

Draft Minutes of the Meeting of the Swanage Town Council  
held at the Town Hall, High Street, Swanage on  
**MONDAY, 21<sup>st</sup> JULY 2025** at 7.00 p.m.

**PRESENT:-**

Councillor M. Bonfield – Chairman

Councillor S. Brookes  
Councillor M. Coward  
Councillor J. Dorrington  
Councillor J. Lejeune  
Councillor T. Foster  
Councillor C. Moreton  
Councillor C. Sutton  
Councillor C. Tomes  
Councillor S. Vile

In addition to Members of the Council, officers and Cllr G. Suttle (Swanage Ward Member, Dorset Council) approximately 42 members of the public and one representative of the local press and media attended the Meeting.

**Public Participation Time**

The following matters were raised during Public Participation Time:-

- Concern was expressed regarding the proposals for Shore Road and the implications for alternative routes should Shore Road be permanently closed or restricted to one-way traffic. It was stated that approximately 2,000 vehicles exit the ferry into Swanage each day, and that, should Shore Road be closed, these vehicles would be redirected onto residential streets.
- Concern was expressed that closing Shore Road could lead to increased pollution levels on surrounding roads, particularly affecting residents of St Aldhelm's Court, one of whom had initiated a petition.
- Support was expressed for removing parking along Shore Road to enable a safer two-way traffic system to be retained.
- A question was raised as to whether sufficient accurate data would be collected via the public survey to properly inform the decision-making process.
- A former member of the Jurassic Coast Finder project suggested that contributions made by Dorset Council towards beach replenishment schemes had previously been justified by the need to protect Shore Road as critical infrastructure. It was therefore questioned whether, if the road were to be closed, this would have a significant detrimental impact on the funding of future beach recharge schemes.
- Concern was expressed about the potential impact of the cost of the proposed options for the Green Seafront stabilisation scheme.
- A query was raised regarding the Swanage Neighbourhood Plan Sub-Committee, specifically where to access its agendas and minutes, and enquiring about a current vacancy on the sub-committee.

In light of concerns raised with the Town Council regarding the Green Seafront Stabilisation Scheme options and potential changes to Shore Road, the Town Mayor read the following statement:

Thank you for coming along this evening and for making us aware of your views. As you know, this is not an agenda item for tonight's meeting and there will be no discussion of these matters this evening. However, I would like to briefly take this opportunity to clear up some potential areas of misunderstanding.

Firstly, the recent round of public consultation brought together two separate proposals, one about the stabilisation of what we've called the Green Seafront, and the other about potential changes to Shore Road. The seafront land slippage has to be addressed in some shape or form regardless of whether any change is proposed for Shore Road. As the Council has made clear all along, the availability of funding will be a big factor in determining which option for the Green Seafront will be taken forward.

The only reasons for asking for feedback on both Shore Road and the Green Seafront at the same time is that Shore Road will be closed while the ground stabilisation work is completed and therefore there would be less disruption to the town and opportunities for cost savings if any work on both areas is done at the same time. However, they remain two distinct and separate schemes.

Secondly, I want to provide clarity around the process that is being followed. The question about how best to improve pedestrian safety on Shore Road has been raised by the Town Council because local residents have raised the issue with us. Listening to the responses to previous engagement exercises, the Town Council asked Dorset Council, as the highway authority, to draw up some options that we could ask local people about to help inform next steps. When we did so we were clear that 'do nothing' had to be one of those options, even though that won't address the safety issues. The Town Council does not have a preferred option and genuinely wants to hear the views of local residents and visitors to the town. That was the reason why the recent public engagement process was organised.

Looking ahead, there is a long journey before any decisions are taken on Shore Road. The Town Council will feedback its views to Dorset Council highways, taking into account the response of local residents to the four options. DC will then consider whether to work up one or more of the options, refining the design to take into account the feedback received, before again seeking the views of local residents. Before any works can be implemented on Shore Road there will be a formal legal consultation process on a clearly defined, fully worked up proposal. In respect of the Green Seafront, the Town Council is likely to refine its proposals in light of feedback received from the public. The Town Council will continue to explore funding options prior to a decision being made as to which option to proceed with. At all times it is mindful of its duties to efficiently manage public funds.

Looking ahead, we currently anticipate the report on the public engagement process to be available in mid to late September and once received it will be included on a future agenda. You will be most welcome to join us at that meeting and I look forward to seeing you again in the autumn, if not before. Thank you for listening, you are welcome to either stay or leave before the meeting gets underway.

Rev. Karen James offered a short prayer before the commencement of the Meeting.

The Chairman opened the Council Meeting at 7.35 p.m.

51. **Apologies**

There were no apologies to report.

52. **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.

No declarations were made on this occasion.

53. **Minutes**

- (a) Proposed by Councillor Coward, seconded by Councillor Lejeune and  
RESOLVED UNANIMOUSLY:-  
That the Minutes of the Council Meeting held on  
23<sup>rd</sup> June 2025 be approved as a correct record and  
signed.

54. **Environment and Green Spaces Committee**

- (a) Proposed by Councillor Sutton and seconded by Councillor Dorrington:-  
That the Minutes of the Environment and Green  
Spaces Committee Meeting held on 25<sup>th</sup> June 2025 be  
approved as a correct record and signed.

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

55. **Planning and Consultation Committee**

- (a) Proposed by Councillor Foster and seconded by Councillor Lejeune:-  
That the Minutes of the Planning and Consultation  
Committee Meeting held on 7<sup>th</sup> July 2025 be approved  
as a correct record and signed.

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

56. **Tourism and Local Economy Committee**

- (a) Proposed by Councillor Tomes and seconded by Councillor Vile:-  
That the Minutes of the Tourism and Local Economy  
Committee Meeting held on 9<sup>th</sup> July 2025 be approved  
as a correct record and signed.

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

57. **Community Services Committee**

- (a) Proposed by Councillor Moreton and seconded by Councillor Sutton:-  
That the Minutes of the Community Services  
Committee Meeting held on 16<sup>th</sup> July 2025 be  
approved as a correct record and signed.

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

58. **Statement of Cash Balance**

- (a) A Statement of Cash Balance as at 30<sup>th</sup> June 2025 was submitted for  
information (a copy attached at the end of these Minutes).

59. **Payment of Accounts**

In accordance with Regulations 5 and 6 of the Council's Financial Regulations,  
the following Payment Schedules were submitted for information:-

- Payment Schedule 3, amounting to £1,195,140.67

Questions were raised regarding payments under a staff training agreement and the purchase of items for re-sale at the Visitor Information Centre. The Town Clerk reminded Members that queries regarding payments should be raised with Officers prior to Council Meetings to ensure that a thorough response could be provided.

60. **Chairman's Announcements**

The Town Mayor reported his attendance at the following events since the Council Meeting held in June:

- Clifftop Care Home – The Town Mayor and Deputy Mayor had attended a wonderful summer event at the care home.
- Herston Halt – The Mayor had unveiled a plaque to mark the important contribution of the Royal Corps of Signals to the development of the Swanage Railway across 40 years.
- Swanage Sea Rowing Club – The Mayor had felt privileged to present the awards at a rowing event.
- Wareham Civic Service – The Mayor and his consort had attended the Wareham Civic Service.

61. **Working Party and Task & Finish Groups Updates**

(a) **Tender for Beach Concessions (Deckchairs and Pedaloos) autumn 2025 – To establish task and finish group.**

It was reported that the concessions for deckchairs and pedaloos will expire in October. Further to a brief discussion, it was proposed by Councillor Lejeune and seconded by Councillor Moreton:-

That a Task and Finish Group be established comprising Councillors Bonfield, Sutton and Tones together with the Visitor Services and Business Development Manager to consider the Tender process for Beach Concessions (Deckchairs and Pedaloos).

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

62. **Fishers' Huts, Peveril Point – To review timescale for implementation of new hut allocation policy, further to Minute No. 10 of the Minutes of the Tourism & Local Economy Committee, 19<sup>th</sup> March 2025 and to consider appointment of task and finish group**

Further to Minute No. 10 of the Tourism and Local Economy Committee meeting held on 19<sup>th</sup> March 2025, consideration was given to a briefing paper which outlined the changes to the hut allocation policy that had been agreed at that meeting and the need to address some anomalies that had arisen during the licence renewal process.

It was, therefore, proposed by Councillor Coward and seconded by Councillor Vile:-

That a Task and Finish Group be established to consist of Councillors Bonfield, Sutton and Tones, together with the Town Clerk, to review the implementation of the new fishers' hut allocation policy.

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

63. **Reports from Council representatives on outside organisations**

(a) **Mowlem Theatre**

It was reported that the Mowlem Theatre Trustees were seeking to take forward a grant application (under the Arts Council's Creative Foundations Fund) and had approached the Town Council for a statement of support. It was proposed by Councillor Tomes, seconded by Councillor Brookes and RESOLVED UNANIMOUSLY:

That the Town Council should write a letter in support of the Mowlem Theatre's grant application to the Arts Council.

(b) **Purbeck Transport Action Group (PTAG)**

It was reported that a meeting had been held to discuss 'active travel', which had been attended by Accessible Swanage and the National Trust. An update regarding Dorset Council's Active Travel Policy would be provided to a future meeting.

(c) **Citizens Advice Bureau (CAB)**

It was reported that a meeting had been held with CAB representatives the previous week, during which they had stated that CAB continues to provide advice at Herston Village Hall, Swanage Friday Market, and Swanage Library. It was noted that discussions would be held between the CAB and the Town Council about future arrangements for the delivery of the service, and that an update would be provided to a future meeting.

(d) **Swanage Chamber of Trade**

It was reported that donation boxes had been placed in venues around the town to raise funds for the 'Switch on Swanage' Christmas lights fundraising appeal.

(e) **Swanage Disabled Club**

It was noted that Swanage Disabled Club was seeking a councillor representative, and that a town councillor had recently volunteered with the organisation to gain a clearer understanding of its work.

64. **Report from Dorset Councillors**

The following updates were provided by Councillor Suttle:

- Swanage Recycling Centre – It was reported that the proposed booking system for Swanage Recycling Centre would not proceed, however an Automatic Number Plate Recognition (ANPR) system might be progressed.
- Children's Services – It was noted that Dorset Council's Children's Services had received an Ofsted rating of Outstanding, with only one area, Care Leavers, rated as Good.
- Dorset Local Plan – It was stated that the next round of consultation on Dorset Council's Local Plan would commence in mid-August for eight weeks. All were encouraged to respond to help shape the plan.
- Public Space Protection Orders – It was noted that the current PSPOs relating to various areas around the county had expired in June 2025 and would now be extended for a three-year period.

65. **Reporting of delegated matters**

Further to Minute No. 47 of the Council Meeting held on 23<sup>rd</sup> June 2025, it was reported that the Council had entered into a licence agreement with Mr Joe Burns for the provision of Punch and Judy shows on Swanage beach for the 2025 season.

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

(a) **Swanage Neighbourhood Plan – Update on proposed public engagement**

Further to Minute No. 45 (c) of the Council Meeting held on 23<sup>rd</sup> June 2025, it was reported that Members of the Swanage Neighbourhood Plan Steering Group had met on 15<sup>th</sup> July to review the content of the planned public survey and dedicated website. The process of finalising the maps and supporting documents to accompany the survey and website was in progress. The dates and details of face-to-face information events would be issued in due course. It had been anticipated that the engagement would commence in early August. However, as reported by Councillor Suttle, Dorset Council had since confirmed that it would be consulting on the draft Dorset Local Plan from 18<sup>th</sup> August for a period of eight weeks; therefore, the launch date might be changed to align with the Dorset Local Plan timeline.

(b) **Aster Housing Group**

It was stated that some properties in Swanage owned by Aster Housing Group were to be sold at auction. Concern was raised over the potential for the proceeds of these sales to be invested outside of Swanage. It was noted that Lloyd Hatton M.P. had been made aware and that direct contact with Aster had been established. An update would be provided to a future meeting.

(c) **Dorset Explorer**

It was reported that information about the Town Council's greenspaces had been added to Dorset Council's Nature Recovery Dorset network interactive map. Thanks were provided to the Assets and Compliance Manager for her assistance in this work.

(d) **Royal British Legion**

It was noted that the Royal British Legion would be holding a day of remembrance to mark the 80<sup>th</sup> anniversary of VJ Day on Saturday 16<sup>th</sup> August, from 1.00 p.m. to 4.30 p.m., with refreshments, entertainment, and displays. Members were asked to contact the Democratic Services Officer if they wished to attend.

**EXCLUSION OF PRESS AND PUBLIC**

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

That, under Standing Order No. 1 c), in the public interest, the press and public be excluded from the Meeting in view of the confidential nature of the business to be transacted under agenda item 14 for reasons of commercial confidentiality.

67. **Tennis Courts 4 and 5, Beach Gardens – To award contract for installing dressed sand synthetic turf surface and associated works**

Consideration was given to a briefing paper which outlined the ongoing partnership with Swanage Tennis Club to convert tennis courts 4 and 5 from tarmac to a dressed sand synthetic turf surface. The Capital Programme 2025/26 included a sum of £15,000 as the Council's contribution to these works, scheduled for September 2025, with the balance of costs to be met by Swanage Tennis Club.

It was reported that the Council had engaged Sports Facility Planning and Design Ltd (SFPD) to provide professional services for the project, including pre-site inspection, preparation of specification, assessment of submissions, and two site inspections (pre- and post-carpet installation).

It was noted that the compliant tender submissions had been reviewed by SFPD, assessed on a 70:30 cost/quality basis, and that SFPD had recommended awarding the contract to Chiltern Sports Ltd for the sum of £39,205.

The Council received confirmation from Swanage Tennis Club of their commitment and ability to fund the shortfall in the cost of the works, noting that the Council's contribution was limited to £15,000. In addition to this, Swanage Tennis Club had requested that the Council also consider meeting the cost of the consultants (SFPD) for the sum of £1,435.

