

Minutes of the **SPECIAL MEETING** of the  
Swanage Town Council held at the Town Hall,  
Swanage on **WEDNESDAY, 25<sup>th</sup> MAY 2016**  
at 7.00 p.m.

PRESENT:-

Councillor S. Poultney (Town Mayor) – Chairman

Councillor J.M. Bishop  
Councillor M.P. Bonfield  
Councillor C. Finch  
Councillor G. Green  
Councillor A. Harris  
Councillor A. Lejeune  
Councillor G.A. Marsh  
Councillor T.J. Morris  
Councillor W.S. Trite  
Councillor M. Whitwam

There were no members of the public present at the Meeting.

21. **APOLOGIES**

An apology for his inability to attend the Meeting was received from Councillor Suttle.

22. **DECLARATIONS OF INTEREST**

Members were invited to declare their interest under the Code of Conduct and the Localism Act 2011 and requests for Grants of Dispensations in respect of Disclosable Pecuniary Interests.

There were no declarations to record on this occasion.

23. **INTERNAL AUDIT REPORT 2015/16**

Consideration was given to the annual internal audit report for 2015/16, prepared by Darkin-Miller – Chartered Accountants. The document provided background information and explanations regarding the recommendations and conclusions in respect of the Council's services, in accordance with the internal audit's objective to provide an appraisal function for the review of the Council's internal control system.

The results of the reviews completed during the year had resulted in an overall opinion that in all material respects:

- Key central systems and internal control arrangements continued to be effective;
- Agreed policies, regulations and Standing Orders were complied with;
- Managers were aware of the importance of maintaining internal controls and accepted recommendations made by Internal Audit to improve internal controls; and
- Adequate arrangements were in place to prevent and detect fraud.

Arising from the above, Members noted that the number of recommendations made during the 2015/16 audit was higher than that of 2014/15, but agreed that this was not unexpected given the recommendations relating to both special audits carried out in 2014/15 (Seafront Stabilisation Scheme) and 2015/16 (Panorama Road) had been reported and included in the table in 2015/16. Excluding these recommendations, the

audit recommendations saw a fall in total appendix 9 recommendations from 36 to 30 year on year.

It was proposed by Councillor Morris, seconded by Councillor Trite, and  
RESOLVED UNANIMOUSLY:-

That the Internal Audit Annual Report 2015/16 and  
the recommendations contained therein be accepted  
and approved.

24. **SYSTEM OF INTERNAL CONTROL 2015/16**

In accordance with paragraph 6(1)(a) of the Accounts and Audit Regulations 2015, a Report on the Findings of the Review of the System of Internal Control 2015/16 was submitted for consideration.

It was proposed by the Town Mayor, seconded by Councillor Marsh, and  
RESOLVED UNANIMOUSLY:-

That the Review of the System of Internal  
Control 2015/16 be approved and accepted.

In accepting the Review of the System of Internal Control 2015/16, Members were pleased to note that the annual internal audit had not identified any significant control weaknesses for inclusion in the Council's Annual Governance Statement. The ongoing importance of the Finance and Performance Management Committee in overseeing the implementation of recommendations from the internal and external auditors, together with improvements identified in the Corporate Risk Register and a review of key Council policy documents including its Corporate Plan was also noted.

25. **ANNUAL RETURN 2015/16**

(a) **Part 1 – Annual Governance Statement**

Proposed by Councillor Bonfield, seconded by Councillor Green, and  
RESOLVED UNANIMOUSLY:-

That the Annual Governance Statement be approved  
and signed.

(b) **Part 2 – Accounting Statements**

Proposed by Councillor Morris, seconded by Councillor Finch, and  
RESOLVED UNANIMOUSLY:-

That the Accounting Statements be approved and  
signed for submission to the Council's external auditor  
with the Annual Return 2015/16.

The asset register was also submitted as supplementary information to the  
Annual Return in reconciliation of box 9.

It was further RESOLVED:-

That the asset register be received and approved.

26. **ANNUAL TREASURY REPORT 2015/16**

Proposed by Councillor Marsh, seconded by Councillor Harris, and RESOLVED  
UNANIMOUSLY:-

That the Annual Treasury Report 2015/16 be  
approved and accepted.

27. **HM THE QUEEN'S 90<sup>th</sup> BIRTHDAY**

A letter was submitted from Mr Brian Barker of Swanage referring to a tree that he had donated to commemorate Her Majesty the Queen's 90<sup>th</sup> Birthday. The tree had been planted in Prince Albert Gardens and permission was now sought to install a suitable commemorative plaque.

