10/2020	Andrew Fleming	Re: PO32058	01/10/2020	TIC - Goods For Retail	24.00	
30/10/2020		Re: PO32101	27/10/2020	TIC - Goods For Retail	38.00	62.00
15/10/2020	Four County Services Ltd.	56456	05/10/2020	Additional Call Costs - Depot - Q2	10.87	
15/10/2020		56456	05/10/2020	Additional Call Costs - TIC - Q2	162.70	
15/10/2020		56490	10/10/2020	Depot - Telephone Services	336.00	
15/10/2020		56498	10/10/2020	TIC - IT Services	394.58	
15/10/2020		56497	10/10/2020	Depot - IT Services	283.66	
15/10/2020		56499	10/10/2020	TH - IT Services	615.06	
15/10/2020		56496	11/10/2020	IT Services	482.78	
30/10/2020		56584	21/10/2020	E-mail Management	42.00	2,327.65
15/10/2020	G4S Cash Solutions (UK) Ltd	80153000	30/09/2020	Cash Processing Services - September	1,642.92	
15/10/2020		,0454298	30/09/2020	Credit-cash processing	(875.02)	
15/10/2020		02469648	02/10/2020	Cash Collection Services - CP	1,814.44	2,582.34
15/10/2020	Gala Tent Ltd	750882	08/09/2020	TIC - Sand Bags For Gazebo		19.65
15/10/2020	Greenham Trading Ltd.	04/312800	17/09/2020	Depot - Equipment	61.25	
15/10/2020		04/313067	22/09/2020	Depot - PPE	345.00	
15/10/2020		04/313067	22/09/2020	Depot - Cleaning Materials	48.96	
30/10/2020		04/315866	08/10/2020	Beaches - Litter Picking Equipment	(11.93)	
30/10/2020		04/315866	08/10/2020	Beaches - Litter Picking Equipment	(11.93)	
30/10/2020		04/315866	08/10/2020	Vehicles - De-icer	48.85	
30/10/2020		04/316325	12/10/2020	Beaches - Litter Picking Equipment	72.14	
30/10/2020		04/315864	16/10/2020	Beaches - Litter Picking Equipment	35.64	
30/10/2020		04/317251	19/10/2020	Depot - General Materials	238.92	
30/10/2020		04/317465	20/10/2020	Vehicles - Trailer Board	15.42	842.32
30/10/2020	Caroline Hall	Re: PO32102	22/10/2020	TIC - Publications For Retail		96.00
30/10/2020	Harmans Cross Village Hall	2020-1008	23/10/2020	Room Hire - Training		180.00
30/10/2020	A.R. Harris & Son	28880	09/10/2020	TH - Electric Repairs	240.37	
30/10/2020		28882	09/10/2020	Bandstand - Electric Works	594.98	835.35
30/10/2020	HMRC	Month 7 Payroll	20/10/2020	PAYE & NI - Month 7		13,681.86
30/10/2020	Hunt's Foodservice Ltd	424146	29/09/2020	TIC - Face Masks		50.97
30/10/2020	ICCM	12772	15/10/2020	Loss & Bereavement Course		150.00
15/10/2020	Ideal Skip Hire Ltd.	85292	23/09/2020	Skip Hire - Forres Field	864.00	
15/10/2020		85297	24/09/2020	Skip Hire - De Moulham	103.20	967.20
15/10/2020	Jurassic Coast Trust	INV-1227	21/09/2020	TIC - Publications For Retail		53.70
15/10/2020	J.D. Facilities Ltd	INV-0764	01/10/2020	Cleaning - Beach Huts	381.60	
15/10/2020		INV-0774	01/10/2020	Cleaning - Toilets	6,438.20	
15/10/2020		INV-0775	01/10/2020	Cleaning - Depot	197.59	
15/10/2020		INV-0776	01/10/2020	Cleaning - TH	544.80	
15/10/2020		INV-0777	01/10/2020	Cleaning - TIC	263.20	7,825.39
15/10/2020	JustPark	SWAN-2020-09	30/09/2020	JustPark Fees - September		443.92
15/10/2020	Keyline Civils Specialist Ltd	1203 AHS242	24/09/2020	De Moulham - Drainage	30.34	
15/10/2020		1203 AHS335	28/09/2020	De Moulham - Drains/Covers	654.00	684.34
30/10/2020	Lily's Produce	Re: PO32070	20/10/2020	TIC - Food For Retail	120.60	
30/10/2020		Re: PO32113	27/10/2020	TIC - Food For Retail	150.00	270.60
30/10/2020	D. & P. Lovell Ltd.	L4341	07/10/2020	Digger Hire - September		369.60
15/10/2020	Metric Group Ltd.	C56885	30/09/2020	Aslan - October		192.00
15/10/2020	S. Moores	177651	01/10/2020	TIC - Food For Retail	95.41	
30/10/2020		177958	15/10/2020	TIC - Food For Retail	54.88	
30/10/2020		178138	22/10/2020	TIC - Food For Retail	56.70	206.99
15/10/2020	Nat. Association of Local Councils	1454615573	15/09/2020	Training - White Paper "Planning For The Future"		116.79
15/10/2020	Nixons Hardware Ltd	119638	07/09/2020	Batteries - TH	5.98	
15/10/2020		119638	07/09/2020	Batteries - Depot	5.49	11.47
15/10/2020	P.J. Notley Ltd.	3355	07/10/2020	Window Cleaning - TH - Q2	168.00	
15/10/2020		3355	07/10/2020	Window Cleaning - TIC - Q2	72.00	240.00
15/10/2020	N Power Ltd	LGWJDKTF	06/10/2020	Electricity - September	82.85	
30/10/2020		LGWJM3FK	17/10/2020	Electricity - October	2,317.40	
30/10/2020		LGWJM3DS	17/10/2020	Electricity - Q2	2,425.20	4,825.45
15/10/2020	Openings	AC63044	06/10/2020	TH Door/Gate - Service Contract	366.00	
30/10/2020		A63091	16/10/2020	TH - Gate Repair	506.40	872.40

