

Extraordinary Meeting 29th June 2020

Item 1 a) – Request from Councillor Rogers for leave of absence

From: cllrrogers@swanagecouncillors.uk
Sent: 04 June 2020 11:53
To: Martin Ayres <m.ayres@swanage.gov.uk>
Subject: Leave of Absence

Dear Martin,

I am writing to request a 6 month leave of absence due to family sickness.

I am passionately committed to my work as an elected member of the Swanage Town Council and am greatly saddened by the need to do this.

Kind Regards

Nicola

Statement of Cash Balance as at 31st March 2020

	£ p	£ p
Balance in Hand at 01/04/2019		£842,248.45 Cr
As per reconciliation dated 29/02/2020	£4,092,265.90 Cr	
Income during March	£55,554.19 Cr	
Movement of Cash-Investment	£1,449,004.00 Cr	
Add - Outstanding receipts- February	£1,230.23 Cr	
Less - Outstanding receipts - March	<u>£0.00 Dr</u>	<u>£5,598,054.32 Cr</u>
		<u>£6,440,302.77 Cr</u>
Less payments made:		
As per Reconciliation dated 29/02/2020	£4,530,295.51 Dr	
Schedule 12 payments dated 20/03/2020	£102,466.51 Dr	
Movement of Cash-Investment	£949,762.30 Dr	
less schedule 12 payments made to 29/02/2020	<u>£1,039.16 Cr</u>	
	<u>£5,581,485.16 Dr</u>	
Schedule 13a payments/cash movements made to 31/03/2020	£659,548.44 Dr	<u>£6,241,033.60 Dr</u>
		<u>£199,269.17 Cr</u>
Balance at Bank		
Current Account		£20,023.77 Cr
Deposit Account		£179,245.40 Cr
		<u>£199,269.17 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		£950,000.00
		<u>£1,700,000.00</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 March 2020

Prepared by 

Dated 2nd April 2020

Certified by 

Dated 2nd April 2020

SWANAGE TOWN COUNCIL

Statement of Cash Balance as at 30th April 2020

	£ p	£ p
Balance in Hand at 01/04/2020		£199,269.17 Cr
Income during April	<u>£450,076.84 Cr</u>	<u>£450,076.84</u> £649,346.01 Cr
Less payments made:		
Schedules 13a, 13b & 1 payments dated 30/04/2020	£834,672.98 Dr	
less schedule 13a payments/cash movements made to 31/03/2020	<u>£659,548.44 Cr</u>	
	£175,124.54 Dr	<u>£175,124.54 Dr</u>
		<u><u>£474,221.47 Cr</u></u>
Balance at Bank		
Current Account		£34,965.01 Cr
Deposit Account		<u>£439,256.46 Cr</u>
		<u><u>£474,221.47 Cr</u></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>£950,000.00</u>
		<u><u>£1,700,000.00</u></u>

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

Prepared by [REDACTED]

Dated 4th May 2020

Certified by [REDACTED]

Dated 4th May 2020

SWANAGE TOWN COUNCIL

Statement of Cash Balance as at 31st May 2020

	£ p	£ p
Balance in Hand at 01/04/2020		£199,269.17 Cr
As per reconciliation dated 30/04/2020	£450,076.84 Cr	
Income during May	<u>£130,183.21 Cr</u>	<u>£580,260.05</u>
		£779,529.22 Cr
Less payments made:		
As per Reconciliation dated 30/04/2020	£175,124.54 Dr	
Schedule 2 payments dated 31/05/2020	<u>£122,026.97 Dr</u>	
	£297,151.51 Dr	<u>£297,151.51 Dr</u>
		<u><u>£482,377.71 Cr</u></u>
Balance at Bank		
Current Account		£43,110.68 Cr
Deposit Account		<u>£439,267.03 Cr</u>
		<u><u>£482,377.71 Cr</u></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>£950,000.00</u>
		<u><u>£1,700,000.00</u></u>

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

Prepared by



Dated 2nd June 2020

Certified by



Dated 2nd June 2020

Monitoring of Payments

SWANAGE TOWN COUNCIL

Year Ending 31st March, 2021

Payment schedule reported to Council - May 2020

Schedule 13b and 1:

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

ONE HUNDRED AND SEVENTY FIVE THOUSAND, ONE HUNDRED AND TWENTY FOUR POUNDS AND FIFTY FOUR PENCE

.....(£175,124.54).....

