

## Agenda Item 6 (a)

### SWANAGE TOWN COUNCIL

#### Statement of Cash Balance as at 31st May 2022

	£ p	£ p
Balance in Hand at 01/04/2022		£534,426.84 Cr
As per reconciliation dated 30/04/2022	£592,790.81 Cr	
Income during May	£141,188.93 Cr	
Movement of Cash-Investment	£0.00 Cr	
Add - Outstanding receipts- April	£5,341.39 Cr	
Less - Outstanding receipts - May	<u>£2,476.58 Dr</u>	£736,844.55 Cr
Less payments made:		
As per Reconciliation dated 30/04/2022	£171,423.60 Dr	
Schedule 2 payments dated 31/05/2022	£260,737.84 Dr	
Movement of Cash-Investment	<u>£0.00 Dr</u>	£432,161.44 Dr
		<u><u>£839,109.95 Cr</u></u>
Balance at Bank		
Current Account		£49,659.58 Cr
Deposit Account		<u>£789,450.37 Cr</u>
		<u><u>£839,109.95 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- Gilts		<u>£452,108.44</u>
		<u><u>£1,202,108.44</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 2022

Prepared by Alison Spencer

Dated: 2nd June 2022

Certified by Martin Ayres

Dated: 2nd June 2022

## Agenda Item 6 (b)

### SWANAGE TOWN COUNCIL

#### Statement of Cash Balance as at 30th June 2022

	£ p	£ p
Balance in Hand at 01/04/2022		£534,426.84 Cr
As per reconciliation dated 31/05/2022	£736,844.55 Cr	
Income during June	£176,551.39 Cr	
Movement of Cash-Investment	£0.00 Cr	
Add - Outstanding receipts- May	£2,476.58 Cr	
Less - Outstanding receipts - June	<u>£2,568.95 Dr</u>	£913,303.57 Cr
Less payments made:		
As per Reconciliation dated 31/05/2022	£432,161.44 Dr	
Schedule 3 payments dated 30/06/2022	£209,407.56 Dr	
Movement of Cash-Investment	<u>£0.00 Dr</u>	£641,569.00 Dr
		<u><u>£806,161.41 Cr</u></u>
Balance at Bank		
Current Account		£16,705.95 Cr
Deposit Account		<u>£789,455.46 Cr</u>
		<u><u>£806,161.41 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- Gilts		<u>£452,108.44</u>
		<u><u>£1,202,108.44</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 June 2022

Prepared by Alison Spencer

Dated: 5th July 2022

Certified by Martin Ayres

Dated: 5th July 2022

**SWANAGE TOWN COUNCIL**

**Year Ending 31<sup>st</sup> March, 2023**

**Payment schedule reported to Council - 11th July 2022**

**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:

**TWO HUNDRED AND SIXTY THOUSAND, SEVEN HUNDRED AND THIRTY  
SEVEN POUNDS AND EIGHTY FOUR PENCE**

.....(**£260,737.84**).....

## Swanage Town Council Schedule of Payments - Month 2

### Direct Debits & Standing Orders

Date	Name	Inv Ref	Inv Date	Details		Payment Total
10/05/2022	Barclaycard Merchant Service	001884330422	30/04/2022	Barclaycard-Month 1	35.76	
10/05/2022		001884330422	30/04/2022	Barclaycard-Month 1	10.00	45.76
03/05/2022	Dorset Council: Revenues &	840014144	01/04/2022	Rates - 2022/23		15,764.00
16/05/2022	First Data	520334510615636/APr22	30/04/2022	April card processing charges		366.05
16/05/2022	Green Energy (UK) Ltd	52184134	05/05/2022	Month 1 Annexe	161.28	
16/05/2022		52184133	05/05/2022	Month 1 TIC	115.73	
16/05/2022		52184136	05/05/2022	Month 1 TH	368.68	
16/05/2022		52184120	05/05/2022	Month 1 Depot	100.39	746.08
13/05/2022	Kent County Council	E8183827	19/04/2022	Electricity	2,822.56	
20/05/2022		E8190600	29/04/2022	Electricity	1,163.38	3,985.94
12/05/2022	Lloyds Bank PLC	369059789	12/04/2022	Month 1 bank charges	191.10	
16/05/2022		540436505892703/0422	30/04/2022	April charges	20.50	
23/05/2022		369606078	05/05/2022	April charges	69.30	280.90
10/05/2022	Paytek Admin Services Ltd (F	MI/3312016/03	01/05/2022	April charges	128.35	
10/05/2022		MI/3312017/03	01/05/2022	April charges	72.00	200.35
06/05/2022	Pitney Bowes Finance Ltd	BL06339290	03/05/2022	Franking Machine hire TIC-Q1	127.74	
27/05/2022		BJ029802	14/05/2022	Meter reset	208.00	335.74
16/05/2022	Sage (UK) Ltd	INV14590296	01/05/2022	Sage accounts/Payroll - May		477.90
03/05/2022	water2business	2060058223	28/03/2022	H2 Water	4,246.57	
03/05/2022		3059922477	01/04/2022	Water-Annual	3,176.39	
03/05/2022		3059922468	01/04/2022	Water-Annual	1,191.80	
03/05/2022		2060123149	01/04/2022	H2 21/22 Water	15.74	
03/05/2022		3060133890	04/04/2022	March Water P/C	1,137.81	9,768.31
<b>Total of Direct Debit &amp; Standing Orders</b>						<b>31,971.03</b>

