

Minutes of the **FINANCE AND GOVERNANCE COMMITTEE**
held at the Town Hall, Swanage on **WEDNESDAY**
13th DECEMBER 2023 at 9.30 a.m.

PRESENT:- Councillor T Foster (Town Mayor) – Chair

Councillor J Bishop
Councillor M Bonfield
Councillor A Harris
Councillor C Moreton
Councillor M Whitwam

Also in attendance: -

Dr M Ayres	Town Clerk
Mr C Milmer	Visitor Services and Business Development Manager
Ms G Percival	Assets & Compliance Manager
Miss A Spencer	Finance Manager

In addition to Members of the Council and Officers, six members of the public attended the meeting.

Public Participation Time

The following matters were raised during Public Participation Time:-

- Agenda item 3 a) - three members of the public spoke of their concern at the proposed significant increase in Private Site Beach Hut fees for 2024/25.
- Agenda item 3 c) – the inclusion of a £245k scheme for seafront shelter refurbishment on the draft capital programme for 2024/25 was questioned, as was the absence of any budget for children’s play equipment for Herston Community Fields.
- Agenda item 3 d) - concern was raised regarding business rates paid for the Spa Beach Huts.
- A request was made for all agenda papers to be made available further in advance of council meetings and the inability of members of the public to contribute to the debate during council meetings was challenged.

1. **Apologies**

Apologies for their inability to attend the meeting were received from Councillors Tomes and Trite.

2. **Declarations of Interest**

Members were invited to declare their interests and consider any requests for Grants of Dispensations in accordance with Section 9 and Appendix B of the Council’s Code of Conduct.

Agenda Item No. 3 (b) – Councillor Bonfield declared a non-pecuniary interest in the scale of charges under the Code of Conduct by reason of being employed as a taxi driver and hiring a grid space in the boat park.

Agenda Item No. 3 (b) – Councillors Bishop and Bonfield declared non-pecuniary interests in the scale of charges under the Code of Conduct by reason of being regular hirers of Town Council beach huts.

3. **Budget Setting 2024/25**

(a) **To consider recommendations from Committees:**

Environment Committee-11 October 2023

Members were informed that the Sustainable Swanage Officer at Dorset Coast Forum would be leaving their post imminently. It was noted that the future of the post was uncertain at present and alternative options for service provision would be reviewed, potentially reducing the funding requirement. It was noted that a budget provision of £20k, £10k and £10k was included in the draft estimates for the next three financial years.

Recommendations made by the Environment Committee were:

- To allocate £25k to an earmarked reserve from 2024/25 to 2030/31 to fund the installation of heat pumps
- To include budgets for the following works;
 - i. Pathway repairs at Prince Albert Gardens - £40k
 - ii. Water refill point – Main Beach Car Park - £2.6k
 - iii. Climate Crisis Training - £2.5k to be funded from existing training budgets

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

That the budget requests recommended by the Environment Committee are included in the draft Estimates for 2024/25.

Personnel Committee – 13 October 2023

Recommendations made by the Personnel Committee were:

- Approve the draft staffing budget, including the retention of a Communications & Community Engagement Officer post (£27.5k for 2024/25), which, further to Minute No. 18 of the Community Services Committee, is to be reviewed by the Communications Strategy Working Party .
- The three staffing proposals put forward for Visitor Services to be reviewed by the Tourism & Local Economy Committee.
- Training budget - £21k.

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

That the draft staffing budgets as recommended by the Personnel Committee are included in the draft Estimates for 2024/25, subject to a review of the Communications Engagement Officer post and Visitor Services proposals.

Community Services Committee - 8 November 2023

Recommendations made by the Committee were:

- Allocate £21k per annum for the health & Wellbeing Hub at Chapel Lane for 2024/25 & 2025/26.
- Allocate £15k to a tennis court upgrade, subject to a VAT refund and revised contributions to earmarked reserves. It was noted that discussions were still ongoing with the tennis club regarding this matter.

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

That the budgets as recommended by the Community Services Committee are included in the draft Estimates for 2024/25.

Tourism & Local Economy Committee – 22 November 2023

Recommendations made by the Tourism & Local Economy Committee were:

- Continue the procurement of lifeguard services from the RNLI - £32k
- Option 1 staffing budget plus additional hours for Beach Gardens

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

That the budgets as recommended by the Tourism & Local Economy Committee are included in the draft Estimates for 2024/25.

It was noted that all of the committee recommendations considered under this agenda item would be taken forward for further review as part of the draft estimates at the next meeting of this committee on 10th January 2024.

(b) Draft Scale of Fees and Charges 2024/25

Consideration was given to a draft scale of fees and charges for the Council's services for the 2024/25 financial year, drawn up further to discussion at the Tourism & Local Economy Committee, the Community Services Committee and council working party meetings. It was noted that the Council's Beach Hut rental fees had already been approved by Council and would be excluded from any voting requirement.

Further to Minute No. 8 a) of the Tourism & Local Economy Committee meeting held on 22nd November 2023, the proposed increase of £70.00 applied to the private beach hut sites licence fee for 2024/25 was discussed. Consideration was given to the concerns raised in public participation time and attention was drawn to the rising costs that the Council was having to bear in connection with the beach and related services. The need to ensure that Council communications reached site licensees was acknowledged. It was further noted that a direct comparison with BCP beach hut fees may not have been the best comparable in a previously distributed briefing note.

The meeting was briefly suspended under Standing Order 1 p) to enable a Member of the Public to present relevant evidence.

After further discussion it was **AGREED:**

That a meeting should be arranged between representatives of the Beach Hut Owners' Association, Councillor Bonfield and officers to further consider representations regarding the licence fee to be charged for the private beach hut sites for the 2024/25 financial year.

Members considered the fees & charges, excluding the charges for Taxis and the Boat Park. It was **RESOLVED UNANIMOUSLY:**

To approve the Scale of Fees and Charges for inclusion in the draft Estimates 2024/25 for consideration by the Finance & Governance Committee on 10th January 2024.

Further to his declarations of interest in sections of the scale of charges under item 2) above, Councillor Bonfield left the meeting.

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

To approve the charges for the Boat Park, for inclusion in the draft Estimates 2024/25 for consideration by the Finance & Governance Committee on 10th January 2024.

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

To approve the charges for Taxis, for inclusion in the draft Estimates 2024/25 for consideration by the Finance & Governance Committee on 10th January 2024.

(c) Draft Capital Programme and Minor Works Schedule

Consideration was given to the draft Capital Programme and One-Off Minor Works Schedule for 2024/25. The contents of both had been considered by each of the relevant council committees and a recent councillor workshop.

In response to a point made during public participation time, it was noted that following a public open day earlier in the year, no clear public demand had been expressed for the installation of children's play equipment at Herston Community Field; instead, the general feedback had been in favour of retaining the area as a green open space. It was reported that the matter had been considered at the Sports, Leisure & Wellbeing Working Party and that any change in public opinion could be considered in the future.

It was further noted that the proposed works to the three seafront shelters, with estimated costs of £245k, had been included in the draft Capital Programme recommended by the Community Services Committee. However, it was noted that current reserve forecasts implied that there was no internal funding available for this project. It was consequently agreed that it would move onto an addendum to the main capital programme and external funding would be sought for the project.

The financial impact of the Green Seafront Stabilisation Scheme was noted, with a potential funding gap of £325k presently being forecast. It was noted that this was subject to change over the coming year while the project was developed and funding options reviewed.

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

That the draft Capital Programme be included in the draft Estimates 2024/25 for consideration by the Finance & Governance Committee on 10th January 2024.

It was proposed by the Town Mayor, seconded by Councillor Moreton and **RESOLVED UNANIMOUSLY:**

That the Minor Works Schedule 2024/25 be included in the draft Estimates 2024/25 for consideration by the Finance & Governance Committee on 10th January 2024.

(d) National Non-Domestic Rates Forecast

Members received a report outlining the forecast costs for National Non-Domestic Rates (NNDR), commonly known as Business Rates, included in the draft Estimates for the next three financial years.

Given the revaluation of NNDR on 1st April 2023, forecast costs had risen significantly. It was reported that a check on 5 property valuations by the Valuation Office Agency (VOA) had been requested, predominantly beach huts, with one of the properties currently at the challenge stage. It was noted that the process to check the council's properties by the VOA was expected to be a lengthy one.

The contents of the report were noted.

(e) **Council Tax Base Update**

Members were informed that the council tax base for 2024/25 was 4,960.7, an increase of 24.8 or 0.5% on the 2023/24 figure.

A discussion ensued regarding the funding requirement for 2024/25, during which inflationary pressures on Council budgets were highlighted. The projected depletion of reserves over forthcoming financial years was noted, largely due to the extensive works programme including the Green Seafront Stabilisation Scheme. Members' desire to fund the adopted Corporate Plan and not scale back on the services provided by the Council was also noted and it was acknowledged that this would require an increase in precept.

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

To include a Precept increase of 3.5%, equating to a 2.98% increase on a Band D property, in the draft Estimates 2024/25 for consideration by the Finance & Governance Committee on 10th January 2024.

4. **Internal Audit Report 2023/24 – Visits 1&2 of 5**

This item was deferred.

5. **To consider council priorities/work plan winter/spring 2023/24**

(a) **Outturn Summer/Autumn 2023**

Further to Minute No. 182 of the Council Meeting held on 24th April 2023, consideration was given to a briefing note setting out the progress that had been made in implementing the Town Council's priorities over the preceding six months. It was noted that of the 19 items agreed as being urgent four had been largely completed and eight had seen significant progress.

(b) **Proposed Plan Winter/Spring 2023/24**

Consideration was given to a draft list of Council priorities for the period December 2023 – May 2024 and it was noted that this again included a large number of urgent items (17 in total). The only addition to the plan was completion of a review of the Town Council's Data Protection policies and procedures. It was noted that agreement of public realm improvements in the Lower High Street had been removed, given that the town centre flood defence scheme had been delayed by a year. In respect of next steps in connection with the Green Seafront Scheme the importance of carrying out a review of the essential scheme was highlighted, and it was agreed to incorporate this into the work plan. It was proposed by Councillor Bonfield, seconded by Councillor Bishop and RESOLVED UNANIMOUSLY:

TO RECOMMEND:

That the draft priority list for winter/spring 2024 be approved.

6. **To consider budget allocations:**

(a) **Town Hall external works**

Members considered a detailed briefing note, prepared by the Assets & Compliance Manager outlining the scope of works required for repairing works at the Town Hall and Annexe. Additional required works were noted as clock repairs and the installation of lightning protection. An additional budget of £33k was proposed, including a £10k contingency sum and a £2.5k pc sum, totalling £88k in total for the proposed works. It was noted that it had been recommended to exclude any works to the façade at the present time, pending a further survey and a review of external funding options, with an initial estimated cost of £35k. It was proposed by Councillor Bonfield, seconded by Councillor Bishop and RESOLVED UNANIMOUSLY:

TO RECOMMEND:

That approval be given to an increase of £33k in the budget allocation, totalling £88k for external works to the Town Hall.

(b) **Safety Surface – Shore Road**

Members discussed a briefing note outlining issues that had been raised during the summer season relating to the area adjacent to the showers on Shore Road. It was noted that the path was in Dorset Council ownership. However, the issues raised were as a result of Town Council owned showers. It was further noted that Dorset Council had recommended the proposed remedial works. It was proposed by Councillor Bonfield, seconded by Councillor Harris and RESOLVED UNANIMOUSLY:

To approve a budget allocation of £2,572 to provide non-slip flooring to the footpath area adjacent to the showers on Shore Road.

(c) **Fencing & Benches – Herston Community Field**

Members considered a briefing note detailing a recommendation from the Sports, Leisure and Wellbeing Working Party to increase the budget provision required for improvement works at the Herston Community Field to £5,500, an uplift of £2,500. It was proposed by Councillor Bonfield, seconded by Councillor Harris and RESOLVED UNANIMOUSLY:

To approve an increase in the budget for improvement works at Herston Community Fields to £5,500.

7. **Items of information and matters for forthcoming agendas**

The following matters were listed as matters for forthcoming agendas.

- a) Civility and Respect Pledge
- b) Vexatious Correspondence Policy- a date for a meeting of the Working Party would be organised for January 2024.
- c) Medium Term Financial Plan 2024/25 to 2026/27
- d) Update on Action Points from Internal Audit Report 2022/23

8. **Date of next meeting**

The date of the next scheduled meeting was noted as 10th January 2024.

The meeting concluded at 11.15 a.m.

Proposed STC Priorities Winter/Spring 2024			Item 5)
Project	Urgency - H/M/L	What does success look like @ 31st May 2024?	Immediate Next Steps
Good Governance			
Financial Planning	H	Council has adopted medium term financial strategy.	Draft MTFS to be presented to Council 29 Jan 2024.
Off-Street Parking Places Order	H	Order made.	Work to finalise draft order in January 2024 in accordance with indicative timetable approved by Council 11/12/2023.
Charitable Trust Review	H	Action plan in advanced stage of implementation.	Trust and Council Meetings to agree next steps.
Asset Review	H	Property Panel to have completed review and recommendations made to Council regarding any surplus assets identified.	Property Panel to meet to complete review of list of assets.
Lease and licence renewals & rent reviews	H	Rent reviews completed and new licences/leases in place.	Complete negotiations with third parties, valuer recommendations to be presented to Council; solicitors to be instructed.
Improve access to Transparency Code Data and Revise Asset Register	H	All relevant data accessible via a single webpage.	Finalise spreadsheets containing data.
Complete review of Data Protection policies and procedures	H	Full suite of policy documents adopted.	Tailor model documents to STC requirements.
Communications Plan	M	Plan to be reviewed and priorities actioned.	Adopted plan to be reviewed.
Tender new Council website	M	Tender process for a website fully compliant with accessibility regs at an advanced stage.	Analyse outcome of consultation and develop brief for tender process in consultation with working party.
Local Economy and Tourism			
Green Seafront Scheme	H	Preferred option identified and project plan agreed.	Report to a forthcoming Council meeting on next steps. Review methodology of scheme and cost estimates.
Concessions Plan	H	Concessions awarded and agreements in place.	Council to award concessions and review heads of terms, 29 Jan 24.
Develop Marketing Strategy	H	Tourism website live.	Finalise website content Jan 24.
Community Services, Health and Wellbeing			
Investigate options for footpath linking Washpond Lane and Northbrook Road	H	Discussions concluded with stakeholders and outcome determined.	Once received, consider advice from Dorset Council.
Washpond Lane/Ulwell Road land	H	Asset transfer completed.	Town Council to confirm support for transfer of land for development of community housing Jan 24.
Progress Football Club redevelopment proposals	H	Preferred option identified and public consultation planned.	Continue regular meetings with S&HFC and other stakeholders.
Peveril Point Road stabilisation/improvements	H	Work commissioned	Finalise project and undertake procurement.
Town Hall services review	M	Operation of Town Hall/Police help desk reviewed and new opening hours in place; future operation of CAB/Registration agreed.	Liaise with partners and develop timetable for reopening joint help desk.
Beach Gardens future plan	M	Meetings held with Bowls and Tennis Clubs and outline plan agreed for way ahead, together with financial contributions.	Continue to meet with sports clubs.
Planning & Heritage			
Produce Neighbourhood Plan	H	First round public consultation completed and draft plan under preparation.	Analyse returns from call for sites and arrange initial round of public consultation.
Station Approach Improvements	H	Work commissioned	Confirm budget and undertake procurement.
Environment & Climate Crisis			
Implement next stage of Environmental Action Plan	H	LED lighting, solar panels and EVCPs installed. Next priorities from Environmental Action Plan identified.	Complete procurement of LED lighting, solar panels and additional EVCPs.

