

Minutes of the **ANNUAL MEETING** of the Swanage Town Council held at the Town Hall, High Street, Swanage on **MONDAY, 22nd MAY 2023** at 7.00 p.m.

PRESENT:-

Councillor T. Foster – Chairman

Councillor J. Bishop

Councillor M. Bonfield

Councillor A. Harris

Councillor C. Moreton

Councillor N. Rogers

Councillor G. Suttle

Councillor C. Tomes

Councillor M. Whitwam

In addition to Members of the Council and officers, six members of the public attended the Meeting and were welcomed by the Town Mayor.

Public Participation Time

The following matters were raised during Public Participation Time:-

- **Day's Park redevelopment project** – a query was raised regarding the progress of the project, and how members of the public could receive updates. In response it was stated that the Day's Park Development Forum, which consisted of representatives from the Town Council, Swanage and Herston Football Club and Swanage and Purbeck Development Trust, met regularly and updates were provided to the Community Services Committee, where public attendance was welcomed.

Reverend Ian Bird, Team Rector for Swanage and Studland Team Ministry, offered a short prayer before the commencement of the Meeting.

Councillor Foster opened the Council Meeting at 7.10 p.m.

1. **Appointment of Town Mayor**

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

That Councillor Tina Foster be appointed Town Mayor for the ensuing year.

Councillor Foster completed the Statutory Declaration of Acceptance of Office and was honoured to accept the role.

The Mayor confirmed that her husband, Mr Leslie Parkinson, would be her consort during her period of Office.

2. **Appointment of Deputy Mayor**

Proposed by Councillor Foster, seconded by Councillor Bishop and
RESOLVED UNANIMOUSLY:-

That Councillor Chris Moreton be appointed Deputy Town Mayor for the ensuing year.

Councillor Moreton completed the Declaration of Acceptance of Office and was delighted to accept the appointment. He was pleased to announce that his wife, Mrs Liz Moreton, would be his Deputy Mayoress during his period of Office.

3. **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.

4. **Apologies**

Apologies for his inability to attend the Meeting were received from Councillor Trite. Councillors Finch and Monkhouse attended the meeting remotely.

5. **Representatives on Outside Bodies**

It was noted that the representatives on outside bodies would remain unchanged for the forthcoming year, although the Community Emergency Response Team would be added to the list.

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

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

Citizens Advice Bureau	Councillor Moreton
Community Emergency Response Team	Councillors Foster, Moreton and Tomes
Dorset Association of Parish & Town Councils	Town Mayor & Deputy Mayor
Dorset Coast Forum	Councillor Foster
Herston Village Hall Management Committee	Councillor Bonfield – observer
Herston Reading Room	Councillors Bonfield & Monkhouse
Mowlem Institute Trust	Councillor Bonfield – observer
Purbeck Rail Partnership	Councillor Whitwam
Purbeck Transport Action Group	Councillors Monkhouse & Whitwam
SE Purbeck Parishes Liaison Group	Town Mayor & Town Clerk
Sustainable Swanage Group	Councillors Harris, Monkhouse & Rogers
Swanage Childrens' Centre	Councillor Monkhouse

Swanage Community Land Trust	Councillors Monkhouse & Rogers - observers
Swanage Fairtrade	Councillor Moreton
Swanage Museum	Councillors Moreton & Whitwam
Swanage Pier Trust	Councillor Whitwam (Director until December 2023)
Swanage Regatta & Carnival Committee	Town Mayor, and Councillors Finch & Tomes
Swanage Town & Community Partnership	Town Mayor
Swanage2027 Steering Committee	Councillors Monkhouse & Whitwam
Swanage Town & Herston Football Club - Days Park Development Forum	Councillors Bishop, Bonfield & Tomes
The Centre Management Board	Councillor Monkhouse – observer
Wellbeing Swanage	Councillor Monkhouse

6. **Appointment of Committees 2023/24**

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

That the following appointments be made to the Committees:-

Community Services Committee

Councillor Foster (Town Mayor), Councillor Moreton (Deputy Mayor) and Councillors Bishop, Bonfield, Finch, Harris, Monkhouse and Tomes.

Environment and Green Spaces Committee

Councillor Foster (Town Mayor), Councillor Moreton (Deputy Mayor) and Councillors Harris, Monkhouse, Rogers, Tomes, Trite and Whitwam.

Personnel Committee

Councillor Foster (Town Mayor), Councillor Moreton (Deputy Mayor) and Councillors Bonfield, Harris and Trite.

Planning and Consultation Committee

Councillor Foster (Town Mayor), Councillor Moreton (Deputy Mayor) and Councillors Bonfield, Finch, Harris, Rogers and Whitwam.

Tourism and Local Economy Committee

Councillor Foster (Town Mayor), Councillor Moreton (Deputy Mayor) and Councillors Bonfield, Finch, Tomes and Whitwam.

7. **Appointment of Committee Chairmen and Finance and Governance Committee 2023/24**

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

That the following appointment of Committee Chairmen

and membership of the Finance and Governance Committee be approved:-

Community Services Committee

Chairman – Councillor Bonfield

Environment and Green Spaces Committee

Chairman – Councillor Moreton

Personnel Committee

Chairman – Councillor Trite

Planning and Consultation Committee

Chairman - Councillor Harris

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, and, in light of his financial expertise, Councillor Bishop.

Town Mayor, Deputy Mayor and Councillors Bishop, Bonfield, Harris, Tomes, Trite and Whitwam.

8. **Appointment of Councillor Members of Advisory Committees 2023/24**

It was noted that the following would be invited to the first meeting of the combined Coastal Change and Beach Management Advisory Committee, on the basis that they had previously attended Coastal Change Forum meetings:

- Past Chairmen of the Swanage Coastal Change Forum (Malcolm Turnbull and Tony Flux)
- Dorset Council AONB
- Jurassic Coast Trust

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

That the following appointment to the Coastal Change and Beach Management Advisory Committee be made:-

- (a) **Coastal Change and Beach Management Advisory Committee**
Councillors Bonfield, Finch and Tomes.

Further to Minute No. 186 of the Council Meeting held on 24th April 2023, it was noted that the Traffic Management Advisory Committee would report to the Community Services Committee as opposed to the Planning and Consultation Committee.

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

That the following appointment to the Traffic Management Advisory Committee be made:-

- (b) **Traffic Management Advisory Committee**

Councillor Foster (Town Mayor), Councillor Moreton (Deputy Mayor) and Councillors Bishop, Monkhouse and Whitwam.

9. **Appointment of Councillor Members of Working Parties 2023/24**

Proposed by Councillor Rogers, seconded by Councillor Bishop and
RESOLVED UNANIMOUSLY:-

That the following appointments to Council Working Parties be approved:-

Accessibility

Councillors Bonfield, Finch and Tomes.

Car Parks

Councillors Bonfield, Finch, Foster and Whitwam.

Communications Strategy

Councillors Finch, Foster, Harris, Monkhouse, Moreton and Tomes.

Community Awards Panel

Town Mayor and Deputy Mayor.

Emergency Health Services

Councillors Finch, Foster, Harris, Monkhouse, Suttle and Trite.

Environmental Policy and Action Plan

Councillors Foster, Harris, Monkhouse, Moreton, Rogers, Tomes, Trite and Whitwam.

Events

Councillors Finch, Foster and Tomes.

Grants Panel

Town Mayor and Deputy Mayor and Councillors Bishop, Bonfield and Finch.

Lower Grammar School Field

Councillors Bonfield, Finch, Harris, Monkhouse, Moreton, Tomes, Trite and Whitwam.

Market

Councillors Finch, Foster and Tomes.

Museum

Councillors Bonfield, Moreton and Whitwam.

Public Conveniences

Councillors Bonfield, Finch and Moreton.

Property Panel

Councillors Bonfield, Finch, Foster, Harris, Monkhouse, Moreton and Suttle.

Seafront Masterplan

Councillors Bonfield, Foster, Harris, Monkhouse, Moreton, Rogers, Suttle and Tomes.

Shore Road Closure

Councillors Bonfield, Monkhouse, Moreton and Whitwam.

Sport, Leisure and Wellbeing

Councillors Bishop, Bonfield, Foster, Moreton, Rogers and Tomes.

Tourism Marketing

Councillors Finch, Foster, Rogers and Tomes.

Waste Management

Councillors Bonfield, Finch, Harris and Moreton.

Lead Councillors 2023/24

Accessibility	Cllr Tomes
Car Parks	Cllr Foster
Communications Strategy	Cllr Foster
Community Awards Panel	Cllr Foster
Emergency Health Services	Cllr Monkhouse
Environmental Policy	Cllr Harris
Events	Cllr Tomes
Grants Panel	Cllr Foster
Lower Grammar School Field	Cllr Whitwam
Market	Cllr Foster
Museum	Cllr Whitwam
Public Conveniences	Cllr Bonfield
Property Panel	Cllr Bonfield
Seafront Masterplan	Cllr Bonfield
Shore Road Closure	Cllr Whitwam
Sport, Leisure and Wellbeing	Cllr Tomes
Tourism Marketing	Cllr Tomes
Waste Management	Community Services Committee Chairman

10. **Annual Membership Subscriptions 2023/24**

Consideration was given to membership subscriptions paid annually. It was proposed by Councillor Suttle, seconded by Councillor Bonfield and RESOLVED UNANIMOUSLY:-

That membership of the following organisations be renewed during the forthcoming year:

Organisation	Renewal Date	Amount £ (approx.)
National Association of Memorial Masons	1 st January	264.00
Campaign to Protect Rural England	1 st February	36.00
Fields in Trust	1 st February	65.00
National Association of British Markets	1 st March	384.00
Dorset Association of Parish	1 st April	1444.56

& Town Councils (NALC)

Institute of Cemetery & Crematorium Management	1 st April	95.00
Rural Market Town Group	1 st April	133.00
South West Councils	1 st April	582.00
British Destinations	1 st June	100.00
National Society of Allotment & Leisure Gardeners	1 st August	66.00
The Ancient and Honourable Guild of Town Criers	1 st August	30.00

11. **To approve a calendar of meetings for 2023/24 and 2024/25**

Schedules of meetings for the years 2023/24 and 2024/25 were submitted for consideration.

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

That the schedules of meetings for 2023/24 and
2024/25 be approved.

12. **Minutes**

(a) Proposed by Councillor Suttle, seconded by Councillor Bonfield and
RESOLVED UNANIMOUSLY:-

That the Minutes of the Meeting of the Council held on
24th April 2023 be approved as a correct record and signed.

13. **Planning and Consultation Committee**

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

That the Minutes of the Planning and Consultation
Committee held on 2nd May 2023 be approved as a
correct record and signed.

14. **To receive reports from the following Working Party Meetings**

(a) **Communications Strategy, 26th April 2023**

A briefing paper, prepared by the Planning and Community Engagement Manager, provided an update from the meeting of the Communications Strategy working party held on 26th April 2023. At the meeting, Members had reviewed the actions already undertaken/completed since the last working party meeting, work in progress, and considered a draft communications plan. It was noted that work was progressing to form a robust Communications Strategy.

(b) **Museum, 28th April 2023**

It was reported that a meeting had been held to discuss the latest plans for the Museum and a further update would be provided to a future meeting.

(c) **Accessibility, 10th May 2023**

It was reported that the first meeting of the Accessibility working party, held on 10th May 2023, had been extremely beneficial and a further meeting was scheduled for Wednesday 24th May 2023.

15. **Statement of Cash Balance**

(a) A Statement of Cash Balance as at 30th April 2023 was submitted for information (a copy attached at the end of these Minutes).

16. **Payment of Accounts**

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

- Payment Schedule 1, amounting to £262,870.68

17. **Seafront Masterplan – To agree next steps, including public engagement**

Further to Minute No. 176 (a) of the Council Meeting held on 25th April 2022, consideration was given to a briefing note prepared by the Town Clerk which detailed the progress of the Swanage Seafront Masterplan to date, and included the update provided by the lead councillor at the recent Annual Parish Assembly, held on 15th May 2023.

Although circulation of the draft Masterplan had been anticipated prior to the meeting, it was noted that Members would receive a copy the next day, Tuesday 23rd May. Members were encouraged to provide feedback to the Visitor Services Manager no later than Wednesday 31st May so that the responses could be collated and forwarded to Dorset Coast Forum by 5th June to enable final changes to be made to the draft plan in early June. A copy of the consultation draft would be shared with the Town Council w/c 12th June, prior to the draft Masterplan publication on Monday 19th June for a three-week period of public engagement. During that time there would be a drop-in event at the Mowlem, a survey, an interactive webpage and other means of engagement available. It was noted that although it is a comparatively short engagement period, there would be extensive promotion and signposting of the plan's publication in advance to raise awareness.

It was anticipated that the engagement period would end on Monday 10th July and that final changes would be made to the Masterplan in the following ten days. A final draft version would be presented to the Town Council at its meeting on Monday 24th July for approval and adoption. Should public response be such that extensive consideration of the outcome of the engagement process be required, adoption may be delayed until the autumn.

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

That the Town Council approves the timetable and mechanism for confirming the content of the draft Seafront Masterplan, as set out in the briefing paper, prior to it being published for a three-week public engagement period between 19th June and 10th July 2023.

18. **Swanage Disability Reference Group – Proposed Terms of Reference**

Further to Minute No. 136 of the Council Meeting held on 30th January 2023, Members considered the contents of a briefing paper prepared by the Visitor Services and Business Development Manager (VSBDM), which set out the progress to date in the establishment of a Disability Reference Group for Swanage.

Consideration was given to the Terms of Reference document which had been included as Appendix 1 in the briefing paper. Attention was drawn to the proposal that

the Town Council would invite a number of nominated individuals, who have a range of disabilities, to be involved in the group, and that a review of the Terms of Reference would take place in one year's time. It was noted that the budget implications were not considered to be onerous at this stage and it was expected that funding would be sourced from current budgets. It was envisaged that the group be established promptly to enable participation in various consultations and engagement exercises in the forthcoming months.

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

That the Town Council approves the Terms of Reference for the Swanage Disability Reference Group, as set out in Appendix 1 of the briefing paper and grants delegated authority to officers to set up the group and to approve small budget requests to support the group's activities on a case by case basis, in consultation with the Accessibility Working Party. Furthermore, that the chairman of the group is invited to attend meetings of the Tourism and Local Economy Committee.

The VSBDM encouraged those present to contact him with nominations of individuals to become members of the group.

19. **Reporting of delegated matters**

There were no matters to report on this occasion.

20. **Report from Dorset Councillors**

Councillor Suttle provided updates on matters that included the following:

- Refuse – meeting held in Commercial Road to discuss the positioning and difficulties with the bins.
- High Street – meeting to discuss the Victorian columns of The Arcade, 36 High Street, and the potential installation of a bollard to protect them from vehicle damage. Possible joint funding between the owner, DC and STC.
- The Mayor congratulated Councillor Suttle on his newly appointed role as Deputy Leader of Dorset Council and Portfolio Holder for Finance, Commercial and Strategy.
- Councillor Trite was also congratulated for his newly appointed role as Vice-Chairman of Dorset Council.

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

(a) **Swanage Community Land Trust**

Further to Minute No. 145 (d) of the Council Meeting held on 30th January 2023, it was reported that the asset transfer was taking some time, however, the CLT had used the opportunity to investigate the future structure of the organisation in order to provide the best outcome for Swanage residents. Work had been ongoing with registered providers and an update would be provided to a future meeting.

(b) **Citizens Advice Bureau**

It was reported that the CAB Advice Bus had been officially opened at the Swanage Market by the Town Mayor and Deputy Mayor and would prove to be a useful asset in the provision of advice across Purbeck.

(c) **Wellbeing Swanage**

It was noted that in light of the agreed asset transfer of premises in Chapel Lane from Dorset Council to the Swanage and Purbeck Development Trust it was anticipated that the Family Hub project would progress with some pace.

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

There were no items raised for forthcoming agendas on this occasion.

