

Agenda Item 5 (a)

SWANAGE TOWN COUNCIL

Statement of Cash Balance as at 30th June 2025

	£ p	£ p
Balance in Hand at 01/04/2025		£73,888.50 Cr
As per reconciliation dated 31/05/2025	£2,742,880.24 Cr	
Income during June	£216,873.47 Cr	
Movement of Cash-Investment	£950,000.00 Cr	
Add - Outstanding receipts- May	£3,847.32 Cr	
Less - Outstanding receipts - June	<u>£1,193.66 Dr</u>	£3,912,407.37 Cr
Less payments made:		
As per Reconciliation dated 31/05/2025	£2,712,304.54 Dr	
Schedule 3	£245,140.67 Dr	
Movement of Cash-Investment	<u>£950,000.00 Dr</u>	£3,907,445.21 Dr
		<u><u>£78,850.66 Cr</u></u>
Balance at Bank		
Current Account		£56,364.15 Cr
Deposit Account		<u>£22,486.51 Cr</u>
		<u><u>£78,850.66 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		£600,000.00
DMADF-Deposit		£500,000.00
DMADF-Deposit		<u>£450,000.00</u>
		<u><u>£2,800,000.00</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 June 2025

Prepared by Alison Spencer

Dated: 7th July 2025

Certified by Martin Ayres

Dated: 7th July 2025

SWANAGE TOWN COUNCIL

Year Ending 31st March 2026

Payment schedule reported to Council - 21st July 2025

Schedule 3:

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, ONE HUNDRED AND NINETY FIVE THOUSAND, ONE
HUNDRED AND FORTY POUNDS AND SIXTY SEVEN PENCE
.....(£1,195,140.67).....**

Swanage Town Council

Schedule of Payments - Month 3

Direct Debits & Standing Orders

Date	Name	Inv Ref	Inv Date	Details		Payment Total
16/06/2025	AIB Merchant Services	300525.000005	30/05/2025	Merchant Serv chg		835.77
10/06/2025	Barclaycard Merchant Services	001884330525	31/05/2025	Bank charge		43.36
09/06/2025	British Telecom	Q145R7	26/05/2025	Q1-BG		190.90
02/06/2025	Dorset Council: Revenues	840014144	01/04/2025	NNDR 25/26		22,024.00
20/06/2025	Ecotricity Ltd	06886136	06/06/2025	Elctricity - Various sites	3,968.68	
25/06/2025		06928032	11/06/2025	Elctricity - Various sites	1,229.16	
27/06/2025		06886120	06/06/2025	Elctricity - Various sites	636.07	5,833.91
13/06/2025	First Data	520334510615636	31/05/2025	Monthly charge		274.46
09/06/2025	Lloyds Bank PLC	457962671	12/05/2025	Bank charge	142.07	
24/06/2025		458632055	06/06/2025	Bank charge	99.70	241.77
10/06/2025	Paytek Admin Services Ltd	MI/4744817/03	01/06/2025	Monthly charge	128.35	
10/06/2025		MI/4746963/03	01/06/2025	Monthly charge	72.00	200.35
26/06/2025	Pitney Bowes Finance Ltd	4100146513	26/05/2025	Q1-Rental in Advance	77.90	
27/06/2025		BL263773	14/06/2025	Meter Reset	208.75	286.65
16/06/2025	Sage (UK) Ltd	INV20915116	01/06/2025	Monthly charge		606.60
02/06/2025	SEFE Energy Limited	INV03827301	19/05/2025	Town Hall- Annexe	247.87	
02/06/2025		INV03830504	19/05/2025	Town Hall- Office	785.74	
02/06/2025		INV03830518	19/05/2025	Depot	56.52	
02/06/2025		INV03830454	19/05/2025	TIC	171.99	1,262.12
02/06/2025	water2business	6068119873	01/05/2025	Burlington Toilets	143.07	
02/06/2025		6068122522	01/05/2025	Mermond Toilets	531.10	
02/06/2025		6068122531	01/05/2025	Heritage Toilets	542.73	
02/06/2025		6068149632	01/05/2025	Shore Road Toilets	2,893.36	4,110.26
Total of Direct Debit & Standing Orders						35,910.15