### Lloyds Chargecard

Date	Name	Inv Ref	Inv Date	Details		Payment Total
16/05/2022	Charge Card Transactions	78331	01/04/2022	Badge	10.91	
16/05/2022		51631	13/04/2022	Payroll stationery	45.54	
16/05/2022		MMO/MLA/4895/1	20/04/2022	MMo Licence	50.00	
16/05/2022		UK Gov	01/05/2022	Licence	292.50	
16/05/2022		UK Gov	01/05/2022	Licence	292.50	
30/05/2022		P730898-3	30/05/2022	Driving Test	15.00	706.45
<b>Total of Chargecard payments</b>						<b>706.45</b>

### BACS /CHAPS

Date	Name	Inv Ref	Inv Date	Details		Payment Total
31/05/2022	A.B.A. Groundcare	129679	26/04/2022	Iseki - full engine service	953.61	
31/05/2022		129680	26/04/2022	Iseki Ransome- repairs	854.24	
31/05/2022		130051	30/04/2022	Clutch repair - mower	314.89	2,122.74
31/05/2022	Ace Office Environments Ltd	01045270	08/05/2022	TH - Stationery	189.68	
31/05/2022		01046745	22/05/2022	Stationery	33.34	
31/05/2022		01046745	22/05/2022	Sundries	47.22	270.24
31/05/2022	Active Publishing	4772	10/05/2022	Carnival Magazine back page		1,260.00
31/05/2022	Amazon	INV-GB-784962015-2022-269	12/05/2022	Equipment	69.99	
31/05/2022		INV-GB-1691893805-2022-70	15/05/2022	Equipment	33.64	103.63
31/05/2022	Amberwood Graphics	4179	03/05/2022	TIC - books for retail		63.82
31/05/2022	Apogee Corporation Ltd	1306893	27/04/2022	Month 2 rental	407.75	
31/05/2022		1306893	27/04/2022	Copy plan	402.98	
31/05/2022		1306185	27/04/2022	copy plan month 1	53.16	
31/05/2022		1309744	13/05/2022	Toner	9.00	
31/05/2022		1311486	19/05/2022	Toner	9.00	
31/05/2022		1312945	25/05/2022	Copy plan-month 2	33.41	
31/05/2022		1313975	25/05/2022	Month 3 rental	407.75	
31/05/2022		1313975	25/05/2022	copy plan	554.85	1,877.90
31/05/2022	AquAid (Southcoast)	408858	30/04/2022	3 x water bottles & service	60.55	
31/05/2022		408859	30/04/2022	Water	21.58	82.13
31/05/2022	Be Smart Clothing Ltd	131425	25/04/2022	TIC - uniform for seasonals		93.06
31/05/2022	BIPCOM	INV-6178	01/04/2022	Charges	3.00	
31/05/2022		INV-6544	01/05/2022	Charges	3.00	6.00