The meeting concluded at 7.35 p.m.

Minutes of the **SPECIAL MEETING** of the
Swanage Town Council held at the Town Hall, High Street,
Swanage on **WEDNESDAY, 24th MAY 2023** at 7.00 p.m.

PRESENT:-

Councillor T. Foster (Town Mayor) – Chair

Councillor J. Bishop
Councillor M.P. Bonfield
Councillor A. Harris
Councillor C. Moreton
Councillor C. Tomes
Councillor W.S. Trite
Councillor M. Whitwam

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

23. **APOLOGIES**

Apologies for their inability to attend the Meeting were received from Councillors Monkhouse and Rogers.

24. **DECLARATIONS OF INTEREST**

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

Agenda Item No. 11 – Councillor Bonfield declared a disclosable pecuniary interest under the Code of Conduct by reason of being an employee of a local taxi company.

Agenda Item No. 11 – Councillor Whitwam declared a non-pecuniary interest under the Code of Conduct by reason of being a trustee of the Swanage Railway Trust.

25. **TO CONSIDER THE INDEPENDENCE OF THE INTERNAL AUDITOR AND TO CONFIRM THERE IS NO CONFLICT OF INTEREST WITH THE EXTERNAL AUDITOR**

The Town Clerk reported that the external auditor required affirmation of the independence of the internal auditor. Although this was not a statutory requirement it was noted as good practice, as per Section 4.9: Independence within the JPAG *Practitioners' Guide*. It was noted that this recommends a review of the independence of the internal auditor on an annual basis with regard to personal, financial and professional independence. Following consideration of this matter, it was proposed by Councillor Bonfield, seconded by Councillor Trite and **RESOLVED UNANIMOUSLY:-**

To confirm the independence of the appointed internal auditor, Darkin-Miller Chartered Accountants.

The Town Clerk further reported that the newly appointed external auditor, BDO LLP, required evidenced confirmation that there are no conflicts of interest with the aforementioned auditor. After consideration by Members regarding this question, it was proposed by the Town Mayor, seconded by Councillor Moreton and **RESOLVED UNANIMOUSLY:-**

To confirm that there are no conflicts of interest with the external auditor, BDO LLP.

26. **INTERNAL AUDIT REPORT 2022/23**

(a) **Visit 6 of 6**

The final interim Internal Audit Report for the year 2022/23 prepared by Darkin-Miller – Chartered Accountants was presented. It was noted that three medium priority and two low priority level recommendations had been made.

It was AGREED:-

That the final interim Internal Audit Report 2022/23 and the recommendations contained therein be accepted and approved.

(b) **Annual Internal Audit Report 2022/23**

Consideration was given to the Annual Internal Audit Report for 2022/23, prepared by Darkin-Miller Chartered Accountants, supplementary to the Annual Internal Audit Report (AIAR) 2022/23, page 3 of the AGAR. The document provided background information and explanations regarding the recommendations made and conclusions reached in respect of the Council's services, in accordance with the internal audit's objective to provide an appraisal function for the review of the Council's internal control system.

It was noted that the Audit Opinion set out therein stated that the Council's 'central systems and internal control arrangements appear to be effective' and that the Annual Internal Audit Report 2022/23 did not identify any significant control weaknesses for inclusion in the Annual Governance Statement. It was proposed by Councillor Bishop, seconded by Councillor Bonfield and RESOLVED UNANIMOUSLY:-

That the Annual Internal Audit Report 2022/23 and the recommendations contained therein be accepted and approved.

27. **SYSTEM OF INTERNAL CONTROL 2022/23**

In accordance with paragraph 6(1)(a) of the Accounts and Audit Regulations 2015, a Report on the Findings of the Review of the System of Internal Control 2022/23 was submitted for consideration. The importance of the scrutiny role played by the Finance & Governance Committee was highlighted, in particular its oversight of budgetary control and the implementation of improvements to the system of internal control recommended in the internal auditor's reports. The work undertaken during the year to agree a corporate plan and review the Council's committee structure so that it aligned with corporate objectives was also noted. It was proposed by Councillor Whitwam, seconded by Councillor Bishop, and RESOLVED UNANIMOUSLY:-

That the Review of the System of Internal Control 2022/23 be approved and accepted.

28. **ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2022/23**

(a) **Section 1 – Annual Governance Statement 2022/23**

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

That the Annual Governance Statement 2022/23 be approved and signed.

(b) **Section 2 – Accounting Statements 2022/23**

Prior to agreement of the Accounting Statements 2022/23, clarification was sought as to the definition of long- and short-term investments. It was explained that the requirement to account for certain investments, albeit counterintuitively,

in Box 9 of the AGAR Section 2 Accounting Statements, Fixed Assets and Long-Term Investments was in compliance with the JPAG Practitioners' Guide. It was proposed by Councillor Bishop, seconded by Councillor Tomes, and RESOLVED UNANIMOUSLY:-

That the Accounting Statements be approved and signed for submission to the Council's external auditor with the Annual Governance & Accountability Return 2022/23.

A further question was raised as to any requirement to disclose potential future capital expenditure plans in the financial statements. It was confirmed that the only statutory requirement in regard to the Council's financial statements was that of Section 2 – Accounting Statements of the AGAR, and no further supplementary statements were required, there being no mechanism within the AGAR to state such matters. It was noted that a Financial Review was produced so as to provide greater transparency and a better understanding of the derivation of the figures in Section 2 of the AGAR. It was agreed that Officers would liaise with the internal auditor and report back to Members on this matter.

29. **ANNUAL TREASURY REPORT 2022/23**

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

That the Annual Treasury Report 2022/23 be approved and accepted.

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

- (a) **Finance Workshops** - the Town Clerk requested that members submit their availability on Wednesdays in June/July for attendance at two finance workshops, with a view to developing a Medium Term Financial Plan.

EXCLUSION OF PRESS AND PUBLIC

Proposed by Councillor Harris, seconded by Councillor Trite and AGREED:-

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 items 9 to 12 for reasons of legal and commercial confidentiality.

31. **SEAFRONT STABILISATION AND ENHANCEMENT SCHEME**

- (a) **To consider proposal from Dorset Coast Forum to undertake public consultation**

Members considered a proposal from Dorset Coast Forum to conduct public consultation on the proposed Sandpit Field and Spa area Stabilisation and Enhancement Scheme on behalf of the Council. The consultation period was noted as August-October 2023, with a report due in November 2023. The costs were reported as £9,550.

Further to the procurement process carried out in summer 2022 in respect of the Seafront Masterplan public consultation, the outcome of which was reported under Minute No. 68 of the Council Meeting held on 27th July 2022, and noting the unique and specialist role that Dorset Coast Forum plays in drawing upon the expertise of a wide range of stakeholders, it was proposed by Councillor Tomes, seconded by Councillor Harris, and RESOLVED UNANIMOUSLY:-

To appoint Dorset Coast Forum to undertake a public consultation on the Seafront Stabilisation Scheme on behalf of the Council and allocate a budget of £9,550.

(b) **To consider engaging WSP under a retainer to provide professional advice re. stabilisation works**

Members considered a briefing note submitted by the Assets and Compliance Manager advocating the retention of WSP to provide professional advice regarding the stabilisation works on the seafront.

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

To engage the services of WSP, on a retainer with a ceiling fee of £5,000, to provide ongoing advice regarding the stability and safety of the land and structures at Sandpit Field, Weather Station Field and Spa beach hut area.

32. **VICTORIA TERRACE/MARSH WAY WALL STABILISATION – TO AGREE THE ENGAGEMENT OF PROFESSIONAL ADVICE TO PREPARE COSTED ENGINEERING OPTION**

Further to Minute No.173 (c) of the Council Meeting held on 13th March 2023, consideration was given to a briefing note submitted by the Assets and Compliance Manager regarding a requirement to appoint professional advisors to prepare a costed engineering option to stabilise the boundary wall at Victoria Terrace/Marsh Way. It was noted that the land at Marsh Way had been part of an asset transfer between Dorset Council and Swanage Town Council in 2019. During the debate reference was made to legal advice received.

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

To engage the services of WSP under Financial regulation 11.1.b. to undertake relevant surveys and intrusive investigations to determine the most appropriate option regarding the stabilisation of the wall and to allocate a budget of £25,000.

Further to their declarations under Minute No. 24, Councillors Bonfield and Whitwam left the room during consideration of the following item.

33. **FORMER TAXI OFFICE, SWANAGE STATION – TO AGREE NEW LEASE ARRANGEMENTS**

Further to Minute No.194 (b) of the Council Meeting held on 24th April 2023, the Town Clerk reported on the conclusion of a review of the expression of interest that had been received regarding a lease of the former taxi office at Swanage Station. Members noted the content of a briefing paper which outlined the outcome of discussions with the business owner concerned and the Council's appointed valuer.

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

To agree to let the Taxi Office at Swanage Station to Mr Usher (Bill's Taxis) on a five-year term, at the rental figure set out in the briefing note, subject to any due diligence checks, as recommended by the Council's professional advisors.

Councillors Bonfield and Whitwam re-entered the Meeting.

34. **PROPERTY RELATED LEGAL MATTERS**

(a) **Beach Ice cream Kiosks – To receive update following determination of County Court Claim**

Further to Minute No.196 (a) of the Council Meeting held on 24th April 2023, the Town Clerk provided a brief update regarding the expiration of the lease for the Beach Ice Cream Kiosks and Members discussed the options open to the Town Council. Following discussion, it was proposed by Councillor Bonfield, seconded by Councillor Harris and RESOLVED UNANIMOUSLY:

That the Town Clerk should continue to act under delegated authority in the matter, in accordance with legal advice received.

The meeting closed at 8.15 p.m.

Minutes of the Meeting of the Swanage Town Council
held at the Town Hall, High Street, Swanage on
WEDNESDAY, 14th JUNE 2023 at 1.30 p.m.

PRESENT:-

Councillor T. Foster – Chairman

Councillor J. Bishop

Councillor M. Bonfield

Councillor A. Harris

Councillor C. Moreton

Councillor C. Tomes

Councillor W. Trite

Councillor M. Whitwam

In addition to Members of the Council and officers, one member of the local press attended the Meeting.

Public Participation Time

A request was made for information to be made publicly available following the discussion about the beach ice cream kiosks under agenda item 5 (a). It was noted that this would be discussed during the debate on that item.

The Chairman opened the Council Meeting at 1.30 p.m.

35. **Apologies**

Apologies for their inability to attend the Meeting were received from Councillors Finch, Rogers and Suttle. Councillor Monkhouse attended the meeting remotely.

36. **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 of interest were made.

37. **To consider revised seafront staffing requirements for summer 2023 and application for summer demand funding from Dorset Council**

Consideration was given to a proposal to recruit two additional seafront advisors, as set out in a briefing note prepared by the Visitor Services and Business Development Manager. It was noted that during May half term the Town experienced a huge increase in visitors, similar in numbers to a busy carnival week. This had posed a number of problems along the seafront, primarily around supporting Dorset Waste Services in managing the volume of waste that was generated. Consequently, it had been agreed that it would be prudent to develop a plan to manage visitor volumes similar to those seen in recent post-Covid years, including the recruitment of an additional two seafront advisors to support the team during July and August.

It was noted that this measure would be at an approximate cost of £8,000. The briefing note had set out potential funding options, but it was reported that in recent days the Town Council had been informed that it had been awarded a grant of £8,350 from Dorset Council's Summer Demand Fund, which would cover the additional cost. Therefore, it was proposed by Councillor Tomes, seconded by Councillor Harris and **RESOLVED UNANIMOUSLY:-**

That the proposal to recruit two additional seafront advisors, as set out in the briefing note, be approved.

38. **Items of Information and Matters for Forthcoming Agendas**
No items of information or matters for forthcoming agendas were raised.

EXCLUSION OF PRESS AND PUBLIC

Proposed by Councillor Bonfield, seconded by Councillor Moreton and
AGREED:-

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 5.

39. **Property Related Legal Matters**

- (a) **Beach Ice Cream Kiosks – To consider arrangements for summer 2023 following determination of County Court Claim**

Further to Minute No. 34 (a) of the Council Meeting held on 24th May 2023, consideration was given to a briefing note, prepared by the Town Clerk, which outlined subsequent developments, including a meeting with the tenant and legal advice received. Following consideration of the Council's options, it was proposed by the Town Mayor, seconded by Councillor Moreton and RESOLVED UNANIMOUSLY:-

That Standing Order 9.a. be suspended and that the wording 'for the forthcoming summer season' be deleted from the resolution made under Minute No. 173 (b) of the Council Meeting held on 13th March 2023.

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

That delegated authority be granted to the Town Clerk to conclude an agreement with the existing tenant for trading from the beach ice cream kiosks over the 2023 summer season.

The request made during public participation time for information about this matter to be made publicly available was considered at length. Members noted their preference for transparency wherever that was compatible with the best interests of the Town Council, and hence local ratepayers. However, given the ongoing negotiations in respect of this matter, and the expectation of confidentiality within the landlord/tenant relationship, it was reluctantly concluded that it would not be in the public interest for a statement to be issued in the foreseeable future. It was noted that all decisions on this matter were recorded in Council Minutes and that all financial papers were made available each year during the period for the exercise of public rights as part of the audit process.

The Meeting closed at 2.10 p.m.

Agenda Item No. 9 - Councillor Tomes declared a non-pecuniary interest under the Code of Conduct by reason of his parents being members of Swanage Tennis Club.

3. Update from Swanage & Purbeck Development Trust re. Health and Wellbeing Project, including Chapel Lane

It was reported that on 28th March 2023, Dorset Council Cabinet had agreed to the asset transfer of premises at Chapel Lane, comprising the Day Centre and Children's Centre, to the Swanage & Purbeck Development Trust. These premises, combined with the Youth Centre, will become a Health & Wellbeing Hub for Swanage. Due diligence is currently being carried out and the transfer should be signed off during July 2023. Although the full legal process might take approximately 12 months to complete, the premises is likely to be occupied under a Tenancy at Will in the first instance.

Future services on the site will include a Family Hub (the third of a national network to be opened in Dorset), which will be commissioned by Dorset Council to provide family support and signposting to other services and activities. This will complement the wellbeing project which was started a few years ago.

The Chairman thanked Mrs Gallagher for her informative presentation.

4. Update from Swanage Community Housing Group

An update was provided of the work of the Swanage Community Land Trust (CLT), known as the Swanage Community Housing Group, including the details of a growing number of Trustees. Their broad range of expertise includes property, architecture and law, providing a solid foundation for their work as a committee.

The Group are currently considering developing part of a site on the corner of Ulwell Road and Washpond Lane which would provide scope for up to 7 houses. Part of the land has been included within a flood risk zone, but it was currently anticipated that this can be appropriately managed. It was explained that the land is owned by Dorset Council and is currently the subject of an asset transfer application by the Town Council. If that application is approved and it is confirmed that the land is developable, the process of transferring the asset to the Swanage Community Land Trust will commence.

Mr Sutcliffe thanked Swanage Town Council for all their support in the negotiations with Dorset Council and it was noted that it is expected that Dorset Council will make their decision on 21st June 2023.

Consideration has been given to becoming a registered provider in the future as it is felt there is an important need for Swanage to have its own housing capacity, directly under Swanage control and not attached to a large Housing Association, spread across multiple areas. However, productive conversations have been had with a smaller housing association who are interested in partnering with the CLT to develop this first site.

During the ensuing discussion, attention was drawn to the importance of providing truly affordable social housing to fulfil the objective of providing homes for working people with a Swanage connection. It was also confirmed that ownership would remain with the CLT, thereby providing local housing in perpetuity.

The Chairman thanked Mr Sutcliffe for providing such a thorough update on the project.

5. Request from National Coastwatch Institution Swanage for alterations to the lookout at Peveril Point

In accordance with Standing Order 1.p. the Chairman briefly adjourned the meeting to allow representatives of NCI Swanage to address the Meeting.