Minutes of the **FINANCE AND GOVERNANCE COMMITTEE**
held at the Town Hall, Swanage on **WEDNESDAY**
10th JANUARY 2024 at 9.30 a.m.

PRESENT:- Councillor T Foster (Town Mayor) – Chair

Councillor J Bishop
Councillor M Bonfield (to 10.00 a.m.)
Councillor C Moreton
Councillor C Tomes
Councillor W Trite
Councillor M Whitwam

Also in attendance: -

Dr M Ayres	Town Clerk (from 9.35 a.m.)
Mr C Milmer	Visitor Services and Business Development Manager
Ms G Percival	Assets & Compliance Manager
Miss A Spencer	Finance Manager

In addition to Members of the Council and Officers, five members of the public attended the meeting.

Public Participation Time

The following matters were raised during Public Participation Time:-

- Agenda item 3 (a)(i) Private Sites Beach Hut fee - three members of the public spoke of their concern at the proposed increase in the licence fee for 2024/25 and questioned some of the content of a briefing paper that had been circulated prior to the meeting. A request was made for further background information. The Committee were asked why there was no reserve allocated for the replacement of the beach hut staging.
- Agenda items 3 and 4 – a fourth member of the public objected to the timing of the circulation of the briefing note on the private site fee. In light of the Council's actions to generate additional income from the introduction of new seafront concessions, the Committee was asked why there had been no attempt to replace the ice cream kiosk on the beach nearest the Mowlem. Concern was also raised over the council's approach to managing its aged debts and a perceived lack of transparency in this matter.

In response to some of the language used whilst making this contribution, a request was made for future contributions to be made in a respectful manner. Attention was also drawn to the large amount of information about the Council's finances that was available online.

1. **Apologies**

Apologies for her inability to attend the meeting were received from Councillor Harris.

2. **Declarations of Interest**

Members were invited to declare their interests and consider any requests for Grants of Dispensations in accordance with Section 9 and Appendix B of the Council's Code of Conduct.

Agenda Item No. 3 (a)(i) – Councillor Bonfield declared a non-pecuniary interest in the scale of charges under the Code of Conduct by reason of being employed as a taxi driver and hiring a grid space in the boat park.

Agenda Item No. 3 (a)(i) – Councillors Bishop and Bonfield declared non-pecuniary interests in the scale of charges under the Code of Conduct by reason of being regular hirers of Town Council beach huts.

Agenda Item No. 3 (a)(i) – Councillor Tomes declared a non-pecuniary interest in the scale of charges under the Code of Conduct by reason of close family members being private beach hut site licensees.

3. **Budget Setting 2024/25 – To Review:**

(a) **Draft Estimates 2024/25**

The Town Clerk and Responsible Finance Officer introduced the Preliminary Budget Report 2024/25, which was the culmination of extensive work over recent months through finance workshops and formal committee meetings.

i. **Scale of Fees and Charges 2024/25**

Consideration was given to a draft scale of fees and charges for the Council's services for the 2024/25 financial year. The Chair agreed to the discussion of the Private Site Licence Fee for 2024/25 in the first instance due to Councillor Bonfield, who was the lead councillor in discussions with the Private Site Beach Hut Owners' Association, having to leave the meeting at 10.00 a.m.

Further to his declaration of interest in sections of the scale of charges under item 2) above, Councillor Tomes left the meeting.

Councillor Bonfield reported on a meeting with a number of private site licensees that he had attended with officers on 3rd January 2024, to review the proposed uplift in the licence fee for 2024/25 and issues relating to the application of VAT and charges for business rates. The need to improve communication with licensees, particularly in respect of the distribution email address was acknowledged.

It was noted that the issues regarding VAT and business rates were ongoing and were unlikely to be resolved in the immediate future. Dorset Council had been contacted regarding the possibility of direct billing of business rates to licensees. It was noted that the final decision regarding the fee would be made on 15th January, with any representations to be made prior to this meeting for consideration. It was further stated that Officers would continue to work on the matter and seek further advice. Clarification was provided that if there were to be any change to the rateable value or application of VAT after invoices had been raised the licensees would receive an appropriate refund.

In acknowledgment of many of the comments made by the site licensees during public participation time, the Town Clerk stated that the briefing note circulated prior to the meeting had sought to place the setting of the licence fee within the wider financial context of the Council's operations. It was proposed by Councillor Bonfield and seconded by Councillor Bishop:

TO RECOMMEND to the Estimates meeting on 15th January 2024:

To accept the recommendation of the Tourism & Local Economy Committee to increase the licence fee for private beach hut sites to £495 p.a. (incl. VAT) for the 2024/25 financial year, subject to the fee being reviewed: i) if Dorset Council advises that beach hut owners should be

individually rated; ii) if there is any change in the rateable value and/or; iii) in light of further advice regarding the application of VAT.

Councillor Bonfield left the meeting at 10.00 a.m.

Upon being put to the meeting the Proposition was CARRIED UNANIMOUSLY.

Councillor Tomes re-entered the meeting.

Members considered the remaining scale of fees & charges. It was noted that the beach hut charges had previously been agreed by Council and were excluded from the process. Attention was drawn to the proposed increase in car parking charges.

It was proposed by the Town Mayor and seconded by Councillor Tomes:

TO RECOMMEND to the Estimates meeting on 15th

January 2024:

That the Scale of Fees and Charges, Appendix G of the Preliminary Budget Report, be approved and adopted.

Upon being put to the Meeting FIVE Members voted IN FAVOUR of the Proposition and there was ONE ABSTENTION, whereupon the Proposition was declared CARRIED.

ii. Revenue Budgets 2024/25

Consideration was given to the draft Revenue Budget summarised in Appendix A of the Preliminary Budget Report, incorporating expenditure shown in Appendix B.

The most significant components of the revenue budget had been outlined in the budget report. It was noted that the future of the Sustainable Swanage Officer post was still uncertain but was retained in the budget at £20k for 2024/25. The Town Clerk requested that Members raise any other matters for consideration so that any amendments could be worked through prior to the Estimates meeting. None were raised.

It was proposed by Councillor Bishop and seconded by Councillor Whitwam:

TO RECOMMEND to the Estimates meeting on 15th

January 2024:

That the draft revenue budget 2024/25, Appendix A & B of the Preliminary Budget Report, be approved and adopted.

Upon being put to the Meeting, FIVE Members voted IN FAVOUR of the Proposition, and there was ONE ABSTENTION, whereupon the Proposition was declared CARRIED.

iii. Capital Programme 2024/25

Consideration was given to the draft Capital Programme 2024/25 to 2026/27, set out in Appendix D to the Preliminary Budget Report. The impact of the Green Seafront Stabilisation Scheme was once again highlighted, with this project consuming Council reserves over the coming years.

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

TO RECOMMEND to the Estimates meeting on 15th January 2024:

That the draft Capital Programme 2024/25, Appendix D of the Preliminary Budget Report, be approved and adopted.

iv. **Precept 2024/25**

Referring to pages 18 & 19 of the Preliminary Budget Report, the Town Clerk reported that an uplift of 3.5% in the precept levied had been incorporated into the draft estimates as presented. This was a recommendation from the Finance & Governance Committee held on 13th December 2023. The impact of this recommendation had been reviewed at a workshop held on 3rd January 2023. It was noted that a 3.5% precept increase equated to a 2.98% increase in a Band D property charge increase, £5.13 per annum. The impact upon households was discussed with any decision to increase bills not taken lightly.

It was proposed by Councillor Trite:

That the Town Clerk be asked to identify a range of savings in order that the Council has no need to increase the precept for the 2024/25 financial year.

On a point of order, the Chairman was advised that this proposal was incompatible with the Committee already having agreed to recommend the revenue budgets to the Council for approval. Councillor Trite asked that he nevertheless be permitted to seek a seconder for his proposal and the Chairman agreed. Upon being put to the meeting no seconder was forthcoming. Further discussion ensued, during which attention was drawn to the impact of inflation over recent years and the Council's ongoing commitment to funding the projects and priorities set out in the Corporate Plan. It was proposed by Councillor Tomes, seconded by Councillor Bishop and RESOLVED UNANIMOUSLY:

TO RECOMMEND to the Estimates meeting on 15th January 2024:

That the Council approves a precept of £878,750 for the 2024/25 financial year, equivalent to a Band D bill of £177.14, an increase of 2.98%/£5.13 on the current year's charge.

(b) **Reserves Policy**

Consideration was given to the Council's Reserves Policy, last revised and adopted 16th January 2023. It was reported that the following revisions had been made to the draft revised policy document, namely:

- Section 3. Policy. This section was updated with the current JPAG Practitioners' Guide recommendation for the General Reserve level.
- Earmarked Reserves – Community Sea Defence Project Reserve, the policy for use was clarified.
- Earmarked Reserves – Football Club Facilities was reinstated for the purpose of holding funds relating to the back rent from the Vodafone Mast at Day's Park.
- Earmarked Reserves – Treasury Risk Management Reserve was included, as agreed by the Finance & Governance Committee, to hold income received above budget in order to offset any potential capital losses from strategic investments.

The possibility of creating a Private Sites Staging earmarked reserve was noted, following representations in public participation time, and would be reviewed in the following financial year.

It was reported that earmarked reserve balances of £2.6m were forecast for year-end. However, the depletion of reserves over the forthcoming years, used to finance the Green Seafront Stabilisation Scheme, was highlighted with the need to address reserve levels a priority in the next financial year.

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

TO RECOMMEND to the Estimates meeting on 15th
January 2023:

That the revised Reserves Policy be approved and
adopted.

4. **Internal Audit Report 2023/24 – Visits 1&2 of 5**

The first Internal Audit Report of the 2023/24 financial year prepared by Darkin-Miller – Chartered Accountants was submitted for information. It was noted that the format had been changed from previous years, with only medium and high recommendations being reported to Committee, as agreed.

The following areas had been reviewed during the audit visits:-

- Proper Bookkeeping
- Risk Management (minute review) - work in progress
- Income
- Exemption
- Transparency – work in progress
- Public rights
- Publication
- Car Park Income

A total of two medium level recommendations had been made. It was reported that the two older debts as mentioned in the report, were being managed. It was
AGREED:

That the first Internal Audit Report for the 2023/24
financial year be accepted.

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

The following matters were listed as items for forthcoming agendas.

- a) Civility and Respect Pledge – the need for respect not only from Councillors but also from those who engage with the Council was highlighted.
- b) Vexatious Correspondence Policy - a date for a meeting of the Working Party would be organised for January 2024.
- c) Medium Term Financial Plan 2024/25 to 2026/27 - it was noted that a draft plan would be taken to the Council meeting on 29th January 2024.
- d) Update on Action Points from Internal Audit Report 2022/23

8. **Date of next meeting**

The date of the next scheduled meeting was noted as 21st February 2024.

The meeting concluded at 10.40 a.m.

Swanage Community Housing – To confirm Town Council support for construction of community housing on land on corner of Washpond Lane and Ulwell Road and associated asset transfer from Dorset Council

Introduction

This briefing note was first produced for the Council Meeting held on 11th December 2023. At that meeting consideration of this item was deferred to enable the Community Land Trust to undertake some initial public consultation about the development in question. The Trust held a meeting at All Saints Church on Thursday 4th January 2024 and have provided a report containing all of the feedback that they received about this development, which has also been circulated as an agenda paper.

Background

The Town Council has long supported efforts to provide affordable housing for local people. Inspired by the success of the Worth Matravers Community Land Trust in supplying homes for working people with a local connection, a working party was appointed to explore the potential for such an organisation in Swanage. In July 2019 it was determined that the formation of a Community Land Trust (CLT) would indeed provide the best delivery vehicle for such a project, thereby ensuring that any properties built would be excluded from the ‘right to buy’ and therefore remain as a community resource in perpetuity.

The Town Council nurtured the early stages of development of the Swanage CLT, engaging with Dorset Council’s housing advisor and funding membership of the National Community Land Trust Network, which included free legal advice on drawing up a constitution. In July 2020 the Council established an advisory committee to act as a Steering Group to drive the project forward. In November 2020 an initial public meeting was held online in order to raise awareness of the project and a number of outside representatives were recruited.

In March 2021 the Council agreed that the Community Land Trust should be incorporated as a Community Benefit Society with charitable status. Incorporation took place on 3rd September 2021 and an official launch event took place in November. Since that time the group has met independently of the Town Council, although Councillors Monkhouse and Rogers have served as council observers.

Site Selection

Since its incorporation, the CLT, now known as Swanage Community Housing (SCH), has undertaken considerable work to identify a viable site. One of the key criteria is that the land has to be available at nil cost, otherwise such a project would be financially unviable. In the absence of a private or institutional landowner willing to donate a site, the focus was on land in public ownership. Having reviewed all property owned by the Town and Dorset Council, discussions were held during 2022 about the future of the Kings Court/Depot site at the junction of Kings Road West and Court Road, and the grazing field on the corner of Washpond Lane and Ulwell Road.

In April 2022, the Town Council agreed to enter into discussions with Dorset Council about the potential development of community housing on the Kings Court/Depot site, and to seek

ownership of the grazing field in order for it to be retained as green open space. However, after discussions with Dorset Council during the summer of 2022 it became clear that it would not be possible to progress redevelopment of the Kings Court/Depot site in the short term. Consequently, the Town Council agreed to review its preference, and at the Council Meeting held on 12th December 2022, further to a request from SCH, it was agreed ‘that, subject to the outcome of further studies regarding the suitability of the land on the corner of Washpond Lane and Ulwell Road, the Town Council agrees to support the Swanage Community Housing group taking forward the site as an affordable housing delivery opportunity for local people’.

The main purpose of this agenda item is to review a progress report from SCH, including a summary of the ‘further studies’ that have been commissioned to establish the development potential of the site, and to consider whether or not to confirm the Town Council’s approval of the use of this land for a community housing scheme.

The progress report from SCH is attached as an addendum to this briefing note. It provides the following information:

- Agreement reached with Hastoe Housing Association.
- SCH prefer to acquire the freehold of the land as this will simplify legal arrangements.
- Flood Risk Assessment confirms significant part of the site can be developed for housing, and therefore SCH require entire site.
- SCH has recently written to neighbours of the site to make them aware of the proposals and encourage their engagement in the project.

Clearly, there is much work to be done prior to the submission of a future planning application in connection with this site, and if the Town Council were to support the use of the land as community housing it would have an important role to play in helping to shape an application that is sensitive to the local landscape and environment. Depending on the timeframe, the Neighbourhood Plan could also play an important part in shaping the development.

Decision required

To determine whether or not to confirm the Town Council’s support for the development of a community housing scheme on the land on the corner of Washpond Lane and Ulwell Road.

Ownership of Site

The site was gifted to Dorset County Council by James Day in 1944, as part of a bequest which subsequently saw the development of James Day Care Home (now Gainsborough) and later James Day Mead. It was transferred to Dorset Council following local government reorganisation in April 2019.

In November 2022 the Town Council lodged an application for a Community Asset Transfer of the site as green open space with the potential for development of community housing. Although the Town Council was informed in June 2023 that this had been unsuccessful, Dorset Council has since engaged in discussions that would see a disposal of the land to the Town Council at a peppercorn for community housing purposes. Discussions have been taking place around draft heads of terms.

