

Minutes of the Meeting of the Swanage Town Council  
held at the Swanage School, High Street, Swanage on  
**MONDAY, 18<sup>th</sup> SEPTEMBER 2023** at 7.00 p.m.

PRESENT:-

Councillor C. Moreton – Chairman

Councillor J. Bishop  
Councillor M. Bonfield  
Councillor A. Harris (from 7.05 p.m.)  
Councillor D. Monkhouse  
Councillor N. Rogers  
Councillor C. Tomes  
Councillor M. Whitwam

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

**Public Participation Time**

The following matters were raised during Public Participation Time:-

- In respect of agenda item 15 (b) concern was expressed about the cost of installing lighting in Day's Park and it was argued that rather than approve additional funds, the Council should abandon the project.
- Regarding agenda item 10, attention was drawn to the business rates levied on the Town Council's beach huts. Questions were posed as to whether the Council had challenged both past and present valuations of the beach huts and, in particular, whether the Valuation Office had been informed when the number of beach huts at the Spa had been reduced some years ago.  
The Chairman thanked the speaker for his questions and welcomed him to a Town Council meeting.

Reverend Dave Richards, Associate Priest at St Mark's, Herston, Swanage, offered a short prayer before the commencement of the Meeting.

The Chairman opened the Council Meeting at 7.05 p.m.

89. **Apologies**

Apologies for their inability to attend the Meeting were received from Councillors Foster, Finch, Suttle and Trite.

90. **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. 10** - Councillor Bishop declared a pecuniary interest under the Code of Conduct by reason of being a beach hut user.

**Agenda Item No. 10** - Councillor Bonfield declared a pecuniary interest under the Code of Conduct by reason of being a beach hut user.

**Agenda Item No. 21 (c)** - 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. 21 (c)** - Councillor Whitwam declared a non-pecuniary interest under the Code of Conduct by reason of being a trustee of the Swanage Railway.

91. **Minutes**

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

That the Minutes of the Council Meeting held on  
24<sup>th</sup> July 2023 be approved as a correct record and  
signed.

92. **Finance and Governance Committee**

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

That the Minutes of the Finance and Governance  
Committee Meeting held on 26<sup>th</sup> July 2023 be  
approved as a correct record and signed.

5) **To consider adoption of unauthorised encampment  
procedure**

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

That the 'Procedure for unauthorised encampments on  
Council owned or managed land' be adopted.

93. **Planning and Consultation Committee**

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

That the Minutes of the Planning and Consultation  
Committee Meeting held on 7<sup>th</sup> August 2023 be  
approved as a correct record and signed.

It was noted that the Minutes of the Planning and Consultation Committee  
Meeting held on 11<sup>th</sup> September 2023 would be brought forward to the next Council  
Meeting for approval.

94. **Statement of Cash Balance**

- (a) A Statement of Cash Balance as at 31<sup>st</sup> July 2023 was submitted for  
information (a copy attached at the end of these Minutes).  
(b) A Statement of Cash Balance as at 31<sup>st</sup> August 2023 was submitted for  
information (a copy attached at the end of these Minutes).

95. **Payment of Accounts**

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

- Payment Schedule 4, amounting to £734,713.16.
- Payment Schedule 5, amounting to £770,545.07.

96. **Chairman's Announcements**

It was noted that given the Town Mayor's absence a report would be provided to  
the next Council meeting.

The Chairman congratulated The Swanage School on its 10-year anniversary  
and wished the school continued success.

97. **Schedule of Meetings 2023/24 – To agree minor amendments**

The amended dates for the upcoming meetings of the Coastal Change and Beach Management Advisory Committee and the Tourism and Local Economy Committee were noted and it was AGREED:

That the revised schedule of meetings be approved.

98. **Working Party Updates and Recommendations**

(a) **Property Panel, 4<sup>th</sup> August and 11<sup>th</sup> September 2023**

Further to Minute No.78 of the Council meeting held on 24<sup>th</sup> July 2023, and a briefing note prepared by the Visitor Services and Business Development Manager (VSBDM) it was noted that the Property Panel had identified a series of commercial opportunities across specific Town Council operated sites. A ‘Concessions Pack’ had been produced and publication of the document was anticipated on Tuesday 19<sup>th</sup> September 2023.

(b) **Events Working Party, 12<sup>th</sup> September 2023**

Further to a briefing note prepared by the VSBDM, it was noted that the Swanage Railway were working to bring a ‘Polar Express’ experience to the railway this Christmas. The ‘Polar Express’ event organisers had met with the Events working party and requested that two alterations to the town’s decorations be considered:

- Replacement of the ‘Merry Christmas’ sign over the former taxi office.
- A smaller town Christmas tree.

It was noted that a site visit had been organised on 21<sup>st</sup> September 2023 with the ‘Polar Express’ event organisers and the Events working party, and due to relatively quick decisions being required, it was suggested that delegated authority be provided to the VSBDM. It was therefore, proposed by Councillor Bonfield, seconded by Councillor Tomes and RESOLVED UNANIMOUSLY:-

That the decisions regarding the alterations to the town’s decorations, as noted above, be delegated to the VSBDM, in consultation with the Events working party.

It was reported that notification of two additional events had been received :

7<sup>th</sup> October 2023 – Dorset Teas have offered to provide free tea from the hardstanding during the beach clean.

21<sup>st</sup> October – Lewis Manning would be holding the ‘Candles on the Beach’ event and tea and coffee would be available from a van situated on Shore Road.

Further to their declarations of interest under Minute No. 90 above Councillors Bishop and Bonfield left the meeting prior to discussion of the following item.

99. **Beach Hut Charges 2024/25 and Revised Terms and Conditions - To consider recommendations from working party**

Further to Minute No. 77 of the Council meeting held on 24<sup>th</sup> July 2023, consideration was given to a briefing paper prepared by the VSBDM which set out the proposed Beach Hut Terms and Conditions and fees for 2024/25, following discussions held at the Beach Hut working party. The paper detailed Beach Hut expenditure for the years 2023/24 to 2026/27 and the impact of the proposed fees on the Beach Hut budget. Further to discussions held at the Beach Hut working party meeting, it was proposed that an increase of approximately 10% be applied to all beach hut fees and that the higher rental rate in September be extended to the first three weeks, as opposed to two weeks.

Further to the question during public participation time, it was confirmed that a challenge to the business rates, paid in relation to the beach huts, was in progress, however, this was at an early stage and an update would be provided to a future meeting.

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

That the proposed beach hut fees and period change for 2024/25, together with the revised Terms and Conditions, be approved and that a further meeting of the Beach Hut working party be held in the spring.

Councillors Bishop and Bonfield re-entered the meeting.

100. **Royal Signals Regiment – To extend invitation to exercise the Liberty of Swanage, 8<sup>th</sup> June 2024**

It was reported that the Council had been approached to consider extending an invitation to the Royal Signals Regiment to exercise the Liberty of Swanage on 8<sup>th</sup> June 2024. Although plans were in their infancy it was noted that the event would coincide with the 80<sup>th</sup> anniversary of the D-Day landings. It was anticipated that the Swanage Railway and Royal British Legion would be involved and further details would follow in due course.

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

That the Town Council formally invites the 11th Signals Regiment to exercise the Liberty of Swanage on 8<sup>th</sup> June 2024.

101. **Partnership Project Updates**

(a) **Report following meeting of Day's Park Development Forum, 6<sup>th</sup> September 2023**

Further to Minute No. 75 (c) (ii) of the Council meeting held on 24<sup>th</sup> July 2023, consideration was given to a briefing paper, prepared by the Town Clerk, which outlined discussions held at recent Day's Park Development Forum meetings. It was noted that Members had requested assurances from the Forum that sufficient funding would be available and in an appropriate timescale, prior to Draft Heads of Terms being submitted to Council for approval.

It was AGREED:-

That a meeting of the Sport, Leisure and Wellbeing Working Party be convened prior to the next Forum meeting, on 11<sup>th</sup> October, in order to report to the next Council meeting on 30<sup>th</sup> October 2023.

(b) **Report following Accessible Swanage meeting, 11<sup>th</sup> September 2023**

It was reported that the Disability Reference Group, set up in July 2023, had adopted the Terms of Reference and had re-named the group 'Accessible Swanage'. The group consisted of members with a range of impairments and were currently providing input into the Green Seafront Stabilisation project, and advising on dropped kerb locations and the need for an accessible bus. It was noted that although the Town Council supported the group, it had been established as an independent advisory group.

(c) **Swanage Wellbeing Project, Chapel Lane**

It was noted that discussions between Dorset Council and Swanage and Purbeck Development Trust were ongoing. The project had been agreed at Dorset Council's cabinet meeting held in March 2023, however, the asset transfer was awaiting senior management approval. The draft heads of terms were being prepared and an update would be provided to a future meeting.

(d) **Swanage Community Housing Project**

It was reported that the Swanage Community Housing group (SCH), working with Hastoe Housing Association, were in the process of obtaining flood surveys on the Ulwell Road/Washpond Lane site. Dorset Council's Asset Team were preparing draft Heads of Terms for the Town Council to consider. The Town Council remained supportive of SCH and continued to work closely with them and Dorset Council to advance the project. The Deputy Mayor thanked SCH members and councillors for their hard work in the progress made on the project to date. It was reported that the SCH AGM would take place at 6pm on 28<sup>th</sup> September at Herston Village Hall. It was AGREED:-

That delegated authority should continue to be provided to the Town Clerk to work with SCH and Dorset Council to progress the housing project.

102. **Planning Appeal in respect of proposed development of Energy Recovery Facility (ERF) with ancillary buildings and works (Portland Waste Incinerator) by Powerfuel Portland Ltd, Portland Port, Castletown, Portland, DT5 1PP APP/D1265/W/23/3327692 —To consider potential joint response with Dorset Council and/or Portland Town Council**

Further to Minute No. 7 (b) of the Planning and Consultation Committee Meeting held on 7<sup>th</sup> August 2023, consideration was given to supporting documents in relation to the Notification of Appeal from 'Powerfuel Portland Ltd' against DC's refusal of planning permission for an energy recovery facility on Portland, which had now been submitted to the Secretary of State.

It was noted that the appeal would be determined by an inquiry and representations must be received by 10<sup>th</sup> October 2023. Further to discussions at the Planning and Consultation Committee Meeting held on 11<sup>th</sup> September 2023, the chairman of the Planning and Consultation Committee and the Planning and Community Engagement Manager attended a meeting remotely, with representatives from other local councils and organisations to discuss available options in order to participate in the inquiry.

It was reported that the Town Council could join other local councils and organisations to form a group with Rule 6 status, which would enable the group to be allocated a table at the inquiry, anticipated to run between 5<sup>th</sup> and 22<sup>nd</sup> December 2023 and attendance would be expected daily.

The financial implications to the Town Council were discussed, and the high costs associated with the hiring of a barrister were noted. It was clarified that no financial contribution would be expected if the Council joined a group with Rule 6 status, however Members discussed the possibility of making a contribution towards legal support costs in relation to the planning appeal.

Due to the timescales involved, it was suggested that delegated authority be given to the Planning and Consultation Committee to determine the Council's response. Therefore, it was proposed by Councillor Tomes, seconded by Councillor Bonfield and RESOLVED UNANIMOUSLY:-

That delegated authority be granted to the Planning and Consultation Committee to determine whether or not the Town Council should seek Rule 6 status in relation to the planning appeal in respect of the proposed development of an Energy Recovery Facility in Portland Port, and to make a recommendation to the next Council meeting on 30<sup>th</sup> October 2023 as to whether the Council should make a financial contribution to one of the bodies co-ordinating opposition to the appeal towards legal support costs.

103. **Festive Lights – To consider proposal for tender of festive lighting and installation**

Further to Minute No. 190 (a) of the Council Meeting held on 25<sup>th</sup> April 2022, consideration was given to a briefing paper prepared by the Assets and Compliance Manager which outlined the requirement to tender for festive lighting for the year 2024 onwards.

Due to the value of the contract, it was proposed that the procurement process would be undertaken via an invitation to tender, with a minimum of five suppliers being invited to participate. It was proposed that the tender be divided into two lots and suppliers could provide prices for individual lots or both lots, as follows:

Lot 1 – A fixed price tender for a period of 3 years for the hire of festive lighting on catenary wires in the town in the same locations as currently and lighting to dress the Christmas tree for a maximum sum of £10,000 per annum. Designs of specific lighting arrangements to be proposed by the supplier.

Lot 2 – A tender for a period of 3 years for the installation and removal of festive lighting and the dressing of the Christmas tree with anchor bolt testing to be undertaken in year one and every other year thereafter, together with annual inspections of catenary wires.

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

That the Town Council commence a tender exercise for the supply and installation of festive lighting in Swanage for a period of 3 years commencing in 2024 to be undertaken in two lots, as described above.

It was noted that the current Christmas lights had attracted many positive comments from members of the public and had provided a warm festive atmosphere throughout the town.

104. **Day's Park**

**(a) Swanage & Herston Football Club – To consider request for Town Council to replace rear access gate and consideration of budget**

Consideration was given to a briefing note prepared by the Assets and Compliance Manager which outlined the requirement for the rear access gate at the Swanage and Herston Football Club to be replaced due to its poor condition. It was stated that the budget could be allocated from either the Town Council's General Fund or from the Football Club Reserve, which holds funds from the back rent received in connection with the telecommunications mast, although this had been earmarked as a contribution to the regeneration proposals.

Members noted that the Football Club Reserve should be retained for the regeneration proposals and therefore that the £1,100 should be allocated from the Town Council's General Fund. It was, therefore proposed by Councillor Tomes, seconded by Councillor Bonfield and **RESOLVED UNANIMOUSLY:-**

That a budget of £1,100 be allocated from the Town Council's General Fund for the replacement of the rear access gate at Swanage and Herston Football Club.

**(b) Pathway Lighting – To receive update and authorise final contract sum**

Further to Minute No. 104 of the Council meeting held on 17<sup>th</sup> October 2022, consideration was given to a progress report on the installation of lighting along the path from Ulwell Road to Northbrook Road through Day's Park. It was noted that the project had been delayed due to poor ground conditions in the spring as the result of heavy and prolonged rain. Furthermore, following an inspection by an arboriculturist

revised trenching routes for the cabling and column bases had been agreed, in order to mitigate risk to the avenue of trees. This had required additional input from the lighting design team and had caused further delay. Members were informed that the change in scope and revisions, including additional materials such as cable, had resulted in a cost amendment with an increase in the forecast final budget figure of £12,500 to £82,500.

During the ensuing discussion, attention was drawn to the fact that these works formed part of a wider scheme, working jointly with Dorset Council, to provide a safer route to St Mary's Primary School through Day's Park. Attention was also drawn to the benefits to those living in the Compass Point development who wanted to access the nearest bus route on Ulwell Road. It was confirmed that the entire cost of the works would be funded from Community Infrastructure Levy contributions, made by developers such as Barratt Homes.

It was proposed by Councillor Bonfield and seconded by Councillor Harris:

That the Town Council notes the contents of the progress report and approves the revised budget figure for this scheme of £82,500, to be funded from the Community Infrastructure Levy Reserve.

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

105. **Reports from Dorset Councillors**

In the absence of Councillors Suttle and Trite an update would be provided to a future meeting.

106. **Reports from Council Representatives on Outside Organisations**

(a) **Swanage Community Rail Partnership**

It was noted that the £2.00 flat rate bus fare had impacted the Swanage to Wareham trial service and additional funding would be required should the service run in the future.

(b) **Swanage Carnival Committee**

It was reported that Swanage Carnival had experienced some challenges due to the wet weather, however, it had been a successful year. It was noted that a presentation evening would be held on Friday 6<sup>th</sup> October 2023 at the Showbar, Mowlem Theatre. Thanks was given to the VSBDM and the Assets and Compliance Manager for the decisions made in a timely manner when required and the excellent presentation of the town. Thanks were also extended to the Enforcement Officers for their assistance, particularly on carnival day.

107. **Reporting of delegated matters**

(a) **Appointment of Darkin Miller Chartered Accountants as Internal Auditor – confirmation of competence and independence**

Further to Minute No.7 of the Finance and Governance Committee Meeting held on 26<sup>th</sup> July 2023, consideration was given to a briefing paper, prepared by the Town Clerk, which outlined the requirement set out in the 'Practitioners Guide' for the Council to consider the competence and independence of any candidate for the appointment of internal auditor. At the meeting held on 26<sup>th</sup> July 2023 the Committee agreed to re-appoint the Council's existing internal auditor, Darkin Miller Chartered Accountants, subject to satisfactory agreement being reached around the format of the audit plan, which would be finalised at the next meeting of the Committee.

Having considered information about Darkin Miller's experience and qualifications, it was proposed by Councillor Bishop, seconded by Councillor Rogers and **RESOLVED UNANIMOUSLY:-**

That the Town Council confirms the competence and independence of Darkin Miller Chartered Accountants to act as the Town Council's internal auditor.

**(b) Outcome of Rent Review of Telecommunication Masts**

Further to Minute No. 195 of the Council Meeting held on 24th April 2023 and Minute No. 75 (c)(i) of the Council Meeting held on 24<sup>th</sup> July 2023, it was reported that the rent reviews in respect of the two telecommunications masts on Council property had been agreed, as follows:

Mast VF4154 – Main Beach Car Park, Victoria Avenue

- 28/03/2017 review – £4,375
- 28/03/2022 review – £5,300

Mast VF61414 – Swanage Football Club, Day's Park

- 15/10/2015 review – £4,375
- 15/10/2018 review – nil increase
- 15/10/2021 review – £5,250

**(c) Confirmation of content of Concessions Information Pack**

It was noted that this item had been discussed under Minute No. 98.

**(d) Confirmation of format of Green Seafront Stabilisation Scheme public consultation**

Further to Minute No. 85 of the Council Meeting held on 24<sup>th</sup> July 2023, it was reported that it was anticipated that the 'Have Your Say' consultation page, hosted by Dorset Coast Forum, would go live tomorrow. The page contained information and maps for both an essential and enhanced design option. Among other consultation events, it was noted that a drop-in session would be held on 19<sup>th</sup> October between 4 p.m. and 7 p.m. at the Mowlem Theatre.

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

**(a) Six Months to Local Elections – Information event for prospective Town Councillors, November 2023**

It was noted that the local elections would take place in May 2024. The Town Council planned to provide an information event for prospective new Town Councillors, anticipated to take place in November.

**(b) Ambulance Car Service – Response from SWAST to FOI request for data January – June 2023**

Further to an information sheet prepared by the lead councillor of the Emergency Health Services working party (EHSWP), it was requested that the Town Clerk seek further clarification around the lower call out rate during the first part of 2023. In response to the Town Council's letter about access for Swanage and Purbeck patients to reconfigured health services, which had been handed in at the 'Our Dorset' NHS led event, a six page reply had been received and circulated to members of the EHSWP. Following the event held on 29<sup>th</sup> June, the Chief Executive and Chair of University Hospitals Dorset had agreed to meet in Swanage on 23<sup>rd</sup> October 2023 to discuss concerns with representatives of local parish councils and Wareham hospital.

**(c) Swanage Sports Club Networking Meeting – Mowlem, 3<sup>rd</sup> October 2023**

It was noted that a meeting had been organised with representatives from local sports clubs to share expertise and promote wellbeing throughout the town.

## **EXCLUSION OF PRESS AND PUBLIC**

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

That, under Standing Order No. 1 c), in the public interest, the press and public be excluded from the Meeting in view of the confidential nature of the business to be transacted under agenda items 20 and 21 for reasons of legal and commercial confidentiality.

### 109. **Procurement**

(a) **South-West Geotechnical Services – To consider extension of contract to continue monitoring of seafront land**

Further to Minute No. 28(a) of the Annual Council Meeting held on 14<sup>th</sup> September 2020, consideration was given to a briefing note, which explained that real time monitoring and data collection about the nature and rate of slope instability and the levels of ground water across locations on the seafront is integral to understanding the rate and extent of ground movement. It would also potentially provide early warning of slope failure prior to planned stabilisation works being implemented. It was, therefore, proposed to extend the current contract with South-West Geotechnical Services to continue existing monitoring arrangements for a further 12-month period at a cost of £16,830.

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

That the Town Council extends the contract to South-West Geotechnical Services for inclinometer and groundwater monitoring of the seafront land for a further 12 months for the sum of £16,830.

(b) **Electricity Supply – To consider green energy option**

Further to Minute No. 130 of the Extraordinary Council Meeting held on 12<sup>th</sup> February 2021, consideration was given to a briefing note that summarised the response to a procurement exercise that had been undertaken in respect of the Town Council's electricity supply from 1<sup>st</sup> October 2023. Two quotes had been received through the LASER energy buying framework, and the briefing note provided information regarding the cost and the impact on the Council's carbon footprint of both options. It was noted that the most environmentally friendly supply was also the most expensive by approximately £6,000 for a one-year contract. However, attention was drawn to the fact that it would reduce the Town Council's carbon footprint by 41%. Therefore, it was proposed by Councillor Monkhouse and seconded by Councillor Harris:-

That, given the Council's commitment to procuring its electricity supply from a 100% renewable energy supplier, the Town Council should enter into a 1-year contract with Ecotricity.

