

**SWANAGE TOWN COUNCIL**

Dr Martin Ayres  
Town Clerk

Town Hall  
SWANAGE  
Dorset  
BH19 2NZ

11 December 2020

Dear Councillor

**Policy, Finance & Performance Management Committee**

A meeting of the above Committee will be hosted on the Zoom platform on **WEDNESDAY, 16<sup>th</sup> DECEMBER 2020** at **9.30 a.m.** for the purpose of transacting the business mentioned in the Agenda.

Yours sincerely

*Dr M K Ayres*

Town Clerk

To The Town Mayor, Deputy Mayor,  
Councillors Finch, Moreton, Suttle, Tomes, Trite and Whitwam.  
All Councillors and Chief Officers

**A G E N D A**

1. Apologies.
2. Declarations of Interest (Councillors are reminded of their obligations to declare their interests under the Code of Conduct as defined by regulations made under section 30 (3) of the Localism Act 2011) and consideration of requests for Grants of Dispensations in respect of Disclosable Pecuniary Interests.
3. Internal Audit Report 2020/21 - Visit 2 (Copy enclosed)
4. To consider budget for Sustainable Swanage Officer 2021/22 (Proposal enclosed)
5. To review:-
  - (a) Draft Estimates 2021/22 incorporating:
    - i. Scale of Fees and Charges 2021/22
    - ii. Revenue Budget 2021/22
    - iii. Capital Programme 2021/22
    - iv. Precept 2021/22 (Report enclosed)
  - (b) Reserves and Balances Policy (Draft Policy enclosed)
6. Items of Information and Matters for Forthcoming Agendas
  - James Day Trust
  - Review of Grant Policy-Grants to Individuals

- Corporate Plan 2020/21
- Ethical Investments
- Freedom of Information Act 2000 – Adoption of revised Publication Scheme
- Update on Action Points from Internal Audit Report 2019/20
- Member & Officer Protocol

7. Date of Next Meeting

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**PLEASE NOTE: UP TO 15 MINUTES OF PUBLIC PARTICIPATION TIME MAY BE HELD AT 9.30 a.m. PRIOR TO THE COMMENCEMENT OF THE MEETING.**

**IF YOU WISH TO ASK A QUESTION, OR TO VIEW THE MEETING VIA ZOOM, THEN PLEASE E-MAIL [admin@swanage.gov.uk](mailto:admin@swanage.gov.uk) NOT LATER THAN 4.00 P.M. ON TUESDAY 15<sup>th</sup> DECEMBER 2020 TO REQUEST THE LOG-IN DETAILS FOR THE MEETING.**

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