

SWANAGE TOWN COUNCIL

Dr Martin Ayres
Town Clerk

Town Hall
SWANAGE
Dorset
BH19 2NZ

14th October 2026

Dear Councillor

Local Government Act 1972

You are summoned to attend a Meeting of the Swanage Town Council to be held at **THE TOWN HALL, HIGH STREET, SWANAGE** on **MONDAY, 19th OCTOBER 2026** at **7.00 p.m.** for the purpose of transacting the business mentioned in the Agenda.

Yours sincerely

M.K. Ayres

Town Clerk

PLEASE NOTE: **15 MINUTES OF PUBLIC PARTICIPATION TIME WILL BE HELD AT 7.00 P.M. PRIOR TO THE COMMENCEMENT OF THE MEETING.**

To all Members of the Council

A G E N D A

1. To report apologies (if any) received from Members for inability to attend the Meeting.
2. Declarations of Interest and consideration of requests for Grants of Dispensations (Councillors are reminded of their obligations to declare their interests in accordance with Section 9 and Appendix B of the Council's Code of Conduct).
3. To approve as a correct record the Minutes of the following Meetings:-
 - (a) Council Meeting held on 14th September 2026. (Copy enclosed).
4. To approve as a correct record the Minutes of the following Committee Meetings, and consider the recommendations contained therein:-
 - (a) Planning and Consultation Committee held on 5th October 2026.
 - (b) Personnel Committee held on 13th October 2026.
 - (c) Community Services Committee held on 14th October 2026. (To follow).
5. Budget Monitoring:-
 - (a) Statement of Cash Balance as at 30th September 2026. (Copy enclosed).
6. Monitoring Payment of Accounts. (Schedule enclosed).
7. Chairman's Announcements.

8. Conclusion of audit 2025/26 – To note receipt of Section 3, External Auditor’s Report and Certificate. (Information enclosed).
9. Meeting Schedule – To confirm venues for forthcoming Council meetings.
10. Working Party and Task & Finish Group Updates.
 - (a) Communications Strategy Working Party held on 25th September 2026.
 - (b) Museum Task & Finish Group held on 12th October 2026.
 - (c) Seafront Masterplan Working Party held on 12th October 2026.
 - (d) Sport, Leisure & Wellbeing Working Party held on 14th October 2026.
 - (e) To consider appointment of task and finish group to formulate a recommendation on larger grant awards as part of budget setting process 2027/28.
11. To consider grant request from Swanage Literary Festival CIC. (Information to follow).
12. Reports from Council representatives on outside organisations.
13. Report from Dorset Councillors.
14. Reporting of delegated matters.
15. Items of Information and Matters for Forthcoming Agendas.
 - (a) Swanage & Herston Football Club – Update on Day’s Park improvements.
- * 16. Procurement – To consider appointment of additional technical support to assist in preparation of tender pack for Green Seafront Stabilisation Scheme. (Briefing note to follow).
- * 17. Personnel Committee – To consider confidential recommendations arising from the Minutes of the Meeting held on 13th October 2026. (Briefing note to follow).

* Under Standing Order No. 1 c), it is envisaged that in view of the confidential nature of the business to be transacted, it is advisable in the public interest that the press and public will be excluded from the Meeting during consideration of agenda items 16 and 17 (due to commercial confidentiality and data protection considerations).

Draft Minutes of the Meeting of the Swanage Town Council
held at the Town Hall, High Street, Swanage on
MONDAY, 14th SEPTEMBER 2026 at 7.00 p.m.

PRESENT:-

Councillor C. Tomes – Chairman

Councillor M. Bonfield
Councillor P. Burridge
Councillor M. Coward
Councillor J. Lejeune
Councillor T. Foster
Councillor C. Moreton
Councillor G. Suttle
Councillor C. Sutton
Councillor S. Vile

In addition to Members of the Council and officers, seven members of the public and two representatives of the local press and media attended the Meeting.

Public Participation Time

The following matters were raised during Public Participation Time:-

- **Swanage-based Ambulance Car** - a report was presented on information obtained under the Freedom of Information Act from the South Western Ambulance Service NHS Foundation Trust (SWASFT) regarding the Swanage-based ambulance car service, together with liaison with NHS bodies concerning access for Swanage and Purbeck patients to reconfigured health services, and regarding plans to restore and develop local NHS services in Swanage and Wareham.
- It was noted that the Town Council was still awaiting a response from SWASFT regarding the data for January-June 2026, and the importance of continuing to request information to monitor performance was again emphasised.
- An update was provided on efforts to monitor attendance at Swanage Hospital's Minor Injuries Unit and outpatient clinics, promote existing local NHS services, and seek the restoration of services in Swanage and Wareham, including outpatients clinics, MIU opening hours, and full walk-in access to the MIU. A petition calling for the restoration of local services was approaching 4,000 signatures, with a target of 5,000 before presentation to Dorset Council and the NHS Dorset Integrated Care Board.
- Thanks were expressed for the continued work to support health services in Purbeck.
- **Swanage Folk Festival 2026** – a member of the public congratulated the festival organisers on another successful festival.

Cllr. Moreton offered a short prayer before the commencement of the Meeting.

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

74. **Apologies**

Apologies for their inability to attend the Meeting were received from Councillors Bishop and Dorrington.

75. **Declarations of Interest**

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

Agenda item No. 10 – Councillor Bonfield declared an interest under the Code of Conduct by reason of being a regular beach hut user.

76. **Minutes**

- (a) Proposed by the Chairman, seconded by Councillor Coward and RESOLVED UNANIMOUSLY:-

That the Minutes of the Council Meeting held on 20th July 2026 be approved as a correct record and signed.

- (b) Proposed by the Chairman, seconded by Councillor Foster and RESOLVED UNANIMOUSLY:-

That the Minutes of the Extraordinary Council Meeting held on 5th August 2026 be approved as a correct record and signed.

77. **Finance and Governance Committee**

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

That the Minutes of the Finance and Governance Committee Meeting held on 22nd July 2026 be approved as a correct record and signed.

78. **Planning and Consultation Committee**

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

That the Minutes of the Planning and Consultation Committee Meeting held on 3rd August 2026 be approved as a correct record and signed.

79. **Planning and Consultation Committee**

- (a) Proposed by Councillor Foster, seconded by Councillor Burrige and RESOLVED UNANIMOUSLY:-

That the Minutes of the Planning and Consultation Committee Meeting held on 7th September 2026 be approved as a correct record and signed.

Following approval of the Minutes, Councillor Foster thanked Members of the Swanage Neighbourhood Plan Steering Group for their support and participation in the Neighbourhood Plan process.

80. **Statements of Cash Balance**

- (a) A Statement of Cash Balance as at 31st July 2026 was submitted for information (a copy attached at the end of these Minutes).

- (b) A Statement of Cash Balance as at 31st August 2026 was submitted for information (a copy attached at the end of these Minutes).

81. **Payment of Accounts**

In accordance with Financial Regulations 5 and 6 the following Payment Schedules were submitted for information:-

- Payment Schedule 4, amounting to £592,262.14.
- Payment Schedule 5, amounting to £810,358.59.

82. **Chairman's Announcements**

The Town Mayor reported a busy month and had attended the following events:

- **Swanage Regatta and Carnival** – on 26th July 2026, the Mayor, Mayoress and their son had taken part in the Carnival procession. Having spent the previous 15 years helping to organise the procession behind the scenes, the Mayor had been pleased and honoured to participate. He thanked everyone who had attended or taken part in this year's events, as well as the volunteers whose hard work had made Carnival Week such a success.
- **Swanage Sailing Club** – on 6th August 2026, the Mayor had attended the Club's 'Super Thursday' series prize-giving ceremony. He had also enjoyed seeing so many young sailors sailing in the bay and competing in the Allan Cross Series race.
- **Swanage Museum 50th Anniversary** - on 26th August 2026, the Deputy Mayor and Councillors Bonfield and Moreton had attended the Museum's 50th anniversary celebrations. Thanks were extended to the trustees and volunteers who gave their time to welcome visitors to the Museum, which was recognised as an important cultural asset for the town.
- **Swanage Sea Rowing Club 25th Anniversary** – on 23rd August 2026, the Mayor, Deputy Mayor and Councillor Bonfield had the pleasure of attending the Club's 25th anniversary celebrations, joining current and former members to mark this important milestone. The Club's success in winning the Jurassic League for 2026 was noted.
- **Swanage Folk Festival** – on 12th September 2026, the Mayor had the honour of taking part in the festival's celebrations and led the parade along the seafront, accompanied by the Swanage and Wareham Town Criers. It was noted that a record number of dancers had participated in this year's event.

