

Minutes of the Meeting of the **CAPITAL PROJECTS  
SUB-COMMITTEE** held at the Town Hall, Swanage  
on **WEDNESDAY 19<sup>th</sup> JANUARY 2026** at **4.00 p.m.**

Present: -

Councillor M Bonfield - Chairman	Swanage Town Council
Councillor C Moreton	Swanage Town Council
Councillor C Sutton	Swanage Town Council
Councillor C Tomes	Swanage Town Council

Also present: -

Dr M Ayres	Town Clerk
Ms G Percival	Assets and Compliance Manager
Mr M Snowdon	Assets and Compliance Support Officer

### **Public Participation Time**

There were no members of the public present.

#### **1. Apologies**

There were no apologies received on this occasion.

#### **2. Declarations of Interest**

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

No declarations were made on this occasion.

#### **3. To approve the Minutes of the Capital Projects Sub-Committee meeting held on 15<sup>th</sup> September 2025**

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

That the Minutes of the meeting of the Capital  
Projects Sub-Committee held on 15<sup>th</sup> September  
2025 be approved as a correct record and signed.

#### **4. Peveril Point Road – Wall and carriageway repairs – progress update**

Further to Minute No. 8 of the Capital Projects Sub-Committee meeting held on 15<sup>th</sup> September 2025, the Assets & Compliance Manager reported that in respect of the project to stabilise the wall, a specification has been developed by a structural engineer and quotes from suitably qualified contractors sought. Upon completion of repairs, it was proposed that should any space remain at this location its future use would be referred to the Property Panel for consideration. After a brief discussion, it was noted that the Assets & Compliance Manager will present a full report to Council on 26<sup>th</sup> February 2026 for consideration.

In respect of the carriageway repairs, it was reported that further inspections had been carried out by the Assets and Compliance Manager and the Dorset Council Assets and Property Surveyor, resulting in a slight reduction to the extent of the proposed resurfacing. It was noted that the timing of any works will need to be considered to minimise disruption to residents and other stakeholders and that communications to these groups would be undertaken in advance of works commencing. It was reported that a quotation for resurfacing works had been sought from Dorset Council. After a brief discussion, it was noted that the Assets & Compliance Manager will present a full report to Council on 26<sup>th</sup> February 2026 for consideration.

## **5. Parade Railing repair – proposals**

The Assets & Compliance Manager reported that the railings along the Parade had significantly deteriorated, showing evidence of corrosion. It had been necessary to erect safety barriers in the worst affected areas. Dorset Council's Flood and Coastal Erosion Risk Management (FCERM) team had been notified, had inspected the railings and sought suitably qualified contractors to provide quotations for repair. As the railings are situated on unregistered land previous repairs have been undertaken on a 50/50 apportionment of costs between the Town Council and Dorset Council (and previously in thirds between Town/District and County Councils).

It was noted that Dorset Council has appointed a contractor to carry out repairs on two sections of the railings to assess the repair methodology and quality of repair that can be achieved. They propose that further sections of railings are considered for repair once these initial repairs have been assessed. The 50/50 apportionment of costs between Swanage Town Council and Dorset Council was considered and it was proposed by Councillor Bonfield, seconded by Councillor Tomes and AGREED UNANIMOUSLY: -

### **TO RECOMMEND:**

That the sum of £5,000 allocated within the 2025/26 one-off revenue budget for the upgrade of the Santa Fe railings be reallocated to the repair of railings at the Parade and that authority to determine the most appropriate course of repair be granted to the Assets and Compliance Manager in conjunction with Dorset Council.

## **6. Town Centre Festive Lights Catenary – proposals**

The Assets & Compliance Manager reported that the catenary wires in place along Station Road, Institute Road and the High Street are showing signs of corrosion and require replacement. It was further reported that the festoon lights themselves are scheduled for replacement within the Council's Asset Management Plan (AMP) in 2027/28. The AMP indicates a sum of £6,000 p.a. for festoon lighting hire from 2027/28 onwards. The feasibility of bringing this forward by 12 months in order that it could be considered alongside the replacement of the catenary wires to seek to obtain lower overall project costs due to works being carried out simultaneously was discussed. It was proposed by Councillor Sutton, seconded by Councillor Tomes and RESOLVED UNANIMOUSLY: -

That the Assets & Compliance Manager should proceed to undertake an invitation to quote process with suitably qualified contractors for the replacement of the town centre catenary, along with the hire of new festoon lighting for a 4-year period.

It was further resolved: -

### **TO RECOMMEND:**

That the budget allocation of £6,000 per annum for the hire of town centre festoon lighting be brought forward a year from 2027/28 to 2026/27.

## **7. Date of next meeting**

The date of the next meeting was discussed and it was agreed that it should be set as and when required.