Consideration was given to a request submitted by the Station Master of the NCI Swanage for structural alterations to the lookout at Peveril Point. This had been prompted due to a recent medical emergency in the lookout and the access issues encountered by the attending emergency services.

It was confirmed that the proposed changes were material alterations and planning permission would be required. Additionally, it was highlighted that in the current Licence Agreement, 'No alterations may be undertaken to the exterior of the buildings and surrounds of the premises without the prior written consent of the Council'.

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

TO RECOMMEND:

That landlord consent be granted for the alterations to the NCI Swanage lookout at Peveril Point to relocate and reconfigure the external steps, subject to all legal, planning, and other relevant permissions being in place.

It was FURTHER RESOLVED:

That, if approved by Council, confirmation of these permissions, along with all other necessary consents and methods in respect of access, materials, timing, risk and health and safety matters be delegated to the Assets and Compliance Manager for agreement.

6. To receive a report regarding recent incidences of ASB on Council property and to make a recommendation to the Town Council about the appointment of a Councillor to act as a Police liaison representative

The Assets & Compliance Manager reported that further to the update provided in Minute No. 3 of the Community Services Committee meeting held on 29th March 2023, there has been a continuation of ASB incidents since that date. A briefing note prepared for this meeting provided details of incidents between 29th March and 3rd June 2023 and it was noted that additional incidents had occurred since the 3rd June 2023 including:

- 2 Beach Hut break-ins including severe damage to doors.
- Fire incident within Main Beach Public Conveniences and vandalism of lights.
- 2 incidents of ASB on the roofs of the Shore Road Public Conveniences.

These incidents have caused in the region of £5,000 worth of material damage, not accounting for labour time to resolve the issues.

The following topics were raised during the ensuing discussion:

- Whether the provision of CCTV in Swanage was adequate. It was noted that some areas have sufficient coverage although certain locations including Day's Park, the Weather Station Field and Beach Gardens do not have any coverage.
- Whether other deterrents had been considered to prevent access to the roofs of Shore Road Public Conveniences. It was reported that preventative measures have been looked at, but it is necessary to find a balance which does not cause unnecessary hazards to staff carrying out maintenance and does not damage the appearance and atmosphere of a friendly seaside town. Additionally, measures are of limited use when access can be gained from the steep grass banks behind the building.
- Whether there had been a pattern to the incidents. In response, it was noted that at the present time, no pattern is apparent.

As there are regular meetings between the Police, the Mayor and Deputy Mayor, consideration was given to appending the role of Police Liaison representative to the Mayor and Deputy Mayor with an increase in the frequency of meetings with the Police, although it was noted that no approach had yet been made to Dorset Police regarding this.

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

TO RECOMMEND:

That the Mayor and Deputy Mayor represent Swanage Town Council in liaison meetings with the Town Clerk and the Police.

The importance of a Police presence at future Community Services Committee meetings and at Tourism & Local Economy Committee meetings was noted.

It was reported that the Chamber of Trade had applied for a funding application for £5,000 for improvements to CCTV and a campaign to encourage the public to report incidents more.

Attention was drawn to the item 7 on the agenda as an important step in ensuring more eyes can access and monitor the CCTV when the need arises. In addition to this the opportunity to have volunteers trained as strategic operators to monitor the CCTV for the town was also noted, and it was confirmed that the Police are willing to work with volunteers in this regard.

The view was expressed that although deterrents are important, a wider approach needs to be considered including the benefits of the development of a strategic youth strategy for Swanage. The benefits of mapping out what is available were highlighted in order to identify what different age groups want to do, and what locations they identify as safe spaces for them to utilise.

A discussion ensued and it was proposed by Councillor Moreton, seconded by Councillor Tomes and **RESOLVED UNANIMOUSLY:-**

That these issues be discussed further at the next meeting of Swanage2027 in advance of consideration at the next Swanage Town and Community Partnership meeting.

7. CCTV - to endorse an application for a grant to link CCTV to Dorset Police HQ at Winfrith

The Assets and Compliance Manager introduced a briefing note regarding the possibility of obtaining grant funding from Dorset Police's Operation Relentless fund towards providing a link for the town's CCTV system to Dorset Police HQ at Winfrith. It was reported that Dorset Police had been unable to confirm that Swanage Town Council was eligible to apply for funding.

In accordance with Standing Order 1.p. the Chairman briefly adjourned the meeting to allow a representative of Swanage News to address the Meeting.

It was noted that the Police & Crime Commissioner, David Sidwick, had promised £15,000 towards CCTV cameras for Swanage at the public meeting held on 12th June 2023.

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

To approach Dorset Police with regards to the publicly declared promise of £15,000 for CCTV and seek clarification of whether this can be used to facilitate the training of local volunteers to monitor the CCTV and the linking of the CCTV system to the Force Command Centre in Winfrith.

8. To consider adoption of the Swanage Community Emergency Plan and make a recommendation to the Town Council

Further to the briefing note, prepared by the Assets and Compliance Manager, Councillor Moreton introduced the Swanage Community Emergency Response Plan. He noted that it had grown from an initial project to identify the support available for the

emergency services and volunteers following recent searches for missing people. Councillor Moreton confirmed this was a big step forward for Swanage that would provide peace of mind to local people, clearly setting out what steps will be taken by Swanage Town Council, partner organisations and volunteers in response to a range of emergency situations.

A discussion ensued which highlighted some potential items that could be added to the document and it was noted that this is an iterative document which will continue to be regularly reviewed and developed.

Thanks were offered for the hard work provided by Councillor Moreton and Council officers in preparing the document.

A question was raised as to whether there is a Risk Assessment for terror related incidents with regards to the events held in the town. The Assets & Compliance Manager reported that 5 Council officers had completed the Protect Act UK training on 13th June 2023 and that conversations were underway as to how best to roll it out as a requirement for event organisers to have undertaken the training.

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

TO RECOMMEND:

That the Swanage Community Emergency Response Plan be adopted.

9. Swanage Tennis Club – To consider outline proposal to resurface courts 4 and 5 with astroturf

Consideration was given to an executive summary of the Tennis Club's proposal to resurface courts 4 & 5 at Beach Gardens with Astroturf. This estimated the cost of the proposed resurfacing at £40,000. It was currently anticipated that £15,000 of this total would be funded from the joint sinking fund held by Swanage Town Council and the remaining £25,000 would be provided by Swanage Tennis Club's infrastructure sinking fund.

In developing this proposal, the club had given consideration as to when other courts may need to be resurfaced and when upgrades to install LED lighting infrastructure are anticipated.

It was noted that Swanage Town Council are supportive of the efforts of Swanage Tennis Club and its plans but must manage this work amongst many other projects. Therefore, the court upgrade would need to be considered within the budget setting process for the 2024/25 Capital Programme.

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

To agree the proposal in principle and to place this item on the Community Services Committee agenda for Wednesday 8th November 2023 to enable time for further consideration to be given to the professional advice required and procurement route to be taken.

10. Swanage Skatepark – To consider report on formation of 'Friends of the Skatepark Group'

It was reported that further to the Skatepark engagement event on 15th April 2023, two further meetings had taken place between representatives of the Town Council and a committed group of skatepark users who are interested in developing a Friends of the Skatepark Group which may be able to access grant funding avenues not available to Swanage Town Council. This is an important step in properly securing and developing the legacy that was started by Lorna Haines.

It was noted that the group had made an application to Swanage and Purbeck Development Trust to join as a specific project.

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

To enter into a Memorandum of Understanding
with the Friends of the Skatepark Group once the
group is officially established.

Councillor Trite joined the meeting at 3.45pm

11. Proposals for networking for sports clubs in Swanage

The chairman highlighted the importance of establishing a forum to foster communication and co-operation between all the sports clubs in Swanage. It was noted that Swanage Town Council work with some sports clubs within the town, especially those that are tenants of the Town Council, but not others.

Support was voiced for the formation of a group to provide a network for the sports clubs and attention was drawn to the importance of including more than just those based in Swanage, for example, Swanage & Wareham Rugby Club, Wareham & District Swimming Club and Swanage & Wareham Hockey Club are based in Wareham but attract a lot of participants from Swanage. It was felt that the experience that these clubs have would be highly beneficial to other clubs in the area.

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

To delegate to the Sports, Leisure and Wellbeing
Committee the arranging of a networking meeting
in 2023 for local sports clubs.

12. Former Swanage Grammar School

a) Weathervane siting – To consider results of public feedback

Consideration was given to a briefing note that detailed the potential future locations for the weathervane that had been suggested as a result of the public consultation that had been carried out further to Minute No. 14 of the Community Services Committee meeting held on 29th March 2023. It was noted that Swanage Railway Station was the preferred location of the Swanage Grammar School Association Committee.

Councillor Trite reported that a promise had previously been made that the weathervane would be offered to The Swanage School and asked if enquiries had been made accordingly. Councillor Trite felt that it was important that the promise was upheld.

During the ensuing discussion, attention was drawn to the weathervane's size and weight and the structural work that would be required for any eventual location to support it.

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

That the former Swanage Grammar School
weathervane should be formerly offered to The
Swanage School in order to ascertain if they wish
to receive it and are happy to fund the cost of any
necessary works for structural installation. If The
Swanage School do not wish to receive it, it should
be offered to Swanage Railway Station on the
same basis, as the preferred alternative of the
former Grammar School Association Committee.

Councillor Trite noted that he would be attending a meeting of Education Swanage later in the day and it was agreed that he would raise the matter accordingly.

b) Dorset County Council Plaque – To Consider whether to accept donation

Consideration was given to the question of whether to accept the stone plaque showing three lions which had previously been part of the Swanage Grammar School building. The Assets and Compliance Manager noted that given its size and weight it would be advisable to move the plaque only once, when a suitable location had been identified.

It was UNANIMOUSLY AGREED:-

That delegated authority be granted to the Assets & Compliance Manager to ask Barratts to embed it in the ground adjacent to the existing Grammar School memorial stone at Day's Park.

13. To consider a fee for memorial bench plaques.

The Assets & Compliance Manager introduced a briefing note highlighting the need to correct an omission from the Swanage Town Council Scale of Fees and Charges 2023/24 document as it contains no provision for a memorial bench inscription fixing fee. This would be in addition to the cost of supplying and engraving the plaque borne by the applicant.

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

TO RECOMMEND:

That a fee of £12 be added to the Scale of Fees and Charges 2023/24 for the fixing of an inscription plaque onto an existing memorial bench.

14. Consideration of a memorial bench in memory of former employee, Mr Clive Dragon.

The Assets and Compliance Manager introduced a proposal to place a bench in Prince Albert Gardens in memory of Mr Clive Dragon, the Council's former enforcement officer, who died in service in August 2021.

The Town Clerk confirmed that there is precedent for the Town Council placing memorial benches in recognition of staff who have passed away while employed by Swanage Town Council.

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

To purchase and install a memorial bench in Prince Albert Gardens in memory of Mr Clive Dragon and that an appropriate inscription be added to the bench in consultation with his family.

15. Items of information and matters for forthcoming agendas.

a) Updates from relevant working parties

The Town Clerk reported that the Emergency Health Services working party had met recently and would be seeking further information from the CCG/SWASFT. Councillor Monkhouse reported that since that meeting, it had been announced that there will be a health information event on 29th June 2023 at the Mowlem and that this would be a good forum to raise the Council's ongoing concerns about emergency healthcare provision for local residents. It was noted that if the Town Council's concerns were not submitted, it will potentially be perceived that the Council is content with the current situation.

The Town Clerk reported that the Day's Park Development Forum is continuing to meet on a regular basis.

b) Beach Gardens – Joint working on future plans

The Town Clerk confirmed that this is still an aspiration that is included within the Town Council's priority projects list.

Councillor Foster commented that whilst present at the recent judging for the Green Flag award scheme, the judges were very impressed, and she has been very proud to represent Swanage Town Council. Thanks were offered to all those involved in the award process.

c) Town Hall reception and use of Town Hall by other organisations

The Town Clerk provided an update on Dorset Council Registration Services re-establishing an office within the Town Hall. A position statement had been received detailing that due to a number of factors including the current volume of registrations and a smaller workforce due to unfilled vacancies and staff illness, it had not been possible to re-establish the service. There is legislation which will allow a permanent return to remote registration by telephone and this is expected to be passed in Spring 2024.

It was noted that the Citizens Advice Bureau have relocated although they are still offering some housing appointments within the Town Hall by arrangement.

Dorset Police pledged at the Public Forum meeting on Monday 12th June 2023 to re-establish a public helpdesk at the Town Hall Annexe and details of the plans are awaited.

Swanage Town Council are in the process of filling vacancies and will bring forward a proposal for providing a front reception service once those roles have been filled.

d) Peveril Point Road stabilisation and resurfacing.

The Assets & Compliance Manager reported that the Town Council is currently awaiting further information and this item will be added to the Agenda for the next meeting of the Community Services Committee.

e) Matters arising from the Minutes of the Meeting of the Community Services Committee held on 29th March 2023

It was noted that all matters arising had been dealt with earlier in the meeting.

f) Police Liaison

Further to discussion earlier in the meeting, it was agreed that a liaison meeting should be arranged with Dorset Police within the next two months to seek their views as to the adequacy of CCTV coverage in the town, the outcome of which would be reported to the next meeting of the Community Services Committee.

16. Date of next meeting

It was noted that the next meeting was scheduled for 2.15 p.m. on Wednesday 8th November 2023.

The Meeting closed at 4.20 p.m.

Request from National Coastwatch Institution Swanage for alterations to the lookout at Peveril Point

Swanage Town Council have been approached by the National Coastwatch Institute Swanage (NCI), in respect of proposed alterations to the lookout on Peveril Point. The NCI currently occupies the property through a Licence Agreement with the Town Council.

Swanage NCI are requesting works to alter the access to the top of the lookout by removing the current external steps and replacing them with new steps in a different location (landward rather than seaward elevation) and orientation. These works are requested as a result of access difficulties that were highlighted following a recent medical incident.

Sketches of the proposed alterations are appended to this report. Advice recently received has confirmed that these are material alterations to the property and therefore planning permission will be required.

As stated within the Licence Agreement, ‘No alterations may be undertaken to the exterior of the buildings and surrounds of the premises without the prior written consent of the Council’.

Decision required

To consider approving the alterations to the NCI Swanage lookout at Peveril Point to relocate and reconfigure the external steps, subject to all legal, planning and other relevant permissions being in place.

That confirmation of these permissions, along with confirmation of all other necessary consents and methods in respect of access, materials, timing, risk and health and safety matters are delegated to the Assets and Compliance Manager for agreement.