83. **Meeting Schedule – To confirm date of next meeting of the Personnel Committee on 13th October 2026**

Consideration was given to bringing forward the Personnel Committee Meeting, scheduled for 14th October 2026, by one day. It was proposed by Councillor Vile, seconded by Councillor Sutton and RESOLVED UNANIMOUSLY:-

That the Personnel Committee Meeting scheduled for 14th October 2026 be rescheduled to 13th October 2026 at 11.00 a.m.

It was then reported that a visit to Weymouth had been scheduled for the afternoon of 7th October 2026 for the Chairman and Councillor Bonfield to find out more about Weymouth Town Council's Beach Access Project. A request was therefore made to bring forward the Beach Management Advisory Committee Meeting, scheduled for 2.15 p.m. that day, to 11.00 a.m.

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

That the Beach Management Advisory Committee Meeting scheduled for 2.15 p.m. on 7th October 2026 be rescheduled to 11.00 a.m.

84. **Working Party and Task & Finish Group Updates**

- (a) **Museum Task & Finish Group held on 3rd August 2026 – To consider request for confirmation of security of tenure**

Consideration was given to a briefing note outlining Swanage Museum's progress in strengthening its governance and developing a sustainable business plan, and its request for assurance regarding its future occupation of the Heritage Centre building to support an application to the Dorset Council Culture Revenue Fund. It was noted that the grant would be fundamental to the Museum's future operation. The Town Council's Corporate Plan identified Swanage Museum as one of the organisations with which the Council worked in partnership for the benefit of local residents and visitors. It was noted that supporting the Museum's efforts to secure external funding would contribute towards protecting an important heritage offering, strengthening public access to local history, supporting educational opportunities and enhancing Swanage's cultural offer.

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

That the Town Council issues a letter of comfort to Swanage Museum in support of its application to the Dorset Council Culture Revenue Fund, confirming the Town Council's ongoing commitment to working constructively with the Museum and to entering into a longer-term lease for the Heritage Centre building in the Town Square, subject to evidence being provided of a sustainable plan for the Museum's future operation.

(b) Property Panel held on 5th August 2026

It was reported that work on rent reviews was ongoing.

(c) Communications Strategy Working Party held on 17th August 2026

An update was provided on discussions held at the meeting, including the next edition of the Talk of the Town Hall newsletter, research into potential new audiovisual equipment to improve remote public access to Council meetings, and proposed communications regarding the Green Seafront project.

(d) Fishers' Huts Task & Finish Group held on 28th August 2026

It was reported that a brief meeting had been held to review existing hut occupation and the potential allocation of huts. It was anticipated that no new allocations would be made before spring 2028.

(e) Seafront Masterplan Working Party held on 7th September 2026

An update was provided on the progress of the Green Seafront project planning applications, the next steps in the procurement process and potential project timescales. It was anticipated that the planning applications would be considered at Dorset Council's Eastern Area Planning Committee meeting scheduled for 21st October 2026.

Further to his declaration under Minute No. 75, Councillor Bonfield left the room during consideration of the following item.

85. Beach Huts – To consider scale of fees and charges for 2027/28

Further to Minute No. 58 (a) of the Council Meeting held on 20th July 2026 consideration was given to a briefing note setting out proposed changes to beach hut fees and charges for 2027/28, together with proposed amendments to the booking arrangements and terms and conditions.

The Town Council offered a range of beach huts, and attention was drawn to a report published by Monzo about council-owned beach huts (at 22 locations) dated 14th August 2026, which had identified the Spa Beach huts as the second-best value for daily

hire in the UK, with the upper level Shore Road huts coming in as joint-third.

Members discussed the need to balance any fee increases with encouraging uptake, particularly in the Spa and Spa Retreats areas over the next year, in anticipation of the new huts proposed as part of the Green Seafront project.

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

That the proposed changes to beach hut fees and charges for 2027-28, as set out in rows 1, 2 and 3 of the table in Section 4 of the briefing note dated September 2026, be approved.

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

That a 3% increase in fees, as set out in row 4 of the table in Section 4 and detailed in Appendices 1 and 4 of the briefing note dated September 2026, be approved.

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

That the proposed changes to the terms and conditions, as set out in Section 7 of the briefing note dated September 2026, be approved, and that delegated authority be granted to the Visitor Services Manager to determine the permitted kW rating of a single electric heater in a beach hut.

Councillor Bonfield re-entered the Meeting.

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

(a) **Swanage Regatta and Carnival Committee**

On behalf of the Carnival Committee, the Chairman expressed thanks to the Assets and Compliance Manager, the Visitor Services Manager and their respective teams for their support towards making this year's Carnival Week a success.

87. **Report from Dorset Councillors**

Updates were provided which included:

- **Swanage-based Ambulance Car** – further to the update given during Public Participation Time, it was noted that once the petition reached 5,000 signatures, Dorset Council would be able to refer it to the People and Health Scrutiny Committee for consideration. Everyone was encouraged to share details of the petition.
- **Shore Road improvement project** – Dorset Council was progressing the design work for the project.
- **Dorset Council Waste Services** – it was reported that a meeting had been held with the Wareham Depot regarding proposed changes to local bin collection dates. Letters would shortly be sent to affected households.
- **Dorset Cultural Strategy 2026-2031** – Councillor Tomes and Councillor Ben Wilson, Dorset Councillor for SE Purbeck, had attended a meeting to gain a better understanding of Dorset Council's Cultural Strategy.

- **Dorset Local Visitor Economy Partnership Destination Management Plan (DMP) 2026-2035** – Councillors Tomes and Bonfield had attended the official launch of the DMP on 7th September 2026. The Plan set out a shared vision and framework for the county over the following ten years. It was noted that details of the full framework were available online and that further workshops would be held for town councils.

88. **Reporting of delegated matters**

There were no matters to report.

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

(a) **Swanage Neighbourhood Plan – To note additional consultation period**

It was reported that, following advice from the planning consultants at the Neighbourhood Plan Steering Group meeting held on 3rd September 2026, an additional six-week public consultation period had been agreed as the Strategic Environmental Assessment (SEA), which formed part of the evidence base for the Plan, had not been published on the Swanage Neighbourhood Plan website by the consultants during the Regulation 14 consultation.

The SEA, together with the Habitats Regulations Assessment and Housing Needs Assessment, would be published for review. The additional consultation would provide statutory consultees and members of the public with a further opportunity to comment, helping to ensure that the Plan met the basic conditions required to proceed to referendum.

It was noted that the consultation would be widely publicised, including through a leaflet drop to homes and businesses in Swanage, and face-to-face community engagement sessions. Any additional representations received would be considered by the planning consultants and Steering Group following the consultation.

(b) **Vodafone – proposed upgrade to telecoms mast at King George’s Field**

It was reported that a landlord notification letter had been received from Beacon Comms Ltd, on behalf of Cornerstone Telecommunications Infrastructure Limited, regarding proposed upgrade works to the telecommunications mast in Main Beach car park, which would be carried out under permitted development rights.

(c) **Swanage Town Council - Annual Return 2025/26**

The Town Clerk was pleased to report that the Council’s external auditors, BDO, had today issued their opinion on the 2025/26 Annual Governance and Accountability Return and had not raised any matters for consideration by the Town Council. This would be formally reported to a future meeting.

Further to Standing Order 12.a.viii, it was AGREED:

That item 16 be brought forward on the agenda.