31/05/2022	Countryside Tree Surgeons Ltd	SI-174	23/05/2022	Tree works	792.00	
31/05/2022		SI-178	23/05/2022	Tree works	420.00	1,212.00
31/05/2022	DAPTC	INV-0696	28/04/2022	Training - Changing Chairs	25.00	
31/05/2022		INV-0863	16/05/2022	Annual subscription 22/23	1,378.40	1,403.40
31/05/2022	Dorset County Pension Fund	Month 2 Payroll	20/05/2022	Month 2 Payroll-Pension	15,741.88	
31/05/2022		Month 2	20/05/2022	Month 2 CAYS	201.00	15,942.88
31/05/2022	Dorset Fencing Supplies Ltd	13978	12/05/2022	Chestnut Paling & Chestnut Stakes		882.00
31/05/2022	Dorset Council	1801159119	07/04/2022	Occ Health	48.00	
31/05/2022		2800306046	25/04/2022	Footpath closure at Marsh Way	460.00	
31/05/2022		1801198611	03/05/2022	Legal fees	6,550.00	
31/05/2022		1801198949	05/05/2022	Water hygiene risk assessments	1,680.00	8,738.00
31/05/2022	Dorset Waste Partnership	2800306389	04/05/2022	April waste services		19.08
31/05/2022	Eagle Plant	BOU2832834	30/04/2022	April hire		80.64
31/05/2022	Fireline Ltd	79331	24/05/2022	Fire Warden Training		649.56
31/05/2022	Four County Services Ltd.	60774	09/05/2022	Monitors& On-site	755.88	
31/05/2022		60786	10/05/2022	TIC - IT Services	430.57	
31/05/2022		60785	10/05/2022	Depot - IT Services	283.66	
31/05/2022		60787	10/05/2022	SIP phone line	42.00	
31/05/2022		60787	10/05/2022	IT Services	615.06	
31/05/2022		60842	17/05/2022	Router	456.00	
31/05/2022		60890	21/05/2022	Email Services	42.00	2,625.17
31/05/2022	G4S Cash Solutions (UK) Ltd	2022043721	30/04/2022	April collections		388.20
31/05/2022	GH Print Management	INV-6661	05/05/2022	TIC - design for Market flyers	30.00	
31/05/2022		INV-6661	05/05/2022	TIC - flyers for Market	125.00	155.00
31/05/2022	Greenham Trading Ltd.	04/381425	13/04/2022	Clothing	96.00	
31/05/2022		04/381670	14/04/2022	Supplies	106.03	
31/05/2022		04/382092	22/04/2022	Wheelbarrows	132.00	
31/05/2022		04/382137	22/04/2022	Oil spill kit	84.00	
31/05/2022		04/383536	06/05/2022	Uniforms and gloves	216.68	
31/05/2022		04/383674	12/05/2022	Clothing and ratchet straps	148.78	
31/05/2022		04/384487	13/05/2022	Clothing	23.99	
31/05/2022		04/383369	17/05/2022	Chairs-bandstand	768.00	1,575.48
31/05/2022	A.R. Harris & Son	31348	12/05/2022	Seafront-testing		135.00
31/05/2022	Hendy Group Ltd	42058847	26/04/2022	MOT - HJ18 NVP		54.85
31/05/2022	HMRC	Month 2 payroll	20/05/2022	Month 2 - PAYE		16,934.62
31/05/2022	Hunt's Foodservice Ltd	429799	20/04/2022	Beach Gardens - provisions for kiosk re	91.56	
31/05/2022		455647	11/05/2022	Beach Gardens - drinks & snacks for re	178.36	269.92
31/05/2022	J.D. Facilities Ltd	INV-1128	01/05/2022	Cleaning-TIC	263.20	
31/05/2022		INV-1129	01/05/2022	Cleaning-Depot	197.59	
31/05/2022		INV-1130	01/05/2022	Cleaning-Depot-Staff area	230.62	
31/05/2022		INV-1126	01/05/2022	Cleaning-Toilets	7,226.51	
31/05/2022		INV-1127	01/05/2022	Cleaning-Town Hall	499.20	8,417.12
31/05/2022	JWC Carpentry Limited	1885	26/05/2022	Fire Doors-Annexe		8,683.20
31/05/2022	Leakers Bakery	55431	14/05/2022	Beach Gardens - Teacakes for retail (kiosk)		16.80
31/05/2022	D. & P. Lovell Ltd.	L5432	06/05/2022	May digger hire		369.60
31/05/2022	Luna Electrical Services Ltd	INV-3943	23/05/2022	Design fee		5,213.26
31/05/2022	Metric Group Ltd.	C62695	12/05/2022	Month 2 Aslan		192.00
31/05/2022	National Express	AREXT/00231002	30/04/2022	April Agency Sales		176.99
31/05/2022	Nixons Hardware Ltd	121298	30/04/2022	TIC - spare keys & bungee rope	41.00	
31/05/2022		121310	30/04/2022	Misc	27.00	
31/05/2022		121317	30/04/2022	Goods	6.49	
31/05/2022		121279	30/04/2022	Vitax	6.99	
31/05/2022		121303	30/04/2022	Equipment	18.85	
31/05/2022		121266	30/04/2022	Equipment	3.98	
31/05/2022		121256	30/04/2022	Axe	77.10	181.41
31/05/2022	Nomix Enviro Ltd	SI/04423500	26/04/2022	10l of Hillite	230.64	
31/05/2022		SI/04423561	29/04/2022	15l of Hillite	345.96	576.60
31/05/2022	Outco Surfacing Ltd	INV07009	19/05/2022	Retention Fee release		4,419.49
20/05/2022	Swanage Town Council	Month 2 Payroll	20/05/2022	Net Wages-Month 2		55,296.78
31/05/2022	Personnel Hygiene Service	69073221	17/05/2022	Hygiene Services-TH		2,066.37
31/05/2022	Pipefix	134302	19/05/2022	Installation of water fountain at Shore Road		2,925.60
31/05/2022	Purbeck Gazette	6539	12/04/2022	Stour and Avon Magazine - Events 2022		600.00
31/05/2022	Purbeck Embroidery Ltd	33237	26/05/2022	uniform		79.20
31/05/2022	Purbeck Ice Cream	140325	13/04/2022	TIC - ice-creams for kiosk retail	74.88	
31/05/2022		140691	27/04/2022	Beach Gardens - ice-cream for kiosk re	341.76	
31/05/2022		140993	11/05/2022	Beach Gardens - ice-creams for retail (	146.88	563.52
31/05/2022	Purbeck Media Group	INV-2037	24/05/2022	TIC - uniform for seasonal staff		373.20
31/05/2022	Purbeck Stone Construction	02/2022	12/05/2022	Second instalment -wall repairs		2,925.00
31/05/2022	Recruit Local Ltd	2277	05/05/2022	Job Advert		40.00
31/05/2022	RoSPA Play safe Team	62748	20/05/2022	King George's Skate park annual inspection		288.00