Gail Percival
Assets and Compliance Manager

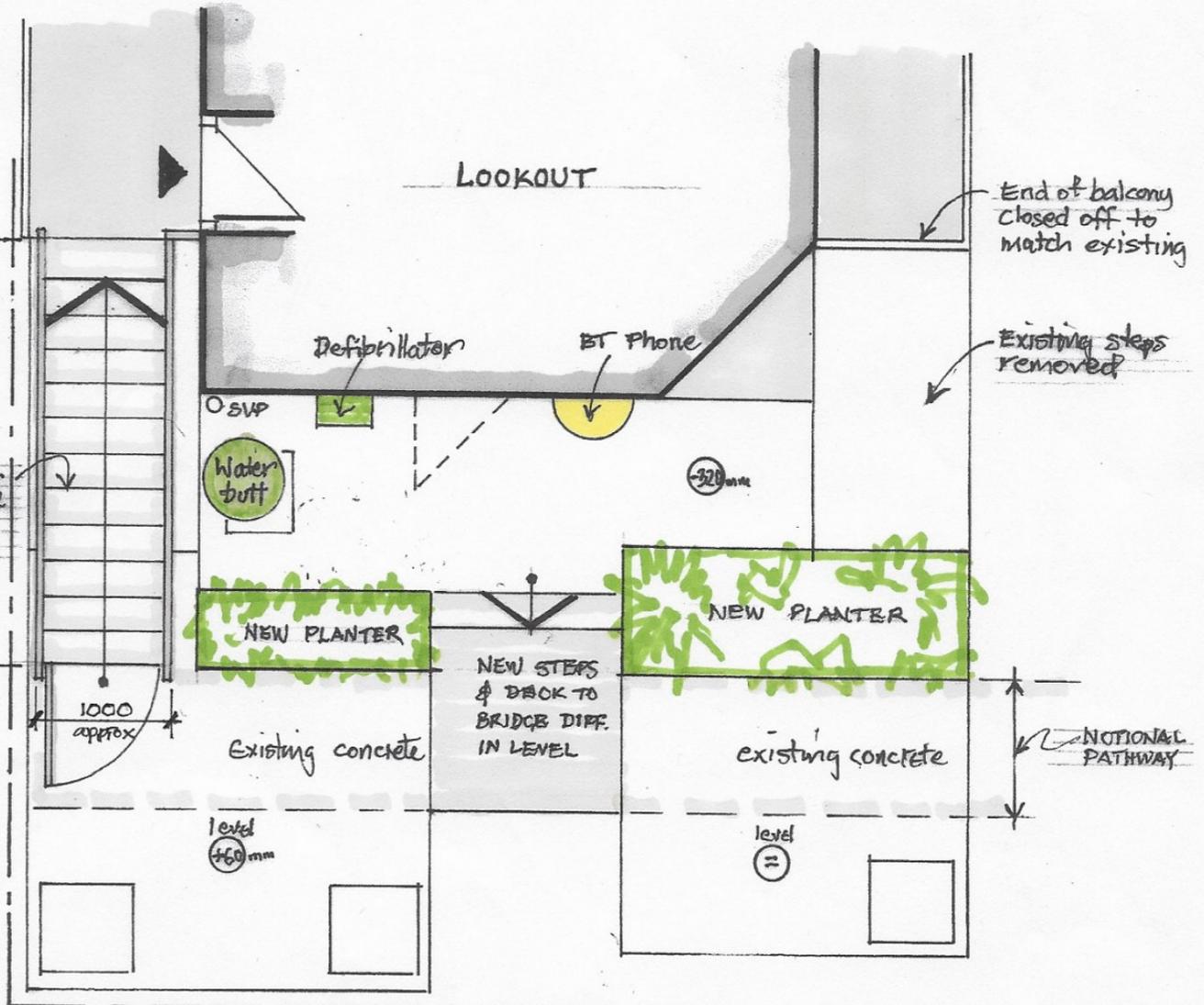
June 2023



PAUL BARRON JUNE 2023

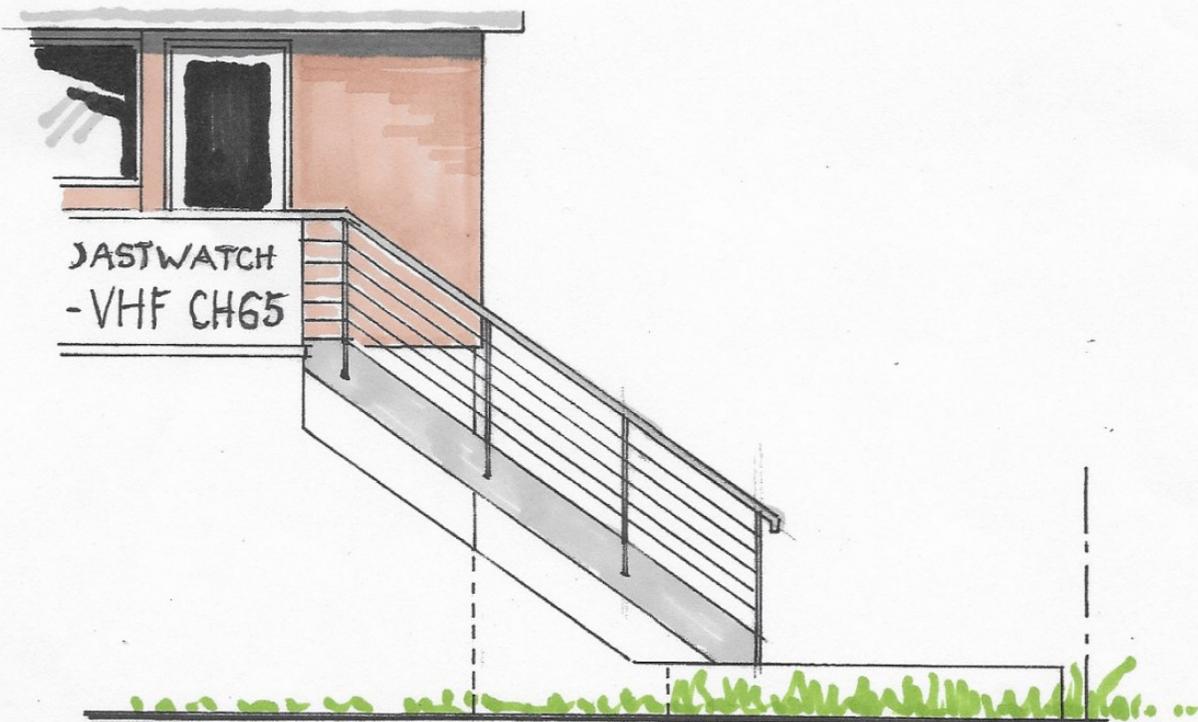
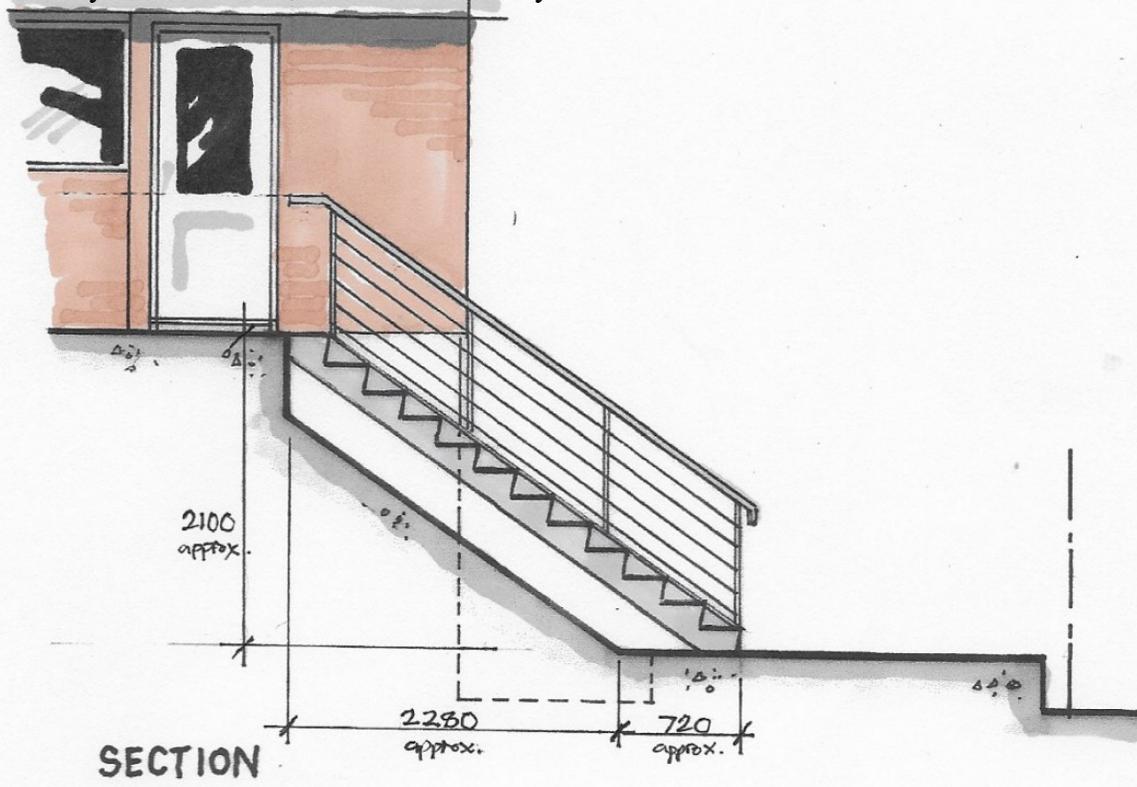


SW ELEVATION



PLAN

NCI SWANAGE
 PROPOSED ALTERATIONS TO
 STAIRCASE
 JUNE 2023
 1:50



NW ELEVATION

NCI SWANAGE
PROPOSED ALTERATIONS TO
STAIRCASE JUNE 2023

1:50



SWANAGE COMMUNITY EMERGENCY RESPONSE PLAN

**Your priority is to stay safe
If you are in immediate danger call 999**

June 2023

Why is resilience important?

Communities that spend time planning and preparing are best placed to respond to and recover more quickly from local or wider emergencies.

They can use local knowledge and expertise to identify and prioritise risks and put in place plans to mobilise local skills and resources in response to an emergency

Definition of an emergency

An emergency / major incident is any event or circumstance (happening with or without warning) that causes or threatens death or injury, disruption to the community, or damage to property or to the environment on such a scale that the effect cannot be dealt with by the emergency services, local authorities and other organisations as part of their normal day-to-day activities.

What are the benefits of community resilience?

1. It identifies who in your community might need your help
2. It makes you aware in advance of local risks and mitigation measures which could reduce the likelihood of an emergency occurring
3. Preparing yourself, your family and your community makes it easier to recover from the impacts of an emergency
4. Utilising local knowledge, skills and resources can significantly reduce the impact of an emergency: Local emergency responders will always have to prioritise those in greatest need, especially where life is in danger and during those first few critical hours.

Why develop a Community Emergency Plan?

To increase resilience within the local community (before, during and after emergencies) and to link into the local councils' (statutory authorities) and emergency services' emergency response structures.

This Plan documents how Swanage would respond in an emergency situation e.g. while awaiting the assistance of statutory authorities/emergency services, or in support of them.

It is not the role of the community to take on the responsibilities of these agencies e.g. to save life; to take any risks to themselves; or to cope for hours without agencies' help and support.

Plan objectives:

- Identify the risks to the community and relevant response actions
- Identify vulnerable people / groups in the community
- Identify resources available in the community to assist during an emergency
- Provide contact details for the Community Response Group (CRG); key community resources; the Emergency Services; and local councils.

Section 1	TEMPLATE CONTENTS	
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A1	Community Response Team Triggers and Activation diagram	6
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A3	Role of the Community Response Team Coordinator and Response Team	8
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Community Response Team Activation guidance documents and response tools

ACTIVATION OF THE PLAN

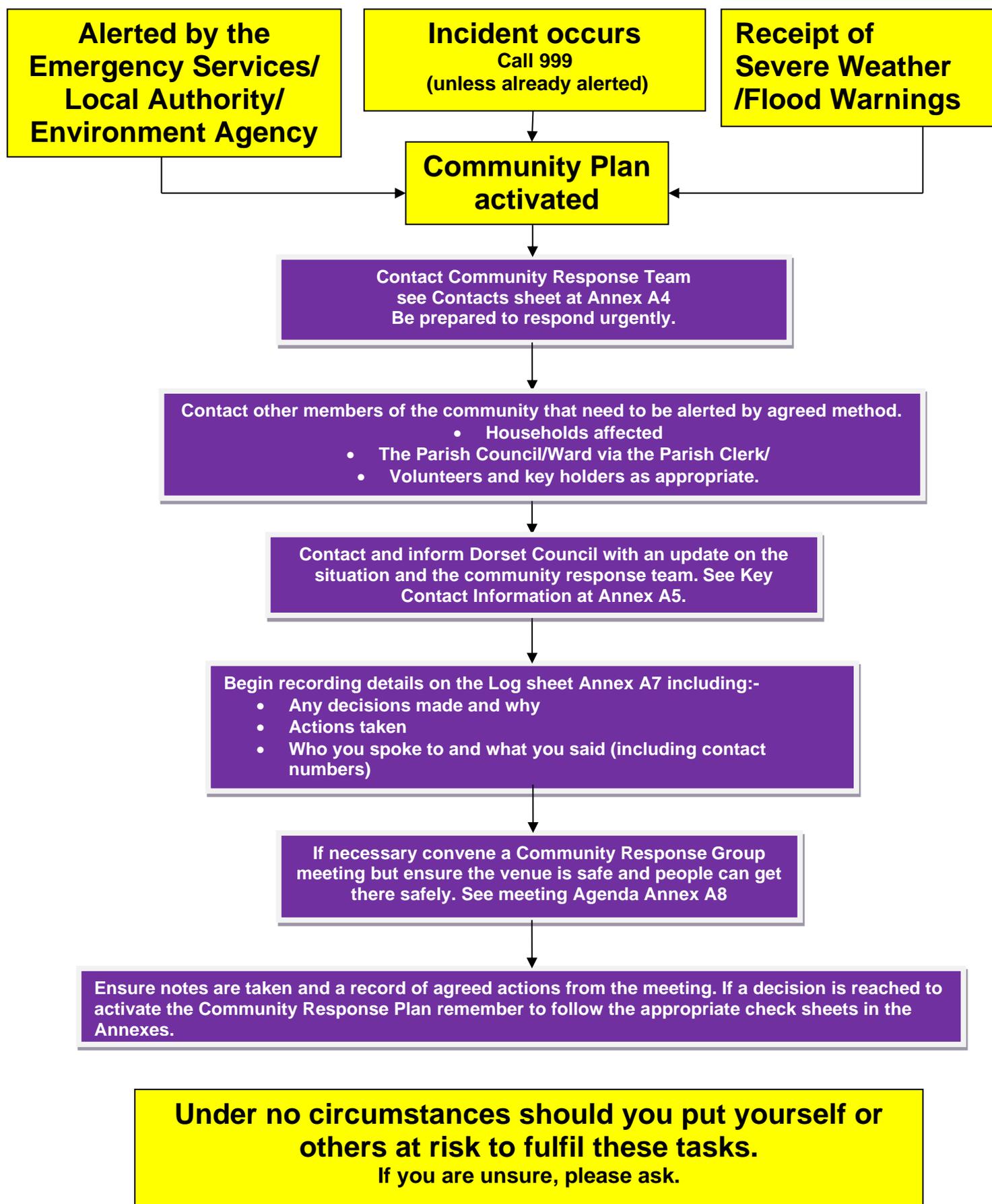
This plan will be activated when an emergency has occurred, or if warnings are received prior to an anticipated event.

It will also be activated when emergency services need support or are not able to attend immediately e.g. in severe weather.

If this is the case, the Community Response Team will assess the situation, ring Emergency Services if necessary and consult with Dorset Council. The Community Response Team will then put all or part of the Plan into effect as appropriate.

Follow Community Response Team Triggers and Activation procedure overleaf

Community Response Team Triggers and Activation



Activation of the Plan

Having a Community Emergency Response Plan is not a substitute for calling 999 if there is risk to life. This procedure details the call out order, communicating of information to the community and logging of actions.

- When an emergency happens, you will need to know how to activate your plan and contact your volunteers.
- You will have made your Community Response Team (CRT) aware of the plan as part of your planning process, so in most circumstances you will activate your plan in response to a call from the local category 1 responders (eg local authority, emergency services etc). You should work with them to identify how they will contact you and how you should contact them.
- You should develop a series of triggers you can use as a community to decide whether and when to take action.
- Using your list of skills, people and resources at **Annex A9** you will need to decide what you can do to safely support the work of the local emergency responders.

Community Response Group

First Community Response Group Meeting – (Sample draft agenda for your first meeting in an emergency situation **Annex A8**.) It is important to make sure that everyone is safe and working in a co-ordinated way.

