

Record of Officer Decision made under the Openness of Local Government
Bodies Regulations 2014

<p>Nature of Decision</p> <p>Boat Park - emergency repairs to jetty - Award of Contract to Suttle Projects Ltd</p>
<p>Title of Officer Taking Decision</p> <p>Town Clerk and Operations Manager</p>
<p>Date of Decision</p> <p>11/04/22 (order raised)</p>
<p>Value of Contract/Expenditure Incurred</p> <p>£7,900</p>
<p>Reasons for Decision</p> <ul style="list-style-type: none"> - Emergency repairs to jetty required in advance of summer season - Specialist contractor required
<p>Details of Alternative Options Considered and Rejected</p> <ul style="list-style-type: none"> - Larger scale emergency repair works delayed until future date as requirement for MMO license which can take several weeks/months to obtain - Requirement for emergency repair works to be completed in advance of summer season - Three quotations sought - one alternative quotation submitted - Award to most economically advantageous submission
<p>Record of any conflict of interest declared by a Councillor consulted on the Decision</p> <p>Councillor Suttle at Special Meeting on 04/04/22</p>
<p>Details of any background papers</p> <p>Agenda papers for:</p>

- 09/03/22 Capital Projects Sub-Committee meeting
- 14/03/22 Council meeting
- 04/04/22 Special meeting
- 25/04/22 Council meeting

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Nature of Decision Feasibility study for ground stabilisation and redevelopment of seafront locations - Award of Contract to WSP
Title of Officer Taking Decision Town Clerk + Operations Manager
Date of Decision 11/04/22 (order raised)
Value of Contract/Expenditure Incurred £7,450
Reasons for Decision <ul style="list-style-type: none">- To assess the feasibility and likely methodologies required to achieve stabilisation of seafront land-
Details of Alternative Options Considered and Rejected <ul style="list-style-type: none">- Invitation to provide a quotation issued to five suitably qualified specialist organisations- Award made to most economically advantageous submission
Record of any conflict of interest declared by a Councillor consulted on the Decision None
Details of any background papers <ul style="list-style-type: none">- Agenda papers for:- 04/04/22 Council meeting (confidential)- 19/01/22 Capital Projects Sub Committee (confidential)

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Nature of Decision To implement revised staff structure, following staff consultation, as from 1 st September 2022
Title of Officer Taking Decision Town Clerk
Date of Decision 29 th July 2022
Value of Contract/Expenditure Incurred N/A
Reasons for Decision New staff structure will improve Council efficiency and delivery of its work programme.
Details of Alternative Options Considered and Rejected Not implementing the structure or implementing alternative job roles – dismissed as providing less benefit than chosen structure.
Record of any conflict of interest declared by a Councillor consulted on the Decision N/A
Details of any background papers Confidential briefing note to Council Meeting, 11 th July 2022 Confidential staff consultation responses.

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Nature of Decision Renewal of Health + Safety consultancy services Award of contract to WorkNest
Title of Officer Taking Decision Operations Manager
Date of Decision 26/07/22
Value of Contract/Expenditure Incurred £4,375 p.a. for 3 years
Reasons for Decision <ul style="list-style-type: none">- To provide health & safety consultancy services – including software/advice/H&S policy + handbook- Annual fees as previous plus 5% inflation increase- Break clause after 18 months- Training resources provided on 1 year free trial
Details of Alternative Options Considered and Rejected N/A
Record of any conflict of interest declared by a Councillor consulted on the Decision None
Details of any background papers <ul style="list-style-type: none">- Renewal of service proposal - confidential- Minutes of 27/07/22 Council meeting

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Nature of Decision – Modem upgrade
Title of Officer Taking Decision – Finance Manager
Date of Decision – 9 th September 2022
Value of Contract/Expenditure Incurred - £12,745 (additionally £1,820 for Co-op)
<p>Reasons for Decision</p> <ul style="list-style-type: none"> - With the phasing out of 3G, the installation of new 4G modems in the council's pay & display terminals was required. - Without an upgrade the terminals would not be operational.
<p>Details of Alternative Options Considered and Rejected</p> <p>No other options were available.</p>
Record of any conflict of interest declared by a Councillor consulted on the Decision - None
<p>Details of any background papers</p> <p>Minutes – Policy, Finance and Performance Management Committee 27/07/2022</p> <p>E-mail exchanges with Metric.</p>