As a result of these discussions, SCH has raised the possibility of directly acquiring the freehold from DC. At one time it had been envisaged that only part of the site would have been required, leaving part of the land to be managed by the Town Council. However, SCH are now looking to layout the entire site as part of these proposals and manage any remaining green space, most likely along the riverbank. This would mean that the Town Council would simply pass the freehold from Dorset Council to SCH. Given that this has the potential to add additional cost in terms of staff time, legal and valuation fees, and potential delay by making four parties to the agreement (DC, STC, SCH and Hastoe Housing Association), Members are asked to consider whether or not the Town Council should continue to seek the ownership of this property.

As reported at the December Council Meeting, Dorset Council has confirmed that it is prepared to transfer the asset directly to SCH.

Decision required

To determine whether or not the Town Council wishes to pursue the freehold title to the land, prior to its transfer to Swanage Community Housing Group.

Martin Ayres
Town Clerk

January 2024



5th January 2024
v2



Public Consultation Feedback Report

4th January 2024

at

All Saint's Church, Ulwell Road

for

Development of Land at Ulwell Road and Washpond Lane

Swanage Community Housing is the working name of Swanage Community Land Trust Limited.

Swanage Community Land Trust Limited is registered in England and Wales under the Co-operative and Community Benefit Societies Act 2014 as a community benefit society, Registration Number 8707 and recognised as a charity by HM Revenue & Customs.

Registered office: Cliff Cottage, Shore Road, Swanage, Dorset, BH19 1LD.

Introduction

200 people living near to the site invited by leaflet drop and over 60 people attended

All comments received

Positive 35 (58%)	50 (83%)	<i>Many of the neutral comments relate to long-standing concerns over pedestrian safety on Washpond Lane or questioning why this need wasn't satisfied in other developments– i.e. not related to the proposal</i>
Neutral 15 (25%)		
Against 10 (17%)		

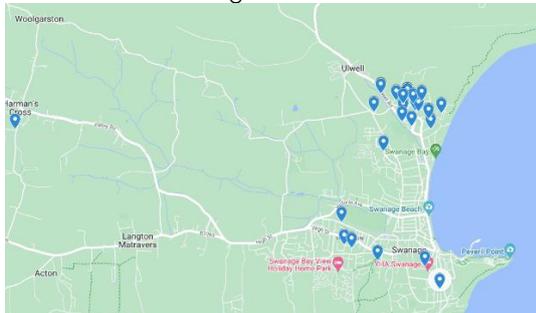
Note:

These comments do not relate to a specific question put forward at the Public Consultation but are attendee's views on the idea/proposal (see below for Feedback Form). Similarly, the Facebook online comments are on the initiative of providing low-cost homes for local people

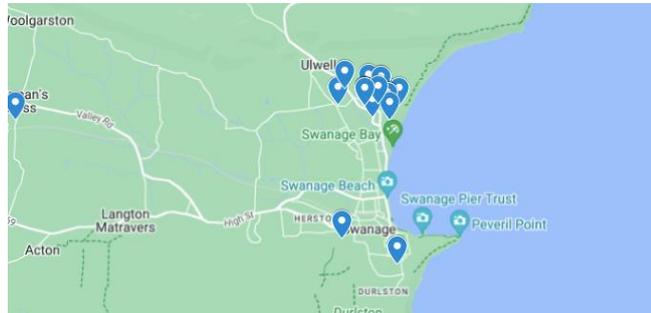
Attendees

An analysis of locations of those attending

Provided when arriving



Provided on Feedback Forms



Councillors attending

Mike Bonfield
Bill Trite
Chris Moreton
Nicola Rogers

Feedback Form

Swanage Community Housing
Building affordable homes for local residents and key workers



Public Consultation

Housing on Land at Washpond Lane and Ulwell Road

This presentation has been prepared to keep you involved and sets out an option that represents our aspirations for the development of the land at Washpond Lane and Ulwell Road.

We encourage your views in the development of the proposals as well as any local insights you wish to offer.

	Yes	No
Prior to this Public Consultation, were you aware of Swanage Community Housing?	<input type="radio"/>	<input type="radio"/>
Do you support the aims of Swanage Community Housing to build "affordable homes for local residents and key workers"?	<input type="radio"/>	<input type="radio"/>
Do you know someone who could benefit from a affordable home at Ulwell Road/Washpond Lane?	<input type="radio"/>	<input type="radio"/>

Any Comments?

It would be helpful if you can provide your postcode:

If you are interested in supporting Swanage Community Housing by becoming a member, please speak to one of the trustees or pick up a membership form.

Thank you for coming.

*Please post in the box provided or return to:
Cliff Cottare, Shore Road, Swanage, Dorset, BH19 1LD*

Yes – 18 (65%)
No – 10 (35%)

Yes – 25 (90%)
Not sure – 1 (3%)
No – 2 (7%)

Yes – 11 (40%)
No answer – 1 (3%)
No – 16 (57%)

See below for comments

Comments on Feedback Forms

Positive

Neutral

Against

I am in favour of more affordable homes in Swanage and support housing on land at Washpond Lane and Ulwell Road

I am not sure about supporting this development until more design info is available

Support the need of more housing for residents, but am against getting rid of more green space when so much has been lost close by

I believe strongly that Swanage needs more affordable homes for local families and key workers

Please keep me informed of any developments

Looking forward to more sites

Washpond Lane needs to be improved for pedestrians and transport. This is a dangerous corner for cars

More needed

Footpaths are needed for safety from the site along Washpond Lane to Northbrook Road to reach St Mary's School

I support the aims of SCH but the land at Washpond Lane/Ulwell Road is not suitable for building for many reasons

Ideal position on a bus route and near a school. Wet ground is the only worry

More design info required

Barratts development should have included this

Thanks to the lower than expected flood risk, strong support

Totally against any building on this greenfield site. Think flooding! A brownfield site would be better

A vital development – please go ahead – and thank you

I approve in principle with your aims and objectives – but far from clear to me that this is a suitable site – 11 way too many - flooding

Know of lots of young people including my children who would benefit

Need support in being able to acquire a rental property thats affordable. Due to children in school in Swanage – unable to move schools

Question appropriate location off Ulwell Road/Washpond Lane

This would be an excellent start to much needed affordable housing for our young and keyworkers. Wherever we decide to build, we will obviously loose a green site and at this end of town there is plenty more

Totally opposed to you building on this greenfield site. Totally

I am a governor at St Mark's School and I know how much Swanage needs affordable housing for local people and key workers because of the problems parents and staff are having at the moment

I do support SCH in its plan to build affordable homes for local residents and key workers". But I am glad there is wider consultation now. Best to have "neighbours" on board.

This is an essential project. Keep up the good work

Comments left on Post it Notes

Positive

Neutral

Against

I feel that as James Day gave the land for the benefit of the community, this would be a good use for it to benefit people who contribute to the community

This is a good idea as long as the houses are for local people.

Hopefully as only 6 houses to be built on James Day land this project will go ahead for the benefit of local people

What is classed as a local person?

How will the local person be the lucky one to be able to have that house

Good opportunity as part of process to consider reducing speed limits on Washpond Lane and reminding all of 30mph on Ulwell Road

too many units flooding

My main concern has always been flooding. I am surprised and pleased to learn that the flood risks on the major part of the site is low. Houses for rent for local people that cannot be sold are much needed

New flood survey now compass point has been built

Pleased to support the development of social housing for the local community. Consider Washpond Lane footpath for families

I am for social housing in the right location. I do not believe this to be a site or responsible place for any dwellings

This is long overdue seeing as James Day gave the land to the town. But please make sure local born people get first choice for the houses

We are fully behind this project. It is essential that affordable housing is provided for the young people of Swanage

This is long overdue and would seem to be a good place, on a road, on a bus route, walking to town etc

Washpond Lane needs to be improved – it is dangerous for pedestrians and also very tight for transport

Comments left on Facebook

Positive

Neutral

Against

...local young people need options for housing. It is the working aged people of the town that most need housing and a large proportion in our town are working in service related jobs/industries, to make swanage function as a tourist resort and retirement location. Problem is right now so many people providing the services to the town can't afford to live here and have had to move away

How many house are going to be built?

...we need affordable houses for local young people as well

Relative to other developments there has been a higher than average Amount of affordable and social housing on the recent developments in Swanage

More help needs to be given to young people to enable them to afford a Mortgage

Where is access going to be coming into washpool lane will be fun as racetrack

Even in good employment with a reasonable wage for this area, our kids simply cannot afford a £350k house

Excellent news isn't it

Not a great choice if location as it floods next to that brook

Good news! Much

At last ! So badly needed here in Swanage. We can't recruit care workers ,nurses , key workers because nobody can afford to live here on those wages

People of all ages who are local can't afford to live here ...its not just the financial cost of property its the social and economic costs of living in a small community in the country... those costs also include transport /higher food prices / difficulty with getting appropriate care when needed.

Good news as long as the lorries don't come up Northbrook Rd pls! Compass Point has been enough already

[in response to avoiding housing flooding plans] 'hope so but will add to cost

Good news

Isn't that the bit that floods?

This is fantastic news! I have struggled to recruit care staff for the past 5 years and continue to do so and the number 1 reason fed back to us is that people cannot find/ afford housing locally and the commute over from Poole & Bournemouth is too much time/effort/cost to make it worth their while...I myself need an affordable accessible property and we have been putting off moving for over 5yrs now because we know we will have to leave our support structure in Swanage to move beyond Wareham to find anywhere remotely affordable that meets our needs.

Brilliant idea

Understand the Trust have build plans to avoid housing flooding

Such a great idea!

Agreed...Our youngsters are being driven out

What about the huge estates in Northbrook Road? How come those aren't affordable housing for desperately needed key workers?

SWANAGE TOWN COUNCIL



Budget Report

2024/25

Contents

1. Introduction and Budgetary Context
2. Summary of 2023/24 Financial Year to Date
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- F. Proposed Precept Calculation for 2024/25
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1. Introduction and Budgetary Context

- 1.1 This report provides a commentary on the draft revenue budgets for 2024/25, together with planned capital expenditure and contributions to reserves and balances. The revenue and capital budgets are set out in summary format in **Appendix A**, including future projections until March 2027. This forms the basis of the Council's Medium Term Financial Plan.
- 1.2 The development of this budget has been informed by the Town Council's Corporate Plan 2023-25, which was adopted following extensive public consultation. The Council's financial plans are focussed on the following priorities:
- Delivering Good Governance
 - Promoting Sustainable Tourism and Supporting the Local Economy
 - Encouraging Health and Wellbeing and Enhancing Community Safety
 - Planning for the Future and Preserving our Heritage
 - Protecting the Natural Environment and Addressing the Climate Crisis
- 1.3 By far the most financially significant project contained in the Corporate Plan is the stabilisation of the seafront land between Victoria Avenue and Cliff Cottage, referred to in this document as the Green Seafront Scheme. This includes Sandpit Field, the Weather Station Field and the Spa. It is recognised that significant ground movement needs to be addressed as the risk of a substantial landslip and damage to surrounding infrastructure, which would have a significant negative impact on the town's visitor economy, is increasing year-on-year.
- 1.4 Two outline proposals for the Green Seafront Scheme were developed during 2023 and were the subject of public consultation in the autumn. An enhanced scheme, which would see the filling in of Walrond Road to extend the 'green seafront', has been costed in the region of £11m; an essential scheme at £4m. The public response was 51.1% in favour of the former and 43.6% in favour of the latter. It is recognised that the enhanced scheme cannot be implemented without significant external funding. Hence, for budget setting purposes, the Council has agreed to assume that its contribution to whichever scheme is ultimately implemented will be a maximum of £4m.
- 1.5 Capital expenditure of £4m from a Town Council's reserves is an exceptional occurrence and will have a very significant impact on Swanage Town Council's financial planning. The sharp decline in the Council's reserves from £5.4m at 31st March 2024 to £0.85m by 31st March 2027 is evident from **Appendix C**, which sets out the Council's projected reserves and balances. The impact of this on the Council's revenue funding can be seen in **Appendix A**, which demonstrates a decline in Council income (excluding precept) from £1.85m to £1.67m over the coming three years. This is principally due to a reduction in investment income consequent on the Council using its savings to fund the Green Seafront Scheme and other capital projects. This provides important context for the budget setting decisions that will be taken this year and for the foreseeable future.
- 1.6 In terms of the national economic outlook, there are some signs that the inflationary shock caused by recovery from the Covid-19 pandemic and the war in Ukraine is easing. CPI stood at 3.9% in November, down from 10.7% in November 2022 and 5.1% in November 2021. Although it is undoubtedly welcome news that the rate of increase in prices is slowing, the Council is still adjusting to the significantly higher cost of its day-to-day operations.

- 1.7 One mitigating factor has been the rise in interest rates which have been at 5.25% since August 2023, up from 3.5% in December 2022. This has meant that interest on the Council's investments has generated additional revenue funding, although, as illustrated in Tables 1 and 2 below, increases in expenditure have outstripped growth in income over recent years. Looking ahead, it is anticipated that interest rates will be cut during 2024/25 towards a low of around 3% by 2026.
- 1.8 The Town Council retains the ability to set its precept at a level it deems appropriate, the Department for Levelling Up, Housing and Communities having again confirmed that it has no plans in the foreseeable future to extend referendum principles to local councils to cap parish precepts.
- 1.9 The Town Council has carried out a thorough review of its planned income and expenditure as part of the budget setting process. Each of the Council's standing committees met during October and November 2023, and considered relevant budget matters for the 2024/25 financial year. The Finance and Governance Committee met on 13th December to consider each of the committees' recommendations regarding the scale of charges, capital programme and schedule of one-off expenditure for the year ahead. It met again on 10th January 2024 to review a preliminary version of this report.
- 1.10 Two budget workshops for councillors have also been held on 1st December 2023 and 3rd January 2024 to take an overview of how the plans for 2024/25 are likely to impact on the Medium Term Financial Plan. Recommendations from these workshops have also been incorporated into the draft budgets, alongside those from the Council's committees.
- 1.11 Following a recommendation from the meeting of the Finance & Governance Committee Meeting held on 10th January, Council is asked to adopt the draft estimates, together with the scale of fees and charges and capital programme, and to agree the precept to be charged to local residents for the 2024/25 financial year. The Finance and Governance Committee recommended that the total precept should increase by 3.5%, which, due to a small increase in the tax base, will result in a 2.98% increase in household bills.

2. Summary of 2023/24 Financial Year to date

- 2.1 In April 2023 the total Council Tax precept rose by 1.08% and as a result of an equivalent increase in the tax base household bills were frozen.
- 2.2 The Town Council entered the 2023/24 financial year with a surplus general fund balance of £865,558. The net cost of services is projected to be £1,157,510, 0.7% lower than the budget estimate of £1,165,140.
- 2.3 The Council intends to transfer £177,000 to earmarked reserves, including £25,000 to fund future environmental improvement projects and £80,000 to a new Treasury Risk Management Reserve to cushion any potential loss on the Town Council's long-term investments when they are redeemed to fund the Green Seafront Scheme.
- 2.4 It is forecast that there will be a deficit on the general fund for the current financial year of £67,995, resulting in a general fund balance at 31st March 2024 of £797,565. Although this is above the Council's risk assessed minimum level (see **Appendix E**), it remains within the

recommended range of general reserves, equivalent to a sum between three months' and one year's revenue expenditure. This is explained further below, in paragraphs 6.3 and 6.4.