31/05/2022	Rural Services Partnership Lin	RMTG/22/103	18/05/2022	Membership fees-22/23		156.00
31/05/2022	Shred-It	8140136980	30/04/2022	Shred-it		250.96
31/05/2022	R.J. Simpson	0929408	25/04/2022	Brackets		65.00
31/05/2022	DWG Smith	22089	30/04/2022	Grass cutting service - x10 hours		666.34
31/05/2022	South West Councils	0000068593	04/05/2022	Management tests		252.00
31/05/2022	Spaldings (UK) Ltd.	SI-2771493	28/04/2022	Strimmer cord		173.70
31/05/2022	Start Safety	183252	20/05/2022	TIC - cones for Boat Park		392.34
31/05/2022	St. Michaels Garage	2531	30/04/2022	April Fuel		614.93
31/05/2022	Sutcliffe Play (South West) Lt	6408a	20/05/2022	KG Play Area-2nd instalment		50,988.00
31/05/2022	Suttle Projects Ltd	SP20220502	23/05/2022	Jetty Repairs		11,907.43
31/05/2022	South West Geotechnical Ltd	15467	25/04/2022	Monitoring		4,920.00
31/05/2022	Swanage & Purbeck Taxi	KH18ZZJ	18/05/2022	Minibus hire		120.00
31/05/2022	Telefonica O2 UK Ltd	13776001	24/04/2022	SIM Charges - Month1		345.60
31/05/2022	Travis Perkins	9292 AML073	27/04/2022	Fence posts	43.32	
31/05/2022		9292 AML207	29/04/2022	Wooden post - Shore Road	6.55	
31/05/2022		9292 AML266	03/05/2022	Pinboard	88.04	
31/05/2022		9292 AML266	03/05/2022	Toilet pan	102.00	
31/05/2022		9292 AML310	03/05/2022	Drill bit	7.06	
31/05/2022		9292 AML430	05/05/2022	Plastic caps	0.83	
31/05/2022		9292 AML620	09/05/2022	Timber - Reinforce toilet cubicle divide	161.54	
31/05/2022		9292 AML615	09/05/2022	Paint rollers	21.12	
31/05/2022		9292 AML667	10/05/2022	Metal table support & joining strip	31.02	
31/05/2022		9292 AML755	11/05/2022	Timber & Bolts	69.17	530.65
31/05/2022	Third Party Payments	Month 2 Payroll	20/05/2022	Month 2 - Deductions		517.55
31/05/2022	Watson Fuels	I13161229	19/05/2022	Diesel		1,058.40
31/05/2022	Wessex Grounds Services	WGS 10195	29/04/2022	April management services		4,536.00
31/05/2022	Westmade Ltd	1008873	11/05/2022	Boiler - call out - Depot		216.00
<b>Total of BACS/CHAPS Payments</b>						<b>228,060.36</b>

***BACS payroll payment issued 20th May 2022***

55,296.78

***BACS supplier payments issued 31st May 2022***

172,763.58

**228,060.36**

**Total of Payments**

**260,737.84**

**SWANAGE TOWN COUNCIL**

**Year Ending 31<sup>st</sup> March, 2023**

**Payment schedule reported to Council - 11th July 2022**

**Schedule 3:**

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

**TWO HUNDRED AND NINE THOUSAND, FOUR HUNDRED AND SEVEN POUNDS  
AND FIFTY SIX PENCE**

.....(£209,407.56).....

## Swanage Town Council Schedule of Payments - Month 3

### Direct Debits & Standing Orders

Date	Name	Inv Ref	Inv Date	Details		Payment Total
10/06/2022	Barclaycard Merchant Services	001884330522	31/05/2022	May charges		45.76
01/06/2022	British Telecom	Q139 0T	24/05/2022	Q1 -BT T H	148.75	
01/06/2022		Q133 E2	24/05/2022	Q1-BT BG	180.55	
01/06/2022		Q113 3G	24/05/2022	Q1-Emergency phone	250.94	580.24
01/06/2022	Dorset Council: Revenues & Bene	840014144	01/04/2022	Rates - 2022/23		15,764.00
16/06/2022	First Data	520334510615636/May	31/05/2022	May Charges		213.59
15/06/2022	Green Energy (UK) Ltd	52209712	07/06/2022	Gas-Month 2	68.52	
15/06/2022		52209713	07/06/2022	Annexe Gas-Month 2	93.61	
15/06/2022		52209714	07/06/2022	Th Gas-Month 2	164.92	
15/06/2022		52209694	07/06/2022	Depot Gas- Month 2	60.30	387.35
09/06/2022	Kent County Council	E8213315	17/05/2022	M1 electricity	1,743.70	
27/06/2022		E8240434	26/05/2022	Electricity	51.62	1,795.32
13/06/2022	Lloyds Bank PLC	371404926	11/05/2022	Bank Charges	290.26	
16/06/2022		540436505892703/Month 2	31/05/2022	Cardnet-May	20.50	
27/06/2022		371958528	07/06/2022	Bank Charges-May	70.20	380.96
10/06/2022	Paytek Admin Services Ltd (First)	MI/3367027/03	01/06/2022	May charges	72.00	
10/06/2022		MI/3367026/03	01/06/2022	May charges	128.35	200.35
16/06/2022	Sage (UK) Ltd	INV14772807	01/06/2022	Sage-Month 3		477.90
01/06/2022	water2business	3060305397	03/05/2022	PCs-Month 1		1,790.55
<b>Total of Direct Debit &amp; Standing Orders</b>						<b>21,636.02</b>