Lloyds Chargecard

Date	Name	Inv Ref	Inv Date	Details		Payment Total
27/06/2025	Nisbets	29164132	27/06/2025	Freezer	587.98	
27/06/2025	Budgens	731860	27/06/2025	Annual meeting	61.81	
27/06/2025	DVLA	3483613485	27/06/2025	Licence	174.50	824.29
Total of Chargecard payments						824.29

BACS /CHAPS

Date	Name	Inv Ref	Inv Date	Details		Payment Total
30/06/2025	123 Send Limited	000216483	01/06/2025	Axept A902 Pro with SIM		158.36
30/06/2025	Ace Office Environments Ltd.	01150047	06/06/2025	Stationery	204.82	
30/06/2025		01150593	13/06/2025	Stationery	61.80	266.62
30/06/2025	Apogee Corporation Ltd	1523272	28/05/2025	Toner TIC	9.00	
30/06/2025		1523128	28/05/2025	Toner Depot	71.84	
30/06/2025		1523623	28/05/2025	Toner	640.39	
30/06/2025		1523623	28/05/2025	Rent	528.03	
30/06/2025		1526705	18/06/2025	Parts/Toner TIC	411.18	1,660.44
30/06/2025	Bournemouth Creative Print Ltd	59038	16/05/2025	TIC - Sign	225.60	
30/06/2025		59430	10/06/2025	TIC - clips	18.00	243.60
30/06/2025	Beech ADI	1582001	17/06/2025	Driving lessons		400.00
30/06/2025	C86 Signs & Graphics	INV-0588	27/05/2025	Beach Gardens - signs		68.00
30/06/2025	Central Southern Security Ltd	207954	01/06/2025	DigiAir monitoring system		1,023.36
30/06/2025	CIPD	86447713/26A	01/06/2025	Membership		191.00
30/06/2025	Countryside Art Ltd	81434	28/05/2025	TIC - coasters for retail		242.70
30/06/2025	DAPTC	INV-0180	04/06/2025	Code of Conduct Training		423.40
30/06/2025	Dorset County Pension Fund	Payroll M3	20/06/2025	Payroll M3 - Pension	22,715.42	
30/06/2025		Payroll M3	20/06/2025	Payroll M3 - CAYS	120.51	22,835.93
30/06/2025	Dorset Council	1801517485	04/06/2025	DBS- charges	36.00	
30/06/2025		1801517471	04/06/2025	DBS- charges	36.00	
30/06/2025		1801521132	12/06/2025	PPA- Green Seafront	3,210.00	
30/06/2025		1801517143	24/06/2025	Annual Rent charge	2.00	3,284.00
30/06/2025	Dorset Glass Co.Ltd.	SA32214	04/06/2025	Repairs		180.00
30/06/2025	David R White Building Service Ltd	DRW23393	19/06/2025	Burlington Chine refurb	10,415.40	
30/06/2025		DRW23393	19/06/2025	TIC front garden	9,258.94	19,674.34
30/06/2025	Dorset Waste Partnership	2800453623	03/06/2025	Recycling		106.71
30/06/2025	The Festive Lighting Co. Ltd.	INV-25025-06-000007	17/06/2025	Festive lights hire year 2		7,906.82
30/06/2025		INV-95524	01/04/2025	Fire Warden training	666.00	
30/06/2025		INV-94725	01/04/2025	Fire training	413.64	
30/06/2025		INV-94870	01/04/2025	Fire training	413.64	1,493.28
30/06/2025	The Flag Shop Ltd	#1000097997	24/06/2025	Armed Forces Day flag		36.90