90. **Property Related Legal Matters**

(a) **Swanage Town & Herston Football Club – To consider update further to Extraordinary Council Meeting held on 5th August 2026**

The Town Clerk provided a short update regarding the Council’s ongoing discussions with Swanage Town & Herston Football Club. A meeting between representatives of both organisations had been held on Friday 11th September, at which the Club had confirmed that they would be commissioning improvements to the buildings at Day’s Park and would provide the Council with the written undertaking requested further to Minute No. 72 (b) of the Extraordinary Council Meeting held on 5th August 2026.

EXCLUSION OF PRESS AND PUBLIC

It was proposed by Councillor Foster, seconded by Councillor Bonfield 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 16 (due to legal and commercial confidentiality).

91. **Procurement**

(a) Panorama Road – To consider awarding contract for resurfacing

The Assets & Compliance Manager introduced a briefing paper that set out the procurement process that had been followed in respect of resurfacing works to the unadopted east-west stretch of Panorama Road to the north of Swanage Bay View Holiday Park and the south of house numbers 2-36 Panorama Road. The briefing paper also set out the most economically advantageous quotation. It was noted that despite seeking quotes on two separate occasions it had only proved possible to obtain two compliant cost estimates, and, therefore, for the reasons set out in the briefing paper, it would be necessary for the Town Council to suspend Financial Regulation 11.11 in order to place an order for the work.

Consideration was also given as to whether the Council should commission an enhanced surfacing product, which would improve durability and comply with requirements from the highway authority for potential future adoption.

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

That Financial Regulation 11.11 be suspended, for the reasons set out in the briefing paper, in order to award a contract to David R. White Building Services Ltd for resurfacing works at Panorama Road for the sum of £28,050.

It was FURTHER RESOLVED:-

That delegated authority be granted to the Assets & Compliance Manager to instruct a variation in contract relating to the use of an enhanced surfacing product up to a total project cost of £30,050.

The Meeting closed at 7.55 p.m.

Draft Minutes of the Meeting of the **PLANNING AND CONSULTATION COMMITTEE** held at the Town Hall, Swanage on **MONDAY, 5th OCTOBER 2026** at 7.00 p.m.

Chairman: -

Councillor C Tones

Swanage Town Council

Present: -

Councillor P Burridge

Swanage Town Council

Councillor J Lejeune

Swanage Town Council

Councillor S Vile

Swanage Town Council

Also in attendance: -

Councillor J Bishop

Swanage Town Council

Miss N Clark

Planning and Community Engagement Manager

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

Public Participation Time

The following matter was raised:

- **Planning application No. P/FUL/2026/05301** Purbeck View School, 23 Northbrook Road, Swanage, BH19 1PR – comments made regarding the proposed closure of the existing entrance onto the site, and a question raised regarding the location of the proposed new entrance in Walrond Road.

1) Election of Chairman

In the absence of the Committee Chairman, it was proposed by Councillor Lejeune, seconded by Councillor Vile and **RESOLVED UNANIMOUSLY:-**

That the Town Mayor, Councillor Tones, should assume the Chair for the meeting.

2) Apologies

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

3) Declarations of Interest

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

Planning application No. P/VOC/2026/04960 Warden's Bungalow, YHA Swanage, 20 Cluny Crescent, Swanage, BH19 2BS - Councillor Vile declared an interest by reason of being the owner of a nearby property.

Planning

4) Plans for consideration

Delegated Applications

P/FUL/2026/04228

The Swanage School, High Street, Swanage, BH19 2PH

Installation of new 2.4m fencing; including new automated and non-automated gates.

OBSERVATION: No objection. However, the Town Council would wish to see as many existing trees retained as possible as part of the proposed development, with any necessary tree removal kept to a minimum. Where trees cannot be retained, the Council would wish to see an appropriate replanting/replacement scheme to help maintain the existing natural character and appearance of the school and surrounding area.

P/FUL/2026/04780

Swanage Conservation Area

Rear Flat, 15-17 Institute Road, Swanage, BH19 1BT

Replacement sash windows.

OBSERVATION: The Town Council has no objection to the proposal, subject to adherence to the Design and Conservation Officer's report and any recommendations contained therein.

P/FUL/2026/04722

Currendon Farm, Currendon Hill, Swanage, BH19 3AA

Installation of ground-mounted solar PV array.

OBSERVATION: No objection. The Council wishes it to be noted that it supports sustainable building design principles and is pleased to see the proposed installation of solar PV panels.

However, Councillors wish to draw attention to the fire risks associated with solar PV installations and surrounding vegetation, particularly when the vegetation is dry around and underneath the panels. Given that the panels are proposed to be installed in a rural location adjacent to farmland, Councillors consider it particularly important that appropriate measures are in place to minimise any potential fire risk. Whilst this matter may fall outside the direct scope of the current application, Councillors would like to receive confirmation that a full Fire Risk Assessment will be completed as part of the planning process.

* # P/FUL/2026/05092

Swanage Town and Herston Football Club, Days Park, De Moulham Road, Swanage, BH19 1NN

Conversion of a floodlit natural turf football pitch to a floodlit synthetic turf football pitch, and resurfacing of an existing multi use games area.

OBSERVATION: As the applicant, the Town Council has no comments to make in respect of this application.

P/FUL/2026/05093

The Artists Studio, 89A Kings Road West, Swanage, BH19 1HN

Change of use of artists studio to new dwelling. Erect single storey side extension.

OBSERVATION: No objection.

* P/FUL/2026/05301

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

Demolition of the existing buildings and redevelopment of the site with the erection of 47 dwellings, retention and change of use of the existing chapel building to an office use (Use Class E (g) (i)), formation of a new vehicular access and closure of existing vehicular access, provision of public open space and associated landscaping and infrastructure.

OBSERVATION: The Town Council strongly recommends refusal of the application as submitted. The Council has major concerns regarding the proposals as follows:-

Lack of affordable housing – Purbeck Local Plan (PLP) Policy H11: Affordable Housing

The Town Council expresses strong concerns, and fundamental objections, regarding the complete absence of affordable housing within the proposed development, noting that Purbeck Local Plan (PLP) **Policy H11** requires 30% affordable housing on brownfield sites. The proposal fails to address identified local housing needs, particularly the need for genuinely affordable and social housing with a mix of tenures, as sought by **PLP Policy H9: Housing Mix**. The Council requests that any Economic Viability Assessment submitted by the applicant be subject to independent scrutiny and urges Dorset Council to secure an enforceable commitment to affordable housing provision. It is also assumed that **PLP Policy H14** relating to second homes, adopted on 18th July 2024 applies to the development.

Further concerns are raised about the following statement in the Design and Access Statement: ‘In the following document, and supplementary reports, we present our proposal for the site which show a high-quality design that will complement and fit seamlessly into Swanage and provide much needed high-quality homes to the area.’ The site is situated within the De Moulham Estate, adjacent to an **Area of Distinctive Local Character** identified in the adopted Swanage Local Plan under **Policy STCD** and is included within an Area of Special Character in the draft Swanage Neighbourhood Plan **Policy SWAN6**.

Highway issues – traffic generation, vehicular access, highway safety

The Council also highlights highway safety concerns, particularly the significant increase in traffic associated with the nearby Compass Point development of 180 dwellings and existing issues relating to vehicle and pedestrian visibility along Northbrook Road and at its junction with Victoria Avenue. Concerns are raised that additional traffic generated by the proposal, including construction, delivery, waste collection and emergency services vehicles, will exacerbate existing parking and passing difficulties on the narrow residential road of Walrond Road.

Draft Swanage Neighbourhood Plan

In relation to the draft Swanage Neighbourhood Plan (SNP), the pre-submission Regulation 14 consultation took place between June and August 2026, with a further six-week consultation currently underway. Draft **Policy SWAN2 (Development Sites)** supports redevelopment of the site (**Site Code 06**) and specifies that vehicular access should be via the existing northern access onto Northbrook Road, with the southern access at the Northbrook Road/Walrond Road junction restricted to pedestrian and cycle use. The Council acknowledges that the draft Plan has not yet been examined.