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

(c) **LED lighting at Council buildings – To commit expenditure from revenue budget**

Further to Minute No. 79 of the Council Meeting held on 24<sup>th</sup> July 2023, consideration was given to a briefing note that set out a route to procure and fund LED lighting in the Council’s main operational buildings: Town Hall, Beach Gardens Pavilion, Visitor Information Centre and Depot. Consideration was given to cost estimates provided by Dorset Council’s Minor and Small Capital Works Framework Contractor, totalling £20,208.

It was noted that the capital budget for the current financial year contained an allocation of £50,000 for Carbon Neutral 2030 implementation works, but that the costs of LED lighting could not be capitalised as the sum would have to be disaggregated for each council building, bringing it below the £10,000 threshold for capital expenditure at each location. The possibility of obtaining match funding for this work via Low Carbon Dorset was highlighted.

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

That the Town Council agrees to commit revenue expenditure for the installation of LED lighting at Council buildings, potentially partially funded from the Environmental Projects Reserve.

In taking the above decision, it was noted that this work may be phased if required and that options around match funding for this, and other works to improve energy performance, are currently being explored with Low Carbon Dorset.

110. **Property-Related Legal Matters**

(a) **Beach Ice Cream Kiosks – To determine next steps**

Further to Minute No. 88(a) of the Council Meeting held on 24<sup>th</sup> July 2023, the Town Clerk updated Members on the latest communication with the former tenant of the beach ice cream kiosks and legal advice received. It was acknowledged that the Town Clerk would continue to act in accordance with that legal advice prior to consideration of next steps in respect of debt recovery at the forthcoming meeting of the Finance and Governance Committee, in accordance with the delegated authority granted to that committee.

(b) **Housing Development, Northbrook Road East – To receive update regarding drainage connection into Ulwell Stream**

Further to Minute No. 88(b) of the Council Meeting held on 24<sup>th</sup> July 2023, it was reported that negotiations were ongoing with Barratt Homes.

(c) **Rental of former Taxi Office – To consider report on expressions of interest**

It was noted that the deadline for expressions of interest in leasing the former taxi office at Swanage Station had been extended and hence a report would be brought to the next Council meeting.

The Meeting closed at 8.50 p.m.

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Minutes of the Meeting of the **PLANNING AND CONSULTATION COMMITTEE** held at the Town Hall, Swanage on **MONDAY, 11<sup>th</sup> SEPTEMBER** at **6.30 p.m.**

Chairman: -

Councillor A Harris

Swanage Town Council

Present: -

Councillor M Bonfield

Swanage Town Council

Councillor N Rogers

Swanage Town Council

Councillor M Whitwam

Swanage Town Council

Also in attendance: -

Miss N Clark

Planning and Community Engagement Manager

There were eleven members of the public present at the meeting.

### **Public Participation Time**

The following matters were raised:-

- **Planning application No. P/FUL/2023/04200 19 Redcliffe Road, Swanage, BH19 1NA** – Change of use of part of domestic garden to holiday accommodation with the siting of a shepherd’s hut on a wheeled chassis, to be connected to mains drainage, electric and water, with associated landscaping – the applicant provided full details of the proposal and, in answer to neighbours’ concerns which had been received by Dorset Council regarding parking, mains sewer capacity, soil stack efficiency, the existing Purbeck Stone wall, and potential adverse impact on neighbour amenity/overlooking, details were provided of actions/works to be undertaken to mitigate these concerns. It was noted that these works would be carried out in consultation with DC Building Control, Wessex Water and qualified tradesmen.
- **Planning application No. P/FUL/2023/04646 3 Ballard Estate, Swanage** – Demolition of existing single storey and erection of new single storey dwelling:
  - The applicant’s agent provided details of the amended redevelopment proposals for the property, which included reductions in the ridge height, length, mass/scale, and distance to the road of the proposed new dwelling, rebuild of the garage, and inclusion of solar panels and an electric vehicle charging point. It was reported that extensive pre-application discussions had been held with DC, and that engagement had taken place with The Ballard Estate Company Limited.
  - Concerns raised by residents of Ballard Estate regarding the redevelopment proposals, which included the ridge height, mass/scale of the new dwelling, and the potential adverse impact that this could have on the street scene and character of the Ballard Estate. It was felt that the proposed building had the appearance of a long barn-like structure which would obscure the views of Ballard Down. Attention was drawn to the Swanage Townscape Character Assessment (part 04.8 Ballard Down), and the Purbeck District Design Guide SPD (pages 8 & 9).

#### 1) **Apologies**

Apologies for their inability to attend the Meeting were received from Councillors Finch, Foster and Moreton.

#### 2) **Declarations of Interest**

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

**Planning application No. P/FUL/2023/04493 9 Commercial Road, Swanage, BH19 1DF**  
– Councillor Harris declared a non-pecuniary interest under the Code of Conduct by reason of being a friend of the applicant.

There were no further declarations to record on this occasion.

## **Planning**

### **3) Plans for consideration Delegated Applications**

- P/FUL/2023/03444     **Peveril Heights, Swanage, BH19 2AZ**  
Erect recycling bins enclosure and signpost.  
**OBSERVATION:** No objection.
- P/FUL/2023/04086     **57 Ulwell Road, Swanage, BH19 1QU**  
Demolition of existing bungalow and replacement with chalet bungalow.  
**OBSERVATION:** No objection.
- P/FUL/2023/04200     **19 Redcliffe Road, Swanage, BH19 1NA**  
Change of use of part of domestic garden to holiday accommodation with the siting of a shepherd's hut on a wheeled chassis, to be connected to mains drainage, electric and water, with associated landscaping.  
**OBSERVATION:** No objection.

Further to her declaration under Minute No. 2) Councillor Harris left the room during consideration of the following item. In the absence of the Committee Chairman, it was agreed that Councillor Bonfield would assume the Chair during consideration of the item.

- P/FUL/2023/04493     **9 Commercial Road, Swanage, BH19 1DF**  
Replace existing roof and rooflights.  
**OBSERVATION:** No objection. The Town Council feels that the proposal will improve the appearance of the building, and its setting within the Swanage Conservation Area.

Councillor Harris re-entered the room.

During consideration of the following item the Chairman invoked Standing Order No.1 p. to briefly suspend the meeting on two occasions so as to allow the members of public present to address the Committee, and respond to questions regarding/relevant to the application.

- P/FUL/2023/04646     **Cefyn Bryn, 3 Ballard Estate, Swanage, BH19 1QZ**  
Demolition of existing single storey dwelling and erection of new single storey dwelling.  
**OBSERVATION:** Recommend refusal. Further to the Committee's previous comments made at its meeting held on 5<sup>th</sup> December 2022 regarding refused planning application No. P/FUL/2022/06731, Committee Members are in agreement that improvements have been made to the design and scale of the proposed new dwelling, and are pleased to note that the applicant/agent have been in discussion with The Ballard Estate Company Limited regarding the amendments made to the plans. However, although the Committee has no objection to redevelopment of the property, Members still have concerns regarding the amended proposal as follows:-

**Layout and density of building design/visual appearance** – attention is drawn to the prominent position of the proposed property on Ballard Estate, and the ridge height of the new, barn-like structure, which would be highly visible from the road, particularly when exiting the Estate, which it is felt would be out of keeping with the street scene and the unique character of the area, and contrary to local planning policies: **Swanage Local Plan, paragraph 193, and Policy STCD, and the Swanage Townscape Character Assessment, Section 4.8 Ballard Down.** The Committee therefore recommends that consideration should be given to a further reduction in the roof height, which would reduce the visual impact that it would have on the important character of the area.

**Sustainable development** - the Committee is pleased to note that solar panels, and an electric vehicle charging point, are proposed.

- P/HOU/2023/04380 **5 Boundary Close, Swanage, BH19 2JY**  
Erect a detached double garage.  
**OBSERVATION:** No objection. However, the Committee would wish it to be noted that although the planning application form indicates that the proposed garage would not be able to be seen from the public highway, in fact it would be.
- P/HOU/2023/04453 **19 Newton Rise, Swanage, BH19 2QP**  
Single storey rear extension, detached garage and workshop.  
**OBSERVATION:** No objection to the proposals, however, the Committee recommends that it should be stipulated as part of any approved scheme that the new garage and workshop should be used solely for purposes incidental to the residential use of No. 19, and that it would object to:  
- Any future conversion of the garage/workshop to residential use  
- Severance to create a separate plot for future habitation  
- Creation of a separate address
- P/HOU/2023/04494 **29 Ballard Estate, Swanage, BH19 1QZ**  
Underground attenuation tank covered with reinforced concrete slab; driveway surface to be recovered to match existing.  
**OBSERVATION:** No objection.
- P/HOU/2023/04568 **7 Shottsford Close, Swanage, BH19 2LH**  
Demolition of existing conservatory and replace with a rear extension with roof lantern.  
**OBSERVATION:** No objection.
- P/NOTP/2023/04899 **Sub Post Office, High Street, Herston, Swanage, BH19 2PQ**  
Removal of phone box PC01.  
**OBSERVATION:** No objection.
- P/VOC/2023/04678 **5 Newton Road, Swanage, BH19 2EA**  
Variation of condition 2 of approved planning application P/FUL/2022/05718 (Erect replacement dwelling.) to add chimney to east elevation, changes to fenestration, sills and door (southern and northern), boundary treatment, solar panel positions, and extent of front driveway.  
**OBSERVATION:** No objection.

## **For information only**

- P/CLP/2023/04641     **Certificate of Lawful Use Proposed**  
**5 Linden Road, Swanage, BH19 1JH**  
Remove existing porch and re-build.
- P/CLP/2023/04642     **Certificate of Lawful Use Proposed**  
**7 Linden Road, Swanage, BH19 1JH**  
Remove existing porch and re-build.
- P/NMA/2023/04984     **Non Material Amendment**  
**78 Ulwell Road, Swanage, BH19 1LN**  
Non material amendment to approved planning application  
6/2018/0411 (Erect dwelling.), basement addition to give more floor  
space without impacting the appearance of the development.

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

There were no matters raised.

## **Consultation**

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

#### **a) Dorset Council (DC) – Housing Strategy Public Consultation**

Further to Minute No. 5 c) of the Planning and Consultation Committee Meeting held on 7<sup>th</sup> August 2023, consideration was given to the Town Council's response to DC's consultation on its proposed housing strategy.

During the discussion Committee Members were in support of DC's vision which was to ensure that residents had access to affordable, suitable, secure homes where they could live well and be part of sustainable and thriving communities, and agreed that the following statements in the document were of importance to Swanage and its community:

- Building more social and affordable housing for rent.
- Design of new homes (e.g., to improve energy efficiency, reduce environmental impact, protect natural environment, and to be easier to adapt to changing needs).
- Infrastructure to support new housing development (e.g., road improvements, school places and GP capacity).
- Protecting historic buildings and local character.
- Reducing the impact of second homes on availability of housing.
- Using council land and assets for affordable housing – Members strongly agreed with the use of public land, with the exception of school playing fields and public amenity land.

The online survey was completed and submitted during the meeting.

### **6) Items of Information and Matters for Forthcoming Agendas**

**a) Dorset Council (DC) – The Dorset Open Land Anti-social Behaviour Related Public Spaces Protection Order (PSPO) 2022** – consideration of areas of land in Swanage to be put forward for DC's review of the PSPO in 2024.

**b) Planning application No. WP/20/00692/DCC Portland Port, Castletown, Portland, DT5 1PP** – further to Minute No. 7 b) of the Planning and Consultation Committee Meeting held on 7<sup>th</sup> August 2023, it was reported that the Notification of Appeal against DC's refusal of planning permission for this application had now been submitted to the

Secretary of State. It was noted that the appeal would be determined by way of an inquiry, and that any representations must be received by the Planning Inspectorate by 10<sup>th</sup> October 2023. In view of the importance of this matter, it was agreed that the Town Clerk be asked to place this on the agenda for the forthcoming Council Meeting being held on 18<sup>th</sup> September 2023.

7) **Date of next meeting**

The date of the next meeting had been scheduled for Monday 2<sup>nd</sup> October 2023.

The meeting closed at 8.20 p.m.

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Minutes of the Meeting of the **ENVIRONMENT & GREEN SPACES COMMITTEE** held at the Town Hall, High Street, Swanage on **WEDNESDAY, 11<sup>th</sup> OCTOBER 2023** at **2.15 p.m.**

Chair: -

Councillor C Moreton

Swanage Town Council

Present: -

Councillor T Foster (Town Mayor)

Swanage Town Council

Councillor C Tomes

Swanage Town Council

Councillor B Trite (from 2.40 p.m.)

Swanage Town Council

Councillor M Whitwam (from 2.17p.m.)

Swanage Town Council

Outside Representatives: -

Mr D Pratten

Beach Buddies and Planet Purbeck

Mr F Roberts

Swanage Landers

Mrs S Spurling

Sustainable Swanage

Also in attendance: -

Dr M Ayres

Town Clerk

Mr C Milmer

Visitor Services and Business

Development Manager (VSBDM)

Mrs J Moulder

Business Development Support

Officer

Ms G Percival

Assets & Compliance Manager

Mr M Snowdon

Assets & Compliance Support Officer

There was one representative of the press present at the meeting.

### **Public Participation Time**

There were no matters raised.

#### **1) Apologies**

Apologies for their inability to attend the meeting were received from Councillor Harris, Tracey Churcher (National Trust), Brian Bleese (Dorset Wildlife Trust) and Katie Black (Durlston Country Park). Councillor Monkhouse attended the meeting remotely.

#### **2) Declarations of Interest**

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

No declarations were made on this occasion.

#### **3) Matters arising from the Meeting of the Environment and Green Spaces Committee held on 12<sup>th</sup> July 2023**

There were no matters raised on this occasion.

Councillor Whitwam entered the meeting at 2.17pm

4) **Energy Efficiency and Decarbonisation Action Plan 2030: Council Buildings**

Further to Minute No. 4 of the Environment and Green Spaces Committee Meeting held on 12<sup>th</sup> July 2023, the Visitor Services and Business Development Manager presented a revised version of the Council's Energy Efficiency and Decarbonisation Action Plan 2030: Council Buildings. It was reported that investigations have continued with the assistance of building management system engineers and Low Carbon Dorset regarding the potential utilisation of LED Lighting, Building Management Systems (BMS), Solar Panels and Heat Pumps to meet the targets as set out in the Energy Efficiency and Decarbonisation Action Plan 2030.

It was noted that specialist advice had been received, indicating that due to the hours of operation and construction type, the only building suitable for a BMS would be the Town Hall and this would only provide a small benefit to efficiency. Therefore, until further information is received, BMSs have been excluded from the Action Plan.

It was further reported that Low Carbon Dorset had provided positioning and installation guidance regarding Solar Panels which indicated that solar panels would not be suitable for Swanage Information Centre, beach huts or public conveniences, although they would be feasible at the Operations Department Depot and Beach Gardens Pavilion.

The cost of installing solar panels in the two remaining viable locations, together with LED lighting to all sites, was estimated to be in the region of £100,000. Attention was drawn to the potential availability of a match-funding grant of up to £75,000 from Low Carbon Dorset, which, together with the Town Council's allocated capital budget of £50,000, could enable the LED lighting and Solar Panel works to be completed during the 2023-24 financial year.

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

**TO RECOMMEND:**

That a procurement of LED Lighting in Council Buildings and Solar Panels for Beach Gardens Pavilion and the Operations Department Depot should be undertaken, on the condition that the work is part-funded by Low Carbon Dorset and the work is implemented in the 2023-24 financial year.

An update was provided regarding the use of heat pumps. Low Carbon Dorset had advised that heat pump technology could be deployed at the Town Hall, albeit with limited efficiency given the size of the building. The cost of installing Heat Pumps in the Town Hall, Operations Depot and Swanage Information Centre was estimated to be in the region of £175,000. The Council had been advised that the existing gas boilers in these buildings had a reasonable lifespan remaining, with appropriate ongoing maintenance work. This time could be used to enable the Town Council to save towards the cost of introducing heat pumps over the next seven years in order to meet its 2030 target. It was proposed by Councillor Whitwam, seconded by Councillor Foster and **RESOLVED UNANIMOUSLY:-**

To recommend to the Finance and Governance Committee that £25,000 be allocated to a capital reserve for each year from 2024/25 to 2030/31, in order to fund the £175,000 estimated cost of installing heat pumps, in order to facilitate the decarbonisation of the Town Council's buildings.

After a brief further discussion, during which the difficulty of meeting the Town Council's carbon neutral target for 2030 was acknowledged, it was **AGREED UNANIMOUSLY:-**

To review the Town Council's approach towards achieving carbon neutrality at the next Environment and Green Spaces Committee meeting.

**5) Electric Vehicle Charging in Town Council Car Parks**

Further to Minute No. 7 of the Environment and Green Spaces Committee Meeting held on 12<sup>th</sup> July 2023, the Visitor Services and Business Development Manager provided an update regarding preparation that had been undertaken in order to submit a grant application to Dorset Council's "Charging Ahead" scheme to fund the installation of additional electric vehicle charging points (EVCPs) in the Town Council's car parks. It was noted that the aim of the funding is to provide relatively easy access to EV charging for residents who are unable to charge their car at their own property. The installation would also be part funded by Mer, the owner of the charging machines.

A feasibility study, undertaken by the EVCP installation company JoJu, had indicated that nine machines could be installed at no cost to Swanage Town Council, thereby providing 18 charging spaces. This would include 22 kwh chargers situated in Main Beach and North Beach Car Parks and 50 kwh chargers at Mermond Place Car Park.

The proposal was welcomed by members of the committee and it was proposed by Councillor Moreton, seconded by Councillor Tomes and **RESOLVED UNANIMOUSLY:-**

To prepare and submit a Charging Ahead grant application to Dorset Council as soon as possible, on the basis that the decision as to whether to accept any grant offer is reserved to full Council, after taking into consideration legal advice on the procurement process, the licence agreement and grant acceptance letter.

Attention was drawn to the fact that one of the grant requirements is the provision of free overnight parking for vehicles using the charging machines. It was **AGREED:**

That a review of overnight parking charges for Electric Vehicles using charging machines within Swanage Town Council Car Parks should be carried out at the next meeting of the Tourism and Local Economy Committee.

It was further reported that the feasibility study had examined the possibility of providing charging machines for electric bicycles, although these could not be funded by the Charging Ahead grant. Furthermore, it was acknowledged that to include this as part of the proposal would require the installation of covered areas at an additional cost to Swanage Town Council. Therefore, after a brief discussion, it was **AGREED UNANIMOUSLY:-**

That the installation of electric bicycle charging should not be taken forward at the present time.

It was noted that there are several constraints which will be placed on Swanage Town Council if the decision is taken to accept the Charging Ahead grant and enter into a licence agreement with the charging machine owner. One of these constraints would be the charging machine owner has a 15-year exclusivity guarantee. Were the Town Council to wish to withdraw from the agreement prior to the end of the 15-year term then financial penalties would also apply. Due to the licence agreement being negotiated by Dorset Council, it was understood that these terms and conditions would have to be agreed to as part of accepting the grant.

Finally, attention was drawn to the aim of the Charging Ahead scheme to make EVCPs available to residents and it was noted that, in the future, proposals might be brought forward for other locations in the town.

## 6) **Sustainable Swanage - Update**

An update was provided on the activities of Sustainable Swanage since the last meeting of the committee.

- Planet Purbeck had provided £1,500 in funding to enable the provision of nature-based learning activities. Some of this has been used to establish free natural history courses, including a recent tree course with more to be organised in spring 2024.
- A Dorset Green Homes event had been well received with over 30 visits so far. Some of the visitors had gone on to apply changes to their own homes.
- The recent open evening about the Swan Brook had been a success, including a talk from the Environment Agency and over 50 attendees.
- Potential collaboration between the National Trust, Dorset AONB and Planet Purbeck is due to be discussed at an upcoming meeting in October 2023 to identify nature monitoring activities that the community can undertake.
- The Repair Café has secured a location to operate from and has received a lot of support and guidance from the Wimborne Repair Café.
- The newly formed Friends of the Downs group will be meeting soon to discuss topics such as seed sowing and plug planting.
- It was noted that during the Planet Purbeck festival there had been multiple short featurettes and films shown to 380 people. One feature focussed on the Downs and Swanage Town Council was thanked for securing the designation of Local Nature Reserve for this location.

The Chairman wished to record the committee's thanks to Sustainable Swanage for all their work over recent months.

## 7) **Swanage Greenspaces update**

### a) **Swanage Greenspace Strategy Proposal**

The Assets and Compliance Manager highlighted the fact that Swanage Town Council manages a diverse selection of greenspaces with different uses and varying management plans. Attention was drawn to the benefits of developing a Swanage Greenspace Strategy to provide a strategic framework for the management and development of these spaces. This would establish guiding principles for all Council greenspaces and provide greater public transparency on the Council's principles and standards in respect of greenspaces, as well as clearly defining future priorities. It may also assist in attracting external funding to further enhance the greenspaces and encourage more public utilisation. This would require public consultation.