Members considered the recommendation from SFPD and acknowledged the importance of investing in the facilities at Beach Gardens for residents and visitors. It was, therefore, proposed by Councillor Lejeune, seconded by Councillor Sutton and RESOLVED UNANIMOUSLY:-

To enter into a contract with Chiltern Sports Ltd for the installation of a sand dressed synthetic turf surface and associated works to tennis courts 4 and 5 at Beach Gardens for the sum of £39,205.

It was further proposed by Councillor Foster, seconded by Councillor Dorrington and RESOLVED UNANIMOUSLY:-

To fund the payment to SFPD in the sum of £1,435.

68. **Managed Print Services – To consider award of contract**

Consideration was given to the procurement of a new managed print services contract to replace the Council's ageing printing and photocopying equipment across all departments. Quotations had been sought from six suppliers, and all had submitted valid responses.

As further time was required to evaluate the quotations and variable factors, it was proposed by Councillor Vile, seconded by Councillor Moreton and RESOLVED UNANIMOUSLY:-

That delegated authority be provided to officers to award the contract to the highest scoring tender against the agreed criteria and commit to the necessary expenditure.

The Meeting closed at 8.10 p.m.

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Draft Minutes of the Extraordinary Meeting of the  
Swanage Town Council held at the Town Hall,  
High Street, Swanage on **MONDAY, 4<sup>th</sup> AUGUST**  
**2025** at 6.15 p.m.

PRESENT:-

Councillor M. Bonfield – Chairman

Councillor S. Brookes  
Councillor P. Burridge  
Councillor M. Coward  
Councillor J. Dorrington  
Councillor J. Lejeune  
Councillor T. Foster  
Councillor C. Moreton  
Councillor C. Sutton  
Councillor C. Tomes  
Councillor S. Vile

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

**Public Participation Time**

The following matters were raised during Public Participation Time:-

- **Agenda item 4)a)** – A procedural challenge was raised regarding the proposed use of Standing Orders to exclude the press and public from consideration of this item. Representations were made that deliberations about the project programme for the green seafront scheme should be made in public.
- A number of questions were asked around future actions in connection with the Green Seafront Scheme and Shore Road options. It was agreed that these would be submitted in writing and that a response would be provided accordingly.

The Chairman opened the Council Meeting at approximately 6.25 p.m.

68. **Apologies**

No apologies had been received prior to the meeting.

69. **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.

No declarations were made on this occasion.

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

It was reported that public engagement relating to the Neighbourhood Plan would be launched next week.

**EXCLUSION OF PRESS AND PUBLIC**

It was proposed by the Town Mayor and seconded by Councillor Foster:-

That, under Standing Order No. 1 c), in the public interest, the press and public be excluded from the Meeting in view of the confidential nature of the



business to be transacted under agenda item 4 for reasons of commercial confidentiality.

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

71. **Green Seafront Scheme**

**(a) Project programme update**

Consideration was given to a briefing note that had been circulated prior to the meeting, which set out a revised timeline for the design, procurement and construction work required to stabilise the seafront land. A start date for construction was now scheduled for September 2027, one year later than set out in the recent public engagement exercise. It was noted that this still remained contingent on factors such as the identification of funding and the length of time taken to approve a planning application. The cost implications of the revised timescale, both positive and negative, were also noted.

During the discussion, members recognised the risk of further deterioration in ground conditions but the benefits of taking additional time to refine the proposals in light of public feedback were also highlighted.

It was proposed by Councillor Lejeune, seconded by Councillor Vile and RESOLVED UNANIMOUSLY:

To acknowledge the revised timeline for the Green Seafront stabilisation works, as set out in the briefing note circulated in connection with this item.

**(b) To consider procurement of a technical note to review the engineering methodology for the stabilisation works**

A proposal to procure a technical note to review the engineering methodology for the seafront stabilisation works was summarised, as set out in a briefing note that had been circulated prior to the meeting. It was noted that it would be good practice to review this matter at this point in time, prior to the finalisation of preliminary design work over coming months. Consideration was given to two submissions that had been received from appropriately qualified consultants.

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

To issue an order to Dorset Council in the sum of £1,060.90 to commission Heidelberg Materials Contracting to produce a technical note setting out a review of the engineering methodology for the long-term stabilisation of the Green Seafront.

The Meeting closed at approximately 6.40 p.m.

Minutes of a Meeting of the **FINANCE AND GOVERNANCE COMMITTEE** held at the Town Hall, Swanage on **WEDNESDAY, 23<sup>rd</sup> JULY 2025** at 2.15 p.m.

PRESENT:- Councillor M. Bonfield (Town Mayor) – Chairman

Councillor C. Moreton  
Councillor C. Sutton  
Councillor S. Vile  
Councillor C. Tomes

Also in attendance: -

Dr M. Ayres	Town Clerk
Miss A. Spencer	Finance Manager
Mr C. Squires	Project Delivery Officer

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

1. **APOLOGIES**

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

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.

No declarations were made on this occasion.

3. **TO APPOINT MEMBERS OF SUB-COMMITTEES:**

a) **VEXATIOUS CORRESPONDENCE AND COMPLAINTS POLICY SUB-COMMITTEE**

Further to paragraph 1.17 of the committee's terms of reference, consideration was given to the appointment of the Vexatious Correspondence and Complaints Sub-Committee. The terms of reference for the sub-committee itself were outlined and it was noted that this sub-committee would consist of the Mayor and/or Deputy Mayor and two members of the Finance & Governance Committee.

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

To appoint the Town Mayor, Councillor Tomes  
(Deputy Mayor) and Councillors Vile and Moreton  
to the Vexatious Correspondence and Complaints  
Policy Sub-Committee.

b) **CAPITAL PROJECTS SUB-COMMITTEE**

Further to paragraph 1.9 of the committee's terms of reference, consideration was given to the appointment of the Capital Projects Sub-Committee. The terms of reference for the sub-committee were outlined and it was noted that it would be comprised of three or four members of the Finance & Governance Committee, usually including the Chairs of the Community Services and Environment & Green Spaces Committees.

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

To appoint the Town Mayor, Councillor Tomes  
(Deputy Mayor) and Councillors Moreton and  
Sutton to the Capital Projects Sub-Committee.

4. **FINANCIAL REPORTS – Q1 2025/26**

a) **Income & Expenditure – Budget Monitoring Report**

Consideration was given to a report setting out the principal sources of the Town Council's income and expenditure for the first quarter of the 2025/26 financial year. It was noted that the overall position was generally positive with net expenditure £53k under budget. The significant variances were discussed. It was reported to members that investment levels held with the CCLA Public Sector Deposit Fund were higher than those approved in the Treasury Management and Investment Strategy Statement for 2025/26. It was noted that this was due to the high level of liquidity and cash funds currently held by the council since the redemption of some units in the CCLA property fund. It was noted that the Money Market Funds had a higher yield than the DMADF at the time of placing the investment and that these funds would be drawn down in the first instance when required. This position was noted.

Given that there was a strong probability that the commencement of the Green Seafront Scheme would be deferred until September 2027, it was noted that any further redemption of units held in the CCLA property fund should be delayed so that yields are optimised.

The Budget Report and commentary on the Council's financial activity was received and noted.

b) **Capital Programme Monitoring Report**

Consideration was given to the Capital Programme Monitoring Report for the first quarter of 2025/26. It was reported that one project had been completed with all other projects ongoing.

It was noted that the forecast expenditure for the year had been significantly reduced. This was due to the probable deferment of the Green Seafront Scheme and the drawdown of any grant by the Football Club. It was reported that the Community Sports Facility project is now likely to be delivered in two phases and it was noted that this will be further considered by the Sports, Leisure & Wellbeing Working Party in the near future.

The contents of the report were noted.

5. **CORPORATE PLAN 2025-30 – TO AGREE NEXT STEPS**

Members considered a briefing note outlining the next steps proposed in order to develop a revised Corporate Plan, including a draft timeline. It was noted that as a result of delays in its preparation, primarily due to the range of projects that the Town Council is currently taking forward, the Plan would now cover the period 2026-30.

Discussion ensued as to the outline content of the Corporate Plan and it was noted that discussion at a councillor workshop held on 12<sup>th</sup> March had been supportive of retaining the Council's current five priorities, although it was suggested that the phrase Sustainable Tourism should be replaced by Regenerative Tourism.

The importance of public engagement was emphasised and consideration was given to a draft communication and engagement plan, Ideas as to how best to engage with residents were put forward, including opportunities to meet with town councillors at various local venues, a stall at the Friday market and making both print and digital copies of the consultation material widely available. It was proposed by the Town Mayor,

seconded by Councillor Moreton and RESOLVED UNANIMOUSLY:

To approve the indicative timeline for preparing a draft Corporate Plan 2026-30, as set out in the briefing note circulated in support of this agenda item, together with the draft communication and engagement plan, subject to it being updated in light of the discussion at this meeting.

During discussion of this item consideration was also given to the date for a councillor workshop to develop the content of the draft Corporate Plan. It was noted that this would need to be arranged giving due consideration to a number of other workshops to be held in the autumn, including a councillor finance workshop to be held on Wednesday 3<sup>rd</sup> September.

6. **INSURANCE CLAIMS UPDATE**

It was reported that one claim had been settled in Q1. It was noted that the council did not have any other ‘live’ claims at the present time.

7. **ITEMS OF INFORMATION AND MATTERS FOR FORTHCOMING AGENDA**

The following were listed as matters for forthcoming agendas.

- Further to Minute No. 12 a) of the Environment Committee meeting held on 25<sup>th</sup> June 2025, it was reported that it had been agreed that a budget of £4,500 for stakeholder engagement would be deferred to 2026/27. It was reported that although the budget was reviewed by the Environment Committee, technically as part of the King George’s Management Account it should be included in this budget for 2026/27 rather than the environment budget. It was further reported that a 50% payment had already been made, and a refund would be requested.
- Review of Strategic Investments - see Minute No. 4 a) above.
- Review of Social Media Policy.
- Finance Workshop – to be open to all councillors and arranged for the afternoon of Wednesday 3<sup>rd</sup> September.
- Fees and Charges Task and Finish Group – establishment of a task and finish group to review the fees and charges levied for Council services to be included on the agenda for the Council meeting on 15<sup>th</sup> September 2025. Any recommendations to be taken to the relevant committee meeting as part of the budget setting process.

8. **DATE OF NEXT MEETING**

The date of the next scheduled meeting was noted as 5<sup>th</sup> November 2025.

The meeting concluded at 3.15 p.m.

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Minutes of the Meeting of the **PLANNING AND CONSULTATION COMMITTEE** held at the Town Hall,  
Swanage on **MONDAY, 4<sup>th</sup> AUGUST 2025** at **7.00 p.m.**

Chairman: -

Councillor T Foster

Swanage Town Council

Present: -

Councillor M Bonfield

Swanage Town Council

Councillor J Dorrington

Swanage Town Council

Councillor J Lejeune

Swanage Town Council

Councillor C Sutton

Swanage Town Council

Councillor C Tomes

Swanage Town Council

Councillor S Vile

Swanage Town Council

Also in attendance: -

Councillor S Brookes

Swanage Town Council

Councillor C Moreton

Swanage Town Council

Miss N Clark

Planning and Community Engagement Manager

Mr F Barros

Community Engagement Officer, Dorset Council  
(Via online link from 7.20pm)

There was one member of the public present at the meeting.

**Public Participation Time**

There were no matters raised.

**1) Apologies**

There were no apologies given for inability to attend the Meeting.

**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.

There were no declarations to record on this occasion.

**Planning**

**3) Plans for consideration**

**Delegated Applications**

\* P/CLE/2025/03569

**Certificate of Lawfulness**

**Stable Cottage, Shepherds Farm, Ulwell, Swanage, BH19 3DG**

Stable Cottage has been used continuously for over ten years as a residential dwelling, and we seek to obtain Lawful Use.

**OBSERVATION:** No objection.

P/HOU/2025/03898

**5 Durlston Road, Swanage, BH19 2DJ**

Erect lower ground floor extension to the existing garage to form a double garage with a balcony above. Erect extension to an existing terrace, including alterations to bedroom windows. Erect ground floor extension to the south side with a pitched roof replacing the existing flat roof. Widening of the existing access.

**OBSERVATION:** No objection.

- P/HOU/2025/04049     **9 Casterbridge Close, Swanage, BH19 2JZ**  
Erect single storey rear extension and convert part of garage.  
**OBSERVATION:** No objection.
- P/HOU/2025/04358     **7 Bay Crescent, Swanage, BH19 1RA**  
Erect replacement garden room.  
**OBSERVATION:** No objection.
- P/LBC/2025/03533     **Listed Building Consent**  
**LISTED**     **18 Bell Street, Swanage, BH19 2SA**  
Rebuilding of chimneys and placement of lead trays.  
**OBSERVATION:** No objection, subject to adherence to the Design and Conservation Officer's report and any recommendations.

### **For Information Only**

- P/NMA/2025/04090     **Non-material Amendment**  
**158 Kings Road West, Swanage, BH19 1HT**  
Non-material amendment to approved planning application No. P/HOU/2024/07262 (Erect single storey rear extensions to living room and to provide garden annexe for ancillary use. Alterations to front boundary wall to create off road parking bay.) to widen the rear extension to the house by 1.4M and lengthen it by 665mm. NB The ridge and eaves heights remain the same as approved, with the roof pitch reduced slightly.

### **4) Applications for tree works - opportunity to raise any matters of concern**

There were no matters raised.