30/06/2025	Flowbird Smart City UK Ltd	UI00017421	28/05/2025	WebOffice incl Airtime	264.67	
30/06/2025		UI00017421	28/05/2025	Gateway Transaction charge	1,133.68	
30/06/2025		UK170772	28/05/2025	Terminal Compact S5 - Blue	5,840.40	
30/06/2025		UK170772	28/05/2025	Installation	900.00	
30/06/2025		UK170838	04/06/2025	Maintenance	284.40	8,423.15
30/06/2025	Four County Services Ltd	68408	27/05/2025	Depot IT/phone	336.00	
30/06/2025		68418	28/05/2025	Adobe Acrobat Pro	3,049.20	
30/06/2025		68423	29/05/2025	Microsoft Project	45.61	
30/06/2025		68496	10/06/2025	BG phone	42.00	
30/06/2025		68496	10/06/2025	TIC IT	476.18	
30/06/2025		68495	10/06/2025	Depot IT/phone	379.56	
30/06/2025		68497	10/06/2025	TH phone	42.00	
30/06/2025		68497	10/06/2025	TH IT	872.46	
30/06/2025		68507	12/06/2025	Councillors Laptop subs	360.00	
30/06/2025		68534	16/06/2025	It Equipment	592.54	
30/06/2025		68583	21/06/2025	Domain Hosting	38.40	6,233.95
30/06/2025	Greenham Trading Ltd.	04/515110	30/05/2025	uniforms	167.94	
30/06/2025		04/515110	30/05/2025	Equipment	671.22	
30/06/2025		04/514095	03/06/2025	Equipment	444.00	
30/06/2025		04/516241	06/06/2025	Equipment	259.20	
30/06/2025		04/516241	06/06/2025	Equipment	43.20	
30/06/2025		04/516969	10/06/2025	Equipment	10.80	
30/06/2025		04/516969	10/06/2025	uniforms	241.20	
30/06/2025		04/516969	10/06/2025	uniforms	14.40	1,851.96
30/06/2025	A.R. Harris & Son	35927	29/05/2025	Investigate lights	90.00	
30/06/2025		35930	07/06/2025	investigate town centre lights	66.00	
30/06/2025		35957	11/06/2025	Install new socket in Kiosk for freezer	267.50	
30/06/2025		35987	14/06/2025	EICR Seafront Shelter	192.00	
30/06/2025		35985	14/06/2025	EICR Heritage Toilets	657.86	
30/06/2025		35986	14/06/2025	EICR - Bandstand	300.00	
30/06/2025		36020	19/06/2025	EICR PAG	192.00	
30/06/2025		36019	19/06/2025	TIC panic alarm	521.08	
30/06/2025		36021	19/06/2025	EICR - Sandpit Field	659.66	
30/06/2025		36029	22/06/2025	investigate fault	168.00	
30/06/2025		36032	23/06/2025	investigate fault	314.99	3,429.09
30/06/2025	HMRC	Payroll M3	20/06/2025	Payroll M3 - PAYE/NI		22,362.08
30/06/2025	Hunt's Foodservice Ltd	510-425185	28/05/2025	Beach Gardens - kiosk retail	88.88	
30/05/2025		CN509-776658	01/04/2025	Beach Gardens - kiosk retail	(10.90)	
30/06/2025		510-425185	28/05/2025	Beach Gardens - kiosk retail	39.99	
30/06/2025		510-436464	04/06/2025	Beach Gardens - kiosk retail	114.24	
30/06/2025		510-457845	18/06/2025	Beach Gardens - kiosk retail	140.05	372.26
30/06/2025	Inn-Supplies	65147	02/06/2025	Beach Gardens - takeaway cups		93.84
30/06/2025	J&P Cleaning Services Limited	INV-0008	11/06/2025	Beach Huts- cleaning	883.20	
30/06/2025		INV-0008	11/06/2025	TIC cleaning/facial tissues	345.00	1,228.20
30/06/2025	J.D. Facilities Ltd	INV-1913	01/06/2025	Depot - cleaning	197.59	
30/06/2025		INV-1914	01/06/2025	Depot - deep clean staff area	230.62	
30/06/2025		INV-1912	01/06/2025	TH-cleaning/c feed rolls/black sacks	620.80	
30/06/2025		INV-1911	01/06/2025	Public Toilet- cleaning	7,958.09	
30/06/2025		INV-1915	01/06/2025	Fishetman's Hus- cleaning	117.31	9,124.41
30/06/2025	Jones Sign Co	#1019	27/05/2025	Mayor's board		145.00
30/06/2025	Metric Group Ltd.	C73793	01/04/2025	Metric Aslan	(60.00)	
30/06/2025		C74525	01/04/2025	Metric Aslan	180.00	
30/06/2025		C74973	01/04/2025	Metric Aslan charge Mar 25	180.00	
30/06/2025		C75330	01/04/2025	Metric Aslan charge April 25	96.00	
30/06/2025		C75853	01/05/2025	Metric Aslan charge May 25	96.00	
30/06/2025		C76262	03/06/2025	Metric Aslan charge June 25	96.00	588.00
30/06/2025	S. Moores	13725	22/05/2025	TIC - biscuits for retail	219.64	
30/06/2025		13782	30/05/2025	TIC - biscuits for retail	133.36	353.00
30/06/2025	National Express	AREXT/00245858	31/05/2025	Agency Tickets April		196.74
30/06/2025	Norfolk County Council	10111671	23/05/2025	NPLaw Feetime charges	415.80	
30/06/2025		10112746	18/06/2025	NPLaw Feetime Charges	577.68	
30/06/2025		10112746	18/06/2025	Disbursements	10.58	1,004.06
20/06/2025	Swanage Town Council	Month 3 Payroll	20/06/2025	Net Wages - Month 3		68,108.48
30/06/2025	Planet Merchant Service Ltd	PP4000681IE2505	31/05/2025	Gateway May		327.17
30/06/2025	Pod Point Ltd	ADF-11681	08/06/2025	Admin Fees May- MB	73.57	
30/06/2025		ADF-10948	08/06/2025	Admin Fees May- Mermond	34.34	107.91
30/06/2025	Print It 24 Seven	7641	27/05/2025	Residents books x10		169.20
30/06/2025	Purbeck Ice Cream	162312	28/05/2025	Beach Gardens - ice-cream for kiosk	199.64	
30/06/2025		162483	04/06/2025	Beach Gardens - ice-cream for kiosk	199.64	
30/06/2025		162803	18/06/2025	Beach Gardens - ice-cream for kiosk	289.54	688.82
30/06/2025	Purbeck Media Group	INV-5391	30/05/2025	BP - uniforms for seasonal staff	144.16	
30/06/2025		INV-5391	30/05/2025	Beach advisers - uniforms	144.14	
30/06/2025		INV-5406	30/05/2025	TIC - pavement signs (re: cycling)	213.60	501.90