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

That a Greenspace Strategy be prepared to provide a strategic framework for the management and development of greenspaces owned and managed by the Town Council.

It was noted that this work would be overseen by this Committee, with the final strategy being approved by the Council.

### b) **Perennial, seasonal and tree planting 2023**

Further to Minute No. 7) of the Environment Committee meeting held on 7<sup>th</sup> February 2023, the Assets and Compliance Manager provided an update with regards to the implementation of a more environmentally beneficial approach to planting.

It was reported that by increasing the number of perennial plants used, the number of summer bedding plants required was reduced from approximately 4,200 to 2,000. Feedback from the public had been positive. Members were informed that it is proposed to continue with this approach during 2024 so that, over time, as the perennials establish themselves further, the reliance on summer bedding plants will continue to be reduced.

Additional planting within the current works schedule included planting 90 metres of native hedgerow within Godlingston Cemetery and wildflower plug and seed planting across several locations. 36 trees have been purchased with additional trees sourced from the Council's tree nursery and from donations by local residents in cases where trees had outgrown their current location.

Councillor Trite entered the meeting at 2.40pm

**8) Update on Environmental Matters**

**a) Green Energy Contract**

The committee was advised that Council had agreed to enter into a Green Energy Contract to procure electricity from a 100% renewable energy supplier (see Minute No. 109(b) of the Council meeting held on 18<sup>th</sup> September 2023).

**b) Environmental Action Plan**

It was reported that a review of the Environmental Action Plan had not been included on the agenda for this meeting due to the ongoing progress of many items. A review will be carried out at the next meeting.

**9) Budget 2024–25 - One off budget proposals**

Consideration was given to a briefing note that provided details of three revenue and one capital expenditure items proposed for inclusion in the Town Council's environment budgets for the 2024-25 financial year, as follows:

One-off significant revenue expenditure items:

- Prince Albert Gardens Footpaths - £40,000 to Repair and reinstate footpath surfacing which has seen significant deterioration in a large proportion of areas.
- King Georges Playing Field - £2,600 to install a Water Refill point on the wall of the Main Beach Car Park to support users of the Car Park, playground and skatepark.
- Climate Crisis Training - £2,500 to provide training to all staff and Councillors (Action 1.5 of the Environmental Action Plan)

Capital budget:

- Reserve to decarbonise the Council's gas boilers and replace with heat pumps by 2030 as per the Climate Crisis 2019 declaration discussed above, under Minute No. 4.

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

That the one-off and capital budget expenditure items listed above be taken forward to the next meeting of the Finance and Governance Committee for consideration as part of the budget setting process for 2024/25.

**10) Waste Management**

**a) Update on Activities from Beach Buddies**

The representative of Beach Buddies provided an update on the group's recent activities. The twice weekly cleans held on Sunday mornings and Tuesday evenings continued across the summer, although the Tuesday evening sessions ceased at the end of September due to the darker evenings.

It was reported that across the last nine months, 55 beach cleans had been carried out, clearing over 800kg of debris and litter. On occasions when there was a surplus of volunteers, cleaning operations had been extended inland to include prominent areas of the town. Additionally, volunteers are deployed during some of the events hosted in the town to assist the council workforce in managing the increased amount of waste created.

**b) Update on Activities from Swanage Landers**

The representative of Swanage Landers provided an update on recent activities, which had become more reactive due to limited availability. The High Street had been a focus, especially during the spring, and Victoria Avenue verge is planned to be the next area tackled.

It was reported that four weeks ago, the A351 was attended as notification had been received that the grass was due to be cut. A second sweep was due to be conducted now the grass had been cut. The primary items found this year had been disposable vapes and aluminium cans; all cans were subsequently recycled.

The main focus of the Swanage Landers had been supporting the periodic road sweeps arranged and funded by the Town Council. It was felt that it would be prudent to conduct another sweep due to Dorset Council treating weeds in several locations four weeks ago.

The Chairman wished to record the committee's thanks to both Beach Buddies and Swanage Landers for their hard work over recent months.

**11) Items of information and matters for forthcoming agendas**

**a) St Marks Playing Field – 1<sup>st</sup> May 2023 event and next steps.**

The Assets and Compliance Manager reported that since the picnic in the park event on 1<sup>st</sup> May, the field had continued to be used informally. A recent meeting had been held between the Assets and Compliance Manager, Sustainable Swanage, and Swanage & Purbeck Development Trust about management of this space, and a meeting had been scheduled for the Sports, Leisure and Wellbeing working party on 25<sup>th</sup> October 2023 to further discuss the public feedback received and the future use of this area.

**b) Domestic food waste collections**

Councillor Foster raised the issue that many blocks of flats within Swanage do not benefit or have access to food waste collections despite being assured by Dorset Council that all households should have such access. She had volunteered to work on how best to remedy this issue and will bring forward a report to a future meeting.

**12) Date of next meeting**

It was noted that the next meeting had been scheduled for 2.15 p.m. on Wednesday 28<sup>th</sup> February 2024.

The Meeting closed at 3.05 p.m.

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Minutes of an Extraordinary Meeting of the **PERSONNEL COMMITTEE** held at the **TOWN HALL, SWANAGE** on **MONDAY 13<sup>th</sup> OCTOBER 2023** at 9.30 a.m.

PRESENT:-

Councillor W.S. Trite – Chairman

Councillor T. Foster (Town Mayor)

Councillor A. Harris

Councillor C. Moreton

Also Present:-

Councillor J. Bishop

Dr M. Ayres

Town Clerk

Mr C. Milmer

Visitor Services & Business Development  
Manager (Remotely)

Miss A. Spencer

Finance Manager

**Public Participation Time**

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

1. **APOLOGIES**

Apologies for his inability to attend the meeting were received from Councillor Bonfield.

2. **DECLARATIONS OF INTEREST**

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

There were no declarations to record on this occasion.

3. **TO CONSIDER PRELIMINARY EMPLOYEE BUDGET FOR THE 2024/25 FINANCIAL YEAR**

Members considered a briefing note summarising the estimated employee costs for 2024/25, in order to agree an employee budget to present to the Finance & Governance Committee on 13<sup>th</sup> December 2023. It was noted that an increase of 4% had been factored into the preliminary budgets for 2024/25.

Members considered the budgets on a departmental basis with Central Services, Operations, Enforcement and Visitor Services being reviewed separately.

It was stated that the majority of approved posts in Central Services had been filled in the current year, with the Communications & Community Engagement Officer post being the exception. It was noted that this post had been removed from the proposed 2024/25 budget, however the possibility of introducing an apprenticeship post in lieu of the officer post was suggested, subject to budget approval. There were no suggested changes to the Operations or Enforcement posts.

The Visitor Services & Business Development Manager outlined three options that had been presented for the staffing of this department in 2024/25. The three options were discussed with a view to ensuring that there was the capacity to deliver services in line with the Council's Corporate Plan, with option one delivering the optimum level of service. Members discussed at length the requirement and job

description of the Seafront Advisors during which the problems encountered with recruitment to this role was noted.

Members discussed the possible removal of the Communications and Community Engagement Officer post from the staff structure. The importance of improving communications with local residents was highlighted, especially in terms of an online presence. The possibility of setting a budget for an alternative model of delivery of public communications if the post is removed was considered.

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

That the staffing budget for 2024/25 as presented, with the retention of the Communications & Community Engagement Officer, be taken forward to the next meeting of the Finance and Governance Committee for consideration as part of the budget setting process for 2024/25.

Upon being put to the meeting there were THREE votes IN FAVOUR and ONE ABSTENTION whereupon the proposition was declared CARRIED.

It was further AGREED:

That a report on alternatives to the employment of a Communications & Community Engagement Officer be made to the Community Services Committee on 8<sup>th</sup> November 2023.

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

That the Visitor Services staffing budget be referred to the Tourism & Local Economy Committee on 22<sup>nd</sup> November 2023 for further examination of the options presented and the impact on service delivery, in order that a recommendation can be made to the next meeting of the Finance and Governance Committee for consideration as part of the budget setting process for 2024/25.

Members discussed the proposed budget for staff training for 2024/25. It was noted that this was a freeze on the current year's budget. It was proposed by the Town Mayor, seconded by Councillor Harris and RESOLVED UNANIMOUSLY:

That a training budget of £21,000 for 2024/25 be taken forward to the next meeting of the Finance and Governance Committee for consideration as part of the budget setting process for 2024/25.

#### 4. **ITEMS OF INFORMATION AND MATTERS FOR FORTHCOMING AGENDAS**

##### a) **Pay Agreement 2023/24 - Update**

It was reported that the 2023/24 pay award had yet to be agreed. A full and final offer of a flat rate increase of £1,925 across all grades that had been made by the Local Government Employers had previously been rejected by the unions. It was noted that a meeting of the three unions was due to take place on 24<sup>th</sup> October to discuss next steps.

5. **DATE OF NEXT MEETING**

It was noted that the next meeting had been scheduled for 9.30 a.m. on Wednesday 17<sup>th</sup> April 2024.

The meeting closed at 10.15 a.m.

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Minutes of an Extraordinary Meeting of the **FINANCE AND GOVERNANCE COMMITTEE** held at the Town Hall, Swanage on **FRIDAY, 13<sup>th</sup> OCTOBER 2023** at 10.25 a.m.

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

Councillor J Bishop  
Councillor A Harris  
Councillor C Moreton  
Councillor WS Trite

Also in attendance: -

Dr M Ayres                      Town Clerk  
Miss A Spencer                Finance Manager

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

1. **APOLOGIES**

Apologies for their inability to attend the meeting were received from Councillors Bonfield, Tomes and Whitwam.

2. **DECLARATIONS OF INTEREST**

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

No declarations were made on this occasion.

3. **INTERNAL AUDIT – UPDATE ON APPOINTMENT OF IA AND CONSIDERATION OF INTERNAL AUDIT PLAN 2023/24**

Further to Minute No. 7 of the Finance & Governance Committee Meeting held on 26<sup>th</sup> July 2023 and Minute No. 107(a) of the Council Meeting held on 18<sup>th</sup> September 2023, consideration was given to three options for the internal audit plan for the current financial year, as follows:

- **Option 1:** Core testing only (as per Practitioners' Guide): 7.5 days.
- **Option 2:** Core testing plus detailed testing on high value income streams: 10 days.
- **Option 3:** Swanage specific audit plan: 13 audit days.

Consideration was given both to the level of audit coverage provided under each of the options and the comparable cost. It was noted that some testing can be carried out remotely, thus potentially reducing the total travel costs. This would be determined on a visit-by-visit basis, but cost reduction would be maximised during the year. The need to have additional in-house auditing of certain service areas was noted should options 1 or 2 be agreed. It was proposed by Councillor Bishop, seconded by Councillor Trite and **RESOLVED UNANIMOUSLY:**

To approve audit plan option 2: core testing plus detailed testing on high value income streams, to be trialled for a two-year period, with delegated authority being granted to the RFO and Finance Manager to commission additional audit work if areas of concern arise in-year.

It was noted that a change to the reporting format would also be implemented. Members would receive an informative but summarised report, highlighting medium to high level risk assessed actions, with a more detailed report being issued to managers. This would enable Members to focus on any significant issues raised through the audit process.

4. **DATA PROTECTION ACT 2018 – TO CONSIDER ADOPTION OF:**

- a) **Draft Data Protection Policy**
- b) **Draft Revised Privacy Notices**
- c) **Draft Records Management Policy**

The Town Clerk reported that further to the annual review of the Town Council's data protection procedures, advice had been received from the council's appointed Data Protection Officer, One West, that consideration should be given to adopting the above named policies and privacy notices. The committee was informed that these had been reviewed by the Town Clerk and that some amendments had been made, in consultation with the Data Protection Officer. It was proposed by the Town Mayor, seconded by Councillor Bishop and **RESOLVED UNANIMOUSLY:**

**TO RECOMMEND:**

That the draft Data Protection Policy, Privacy Notices and Records Management Policy be adopted.

It was noted that the Draft Records Management Policy would have a detailed document retention schedule attached, which required further revision. It was **AGREED:**

That delegated authority be granted to the Town Clerk, in consultation with the Data Protection Officer, to finalise the document retention schedule, ensuring that it was tailored to the Town Council's requirements.

5. **TO CONSIDER DRAFT AGREEMENT BETWEEN THE TOWN COUNCIL AND THE KING GEORGE V PLAYING FIELD TRUST**

Further to Minute No. 12 of the Finance & Governance Committee Meeting held on 9<sup>th</sup> November 2022, consideration was given to a draft management agreement between Swanage Town Council in its capacity as a local government body and Swanage Town Council as corporate trustee of the King George's Field, Swanage. It was noted that the Council had been advised that it should adopt an agreement to formalise existing arrangements for the management of the property. It was noted that if the committee were to recommend that the Council should put such an agreement in place, it would next have to be considered by the Council acting as Trustee, in order to ensure that it would be best for the Trust and its beneficiaries.

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

**TO RECOMMEND:**

That the draft management agreement in respect of King George's Field be adopted, subject to approval by the King George's Field, Swanage, Charitable Trust.

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

The following were listed as matters for forthcoming agendas.

- a) Civility and Respect Pledge

- b) Ethical Investments
- c) Vexatious correspondence policy
- d) Medium Term Financial Plan 2024/25 to 2026/27 – as noted at the July Committee Meeting a councillor workshop would be arranged in the later in the autumn.

### **EXCLUSION OF PRESS AND PUBLIC**

Proposed by Councillor Harris, seconded by Councillor Bishop 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 7 & 8 (in relation to legal and contractual matters).

### 7. **PURSUIT OF AGED DEBTS**

#### a) **Beach Ice Cream Kiosks – To determine next steps**

Further to Minute No. 88 (a) of the Council Meeting held on 24<sup>th</sup> July 2023, and Minute No. 110 (a) of the Council Meeting held on 18<sup>th</sup> September 2023, consideration was given to a briefing note that set out the steps taken to date to pursue the debt outstanding in relation to the beach ice cream kiosks, together with legal advice in connection with the Council’s options in respect of debt recovery. During the debate it was noted that the Town Council had an obligation on behalf of local precept payers to pursue the sum outstanding and reference was made to the Town Council’s Sundry Debtor’s Management Policy. Therefore, it was proposed by Councillor Bishop, seconded by the Town Mayor and  
 RESOLVED UNANIMOUSLY:

That, in light of the information available to the Town Council and legal advice received, solicitors should be instructed to take further steps to pursue the debt, as set out in the briefing note.

It was noted that the Town Council remained open to considering a repayment plan which would see the debt cleared over a reasonable period of time.

#### b) **To consider request from Greengage Community Garden and Swanage & Purbeck Development Trust to waive re-charge of water bill**

Consideration was given to a briefing note, which summarised the case put forward by Swanage & Purbeck Development Trust and the Greengage Community Garden Project to dispute a water recharge of £495.26 which had been raised in respect of their occupation of Prospect Nursery. This included payment for a water leak that had occurred during September 2021.

Although it had been confirmed that the water usage had been correctly billed, and the leak had been swiftly addressed, the Greengage Project had written to request that a significant proportion of the recharge should be waived in light of their charitable status and positive work in the community.

Members gave the matter detailed consideration, noting that if the Council were to raise a credit note for a significant part of the recharge, then the Greengage Project would need to undertake more frequent meter readings to ensure that a leak could be identified more quickly in the future. It was proposed by Councillor Bishop, seconded by Councillor Harris and  
 RESOLVED UNANIMOUSLY:

That delegated authority be given to the Town Clerk to agree a reduction in the recharge of the water bill to the Swanage and Purbeck Development

Trust/Greengage Community Garden Project in respect of the period September 2021 to March 2022, based on the charge for the comparable period for 2022/23, subject to the Trust/Project instituting measures to identify a water leak more quickly in future.

9. **DATE OF NEXT MEETING**

The date of the next scheduled meeting was noted as 1<sup>st</sup> November 2023.

The meeting concluded at 11.05 a.m.

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## SWANAGE TOWN COUNCIL

Item 4 (e)

### DRAFT DATA PROTECTION POLICY

#### 1 Aims

The councillors and management team at Swanage Town Council are committed to ensuring that all personal data collected is processed in accordance with all relevant data protection laws including the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA 2018).

Swanage Town Council is registered as a data controller with the Information Commissioner.

The details of Swanage Town Council's Data Protection Officer can be found in section 6.

#### 2 Scope

This policy applies to anyone who has access to and/or is a user of Swanage Town Council's ICT systems, both in and out of the Town Council, including staff, councillors, volunteers, visitors, contractors, and other community users.

This policy applies to all personal data, regardless of whether it is in paper or electronic format.

#### 3 Distribution

This policy is available on Swanage Town Council's website and in hard copy from the Town Hall, High Street, Swanage, Dorset BH19 2NX.

In order to comply with the fair processing requirements of the GDPR, Swanage Town Council informs its workforce and citizens of the data it collects processes and holds on the workforce and citizens, the purposes for which the data is held and any third parties to whom it may be passed. This information forms part of the Privacy Notices which are posted on the Town Council's website in the policies section: <https://www.swanage.gov.uk/Policies.aspx>

Paper copies of the Privacy Notices are available on request from the Town Hall, High Street, Swanage, Dorset BH19 2NX. Privacy Notices are reviewed at least annually, and residents and staff will be alerted to any significant changes via email.

#### 4 Definitions

**Personal data** - Any combination of data items which could identify a living person and provide specific information about them, their families or circumstances. The term covers both facts and opinions about an individual. The Town Council may process a wide range of personal data of staff (including councillors and volunteers) and residents/citizens as part of its operation.

This personal data may include (but is not limited to):



- names and addresses (including email addresses)
- bank details
- references
- employment history
- taxation and national insurance records
- appraisal records
- bookings (cemeteries, halls etc)
- complaints

**Special category personal data** - Personal data which is more sensitive and so needs more protection, including information about a living individual's:

- racial or ethnic origin
- political opinions
- religious or philosophical beliefs
- trade union membership
- genetics
- biometrics (such as fingerprints, retina and iris patterns), where used for identification purposes
- health – physical or mental
- sex life or sexual orientation

Criminal records are treated in much the same way as other special category data

**Processing** - Anything done to personal data, such as collecting, recording, organising, structuring, storing, adapting, altering, retrieving, using, disseminating, erasing or destroying. Processing can be automated or manual.

**Data subject** - The identified or identifiable (living) individual whose personal data is held or processed.

**Data controller** - A person or organisation that determines the purposes and the means of processing of personal data.

**Data processor** - A person or other body, other than an employee of the data controller, who processes personal data on behalf of the data controller.

**Personal data breach** - A breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to personal data.

## 5 Roles and Responsibilities

This policy applies to all staff (including councillors and volunteers) who work for Swanage Town Council, and to external organisations or individuals working on its behalf.

**Councillors** - The Councillors have overall responsibility for ensuring that the Town Council complies with all relevant data protection obligations.



**Town Clerk** - The Town Clerk acts with the delegated authority of the Full Council on a day to day basis and will liaise with the DPO. In the Town Clerk's absence, in case of emergency, this role will be delegated to the Finance Manager.

**All staff** - All staff are responsible for:

- Familiarising themselves with and complying with this policy and acceptable use policies for staff. The learning culture within the organisation seeks the avoidance of a blame culture and is key to allowing individuals the confidence to report genuine mistakes. However, staff should be aware, that a deliberate or reckless disregard of this policy could result in disciplinary action being taken.
- Taking care to ensure the safe keeping of personal data, minimising the risk of its loss or misuse at all times. All staff should adopt the approach that they should treat the personal data of others with the same care with which they would treat their own.
- Using personal data only on secure password protected computers and other devices, ensuring that they are properly "logged-off" at the end of any session in which they are using personal data.
- Storing, transporting and transferring data using encryption and secure password protected devices.
- Not transferring personal data offsite or to personal devices.
- Deleting data in line with this policy and the retention schedule.
- Informing the Town Council of any changes to their personal data, such as a change of address.
- Reporting to the Town Clerk, or in their absence the Finance Manager or DPO, in the following circumstances:
  - Any questions about the operation of this policy, data protection law, retaining or sharing personal data or keeping personal data secure;
  - If they have any concerns that this policy is not being followed;
  - If they are unsure whether they have a lawful basis upon which to use personal data in a particular way;
  - If they need to rely on or capture consent, deal with data protection rights invoked by an individual, or transfer personal data outside the European Economic Area;
  - The discovery of a data breach or near miss (immediate action is required) – please refer to the Data Breach Policy and page 9 of this policy;
  - Whenever they are engaging in a new activity that may affect the privacy rights of individuals;
  - If they are to share personal data with a data processor, for example a contractor or someone offering a service, in which case a contract is likely to likely to be required - please see *Sharing Personal Data* (section 10).



