

Minutes of the **ANNUAL MEETING** of the Swanage
Town Council held at the Town Hall, Swanage on
MONDAY, 21st MAY 2018 at 7.00 p.m.

PRESENT:-

Councillor M.P. Bonfield – Chairman

Councillor J.M. Bishop
Councillor G. Green
Councillor A. Harris
Councillor A. Lejeune
Councillor G.A. Marsh
Councillor T.J. Morris
Councillor S. Poultney
Councillor G.M. Suttle
Councillor W.S. Trite
Councillor M. Whitwam

In addition to Members of the Council and officers, fourteen members of the public attended the Meeting.

Reverend Mark Hatto, Minister & Team Leader, Emmanuel Baptist Church, offered a short prayer before the commencement of the Meeting.

Before opening the Meeting, the Chair welcomed members of the public and read a short statement regarding the fire evacuation procedure, filming/audio recording etc. of the Meeting, and a summary of the procedure for Public Participation Time.

Public Participation Time

The following matters were raised during Public Participation Time:-

- Defend Dorset NHS Group – appreciation expressed to the Town Council for its support for the campaign to protect services at Poole Hospital and for the offer of a meeting with councillors. Members were again asked to support referral of the CCG's proposals to the Secretary of State, and a request was made for a letter of support. Concerns were expressed at the postponement of the Dorset Health Scrutiny Committee's Task and Finish Group meetings.
- A query raised regarding membership of the working party for this year's pop-up-shops in the beach huts on Shore Road.

The Chairman opened the Council Meeting at 7.10 p.m.

1. **APPOINTMENT OF TOWN MAYOR**

Proposed by Councillor Poultney, seconded by Councillor Trite, and
RESOLVED UNANIMOUSLY:-

That Councillor Michael Peter Bonfield be appointed
Town Mayor for the ensuing year.

Councillor Bonfield completed the Statutory Declaration of Acceptance of Office, and was honoured to accept the appointment.

In accepting the appointment, Councillor Bonfield expressed his appreciation of the support given to him by Councillor Green (Deputy Mayor) and his fellow Councillors during his Term of Office.

Councillor Bonfield then gave a brief summary of projects, challenges, and achievements of the Town Council during the past year, and on-going matters that it was hoped to progress during the forthcoming year. During the year the Council had also seen the retirement of its two longest serving members of staff, Mrs Linda Burgess and Mr Charlie Diffey, after 53 and 47 years respectively. Councillor Bonfield remarked on their extraordinary lengths of service, paid special thanks and appreciation to them both, and wished them well in their retirement.

Finally, in accepting the appointment, Councillor Bonfield wished to record his thanks and appreciation for the support, hard work and dedication given by all Town Council officers and staff during his Term as Mayor.

In closing, Councillor Bonfield thanked his wife Audrey for her vital support and understanding, and for carrying out the role of Mayoress during the past year. He also gave thanks to his family.

2. **APPOINTMENT OF DEPUTY TOWN MAYOR**

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

That Councillor Gail Green be appointed Deputy
Town Mayor for the ensuing year.

Councillor Green completed the Declaration of Acceptance of Office, and was delighted to accept the appointment.

Councillor Green thanked her husband, Mr Malcolm Green, for his invaluable support in carrying out the role of consort during the past year, and for being her 'tower of strength'.

3. **DECLARATIONS OF INTEREST**

Members were invited to declare their interests and consider any requests for Grants of Dispensations in accordance with paragraphs 9 - 13 of the Council's Code of Conduct and regulations made under chapter 7 of the Localism Act 2011.

There were no declarations to record on this occasion.

4. **APOLOGIES**

An apology for her inability to attend the Meeting was received from Councillor Finch.

5. **REPRESENTATIVES ON OUTSIDE BODIES 2018/19**

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

That the following appointments of representatives to outside bodies be approved:-

Citizens Advice Bureau	Councillor Morris
Dorset Age Partnership	Councillor Harris
Dorset Association of Parish & Town	Town Mayor/Deputy Mayor & Councillor Harris
Dorset Coast Forum	Councillor Marsh
Herston Hall Management Committee	Councillor Harris (Observer only)
Herston Reading Room	Town Mayor & Councillor Poultney
Purbeck Rail Partnership	Councillor Whitwam