Incident Co-ordination

The community has identified their Emergency Meeting Points (EMP) as follows:

The primary EMP will be at:

Town Hall, High Street, Swanage, BH19 2NZ

The secondary EMP will be at:

The Depot, 5 The Anvil Centre, Prospect Business Park, Victoria Avenue, BH19 1EJ
--

EMP equipment is located at:

The Depot, 5 The Anvil Centre, Prospect Business Park, Victoria Avenue, BH19 1EJ
--

Upon arrival of the emergency services, who may locate at a different EMP, the Community Response Co-ordinator should make him/herself known to the emergency services. They should provide them with a copy of this Community Emergency Response Plan and be available to provide local knowledge.

A CRT should be established to co-ordinate the community's response to an incident. They are also responsible for keeping the plan up to date.

EVACUATION – During an emergency it may be necessary for some members of your community to be evacuated from their homes to a safe place (see **Annex A12** for identified locations). Speak to those co-ordinating the response to see what role the CRT can play. You may be able to assist with door knocking and the delivering of emergency messages or the running of a rest centre.

COMMUNICATIONS – Discuss how to cope if communications are disrupted in the area. You may have access to two-way radios or amateur radio groups. It may be necessary to consider door knocking as an option to communicate with the public. It is important to ensure that any messages delivered to the community are consistent with those issued by local or national authorities.

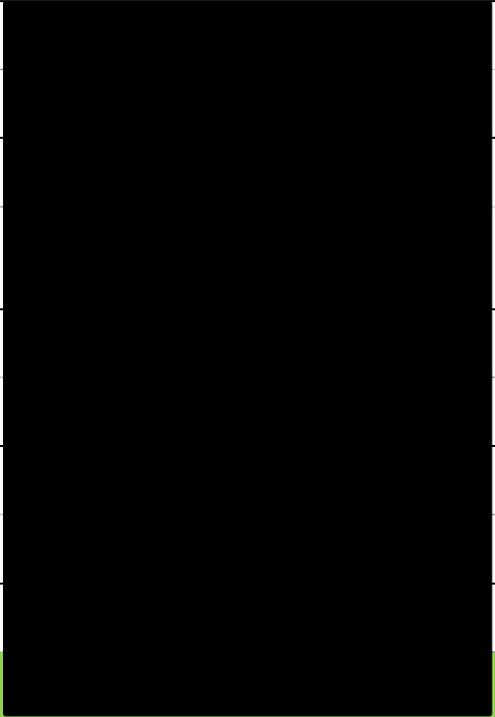
The role of the Community Response Team Co-ordinator is to:

- Pull together the Community Response Plan
- Ensure that the plan is regularly reviewed and updated.
- Report annually to the community, detailing if the plan has been activated and highlighting any changes to the Community Response Team members.
(Possibly via a Council Meeting)
- Act as the main contact point for your local community area and the emergency services, to ensure that two-way communication is continually maintained.
- Ensure that the appropriate authorities and individuals are notified.
- Speak on behalf of the community as required
- Communicate important messages to the community. *(Consider signage/local radio etc) Please note: Press enquiries should be directed to the Town Clerk. In some instances the Emergency Services will take the lead with media enquiries*
- Delegate specific roles to other members of the Community Response Team.
- Activate resources as required.

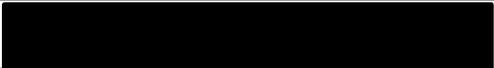
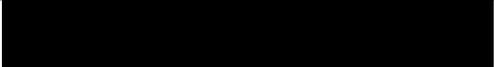
Tasks should be delegated to team members as appropriate. The Co-ordinator should ensure that all team members are engaged in the planning and response processes.

All members of the Community Response Team should:

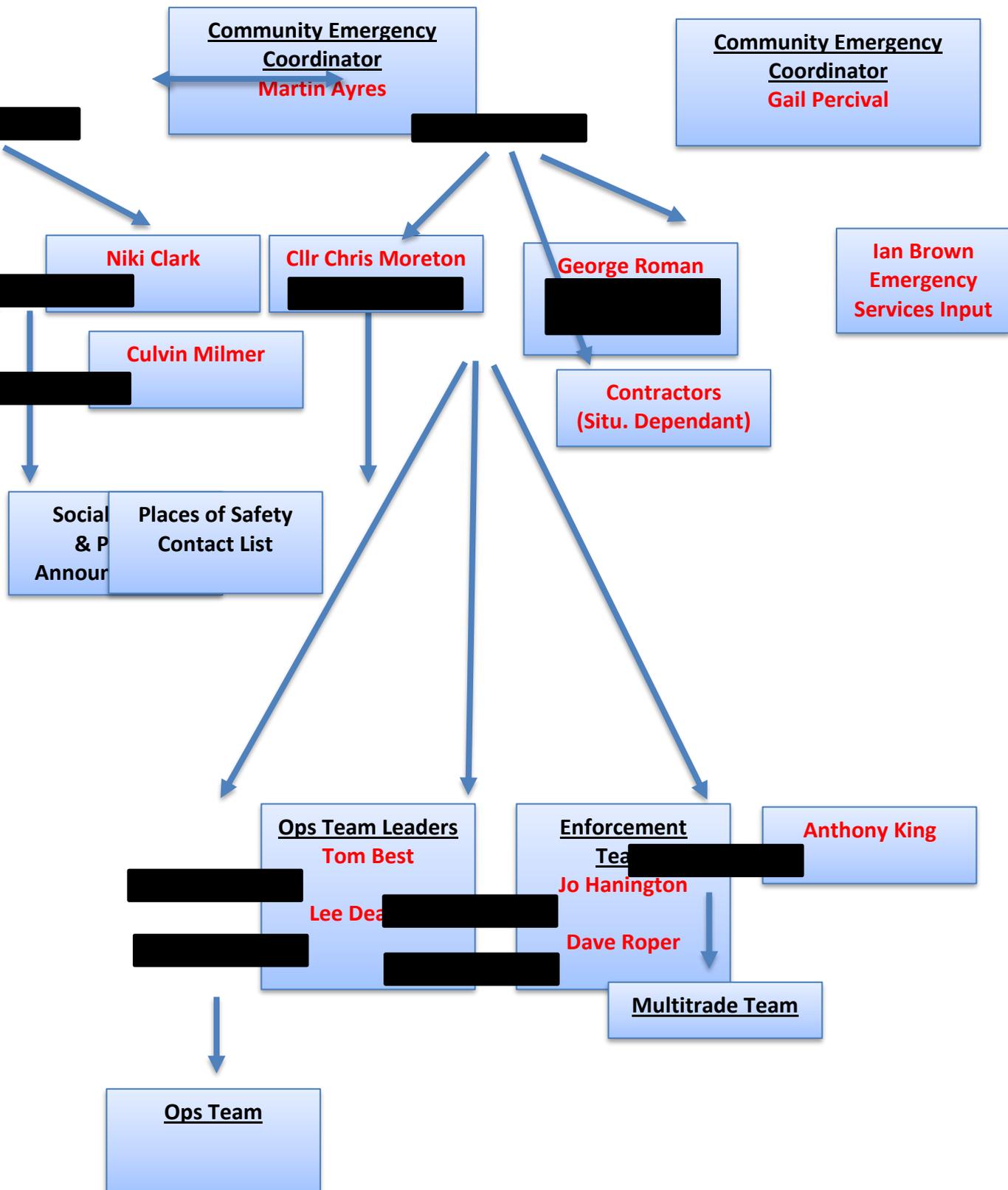
- Reside in the community.
- Have good local knowledge.
- Be able to activate the support of the community.
- Speak on behalf of the community at incident meetings during and after the emergency.
- Ensure that the vulnerable are provided with additional assurance during an emergency.
- Ensure that communications are maintained within the community and to Dorset Council.
- Ensure that confidentiality is maintained where necessary.
- Maintain his/her own action log in the event of an emergency.
- Create a 'grab bag' containing the plan and any appropriate clothing/equipment that may be required.
- Have sufficient knowledge of the plan to act as designated Co-ordinator in their absence if required.
- The Deputy and other team members should support the Co-ordinator in carrying out their role.

Community Response Team (CRT) contact information			
Community Response Team Joint Coordinator – Martin Ayres	Office hours:	Tel: Email:	
	Out of hours:	Tel: Mobile:	
Community Response Team Joint Coordinator – Gail Percival	Office hours:	Tel: Email:	
	Out of hours:	Tel: Mobile:	
River Flood Warden - Nick Reid	Office hours:	Tel: Email:	
	Out of hours:	Tel: Mobile:	
Coastal Flood Warden - Coastguard (Kerry Jury)	Office hours:	Tel: Email:	
	Out of hours:	Tel: Mobile:	
Swanage RNLI	Office hours:	Tel: Email:	
	Out of hours:	Tel: Mobile:	
Swanage Coastguard	Office hours:	Tel: 999 Fax:	
	Out of hours:	Tel: 999 Mobile:	
Councillor Chris Moreton	Office hours:	Tel: Email:	
	Out of hours:	Tel: Mobile:	
Councillor Tina Foster	Office hours:	Tel: Email:	
	Out of hours:	Tel: Mobile:	
Councillor Chris Tomes	Office hours:	Tel: Email:	
	Out of hours:	Tel: Mobile:	
Volunteer Co-ordinator - Kim Gallagher	Office hours:	Tel: Email:	
	Out of hours:	Tel: Mobile:	
	Office hours:	Tel: Email:	
	Out of hours:	Tel: Mobile:	
	Office hours:	Tel: Email:	
	Out of hours:	Tel: Mobile:	

Key contact information			
Contact details for statutory authorities and emergency services			
Emergency Services	24 hours:	Tel:	999
Dorset Police non-emergency number	24 hours:	Tel: Website:	101 www.dorset.police.uk
Dorset & Wiltshire Fire & Rescue Service Five Rivers Health & Wellbeing Centre, Hulse Road, Salisbury SP1 3NR		Always call 999 in an emergency. If your call is operationally urgent, or you need to contact us out of hours, please contact Fire Control on 0306 799 0019. Tel: 01722 691000 Email : enquiries@dwfire.org.uk Website: www.dwfire.org.uk/	
District/Borough Council Swanage Town Council	Office hours:	Tel: Website:	01929 766034 (Depot) www.swanage.gov.uk
	Out of hours:	Tel: Mobile:	 [REDACTED]
Dorset Council	Office hours:	Tel: Website	01305 221000 www.dorsetcouncil.gov.uk/
	Out of hours:	Tel: Mobile:	01305 251000
Dorset Council Highways Emergencies	Office hours:	Tel: Email:	01305 221020
	Out of hours:	Tel: Mobile:	0845 067 8999
Report a sewerage flooding	Office hours:	Tel: Email:	0345 850 5959
Report property flooding		Website:	https://apps.geowessex.com/swim/
Report road flooding		Website:	https://dorset-self.achieveservice.com/service/report-a-gully--drain-or-flooding-issue
Environment Agency: Incident Communications Service for public	24 hours:	Tel: Email:	0800 807060
	Out of hours:	Tel: Mobile:	
Environment Agency Flood line (24 hr)	24 hours:	Tel:	0345 988 1188
		Website:	www.gov.uk/flood
Environment Agency General Enquires		Tel: Email:	03708 506 506 enquiries@environment-agency.gov.uk
Met Office General Enquiries (24hr)	24 hours:	Tel: Email:	0370 900 0100 enquiries@metoffice.gov.uk
		Website:	http://www.metoffice.gov.uk/
Met Office Website for weather forecast and warning information		Website:	http://www.metoffice.gov.uk/

Key contact information (continued)	
Met Office Mobile Website For weather forecast and warning information	Website: http://www.metoffice.gov.uk/
Met Office App for weather forecast and warning information	Website: http://www.metoffice.gov.uk/services/mobile-digital-services/weather-app
Met Office Twitter (24 hr) for weather forecast and warning information	Twitter: @metoffice
National enquiry number for power outages	24 hours: Tel: 105
Scottish & Southern Energy Power Distribution	24 hours: Tel: 0800 072 7282 Email:
Western Power Distribution	24 hours Tel: 0845 651651
British Gas	24 hours: Tel: 0800 111999 Email:
Southern Gas Networks NECC Emergency Contact (General Public)	24 hours: Tel: 0800 111999 Email:
	Office hours: Tel: 01929 818020 Mobile:
NHS Choices	Office hours: Tel: 111 Website: www.nhs.uk
Local place of safety contact: <i>Councillor Chris Moreton</i>	Office hours: Tel:  Email:
	Out of hours: Tel:  Mobile:
	Office hours: Tel: Email:
	Out of hours: Tel: Mobile:
	Office hours: Tel: Email:
	Out of hours: Tel: Mobile:
	Office hours: Tel: Email:
	Out of hours: Tel: Mobile:
	Out of hours: Tel: Mobile:

The Telephone Tree works as a pyramid, with the coordinator at the top making the first call to two people; in turn they call an assigned set of people and so on until the tree is complete



Incident Log Summary Sheet

Date/Time (24hr)	Call from: (where appropriate)	Call to: (where appropriate)	Message / Event Text (including decisions and outcomes)

Incident Log Summary Sheet (continued)

Date/Time (24hr)	Call from: (where appropriate)	Call to: (where appropriate)	Message / Event Text (including decisions and outcomes)

Community Response Team Meeting Agenda

In the event of an emergency and your plan's activation, this suggested agenda can help guide your response.

Date:

Time:

Location:

Attendees:

1. What is the current situation?

Location of the emergency. Is it near:

A school?

A vulnerable area?

A main access route?

Type of emergency:

Is there a threat to life?

Has electricity, gas or water been affected?

Are there any vulnerable people involved?

Elderly

Families with children

What local skills and resources do we need?

(refer to Local skills and resources assessment sheet at **Annex A11**)

Food?

Off-road vehicles?

Blankets?

Shelter? (refer to Shelter Locations sheet at **Annex A14**)

2. Establishing contact with the emergency services

3. How can we support the emergency services?

4. What actions can safely be taken?

5. Who is going to take the lead for the agreed actions?

6. Any other issues?

Dorset Community Risk Register

The Dorset LRF Community Risk Working Group has considered the National Risk assessment and agreed the risks to the Dorset LRF area. These can be found on the Dorsetprepared website <https://www.dorsetprepared.org.uk/media/68804/dorset-local-resilience-forum-community-risk-register-april-2022.pdf> and is also shown overleaf.

Local Community Risk Assessment

Many of the risks will be planned for at a National / Regional / County or District level. Therefore the risk assessments may consider how the community could respond to ensure the community's safety / wellbeing relevant to your local area by using your local knowledge.

Environment Agency Local Flood Risk Assessments

The Environment Agency Local Flood Warning Plan contains assessments and useful information of those areas at risk of flooding and can be made available to help develop the community plan.

Considering the risks to your community, complete the template **A10 on pages 18-23** detailing the likely impact on the community and what the Community Emergency Group can do to prepare.

Completion of the templates listed below, found on pages 24-28, will also assist in recognising who has local skills, key resources available and what vulnerable people and groups require special consideration.

Templates

A11 Local Skills and Resources

A12 Community Sandbag Stores (if available)

A13 Vulnerable Groups within the community

A14 Key locations identified with the emergency services for use as places of safety

The most current Dorset Community Risk Register can be found by clicking here <https://www.dorsetprepared.org.uk/media/68804/dorset-local-resilience-forum-community-risk-register-april-2022.pdf> and is shown here.