20/10/2020	Swanage Town Council	Month 7 Payroll	20/10/2020	Net Wages-Month 7		46,261.37
30/10/2020	Pear Technology Services Ltd	128307	26/10/2020	Pear Technical Support - 2020/21		342.00
30/10/2020	Purbeck Gazette	16827	09/10/2020	Winter Market - Advert	324.18	
30/10/2020		16827	09/10/2020	Charity Christmas Cards - Advert	162.60	
30/10/2020		16872	12/10/2020	Community Housing Group Meeting Advert	162.60	
30/10/2020		16872	12/10/2020	Remembrance Day Advert	162.60	811.98
15/10/2020	Recruit Local Ltd	1964	02/10/2020	Job Advertisement		70.00
14/10/2020	STC-Refund	Refund	14/10/2020	Refund-Shore 17	57.00	
14/10/2020		Refund	14/10/2020	Refund-Shore 30	1,248.00	1,305.00
15/10/2020	Swanage Town & Herston Football Club	2020/21 Grant	05/10/2020	Football Club Grant - Q1/Q2/Q3		2,962.50
15/10/2020	Society of Local Council Clerks	MEM230553	01/10/2020	SLCC - Members Subscription 2020/21		398.00
30/10/2020	South West Councils	0000067108	15/10/2020	HR Services	2,016.00	
30/10/2020		0000067153	22/10/2020	HR Services	225.00	2,241.00
15/10/2020	St. Michaels Garage	1362	30/09/2020	Vehicle Fuel - September	528.94	
30/10/2020		5 18194	19/10/2020	HJ69 LCV - Repairs	106.89	635.83
15/10/2020	Suez Recycling & Recovery UK Ltd	320883444	30/09/2020	Waste Disposal - September		1,503.78
15/10/2020	Suttle Projects Ltd	2026-001	12/10/2020	Revetment Works		17,690.72
15/10/2020	Swanage News	1284/Sep	26/09/2020	Newspapers - September		30.40
30/10/2020	Swanage Dairy Ltd	1051	09/09/2020	BG - Sundries		11.00
15/10/2020	Telefonica O2 UK Ltd	72047588	24/09/2020	SIM Charges - October		352.30
15/10/2020	Teignmouth Maritime Services Ltd	0000188977	10/09/2020	Swanage Slipway Works - Final Retention Release		11,928.52
15/10/2020	Travis Perkins	9292 AL1572	15/09/2020	Play areas-repairs	17.23	
		9292 AL1828	21/09/2020	Heritage Square - Bench Repairs	83.61	
15/10/2020		9292 AL1869	21/09/2020	Rec - Materials	5.82	
15/10/2020		9292 AL1990	23/09/2020	De Moulham - Cement	122.17	
15/10/2020		9292 AL1990	23/09/2020	De Moulham - Drainage	(29.95)	
15/10/2020		9292 AL1158	28/09/2020	De Moulham - Drainage	19.83	
15/10/2020		9292 AL1177	28/09/2020	De Moulham - Drainage	13.50	
15/10/2020		9292 ALJ205	28/09/2020	Allotments - Repairs	22.38	
15/10/2020		9292 ALJ445	02/10/2020	Sea Defences - Sandbags	782.74	
30/10/2020		9292 ALK083	15/10/2020	Toilets - Radar Locks	300.00	837.33
15/10/2020	U-Drive Ltd	3025621	30/09/2020	Depot - Van Hire		495.00
15/10/2020	UK Printed Mugs	PM2009176	14/09/2020	TIC - Goods For Retail	729.30	
30/10/2020		PM2010184	21/10/2020	TIC - Goods For Retail	194.58	923.88
30/10/2020	Third Parties	Month 7 Payroll	20/10/2020	Month 7 Deductions		712.06
30/10/2020	Violet Farm Foods Ltd	67001	14/10/2020	TIC - Food For Retail		86.40
15/10/2020	Wessex Safety Services LLP	INV-0743	01/10/2020	IOSH Managing Safety		2,880.00
30/10/2020	Westmade Ltd	1005869	01/10/2020	TH - Boiler Repairs		360.90
30/10/2020	Wilkswood Farm Ltd	4-2020	30/09/2020	Beach Raking - August/September		8,142.00
Total of BACS/CHAPS Payments						280,117.00

<u>BACS-Refund payments 14th October 2020</u>	1,305.00
<u>BACS supplier payment issued 15th October 2020</u>	75,567.76
<u>BACS payroll payments issued 20th October 2020</u>	46,261.37
<u>BACS supplier payment issued 30th October 2020</u>	156,982.87
	280,117.00

Total of Payments 310,024.70

Agenda Item 6 b) - Monitoring of Payments

SWANAGE TOWN COUNCIL

Year Ending 31st March, 2021

Payment schedule reported to Council - 14th December 2020

Schedule 8.:

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

**SEVEN HUNDRED AND SEVENTEEN THOUSAND, FOUR HUNDRED AND FIFTY FOUR
POUNDS AND SEVENTEEN PENCE**

.....(£717,454.17).....

Swanage Town Council Schedule of Payments - Month 8

Direct Debits & Standing Orders

Date	Name	Inv Ref	Inv Date	Details	Payment Total
10/11/2020	Barclaycard Merchant Services	001884331020	31/10/2020	Barclaycard Terminal Hire - October	75.76
02/11/2020	Dorset Council: Revenues & Benefits	300690505	01/11/2020	Rates - November	17,155.00
13/11/2020	First Data	520334510615636/Oct20	31/10/2020	TIC - Card Payment Service Charges - October	375.92
16/11/2020	Lloyds Bank PLC	323964715	13/10/2020	Bank Charges	370.44
13/11/2020		540436505892703/Oct20	31/10/2020	Cardnet Charges - October	249.43
23/11/2020		325088769	05/11/2020	Bank Charges	62.90
10/11/2020	Paytek Admin Services Ltd (First)	MI/2608713/03	01/11/2020	First Payment Service Charges - October	72.00
10/11/2020		MI/2608712/03	01/11/2020	First Payment Service Charges - October	128.35
23/11/2020	Postage By Phone	03230398	18/11/2020	Postage - Meter Reset	200.49
16/11/2020	Sage (UK) Ltd	INV10784186	01/11/2020	Sage Accounts - November	247.80
16/11/2020		INV10784186	01/11/2020	Sage Payroll - November	202.50
02/11/2020	water2business	1056276169	01/10/2020	Water - September	1,738.92
Total of Direct Debit & Standing Orders					20,879.51

Lloyds Chargecard

Date	Name	Inv Ref	Inv Date	Details	Payment Total
16/11/2020	Charge Card Transactions	I0209490U	06/10/2020	Lexis Nexis: Local Council Administration (12th Edition)	120.16
16/11/2020		UQHP9268-U2719101607	16/10/2020	Architect Convert Plan	15.00
16/11/2020	Frame Company	500388	05/10/2020	TIC - Certificate Frames	63.43
16/11/2020	GH Print Management	5737	06/10/2020	Market Banner	48.00
Total of Chargecard payments					246.59

Debit/Credit Cards

Date	Name	Inv Ref	Inv Date	Details	Payment Total
12/11/2020	Barclaycard	Refunds	12/11/2020	Beach Hut Refunds via barclaycard	4,408.70
Total of Refunds					4,408.70

Investments - Cash Movements

Date	Name	Inv Ref	Inv Date	Details	Payment Total
30/11/2020	UK DMADF	transfer	30/11/2020	UK Govt - DMADF Deposit	450,000.00
Total of Investments					450,000.00