The Town Council wishes it to be noted that the Council and SNP Steering Group met with the developer to discuss proposals for the site, identified local housing needs, and the SNP’s aspirations for the delivery of genuinely affordable and community-led housing in the town, including on this site. Without the inclusion of truly affordable

homes, the proposal risks exacerbating existing housing inequalities and fails to make a positive contribution toward the broader goals of sustainable and inclusive community growth.

- [SWAN2: Development sites - Swanage Neighbourhood Plan](#)
- [SWAN6: Design Guidance - Swanage Neighbourhood Plan](#)

Although not a material planning consideration, the Council wishes to draw the applicant's attention to the De Moulham Trust covenants that are extant on this property.

P/HOU/2026/04508 **37B Jubilee Road, Swanage, BH19 2SE**
Hip-to-gable loft conversion with front and rear dormers.
OBSERVATION: No objection.

Further to her declaration under Item No. 2) Councillor Vile remained in the room during consideration of the following item but did not take part in any discussion, decision, or vote.

P/VOC/2026/04960 **Swanage Conservation Area**
Warden's Bungalow, YHA Swanage, 20 Cluny Crescent, Swanage, BH19 2BS
Erect new bungalow for warden's accommodation (with variation to condition 6 of approval 6/1989/0376/F to remove the condition relating to occupancy and ownership).
OBSERVATION: No objection in principle to the proposed change of use of the property to a residential dwelling. However, as the proposal would result in the addition of a dwelling to the town's much-needed residential housing stock, the Council considers that Purbeck Local Plan 2018-2034 Policy H14: Second Homes should apply as part of any approval. The property should therefore remain a primary residence in perpetuity, in recognition of the local need for additional residential housing.

For information only

P/NMA/2026/05083 **Non Material Amendment**
22A Bon Accord Road, Swanage, BH19 2DT
Non material amendment to planning permission P/HOU/2026/01612 (Erect a two storey side extension, convert loft space over integral garage to form bedroom with dormer and roof windows, convert glazed pitched conservatory roof to a flat roof terrace and convert kitchen door and window into sliding patio doors.) to erect external metal spiral staircase to access roof terrace over garden room, and to reduce the pitched parapet wall adjacent the existing glazed conservatory roof.

P/NMA/2026/05336 **Non Material Amendment**
9 Durlston Road, Swanage, BH19 2DJ
Non material amendment to planning permission P/HOU/2025/04545 to build a balcony on to front dormer.

Please note:

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

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

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

Consideration was given to the following proposed tree works:-

P/TRT/2026/04273

Tree Preservation Order

3 Durlston Road, Swanage, BH19 2DJ

T1 Corsican Pine - Remove (fell).

OBSERVATION: The Town Council recommends refusal of the application to fell what appears to be a healthy tree and considers that the application should be supported by an arboricultural report confirming that remedial tree works are not possible. If the tree is to be felled as part of any future approval, the Council would wish to see an appropriate replanting/replacement scheme to help maintain the existing character and appearance of the surrounding area. However, Councillors have concerns that the tree that is the subject of this application may already have been felled. Councillors would therefore like to receive confirmation that the tree remains in situ before the application is determined.

Consultation

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

a) Dorset Council (DC) Local Plan Scoping Consultation 2026

It was reported that Dorset Council had published its Local Plan Scoping Consultation 2026, following the Dorset Council Local Plan Options Consultation held between August and October 2025. The current consultation was seeking views on the proposed scope, vision and priorities for the Local Plan, the evidence required to inform its preparation, future growth and how communities should be involved. It was noted that the consultation did not relate to individual development sites or detailed draft policies, which would be subject to future consultation.

It was further noted that responses and evidence submitted during the previous Local Plan Options Consultation would be taken into account and did not need to be resubmitted. During the ensuing discussion, Members considered that, given the importance of the consultation, all Town Councillors and officers should have an opportunity to provide feedback before the Town Council's response was submitted. It was therefore agreed that the consultation details would be circulated accordingly.

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

That delegated authority be granted to officers, in consultation with the Chairman, Councillor Foster, to formulate and submit the Town Council's response to the consultation, having regard to the discussions held at the meeting and any feedback received from Town Councillors and officers.

A copy of the completed response would be circulated to Committee Members.

7) Items of Information and Matters for Forthcoming Agendas

a) Planning and National Planning Policy Framework training for Town Councillors – it was reported that ONH Planning Consultants and the Dorset Association of Parish & Town Councils were offering online planning workshops for Town Councillors during October

2026. Councillors agreed that Committee Members should consider attending the workshops, which would cover the latest planning updates, including the National Planning Policy Framework (NPPF) and recent changes to national delegated decision-making in planning. Details would be circulated to Members accordingly.

8) Date of next meeting

The date of the next meeting had been scheduled for Monday 2nd November 2026.

The meeting closed at 8.00 p.m.

Draft Minutes of a Meeting of the **PERSONNEL COMMITTEE** held at the **TOWN HALL, SWANAGE** on **TUESDAY 13th OCTOBER 2026** at 11.00 a.m.

PRESENT:-

Councillor S. Vile – Chairman

Councillor M. Bonfield

Councillor T. Foster

Councillor C. Sutton

Also Present:-

Dr M. Ayres

Mr C. Milmer (to 11.50 a.m.)

Miss A. Spencer

Mrs B. Varga

Town Clerk

Visitor Services & Business Development
Manager

Finance Manager

Payroll and Personnel Officer

Public Participation Time

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

1. **APOLOGIES**

Apolologies for their inability to attend the meeting had been received from the Town Mayor, Councillors Dorrington and Bishop.

2. **DECLARATIONS OF INTEREST**

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

There were no declarations to record on this occasion.

3. **STAFF HANDBOOK POLICY UPDATES**

It was reported that as a result of the Employment Rights Act 2025, updates were required to the Staff Handbook. It was stated that these were statutory provisions with the majority of the amendments coming into force in April 2026. The inclusion of the provisions made within the Employment Rights Act 2025 were noted.

Consideration was given to further amendments to the Staff Handbook, relating to:

- Leave Policy including Jury Service, Medical Appointments, Reserve Forces; and
- Allowances: Eye Tests

It was noted the Personnel Committee had delegated authority to approve minor changes to the Staff Handbook, with any significant changes being recommended to full Council.

Members discussed section 5: Jury Service of the Leave Policy. It was proposed by Councillor Foster, seconded by Councillor Sutton and RESOLVED UNANIMOUSLY:

That Section 5: Jury Service of the Leave Policy be approved, subject to an extension of payment beyond 4 weeks being considered on a case-by-case basis, should this need arise.

Members discussed Section 6: Medical Appointments in depth. It was stated that this section had been included in order to provide clarity when booking medical appointments that are within normal working hours for employees and managers and to ensure, as far as possible, consistency across all council departments. It was noted that the Council was under no obligation to pay for time off, however, it was obliged to allow attendance at these appointments.

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

TO RECOMMEND:

That Section 6: Medical Appointments be included in the Leave Policy, subject to the wording of option two in the briefing note being revised to maximise consistency of treatment.

Members discussed Section 8: Reserve Forces. It was noted that the Council had proudly received a Bronze award from the Armed Forces Covenant Employer Recognition Scheme. This section was noted as a new inclusion, whereas leave for such purposes was currently covered by Section 4: Public Duties.

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

That Section 8: Reserve Forces be included in the Leave Policy and that each leave year an allowance of five days paid leave is authorised to help them to meet their commitments to the reserve forces.

Members discussed Allowances Section 2: Eye Tests, and whether the Optical Coherence Tomography (OCT) test should fall within this definition. After a brief discussion, it was proposed by Councillor Bonfield, seconded by Councillor Foster and
RESOLVED UNANIMOUSLY:

That a reimbursement for the costs of an Optical Coherence Tomography (OCT) test be included within the scope of Allowances for employees who are identified as a DSE user.