Risk Reference	Risk Name	Impact	Likelihood	Risk Rating
R95	Influenza-type pandemic	4-Significant	4-Medium High	Very High
R76	Failure of the national electricity transmission system	4-Significant	3-Medium Low	Very High
R91	Low temperatures and heavy snow	3-Moderate	3-Medium	High
R81	Coastal flooding	3-Moderate	4-Medium High	High
R82	Fluvial flooding	3-Moderate	3-Medium	High
R83	Surface water flooding	3-Moderate	3-Medium	High
R97	Emerging infectious disease	3-Moderate	4-Medium High	High
R85	Poor air quality	3-Moderate	4-Medium high	High
R64	Large toxic chemical release			High
HL108	Localised flooding caused by groundwater emergence/spring activity	3-Moderate	4-Medium High	High
R56	Fire or explosion at gas terminal or storage site	2-Minor	2-Medium Low	Medium
R66	Radiation release from overseas nuclear accident	3-Moderate	2-Medium Low	Medium
R69	Food supply contamination	2-Minor	4-Medium High	Medium
R71	Aviation crash	3-Moderate	1-Low	Medium
R93	Storms	2-Minor	4-Medium	Medium
R98	Major outbreak of animal disease	2-Minor	3-Medium	Medium
R102	Widespread industrial action (fuel supply)	2-Minor	3-Medium	Medium
R103	Insolvency affecting fuel supply	2-Minor	4-Medium High	Medium
R75	Water infrastructure failure or loss of drinking water	2-Minor	2-Medium Low	Medium
R55	Fire or explosion at a fuel distribution site	2-Minor	2-Medium Low	Medium
R74	Reservoir / dam collapse	3-Moderate	2-Medium Low	Medium
R63	Biological substance release	2-Minor	3-Medium	Medium
R90	Heat Wave	2-Minor	2-Medium Low	Medium
R84	Drought	2-Minor	2-Medium Low	Medium
R92	Severe Space weather	2-Minor	4-Medium High	Medium
R104	Public Disorder	2-Minor	4-Medium High	Medium
R54	Major fire	2-Minor	2-Medium Low	Medium
R80	Financial/Banking system infrastructure failure	2-Minor	3-Medium	Medium
R68	Accident involving high consequence dangerous goods	4-Significant	1-Low	Medium
HL104	Radioactive release during the visit of a nuclear powered vessel (NPV) to Portland Port	3-Moderate	1-Low	Medium
HL4	Major pollution of controlled waters	1-Limited	4-Medium High	Low
R62	Accidental release of biological pathogen	2-Minor	1-Low	Low
R67	Maritime pollution	2-Minor	1-Low	Low
R100	Widespread industrial action (prison officers)	1-Minor	4-Medium High	Low
R101	Widespread industrial action (public transport)	2-Minor	1-Low	Low
R105	Influx of British Nationals	1-Limited	4-Medium high	Low
R78	Disruption or loss of Telecommunications systems	1-Limited	3-Medium	Low
R61	Fire or explosion at an onshore fuel pipeline			Low
R87	Volcanic eruption	1-Limited	4-Medium High	Low

Risk Assessment (based on the Dorset Local Resilience Forum (DLRF) Community Risk Register)

Use this section to identify which risks are most relevant for your community. Remember that many of them will be planned for at a national or local level so consider how your community could respond to them using local knowledge skills and resources.

Hazard	Impact on the community	What can the Community Emergency Group do to prepare?
Local urban flooding	<ul style="list-style-type: none"> • Blocked access for emergency services / critical workers • Blocked access for vulnerable residents • Damage to property 	<ul style="list-style-type: none"> • Bring in Tractor/Heavy machinery contacts to assist restoring access • Assist vulnerable areas prepare sandbags and water defences • Contact places of safety liaisons in case of emergency shelter required for evacuated residents.
Low temperatures and heavy snow blocking roads	<ul style="list-style-type: none"> • Access issues • Heating of vulnerable residents 	<ul style="list-style-type: none"> • Bring in Tractor/Heavy machinery contacts to assist restoring access • Contact places of safety liaisons in case of emergency shelter required for vulnerable residents. • STC activate gritting rounds. • STC liaise with Dorset Council to assess whether additional support required in gritting/snow clearance.
Local tidal flooding	<ul style="list-style-type: none"> • Damage to property • Restricted access to South side of town 	<ul style="list-style-type: none"> • Activate relevant action card • Bring in Tractor/Heavy machinery contacts to assist restoring access • Assist vulnerable areas prepare sandbags and water defences • Contact places of safety liaisons in case of emergency shelter required for evacuated residents. • Support Dorset Council/Police in closing affected roads and establishing temporary alternative route for south side of town if appropriate.

Risk Assessment (based on the Dorset Local Resilience Forum (DLRF) Community Risk Register)

Use this section to identify which risks are most relevant for your community. Remember that many of them will be planned for at a national or local level so consider how your community could respond to them using local knowledge skills and resources.

Hazard	Impact on the community	What can the Community Emergency Group do to prepare?
Localised flash flooding	<ul style="list-style-type: none"> • Blocked access for emergency services / critical workers • Blocked access for vulnerable residents • Damage to property 	<ul style="list-style-type: none"> • Bring in Tractor/Heavy machinery contacts to assist restoring access • Assist vulnerable areas prepare sandbags and water defences • Contact places of safety liaisons in case of emergency shelter required for evacuated residents.
Local fluvial flooding	<ul style="list-style-type: none"> • Blocked access for emergency services / critical workers • Blocked access for vulnerable residents • Damage to property 	<ul style="list-style-type: none"> • Bring in Tractor/Heavy machinery contacts to assist restoring access • Assist vulnerable areas prepare sandbags and water defences • Contact places of safety liaisons in case of emergency shelter required for evacuated residents.
Local Fuel disruption	<ul style="list-style-type: none"> • Disruption to essential services 	<ul style="list-style-type: none"> • Ensure STC Depot fuel supply at appropriate levels and prioritise for essential use (e.g. cemetery or other emergency requirements). • Ensure management can work from home. • Contact places of safety liaisons regarding potential keyworker accommodation.
Pandemic Flu	<ul style="list-style-type: none"> • Disruption of essential services • Risks to vulnerable residents e.g. need for medication. 	<ul style="list-style-type: none"> • Follow government guidance in terms of public safety. • Reactivate previous pandemic measures re. public and staff safety and continuation of essential services. • Reactivate community support network (e.g. Facebook group).

Hazard	Impact on the community	What can the Community Emergency Group do to prepare?
No notice loss of significant telecommunications infrastructure in localised incident such as a flood	<ul style="list-style-type: none"> • Limitations on updating residents identifying critical needs. • Isolation of elderly and most vulnerable 	<ul style="list-style-type: none"> • STC radio network in place. • Teams to knock on doors to share key messages to most vulnerable. • Use of social media to help share key messages.
Heatwave and/or drought	<ul style="list-style-type: none"> • Excess deaths 	<ul style="list-style-type: none"> • Help to share Public Health Dorset messaging
Land movements	<ul style="list-style-type: none"> • Risks to public from accessing danger zones • Risks to residents of affected properties 	<ul style="list-style-type: none"> • Use communication channels and signage to warn of dangers • Contact places of safety liaisons regarding potential temporary accommodation for affected residents.
Storms and gales	<ul style="list-style-type: none"> • Road closures due to fallen trees • Seafront closed due to wave overtopping • Damage to power network • Residents temporarily homeless due to storm damage 	<ul style="list-style-type: none"> • Activate relevant action card • Bring in Tractor/Heavy machinery contacts to assist restoring access • Assist vulnerable areas prepare sandbags and water defences • Contact places of safety liaisons in case of emergency shelter required for evacuated residents. • Support Dorset Council/Police in closing affected roads and establishing temporary alternative route for south side of town if appropriate.
Loss of drinking water supplies	<ul style="list-style-type: none"> • Risk to public health • Risk to livestock 	<ul style="list-style-type: none"> • Follow guidance issued by water companies/Dorset Council.
Technical failure of the national electricity network	<ul style="list-style-type: none"> • Restricts co-ordinating of response • Isolation of vulnerable residents (heating/ cooking) • Road signal failure 	<ul style="list-style-type: none"> • Contact places of safety liaisons in case of emergency shelter required. • Use STC radios for duration of battery. • Distribute fuel and generators to highest priority needs. • Teams to knock on doors to share key messages to most vulnerable.

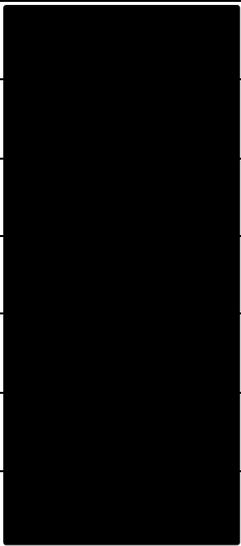
Hazard	Impact on the community	What can the Community Emergency Group do to prepare?
Local accidents/other blockage of main access road	<ul style="list-style-type: none"> • Isolation of community • Road gridlock due to diversions • Disruption to public/emergency services 	<ul style="list-style-type: none"> • Contact Swanage Railway to establish whether emergency access can be established by rail. • Ensure all alternative routes are open (e.g. Wytch Farm). • Contact places of safety liaisons regarding potential keyworker accommodation.
Large scale event evacuation (planned or unplanned)	<ul style="list-style-type: none"> • Temporary homelessness 	<ul style="list-style-type: none"> • Contact places of safety liaisons regarding potential temporary accommodation for affected residents.
Power cut	<ul style="list-style-type: none"> • Residents with no access to power for a prolonged period of time. Most vulnerable are those with only electric power • Residents can't get heat, light or hot water • Unable to cook food • Defrosting fridges 	<ul style="list-style-type: none"> • Communicate with relevant community groups (e.g. Linking Lives, Rotary etc. to check on vulnerable residents. • Contact places of safety liaisons regarding potential temporary accommodation for affected residents. • Promote registration with suppliers as vulnerable customers. • Ask volunteers to door knock through community networks.
Maritime Pollution	<ul style="list-style-type: none"> • Large scale disruption to bay/beach • Impact on tourism and local economy 	<ul style="list-style-type: none"> • Manage communications to press and media and install relevant signage to seafront areas • Support Dorset Council/Police in closing access routes to sea as instructed • Share Public Health Dorset messaging

Local Skills & Resources

Key resources available to support the local community should be listed here. Consider who in your community has tools and machinery; there may be people who are qualified, willing and capable to operate the tools and machinery in an emergency.

Consider talking to local businesses and suppliers who might be willing to provide provisions such as food and water which may be difficult to obtain. (If a written agreement is made between your community and the supplier, attach a copy to this document as an annex).

Find out which vehicles could be used by the local community and how to access them in an emergency (i.e. 4 x 4 vehicles). It is important to ensure that the vehicle owners are properly licensed and insured to use their vehicles in this way.

Skills/Resource	Who	Contact Details	Location	When might be available	
Tractor / Heavy Machinery	Kingston Contractors - Barry Audley				
Tractor / Heavy Machinery	Wilkswood Farm - Paul Louden				
Tractor / Heavy Machinery	Derek Smith				
Camp Beds & Logistics	Frank Roberts				
Electricians	AR Harris - Julian Harris			Swanage	
Tree Works	Countryside Trees - Wayne Pitman				
139 beds within 4 buildings	Cumulus Outdoor – Sam Thompson				

Community Sandbag Stores

If there are existing sandbag stores in your community include details of them here

Address	Property
<p>Purbeck Business Centre, Victoria Ave, Swanage BH19 1AU</p>	<p>Accessed through Ideverde Ltd - Daniel Proudley - [REDACTED]</p> <p>Out of Hours: ring 01202 number and it will redirect to their on-call officer.</p> <p>The store holds approx. 80 sandbags for emergency use as and when required and is operated on a best endeavours basis.</p> <p>Access cannot be guaranteed.</p>

Vulnerable Groups within the Community

It is important to ensure that isolated or vulnerable people are contacted to see if they need assistance during an emergency. External organisations, such as The Red Cross or RVS volunteers, may have systems and resources to help, but these groups cannot always determine what individuals want or need, nor can they identify who in your community may be vulnerable in a crisis. This requires local knowledge and your help. Emergencies can make anyone vulnerable and make life more difficult for those who are already vulnerable. Your local emergency responders will need to help those in most need first; it will assist them if the Community Response group has an understanding of those in greatest need and where they live.

Lists are constantly changing and therefore it would not be practical for Communities to permanently hold a list. Emergencies can also make people vulnerable who are not normally, therefore any details should be collated following a major incident.

It is important to note that:

- People may become vulnerable at any point and in different circumstances
- Being vulnerable means different things to different people and groups
- Vulnerabilities vary in their duration and may last through the recovery period from an emergency

Name/Organisation	Telephone Number	Address	Additional Information

Key locations identified with the emergency services for use as places of safety

In an emergency, the emergency services may need your assistance to help identify a safe place for people to shelter and set up a rest centre. Different emergencies may affect different parts of your community in different ways, so you should try to identify a number of alternative locations. Remember to get permission of those responsible for any buildings you might wish to use in an emergency and ensure that they have the appropriate insurance and liability cover to use the premises in this way.

The Local Authority holds a list of identified establishments for Rest Centres that have agreed to assist in an emergency situation.

Building	Location	Potential use in an emergency	Contact details of key holders
Methodist Church	105 High St, Swanage, BH1 2LZ		
Baptist Church	160 Victoria Ave, Swanage, BH19 1AZ		
United Reform Church	112 High St, Swanage, BH1 2NY		
All Saints Church	5 Redcliffe Rd, Swanage, BH19 1LZ		

Main focus of the Places of Safety - to provide welfare support for emergency services, volunteers and those displaced by an emergency.

Community Response: The Community Response Team will use the personnel and resources indicated above to respond to an emergency as they decide appropriate. This could include activating an immediate response to an incident requiring a Place of Safety or more practical aid (i.e. refreshments etc) which could change in nature if there is escalation of the incident with Dorset Council activating county involvement.

Premises: Refreshments (tea, coffee, cold drinks, biscuits and cakes) served by teams from Places of Safety. Providing a warm, comfortable space where service personnel muster to be briefed/debriefed, and take refreshment breaks during the day including car parking, Wi-Fi and audio/visual facilities.

Call out Procedure: Any Senior Officer in an emergency service or local authority, or designated member of the Community Response Team, to contact Place of Safety contact.

Security: Each Place of Safety must ensure that their team members have safeguarding clearance. Confidentiality is essential at all times both during and following the incident. All enquiries from the press must be referred to the Senior Officer.

First Response: On receiving a request from the main co-ordinator the venue contact will ensure the premises are open and activate their team. Senior Officer and or/ co-ordinator will be in contact throughout incident.

In the Event of a major Evacuation the purpose of the Places of Safety is:

- To provide an immediate place of safety for evacuees.
- To care for the health and wellbeing of evacuees during their time at the Place of Safety.
- To keep evacuees informed about the incident, the response to the incident and any longer-term alternative accommodation arrangements.

Some key points regarding the Places of Safety:

- The venue must have property insurance, which includes property owner's indemnity; this will cover the use of the venue for this purpose.
- The venue is not required to open as a rest centre if doing so would prevent the venue from undertaking what it defines as its essential core business e.g. disruption to school classes.
- The venue may be required overnight or at weekends.
- Should a venue incur costs and/or loss of revenue as a direct result of operating as a rest centre, reasonable costs and loss of revenue for the operating period may be reimbursed by Dorset Council.
- The venue management are not expected to provide any support or staff resource to the running of the Place of Safety for the emergency or to work directly with the people affected by the incident. The venue management may be asked to assist with the operation of any necessary services such as lighting, heating, water and sanitary installations.
- For the period of the emergency the Place of Safety will be staffed, coordinated and managed by Dorset Council staff.

DOCUMENT DETAILS	
Document title	Swanage Community Emergency Response Plan
Version	Version 1
Date version published	09/06/2023
Review process	<p>A full review of the plan should be carried out annually to ensure that the information contained in the plan is up to date.</p> <p>Remember to document any amendments or additions and send updated copies of your plan to those on your distribution list.</p> <p>The next routine review date: JUNE 2024</p>
Circulation list	Once completed, share the plan with the Emergency Planning Officer from your Local Authority, the local emergency responders and the Dorset Civil Contingencies Unit so that, in the event of an emergency they will know who to contact and what assistance you can provide.
Document ownership	Community Emergency Response Group
Acknowledgments	<p>Ian Brown Kerry Jury</p> <p>Share the Plan with your community to get their views. It is important that the community feels the plan works for them.</p>
Equality and diversity impact assessment	Refer to the supporting guidance on equality and diversity. (work in progress)
Data protection statement	The lawful basis of sharing personal information in support of emergency response is detailed in the BDP LRF Personal Data Exchange Agreement. This policy document makes reference to statutory duties in both the Civil Contingencies Act 2004 and the Data Protection act 1998.
Freedom of information statement	This document is disclosable under the Freedom of Information Act 2000 subject to any exemptions under the Act either for security or commercial reasons. All Responders must be contacted before disclosure to ensure that no compromise either tactical or commercial will be brought about by its disclosure as a whole or in part. This document has been classified under Her Majesty's Government's Protective Marking Scheme as 'Sensitive'.