Swanage Town Council Schedule of Payments - Month 1

Direct Debits & Standing Orders

Date	Name	Inv Ref	Inv Date	Details	Payment Total
14/04/2020	Barclaycard Merchant Serv	001884330320	31/03/2020	Barclaycard Charges - March	65.76
01/04/2020	Dorset Council: Revenues &	300690505	01/04/2020	Rates - April Various	
07/04/2020	Four County Services Ltd.	55135	07/04/2020	TH - IT Services	61.20
09/04/2020		55151	09/04/2020	TIC - IT Services	42.00
					103.20
14/04/2020	Lloyds Bank PLC	305425412	11/03/2020	Bank Charges	159.51
16/04/2020		540436505892703	01/04/2020	Cardnet Charges - March	39.74
24/04/2020		306647052	06/04/2020	Bank charges-March	96.70
					295.95
16/04/2020	Sage (UK) Ltd	INV09049104	01/04/2020	April Accounts	247.80
16/04/2020		INV09049104	01/04/2020	April- Payroll	202.50
					450.30
14/04/2020	Pitney Bowes Finance Ltd	BL06049860	07/04/2020	Franking Machine TH - Q1 hire	
					53.76
28/04/2020	Total Gas & Power	210703487/20	10/04/2020	Gas-March TIC	86.02
28/04/2020		210703476/20	10/04/2020	Gas March TH	356.94
28/04/2020		210703498/20	10/04/2020	Gas March Annexe	175.28
28/04/2020		210703509/20	10/04/2020	Gas March Depot	89.99
					708.23
01/04/2020	water2business	0054984379	05/03/2020	Water - H2 Various	
					3,040.92
Total of Direct Debit & Standing Orders					21,917.04