3. Income Analysis

- 3.1 Table 1, below, summarises the Council's greatest sources of income during the last four full financial years, together with the probable out-turn for 2023/24 and the draft budget estimate for 2024/25. These headings, together with the precept, account for approximately 94% of Council income, excluding one-off grants. At budget setting 2023/24 these income streams were projected to remain largely stable, with a projected increase of 0.7%; it is now anticipated that they will have increased by 5%, largely due to higher than anticipated car parking and investment income.
- 3.2 During the 2023 summer season **car parking income** was again significantly above pre-pandemic levels, and it is estimated that at year-end it will be 3% above budget. In light of continued strong demand and further increases in the costs of operating the Council's car parks, including the phasing out of transitional relief on business rate payments, the Tourism & Local Economy Committee, following discussion at a meeting of the Car Parks Working Party, have recommended increasing charges in its long-stay car parks for the second successive year. If approved by Council this will see the charge for stays of between 1 and 6 hours increase between 10p and 50p, and the all-day charge increase from £9 to £10. The all-day charge for parking in the long-stay car parks during the winter months (November to March) will increase from £1 to £2. This compares to £15 for 10-hours parking in Dorset Council's seaside visitor car parks in summer and £9 in the winter.
- 3.3 It is recommended that free overnight parking be introduced in the Council's long-stay car parks between 9 p.m. and 8 a.m. which it is hoped will encourage people to stay longer in the town and use the Council's electric car charging facilities overnight.
- 3.4 In the short stay car parks, the committee recommended that the 2-hour charge be increased by 30p from £2.10 to £2.40. However, there will be no increase in the cost of a residents' parking permit or for parking in the Residents' Car Park.
- 3.5 In light of higher interest rates, **investment income** has risen to the highest level received by the Council since the capital receipt from the disposal of Swanage Bay View Holiday Park was invested in 2009/10. Council has agreed that £80,000 of this above-budgeted income will be allocated to an earmarked reserve as a cushion against the fall in the capital value of some of the Council's long-term investments. Although it is currently anticipated that interest rates will start to fall in the middle of the 2024/25 financial year, it is projected that investment income will remain well above the average total received over the last 15 years.
- 3.6 Income from **property rentals** decreased in 2023 due to the closure of the beach ice cream kiosks and the taxi office. Small increases are anticipated over coming years due to the implementation of rent reviews and the taxi office has been re-let. The council continues to receive a 1/9th share of Dorset Council's rental income from the **Purbeck Business Centre**.
- 3.7 New **seafront concessions** are due to be entered into in early 2024. The anticipated income of approximately £37,000 has been allocated a separate line in the table above. This sum is a significant addition to the Council's overall budget.

3.8 **Beach hut income** has risen in the current financial year, and it is projected that it will continue to do so during 2024/25. This is due to the combination of higher occupancy rates, especially outside of the main summer season, and increased charges following a freeze since 2022/23.

Table 1. Budgeted sources of income with an average in excess of £5,000 2019/20 – 2024/25

Budgeted Sources of Income in excess of £5,000	19/20 Actual	20/21 Actual	21/22 Actual	22/23 Actual	23/24 Forecast Outturn	24/25 Estimate
Car Parking (includes Co-Op net income)	560,025	470,950	729,610	698,424	730,335	784,710
Investment Income	207,930	184,900	165,750	208,000	265,000	240,000
Property Rental	201,905	206,655	207,155	208,255	181,130	186,880
Beach Hut Fees	122,425	48,000	128,830	159,520	163,990	173,250
Boat Park Fees	37,595	35,600	48,000	54,590	61,000	66,000
Beach Gardens	39,495	21,560	38,200	57,610	55,825	57,870
Cemetery Charges	32,420	28,400	35,570	39,075	32,000	35,000
Market Income	6,965	9,400	19,125	19,275	22,500	23,000
Private Beach Hut Sites	17,735	18,200	18,200	18,900	19,830	23,100
Fishermen's Huts	8,725	8,835	8,820	9,630	11,180	11,615
TIC net income from sales and commission	7,785	3,840	6,630	8,175	9,525	10,250
Allotment Rents	8,450	8,665	9,000	9,225	9,080	9,400
Beach and Seafront Concessions	7,595	7,640	7,770	7,995	8,255	45,270
Purbeck Business Centre Profit Share	8,070	8,125	8,125	8,125	8,000	8,200
TIC Advertising Boards	8,420	6,730	6,600	7,390	6,145	7,875
Total	1,275,540	1,067,500	1,437,385	1,514,189	1,583,795	1,682,420

3.9 Given rising direct costs, the Tourism & Local Economy Committee recommended a 16.5% increase in the **private beach hut site licence fee** from £425 to £495 p.a. (incl VAT). Since then this matter has been the subject of a meeting between representatives of the Beach Hut Association and the Town Council, and a detailed briefing note was considered at the Finance & Governance Committee meeting held on 10th January 2024. The Committee agreed to recommend to Council that the increase should be implemented, subject to it being reviewed further as and when guidance is received regarding the billing of business rates and the application of VAT. This matter will be considered as part of the scale of fees and charges, set out in **Appendix G**.

- 3.10 The **boat park** has remained full to capacity this year and the increase in income reflects an uplift in fees and charges of between 10% and 16% implemented in 2023/24 in order to provide funding for future improvements. Although no further increase in fees is proposed, the Tourism & Local Economy Committee agreed to recommend the removal of a long-standing 10% discount for prompt payment, which will in effect increase grid charges by 10% for the majority of boat park users. The **fishermen's huts** also remained fully occupied, and an increase of 4.2% in fees is proposed.
- 3.11 Income from **Beach Gardens** has increased significantly over the last two years, boosted by a change in the application of VAT to council-operated sporting facilities. Sporting usage declined somewhat year-on-year, most likely due to worse summer weather. This was in large part offset by increased income from the Tea on the Green kiosk, which benefitted from the newly extended outside seating area.
- 3.12 Income from the **Information Centre** has risen sharply since the pandemic and looks set to be maintained. Revenue from **advertising boards** has fluctuated over recent years. The introduction of a new seasonal charging structure is proposed as a means of increasing take-up.
- 3.13 Pitch-fee income from **Swanage Market** has risen marginally year-on-year and it is anticipated that a further small increase can be expected during 2024/25.
- 3.14 Income received from community facilities includes **allotments** and **cemetery charges**. It is proposed that these be increased by between 4.5% and 5%.
- 3.15 In total, the revenue generated from the activities listed in Table 1 is predicted to increase by 6.2% during 2024/25, largely due to increases in charges for council services (principally long-stay car parking) and income from new seafront concessions.
- 3.16 In looking to **future opportunities** to raise additional revenue, the Council may seek interest in additional concessions and will continue to consider commercial opportunities within the Green Seafront Scheme.

4. Expenditure Analysis

- 4.1 Table 2, below, summarises the Council's largest revenue costs during the last four financial years, together with the 2023/24 forecast out-turn and the 2024/25 budget estimate. These headings account for approximately 85% of Council expenditure and are projected to have increased significantly in the current financial year, by 16.5%. This follows an increase of 20.5% in the previous financial year. This is principally due to increases in employment costs, business rates and utilities, alongside higher expenditure on repairs and maintenance budgets.
- 4.2 The Council's largest item of expenditure is **employment costs**. These have increased significantly over the last three years as the Council has filled vacant posts and recruited new roles to deliver priorities to support the local community and the town's economy, as set out in its Corporate Plan. The salary budget has also been driven higher by increased national wage settlements, designed to partly offset the cost of living crisis and reflect increases in the National Living Wage.

- 4.3 At the Personnel Committee meeting in November 2023 consideration was given to the retention of a Communications Officer post in the staffing structure. It was agreed that this should be reviewed by the communications working party. However, it has not been possible to convene a meeting to date and the matter was therefore considered at the councillor budget workshop held on 3rd January. At that meeting it was agreed that this post should be removed from the draft budget. Council remains committed to enhancing its communication output and the working party will bring forward proposals over the coming months.
- 4.4 Planned **repairs and maintenance** costs fluctuate, depending on the prioritisation of works required in accordance with the Council’s Asset Management Plan. Having risen for two years, it is anticipated that a lower sum will be required in 2024/25. That said, it is acknowledged that a number of known repairing issues (including remedial works to a party wall at Marsh Way) will need to be addressed in-year, once costings have been ascertained. Expenditure is therefore highly likely to be above the estimated budget for 2024/25, reflecting the importance of the general fund balance to be available to fund expenses that must be incurred in year.
- 4.5 The most significant one-off items of expenditure that have been proposed for inclusion in the estimates by the Council’s committees are set out at **Appendix B** for Members’ approval, totalling £124,300. Appendix B also includes a list of smaller one-off items totalling £12,000 and two projects totalling £11,000 to be carried forward from 2023/24.
- 4.6 **Business rate** payments continue to rise and the 2023 revaluation will lead to further significant increases over the next two years as transitional relief is removed. The Town Council has commenced the ‘check and challenge’ process in respect of those properties that have seen the highest increase in valuations. A potential overpayment of rates in relation to the Spa beach huts over recent years is also being challenged through this process.
- 4.7 In response to the Council’s Environmental Action Plan the Council procures 100% green energy. This has contributed a comparatively small amount to the overall increase in **energy costs**, which amounts to approximately 85% over the last four years. This has been driven mainly by the impact of the war in Ukraine, although it is anticipated that costs will stabilise over the next financial year.
- 4.8 The **public toilet cleaning** contract cost increased by more than 12% following a tender exercise in the spring of 2022. Additional costs have been incurred due to the installation of the Changing Places facilities at North Beach car park.
- 4.9 The costs of **processing car parking fees** continue to increase, reflecting the significant uplift in parking income.
- 4.10 The Council’s largest external central services costs remain largely stable. **Legal and professional fees** include a wide range of external professional support, including solicitors, valuers and financial advisory services. The Council’s **insurance premium** remains relatively unchanged following a tender exercise in the spring of 2023. **IT service** costs will be higher in 2024/25 due to the replacement of the Council’s main server.

Table 2. Average Budgeted Expenditure in excess of £15,000 2019/20 - 2024/25

Cumulative Budgeted Expenditure in excess of £15,000	19/20 Actual	20/21 Actual	21/22 Actual	22/23 Actual	23/24 Forecast Outturn	24/25 Estimate
Employment Costs	937,275	895,905	918,710	1,074,530	1,197,155	1,300,650
Repairs and Maintenance	98,930	345,300	137,965	250,300	358,280	211,200
Business Rates	166,010	156,835	157,645	157,645	178,100	207,145
Utilities	65,380	57,950	82,695	99,545	120,470	118,995
Public Convenience Cleaning and Toilet Requisites	61,910	59,520	64,380	72,265	76,530	76,625
Car Parks Cash Collection/Credit Card/Cashless Parking	30,180	22,550	34,920	34,000	39,300	42,500
Legal and Professional Fees	27,785	25,480	21,090	20,890	30,000	25,000
RNLI Lifeguards	22,870	18,810	23,840	25,630	29,065	32,450
Insurance	20,155	20,355	20,115	20,065	21,750	22,800
Development Trust – Health & Wellbeing Hub	n/a	n/a	n/a	n/a	21,000	21,000
Festive Lights	28,365	30,580	23,115	23,490	20,190	21,100
Sustainable Swanage Funding	n/a	16,000	15,855	19,960	20,000	20,000
I.T. Services	15,425	16,220	13,060	13,620	15,500	21,500
Tree Works	17,565	22,550	4,185	11,295	15,000	15,000
Seaweed Removal & Beach Raking	26,680	9,420	17,065	27,025	12,600	20,000
Total Expenditure	1,518,530	1,697,475	1,534,640	1,850,260	2,154,940	2,155,965

- 4.11 Costs related to the beach remain significant. It is proposed to continue to engage **RNLI lifeguards** in 2024/25, but in light of an anticipated year-on-year increase of approximately 11.6% Members have confirmed their intention to explore options to reduce this fee. **Seaweed clearance** costs always fluctuate as a result of wind direction during the peak summer season. The current year's expenditure of £12,600 is less than half of the preceding year's costs.
- 4.12 The annual budget for **tree works** remains significant due to the large number of trees on the Council's estate and the rising cost of arboricultural work.
- 4.13 There have been a number of significant additions to Council expenditure over recent years. The largest of these relates to the annual charge for the **festive lights**. Funding continues for support for the **Sustainable Swanage** community group, although the recent arrangement with Dorset Coast Forum will end in January 2024 due to a change in staffing. The majority of the first two year's funding for the **Development Trust's Health and Wellbeing Hub**

project will be taken from the Council's Insurance and Contingency Reserve, which was established to fund any transfer of services connected with local government reorganisation in 2019.

- 4.14 In addition to these costs, the Council makes a number of **Grants and Donations** and Contributions to Partner Organisations. As in previous years a sum of £10,000 has been allocated for small community grants in the draft budgets.
- 4.15 Having increased significantly over recent years, largely as a result of the highest inflation in 40 years, the expenditure set out in Table 2 above is expected to remain stable in 2024/25. This is largely due to the lower spending on planned repairs and maintenance offsetting significant increases in staff costs and business rates. The overall level of spending reflects the Council's commitment to delivering the priorities set out in its Corporate Plan.

5. Reserves and Capital Programme

- 5.1 The Town Council has an obligation to ensure adequate investment is made in its property assets so that they remain fit for purpose, and to establish financial reserves to meet this expenditure. In addition to the statutory Useable Capital Receipts Reserve (containing the remainder of funds received from the disposal of Swanage Bay View Holiday Park and other assets), the Council has established earmarked reserves as listed in **Appendix C**.
- 5.2 These reserves contained £2,588,605 as at 31st March 2023 and it is proposed that they will fund expenditure of £249,750 in the current financial year. This includes £87,765 to finance capital expenditure. The three-year capital programme shows a further £2,563,840 being spent from these reserves by 31st March 2027.
- 5.3 The Town Council has been able to make significant contributions to earmarked reserves over recent years. The purpose of this was to save in advance for known expenditure to prevent the Council having to fund items such as public toilet refurbishment or replacement IT equipment in any one financial year. At budget setting 2023 contributions of £75,000 per annum were projected forward, and the budget for 2024/25 sets out contributions of £77,000. In addition to £52,000 added to a range of earmarked reserves, £25,000 has been allocated annually over the coming three years to fund future environmental improvements to the Council's public buildings in advance of the 2030 deadline to achieve carbon neutrality.
- 5.4 Looking further ahead, on current assumptions the Town Council will be unable to continue to make significant contributions to earmarked reserves in 2025/26 and beyond. The three-year financial projections prepared for the budget process contain contributions of £62,000 in 2025/26 and £37,000 in 2026/27. With declining contributions, as projects are undertaken reserve levels are anticipated to fall sharply to £270k by 31st March 2027. Although much of this is to be anticipated given planned expenditure on the Green Seafront Scheme and a significant contribution to the town centre flood defence project, this will also mean that no funds will be accumulated for future play equipment, public toilet and beach hut refurbishment. This situation will need to be reviewed during the 2024/25 financial year.
- 5.5 To date during the 2023/24 financial year £152,330 has been received from Dorset Council under the Community Infrastructure Levy on new development. As agreed by the Finance & Governance Committee in December 2022, CIL funds will be utilised in the first instance

for works to Council-owned 'infrastructure' as defined in Section 216 of the Planning Act 2008. This is likely to include contributing to the earmarked reserve for the Green Seafront Scheme.