## 6 Data Protection Officer (DPO)

The Data Protection Officer (DPO) is responsible for advising on the implementation of this policy, monitoring compliance with data protection law, providing support and developing related policies and guidelines where applicable, in amongst other data protection related functions. They will provide an annual report on compliance directly to the Council and, where relevant, provide the Town Council with advice and recommendations on data protection issues.

The Town Council has appointed i-West as its DPO, and they can be contacted by email at

Email: [i-west@bathnes.gov.uk](mailto:i-west@bathnes.gov.uk).

Telephone: 01225 395959

One West  
Bath and North East Somerset Council  
Guildhall  
High Street  
Bath  
BA1 5AW

Under usual circumstances the Town Clerk or the Finance Manager will be the point of contact with the DPO.

## 7 Subject Access Requests and Other Rights of Individuals

In all aspects of its work, Swanage Town Council will ensure that the rights of the data subject are protected by all practicable measures associated with the conduct of the Town Council's work. Subject to exceptions, the rights of the data subject as defined in law are;

*a) The Right to be informed.*

The Town Council advises individuals how it will use their data through the use of transparent Privacy Notices and other documentation such as consent forms where appropriate.

*b) The Right of access*

An individual when making a subject access request (SAR) is entitled to the following;

- i. confirmation that their data is being processed;
- ii. access to their personal data;
- iii. other supplementary information – this largely corresponds to the information that should be provided in a Privacy Notice.



The Town Council must respond to such a request within 30 days unless the request is complex, in which case it may be extended by a further 60 days. Please refer to Appendix 1 for further details as to how to manage a subject access request.

*c) The Right to rectification*

Individuals have the right to ask to rectify information that they think is inaccurate or incomplete. The Town Council has a duty to investigate any such claims and rectify the information where appropriate within 30 days, unless an extension of up to a further 60 days can be justified.

*d) The Right to erasure*

The right for an individual to request that their data is erased is not absolute. It applies where:

- the information was given voluntarily, consent is now withdrawn and no other legal basis for retaining the information applies;
- the information is no longer required by the Town Council;
- a legal obligation to erase the data applies;
- the data was collected from a child for an online service;
- the Town Council has processed the data on the basis that it is in their legitimate business interests to do so, and having conducted a legitimate interests test, it concludes that the rights of the individual to have the data erased outweigh those of the Town Council to continue to process it.

*e) The Right to restrict processing*

An individual may ask the Town Council to temporarily limit the use of their data when it is considering:

- a challenge made to the accuracy of their data, or
- an objection to the use of their data.

In addition, the Town Council may be asked to limit the use of data rather than delete it, if the individual does not want the Town Council to delete the data but does not wish it to continue to use it, in the event that the data was processed without a lawful basis or to create, exercise or defend legal claims.

*f) The Right to data portability*

An individual can make a request in relation to data which is held electronically for it to be transferred to another organisation or to themselves where they have provided it either directly or through monitoring activities e.g. apps. The Town Council only has to provide the information where electronically feasible.

*g) The Right to object*



Individuals have a right to object in relation to the processing of data for

- a task carried out in the public interest or the Council's legitimate interests
- scientific or historical research, or statistical purposes, or
- direct marketing.

*h) The right to withdraw consent to processing*

*i) Rights related to automated decision making*

This does not apply as the Town Council does not employ automated decision-making processes.

## 8 Data Protection Principles

The GDPR is based on 7 key data protection principles that the Town Council complies with.

The principles say that personal data must be:

- **Processed lawfully, fairly and in a transparent manner** – the Town Council will explain to individuals why the Town Council needs their data and why it is processing it – for example on consent forms (where consent is used as the basis for processing), and in its Privacy Notice(s). The Town Council reviews its documentation and the basis for processing data on a regular basis.
- **Collected for specified, explicit and legitimate purposes** – the Town Council explains these reasons to the individuals concerned when it first collects their data. If the Town Council wishes to use personal data for reasons other than those given when the data was first obtained, it will inform the individuals concerned before doing so, and will seek consent where necessary and appropriate, unless the new purpose is compatible with that in respect of which consent was given, or there is another lawful basis for sharing the information (the Town Council will document the basis for processing). For special categories of personal data, it will also meet one of the special category conditions for processing which are set out in the GDPR and Data Protection Act 2018.
- **Adequate, relevant and limited to what is necessary to fulfil the purposes for which it is processed** - the Town Council must only process the minimum amount of personal data that is necessary in order to undertake its work.
- **Accurate and, where necessary, kept up to date** – the Town Council will check the details of those on its databases at appropriate intervals and maintain the databases. It will consider and respond to requests for inaccurate data to be rectified in accordance with the Data Protection Act 2018.
- **Kept for no longer than is necessary for the purposes for which it is processed** – when the Town Council no longer needs the personal data it holds, it will ensure that it is deleted or anonymised in accordance with the retention schedule.



- **Processed in a way that ensures it is appropriately secure** – the Town Council implements appropriate technical measures to ensure the security of data and systems for staff and all users. Please refer to the Information Security Policy, Social Media Policy, for further information which incorporates principles around Bringing Your own Device (BYOD), the Town Council’s remote access policy, and how data is securely transferred in and out of the Town Council’s system.
- **Accountability** – The Town Council complies with its obligations under data protection laws including the GDPR and can demonstrate this via the measures set out in this policy, including:
  - Completing Data Protection Impact Assessments (DPIAs) where the Town Council’s processing of personal data presents a high risk to rights and freedoms of individuals, and when introducing new technologies. This largely involves special category personal data and CCTV. However, the Town Council will liaise with the DPO who will advise on this process. Any activity involving the processing of personal data must be registered on the Register of Processing Activity and reviewed, at the very least, annually.
  - Integrating data protection into internal documents including this policy, any related policies and Privacy Notices.
  - Regularly training members of staff on data protection law, this policy, any related policies and any other data protection matters (the Town Council also maintains a record of attendance).
  - Regularly conducting reviews and audits to test its privacy measures and ensure compliance with relevant legislation and Town Council policies.
  - Maintaining records of its processing activities for all personal data that it holds.

## 9 Processing Personal Data

In order to ensure that the Town Council’s processing of personal data is lawful it will always identify one of the following six grounds for processing **before** starting the processing:

- The data needs to be processed so that the Town Council can fulfil a **contract** with the individual, or the individual has asked the Town Council to take specific steps before entering into a contract.
- The data needs to be processed so that the Town Council can comply with a **legal obligation**.
- The data needs to be processed to ensure the **vital interests** of the individual e.g. to protect someone’s life.
- The data needs to be processed so that the Town Council, as a public authority, can **perform a task in the public interest, and carry out its official functions**.



- The data needs to be processed for the **legitimate interests** of the Town Council or a third party where necessary, balancing the rights and freedoms of the individual. However, where the Town Council can use the public task basis for processing, it will do so rather than rely on legitimate interests as the basis for processing.
- The individual (or their parent/carer when appropriate in the case of a child) has freely given clear consent. In the case of **special categories of personal data**, this must be **explicit consent**. The Town Council will seek consent to process data from the child depending on their age and capacity to understand what is being asked for.

For processing special categories of personal data an additional lawful basis is needed; these are detailed in the Special Categories of Personal Data Policy.

## 10 Sharing Personal Data

Please refer to the Town Council's Privacy Notices.

- The Town Council will only share personal data under limited circumstances, when there is a lawful basis to do so and where identified in the Privacy Notices. The following principles apply:
  - The Town Council will share data if there is an issue with a citizen that puts the safety of staff at risk.
  - The Town Council will share data where there is a need to liaise with other agencies. It will seek consent as necessary and appropriate before doing so. However, where child protection and safeguarding concerns apply, it will apply the “Seven golden rules of information sharing” which provide that in limited circumstances data may be shared with external agencies without the knowledge or consent of the parent or child.
  - The Town Council's suppliers and contractors need data to provide services – for example, IT companies. When sharing data, the Town Council will:
    - Only appoint suppliers or contractors which can provide sufficient guarantees that they comply with data protection law.
    - Establish a data processing contract with the supplier or contractor, either in the contract or as a standalone agreement, to ensure the fair and lawful processing of any personal data it shares where there is regular sharing.
    - Only share data that the supplier or contractor needs to carry out their service, and information necessary to keep them safe while working with the Town Council.
- The Town Council may also share personal data with law enforcement and government bodies where there is a lawful requirement / basis for it to do so, including:
  - For the prevention or detection of crime and/or fraud;
  - For the apprehension or prosecution of offenders;
  - For the assessment or collection of tax owed to HMRC;
  - In connection with legal proceedings;



- For research and statistical purposes, as long as personal data is sufficiently anonymised, or consent has been provided.
- The Town Council may also share personal data with emergency services and local authorities to help them to respond to an emergency situation that affects councillors or staff.

## 11 Data Protection by Design and Default

The Town Council has a legal obligation to integrate appropriate technical and organisational measures into all of its processing activities, and to consider this aspect before embarking on any new type of processing activity.

It is a statutory requirement that any activity involving a high risk to the data protection rights of the individual when processing personal data be assessed by the Data Protection Impact Assessment. Prior to the assumption of any such activity i-west must be consulted and an initial screening be conducted to assess risk.

Please refer to the Information Security Policy for further detail as to how the Town Council implements this principle in practice.

## 12 Personal data breaches or near misses

A personal data breach is defined as “*a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed in connection with the provision of a public electronic communications service.*” It may be deliberate or accidental.

Wherever it is believed that a security incident has occurred or a ‘near miss’ has occurred, the staff member must inform the Town Clerk **immediately** (who will in turn inform the DPO) in order that an assessment can be made as to whether the ICO should be informed within 72 hours as is legally required, and / or those data subjects affected by the breach. The learning culture within the organisation seeks the avoidance of a blame culture and is key to allowing individuals the confidence to report genuine mistakes.

Further details on security incidents and data breaches can be found in the Data Breach Policy.

## 13 Destruction of records

We apply our retention policy and will permanently destroy both paper and electronic records securely in accordance with these timeframes.

We will securely destroy hard copies and will ensure that any third party who is employed to perform this function will have the necessary accreditations and safeguards.

If we delete electronic records and our intention is to put them beyond use, although it may be technically possible to retrieve them, we follow the Information Commissioner’s Code of Practice on deleting data and this information will not be made available on receipt of a subject access request.



## 14 Training

To meet our obligations under Data Protection legislation, we ensure that all staff, volunteers, and councillors receive an appropriate level of data protection training as part of their induction. Those who have a need for additional training will be provided with it, for example relating to use of systems or as appropriate.

Data protection also forms part of continuing professional development, and updates will be provided where changes to legislation, guidance or the Town Council's processes make it necessary.

## 15 Monitoring Arrangements

Whilst the DPO is responsible for advising on the implementation of this policy and monitoring the Town Council's overall compliance with data protection law, the Town Council is responsible for the day to day implementation of the policy and for making the data protection officer aware of relevant issues which may affect the Town Council's ability to comply with this policy and the legislation.

This policy will be reviewed annually, unless an incident or change to regulations dictates a sooner review.

## 16 Complaints

The Town Council is always seeking to implement best practice and strives for the highest standards. The Town Council operates an "open door" policy to discuss any concerns about the implementation of this policy or related issues. The Town Council's complaints procedure may be found on its website.

You have a right to make a complaint to the Information Commissioner's Office (ICO), but under most circumstances the ICO would encourage the complainant to raise the issues in the first instance with the Town Council or via the Town Council's DPO.

The ICO is contactable at:  
Wycliffe House,  
Water Lane,  
Wilmslow,  
Cheshire,  
SK9 5AF.  
Telephone: 0303 123 1113.

## 17 Legislation and Guidance

This policy takes into account the following:

- The General Data Protection Regulation (GDPR) 2016
- The Data Protection Act (DPA) 2018
- The Protection of Freedoms Act 2012
- Guidance published by the Information Commissioner's Office



## 18 Links with Other Policies

This Data Protection Policy is linked to the following:

- Information Security Policy
- Records Management Policy
- Special Categories of Personal Data Policy
- Data Breach Policy
- Privacy Notices
- Acceptable Usage Policies
- Consent / Permissions Form

## 19 Document change history

Date	Changes made
6 <sup>th</sup> October 2023	Template policy amended for Swanage Town Council.
13th October 2023	Policy presented to Finance & Governance Committee for recommendation to adopt.



## Appendix 1 – Subject Access Request Procedure (SAR)

The Town Council shall complete the following steps when processing a request for personal data (Subject Access Request or SAR) with advice from its Data Protection Officer (i-west), using the Town Council SAR Guidance provided to the Town Council by the DPO.

1. Ascertain whether the requester has a right to access the information and capacity.
2. Obtain proof of identity (once this step has been completed the clock can start).
3. Engage with the requester if the request is too broad or needs clarifying.
4. Make a judgement on whether the request is complex and therefore can be extended by an additional 2 months.
5. Acknowledge the requester providing them with
  - a. the response time – 1 month (as standard), an additional 2 months if complex; and
  - b. details of any costs – Free for standard requests, or you can charge, or refuse to process if the request is manifestly unfounded or excessive, or further copies of the same information is required, the fee must be in line with the administrative cost.
6. Use its Record of Processing Activities and/or data map to identify data sources and where they are held.
7. Collect the data (the organisation may use its IT support to pull together data sources – for access to emails the organisation can do so as long as it has told staff it will do so in its policies).
8. If (6) identifies third parties who process it, then engage with them to release the data to the Town Council.
9. Review the identified data for exemptions and redactions in line with the [ICO's Code of Practice on Subject Access](#) and in consultation with the organisation's Data Protection Officer (i-west), and their Town Council SAR Guidance.
10. Create the final bundle and check to ensure all redactions have been applied.
11. Submit the final bundle to the requester in a secure manner and in the format they have requested.



## DRAFT Privacy Notice

This privacy notice describes what types of information we collect from you, how it is used by us, how we share it with others, how you can manage the information we hold and how you can contact us. The contents may change so you may wish to check this page occasionally. More specific privacy notices may be provided to you when you give us data for a specific purpose.

This version of our Privacy Statement is effective from **xx 2023**.

### The Information we Collect

We collect information from you for the purposes of the provision of services, in the public interest, and where we have a legal requirement to do so. Such examples are:

1. The Town Council's executive work, for example, organising Council meetings, recording Council meetings for public viewing and transparency, publication of minutes and decisions and annual accounts, and Councillor's contact information.
2. Customer services such as responding to general enquiries, complaints and compliments, and making bookings of Council-run facilities, such as allotments, Beach Gardens, beach huts, boat park etc.
3. Engagement with local community organisations, including via the Swanage Town & Community Partnership, for the purposes of project work, volunteer work and grant applications.
4. Promoting the local economy by providing advice and support and promoting activities and events.
5. Neighbourhood planning and engaging with the community and stakeholders to play an active part of the development of the town.
6. Environmental services and the management of green spaces, working with local groups and partners to achieve this. Communicating information to interested parties.

### The Legal Basis for Processing Your Information

Depending on the reason that you provide information to us the legal basis may be one of the following:

1. When you enter into a contract with us, e.g. for employment purposes, use of an allotment or as a business provider we will rely upon article 6(1)(b) of the UK General Data Protection Regulations (UK GDPR).
2. Where processing is necessary for the purposes of the interests pursued by the Council, such as enquiries, civic events or planning consultations, article 6(1)(f), UK GDPR.
3. When you specifically consent to the use of your personal data, such as communication with you promoting local businesses, events and, opportunities or as part of a specific event, we will always ask your consent and will make it clear to you what we will do with your personal data. Article 6(1)(a), UK GDPR.
4. We may be required to process information when the law requires us to, such as in respect of health and safety requirements, audit functions or part of the employment process. Article 6(1)(c), UK GDPR.

Adopted:

Review due:



5. We may process your personal data when you provide it to us for the provision of a task that we are required to perform such as managing allotments. Article 6(1)(e), UK GDPR.
6. In the unlikely event of personal injury, we may need to provide personal data about you in your vital interests. Article 6(1)(d), UK GDPR.

When we handle special categories of personal data we will be required to do so under an additional legal basis. Special categories of personal data include more sensitive information such as health, ethnicity, religious or political information. Below is a list of examples where we may use such information:

1. In the administration of staff, such as during the recruitment process or as a requirement to demonstrate equality in the workplace. This may include information related to criminal convictions. Article 9(2)(b) and schedule 1, part 1, Data Protection Act 2018.
2. Providing adequate access to any of the Council's services or facilities and ensuring the inclusion of all individuals. Article 9(2)(h), UK GDPR.
3. Where you provide explicit consent for us to do so. Article 9(2)(a), UK GDPR.

### Sharing your Information

We will only share your information where we have a clear legal reason to do so, or you have provided consent and, in any case, you will be provided with more specific information in the form of a privacy notice at the time your data is collected. Examples of sharing include the following:

1. With third party companies that may require the data to fulfil a service request that you have made, such as part of a booking or event management.
2. With Dorset Council when the processing purpose requires their involvement or maybe required in order to recover unpaid tax.
3. With HMRC and the Department for Work and Pensions.
4. The Police for the prevention and detection of crime or, for the apprehension of offenders.

### The Length of Time we Keep your Data for.

This depends on the different types of data, as set out in the Town Council's Retention Schedule. In most cases general communication or enquiries are held for 2 years, financial and employment information up to 7 years after the last transaction, or longer where required. You will be informed, where necessary, in the specific privacy notice at the time of giving your information how long data will be kept for.

### What are your rights?

You have a number of rights in relation to your personal information under data protection law. In relation to most rights, we will ask you for information to confirm your identity and, where applicable, to help us search for your personal information. We will respond to you within 30 days of receiving any request (including any identification documents requested).

You have the right to:

1. Ask for a copy of the information that we hold about you.
2. Correct and update your information.
3. Withdraw your consent (where we rely on it).

Adopted:

Review due:



4. Object to our use of your information (where we rely on our legitimate interests to use your personal information) provided we do not have any continuing lawful reason to continue to use and process the information.
5. Erase your information (or restrict the use of it), provided we do not have any continuing lawful reason to continue to use and process that information.
6. Transfer your information in a structured data file (in a commonly used and machine-readable format), where we rely on your consent to use and process your personal information.

### Contact information

You can exercise the above rights, manage your information, or raise any questions or concerns that you may have by contacting us using the details below:

- Swanage Town Council, Town Hall, High Street, Swanage, Dorset BH19 2NZ, Tel: 01929 423636 Email: [admin@swanage.gov.uk](mailto:admin@swanage.gov.uk)

or our Data Protection Officer:

- [i-west@bathnes.gov.uk](mailto:i-west@bathnes.gov.uk) 01225 395959

### Complaints

If you think that our collection or use of personal information is unfair, misleading, or inappropriate, or have any other concern about our data processing, please consider raising this with us in the first instance.

- To make a complaint, please contact Swanage Town Council, Town Hall, High Street, Swanage, Dorset BH19 2NZ or our data protection officer via [i-west@bathnes.gov.uk](mailto:i-west@bathnes.gov.uk) or call 01225 395959

You can also complain to the Information Commissioner's Office if you are unhappy with how the Council has used your data, but they would generally expect you to have raised this with the Council first in the first instance.

- Report a concern online at <https://ico.org.uk/concerns/> or call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF



## Draft Privacy Notice - Job Applicants

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## Introduction

This privacy notice explains how we collect, store, and use your personal data when applying for jobs with the town council.

Under data protection law, you have the right to be informed about how the town council uses any personal data that we hold about you. We comply with this requirement by providing this privacy notice.

Swanage Town Council, is the 'data controller' for the purposes of data protection law.

## Personal Data that We May Collect

In most cases we collect personal information directly from you when you provide personal information to us by applying directly for a role at the council, or information that we learn about you through your interactions with us, information that you have made publicly available or, with third parties (e.g., recruitment agencies).

Personal data that we may collect, use, store, and share about you includes, but is not restricted to:

- Name, address, email address and date and place of birth
- Work history/job data; previous employers, positions, dates, etc.
- Basic salary, benefits, bonuses, etc.
- Education and work history including professional qualifications and skills
- Employer feedback / references, to include regulated references where necessary
- Nationality / visa / right to work permit information; (e.g., passport, driving licence, National Insurance numbers)
- Photographs and images from recorded assessments
- Results of pre-employment screening checks (e.g., credit history, criminal record checks where permitted under local law)
- Assessment results e.g., psychometric assessment results, results from video or telephone assessment

We may also be required to collect, store, and use more sensitive information as part of your application that falls into special categories of personal data:

- Racial or ethnic origin
- Political opinions
- Religious or philosophical beliefs
- Trade union membership
- Genetic data
- Biometric data for the purpose of uniquely identifying a natural person



- Data concerning health; or
- Data concerning a natural person's sex life or sexual orientation

We may need to capture some information regarding your physical or mental health in order to allow us to make reasonable adjustments to ensure fairness in the recruitment process such as adjusting tests or facilities to meet your needs.

We do not retain DBS certificates themselves.

### Why We Use this Data

We will gather the relevant data from you to aid the recruitment process by:

- Enabling us to establish relevant experience and qualifications.
- Enabling equalities monitoring
- Ensuring that appropriate access arrangements can be provided for candidates that require them
- Ensuring that certain requirements such as the right to work can be met.
- Providing aptitude tests using third parties.