### **Consultation**

### **5) To note receipt of the following consultation documents, and to determine the Council's preferred method of response, if any:**

#### **a) Dorset Council (DC) – Draft Pleasure Boat, Vessel and Boatperson Licensing Policy Public Consultation**

Further to Minute No. 5 c) of the Planning and Consultation Committee Meeting held on 7<sup>th</sup> July 2025, and Minute No. 7 a) of the Tourism and Local Economy (T&LE) Committee Meeting held on 9<sup>th</sup> July 2025, it was reported that DC's Environment, Policy and Partnership Manager had provided a presentation to the T&LE Committee outlining draft proposals for changes to the Purbeck Watercraft Bylaw for 2025. Further to the presentation and discussion at that meeting, the Committee wished it to be noted that the consultation document had been appropriately reviewed and discussed, and that it had no further comments to make.

#### **b) Dorset Council (DC) – School Streets Initiative – Junction of Washpond Lane and High Street, Herston**

Mr Fernao Barros, Community Engagement Officer, Dorset Council, introduced himself to the meeting and reported that he had been asked to assess the feasibility of a School Streets Initiative in Washpond Lane, at its junction with the High Street, to address road safety concerns which had been discussed at a meeting held on 1<sup>st</sup> April 2025 between representatives of the Swanage School and St Mark's Primary School, Swanage Town Councillors, Dorset Ward Councillors and representatives from Dorset Council's Highway Team.

Mr Barros presented proposals for a School Streets Initiative, under which a short section of Washpond Lane north of its junction with the High Street would be closed for 10 minutes in

the morning and 10 minutes in the afternoon around school drop-off and pick-up time. During the restricted period, the road would be closed to traffic by movable barriers to facilitate the safe crossing of pupils. It was noted that the schools were supportive of these measures and that the Town Council was being asked to consider the proposal as part of the primary consultation phase. If there were no objections at this stage the proposals would be introduced under an Experimental Traffic Regulation Order, during which time formal consultation would take place over a period of approximately five months, most likely in early 2026. Following the presentation there was some discussion about the timing of the restrictions, the length of the road closure and potential measures to mitigate tailbacks on the High Street.

It was proposed by Councillor Sutton, seconded by Councillor Dorrington and RESOLVED UNANIMOUSLY:-

**TO RECOMMEND:-**

That the Town Council supports the introduction of the School Streets Initiative proposals in Washpond Lane under an Experimental Traffic Regulation Order, the progress of which to be overseen by the Traffic Management Advisory Committee.

**Neighbourhood Planning**

**6) Matters arising from draft Minutes of the Meeting of the Swanage Neighbourhood Plan (SNP) Steering Group held on 7<sup>th</sup> July 2025**

The updates within the Minutes were noted.

A progress report was provided regarding the new webpage, survey, and proposals for the informal public engagement on the SNP. It was noted that the details of this would be provided to all Town Councillors prior to launch/publication.

**7) Items of Information and Matters for Forthcoming Agendas**

There were no matters raised.

**9) Date of next meeting**

The next meeting had been scheduled for Monday 1<sup>st</sup> September 2025.

The meeting closed at 7.55 p.m.

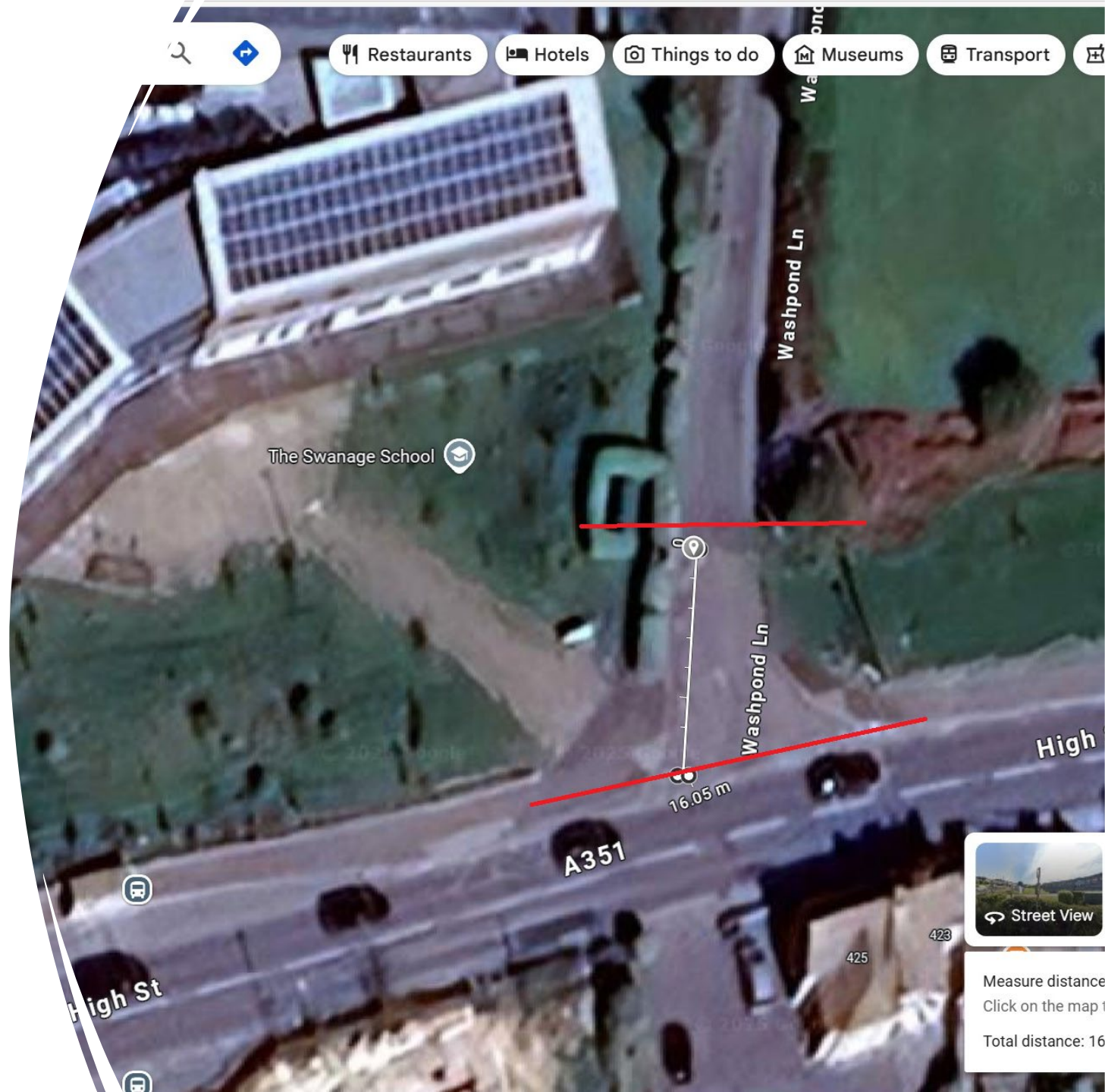
# School Street Scheme Washpond Lane

Proposed road closure under School Street Initiative to facilitate the safe crossing of 340 pupils of Swanage Secondary School



# Proposed Closure

- We are proposing the implementation of an Experimental Traffic Regulation Order (ETRO).
- Closure of Washpond Lane for 16 meters from its junction with High St.
- The road will be restricted to motor vehicles for 10 minutes in the morning 8:15 to 08:25 and for 10 minutes in the afternoon from 15:15 to 15:25.

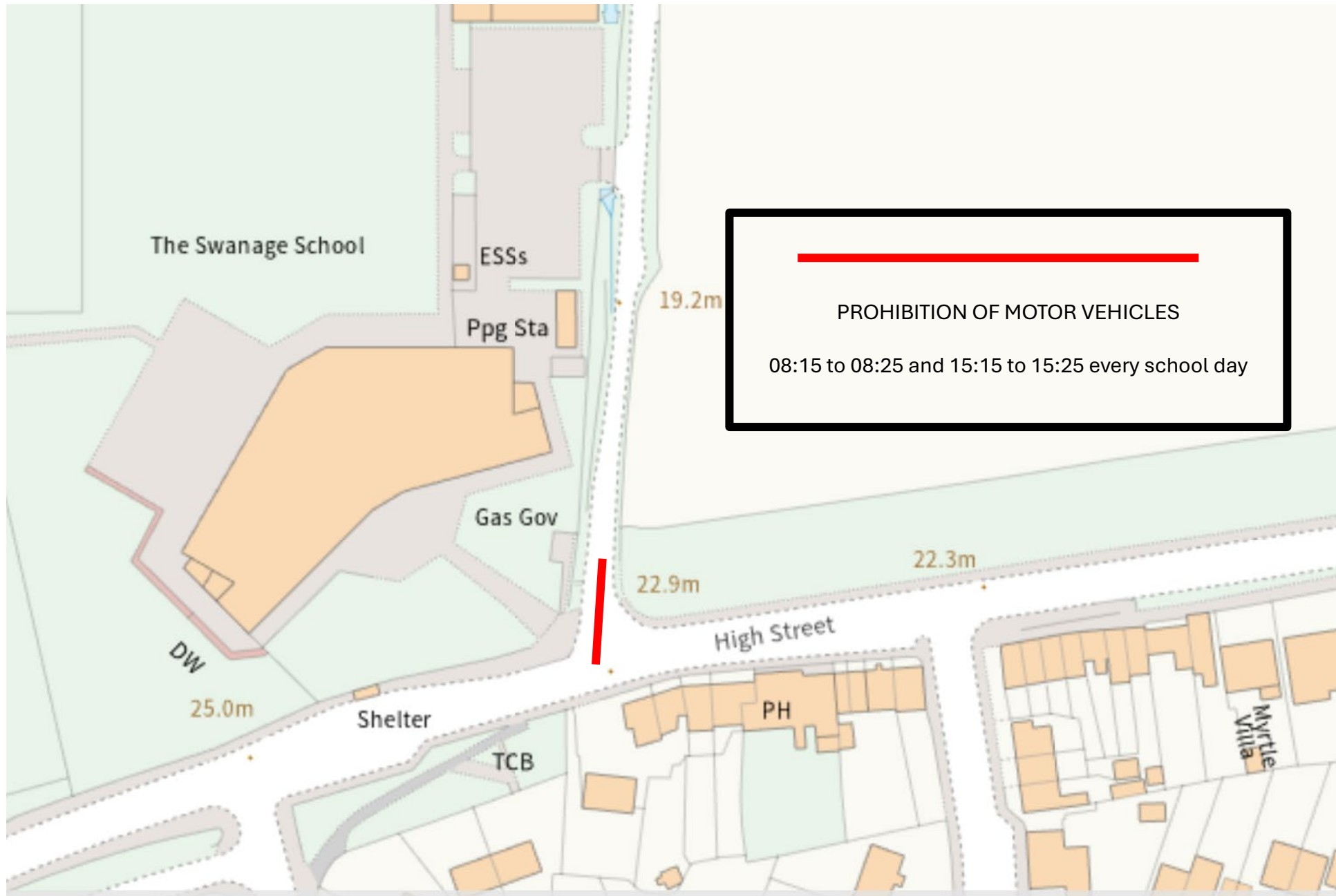




Example of signs

16m closure on Washpond Lane





# SUMMARY OF PROPOSED ETRO

## **The County of Dorset (Washpond Lane, Swanage) (School Street) (Prohibition of Motor Vehicles) (No.X) Order 2025**

- Citation:** This order is titled "The County of Dorset (Washpond Lane, Swanage) (School Street) (Prohibition of Motor Vehicles) (No.X) Order 2025" and comes into effect on \_\_\_\_\_, 202\_.
- Prohibition of Driving:** No motor vehicles are allowed on a section of Washpond Lane, Swanage during restricted hours (8:15 AM - 8:25 AM and 3:15 PM - 3:25 PM on school days).
- Exemptions:** Includes vehicles directed by police, emergency services, vehicles with specific permits, and vehicles used for essential services or local authority duties.

Minutes of the Meeting of the **PLANNING AND CONSULTATION COMMITTEE** held at the Town Hall,  
Swanage on **MONDAY, 1<sup>st</sup> SEPTEMBER 2025** at 7.00 p.m.

Chairman: -

Councillor T Foster

Swanage Town Council

Present: -

Councillor M Bonfield

Swanage Town Council

Councillor J Lejeune

Swanage Town Council

Councillor C Sutton

Swanage Town Council

Councillor C Tomes

Swanage Town Council

Councillor S Vile

Swanage Town Council

Also in attendance: -

Councillor P Burridge

Swanage Town Council

Councillor M Coward

Swanage Town Council

Councillor G Suttle

Swanage Town Council

Miss N Clark

Planning and Community Engagement Manager

Mrs E Evans

Democratic Services Officer (until 7.05 p.m.)

There was one member of the public present at the meeting.

**Public Participation Time**

There were no matters raised.

**1) Apologies**

Apologies for her inability to attend the meeting was received from Councillor Dorrington.

**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.

There were no declarations to record on this occasion.

**Planning**

**3) Plans for consideration**

**Delegated Applications**

P/FUL/2025/04287

**The Parade, Swanage, BH19 1DA**

Internal alterations to first and second floors. Change of use for first floor to create 1no. 3-bed holiday let. Change of use sought for first floor from fish restaurant (Class E(b)) to dwellinghouse (Class C3). Second floor remains as a dwellinghouse (Class C3), though internal alterations are proposed. Ground floor remains as a fish restaurant (Class E(b)).

**OBSERVATION:** No objection, subject to adherence to the Design and Conservation Officer's report and any recommendations.

P/HOU/2025/04500

**Belle Vue Farm House, Benlease Way, Swanage, BH19 2SQ**

Replacement of 3no. timber windows with new timber windows of the same design, size, and material, and refurbishment of the remaining existing windows. Reinstatement of door in east elevation.

**OBSERVATION:** No objection, subject to adherence to the Design and Conservation Officer's report and any recommendations.

P/LBC/2025/04501  
**LISTED**

**Listed Building Consent**

**Belle Vue Farm House, Benlease Way, Swanage, BH19 2SQ**

Replacement of 3no. timber windows with new timber windows of the same design, size, and material, and refurbishment of the remaining existing windows. Reinstatement of door in east elevation and tile bathroom.

