

Minutes of the Meeting of the Swanage Town Council
held at the Town Hall, High Street, Swanage on
MONDAY, 18th NOVEMBER 2024 at 7.00 p.m.

PRESENT:-

Councillor T. Foster – Chairman

Councillor M. Bonfield
Councillor M. Coward
Councillor J. Dorrington
Councillor J. Lejeune
Councillor D. Monkhouse
Councillor C. Moreton
Councillor C. Sutton
Councillor C. Tomes
Councillor W. Trite
Councillor S. Vile

In addition to Members of the Council and officers, five members of the public and one representative of the local press and media attended the Meeting.

Public Participation Time

The following matters were raised during Public Participation Time: -

- In relation to agenda item 4 (a), several open water swimmers highlighted the importance of understanding water quality in the bay and the necessity for appropriate signage over the winter months. It was noted that approximately 150 regular open water swimmers used the bay all year round. Suggestions for improved signage included the provision of information regarding all the overflow outlets around Swanage Bay, rather than solely the Ulwell Stream, and ensuring that the information would be accessible to all, such as ‘thumbs up’ or ‘thumbs down’ logos. The Town Council’s proposal for a central noticeboard was welcomed and a further suggestion was made to place a screenshot from the widely used ‘Safer Seas’ app on the central notice board daily.

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

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

114. **Apologies**

There were no apologies to record on this occasion.

115. **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.

116. **Minutes**

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

That the Minutes of the Council Meeting held on 21st October 2024 be approved as a correct record and signed.

117. **Environment and Green Spaces Committee**

- (a) Proposed by Councillor Monkhouse, seconded by Councillor Tomes and
RESOLVED UNANIMOUSLY:-

That the Minutes of the Environment and Green Spaces Committee Meeting held on 23rd October 2024 be approved as a correct record and signed.

Consideration was given to the following recommendation contained in the Minutes:-

5) **Swanage Bay Water Quality-To consider proposals for improving the provision of information to the public**

- Proposed by Councillor Monkhouse, seconded by Councillor Vile and
RESOLVED UNANIMOUSLY:-

That a budget of £1,500 for 2025-26 to amend the header board of the existing A2 double sided noticeboard, to be sited at the Swanage Information Centre, at a cost of £1,000, and to install appropriate signage along the seafront at a cost of £500, be allocated.

118. **Personnel Committee**

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

That the Minutes of the Personnel Committee Meeting held on 23rd October 2024 be approved as a correct record and signed.

Consideration was given to the following recommendation contained in the Minutes:-

4) **Review the statement of policy on the local government pension scheme 2014**

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

That a revised 'Statement of Policy on the Local Government Pension Scheme 2014 Discretions' be adopted, amended as follows: Part A: To update the APC figure to £8,344 in relation to Regulation 16. Part B: To delegate the calculation of APP to the Town Clerk and Finance Manager in relation to Regulation 21.

119. **Planning and Consultation Committee**

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

That the Minutes of the Planning and Consultation Committee Meeting held on 4th November 2024 be approved as a correct record and signed.

120. **Finance and Governance Committee**
(a) Proposed by the Town Mayor, seconded by Councillor Tomes and
RESOLVED UNANIMOUSLY:-
That the Minutes of the Finance and Governance
Committee Meeting held on 6th November 2024 be
approved as a correct record and signed.

121. **Community Services Committee**
(a) Proposed by Councillor Bonfield, seconded by Councillor Coward and
RESOLVED UNANIMOUSLY:-
That the Minutes of the Community Services
Committee Meeting held on 6th November 2024 be
approved as a correct record and signed.

Consideration was given to the following recommendation contained in
the Minutes:-

- 7) **Swanage Library – to consider appointment of Councillor Sutton as observer
to the Friends of Swanage Library**
Proposed by Councillor Dorrington, seconded by Councillor Bonfield and
RESOLVED UNANIMOUSLY:-
That Councillor Sutton be appointed to the Friends of
Swanage Library in the role of observer.

122. **Statement of Cash Balance**
(a) A Statement of Cash Balance as at 31st October 2024 was submitted for
information (a copy attached at the end of these Minutes).

123. **Payment of Accounts**
In accordance with Regulations 5 and 6 of the Council's Financial Regulations,
the following Payment Schedule was submitted for information:-
 - Payment Schedule 7, amounting to £2,140,90.44.

124. **Chairman's Announcements**
The Town Mayor reported that she had attended the following events since the
Council Meeting held on 21st October 2024:
 - Remembrance Sunday – Remembrance Sunday had been a deeply moving event,
with strong attendance from councillors and the wider community. Marching
together served as a powerful symbol of unity and respect, honouring the
sacrifices of those who served and reminding us of the enduring importance of
remembrance.
 - Gainsborough Care Home - The town was deeply saddened to learn of the recent
loss of life at Gainsborough Care Home. Heartfelt thanks were extended to
everyone who came together to provide support during this challenging time.
The Mayor also expressed gratitude to the Deputy Mayor for his thoughtful and
compassionate statements to the press, delivered on behalf of the Council.
 - Candles by the Sea - On 26th October 2024, the Mayor attended the Lewis
Manning 'Candles by the Sea' event held at the Bandstand in memory of loved
ones. The Mayor opened the event by reflecting on the losses at the care home
and the collective grief experienced by the community. The poignant gathering
highlighted the strong community spirit and shared compassion that unites
people during difficult times.

- Pop-up shop – On 11th November, the Mayor and her consort opened the Purbeck Dementia Friendly pop-up shop, raising funds for this well deserving charity.
- Police – A meeting had been held with the local Police Inspector to discuss policing in the town. It was noted that a PCSO based in Swanage had recently left their role; however, a stronger police response presence is now stationed in Wareham. The Mayor urged attendees to report any crimes promptly, either by calling 101 or using the online reporting system.
- Town Council website – The Mayor announced that the Town Council website was to undergo an upgrade. Members were encouraged to contribute by providing a brief résumé and a photograph for inclusion.

125. **Working Party Updates and Recommendations**

(a) **Communications Strategy, 23rd October 2024**

At the meeting held on 23rd October 2024, Members discussed the need for increased community engagement. It was anticipated that the Annual Report would be published and circulated electronically prior to Christmas. A quarterly newsletter would be resurrected in the new year entitled 'Talk of the Town Hall' and would be available online and via email with some hard copies to be made available in local public buildings. Recipients would be encouraged to provide an email address for future circulation. Members had also discussed the upgraded website. It was noted that due to the sad incident at Gainsborough Care Home not all matters on the agenda were covered and a further meeting would be held in due course.

(b) **Car Parks, 23rd October 2024**

At the meeting held on 23rd October 2023, Members had reviewed the outturn of the summer season and a draft Scale of Fees and Charges for 2025/26, which would be considered at the Tourism and Local Economy Committee meeting being held on 27th November 2024. A further discussion regarding the Co-op car park would be discussed under Agenda item 16 b).

(c) **Sport, Leisure and Wellbeing, 23rd October 2024**

Further to Minute No. 103 (a) of the Council Meeting held on 21st October 2024, it was reported that a meeting with the Tennis and Bowls Clubs had been arranged for 27th November 2024 to take forward discussion of a pavilion licence agreement and development of a long-term vision for Beach Gardens. It was anticipated that further information would be provided to a future Council meeting.

(d) **Seafront Masterplan, 13th November 2024**

Further to Minute No. 103 (e) of the Council Meeting held on 13th November 2024, it was reported that the Council had received the latest feedback from the early contractor involvement regarding the Green Seafront Scheme and potential Highways improvements to the northern section of Shore Road. It was noted that there would be opportunities for further discussion of these options and that it was anticipated that public consultation would be undertaken in the spring of 2025.

126. **Dorset Town of Culture 2026 – To consider whether to support a bid for Swanage and Purbeck and commit to provide funding**

Consideration was given to a briefing paper prepared by the Visitor Services and Business Development Manager (VSBDM), which outlined the progress made in preparing and submitting an Expression of Interest for Swanage and Purbeck to be considered for the Dorset Town of Culture 2026. It was noted that neighbouring parish councils had been invited

to participate, although they had not yet had the opportunity to officially consider the proposal.

A meeting of local organisations, including the Mowlem Theatre, Swanage Railway and Purbeck Art Weeks, had taken place, during which the agreed theme of the bid was identified as 'Inclusion and Diversity.' The theme aimed to enhance the accessibility of cultural events across the region. The National Trust had also expressed its support, and the Mowlem Theatre had agreed to act as the host organisation for the bid.

The briefing paper highlighted the financial requirement for the bid, totalling £30,000, to be provided over two financial years (2025-26 and 2026-27) by town and parish councils. The successful bidder would unlock a further £30,000 contribution from Dorset Council. It was further noted that securing the support and engagement of other local partners would significantly enhance the chances of a successful bid.

Members discussed the positive impact that this proposal could have on Swanage and the surrounding area, noting the region's diverse and varied cultural activities. The aim to deliver these experiences in a more accessible format was commended. A query was raised regarding the potential impact of the Green Seafront Stabilisation Scheme and the town centre flood defence scheme, both of which were expected to be underway by 2026. Concerns were noted regarding the potential effect on the town's appearance and logistical challenges for visitors. In response, it was suggested that a successful bid could help attract visitors during this period and mitigate any potential downturn in visitor numbers.

The timeline for the application process was also noted, with notification of a successful second-round bid expected by 18th January 2025, coinciding with the Council's budget-setting process. It was reported that much of the funding would be allocated toward the procurement of a project coordinator, who would be responsible for securing additional grant funding and overseeing the delivery of a range of cultural projects.

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

To support the Swanage and Purbeck Town of
Culture 2026 Expression of Interest, with the
Mowlem Theatre acting as the host organisation,
agreeing in principle to commit to a sum of up to
£30,000 to support the bid.

127. **Remote Meeting Attendance – To consider response to consultation on enabling remote attendance and proxy voting at local authority meetings**

Members noted the content of the government's initial consultation on enabling remote attendance and proxy voting at meetings. Discussions highlighted the benefits of in-person attendance, particularly the value of face-to-face interactions. However, Members also acknowledged the advantages of remote attendance and proxy voting for those unable to attend in person due to childcare, health, or other logistical challenges. It was recognised that remote participation could enhance inclusivity by enabling contributions to discussions and ensuring that votes were counted, even when physical attendance was not possible. Some concerns were raised regarding the potential implications of proxy voting, particularly the importance of hearing all perspectives on a topic before making a decision.

It was anticipated that once the government had reviewed the consultation results, the Town Council would have the opportunity to assess the implications in greater detail and amend its Standing Orders as necessary. It was suggested that a workshop be held to explore all possibilities further following the government's response.