DOCUMENT CHANGE HISTORY		
Version number	Date	Details of change
October 2016	Oct 16	Key Contact information page 10. Updated Dorset & Wiltshire Fire & Rescue Service contact information. Key Contact information page 11. Included National enquiry number for power outages.
January 2019	Jan 19	Included updated Dorset Community Risk Register
October 2020	Oct 20	Amendment to organisation name: Dorset Council. Amendment to Dorset CCU contact telephone number
February 2023	Feb 23	Wholesale review and update
V3	May 23	Detail added to Risk assessment and local skills/resources (Respadding to ease reading will be completed once all details entered and agreed)
V4	June 23	Missing contact details added, Contact tree updated, Risk assessments finalised, formatting tidied up.

DORSET



Local Resilience Forum

**Prepared by
Dorset Civil Contingencies Unit
Police HQ
Winfrith
Dorset
DT28DZ
Telephone: 01202 229044
Email: ccuadmin@dwfire.org.uk**



Agenda Item 5 (a)

SWANAGE TOWN COUNCIL

Statement of Cash Balances as at 31st May 2023

	£ p	£ p
Balance in Hand at 01/04/2023		£77,599.92 Cr
As per reconciliation dated 30/04/2023	£703,493.60 Cr	
Income during May	£159,747.31 Cr	
Movement of Cash-Investment	£0.00 Cr	
Add - Outstanding receipts- April	£3,415.72 Cr	
Less - Outstanding receipts - May	<u>£4,201.55 Dr</u>	£862,455.08 Cr
Less payments made:		
As per Reconciliation dated 30/04/2023	£262,870.68 Dr	
Schedule 2 payments dated 31/05/2023	£265,377.71 Dr	
Movement of Cash-Investment	<u>£0.00 Dr</u>	£528,248.39 Dr
		<u><u>£411,806.61 Cr</u></u>
Balance at Bank		
Current Account		£111,271.88 Cr
Deposit Account		£300,534.73 Cr
		<u><u>£411,806.61 Cr</u></u>
Short Term Investments held by the Council		
CCLA Public Sector Deposit Fund (MMF)		£250,000.00
Aberdeen Standard (MMF)		£500,000.00
YBS CD		£500,049.92
UK Government- Gilts		£493,475.35
		<u><u>£1,743,525.27</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 May 2023

Prepared by Alison Spencer

Dated: 15th June 2023

Certified by Martin Ayres

Dated: 15th June 2023

SWANAGE TOWN COUNCIL

Year Ending 31st March 2024

Payment schedule reported to Council - 26th June 2023

Schedule 2:

The following payments have been made in accordance with Regulations 5 and 6 of the Town Council's

TWO HUNDRED AND SIXTY FIVE THOUSAND, THREE HUNDRED AND SEVENTY SEVEN POUNDS AND SEVENTY ONE PENCE

.....(**£265,377.71**).....

Swanage Town Council Schedule of Payments - Month 2

Cheques

Date	Name	Chq number	Inv Date	Details		Payment Total
31/05/2023	Petty Cash	015009	31/05/2023	Petty Cash-TIC	54.03	
31/05/2023	Petty Cash	015010	31/05/2023	Postage Float-TIC	49.52	
31/05/2023	Petty Cash	015011	31/05/2023	Petty Cash-TH	84.86	188.41
Total of Cheques						188.41

Direct Debits & Standing Orders

Date	Name	Inv Ref	Inv Date	Details		Payment Total	
17/05/2023	AIB Merchant Services	280423.000003	28/04/2023	Merchant service charge- April		157.37	
11/05/2023	Barclaycard Merchant Services	001884330423	30/04/2023	Monthly charge		95.00	
02/05/2023	Dorset Council: Revenues & Bene	840014144	01/04/2023	23/24 NNDR		17,810.00	
16/05/2023	First Data	520334510615636	30/04/2023	April 23 - card charge		308.57	
15/05/2023	Green Energy (UK) Ltd	52514873	04/05/2023	Depot- gas	382.40		
15/05/2023		52514915	04/05/2023	TIC -gas	388.74		
15/05/2023		52514919	04/05/2023	TH-Office gas	1,453.84		
15/05/2023		52514917	04/05/2023	TH-gas	599.57	2,824.55	
05/05/2023	Kent County Council	E8577100	17/01/2023	Car Park Ticket Machine	190.20		
15/05/2023		E8716067	18/04/2023	Electricity	11,869.80		
19/05/2023		E8750637	25/04/2023	Electricity	4,499.12		
19/05/2023		E8752612	26/04/2023	Electricity CPTM	230.16	16,789.28	
02/05/2023	Lloyds Bank PLC	395758605	11/04/2023	March charges	121.60		
15/05/2023		397566716	12/04/2023	Bank charges	181.41		
30/05/2023		398161810	09/05/2023	Monthly charge	71.40	374.41	
10/05/2023	Paytek Admin Services Ltd (First)	MI/3807420/03	01/05/2023	Monthly charge	128.35		
10/05/2023		MI/3810630/03	01/05/2023	Monthly charge	72.00	200.35	
26/05/2023	Pitney Bowes Finance Ltd	BK101506	14/05/2023	Meter reset		120.92	
17/05/2023	Sage (UK) Ltd	INV16804903	01/05/2023	Month 2-charge		513.30	
02/05/2023	water2business	3062641659	22/03/2023	H2 Sept-Mar 23	15.61		
02/05/2023		3062644520	23/03/2023	H2 Water	84.09		
02/05/2023		3062644510	23/03/2023	H2 Water	19.89		
02/05/2023		3062644501	23/03/2023	H2 Water/PP	403.39		
02/05/2023		4062510424	01/04/2023	Water- Annual 23/24	3,754.06		
02/05/2023		4062510415	01/04/2023	Water- Annual 23/24	1,444.18		
02/05/2023		2089158701	01/04/2023	Lifeboat Shed	15.61		
02/05/2023		3062696044	03/04/2023	Main Beach H2	491.03		
02/05/2023		4062735176	05/04/2023	SHore Road March	573.07		
02/05/2023		4062754246	06/04/2023	Mermond March	182.55	6,983.48	
Total of Direct Debit & Standing Orders						46,177.23	

Lloyds Chargecard

Date	Name	Inv Ref	Inv Date	Details		Payment Total
15/05/2023	Charge Card Transactions	12562	06/04/2023	Willow	46.91	
15/05/2023		933682	06/04/2023	Fridge and Kettle	111.99	
15/05/2023		3483613485	12/04/2023	Licence	159.00	317.90
Total of Chargecard payments						317.90

BACS /CHAPS

Date	Name	Inv Ref	Inv Date	Details		Payment Total
30/05/2023	Ace Office Environments Ltd.	01078785	28/04/2023	TIC - stationery	234.95	
09/05/2023		C01079062	28/04/2023	TIC - stationery	(7.18)	
30/05/2023		01078634	28/04/2023	Stationery	37.85	
30/05/2023		01078369	28/04/2023	Stationery	96.95	
30/05/2023		01078999	09/05/2023	TIC - stationery	41.74	
30/05/2023		01079918	14/05/2023	Stationery	99.04	
30/05/2023		01079917	21/05/2023	Stationery	142.73	646.08
30/05/2023	Amazon	INV-GB-798719175-20	03/05/2023	Tablet Case	26.58	
30/05/2023		INV-GB-13448007-20	03/05/2023	Paint	46.52	
30/05/2023		INV-GB-1371598675-2	22/05/2023	Cable	19.98	93.08
30/05/2023	Agrovista UK Ltd	CD971514448	27/04/2023	Sand For Artificial Turf		462.60
30/05/2023	Apogee Corporation Ltd	1385147	26/04/2023	Monthly rent charge	444.45	
30/05/2023		1385147	26/04/2023	Monthly toner charge	485.29	
30/05/2023		1387111	11/05/2023	Depot- Toner black	9.00	
30/05/2023		1387110	11/05/2023	Depot- Toner WTB	9.00	947.74
30/05/2023	AquAid (Southcoast)	435455	30/04/2023	TH-Water	58.50	
30/05/2023		435456	30/04/2023	Depot - Water	45.60	104.10

30/05/2023	Badgemaster Limited	0001857208	16/05/2023	TIC - name badge		12.11
30/05/2023	Bartletts Country Stores	263244	16/05/2023	Wrap around deer guards (5pk)		17.10
30/05/2023	Bournemouth Creative Print Ltd	48430	10/05/2023	TIC - Ad-board frames		607.20
30/05/2023	Be Smart Clothing Ltd	INV-3702	04/05/2023	TIC - uniform		156.13
30/05/2023	BIPCOM	INV-8581	01/05/2023	Divert mobile		6.60
30/05/2023	Blacknoll Construction Ltd	11516	30/04/2023	Wall repairs	9,000.00	
30/05/2023		11515	30/04/2023	Burlington Chine Repairs	10,224.90	19,224.90
30/05/2023	Boningale Nurseries	SI0007237	27/04/2023	Summer Bedding Plants		1,025.64
30/05/2023	Central Southern Security Ltd	192353	19/04/2023	Fire Alarm servicing	400.80	
30/05/2023		192536	01/05/2023	Annual maintenance contract	873.60	
30/05/2023		192640	09/05/2023	Fire alarm service Town Hall	386.40	1,660.80
30/05/2023	Countryside Tree Surgeons Ltd	SI-261	01/05/2023	3 days woodchipping		1,260.00
30/05/2023	County Epos	259998	09/05/2023	TIC - till rolls		99.60
30/05/2023	The Countryside Charity	724245	01/05/2023	CPRE Membership		36.00
30/05/2023	Crab Apple Catering	INV-2449	17/05/2023	Annual Council Meeting		468.00
30/05/2023	Darkin Miller Ltd	814	17/05/2023	Internal Audit Apr-May 23		884.95
30/05/2023	Dorset County Pension Fund	M2	20/05/2023	Month 2- Pension	19,117.06	
30/05/2023		M2	20/05/2023	Month 2- CAYS	236.51	19,353.57
30/05/2023	Dorset Council	1801298530	10/05/2023	Various Minor Projects	753.17	
30/05/2023		1801298826	16/05/2023	Development of Visit Swanage microsite	19,701.60	20,454.77
30/05/2023	Dorset Waste Partnership	2800349008	03/05/2023	Recycling bin April		42.18
30/05/2023	Field Honey Farms	00004637	19/04/2023	TIC - honey for retail		200.40
30/05/2023	The Flag Shop Ltd	1000087302	28/04/2023	TIC - flags for retail	68.75	
30/05/2023		1000087543	02/05/2023	Flags- Coronation	36.85	105.60
30/05/2023	Flowbird Smart City UK Ltd	UK162735	10/05/2023	2 x Compact Coin box	873.60	
30/05/2023		UK162735	10/05/2023	2 x Solar battery	519.60	1,393.20
30/05/2023	Four County Services Ltd.	63382	02/05/2023	Calls	128.75	
30/05/2023		63432	10/05/2023	TH-tel	42.00	
30/05/2023		63430	10/05/2023	Depot-IT/Broadband	352.56	
30/05/2023		63431	10/05/2023	TIC - tel/broadband	437.78	
30/05/2023		63431	10/05/2023	BG- tel	42.00	
30/05/2023		63432	10/05/2023	TH-IT/broadband	666.12	
30/05/2023		63444	12/05/2023	Councillors laptops- subscrip	266.22	
30/05/2023		63521	21/05/2023	Domain Hosting- Councillors	38.40	1,973.83
30/05/2023	Follow The Shine Ltd	1696	01/05/2023	Beach Huts-Cleaning May		840.00
30/05/2023	Fitzpatrick Woolmer Design & Pub	INV55123	01/04/2023	Bandstand fusilier noticeboard and footer		3,111.30
30/05/2023	G4S Cash Solutions (UK) Ltd	2023043301	30/04/2023	Cash collection- April	931.68	
30/05/2023		2023043301	30/04/2023	Cash Processing- April	553.21	1,484.89
30/05/2023	Greenham Trading Ltd.	04/421745	12/04/2023	Duct tape, cable ties & Gloves	71.96	
30/05/2023		04/422248	18/04/2023	Trousers	189.79	
30/05/2023		04/864959	17/04/2023	Hose reel	(64.80)	
30/05/2023		04/422645	21/04/2023	Soap dispenser & Hand towel dispenser	60.09	
30/05/2023		04/423539	28/04/2023	soap powder	74.97	
30/05/2023		04/423651	02/05/2023	Clothing, cleaning materials	197.40	
30/05/2023		04/424504	11/05/2023	Clothing for TIC (Hi-Vis trousers)	71.98	
30/05/2023		04/424586	11/05/2023	Hose reel for Boat Park	238.80	840.19
30/05/2023	A.R. Harris & Son	32744	03/05/2023	Summer lights turn on & adjust seafront lig	216.00	
30/05/2023		32745	03/05/2023	Replace rusted external electric point at No	652.32	
30/05/2023		32753	04/05/2023	EICR - The Depot	1,187.62	
30/05/2023		32772	05/05/2023	Attend burlington chine wc with SSE engine	60.00	2,115.94
30/05/2023	Hendy Group Ltd	42079823	19/04/2023	Major Service (HJ18 EHX)	713.32	
30/05/2023		42079823	19/04/2023	MOT (HJ18 EHX)	58.60	
30/05/2023		42080168	26/04/2023	Repair parts- HJ18 NVP	465.31	
30/05/2023		42080168	26/04/2023	MOT (HJ18 NVP)	58.60	1,295.83
30/05/2023	HMRC	M2	20/05/2023	Month 2- PAYE/NI		18,602.64
30/05/2023	Hunt's Foodservice Ltd	509-16210	03/05/2023	Beach Gardens - kiosk retail	132.44	
30/05/2023		509-195637	24/05/2023	Beach Gardens - kiosk retail	(17.79)	
30/05/2023		509-16210	03/05/2023	Beach Gardens - kiosk retail	66.08	
30/05/2023		509-193617	24/05/2023	Beach Gardens - kiosk retail	28.23	
30/05/2023		509-193617	24/05/2023	Beach Gardens - kiosk retail	174.13	383.09
30/05/2023	Inst. of Cemetery & Crematorium	4411/2023/24	01/04/2023	ICCM Annual membership		95.00
30/05/2023	Inn-Supplies	45014	02/05/2023	Beach Gardens - takeaway cups for kiosk		114.06
30/05/2023	J.D. Facilities Ltd	INV-1386	01/05/2023	TIC- cleaning/paper hand towel	294.34	
30/05/2023		INV-1384	01/05/2023	Depot - deep clean staff area	230.62	
30/05/2023		INV-1383	01/05/2023	Depot - cleaning	197.59	
30/05/2023		INV-1385	01/05/2023	TH-cleaning	499.20	
30/05/2023		INV-1387	01/05/2023	Public Toilet	7,600.85	8,822.60
30/05/2023	Metric Group Ltd.	C66115	28/04/2023	Monthly charge Asian		192.00
30/05/2023	S. Moores	267	20/04/2023	TIC - biscuits for retail		119.28
30/05/2023	Nagels UK Ltd	245296	02/05/2023	Car Park Tickets -Flowbirds	768.00	
30/05/2023		245296	02/05/2023	Sign	134.40	902.40
30/05/2023	National Express	AREXT/00236843	30/04/2023	April Agency ticket sales		68.21