BACS / CHAPS

Date	Name	Inv Ref	Inv Date	Details	Payment Total
30/11/2020	1st Call Training	6374	05/11/2020	Depot - Streetworks Training	900.00
30/11/2020	Ace Office Environments Ltd.	00996393	16/11/2020	TIC - Cross Shredder	187.27
30/11/2020		00996393	16/11/2020	TIC - Stationery	29.14
30/11/2020		00996792	16/11/2020	Depot - Stationery	134.45
30/11/2020	Ash Electro Mechanical Services	112121	19/11/2020	Burlington Chine - Repairs	212.66
12/11/2020	Alliance Tool Hire Ltd	PL37034	31/10/2020	De Moulham - Road Plate Hire	78.00
30/11/2020	Amberwood Graphics	4070	30/10/2020	TIC - Publications For Retail	24.90
30/11/2020	AquaAid (Southcoast)	376159	31/10/2020	Drinking Water & Sanitisation - TH - October	44.39
30/11/2020		376160	31/10/2020	Drinking Water - Depot - October	40.80
30/11/2020	Arlingclose Ltd.	ACF 2430	11/11/2020	Treasury Advisory Services	12,000.00
30/11/2020	Kevin Babey	475	02/11/2020	Filming - Chamber Of Trade	2,000.00
12/11/2020	BIPCOM	INV-3661	01/11/2020	Telephone Services	3.00
30/11/2020	British Telecom	Q090 NM	10/11/2020	Phone Bill Q3 - CAB	126.72
30/11/2020		Q128 MO	24/11/2020	Phone Bill Q3 - TH Wifi	105.12
30/11/2020	Buds of Mave	2019155	20/11/2020	Wreath	40.00
30/11/2020	Central Southern Security Ltd	173193	29/10/2020	Service Call - TIC Alarms	272.04
30/11/2020	Charlie's Tasty Treats	0006	28/10/2020	TIC - Food For Retail	24.00
30/11/2020	Countryside Tree Surgeons Ltd	SI-72	09/11/2020	Tree Works - Godlingston	420.00
30/11/2020		SI-72	09/11/2020	Tree Works - Godlingston	840.00
30/11/2020		SI-72	09/11/2020	Tree Works - Days Park	900.00
30/11/2020		SI-72	09/11/2020	Tree Works - BG	300.00
30/11/2020		SI-72	09/11/2020	Tree Works - Downs	594.00
12/11/2020	DAPTC	20/193	02/11/2020	Planning Training	195.00
30/11/2020		20/206	13/11/2020	Planning Training	156.00
30/11/2020	Dorset County Pension Fund	Month 8 Payroll	20/11/2020	Month 8 Pension Contributions	14,655.91
30/11/2020		Month 8 Payroll	20/11/2020	Month 8 CAYS Contributions	215.50
12/11/2020	Direct-tec Group	304846	30/10/2020	Olivetti Copy Plan - October	51.06
12/11/2020	Dorset Council	1801034564	29/09/2020	Rent - Land Adj. Swanage Rail	2.00
12/11/2020		1801043323	05/11/2020	Stone Quay Ground Improvement Works	17,895.00
30/11/2020		PAP	30/11/2020	Pre Application Advice	900.00
12/11/2020	Dorset Waste Partnership	2800249074	03/11/2020	Waste Disposal - BG	9.20
30/11/2020		2800250414	03/11/2020	Waste Disposal - BG	17.20
12/11/2020	Eagle Plant	BOU2583456	31/10/2020	Secure Storage Container - KGF - October	84.48
30/11/2020	Field Honey Farms	00003432	31/10/2020	TIC - Food For Retail	176.60
30/11/2020	Four County Services Ltd.	56714	10/11/2020	Depot - IT Services	283.66
30/11/2020		56715	10/11/2020	TIC - IT Services	394.58
30/11/2020		56716	10/11/2020	TH - IT Services	615.06
30/11/2020		56722	11/11/2020	TH - IT Services	482.78
30/11/2020		56824	21/11/2020	E-mail Management	42.00
30/11/2020		56845	26/11/2020	STC Website - Domain Renewal	175.20
30/11/2020	G4S Cash Solutions (UK) Ltd	80153501	31/10/2020	Cash Processing Services - October	745.19
12/11/2020	GH Print Management	5784	29/10/2020	Christmas Cards - Design	174.32
12/11/2020	Grant 2020/21	Grant	12/11/2020	Link Visiting Grant	1,000.00
12/11/2020	Greenham Trading Ltd.	04/317721	21/10/2020	Carbon Monoxide Alarms	125.34
30/11/2020		04/319569	03/11/2020	Godlingston - Materials	60.00
30/11/2020		04/320034	10/11/2020	Depot - General Materials/Equipment	144.46
30/11/2020		04/320598	12/11/2020	Depot - Barriers	221.54
30/11/2020	Hardy Signs	107643	15/11/2020	Beach - Signage	47.71

THE MOWLEM

Theatre, Cinema & Function Rooms



The Mowlem Theatre - the cultural heart of the Swanage community

The 2020 Coronavirus pandemic led to the closure of theatres across the world. The Mowlem Institute Trust, refreshed with a number of new Trustees, has used the period of lockdown to develop a shared vision for The Mowlem Theatre. We aim to re-open as soon as it is safe to do so with a fresh approach and a warm welcome for all in our community!

Our Vision

We intend The Mowlem to be the cultural heart of the Swanage community.

We are at the beginning of a process of change, and we have much work to do, but we believe that each aspect of our vision is mutually supporting and will create a virtuous circle of growth and success.

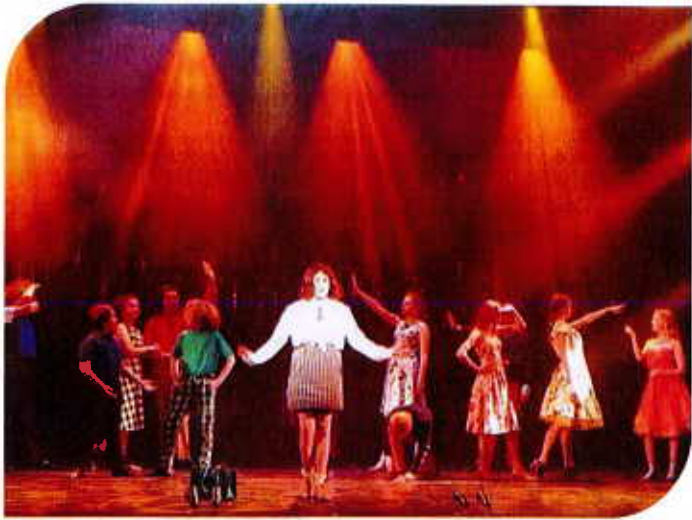
Our Community

We place the community at the heart of our vision for the future of The Mowlem.

We aim to be a lively cultural centre with all facilities in daily use and an ambition to attract both local people and visitors from across the region.

We aim to be an inclusive resource for personal growth, local schools and amateur productions, accessible to all sectors of the population.





Our Programme

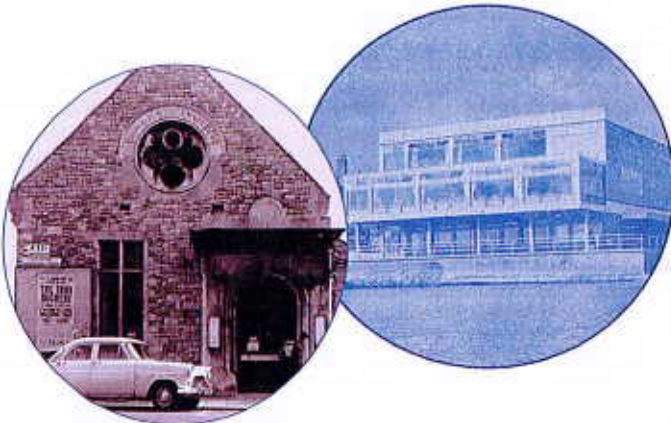
We want our programme to embrace a broad offering of theatre and film, along with music, comedy and other stage performance presented by professionals and amateurs including local schools.

We'll seek partnerships with professional arts organisations and develop our offer with the intention of placing The Mowlem firmly on the cultural map as an arts destination in the South West.

Our Local Economy

We consider culture to be one of the engines of the local economy and see it as one of our responsibilities to help Swanage to thrive.

We would like to help and encourage the continued growth of local festivals and the use of our facilities for conferences out of season.



History

The original Mowlem Institute was built by John Mowlem in 1886. The current building opened in 1967, with an auditorium, community room and commercial units. Now over 50 years old, the building is structurally sound, but in need of some TLC!