It was **AGREED:-**

That those Members who wish to contribute to the consultation should do so individually, the Town Council committing to giving the matter further consideration following publication of the government's response to the initial consultation results.

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

a) **Purbeck Community Rail Partnership**

It was reported that an information board would be installed at Wareham railway station and that discussions were being held regarding its potential use to promote Swanage.

b) **Swanage Library**

It was noted that a new manager had been appointed at Swanage Library and a meeting would be arranged as a way of introduction to the Council.

c) **Swanage Railway**

It was noted that during 2025 the railway would be celebrating a significant anniversary and initial plans suggested Victorian themed events. Further information would be provided to a future meeting.

d) **Chamber of Trade**

It was reported that the Chamber of Trade had discussed the possibility of extending the festive lights to include Kings Road East. In response, it was stated that the supply and installation of the lights were operated under a three-year fixed price contract and therefore the Council would be unable to make alterations to the location of the lights at this time.

e) **Action for Health and Care Purbeck**

It was noted that NHS Dorset would be holding a consultation event regarding upcoming changes at Wareham Town Hall on Thursday 21st November 2024 between 10.00 a.m. and 12 noon. Members were encouraged to notify NHS Dorset should they wish to attend.

129. **Report from Dorset Councillors**

The following updates were provided by Councillor Trite:

- Budget – It was noted that the current budget deficit stands at £13.2 million, an increase from the £10 million forecasted at the end of July. The central government funding settlement for the next financial year would be finalised at the end of December, and setting a balanced budget for 2025/26 would likely require difficult decisions.
- The Department for Science, Innovation and Technology has given Dorset Council £163k to bring Wi-fi to the Swanage Railway (station and trains). This will be a test case for how innovative technology can boost the rural economy.
- Eastern Area Planning Committee – A decision had been made to approve a planning application for Lidl to build a store at Sandford.

130. **Reporting of delegated matters**

(a) **Treasury Management Advice – To consider extension of existing contract**

Further to Minute No. 112 (a) of the Council meeting held on 21st October 2024, it was reported that the Council's existing contract with Arlingclose for the provision of Treasury Management advice services had been extended in accordance with Financial Regulations 11.1 b) and e).

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

(a) **To note content of consortium objection to Sandbanks Ferry toll increase.**

Members noted that the Sandbanks Ferry inquiry had been rescheduled and would be held mid-late January 2025. Concerns were raised over the potential location of

the inquiry, and it was agreed that the Town Clerk would write to the relevant authorities seeking reassurance that every effort had been made to make the inquiry as accessible as possible to residents of Swanage and Studland. An update would be provided to a future meeting, following an upcoming meeting of the consortium.

(b) **Station Approach improvement works – To note minor amendments to final design**

Members noted that minor amendments had been made to the disabled parking bays within the final design for the Station Approach improvement works.

EXCLUSION OF PRESS AND PUBLIC

Proposed by Councillor Bonfield, seconded by Councillor Coward 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 15 and 16 for reasons of legal and commercial confidentiality.

132. **Procurement**

(a) **Seafront Ground Monitoring – To consider extension of existing contract**

Further to Minute No. 109 (a) of the Council Meeting held on 18th September 2023, Members considered the content of a briefing paper prepared by the Assets and Compliance Manager, 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.

A proposal had, therefore, been brought forward to extend the current contract with South-West Geotechnical Services for monitoring arrangements for a further five-month period at a cost of £7,012.50.

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

That the Town Council extends the current contract with South-West Geotechnical Services for a further five-month period for monthly monitoring and reporting of ground movement and water levels on the Green Seafront for the sum of £7,012.50.

(b) **Swanage Information Centre – To award contract for internal improvements**

Further to Minute No. 6) of the meeting of the Capital Projects Sub-Committee, held on 16th October 2024, Members noted the content of a briefing paper prepared by the Assets and Compliance Manager which set out proposed internal improvements to the Swanage Information Centre and specified the cost of the works as allocated from the significant one-off revenue expenditure/minor works budget 2024/25. It was reported that the Town Council had received information from Dorset Council that the Minor Works Framework had expired and, therefore, in order to be compliant with the Council's Financial Regulations, three quotations would be sought, as the works would exceed £2,500. It was stated that a further update would be provided to a future meeting.

(c) **Peveril Point Road Improvement Works – Update and approval of professional fees to Dorset Council**

Further to Minute No. 228 (e) of the Extraordinary Council Meeting held on 29th April 2024, Members considered a briefing paper prepared by the Assets and Compliance Manager. The paper outlined the work completed to date in preparing project documentation and highlighted the requirement from Dorset Council's Highways Improvement Team to review the project brief before a decision is made to proceed with the scheme as currently designed.

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

To award a contract to Dorset Council for the sum of £6,657 for project fees to provide information to the Council in respect of the Peveril Point Road improvement work.

(d) **Neighbourhood Plan – To consider proposal to engage Dorset Coast Forum to undertake public consultation**

Members considered the content of a briefing paper prepared by the Planning and Community Engagement Manager which outlined the discussions held by the Swanage Neighbourhood Plan Steering Group about the importance of comprehensive community engagement at this stage of the plan. The successful prior engagement of Dorset Coast Forum (DCF) in Town Council projects, such as the Green Seafront and Shore Road enhancement schemes, was noted. It was proposed by Councillor Bonfield, seconded by Councillor Sutton and **RESOLVED UNANIMOUSLY:-**

To waive Financial Regulation 11 so far as is required to directly appoint Dorset Coast Forum to deliver stakeholder and community engagement for the Swanage Neighbourhood Plan, in view of their proven ability to deliver consistent and effective communication and consultation strategies, for the sum of £20,125 (payable across this and the next financial year from agreed budgets and grant funding).

133. **Property-Related Legal Matters**

(a) **Swanage Railway – To consider proposed plans for new public conveniences**

Further to Minute No. 189 (a) of the Council Meeting held on 29th January 2024, Members considered an email received from Swanage Railway together with detailed plans of a proposed new toilet block on the northern side of the platform. It was noted that Swanage Railway were seeking landlord's consent in order to proceed with pre-planning advice, prior to the submission of a full planning application. Members welcomed the inclusion of a Changing Places facility, which it was felt would prove to be a great benefit to the town and its offer as an accessible visitor destination. It was proposed by the Town Mayor, seconded by Councillor Sutton and **RESOLVED UNANIMOUSLY:-**

That landlord consent be given to the construction of a new toilet block at Swanage Station, as set out in the submitted plans and visualisation, subject to compliance with the terms of the lease and securing planning permission.

(b) **Co-operative Group Limited – To consider draft proposal for future management of shoppers' car park**

Members considered the contents of a briefing paper prepared by the Town Clerk and Finance Manager which set out a proposal received from the Co-op group

regarding the future management of the Co-op car park. It was proposed by Councillor Bonfield, seconded by Councillor Tomes and RESOLVED UNANIMOUSLY:-

That officers be requested to further consider the implications of the Co-op group's proposal and bring a revised report to a future Council Meeting for final determination.

(c) **Sauna Concession – Update**

Further to Minute Nos. 188 of the Council Meeting held on 29th January 2024 and 113 (b) of the Council Meeting held on 21st October 2024, Members noted the content of a briefing paper which outlined actions taken by the Town Clerk under Financial Regulation 4.8 (authorisation of urgent unbudgeted expenditure) with regard to the installation of an upgraded electrical supply to facilitate the operation of the sauna concession. It was noted that the total cost of the works (inclusive of VAT) was projected to exceed the agreed budget by £6,694 and that the full cost would be recharged to the concessionaire in accordance with the terms of their lease.

(d) **Town Hall annexe lease – Update**

Further to Minute No. 113 (c) of the Council Meeting held on 21st October 2024, it was reported that at the recent meeting held between the Town Mayor, Town Clerk and the local Police Inspector concerns over the future police presence in Swanage had been raised and reassurance had been received. Nevertheless, concerns over the requested insertion of a break clause in the draft lease of the Town Hall Annexe remained and these would be put in writing to the Dorset Police and Crime Commissioner accordingly.

The Meeting closed at 8.40 p.m.

Minutes of an Extraordinary Meeting of the Swanage
Town Council held at the Town Hall, High Street, Swanage on
WEDNESDAY, 27th NOVEMBER 2024 at 5.30 p.m.

PRESENT:-

Councillor T. Foster – Chairman

Councillor M. Bonfield
Councillor S. Brookes
Councillor M. Coward
Councillor J. Dorrington
Councillor J. Lejeune
Councillor D. Monkhouse
Councillor C. Moreton
Councillor C. Sutton
Councillor C. Tomes
Councillor W. Trite
Councillor S. Vile

Public Participation Time

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

The Chairman opened the Council Meeting at 5.30 p.m.

135. **Apologies**

There were no apologies to record on this occasion.

136. **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.

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

There were no items raised on this occasion.

EXCLUSION OF PRESS AND PUBLIC

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

That, under Standing Order No. 1 c), in the public interest, the press and public be excluded from the Meeting in view of the confidential nature of the business to be transacted under agenda item 4 for reasons of legal and commercial confidentiality.

138. **Green Seafront Scheme and Shore Road Traffic Management Proposals**

(a) **To consider preferred option(s) to be brought forward for public consultation in spring 2025, together with budget estimates**

Further to Minute No. 215 (a) of the Council meeting held on 25th March 2024, and discussions at recent meetings of the Seafront Masterplan working party, Members considered the contents of a briefing paper which detailed the work carried out to date in terms of the exploration of options for the stabilisation and enhancement of the seafront land between Victoria Avenue

and Cliff Cottage. Following receipt of a report containing the outcome of the early contractor involvement (ECI) process in respect of the two stabilisation schemes that were consulted upon in 2023, it had been agreed that a draft third option should be prepared. That work had now been completed, together with an outline budget proposal. The design was broadly welcomed, and it was noted that it met the following criteria:

- Filling in Walrond Road to create a larger event space
- Improving accessibility to Sandpit Field and beach huts
- Providing accessible toilets and shower facility
- Providing a range of new beach huts to maximise future income
- Increasing the extent and type of planting to improve biodiversity
- Creating an additional smaller event space.

In order to take the project forward, Members acknowledged the importance of community engagement regarding the revised design and funding options. Therefore, it was proposed by Councillor Tomes, seconded by Councillor Brookes and **RESOLVED UNANIMOUSLY:-**

Subject to the further exploration of funding routes, to approve the third option for the stabilisation and enhancement of the Green Seafront, together with budget options, being brought forward for public consultation in spring 2025.

