



- The Association representative reported that the foliage on the blind corner to the entrance still requires cutting back and it was advised that the Operations Manager had met with another Allotment Association representative to discuss this matter.
- Thanks were given for the re-instatement of the allotment notice board.
- It was reported that car parking was still a problem with non-plot holders parking at the allotments and it was requested that a “Parking for Allotment Plot Holders Only” sign be installed in the car parking area.
- The problem of produce being taken from plots had been reported and had increased. A suggestion was made for the installation of CCTV and whether there are any regulations around installation. The Town Clerk advised that under GDPR the Council would be required to complete a review to establish if there would be any issues. The CCTV would most likely have to be under Council control. The Chairman asked that the Allotment Association put the request for CCTV in writing in order for it to be given full consideration.
- It had been reported to the Allotment Association that a plot holder had received an inspection letter by mistake, the recipient of the letter having an extremely tidy plot but the plot next door being very untidy. It was requested that the council re-assesses the way the condition of the allotments are monitored. The representative mentioned that a decision was made a couple of years ago whereby new allotment holders taking over a given up plot pays the full amount for the remainder of the year. The Association believed that this had proven to be a disincentive to take on an allotment plot. It was agreed that the Council would review these matters and that a report would be brought to a future meeting of the committee if necessary.

## **5. Cemetery Matters**

### **a) Review of interment fees for under-18s in standard grave plots**

The Town Clerk reported that it was agreed last year to waive the interment fee for children’s section graves. Recently, a case had been raised of a teenager being buried in the adult section. Consideration was given as to whether the fee for a child under a certain age should be waived or if a scheme of delegation for committee members and officers to agree matters on a case by case basis should be established. A question was raised as to whether any reduction in fees should apply to the purchase of exclusive rights as well as interment fees. The Town Clerk advised that the children’s grave section now has a nominal fee of £10 for purchase of exclusive rights.

After further discussion it was proposed by Councillor Bonfield, seconded by Councillor Page, and RESOLVED UNANIMOUSLY:

That in cases of persons aged 18 and under the determination of interment fees and purchase of exclusive rights outside of the children’s area be delegated to the Town Clerk in discussion with two members of the General Operations Committee.

## **6. Fishermen’s Huts and Jetties**

### **a) Matters raised by Swanage Fishermen’s Association**

Further to discussion at a previous meeting attention was again drawn to the problem of discarded waste and the lack of bins for use by the tenants of the fishermen’s huts. The representative of the Fishermen’s Association was

advised to report rubbish brought to shore that needed to be collected to the Town Hall so that arrangements could be made for its collection. It was noted that Swanage Town Council was not responsible for the commercial waste of individual fishermen and boat operators and that that would remain their responsibility.

Thanks were given for the provision of the new slipway and jetty, but the need to keep the area clear was noted.

Mr R Marsh, Mr M Jones and Mrs S Powell left the meeting at 5.15 p.m.

#### **7. Establishment of capital projects sub-committee**

Further to minute 8. of the meeting held on the 3<sup>rd</sup> April 2019, consideration was given to the formation of a sub-committee to work with officers to prioritise capital and other significant projects set out in the Council's list of one-off revenue expenditure.

The members of the sub-committee would also be a point of reference during the planning and delivery phase of projects. Initially it was envisaged that this sub-committee would meet monthly. It was stated that whoever would like to join this committee must be a member of the Operations Committee. Councillor Tomes agreed to apply to full council to be a member of the Operations Committee in order to take up a place, and Councillor Whitwam stated he would consider doing the same.

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

That Councillors Bonfield, Harris and Page be appointed to a Capital Projects sub-committee, Councillors Tomes and Whitwam's membership to be subject to consideration at the Council meeting on 24<sup>th</sup> June.

#### **8. Capital programme and extraordinary revenue expenditure progress report**

The Town Clerk provided an update, including the following:

- Festive lights – contractors had indicated that a scheme could be in place for Christmas 2019 but an order would be required prior to the end of August. The working party would need to agree the next steps as soon as possible.
- Parade railings – costings have been received from Dorset Council for a visual survey and report. The Parade is a priority, with delegated authority to officers to determine other stretches of seafront railings that also need to be surveyed. It was noted that Swanage Town Council is not admitting ownership by procuring the survey work.

#### **9. Bandstand Project Update**

The Town Clerk circulated a plan of the bandstand with the proposed colour scheme. Lost Art had uncovered the original paintwork and the bandstand will be painted the original colours of green and cream.

For the seating design the Friends of Swanage Bandstand will send in their proposal and this will be considered by the newly appointed sub-committee.

Consideration was also given as to whether zinc or copper would be used for the roof. Copper was generally felt to be at a higher risk of theft and, given that zinc was less expensive and been included in the original specification, it was agreed that this was the preferred option.

#### **10. Health & Safety**

**a) Report since April 2019**

It was reported that sickness absence from 1<sup>st</sup> April to 17<sup>th</sup> June had been higher than usual but this was being monitored.

There had been no reportable accidents under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations), no incidents at work recorded and no incidents of near misses.

**b) Future management arrangements - update**

Further to minute 10) b) of the General Operations Committee held on 3<sup>rd</sup> April 2019 consideration was again given to the appointment of an external advisor to review the Council's Health & Safety systems. Given the Council's recent change in circumstances it was reported that options were being explored for a more comprehensive advice service, and contact was made with national advisors. The situation was noted.

**11. Items of Information and Matters for Forthcoming Agendas**

a) Councillor Bonfield gave thanks for the hand rail that has been installed from Shore Road to Santa Fe, noting that it is a job well done and is well-used.

**12. Date of Next Meeting**

The next meeting was scheduled for Wednesday 13<sup>th</sup> November 2019.

The Meeting closed at 5.40 p.m.

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