Following a brief discussion, it was proposed by Councillor Trite, seconded by Councillor Bonfield, and RESOLVED UNANIMOUSLY:-

That permission be granted to install a commemorative plaque by the tree in Prince Albert Gardens, subject to appropriate wording to be agreed by the Town Clerk, Town Mayor and Councillor Trite.

28. **SWANAGE BAY SPEED LIMIT BYELAW ENFORCEMENT**

Consideration was given to arrangements for speed limit byelaw enforcement in Swanage Bay during summer 2016.

It was reported that an enforcement officer had previously been employed by Purbeck District Council to undertake these duties, but, to date, no arrangements were in place for the 2016 summer season.

During the ensuing discussion, Members considered that byelaw enforcement was essential for the safety of all users of the Bay, and also acted as a deterrent to the irresponsible minority. It was suggested that an approach be made to Purbeck District Council requesting that their budget be devolved to the Town Council for the employment of an enforcement officer, although it was noted that this proposal had not been welcomed in a discussion with the relevant PDC officer.

Having regard to the above, it was proposed by Councillor Bonfield, seconded by Councillor Marsh, and RESOLVED UNANIMOUSLY:-

That the Town Council agrees to match fund PDC's budget for the employment of a byelaw enforcement officer in Swanage Bay up to a maximum sum of £2,000.

29. **SOLAR POWERED COMPACTOR BINS**

Following an initial discussion at a recent meeting of the Waste Management Working Party, consideration was given to the introduction of solar powered compactor bins ('Big Belly Bins') in the town.

It was proposed by Councillor Bonfield, seconded by Councillor Bishop, and RESOLVED UNANIMOUSLY:-

That a budget provision of £5,000 p.a. be agreed for the rental of five solar powered compactor bins over a five year period, subject to further discussions with Dorset Waste Partnership regarding location, emptying arrangements etc.

30. **ITEMS OF INFORMATION AND MATTERS FOR FORTHCOMING AGENDAS**

(a) **Items of Information**

i) **Acquisition of Swanage Youth Centre**

The Town Council's bid for the transfer of the freehold of the Swanage Youth Centre premises from Dorset County Council to Swanage Town Council was considered to be 'strong'.

ii) **Litter Collection**

The sterling work undertaken by Mr Frank Roberts on a voluntary basis in clearing rubbish from the roads and verges in Purbeck was acknowledged.

iii) **Licensing**

As part of celebrations for the Queen's official birthday, extended licensing hours until 1 a.m. had been approved for licensed premises during the weekend of 10/11<sup>th</sup> June 2016.

(b) **Matters for Forthcoming Agendas**

i) **Licensing**

Swanage Town Council – Licensing matters.

**EXCLUSION OF PRESS AND PUBLIC**

Proposed by the Town Mayor, seconded by Councillor Bonfield, and  
RESOLVED UNANIMOUSLY:-

That, under Standing Order No. 1) c), in the public interest, the press and public be excluded from the Meeting in view of the confidential nature of the business to be transacted under agenda item 11 (in relation to the commercial interests of the Council and the third parties that have tendered to carry out the works described on the agenda).

31. **PROCUREMENT**

(a) **Proposed Engagement of Dorset Property**

Further to meetings held between officers and representatives from Dorset Property (Dorset County Council) to explore joint working between the two organisations, consideration was given to quotations received from Dorset Property for project managing the refurbishment of the Tourist Information Centre and repairs and maintenance at the Town Hall.

Following discussion, it was proposed by the Town Mayor, seconded by Councillor Bonfield, and RESOLVED UNANIMOUSLY:-

That Option A submitted by Dorset Property in the sum of £17,250 be approved to manage the refurbishment of the Tourist Information Centre, and that fees of £2,875 be approved for project management of repairs and maintenance works at the Town Hall.

(b) **Resurfacing of Tennis Courts 4 and 5**

Following a full formal tender exercise carried out in line with the Procurement Regulations 2015, consideration was given to tender submissions received for the resurfacing of tennis courts 4 and 5.

It was proposed by Councillor Finch, seconded by Councillor Morris, and RESOLVED UNANIMOUSLY:-

That the tender submitted by Fosse Contracts Ltd for the refurbishment of tennis courts 4 and 5 in the sum of £23,125 be accepted.

(c) **War Memorial**

Following a full formal tender exercise carried out in line with the Procurement Regulations 2015, consideration was given to tender submissions received for the installation of railings and construction of plinth and pathways at the War Memorial.

Following discussion, it was proposed by Councillor Bishop, seconded by Councillor Bonfield, and RESOLVED:-

That the tender submitted by The Landscape Group for the installation of railings and construction of plinth and pathways at the War Memorial in the sum of £34,881 be accepted.

The meeting concluded at 8.45 p.m.