Consideration was also given to the Shore Road Feasibility Study prepared by Dorset Highways further to Minute No. 180 (b) of the Council Meeting held on 29th January 2024. Members noted that the inclusion of four options, with budget estimates, as part of the wider public consultation in spring 2025, would provide valuable feedback from local residents on potential alterations to the highway and improvements to the public realm. It was proposed by Councillor Tomes, seconded by Councillor Moreton and **RESOLVED UNANIMOUSLY:-**

To approve four highway options for the northern section of Shore Road (Victoria Avenue to Ulwell Road), together with budget estimates, being brought forward for public consultation in spring 2025, as follows:

- Retain as existing with no change
- Remove the car parking and retain two-way traffic
- One way traffic with cycle provision
- Full closure.

Following brief consideration of potential funding options for the Green Seafront Scheme, Members debated the Town Council's position in respect of asset disposals as a means of potentially releasing funds. It was noted that Council had agreed exploratory steps being taken in respect of potential asset disposals at the Council Meeting held on 23rd July 2023 (Minute No. 87 refers). In view of a new council having been elected in May 2024, it was proposed by Councillor Brookes, seconded by Councillor Vile and **RESOLVED UNANIMOUSLY:-**

To reaffirm the Town Council's agreement to take exploratory steps in respect of potential asset disposals to fund essential Town Council and community projects, including the engagement of appropriate professional advice.

Members noted the contents of the briefing note, including the immediate next steps which would now be actioned further to the decisions above.

(b) To consider proposal to commission preparation of plans for public consultation in spring 2025

Members acknowledged that to ensure effective engagement and consultation on the third option and the range of highways proposals for Shore Road, additional sketch plans and drawings would need to be produced, consistent with those produced in respect of the two options put out to consultation in 2023.

It was noted that Financial Regulation 11.1.b. permits the Council to award a contract for specialist services, such as those provided by surveyors and planning consultants, without seeking three quotes. Given the proven track record of WSP, their professional skills, knowledge of the site and understanding of context, it was proposed by Councillor Bonfield, seconded by Councillor Sutton and RESOLVED UNANIMOUSLY:-

To appoint WSP to undertake general arrangement and masterplan drawings of the third option and highways proposals and undertake a site visit and walkover in order to provide suitable plans for public consultation in spring 2025 for the sum of £8,663.

(c) To consider proposal to engage Dorset Coast Forum to undertake public consultation in spring 2025

Members noted that in order that the public consultation and engagement regarding the Green Seafront third option and Shore Road highways options can be effectively undertaken in Spring 2025, Dorset Coast Forum (DCF) had been approached to provide a costed proposal to carry out this work. It was noted that DCF had carried out the previous round of consultation in autumn 2023 in a highly professional manner, engaging a large number of residents and other stakeholders.

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

To waive Financial Regulation 11 so far as is required to directly appoint Dorset Coast Forum, due to the high quality of their previous work, their relevant knowledge and the impartial relationships they have formed with key local stakeholders, for the sum of £14,835 to undertake public engagement and consultation on a third design option for Swanage Green Seafront and four highways options for Shore Road.

The Meeting closed at 6.10 p.m.

Minutes of a Meeting of the **TOURISM AND LOCAL ECONOMY COMMITTEE** held at The Grand Hotel, Burlington Road, Swanage on **WEDNESDAY 27th NOVEMBER 2024** at **2.15 p.m.**

Chairman: -

Councillor C Tomes

Swanage Town Council

Present: -

Councillor M Bonfield

Swanage Town Council

Councillor J Dorrington

Swanage Town Council

Councillor T Foster

Swanage Town Council

Councillor J Lejeune

Swanage Town Council

Councillor C Moreton

Swanage Town Council

Councillor C Sutton

Swanage Town Council

Outside Representatives: -

Ms L Bish

Swanage Chamber of Trade

Ms L Egan

Swanage Chamber of Trade

Ms A Hinsull

Accessible Swanage

Mr R Patterson

Swanage Railway

Mr P Sykes

Swanage Railway

Mr M Whitwam

Purbeck Community Rail Partnership

Also Present: -

Dr M Ayres

Town Clerk

Mrs E Evans

Democratic Services Officer

Mr C Milmer

Visitor Services and Business Development Manager

Mrs J Moulder

Business Development Officer

There were four members of the public and one member of the local press present at the meeting.

Public Participation Time

There were no matters raised.

1) Apologies

There were no apologies to record.

2) Declarations of Interest

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

Agenda Item 12) - Councillor Tomes declared a pecuniary interest under the Code of Conduct by reason of being a private beach hut user.

Agenda Item 12 c) – Councillor Bonfield declared a pecuniary interest under the Code of Conduct by reason of being a boat park user.

3) Matters arising from the Minutes of the Meeting of the Tourism & Local Economy Committee held on 3rd July 2024

There were no matters raised.

4) Coastal Change and Beach Management Advisory Committee held on 13th November 2024

a) Matters arising from the Meeting held on 13th November 2024

It was noted that Dorset Council would be reviewing the local byelaws governing activities and regulations related to the use of the sea and coastal areas. The Town Council would work with Dorset Council and further discussion would be held at the meeting of the Swanage and Studland Bay Water Safety Partnership, being held in December.

A query was raised around the revised positioning of the temporary concrete sea defences. In response it was stated that the Environment Agency had provided information at the Coastal Change and Beach Management Advisory Committee meeting held in July 2024 and, as the Pierhead development had been designed with flood protection, the positioning of blocks in the lower High Street was not deemed essential.

A query was raised regarding the options available for beach recharge. In response it was stated that a public consultation was anticipated in February 2025.

b) To note the date of the next meeting as Wednesday 12th February 2025 at 2.15 p.m. at the Town Hall

It was noted that the next meeting of the advisory committee would be held on Wednesday 12th February 2025 at 2.15 p.m. at the Town Hall.

5) Car Parks working party – To consider recommendation regarding Dorset Council’s Restricted Mobility Car Park Permit Scheme

Consideration was given to a briefing paper prepared by the VSBDM which outlined the recommendation of the Car Parks Working Party regarding a Restricted Mobility Car Park Permit. It was noted that the Town Council did not previously offer discounted parking for Blue Badge holders, although accessible parking bays were available in all car parks. The Town Council supports the group ‘Accessible Swanage,’ which advocated adopting a scheme similar to Dorset Council’s Restricted Mobility Scheme.

Dorset Council’s Restricted Mobility Scheme provided free parking benefits for Blue Badge holders who could demonstrate receipt of certain qualifying mobility-related benefits, such as the higher rate mobility components of Disability Living Allowance or Personal Independence Payment, among others. The scheme also applied to vehicles registered as tax-exempt for disability reasons.

It was stated that administrative challenges and potential GDPR issues prohibited the Town Council implementing its own scheme, but acceptance of Dorset Council’s Restricted Mobility Permits in Town Council owned car parks under similar terms, could be considered. Permit holders were permitted to park for up to three hours free of charge, once daily, provided they displayed the Blue Badge and the Restricted Mobility Permit.

The scheme excluded privately owned car parks, such as the Co-op car park, unless those owners opted to participate. By March 2024, Dorset Council had issued 843 restricted mobility permits, with only a small proportion in Swanage. It was anticipated that local usage of these permits would increase, potentially resulting in minimal reductions in car park income.

Members noted the benefit for residents with substantial mobility impairments and Dorset Council’s clear and transparent scheme. It was stated that if implemented, it might necessitate a review of the Council’s Off-Street Parking Places Order and updating car park signage.

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

TO RECOMMEND

That the Town Council should introduce Dorset Council’s Restricted Mobility Scheme in Town-Council owned car parks.

6) Events - To consider 2026 applications and potential administration charges for events

Members considered the contents of a briefing paper prepared by the VSBDM regarding the provisional approval for events scheduled in 2026 and the potential introduction of administration fees. Members recognised the administrative burden of managing events and considered charging an administration fee to cover these costs. However, it was noted that should the Council charge a hire fee for event fields this would have VAT implications for any future works on these sites and an administration fee would likely need to be charged to recoup costs. Furthermore, the majority of events in Swanage were organised by community or charity groups, however, some were profit-generating businesses or national charity events.

Members discussed the charging element and how it would be implemented, especially for charity and community events. A discussion ensued around the creation of a schedule of charges and delegating the setting of fees for 2025 commercial events to the VSBDM, in consultation with the Events Working Party.

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

TO RECOMMEND

That the Town Council provisionally approves the events scheduled for 2026, subject to any relevant administration fee.

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

To explore the possibilities of charging an administration fee for events and to request officers to work with the Events Working Party to develop a proposal to be brought to the next meeting of the Tourism & Local Economy Committee.

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

That delegated authority be provided to the Visitor Services and Business Development Manager, in consultation with the Events Working Party, for the setting of administration fees for 'commercial' events in 2025.

7) Tourism Marketing - Visit Swanage website update

The VSBDM provided an update regarding the Visit Swanage website, which included:

- The website launched in January 2024 and attracted 2,500 – 3,000 users. In August 2024 the users had increased to 11,000.
- The top five searches on the site were 'What's On', 'Eat and Drink', 'Attractions', 'Shopping' and 'Trails'.
- It was reported that 66% of users accessed the site via a mobile device, 76% were new users and 22% returned throughout the year.
- Initial discussions had been held regarding the 'Motion for the Ocean' and the inclusion of photos from under the sea to encourage visitors/residents to consider what lies beyond the sand. It was also anticipated this initiative would increase ecotourism.
- It was noted that the proposed improvements to the towns signage and a map of trails could be included on the site, providing a unified trail system.

8) Beach Huts – To consider charity beach hut procedure for 2026

The VSBDM provided information about the use of the Charity Beach Huts and proposed future arrangements.

Members noted the challenges in meeting user preferences for specific dates, particularly as most requests centred around Carnival Week. It was noted that the Town Council had allocated two beach huts for charity and community use, with one specifically reserved for schools to support pupils' mental health. Members emphasised the need to balance raising expectations with what could realistically be offered. They also acknowledged the administrative burden of offering one-day options during off-peak periods.

Further to discussion, it was proposed by Councillor Sutton, seconded by Councillor Foster and **RESOLVED UNANIMOUSLY:-**

That delegated authority be provided to the Beach Hut working party to agree the procedure for booking charity beach huts for 2026.

9) Pedestrian Signage - To consider renovation of signs to assist wayfinding around town

Consideration was given to a briefing paper prepared by the VSBDM which outlined issues with the existing wayfinding signage in town. It was noted that the Town Council had worked with the Swanage Chamber of Trade and Commerce to address issues with pedestrian wayfinding signage which had highlighted that the existing black and blue heritage signposts, owned by Dorset Council, required improvements, including repainting, removal of outdated or broken signs, and enhancing directional clarity.