Purbeck Transport Action Group	Councillor Whitwam
Swanage Childrens' Centre	Councillor Harris
Swanage Fair Trade	Councillor Harris
Swanage Local Plan	Councillors Bonfield, Trite & Whitwam
Swanage Museum	Councillors Green & Whitwam
Swanage Pier Trust	Councillor Whitwam
Swanage Pub Watch	Councillors Harris & Whitwam
Swanage Regatta & Carnival	Town Mayor, Deputy Mayor & Councillor Finch
Swanage Town & Community Partnership	Town Mayor, Deputy Mayor & Councillors Bishop & Whitwam
Swanage Town & Herston Football Club	Councillor Bishop
Swanage 2027 Committee	Councillors Bishop, Finch & Whitwam (Joint PDC Rep)
The Centre Management Board	Councillor Bishop (Observer only)

6. **APPOINTMENT OF COMMITTEES 2018/19**

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

That the following appointments be made to the Committees:-

General Operations Committee

Councillor Bonfield (Town Mayor), Councillor Green (Deputy Mayor), and Councillors Bishop, Finch, Harris, Marsh and Poultney.

Personnel Committee

Councillor Bonfield (Town Mayor), Councillor Green (Deputy Mayor), and Councillors Bishop, Harris, Morris, and Trite.

Planning and Consultation Committee

Councillor Bonfield (Town Mayor), Councillor Green (Deputy Mayor), and Councillors Harris, Lejeune, Morris, Poultney and Whitwam.

Tourism

Councillor Bonfield (Town Mayor), and Councillors Finch, Marsh, Morris, Trite and Whitwam.

Transport Committee

Councillor Bonfield (Town Mayor), Councillor Green (Deputy Mayor), and Councillors Bishop, Morris, Poultney, Trite and Whitwam.

Beach Management Advisory Committee

Councillors Bonfield, Marsh and Whitwam.

(Comprising of three members of the Tourism Committee)

7. **APPOINTMENT OF COMMITTEE CHAIRPERSONS AND POLICY, FINANCE AND PERFORMANCE MANAGEMENT COMMITTEE 2018/19**

Proposed by Councillor Poultney, seconded by Councillor Trite, and RESOLVED UNANIMOUSLY:-

That the following appointment of Committee Chairpersons and Policy, Finance and Performance Management Committee be approved:-

General Operations Committee
Councillor Bishop

Personnel Committee
Councillor Morris

Planning and Consultation Committee
Councillor Harris

Tourism Committee
Councillor Finch

Transport Committee
Councillor Whitwam

Policy, Finance and Performance Management Committee
(To consist of the Town Mayor, Deputy Mayor, and Chairpersons of each of the Council's Standing Committees). Town Mayor, Deputy Mayor and Councillors Bishop, Finch, Harris, Morris and Whitwam.

8. **MEMBERSHIP OF WORKING PARTIES 2018/19**

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

That the following appointments to Council Working Parties be approved.

Affordable Housing

Councillor Bonfield (Town Mayor), and Councillors Bishop, Finch, Harris, Lejeune, Morris, Poultney and Trite.

Bandstand

Councillor Bonfield (Town Mayor), Councillor Green (Deputy Mayor), and Councillors Finch, Harris, Lejeune, Poultney and Trite.

Beach Gardens

Councillor Green (Deputy Mayor), and Councillors Finch, Harris, Marsh and Poultney.

Beach Huts for 'Pop Up' Shops

Councillor Suttle (and Town Clerk, Operations Manager and Visitor Services Manager).

Boat Park

Councillor Bonfield (Town Mayor), and Councillors Finch and Marsh.

Car Parks

Councillor Bonfield (Town Mayor), and Councillors Bishop, Marsh, Morris and Whitwam.

Christmas Lights

Councillor Bonfield (Town Mayor), and Councillors Finch, Morris and Poultney.

Communications Strategy

Councillor Bonfield (Town Mayor), Councillor Green (Deputy Mayor), and Councillors Bishop, Finch, Lejeune, Morris and Trite.

Events

Councillor Bonfield (Town Mayor), Councillor Green (Deputy Mayor), and Councillor Finch.

Local Government Re-organisation

Councillor Bonfield (Town Mayor), Councillor Green (Deputy Mayor), and Councillors Finch, Harris, Suttle and Whitwam.

Museum

Councillor Green (Deputy Mayor), and Councillors Harris, Trite and Whitwam.

Panorama Road

Councillor Bonfield (Town Mayor), Councillor Green (Deputy Mayor), and Councillors Bishop, Lejeune and Whitwam.

Prince Albert Memorial

Councillor Green (Deputy Mayor), and Councillors Harris, Trite and Whitwam.

Public Conveniences

Councillor Bonfield (Town Mayor), Councillor Green (Deputy Mayor), and Councillors Finch and Poultney.