BACS /CHAPS

Date	Name	Inv Ref	Inv Date	Details	Payment Total
22/04/2020	1st Industrial Door Co. Ltd.	9779	31/03/2020	Repairs to roller shutter	1,896.00
22/04/2020	Alliance Tool Hire Ltd	P120761	31/03/2020	Drain camera	79.20
22/04/2020	AquAid (Southcoast)	362738	31/03/2020	Water x 4	40.80
22/04/2020		362739	31/03/2020	Water sanitisation ad bottles x7	119.38
					160.18
30/04/2020	Aster Group	SINV335597	01/04/2020	Telecare - Q1	94.21
22/04/2020	BIPCOM	INV-2613	31/03/2020	Emergency phone set up and 1month	45.00
22/04/2020	Blacknoll Construction Ltd	10522	25/03/2020	North Beach Toilets	17,117.20
22/04/2020		10523	25/03/2020	Cemetery Repairs	9,067.55
22/04/2020		10524	25/03/2020	Annexe Repairs	11,277.42
					37,462.17
22/04/2020	Bournemouth White Lining	23168	24/03/2020	Boat Park White Lining - Row F	984.00
22/04/2020	Burts Bits	2	25/01/2020	TIC - stationery	10.25
22/04/2020		3	08/02/2020	TIC - stationery	12.75
22/04/2020		4	21/02/2020	TIC - stationery	17.80
					40.80
22/04/2020	Central Southern Security L	168608	16/03/2020	Fire alarm repairs	132.00
30/04/2020		168618	08/04/2020	Batteries-Alarm	105.60
					237.60
30/04/2020	Countryside Tree Surgeons	SI-31	16/04/2020	Tree Works - Godlingston	474.00
30/04/2020		SI 33	24/04/2020	Chippings and tree works King George's	474.00
					948.00
22/04/2020	C G Ltd	45026	31/03/2020	Q4 Car Parking Management Settlement	15,482.51
30/04/2020	Dorset County Pension Fund	payroll	20/04/2020	Month 1	14,608.31
30/04/2020		payroll	20/04/2020	CAYS-Month 1	44.48
					14,652.79
22/04/2020	Direct-tec Group	1070546	31/03/2020	Copy charge	27.48
30/04/2020		1071179	01/04/2020	TH Copier-Q1	396.00
30/04/2020		1071179	01/04/2020	TIC Copier Q1	396.00
30/04/2020		1071179	01/04/2020	Depot Copier Q1	237.60
					1,057.08
22/04/2020	Eagle Plant	BOU2501337	31/03/2020	Secure Storage Container-March	84.48
30/04/2020	First Payment Merchant Ser	FPMS	27/04/2020	EPOS Hardware - TIC	1,648.80
22/04/2020	Four County Services Ltd.	55100	31/03/2020	Additional Calls Q4	92.02
30/04/2020		55126	04/04/2020	TIC - IT Services	119.99
30/04/2020		55125	05/04/2020	Depot - IT Services	157.80
30/04/2020		55124	06/04/2020	BG - IT Services	42.00
30/04/2020		55127	06/04/2020	TH - IT Services	299.88
30/04/2020		55173	11/04/2020	TH - IT Services	467.64
30/04/2020		55174	12/04/2020	TIC - IT Services	64.72
30/04/2020		55244	21/04/2020	E-mail Management	42.00
30/04/2020		55296	28/04/2020	2 x wireless keyboard sets	74.42
					1,360.47
22/04/2020	G4S Cash Solutions (UK) Ltd	80150552	31/03/2020	March cash processing	313.01
22/04/2020	Greenham Trading Ltd.	04/290304	18/03/2020	PPE	54.00