Some signs featured inconsistent colouring, excessive or confusing directional arrows, or insufficient emphasis on toilet locations, while others were damaged or poorly placed. An audit of the signage was being conducted by the Chamber of Trade and Dorset Council. However, major changes to seafront signage would be deferred until further details were known about the planned Green Seafront and coastal defence works, which might provide funding opportunities.

The Council proposed a phased approach:

- **Phase 1:** Repainting all signs in a consistent 'Swanage Blue' colour during the winter of 2024-25, emphasising toilet signage, and removing or replacing outdated signs. Dorset Council had allocated £250 for maintenance, with additional funding or resources potentially provided by Swanage Town Council.
- **Phase 2:** A comprehensive review as part of broader seafront enhancements planned for 2026-2027.

Thanks were provided to the representatives of the Chamber of Trade and Commerce for their work on this matter.

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

That the current black and blue pedestrian signage with a 'Swanage Blue' colour be repainted by the Town Council in the winter of 2024/25, subject to receiving appropriate permissions from Dorset Council.

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

That the Town Council works with the Swanage Chamber and Dorset Council to identify and remove signs no longer of value and identify where

additional signs might be required, and if necessary to fund these from a proposed budget in 2025/26.

10) Dorset Town of Culture 2026 – To note approval to support a bid in principle

Further to Minute No. 126 of the Council Meeting held on 18th November 2024, Members noted that the Council had approved in principle to support the submission of a bid for the Dorset Town of Culture 2026.

The proposal would see Swanage Town Council, potentially with support from other parish councils, providing £30,000 alongside an equal amount from Dorset Council to deliver an enhanced cultural offer across the area in 2026. The theme that the bid focuses on is ‘Culture for all!’ with the bid stating, ‘our vision is that cultural activities and events across the area should be accessible to all’. The Mowlem Theatre would be leading on the project. On 2nd December the Council would be notified as to whether the bid submission had reached the second stage of the application process.

Should the bid reach the second stage the intention would be to hold a large workshop with cultural providers and other stakeholders to seek their views regarding the final application which is required to be submitted by 18th January 2025.

11) Consideration of First Aid provision by the Town Council and the role of Beach Warden/Seafront Advisor

Consideration was given to a briefing paper prepared by the VSBDM which set out the existing provision of first aid by Town Council staff and the RNLI lifeguards. It was noted that when the RNLI Lifeguard unit began operations on the beach in 2016, it was understood that first aid on the beach would no longer be provided by the Town Council. Instead, all first aid requests were to be directed to the lifeguards as the primary responders.

It was reported that staff at the Swanage Information Centre were expected to provide basic first aid, such as hot water for weever fish stings and plasters for self-application. However, customers of the Information Centre often expected a higher standard of first aid, which the staff were not trained to deliver. Additionally, event organisers occasionally directed attendees to the Information Centre for first aid assistance.

Members discussed the benefits of enabling staff to provide basic first aid while ensuring that individuals requiring more advanced treatment were appropriately directed to the RNLI Lifeguards, local pharmacies, or hospitals as needed.

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

That the Swanage Information Centre provides only basic first aid (i.e. plasters for self-application and hot water for weever fish stings) and support as required to the emergency services, as led by them, together with a signposting service for further treatment.

It was **FURTHER RESOLVED:-**

To ensure that all events held on Town Council land, however small, have a named individual with appropriate training in first aid.

Members considered the role of beach warden and/or seafront advisor as set out in the briefing paper. It was noted that the role had played an important part in the reassurance of beach users and in the operations of various front-line teams and discussions around its future functions required further consideration. It was suggested

that a working party be established to explore this matter, and a report be provided to a future meeting.

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

That a Beach Warden/Seafront Advisor working party be appointed, consisting of Councillors Bonfield, Dorrington, Sutton and Tomes, to consider the future parameters of the role of Beach Warden/Seafront Advisor.

12) Budget Setting 2025-26

a) Draft Capital Programme 2025/26

Consideration was given to a briefing paper prepared by the VSBDM which detailed the draft Capital Programme for 2025/26. It was noted that the total amount referred to all projects related to all committees.

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

That the Tourism & Local Economy Committee projects set out in the Draft Capital Programme (Appendix 1) be taken forward to the meeting of the Finance & Governance Committee to be held on 11th December 2024 for consideration as part of the budget setting process for 2025/26.

b) Draft Significant One-Off Revenue Expenditure 2025/26

Members considered the proposed draft one-off revenue expenditure as set out in the briefing paper. It was noted that the total amounted to £39,500 and that Project Initiation documents would be provided accordingly to inform the Finance and Governance Committee.

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

That the items listed in the proposed significant one-off revenue expenditure/minor works schedule (section 1) be taken forward to the meeting of the Finance & Governance Committee to be held on 11th December 2024 for consideration as part of the budget setting process for 2025/26.

Further to his declaration under Minute No. 2) Councillor Bonfield left the room during consideration of the following item.

c) Scale of fees and charges 2025/26

Consideration was given to the scale of fees and charges for the Boat Park as detailed in the briefing paper. It was noted that the annual launch fee for the Boat Park had been popular two years previously, however, it was anticipated that the proposed reduction from £285.00 to £265.00 would encourage additional use of the discounted rate and provide an increase in overall income.

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

That the annual launch fee for the Boat Park should be reduced from £285.00 to £265.00 and be taken forward to the meeting of the Finance & Governance Committee to be held on 11th December 2024 for

consideration as part of the budget setting process for 2025/26.

Councillor Bonfield re-entered the meeting.

Members considered the scale of fees and charges, excluding the private sites fees, which would be deferred due to the receipt of communication from the Beach Hut Association just prior to the meeting.

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

That the scale of fees and charges 2025/26 relevant to the Tourism & Local Economy Committee (Appendices 2 and 3), excluding Private Sites, be taken forward to the meeting of the Finance & Governance Committee to be held on 11th December 2024 for consideration as part of the budget setting process for 2025/26.

Consideration was given to the recommendation of the Market Working Party to retain the Swanage Market fees for 2025/26 at the same rate as 2024/25. Attention was drawn to challenges involving some market traders only committing to stalls on favourable days, which created issues with consistent plot placement. It was proposed that weekly traders should make their payments a week in advance to ensure adequate plot allocation each week. The following amendments to the terms and conditions of the Market would be required:

“All market traders paying on a weekly basis, will be required to pay for at least one week in advance, which will be used for the subsequent week, whether they attend the market or not. On their first week in attendance, or at the beginning of the summer or winter season, each weekly trader will be required to pay for the current week and the week in advance. Genuine reasons for non-attendance, in which the payment in advance might be transferred to an alternative week, must be submitted to the Visitor Services Manager in writing for consideration and approval.”

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

That the additional terms for the Market as detailed above be adopted.

13) Update from the Visitor Services & Business Development Manager

The following update was provided by the VSBDM and included:

- **Beach Huts** – A new set of booking procedures had been implemented in October 2024. The bookings had seen an increase in demand and the huts were booked very quickly. The income had therefore increased. The main concerns raised by customers were around the restrictions in longer lets and the speed at which the huts were booked. It was reported that a technical problem arose on the last day of booking, which affected everyone in the same way, but this will be resolved for the forthcoming year.
- **AccessAble** - TIC [Swanage Information Centre | AccessAble](#), keen to put all of the town's accessible toilets on the website at a cost of just under £500.
- **Sauna** – It was reported that the sauna had been delivered to the seafront on 26th November and it was anticipated to be operational by mid-December.

During the week commencing 2nd December 2024, it was noted that a trench would be dug from the Mowlem to the sauna for an electricity connection. However, the road and footpath would remain open.

- **Christmas in Swanage** – The Swanage information centre staff have delivered the Christmas poster and the £2 parking all winter poster to most shops around town which had received a positive response.
- **Switch on the Lights** – It was noted that the switch on event would take place on Saturday 30th November 2024. At the event Santa’s sleigh and Polar Express dancers would be at the Mowlem Triangle from 3.00 p.m.
- **Water Quality** – A new sign would be installed outside the Information Centre, regarding water quality for 2024, which was reported to be ‘Excellent’. It was noted that the Town Council had been awarded the Blue Flag Award for the 23rd consecutive year.

14) Updates from outside representatives

Outside representatives provided the following updates:

- **Purbeck Community Rail Partnership** - It was reported that Perenco had withdrawn from talks regarding the possibility of developing a hydrogen engine service. Initial discussions were being held with the owners of Blue Pool for the establishment of a halt at the site.
- **Accessible Swanage** – It was reported that Accessible Swanage had recently celebrated its first anniversary. The first year had seen the group working with the Town Council and stakeholders to provide information regarding dropped kerb locations, improvements to Station Approach, the seafront scheme, and the provision of accessibility information around the town. A national initiative entitled ‘Safe Places’ was noted as a positive step in the provision of safe places should members of the public feel vulnerable. It was reported that 125 businesses in Poole had signed up for the initiative. Members were encouraged to contact Accessible Swanage if they wished to join a panel to explore the idea further.
- **Swanage Railway** - It was reported that Swanage Railway had undertaken changes to prevent insolvency e.g. had changed to cashless payment methods, withdrawn the dining train and was in the second year of the Polar Express experience. The need for the Town Council and the Swanage Railway to work effectively together was noted and the railway was encouraged to supply event dates to the VSBDM to aid with a coordinated approach to event planning and promotion. It was noted that two rail tours had been scheduled on 25th June 2025 and 10th September 2025.
- **Chamber of Trade** – It was reported that the Chamber was growing in membership and emphasised the importance of collaboration with the Council and other businesses had been highlighted. It was noted that some events negatively impacted shop owners by drawing trade away, but there was a feeling that improved communication and the inclusion of local businesses could help mitigate this.

15) Items of information and matters for forthcoming agendas

Members were encouraged to raise items for forthcoming agendas and contact the Town Hall with any suggestions.

16) Date of next meeting

It was noted that the next meeting would be held on Wednesday 19th March 2025 at 2.15p.m. at The Grand Hotel, Burlington Road, Swanage.

The Chairman thanked everyone present for their attendance.

The meeting closed at 4.10 p.m.

Minutes of the Meeting of the **PLANNING AND
CONSULTATION COMMITTEE** held at the Town Hall,
Swanage on **MONDAY, 2nd DECEMBER 2024** at **7.00 p.m.**

Chairman: -

Councillor M Bonfield

Swanage Town Council

Present: -

Councillor J Lejeune

Swanage Town Council

Councillor D Monkhouse

Swanage Town Council

Councillor C Moreton

Swanage Town Council

Councillor C Tomes

Swanage Town Council

Councillor S Vile

Swanage Town Council

Also in attendance: -

Miss N Clark

Planning and Community Engagement Manager

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

Public Participation Time

There were no matters raised.