### The Lawful Basis for Using this Data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Take steps to enter into a contract (e.g., employment contract with you)
- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Where we process more sensitive data (known as special category personal data) on you we need an additional legal basis. The bases we mainly use are:

- Legal obligation
- Substantial public interest, such as for statutory purposes or for the equality of opportunity or treatment
- Explicit consent
- To maintain your vital interests where consent is physically or legally incapable of giving consent (e.g., where you are unconscious and in need of medical assistance), and where your health data is then shared.



Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the town council's use of your data.

### **Collecting this Information**

As part of the recruitment process, we are required to collect certain information from you to comply with our legal responsibilities, and mandatory fields on application forms must be fully completed.

However, you can choose whether or not to provide some information to us, for example, information required in connection with equal opportunities monitoring.

### **How we store this data**

Personal data we collect as part of the job application process is stored in line with our data retention policy, which is available upon request. For unsuccessful candidates the information is retained for up to 6 months after the date of selection.

For successful candidates this information will form part of your employment record and will be held for the duration of your employment, and for 6 years after your employment ends.

When it is no longer required, we will delete or securely dispose of your information.

### **Data sharing**

We do not share information about you with any third party unless the law or our policies allow or require us to do so without your consent.

Where it is legally required or necessary (and it complies with data protection law), we may share personal information about you with:

- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as HR, vehicle hire, auditing or recruitment support
- Professional advisers and consultants
- Our occupational health advisors
- Employment and recruitment agencies
- Academic institutions or relevant professional bodies
- Statutory bodies such as HM Revenues and Customs, Department for Work and Pensions, Disclosure and Barring Services and Dorset Council.



## How to Access the Personal Information We Hold About You

Individuals have a right to make a 'subject access request' to gain access to personal information that the town council holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have a right for your personal information to be transmitted electronically to another organisation in certain circumstances. If you would like to make a request, please contact Swanage Town Council, Town Hall, High Street, Swanage, Dorset BH19 2NZ.

## Your Other Rights Regarding Your Data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if we are processing it on the basis of public interest; the exercise of official authority, or legitimate interests, in which case we will consider your objections particularly those around damage or distress, and balance them against the interests of the Town Council to continue to process the data
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than a person)
- Request that inaccurate data is rectified
- In certain circumstances, have personal data erased
- The restriction of processing where it is considered unfair or excessive

To exercise any of these rights, please contact the Town Council or our Data Protection Officer.



## Contact information

You can exercise the above rights, manage your information, or raise any questions or concerns that you may have by contacting us using the details below:

- Swanage Town Council, Town Hall, High Street, Swanage, Dorset BH19 2NZ, Tel: 01929 423636 Email: [admin@swanage.gov.uk](mailto:admin@swanage.gov.uk)

or our Data Protection Officer:

- [i-west@bathnes.gov.uk](mailto:i-west@bathnes.gov.uk) 01225 395959

## Complaints

If you think that our collection or use of personal information is unfair, misleading, or inappropriate, or have any other concern about our data processing, please consider raising this with us in the first instance.

- To make a complaint, please contact Swanage Town Council, Town Hall, High Street, Swanage, Dorset BH19 2NZ or our data protection officer via [i-west@bathnes.gov.uk](mailto:i-west@bathnes.gov.uk) or call 01225 395959

You can also complain to the Information Commissioner's Office if you are unhappy with how the Council has used your data, but they would generally expect you to have raised this with the Council first in the first instance.

- Report a concern online at <https://ico.org.uk/concerns/> or call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF



## DRAFT Privacy Notice - Town Council Workforce

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## About this Privacy Notice

As an employee of Swanage Town Council your personal data is managed in accordance with the Swanage Town Council's Data Protection Policy.

Individuals have a legal right to be informed about how we use their personal information data, which can identify them either directly or indirectly. This Privacy Notice explains how we collect, store and use personal information about the people we employ, or otherwise engage.

This Privacy Notice is intended for the Town Council workforce (including councillors, volunteers and contract staff) and we encourage all to read it. We have produced a separate privacy notice for residents about whom the Town Council holds information.

Our aim is always to provide clear information about the personal information we are using and why we are using it. If anything is unclear, or if you have any concerns then please contact the Town Council via the contact details at the end of this Notice.

This is an 'overarching' privacy notice and it applies generally to most of the personal information that we collect and use about our workforce. Unless there is a lawful reason not to do so, we will also provide more specific privacy information at the point at which we collect or use personal information that is not captured by this notice.

Whilst much of the personal information that we collect is mandatory (i.e. it must be provided so that we can manage the employment relationship with you and the Town Council), some of it may be requested on a voluntary basis. Where this is the case, we will request consent at the point we collect the information. We will explain to you whether there is a requirement to provide certain information to us, or whether you have a choice in doing so.

For the purposes of data protection law, Swanage Town Council is the 'data controller'.

## The personal data we hold (categories of personal data)

We process personal data (information which may identify you as an individual) relating to those we employ, or otherwise engage to work at our Town Council in order to manage the working relationship and to run the Town Council, for example we hold your contact details, date of birth etc.

Examples of the types of personal data that we may collect, use, store and share (when appropriate) are listed at **Appendix 1**.



Data Protection law requires us to have a **lawful reason ('lawful basis')** for processing the personal data we use. These reasons are listed under Article 6 of the 'General Data Protection Regulation' (GDPR). Our lawful basis for processing will be explained at the point at which we collect personal information unless there is a lawful reason not to do so (for example where it is for the prevention or detection of crime).

Swanage Town Council processes a wide range of personal data for a variety of purposes, as described above. The lawful bases we rely on will therefore vary. However, generally, the lawful bases we use in relation to our workforce are:

- To fulfil a contract we have entered into with you: For example we need to collect and use your personal information to fulfil the terms of the employment contract we have with you including to be able to pay you and to administer benefits and pensions.
- To comply with the law (we have a legal obligation): For example, we collect and use workforce information to fulfil legal and statutory obligations, e.g. the Council is required to check entitlement to work in the UK.
- To carry out a task in the public interest: For example, where the collection and use of workforce information is necessary for us to perform our role as a Town Council and to deliver our public task of providing services to the community.
- You have given us consent to use it in a certain way (for example a photo of you for promotional purposes or on our website).
- To protect your vital interests (or someone else's interests). This relates to life and death situations, for example you physically or legally incapable of giving consent (e.g. where you are unconscious and in need of medical assistance and where your health data is then shared).
- It is in ours, or a third party's, legitimate business interests to process the data. Where this is the case, we will ensure that we have considered whether our legitimate interests are overridden by your rights and freedoms as the worker or employee.

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent and explain how you go about withdrawing consent if you wish to do so. We will then cease this aspect of processing.

Some of the reasons that we use for collecting and using information may overlap and there may be several grounds allowing us to use personal data. There are also other lawful bases that may apply, and this will be made clear wherever possible.



Our lawful basis for processing will be explained at the point at which we collect personal information, unless there is a lawful reason not to do so (for example where it is for the prevention or detection of crime).

### **Special category (sensitive) personal information**

We may also collect, store, and use information about you that falls into "special categories" of more sensitive personal data which has extra protection in law and requires us to identify a condition for processing under Article 9 of the GDPR.

Special category data is personal data revealing:

- racial or ethnic origin
- political opinions
- religious or philosophical beliefs
- trade union membership
- genetic data
- biometric data for the purpose of uniquely identifying a natural person
- data concerning health; or
- data concerning a natural person's sex life or sexual orientation

The Article 9 grounds which we may rely on to process special category data include:

- Legal obligation
- Substantial public interest including:
  - Statutory and government purposes
  - Equality of opportunity or treatment
  - Preventing and detecting unlawful acts
  - Preventing fraud
  - Public Health
- Support for individuals with a particular disability or medical condition
- Employment, social security and social protection
- Occupational pensions
- Explicit consent
- To maintain your vital interests

Please refer to our Special Categories of Personal Data Policy within our Data Protection Policy for further information as to how we process this information.



## Criminal convictions

We may process data about criminal convictions or offences. This will usually be where such processing is necessary to carry out our obligations, to exercise our rights, to look after our students and staff or to support the police and other relevant agencies.

We will only use information about criminal convictions or offences where the law allows us to. Usually this will either be either on the basis of our legal obligations in relation to safeguarding, preventing fraud, health and safety or with your consent. We also need to identify the relevant condition for the processing, this will usually be substantial public interest. We do not retain DBS certificates themselves.

## Collecting workforce information: Why do we collect and use your information?

The reasons that we collect and use personal information enable us to manage our workforce and help us to run the Town Council, please refer to **Appendix 2** for examples.

We collect and use information about you in a variety of ways including through the recruitment process, information obtained through identity documents, from forms required for membership of the pension scheme, from correspondence with you or through interviews, meetings or other assessments while you are working with us.

In many cases we will collect information about you from third parties such as references provided by former employers and information from employment checks or criminal records checks permitted by law.

Whilst you will be required to provide us with some information, there is other information that you can choose whether to provide to us. Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

## Whom we share workforce information with

Information about our workforce will not be shared with any third party without your consent unless the law permits this. We do not use it for marketing or profiling. Where it is legally required or is otherwise necessary (and it complies with data protection law) personal information may be shared.

Further examples of with whom we share data are listed at **Appendix 3**.



## Storing our workforce data

Personal data is stored in line with our Data Protection Policy in a range of different places including in your personnel file and in IT systems including the Town Council's email system.

We create and maintain an employment file for each staff member. The information contained in this file is kept secure and is only used for purposes relevant to your employment. Once your employment with us has ended, we will retain this file and delete the information in line with our retention policies unless exceptionally, there is a business need to retain it beyond this time (for example on the basis of safeguarding). The majority of information will be destroyed within 7 years of our last interaction with you as an employee. Some information, such as that required for administration of the pension scheme will be retained for longer. Core data, including your name, job title, salary and dates of employment will be retained as a permanent record of the Town Council's employees.

A copy of the Retention Schedule is available online at [www.swanage.gov.uk](http://www.swanage.gov.uk)

## Transferring data internationally

Where we transfer personal data to a country or territory outside the UK and European Economic Area, we will do so in accordance with data protection law and ensure that we have sufficient safeguards in place.

## Requesting access to your personal data

Individuals have the right to request access to information about them that we hold. This is known as making a 'Subject Access Request' (SAR). If you make a subject access request, and if we hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form within a month, unless an extension is necessary on the ground of the complexity of the request



You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances. If you would like to make a request, please contact the Town Clerk, Town Hall, High Street, Swanage, Dorset BH19 2NZ.

### Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right:

- To request to have personal data rectified, if you feel that it is inaccurate or incomplete.
- To request the deletion or removal of personal data where there is no compelling reason for its continued processing.
- To restrict our processing of personal data (i.e. permitting its storage but no further processing).
- To object to processing if we are processing your information as part of our public tasks, or it is in our legitimate interests in which case we will consider your objection, and balance this against our need to process the information.
- To object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics.
- To have personal information, which you have provided, transmitted electronically to another organisation in certain circumstances.
- Not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect - unless you have agreed or in other limited circumstances
- To seek redress either through the courts or via the Information Commissioner's Office

### Contact information

You can exercise the above rights, manage your information, or raise any questions or concerns that you may have by contacting us using the details below:

- Swanage Town Council, Town Hall, High Street, Swanage, Dorset BH19 2NZ, Tel: 01929 423636 Email: [admin@swanage.gov.uk](mailto:admin@swanage.gov.uk)

or our Data Protection Officer:

- [i-west@bathnes.gov.uk](mailto:i-west@bathnes.gov.uk) 01225 395959



## Complaints

If you think that our collection or use of personal information is unfair, misleading, or inappropriate, or have any other concern about our data processing, please consider raising this with us in the first instance.

- To make a complaint, please contact Swanage Town Council, Town Hall, High Street, Swanage, Dorset BH19 2NZ or our data protection officer via [i-west@bathnes.gov.uk](mailto:i-west@bathnes.gov.uk) or call 01225 395959

You can also complain to the Information Commissioner's Office if you are unhappy with how the Council has used your data, but they would generally expect you to have raised this with the Council first in the first instance.

- Report a concern online at <https://ico.org.uk/concerns/> or call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF



## Appendix 1 - Non exhaustive list of examples of the types of personal data which we collect about our workforce

- Contact details
- Date of birth, marital status and gender
- Next of kin and emergency contact numbers
- Salary, annual leave, pension and benefits information
- Bank account details, payroll records, National Insurance number and tax status information
- Recruitment information, including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
- Performance information
- Information relating to disciplinary and/or grievance procedures
- Absence data
- Copy of driving licence
- Photographs
- CCTV footage
- Data about your use of the Town Council's information and communications system.
- We may stream meetings over an online platform, you will be aware of this and we will advise you if we are going to record the meeting.



## **Appendix 2 – Non exhaustive list of examples of the purposes for which we process your data**

- Enable you to be paid and administer pension and other benefits
- Maintain accurate workforce records including emergency contact details and records of contractual and statutory rights
- Facilitate safe recruitment, as part of our safeguarding obligations towards children and vulnerable adults
- Operate and keep a record of absence management and other types of leave including maternity and paternity and parental leave
- Obtain occupational health advice and ensure we are meeting obligations under health and safety law
- Support effective performance management including training records
- Disciplinary and grievance processes
- Inform our recruitment and retention policies
- Allow better financial modelling and planning
- Promote equality in the workplace
- Improve the management of workforce data across the sector
- Provide references
- Respond to and defend legal claims
- Undertake the official functions of the Town Council

## **Appendix 3 - Non exhaustive list of examples of whom we may share your data with where the law permits**

- Central and local government
- Suppliers and service providers – to enable them to provide the service we have contracted them for such as payroll
- Financial organisations
- Our auditors
- Survey and research organisations
- Trade unions and associations
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants, including HR consultants
- Police forces, courts, tribunals
- Professional bodies
- Employment and recruitment agencies
- Occasionally with our Data Protection Officer, for example in the event of a subject access request



## DRAFT RECORDS MANAGEMENT POLICY

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## 1. Introduction

Swanage Town Council recognises that by efficiently managing its records, it will be able to comply with its legal and regulatory obligations and contribute to the effective overall management of the organisation. Records provide evidence for protecting the legal rights and interests of the Council and provide evidence for demonstrating performance and accountability. The aim of this policy is to provide a framework for managing the Council's information to enable the Council to:

- Make informed decisions;
- Be open and transparent;
- Respond appropriately to information requests;
- Protect records;
- Comply with legislative requirements;
- Effectively work with its partners, and share information as required;
- Demonstrate accountability.

## 2. Objectives

The objective of this policy is to define a framework for Swanage Town Council to manage data, information, and records.

## 3. Definitions

**Data** - Raw facts and figures that supply the basis for information.

**Information** - Data which has been collected, organised, ordered and given both meaning and context.

**Record** - Information created, received, and maintained as evidence and as an asset by an organisation or person, in pursuit of legal obligations, or in the transaction of business.

**Confidential Waste** - See [Appendix 1](#).

## 4. Scope

This policy applies to all employees of Swanage Town Council including contract, agency and temporary staff, volunteers and employees of partner organisations working on behalf of Swanage Town Council.

All records created, held, and maintained by Swanage Town Council in the course of its duties are covered by this policy. This is irrespective of the format of the information, including, but not limited to:

Adopted:

Review due:



- Paper records
- Electronic records (Word Documents, emails, PowerPoints, database, etc.)
- Photographs, videos, etc.
- Discs, memory sticks etc.

## 5. Responsibilities

The Council has a corporate responsibility to maintain its records and record keeping systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Town Clerk.

The person responsible for records management in the Council will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely way.

All members of staff and employees are individually responsible for the records they create or hold. Individuals must ensure that records are accurate, maintained securely, and disposed of in accordance with this policy.

## 6. Creation & Storage

All Council staff are responsible for creating and maintaining data, information and records in relation to their work, and storing them in a way which ensures that they can be identified and retrieved when required.

Records must be appropriately stored with due regard for efficiency, cost-effectiveness, security, durability, and access. Appropriate procedures and processes are in place to ensure the physical and intellectual security of Council records. For example, all personnel files are kept in locked storage and can only be accessed by authorised staff; all electronic employee data is password protected.

Storage conditions and handling processes should be designed to protect records from unauthorised access, loss, destruction, theft, and disaster. This in line with the UK General Data Protection Regulation (UKGDPR) principles of data protection by design, and integrity and confidentiality.

The retention of records for longer than necessary is in breach of the UKGDPR, and the duplication of records should be limited to optimise the use of space for storage purposes and to aid data accuracy.

## 7. Retention and Disposal

Information held for longer than is necessary carries additional risk and cost, therefore records and information shall only be retained when there is a business or legislative need to do so, or where the records are recognised as being of historic value. Under the UKGDPR

Adopted:  
Review due:



and the Data Protection Act 2018 (DPA 2018), personal data processed by an organisation must not be retained for longer than is necessary for its lawful purpose.

The retention of specific documents may be necessary to:

- Fulfil statutory or other regulatory requirements.
- Evidence events/agreements in the case of disputes.
- Meet operational needs.
- Ensure the preservation of documents of historic or other value.
- Evidence child protection matters.<sup>1</sup>

The untimely destruction of documents could cause the Council:

- Difficulty in defending litigious claims
- Operational problems
- Embarrassment
- Failure to comply with the Freedom of Information or Data Protection laws.

Conversely, the permanent retention of all documents where there is no business need or other legal basis to retain them, poses regulatory and security risks, as well as being a breach of personal data.

Appropriate secure disposal is accordingly implemented at the Council in accordance with the Council's retention schedule for the following reasons:

- To comply with Article 5 of the UKGDPR which states that personal data must not be kept in an identifiable form for longer than is necessary
- To free-up storage space (there is evidence that the de-cluttering of office accommodation can be psychologically beneficial for employees.);
- To reduce the risk of fire (in the case of paper records);
- To lessen the risk of a data breach through data loss or unauthorised access.
- To increase the efficiency of the exercising of data subject rights.

### 7.1. Retention Schedule

In line with all relevant legislative requirements, including the UKGDPR and DPA 2018, Swanage Town Council will keep some forms of information for longer than others. Information will not be kept indefinitely unless there are specific requirements, such as for archiving purposes, as set out in paragraph 7.3 below.

The Council maintains records in line with its Retention Schedule (Appendix 2).

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<sup>1</sup> The Independent Inquiry into Child Sexual Abuse (IICSA) has issued a stop on the destruction of records relating to child sexual abuse/child protection/allegations against staff to assist with their enquires should this be necessary in the future. This also relates to the retention of information where allegations against staff, involving a child, have not been judged to be well founded at the time of the investigation. For more information about the Inquiry visit [www.iicsa.org.uk](http://www.iicsa.org.uk)

Adopted:

Review due:



### 7.1.1. Definition of Retention Periods

Defining a retention period will be determined on one of the following three factors:

- Statutory requirements.
- Codes of Practice and guidance published by professional bodies.
- In the absence of the above, the retention period will be determined by the needs of the Council.

Defining the retention period based on Council needs must be approved by the Town Clerk or relevant senior manager and where necessary in consultation with the DPO.

### 7.1.2. Reviewing Retention Periods

Most retention periods will remain static and will relate to legal requirements to retain data. However, retention periods based on codes of practice and guidance published by professional bodies may vary. Any changes to known retention periods should be raised with the Town Clerk and where necessary the DPO.

This Policy and retention schedule should be reviewed annually or where any other cause requires its immediate correction.

### 7.1.3. Course of Action at the End of the Retention Period

When a record reaches the end of its retention period in most cases it will be deleted or destroyed. However, these are not the only courses of action that can be taken, and consideration must be made to the relevance of the data for other uses.

In most cases the requirement for further use of data will be identified prior to processing, however there may be occasion where a dataset is identified as having particular relevance to the needs of the Council.

The following may occur to data after the period of use has expired:

- Anonymisation for statistical needs.
- Transfer to an appropriate archive where it is in the public interest.
- Scientific or historical research purposes.

Appropriate safeguards must be put in place to ensure that wherever personal data is used beyond its original period of retention it is done so legally and in compliance with DPA 2018 and guidance from the Information Commissioner's Office (ICO).

## 7.2. Disposal

The Council will use an accredited confidential waste disposal provider. Information on what should be deemed as confidential waste is detailed in [Appendix 1](#).

Adopted:  
Review due:



Wherever practicable and appropriately secure, disposal methods should encourage recycling.

Electronic files are securely overwritten, in accordance with government guidance, and other media is shredded, incinerated, or otherwise disintegrated for data.

The disposal of Council data, in either paper or electronic form, is conducted in a way that makes reconstruction highly unlikely. Once data has been deleted, it is deemed to be a permanent deletion, irrespective of whether it could technically be reconstructed from a back-up.

**Under no circumstances should paper documents containing personal data or confidential information be simply binned or deposited in refuse tips.** To do so could result in the unauthorised disclosure of such information to third parties and render the Council liable to enforcement action by the Information Commissioner's Office.