Looking to the Future

We are really excited about the long-term potential of the building and the site. Our seafront location and our role at the heart of our community can contribute significantly to the continued regeneration of Swanage. Placing culture, personal development and fulfilment at the heart of our town continues the enlightened aspiration of John Mowlem 130 years ago.

Shore Road | Swanage | BH19 1DD

01929 422239

www.mowlemtheatre.com

AGENDA ITEM 8

Nicola Clark

From: Admin
Subject: 200826: Census 2021
Attachments: CHE1 Councillor Handbook.pdf

From: Philip Eades
Sent: 30 October 2020 14:51
Subject: 200826: Census 2021

Dear Parish Clerk

I write to introduce myself as the Census Engagement Manager for Census 2021. My role is to engage with all communities within the boundaries of Dorset Council. The Census 2021 will be held on Sunday March 21st and will be "Digital First" meaning that we at ONS expect the vast majority of people to complete the form online

I have identified Older People lacking Digital Skills living independently as a key group that may struggle to complete the Census online - I would be very grateful if the Parish or Town Council could nearer the time publicise the Census and offer your local residents your assistance in completing the form

I attach a Councillor Handbook produced by ONS which I would be grateful if you could cascade to your parish councillors

I would be very grateful if you could, as a Parish or Town Council, lend as much support to the Census as you can particularly in these days of Covid which will necessarily curtail some of the physical engagement events I had planned

Kind regards

Philip Eades
Census Engagement Manager Dorset
www.census.gov.uk
@Census2021

census
2021

Councillor handbook

**The census takes place on
21 March 2021**

This handbook explains what the census is all about, why it matters and how you can help spread the word in your council and community.

Please use this space to record your contacts:

Census liaison manager:

Telephone number:

Email:

Assistant census liaison manager:

Telephone number:

Email:

Census engagement manager:

Telephone number:

Email:

Please note: The information in this document is correct at the time of writing. Should developments related to Covid-19 or other unforeseen circumstances require us to change our approach to Census 2021, we will endeavour to update you as they occur.

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Why we have a census	6
The link between census estimates and public service funding	7
Examples of how local authorities use census information	8
What's new for Census 2021?	9
How will the ONS boost participation?	12
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**The census takes place
on 21 March 2021**

Introduction

Dear Councillor

Welcome to your handbook that outlines our plans for Census 2021. It explains why the census is important and how you can help us to make it a success in your area.

Population statistics are vital to our country: nationally, locally and within communities. Once every 10 years the census provides an opportunity to build a detailed and comprehensive picture of the nation.

The census is for everyone. The whole population has the chance to provide the information that can help to ensure their communities are well served.

For local authorities, census population estimates underpin both planning and provision of public services. Getting the best possible response rates for the census will make sure that decisions are based on accurate, high-quality data.

This handbook explains what's new for Census 2021. We've made some changes to reflect how society has changed in the last 10 years, adding new questions, and taking a "digital-first" approach. This means people can complete their census where and when they want to online. Paper questionnaires are still available for people who need them.

We've outlined some of the challenges the ONS faces in making sure census estimates truly represent the make-up of communities and numbers of people within them. We've indicated areas where councillors and local authority staff can give support and encouragement to local people.

We're focused on understanding the needs of local authorities. Developing effective partnerships with your authority is how we'll make sure your community's needs are understood and reflected in census information.

In 2021, we want the overall return rate to be as high as it was in the 2011 Census, where we had a response rate of 94% with at least 80% in all local authority areas. This will ensure comparability between local authority areas. We're also aiming to get a 75% online response rate so that we can release our census outputs quicker, allowing people to benefit from the census information sooner.

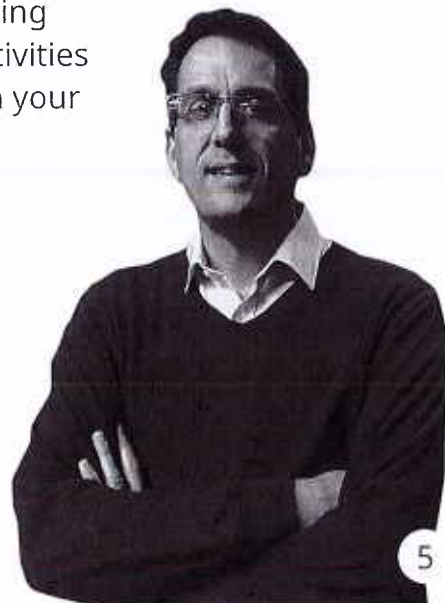
We've asked your local authority to designate two officers as census liaison manager and assistant census liaison manager to act as your census leads. These staff will be our key contacts in your council for everything to do with Census 2021 and we'll work with them to support census activities in your area.

As an influential public figure, your endorsement and support of the census will have a positive impact, encouraging your constituents to take part.

Thank you, in advance, for supporting your council's census plans and activities – and for encouraging all people in your area to take part in the census.



Peter Benton
Director of Census Operations
Office for National Statistics



Why we have a census

Every 10 years the census gives us a complete picture of the nation. It allows us to compare different groups of people across the United Kingdom because questions are asked in a consistent manner throughout England, Wales, Scotland and Northern Ireland.

At the Office for National Statistics (ONS) we're responsible for planning and running the census in England and Wales. We work closely with the census offices in Scotland and Northern Ireland, who run their own censuses. This booklet covers the census for England and Wales.

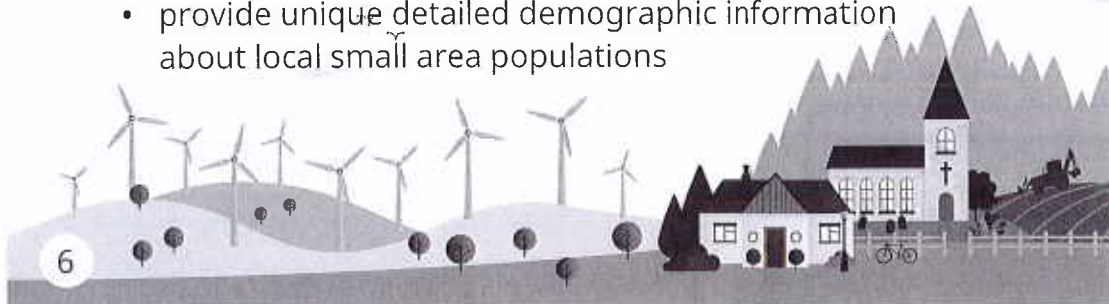
The ONS, and the statistics we generate, are independent from government. Although we report to the UK Parliament, our work is protected from political interference.

You can read more about the ONS at www.ons.gov.uk

Census population estimates are vital in helping to shape the communities in which we live and work.

Census statistics:

- underpin policy making and council funding allocation from central government
- provide information to help plan and prioritise service delivery
- give a benchmark for estimates of population between censuses
- provide unique detailed demographic information about local small area populations



Charities and voluntary organisations often use it as evidence to get funding. It helps businesses to understand us as customers and, for example, decide where to open new shops. Plus, those doing research, like university students and people looking into their family history, use the information.

Without the census – and without people in your community telling us about their household and home – it would be much more difficult to do this. That's why it's so important everyone takes part.

The link between census estimates and public service funding

Billions of pounds are allocated to local authorities in England and Wales every year using census information.

It's important that census estimates are accurate so these funds are allocated where they're needed. To get accurate estimates, we need a good response to the census from all areas and communities.