Relocation of Depot

Councillor Bonfield (Town Mayor), Councillor Green (Deputy Mayor), and Councillors Bishop, Finch, Lejeune and Morris.

Seafront Enhancement

Councillor Bonfield (Town Mayor), Councillor Green (Deputy Mayor), and Councillors Finch, Lejeune, Marsh, Morris and Trite.

Sporting Facilities

Councillor Bonfield (Town Mayor), Councillor Green (Deputy Mayor), and Councillors Bishop, Finch, Lejeune, Marsh and Poultney.

St Mark's Playing Field

Councillor Bonfield (Town Mayor), and Councillors Bishop, Harris and Trite.

Town Centre Redevelopment

Councillor Bonfield (Town Mayor), Councillor Green (Deputy Mayor), and Councillors Bishop, Finch, Harris, Lejeune, Morris, and Whitwam.

Traffic Flow

Councillor Bonfield (Town Mayor), and Councillors Harris, Morris, Suttle, Trite, Whitwam and a representative from Dorset Police.

Waste Management

Councillor Bonfield (Town Mayor), and Councillors Finch, Harris and Poultney.

9. **ANNUAL MEMBERSHIP SUBSCRIPTIONS 2018/19**

Consideration was given to membership subscriptions paid annually. A brief discussion was held regarding past membership of the National Society of Allotment and Leisure Gardeners Ltd and whether the Town Council should consider re-joining. It was agreed that this matter would be placed on the agenda of a future General Operations Committee Meeting for further consideration.

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

That the following annual membership subscriptions be paid:-

Organisation	Renewal Date	Amount (approx.) £
Dorset Association of Parish & Town Councils (NALC)	April	1,240
Institute of Cemetery & Crematorium Management	April	90
British Destinations	April	120
Society of Local Council Clerks	September	329
South West Councils	June	461
National Association of Memorial Masons	December	246
Fields in Trust	February	50
Local Council Advisory Service (Zurich)	February	114

10. **CALENDAR OF MEETINGS 2018/19**

A schedule of meetings for 2018/19 was submitted for consideration. Attention was drawn to the following points:-

- The July Council Meeting would be brought forward to 23rd July 2018 - it was noted that Swanage Regatta and Carnival Week was being held from 28th July to 4th August 2018.
- There would be no Council Meeting held in August 2018.
- The September Council Meeting would be brought forward to 17th September 2018.

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

That the schedule of meetings for 2018/19 be approved.

11. **MINUTES**

(a) Proposed by the Town Mayor, seconded by Councillor Poultney, and RESOLVED UNANIMOUSLY:-

That the Minutes of the Monthly Meeting of the Council held on 30th April 2018 be approved as a correct record and signed.

12. **PLANNING AND CONSULTATION COMMITTEE**

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

That the Minutes of the Meeting of the Planning and Consultation Committee held on 14th May 2018 be approved as a correct record and signed.

13. **AUTHORISATION OF SIGNATORIES**

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

To re-affirm the appointment of the Town Mayor, Deputy Mayor and Councillor Marsh as authorised signatories in respect of the Town Council's bank accounts and associated financial transactions.

14. **BUDGET MONITORING**

(a) **Statement of Cash Balance**

A Statement of Cash Balance as at 30th April 2018 was submitted for information (a copy attached at end of these Minutes).

15. **PAYMENT OF ACCOUNTS**

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

That the accounts specified in Payment Schedule 2, amounting to £163,962.10 be authorised.

16. **CHAIRMAN'S ANNOUNCEMENTS**

Councillor Bonfield reported that in his capacity of Mayor he had attended the following event during the past month:-

- A meeting of the Royal British Legion Centenary Committee – to progress plans for WW1 Centenary events as part of the 'Battle's Over – A Nation's Tribute' initiative which would see eleven days of commemoration in the town commencing 1st November 2018.

17. **GRANTS AND DONATIONS 2018/19**

Consideration was given to the following requests for grants and donations:-

(a) **Emmanuel Baptist Church and Centre – Pier Head Hoardings Project**

It was reported that the project aimed to provide a one-off showcase of local art with a 'sea theme' which would brighten up the hoardings of the Pier Head development whilst the building works were being undertaken. The art would be commissioned from a variety of local groups, and pupils from local schools, and it was hoped it would also be enjoyed by visitors to the town during the coming summer season.

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

That the sum of £180 be donated towards the costs of the Pier Head Hoardings Project.