- 5.6 A **schedule of estimated capital expenditure for the years 2024/25 – 2026/27**, has been considered by the Finance & Governance Committee and is provided at **Appendix D**. The total cost of programmed works is estimated at £5.07m over the next three financial years. The largest item of expenditure (£3.97m) is the Green Seafront Scheme. The assumption used in setting these budgets is that a sum of at least £4m will be required to undertake this project, although work continues to refine these proposals. As explained in the public consultation that took place in the autumn of 2023 a proportion of the £4m is as yet unfunded. That currently stands at £326k, and if the estimated project cost remains unchanged then options to fill this funding gap, including borrowing and asset disposal, will be reviewed during the forthcoming financial year.
- 5.7 The next largest items included on the capital programme are a contribution to the coastal defence works and public realm improvements in the Lower High Street (£450k), a contribution towards the Days' Park redevelopment (£220k), Peveril Point stabilisation scheme (£150k) and Station Approach improvements (£120k).

6. Precept and General Fund Balance

- 6.1 Under section 49A of the Local Government Finance Act 1992 a Town and Parish Council must take the following factors into account in setting its annual budget:
- the expenditure it will incur in the year in performing its functions
 - an allowance for contingencies in relation to expenditure
 - the financial reserves it will be appropriate to raise for meeting its future expenditure
 - the financial reserves necessary to meet a revenue account deficit for any earlier financial year
 - the sums which will be payable to it for the year
 - the amount of the financial reserves which the authority estimates it will use.
- 6.2 An assessment of the General Fund Balance should take into consideration the council's level of working balances and a risk assessment of contingencies. In terms of working balances, the JPAG *Practitioners' Guide* states that any Council with expenditure over £200,000 per annum should carry general revenue reserves equivalent to three months of expenditure. On the basis of current projections for 2024/25 this would be £670,385.
- 6.3 A risk assessment in respect of financial contingencies is set out in **Appendix E**, which suggests that £570,090 of revenue funds may be called upon in a worst-case scenario during the financial year. Although many risk factors are low, it remains of utmost importance that the Council's financial position is robust enough to withstand any unforeseen shocks, as recent years have demonstrated. A general fund balance of between £550,000 and £700,000 would therefore appear to be an appropriate target range.
- 6.4 During budget setting for the current financial year, the Council acknowledged that where the general fund balance is above the target range it is legitimate to use some of these funds to support revenue spending. Given that the general fund balance is projected to be £797,565 at 31st March 2024 this remains an option for the 2024/25 financial year.

However, in light of the projected impact of implementing the Green Seafront Scheme this is clearly not sustainable in the medium term.

- 6.5 In the councillor workshops in December 2023 and January 2024, consideration was given as to how the Council can best balance its determination to deliver its Corporate Plan with a requirement to retain a general fund balance above the risk assessed minimum in the medium term, whilst not imposing significant increases in council tax precept on Swanage residents. On balance, it was agreed that the Finance & Governance Committee should be asked to consider a 3.5% increase in Council Tax precept for 2024/25.
- 6.6 At its meeting on 10th January the Finance & Governance Committee agreed to recommend a 3.5% increase to the Council. If approved, this would generate an additional £29,720, resulting in a projected general fund balance of £790,825 at 31st March 2025. Alongside the increases in the Council's other income streams, this would go some way towards mitigating the ongoing effects of recent inflation on Council expenditure and the impact of the future loss of investment income that will follow implementation of the Green Seafront Scheme.
- 6.7 As a result of an increase of 0.5% in the tax base calculated by Dorset Council, a 3.5% increase in total precept would result in an increase of 2.98% in household bills. As shown in **Appendix F**, this would add £5.13 to the annual Band D bill, bringing it to a total of £177.14. This equates to £3.41 per week, an increase of 10 pence. The relevant increase for each council tax band can also be seen in Appendix F.
- 6.8 In putting forward this proposal for consideration, Members are mindful of the ongoing pressure on household budgets. Information has been obtained from Dorset Council which demonstrates that 53% of households in Swanage are in Bands A-C, and that 12.8% of these households receive Council Tax support. Households in these three bands would see an increase in their bills of between £3.42 and £4.56 per annum, between 7 pence and 9 pence per week. Their total bills of between £118.09 and £157.46 per annum would equate to between £2.26 and £3.02 per week.
- 6.9 The draft three-year budget projections set out in **Appendix C** incorporate further annual precept increases of 3.5%. This would ensure that the Council retains a general fund balance within the risk assessed target range at the end of the 2026/27 financial year of £583,625. Clearly, budget estimates will change significantly on a year-by-year basis and the question of whether or not to implement such an increase will continue to be made annually in light of the financial information available at that time. The impact of such increases on household bills will be dependent on the Council Tax base, announced each December.
- 6.10 At the Finance & Governance Committee meeting on 10th January some consideration was given to a freeze in household bills in 2024/25 for a second year running. Were this to be implemented the Council Tax precept would increase by £4,265 due to the 0.5% increase in tax base. This would result in a general fund balance of £765,370 at 31st March 2025. However, without the identification of savings, by 31st March 2027 the general fund balance would stand at £504,905, below the risk assessed minimum.
- 6.11 For comparison a table listing the largest parish precepts in the county is also provided in Appendix F for the current financial year.

- 6.12 Through the budget process it has been acknowledged that the Council's financial plans will in effect remain under constant review, led by the Finance and Governance Committee, to ensure that the Council maintains a sustainable Medium Term Financial Plan over a three-year time horizon. An important task will be to ensure that the estimated cost of the Green Seafront Scheme is further refined to ensure that future financial projections are as accurate as possible.
- 6.13 Members are asked to consider the recommendation of the Finance and Governance Committee to adopt the Draft Estimates and set a precept level of £878,750 for 2024/25.

Martin Ayres
Town Clerk and Responsible Financial Officer

January 2024

Appendix A

Swanage Town Council - Estimates 2024/25-2026/27

Revenue Account Summary

	Forecast Outturn 2023/24	Estimate 2024/25	Estimate 2025/26	Estimate 2026/27
Expenditure				
Employees (all areas)	1,197,155	1,300,650	1,347,400	1,379,040
Rates (all areas)	178,100	207,145	229,040	243,285
Utilities (all areas)	120,470	118,995	124,110	129,115
Repairs & Maintenance (all areas)	358,280	211,200	146,410	216,440
Car Parks	164,195	189,150	182,675	184,200
Boat Park/Fishermen's Huts	3,110	3,030	3,220	22,060
Public Conveniences	85,930	84,970	85,505	85,985
Cemeteries	1,500	1,550	1,600	1,650
Parks & Operations	168,145	163,110	145,920	144,580
Beach Gardens	15,825	25,125	22,200	27,475
Beaches & Foreshore	49,165	59,950	63,085	65,810
Beach Bungalows	8,125	8,475	7,175	7,575
TIC	67,170	57,125	56,700	57,275
Allotments	650	675	710	745
Grants & Donations	16,250	16,250	16,250	16,250
Contributions to Third Party Services	49,500	49,900	40,200	19,300
Corporate, Democratic & Central Services	165,910	174,055	143,700	146,980
King Georges Field	1,150	1,250	1,250	1,250
Misc Grounds	14,900	4,340	3,830	3,920
Interest Payable & Bank Charges	4,500	4,600	4,700	4,800
Total Expenditure	2,670,030	2,681,545	2,625,680	2,757,735
Income				
Investment Interest	265,000	240,000	175,000	60,000
Car Parks	873,295	934,310	936,450	938,250
Boat Park/Fishermen's Huts	72,180	77,615	79,130	80,660
Public Conveniences	11,175	11,675	12,675	13,675
Cemeteries	32,440	35,440	36,440	37,440
Parks & Operations	98,825	90,475	91,025	91,575
Beach Gardens	55,825	57,870	59,420	60,720
Beaches & Foreshore	40,685	46,270	47,570	48,940
Beach Bungalows	165,165	174,425	150,325	156,625
TIC	29,255	31,810	32,185	32,535
Allotments	9,080	9,400	9,500	9,600
Other Buildings (inc C Park)	72,505	100,455	100,555	100,655
Corporate, DRM & Central	27,545	17,300	17,400	21,500
King Georges Field	7,660	9,100	9,100	9,100
Misc Grounds	12,385	12,410	12,440	12,490
Total Income	1,773,020	1,848,555	1,769,215	1,673,765
NET OPERATING EXPENDITURE	897,010	832,990	856,465	1,083,970

Capital Expenditure Summary

	Forecast Outturn 2023/24	Estimate 2024/25	Estimate 2025/26	Estimate 2026/27
Capital Expenditure	386,035	420,000	2,447,000	1,985,000
Expenditure capital in nature	0	70,000	70,000	80,000
Total Expenditure	386,035	490,000	2,517,000	2,065,000

Summary - All Income and Expenditure

	Forecast Outturn 2023/24	Estimate 2024/25	Estimate 2025/26	Estimate 2026/27
Expenditure				
Service Provision - I & E Account	2,670,030	2,681,545	2,625,680	2,757,735
Capital expenditure	386,035	490,000	2,517,000	2,065,000
Total Expenditure	3,056,065	3,171,545	5,142,680	4,822,735
<i>less:</i>				
Income				
Income generated from Services - I & E Account	1,773,020	1,848,555	1,769,215	1,673,765
Capital Receipts/Gains	0	0	0	200,000
Total Income	1,773,020	1,848,555	1,769,215	1,873,765
Net Expenditure to be financed	1,283,045	1,322,990	3,373,465	2,948,970
<i>Add:</i>				
Contributions to Earmarked Reserves	177,000	77,000	62,000	37,000
Total Financing Required	1,460,045	1,399,990	3,435,465	2,985,970

Financed by:				
Precept	849,030	878,750	909,500	941,330
Grants/Contributions/Borrowing	64,000	0	0	326,575
Capital Receipts	229,270	235,000	750,445	977,545
General Fund	67,995	6,740	18,965	188,235
Earmarked Reserves	97,630	174,500	1,756,555	396,405
CIL	152,120	105,000	0	155,880
	1,460,045	1,399,990	3,435,465	2,985,970

Appendix B

Proposed Significant One Off Revenue Expenditure/Minor Works 2024/25

<u>Ref:</u>	<u>Service Area</u>	<u>Committee</u>	<u>Project</u>	<u>Estimated Project Cost £</u>
	New projects for 2024/25			
1	Public Conveniences	Community Services	Heritage - Remedial & damp alleviation works	22,000
2	Cemeteries	Community Services	Northbrook - Wall repairs, north east elevation	7,000
3	PAG	Environment Committee	Prince Albert Gardens - Pathway repairs	40,000
4	TIC	Tourism & Local Economy	Garden Improvements	5,000
5	TIC	Tourism & Local Economy	Flooring and internal reconfiguration	12,000
6	Car Parks	Tourism & Local Economy	North Beach Car Park partial resurface	15,000
7	Spa	Community Services	Ground monitoring - 7 months	9,800
8	DRM	Finance & Governance	Website improvements	8,000
9	Central Services	Finance & Governance	Server Replacement	5,500
				124,300

2024/25 Smaller items of expenditure with a budget provision

1	Market	Tourism & Local Economy	Storage facility	2,000
2	TIC	Tourism & Local Economy	Laptop	900
3	Beach Gardens	Community Services	Installation of Awning	3,000
4	Beach Bungalows	Tourism & Local Economy	Parasols	1,500
5	Car Parks	Environment Committee	Water Refill Point in Main Beach	2,600
6	Spa	Community Services	Noticeboard	2,000
				12,000

2023/24 projects approved to be carried forward

1	Parks & Gardens	Environment Committee	Electricity-Parks & Gardens	10,000
2	Environmental	Environment Committee	Drain Markings	1,000
				11,000

Total 147,300

Reserves & Balances

Revenue Reserves Summary

	Forecast Outturn 2023/24	Estimate 2024/25	Estimate 2025/26	Estimate 2026/27
The General Fund Balance (GFB)				
<i>Movements on the General Fund:</i>				
Net Operating Expenditure	897,010	832,990	856,465	1,083,970
Transfers to/(from) Reserves	15,015	52,500	62,000	37,000
Capital Expenditure charged to the GFB	5,000	0	10,000	8,595
	917,025	885,490	928,465	1,129,565
<i>To be financed by:</i>				
Precept	849,030	878,750	909,500	941,330
Surplus / (Deficit) for Year	(67,995)	(45,050)	(127,190)	(120,555)
General Fund Balance B f'd	865,560	797,565	790,825	771,860
Surplus / (Deficit) for Year	(67,995)	(6,740)	(18,965)	(188,235)
General Fund Balance C f'd	797,565	790,825	771,860	583,625

Earmarked Reserves	Forecast 31/03/2024	Forecast 31/03/2025	Forecast 31/03/2026	Forecast 31/03/2027
Vehicle & Plant Replacement	25,000	40,000	0	10,000
King Georges Play Area & Skate Park	67,095	52,095	52,095	52,095
Play Equipment-General Areas	31,405	41,405	51,405	0
Car Park Machines	44,250	44,250	44,250	44,250
Tennis Courts Refurbishment	18,310	6,310	9,310	12,310
Green Seafront Scheme	1,364,555	1,244,555	0	0
Community Sea Defence Project	450,000	450,000	0	0
Public Conveniences	130,000	145,000	160,000	0
Beach Huts Reserve	85,000	95,000	105,000	0
Football Club Facilities	3,120	3,120	3,120	3,120
De Moulham Back Roads	25,405	27,405	29,405	31,405
Insurance & Contingency Reserve	19,000	0	0	0
IT Equipment Reserves	28,165	22,665	665	665
Environmental Projects	42,000	67,000	92,000	117,000
Treasury Risk Management Reserve	80,000	80,000	80,000	0
Committed expenditure c fwd	0	0	0	0
Community Infrastructure Levy	260,880	155,880	155,880	0
Reserves C f'd	2,674,185	2,474,685	783,130	270,845

Usable Capital Receipts Reserve

UCRR Balance B f'd	2,192,260	1,962,990	1,727,990	977,545
Capital expenditure	(229,270)	(235,000)	(750,445)	(977,545)
Capital Receipts	0	0	0	0
UCRR Balance C f'd	1,962,990	1,727,990	977,545	0

Total Useable Reserves

The General Fund	797,565	790,825	771,860	583,625
Earmarked Reserves	2,674,185	2,474,685	783,130	270,845
Useable Capital Receipts Reserve	1,962,990	1,727,990	977,545	0
Total of Reserves held by the Council	5,434,740	4,993,500	2,532,535	854,470

Appendix D

Draft Capital Programme 2024/25 -2026/27

Project Ref:	Project	2023/24	2023/24	2024/25	2025/26	2026/27
		Approved Budget	Forecast Outturn	Estimate	Estimate	Estimate
		£	£	£	£	£
1	Play Areas/Skate Park King Georges Skate Park	15,000	0	15,000		
2	Parks Days Park- Footpath Lighting Installation	37,000	57,765			
3	Station Approach Infrastructure Improvements	50,000	0	120,000		
4	Downs Peveril Point Stabilisation Scheme	95,000	50,000	150,000		
5	Depot External Shelter	15,750	15,750			
6	Green Seafront Scheme Stabilisation & Regeneration	300,000	30,000	120,000	1,925,000	1,925,000
7	Environmental Carbon Neutral 2030 Implementation	50,000	128,000			
8	Capital Grants Swanage & Herston Football Club redevelopment	70,000	0	70,000	70,000	80,000
9	Vehicles Electric Flatbed Truck	45,000	50,000			
10	Car Parks Main Beach- Phase 3 & EVCP Installation	20,000	0			
11	Roads Panorama Rd/Quarry Close - Upgrade/Improvement		54,520			
12	Beach Gardens Installation of AstroTurf on Courts 4 & 5			15,000		
13	Seafront Coastal Defence Projects Seafront Coastal Defence Works				450,000	
14	Vehicles Electric Flatbed Truck				50,000	
15	IT-All departments Desktop				22,000	
16	Play Areas/Skate Park Days Park Play Area and Gym					60,000
	Total Capital Expenditure	697,750	386,035	490,000	2,517,000	2,065,000