Examples of how local authorities use census information



Planning and development

Planners use census information to develop local plans that reflect future needs. It also informs funding bids by identifying inequalities at a local level.



Public health and social care

Local authorities use census information to understand service demand, identify pockets of health deprivation and support future care planning.



Education

Pupil forecasting models use census information to inform capital bids and to monitor the supply of qualified people.



Transport

Census information supports funding bids for road improvements and informs planning and profiles around changes to public transport.



Housing

Census information helps to measure housing affordability and assess local housing needs.



Other

Local Authorities use census information to inform emergency services, library services, and waste collection and disposal.

What's new for census 2021?

It's vital that the census sheds light on long-term trends, while also reflecting the society in which we live today. So, we're planning a few changes for the next census.

A "digital-first" census

Census 2021 will be mainly online. We know there are people who'll find this challenging. To make sure the census is as accessible and inclusive as possible, we'll offer a full range of support services. These include:

- comprehensive guidance and support in many languages and formats
- help in local centres with trained staff and online access
- a contact centre to provide help via telephone, web chat and social media
- field staff contacting households that have not yet responded
- accessible census questionnaires, for example in large print
- the option to request paper questionnaires

We'll automatically issue paper questionnaires in areas where we've identified residents are highly likely to need them.

No one from the ONS or working for the census will ever ask for payment to help anyone fill in their questionnaire.

Data protection and privacy



The census asks questions about you, your home and the people who live in it. We keep the personal information you give us in the census safe and confidential by law for 100 years.

When we publish statistics from the census, we don't publish information that will enable you to be identified. We have a strict security regime that follows government standards. This includes physical and IT security measures to protect your data, covering people, processes and technology.

What's more, no one can tell who you are in the statistics we publish. We make sure that they include none of your personal information.

All our systems, staff and suppliers, and the way we do things, must protect your confidentiality by law. It's a crime for anyone to share it. Other government departments, private organisations and individuals will not have access to any personal information.

What does the census ask?

The information we collect during the census allows us to create an in-depth picture of our society. It also helps us identify important trends that will help the government to plan services and allocate funding.

To achieve this, the census asks questions on a range of topics, including information about:

- individuals, such as their name, age, sex and marital status
- households, such as family relationships
- the homes we live in, such as their location, number of occupants and what facilities they have

The ONS only ever publishes anonymous statistics from the census. We don't publish anyone's name. We only ask for them to help ensure the statistics are accurate, for example, to help make sure that each person is only counted once.

New questions to reflect the needs of society

Following discussions with the public, testing and research, and after careful consideration, Census 2021 will include questions on three new topics. These are:

- previous UK Armed Forces service
- gender identity
- sexual orientation

The UK Armed Forces question will gather information on past service in the UK Armed Forces. This will help service providers support veterans in accordance with the Armed Forces Covenant – a promise between our country and those who have served it.

The questions on sexual orientation and gender identity will give us better information on lesbian, gay, bisexual and transgender populations. This will allow for better monitoring of inequalities and better delivery of public services for these groups.

We'll only ask these questions to people aged 16 years and over. The sexual orientation and gender identity questions will also be voluntary, so no one will be forced to answer if they do not want to. People can also request an Individual Questionnaire and give their answers separately from others in their household if they wish.

How will the ONS boost participation?

Local authority partnerships

Our partnerships with local councils will be vital to the success of the census. It's important we work together to:

- raise public awareness of the census
- make sure the address index is accurate
- share local information to inform and support our field operations

Introducing a new address index

An accurate address index is vital to our success. It underpins all census operations by helping us:

- make contact with all addresses in England and Wales
- track completed questionnaires
- follow up addresses we have not received a response from

Questionnaire tracking

Questionnaire tracking will make sure the census reaches as many people as possible. It also lets us know which addresses we need our field teams to follow up.

Field follow-up

We'll be following up questionnaires that have not been returned despite being sent reminders. A flexible field team will also carry out intensive follow-up activity targeted at areas where high numbers of households have not returned their questionnaires.

An accessible census

We want to make sure everyone has the support they need to be able to take part in the census. That's why we'll be providing a range of support services. This'll include guidance in many languages, online help, a contact centre and local census support centres.

Specialist field staff

We're introducing census engagement managers (CEMs) for 2021. CEMs will work with local authorities and community leaders to promote the benefits of the census and gain support for it. They'll develop a partnership working plan with the local authority that will contain details of agreed activities and support for the census. The CEM is your local link to census information. If you've not met your CEM already, ask your council's assistant census liaison manager to put you in touch.

We'll also employ community advisers (CAs) in some areas. Their role will be to engage with specific communities that we've identified as needing extra support and encouragement to see the benefits of the census. They'll aim to encourage these communities to fill in the census questionnaire.

A wide-reaching marketing campaign

Our marketing campaign will raise awareness of the census. It'll include adverts in newspapers, on television, radio and social media, as well as posters on buses and billboards. Some adverts will be targeted at the general population. We'll tailor others to address the needs of specific groups, such as students, older people, or people who may not speak English as their first language.

We'll also work with partners like schools and businesses to spread the word and encourage support.

Working with local councils for Census 2021

We're asking the chief executives of every council to appoint a census liaison manager (CLM) and an assistant census liaison manager (ACLM) to support the census. These roles were highly effective in the 2011 Census and are our first point of contact within the councils for local census planning and activity.

At a senior level, the CLMs will be discussing, planning and coordinating census activities. They'll help to build awareness and encourage support throughout the local authority. ACLMs will support them, taking responsibility for the everyday liaison at an operational level.

Our partnership with local councils is designed to boost response rates for all population groups. We've worked with local authorities through our Census Advisory Groups, and our Local Authority Operational Management Group to draw up our plans. These groups have representatives from many different councils and their views have helped us to shape our plans and procedures.

As well as working with local authorities, we're focusing on building relationships with groups of people who may be reluctant, or find it difficult, to take part.

We need to be able to tap into local knowledge and understanding to deal with the issues faced by these groups sensitively. This is why we're asking local councils and community organisations to work with us to promote, explain and support Census 2021.

How can councillors help with Census 2021?

The involvement and support of councillors and council executives will be vital to ensure a successful census in all local authority areas.

Things for you to consider

- Are you up to date with local plans and activities - are you being regularly briefed on census progress in your area?
- Has your council appointed a CLM and ACLM?
- Do you know who the CLM and ACLM are and have you met them?
- What can you do as a community leader to build local awareness of, and support for, the census?
- Your endorsement is influential – could you encourage people to take part in the census?

How can local councils help with Census 2021?

Developing the address index

We're already working directly with your council to ensure we have an accurate household address index. Local knowledge is essential in helping us identify and resolve missing or duplicate addresses and other errors that could impact the accuracy of our post-out operation.

Your council team's community knowledge can also help us with our field checks and building an accurate list of communal establishments, such as care homes, university halls of residence and military bases.

Building community profiles

We know that by building on our understanding of local communities, we can better encourage people to take part in the census. We're already working with councils to identify local groups we need to approach in different ways when it comes to carrying out the census, community engagement and publicity. Groups include:

- non-English speakers
- faith groups
- older people
- Gypsy, Traveller and Roma groups
- short-term migrant workers
- asylum seekers
- the homeless and rough sleepers

Your council's ACLM will play an important role in helping us build a profile of your community. This profile will help our publicity, community liaison work and field operations reach local people.