### Lloyds Chargecard

Date	Name	Inv Ref	Inv Date	Details		Payment Total
15/06/2022	Badgemaster Limited	78331	01/04/2022	TIC - name badges	10.91	
15/06/2022	Charge Card Transactions	3007906071	29/04/2022	Licence	159.00	
15/06/2022	Charge Card Transactions	1-1-2332-75911	20/05/2022	Fuel	110.40	
15/06/2022	Driving Instructor Services LTD	P730898	27/05/2022	Driving lessons	280.00	560.31
<b>Total of Chargecard payments</b>						<b>560.31</b>

### BACS /CHAPS

Date	Name	Inv Ref	Inv Date	Details		Payment Total
30/06/2022	Ace Office Environments Ltd.	01047560	31/05/2022	Stationery	235.98	
30/06/2022		01048069	12/06/2022	Stationery	168.13	
30/06/2022		01047925	12/06/2022	Stationery	20.00	
30/06/2022		01048484	12/06/2022	Stationery	44.86	468.97
30/06/2022	Allied Drinks Devon & Cornwall Ltd	MC24751	07/06/2022	Beach Gardens - beverages for retail (kiosk)		357.00
30/06/2022	Amazon	INV-GB-135684191-2022-8531	30/05/2022	TIC - portable ash-trays for retail	39.98	
30/06/2022		INV-GB-122350301-2022-405	20/06/2022	TIC - trolley for market use	220.30	260.28
30/06/2022	Andrews Plant Ltd	1488	30/05/2022	Road sweeper		936.00
30/06/2022	Apogee Corporation Ltd	1316382	13/06/2022	Toner		9.00
30/06/2022	AquAid (Southcoast)	410891	31/05/2022	Annual Rental	272.16	
30/06/2022		410892	03/06/2022	Water	107.88	380.04
30/06/2022	BIPCOM	INV-6697	01/06/2022	Month 3 charges		3.00
30/06/2022	Blacknoll Construction Ltd	11289	25/05/2022	Equipment removal & landscaping	18,540.60	
30/06/2022		11290	25/05/2022	Serving hatch	3,552.00	22,092.60
30/06/2022	Broxap Ltd	INV289434	26/05/2022	Bandstand benches		6,076.80
30/06/2022	Charlie's Tasty Treats	0014	22/06/2022	TIC - dog treats for retail		48.00
30/06/2022	Darkin Miller Ltd	724	22/05/2022	Internal Audit-May		598.70
30/06/2022	Dorset County Pension Fund	Payroll Month 3	20/06/2022	Month 3 Pension	16,726.55	
30/06/2022		Month 3	20/06/2022	CAYS Month 3	201.00	16,927.55
30/06/2022	Dorset Waste Partnership	2800309658	06/06/2022	May recycling	19.08	
30/06/2022		2800310907	06/06/2022	May recycling	4.87	23.95
30/06/2022	Eagle Plant	BOU2846732	31/05/2022	May hire	84.48	
30/06/2022		BOU2855814	27/06/2022	Purchase of container	240.00	324.48
30/06/2022	Eureka	3402281	07/06/2022	TIC - First Aid items	70.74	
30/06/2022		3406148	09/06/2022	TIC - First Aid items	8.94	79.68
30/06/2022	Fernhill Wholesale	INV-33629	24/05/2022	Souvenirs	182.45	
30/06/2022		INV-33629	24/05/2022	Maps	428.26	
30/06/2022		INV-33717	31/05/2022	TIC - maps for retail	2.60	
30/06/2022		INV-33717	31/05/2022	TIC - souvenirs for retail	52.80	
30/06/2022		INV-33702	14/06/2022	TIC - souvenirs for retail	118.25	784.36
30/06/2022	Field Honey Farms	00004246	28/05/2022	TIC - honey for retail		116.70
30/06/2022	The Flag Shop Ltd	#1000067868	27/05/2022	Platinum Jubilee flags	65.85	
30/06/2022		#1000069505	15/06/2022	TIC - flags for retail	68.75	134.60