18. **SOUTH-EAST PURBECK PARISH LIAISON GROUP – APPROVAL OF TERMS OF REFERENCE**

Consideration was given to a Briefing Note dated May 2018 prepared by the Town Clerk. It was reported that since 2016 informal meetings had been held between the chairmen and clerks of the five parish and town councils in South-East Purbeck, namely Swanage, Langton Matravers, Worth Matravers, Studland and Corfe Castle, which had provided the councils with a platform to share information, and to discuss matters relating to the changing shape of local government.

In light of the intention to establish a new unitary authority in 2019, it was felt that this group of parishes had the potential to form the core of an ‘area board’ within the proposed new local government structure, subject to the new unitary authority’s approval. The group had therefore agreed that it should seek formal recognition by its constituent parishes, and endorsement of its terms of reference.

It was therefore proposed by the Town Mayor, seconded by Councillor Poultney, and **RESOLVED UNANIMOUSLY**:-

That the South-East Purbeck Parish Liaison Group be formally recognised, that the Town Mayor and Town Clerk be appointed as Swanage Town Council’s representatives, and that the terms of reference be agreed, as set out in points 1 to 5 of the Briefing Note dated May 2018.

19. **DAPTC SURVEY ON LOCAL GOVERNMENT REORGANISATION – TO CONSIDER THE FOLLOWING QUESTIONS:**

(a) **What local government services should be realistically retained?**

(b) **How would your council like to see local decision making operate?**

Consideration was given to the draft response to the DAPTC survey on local government reorganisation which had been prepared by the Town Clerk. The response stressed that, from the outset, town and parish councils should be closely involved in the process that would determine the shape of local decision making in the future, and that local ‘area boards’ should be introduced, as discussed in Minute No. 18 above.

A brief discussion ensued regarding the content of the response, which was considered to be comprehensive and appropriate. Responses to the survey would be discussed at the DAPTC Executive Committee Meeting on 2nd June 2018, therefore if Councillors had any further comments to make they should be sent to the Town Clerk as soon as possible.

It was therefore proposed by the Town Mayor, seconded by Councillor Morris, and **RESOLVED UNANIMOUSLY**:-

That the draft response to the DAPTC survey on local government reorganisation be approved and submitted to the DAPTC, subject to the inclusion of any further comments received from Town Councillors by officers.

20. **REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS**

(a) Councillor Whitwam reported on the following matters:-

- **Pub Watch** – Councillor Whitwam was again pleased to report that no incidents had been reported, therefore no meeting of the group had been convened.
- **Purbeck Community Rail Partnership Steering Committee Meeting 1st May 2018** – Councillor Whitwam had attended the meeting and there were no further updates to be given at the present time.

(b) Councillor Bishop reported that he had attended the following meeting:-

The Centre Management Board, 3rd May 2018 – updates were provided as follows:-

- The Centre had been operating very successfully and was now ‘self-financing’.
- Urgent repairs were required to the building’s leaking roof, and the final tranche of the Town Council’s grant funding of £15,000 would be required to enable this work to be completed over the summer months. Councillor Suttle reported that the District Council was currently considering grants of

up to £10,000 to youth centres that had previously been in County Council ownership, which may be of help to The Centre.

- Discussions were ongoing regarding a dispute over a sizeable water bill, due to a leaking pipe situated between The Centre and the highway. Responses were awaited from the water company and The Centre's insurance provider.

21. **REPORTING OF DELEGATED MATTERS**

There were no delegated matters to report at the present time.

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

Items of Information

- (a) Local Government Reorganisation – Update – it was reported that the parliamentary process to dissolve Dorset's existing nine councils and create two new unitary authorities was underway. The Structural Change Order would be passed through both Houses of Parliament during June 2018. In the meantime, work had commenced on future budgets.
- (b) NHS Dorset CCG Clinical Services Review – Update – further to Minute No. 291 (a) of the Monthly Council Meeting held on 30th April 2018, it was reported that the DHSC Task & Finish Group had met on 1st May 2018. In light of advice received, the group had adjourned its next meeting until 1st August 2018.
- (c) Sandbanks Ferry Toll Review Application – Notification of Public Inquiry to be held on 25th and 26th September 2018, at Studland Village Hall, Heathgreen Road, Studland, BH19 3BX.

Matters for Forthcoming Agendas

- (d) General Operations Committee – consideration of re-joining the National Society of Allotment and Leisure Gardeners Ltd.

Before closing the meeting, the Town Mayor thanked the members of public in attendance for attending meetings of the Town Council, and for their support and interest in the work of the Council.

The meeting concluded at 7.50 p.m.