If records are accidentally destroyed or discovered, this should be reported as a data breach to the Town Clerk, in line with the Data Breach Policy.

A destruction log is kept of all data that is disposed of. The log includes the document type (e.g. Personal data), date of destruction, method and who authorised the destruction.

### 7.3. Archiving

A small percentage of the Council's records will be selected for permanent preservation as part of the Council's archives. It is maintained as a resource to help inspire local residents to understand and appreciate issues of identity, belonging and shared heritage; to prompt memories of local life among many generations of residents; and to serve as a research resource for all interested in the history of Swanage Town Council and the community it serves.

## 8. Protective Marking

Protective markings may be written upon documentation where it is used in physical forms. In general, the classification of documentation will relate more specifically to the handling and access that is permitted to that data. Confidential data related to employment purposes for example should only be accessible by HR staff or direct line managers for specific reasons.

Information deemed to be financially sensitive, or business sensitive may for the purposes of requests made under the Freedom of Information Act be exempt and, in any case, should be handled with more caution than general data.

## 9. Monitoring and Compliance

This policy is reviewed annually.

Adopted:  
Review due:



Compliance with this policy shall be monitored through a review process undertaken by the person with overall responsibility for records management within the Council. This will be achieved by an annual survey to check if records are stored securely and can be accessed appropriately.

Should it be found that this policy has not been complied with, or if an intentional breach of the policy has taken place, Swanage Town Council, in consultation with senior management and our Data Protection Officer, shall have full authority to take the immediate steps considered necessary, including disciplinary action.

## 10. Relationship with Existing Policies

This policy has been drawn up within the context of:

- Data Protection Policy
- Data Breach Policy
- Information Security Policy
- Special Categories of Personal Data Policy
- Privacy Notices
- Acceptable Usage Policies
- Consent / Permission Form

## 11. Approval

This policy was adopted by the Town Council on [DATE]

Signed: [NAME & ROLE]

Adopted:  
Review due:



## Appendix 1 - What is Confidential Waste?

### (1) Any record\* which details personal information

*What is personal information?*

- Relates to and identifies a living person
- Could help someone identify a person when used with other information
- Is an expression of opinion about an individual
- Indicates our intentions towards an individual

*Such as: Name, Address, Date of Birth, Email, Phone numbers, Location data, IP addresses*

### (2) Any record\* which details special categories of personal data

*What are special categories of personal data?*

- Racial and/or Ethnic Origin
- Political Opinions
- Religious Beliefs (or other beliefs of a similar nature)
- Trade Union membership
- Biometric Information e.g. Photos
- Mental or Physical Health condition
- Sexual life and Orientation
  
- Criminal Records are afforded similar protections to special category data and are similarly sensitive

*Such as: Safeguarding, Accident/First Aid, Equalities information, Legal records*

### (3) Any record\* which details business/commercially sensitive information and/or was considered at a Council meeting as an exempt item of business

*What is business/commercially sensitive information?*

- Information which Swanage Town Council would be affected by any loss of, or unauthorised access to.

*Such as: Contracts, opinions on service delivery, tender information.*

**If you have any doubt, then please treat the information as Confidential**

*\* A Record can be in many formats – e.g. Paper, Post-it notes, Disks, CDs, Tapes, Posters, Emails, etc.*



## Appendix 2 - Retention Schedule (example pages only)

Reference	Description	Legal Basis	Retention Period	Action upon Expiry	Potentially contains SC data	Protectively Marked	Notes
1 Council							
1.1 Member Administration							
1.1.1	Allowance Information	Income Tax (PAYE) Regulations 2003, reg 97	Not less than 3 years after the end of the tax year to which they relate	Secure disposal	No	Confidential	
1.1.3	Record of meeting attendance	Local Government Act 1972, sch.12(40)	Date of next election +2 years	Secure Disposal	No	Not Protectively Marked	
1.2 Register of Interests							
1.2.1	Register of Member's interests, gifts, hospitality, and third-party transactions	Localism Act 2011 s.29	Date of next election + 6 years	Secure Disposal	Yes	Not Protectively Marked	



1.3 Corporate Gifts							
1.3.1	Receipt of gifts	Legitimate interests	Financial year of receipt + 8 years	Secure Disposal	Yes	Not Protectively Marked	
1.4 Code of Conduct							
1.4.1	Member's Code of Conduct	Localism Act 2011 s.28	Date of Code of Conduct + 6 years	Permanent preservation	Yes	Not Protectively Marked	
1.4.2	Records relating to complaints regarding breaches of the Member's Code of Conduct	Localism Act 2011 s.28	Date of investigation + 1 year	Secure disposal	Yes	Confidential	
1.5 Member Training							
1.5.1	Records relating to Member training	Legitimate interests	Current Year + 6 Years	Secure disposal	Yes	Not Protectively Marked	
1.6 Constitution							
1.6.1	Council Constitution (Policies and Procedures)	Legitimate interests	Until superseded	Permanent preservation	No	Not Protectively Marked	



1.7 Meetings							
1.7.1	Meeting Schedule	Legitimate interests	4 years	Disposal	No	Not Protectively Marked	
1.7.2	Agendas and reports for full Council	Legitimate interests	Date of meeting + 8 years	Permanent preservation	No	Not Protectively Marked	
1.7.3	Agendas and reports for committee meetings	Legitimate interests	Date of meeting + 8 years	Permanent preservation	No	Not Protectively Marked	
1.7.4	Agendas and reports for working groups	Legitimate interests	Date of meeting + 8 years	Disposal unless of historic interest	No	Not Protectively Marked	
1.7.5	Draft minutes	Legitimate interests	Until adoption	Disposal	No	Not Protectively Marked	
1.7.6	Signed minutes	Local Government Act 1972 sch.12(19)	Date of meeting + 8 years	Permanent preservation	No	Not Protectively Marked	
1.7.7	Audio recordings of meetings	Legitimate interests	Until minutes of meeting adopted	Secure disposal	No	Not Protectively Marked	



1.7.8	Minute taker notes	Legitimate interests	Until minutes of meeting adopted	Secure disposal	No	Not Protectively Marked	
2 Accounting							
2.1 Budget							
2.1.1	Budget setting and calculations	HMRC- Compliance Handbook Manual CH15400	Financial year + 6 years	Secure disposal	No	Not Protectively Marked	Financial sensitive
2.1.2	Approved budgets	HMRC- Compliance Handbook Manual CH15400	Financial year + 6 years	Permanent preservation	No	Not Protectively Marked	Financial sensitive
2.1.3	Budget monitoring	HMRC- Compliance Handbook Manual CH15400	Financial year + 6 years	Secure disposal	No	Not Protectively Marked	Financial sensitive
2.1.4	Cashbook & account book reconciliations	HMRC- Compliance Handbook Manual CH15400	Financial year + 6 years	Secure disposal	No	Not Protectively Marked	Financial sensitive

## Agenda Item 5 (a)

### SWANAGE TOWN COUNCIL

#### Statement of Cash Balances as at 30th September 2023

	£ p	£ p
Balance in Hand at 01/04/2023		£77,599.92 Cr
As per reconciliation dated 31/08/2023	£3,176,414.83 Cr	
Income during September	£632,610.77 Cr	
Movement of Cash-Investment	£0.00 Cr	
Add - Outstanding receipts- August	£2,357.46 Cr	
Less - Outstanding receipts - September	<u>£2,523.18 Dr</u>	£3,808,859.88 Cr
Less payments made:		
As per Reconciliation dated 31/08/2023	£2,882,911.86 Dr	
Schedule 6 payments dated 30/09/2023	£228,025.87 Dr	
Movement of Cash-Investment	<u>£425,000.00 Dr</u>	£3,535,937.73 Dr
		<u><u>£350,522.07 Cr</u></u>
Balance at Bank		
Current Account		£59,198.69 Cr
Deposit Account		£291,323.38 Cr
		<u><u>£350,522.07 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
DMADF-Deposit		£400,000.00
DMADF-Deposit		£600,000.00
DMADF-Deposit		£425,000.00
		<u><u>£2,175,000.00</u></u>

I confirm that to the best of my knowledge and belief this is a true and accurate Statement of the Town Council's Cash Balance as at 30th September 2023

Prepared by Alison Spencer

Dated: 10th October 2023

Certified by Martin Ayres

Dated: 10th October 2023

**SWANAGE TOWN COUNCIL**

**Year Ending 31<sup>st</sup> March 2024**

**Payment schedule reported to Council - 30th October 2023**

**Schedule 6:**

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

**SIX HUNDRED AND FIFTY THREE THOUSAND AND TWENTY FIVE POUNDS  
AND EIGHTY SEVEN PENCE**

.....(**£653,025.87**).....

## Swanage Town Council Schedule of Payments - Month 6

### Direct Debits & Standing Orders

Date	Name	Inv Ref	Inv Date	Details	Payment Total
15/09/2023	AIB Merchant Services	310823000007	31/08/2023	Merchant sevice charge- Aug 23	335.35
11/09/2023	Barclaycard Merchant Services	001884330823	31/08/2023	Month 6- charge	37.60
06/09/2023	British Telecom	Q138Y8	23/08/2023	P2-BG	290.08
06/09/2023		Q144M6	23/08/2023	Q2-TH	170.24
07/09/2023		Q118N6	24/08/2023	Q2-Emergency phone	279.22
01/09/2023	Dorset Council: Revenues & Benefits	840014144	01/04/2023	23/24 NNDR	17,810.00
14/09/2023	First Data	520334510615636	31/08/2023	Card payment Aug 23	209.15
15/09/2023	Green Energy (UK) Ltd	52620631	04/09/2023	Depot- gas Aug	75.78
15/09/2023		52620644	04/09/2023	TIC -gas	77.40
15/09/2023		52620646	04/09/2023	TH-Office gas	227.36
15/09/2023		52620545	04/09/2023	TH-gas	118.11
07/09/2023	Kent County Council	E8922815	15/08/2023	Fisherman's Hut/BP Electricity	1,617.70
07/09/2023		E8922771	15/08/2023	Beach Huts- electricity	293.43
07/09/2023		E8922778	15/08/2023	CCTV Sandpit electricity	87.90
07/09/2023		E8922820	15/08/2023	TH electricity	1,494.67
07/09/2023		E8922730	15/08/2023	Depot- electricity	1,268.77
07/09/2023		UMS8924259	15/08/2023	CPTM- electricity	83.79
07/09/2023		UMS8924245	15/08/2023	Beach Clock electricity	59.67
07/09/2023		E8933218	16/08/2023	Depot- electric	132.52
11/09/2023	Lloyds Bank PLC	407070664	11/08/2023	Bank Charges	392.69
25/09/2023		407869652	07/09/2023	Bank charge	100.50
11/09/2023	Paytek Admin Services Ltd (First)	MI/33998736/03	01/09/2023	Service charge- Sept 23	72.00
11/09/2023		MI/3995411/03	01/09/2023	Service charge- Sept 23	128.35
27/09/2023	Pitney Bowes Finance Ltd	BL06496474	23/09/2023	Q3- Rental	87.62
18/09/2023	Sage (UK) Ltd	INV17504760	01/09/2023	Month 6- charge	513.30
01/09/2023	water2business	4063130543/40633	01/06/2023	Water-Allotments	884.13
01/09/2023		4063554898	02/08/2023	Burlington Toilets	128.34
01/09/2023		4063566528	02/08/2023	Shore Road- toilets block	1,459.89
01/09/2023		4063552743	02/08/2023	Heritage - July	1,602.23
<b>Total of Direct Debit &amp; Standing Orders</b>					<b>30,037.79</b>

### Lloyds Chargecard

Date	Name	Inv Ref	Inv Date	Details	Payment Total
18/09/2023	Charge Card Transactions	ICO:00014008923	10/08/2023	ICO Registration	60.00
18/09/2023		1037991	31/08/2023	6 kg Gas	38.00
<b>Total of Chargecard payments</b>					<b>98.00</b>

### BACS /CHAPS

Date	Name	Inv Ref	Inv Date	Details	Payment Total
29/09/2023	A.B.A. Groundcare (SW) Ltd	140328	18/08/2023	Servicing	211.73
29/09/2023		140329	18/08/2023	JCB service-carry out service	521.49
29/09/2023		140532	29/08/2023	Fix seized height adjustor	215.26
29/09/2023	Ace Office Environments Ltd.	01088907	21/08/2023	TH - Sundries	5.49
29/09/2023		01089805	29/08/2023	TH - Stationery	60.41
29/09/2023		01090161	31/08/2023	TIC - stationery	136.88
29/09/2023		C01091104	13/09/2023	TIC - stationery	(7.62)
29/09/2023		01090724	10/09/2023	TIC - stationery	231.48
29/09/2023		01092210	24/09/2023	Office A4 Paper	53.57
29/09/2023		Amazon	155404	04/09/2023	TIC - pocket ashtrays for retail
29/09/2023	155407		04/09/2023	TIC - pocket ashtrays for retail	9.98
29/09/2023	45828		06/09/2023	TIC - door mat for entrance	19.98
29/09/2023	Apogee Corporation Ltd	1405428	16/08/2023	TIC- toner	9.00
29/09/2023		1407457	29/08/2023	Depot-toner	28.64
29/09/2023		1407738	29/08/2023	Monthly rent charge	444.45
29/09/2023		1407738	29/08/2023	Monthly toner charge	295.75
29/09/2023	AquAid (Southcoast)	446274	31/08/2023	Water-19Lt x 7 still bottle	79.80
29/09/2023		446273	31/08/2023	Water-4x19Lt/sanitisation	73.19
29/09/2023	Badgemaster Limited	0001876443	31/07/2023	TIC - name badge for seasonal staff	12.11
29/09/2023		0001885972	07/09/2023	TIC - staff name badges	12.11
29/09/2023	Bournemouth Creative Print Ltd	49900	22/08/2023	Reprint -Friday market/Ferry board	148.80
29/09/2023	BIPCOM	INV-9256	01/09/2023	Divert mobile	6.60
29/09/2023	Broxap Ltd	0000309592	07/09/2023	Waste bin for railway	612.00
29/09/2023		0000309687	11/09/2023	Benches	1,746.43
29/09/2023		0000309687	11/09/2023	carriage	281.09
29/09/2023		0000309995	18/09/2023	2x eastgate benches	1,448.40
29/09/2023		0000310355	26/09/2023	Derby Double bin for Station	30.00

29/09/2023	Charlie's Tasty Treats	0021	24/08/2023	TIC - dog treats for retail		60.00
29/09/2023	Crossways Trailers Ltd T/A West	6818	22/08/2023	mudguard for trailer		42.00
29/09/2023	Croydecycle	3681	29/08/2023	TIC - maps for retail		150.00
29/09/2023	Dorset County Pension Fund	Payroll-Month6	20/09/2023	Payroll-Month 6 Pension	19,319.77	
29/09/2023		Payroll-Month6	20/09/2023	Payroll-Month 6 CAYS	221.72	19,541.49
29/09/2023	Dorset Council	1801317741	01/09/2023	Land Adjoining Railway	2.00	
29/09/2023		2800364966	07/09/2023	Dorset Coast Form	120.00	
29/09/2023		1801321376	08/09/2023	Swanage Visitor data 2022	276.00	
29/09/2023		2800364985	11/09/2023	Transit site	720.00	
29/09/2023		2800365101	14/09/2023	Footpath works	32,280.00	33,398.00
29/09/2023	Dorset Waste Partnership	2800363310	06/09/2023	Recycling Aug23		31.20
29/09/2023	Field Honey Farms	00004797	28/08/2023	TIC - honey for retail		152.40
29/09/2023	Fireline Ltd	87048	15/09/2023	Fire Inspection- Depot	206.70	
29/09/2023		87049	15/09/2023	Fire Inspection- TH	378.12	
29/09/2023		87045	15/09/2023	Fire Inspection- Cemetery	12.48	
29/09/2023		87047	15/09/2023	Fire Inspection- Boat Park	43.92	
29/09/2023		87046	15/09/2023	Fire Inspection- BG	129.54	
29/09/2023		87050	15/09/2023	Fire Inspection- TIC	49.92	
29/09/2023		87044	15/09/2023	Fire Inspection- Depot workshop	598.14	1,418.82
29/09/2023	The Flag Shop Ltd	1000082408	29/08/2023	Tic - flags for retail		172.70
29/09/2023	Andrew Fleming	TIC268	26/08/2023	TIC - Isle of Purbeck flags for retail	132.00	
29/09/2023		TIC268	26/08/2023	TIC - Isle of Purbeck salt for retail	88.75	220.75
29/09/2023	Flowbird Smart City UK Ltd	UI00002200	21/08/2023	Gateway transaction charge- July23	388.91	
29/09/2023		UI00002200	21/08/2023	Flowbird Weboffice	84.00	
29/09/2023		UI00002586	21/09/2023	Flowbird Weboffice	84.00	
29/09/2023		UI00002586	21/09/2023	Gateway Transaction Aug 23	486.65	1,043.56
29/09/2023	Four County Services Ltd.	64251	04/09/2023	TH-phone	183.03	
29/09/2023		64285	10/09/2023	Depot IT/Phone	379.56	
29/09/2023		64287	10/09/2023	TH-IT	753.12	
29/09/2023		64286	10/09/2023	TIC IT	509.78	
29/09/2023		64296	12/09/2023	Councilors laptop/subs	293.22	
29/09/2023		64303	12/09/2023	Enabled and config- pc's	240.00	
29/09/2023		64306	13/09/2023	8x Internal Channel Licence TIC	331.20	
29/09/2023		64310	14/09/2023	HDMI high speed cable	9.36	
29/09/2023		64370	21/09/2023	Domain -councillors	38.40	2,737.67
29/09/2023	Follow The Shine Ltd	M&J1/05/38	04/09/2023	Cleaning service- Sept		840.00
29/09/2023	G4S Cash Solutions (UK) Ltd	2023082969	31/08/2023	Cash processing- Aug	1,130.45	
29/09/2023		2023082969	31/08/2023	Cash collection- Aug	1,242.24	2,372.69
29/09/2023	The Green poop Bag Ltd	INV-3024	06/09/2023	TIC - gog waste bags for retail		124.00
29/09/2023	Greenham Trading Ltd.	04/435685	21/08/2023	binbags	380.60	
29/09/2023		04/435977	23/08/2023	Strimmer Protective headgear	162.00	
29/09/2023		04/436135	31/08/2023	Materials	144.60	687.20
29/09/2023	Habitat Aid Ltd	18610	23/08/2023	Seeds	210.00	
29/09/2023		18618	04/09/2023	Seeds	120.00	
29/09/2023		81639	24/09/2023	Seeds	431.38	761.38
29/09/2023	D.A.A. Halsgrove	13822	19/09/2023	TIC - books for retail	(26.00)	
29/09/2023		305213	11/09/2023	TIC - books for retail	93.52	67.52
29/09/2023	A.R. Harris & Son	32915	14/06/2023	Ladies WC Main Beach	42.00	
29/09/2023		33247	22/08/2023	removal of electric junction box	96.00	
29/09/2023		33270	29/08/2023	PAT test Depot	299.64	
29/09/2023		33268	29/08/2023	PAT test TH	254.76	
29/09/2023		33257	29/08/2023	PAT test BG	122.16	
29/09/2023		33269	29/08/2023	PAT test TIC	167.04	
29/09/2023		33278	03/09/2023	Investigate socket in Beach hut 49	144.48	
29/09/2023		33280	04/09/2023	Investigate fault with EV chargers @ Main Beach	282.00	
29/09/2023		33364	22/09/2023	Fix Faulty extractor fan Heritage Toilets	843.10	2,251.18
29/09/2023	Hendy Group Ltd	53017320	13/09/2023	Repairs-Insurance Claim		456.30
29/09/2023	Hunt Forest Group Ltd	550405	11/09/2023	replacement wheel and Tyre for Trimax		458.40
29/09/2023	HMRC	Payroll-Month6	20/09/2023	Payroll-Month 6 PAYE/NI		17,628.84
29/09/2023	Hunt's Foodservice Ltd	509-323856	18/08/2023	Beach Gardens - retail	121.70	
29/09/2023		509-329546	23/08/2023	Beach Gardens - retail	138.98	
29/09/2023		509-338269	29/08/2023	Beach Gardens - retail	167.29	
29/09/2023		509-348944	06/09/2023	Beach Gardens - retail	161.65	
29/09/2023		509-359925	13/09/2023	Beach Gardens - retail	111.20	700.82
29/09/2023	J.D. Facilities Ltd	INV-1478	01/09/2023	Cleaning-TIC/Paper Hand Towels	294.34	
29/09/2023		INV-1482	01/09/2023	Fisherman's Toilet	156.63	
29/09/2023		INV-1480	01/09/2023	Depot - cleaning Aug 23	197.59	
29/09/2023		INV-1479	01/09/2023	TH-cleaning	557.10	
29/09/2023		INV-1483	01/09/2023	Public Toilet- cleaning Aug 23	7,600.85	
29/09/2023		INV-1481	01/09/2023	Depot- cleaning	230.62	9,037.13
29/09/2023	Lily's Produce	TIC56	06/09/2023	TIC - jams for retail		280.00