**OBSERVATION:** No objection subject to adherence to the Design and Conservation Officer's report and any recommendations.

P/HOU/2025/04200

**3 Hardy Court, Marshall Row, Swanage, BH19 2AF**

Window and door alterations (front and rear), new store formed under existing front porch canopy. Installation of EV charger.

**OBSERVATION:** No objection subject to adherence to the Design and Conservation Officer's report and any recommendations.

The Committee is pleased to note the installation of an EV charger as part of this proposal.

P/HOU/2025/04545

**9 Durlston Road, Swanage, BH19 2DJ**

Install dormer to front and rear elevations, and 2no. roof lights to rear elevation.

**OBSERVATION:** Committee Members had no comment to make regarding this application.

P/LBC/2025/03926  
**LISTED**

**Listed Building Consent**

**37 Jubilee Road, Swanage, BH19 2SE**

Retain two window casements at the rear of the property.

**OBSERVATION:** No objection.

P/LBC/2025/05021  
**LISTED**

**Listed Building Consent**

**92 High Street, Swanage, BH19 2NY**

Repair/replace existing windows. Enlarge existing window to form doorway. Alter fireplaces and repair chimney. Alter layout of lower ground floor and first floors. Repair/replace gutters, downpipes, and sanitary plumbing.

**OBSERVATION:** No objection. The Committee feels that these sympathetic improvements will restore and enhance the property and its setting within the Swanage Conservation Area.

P/VOC/2025/04907

**Variation of Condition**

**158 Kings Road West, Swanage, BH19 1HT**

Variation of condition 2 of approved planning application No.

P/HOU/2024/07262 (Erect single storey rear extensions to living room, and to provide garden annexe for ancillary use. Alterations to front boundary wall to create off road parking bay.) for a 1.3M longer and 1.2M wider rear extension.

**OBSERVATION:** The Committee has no objection to the proposed increase in size of the rear extension (1.3 m longer and 1.2m wider). However, the Council would wish it to be noted that its comments and recommendation submitted on 10<sup>th</sup> January 2025 relating to approved application P/HOU/2024/07262 remain the same:

The Town Council has no objection to the proposals. However, the Council recommends that it should be stipulated as part of any

approved scheme that the new garden annexe should be used solely for purposes incidental to the residential use of No.158, and that it would object to:

- Severance to create a separate plot for future habitation
- Creation of a separate address

**For Information Only**

\* P/CLP/2025/04778

**Certificate of Lawful Use Proposed**

**Purbeck View School, 23 Northbrook Road, Swanage, BH19 1PR**

Application made under Section 192 to confirm as lawful change of use of land and premises from school to non-residential training centre.

P/NMA/2025/04879

**Non-material Amendment**

**Scott's House, 50 Prospect Crescent, Swanage, BH19 1BE**

Non-material amendment to approved planning application No. P/FUL/2022/05040 (Sever plot, erect four apartments and parking. Form access.) to change block paviour to permeable Tarmac, update on parking spaces, removal of planting, fences erected, bin store location, update of garden layout.

**Please note:**

\* The Town Council is Corporate Trustee of the De Moulham Trust, which holds the benefit of covenants in the properties that are the subject of applications marked \*.

# The Town Council is the owner of land included within, or directly affected by, applications marked #.

**4) Applications for tree works - opportunity to raise any matters of concern**

Consideration was given to the following proposed tree works:-

P/TRC/2025/04702

**Herston Conservation Area**

**214 High Street, Swanage, BH19 2PQ**

T3 Palm Tree (front garden): Fell.

**OBSERVATION:** No objection.

P/TRT/2025/04533

**Tree Preservation Order**

**Woodlands, Sunnysdale Road, Swanage, BH19 2JA**

T1 Leyland cypress (Leylandii) (located in Woodlands): Prune back to the boundary line between Woodlands and Woody Hollow.

T2 Leyland cypress (Leylandii) (located in Woodlands): Prune back to the boundary line between Woodlands and Woody Hollow.

**OBSERVATION:** No objection.

P/TRT/2025/04941

**Swanage Conservation Area & Tree Preservation Order**

**Peveril House, Peveril Road, Swanage, BH19 2DQ**

T1 Holm Oak: Crown lift to 3m.

Line of Beech: Reduce to 4m to form a hedge.

**OBSERVATION:** No objection.

**Consultation**

**5) To note receipt of the following consultation document, and to determine the Council's preferred method of response, if any:**

**a) Dorset Council**

**i) Draft Dorset National Landscape Management Plan 2026 to 2031**

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

That delegated authority be given to the Chairman and the Planning and Community Engagement Manager to complete the survey.

It was noted that Members should email any comments to the Planning and Consultation Manager for inclusion. Following the completion of the survey, all Members would be circulated with a copy of the submitted comments.

**ii) Draft Local Transport Plan Public Consultation 2026 to 2041**

It was noted that the consultation document had been reviewed, but that some elements, including Swanage Railway, congestion on the A351, and potential ferry unreliability, had been omitted. It was AGREED to defer the response until the next meeting of the Planning and Consultation Committee. Members were asked to submit any questions to the Planning and Community Engagement Manager prior to that meeting.

**iii) Dorset Council Local Plan Options Public Consultation**

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

That a task and finish group be established to review the Dorset Council Local Plan Options and the Draft Local Transport Plan, comprising Councillors Foster, Sutton and Vile, together with members of the Swanage Neighbourhood Plan Steering Group (Mr G. Richardson and Mr A. Larner), and a representative from O'Neill Homer (planning consultants).

Given the importance of the consultations, Members agreed that, in addition to the Town Council's collective response, all Town Councillors should be encouraged to complete the surveys individually. Details of the consultations would be circulated to all Councillors.

**Neighbourhood Planning**

**6) Swanage Neighbourhood Plan Steering Group**

**a) Matters arising from the Meeting of the Swanage Neighbourhood Plan (SNP) Steering Group held on 6<sup>th</sup> August 2025**

An update was provided from the meeting of the SNP Steering Group held on 6<sup>th</sup> August 2025. It was reported that the survey was in the final stages of preparation and would be publicised as soon as it was completed.

In accordance with the Terms of Reference, the Minutes of this meeting would be presented to the next meeting of the Steering Group for approval.

**b) To nominate Councillor Member to the Swanage Neighbourhood Plan (SNP) Steering Group 2025/26**

It was reported that there was a vacancy for a Councillor Member and a community member to join the Swanage Neighbourhood Plan Steering Committee. In accordance with the Terms of Reference, membership of the Steering Group should consist of six Councillors and up to six other members residing in the Parish of Swanage. There were currently five Councillors and five community members, leaving two vacancies. It was noted that an advertisement for a community representative would be included within the community engagement material. It was proposed by Councillor Bonfield, seconded by Councillor Vile and RESOLVED



UNANIMOUSLY:-

That Councillor Sutton be appointed as a Councillor  
Member of the Swanage Neighbourhood Plan Steering  
Group.

**7) Items of Information and Matters for Forthcoming Agendas**

**a) Housing Association**

It was suggested that a meeting be arranged with Aster Housing Group, Members, and Dorset Council councillors to discuss the intentions for the proceeds from the sale of Aster Housing Group's housing stock in Swanage. It was further agreed that this matter could be included on a future agenda of the Community Services Committee or referred to a meeting of full Council if required.

**b) Planning Session**

It was noted that this item be included on a future agenda.

**8) Date of next meeting**

The next meeting had been scheduled for Monday 6<sup>th</sup> October 2025.

The meeting closed at 7.45 p.m.

## Agenda Item 5 (a)

### SWANAGE TOWN COUNCIL

#### Statement of Cash Balance as at 31st July 2025

	£ p	£ p
Balance in Hand at 01/04/2025		£73,888.50 Cr
As per reconciliation dated 30/06/2025	£3,912,407.37 Cr	
Income during July	£277,507.58 Cr	
Movement of Cash-Investment	£950,000.00 Cr	
Add - Outstanding receipts- June	£1,193.66 Cr	
Less - Outstanding receipts - July	<u>£1,654.09 Dr</u>	£5,139,454.52 Cr
Less payments made:		
As per Reconciliation dated 30/06/2025	£3,907,445.21 Dr	
Schedule 4	£307,172.28 Dr	
Movement of Cash-Investment	<u>£875,000.00 Dr</u>	£5,089,617.49 Dr
		<u><u>£123,725.53 Cr</u></u>
Balance at Bank		
Current Account		£101,206.90 Cr
Deposit Account		<u>£22,518.63 Cr</u>
		<u><u>£123,725.53 Cr</u></u>
Short Term Investments held by the Council		
CCLA Public Sector Deposit Fund (MMF)		£750,000.00
Abrdn (MMF)		£500,000.00
DMADF-Deposit		£600,000.00
DMADF-Deposit		£575,000.00
DMADF-Deposit		<u>£300,000.00</u>
		<u><u>£2,725,000.00</u></u>

I confirm that to the best of my knowledge and belief this is a true and accurate Statement of the Town Council's Cash Balance as at 31st July 2025

Prepared by Alison Spencer

Dated: 5th August 2025

Certified by Martin Ayres

Dated: 5th August 2025

## Agenda Item 5 (b)

### SWANAGE TOWN COUNCIL

#### Statement of Cash Balance as at 31st August 2025

	£ p	£ p
Balance in Hand at 01/04/2025		£73,888.50 Cr
As per reconciliation dated 31/07/2025	£5,139,454.52 Cr	
Income during August	£333,790.99 Cr	
Movement of Cash-Investment	£300,000.00 Cr	
Add - Outstanding receipts- July	£1,654.09 Cr	
Less - Outstanding receipts - August	<u>£2,571.91 Dr</u>	£5,772,327.69 Cr
Less payments made:		
As per Reconciliation dated 31/07/2025	£5,089,617.49 Dr	
Schedule 5	£232,435.88 Dr	
Movement of Cash-Investment	<u>£450,000.00 Dr</u>	£5,772,053.37 Dr
		<u><u>£74,162.82 Cr</u></u>
Balance at Bank		
Current Account		£41,616.48 Cr
Deposit Account		<u>£32,546.34 Cr</u>
		<u><u>£74,162.82 Cr</u></u>
Short Term Investments held by the Council		
CCLA Public Sector Deposit Fund (MMF)		£750,000.00
Abrdn (MMF)		£500,000.00
DMADF-Deposit		£600,000.00
DMADF-Deposit		£575,000.00
DMADF-Deposit		<u>£450,000.00</u>
		<u><u>£2,875,000.00</u></u>

I confirm that to the best of my knowledge and belief this is a true and accurate Statement of the Town Council's Cash Balance as at 31st August 2025

Prepared by Alison Spencer

Dated: 3rd September 2025

Certified by Martin Ayres

Dated: 3rd September 2025

**SWANAGE TOWN COUNCIL**

**Year Ending 31<sup>st</sup> March 2026**

**Payment schedule reported to Council - 15th September 2025**

**Schedule 4:**

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

**ONE MILLION, ONE HUNDRED AND EIGHTY TWO THOUSAND, ONE  
HUNDRED AND SEVENTY TWO POUNDS AND TWENTY EIGHT PENCE  
.....(£1,182,172.28).....**

## **Swanage Town Council**

### **Schedule of Payments - Month 4**

#### **Direct Debits & Standing Orders**

Date	Name	Inv Ref	Inv Date	Details		Payment Total
15/07/2025	AIB Merchant Services	300625.000006	30/06/2025	Merchant serv charge -June		964.15
10/07/2025	Barclaycard	001884330625	30/06/2025	Bank charge		43.36
01/07/2025	Dorset Council:	840014144	01/04/2025	NNDR 25/26		22,024.00
02/07/2025	Ecotricity Ltd	06928136	11/06/2025	Opposite the Arcade	2,935.69	10,212.03
21/07/2025		09038680	06/07/2025	Electricity - Various sites	4,702.23	
21/07/2025		07038633	06/07/2025	Electricity - Various sites	143.82	
28/07/2025		07038654	06/07/2025	Electricity - Various sites	682.88	
23/07/2025		07069865	09/07/2025	Electricity - Various sites	937.81	
30/07/2025		07075376	09/07/2025	Opposite the Arcade	809.60	
14/07/2025	First Data	520334510615636	30/06/2025	Monthly charge		218.02
14/07/2025	Lloyds Bank PLC	460426859	12/06/2025	Bank charge	132.85	240.95
25/07/2025		461063551	07/07/2025	Bank charge	108.10	
10/07/2025	Paytek Admin Services Ltd	MI/4791456/03	01/07/2025	Monthly charge	128.35	200.35
10/07/2025		MI/4793573/03	01/07/2025	Monthly charge	72.00	
29/07/2025	Pitney Bowes Finance Ltd	BL-305460	14/07/2025	Charge		0.72
16/07/2025	Sage (UK) Ltd	INV21057342	01/07/2025	Monthly charge		606.60
02/07/2025	SEFE Energy Limited	INV03861273	17/06/2025	Town Hall- Annexe	180.22	944.76
02/07/2025		INV03862918	17/06/2025	Town Hall- Office	365.79	
02/07/2025		INV03862951	17/06/2025	Depot	48.20	
02/07/2025		INV03862911	17/06/2025	TIC	106.65	
31/07/2025		INV03898591	16/07/2025	Town Hall- Annexe	53.01	
31/07/2025		INV03898289	16/07/2025	Town Hall- Office	90.92	
31/07/2025		INV03898303	16/07/2025	Depot	44.65	
31/07/2025		INV03898276	16/07/2025	TIC	55.32	
01/07/2025	water2business	6068300123	03/06/2025	Shore Road Toilets	2,945.45	4,312.06
01/07/2025		6068300080	03/06/2025	Heritage Toilets	582.74	
01/07/2025		6068300105	03/06/2025	Burlington Toilets	200.44	
01/07/2025		6068300099	03/06/2025	Mermond Toilets	583.43	
				Total of Direct Debit & Standing Orders		39,767.00