30/05/2023	Norfolk County Council	10036715	17/05/2023	NPLaw Feetime charges -April 23		1,394.66
30/05/2023	Origin Amenity Solutions Limited	OASI0058723	25/04/2023	grass seed for beach gardens		92.27
19/05/2023	Swanage Town Council	Month 2 Payroll	19/05/2023	Net Wages-Month 2		64,218.57
30/05/2023	Personnel Hygiene Service	69813561	17/05/2023	Hygiene services		2,113.33
30/05/2023	Polar Glaze	17575	01/04/2023	TIC front door		1,100.55
30/05/2023	Purbeck Print Company	1041	05/05/2023	TIC - artwork for retail	317.00	
30/05/2023		1042	10/05/2023	TIC - artwork + replacements parts	27.00	344.00
30/05/2023	Purbeck Ice Cream	147940	21/04/2023	Beach Gardens - ice-cream for kiosk retail		314.19
30/05/2023	Purbeck Media Group	INV-3024	02/05/2023	TIC - uniform		120.00
30/05/2023	Rawlins Davy Reeves Solicitors &	MED/TA/PS1293/76	04/05/2023	Legal Fees		1,352.32
16/05/2023	Refund	C/N 1348	16/05/2023	Refund - BP		451.80
30/05/2023	RoSPA Play safe Team	33991	24/05/2023	ROSPA annual safety inspections		230.40
30/05/2023	Rural Services Partnership Limited	RMTG/23/24/117	19/04/2023	Membership fees 23/24		159.60
30/05/2023	R U Secure Systems	132033	27/04/2023	CCTV- service		1,618.20
30/05/2023	Seton	9303618188	10/05/2023	Boat Park - display unit/notice board	343.13	
30/05/2023		9303622306	22/05/2023	EVCP sign	73.13	416.26
30/05/2023	St. Michaels Garage	P5804	20/04/2023	Rear light unit for towing board		10.74
30/05/2023	Suez Recycling & Recovery UK Ltd	32943305	30/04/2023	Mixed waste skip removal		1,611.46
30/05/2023	Suttle Projects Ltd	SI20230503	17/05/2023	Works at Parish Slipway &Stone Quay site		27,086.80
30/05/2023	Swanage News	1284	30/04/2023	April- news paper		35.00
30/05/2023	Swanage Tyres and Tuning Ltd	28193	22/05/2023	Puncture repair		14.40
30/05/2023	Telefonica O2 UK Ltd	20419847	29/04/2023	BG- O2 mobile	262.80	
30/05/2023		20994313	24/05/2023	SIM Charges - May 23	273.94	536.74
30/05/2023	Teleshore UK Ltd	39082	01/04/2023	Grave Shoring Equipment		822.48
30/05/2023	Travis Perkins	9292ANB915	25/04/2023	Materials	43.75	
30/05/2023		9292ANC091	27/04/2023	Materials	47.04	
30/05/2023		9292ANC359	03/05/2023	Materials	66.16	
30/05/2023		9292ANC410	03/05/2023	Materials	144.38	
30/05/2023		9292ANC396	03/05/2023	Materials	45.65	
30/05/2023		9292ANC496	05/05/2023	Materials	69.41	
30/05/2023		9292ANC521	05/05/2023	Materials	14.40	
30/05/2023		9292ANC604	09/05/2023	Materials	20.93	
30/05/2023		9292ANC746	10/05/2023	Materials	337.94	
30/05/2023		9292ANC765	11/05/2023	Materials	30.52	
30/05/2023		9292ANC813	11/05/2023	Materials	69.60	
30/05/2023		9292AND077	16/05/2023	Materials	37.18	
30/05/2023		9292AND168	17/05/2023	Materials	56.10	
30/05/2023		9292AND171	17/05/2023	Materials	5.62	
30/05/2023		9292AND103	17/05/2023	Materials	12.48	
30/05/2023		9292AND169	17/05/2023	Materials	30.84	
30/05/2023		9292AND166	17/05/2023	Materials	265.63	
30/05/2023		9292AND235	18/05/2023	Materials	49.80	
30/05/2023		9292AND384	22/05/2023	Materials	132.22	1,479.65
30/05/2023	Third Party	M2	20/05/2023	Deductions - Month 1		190.35
30/05/2023	Watson Fuels	I13597690	05/05/2023	600l white diesel		790.34
30/05/2023	Woodlands Nursery (Dorset) Ltd	8047T	16/05/2023	Pea Shingle 6x bags	19.95	
30/05/2023		8046T	16/05/2023	Summer bedding order	1,244.74	1,264.69
30/05/2023	Zephyr Racing Pennants Ltd.	2300960	14/04/2023	New Flags for seafront		701.76
Total of BACS/CHAPS Payments						218,694.17

<u>BACS payroll payment issued 19th May 2023</u>	64,218.57
<u>BACS supplier payments issued 30th May 2023</u>	154,023.80
<u>BACS Refund issued 16th May 2023</u>	451.80
<u>218,694.17</u>	

Total of Payments	265,377.71
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To consider requests for grant funding and comments of Grants Panel

Members of the Grants Panel have been given the opportunity to review Swanage Town Council grant applications received to date for the 2023/24 financial year. Details of the applications are set out in the table below (Appendix 2), which includes a summary of the project that will be funded by the grant, and the comments received from members of the Panel.

Background

The Council has agreed a grants budget of £10,000 for the 2023/24 financial year. This is separate from the support for the Citizens Advice Bureau which has been given its own budget line. This sum also excludes the Council's support to partner organisations including Dorset Council, through which the Council funds the Mount Scar School Crossing Patrol.

Also attached is a copy of the Council's grant criteria (Appendix 1), adopted by Council in February 2021. This states that in order to ensure a wide distribution of funds, grants will usually be for sums of less than £500, and would typically only support festivals and events whilst they are being established.

Details

No grants have been awarded to date. A total of £6,850 has been requested. Any remaining funds will be available for applications received throughout the remainder of the financial year.

The Town Council will continue to increase awareness of its grant scheme with local charitable/community groups and, further to Minute No. 138 of the Council Meeting held on 30 January 2023, the possibility of regular annual donations has been discussed, and a review of the Council's donations policy will be undertaken at a future Grants Panel meeting.

Decisions required:

- 1) To determine the grant applications listed below, taking into account the comments received from the Grants Panel.

Niki Clark
Planning and Community Engagement Manager
June 2023

GUIDELINES FOR APPLICANTS

Please read these notes carefully before completing the application form.

1. Swanage Town Council provides an annual budget of £10,000 available for grants and donations. In order to ensure a wide distribution of funds, grants will usually be for sums of less than £500. Larger grants may be considered in exceptional circumstances. In all cases applicants will be required to demonstrate financial need, and the sum requested must be commensurate with the direct benefit obtained.
2. Please complete the attached application form as fully as possible. If there is insufficient space on any part of the application form, please attach a separate note. The Council welcomes any additional supporting information that you believe will assist your application. Any application not on the approved form cannot be considered. Applications that are applying retrospectively cannot be considered.

Applications will only be considered from community groups and organisations that are a properly constituted body. This may include a group or organisation with charitable purposes, a charity, or a not-for-profit company.

Applications will not be considered from grant-gifting organisations, i.e., those who allocate grants to others, profit-making organisations and companies, or individuals.

3. Requests for grant aid should be consistent with the Town Council's statement of policies and objectives (see www.swanage.gov.uk/Policies.aspx) and will normally only be considered from the following:
 - 3.1 A charity based in and/or operating within the boundaries of the civil parish of Swanage. National and regional charities must demonstrate direct local benefits.
 - 3.2 A non-profit making organisation serving the needs of Swanage or its residents.
 - 3.3 Residents of Swanage requesting grant aid with a capital project to provide benefit to a wider group.
 - 3.4 A club, association or organisation serving all or part of the Swanage community.
 - 3.5 Organisers establishing new festivals and events, which will bring an economic, cultural, or other demonstrable benefit to the town.
 - 3.6 The Council will not provide grant aid to individuals, for the support of any political group, or to organisations that are socially exclusive (i.e., where there are restrictions on membership inconsistent with equal opportunities).

4. Applications for grant aid that do not meet the criteria set out in 3.1 to 3.6 above may be considered in special circumstances, but the Council cannot make grants retrospectively. If you wish to discuss a potential application, please contact the Town Clerk either by telephone on 01929 423636, or e-mail admin@swanage.gov.uk
5. Together with this application form you should also supply the following information:
 - A copy of the last audited annual accounts or, in the case of smaller organisations, a recent income and expenditure statement authorised by a qualified accountant.
 - A business plan or strategy that includes a clear understanding of the organisation's operating environment, risk exposure, and projected income and expenditure.
 - A minute of the meeting of the organisation stating the purpose of the funding request and authorising the application.
 - Payments will not be made to individuals or private bank accounts. Please include the name and details of the account that any grant will be paid into (must be in the name on the application form).
 - Applications must take into consideration the impact on climate and environment and show a commitment to comply with the Town Council's Environment Policy and Action Plan.
6. Applications will normally be considered annually as part of the Council's budget setting process. The deadline for submission is the **31st December** for grants to be paid in respect of the forthcoming financial year, from 1st April. However, if funding remains available, requests may be considered at any stage during the financial year.
7. Applications will be assessed on the basis of the information supplied, against the following criteria: whether the grant will support the Town Council's policies and objectives; how well the grant will meet the economic, cultural, environmental, social, or other needs of the community; availability of alternative funding; extent of fundraising activity by the applicant(s); previous grant aid from the Town Council.

The Council reserves the right to request further information and supporting evidence.

Grants may be paid over a three-year period.

The length of the grant period will be at the discretion of The Council.

8. The decision of the Town Council is final. If your application is successful, you will receive written confirmation of your award. You must sign a form accepting the Council's terms and conditions and will be expected to acknowledge Council support in all communication with the media.
9. Any grant not utilised within 12 months for the original purpose must be returned to the Town Council.

Updated February 2021

Swanage Town Council - Grant applications received

Appendix 1

Applicant	Sum requested	Summary of project	Comments received from Members of the Grants Panel
Friends of Swanage Bandstand	£350	<p>Towards the cost of hiring a P.A./sound system, and band, for the bandstand centenary concert in August 2023.</p> <p>Registered charity.</p> <p>Local community group dedicated to saving, restoring, and ensuring the continued use of Swanage Bandstand.</p>	<p>Benefit to the local community's health and wellbeing (free events/social activities).</p> <p>In support of providing funds for the event, and a suggestion made that FoSB may wish to consider making a donation to the Swanage Town Band if any surplus funds are held from collections made on the day.</p>
Mowlem Institute Charity	£5,000	<p>Request 1 – towards the cost of renovating the Community Room at the Mowlem Theatre to provide an improved, flexible, and well-equipped space.</p> <p>Total estimated cost of project £82,017 (grant application also submitted to the De Moulham Trust for £44,210), and forms part of the charity's short/medium term building refurbishment programme.</p> <p>Registered charity.</p> <p>The Mowlem Theatre opened in 1967, replacing the smaller, original Victorian building built in 1863 by John Mowlem, which had stood for over 100 years. The Mowlem has a combined programme of typically over 200 film performances each year, and 60-100 nights of live theatre, comprising local schools and amateur societies, as well as incoming professional productions. Mission: to be an inviting, creative hub at the heart of the town, presenting an inclusive and dynamic programme of high-quality arts events, entertainment, and community activities. Family friendly and accessible to all.</p> <p>Within the building there are two function rooms available for hire, plus on the ground floor there are various shops, cafes, and bars.</p>	<p>Benefit to the local community's/visitors' health and wellbeing (events/social activities), and the local economy.</p> <p>Further to meetings held between the charity and the Town Council's Sports, Leisure and Wellbeing Working Party, in support of providing funds towards the renovation costs.</p>

<p>Mowlem Institute Charity SW!M TOO</p>	<p>£500</p>	<p>Request 2 – towards the cost of the SW!M TOO event June 2023 (in collaboration with Diverse City, a registered charity). Total estimated cost of project £2,500. Building on the success of the first SW!M event held in June 2022, which attracted an audience of 500+ for the live event. Ticketed event, and other fundraising activity taking place. Registered charity. (Please see details under Request 1 above.) Red carpet event for up to 350 people celebrating the ‘coming home’ of award-winning director Steven Lake’s documentary ‘Film Club’, paired with a celebration of the anniversary of last year’s indoor/outdoor performance of SW!M.</p>	<p>Benefit to the local community’s health and wellbeing, social activities, and local economy. However, inclined not to approve (in line with grant policy points 3 to 3.6, this is not a new event), ticketed, first event held in 2022, and well-attended. Received a De Moulham Trust grant of £500 towards the first event in 2022.</p>
<p>Purbeck Film Festival</p>	<p>£500</p>	<p>Towards the costs of the 2023 film festival (October). Total estimated cost of festival – not stated. Registered charity. Established annual event, across various venues in Purbeck/ Dorset. To promote local interest in films for entertainment and education, and bring cinema to rural areas. The festival provides a wide range of film screenings which facilitate an enjoyable social gathering whilst also showing many different cultures, viewpoints, and lifestyles.</p>	<p>Decline – long established event. In line with the Council’s existing grant policy, Points 3 to 3.6, this is a long-established event.</p>
<p>#Willdoes</p>	<p>£500</p>	<p>Towards the road closure and security costs of the ‘Music by the Sea’ event in September 2023. The event will raise funds for the #Willdoes charity and Cancare. Total estimated cost of event £30,000. Ticketed event, and other fundraising activity taking place. Registered charity. Mission statement of the charity: ‘Helping young people achieve wellbeing.’ To promote any charitable purpose (including the promotion of education, physical health, mental health, and social inclusion) and contribute financially to charitable projects for the benefit of young people in Dorset and the surrounding areas.</p>	<p>Benefit to the local community’s health and wellbeing, social activities, and local economy. In support of providing funds towards event costs, however, a one-off grant is recommended. If event held again in the future then it would be considered an established event (in line with existing grant policy, points 3 to 3.6).</p>
<p>Total</p>	<p>£6,850</p>		

Council Meeting – 26th June 2023

Item 10)

Request for concessionary car parking for Ukraine Support group, St Mary's Church, Ferndown, 21st – 23rd August 2023

A Ukraine Support group, based in Ferndown, has asked the Town Council to consider concessionary car parking to assist with the budgetary constraints of a visit for 27 Ukrainians visiting the area, travelling in six vehicles between 21st to 23rd August, as set out in the email below:

Sent: Wednesday, June 7, 2023 2:54 PM

To: Admin <admin@swanage.gov.uk>

Subject: Visiting Swanage on August 21/22/23 by local Ukrainian families

Hello

I help run a support group in Ferndown for local Ukrainian families. I have arranged to hire a house in Studland for 3 nights in August (21/22/23) to provide them with a short summer holiday. The families are low income/ on benefits. The house we are using in Studland is one that is being paid for by the support group. I am now trying to work out a plan of things to do and places to visit during their stay. They will have some money to spend on attractions but I am just trying to help them stretch their money as far as possible.

There are 27 Ukrainians (18 adults and 9 children). We will be visiting local places and attractions, including Swanage. We have already been blessed with family tickets for the railway and free access to Corfe Castle! We will have a total of 6 cars with us but will also be getting around by bus (hoping that the £2 fare scheme is extended into August)!

I am writing to ask if you would consider offering a concession for us to use the car parking in town during the 3 days? I am sure we will want to visit Swanage to enjoy the lovely beach, gardens, pier. If I can soften the cost of car parking, it would be much appreciated.

Kind regards, Ukraine Support group, St Mary's Church, Ferndown

The cost of parking one car in Main Beach car park for 3 days is £20.00, therefore for six cars the cost would be £120.00.

Decision required

To consider waiving the car parking charges for 6 vehicles, for 3 days, at a cost of £120.00 and issuing permits to the Ukraine Support group for use in Main Beach car park only for 21st, 22nd and 23rd August 2023.

Emma Evans
Democratic Services Officer

June 2023