30/06/2022	Four County Services Ltd.	60949	31/05/2022	Charging cable	56.22	
30/06/2022		61017	10/06/2022	Depot - IT & Phone Services	297.22	
30/06/2022		61018	10/06/2022	TIC - IT & Phone Services	430.57	
30/06/2022		61019	10/06/2022	TH-Phone	42.00	
30/06/2022		61019	10/06/2022	TH - IT Services	615.06	
30/06/2022		61111	21/06/2022	E-mail Management	42.00	1,483.07
30/06/2022	G4S Cash Solutions (UK) Ltd	85050773	30/04/2022	April cash processing	721.67	
30/06/2022		2022053725	31/05/2022	May cash collections	962.74	1,684.41
30/06/2022	GH Print Management	INV-6696	11/06/2022	TIC - feather flags for Market		330.00
30/06/2022	Groundforce	P02997	21/06/2022	10l hand pump and release tool		431.64
30/06/2022	Greenham Trading Ltd.	04/384889	18/05/2022	Black sacks	470.16	
30/06/2022		04/385043	25/05/2022	Trolley Cart - TIC	246.00	
30/06/2022		04/386793	09/06/2022	Equipment	293.04	
30/06/2022		04/386793	09/06/2022	Uniform	23.99	1,033.19
30/06/2022	A.R. Harris & Son	31420	30/05/2022	Fuse check	144.00	
30/06/2022		31443	01/06/2022	Fix timer - Shore Road beach huts	48.00	
30/06/2022		31481	10/06/2022	Electric box tripping - Rec	258.41	
30/06/2022		31549	21/06/2022	Heritage WC faulty roof light mens	177.53	627.94
30/06/2022	HMRC	Payroll Month 3	20/06/2022	PAYE-Month 3		15,979.74
30/06/2022	Holme Nurseries Ltd	251899	23/05/2022	Plants		60.00
30/06/2022	Hunt's Foodservice Ltd	488068	03/06/2022	Beach Gardens - drinks & snacks for retail	130.48	
30/06/2022		489279	10/06/2022	Beach Gardens - drinks & snacks for kids	(15.98)	
30/06/2022		496260	10/06/2022	Beach Gardens - drinks & snacks for kids	142.87	
30/06/2022		512484	22/06/2022	Beach Gardens - drinks and snacks for kids	126.40	383.77
30/06/2022	Inn-Supplies	35336	06/06/2022	Beach Gardens - lids for takeaway cups		128.22
30/06/2022	J.D. Facilities Ltd	INV-1149	01/06/2022	Cleaning-TIC	325.00	
30/06/2022		INV-1150	01/06/2022	Cleaning-Depot	197.59	
30/06/2022		INV-1151	01/06/2022	Cleaning-Depot-Staff area	230.62	
30/06/2022		INV-1147	01/06/2022	Cleaning-Toilets	7,226.51	
30/06/2022		INV-1148	01/06/2022	Cleaning-Town Hall	520.21	8,499.93
30/06/2022	Landford Trees Ltd	055209	01/04/2022	Trees		320.80
30/06/2022	Leakers Bakery	55669	04/06/2022	Beach Gardens - Bakery items for kiosk retail		16.80
30/06/2022	D. & P. Lovell Ltd.	L5506	03/06/2022	June digger hire		369.60
30/06/2022	Metric Group Ltd.	C62993	31/05/2022	Month 3 Aslan	192.00	
30/06/2022		C63213	01/06/2022	Car Park-Maintenance contract q2	1,936.51	2,128.51
30/06/2022	S. Moores	189075	31/05/2022	TIC - biscuits for retail	121.34	
30/06/2022		189324	16/06/2022	TIC - biscuits for retail	234.88	356.22
30/06/2022	Nat. Association of Local Councils	3817936419	09/06/2022	Neighbourhood Planning Training		51.71
30/06/2022	National Express	AREXT/00231438	31/05/2022	May Agency Sales		125.41
30/06/2022	Nixons Hardware Ltd	121456	31/05/2022	Hose Pipe Connectors	23.98	
30/06/2022		121413	31/05/2022	Beach Gardens - cleaning materials	6.99	30.97
30/06/2022	Norfolk County Council	10002365	27/05/2022	NPLaw April charges	79.20	
30/06/2022		10003297	09/06/2022	NPLaw May charges	311.16	390.36
30/06/2022	N Power Ltd	LGWLZQXY	15/05/2022	Electricity-Mermond		46.04
20/06/2022	Swanage Town Council	Month 3 Payroll	20/06/2022	Net Wages-Month 3		50,907.06
30/06/2022	Pipefix	134353	31/05/2022	Renew drinking water pipe and taps to 2 beach		4,220.98
30/06/2022	Purbeck Citizens Advice Bureau	2022/23 Grant	27/06/2022	CAB Grant 2022/23		1,000.00
30/06/2022	Purbeck Ice Cream	141411	25/05/2022	Beach Gardens - ice cream for retail (kids)	189.12	
30/06/2022		141778	08/06/2022	Beach Gardens - ice-cream for kiosk retail	229.62	
30/06/2022		2466	15/06/2022	Beach Gardens - ice-cream for kiosk retail	(29.94)	388.80
30/06/2022	Purbeck Media Group	INV-2082	31/05/2022	TIC - Blue Flag Award Posters - laminated		12.00
30/06/2022	Radii Skatepark Repairs	1540	23/06/2022	Removal of half-pipe		1,600.00
30/06/2022	Recruit Local Ltd	2314	17/06/2022	Advert		40.00
30/06/2022	Rigby Taylor Ltd	OASI0019633	31/05/2022	Grass Seed		98.90
30/06/2022	RM Liquid Disposal Ltd	62989	23/06/2022	Depot Drain Clearance		246.00
30/06/2022	RNLI (Charity)	FV02001851	09/06/2022	Lifeguard services-2022		30,755.88
30/06/2022	R U Secure Systems	131292	21/06/2022	Depot CCTV system maintenance check	72.00	
30/06/2022		131293	21/06/2022	CCTV servicing - all cameras	431.40	503.40
30/06/2022	Swanage Town & Herston Football Club	Grant	27/06/2022	Football Club grant-Q1		987.50
30/06/2022	Spaldings (UK) Ltd.	SI-2781656	07/06/2022	Litter picker & tap connectors	153.59	
30/06/2022		SI-2783704	15/06/2022	Stihl Guard Plate and Shroud	39.60	193.19
30/06/2022	St. Michaels Garage	2594	31/05/2022	May Fuel	731.69	
30/06/2022		11890	27/06/2022	Welding - padlock work	36.00	767.69
30/06/2022	Suttle Stone Quarries	97296	27/05/2022	Soil		284.46
30/06/2022	Swanage News	1284/May	31/05/2022	April/May Papers		73.35
30/06/2022	Swanage Tyres and Tuning Ltd	24569	15/06/2022	Inner tube	30.00	
30/06/2022		24695	24/06/2022	Fix handbrake landrover	149.81	179.81
30/06/2022	South West Coast Path Association	2022-0701	08/06/2022	TIC - souvenirs for retail		127.94
30/06/2022	Telefonica O2 UK Ltd	14317286	24/05/2022	SIM Charges -Month 2		345.60
30/06/2022	Tor Mark Press	18888	24/05/2022	TIC - books for retail		239.82
30/06/2022	Dorset Trailer Training	DTT-1331-STC	13/06/2022	Trailer training		180.00