#### **Lloyds Chargecard**

<b>Date</b>	<b>Name</b>	<b>Inv Ref</b>	<b>Inv Date</b>	<b>Details</b>		<b>Payment Total</b>
28/07/2025	GHS	12701829	28/07/2025	Parts	84.90	492.71
28/07/2025	Store Fittings Direct	1031448	28/07/2025	Wheel Stops	251.93	
28/07/2025	Zoom	INV308648790	28/07/2025	Zoom	155.88	
<b>Total of Chargecard payments</b>						<b>492.71</b>

#### **BACS /CHAPS**

<b>Date</b>	<b>Name</b>	<b>Inv Ref</b>	<b>Inv Date</b>	<b>Details</b>		<b>Payment Total</b>
28/07/2025	123 Send Limited	000219837	01/07/2025	Axcept A920Pro with SIM		158.36
28/07/2025	4C Managed Service Ltd	68636	01/07/2025	TIC - ink cartridge for printer	201.54	2,495.42
28/07/2025		68689	10/07/2025	BG phone	42.00	
28/07/2025		68689	10/07/2025	TIC IT	483.26	
28/07/2025		68688	10/07/2025	Depot IT	379.56	
28/07/2025		68690	10/07/2025	TH IT	781.92	
28/07/2025		68690	10/07/2025	TH phone	42.00	
28/07/2025		68690	10/07/2025	Project plan	106.74	
28/07/2025		68700	12/07/2025	Aannual subscription	360.00	
28/07/2025		68760	21/07/2025	Domain renewal	60.00	
28/07/2025		68759	21/07/2025	Domain hosting	38.40	
28/07/2025	A.B.A. Groundcare (SW) Ltd	157519	28/06/2025	Repair of push mower		408.80
28/07/2025	Ace Office Environments L	01150961	30/06/2025	TIC - stationery	161.00	1,142.62
28/07/2025		01152999	18/07/2025	Chairs for Depot	833.95	
28/07/2025		01153378	18/07/2025	Stationery	147.67	
28/07/2025	Amazon	GB556JLWAAEUO	10/07/2025	Ergonomic Mouse	60.99	148.93
28/07/2025		GB5015V6325XLI	18/07/2025	TIC - stools	39.98	
28/07/2025		GB55ISCKRAEUI	20/07/2025	Tennis Balls	12.96	
28/07/2025		GB50000JQ7Y8HDI	20/07/2025	Keyrings	35.00	
28/07/2025	Amberwood Graphics	4492	09/07/2025	TIC - Swanage maps for retail		60.00

28/07/2025	Apogee Corporation Ltd	1528625	25/06/2025	TIC -toner	9.00	
28/07/2025		1528631	25/06/2025	TIC -toner	9.00	
28/07/2025		1528849	26/06/2025	Depot toner	126.53	
28/07/2025		1529154	26/06/2025	Rent	528.03	
28/07/2025		1529154	26/06/2025	toner	561.83	1,234.39
28/07/2025	AquaAid (Southcoast)	494734	01/04/2025	Bottle charge	109.20	
28/07/2025		502698	30/06/2025	Water 19l still bottle	284.26	393.46
28/07/2025	Ark Medical Solutions	0000105	07/07/2025	EFAW		179.90
28/07/2025	J9 Ltd T/a Barriers Direct	300702078	02/05/2025	Bollard for Journeys End		217.92
28/07/2025	Porter & Woodman Gifts Lt	INV86046	26/06/2025	TIC - A-boards for display stands		201.98
28/07/2025	C. Brewer & Sons	PLE/308975	30/06/2025	Paint		232.01
28/07/2025	Broxap Ltd	0000332446	07/05/2025	Memorial seating for War Memorial	1,834.80	
28/07/2025		0000334875	04/07/2025	Cycle Rack	367.20	2,202.00
28/07/2025	Central Southern Security L	208625	24/06/2025	Fire detectors		888.00
28/07/2025	Card Geotechnics Ltd	INV024393	26/06/2025	Monitoring		1,848.00
28/07/2025	Charlie's Tasty Treats	0038	04/06/2025	TIC - dog treats for retail		90.00
28/07/2025	Countryside Art Ltd	81060	14/04/2025	TIC fridge magnets	204.00	
28/07/2025		81783	26/06/2025	TIC - souvenirs for retail	440.16	
28/07/2025		81999	17/07/2025	Swanage Beach- Tea Towels	831.64	1,475.80
28/07/2025	Croydecycle	3841	18/07/2025	TIC - maps for retail		400.00
28/07/2025	C G Ltd	Jun Qtr 1	30/06/2025	Management Account settlement Q1		22,326.98
28/07/2025	DAPTC	INV-0191	30/06/2025	Training		60.00
28/07/2025	Dorset County Pension Fun	Payroll M4	18/07/2025	Payroll M4- Pension	22,981.07	
28/07/2025		Payroll M4	18/07/2025	Payroll M4- CAYS	120.51	23,101.58
28/07/2025	From Dorset with Love	INV-7109	08/07/2025	TIC - jams and chutnies for retail		204.00
28/07/2025	Dorset Council	2800459623	07/07/2025	Project Management - VAT adj	10,833.60	
28/07/2025		CN2600007051	07/07/2025	Project Management - VAT adj	(9,028.00)	
28/07/2025		2800459621	07/07/2025	Project Management 25/26-Q1	7,416.00	
28/07/2025		1801522440	13/07/2025	Premises licence annual fee- Shelter Site	70.00	
28/07/2025		1801522439	13/07/2025	Premises licence annual fee- Sandpit field	70.00	
28/07/2025		1801526924	15/07/2025	Swanage Green Seafront-2nd instalment	2,970.00	
28/07/2025		1801522448	17/07/2025	Premises licence annual fee- PAG	70.00	
28/07/2025		1801522455	18/07/2025	Premises licence annual fee- Recreation ground	70.00	12,471.60
28/07/2025	Dorset Waste Partnership	2800457463	02/07/2025	Recycling		71.14
28/07/2025	ETC Sports Surfaces Limite	10079	21/07/2025	Tennis net re: Beach Gardens		360.00
28/07/2025	Field Honey Farms	00005651	09/06/2025	TIC - honey for retail	316.20	
28/07/2025		00005687	30/06/2025	TIC - honey for retail	144.00	
28/07/2025		00005707	14/07/2025	TIC - honey for retail	200.40	660.60
28/07/2025	Andrew Fleming	241113	27/06/2025	TIC - Isle of Purbeck salt + stickers for retail		185.00
28/07/2025	Flowbird Smart City UK Ltd	UI00018115	26/06/2025	WebOffice incl Airtime	264.67	
28/07/2025		UI00018115	26/06/2025	Gateway Trans charge	1,360.37	
28/07/2025		UK171116	02/07/2025	Tariff config - 04V	500.40	2,125.44
28/07/2025	Glasdon UK Limited	SI916392	21/07/2025	Equipment		65.16
28/07/2025	The Green poop Bag Ltd	INV-5424	02/07/2025	TIC - dog waste bags for retail		342.00
28/07/2025	Greenham Trading Ltd.	04/519018	25/06/2025	Materials & equipment	149.86	
28/07/2025		04/519018	25/06/2025	Uniform	94.80	
28/07/2025		04/521165	16/07/2025	Materials & equipment	682.64	927.30
28/07/2025	Hardy Signs	SI-109387	10/06/2025	Event Parking signage re: Car Parks	610.56	
28/07/2025		SI-109402	20/06/2025	RVP sign re: Sandpit field	94.56	
28/07/2025		SI-109401	26/06/2025	Swanage Streams Water Quality signs	164.40	869.52
28/07/2025	A.R. Harris & Son	36066	09/07/2025	Investigate lighting fault	103.39	
28/07/2025		36097	12/07/2025	Investigate/repairs	415.03	
28/07/2025		36109	15/07/2025	Upgrade/replace Consumer unit	928.84	1,447.26
28/07/2025	Herston Village Hall	284068	17/07/2025	Room hire		25.00
28/07/2025	HMRC	Payroll M4	18/07/2025	Payroll M4- PAYE/NI	21,931.17	
28/07/2025		187371238	28/07/2025	VAT Qtr Jun 25	44,604.88	66,536.05

28/07/2025	Hunt's Foodservice Ltd	510-470521	25/06/2025	Beach Gardens - snacks & drinks	178.17	
28/07/2025		CN510-515034	21/07/2025	Beach Gardens - snacks & drinks	(23.97)	
28/07/2025		CN510-520366	23/07/2025	Beach Gardens - snacks & drinks	(11.98)	
28/07/2025		510-470521	25/06/2025	Beach Gardens - snacks & drinks	86.31	
28/07/2025		510-497257	10/07/2025	Beach Gardens - snacks & drinks	342.60	
28/07/2025		510-506741	16/07/2025	Beach Gardens - snacks & drinks	168.97	
28/07/2025		510-508062	17/07/2025	Beach Gardens - snacks & drinks	11.98	
28/07/2025		510-517235	23/07/2025	Beach Gardens - snacks & drinks	160.51	912.59
28/07/2025	J&P Cleaning Services Limited	INV-0013	09/07/2025	Beach Huts-cleaning	883.20	
28/07/2025		INV-0013	09/07/2025	TIC- cleaning/facial tissues	345.00	1,228.20
28/07/2025	Swanage Jazz Festival	SJF 2025/01	17/07/2025	Tickets sale -2025		3,951.20
28/07/2025	J.D. Facilities Ltd	INV-1932	01/07/2025	Depot - cleaning	197.59	
28/07/2025		INV-1933	01/07/2025	Depot - deep clean staff area	230.62	
28/07/2025		INV-1934	01/07/2025	TH-cleaning	549.12	
28/07/2025		INV-1935	01/07/2025	Public Toilet- cleaning	7,958.09	
28/07/2025		INV-1930	01/07/2025	Chapel Clean	27.00	
28/07/2025		INV-1931	01/07/2025	Fisher's toilets	117.31	9,079.73
28/07/2025	The Little Map Co & Fernhill	2512	18/06/2025	TIC - books for retail	131.95	
28/07/2025		2512	18/06/2025	TIC - souvenirs for retail	216.00	
28/07/2025		2588	10/07/2025	TIC - souvenirs for retail	223.10	
28/07/2025		2588	10/07/2025	TIC - books & maps for retail	565.50	1,136.55
28/07/2025	Metric Group Ltd.	C76569	02/07/2025	Metric Aslan charge July	96.00	
28/07/2025		C76867	03/07/2025	Maintenance agreement	915.01	1,011.01
28/07/2025	S. Moores	13871	06/06/2025	TIC - biscuits for retail	160.68	
28/07/2025		14037	12/06/2025	Beach Gardens - biscuits for kiosk retail	15.84	
28/07/2025		14401	27/06/2025	TIC - biscuits for retail	374.48	
28/07/2025		14781	18/07/2025	TIC - biscuits for retail	104.40	
28/07/2025		14787	18/07/2025	TIC - biscuits for retail	74.28	729.68
28/07/2025	National Express	AREXT/00246128	30/06/2025	Agency Tickets June		70.67
28/07/2025	Nixons Hardware Ltd	124628	01/05/2025	Kettle for dept	26.99	
28/07/2025		124632	01/05/2025	Beach Gardens - provisions for kiosk	29.20	
28/07/2025		124689	20/05/2025	TIC - cleaning materials	17.75	
28/07/2025		124692	21/05/2025	security locks	6.10	
28/07/2025		124716	27/05/2025	Superglue	1.99	
28/07/2025		124746	05/06/2025	batteries	20.93	
28/07/2025		124759	09/06/2025	household items/cleaning	30.23	
28/07/2025		124782	18/06/2025	TIC - cleaning materials + keys cut	49.01	
28/07/2025		124802	25/06/2025	TIC - keys cut for Market	12.60	
28/07/2025		124804	26/06/2025	Hose attachments	19.99	
28/07/2025		124820	30/06/2025	Additional hose attachments	53.45	268.24
28/07/2025	Norfolk County Council	10114393	16/07/2025	NPLaw Feetime charges		341.54
28/07/2025	P.J. Notley Ltd.	6800	17/07/2025	Window cleaning		148.50
28/07/2025	Outstanding Map Distributors	4067838	25/06/2025	TIC - books for retail		259.24
28/07/2025	Openings	A74042	22/07/2025	Fobs		108.00
18/07/2025	Swanage Town Council	Month 4 Payroll	18/07/2025	Net Wages - Month 4		71,658.67
28/07/2025	Planet Merchant Service Ltd	PP4000681IE2506	30/06/2025	Gateway Trans charge		333.89
28/07/2025	Pod Point Ltd	ADF-13764	08/07/2025	Admin Fees	66.95	
28/07/2025		ADF-14507	08/07/2025	Admin Fees	22.22	89.17
28/07/2025	Print It 24 Seven	7683	18/07/2025	Market receipt books	297.60	
28/07/2025		7684	18/07/2025	Boat Park receipt books	297.60	595.20
28/07/2025	Purbeck Citizens Advice Bureau	2025/26 Grant	24/07/2025	CAB Grant 2025/26		2,500.00
28/07/2025	Purbeck Ice Cream	163027	25/06/2025	Beach Gardens - kosk retail	454.54	
28/07/2025		163432	09/07/2025	Beach Gardens - kosk retail	150.55	
28/07/2025		163634	16/07/2025	Beach Gardens - kosk retail	150.55	
28/07/2025		163836	23/07/2025	Beach Gardens - kosk retail	90.33	845.97
28/07/2025	Purbeck Media Group	INV-5445	26/06/2025	TIC - uniform for seasonal staff		43.80
28/07/2025	Radii Skatepark Repairs	1672	14/07/2025	Repairs to Skatepark		900.00
28/07/2025	R&M Shepard	61005	27/06/2025	Container hire		187.20
28/07/2025	Roger Locke Consulting Ltd	9812	09/07/2025	Professional services		1,029.60
28/07/2025	R U Secure Systems	133991	09/07/2025	CCTV		216.00
28/07/2025	SECURITY PLUS LIMITED	1112475	30/06/2025	Cash Collection	826.49	
28/07/2025		1111897	30/06/2025	Cash processing CP	192.84	1,019.33
28/07/2025	Seton	9303896385	21/07/2025	Heavy Duty Access Ramp		227.98
28/07/2025	Sportshall Markings Ltd	14214	09/06/2025	Car Park lining		522.00