29/09/2023	Little Map Company	SI-1568	09/08/2023	TIC - souvenirs for retail	188.52	
29/09/2023		SI-1568	09/08/2023	TIC - publications for retail	283.50	
29/09/2023		SI-1583	14/08/2023	TIC - books for retail	140.50	
29/09/2023		SI-1582	21/08/2023	TIC - publications for retail	31.25	
29/09/2023		SI-1582	21/08/2023	TIC - souvenirs for retail	136.80	780.57
29/09/2023	D. & P. Lovell Ltd.	L6253	16/08/2023	Excavator hire 1st-31st Aug		386.40
29/09/2023	The Jurassic Tog	252	09/09/2023	Photo and Filming		393.75
29/09/2023	Marchants Nursery	027634	25/09/2023	Herbacious plants - winter schedule		750.84
29/09/2023	Metric Group Ltd.	C67560	01/09/2023	Maintenance Contract- Q2	1,936.51	
29/09/2023		C67344	01/09/2023	Montly charge Aslan	180.00	2,116.51
29/09/2023	S. Moores	2879	24/08/2023	TIC - biscuits for retail	148.10	
29/09/2023		2706	04/08/2023	TIC - biscuits for retail	(5.21)	
29/09/2023		3227	15/09/2023	TIC - biscuits for retail	230.48	373.37
29/09/2023	The Mowlem Institute	INV-0681	01/09/2023	Hire of room for Sports & Leisure meeting		50.00
29/09/2023	National Express	AREXT/00238494	31/08/2023	August- Agency tickets		462.16
29/09/2023	Nixons Hardware Ltd	122773	01/08/2023	Beach Gardens - cleaning materials	6.99	
29/09/2023		122813	17/08/2023	Beach Gardens - freezer bags	6.58	
29/09/2023		122817	18/08/2023	Dehumidifier bags for machines	27.45	
29/09/2023		122835	22/08/2023	3M double sided tape & Key cutting	3.99	45.01
29/09/2023	Norfolk County Council	10048088	12/09/2023	NPLaw Feetime charge- Aug23		208.80
29/09/2023	NSALG	S2821A/23-24	18/09/2023	NAS Annual membership fee		66.00
29/09/2023	Omega Red Group Ltd	CD970211339	23/08/2023	Lightning Protection Annual Inspection		247.20
29/09/2023	Openings	A69391	02/08/2023	Annual Service-automated barrier 17/7		184.80
29/09/2023	Origin Amenity Solutions Limited	OASI0077171	04/09/2023	White line paint		336.42
20/12/1956	Swanage Town Council	Month 6 Payroll	20/09/2023	Net Wages-Month 6		62,638.67
29/09/2023	Personnel Hygiene Service	69994920	17/08/2023	Hygiene service- Sept-Dec 23		2,205.86
29/09/2023	Planet Merchant Service Ltd	PP4000506IE2212	16/08/2023	Gateway- July 23	1,117.82	
29/09/2023		PP4000568IE2212	12/09/2023	Gateway - Aug 23	1,665.98	2,783.80
29/09/2023	Pod Point Ltd	3008668	26/09/2023	AdminFee Mar23-May23		210.25
29/09/2023	Purbeck Print Company	1056	23/09/2023	TIC - Artwork for retail		90.00
29/09/2023	Purbeck Ice Cream	150939	09/08/2023	Beach Gardens - ice-cream for kiosk retail	137.30	
29/09/2023		151180	16/08/2023	Beach Gardens - ice-cream for retail	308.88	
29/09/2023		151400	23/08/2023	Beach Gardens - ice-cream for retail	231.81	
29/09/2023		151624	30/08/2023	Beach Gardens - ice-cream for kiosk retail	176.90	
29/09/2023		151809	06/09/2023	Beach Gardens - ice-cream for kiosk retail	317.86	
29/09/2023		152010	13/09/2023	Beach Gardens - ice-cream for kiosk retail	109.84	1,282.59
29/09/2023	Purbeck Media Group	INV-3294	09/08/2023	TIC - uniform for seasonal staff		52.80
29/09/2023	RADAR Key Company	33518	11/09/2023	TIC - RADAR keys for retail		337.20
07/09/2023	Refund	Kiosk	07/09/2023	Return of payment	2,105.04	
28/09/2023		STC	28/09/2023	Deposit return	6,150.00	8,255.04
29/09/2023	RNLI Fundraising Branches	929865 Swanage	01/09/2023	RNLI-tickets sold Aug 23		201.16
29/09/2023	The Swanage School	SI-1578	22/09/2023	Council Meeting 2 1/2 hrs		102.50
29/09/2023	Swanage Town & Herston Football Club	Grant	29/09/2023	Vodafone-Days Park Grant Q2 23/24		987.50
29/09/2023	R.J. Simpson	0929465	08/09/2023	Welding repairs to line marker		40.00
29/09/2023	DWG Smith	24011	31/08/2023	Repair purbeck stone bus shelter		384.00
29/09/2023	South West Councils	0000069588	20/09/2023	TH - Assessment		345.60
29/09/2023	Spaldings (UK) Ltd.	SI-2892440	05/09/2023	3x strimmer wire reels	164.66	
29/09/2023		SI-2893284	07/09/2023	Fan housing	160.02	324.68
29/09/2023	St. Michaels Garage	3491	31/08/2023	August- Diesel		792.70
29/09/2023	Suez Recycling & Recovery UK Ltd	33075765	31/08/2023	July Mixed Waste collection	1,272.77	
29/09/2023		33075765	31/08/2023	Skip exchange (Mixed Waste)	1,139.71	2,412.48
29/09/2023	Sutcliffe Play (South West) Ltd.	6955	21/09/2023	Replacement Spring		234.66
29/09/2023	Swanage News	1284	02/09/2023	News papers		43.75
29/09/2023	Swanage Tyres and Tuning Ltd	29264	21/08/2023	Defender CV joint lubrication	19.50	
29/09/2023		29372	30/08/2023	Bald tyre replacement on HJ70 ZLE	67.74	
29/09/2023		29504	08/09/2023	puncture repair for Iseki mower	20.40	
29/09/2023		29667	25/09/2023	Services	214.80	322.44
29/09/2023	Telefonica O2 UK Ltd	22267541	24/07/2023	SIM Charges Aug 23	258.02	
29/09/2023		24809357	24/09/2023	SIM Charges TH Sept 23	262.63	520.65
29/09/2023	Tor Mark Press	22089	09/08/2023	TIC - publications for retail		85.56

29/09/2023	Travis Perkins	9292ANI038	16/08/2023	Materials	41.49	
29/09/2023		9292ANI337	22/08/2023	Materials	46.44	
29/09/2023		9292ANI497	24/08/2023	Materials	37.79	
29/09/2023		9292ANI462	24/08/2023	Materials	3.62	
29/09/2023		9292ANI644	29/08/2023	Materials	7.49	
29/09/2023		9292ANJ052	06/09/2023	Materials	4.36	
29/09/2023		9292ANJ097	06/09/2023	Materials	85.48	
29/09/2023		9292ANJ135	07/09/2023	Materials	19.37	
29/09/2023		9292ANJ388	12/09/2023	Materials	77.75	
29/09/2023		9292ANJ370	12/09/2023	Materials	6.95	
29/09/2023		9292ANJ413	13/09/2023	Materials	37.14	
29/09/2023		9292ANJ548	14/09/2023	Materials	37.14	
29/09/2023		9292ANJ762	19/09/2023	Materials	162.00	
29/09/2023		9292ANJ696	19/09/2023	Materials	29.48	
29/09/2023		9292ANJ820	20/09/2023	Materials	144.19	
29/09/2023		9292ANJ994	25/09/2023	Materials	9.91	750.60
29/09/2023	Third Party Payments	Payroll-Month6	20/09/2023	Payroll-Month 6 Deductions		199.13
29/09/2023	John Wareham	056	16/08/2023	TIC - books for retail		60.00
29/09/2023	Watson Fuels	I13717926	08/09/2023	500litres Diesel for tank refill		885.48
29/09/2023	Westmade Ltd	1011017	17/07/2023	TH boiler: Investigate Fault (F32)		512.10
29/09/2023	Wilkswood Farm Ltd	3-2023	31/08/2023	Beach Ranking x 14		2,016.00
29/09/2023	Zephyr Racing Pennants Ltd.	2302014	18/08/2023	Beach Gardens flagpole (Green Flag award)		1,080.00
<b>Total of BACS/CHAPS Payments</b>						<b>197,890.08</b>

<b><i>F/P Refund 7th September 2023</i></b>	2,105.04
<b><i>BACS payroll payment issued 20th September 2023</i></b>	62,638.67
<b><i>F/P Refund 28th September 2023</i></b>	6,150.00
<b><i>BACS supplier payments issued 29th September 2023</i></b>	126,996.37
	<b>197,890.08</b>

**Total of Payments 228,025.87**

#### Investments - Cash Movements

Date	Name	Inv Ref	Inv Date	Details	Payment Total
28/09/2023	DMADF	transfer	28/09/2023	DMADF	425,000.00
<b>Total of Investments</b>					<b>425,000.00</b>

**Total of Payments & Investments 653,025.87**

**Report further to Day’s Park Development Forum Meeting, 18<sup>th</sup> October 2023**

Since the last Council Meeting on 18<sup>th</sup> September there have been a number of developments in respect of the Football Club facilities at Day’s Park.

**1. Condition Survey of Sports Hall, Club House and other structures at Day’s Park**

As owner of the Swanage and Herston Football Club premises at Day’s Park, the Town Council commissioned a condition survey which took place on 4<sup>th</sup> October. The resultant report highlighted changes since the buildings were last surveyed in 2020. Although it is recognised that the Club has gone to considerable effort to improve the premises in the intervening period, the report highlighted continued deterioration in the buildings and recommended a number of urgent remedial measures, including a number of health and safety matters.

A verbal update was provided to the Sports, Leisure and Wellbeing Working Party on the afternoon of 4<sup>th</sup> October and a written summary of its key recommendations was considered by the Council’s representatives on the Day’s Park Forum on 11<sup>th</sup> October. This was shared with the Football Club on 13<sup>th</sup> October and discussed at the Forum meeting on 18<sup>th</sup> October. At that meeting the Club’s representatives agreed to take forward a number of actions to urgently address the most important issues raised.

The Club highlighted the limited availability of funds and were invited to submit a grant application for consideration by the Town Council if required.

**Decision required**

To note the actions taken by the Town Council and the assurances provided by Swanage & Herston Football Club that steps will be taken to address the urgent items highlighted by the survey report.

**2. Redevelopment Proposals**

At the Council Meeting held on 24<sup>th</sup> July 2023, it was agreed that the Town Clerk and Councillors should continue to work on refining Heads of Terms for a long-term lease agreement of the Football Ground, Sports Hall, Club House and Car Park to the Swanage & Purbeck Development Trust. It was reported at the Council Meeting held on 18<sup>th</sup> September that the Council representatives on the Day’s Park Forum (Councillors Bishop, Bonfield and Tomes) were seeking assurance around the availability of funding to deliver the multi-function centre/Sports and Social Centre project prior to the Heads of Terms being presented to Council for approval.

The question of funding was further discussed at the Day’s Park Development Forum meeting on 18<sup>th</sup> October. It was agreed that a breakdown of the build costs for phases of the multi-function centre would be obtained to inform further discussion, together with the associated costs of obtaining planning permission. Representatives of the Football Club agreed to do the same in respect of a smaller community sports facility. This information was due to be considered at the next Forum meeting in late November. However, subsequently the

Development Trust have reviewed their involvement and decided to withdraw from the project.

The Town Council will therefore now need to review how best to take forward the delivery of community facilities at Day's Park. It is suggested that the Sports, Leisure and Wellbeing Working Party should review the different options and report to a future meeting. Currently three options are envisaged for future redevelopment: i) the full multi-function/Sports and Social Centre; ii) a smaller community sports facility; iii) a hybrid version of the two other options.

Following the withdrawal of the Development Trust the question of whether to lease the premises directly to the Football Club, or to form a new community group, potentially as a Community Interest Company (CIC) needs to be considered. Other matters that require consideration are plans for future public consultation and the development of a business plan to understand how the premises can operate sustainably in the long term.

### **Decision required**

That a meeting of the Sports, Leisure and Wellbeing Working Party be convened to consider these matters prior to the next Council meeting on 11<sup>th</sup> December.

### **3. Support from Dorset Council**

In recent discussions the key importance of having the support and guidance of Dorset Council in delivering improved sporting facilities at Day's Park has been highlighted. Following representations from Councillor Suttle, it has been agreed that Paul Rutter, Leisure Services Manager, and colleagues from his team will assist in addressing the matters raised above. An initial online meeting has been arranged at 4 p.m. on Monday 30<sup>th</sup> October and a verbal update will be reported to the Council Meeting.

Martin Ayres  
Town Clerk

October 2023

**Events - To consider schedule of event requests for 2024**

**1. Event Management overview**

Each year a sizeable number of events take place across Swanage and many of these are located on property which is managed and maintained by Swanage Town Council. The Town Council generally does not charge for these events if they bring community or economic benefits to the town. Each event organiser is required to complete a Stage 1 Application Form which provides ‘provisional approval’ for the event to take place. Town Council officers have some delegated authority to approve events at this stage, although the majority of events will come through the Town Council for approval.

Once ‘provisional approval’ has been provided, the event organiser is required to provide a Stage 2 Application Form which includes the requirement to provide a risk assessment, public liability insurance, event management plan, Environmental Impact Statement, and usually a map of the site. Final approval is delegated to officers, which is provided once a review of documentation has taken place and assurances provided that the event will be safe and meets the requirements of the Town Council.

**2. Delegated authority to Swanage Town Council officers**

Officers have some delegated authority to approve events during the year. An ‘event matrix’ is used whereby event proposals received are scored according to some basic criteria. Depending on the score allocated to a particular event will determine if the approval can be made either by officers on their own, by officers with advice from the Events Working Party or through Council Committee. Appendix 1 provides an example of the event risk matrix.

**3. Requests to hold events on Swanage Town Council property in 2024**

Councillors are asked to provide provisional approval for the use of Council owned land for these requested events for 2024 as detailed in Appendix 2.

**4. New events proposed for 2024**

All new events are recommended to go ahead for 2024 on a trial basis for one year only which will be reviewed by the Events Working Party at the end of year.

**4.1 Coastal Barbarians Rowing Regatta – 27th April**

The Studland based Coastal Barbarians Rowing Club would like to run a rowing regatta on 27th April 2024. This will be similar to other rowing events held in Swanage and could see up to 50 boats taking part. More information about the club and the rowing boats they use can be found on their website [Coastal Rowing - Row for Life – Coastal Rowing Boats Dorset](#). They are looking to use the beach and Sandpit Field for refreshments, along with North Beach Car Park for trailer storage.

**4.2 Swanage Army Link and D-Day Parade – 8th June**

This event, which is the official ‘liberty of the town’ will see soldiers from the Royal Signals Regiment marching through the town to commemorate the 80<sup>th</sup> anniversary of the D-Day landings. The event doesn’t actually use land operated by the Town Council

but as a formal event this will fall under the Council's insurance. It is occurring on the same day as the Swanage Sea Rowing Club Regatta, but after speaking with the relevant parties this will not cause any issues that cannot be accommodated.

#### 4.3 Studland Swim Run – 15th June

This new event is a swim run event which is a relatively new and exciting sport. The event will start and finish at Studland, with competitors running and swimming different lengths. In Swanage the organisers are looking to use three areas of land operated by the Town Council. The first is the beach by the Banjo Pier and the second area is Monkey Beach, both to enter and exit the water. The third area is Peveril Point where competitors will enter the water and exit at the zig-zag path. The event will accommodate around 100 competitors over quite a wide time period so will have very little impact on the town. This will take place on the same day as the Fish Festival but will have no impact on this event. More information can be found here: [Studland SwimRun \(Long\) - I-Swim Run \(iswimrun.com\)](#)

#### 4.4 Swanaloolu Festival - 5th to 7th July

This two-day music event will take place on Friday and Saturday on King George's Playing Field in early July. The event will be similar to the September 'Music by the Sea' event but over two days. Local bands will play throughout the day and evening with a larger celebrity band playing on the Saturday night. All music will end by 10.00pm. Fair rides and food outlets will be available on site. The event is being organised by Willdoes. The Events Working Party recommends that the following criteria are included:

1. The event organiser must identify, and include within their plans, an alternative pedestrian access point to King George's Field so that the current vehicular access point may only be used for vehicles during the event.
2. Sufficient space must be retained on the field for summer overflow parking.
3. That music and entertainment must finish at 10.00pm each evening.
4. Due to the weight limit on the vehicle bridge, only standard size vehicles will be permitted.

#### 4.5 Wareham Town Band – Various dates

The band will be using the Bandstand on the events indicated on the calendar below.

#### 4.6 Jurassic Coast Macmillan Mighty Hike 2024 – 7<sup>th</sup> to 8<sup>th</sup> September

This event will see a series of long walks, all starting at Norden. Most of the charity walks will finish at Norden and for the ones that finish at Swanage, coaches will be provided to take walkers back to the start. The event organisers would like to use Forres Field as the mid-way checkpoint and will include a number of marquees to accommodate first aid, a cold buffet, drinks etc. It is anticipated that around 2,500 walkers will take part over the weekend. It should be noted that this is the weekend of the Swanage Folk Festival, but it is not considered that this will cause an issue. The Events Working Party recommends that the following criteria are included:

1. It is recommended that a charge is made for the event of £400 as the event is very similar to the Jurassic Coast Challenge event held in May for which a similar charge is made.

## **5. Revised Terms and Conditions for 2024**

With the very large number of events now taking place across the town, many of which are significantly large and complex, the administration burden on the officers has increased over the last few years. All events, regardless of their size must provide the following documents: Application Form, site map, Environmental Impact Statement, risk assessment, event management plan and public liability insurance. Many events will also need to provide a copy of their TEN (Temporary Event Notice for the sale of alcohol) a drone licence and insurance and officers will need to provide relevant keys and parking permits. For many events, officers will need to ask further questions of the documents, which results in numerous emails and delays to the provision of final approval for the event. Unfortunately, a number of event organisers delay the provision of documents to the Council, and on at least a couple of occasions this year, events were only approved on the day before the event started due to delays in receiving key documents.

Therefore the Events Working Party would like to include within the terms the following provisions:

- 5.1 Events that fail to provide sufficient documentation, as stated within the application form to the Town Council, within 10 working days of the event start date may receive an administrative charge of £50.
- 5.3 Events that fail to provide sufficient documentation, as stated within the application form to the Town Council, within 5 working days of the event start date may have their event cancelled by the Town Council.
- 5.4 The first year for all new events will be seen as a trial and reviewed at the end of the year by the Town Council.

## **6. Decisions required**

- 6.1 To agree to the new events, indicated in section 4 above, along with the various criteria recommended for the Swanaloolu Festival and the Macmillan Big Hike.
- 6.2 To consider the proposed revised terms and conditions, indicated in section 5 above.
- 6.3 To consider whether to agree the events detailed in Appendix 2.