30/06/2022	Travis Perkins	9048 AIN202	04/04/2022	Equipment	28.43	
30/06/2022		9292 AMK299	11/04/2022	Rawl plugs	9.05	
30/06/2022		9292 AMK320	11/04/2022	Equipment	9.38	
30/06/2022		9292 AMM118	18/05/2022	Equipment	20.80	
30/06/2022		9292 AMM399	24/05/2022	New shower garage and silicon	79.12	
30/06/2022		9292 AMM342	24/05/2022	Equipment	29.82	
30/06/2022		9292 AMM691	31/05/2022	posts	55.13	
30/06/2022		9292 AMN143	10/06/2022	Toilet flushes	285.41	
30/06/2022		9292 AMN309	14/06/2022	Building sand	8.28	
30/06/2022		9292 AMN504	20/06/2022	Tap reseating tool - depot	22.46	547.88
30/06/2022	Third Party Payments	Month 3	20/06/2022	Month 3 Deductions		517.55
30/06/2022	Venture First Aid Training	24/06/2022	24/06/2022	First Aid Training		840.00
30/06/2022	Violet Farm Foods Ltd	100981	17/06/2022	GC - Dorset tea for retail		295.50
30/06/2022	Wessex Grounds Services	WGS 10277	31/05/2022	May Management Services		4,536.00
30/06/2022	Westmade Ltd	1009009	10/06/2022	KG Waste Pump		236.70
30/06/2022	Woodlands Nursery (Dorset) Ltd	7912T	26/05/2022	Plants	2,269.58	
30/06/2022		7917T	31/05/2022	Credit	(100.40)	2,169.18
30/06/2022	Zephyr Racing Pennants Ltd.	2201283	26/05/2022	Flags Heritage Square		816.00
<b>Total of BACS/CHAPS Payments</b>						<b>187,211.23</b>

**BACS payroll payment issued 20th June 2022**

50,907.06

**BACS supplier payments issued 30th June 2022**

136,304.17

**187,211.23**

**Total of Payments**

**209,407.56**

**Ballard Stores – To consider request to apply for registration with Dorset Council as a Community Asset of Value**

This matter is being brought before the Council further to an online petition which was started by a local resident. As of 14<sup>th</sup> June the petition had 142 online ‘signatures’, and by 7<sup>th</sup> July that had increased to 160. The petition can be found here [Petition · Designate Ballard Down Stores an Asset of Community Value · Change.org](#) and states the following:

The Ballard Down Stores is the only shop in the North of Swanage. It provides a sense of community, a meeting place for local residents and provides an essential service to the local area. The Estate Agents details here [https://www.olivermiles.co.uk/property-search/property/37004\\_23513492/3-bedroom-convenience-store-for-sale-redcliffe-road-swanage-bh19/](https://www.olivermiles.co.uk/property-search/property/37004_23513492/3-bedroom-convenience-store-for-sale-redcliffe-road-swanage-bh19/) expressly suggest that, not only could a building plot be possible in the garden but that the existing shop could be converted into flats.

There is an opportunity to designate the Ballard Down Stores as an Asset of Community Value. To that end this petition is aimed at Swanage Town Council who should make the application to Dorset Council on behalf of residents of Swanage.

The designation as an Asset of Community Value would give the local community the Right to Bid for the Ballard Down Stores to retain it as a local amenity.

The Asset of Community Value scheme was introduced under the Localism Act of 2011 and information about it can be found here: [What are Assets of Community Value \(ACV\)? - MyCommunity](#) The guidance states that ‘A building or other land is an asset of community value if its main use has recently been or is presently used to further the social wellbeing or social interests of the local community and could do so in the future’.