28/07/2025	DWG Smith	25118	30/06/2025	Repairs	264.00	
28/07/2025		25118	30/06/2025	Services	60.00	
28/07/2025		25119	30/06/2025	Beach grading and Seaweed Clearance	2,640.00	2,964.00
28/07/2025	Southern Counties Engineer	7772	02/06/2025	Repairs		123.00
28/07/2025	Spaldings (UK) Ltd.	SI-3042363	16/06/2025	Materials & equipment	11.88	
28/07/2025		CN SC-2072501	16/06/2025	Materials & equipment	(69.60)	
28/07/2025		SI-3042364	16/06/2025	Materials & equipment	66.00	
28/07/2025		SI-3042364	16/06/2025	Materials & equipment	78.36	
28/07/2025		SI-3042694	17/06/2025	Materials & equipment	254.40	
28/07/2025		SI-3043926	23/06/2025	Materials & equipment	26.16	
28/07/2025		SI-3045143	27/06/2025	Materials & equipment	333.24	700.44
28/07/2025	St. Michaels Garage	4523	30/06/2025	Diesel June		347.90
28/07/2025	Structural Repairs and Spec	8270	23/06/2025	Design and specification		4,762.80
28/07/2025	Suez Recycling & Recovery	33666550	30/06/2025	Skip exchange		1,055.08
28/07/2025	Swanage News	1284	28/06/2025	News papers June		37.60
28/07/2025	Swanage Tyres and Tuning	37902	17/07/2025	New tyre re: EHX Cabstar		126.60
28/07/2025	Telefonica O2 UK Ltd	38793209	24/07/2025	SIM Charges		490.78
28/07/2025	Terminator Control Ltd	4444	26/06/2025	Pest Control (All areas)		343.00
28/07/2025	Toasty Products Limited	TP4474	02/07/2025	Beach Gardens - paninis for kiosk retail		682.80
28/07/2025	Tor Mark Press	24762	21/07/2025	TIC - books for retail		101.22
28/07/2025	Travis Perkins	1024125018	26/06/2025	Materials & equipment	70.61	
28/07/2025		1024326077	30/06/2025	Materials & equipment	7.62	
28/07/2025		1024440106	02/07/2025	Materials & equipment	11.59	
28/07/2025		1024440105	02/07/2025	Materials & equipment	20.34	
28/07/2025		1024523493	03/07/2025	Materials & equipment	13.61	
28/07/2025		1024606574	03/07/2025	Materials & equipment	72.42	
28/07/2025		1024688764	04/07/2025	Materials & equipment	36.46	
28/07/2025		1024875004	08/07/2025	Materials & equipment	607.19	
28/07/2025		1024983682	10/07/2025	Materials & equipment	63.50	
28/07/2025		1024983681	10/07/2025	Materials & equipment	16.63	
28/07/2025		1025411723	16/07/2025	Materials & equipment	156.00	
28/07/2025		1025423722	16/07/2025	Materials & equipment	8.87	
28/07/2025		1025788392	22/07/2025	Materials & equipment	16.63	
28/07/2025		1025788393	22/07/2025	Materials & equipment	22.72	1,124.19
28/07/2025	Third Party Deductions	Payroll M4	18/07/2025	Payroll M4 - Third Party Deductions		332.22
28/07/2025	Violet Farm Foods Ltd	173677	08/07/2025	TIC - tea for retail		238.50
28/07/2025	Westmade Ltd	1014392	15/04/2025	Repairs & Maintenance	1,217.26	
28/07/2025		1014521	12/05/2025	Repairs & Maintenance	567.00	1,784.26
28/07/2025	WorkNest Limited	SINV087227	25/07/2025	Admin & IPT fee	254.00	
28/07/2025		SINV087226	25/07/2025	H&S Pro- Year 1	5,787.60	6,041.60
28/07/2025	Zephyr Racing Pennants Ltd	2501190	09/07/2025	Flags re: seafront		686.40
<b>Total of BACS/CHAPS Payments</b>						<b>266,912.57</b>

**BACS payroll payment issued 18th July 2025**

71,658.67

**BACS supplier payments issued 28th July 2025**

195,253.90

**266,912.57**

**Total of Payments**

**307,172.28**

#### Investments - Cash Movements

Date	Name	Inv Ref	Inv Date	Details		Payment Total
18/07/2025	DMADF	transfer	18/07/2025	DMADF	575,000.00	
25/07/2025	DMADF	transfer	25/07/2025	DMADF	300,000.00	875,000.00
<b>Total of Investments</b>						<b>875,000.00</b>

**Total of Payments & Investments**

**1,182,172.28**



**SWANAGE TOWN COUNCIL**

**Year Ending 31<sup>st</sup> March 2026**

**Payment schedule reported to Council - 15th September 2025**

**Schedule 5:**

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

**SIX HUNDRED AND EIGHTY TWO THOUSAND, FOUR HUNDRED AND  
THIRTY FIVE POUNDS AND EIGHTY EIGHT PENCE**

**.....(£682,435.88).....**

## **Swanage Town Council**

### **Schedule of Payments - Month 5**

#### **Direct Debits & Standing Orders**

<b>Date</b>	<b>Name</b>	<b>Inv Ref</b>	<b>Inv Date</b>	<b>Details</b>		<b>Payment Total</b>
15/08/2025	AIB Merchant Services	310725.000007	31/07/2025	Merchant Serv Chg		1,188.36
11/08/2025	Barclaycard	001884330725	31/07/2025	Bank charge		46.16
01/08/2025	Dorset Council	840014144	01/04/2025	NNDR 25/26		22,024.00
20/08/2025	Ecotricity Ltd	07209530	06/08/2025	Electricity - various sites	5,031.95	
27/08/2025		07209515	06/08/2025	Electricity - various sites	1,930.54	6,962.49
14/08/2025	First Data	520334510615636	31/07/2025	Monthly charge		300.06
11/08/2025	Lloyds Bank PLC	462761392	11/07/2025	Bank charge	129.71	
26/08/2025		463456963	07/08/2025	Bank charge	115.30	245.01
11/08/2025	Paytek Admin Services Ltd	MI/4805515/03	01/08/2025	Monthly charge	72.00	
11/08/2025		MI/4803459/03	01/08/2025	Monthly charge	128.35	200.35
18/08/2025	Sage	INV21219127	01/08/2025	Monthly charge		606.60
01/08/2025	water2business	6068468911	27/06/2025	Burlington Toilets	194.30	
01/08/2025		6068468920	27/06/2025	Shore Road Toilets	3,349.99	
01/08/2025		6068468896	27/06/2025	Heritage Toilets	689.13	
01/08/2025		6068468902	27/06/2025	Mermond Toilets	633.62	4,867.04
<b>Total of Direct Debit &amp; Standing Orders</b>						<b>36,440.07</b>

#### **BACS /CHAPS**

<b>Date</b>	<b>Name</b>	<b>Inv Ref</b>	<b>Inv Date</b>	<b>Details</b>		<b>Payment Total</b>
29/08/2025	123 Send Limited	000223184	01/08/2025	A920Pro with Sim		158.36
29/08/2025	4C Managed Service Ltd	68877	10/08/2025	TIC IT	483.26	
29/08/2025		68877	10/08/2025	BG phone	42.00	
29/08/2025		68876	10/08/2025	Depot IT/phone	379.56	
29/08/2025		68878	10/08/2025	TH IT	781.92	
29/08/2025		68878	10/08/2025	Project Plan	106.74	
29/08/2025		68878	10/08/2025	TH Phone	42.00	
29/08/2025		68888	12/08/2025	Licence Subscription	360.00	
29/08/2025		68937	18/08/2025	Call outside plan	134.23	
29/08/2025		68960	21/08/2025	Domain Hosting	38.40	2,368.11
29/08/2025	Ace Office Environments Ltd.	01154004	25/07/2025	Stationery	45.34	
29/08/2025		01154355	31/07/2025	TIC - stationery	168.16	
29/08/2025		01156029	22/08/2025	TIC - stationery	136.43	349.93
29/08/2025	Acute Build Clean Ltd	10931	15/08/2025	1 x 5 litres marine algae cleaner		62.40
29/08/2025	Amazon	GB5001B06O3LZI	05/08/2025	TIC - windsocks for seafront	29.45	
29/08/2025		GB5019UGPV4PXI	05/08/2025	TIC - hazard tape	5.40	
29/08/2025		GB55XWUKAAEUI	05/08/2025	TIC - harard warning tape	9.01	
29/08/2025		GB500A6FMQ91VI	13/08/2025	TIC - windsock poles for seafront	39.98	83.84
29/08/2025	Andrews	11159	30/07/2025	MRS 23rd July 2025		961.02
29/08/2025	Apogee Corporation Ltd	1533932	28/07/2025	Depot toner	9.00	
29/08/2025		1534990	28/07/2025	TIC toner	9.00	
29/08/2025		1535448	29/07/2025	Depot toner	76.62	
29/08/2025		1535765	29/07/2025	Rental	528.03	
29/08/2025		1535765	29/07/2025	Toner	473.72	
29/08/2025		1540954	27/08/2025	Toner	79.51	
29/08/2025		1541212	27/08/2025	Rental	528.03	
29/08/2025		1541212	27/08/2025	Toner	431.87	2,135.78
29/08/2025	AquAid (Southcoast)	505419	31/07/2025	Depot- Water 19L		135.00
29/08/2025	BDO LLP	INV-00726120	20/08/2025	Assurance Review - 31 March 2025		3,528.00
29/08/2025	Brian Beech ADI	1582002	12/08/2025	Driving lessons		400.00
29/08/2025	Swanage Bowls Club	CN1431	11/08/2025	Refund of water		1,334.95
29/08/2025	C. Brewer & Sons	PLE/310331	31/07/2025	Paint		116.00
29/08/2025	Central Southern Security Ltd	209519	26/07/2025	Out of hours attendance		84.00
29/08/2025	Card Geotechnics Ltd	INV024467	25/07/2025	Fees July monitoring		1,848.00
29/08/2025	Dorset County Pension Fund	Payroll M5	20/08/2025	Payroll M5 - Pension	26,867.88	
29/08/2025		Payroll M5	20/08/2025	Payroll M5 - CAYS	120.51	26,988.39
29/08/2025	Dorset Waste Partnership	2800461107	05/08/2025	TH recycling		71.14
29/08/2025	Emmanuel Baptist Church	1451	02/07/2025	Room hire		60.00
29/08/2025	Flowbird Smart City UK Ltd	UI00018777	24/07/2025	Gateway trans charge BR and MB	1,357.67	
29/08/2025		UI00018777	24/07/2025	WebOffice incl Airtime	264.67	
29/08/2025		UI00018939	12/08/2025	Maintenance contract	1,936.70	3,559.04
29/08/2025	GH Print Management	INV-8025	07/08/2025	TIC - Miles of smiles stickers	78.00	
29/08/2025		INV-8029	09/08/2025	TIC - printing of posters	9.20	87.20
29/08/2025	Greenham Trading Ltd.	04/522574	23/07/2025	Materials & Equipment	81.06	
29/08/2025		04/523278	31/07/2025	Materials & Equipment	239.99	321.05
29/08/2025	Hardy Signs	SI-109423	23/07/2025	Signs		277.56