The Meeting closed at 4.45 p.m.

Agenda Item 4 b)

Update on Action Points from Internal Audit Reports 2024/25 – Focussed High and Medium Level Recommendations

Recommendation number	Detail	Priority (Low/Medium/High)	Management Response	Responsible Officer	Due Date
<b>Visit 1 of 6 – 05/11/2024</b>					
14.1 – Ensure public rights and notice of conclusion documents published within deadline	<p>I found that the Council was unable to publish the notice of conclusion on or before 30/09/24 as the external auditor had not issued a final report before that date. The external auditor issued an interim report on 27/09/24, but due to technical issues the Council was unable to publish this on its website until 02/10/24.</p> <p>I recommend that the Council ensures it complies with the publication requirements where possible.</p>	M	<p>Agreed. Every effort was made to publicise the external auditor’s report by the deadline. However, given that it was not issued by the auditor until the Friday beforehand there was little opportunity to do so once the technical problem with the website had been identified. The report was published on the Town Hall noticeboard by the deadline</p>	TH1	With immediate effect
<b>Status update: Actioned – notices displayed in respect of 2024/25 accounts in compliance with legal requirements</b>					
20.1 – Ensure all registers are brought up to date as soon as possible	<p>I found that, due to a staff vacancy during the year, application forms for interments and memorials had been completed along with a spreadsheet which records details thereof, but that the Council registers (of burials, purchased graves and public graves) had not been fully updated since January 2024.</p> <p>I recommend that the three registers, the board and the pear system are brought up to date as soon as possible.</p>	H	Agreed	TH5	30 <sup>th</sup> November 2024
<b>Status update: Completed</b>					

Agenda Item 4 b)

Update on Action Points from Internal Audit Reports 2024/25 – Focussed High and Medium Level Recommendations

20.2 – Amend procedures for headstone placement	<p>The Town Clerk noted that a headstone had recently been placed on the wrong plot in error.</p> <p>I recommend that the Council issues new procedures for the placing of headstones.</p>	H	Agreed	TH5/OPS19	24 <sup>th</sup> December 2024
<b>Status update: Work to finalise procedure is ongoing</b>					
20.3 – Carry out mapping exercise	<p>The Town Clerk also noted that the current map of one section of the cemetery does not accurately reflect the layout of grave plots, thereby increasing the risk of an interment taking place in an incorrect new plot.</p> <p>I recommend that the Council updates the Cemetery map, in order to ensure that a detailed and accurate record of all plots is held.</p>	H	Agreed	TH5/OPS7	24 <sup>th</sup> December 2024
<b>Status update: All actions completed</b>					
20.4 – Ensure notices of interment are fully completed	<p>I checked to see that a sample of notices of interment are fully and correctly completed. I found that the main details of the forms were completed, but that the office management information printed on the header, which allows staff to confirm that all relevant paperwork has been fully completed, and the register of burials and registers of graves updated, has not been completed.</p> <p>I recommend that the notices of interment are fully completed in future, and that the headers for incomplete notices are retrospectively completed once the related records have been updated.</p>	M	Agreed	TH5	30 <sup>th</sup> November 2024
<b>Status update: All actions completed and system digitised</b>					

Agenda Item 4 b)

Update on Action Points from Internal Audit Reports 2024/25 – Focussed High and Medium Level Recommendations

<p>20.5 – Ensure notices of interment and memorial applications are properly filed</p>	<p>I found that the notices of interment and memorial applications were filed in two folders (paid and unpaid). The documents were not split by service type and were not filed in date order.</p> <p>I recommend that the documents are filed in date order and that different sections are created for the different services.</p>	<p>M</p>	<p>Agreed</p>	<p>TH5</p>	<p>30<sup>th</sup> December 2024</p>
<p><b>Status update: All actions completed</b></p>					
<p>20.6 – Ensure ERBs are finalised and issued for burials in 24/25</p>	<p>I found that 3/5 Exclusive Right of Burial certificates had not been issued following a staff vacancy earlier in the year.</p> <p>I recommend that the ERBs are finalised and issued as soon as possible in order to ensure that the grave owner can prove ownership in the event of any query.</p>	<p>H</p>	<p>Agreed</p>	<p>TH5</p>	<p>24<sup>th</sup> December 2024</p>
<p><b>Status update: All actions completed</b></p>					

## Budget Monitoring Report - Income & Expenditure Account

### Quarter ending 31<sup>st</sup> December 2025

#### Summary

At the end of the 3<sup>rd</sup> quarter of the financial year, the Council's revenue account is showing a positive variance of £137k against budget.