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

- a) Domestic Abuse Policy:** Further to the meeting of the Personnel Committee held on 15th October 2025, Councillor Vile asked for an update on the potential inclusion of a Domestic Abuse Policy within the Staff Handbook. It was reported that information had been sought from South West Councils, however, they had been unable to provide the required guidance. It was agreed that further advice should be sought on this matter.
- b) Vexatious Correspondence and Complaints Policy:** An update regarding the effectiveness of this policy was requested. It was noted that this matter fell within the terms of reference of the Finance & Governance Committee and would be discussed at the next meeting of that committee.

EXCLUSION OF PRESS AND PUBLIC

It was proposed by Councillor Foster, seconded by Councillor Sutton 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 5 (due to data protection requirements).

5. TO CONSIDER POTENTIAL CHANGE TO THE STAFF STRUCTURE AND PRELIMINARY EMPLOYEE BUDGET FOR THE 2027/28 FINANCIAL YEAR

Members considered a briefing note summarising the forecast employee costs for 2026/27 and the provisional budget for the 2027/28 financial year, including estimated costs for 2028/29 and 2029/30. It was noted that there was no provision within the budgets for the project and contract management of the Green Seafront Scheme, as it was anticipated that this work would be contracted out and accounted for as part of the professional fees included within the costs of the scheme.

It was noted that the forecast for 2026/27 currently shows a potential underspend of £38k due to vacant permanent posts, and some under employment in seasonal posts. It was further noted that a 3% increase had been applied to the 2026/27 budget, with the actual pay award being 3.3%, resulting in a general variance.

In estimating the 2027/28 employee costs, it was reported that a 3.5% pay award had been applied to all scale points which also includes incremental uplifts where contracted. The employer's pension contribution rate of 20% for 2027/28 had also been applied. Given the current staffing structure, it was reported that this would result in a budget requirement of £1.45m in 2027/28, an uplift of £11.5k on the 2026/27 budget, due to a decrease in the FTE employee count.

It was reported that a review of the staff structure had been undertaken, due to current and forthcoming vacancies within the Central Services and Visitor Services departments. Furthermore, a review of management job descriptions had been undertaken to ensure that these adequately reflected the roles of the postholders. All revisions had been evaluated by South West Councils and were subject to consultation with affected employees.

Members considered the proposed minor staff restructure as set out in the briefing note, which explained that its implementation would result in an uplift in budget of £56,710 compared to the current structure. It was noted that amendments to job titles could be given further consideration.

The urgency of recruiting to vacant posts was highlighted for business continuity purposes and the need to ensure resilience within the council's staffing structure was highlighted. Attention was also drawn to the importance of wording the job adverts to generate maximum interest in the recruitment process. It was proposed by Councillor Vile, seconded by Councillor Bonfield and RESOLVED UNANIMOUSLY:

TO RECOMMEND:

That the revised staffing structure be approved in full, together with the associated salary grades, subject to staff consultation.

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

That the staffing budgets as set out in the briefing note, be taken forward to the meeting of the Finance and Governance Committee on 16th December 2026

for consideration as part of the 2027/28 budget setting process.

Members also considered the proposed staff training budget. It was proposed by Councillor Sutton, seconded by Councillor Vile and RESOLVED UNANIMOUSLY:
That the training budget of £15,000 be approved.

6. **DATE OF NEXT MEETING**

It was noted that the next meeting had been scheduled for Wednesday 21st April 2027.

The meeting closed at 12.00 p.m.

**Minute No. 3) of the Personnel Committee Meeting held on 13th October 2026 –
Recommendation to include policy re. Medical Appointments in Staff Handbook**

At the Personnel Committee Meeting held on 13th October 2026, detailed consideration was given to potential wording to include in the staff handbook regarding the booking of medical appointments in working hours. This was brought forward to provide managers with clarity in order to remove ambiguity and increase consistency across departments.

Two options were considered, one stipulated that all time taken at such appointments should either be made up or taken as annual or unpaid leave; the second made some provision for paid leave in exceptional circumstances. The committee recommended adoption of the latter with some amendments. Revised wording of the second option is set out below for Members' consideration.

6. Medical Appointments: page 16 of handbook

In general, routine medical, dental, optician or health appointments should be made outside working hours wherever possible. Swanage Town Council takes the stance that most dentists, doctors and opticians do provide services outside of normal working hours as a matter of course.

Where medical appointments cannot be arranged out of hours requests for time off will not be unreasonably refused. Employees will be required to provide evidence of any appointment for which time off is needed.

Employees should make a request to their line manager, giving as much notice as possible, and agree a convenient time which will cause as little disruption as possible, e.g. at the beginning or end of the working day. Employees will be required to make up any lost time, take annual leave or unpaid leave; only in exceptional circumstances will paid time off work be permitted to attend appointments.

Any time off to attend a medical appointment in excess of half of an employee's working day will need to be taken as holiday or unpaid leave.

In line with the 'Green Book', necessary paid time off will be granted for cancer screening.

Employees who have a serious or long-term medical condition which will require appointments during their working day should discuss their situation with their manager so that appropriate arrangements may be considered. Managers have some discretion to agree reasonable adjustments tailored to individual circumstances. However, these must only be agreed in the context of HR and occupational health advice and must be recorded in writing, most likely in the format of a Reasonable Adjustments Passport.

Decision required:

To consider the adoption of the above policy on medical appointments for inclusion within the amended Staff Handbook.

Martin Ayres, Town Clerk
Alison Spencer, Finance Manager

October 2026

Agenda Item 5 (a)

SWANAGE TOWN COUNCIL

Statement of Cash Balance as at 30th September 2026

	£ p	£ p
Balance in Hand at 01/04/2026		£88,483.90 Cr
As per reconciliation dated 31/08/2026	£4,232,631.89 Cr	
Income during September	£893,990.50 Cr	
Movement of Cash-Investment	£350,000.00 Cr	
Add - Outstanding receipts- August	£6,304.23 Cr	
Less - Outstanding receipts - September	<u>£1,957.05 Dr</u>	£5,480,969.57 Cr
Less payments made:		
As per Reconciliation dated 31/08/2026	£4,160,016.41 Dr	
Schedule 6	£256,199.06 Dr	
Movement of Cash-Investment	<u>£1,050,000.00 Dr</u>	£5,466,215.47 Dr
		<u><u>£103,238.00 Cr</u></u>
Balance at Bank		
Current Account		£39,938.19 Cr
Deposit Account		<u>£63,299.81 Cr</u>
		<u><u>£103,238.00 Cr</u></u>
Short Term Investments held by the Council		
CCLA Public Sector Deposit Fund (MMF)		£750,000.00
Abrdn (MMF)		£500,000.00
DMADF-Deposit		£650,000.00
DMADF-Deposit		£250,000.00
DMADF-Deposit		£550,000.00
DMADF-Deposit		£300,000.00
DMADF-Deposit		£750,000.00
		<u><u>£3,750,000.00</u></u>

I confirm that to the best of my knowledge and belief this is a true and accurate Statement of the Town Council's Cash Balance as at 30th September 2026

Prepared by Alison Spencer

Dated: 1st October 2026

Certified by Martin Ayres

Dated: 1st October 2026

SWANAGE TOWN COUNCIL

Year Ending 31st March 2027

Payment schedule reported to Council - 19th October 2026

Schedule 6:

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

**ONE MILLION, THREE HUNDRED AND SIX THOUSAND, ONE HUNDRED
AND NINETY NINE POUNDS AND SIX PENCE**

.....(£1,306,199.06).....