29/08/2025	A.R. Harris & Son	36234	09/08/2025	Investigate fault	658.69	
29/08/2025		36239	13/08/2025	Faulty light @ Boat park	66.00	
29/08/2025		36251	14/08/2025	Check timers on seafront lights	99.00	
29/08/2025		36255	14/08/2025	Investigate lighting fault	163.56	
29/08/2025		36256	16/08/2025	Investigate beach hut lights	66.00	1,053.25
29/08/2025	The Helping Hand Company	CD970155142	14/07/2025	Litter pickers		35.96
29/08/2025	Hendy Group Ltd	56059186	24/07/2025	Headlamp unit		916.21
29/08/2025	HMRC	Payroll M5	20/08/2025	Payroll M5 - PAYE/NI		28,870.71
29/08/2025	Hunt's Foodservice Ltd	CN510-554068	13/08/2025	Beach Gardens - drinks & snacks	(18.21)	
29/08/2025		CN510-566203	21/08/2025	Beach Gardens - drinks & snacks	(13.66)	
29/08/2025		510-528155	30/07/2025	Beach Gardens - drinks & snacks	427.04	
29/08/2025		510-532380	01/08/2025	Beach Gardens - cakes	169.33	
29/08/2025		510-539239	06/08/2025	Beach Gardens - cakes	218.21	
29/08/2025		510-550625	13/08/2025	Magnum White	35.85	
29/08/2025		510-550623	13/08/2025	Beach Gardens - drinks & snacks	337.83	
29/08/2025		510-562831	20/08/2025	Beach Gardens - cakes	258.45	1,414.84
29/08/2025	Impact (Boston) Ltd	111-126237	04/08/2025	Stock tickets Single	393.55	
29/08/2025		111-126457	12/08/2025	Stock tickets Co-op double	626.40	1,019.95
29/08/2025	Inn-Supplies	66702	28/07/2025	Beach Gardens - takeaway cups & lids	109.32	
29/08/2025		67210	18/08/2025	Beach Gardens - takeaway cup sleeves	68.94	178.26
29/08/2025	J&P Cleaning Services Limited	INV-0017	07/08/2025	Beach Huts- cleaning	883.20	
29/08/2025		INV-0017	07/08/2025	TIC- cleaning	345.00	1,228.20
29/08/2025	J.D. Facilities Ltd	INV-1951	01/08/2025	Depot - cleaning	197.59	
29/08/2025		INV-1952	01/08/2025	Depot - deep clean staff area	230.62	
29/08/2025		INV-1953	01/08/2025	TH-cleaning	549.12	
29/08/2025		INV-1955	01/08/2025	Public Toilet- cleaning	7,958.09	
29/08/2025		INV-1954	01/08/2025	Fisherman's toilets	117.31	
29/08/2025		INV-1950	01/08/2025	Chapel Clean	27.00	9,079.73
29/08/2025	JSR Tree Care and Garden Maintenance	912/PO 36391	08/08/2025	emergency call out	894.00	
29/08/2025		914-PO36392	15/08/2025	Northbrook Copse tree works	960.00	1,854.00
29/08/2025	Mark Comms Limited	23766	25/07/2025	TIC - additional radio		466.80
29/08/2025	Metric Group Ltd.	C77304	06/08/2025	Metric Aslan August charge		96.00
29/08/2025	Purbeck Mobility Ltd	642382383	26/07/2025	Wheelchair Hires		57.60
29/08/2025	S. Moores	14930	25/07/2025	TIC - biscuits for retail	43.44	
29/08/2025		14930	25/07/2025	Beach Gardens - biscuits	15.84	
29/08/2025		15596	22/08/2025	TIC - biscuits for retail	153.92	213.20
29/08/2025	Nixons Hardware Ltd	124848	08/07/2025	Key cutting	16.20	
29/08/2025		124851	09/07/2025	Additional hose attachments	21.80	
29/08/2025		124860	12/07/2025	TIC - beach hut key cut	5.00	
29/08/2025		124895	24/07/2025	double sided sticky pads	2.65	
29/08/2025		124905	28/07/2025	TIC - hose attachments	32.54	
29/08/2025		124916	30/07/2025	picture hooks and roundup	12.19	90.38
29/08/2025	JSO Creative	Pm0681	30/06/2025	TIC - beach hut numbers		240.00
29/08/2025	Octopress Printers Ltd	INV-007795	28/07/2025	Beach Gardens - score cards	318.00	
29/08/2025		INV-007796	28/07/2025	Beach Gardens - Hole in One stickers	190.80	
29/08/2025		INV-007797	28/07/2025	TIC - flags for events field	619.20	1,128.00
29/08/2025	Outstanding Map Distributors Ltd	4068549	12/08/2025	TIC - books for retail		159.35
29/08/2025	Openings	A74240	20/08/2025	Depot barrier service	207.60	
29/08/2025		C74239	20/08/2025	Annexe automated door service	162.00	369.60
29/08/2025	Origin Amenity Solutions Limited	OASI0161771	07/08/2025	Weedkiller & Line Paint		527.52
20/08/2025	Swanage Town Council	Month 5 Payroll	18/07/2025	Net Wages - Month 5		81,724.30
29/08/2025	Personnel Hygiene Service	71530252	17/08/2025	Hygiene services		2,420.51
29/08/2025	Planet Merchant Service Ltd	PP4000681IE2507	31/07/2025	Gateway Fees Co-op	437.76	
29/08/2025		PP4000681IE2507	31/07/2025	Gateway Fees -NB	85.73	
29/08/2025		PP4000681IE2507	31/07/2025	Gateway Fees - KG's	41.95	565.44
29/08/2025	Pod Point Ltd	ADF-16694	08/08/2025	Admin Fees July -Mermond	24.56	
29/08/2025		ADF-15979	08/08/2025	Admin Fees July- Main Beach	109.73	134.29
29/08/2025	Print It 24 Seven	7703	07/08/2025	ECN- books		218.40
29/08/2025	Purbeck Ice Cream	164031	30/07/2025	Beach Gardens - ice-cream	543.27	
29/08/2025		164258	06/08/2025	Beach Gardens - ice-cream	299.46	
29/08/2025		164477	13/08/2025	Beach Gardens - ice-cream	509.09	
29/08/2025		164741	20/08/2025	Beach Gardens - ice-cream	160.04	1,511.86
29/08/2025	ONeill Homer	1824	31/07/2025	Inv #7- pre-submission		693.60
29/08/2025	Recruit Local Ltd	2694	30/07/2025	TIC - Recruitment		40.00
29/08/2025	RNLI Fundraising Branches	LBW2502	20/08/2025	Tickets sold August 2025		306.24
29/08/2025	Roger Locke Consulting Ltd	9846	12/08/2025	Structural engineering advice		374.40
29/08/2025	SECURITY PLUS LIMITED	1108491	31/05/2025	Cash collection	34.68	
29/08/2025		1117057	31/07/2025	Cash processing July 2025	204.04	
29/08/2025		1117670	31/07/2025	Cash collection July 25	846.66	1,085.38

29/08/2025	DWG Smith	26011	31/07/2025	Beach grading and Seaweed Clearance	3,960.00	
29/08/2025		26010	31/07/2025	Repairs to Town Hall gates	984.00	4,944.00
29/08/2025	Swanage Parochial Church Council	PR241022CS	01/04/2025	Annual Town Council Civic Service		158.00
29/08/2025	Start Safety	278731	13/08/2025	Boat Park - traffic cones		413.17
29/08/2025	St. Michaels Garage	S 31533	29/07/2025	Repairs	244.00	
29/08/2025		4578	31/07/2025	Diesel- July	478.11	722.11
29/08/2025	Suez Recycling & Recovery UK Ltd	33700923	31/07/2025	Special waste collection		1,298.44
29/08/2025	Suttle Projects Ltd	1420	31/07/2025	Inspection		360.00
29/08/2025	Swanage News	1284	02/08/2025	New papers		47.00
29/08/2025	Swanage Regatta & Carnival	2025/124	05/08/2025	Programme/Draw Tickets		1,920.00
29/08/2025	Swanage Tyres and Tuning Ltd	38234	13/08/2025	New tyre		88.20
29/08/2025	Telefonica O2 UK Ltd	39354099	24/08/2025	SIM and Phone Charges		646.56
29/08/2025	Toasty Products Limited	TP4494	06/08/2025	Beach Gardens - paninis	684.60	
29/08/2025		TP4500	14/08/2025	Beach Gardens - paninis	138.15	822.75
29/08/2025	Travis Perkins	1025871593	23/07/2025	Materials & Equipment	50.82	
29/08/2025		1025956896	24/07/2025	Materials & Equipment	8.66	
29/08/2025		1026032932	25/07/2025	Materials & Equipment	34.20	
29/08/2025		1026032933	25/07/2025	Materials & Equipment	28.42	
29/08/2025		1026115049	28/07/2025	Materials & Equipment	5.04	
29/08/2025		1026209291	29/07/2025	Materials & Equipment	190.90	
29/08/2025		1026221518	29/07/2025	Materials & Equipment	92.86	
29/08/2025		1026517775	01/08/2025	Materials & Equipment	2.14	
29/08/2025		1026698068	05/08/2025	Materials & Equipment	3.36	
29/08/2025		1026955883	08/08/2025	Materials & Equipment	155.06	
29/08/2025		1027223800	13/08/2025	Materials & Equipment	132.00	
29/08/2025		1027235765	13/08/2025	Materials & Equipment	30.00	
29/08/2025		1027403232	15/08/2025	Materials & Equipment	39.90	
29/08/2025		1027403231	15/08/2025	Materials & Equipment	1.85	
29/08/2025		1027615002	19/08/2025	Materials & Equipment	20.41	
29/08/2025		1027688263	20/08/2025	Materials & Equipment	5.04	800.66
29/08/2025	Third Party Deductions	Payroll M5	20/08/2025	Payroll M5 - Third Party Deductions		332.22
29/08/2025	Violet Farm Foods Ltd	175271	29/07/2025	TIC - tea for retail		79.65
29/08/2025	Westmade Ltd	1014751	02/07/2025	Attend fault		229.20
29/08/2025	Wimborne Turf	22764	22/08/2025	Turf re: King George's Field		130.10
<b>Total of BACS/CHAPS Payments</b>						<b>195,995.81</b>

**BACS payroll payment issued 20th August 2025**

81,724.30

**BACS supplier payments issued 29th August 2025**

114,271.51

**195,995.81**

**Total of Payments**

**232,435.88**

#### Investments - Cash Movements

Date	Name	Inv Ref	Inv Date	Details	Payment Total
29/08/2025	DMADF	transfer	29/08/2025	DMADF	450,000.00
<b>Total of Investments</b>					<b>450,000.00</b>

**Total of Payments & Investments**

**682,435.88**

**SWANAGE TOWN COUNCIL – COMMITTEES 2025/26**

**Community Services Committee**

Town Mayor, Deputy Mayor and Councillors ~~Brookes~~, Coward, Dorrington, Foster, ~~Monkhouse~~, **Moreton**, Sutton and Vile.

**Environment and Green Spaces Committee**

Town Mayor, Deputy Mayor and Councillors ~~Brookes~~, Dorrington, ~~Monkhouse~~, **Sutton** and Vile.

**Personnel Committee**

Town Mayor, Deputy Mayor and Councillors Dorrington, Foster and **Vile**.

**Planning and Consultation Committee**

Town Mayor, Deputy Mayor and Councillors Dorrington, **Foster**, Lejeune, ~~Monkhouse~~, Sutton and Vile.

**Tourism and Local Economy Committee**

Town Mayor, **Deputy Mayor** and Councillors Coward, Dorrington, Foster, Lejeune, Sutton and Vile (Mr Whitwam co-opted member).

**COMMITTEE CHAIRMEN AND FINANCE AND GOVERNANCE COMMITTEE 2025/26**

**Community Services Committee**

Chairman – Councillor Moreton

**Environment and Green Spaces Committee**

Chairman – Councillor Sutton

**Personnel Committee**

Chairman – Councillor Vile

**Planning and Consultation Committee**

Chairman – Councillor Foster

**Tourism and Local Economy Committee**

Chairman – Councillor Tomes

**Finance and Governance Committee**

(To consist of the **Town Mayor**, Deputy Mayor, and Chair of each of the Council's Standing Committees).

Chairman - Town Mayor (Councillor Bonfield)

## **COUNCILLOR MEMBERS OF ADVISORY COMMITTEES 2025/26**

### **Coastal Change and Beach Management Advisory Committee**

Councillors Bonfield, Foster, Sutton and Tones.

(Membership limited to 4 councillors following adoption of revised Terms of Reference)

### **Traffic Management Advisory Committee**

Town Mayor, Deputy Mayor and Councillors ~~Brookes~~, Dorrington and Sutton.

## **COUNCILLOR MEMBERS OF SUB-COMMITTEES 2025/26**

**TO NOTE: The following Sub-committees will be appointed by their parent committees and may be subject to change**

### **Capital Projects Sub-Committee**

Councillors Bonfield, Moreton, Sutton and Tones.

### **Swanage Neighbourhood Plan Sub-Committee**

Bonfield, Dorrington, Foster, ~~Monkhouse~~, Tones and Vile.

### **Vexatious Correspondence and Complaints Policy Sub-Committee**

Councillors ~~Monkhouse~~, Moreton, Foster and Vile.

**WORKING PARTIES AND PANELS 2025/26**

**Panels – lead councillor Town Mayor**

**Community Awards Panel**

Town Mayor and Deputy Mayor.

Lead officer – Planning & Community Engagement Manager

**Grants Panel**

Town Mayor and Deputy Mayor and Councillor Foster.

Lead officer – Planning & Community Engagement Manager

**Property Panel**

Councillors Bonfield, Foster, ~~Monkhouse~~, Sutton and Vile.

Lead officer – Assets & Compliance Manager

**Working Parties – lead councillor shown in bold**

**Car Parks and Market**

Councillors Bonfield and **Foster**.

Lead officers – Finance Manager (Car Parks) and Visitor Services Manager (Market)

**Communications Strategy**

Councillors Coward, **Foster**, Sutton and Vile.

Lead officer – Planning & Communications Manager

**Events**

Councillors Coward, Dorrington, Sutton, **Tomes** and Vile.

Lead officer – Visitor Services Manager

**Health Services**

Councillors ~~Brookes~~ and **Monkhouse**.

(Councillor Suttle, Dorset Councillor, co-opted member).

Lead officer – Town Clerk

**Seafront Masterplan**

Councillors **Bonfield**, Coward, Foster, ~~Monkhouse~~, Sutton and Tomes.

(Councillor Suttle, Dorset Councillor, co-opted member).

Lead officer – Assets and Compliance Manager

**Sport, Leisure and Wellbeing**

Councillors Bonfield, Coward, Foster, ~~Monkhouse~~, Sutton and **Tomes**.

(Councillor Suttle, Dorset Councillor, co-opted member).

Lead officer – Town Clerk

**REPRESENTATIVES TO OUTSIDE BODIES 2025/26**

Citizens Advice Bureau	Councillor Vile
Dorset Association of Parish & Town Councils	Town Mayor & Deputy Mayor
Dorset Coast Forum	Councillor Foster
Herston Village Hall Management Committee	Councillor Moreton
Herston Reading Room*	Councillors Bonfield & <del>Monkhouse</del>
Mowlem Institute Trust	Councillor Tomes
Purbeck Rail Partnership	Councillor Sutton
Purbeck Transport Action Group	Councillors <del>Monkhouse</del> & Sutton
SE Purbeck Parishes Liaison Group	Town Mayor & Town Clerk
Sustainable Swanage Group	Councillors <del>Monkhouse</del> & Sutton
Swanage Community Land Trust	Councillors <del>Monkhouse</del> & Vile
Swanage Fairtrade	Councillor Lejeune
Swanage Library Friends	Councillor Sutton
Swanage Museum	Councillors Moreton
Swanage Pier Trust*	Councillor Foster
Swanage Regatta & Carnival Committee	Town Mayor, Councillors Dorrington & Tomes
Swanage Skatepark Community Project	Councillors Bonfield & Tomes
Swanage Town & Community Partnership	Town Mayor
Swanage2027 Steering Committee	Councillors <del>Monkhouse</del> & Sutton
The Centre Management Board	Councillor <del>Monkhouse</del>
Wellbeing Swanage	Councillor <del>Monkhouse</del>



N.B. Councillors will act principally as observers in all cases except those marked \* where named councillors will be Trustees of these charities.