Culvin Milmer  
Visitor Services Manager

October 2023



## Appendix 2 Swanage Town Council: Event requests for 2024 (venue booking dates)

'Yellow' rows indicate that the event is outside the control of the Town Council / grey rows indicate a new event

Event	Date – From	Date – To	Organiser	Detail	Venue	Notes	Alcohol / Evening Close
SSRC 10K Run	14 Jan	14 Jan	SSRC	Running Event	North Beach CP	As 2023	-
Swanage Blues Festival	29 Feb	5 Mar		Blues music at different venues in Swanage	Pubs		-
Jurassic Express Half Marathon	9 Mar	9 Mar	UK Running	Run from Swanage to Corfe inc. train	Hardstanding	As 2023	-
Sunrise Service	31 Mar	31 Mar	Jim Farrer	Easter Morning sunrise service	Beach	As 2023	-
Charity Day & Classic Car Display	21 Apr	21 Apr	Swanage Carnival	Charity Stalls & Classic Cars, inc. alcohol, finish at 4pm	Main Beach CP	As 2023	Alcohol – finish at 4pm
Coastal Barbarians Rowing Regatta	27 Apr	27 Apr	Coastal Barbarians	Studland based rowers	Beach / Sandpit Field / NB CP	NEW	-
Swanage Railway-Diesel Gala & Beer Festival	12 May	14 May	Swanage Railway	Trade stands, diesel trains and beer and food stalls	Corfe Castle		-
Jurassic Coast Challenge 100km	13 May	14 May	Action Challenge	Jurassic Coast Challenge 100km walk and run with the first stop at Days Park	Days Park	As 2023 - £400	-
Swanage Kayak Angling	Mid May	Mid May	Swanage Classic	Kayak fishing tournament	PAG / Monkey Beach	As 2023	-
Swanage Living History Pirate Festival	25 May	26 May	South Sea Buccaneers	Family friendly pirate/militia festival, skirmishes, re-enactment, living history (no alcohol or evening entertainment)	Sandpit Field / Beach	As 2023	-
Swanage Fairy Festival	31 May	1 June	Fairy Festival	A magical weekend of mermaids, fairies and pixies and elves, (inc. alcohol, finish at 7pm)	Sandpit Field	As 2023	Alcohol – finish at 7pm
Purbeck Arts Week	25 May	June	PAW	Art in venues throughout the Purbeck area			-

Sea Rowing Regatta	8 June	8 June	SSRC	Sea Rowing competition	Beach & North Beach CP	As 2023	-
Swanage Army Link	8 June	8 June	Army Link	Army Parade commemorating D-Day landings	Not on STC land	NEW	-
The Studland SwimRun	15 June	15 June	I-Swim-Run	Swim run event across Swanage and Durlston Bays	Swanage Beach / Monkey Beach Peviral Point	NEW	-
Fish Festival	14 June	17 June	Fish Festival	Celebrating local food with a focus on fish. Alcohol - no evening entertainment	PAG	As 2023	Alcohol – finish 11pm
Swanage Railways 'Roads to Rail' event	21 June	23 June	Swanage Railway	Steam-powered demonstrations and vintage fairground fun	Corfe Castle		-
Coastal Rowing Regatta	29 June	29 June	Coastal Rowers	Rowing competition in Swanage Bay	Beach, North Beach Car Park	As 2023	-
Swanage Triathlon	29 June	30 June	Challenging Events	Triathlon	Sandpit field & Beach	As 2023	-
Will Does Presents Swanaloulou	4 July	7 July	Will Does	2 day Family Music Festival, Alcohol and close at 11pm.	KGV playing fields	NEW	Alcohol – finish at 10pm
Wareham Town Band at the Bandstand	7 July	7 July	Wareham Town Band	Band	Bandstand	NEW	-
Swanage Jazz Festival	12 July	14 July	Jazz festival	Various venues across town hosting jazz. Sandpit Field alcohol and close at 11pm.	Sandpit Field and others?	As 2023	Alcohol – finish at 11pm
Big Hike Cancer Research	12 July	13 July	Hike events	Final stage of hike across Jurassic Coast to raise funds for charity	PAG	As 2023	-
The Wild Swimming Festival	20 July	21 July	The Wild Swimming co	Swim Festival including alcohol and close at 11pm	PAG	As 2023	Alcohol – finish at 11pm
Wareham Town Band at the Bandstand	21 July	21 July	Wareham Town Band	Band	Bandstand	NEW	-
Wilkswood Reggae Festival	18 July	21 July		Music festival	Wilkswood farm		-
Camp Bestival	25 July	28 July	Lulworth	Music Festival	Lulworth Estate		-
Swanage Carnival	29 July	5 Aug	Carnival	Full range of events across the town, Sandpit alcohol and close at 11pm	All event areas	As 2023	Alcohol – finish at 11pm

Swanage Rotary Fete	8 Aug	8 Aug	Rotary	A family fete to raise funds for the Rotary/local charities, alcohol	Sandpit Field	As 2023	Alcohol – finish late afternoon
SISATA – Peter Pan	6 Aug	7 Aug	SISATA	Theatrical open-air adaption of Peter Pan	PAG	As 2023	-
Lifeboat Week	10 Aug	20 Aug	RNLI	Events around town inc. PAG with stage, alcohol, evening entertainment close at 11pm	Hardstanding, PAG & Downs	As 2023	Alcohol – finish at 11pm
Purbeck Valley Folk Festival	15 Aug	18 Aug		Music Festival	Harmans Cross		-
The Great Dorset Steam Fair	22 Aug	26 Aug		Steam Fair with food and drink and fairground	Stourpaine		-
Harmans Cross Field Day	25 Aug	25 Aug		Family Fayre with stalls	Harmans Cross		-
Bournemouth Air Festival	29 Aug	1 Sept		Air Festival	Bournemouth		-
Dorset County Show	7 Sep	8 Sept		Country Show	Dorchester		-
Music By The Sea Memorial Concert	30 Aug	1 Sept	Music bar and food	A memorial music day by local acts, inc. alcohol and close at 10pm	PAG	As 2023	Alcohol – finish at 10pm
Swanage Railway Classic Steam & Vehicle show	6 Sept	8 Sept	Swanage Railway	Steam and vehicle show	Harmans Cross		-
Swanage Folk Festival	3 Sept	9 Sept	Folk Festival	Folk Festival based on Sandpit Field inc. alcohol and close at 11pm	All event areas	As 2023	Alcohol – finish at 11pm
Jurassic Coast Macmillan Mighty Hike 2024	6 Sept	8 Sept	Threshold Sports	Charity walk with checkpoint in Swanage – up to 2,000 walkers	Forres Field	NEW	-
Planet Purbeck Festival	Mid Sep	Mid Sep	Planet Purbeck	Mowlem Car Park, alcohol close late afternoon	Mowlem CP	As 2023	Alcohol – finish late afternoon
Sea Rowing Vets	5 Oct	5 Oct	SSRC	Rowing event on Swanage Beach for Veterans, inc. alcohol and close by early evening	Beach / Hardstanding / MB CP	As 2023	Alcohol – finish early evening
Swanage Blues Festival	3 Oct	6 Oct		Blues music festival	Various		-
Remembrance Sunday	12 Nov	12 Nov	STC	Road closure for Parade	War Memorial	As 2022	-
Switch on the Lights	30 Nov	30 Nov	STC	Road closure for Christmas light switch on	Station Road	As 2023	-
Endurance Life Marathon	? Dec	? Dec	Endurance Life	Various running events which finish on the beach	Hardstanding / Beach / Sandpit	As 2022	-
Boxing Day Dip	26 Dec	26 Dec	Willdoes	Swim for charity	Beach	As 2023	-
SSRC 10K Run	? Jan	? Jan	SSRC	Running Event	North Beach CP	As 2023	-

Jurassic Express Half Marathon	? Mar	? Mar	UK Running	Run from Swanage to Corfe and back on the train	Hardstanding	As 2023	-
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**To consider draft agreement between the Town Council and the King George V Playing Field Trust**

At the Finance and Governance Committee meeting held on 9th November 2022, initial consideration was given to legal advice regarding the Town Council’s management of the three charitable trusts of which it is the corporate trustee.

- King George V Playing Field Trust
- Gift of Public Pleasure Grounds (Prospect Green, Weather Station Field etc)
- De Moulham Trust (Mowlem Land Trust)

Further advice was considered at the Finance & Governance Committee meeting held on 23<sup>rd</sup> July 2023. Whilst it was agreed to take forward changes to the governance arrangements of the De Moulham Trust and the Public Pleasure Grounds charity, it was noted that the King George V Playing Field Trust would remain unaffected by these changes.

The Council has been advised that it should adopt a management agreement between the Trust and the Council so that the current arrangements for managing the field are set out in a formal legal document. To that end Wellers Hedleys solicitors, acknowledged specialists in the field of local government management of charities, have drafted the attached document for consideration by the Town Council. It has been reviewed by the Town Clerk and a number of minor amendments made in consultation with the solicitors.

At its meeting held on 13<sup>th</sup> October 2023, the Finance and Governance Committee considered the agreement and resolved to recommend its adoption by the Town Council, subject to agreement by the King George’s Field, Swanage, Charitable Trust. A Trust meeting has been called immediately prior to the Council Meeting so that the document can be considered in the context of the Trust’s obligations to preserve the field for the benefit of the public. The outcome of that meeting will be reported verbally at the Council Meeting.

**Decision required**

To consider agreeing to enter into the draft Management Agreement in respect of the King George V Playing Field with the King George’s Field, Swanage, Charitable Trust and to authorise its signature by two councillors.

Martin Ayres  
Town Clerk

October 2023

**DRAFT MANAGEMENT AGREEMENT**

**BETWEEN**

- (1) **Swanage Town Council** as Trustee of King George’s Field, Swanage (Registered Charity Number 1085459) (“**the Trustee**”) and
- (2) **Swanage Town Council** of Town Hall, High Street, Swanage BH19 2NZ (“**the Council**”).

**RECITALS**

- A. The Trustee is the sole Managing Trustee of the charity known as King George’s Field, Swanage the governing instrument of which is a Declaration of Trust dated the 24<sup>th</sup> September 2007 (“**the Charity**”) in respect of the King George V Playing Field Swanage (“**the Playing Field**”).
- B. The Trustee has requested that the Council undertake the day to day management of the Playing Field for the purposes of public recreation and the maintenance of the same on behalf of and for the benefit of the Charity as the Charity has limited funds and resources and would otherwise rely upon grants given by the Council and third parties.
- C. The Council has resolved that, as the facilities offered by the Playing Field are for the benefit of the town of Swanage, it will undertake the day to day management and the maintenance and other works required on the basis set out in this Agreement.
- D. The Trustee enters into this Agreement pursuant to section 297 of the Charities Act 2011.

## **OPERATIVE PROVISIONS**

### **1. Definitions and interpretation**

In this Agreement the following terms shall, except so far as the context otherwise requires, have the following meanings:

**“the Period”** means from the date of this Agreement for a period of 2 years and thereafter until determined in accordance with Clause 3.

### **2. Agreement**

- 2.1. It is agreed by the Trustee that the Council shall manage and be responsible for the Playing Field for the Period.
- 2.2. The Council will maintain the Playing Field as a public recreation ground for the benefit of the inhabitants of Swanage and the neighbourhood without distinction of sex or of political religious or other opinions.
  - 2.3.1 The Council will maintain the Playing Field in a condition that is no worse than as exists at the date of this Agreement and will maintain all structures in a good and substantial state of repair and condition replacing any structure or part of a structure which is beyond economic repair unless requested not to do so by a duly constituted meeting of the Trustee.
  - 2.3.2 With the exception of replacement children’s play equipment and skate park equipment, the Council will not erect or permit to be erected any new structure on the Playing Field other than those in respect of which it has consent at the date of this Agreement without the previous written consent of the Trustee.
- 2.4. The Council will take all reasonable steps (including the erection and maintenance of a CCTV camera and pole) to prevent nuisance and disorder and in particular to prevent any use which may be or become a nuisance or annoyance to the immediate neighbourhood of the Playing Field.
- 2.5. The Council will impose on any person or organization which uses the facilities on the Playing Field terms of hire rules and conditions (if any).

- 2.6. All expenses incurred by the Council in the care and management of the Recreation Ground will be paid by the Council who shall be entitled to be paid the income received from the Playing Field as from the date of this Agreement. In so far as any income received by the Council shall exceed the expenses the same shall belong to and be paid to the Charity unless the same is reasonably required for future expenses.
- 2.7. The Council will effect such insurance as it shall deem appropriate and carry out risk assessments in accordance with the requirements of their insurers and comply with the requirements of such insurers from time to time.
- 2.8. The Council will indemnify the Trustee against any expense liability loss claim or proceedings arising under any statute or at common law in respect of any injury or damage to any person or property arising out of the use and enjoyment of the Recreation Ground.
- 2.9. Any works undertaken by the Council shall be carried out in a workmanlike manner and the Council shall at all times ensure that all current legislation relating to Health and Safety and other provisions designed for the safety of the public is complied with.

### 3. **Termination**

The rights granted in clause 2 shall determine as follows:

- 3.1 immediately on the service of notice by the Trustee on the Council at any time following any breach by the Council of its undertakings contained in Clause 2;
- 3.2 on 3 months notice served by the Trustee on the Council;
- 3.3 by 6 months notice served by the Council on the Trustee.
- 3.4 All notices served by either party pursuant to the provisions of this Agreement shall be in writing and shall be sufficiently served if delivered by hand or sent by recorded delivery to the address of the Clerk to the Town Council and to the Clerk of the Trustee as notified to the Council from time to time.

Executed as a Deed by **SWANAGE  
TOWN COUNCIL** as Local Authority  
by two Councillors in the presence of the  
Clerk:

Councillor

Councillor

Executed as a Deed by **SWANAGE TOWN  
COUNCIL** as Trustee by two Councillors  
in the presence of the Clerk:

Councillor

Councillor

**King George V Playing Field – To consider replacement of wetland walkway**

In early June 2023 the timber walkway that provides a bridge through the wetlands area in King George V Playing Field was vandalised as shown in the image below taken immediately thereafter. This was reported to the police and a crime number received.



A claim was made to the Council’s insurers Zurich however was denied as this item was not considered to be within the ‘all risks’ insurance cover.

The damage caused by the vandalism is such that complete replacement of the structure, including upright timbers is very likely to be required. In order that this can be undertaken, quotes for materials have been sought and indicate a budget sum of £2,500 will be required which at present can be allocated from within existing repair and maintenance budgets. The work can be undertaken by the Council’s in-house team although it is estimated that it will take two people around two weeks for the works to be completed.

It is not anticipated steps can be taken to make the walkway less susceptible to future vandalism given the materials and location of the wetlands.

**Decision required**

That Councillors consider the reinstatement of a timber walkway within the wetlands area of King George V Playing Fields.

Gail Percival  
Assets and Compliance Manager

October 2023

**Station Approach – To consider authorisation of next steps in implementing safety improvement scheme.**

At the Council meeting held on 30<sup>th</sup> January 2023 Minute 131(a) it was resolved:

That the Town Council brings the existing location up to current highway standards (crossings, tactile paving, road markings), relocate the parking bays allocated for the railway to either the Co-op car park or to the two taxi bays adjacent to the disabled bays, adjust road marking/surfacing in the area where the railway parking was previously, install a cycle rack (location to be determined) and review the installation of additional crossings as per recommendations within the report, subject to stakeholder views and final costings (as set out in Option 2 of the WSP Feasibility Study dated September/October 2022).

In March 2023 Dorset Council provided a supplementary project brief for the Preliminary Design Stage of this project to reflect this resolution.

This was for the sum of £7,857 which was met by the following allocations from the Significant One-Off Revenue Expenditure budget 2023/4.

- Station Approach – Planning and Consultation £5,000
- Road/Misc Areas – Panorama Road-Professional Advice £2,857 from a total budget of £10,000

In June 2023 Dorset Council provided a proposal to meet the Project Brief. This was considered by them to be the solution which provided the most benefit in respect of pedestrian safety. This proposal required cooperation with adjacent landowners and an on-site meeting to discuss the impact of this scheme was held with representatives of Swanage Medical Centre. Agreement on these proposals could not be reached and on this basis revised proposals, as attached, were provided.

Discussions between officers of the Dorset Council Project Management Team and Swanage Town Council have been held and it is felt that these proposals provide the most advantageous outcome in terms of meeting the project brief whilst not relying on the cooperation of adjacent interests.

Further to consideration at an informal meeting of the Capital Projects Sub-Committee, minor design amendments to the presented brief could include:

- Removal of the existing bus shelters and replacement by larger bus shelters located at either end of the pavement in front of the station entrance to ease pedestrian congestion.
- Tailoring the vehicular exit from the Co-op to lead vehicles towards the correct exit past the station.
- Removing the railway parking from the location indicated within the taxi rank.

The Lease between the Council and the Railway does not include the provision of designated parking bays but does contain ‘the right to park not more than one vehicle at a time on the

layby... for the purpose of loading and unloading from such vehicle'. This refers to the loading bay outside of Station House.

Design amendments may also be considered as a result of proposed consultation with Accessible Swanage.

Works proposed have an estimated duration of six weeks, around three of these to be intrusive works. Significant consideration of traffic management proposals to keep disruption to a minimum will be required. The scheme, if approved would require a lead in time of at least 3 months to enable local consultation to take place and therefore the current proposed time period for the works is September/October 2024.

The Capital Programme currently has the following allocations in respect of this project, which is due to be funded from the Usable Capital Receipts Reserve:

2023/24 - £50,000

2024/25 - £70,000

Current budget costs for the works, including contingency, design and supervision fees, are within this cost envelope and it is anticipated that should the design be approved, more detailed costings can be provided.

### **Decision required**

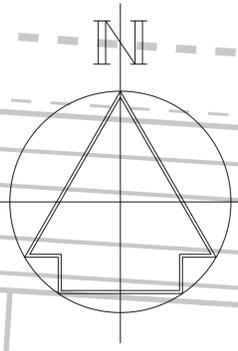
To consider approving the current proposal for infrastructure improvements at Station Approach, Swanage.

To delegate any further minor design amendments to the Community Services Committee.

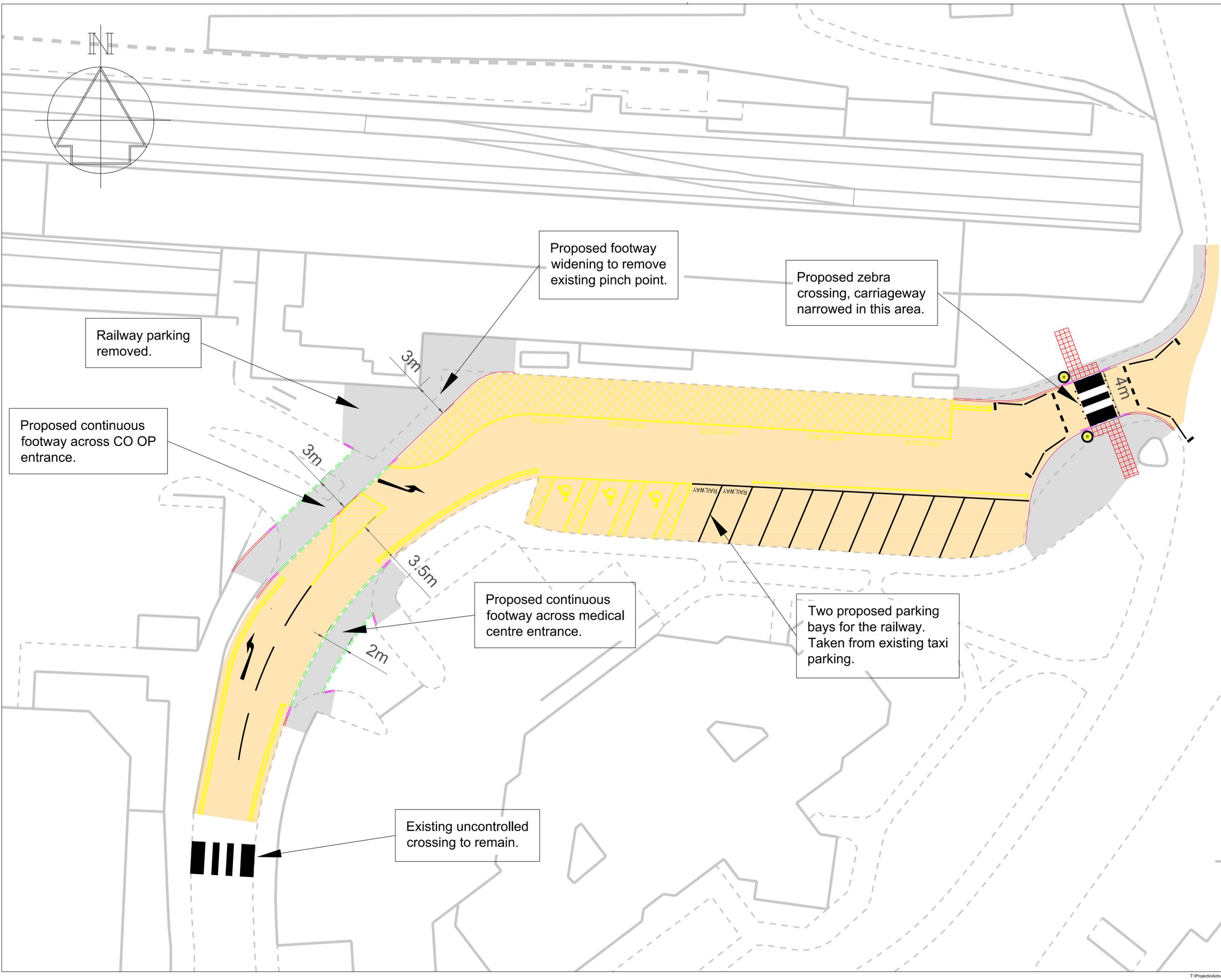
To agree carrying forward the sum of £50,000 allocated in the Capital Programme 2023/24 to create a total budget allocation of £120,000 in the Capital Programme for 2024/25.

Gail Percival  
Assets and Compliance Manager

October 2023



- KEY**
- Proposed 100mm kerb face.
  - Proposed 20mm kerb face.
  - Proposed 5mm kerb face.
  - Proposed taper kerb.
  - Proposed tactiles.
  - Footway surfacing.
  - Carriageway surfacing.
  - Proposed Lining.
  - Proposed belisha beacon.



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Orig	30/08/23	-	ZM
Rev	Date	Issue / Remarks	Checked



**DORSET HIGHWAYS**  
**Matthew Piles**  
 Economic Growth and Infrastructure

Project Title		
HI9115 Station Approach Swanage		
Drawing Title		
General Arrangement Option 2		
Scale (A1 Size)	Drawn By	Date
NTS	DW	29/08/2023
Drawing Number		
HI9115_1_101_F_Option 2 GA		
Drawing Status		
Feasibility		