Appendix E

RISK	Analysis of Risk	2024/25 Budget	Potential Impact	Quantitative Assessment of Risk
		£	%	£
Small size of the authority (in comparison to principal councils) necessitates a minimum balance of 3% of gross expenditure	Balance required to withstand budgetary problems due to relatively low asset and resource base.	3,246,645	3	97,400
Employee costs are greater than budgeted	Statutory payments increase above the level allowed for in the estimates.	1,300,650	3	39,020
Contractual inflation is greater than budgeted	A general increase of 5% has been assumed on expenditure, however, costs may increase above budgeted inflation. Prices for gas/electric are fixed until Oct 2024. Prices may increase above estimated levels at this point.	1,428,495	4	57,140
Treasury management income is not achieved	That the actual interest rate that is achievable is below the rate predicted at budget setting. An overall return of 4% has been estimated, if this return is only 3% overall the risk will be 25% of the estimated budget.	240,000	25 (impact of a 1% decrease in interest rates)	60,000
Car park revenue is below forecast	That a decrease in revenue is realised from estimate. Due to the variable nature of car parking revenue the risk of actual revenue not meeting budget are high.	728,600	15	109,290
Rental income is not received	With the current volatile economic climate some lessees may not be able to meet their rental payments	302,175	20	60,435
Seasonal income is lower than budgeted	That a decrease in revenue is realised from estimate.	274,850	20	54,970
Inadequate Insurance Cover	That events occur resulting in losses that are not covered by insurance. 1% of asset book value	9,264,714	1	92,645
Total				570,900

Precept



Town & Parish Councils
Taxbase & Precept Toolkit 2024/25

1) Select Town or Parish Council

Swanage

Taxbase Information

Band D Equivalents

2023/24 4,935.9 2024/25 4,960.7

Increase/(Decrease) Year on Year 24.8

% Increase/(Decrease) 0.50%

Precept Modelling

Actual Precept 23/24 & Proposed Precept 24/25

2) Enter Target Precept

2023/24 £ 849,030.00 2024/25 £ 878,750.00

Increase/(Decrease) Year on Year £ 29,720.00

% Increase/(Decrease) 3.50%

Band D Equivalent Charge

Precept Divided By Taxbase

2023/24 £ 172.01 2024/25 £ 177.14

Increase/(Decrease) Year on Year £ 5.13

% Increase/(Decrease) 2.98%

	Actual 2023/24	Estimate 2024/25	Estimate 2025/26	Estimate 2026/27
Total Precept	849,030	878,750	909,500	941,330
% Increase/Decrease	1.08%	3.50%	3.50%	3.50%
Increase £	9,030	29,720	30,750	31,830
Tax Base	4,935.90	4,960.70	4,960.70	4,960.70
% Increase/Decrease	1.08%	0.50%	0.00%	0.00%
Band D Charge	£172.01	£177.14	£183.34	£189.76
% Increase	0.00%	2.98%	3.50%	3.50%
Actual Annual Increase	£0.00	£5.13	£6.20	£6.42

Appendix F - Precept Options

Precept on a Band "D" Property

Previous Year's Band "D" Amount £172.01

Tax Base **4960.7**

	Total Precept	Precept on a Band D Property £	% Increase on Band D	% Increase in Precept	Increase in Precept £
£	849,030	£171.15	-0.50%	0.00%	£ -
£	853,275	£172.01	0.00%	0.50%	£ 4,245
£	860,000	£173.36	0.79%	1.29%	£ 10,970
£	865,000	£174.37	1.37%	1.88%	£ 15,970
£	867,000	£174.77	1.61%	2.12%	£ 17,970
£	870,000	£175.38	1.96%	2.47%	£ 20,970
£	875,000	£176.39	2.54%	3.06%	£ 25,970
£	878,750	£177.14	2.98%	3.50%	£ 29,720
£	880,000	£177.39	3.13%	3.65%	£ 30,970
£	885,000	£178.40	3.72%	4.24%	£ 35,970
£	890,000	£179.41	4.30%	4.83%	£ 40,970
£	895,000	£180.42	4.89%	5.41%	£ 45,970
£	900,000	£181.43	5.47%	6.00%	£ 50,970
£	905,000	£182.43	6.06%	6.59%	£ 55,970
£	910,000	£183.44	6.65%	7.18%	£ 60,970
£	915,000	£184.45	7.23%	7.77%	£ 65,970
£	920,000	£185.46	7.82%	8.36%	£ 70,970
£	925,000	£186.47	8.40%	8.95%	£ 75,970
£	930,000	£187.47	8.99%	9.54%	£ 80,970

Band	2024/25	2023/24	Increase per annum £	Increase per week £
A	118.09	£ 114.67	£ 3.42	£ 0.07
B	137.78	£ 133.79	£ 3.99	£ 0.08
C	157.46	£ 152.90	£ 4.56	£ 0.09
D	£177.14	£ 172.01	£ 5.13	£ 0.10
E	216.51	£ 210.23	£ 6.27	£ 0.12
F	255.87	£ 248.46	£ 7.41	£ 0.14
G	295.24	£ 286.68	£ 8.55	£ 0.16
H	354.28	£ 344.02	£ 10.26	£ 0.20

Swanage Town Council – Council Tax charge by band (3.5% increase in precept)

	Actual 2023/24	Estimate 2024/25		Increase per annum	Increase per week
Precept	£849,030	£878,750			
Band					
A	£114.67	£118.09		£3.42	£0.07
B	£133.79	£137.78		£3.99	£0.08
C	£152.90	£157.46		£4.56	£0.09
D	£172.01	£177.14		£5.13	£0.10
E	£210.23	£216.51		£6.27	£0.12
F	£248.46	£255.87		£7.41	£0.14
G	£286.68	£295.24		£8.55	£0.16
H	£344.02	£354.28		£10.26	£0.20

Dorset County-Parish Precept Comparable 2023/24

Town/Parish	Precept 2023/24	Band D 2023/24
Bridport	844,484	274.53
Sturminster Newton	385,030	240.07
Gillingham	1,020,559	239.22
Blandford Forum	825,250	232.23
Sherborne	906,076	228.59
Wareham Town	495,945	224.89
Dorchester	1,668,507	206.21
Weymouth	3,349,840	181.70
Beaminster	241,935	177.20
Swanage	849,030	172.01
Shaftesbury	560,156	169.15
Studland	45,247	148.74
Wimborne Minster	530,829	145.15
Portland	544,750	142.50
Compton Abbas	15,000	138.50
Charmouth	96,664	131.28
Stalbridge	135,500	126.35

Proposed Scale of Fees & Charges 2024/25

	Date of Last Increase/ (Decrease)	Agreed Fees 2023/24 £/p	Proposed Fees 2024/25 £/p
Tourism & Local Economy Committee			
1. BOAT PARK & CAR PARKS			
Peveril Boat Park Per Grid (Trailer Included)			
Boats and trailers			
Up to 13 ft			
Summer - 1 May - 31 October	1/5/23	361.00	361.00
Weekly	1/5/23	115.00	115.00
Autumn/Winter - 1 September - 30 April	1/5/23	271.00	271.00
Winter - 1 November - 30 April	1/5/23	151.00	151.00
Annual 1st May -30 April	1/5/23	502.00	502.00
Up to 19 ft			
Summer - 1 May - 31 October	1/5/23	590.00	590.00
Weekly	1/5/23	165.00	165.00
Autumn/Winter - 1 September - 30 April	1/5/23	432.00	432.00
Winter - 1 November - 30 April	1/5/23	236.00	236.00
Annual 1st May -30 April	1/5/23	840.00	840.00
Summer 1 May - 31 October - returning next year	1/5/23	740.00	740.00
Up to 22 ft			
Summer - 1 May - 31 October	1/5/23	668.00	668.00
Weekly	1/5/23	170.00	170.00
Autumn/Winter - 1 September - 30 April	1/5/23	497.00	497.00
Winter - 1 November - 30 April	1/5/23	274.00	274.00
Annual 1st May -30 April	1/5/23	950.00	950.00
Summer 1 May - 31 October - returning next year	1/5/23	850.00	850.00
Up to 29 ft			
Summer - 1 May - 31 October	1/5/23	965.00	965.00
Weekly	1/5/23	203.00	203.00
Autumn/Winter - 1 September - 30 April	1/5/23	757.00	757.00
Winter - 1 November - 30 April	1/5/23	435.00	435.00
Annual 1st May -30 April	1/5/23	1,400.00	1,400.00
Summer 1 May - 31 October - returning next year	1/5/23	1,300.00	1,300.00
Kayak Rack Charge (not inc trailer)			
Summer - 1 May - 31 October	1/5/23	70.00	77.00
Weekly	1/5/23	28.00	31.00
Winter - 1 November - 30 April	1/5/23	28.00	31.00
Annual 1st May -30 April	1/5/23	100.00	110.00
10% discount on annual ticket if purchased before 30th April			remove
Daily Launch Fees - Throughout the year			
Boat with trailer over 4.5m	1/5/23	30.00	30.00
Boat with trailer under 4.5m	(1/4/19)	25.00	25.00
Jet Skis	(1/4/19)	25.00	25.00
Residents Permit Holders/Emergency Services and RNLI			
crew discount	(1/4/19)	20.00	20.00
Small Dinghy (up to 12ft)	(1/4/22)	15.00	15.00
Kayaks	1/4/19	12.00	remove
Daily Launch Fees (Boat only - removal of Trailer)			
Boats	(1/4/19)	20.00	20.00
Jet Skis	(1/4/19)	20.00	20.00
Residents Permit Holders (25% discount on boats & jet skis)	(1/4/19)	15.00	15.00
Small Dinghy (up to 12ft)	1/5/22	10.00	10.00
Kayaks	1/4/19	5.00	5.00
Slipway Launch Annual Ticket	1/5/23	270.00	285.00
Trailer Only-per day - Under 4.5m	1/5/18	7.00	10.00
Trailer Only-per day - Over 4.5m	1/5/23	12.00	15.00
Winter Pontoon Storage 22ft	1/5/23	165.00	180.00
Fisherman's Hut Tenant Discount On All Boat Park Costs	1/5/22	20%	10%

	Date of Last Increase/ (Decrease)	Agreed Fees 2023/24 £/p	Proposed Fees 2024/25 £/p
Broad Road - Vehicles < 4.8m only			
Motorhomes permitted 8am to 10 p.m only			
1st April to 30th June and 1st September to 31st October (inclusive).			
Up to 1 hour	1/4/23	1.60	1.70
Up to 2 hours	1/4/23	3.20	3.40
Up to 4 hours	1/4/23	5.30	5.60
Up to 6 hours	1/4/23	6.80	7.30
*Up to 13 hours	1/4/23	9.00	10.00
#3 day permit	1/4/23	20.00	25.00
#7 day permit	1/4/23	40.00	50.00
Overnight 6 p.m. to 8 a.m.	1/4/23	remove	remove
Overnight 9 p.m. to 8 a.m.	NEW	NEW	no charge
1st July to 31st August (inclusive).			
Up to 1 hour	1/4/23	2.00	2.10
Up to 2 hours	1/4/23	3.60	3.80
Up to 4 hours	1/4/23	6.70	7.10
Up to 6 hours	1/4/23	7.60	8.00
*Up to 13 hours	1/4/23	9.00	10.00
#3 day permit	1/4/23	20.00	25.00
#7 day permit	1/4/23	40.00	50.00
Overnight 6 p.m. to 8 a.m.	1/4/23	remove	remove
Overnight 9 p.m. to 8 a.m.	NEW	NEW	no charge
1st November - 31st March (inclusive)			
All vehicles up to 13 hours	(1/4/18)	1.00	2.00
Main Beach (Victoria Avenue)			
Motorhomes permitted 8am to 10 p.m only			
1st April to 30th June and 1st September to 31st October (inclusive).			
Vehicles <4.8m			
Up to 1 hour	1/4/23	1.60	1.70
Up to 2 hours	1/4/23	3.20	3.40
Up to 4 hours	1/4/23	5.30	5.60
Up to 6 hours	1/4/23	6.80	7.30
*Up to 13 hours	1/4/23	9.00	10.00
#3 day permit	1/4/23	20.00	25.00
#7 day permit	1/4/23	40.00	50.00
Vehicles >4.8m			
Up to 1 hour	NEW	NEW	2.20
Up to 2 hours	NEW	NEW	4.40
Up to 4 hours	1/4/23	7.50	7.00
Up to 6 hours	NEW	NEW	9.20
Up to 13 hours	1/4/23	10.00	12.60
\$ 3 day permit	NEW	25.00	32.00
\$ 7 day permit	NEW	45.00	64.00
All vehicles - Overnight 9 p.m. to 8 a.m.	NEW	NEW	no charge
1st July to 31st August (inclusive).			
8 a.m. - 9 p.m.			
Vehicles <4.8m			
Up to 1 hour	1/4/23	2.00	2.10
Up to 2 hours	1/4/23	3.60	3.80
Up to 4 hours	1/4/23	6.70	7.10
Up to 6 hours	1/4/23	7.60	8.00
*Up to 13 hours	1/4/23	9.00	10.00
#3 day permit	1/4/23	20.00	25.00
#7 day permit	1/4/23	40.00	50.00
Vehicles >4.8m			
Up to 1 hour	NEW	NEW	2.70
Up to 2 hours	NEW	NEW	4.80
Up to 4 hours	1/4/23	7.50	9.00
Up to 6 hours	NEW	NEW	10.20
Up to 13 hours	1/4/23	10.00	12.60
\$ 3 day permit	NEW	25.00	32.00
\$ 7 day permit	NEW	45.00	64.00
All vehicles - Overnight 9 p.m. to 8 a.m.	NEW	NEW	no charge
1st November - 31st March (inclusive)			
All vehicles up to 13 hours	(1/4/18)	1.00	2.00