**To consider the report of the Beach Concessions Task and Finish Group**

**1. Background**

The Beach Concessions Task and Finish Group (Councillors Bonfield, Sutton and Tomes) appointed at the Council Meeting held on 21<sup>st</sup> July 2025, met on 1<sup>st</sup> September and reviewed the current licences for the two beach concessions. The Group has made a number of recommendations, set out below.

For many years the Town Council has operated two seafront concessions. The first is for the hire of deckchairs and sunbeds and the second is for the hire of pedalos, kayaks and similar equipment.

Both concessions are due to end in October 2025 after a seven-year term.

**2. Proposed changes**

The following proposals are recommended:

- 2.1 That a five-year term be applied to these concessions, ending in October 2030. This would tie in with the end of the lease for the Catering Kiosk (May 2031) and the Sauna (September 2031). This alignment of concession end dates might provide the Council with a range of potential opportunities in 2030/31.
- 2.2 The two licences be combined into a single ‘Beach Hire Concession’ including deckchairs, sunbeds, pedalos, kayaks and paddleboards etc.
- 2.3 The area defined for the use of the pedalos and sunbeds to be within the red lines shown on the map below, the northern boundary of to be before the beach huts and the southern boundary to be in line with the sauna. The precise area to be proposed by potential concessionaires as part of their submissions and to be determined as part of the concession award process.
- 2.4 The hire of windbreaks and parasols to be included in the concession.
- 2.5 Arrangements to ensure safety boat cover to be included in the licence.
- 2.6 The scoring approach used by the Town Council for the previous seafront concessions during 2023-24 to be applied to tender submissions, including the 40/60 finance/quality split.

It should be noted that in line with current arrangements the successful concessionaire will not be provided with exclusive use of any part of the beach.

**3. Next Steps**

If the recommendations above are agreed, the tender documents will be finalised by officers and published during September with a view to undertake scoring towards the end of

October. A recommendation about the award of the concession will then be brought before Council for final approval in the winter.

#### 4. Decision required

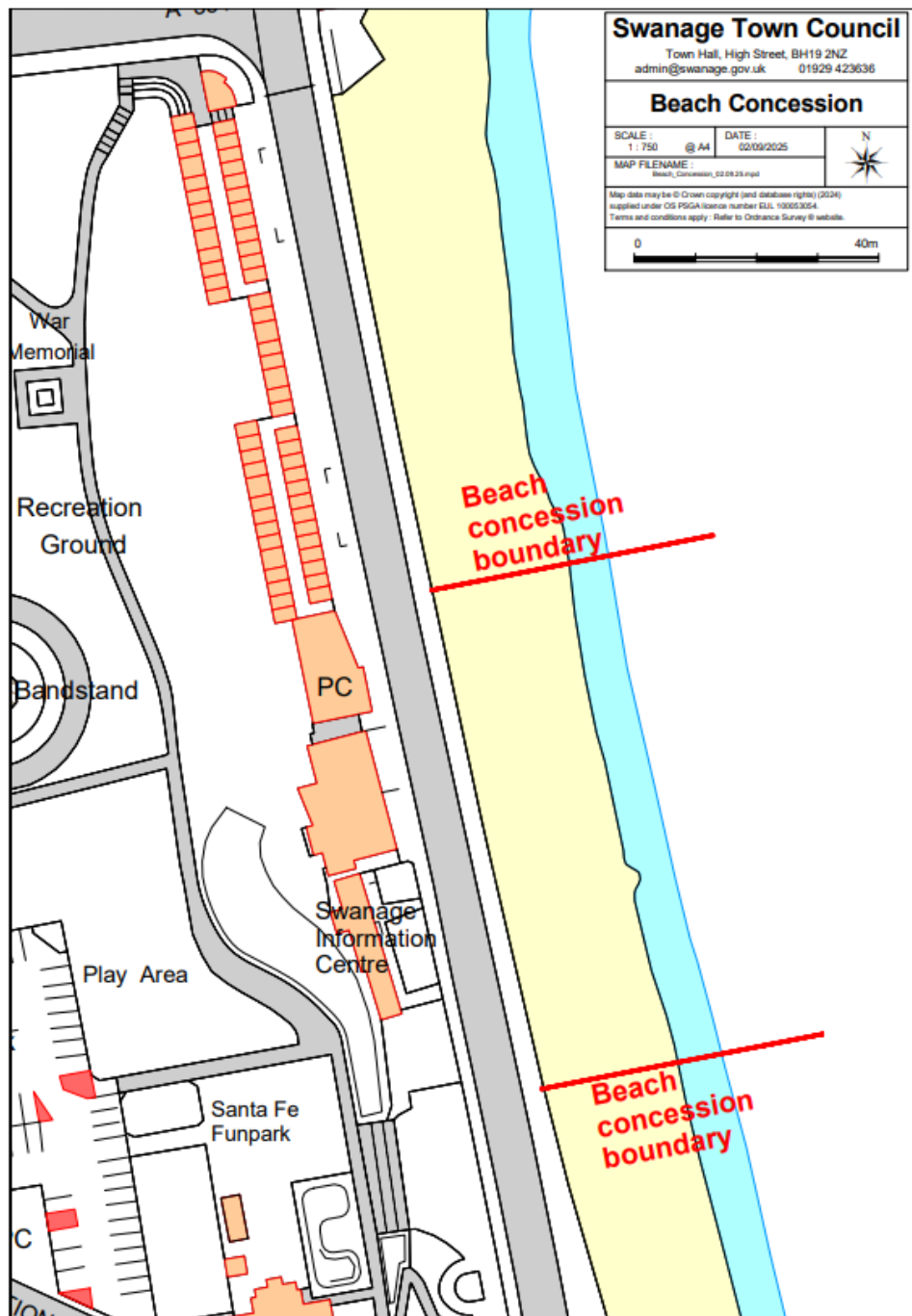
4.1 That consideration be given to approving the recommendations set out in section 2.

4.2 That officers be provided with delegated authority to undertake the tender.

Culvin Milmer

Visitor Services and Business Development Manager

September 2025



## **Sport, Leisure and Wellbeing Working Party Update**

### **1. Day's Park, 3G Pitch Project**

At the Town Council Meeting held on 28<sup>th</sup> April 2025 (Minute No. 230 refers), it was agreed that the council would make a budget allocation of £100,000 in the capital programme towards the installation of an artificial playing surface at Day's Park, out of the existing total allocation of £180,500 towards the improvement of facilities in that location, including a new sports hall. The drawdown of funds is not yet required, but it was agreed that the final decision as to the release of the funds would be subject to the submission of a robust business plan and entering into the necessary lease agreement in relation to the site.

A draft business plan prepared on behalf of Swanage & Herston Football Club sets out the project's key objectives, as follows:

- Increase team growth for partner clubs.
- Grow multi-sport and non-football participation.
- Provide a sustainable facility for the community.
- Increase the provision of female, disability, and recreational football.
- Be an integral part of the Day's Park Development to enable further support for the future for our Multi-Functional Facility

Initial financial projections, including an allowance for team growth and increased hire to third parties, indicate income of up to £147,500 in year one, increasing to £166,012 in year five, with an annual surplus of approximately £40,000.

The principal grant funder of this project is the Football Foundation (FF). Under its 3G Artificial Grass Pitch funding programme the FF could provide up to 70% of the total estimated project cost of £1.2m. In ongoing discussions with the FF it has made clear that it has a preference for the Town Council to be the primary funding applicant as this will ensure the most tax efficient way of delivering the project. This is because the Town Council is able to recover the VAT incurred in its entirety, which neither the Football Club nor the recently established Day's Park Charitable Incorporated Organisation (CIO) can do.

The FF has asked the Town Council to formally agree to act as the grant applicant (most likely jointly with either the Football Club or CIO) and enter into a Framework Joining Agreement and Framework Fee Undertaking Agreement. By signing these documents the Town Council will be agreeing to procure the pitch from one of the FF's agreed artificial grass suppliers/installers. In return the Council will receive an extensive package of professional support to help successfully deliver the project, including running the tender process and providing a report for Council to inform the award of contract decision.

If the Town Council signs the Framework Fee Undertaking Agreement the FF will spend up to £35,000 in project development costs. This funding comes with two caveats. Firstly, the Town Council will be required to repay the fees incurred should it decide to withdraw from the project due to 'an event that is within the control' of the Town Council. In both the Applicant Guide and through conversations with the FF's Delivery Manager the probability of this clawback being initiated is seen as minimal. The Applicant Guide makes clear that the Council could also be liable for additional survey costs over and above the £35,000, although

this is most likely to occur where initial surveys identify abnormal ground conditions or site constraints.

Three other key considerations at this stage are as follows:

Fundraising – If the project cost remains at £1.2m, 70% of this is provided by the FF and a further £100,000 by the Town Council, this would leave a financial shortfall of £260,000. In order to maintain the most tax efficient approach to this project the Town Council has been advised that none of this additional funding can be raised by either the Football Club or the CIO as they will ultimately be receiving a benefit from the installation of the pitch via a new lease and/or management agreement. Therefore, whilst the CIO will be able to assist in identifying funding opportunities and working on funding applications, these will ultimately have to be entered in the name of the Town Council. Officer time will therefore be required to ensure that such applications can be lodged in the name of the Town Council. This will also mean that grant funders who do not make grants to local authorities will be unable to contribute towards the project costs. Finally, any community fundraising events cannot be run by either the Football Club or the CIO and any funds raised will need to be paid directly to the Town Council.

Pitch Maintenance Contributions – The FF require contributions of £30,000 per annum to be paid to them to be held as a sinking fund to cover the future cost of pitch replacement. The outline business plan suggests that sufficient income can be generated by pitch hire to cover this and other associated costs and still leave a surplus. However, clarification is required as to which body will be responsible for making those annual payments to the FF and how this can be enforced through the legal agreements that will need to be put in place.

Town Council Resources - The extent of the professional services provided by the FF and the support provided by the CIO members will limit the burden placed on Town Council officers and councillors. However, this will clearly be a Town Council project in a way that was not envisaged when Council gave initial support to the proposal in January 2025 and the FF do not fund a project manager role. As well as contributing to funding applications, the Town Council will also need to scrutinise the business plan, and commission and check the relevant legal agreements; attendance at key project meetings will be necessary and progress reports will need to be provided for the working party and Council meetings. The Town Council will be required to pay the planning application fee and ultimately enter into the construction contract and process payments to the contractor. It may also have to address any defects or other matters raised post-construction.

The working party was content for this matter to be brought before the Town Council to agree next steps. Members may wish to arrange a meeting with representatives of the CIO and Football Club prior to finalising next steps.

### **Decision required**

To determine whether or not the Town Council is content to act as joint applicant to the Football Foundation under the Artificial Grass Pitch funding programme and sign up to the relevant legal agreements, subject to the satisfactory outcome of a joint meeting between representatives of the Town Council, Football Club and CIO.

## **2. Condition of Buildings at Day's Park**

The working party also considered the future of the existing buildings at Day's Park, in light of the fact that the proposal to construct a new sports facility is now likely to be at least 3-5 years away. The working party agreed with officers that further professional advice should be sought about the condition of the buildings in order for a report to be brought before a future Council meeting for consideration.

### **Decision required**

To confirm that Council officers should instruct appropriate professional advice in respect of the condition of the buildings and if necessary bring recommendations forward to a future Council meeting.

Martin Ayres  
Town Clerk

September 2025



## Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

### SWANAGE TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

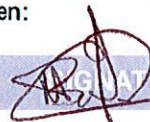
28/05/2025

and recorded as minute reference:

MINUTE REFERENCE 25 (a)

Signed by the Chair and Clerk of the meeting where approval was given:

Chair



SIGNATURE REQUIRED

Clerk



SIGNATURE REQUIRED

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## Section 2 – Accounting Statements 2024/25 for

### SWANAGE TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	652,900	1,813,617	Total balances and reserves at the beginning of the year <b>as recorded in the financial records. Value must agree to Box 7 of previous year.</b>
2. (+) Precept or Rates and Levies	849,030	878,750	<b>Total amount of precept (or for IDBs rates and levies)</b> received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	2,976,632	2,755,492	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	1,202,456	1,303,952	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	1,462,489	1,844,872	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,813,617	2,299,035	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	2,038,228	2,476,750	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	13,407,889	13,212,806	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	✓			The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval**

*M. K. Ayres*  
MINUTE REQUIRED

Date

28/05/2025

**I confirm that these Accounting Statements were approved by this authority on this date:**

28/05/2025

**as recorded in minute reference:**

MINUTE 25 (b) REFERENCE

**Signed by Chair of the meeting where the Accounting Statements were approved**

*[Signature]*  
MINUTE REQUIRED



## Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of

ENSwanage Town Council

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2024/25

Except for the matters reported below on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The smaller authority has disclosed that it made proper provision during the year 2024/25 for the exercise of public rights, by answering ‘Yes’ to Section 1, Assertion 4. However, we are aware that it failed to do this and therefore should have answered ‘No’ to this assertion. The authority were not able to upload the interim external auditor’s report and certificate by 30 September 2024.

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

The internal auditor highlighted that the smaller authority did not comply with the publication requirements for the 2024/25 AGAR.

(continue on a separate sheet if required)

### 3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name

BDO LLP - Southampton

External Auditor Signature

DocuSigned by:  
BDO LLP  
467DFB746A8A428...

SIGNATURE REQUIRED

Date

11 August 2025