Promoting the census in your area

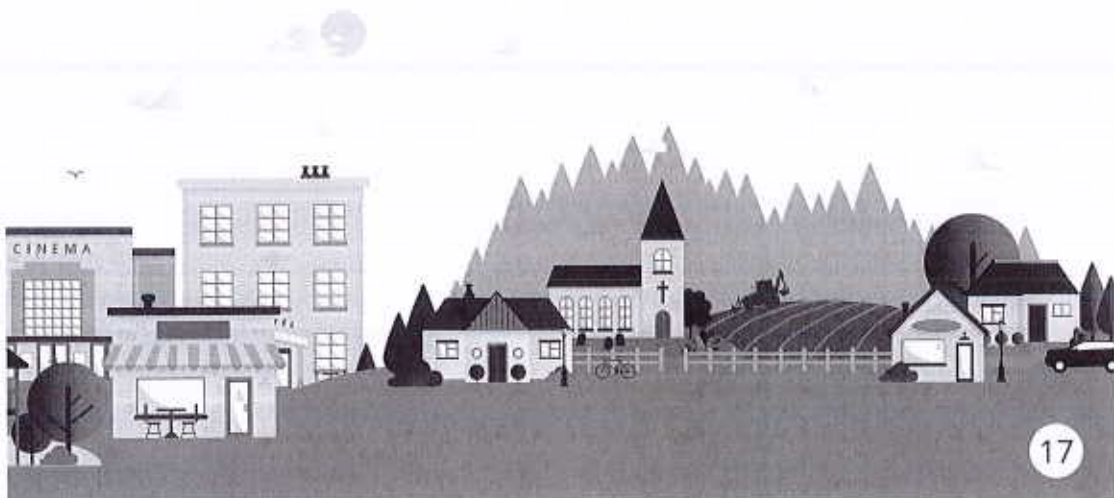
For Census 2021, we're using a mix of national and local publicity, advertising, and public and media relations to highlight the importance of the census and explain why and how people should take part. We'll also use targeted communications for specific population groups such as young people and students, ethnic minority communities, older people and those who are economically disadvantaged.

Your council's ACLM and the council's communications team will work together with support from ONS to help us spread the word in your neighbourhoods and community groups.

Developing community liaison contacts

We'd like to build on the relationships your council already has with your community and voluntary groups. By working together, we'll be able to tailor our community liaison more effectively and publicise important census messages.

Your ACLM can help the census engagement manager to identify contacts, forums and other channels for reaching local people and strategic partners who fall within our target population groups.



Identifying candidates for local field staff recruitment

For the census we'll employ a large team of temporary field staff in England and Wales. These will include engagement managers, community advisers, operational managers and other field staff.

We'll provide information for your council to publicise census field staff opportunities to local community groups and similar organisations, such as local strategic partners. This could be through a range of channels, including newsletters, social media, emails, libraries, community centres, websites and local events.

We're also asking your council team to identify suitable candidates with appropriate experience and encourage them to apply for Census 2021 jobs. These may include electoral canvassers or people who worked on the last census. Census recruitment information, including how to apply, is at www.censusjobs.co.uk

Supporting the online census

Census 2021 will be primarily online, but there are people who find going online challenging. That's why we'll be making help available at a network of Census Support Centres.

People who are not confident or do not have access to the internet can go to their nearest centre to get help with accessing the online questionnaire. They'll be located in trusted places within communities, so people can get the help they need as part of their daily routine. Information on where your nearest Census Support Centres are will be available on the census website.

You can help us by positively promoting an online census and signposting local Census Support Centres through your surgeries and newsletters.

Supporting local publicity and media relations

We'd welcome you promoting Census 2021 in the media and through social media.

Please speak to your local census engagement manager (CEM) who can help with the correct census messaging. They'll have the latest relevant local messages and are already working with local authorities and communities to engage them in the census.

Supporting local census field teams

We'd be grateful for any support you can offer to our local field staff during the census.

For example, your council may know of, or own:

- suitable office accommodation where our managers could train field staff and hold meetings
- secure storage space for our materials and equipment
- car parking, or other facilities we could use

Please make any offers of help and support to the ONS through your census liaison manager.

Useful links

Local authority resources: www.census.gov.uk/partners

ONS census webpage: www.census.gov.uk

   @Census2021

Contacts

If you have any questions about our partnership activities with local authorities and community liaison, please email us at 2021Census.LA.Liaison@ons.gov.uk

Your local authority's census liaison manager and assistant census liaison manager are your internal census contacts.

DRAFT Environment Policy Action Plan

Version 3.1

This draft has been developed to help stakeholders identify what actions they might like to see in Swanage Town Council’s Environment Policy Action Plan to meet the needs of the climate and ecological crisis that we are all currently facing.

It is proposed that once a first draft has been completed that this will form the basis of a consultation with residents and stakeholders.

The draft Environment Policy agreed by Council in March 2020 provided six distinct policy areas and, in the sections below, the actions have been categorised under each of these. Swanage Town Council have taken the approach of producing a short action plan with a small number of key actions that can be developed quickly. This is seen very much as an iterative action plan that can grow and develop as we better understand what is required to meet the challenges of the climate crisis.

1. Managing the Town Council in an environmentally sustainable manner

We shall ensure that sustainability is at the heart of how we manage the Town Council and its functions.

No.	Action	How will we do this	Cost	Date required by	How will we measure this?	Responsible Committee	Progress to date
1.1	Consider options for renewable energy on the Town Council estate	Undertake research and produce report	Not yet known	31 st March 2022	Report produced detailing relevant options	Operations	An application has been made to SALIX for funding to deliver this.
1.2	Move to a fully renewable energy contract for the electric supply to the Town Council	Educating ourselves re. green options and undertaking a procurement exercise if required	Not yet known	30 th September 2021	New contract set up	Full Council	Work ongoing

1.3	Review the waste created by the Town Council and consider options to increase the amount recycled or reduce amount disposed	Identify waste streams and review options	Not yet known	31 st March 2021	New waste contracts set up and new systems in place	Operations	Discuss at the Waste management Working Group – January 2021
1.4	Review vehicle & equipment needs and where possible move to electric machines	Equipment asset list to be reviewed to consider options	Not yet known	31 st March 2021	Review undertaken	Operations	Operations Manager to ensure asset list of machines includes power source
1.5	Make climate impact a determinant in all grant giving.	Add section to grant application form	None	31 st March 2021	Revised application form	Full Council	Being revised
1.6	Develop an environmental monitoring system for the Town Council's business which includes the tracking of carbon use	System to be set up and managed by officers	None	31 st March 2021	System set up	tbc	Currently being developed
1.7	Provide climate crisis training for all STC staff and councillors.	External providers or maybe an online course	Not yet known	31 st March 2021	Course undertaken	Full Council	Budget provision has been made for this and looking to deliver between January and March 2021.