	Date of Last Increase/ (Decrease)	Agreed Fees 2023/24 £/p	Proposed Fees 2024/25 £/p
North Beach (De Moulham Road)			
Motorhomes permitted 8am to 10 p.m only			
1st April to 31st October (inclusive).			
Vehicles <4.8m			
Up to 1 hour	1/4/23	1.60	1.70
Up to 2 hours	1/4/23	3.20	2.80
Up to 4 hours	1/4/23	5.30	4.80
Up to 6 hours	1/4/23	6.80	5.60
Up to 13 hours	1/4/23	9.00	8.50
#3 day permit	1/4/23	20.00	25.00
#7 day permit	1/4/23	40.00	50.00
Vehicles >4.8m			
Up to 1 hour	NEW	NEW	2.20
Up to 2 hours	NEW	NEW	3.50
Up to 4 hours	1/4/23	7.50	6.00
Up to 6 hours	NEW	NEW	7.00
Up to 13 hours	1/4/23	10.00	10.70
\$ 3 day permit	NEW	25.00	32.00
\$ 7 day permit	NEW	45.00	64.00
Overnight 9 p.m. to 8 a.m.	NEW	NEW	no charge
1st November - 31st March (inclusive)			
All vehicles up to 13 hours	NEW	no charge	2.00
Free parking in North Beach when attending NHS mobile units			
* This ticket is transferable between Main Beach and Broad Road long stay car parks only.			
# The 3 day & weekly smaller vehicle permit is transferable between all long stay car parks and is available on JustPark only			
\$ The 3 day & weekly larger vehicle permit is transferable between Main & North Beach car parks and is available on JustPark only			
Recreation Ground (Mermond Place) and Co op Pioneer (Central)			
(Maximum of 2 hours between 8 a.m. & 7 p.m)			
Cars 1 hour - Summer (1st April to 31st October)	1/4/08	1.20	1.20
Cars 2 hours - Summer (1st April to 31st October)	1/4/11	2.10	2.40
Cars Hourly - Winter (1st November to 31st March)	1/4/11	0.60	0.60
Overnight parking 7 p.m. to 8 a.m.	1/4/07	no charge	no charge
Recreation Ground (Residents)			
(Maximum of 2 hours between 10 a.m. & 7 p.m)			
Cars 1 hour - Summer (1st April to 31st October)	1/4/08	0.60	0.60
Cars 2 hours - Summer (1st April to 31st October)	1/4/11	1.20	1.20
Cars Hourly - Winter (1st November to 31st March)	1/4/05	no charge	no charge
Overnight parking 7 p.m. to 10 a.m.	1/4/00	no charge	no charge
Residents Parking Permits (per permit-not an annual fee)			
	1/4/23	6.00	6.00
Permit holders are entitled to park in the Residents Car Park, Horsecliffe Lane subject to the restrictions and charges as set out above. Additional entitlement to parking in Swanage Town Council Operated Car Parks is as follows:			
<u>Summer Period</u>			
Mermond/Co-op Car Park -free parking between 08:00 and 10:00			
Main Beach Car Park -free parking between 08:00 and 10:00 on a Market Day			
<u>Winter Period</u>			
Broad Road and Main Beach Car Parks-free parking max. 24 hr stay			
Co-op and Mermond Car Park-free overnight parking 19:00 to 10:00			
Annual Private & Business (Main Beach or North Beach)			
	1/4/23	290.00	350.00
Summer Season Ticket (1st April-31st October)			
	1/4/20	194.00	262.50
cost to be 2/3 of annual ticket (agreed Car Parks Best Value Working Group 13/10/06 minute 3)d))			
start date extended to 1st April (agreed Roads and Transport Committee 24/11/2021 minute 7) 3/4 of annual ticket			
North Beach Annual Coach Permit			
	1/4/23	350.00	400.00
Annual Taxis (per permit)			
	1/4/23	720.00	756.00
Charges will apply throughout the year.			
Excess Charge Penalty			
	1/4/04	60.00	60.00
	1/4/04	30.00	30.00
* Reduced for payment within 10 days.			
Peveril Point Residents Tickets			
	1/4/07	25.00	25.00
max of 4 per household			

	Date of Last Increase/ (Decrease)	Agreed Fees 2023/24 £/p	Proposed Fees 2024/25 £/p
2. TOURIST INFORMATION CENTRE			
Advertising Board 3ft x 4ft (Annual)	1/4/23	500.00	525.00
Advertising Board 3ft x 4ft (Summer: April - September)	New	New	395.00
Advertising Board 3ft x 4ft (Winter: October - March)	New	New	155.00
Advertising Board 3ft x 4ft (Christmas: October - December)	New	New	105.00
Advertising Board 3ft x 4ft (Monthly Summer)	New	New	75.00
Advertising Board 3ft x 4ft (Monthly Winter)	New	New	30.00
National Express Administration Fee (excluding Coach Card requests)	1/4/23	2.10	3.00
Commission on Gross Agency Ticket Sales (unless by contractual agreement)			
- General	1/4/16	10%	10%
- Local Charities	1/4/16	5%	5%
- Discretionary Rate For Local Charities/Community Groups		0%	0%
Parasol hire (per day)	1/4/23	4.20	4.50
Parasol hire (per week)	1/4/23	21.00	23.00
Parasol hire (max charge per beach hut period booking)	1/4/23	52.50	60.00
Additional beach hut chair (per day)	1/4/23	1.05	2.00
Additional beach hut chair (per week)	1/4/23	5.25	10.00
Additional beach hut chair (max charge per beach hut period booking)	1/4/23	21.00	30.00
Deposit - Additional beach hut key	1/4/23	21.00	30.00
Replacement beach hut key	1/4/23	26.25	50.00
Late Return of Key for Beach Hut	New	New	One days hire
Faulty Electrical Equipment Charge	New	New	100.00
3. PEVERIL POINT			
Foreshore - Dinghy Storage (Angling Club)	1/4/15	tbc	tbc
Dug-Out Storage Area, Rear of Waterside (per week)	1/4/23	12.50	13.10
Rent of Hut Site (East of Lifeboat House)	1/4/15	tbc	tbc
Fishermen's Huts	1/4/23	480.00	500.00
Prince Albert Gardens - charge to be considered upon application to the Council			
4. STONE QUAY & MONKEY BEACH			
Pleasure Boats (Private) - not exceeding 12 passengers	1/4/23	255.00	265.00
Hut on Quay	1/4/23	165.00	170.00
5. MARKET			
see separate pricing schedule - Appendix G i)			

		Date of Last Increase/ (Decrease)	Agreed Fees 2023/24 £/p	Proposed Fees 2024/25 £/p
6. BEACH BUNGALOWS				
SCALE OF FEES: SHORE ROAD - 2024/25 SEASON				
Agreed: Minute 99, Monthly Council Meeting held 18th September 2023				
Sat 30 March - Fri 10 May				
Lower Level Huts				
	Daily	1/4/15	15.00	16.50
	Weekly	26/3/22	60.00	66.00
	Whole period	(1/4/23)	306.00	336.60
Upper Level Huts				
	Daily	(26/3/16)	10.00	11.00
	Weekly	26/3/22	40.00	44.00
	Whole period	(1/4/23)	204.00	224.40
Sat 11 May - Fri 12 July				
Lower Level Huts				
	Daily	1/4/15	20.00	22.00
	Weekly	26/3/22	105.00	116.00
	Whole period	1/4/23	841.00	925.10
Upper Level Huts				
	Daily	28/3/20	15.00	16.50
	Weekly	26/3/22	70.00	77.00
	Whole period	26/3/22	535.00	588.50
Sat 13 July - Fri 30 August				
Lower Level Huts				
	Daily	26/3/22	32.00	35.00
	Weekly	26/3/22	220.00	242.00
Upper Level Huts				
	Daily	26/3/22	22.00	24.00
	Weekly	26/3/22	150.00	165.00
Sat 31 August - Fri 20 September				
Lower Level Huts				
	Daily	1/4/15	20.00	22.00
	Weekly	26/3/22	105.00	116.00
Upper Level Huts				
	Daily	28/3/20	15.00	16.50
	Weekly	26/3/22	70.00	77.00
Sat 21 September - Fri 28 March				
Lower Level Huts				
	Daily	26/3/22	6.00	7.00
	Weekly	26/3/22	25.00	28.00
Upper Level Huts				
	Daily	26/3/22	6.00	7.00
	Weekly	1/4/15	25.00	28.00
Winter whole period charges				
Sat 21 September - Fri 28 March - Lower Level		26/3/22	504.00	554.40
- Upper Level		26/3/22	350.00	385.00
Sat 26 October - Fri 28 March - Lower Level		(26/3/22)	396.00	435.60
- Upper Level		26/3/22	275.00	302.50
Sat 16 November - Fri 28 March - Lower Level		26/3/22	342.00	376.20
- Upper Level		26/3/22	237.00	260.70
Sat 7 December - Fri 28 March - Lower Level		26/3/22	288.00	316.80
- Upper Level		26/3/22	200.00	220.00
Sat 18 January - Fri 28 March - Lower Level		26/3/22	180.00	198.00
- Upper Level		26/3/22	125.00	137.50
Whole period charges				
Sat 30 March - Fri 28 March - Lower Level		(1/4/23)	3155.00	3470.50
- Upper Level		(1/4/23)	1930.00	2123.00

	Date of Last Increase/ (Decrease)	Agreed Fees 2023/24 £/p	Proposed Fees 2024/25 £/p
Premium Huts			
Sat 30 March - Fri 10 May			
Lower Level Huts			
	Daily 26/3/22	24.00	27.00
	Weekly 26/3/22	90.00	99.00
	Whole period (1/4/23)	459.00	504.90
Upper Level Huts			
	Daily (26/3/16)	15.00	17.00
	Weekly 26/3/22	60.00	66.00
	Whole period (1/4/23)	306.00	336.60
Sat 11 May - Fri 12 July			
Lower Level Huts			
	Daily 24/3/18	31.00	34.00
	Weekly 26/3/22	160.00	176.00
	Whole period 26/3/22	1224.00	1346.40
Upper Level Huts			
	Daily (26/3/16)	20.00	22.00
	Weekly 26/3/22	100.00	110.00
	Whole period 26/3/22	765.00	841.50
Sat 13 July - Fri 30 August			
Lower Level Huts			
	Daily 26/3/22	50.00	55.00
	Weekly 26/3/22	330.00	363.00
Upper Level Huts			
	Daily (26/3/16)	31.00	35.00
	Weekly 26/3/22	215.00	237.00
Sat 31 August - Fri 20 September			
Lower Level Huts			
	Daily 24/3/18	31.00	34.00
	Weekly 26/3/22	160.00	176.00
Upper Level Huts			
	Daily (26/3/16)	20.00	22.00
	Weekly (26/3/16)	100.00	110.00
Sat 21 September - Fri 28 March			
Lower Level Huts			
	Daily 26/3/22	10.00	11.00
	Weekly 26/3/22	40.00	44.00
Upper Level Huts			
	Daily 26/3/22	8.00	9.00
	Weekly 26/3/22	38.00	42.00
Winter whole period charges			
Sat 21 September - Fri 28 March - Lower Level			
	(26/3/22)	672.00	739.20
- Upper Level			
	26/3/22	532.00	585.20
Sat 26 October - Fri 28 March - Lower Level			
	(26/3/22)	528.00	580.80
- Upper Level			
	26/3/22	418.00	459.80
Sat 16 November - Fri 28 March - Lower Level			
	(26/3/22)	456.00	501.60
- Upper Level			
	26/3/22	361.00	397.10
Sat 7 December - Fri 28 March - Lower Level			
	26/3/22	384.00	422.40
- Upper Level			
	26/3/22	304.00	334.40
Sat 18 January - Fri 28 March - Lower Level			
	(1/4/22)	240.00	264.00
- Upper Level			
	26/3/22	190.00	209.00
Whole period charges			
Sat 30 March - Fri 28 March - Lower Level			
	(1/4/23)	4584.00	5042.40
- Upper Level			
	(1/4/23)	3223.00	3545.30
Artisans on the Beach			
Lower Level - Full Period			
	1/4/23	110.00	121.00
Upper Level - Full Period			
	1/4/23	55.00	60.50
Weekend Period			
	1/4/23	16.00	17.60
Premium Lower Level - Full Period			
	1/4/23	240.00	264.00
Premium Upper Level - Full Period			
	1/4/23	125.00	137.50

		Date of Last Increase/ (Decrease)	Agreed Fees 2023/24 £/p	Proposed Fees 2024/25 £/p
<u>SCALE OF FEES: SPA BUNGALOWS - 2024/25 SEASON (if operational)</u>				
Sat 30 March - Fri 10 May	Daily	26/3/22	7.00	8.00
	Weekly	26/3/22	30.00	33.00
Sat 11 May - Fri 12 July	Daily	26/3/22	10.00	11.00
	Weekly	26/3/22	50.00	55.00
Sat 13 July - Fri 30 August	Daily	26/3/22	20.00	22.00
	Weekly	26/3/22	125.00	138.00
Sat 31 August - Fri 20 September	Daily	26/3/22	10.00	11.00
	Weekly	26/3/22	50.00	55.00
Sat 21 September - Fri 25 October	Daily	(1/4/14)	5.00	6.00
	Weekly	26/3/22	26.00	29.00
Spa Bungalows whole period (30/04/2024 - 25/10/2024)		24/3/18	1,150.00	1,265.00
<u>SCALE OF FEES: SPA RETREATS - 2024/25 SEASON</u>				
Sat 30 March - Fri 10 May	Daily	24/3/18	15.00	17.00
	Weekly	(26/3/22)	80.00	88.00
Sat 11 May - Fri 12 July	Daily	24/3/18	20.00	22.00
	Weekly	(26/3/22)	125.00	138.00
Sat 13 July - Fri 30 August	Daily	24/3/18	35.00	39.00
	Weekly	(26/3/22)	240.00	264.00
Sat 31 August - Fri 20 September	Daily	24/3/18	20.00	22.00
	Weekly	(26/3/22)	125.00	138.00
Sat 21 September - Fri 28 March	Daily	24/3/18	10.00	11.00
	Weekly	(26/3/22)	68.00	75.00
Spa Retreats whole period (30/03/2024 - 28/03/2025)		26/3/22	3,250.00	3,575.00
STC staff use of a beach hut for one week outside peak period		30/3/19	0.00	0.00
Cancellation or change of booking charge		(24/3/18)	£20 or 15%, whichever is the greater	£30 or 20%, whichever is the greater
Private Sites		1/4/23	425.00	495.00

Authority has been delegated to the Visitor Services Manager to discount prices when appropriate to maximise occupancy

Community Services Committee

	Date of Last Increase/ (Decrease)	Agreed Fees 2023/24 £/p	Proposed Fees 2024/25 £/p
1. BEACH GARDENS			
Tennis			
Singles/Doubles Hourly (hourly per court)	1/4/23	10.00	10.50
With Club Member	1/4/23	6.00	6.50
Schools (per court)	1/4/23	5.50	5.80
Children (under 16 years)	1/4/23	4.00	4.20
Racket Hire	1/4/23	2.50	2.60
Tennis Ball Hire	1/4/18	1.00	1.00
Deposit for keys (Returnable) - Winter period only	1/4/14	5.00	10.00
Court Fees - Coaching			
-Adults (Non-members)	1/4/23	4.75	5.00
-Children (Non-members Under 16)	1/7/17	0.00	0.00
Putting			
Per Round - Adults	1/4/23	4.50	4.80
Per Round - Children (under 16)	1/4/23	2.50	2.60
Family (2 Adults + 2 Children)	1/4/23	11.00	12.00
Under 5s	1/4/18	0.00	0.00
Adult x 1 Season Ticket	1/4/23	45.00	50.00
Adult x 2 Season Ticket	1/4/23	80.00	90.00
Family Season Ticket	1/4/23	100.00	110.00
Table Tennis bat and ball hire			
	1/4/18	1.00	1.50
Basketball Hire			
	1/4/14	2.50	3.00
Pavilion			
(Charges include heating and lighting)			
Per Session (1 section)	1/4/23	30.00	35.00
Morning, Afternoon or Evening (2 sections)	1/4/23	41.00	45.00
2. ALLOTMENTS			
Prospect (per rod)	1/10/23	7.40	7.75
3. TOWN HALL LETTINGS			
Council Chamber			
Public Meetings and Lectures (per session)	1/4/17	45.00	45.00
Property Auctions	1/4/23	180.00	190.00
Civil Marriage/Partnership Ceremonies	1/4/23	155.00	160.00
Committee Room			
	1/4/18	30.00	30.00
* Community Groups (providing a service to Swanage residents) & Public Sector Organisations (agreed Minute 6) General Operations Committee 19th November 2014)			
		0.00	0.00
4. KING GEORGE V FIELD			
Football Pitch & Changing Facilities	1/4/02	25.00	25.00
(Youth Teams)	(1/4/21)	0.00	0.00
5. FORRES SPORTS FIELD			
Football Pitch & Changing Facilities	1/4/02	25.00	25.00
(Youth Teams)	(1/4/21)	0.00	0.00
6. JOURNEY'S END			
Football Pitches	1/4/01	12.00	12.00
Youth Teams	(1/4/21)	0.00	0.00
7. SPORTS LICENCES			
	n/a	30.00	36.00