1) Apologies

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

2) Declarations of Interest

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

There were no declarations to record on this occasion.

Planning

3) Plans for consideration

Delegated Applications

P/FUL/2024/06279

Flat 1 and Flat 2, 54 Kings Road West, Swanage, BH19 1HR

Conversion of existing two flats to return to single dwelling.

Demolition of existing garage and landscaping at rear to create a private garden area. Changes to single storey rear extension, and removal of external staircase and single storey side porch.

Install solar panels to roof.

OBSERVATION: No objection.

P/HOU/2024/06973

9 Durlston Road, Swanage, BH19 2DJ

Attic Conversion.

OBSERVATION: No objection.

P/VOC/2024/06966

12 Hill Road, Swanage, BH19 1RH

Application to vary condition 2 of approved planning application No. P/HOU/2022/05724 (Erect rear extension with terrace on top, create new window, door and canopy to side elevation, replace existing roof terrace access and erect rooftop extension. Erect new garage with first floor work studio. Install solar panels.) because the (as build)

door in the roof cupboard is different to that in approved proposed plans and elevations.

OBSERVATION: No objection.

Information Only

P/CLP/2024/06528

Certificate of Lawful Use Proposed

Swanage Police Station, Argyle Road, Swanage, BH19 1HZ

Legal confirmation that a 'material operation' has been undertaken to commence development within the three-year planning consent period, and that the planning consent remains extant for planning application 6/2016/0618 (Alterations and extensions to former police station to facilitate conversion to six dwellings.).

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

Consideration was given to the following proposed tree works:-

P/TRT/2024/06398

Humberstone House, Southcliff Road, Swanage, BH19 2JB

T1 Lime - Reduce crown to a height of eight metres back to previous pruning points.

T2 Holm Oak - Reduce crown to a height of six metres back to previous pruning points.

T3 Holm Oak - Reduce crown to a height of six metres back to previous pruning points.

OBSERVATION: No objection.

P/TRT/2024/06539

4 Peveril Road, Swanage, BH19 2DH

Subsidence claim relating to damage at 6 Peveril Road, Swanage.

T2 Ash - Fell to ground level. Owner to physically remove any regrowth (no chemical treatment due to translocation risk).

OBSERVATION: No objection.

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

a) Wessex Marine Team, Wessex Area Team, Natural England – Marine Protected Areas - New and updated Marine Conservation Advice packages: September 2024 – to give further consideration to invitation to comment

Further to Minute No. 5 a) of the Planning and Consultation Committee Meeting held on 7th October 2024, additional consideration was given to this consultation. It was noted that the consultation details had been shared with partner organisations and local stakeholders. The matter had also been discussed at meetings of the Town Council's Environment and Green Spaces Committee and the Coastal Change and Beach Management Advisory Committee.

During the discussion, it was reported that a local fisherman had submitted a representation to Natural England, highlighting several concerns raised by the local fishing community. These concerns focused on the potential negative effects the proposals could have on fishing activities and local businesses, tourism and recreation. Committee Members had reviewed the representation and expressed their support for the issues and points raised, and agreed that these concerns should be included in the Council's response. Particular emphasis was placed on the potential year-round adverse impact on tourism businesses and the local economy.

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

That the Town Council submits its response to Natural England setting out its concerns as above, and confirms its support for the representation submitted

by the member of the local fishing community.

b) Dorset Council (DC) – public consultation on draft Street Trading Policy for Dorset Council

It was reported that DC was seeking views/feedback on its new draft Street Trading Policy, which would be used to inform and develop the final Dorset Street Trading Policy. The draft policy aimed to ensure that there was a clear and consistent framework for regulating street trading in the Dorset Council area, would replace any street trading policies from the previous district councils, and proposed that:

- All street traders would require consent to trade in accessible public areas, unless exempt by law or by local dispensation.
- Street traders would need to meet set criteria to gain consent.
- Street trading would be appropriate to the environment and in line with DC's corporate plan and health and wellbeing strategy.

It was explained that street trading was the sale or offering for sale of items in a street. A 'street' included any road, footway, or other area to which the public had access without payment (including service stations). However, attention was drawn to the fact that it could include publicly accessible areas that were privately owned, such as shopping centres, car parks, and open spaces. It was reported that the Town Council's Visitor Services Manager (VSM) had consulted with DC regarding the sizeable number of events held each year on Town Council-owned, publicly accessible land, which included many street traders, and whether licences would now be required by all traders attending these events. It had been confirmed that this would not be the case in view of the existing Town Council procedures in place for these events, and the VSM would be liaising with DC regarding these.

Committee Members were in support of the new policy, and clearer process, and therefore had no further comments to make. The online response form would be completed accordingly.

6) Items of Information and Matters for Forthcoming Agendas

a) A-boards – concerns were raised regarding the increase in A-boards being placed on pavements in the town centre, and comments made regarding issues experienced by some pedestrians in recent weeks. A request was therefore made for this matter to be raised with DC, as having responsibility for A-boards and signage. It was noted that DC's Highways Officer had previously undertaken visits to businesses in the town centre and had provided business owners with guidance leaflets regarding this matter.

b) Proposed/potential sale of housing association housing stock in Purbeck – concerns were raised regarding the proposed sale of social housing in Corfe Castle, and attention was drawn to Corfe Castle Parish Council's (CCPC) objection to the housing association regarding its proposals. A question was raised as to whether the Town Council could consider submitting a letter of support regarding CCPC's concerns. A discussion ensued and further concerns were raised regarding empty housing association properties in Swanage, and whether there was any action that the Town Council could take now to make the relevant associations aware that the Council would not support the sale of much-needed social housing in Swanage. It was agreed that further consideration should be given as to how best to pursue this matter.

7) Date of next meeting

The date of the next meeting had been scheduled for Monday 6th January 2025.

The meeting closed at 7.50 p.m.

DRAFT Minutes of the FINANCE AND GOVERNANCE COMMITTEE held at the Town Hall, Swanage on WEDNESDAY 11th DECEMBER 2024 at 2.15 p.m.

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

Councillor M. Bonfield
Councillor D. Monkhouse
Councillor C. Moreton
Councillor C. Tomes
Councillor W. Trite

Also in attendance: -

Councillor S. Vile

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

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

1. **Apologies**

There were no apologies to record on this occasion.

2. **Declarations of Interest**

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

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

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

3. **Budget Setting 2024/25 - To consider recommendations from Committees**

The Town Clerk outlined the budget setting process, this meeting being the first of two Finance & Governance Committee meetings at which the budgets would be discussed. It was noted that the primary purpose of this meeting was to review the standing committee's recommendations and to review the affordability of projects in light of the newly introduced Project Initiation Documents (PIDs).

The tax base was noted as increasing significantly in 2025/26, but the need to view any initial positive 'windfall' from the Second Homes Premium within the context of the budget pressures facing the council over the coming three years was highlighted. It was reported that Council had committed to significant expenditure in support of the delivery of its adopted Corporate Plan over the coming years and attention was drawn to the importance of looking at the impact of this on the Council's reserves and balances in year three of the budgets, 2027/28.

The need to finance the Council's Asset Management Plan was also highlighted, with it being recognised that the initial draft estimates did not contain any additional contributions to reserves beyond those already budgeted.

(a) **Draft Scale of Fees and Charges 2025/26**

Consideration was given to a draft scale of fees and charges for the Council's services for the 2025/26 financial year, drawn up further to discussion at the Tourism & Local Economy Committee, the Community Services Committee and council working party meetings. It was noted that the Council's beach hut fees had already been approved by Council and would be excluded from any voting requirement. It was further noted that the private beach hut sites licence fee charge would be excluded from consideration, pending further discussion. Members considered the fees & charges, excluding the charges for Taxis and the Boat Park. It was proposed by Councillor Tomes seconded by Councillor Monkhouse and **RESOLVED UNANIMOUSLY:**

To approve the Scale of Fees and Charges for inclusion in the draft Estimates 2025/26 for consideration by the Finance & Governance Committee in January 2025.

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

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

To approve the charges for the Boat Park and Taxi Rank annual fee, for inclusion in the draft Estimates 2025/26 for consideration by the Finance & Governance Committee in January 2025.

Councillor Bonfield re-entered the meeting.

(b) **To Review Draft Capital Programme and Minor Works Schedule 2025/26 and To Consider Project initiation Document Submissions**

Consideration was given to the draft Capital Programme and One-Off Minor Works Schedule for 2025/26 and the Project Initiation Documents (PIDs) that had been submitted in support of each project.

It was noted that the projects had been submitted for consideration by each of the relevant council committees with PID forms submitted for review by the Finance & Governance Committee.

Draft Capital Programme

PID forms had been submitted for 4 projects and these were considered individually.

CP1: Skate Park Equipment. The Town Council had been asked by the Swanage Skatepark Community Project (SSCP) to contribute an additional £20,000 towards this project, with £15,000 having already being allocated towards the total cost of £66,000 required to complete Phase 1. It was noted that the procurement in respect of this project would be undertaken by the Council, with the balance of funds required to deliver the project being contributed through fundraising by SSCP. A lengthy debate ensued with Members agreeing on the importance of the project, while recognising that Phase 1 could be completed with a reduced additional contribution of £5,000 in 2025/26 (£20,000 in total). It was suggested that SSCP could request additional funding in 2025/26 once Phase 1

was completed. It was proposed by Councillor Bonfield and seconded by Councillor Trite:

To include a budget allocation of £20,000 in total, being the previously approved £15,000 plus an additional £5,000, in the draft 2025/26 Capital Programme for the Skatepark project for consideration by the Finance & Governance Committee in January 2025.

An amendment to the motion was proposed by Councillor Tomes and seconded by Councillor Monkhouse:

To include a budget allocation of £35,000 in total, being the previously approved £15,000 plus an additional £20,000, in the draft 2025/26 Capital Programme for the Skatepark project for consideration by the Finance & Governance Committee in January 2025.

Upon being put to the Meeting, THREE Members voted IN FAVOUR of the amended motion and THREE AGAINST. The Chairman then exercised her casting vote AGAINST the amended motion, whereupon it was declared NOT CARRIED.

Reverting to the original motion, upon being put to the Meeting, FIVE Members voted IN FAVOUR and ONE AGAINST, whereupon it was declared CARRIED.

CP9: Pay & Display Machine-Main Beach Car Park: It was noted that this machine would service the multi-use area in order to remedy problems encountered with incorrect payments. It was proposed by Councillor Bonfield, seconded by Councillor Tomes and RESOLVED UNANIMOUSLY:

To include a budget of £5,000 in the draft 2025/26 Capital Programme for a new pay and display machine in Main Beach Car Park for consideration by the Finance & Governance Committee in January 2025.