Swanage Town Council

Schedule of Payments - Month 6

Direct Debits & Standing Orders

Date	Name	Inv Ref	Inv Date	Details		Payment Total
15/09/2026	AIB Merchant Services	280826.000008	28/08/2026	Merchant Serv charge		1,444.59
10/09/2026	Barclaycard Merchant Services	001884330826	31/08/2026	Monthly charge		43.36
01/09/2026	Dorset Council	840014144	01/04/2026	NNDR 26/27		23,349.00
14/09/2026	DNA Payments	0826-009536374140	01/09/2026	BG Card charge August	195.23	306.79
14/09/2026		0826-009536374170	01/09/2026	BP Card charge August	16.99	
14/09/2026		0826-009536374180	01/09/2026	Market Card charge August	27.42	
14/09/2026		0826-009536374110	01/09/2026	TIC Card charge August	67.15	
21/09/2026	Ecotricity Ltd	09475680	06/09/2026	Electricity - various sites	5,836.84	8,409.54
22/09/2026		09530592	08/09/2026	Bandstand	150.36	
28/09/2026		09483402	06/09/2026	Beach Clock	1,042.07	
29/09/2026		09570753	15/09/2026	Beach Kiosk Adj Shlt	40.60	
29/09/2026		09576334	15/09/2026	Car Park Victoria Av	1,339.67	
17/09/2026	Epos Now Ltd	T-10314591	10/09/2026	A920- Device Licence	24.00	96.00
18/09/2026		T-10183453	18/09/2026	A920 Device Licence	24.00	
26/09/2026		T-10225189	26/09/2026	Monthly charge 26/09-26/10/26	48.00	
24/09/2026	Everflow	5954037	16/09/2026	Water - All Sites		18,532.83
14/09/2026	Lloyds Bank PLC	495051995	11/08/2026	Bank charge	100.24	189.24
25/09/2026		495766684	07/09/2026	Bank charge	89.00	
24/09/2026	Pitney Bowes Finance Ltd	4100332759	25/08/2026	Q2- Rental		77.90
16/09/2026	Sage (UK) Ltd	INV23138462	01/09/2026	Monthly charge		703.80
03/09/2026	SEFE Energy Limited	INV04334546	18/08/2026	Gas		34.10
Total of Direct Debit & Standing Orders						53,187.15

Lloyds Chargecard

Date	Name	Inv Ref	Inv Date	Details		Payment Total
14/09/2026	ICO	06bcc5b22003`	26/08/2026	ICO Registration	78.00	691.30
14/09/2026	NEC	00153721	10/08/2026	NEC 4 training	271.20	
14/09/2026	Blinds 2 Go	B74867909WB	17/08/2026	Blinds - TIC	342.10	
Total of Chargecard payments						691.30

BACS /CHAPS

Date	Name	Inv Ref	Inv Date	Details		Payment Total
30/09/2026	123 Send Limited	202608100000105420	01/09/2026	A920Pro with sim		158.36
30/09/2026	4C Managed Service Ltd	71493	10/09/2026	TIC IT	488.06	2,682.68
30/09/2026		71493	10/09/2026	BG phone	42.00	
30/09/2026		71494	10/09/2026	Project Plan x3	106.74	
30/09/2026		71494	10/09/2026	TH IT	795.12	
30/09/2026		71494	10/09/2026	TH phone	42.00	
30/09/2026		71492	10/09/2026	Depot IT/phone	385.56	
30/09/2026		71510	12/09/2026	Councillors laptops subc	388.80	
30/09/2026		71519	13/09/2026	8x Internal Channel License	396.00	
30/09/2026		71574	21/09/2026	Domain Hosting	38.40	
30/09/2026		169931	25/08/2026	Iseki repairs	735.96	
30/09/2026	Amazon	170413	14/09/2026	Iseki repairs	351.86	260.94
30/09/2026		GB6019VR176TTI	04/09/2026	Beach Gardens - door mat	54.98	
30/09/2026		GB67RFAW4AEUI	04/09/2026	Headphones	22.98	
30/09/2026		GB600Q7TMQ91VI	08/09/2026	TIC - replacement pole for windsock	26.99	
30/09/2026		GB60026ESL7E5I	08/09/2026	Beach Gardens - tumblers for kiosk use	27.12	
30/09/2026		GB6007PNO4Y1LI	14/09/2026	Heavy duty seat cover	24.99	
30/09/2026		GB6006BWLAV11I	21/09/2026	Keyboard	48.88	
30/09/2026		GB600EQR6G4LRI	22/09/2026	Coir Mat	55.00	
30/09/2026	Amberwood Graphics	4567	29/08/2026	TIC - books for retail		133.48
30/09/2026	AquaAid (Southcoast)	537162	31/08/2026	Water 19Lx5		69.90
30/09/2026	Bournemouth Creative Print Ltd	66416	02/09/2026	Swinger 3000 base		86.40
30/09/2026	BDO LLP	INV-00877857	14/09/2026	Assurance Review		3,528.00
30/09/2026	Canford Drains	88293	01/09/2026	Drain investigation attendance		330.00
30/09/2026	Complete Asbestos Solutions Ltd	2666	08/09/2026	Asbestos assessment		138.00
30/09/2026	Central Southern Security Ltd	218926	27/08/2026	Callout to TIC fire panel	66.00	120.00
30/09/2026		219324	13/09/2026	Callout	54.00	
30/09/2026	Charlie's Tasty Treats	0046	29/06/2026	TIC - dog treats for retail		80.00
30/09/2026	Countryside Art Ltd	85922	18/09/2026	TIC - souvenirs for retail		247.20
30/09/2026	Croydecycle	3925	07/09/2026	TIC - maps for retail		200.00
30/09/2026	Dorset County Pension Fund	Payroll M6	18/09/2026	Payroll M6- Pension	26,737.07	26,861.87
30/09/2026		Payroll M6	18/09/2026	Payroll M6- CAYS	124.80	
30/09/2026	From Dorset with Love	Inv-9132	27/08/2026	TIC - jams for retail		61.20
30/09/2026	Dorset Council	1801650209	17/09/2026	2x 1ton bags of winter grit/salt	273.60	455.60
30/09/2026		2800512602	21/09/2026	Dorset Coast Forum annual conference	180.00	
30/09/2026		1801645727	29/09/2026	Annual Rent charge	2.00	
30/09/2026	Dorset Waste Partnership	2800510109	03/09/2026	Recycling		67.07