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Nature of Decision – Award of Gas Contract to Green Energy UK
Title of Officer Taking Decision – Finance Manager
Date of Decision – 9 th September 2022
Value of Contract/Expenditure Incurred – estimated at £28,000
<p>Reasons for Decision</p> <ul style="list-style-type: none">- In 2021 quotes were requested for 100% green gas supply with only 1 supplier being identified as providing 100% green energy with 4 quotes received in total. A 1-year contract was entered into, being the maximum length of contract with the supplier, GEUK.- Upon nearing the end of the contract, the procurement options were reported to the Policy, Finance & Performance Management Committee in September 2022.- Renewal of the Council's contract was accepted as an acceptable option if no alternative suppliers could be found, noting the contract end date of 30 September.- The matter was delegated to officers.- No other 100% green suppliers had been identified by September 2022.- As no alternative 100% green energy suppliers of gas could be found within the limited timeframe, the decision was made to enter a new 1-year contract with Green Energy UK.
<p>Details of Alternative Options Considered and Rejected</p> <p>No other 100% green gas suppliers could be identified.</p>
Record of any conflict of interest declared by a Councillor consulted on the Decision - None

Details of any background papers

Minutes – Policy, Finance and Performance Management Committee

07/09/2022

E-mail exchanges with GEUK, 05/08/2022-26/09/2022

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<p>Nature of Decision</p> <p>To negotiate a suitable date and fee for the Antiques Roadshow on PAG and Broad Road Car Park</p>
<p>Title of Officer Taking Decision</p> <p>Visitor Services and Business Development Manager</p>
<p>Date of Decision</p> <p>28th April 2023 – Final email from ‘Factual Entertainment’ confirming the fee to charge for use of Broad Road Car Park</p>
<p>Value of Contract/Expenditure Incurred</p> <p>£1,400 (income for use of car park)</p>
<p>Reasons for Decision</p> <ul style="list-style-type: none">- Antiques Roadshow was a relatively large event, involving the Pier and PAG and Broad Road Car Park. There were some relatively complex discussions to ensure that the event worked to the benefit of the town and included a range of parties
<p>Details of Alternative Options Considered and Rejected</p> <p>None</p>
<p>Record of any conflict of interest declared by a Councillor consulted on the Decision</p> <p>None</p>
<p>Details of any background papers</p> <p>Email to Events Working Party – updating position of fee negotiations and confirming date – 26th April 2023</p>

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<p>Nature of Decision</p> <p>To engage bailiffs to repossess office of Swanage Associated Taxis at Swanage Station.</p>
<p>Title of Officer Taking Decision</p> <p>Town Clerk</p>
<p>Date of Decision</p> <p>24th November 2022</p>
<p>Value of Contract/Expenditure Incurred</p> <p>£950 to engage bailiff and locksmith in January 2023</p>
<p>Reasons for Decision</p> <p>To recover premises due to non-payment of rent for extended period.</p>
<p>Details of Alternative Options Considered and Rejected</p> <p>Repossession via court order, but legal costs more expensive than bailiff</p>
<p>Record of any conflict of interest declared by a Councillor consulted on the Decision</p> <p>N/A</p>
<p>Details of any background papers</p> <p>E-mail exchange with nplaw solicitors, 29th-30th November 2022 - confidential</p> <p>E-mail to mayor/deputy mayor, 24th November 2022 - confidential</p> <p>Minutes of the Meeting of the Policy, Finance and Performance Management Committee held on 9th March 2022</p>

Minutes of the Meeting of the **POLICY, FINANCE AND PERFORMANCE MANAGEMENT COMMITTEE** held at the Town Hall, Swanage on **WEDNESDAY, 9th MARCH 2022** at 1.30 p.m.

PRESENT:- Councillor A. Harris (Chair)
Councillor J. Bishop
Councillor M. Bonfield
Councillor T. Foster
Councillor C. Moreton
Councillor M. Whitwam

Also in attendance: -

Dr M. Ayres – Town Clerk

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

1. **APOLOGIES**

Apologies for his inability to attend the meeting were received from Councillor Trite and from Councillor Tomes who participated in the Meeting via Zoom.

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. **AMENDMENTS TO SCALE OF FEES AND CHARGES FOR 2022/23**

Consideration was given to a briefing note setting out a number of proposed amendments to the Scale of Fees and Charges for 2022/23, adopted at the Estimates Meeting on 17th January 2022. It was proposed by Councillor Bonfield, seconded by Councillor Bishop and RESOLVED UNANIMOUSLY:

TO RECOMMEND:-

That the schedule of amendments to the agreed scale of fees and charges for 2022/23 (as appended at the end of these minutes) be approved.