CP12a: Godlingston Cemetery Composting Toilet: It was reported that any external funding for this project was seen as unlikely, and as such the full £13,000 would be required as a budget. It was proposed by Councillor Bonfield, seconded by Councillor Tomes and RESOLVED UNANIMOUSLY:

To include a budget of £13,000 in the draft 2025/26 Capital Programme for a composting toilet at Godlingston Cemetery for consideration by the Finance & Governance Committee in January 2025.

CP13: Capital Grant to Greengage Community Garden: Members considered a request from the Greengage Community Garden Project for a contribution of £15,000 towards a project to provide a mobile field shelter and refurbish an existing toilet block, the total cost of which was estimated to be £30,000. The importance of supporting the project was acknowledged, while recognising that the group should continue to try to maximise contributions from sources of external funding. Discussion arose as to what, if any, sum the Council should consider as a contribution to the project. It was proposed by Councillor Bonfield, seconded by Councillor Tomes and RESOLVED UNANIMOUSLY:

To include a budget of £10,000 in the draft 2025/26 Capital Programme for a contribution towards the construction of a mobile field shelter and refurbishment of an existing WC block by the Greengage Community Gardening Project for consideration by the Finance & Governance Committee in January 2025.

Consideration was then given to the draft Capital Programme in its entirety. It was noted that the Seafront Shelter Replacement project, with a budget estimate of £180,000, could not be funded from internal resources. The need to earmark funds to finance this project, and others in the Asset Management Plan in later years, was highlighted, while acknowledging the near impossibility of doing so within the scope of the initial draft estimates. Following a lengthy discussion, during which it was recognised that the shelter replacement could not be financed in 2025/26, it was suggested that budget allocations could be spread across the next three financial years, at a rate of £65k per annum, to take account of likely inflation over this period. It was proposed by Councillor Bonfield, seconded by the Town Mayor and **RESOLVED UNANIMOUSLY:**

That the draft Capital Programme, including the amendments agreed above and the deferment of the Seafront Shelters project and an associated contribution to an EMR of £65k per year over the next 3 years, be included in the draft Estimates 2025/26 for consideration by the Finance & Governance Committee in January 2025.

Draft Minor Works Programme and PIDs

Members considered the projects and PID forms by committee

Community Services Committee

The minor works schedule contained 9 projects, CS1 – CS9, with 8 PIDs submitted for non-essential works.

Ref	Item/location	Description of Works	Budget £
CS1	CCTV	Signage in all relevant locations	2,000
CS2	Public conveniences	Burlington Chine - internal refurbishment	8,000
CS3	Beach Gardens	Heaters, vents and kiosk racking	7,000
CS4	King Georges Skatepark	Lights and new signage	4,000
CS5	Town Hall Chamber and floor	Repair and stain chamber & ground floor lobby flooring, WC refurbishment	9,000
CS6	Public conveniences - Heritage	Repointing and repairs to eastern elevation brickwork and roof parapet	(28,500) 5,000
CS7	Town Hall stone façade	Programmatic survey and preparation of schedule of works	8,500
CS8	Depot	New chairs for meeting room at Depot	1,500
CS9	Beach Gardens Pavilion-Kiosk	Panini machine and freezer	4,000
Sub total			(72,500) 49,000

Members considered the merits of each project and following a lengthy discussion it was proposed by Councillor Bonfield, seconded by the Town Mayor and
RESOLVED UNANIMOUSLY:

That the Community Services Committee minor works schedule be included in the draft Estimates 2025/26 for consideration by the Finance & Governance Committee in January 2025, subject to the budget for project CS6 being revised down from £28,500 to £5,000 pending clarification of the likely impact of the town centre flood defence scheme on the Heritage Public Conveniences.

Tourism and Local Economy Committee

The minor works schedule contained 8 projects, TLE1 – TLE8, with 7 PIDs submitted for non-essential works.

Ref	Item/location	Description of Works	Budget £
TLE 1	Boat Park	Payment terminal – Work towards cashless facility	5,000
TLE 2	Tourism	Pedestrian Signage	2,000
TLE 3	Beach Huts	Booking system upgrade	3,000
TLE 4	Tourism	Town Maps	2,500
TLE 5	Forres bridge	Repairs	5,000
TLE 6	Santa Fe railings upgrade	Maintenance	5,000
TLE 7	TIC	Garden improvements	6,000
TLE 8	TIC	Event management software	6,000
Sub total			34,500

During the debate, it was requested that further information in respect of projects TLE1, TLE5 and TLE 6 should be presented to the committee at its next meeting in January 2025. However, it was agreed that for budget setting purposes these items should remain in the draft revenue budgets at the current time. Therefore, it was proposed by Councillor Bonfield, seconded by Councillor Moreton and
RESOLVED UNANIMOUSLY:

That the Tourism and Local Economy Committee minor works schedule be included in the draft Estimates 2025/26 for consideration by the Finance & Governance Committee in January 2025.

Environment and Green Spaces Committee

The minor works schedule contained 6 projects, EC1 – EC6, with 4 PIDs submitted for non-essential works.

Ref	Item/location	Description of Works	Budget £
EC1	Spa	Ground monitoring	17,000
EC2	Spa	Risk Assessment	5,000
EC3	Recreation Ground	Resurfacing and kerbing	6,000
EC4	Environmental Projects	Project support-Environmental Action Plan and Motion for the Ocean Action Plan.	15,000

EC5	Environmental Projects	Support Sustainable Swanage	5,000
EC6	Environmental Projects	Water quality noticeboards	1,500
Sub total			49,500

It was noted that EC6 had previously been approved by Council at its meeting held on 18th November 2024. During the debate, it was requested that further information in respect of project EC3 should be presented to the committee at its next meeting in January 2025. The key importance of the Environmental Projects budgets was also highlighted. It was proposed by Councillor Monkhouse, seconded by Councillor Tomes and **RESOLVED UNANIMOUSLY:**

That the Environment and Green Spaces Committee minor works schedule be included in the draft Estimates 2025/26 for consideration by the Finance & Governance Committee in January 2025.

(c) To Consider Third Party Contributions and Grants

Members considered a schedule of Third Party Contributions and Grants for inclusion in the 2025/26 budgets.

- Swanage & Purbeck Development Trust – Focus Centre - £21,000 (previously approved)
- Dorset Council-School Crossing Patrol - £8,000
- Bay Enforcement - £4,200
- Town of Culture – £15,000 in both 2025/26 and 2026/27
- Swanage Town & Herston Football Club - £5,250
- Citizens Advice Bureau - £1,000
- Local Charities and Organisations - £10,000

Members discussed the significant uplift in the costs associated with the Swanage Primary School Crossing Patrol sponsorship. It was noted that this was due to Dorset Council charging administration costs in 2025/26, an increase of £3,500 from the 2024/25 budget. It was noted that this matter should be considered further, potentially by the Traffic Management Advisory Committee, prior to finalising the estimates.

Further to Minute No. 104 of the Council Meeting held on 21st October 2024, Members discussed a request from the CAB for an uplift of £4,000 in the donation made by the Council. It was stated that benefits in kind that had previously been given by the Council to the CAB while using the Town Hall building amounted to approximately £4,000 and it was requested that this be turned into an actual financial contribution. In light of the CAB's proposal to hire rooms at the Focus Centre, some concern was raised around this increase in grant essentially being an additional contribution to the Swanage & Purbeck Development Trust. It was agreed that the matter should be given further consideration and the Town Clerk agreed to raise the matter with the Trust at a meeting later in the week.

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

That the schedule of third-party contributions and grants as presented to the committee be included in the draft Estimates 2025/26 for consideration by the Finance & Governance Committee in January 2025.

Further to Standing Order No. 1 q), at 4.15 p.m. the Town Mayor agreed to extend the meeting beyond the two-hour guillotine.

(d) **Council Tax Base Update**

Members were informed that the council tax base had been provided by Dorset Council, with a significant uplift being realised due to the Second Homes Premium. It was noted that this level of tax base may not be taken for granted for years beyond 2025/26 and may reduce should second home ownership decrease. The impact of the depletion of the Council's reserves to fund the Green Seafront Stabilisation Scheme by the end of 2026/27 was highlighted, as was the need to make the Council's finances resilient to the impact of this. Members were presented with the figures generated by the precept given various percentage uplifts, with it being noted that approximately £140,000 would be generated from the uplift in tax base. It was stated that this increase would be insufficient on its own to cover the increased costs that were being incurred by the Council, and it was further noted that the anticipated loss of revenue from investment income, given the capital programme, was expected to be in the region of £200k in an average year.

It was agreed that a range of precept levels should be reviewed at the next meeting of the Finance and Governance Committee, once the budget book had been reviewed as a whole, with indicative levels of 3.5% and 5% increases on Band D bills.

(e) **Reserves Policy**

During the discussion regarding previous agenda items, Members recognised the importance of building reserves to fund future works to maintain and enhance the Council's extensive asset base. In particular, the need to initiate a Boat Park and Fishers' Hut reserve had been highlighted, with suitable appropriations. Officers were tasked to review proposed reserve contributions for consideration during the next stage of the budget setting process in January 2025.

(f) **Timetable: Committee Meetings, Workshop and Estimates Meeting**

Members acknowledged the proposed date for a finance workshop on 6th January 2025, although it was noted that due consideration would need to be given to the timing due to other meetings that day. Members discussed the date of the next Finance & Governance Committee meeting. It was suggested that due to the short timeframe between the next meeting and the estimates meeting on 20th January 2025, it should be brought forward to accommodate any work required between the two meetings. It was proposed by the Town Mayor, seconded by Councillor Monkhouse and RESOLVED UNANIMOUSLY:

TO RECOMMEND

That Council approves a change in the date of the next Finance & Governance Committee meeting to 13th January 2025

4. Items of information and matters for forthcoming agendas

The following matters were listed for inclusion on a forthcoming agenda.

- a) Review of Corporate Plan and Committee Structure
- b) Update on Action Points from Internal Audit Report 2023/24

5. **Date of next meeting**

The date of the next scheduled meeting was noted as 15th January 2025, changing to 13th January 2025 pending approval by Council, minute 3 (f) above.

The meeting concluded at 4.40 p.m.