Buildings that meet this criteria can be nominated for inclusion on a register of ACVs that is maintained by the principal authority (Dorset Council). The guidance states that ‘If a community organisation nominates land or buildings that meet the definition of an Asset of Community Value, and the nomination process was undertaken correctly (i.e. came from a group entitled to nominate), then the local authority must include the asset on its list’.

The guidance continues ‘Once listed as Assets of Community Value with the local authority, the local community will be informed if they are listed for sale within the five year listing period. The community can then enact the Community Right to Bid, which gives them a moratorium period of six months to determine if they can raise the finance to purchase the asset’.

Although the petition urges the Town Council to take action in this matter, the Council is only one of a number of community organisations that can nominate land and buildings for inclusion on the list:

- Neighbourhood forums (as defined in Neighbourhood Planning regulations)
- Unconstituted community groups of at least 21 members
- Not-for-private-profit organisations (e.g. charities)

Furthermore, there are questions as to whether or not Ballard Stores meets the criteria for listing. Firstly, there is an extensive residential element to the property which may prevent its listing. Secondly, even if listed, the guidance states that a moratorium would not apply 'if the disposal is of a building or piece of land on which going-concern business is operating, provided that the sale is to a new owner to continue the same business'. Clarification as to the store's eligibility for listing has been sought from Dorset Council.

A further point of consideration is that even if Ballard Stores were to be listed as an ACV, at the current time the Council has not been made aware of a community group that would seek to exercise the Community Right to Bid.

In response to the petition the owners of the business have written to councillors to make clear that their 'dearest wish would be that it remains a going commercial concern as a neighbourhood corner store that serves the local community, as we have done'.

**Decision required:**

To determine whether or not the Council wishes to consider further the registration of Ballard Stores as a Community Asset at a future meeting.

Martin Ayres  
Town Clerk

July 2022

**Swanage Neighbourhood Plan – To consider appointment of consultants and establishment of Steering Group**

Further to Minute No. 157 (e) of the Council Meeting held on 14<sup>th</sup> March 2022, a presentation was given at the Planning and Consultation Committee Meeting held on 6<sup>th</sup> June 2022 by representatives of ONeill Homer, Planning Consultants, on the company's neighbourhood planning project support services. The detailed presentation was followed by a very informative 'question and answer' session, and attendees had been impressed by the wealth of knowledge of the consultants, the research that had been undertaken regarding Swanage and the Swanage Local Plan prior to the meeting, and track record of the company. The small team at ONeill Homer consists of two experienced professional planners, an urban designer, an architect, and a sustainable development consultant: [Neighbourhood Planning | oneillhomer](#)

A copy of the presentation is attached for information purposes. It is noted that the consultants have now supported almost 200 projects since 2012, worked with 51 planning authority areas, including Dorset, and have been involved in 100 successful neighbourhood plans and referendums.

The consultants confirm that, if appointed, they will be involved in the neighbourhood planning process with the Council from start to end, will work with the Council to create the plan policies, and support the Council in arranging and hosting a community 'scoping' session in early autumn 2022 to seek feedback from the local community on any issues and suggested priorities for consideration during the planning process.

The company also has a network of associate consultants to draw upon additional expertise and experience as required.

At the meeting Committee Members had voted unanimously to recommend to full Council that the Council engages the services of the consultant to take the plan forward.

Due process has been followed and, in accordance with Financial Regulation 11.1.b, which specifically lists planning consultants as an example of the specialist services which are exempt from the Council's contract regulations, three planning consultants were identified and invited to quote on what advice services may be available to the Council regarding the development of its Neighbourhood Plan, one of which did not respond, and one advising that they were in the process of undertaking a number of neighbourhood plan projects and did not have the capacity to take on any more of this type of work at the present time. The third company, ONeill Homer, had agreed to undertake a presentation to the Town Council and quote accordingly.

The Council has set aside a budget of £15,000 for the 2022/23 financial year towards commencement of this work, and it is anticipated that grant funding of £18,000 will be available to the Council from Locality. Additional funding sources will also be explored.

ONeill Homer's day rate for neighbourhood planning work is £550 + VAT per day, and it is estimated that for a project of the scope of the proposed Swanage Neighbourhood Plan, the cost will be between £30,000-£40,000 (based on fixed scope of work, and fixed fee). Any variations to this would be by agreement in advance.

The consultants further advise that it will be prudent to establish an initial steering group to discuss 'themes'/priorities for the plan, which could then be handed to smaller focus groups/task teams to create action plans, which would make the project more manageable from the outset.

Committee Members therefore agreed that consideration should be given to inviting members of the Swanage Local Plan Steering Committee to join the steering group to commence work as soon as possible.

Draft Terms of Reference will be drawn up for a 'Swanage Neighbourhood Plan Steering Group' and presented to the Planning and Consultation Committee for consideration, which could also include delegated authority for the Steering Group to co-opt additional members in due course.

**Decisions required:**

To approve the appointment of ONeill Homer, Planning Consultants and to agree to their charging rates, as set out in their submission dated June 2022.

To agree to the establishment of a steering group, and invite members of the Swanage Local Plan Steering Committee to join.

Niki Clark  
Administration and Communications Manager