22/04/2020	A.R. Harris & Son	28295	23/03/2020	Heritage-Emergency Light	125.28	
22/04/2020		28296	23/03/2020	Electrical installation report	180.00	
30/04/2020		26984	01/04/2020	Testing Fuel tank	78.48	
30/04/2020		28363	08/04/2020	Fix faulty light nr Bandstand	84.70	
30/04/2020		28362	08/04/2020	PP -Electrical works	604.09	
30/04/2020		28365	09/04/2020	New consumer units BG	1,412.50	
30/04/2020		28373	15/04/2020	PAT Testing	109.92	
30/04/2020		28375	15/04/2020	Fire alarm servicing all buildings	799.92	
30/04/2020		28374	15/04/2020	PAT Testing	65.04	
30/04/2020		28376	16/04/2020	FH - Electrical works	697.03	
30/04/2020		28381	19/04/2020	Mermond - Electrical works	216.00	
30/04/2020		28382	19/04/2020	KG - Electrical works	301.08	
30/04/2020		28383	19/04/2020	BR - Electrical works	688.98	
30/04/2020		28384	20/04/2020	Consumer Unit - Heritage WC's	892.86	6,255.88
30/04/2020	HMRC	payroll	20/04/2020	PAYE & NI Mnth 1		12,730.88
30/04/2020	Inst. of Cemetery & Cremat	4411/2020/21	01/04/2020	ICCM Membership		95.00
22/04/2020	JustPark	SWAN-2020-03	31/03/2020	March charges		59.39
30/04/2020	Keep Britain Tidy	INV-S006756	01/04/2020	Blue Flag 2020		958.80
22/04/2020	D. & P. Lovell Ltd.	L4109	31/03/2020	Digger Hire - March		369.60
30/04/2020	Metric Group Ltd.	C54768	01/04/2020	Aslan-April		192.00
22/04/2020	National Express	J60020200331	31/03/2020	March Agency Sales		165.77
30/04/2020	Nomix Enviro Ltd	SI/04417321	17/04/2020	Supply weed killer		87.72
22/04/2020	N Power Ltd	LGWGNS4Y	31/03/2020	Electricity-March	85.79	
30/04/2020		LGWGVQY	18/04/2020	Q4 Electricity	1,070.18	1,155.97
20/04/2020	Swanage Town Council	Month 1 Payroll	20/04/2020	Net Wages-Month 1		43,431.15
22/04/2020	Proludic Ltd	SIN001186	05/06/2019	Play Equipment Parts		1,432.68
30/04/2020	Purbeck Gazette	16599	01/04/2020	Parish Assembly Advert	162.60	
30/04/2020		16599	01/04/2020	Advert - Community Housing Pr	162.60	
30/04/2020		16598	01/04/2020	Beach Garden Open Day Advert 2020	324.18	649.38
22/04/2020	R U Secure Systems	126466	31/03/2020	Shore Road - Replacement CCTV Camera	726.84	
22/04/2020		126467	31/03/2020	KG Skate Park Camera	466.38	
22/04/2020		126473	31/03/2020	Clean and service cameras	228.00	1,421.22
22/04/2020	Shred-It	8140101911	31/03/2020	Shredding Services		233.10
30/04/2020	South West Councils	0000066767	02/04/2020	SWC Membershio 2020/21	513.60	
30/04/2020		0000066810	09/04/2020	Fees	974.46	1,488.06
22/04/2020	St. Michaels Garage	1023	31/03/2020	March Diesel	365.31	
30/04/2020		S17131	22/04/2020	Repairs - HJ18 NVP	414.43	779.74
22/04/2020	Suez Recycling & Recovery	31861470	31/03/2020	March Waste disposal		2,229.97
22/04/2020	Telefonica O2 UK Ltd	58042580	24/03/2020	SIM Charges -	317.08	
22/04/2020		58203188	26/03/2020	Mobile Phone	394.80	
22/04/2020		58456356	29/03/2020	SIM Charges -	11.45	
30/04/2020		60120083	20/04/2020	Mobile Phone	394.80	1,118.13
22/04/2020	Travis Perkins	9292 ALC654	23/03/2020	Materials	47.20	
30/04/2020		9026 ATI971	07/04/2020	Supply timber as requested	340.62	387.82
30/04/2020	UNISON\CMS	payroll	20/04/2020	Deductions Month 1		409.56
22/04/2020	Westmade Ltd	1005100	12/03/2020	Boiler repairs		955.38
Total of BACS/CHAPS Payments						153,207.50

BACS payroll payments issued 20th/22nd April 2020 43,431.15
BACS supplier payment issued 24th April 2020 - Schedule 13 b 65,246.87
BACS supplier payments issued 30th April 2020 - Schedule 1 44,529.48

153,207.50

175,124.54

Monitoring of Payments

SWANAGE TOWN COUNCIL

Year Ending 31st March, 2021

Payment schedule reported to Council - 29th June 2020

Schedule 2:

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

**ONE HUNDRED AND TWENTY TWO THOUSAND, AND TWENTY SIX
POUNDS AND NINETY SEVEN PENCE
.....(£122,026.97).....**

Swanage Town Council Schedule of Payments - Month 2

Direct Debits & Standing Orders

Date	Name	Inv Ref	Inv Date	Details		Payment Total
12/05/2020	Barclaycard Merchant Services	001884330420	30/04/2020	Barclaycard-April charges		65.76
01/05/2020	Dorset Council: Revenues & Benefits	300690505	01/05/2020	Rates - May		16,537.00
10/05/2020	Four County Services Ltd.	55368	10/05/2020	IT Services	61.20	
11/05/2020	Four County Services Ltd.	55368	10/05/2020	IT Services	42.00	103.20
15/05/2020	Lloyds Bank PLC	540436505892703	30/04/2020	Cardnet charges-April	0.05	
26/05/2020		309256626	05/05/2020	April charges	58.70	
18/05/2020		308705643	11/05/2020	Bank charges	134.07	192.82
06/05/2020	Pitney Bowes Finance Ltd	BL06061046	03/05/2020	Franking machine hire-TIC Q1		127.74
18/05/2020	Sage (UK) Ltd	INV09306462	01/05/2020	May Accounts	247.80	
18/05/2020		INV09306462	01/05/2020	May - Payroll	202.50	450.30
01/05/2020	water2business	1055001620	01/04/2020	Annual Water	2,884.77	
01/05/2020		1055001601	01/04/2020	Annual Water	2,148.56	
01/05/2020		1055001610	01/04/2020	Annual Water	1,077.99	6,111.32
Total of Direct Debit & Standing Orders						23,588.14

Lloyds Chargecard

Date	Name	Inv Ref	Inv Date	Details		Payment Total
18/05/2020	Charge Card Transactions	C/C AMS	28/04/2020	Zoom-monthly subs	14.39	
18/05/2020		C/C AMS	01/05/2020	HJ18 EHX licence	267.50	
18/05/2020		C/C AMS	01/05/2020	HJ18 NVP Licence	267.50	
18/05/2020		C/C AMS	01/05/2020	Licence fee	157.50	706.89
Total of Chargecard payments						706.89

Debit/Credit Cards

26/05/2020	Barclaycard	Refunds	26/05/2020	Beach Hut Refunds via barclaycard	57.00	
27/05/2020	Barclaycard	Refunds	27/05/2020	Beach Hut Refunds via barclaycard	101.00	158.00
Total of Refunds						158.00

BACS / CHAPS

Date	Name	Inv Ref	Inv Date	Details		Payment Total
29/05/2020	A.B.A. Groundcare	115736	30/04/2020	Repairs to ransome H3		352.61
29/05/2020	Audit West	7067888	28/04/2020	Data Protection 19-20		1,500.00
29/05/2020	BIPCOM	INV-2748	01/05/2020	SIP-Divert		3.26
29/05/2020	British Telecom	QO88 DV	09/05/2020	CAB	171.70	
29/05/2020		Q126 ES	24/05/2020	TH Wifi	105.12	276.82
29/05/2020	DAPTC	20/098	29/04/2020	Zoom training sessions	20.00	
29/05/2020		20/078	29/04/2020	Zoom training sessions	10.00	
29/05/2020		20/051	01/05/2020	Training - Website Accessibility	35.00	65.00
29/05/2020	Dorset County Pension Fund	Payroll Month 2	20/05/2020	Pension Month 2	14,341.28	
29/05/2020		Payroll Month 2	20/05/2020	CAYS Month 2	215.50	14,556.78
29/05/2020	Direct-tec Group	1072265	30/04/2020	Copy charge		99.71
29/05/2020	Eagle Plant	BOU2508734	30/04/2020	Container-April		84.48
29/05/2020	Four County Services Ltd.	55368	10/05/2020	IT Services	249.38	
29/05/2020		55368	10/05/2020	IT Services	42.00	
29/05/2020		55367	10/05/2020	IT Services	283.66	
29/05/2020		55366	10/05/2020	IT Services	482.78	
29/05/2020		55446	10/05/2020	IT Services	42.00	
29/05/2020		55369	10/05/2020	IT Sevices	615.06	1,714.88
29/05/2020	Greenham Trading Ltd.	04/294234	24/04/2020	2 x 20l petrol cans	60.00	
29/05/2020		04/293751	24/04/2020	Sanitiser and masks	102.00	
29/05/2020		04/294391	24/04/2020	respirator	191.04	
29/05/2020		04/296468	13/05/2020	PPE and sanitiser	45.00	
29/05/2020		04/296468	13/05/2020	PPE and sanitiser	102.00	
29/05/2020		04/296614	14/05/2020	PPE and sanitiser	187.43	687.47