Agenda Item 5 (a)

SWANAGE TOWN COUNCIL

Statement of Cash Balance as at 30th November 2024

	£ p	£ p
Balance in Hand at 01/04/2024		£83,812.18 Cr
As per reconciliation dated 31/10/2024	£9,621,304.50 Cr	
Income during November	£155,583.02 Cr	
Movement of Cash-Investment	£790,000.00 Cr	
Add - Outstanding receipts- October	£1,119.43 Cr	
Less - Outstanding receipts - November	<u>£801.85 Dr</u>	£10,567,205.10 Cr
Less payments made:		
As per Reconciliation dated 31/10/2024	£9,611,562.81 Dr	
Schedule 8 payments dated 30/11/2024	£401,757.53 Dr	
Movement of Cash-Investment	£580,000.00 Dr	
Less - Unpresented Cheques - November	<u>£98.42 Cr</u>	£10,593,221.92 Dr
		<u>£57,795.36 Cr</u>
Balance at Bank		
Current Account		£35,441.94 Cr
Deposit Account		<u>£22,353.42 Cr</u>
		<u>£57,795.36 Cr</u>
Short Term Investments held by the Council		
CCLA Public Sector Deposit Fund (MMF)		£250,000.00
Abrdn (MMF)		£500,000.00
DMADF-Deposit		£775,000.00
DMADF-Deposit		£545,000.00
DMADF-Deposit		£500,000.00
DMADF-Deposit		<u>£580,000.00</u>
		<u>£3,150,000.00</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 November 2024

Prepared by Alison Spencer

Dated: 4th December 2024

Certified by Martin Ayres

Dated: 4th December 2024

SWANAGE TOWN COUNCIL

Year Ending 31st March 2025

Payment schedule reported to Council - 16th December 2024

Schedule 8:

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

**NINE HUNDRED AND EIGHTY ONE THOUSAND, SEVEN HUNDRED AND FIFTY
SEVEN POUNDS AND FIFTY THREE PENCE**
.....(**£981,757.53**).....

Swanage Town Council

Schedule of Payments - Month 8

Cheques

Date	Name	Chq number	Inv Date	Details		Payment Total
07/11/2024	Petty Cash	015019	07/11/2024	Petty Cash & Postage		98.42
Total of Cheques						98.42

Direct Debits & Standing Orders

Date	Name	Inv Ref	Inv Date	Details		Payment Total
15/11/2024	AiB Merchant Services	311024.000010	31/10/2024	Merchant serv charge-Oct		114.06
11/11/2024	Barclaycard Merchant Services	001884331024	31/10/2024	Monthly charge		43.36
01/11/2024	Dorset Council: Revenues & Benefits	840014144	01/04/2024	NNDR 24/25		20,180.00
05/11/2024	Ecotricity Ltd	05796033	15/10/2024	Electricity - various sites		5,935.20
14/11/2024	First Data	520334510615636	31/10/2024	Monthly charge		329.86
11/11/2024	Lloyds Bank PLC	441084336	11/10/2024	Bank charge	227.66	
25/11/2024		441834665	07/11/2024	Bank charge	162.30	389.96
11/11/2024	Paytek Admin Services Ltd (First)	MI/4548861/03	01/11/2024	Monthly charge	72.00	
11/11/2024		MI/4546185/03	01/11/2024	Monthly charge	128.35	200.35
29/11/2024	Pitney Bowes Finance Ltd	BK962249	14/11/2024	Underpayments charge		1.85
18/11/2024	Sage (UK) Ltd	INV 19809368	01/11/2024	Monthly charge		560.70
28/11/2024	SEFE Energy Limited	INV03604159	14/11/2024	Town Hall- Office	419.67	
28/11/2024		INV03604279	14/11/2024	Depot	83.17	
28/11/2024		INV03604005	14/11/2024	TIC	139.50	642.34
01/11/2024	water2business	5066508392	23/09/2024	Nursery Prospect - H1	197.98	
01/11/2024		5066512038	23/09/2024	Prospect Allotments - H1	786.15	
01/11/2024		5066517296	24/09/2024	Depot - H1	369.87	
01/11/2024		5066517287	24/09/2024	Depot - H1	93.61	
01/11/2024		5066541464	27/09/2024	PAG - H1	47.13	
01/11/2024		5066543213	30/09/2024	Lifeboat Shed - H1	37.08	
01/11/2024		5066543035	30/09/2024	Drinking Tap- Quay -H1	47.13	
01/11/2024		5066543026	30/09/2024	Peveril Point Toilets- H1	1,017.90	
01/11/2024		5066543044	30/09/2024	Fisherman's Huts - H1	386.79	
01/11/2024		5066570952	01/10/2024	Mermond Toilets Sept 24	726.70	
01/11/2024		5066550072	01/10/2024	Shore Road Toilets- Sept	1,781.23	
01/11/2024		5066561718	01/10/2024	Burlington Toilets Sept 24	446.07	
01/11/2024		5066570970	01/10/2024	Heritage Toilets Sept 24	600.13	
01/11/2024		5066624667	07/10/2024	Main Beach- Toilets	1,659.52	8,197.29
Total of Direct Debit & Standing Orders						36,594.97

Lloyds Chargecard

Date	Name	Inv Ref	Inv Date	Details		Payment Total
28/11/2024	Charge Card Transactions	1060363588	28/11/2024	Carbon literacy course	22.38	
28/11/2024		1060361062	28/11/2024	Carbon literacy course	22.38	
28/11/2024		1073745612	28/11/2024	Carbon literacy course	22.38	
28/11/2024		1073748184	28/11/2024	Carbon literacy course	22.38	
28/11/2024		S-1VEXIJRO	28/11/2024	Signs	41.57	131.09
Total of Chargecard payments						131.09

BACS /CHAPS

Date	Name	Inv Ref	Inv Date	Details		Payment Total
29/11/2024	123 Send Limited	000192335	01/11/2024	A920Pro with SIM		158.36
29/11/2024	A.B.A. Groundcare (SW) Ltd	151891	15/11/2024	Equipment		100.41
29/11/2024	Ace Office Environments Ltd.	01129043	25/10/2024	Stationery	70.10	
29/11/2024		01130189	31/10/2024	Stationery	35.46	
29/11/2024		01130190	31/10/2024	Stationery	139.02	
29/11/2024		01132011	15/11/2024	Stationery	12.92	
29/11/2024		01131838	15/11/2024	Stationery	176.58	
29/11/2024		01132618	22/11/2024	Equipment	188.99	
29/11/2024		01132464	22/11/2024	Stationery	27.89	650.96
29/11/2024	Amazon	INV-GB-119880071-2024-65	04/11/2024	TIC - Portable hearing loop	172.99	
29/11/2024		INV-GB-146885151-2024-12	04/11/2024	TIC - door mat	43.49	
29/11/2024		INV-GB-1307386675-2024-4	15/11/2024	TIC - bungee ties for Artisan banners	16.99	233.47
29/11/2024	Amberwood Graphics	4437	12/11/2024	TIC - publications for retail		119.40
29/11/2024	Apogee Corporation Ltd	1484138	29/10/2024	Depot- toner	9.00	
29/11/2024		1483928	29/10/2024	Depot- toner	47.68	
29/11/2024		1484094	29/10/2024	TH toner	333.78	
29/11/2024		1484094	29/10/2024	TH monthly rental	264.02	
29/11/2024		1484094	29/10/2024	TIC monthly rental	264.01	
29/11/2024		1484094	29/10/2024	TIC toner	123.32	
29/11/2024		1484990	04/11/2024	Depot- toner	9.00	
29/11/2024		1485393	06/11/2024	TH toner	9.00	
29/11/2024		1488314	21/11/2024	TH toner	9.00	1,068.81
29/11/2024	Arlingclose Ltd.	ACF3837	01/11/2024	Treasury Advisory Services		15,000.00
29/11/2024	BIPCOM	INV-11647	01/11/2024	Divert mobile		6.60
29/11/2024	Blacknoll Construction Ltd	11922	25/10/2024	Repairs		4,174.80