30/09/2026	ECO SUSTAINABLE SOLUTIONS LTD	130166340	17/09/2026	Woodchip for King george's play area		1,848.00
30/09/2026	Emmanuel Baptist Church	1594	31/07/2026	Hall hire		75.00
30/09/2026	The Festive Lighting Co. Ltd.	INV-2026-03-000045	01/09/2026	Hire charge yr3		5,276.02
30/09/2026	Flowbird Smart City UK Ltd	UI00028435	14/09/2026	WebOffice incl Airtime	286.73	
30/09/2026		UI00028435	14/09/2026	Gateway Transction	2,318.44	2,605.17
30/09/2026	Swanage Folk Festival	217	16/09/2026	Folk Festival- programme sales		453.00
30/09/2026	Futurform	613397	14/09/2026	Equipment		34.80
30/09/2026	GH Print Management	INV-8440	17/09/2026	A0 Poster Sustainable Swanage	24.00	
30/09/2026		INV-8450	23/09/2026	TIC - Artisan vinyl for Ad-board	48.00	72.00
30/09/2026	Garden Hire Spares Ltd	1484549	10/09/2026	Deck wheels for iseki x10		126.34
30/09/2026	Greenham Trading Ltd.	04/570143	24/08/2026	Materials & equipment		272.06
30/09/2026	Hags-Smp Ltd	110061	14/09/2026	4x bearings		120.00
30/09/2026	Hardy Signs	SI-109734	05/08/2026	Signs	50.40	
30/09/2026		SI-109732	29/08/2026	Signs	281.40	
30/09/2026		SI-109735	05/09/2026	Signs	154.66	
30/09/2026		SI-109751	15/09/2026	Signs	156.91	
30/09/2026		SI-109749	15/09/2026	Signs	151.98	
30/09/2026		SI-109750	23/09/2026	Signs	200.26	
30/09/2026		SI-109748	23/09/2026	Signs	179.99	1,175.60
30/09/2026	A.R. Harris & Son	37891	08/09/2026	Electrical services	126.00	
30/09/2026		37902	08/09/2026	Electrical services	229.51	
30/09/2026		37933	14/09/2026	Electrical services	219.41	574.92
30/09/2026	HMRC	Payroll M6	18/09/2026	Payroll M6- PAYE/NI		32,273.92
30/09/2026	Hunt's Foodservice Ltd	263369	26/08/2026	Beach Gardens - snacks & drinks	60.58	
30/09/2026		263369	26/08/2026	Beach Gardens - cakes	48.17	
30/09/2026		271245	02/09/2026	Beach Gardens - jams	28.34	
30/09/2026		271244	02/09/2026	Beach Gardens - cakes	38.58	
30/09/2026		271244	02/09/2026	Beach Gardens - drinks & snacks	83.58	
30/09/2026		279188	09/09/2026	Beach Gardens - cakes	11.99	
30/09/2026		279188	09/09/2026	Beach Gardens - drinks & snacks	106.15	
30/09/2026		295729	23/09/2026	Beach Gardens - drinks & snacks	98.01	
30/09/2026		295729	23/09/2026	Beach Gardens - drinks & snacks	88.16	563.56
30/09/2026	J.D. Facilities Ltd	INV-2198	01/09/2026	Depot - cleaning	197.59	
30/09/2026		INV-2199	01/09/2026	Depot - deep clean staff area	230.62	
30/09/2026		INV-2197	01/09/2026	TH-cleaning	596.26	
30/09/2026		INV-2196	01/09/2026	Public Toilet- cleaning	7,958.09	
30/09/2026		INV-2200	01/09/2026	Cemetery toilet cleans	120.83	
30/09/2026		INV-2201	01/09/2026	Fisherman's toilets	148.91	
30/09/2026		INV-2202	01/09/2026	Chapel Clean	27.82	9,280.12
30/09/2026	John Hatcher	1	01/09/2026	Swanage Mayor Chain- engraving		440.00
30/09/2026	JSR Tree Care and Garden Maintenance	1044	03/09/2026	Ash tree works		828.00
30/09/2026	The Little Map Co & Fernhill Wholes	3461	03/09/2026	TIC - souvenirs for retail	142.56	
30/09/2026		3461	03/09/2026	TIC - books & maps for retail	46.80	
30/09/2026		3485	10/09/2026	TIC - souvenirs for retail	143.71	333.07
30/09/2026	Metric Group Ltd.	9944	12/08/2026	Monthly Asian charge	84.00	
30/09/2026		10335	12/09/2026	Monthly Asian charge	84.00	168.00
30/09/2026	S. Moores	22508	04/09/2026	TIC - biscuits for retail	217.00	
30/09/2026		CN22543	03/07/2026	TIC - biscuits for retail	(22.31)	
30/09/2026		22635	10/09/2026	TIC - biscuits for retail	171.90	
30/09/2026		CN22555	04/09/2026	TIC - biscuits for retail	(6.60)	359.99
30/09/2026	National Express	00232767	31/08/2026	August Agency tickets		77.61
30/09/2026	Nixons Hardware Ltd	126053	03/08/2026	Padlock re: Mowlem bollard	19.99	
30/09/2026		126062	05/08/2026	Boat Park - tools	13.65	
30/09/2026		126069	07/08/2026	TIC - replacement kettle	17.78	
30/09/2026		126111	23/08/2026	TIC - cleaning materials	12.52	
30/09/2026		126119	25/08/2026	Batteries	29.90	93.84
30/09/2026	Outstanding Map Distributors Ltd	4072696	26/08/2026	TIC - books for retail		192.27
30/09/2026	Omega Red Group Ltd	CD970266552	25/09/2026	Lightning protection System		312.00
30/09/2026	Openings	A76858	09/09/2026	TH Gate service	324.00	
30/09/2026		C76857	09/09/2026	Annexe automated door service	162.00	
30/09/2026		A76856	09/09/2026	Depot barrier service	207.60	693.60
18/09/2026	Swanage Town Council	Month 6 Payroll	18/09/2026	Net Wages - Month 6		82,424.66
30/09/2026	Personnel Hygiene Service	72454937	03/09/2026	TH - Annual Duty	9.42	
30/09/2026		72454938	03/09/2026	Toilets Shore Rd - Annual Duty	9.42	
30/09/2026		72454939	03/09/2026	Toilets Battlegate - Annual Duty	9.42	
30/09/2026		72454940	03/09/2026	Toilets Heritage - Annual Duty	9.42	
30/09/2026		72454941	03/09/2026	Toilets BG - Annual Duty	9.42	
30/09/2026		72454942	03/09/2026	TIC - Annual Duty	9.42	
30/09/2026		72454943	03/09/2026	Toilets King Geroe - Annual Duty	9.42	
30/09/2026		72454944	03/09/2026	Toilets Burlington Chine - Annual Duty	9.42	
30/09/2026		72454945	03/09/2026	Toilets Mermond - Annual Duty	9.42	
30/09/2026		72454946	03/09/2026	Toilets Peveril Point - Annual Duty	9.42	
30/09/2026		72454947	03/09/2026	Toilets Coastguard - Annual Duty	9.42	
30/09/2026		72454948	03/09/2026	Depot - Annual Duty	9.42	113.04
30/09/2026	Planet Merchant Service Ltd	PP4000681IE2608	31/08/2026	Gateway NB August		705.41
15/09/2026	The Planning Portal	PP-15217839-v1	15/09/2026	Planning Portal Fees - SHFC 3G pitch		1,487.00

30/09/2026	Pod Point Ltd	ADF-53285	08/09/2026	Admin Fees August MB	84.79	
30/09/2026		ADF-52885	08/09/2026	Admin Fees August Mermond	39.28	124.07
30/09/2026	Proludic Ltd	SIN012597	31/05/2026	Repairs Multiplay climber		891.00
30/09/2026	Purbeck Ice Cream	171860	02/09/2026	Beach Gardens - ice-cream	124.04	
30/09/2026		171981	09/09/2026	Beach Gardens - ice-cream	93.03	
30/09/2026		172217	23/09/2026	Beach Gardens - ice-cream	93.03	310.10
30/09/2026	Radii Skatepark Repairs	1723	11/09/2026	Replace skatelite panels		3,790.00
30/09/2026	Recruit Local Ltd	2770	02/09/2026	TIC - Recruitment		40.00
30/09/2026	OfficeBASE Ltd t/a REDBOX	00699039	28/08/2026	Stationery	102.04	
30/09/2026		00698949	28/08/2026	TIC - stationery	160.13	
30/09/2026		00699757	04/09/2026	TIC - stationery	66.77	
30/09/2026		00699458	04/09/2026	TIC - stationery	120.49	
30/09/2026		00700235	04/09/2026	Stationery	25.80	
30/09/2026		00700995	11/09/2026	Depot stationery	15.84	
30/09/2026		00701199	25/09/2026	TIC - stationery	64.90	
30/09/2026		00702451	25/09/2026	Stationery	88.30	644.27
30/09/2026	R&M Shepard	63975	16/09/2026	Container hire		187.20
30/09/2026	Roger Locke Consulting Ltd	10121	08/09/2026	Professional fees		216.00
30/09/2026	SECURITY PLUS LIMITED	1186700	31/08/2026	Cash Processing CP	184.04	
30/09/2026		1186091	31/08/2026	Cash collection CP	869.54	1,053.58
30/09/2026	Seton	9304012932	07/09/2026	Signs		82.72
30/09/2026	Sharman Fencing	101996	21/08/2026	Hera fencing		750.00
30/09/2026	Swanage Town & Herston Football	Grant	18/09/2026	FC Grant		4,100.34
21/09/2026	SLCC	Refund	21/09/2026	SLCC - Refund of payment		(46.20)
30/09/2026	Spaldings (UK) Ltd.	SI-3136685	24/08/2026	Materials & equipment	285.60	
30/09/2026		SI-3138386	28/08/2026	Materials & equipment	204.70	
30/09/2026		SI-3138386	28/08/2026	Materials & equipment	240.93	731.23
30/09/2026	St. Michaels Garage	5149	31/08/2026	Diesel Aug		464.22
30/09/2026	Suez Recycling & Recovery UK Ltd	34217320	31/08/2026	Skip exchange		1,696.24
30/09/2026	Sutcliffe Play (South West) Ltd.	7915	30/08/2026	King George playpark replacement bea	114.00	
30/09/2026		7930	17/09/2026	replacement parts for playground gate	700.80	814.80
30/09/2026	Swanage News	1284	29/08/2026	Newspaper August		38.80
30/09/2026	Swanage Tyres and Tuning Ltd	43252	21/09/2026	MOT for Land Rover HF63 XZA	54.85	
30/09/2026		43252	21/09/2026	Sevice HF63 XZA	12.60	67.45
30/09/2026	Telefonica O2 UK Ltd	46353524	24/09/2026	SIM Charges		260.77
30/09/2026	Teamgeist Ltd	#D355	22/07/2026	Tennis court cleaning drag mat		464.00
30/09/2026	Travis Perkins	1050271710	27/08/2026	Materials & equipment	112.89	
30/09/2026		1050325637	28/08/2026	Materials & equipment	24.72	
30/09/2026		1050470421	01/09/2026	Materials & equipment	20.34	
30/09/2026		1050797429	07/09/2026	Materials & equipment	127.08	
30/09/2026		1050891395	08/09/2026	Materials & equipment	25.44	
30/09/2026		1050995848	09/09/2026	Materials & equipment	19.02	
30/09/2026		1051038487	10/09/2026	Materials & equipment	94.98	
30/09/2026		1051322622	15/09/2026	Materials & equipment	27.26	
30/09/2026		1051430521	16/09/2026	Materials & equipment	83.88	
30/09/2026		1051807836	22/09/2026	Materials & equipment	52.89	588.50
30/09/2026	Third Parties	Payroll M6	18/09/2026	Payroll M6- Third Party deductions		377.46
11/09/2026	Wessex Water	0042636	11/09/2026	New Connections Admin Fee	256.80	
14/09/2026		0042623	14/09/2026	Newer Connections Fee	105.00	361.80
30/09/2026	Westmade Ltd	1017759	14/09/2026	Emergency OOH call out	1,530.74	
30/09/2026		1017815	21/09/2026	Urgent repairs	894.00	2,424.74
30/09/2026	WSP	50156509	26/08/2026	Risk Assessment on GSS		2,340.00
Total of BACS/CHAPS Payments						202,320.61