4. **INTERNAL AUDIT REPORT 2021/22 – VISIT 3 OF 6:**

The third interim Internal Audit Report of the 2021/22 financial year prepared by Darkin-Miller, Chartered Accountants, was submitted for information.

The following areas had been reviewed during the audit visit:-

- Payments (work in progress)
- Income, with a specific focus on:
 - (a) Car Parks
 - (b) Cemeteries
 - (c) TIC Cash

Five low level recommendations had been made. The management response and implementation dates were noted, and it was AGREED:

That the third interim Internal Audit Report for the 2021/22 financial year be accepted.

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

No matters were raised.

EXCLUSION OF PRESS AND PUBLIC

Proposed by the Town Mayor, seconded by Councillor Foster, and RESOLVED UNANIMOUSLY:-

That, under Standing Order No. 1 c), in the public interest, the press and public be excluded from the Meeting in view of the confidential nature of the business to be transacted under agenda items 6 and 7 (in relation to legal and contractual matters).

6. **ANNUAL REVIEW OF RISK REGISTER**

Consideration was given to the Council's Corporate Risk Register. It was noted that, in accordance with the *Practitioners' Guide*, that Members were expected to be fully engaged in the annual review of the Council's Risk Register. The register summarises the most significant risks faced by the Council in relation to achieving its objectives and priorities. The register also sets out the control procedures in place to mitigate the risks, and identified any further action needed to manage the risks effectively. The following significant additions and amendments were raised during the discussion:

Financial Risks	
Poor quality investments are made and sums invested are lost leading to budget deficit and/or inability to fund capital programme. Includes credit and counterparty, interest rate, market and liquidity risks.	Add following to control measures: Ethical/ESG investment decisions to be made in the context of the Council's adopted Treasury Management Policy Statement.
Lack of medium to long-term financial planning leads to inadequate reserves and inability to deliver services.	New risk with following control measures: Detailed annual review of revenue and capital budgets for next three financial years as part of budget setting process; strong financial policy framework in place including Medium Term Financial Strategy, Reserves Policy and Treasury Management and Investment Strategy Statement.
Inadequate arrangements for cash collection, handling and banking leads to financial loss and reduced general fund balance.	Add to description of risk credit card/pay-by-phone payment processing.
Compliance Risks	
Councillors fail to comply with Model Code of Conduct	Register of Councillor Training to be established and published by 30th September 2022.
Strategic Risks	
The Town Council fails to protect its reputation as a good council	Add regular meetings of Communications Working Party to control measures.

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

TO RECOMMEND:

That the amended Corporate Risk Register for 2022/23 be adopted.

7. **ARREARS – ACTION IN RESPONSE TO s.146 NOTICE**

Attention was drawn to potential action in respect of rent arrears in relation to a commercial property in the Town Council's ownership. This debtor had previously been issued with a Section 146 Notice and an agreed payment plan had not been adhered to. It was AGREED:

That the Town Clerk be given delegated authority to act in the matter in accordance with the lease and legal advice received.

8. **DATE OF NEXT MEETING**

The date of the next scheduled meeting was noted as being 20th July 2022 at 9.30 a.m.

The meeting concluded at 2.20 p.m.

Scale of Fees & Charges - 2022/23

	Date of Last Increase/ (Decrease)	Agreed Fees 2021/22 £/p	Proposed Fees 2022/23 £/p
1. <u>BOAT PARK & CAR PARKS</u>			
Summer Season Ticket (1st April-31st October)	NEW	NEW	207.00
3. <u>TOURIST INFORMATION CENTRE</u>			
Advertising Board 3ft x 4ft (Annual)	1/4/20	475.00	475.00
4. <u>BEACH BUNGALOWS</u>			
<u>SCALE OF FEES: SHORE ROAD - 2022/23 SEASON</u>			
Artisans on the Beach			
Lower Level - Full Period	1/4/19	100.00	104.00
Upper Level - Full Period	1/4/19	50.00	52.00
Private Sites	1/4/20	390.00	405.00
12. <u>GODLINGSTON CEMETERY</u>			
Garden of Rest			
Cremation Plot for burial of cremated remains in casket or urn.			
(i) Exclusive Rights - for grant of right of burial for a period of one hundred years (each space in this section)	1/4/20	315.00	325.00
(ii) Interment Fees - for burial of casket or urn in plot 2' x 2':			
(a) first interment	1/4/20	170.00	175.00
(b) for each additional interment (to 4 interments)	1/4/20	170.00	175.00
(c) for additional multiple interments (2nd, 3rd or 4th interment)	1/4/20	56.00	58.00
14. <u>MARKET</u>			
Artisans per session	NEW	NEW	12.50