29/05/2020	A.R. Harris & Son	28412	13/05/2020	Electrical testing	360.00	
29/05/2020		28428	22/05/2020	PAT Testing	264.96	
29/05/2020		28429	22/05/2020	Replace 2 x systemiser Shore Road	631.92	1,256.88
29/05/2020	HMRC	Payroll Month 2	20/05/2020	Month 2		13,522.69
29/05/2020	Jacobs & Reeves	29106	23/04/2020	Legal Fees		4,197.60
12/05/2020	J.D. Facilities Ltd	INV-0682	01/05/2020	Depot cleaning	197.59	
12/05/2020		INV-0681	01/05/2020	Cleaning-TIC	98.80	
12/05/2020		INV-0680	01/05/2020	Cleaning-Town Hall	218.40	
12/05/2020		INV-0679	01/05/2020	Cleaning-Toilet Contract	3,670.10	4,184.89
29/05/2020	Metric Group Ltd.	C55117	30/04/2020	Aslan-May		192.00
29/05/2020	Norfolk County Council	1535672	03/04/2020	Legal Fees		29.04
29/05/2020	N Power Ltd	LGWGMCM	20/05/2020	April Electricity		82.85
20/05/2020	Swanage Town Council	Month 2 Payroll	20/05/2020	Net Wages-Month 2		48,120.65
29/05/2020	Personnel Hygiene Service	67474203	17/05/2020	Hygiene Services		2,048.43
29/05/2020	Purbeck Citizens Advice Bureau	grants	27/05/2020	CAB Grant 2020/21		1,000.00
29/05/2020	Refunds	Refund	29/05/2020	Shore 25 & 26		202.00
29/05/2020	Seton	9303125817	28/04/2020	Covid-19 handwashing signs		215.88
29/05/2020	Smith Foster	INV000118/20975	15/04/2020	Survey PPR		515.16
29/05/2020	St. Michaels Garage	1085	30/04/2020	April Fuel		180.82
29/05/2020	Swanage News	1284	02/05/2020	Newspapers		67.05
29/05/2020	Swanage Tyres and Tuning Ltd	15715	01/05/2020	Puncture repair HF17 APX	14.40	
29/05/2020		15632	01/05/2020	Puncture repair	9.60	24.00
29/05/2020	Telefonica O2 UK Ltd	60489605	24/04/2020	SIM Charges -		341.39
29/05/2020	Terminator Control Ltd	2172	11/05/2020	Pest control Depot visit		110.00
29/05/2020	Travis Perkins	9292 ALC845	27/04/2020	30m of 12mm rope	10.80	
29/05/2020		9292 ALC897	29/04/2020	Letterbox cover for TIC	22.91	
29/05/2020		9292 ALD065	06/05/2020	Four x chemfix	61.80	
29/05/2020		9292 ALD197	12/05/2020	Godlingston - Pathway Materials	145.81	
29/05/2020		1203 AHO097	18/05/2020	Materials	1,074.72	1,316.04
29/05/2020	UNISON\CMS	Payroll Month 2	20/05/2020	Deductions - Month 2		409.56
29/05/2020	Wilkswood Farm Ltd	1-2020	29/04/2020	Beach raking		216.00
Total of BACS/CHAPS Payments						97,573.94

<u>BACS supplier payment issued 12th May 2020</u>	4,184.89
<u>BACS payroll payments issued 20th May 2020</u>	48,120.65
<u>BACS refund payment issued 29th May 2020</u>	202.00
<u>BACS supplier payments issued 29th May 2020 - Sched</u>	45,066.40

97,573.94

122,026.97

Extraordinary Meeting 29th June 2020

Item 7 – Update on impact of Covid-19 pandemic on Town Council finances

This briefing note has been prepared to provide Members with an overview of current expectations regarding the impact of the pandemic on the Council's most significant income streams and its overall financial position. This is an ever-changing picture and a more detailed summary will be presented to the Policy, Finance and Performance Management Committee in July as part of the reports on the first quarter's financial activity.