<u>BACS payments 11th & 14th September 2026</u>	361.80
<u>BACS Payment 15th September 2026</u>	1,487.00
<u>BACS payroll payment issued 18th September 2026</u>	82,424.66
<u>BACS - Supplier refund</u>	(46.20)
<u>BACS supplier payments issued 30th September 2026</u>	118,093.35
	202,320.61

Total of Payments	256,199.06
--------------------------	-------------------

Investments - Cash Movements

Date	Name	Inv Ref	Inv Date	Details	Payment Total
30/09/2026	DMADF	transfer	30/09/2026	DMADF	300,000.00
30/09/2026	DMADF	transfer	30/09/2026	DMADF	750,000.00
Total of Investments					1,050,000.00

Total of Payments & Investments	1,306,199.06
--	---------------------

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

SWANAGE TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

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

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

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

20/05/2026

and recorded as minute reference:

MINUTE REFERENCE
29 (a)

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

Chair

Clerk

REQUIRED

ENTER PUBLICLY www.swanage.gov.uk WEBPAGE ADDRESS

Section 2 – Accounting Statements 2025/26 for

SWANAGE TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
			Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.
1. Balances brought forward	1,813,617	2,299,035	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	878,750	1,085,000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	2,755,492	2,174,814	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	1,303,952	1,372,649	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	1,844,872	1,606,818	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	2,299,035	2,579,382	Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	2,476,750	2,746,994	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	13,212,806	13,361,003	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	☒	☐	For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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



Date **13/05/2026**

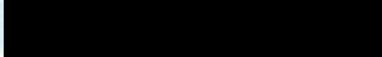
I confirm that these Accounting Statements were approved by this authority on this date:

20/05/2026

as recorded in minute reference:

MINUTE REFERENCE 29 (b)

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



Section 3 – External Auditor’s Report and Certificate 2025/26

In respect of

ENSwanage Town Council TY

1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2026 and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2025/26

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

(continue on a separate sheet if required)

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

None

(continue on a separate sheet if required)

3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

DocuSigned by:

BDO LLP

467DFB746A8A428...

SIGNATURE REQUIRED

Date

11 September 2026

To consider grant request from Swanage Literary Festival CIC and comments of Grants Panel

Members of the Grants Panel have been invited to review a grant application received from Swanage Literary Festival (SLF) CIC. Appendix 2 summarises the application, including the project, amount requested, recommended grant and the Panel's reasons for its recommendation.

The Council's grant criteria, adopted in February 2021, are attached at Appendix 1. To encourage a broad distribution of funding, grants are usually awarded at amounts below £500 and generally support festivals and events during their establishment. Larger grants may be considered in exceptional circumstances. Applicants must demonstrate financial need. As previously noted, a review of the grant criteria and guidelines has been commenced but not finalised.

Background

The Council has allocated £10,000 to its grants budget for 2026/27, separate from its budget for support to East Dorset & Purbeck Citizens Advice. The grants budget also excludes support for partner organisations, including Dorset Council, through which the Town Council currently funds the Mount Scar School Crossing Patrol.

Details

Despite grant application forms being issued to several local organisations and follow-up reminders being sent, no further applications have been received from these organisations, and no grants have been awarded to date. SLF CIC has requested a grant of £500, and it is proposed that the full amount be awarded. The remaining budget would be available for applications received during the rest of the financial year.

The Council has also been advised that the Swanage Depression Support Group Steering Committee has decided to close the service. The Group will return £400 in unspent grant funding from the £500 awarded in February 2026.

Officers will continue to promote the Council's grant scheme to local charitable and community organisations through direct contact, the Council's website and Facebook page, and will encourage groups to contact officers for further information.

Decisions required:

- Approve the Grants Panel's recommendation regarding the SLF CIC application, as detailed in the accompanying table.
- Note that the review of the Council's donations policy and the preparation of revised grant criteria and guidelines remain outstanding. These matters will be considered at a future Grants Panel meeting before being presented to the Finance and Governance Committee.
- Note the closure of the Swanage Depression Support Group and the return of £400 in unspent grant funding.

Niki Clark
Planning and Community Engagement Manager
October 2026

GUIDELINES FOR APPLICANTS

Please read these notes carefully before completing the application form.

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

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

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

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

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

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

Grants may be paid over a three-year period.

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

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

Swanage Town Council - Grant applications received

Applicant	Sum Requested	Recommended grant	Summary of project	Reason for support
Swanage Literary Festival website Facebook page	£500.00	£500.00	Community Interest Company (CIC). The first festival was held in 2024 as a self-funded, one-day event organised by a small group of local residents to test interest. Following a positive response, a Community Interest Company (CIC) was established in March 2025 to develop the festival for the benefit of the community. In October 2025, the Town Council awarded the CIC a grant of £500 towards the estimated cost of the CIC's first two-day festival (£1,238), helping to support its continuation and development as a valued cultural event for Swanage. The current application seeks support of £500 towards the cost of an expanded five-day festival (£4,020), featuring a wider programme of events, including a focus on children's literature intended to benefit schools in Swanage (approx. 500 pupils). This coincides with the 'National Year of Reading'. The festival aims to encourage adults and children to engage with fiction and non-fiction authors, broaden literary experiences and enrich the town's cultural life. Adult events will be ticketed, while children's events will be free of charge. Four other grants have been submitted – of which two were unsuccessful, one has been approved for £200, and one is awaiting a decision. A fundraising event has also raised £269.	Recommend approval. The festival supports local culture, community wellbeing and social activities for all ages, and the local economy. It provides an opportunity to enhance Swanage's cultural and educational offering, with the potential to become an established annual event. It may also benefit the local economy by attracting additional visitors during the quieter shoulder months. This year's event includes new, specific youth-focused activities, holding events/author visits to Swanage schools, eligible for grant funding. The CIC is working closely with The Mowlem and Cultural Purbeck – the Panel's recommendation is in line with the Council's Corporate Plan 2026-2038 Encouraging Health and Wellbeing – providing grant funding in support of educational, social and cultural activities.
Total:	£500.00	£500.00		