30/06/2025	RM Liquid Disposal Ltd	20888	23/06/2025	Tank clearance @ Depot		256.80
30/06/2025	RoSPA Play safe Team	88466	28/05/2025	Annual safety inspection		580.80
30/06/2025	R U Secure Systems	133953	19/06/2025	CCTV work		683.04
30/06/2025	SECURITY PLUS LIMITED	1106509	31/05/2025	Cash in collection- May	714.84	
30/06/2025		1107296	31/05/2025	Cash processing May	129.60	844.44
30/06/2025	Swanage Town & Herston Football Club	Grant Q1	24/06/2025	Football Club Grant Q1		1,312.50
30/06/2025	Sportshall Markings Ltd	14190	09/06/2025	Car Park lining		690.00
30/06/2025	South West Councils	0000071160	19/06/2025	Project Admin fees		618.00
30/06/2025	Spaldings (UK) Ltd.	SI-3041386	11/06/2025	Tools re: depot	916.08	
30/06/2025		SI-3041386	11/06/2025	STHIL 4147	535.34	
30/06/2025		SI-3042069	13/06/2025	STIHL 0781	100.82	1,552.24
30/06/2025	SSP Maintenance LTD	INV-1539	04/06/2025	Tennis Court cleaning and maintenance		1,500.00
30/06/2025	St. Michaels Garage	4481	31/05/2025	Diesel- May		350.73
30/06/2025	Suez Recycling & Recovery UK Ltd	33632585	31/05/2025	Skip exchange 35yd RoRo		1,064.15
30/06/2025	Swanage News	1284	31/05/2025	News paper May		47.00
30/06/2025	Swanage Tyres and Tuning Ltd	37382	05/06/2025	Repairs		68.74
30/06/2025	South West Coast Path Association	2025-1068	02/06/2025	TIC - SWCP passports for retail		151.92
30/06/2025	Symonds & Sampson LLP	005/RH/4314	30/04/2025	Professional fees		9,000.00
30/06/2025	Telefonica O2 UK Ltd	38222699	24/06/2025	SIM Charges		207.43
30/06/2025	Travis Perkins	1022163405	28/05/2025	Materials & equipment	3.88	
30/06/2025		1022812796	06/06/2025	Materials & equipment	139.20	
30/06/2025		1023386303	16/06/2025	Materials & equipment	18.80	
30/06/2025		1023494736	18/06/2025	Materials & equipment	24.08	
30/06/2025		1023569152	18/06/2025	Materials & equipment	162.00	
30/06/2025		1023555398	18/06/2025	Materials & equipment	132.84	
30/06/2025		1023562458	18/06/2025	Materials & equipment	9.06	
30/06/2025		1023569153	18/06/2025	Materials & equipment	102.19	
30/06/2025		1023664547	19/06/2025	Materials & equipment	46.80	
30/06/2025		1023866108	24/06/2025	Materials & equipment	7.60	646.45
30/06/2025	Third Party Payments	Payroll M3	20/06/2025	Payroll M3 - Third party deductions		332.22
30/06/2025	Violet Farm Foods Ltd	171304	04/06/2025	TIC - tea for retail		245.80
30/06/2025	Watson Fuels	I14374293	09/06/2025	450 litres Diesel		782.73
30/06/2025	Westmade Ltd	1014598	03/06/2025	Water heater fault		268.56
30/06/2025	Zephyr Racing Pennants Ltd.	2501051	19/06/2025	Flagpole maintenance @ heritage square		1,698.00
Total of BACS/CHAPS Payments						208,406.23