29/11/2024	Blue Level Media Ltd	SI-30353	01/11/2024	Beach Hut system hosting	1,440.00	
29/11/2024		SI-30355	08/11/2024	Support time for Beach Hut software	1,020.00	2,460.00
29/11/2024	BRITISH GAS TRADING LIMITED	803533335	13/11/2024	Electricity		39.72
29/11/2024	S Campbell Electrical	INV234	27/11/2024	Removal and disposal of P&D machines		1,632.00
29/11/2024	Complete Asbestos Solutions Ltd	2154	25/11/2024	Asbestos sampling		156.00
29/11/2024	Central Southern Security Ltd	203635	01/11/2024	Servicing	772.80	
29/11/2024		203672	05/11/2024	CSS - Fire panel upgrades	2,802.00	
29/11/2024		203673	05/11/2024	CSS - Fire panel upgrades	2,082.00	
29/11/2024		203636	12/11/2024	Emergency lighting test	612.00	
29/11/2024		203654	13/11/2024	Out of hours call out	99.60	6,368.40
29/11/2024	Corfe Mullen Town Council	886	12/11/2024	Training		1,000.00
29/11/2024	Countryside Tree Surgeons Ltd	SI-403	20/11/2024	Pollard willows @ Journeys End		1,110.00
29/11/2024	Dorset Energy Solutions Ltd	9467	27/10/2024	Solar PV system Beach Garden Pav		15,908.40
29/11/2024	Dorset County Pension Fund	Payroll M8	20/11/2024	Payroll M8 - Pension	29,372.12	
29/11/2024		Payroll M8	20/11/2024	Payroll M8 - CAYS	140.83	29,512.95
29/11/2024	Dorset Council	2800420189	06/11/2024	Swanage Water Safety Patrol 2024	4,200.00	
29/11/2024		2800423283	15/11/2024	Feasibility study	10,200.85	14,400.85
29/11/2024	Dorset Waste Partnership	2800421326	06/11/2024	BG recycling	34.59	
29/11/2024		2800421326	06/11/2024	Depot recycling	31.86	66.45
29/11/2024	The Festive Lighting Co. Ltd.	INV-0583	01/11/2024	Festoon light bulbs		240.25
29/11/2024	Field Honey Farms	00005348	25/10/2024	TIC - honey for retail		272.40
29/11/2024	Fireline Ltd	93394	15/11/2024	Fire risk Assesments		1,513.98
29/11/2024	Andrew Fleming	241112	12/11/2024	TIC - Isle of Purbeck salt for retail		88.75
29/11/2024	Flowbird Smart City UK Ltd	UI00012905	07/11/2024	WebOffice incl Airtime	88.22	
29/11/2024		UI00012905	07/11/2024	Gateway Trans charge	155.20	
29/11/2024		UK169067	22/11/2024	Pay & Display Machines	41,276.40	41,519.82
29/11/2024	Four County Services Ltd.	67102	04/11/2024	Call outside Depot	4.87	
29/11/2024		67102	04/11/2024	Call outside TIC	140.56	
29/11/2024		67144	10/11/2024	TH phone	42.00	
29/11/2024		67144	10/11/2024	TH IT	753.84	
29/11/2024		67142	10/11/2024	Depot IT/phone	379.56	
29/11/2024		67143	10/11/2024	TIC IT	467.78	
29/11/2024		67143	10/11/2024	BG phone	42.00	
29/11/2024		67150	12/11/2024	Councillors Subs laptops	360.00	
29/11/2024		67215	21/11/2024	Domain Hosting	38.40	
29/11/2024		67242	26/11/2024	Domain Renewal	60.00	2,289.01
29/11/2024	Follow The Shine Ltd	AWS YE52	07/11/2024	Cleaning TIC	360.00	
29/11/2024		AWS YE53	07/11/2024	Cleaning Beach Huts	216.00	576.00
29/11/2024	G4S Cash Solutions (UK) Ltd	2024102882	31/10/2024	Cash collection & processing		1,875.59
29/11/2024	GH Print Management	INV-7691	28/10/2024	TIC - Viinyl for Artisan Ad-board		48.00
29/11/2024	Greenham Trading Ltd.	04/491243	18/11/2024	Uniform	153.00	
29/11/2024		04/491243	18/11/2024	equipment	46.20	
29/11/2024		04/491854	19/11/2024	Uniform	162.00	361.20
29/11/2024	A.R. Harris & Son	34784	01/09/2024	PAT testing	688.80	
29/11/2024		34990	18/10/2024	Services	60.00	
29/11/2024		35046	06/11/2024	Services	240.85	
29/11/2024		35084	14/11/2024	EICR: TIC	510.00	
29/11/2024		35137	21/11/2024	Services	246.00	1,745.65
29/11/2024	Hendy Group Ltd	42108622	09/10/2024	HJ69 LCV Service & MOT	499.00	
29/11/2024		42108797	14/10/2024	HJ69 KYY Service & MOT	283.85	
29/11/2024		42108825	15/10/2024	HJ70 ZLE Service & MOT	273.85	
29/11/2024		42109361	26/10/2024	MOT	54.85	1,111.55
08/11/2024	HMRC	VAT Sept Qtr	08/11/2024	HMRC VAT	47,360.52	
29/11/2024		Payroll M8	20/11/2024	Payroll M8 PAYE/NI/SL	29,838.68	77,199.20
29/11/2024	J.D. Facilities Ltd	INV-1778	01/11/2024	Depot - cleaning	197.59	
29/11/2024		INV-1779	01/11/2024	Depot - deep clean staff area	230.62	
29/11/2024		INV-1776	01/11/2024	Public Toilet- cleaning	7,600.85	
29/11/2024		INV-1758	01/11/2024	Main Beach- toilets extra clean	323.72	
29/11/2024		INV-1761	01/11/2024	Chapel Clean	27.00	
29/11/2024		INV-1777	01/11/2024	TH cleaning	549.12	8,928.90
29/11/2024	LC Ecological Services Ltd	2207652	25/10/2024	Biodiversity audit		816.00
29/11/2024	Lily's Produce	TIC58	24/10/2024	TIC - Christmas cakes for retail	335.50	
29/11/2024		TIC59	18/11/2024	TIC - jams and cakes for retail	115.00	450.50
29/11/2024	The Little Map Co & Fernhill Wholesale	2102	18/10/2024	TIC - souvenirs for retail	1,188.78	
29/11/2024		2136	05/11/2024	TIC - souvenirs for retail	194.70	
29/11/2024		2155	22/11/2024	TIC - souvenirs for retail	304.80	1,688.28
29/11/2024	LUBBE & SONS (BULBS) LIMITED	240432	21/10/2024	October Bulb order		420.00
29/11/2024	Marchants Nursery	029395	11/11/2024	Autumn Tree planting order		745.80
29/11/2024	National Express	AREXT/00243926	31/10/2024	October Agency Tickets		61.17
26/11/2024	Nationwide Home Innovations	88162	07/11/2024	Beach Gardens kiosk - Awning		2,562.00
29/11/2024	Newlands Training Ltd	INV-0644	25/11/2024	NPORS training		840.00
29/11/2024	Nixons Hardware Ltd	124063	02/10/2024	Padlock	23.50	
29/11/2024		124098	17/10/2024	Key cutting	23.35	46.85
29/11/2024	Norfolk County Council	10098330	25/10/2024	NPLaw Feetime Charges-Sept24	484.40	
29/11/2024		10098328	25/10/2024	NPLaw Feetime Charges-Aug24	1,644.58	
29/11/2024		10100657	19/11/2024	NPLaw Feetime charge Oct24	305.28	2,434.26
29/11/2024	Octopress Printers Ltd	INV-007607	30/10/2024	3 x flags		378.00

29/11/2024	Openings	A72437	06/11/2024	Keyfobs		156.00
20/11/2024	Swanage Town Council	Month 8 Payroll	20/11/2024	Net Wages-Month 8		86,074.67
29/11/2024	Pear Technology Services Ltd	143968	31/10/2024	Technical support		360.00
29/11/2024	Personnel Hygiene Service	70987365	16/11/2024	Hygiene services		2,205.86
29/11/2024	Purbeck Print Company	1088	19/11/2024	TIC - vinyl artwork for Artisans Ad-Board	35.00	
29/11/2024		1089	19/11/2024	Wobble Board for Artisans Artwork	25.00	60.00
29/11/2024	Purbeck Gazette	30694	11/11/2024	Christmas and Artisan Advert	294.46	
29/11/2024		30995	15/11/2024	Christmas advert	294.46	588.92
29/11/2024	Swanage & Purbeck Rotary Charity	35683	26/11/2024	PA system hire		120.00
29/11/2024	R U Secure Systems	133386	25/10/2024	CCTV-slipway camera repair		72.00
29/11/2024	Seton	9303821213	22/11/2024	Signs		65.03
29/11/2024	Society of Local Council Clerks	MEM250218-1	14/10/2024	Membership Fee		475.00
29/11/2024	Smith of Derby Ltd	0000134520	15/11/2024	Investigate timing fault on TH Clock		210.00
29/11/2024	DWG Smith	25050	22/11/2024	Flail, Cut & Collect - Downs LNR	1,764.00	
29/11/2024		25051	22/11/2024	Flail - Priest Way	84.00	1,848.00
29/11/2024	Southern Counties Engineering Service	7065	22/10/2024	Iseki TX6 Tractor		427.20
29/11/2024	South West Councils	0000070619	21/11/2024	Conference		58.80
29/11/2024	Spaldings (UK) Ltd.	SI-2990902	21/10/2024	Equipment		92.16
29/11/2024	St. Michaels Garage	4174	31/10/2024	Diesel Oct24		605.84
29/11/2024	Suez Recycling & Recovery UK Ltd	33439014	31/10/2024	Skip exchange		1,055.23
14/11/2024	Swanage Town & Herston Football Clu	Grant	14/11/2024	Football Club Grant		26,312.40
29/11/2024	Swanage Tyres and Tuning Ltd	33262	10/07/2024	Tyre replacement	88.20	
29/11/2024		33682	12/08/2024	Puncture repair	43.20	
29/11/2024		35014	20/11/2024	Puncture repair	24.00	155.40
29/11/2024	Telefonica O2 UK Ltd	33560693	24/10/2024	SIM Charges Oct 24	300.30	
29/11/2024		34170346	24/11/2024	SIM Charges - Nov24	274.81	575.11
29/11/2024	Travis Perkins	1009603878	30/10/2024	Materials & Equipment	95.48	
29/11/2024		1009632892	30/10/2024	Materials & Equipment	24.72	
29/11/2024		1009932396	04/11/2024	Materials & Equipment	65.98	
29/11/2024		1009932397	04/11/2024	Materials & Equipment	337.48	
29/11/2024		1010247171	07/11/2024	Materials & Equipment	9.00	
29/11/2024		1010180407	07/11/2024	Materials & Equipment	27.00	
29/11/2024		1010537832	13/11/2024	Materials & Equipment	21.56	
29/11/2024		1010701494	15/11/2024	Materials & Equipment	30.01	
29/11/2024		1010963061	20/11/2024	Materials & Equipment	50.38	
29/11/2024		1011050701	21/11/2024	Materials & Equipment	27.70	
29/11/2024		1011299315	26/11/2024	Materials & Equipment	12.36	701.67
29/11/2024	Third Party Payments	Payroll M8	20/11/2024	Payroll Month 8 - Third Party Deductions		333.02
Total of BACS/CHAPS Payments						364,933.05

<u>BACS payment issued 8th November 2024</u>	47,360.52
<u>BACS payment issued 14th November 2024</u>	26,312.40
<u>BACS payroll payment issued 20th November 2024</u>	86,074.67
<u>BACS supplier payments issued 26th November 2024</u>	2,562.00
<u>BACS supplier payments issued 29th November 2024</u>	202,623.46
	364,933.05

Total of Payments	401,757.53
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Investments - Cash Movements

Date	Name	Inv Ref	Inv Date	Details		Payment Total
29/11/2024	DMADF	transfer	29/11/2024	DMADF	580,000.00	580,000.00
Total of Investments						580,000.00

Total of Payments & Investments	981,757.53
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Council and Committee Meeting Schedule
 May 2024-July 2025

	Council Meetings	Committee Meetings						Advisory Committee Meetings	
N.B. All Meetings start with fifteen minutes of Public Participation Time	Council	Planning & Consultation	Finance & Governance	Community Services	Environment & Green Spaces	Tourism & Local Economy	Personnel	Coastal Change & Beach Management (reports to G S and Tourism & L E Committees)	Traffic Management (reports to Community Services Committee)
	Monday		Wednesday						
Commencing	7pm	7pm	2.15pm	2.15pm	2.15pm	2.15pm	9.30am	2.15 pm	5.00 pm
2024 May	13* & 29 (Weds)▲								
June	24	3 (6.30 p.m.)			26				19
July	22	1	24 (11.30am)	17		3 ***		10	
August		5							
September	16##	2							
October	21	7			23		23 (11.00am)		
November	18	4	6 (11.30 am)	6		27 ***		13	
December	16	2	11						
2025 January	20# & 27	6	15-13						
February	24	3	26		26-12			12 5	12
March	24**	3	12	12-5		19 ***			5
April	28	7					23		
May	19* & 28 (Weds)▲	7 (Weds)							
June	23	2			25			4	11
July	21	7	23	16		9***			

* Annual Council Meeting (Election of Mayor)

▲ Final Accounts

Annual Estimates Meeting

This Meeting will be held in The Swanage School, Main Hall, High Street

** This Meeting will be held in the Methodist Church, High Street

*** This Meeting will be held in the Grand Hotel, Burlington Road

N.B. The Annual Parish Assembly is scheduled to take place on 17th March 2025 at The Centre, Chapel Lane

Meetings of the Neighbourhood Plan sub-committee and Capital Projects sub-committee will be held as required

< > Reserve date