2. Managing our built environment sustainably

We are directly responsible for both historic and modern buildings and infrastructure which will be managed sustainably

No.	Action	How will we do this	Cost	Date required by	How will we measure this?	Responsible Committee	Progress to date
2.1	Undertake an energy audit of all Town Council buildings and identify ways to reduce energy consumption	Review options to procure a consultancy to undertake this work	£2,000	31 st March 2021	A report will be produced once complete	Operations	An application has been made to SALIX for funding to deliver this
2.2	Implement energy reduction measures as per report	The report will detail what can be done – measures will be variables of short/medium/long term and low/medium/high cost	Not yet known	31 st March 2022	Energy use will reduce and tracked by the 'environmental monitoring system'	Operations	An application has been made to SALIX for funding to deliver this
2.3	Ensure all new Town Council constructions have sustainability embedded into their design	Included within each specification	Not known	Immediate	All specifications will include sustainability criteria.	Operations	Ongoing

3. Protecting and enhancing the natural environment

We are directly responsible for a wide range of natural environments and shall work to enhance these and look to support initiatives that enhance other natural areas within the town

No.	Action	How will we do this	Cost	Date required by	How will we measure this?	Responsible Committee	Progress to date
3.1	Undertake a 'bio-diversity' audit of all sites owned by the Town Council to assess their importance within the natural environment	Volunteers could be used from Sustainable Swanage or consultancy employed, depending on type of work required	Not yet known	31 st March 2022	A map will be produced demonstrating high, medium or low bio-diverse areas and should include ideas for improvements	Operations	Sustainable Swanage to identify top 3 sites and to consider ways to undertake this work alongside Operations Manager
3.2	Review options to reduce or eliminate pesticide use, including herbicides	Current use will be reviewed and proposals for alternatives considered	Not yet known	31 st Sept 2021	A weed management plan to be developed which shows a demonstratable reduction in pesticide use, including a current use audit	Operations	Consideration given to procurement of mechanical equipment to remove some weeds for 2020-21 (Enviro. budget)
3.3	Identify areas on Town Council land where trees can be planted	Areas identified and trees planted	Not yet known	On-going	Trees planted	Operations	STC procured 29 trees in Dec. 2020 and a further 20 were planted by Dorset Council in partnership with Sustainable Swanage
3.4	Work with partners to implement actions identified within the Green Infrastructure Strategy	Identify areas within Strategy that can be developed	Not yet known	Ongoing	Action Plan developed	tbc	Many areas are being undertaken (trees in car park, Rabling Road Green, Downs Nature Reserve)

3.5	Develop the 'Downs' as a Local Nature Reserve	Continue to work with Swanage to deliver this	Not yet known	31 st March 2023	Nature Reserve established	Operations	Hoping to send out customer survey in January. Council have agreed the Nature Reserve in principle.
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4. Encouraging, educating and embedding environmental best practice

We shall work with the community and other stakeholders to encourage environmental best practice

No.	Action	How will we do this	Cost	Date required by	How will we measure this?	Responsible Committee	Progress to date
4.1	Recommend that all new constructions in Swanage have sustainability at their heart	Include recommendation in all responses to planning applications	None	Ongoing	tbc	Planning	
4.2	Continue to support Sustainable Swanage to deliver community based environmental improvements	Through funding, oversight, and management staff time	£20,000 per annum	Ongoing	Successful projects being delivered	Full Council	Cost is included in budget proposal for 21-22
4.3	Develop partnership projects through Town Partnership/Chamber of Trade/National Trust and other relevant organisations	Through funding, monitoring, and staff time	Not yet known	Ongoing	Successful projects being delivered	Full Council	
4.4	Establishment of a Youth Council		None	Ongoing	Council in place	Full Council	

5. Protecting local infrastructure

By working with the community and stakeholders we shall strive to protect and enhance local infrastructure to retain a vibrant and sustainable town

No.	Action	How will we do this	Cost	Date required by	How will we measure this?	Responsible Committee	Progress to date
5.1	Support a Rights of Way survey to encourage walking in the area	Identify solution and work with partners or other stakeholders	£250	Summer 2021	Survey completed with areas for improvement identified. STC will present findings to Dorset Council for implementation, if necessary	Operations	A consultant has been appointed and work will start soon.
5.2	Support, where possible, the establishment of a community bus in Swanage	Review options around a community bus for Swanage	Not yet known	1 st May 2024	Options exist around improving the route of the Durlston Bus. But a true community bus needs to serve the whole community and could take some time to develop	Roads and Transport	Discussed at R+T on 25 th November 2020. Proposal to set up a community group to consider options around a bus
5.3	Campaign to ensure essential services are retained in Swanage in accordance with the Swanage Local Plan, to minimise travel requirements	By working with Dorset Council, and other relevant authorities, such as DCCG, and supporting community initiatives to maintain our services	None	Ongoing	By recording and reviewing the actions undertaken and reporting to full Council	Full Council	

6. Supporting Sustainable Tourism

We shall support the town's tourism economy through the promotion of sustainable tourism

No.	Action	How will we do this	Cost	Date required by	How will we measure this?	Responsible Committee	Progress to date
6.1	Develop a sustainable tourism vision	Work with stakeholders to develop a vision of what a sustainable destination might mean for Swanage	£0	31 st March 2021	Report to Tourism Committee	Tourism	Initial discussion at Nov 20 meeting and bring to Feb 21 mtg.
6.2	Promote sustainable transport and walking around the town to reduce the need for visitors to use cars	Look at alternative forms of transport and promote these on website and digital media	Not yet known	31 st March 2021	Customer feedback and uptake	Tourism	
6.3	All events held on Town Council land to be single use plastic free	No single use plastic will be permitted	£0	Nov 2021	No single use plastic in use	Tourism	
6.4	Enhance electric facilities on event fields and the market so that there is no longer any requirement for the use of fossil fuelled generators	Report produced detailing costs of upgrades to sites	Not yet known	31 st March 2022	Upgrades undertaken	Operations	Costs being considered
6.5	Enhance the supply of free drinking water solutions across the town	Produce signage for current drinking water taps to make them more obvious and consider if any	Budgeted in 2020-21	31 st March 2021	Signage implemented	Tourism	Drinking water survey undertaken on STC land. Additional tap installed at Main Beach Car Park (outside toilets). Signage being worked on for all locations.

6.6	Work with event organisers to ensure that sustainability is embedded into their events	further are required All event applications to detail what positive and negative impacts their events will have on the local environment	£0	Immediate	Event application form updated	Tourism	Application forms will be updated in January 2021
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Appendix 1

Draft Swanage Town Council Environment Policy

Swanage Town Council is committed to the continued development of a sustainable community, balancing and integrating economic, social and environmental components. Developing a more sustainable community will benefit present-day residents and build a community able to meet the increasing environmental challenges that will be faced as climate change impacts locally.

Swanage Town Council reiterates the 'Climate Crisis' motion that it adopted on 16th September 2019 which includes a recognition "that there is a serious climate crisis".

Swanage Town Council will ensure that environmental considerations are put at the heart of how we operate our functions and services and deal with stakeholders at all levels of our activities.

This policy covers premises directly managed by Swanage Town Council and includes council buildings, the beach, boat park and parks and gardens.

Our six policy aims are outlined below.

Managing the Town Council in an environmentally sustainable manner

We shall ensure that sustainability is at the heart of how we manage the Town Council and its functions

Encouraging, educating and embedding environmental best practice

We shall work with the community and other stakeholders to encourage environmental best practice

Managing our built environment sustainably

We are directly responsible for both historic and modern buildings and infrastructure which will be managed sustainably

Protecting local infrastructure

By working with the community and stakeholders we shall strive to protect and enhance local infrastructure in order to retain a vibrant and sustainable town

Protecting and enhancing the natural environment

We are directly responsible for a wide range of natural environments and shall work to enhance these and look to support initiatives that enhance other natural areas within the town

Supporting sustainable tourism

We shall support the town's tourism economy through the promotion of sustainable tourism

Swanage Town Council will achieve this policy through working with the community and the establishment of an Environmental Action Plan. This policy will be reviewed by the Town Council at least annually.