The table below provides a summary of the impact of the pandemic and lockdown on the Council's five largest sources of income. This suggests that lost income is likely to exceed the risk assessed amount of £360,000 calculated as part of the budget setting process in January.

Sources of Income in excess of £100k	2020/21 Estimate (£)	Potential loss (£)	Potential impact of pandemic
Precept	732,390	Nil	Unaffected. Confirmed by Dorset Council that this sum is guaranteed whatever the impact of the pandemic on the council tax collection rate in 2020/21. Clearly, however, there is likely to be a negative impact on the tax base for 2021/22. Therefore, if the Council were to look to increase its precept next year this would have an exaggerated impact on bill-payers.
Car Parking	556,085	300,000	The waiving of parking charges during April and May led to a loss of £105,000 during those months. With charges now fully re-introduced, as of 19 th June income was £5,000 out of a budget for the whole month of £65,000. The estimated loss assumes only 50% of income during the second quarter.
Property Rental	202,505	50,625	The Town Council has received requests for reductions in rental income from a large proportion of its tenants. Council will need to determine its policy in respect of rent collection over coming months. This matter is unlikely to be concluded until all parties know how business holds up during the peak season. A notional 25% loss has been included in this table.
Investment Income	185,000	35,000	Estimated 20% reduced income from CCLA due to tenants not paying full rentals. However, early indications are that the other income funds may perform as anticipated.

Beach Hut Rents	127,650	73,500	Cancellation of bookings, deferrals to next year and social distancing have all had a significant impact on projected income. In addition to this, carrying forward the beach hut door improvement work into the current financial year means that this budget heading is likely to make a net negative contribution of approximately £10,000 to the 2020/21 outturn, in contrast to a budgeted positive contribution of almost £90,000.
Total	1,803,630	459,125	

In addition to the above, the Visitor Services Manager has estimated a further loss of income of £12,000 from the Boat Park, £22,000 from TIC income and £18,000 from Beach Gardens, totalling £52,000.

There will be some savings to partially offset these losses. The Visitor Services Manager has estimated approximately £50,000 in reduced spending from his budgets as a result of factors such as reduced staffing levels, less cash collection and a range of other miscellaneous items. A reduced fee for toilet cleaning was negotiated to cover the period when most facilities were closed.

At the start of the current financial year the Council's General Fund Balance stood at £700,000, and was projected to fall to £674,000 over the next three financial years. Therefore, although the Council is in a position to withstand a net loss in the region of £500,000 this would reduce the general fund well below the recommended minimum level of approximately £530,000.

To address this the Council would be able to move funds out of some of its earmarked reserves into the general fund. However, this would clearly impact on the viability of the projects for which those sums had been reserved.

The Policy, Finance and Performance Management Committee will need to keep the situation under review, and will have an important role to play in considering the parameters for Council spending for the remainder of the financial year. Agreed capital projects and repairs and maintenance works are proceeding as planned for the time being. As an interim measure, managers have put on hold most non-essential spending.

Although NALC and others are lobbying for external funding for town and parish councils there currently appears to be little likelihood of success. Councils were discouraged from furloughing staff and a decision was made not to do so in order to keep the majority of services operating and provide support to the community in case of a severe outbreak. The Council has not been eligible for other government grants and support is unlikely to be forthcoming as the Council has significant reserves.

One small glimmer of hope is the possibility of a reduction in the Council's business rates bill. The Non Domestic Rating [Public Lavatories] Bill is working its way through Parliament and some discussions are being had with Dorset Council about the possibility of using their

discretionary powers to ensure that that this would be applicable to the current financial year. The Council pays a total of £172,000 in business rates, £14,000 of which relates to the public conveniences.

Action required:

To note the content of this report and to identify any specific areas of activity to be reviewed by the Policy, Finance and Performance Management Committee.

Martin Ayres
Town Clerk & Responsible Financial Officer

June 2020