	Date of Last Increase/ (Decrease)	Agreed Fees 2023/24 £/p	Proposed Fees 2024/25 £/p
8. GODLINGSTON CEMETERY			
Garden of Rest			
Cremation Plot for burial of cremated remains in casket or urn.			
(i) Exclusive Rights - for grant of right of burial for a period of one hundred years (each space in this section)	1/4/23	340.00	360.00
(ii) Interment Fees - for burial of casket or urn in plot 2' x 2':			
(a) first interment	1/4/23	185.00	195.00
(b) for each additional interment (to 4 interments)	1/4/23	185.00	195.00
(c) for additional multiple interments (2nd, 3rd or 4th interment)	1/4/23	60.00	63.00
Fee for multiple interments of cremated remains: one third of the full first interment fee if interment is made at the same time - as recommended by the General Operations Committee 01/04/15 - Agreed by Full Council Minute 177. 20/04/15			
(d) for interments on Saturdays, Sundays and Public Holidays	1/4/23	195.00	205.00
(iii) Memorials	1/4/23	200.00	210.00
(iv) Fee for persons not resident in the parish.		As above x 2	As above x 2
(v) Transfer of Rights	1/4/23	60.00	63.00
Earthen Graves			
(i) Exclusive Rights - for the grant of right of burial for a period of one hundred years each space in:			
Section A	1/4/23	550.00	575.00
Section B	1/4/23	440.00	460.00
Children's Section	(1/4/18)	10.00	10.00
(ii) Interment Fees - for body of			
(a) a child, in the Children's section, in a grave not exceeding in depth: 7 feet (2 interment)	(1/4/18)	No Charge	No Charge
(b) a person in a grave not exceeding in depth: 7 feet (2 interments)	1/4/23	380.00	400.00
Casket-type coffin	1/4/23	550.00	580.00
(c) for interments on Saturdays Sundays and Public Holidays	1/4/23	420.00	440.00
(d) scattering of ashes beneath turf	1/4/23	105.00	110.00
(e) scattering of ashes on existing grave/ garden of remembrance	1/4/23	40.00	42.00
Note			
Where the bodies of a still-born and/or other person are buried in the same grave at the same time the fees shall be related to the first interment.			
(iii) Fee for persons not resident in the parish.		As above x 2	As above x 2
(iv) Transfer of Rights	1/4/23	60.00	63.00
Brick Graves or Vaults			
(i) Right to construct (including grant of right of burial therein for a period of one hundred years) on each space:			
Section A	1/4/15	Price upon application	Price upon application
Section B	1/4/15	Price upon application	Price upon application
(ii) First Interment	1/4/23	1865.00	1960.00
(iii) Re-opening	1/4/23	1865.00	1960.00
(iv) For interment Saturdays Sundays and Public Holidays	1/4/23	905.00	950.00
(v) Fee for persons not resident in the parish.		As above x 2	As above x 2

	Date of Last Increase/ (Decrease)	Agreed Fees 2023/24 £/p	Proposed Fees 2024/25 £/p
Monuments, Gravestones & Inscriptions			
(i) Headstone, Cross or other Memorial when erected not exceeding 3ft, in height	1/4/23	200.00	210.00
(ii) Monument not exceeding 6' in height covering the whole grave space 7' x 3' when erected	1/4/23	595.00	625.00
(iii) Footstone not exceeding 2'6" x 2'6" x 6"	1/4/23	200.00	210.00
(iv) Kerb set	1/4/23	200.00	210.00
(v) Flatstone not exceeding 7' x 3' x 6"	1/4/23	315.00	330.00
(vi) Vase not exceeding 12" in height	1/4/23	50.00	52.00
(vii) Any other memorial not referred to above	1/4/08	By Agreement	By Agreement
(viii) Each additional inscription after the first in respect of each person	1/4/23	45.00	47.00
(ix) Fee for persons not resident in the parish.		As above x 2	As above x 2
<u>GODLINGSTON MEADOWLAND BURIAL</u>			
(i) Exclusive Rights - for the grant of right of burial for a period of one hundred years	1/4/23	440.00	460.00
(ii) Interment Fees - for body of			
(a) a person in a grave not exceeding in depth: 7 feet (2 interments)	1/4/23	400.00	420.00
Casket-type coffin	1/4/23	570.00	600.00
(b) for interments on Saturdays Sundays and Public Holidays	1/4/23	420.00	440.00
(iii) Interment Fees - for burial of casket or urn			
(a) first interment	1/4/23	205.00	215.00
(b) for interments on Saturdays, Sundays and Public Holidays	1/4/23	195.00	205.00
(c) scattering of ashes beneath turf of existing grave	1/4/23	105.00	110.00
(d) scattering of ashes on existing grave/ garden of remembrance	1/4/23	40.00	42.00
(iv) Fee for persons not resident in the parish.		As above x 2	As above x 2
(v) Transfer of Rights	1/4/23	60.00	63.00
Memorial Tree Plaque	1/4/23	190.00	200.00
Cemetery services will not be available for the period 24th December to the third working day after the New Year's Day public holiday			
Hire of Cemetery Chapel - Godlingston interment		No Charge	No Charge
Hire of Cemetery Chapel - External interment (agreed Minute 153, 14 March 2022)	14/3/22	150.00	155.00
9. <u>Memorial Benches</u>			
5 year future maintenance contribution	1/4/23	210.00	n/a
Removed - Community Services Committee 29th March 2023 Minute 10.			
Memorial Bench Plaque - Fitting Only Community Services Committee 14th June 2023 Minute 13.	14/6/23	12.00	15.00

Appendix G i)

Swanage Friday Market: Proposed Fees for 2024-25 (51 weeks)			
	5 April to 24 May (8) 6 Sep to 26 Oct (8)	31 May to 30 Aug (14)	1 Nov to 28 Mar (closed 27 Dec) (21)
Stall Size	Semi	Peak	Off
<2m	£15.00	£22.00	£10.00
<4m	£25.00	£32.00	£15.00
<7m	£35.00	£42.00	£20.00
<12m	£45.00	£52.00	£25.00
>12m*	£100.00	£130.00	£50.00
Discount if paid in advance for full season (51 weeks):			25%
Stall Size	2024-25 Fee	2023-24 Fee	% on 2023-24
<2m	£568.50	£547.80	4%
<4m	£872.25	£879.60	-1%
<7m	£1,176.00	£1,200.00	-2%
<12m	£1,479.75	£1,356.60	9%
>12m*	£3,352.50	£3,182.40	5%
* In agreement with the Town Council			
		2024-25 Fee	Notes
Additional Vehicle Charge (within market area)		£10.00	New charge
Artisans at the Market		£15.00	No change
Electricity		£6.30	5% increase
Discount for BH19 based traders		25%	No change
Introductory period discount of 25% increased from 1 week to 3 weeks			

Swanage Town Council



RESERVES POLICY

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1. Introduction

The Council is required, under statute, to maintain adequate financial reserves in order to meet the needs of the organisation. Section 49A of the Local Government Finance Act 1992, as amended, requires that local precepting authorities in England have regard to the level of reserves needed to meet estimated future expenditure when calculating the budget requirement. Consideration should also be given to the Joint Panel on Accountability & Governance (JPAG) Practitioners' Guide.

The Council's policy on the establishment, maintenance and adequacy of reserves and balances will be considered during the annual review of the Council's Medium Term Financial Strategy (MTFS) and preparation of the annual budget.

The Council will hold reserves for these three main purposes:

- a working balance to help cushion the impact of uneven cash flows and avoid unnecessary temporary borrowing - this forms part of general reserves;
- a contingency to cushion the impact of unexpected events or emergencies - this also forms part of general reserves;
- a means of building up funds, often referred to as earmarked reserves, to meet known or predicted requirements; earmarked reserves are accounted for separately but remain legally part of the General Fund.

An authority has no legal powers to hold reserves other than those for reasonable working capital needs, or for specifically earmarked purposes. The general reserve should not be significantly higher than the annual precept.

2. General Reserves – The General Fund Balance

The General Fund Balance, commonly termed the "working balance", is a balance on the Council's revenue account which is not held for any specific purpose other than to cushion the Council's finances against any unexpected short-term problems in the council's cash flow.

- 3. Policy:** JPAG recommends that a General Reserve between three and twelve months of Net Revenue Expenditure is maintained, with larger authorities holding nearer to three months. However, an authority should adopt a General Reserve Policy to set a level appropriate to their size, situation and risks. They should plan their budget so as to ensure that the adopted level is maintained. Authorities with significant self-generated income (other than the precept or levy) should take into account situations that may lead to a loss in revenue as well as increased costs and adapt their general reserve accordingly. For this authority, a General Reserve is to be maintained at a level based upon a risk assessment carried out annually by the Responsible Finance Officer when setting the budget for the forthcoming year. Any surplus on the general reserve above the required balance may be used to fund capital

expenditure, be appropriated to earmarked reserves or used to limit any increase in the precept requirement.

4. **Financial Risk Management**

In order to assess the adequacy of the general fund when setting the annual budget, the Responsible Finance Officer will take account of the strategic, operational and financial risks facing the Council. The requirement of the level of the general fund balance for the forthcoming year will therefore be based upon a risk assessment of the Council’s main areas of income and expenditure and take into account any provisions and contingencies that may be required. This financial risk assessment will be based upon the main financial risks identified in the Council’s Corporate Risk Register

The main items to be considered are:

Financial Risk	Analysis of Risk
Pay inflation is greater than budgeted	The cost of living increase is above the level allowed for in the estimates.
Contractual inflation is greater than budgeted	A general assumption is made when estimating the percentage increase on rates & utilities. This may increase above budgeted inflation. Professional and other services costs increase above estimate.
Treasury management income is not achieved	The actual interest rate realised is below the rate predicted at budget setting.
Car park revenue is below forecast	That a decrease in revenue is realised from estimate.
Seasonal and rental income is lower than budgeted/shortfall in income from fees and charges	That a decrease in revenue is realised from estimate.
Insurance Cover	That events occur resulting in losses that are not covered by insurance.

5. **Earmarked Reserves**

Earmarked reserves represent amounts that are generally built up over a period of time which are earmarked for specific items of expenditure to meet known or anticipated liabilities or projects, and will naturally decrease as they are spent on their intended purpose. The ‘setting aside’ of funds to meet known future expenditure reduces the impact of meeting the full expenditure in one year. The Council, when establishing an earmarked reserve, will set out:

- the reason/purpose of the reserve;
- how and when the reserve can be used;
- procedures for the management and control of the reserve;

- a process and timescale for review of the reserve to ensure continuing relevance and adequacy.

The following earmarked reserves will be held by the Council:

Reserve	Use	Policy for Use
Vehicle & Plant Replacement	To build up funds to replace vehicles and plant	That the purchase of vehicles and plant, as agreed by Council, be met from this reserve
King Georges Play Area and Skate Park	To build up funds to replace play & skate park equipment	That the purchase of equipment, as agreed by Council, be met from this reserve
Play Equipment-General Areas	To build up funds to replace play equipment	That the purchase of equipment, as agreed by Council, be met from this reserve
Car Park Machines	To build up funds to replace car park ticket machines	That the purchase of equipment, as agreed by Council, be met from this reserve
Tennis Courts Refurbishment	To build up funds to resurface the tennis courts	That a contribution of up to £3,600 p/a be made by the Council with an equal contribution to be met by the Tennis Club
Green Seafront Enhancement Reserve	To build up funds to meet the costs of improvements to the Spa, Weather Station Field and Sandpit Field	That expenditure to be met from the reserve is agreed by full council
Community Sea Defence Project Reserve	To hold the funds provided by Wessex Water following an Enforcement Undertaking	To help fund public realm improvements in connection with a sea defence project
Public Conveniences Fund	To build up funds to meet future capital expenditure	To fund future capital projects as agreed by full council
Beach Huts Reserve	To build up funds to meet future capital expenditure	To fund future capital projects as agreed by full council
Football Club Facilities	To hold back rent from Vodafone for the mast at Day's Park.	To contribute funds towards the improvement of Day's Park Football Club Facilities
De Moulham Back Roads	To fund the repair and maintenance of the De Moulham Estate Back Roads	That the surplus/(deficit) on the revenue account be appropriated to/(from) the reserve
Insurance & Contingency Reserve	To hold funds to cover one-off costs that may result from devolved services	That any expenditure to be met from the reserve is agreed by Council
IT Equipment	To hold funds to meet future expenditure for IT equipment replacement	That the purchase of equipment, as agreed by Council, be met from this reserve

Environmental Projects	To build up funds to meet future capital expenditure	To fund future capital projects as agreed by full council.
Treasury Risk Management Reserve	To build up funds to offset any potential loss upon the redemption of strategic investments	To transfer funds to the general fund upon crystallisation of losses from strategic investments
Committed revenue expenditure C fwd	To hold funds committed to revenue expenditure which have been deferred to the next financial year	To fund deferred revenue expenditure as recommended by the Town Clerk and agreed by full Council
Community Infrastructure Levy	To hold funds for the provision, improvement, replacement, operation or maintenance of infrastructure; or anything else that is concerned with addressing the demands that development places on an area	This money must be spent in accordance with Regulation 59 C, within 5 years of receipt from the Unitary Authority. This reserve should be utilised in the first instance for works to 'infrastructure' as defined in Section 216 of the Planning Act 2008

6. Statutory Reserves

Local Authorities also hold reserves that arise out of the interaction of legislation and proper accounting practices. At Swanage Town Council this is:

- Capital Receipts Reserve - this reserve holds the proceeds from the sale of assets, and can only be used for capital purposes in accordance with regulations.

7. Review of the Adequacy of Balances and Reserves

As the Council's level of reserves are related to its precept requirement it is important that these reserves are not excessive. In assessing the adequacy of reserves the strategic, operational and financial risks facing the authority will be taken into account. The level of general and earmarked reserves will be reviewed as part of the annual budget preparation.

Table 1: Earmarked Reserves 2023/24

Earmarked Reserves	Actual 31/03/2023	Forecast 31/03/2024
Vehicle & Plant Replacement	10,000	25,000
King Georges Play Area & Skate Park	57,095	67,095
Play Equipment-General Areas	21,405	31,405
Car Park Machines	39,250	44,250
Tennis Courts Refurbishment	12,310	18,310
Green Seafront Enhancement Scheme	1,394,555	1,364,555
Community Sea Defence Project	450,000	450,000
Public Conveniences	115,000	130,000
Beach Huts Reserve	75,000	85,000
Football Club Facilities	4,445	3,120
De Moulham Back Roads	23,405	25,405
Insurance & Contingency Reserve	40,000	19,000
IT Equipment Reserves	23,165	28,165
Environmental Projects	17,000	42,000
Treasury Risk Management Reserve	0	80,000
Committed expenditure c fwd	45,305	0
Community Infrastructure Levy	260,670	260,880
Reserves C f'd	2,588,605	2,674,185