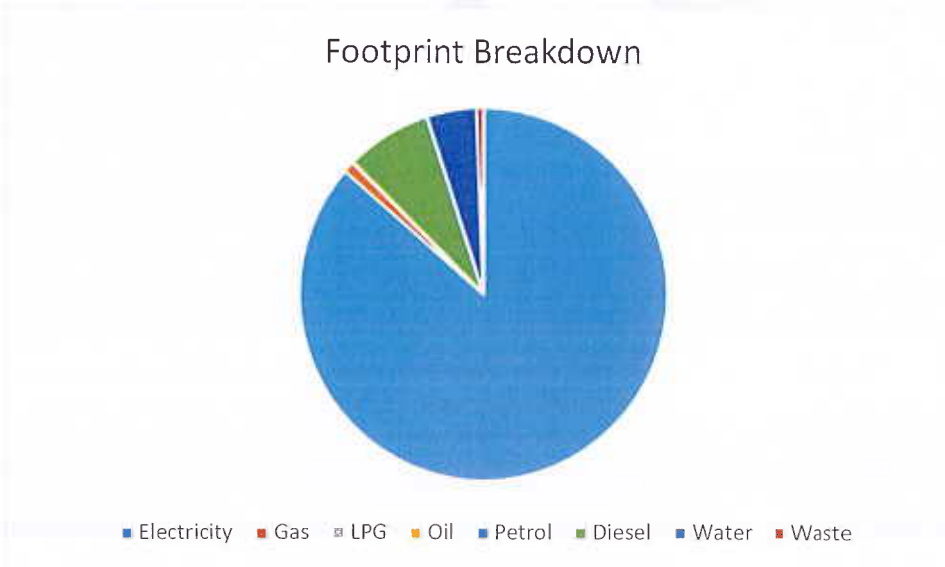
February 2020

Appendix 2

Swanage Town Council Carbon Footprint - January 2019 to December 2019

Source	Emissions tCO2/yr	% Footprint
Electricity	177.0	86.4%
Gas	2.2	1.1%
LPG	0.0	0.0%
Oil	0.0	0.0%
Petrol	0.0	0.0%
Diesel	15.4	7.5%
Water	9.1	4.4%
Waste	1.2	0.6%

Total: 204.9 tCO2e/yr



Events Working Party - Request to hold a market on Prince Albert Garden in May 2021

Recently the Town Council has received a request from a national Market company to run a food market on Prince Albert Garden in May 2021. The events working party has recommended that it should be considered by full Council. The following information has been received.

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Market Square Group would like to request approval for an inaugural Swanage Free Wheelin FEASTival, to be held on Prince Albert Gardens from Friday 14th to Sunday 16th May 2021. Market Square Group is an experienced event provider, and the company will look to establish this community focused event as an annual event. Focus will be on promoting local and regional, as well as national and international food and drink. All elements scheduled within the theme have been tried and tested successfully at previous events e.g., hot food, live music, craft beer bar, children's entertainment.

This event is aimed primarily at engaging the local community, but it is hoped that visitors will be attracted from further afield. Promotion of the event will be directed to an audience within and around Swanage.

Market Square Group will actively seek to involve/accommodate local businesses, musicians, artists, and community groups. For more information on the theme, please see their business website <https://www.marketsquaregroup.co.uk/> and their promotional website <https://www.zoomevents.co.uk/>

Event Content and Format

- As well as an impressive collection of beers and ciders, the event will include
- Pop up kitchens selling Street Food and Farmer's Market Stalls
- Live music stage
- Food and craft market
- Children's rides

The event will take place over 3 days

- Friday 14th May - 11.00 until 21.00
- Saturday 15th May – 09.00 until 21.00
- Sunday 16th May - 10.00 until 18.00

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The Town Council are asked to consider if they might wish to provide Provisional Approval for this event. Councillors are reminded that the Council's 'Event Management Process' is a two-staged process. Stage 1 is where Councillors may provide Provisional Approval. Stage 2, which is delegated to Officers, is where all necessary documentation and approvals are checked and confirmed. If everything is in order, officers will provide Final Approval.

This event will also be covered by the enhanced environmental considerations set out in the Environmental Policy Action Plan.

Additionally, if approved, it is proposed that authority is provided for this event to be staged at either Prince Albert Gardens or Sandpit Field. The event organiser would be willing to adjust the times indicated to reflect local requirements if necessary

Decisions required:

1. Consider if Provisional Approval should be provided for this event for May 2021.
2. Consider whether the event organiser may use either Prince Albert Gardens or Sandpit Field.
3. Delegated authority to be provided to the Visitor Services Manager to agree a suitable fee with the event organiser, in consultation with the Events Working Party.

Culvin Milmer
Visitor Services Manager and Business Development Officer

December 2020

Peveril Point Shelter – Outline Options for Repair or Demolition

This structure was constructed circa 1940-1941 as part of the defences of the Dorset coast line and immediate hinterland. It is a large rectangular gun emplacement with observation post on top (see photograph below). There is a separate access point located circa 5metres to the rear of the structure that leads to a series of underground tunnels constructed at a similar time.



In late August 2020 the Operations Team were alerted that large pieces of concrete debris had fallen from the ceilings and edges of this structure. Upon inspection it was apparent that in several areas the metal reinforcements had corroded and was causing large areas of plaster and in some cases concrete to fall away from the structure (see images below).





This structure is two tier and there was evidence of degradation on both the upper and lower tier with the latter being affected more significantly. Barriers and signs warning of the potential of falling debris were put in place and remain in situ. Access currently remains to stand on top of the structure.

An inspection of the structure and tunnels was undertaken in September 2020 by both a surveyor and an expert in the field of concrete construction.

In summary they identified that the cause of the corrosion was not just due to external factors such as salty air, wind and rain but rather was intrinsic to the structure, i.e. these structures were often built quickly and used whatever materials were close to hand, in this case materials from the shoreline which themselves contained high levels of salt and therefore the structure was also corroding from the inside. Due to this, remediation becomes more challenging.

Advice to repair the concrete structure recommends the use of specialist coatings to increase the durability of the structure and extend the lifespan however it is likely that even with this the predicted lifespan is only likely to be 5-12 years and would cost in the region of £45,000 - £50,000. It is also to note that failure to undertake any remediation work is likely to result in deterioration of the structure continuing at an exponential rate.

The structure is located within the Swanage Conservation Area but is not a listed building. Initial discussions have been had with the Dorset Council Conservation team to raise this situation with them. Concurrent investigations regarding removal of the structure have also been undertaken and this factor is complicated by the relatively inaccessible location of the structure itself as well as the underground tunnels and the need to consider these when using potentially heavy plant. Estimates for removal are likely therefore to be in the region of £30,000 - £40,000. Previous structures of this nature have been digitally preserved prior to removal and this may be an option in this instance.

In all circumstances it is recommended that security of the structure is enhanced and that this is done in a manner that is as sympathetic to the location insofar as is possible rather than simply by the installation of temporary heras fencing or similar. It is proposed this additional security would restrict access to the structure in its entirety and thus is likely to cost in the region of £5,000.

Decision required:

To approve the installation of additional security measures to the structure at an estimated cost of £5,000.

To consider the options for the longer-term future of this structure in order to provide guidance to the Capital Projects Sub-Committee where the matter will be considered further.

To consider whether public consultation should be undertaken in respect of the options set out in this briefing note.

Gail Percival
Operations Manager

December 2020