BACS payroll payment issued 20th June 2025

68,108.48

BACS supplier payments issued 30th May 2025

140,297.75

208,406.23

Total of Payments

245,140.67

Investments - Cash Movements

Date	Name	Inv Ref	Inv Date	Details		Payment Total
20/06/2025	DMADF	transfer	20/06/2025	DMADF	500,000.00	
30/06/2025	DMADF	transfer	30/06/2025	DMADF	450,000.00	950,000.00
Total of Investments						950,000.00

Total of Payments & Investments

1,195,140.67

Fishers' Huts – To review timescale for implementation of new hut allocation policy, further to Minute No. 10 of the Tourism & Local Economy Committee Meeting held on 19th March 2025, and to consider appointment of task and finish group

Background

At the Tourism & Local Economy Committee meeting held on 19th March 2025 a new fishers' huts allocation policy was adopted. The following changes were agreed, in terms of both prioritisation and eligibility:

- The first two categories to be merged to read 'Category 1 - Those whose employment is commercial fishing'.
- Categories 3 and 4 to be renumbered 2 and 3, as follows:
Category 2 – Commercial boat operators
Category 3 – Others
- Eligibility to be restricted to those with a boat registered to an address in the area covered by the Town Council's Residents' Parking Scheme, i.e. the civil parishes of Swanage, Studland, Langton and Worth Matravers (including Harmans Cross), Corfe Castle (including Kingston), Kimmeridge, Church Knowle and Steeple.
- Evidence of eligibility for the new categories 1 and 2 to be provided by a Certificate of British Registry from the Maritime & Coastguard Agency and/or either a commercially endorsed skipper's licence (e.g. RYA/MCA) or a Sea Fish Industry Authority skipper's card.
- In terms of applications from those in Category 1 for a second shed, these would take precedence over applications from individuals in Categories 2 or 3.
- Applications from those in Category 2 for a first shed would take precedence over those in that category who were seeking a second shed.

It has taken some time for existing hut owners to supply the relevant paperwork and through the process some 'grey areas' have emerged as to how best to implement the policy. For example, what definition of businesses should qualify under Category 2 'Commercial boat operators'?

Given that the current hut licences were due to be re-issued as of 1st April it is proposed that all existing hut owners be granted a licence for the current year. This would enable time for a task and finish group to meet in order to consider the best way to take forward the implementation of the revised allocations policy and clarify any areas of uncertainty.

Previously, Councillors Bonfield, Tomes and Sutton acted as a working party to review this matter and Council may wish to re-appoint them as a task and finish group, working together with the Town Clerk, to report either to the November meeting of the Tourism & Local Economy Committee or a meeting of the Council in the autumn.

Martin Ayres
Town Clerk

July 2025