Service	Q3			Annual	
	Net Expenditure	Budgeted Net Expenditure	Variance Year to Date	Budgeted Net Expenditure	Forecast Out-turn
Car Parks	(633,731)	(570,385)	(63,346)	(584,525)	(642,775)
Co-op	(17,908)	(18,125)	217	(23,750)	(23,533)
Boat Park	(44,362)	(44,324)	(38)	(39,835)	(36,707)
Public Conveniences	155,313	120,683	34,630	159,135	193,325
Burl Chine Chalets	0	0	0	(155)	(155)
Cemeteries	(23,114)	(18,608)	(4,506)	(21,210)	(25,179)
Parks and Operations	529,266	556,776	(27,510)	756,595	727,797
King George's Field Management Account	(22,616)	(8,305)	(14,311)	0	(14,311)
CCTV	2,908	5,300	(2,392)	6,700	4,370
Beach Gardens	(12,460)	4,046	(16,506)	13,470	(8,366)
Downs/Misc Grounds/PAG	(7,275)	(4,686)	(2,589)	(5,870)	(8,459)
Beaches/Foreshore	75,924	84,220	(8,296)	96,805	88,002
Beach Chalets/Bungalows	(127,507)	(140,896)	13,389	(136,460)	(121,626)
Publicity/Tourism	203,328	209,715	(6,387)	291,010	285,143
Allotments	(7,556)	(7,675)	119	(7,350)	(7,231)
General Buildings (inc. Caravan park)	(39,934)	(48,563)	8,629	(73,055)	(64,427)
Central services to the public:	413,974	426,561	(12,587)	569,485	558,954
DRM	47,450	40,525	6,925	87,700	94,625
Corp Management	19,379	17,623	1,756	45,475	50,880
<b>Net Cost of Services</b>	511,079	603,882	(92,803)	1,134,165	1,050,327
<b>Non-Service Expenditure</b>					
Community Infrastructure Levy	(37,769)	0	(37,769)	0	(37,770)
Grants/Donations - to EMR	0	0	0	(3,835)	(3,835)
Precept on Dorset Council	(1,085,000)	(1,085,000)	0	(1,085,000)	(1,085,000)
Interest payable and similar charges	1,927	3,781	(1,854)	5,025	3,171
Interest and investment income	(217,328)	(180,200)	(37,128)	(240,000)	(283,000)
<b>Net Operating expenditure</b>	(827,091)	(657,537)	(169,554)	(189,645)	(356,107)
<b>Other Movements on the General Fund</b>					
Appropriation to Reserves	37,769	0	37,769	154,670	441,751
Appropriation from Reserves	(6,502)	0	(6,502)	0	(6,502)
Financing Capital Expenditure	20,972	20,355	617	33,000	33,617
<b>(Surplus)/Deficit for the Period</b>	(774,852)	(637,182)	(137,671)	(1,975)	112,759

## Car Parks

Car parking realised a net surplus of £633k for the period against a budgeted surplus of £570k, a positive variance of £63k.

	Q3			Annual	
	Actual	Budget	Variance	Budget	Forecast Outturn – Q3
	£	£	£	£	£
Employee Costs	42,523	46,890	(4,367)	62,520	55,750
Expenditure	148,627	149,733	(1,106)	171,880	173,276
Income	(824,881)	(767,008)	(57,874)	(818,925)	(871,801)
<b>Net Expenditure</b>	<b>(633,731)</b>	<b>(570,385)</b>	<b>(63,347)</b>	<b>(584,525)</b>	<b>(642,775)</b>

As shown in the summary above, income has exceeded budget at the end of the 3<sup>rd</sup> quarter by £57k, which includes £13k of income from the recharge of electricity. Main Beach, Mermond and North Beach are £30.5k, £6.1k and 5k over budget respectively., with Broad Road £2.6k under budget. ECN income is £5.8k over budget.

Table 1: Long Stay Car Parks Net Revenue and Usage (data from ASLAN/Flowbird Web Office/JustPark)

	Main Beach		North Beach		Broad Road		Total	
<b>2023/24</b>								
October	5,284	£20,635	317	£1,006	5,441	£19,347	11,042	£40,987
November	2,368	£1,981		£0	2,294	£1,955	4,662	£3,936
December	5,782	£4,888		£0	2,453	£2,097	8,235	£6,985
<b>Q3 Total</b>	<b>13,434</b>	<b>£27,503</b>	<b>317</b>	<b>£1,006</b>	<b>10,188</b>	<b>£23,398</b>	<b>23,939</b>	<b>£51,908</b>
<b>2024/25</b>								
October	4,650	£18,743	209	£721	5,132	£19,680	9,991	£39,144
November	2,671	£4,458	92	£153	2,427	£4,061	5,190	£8,671
December	4,622	£7,705	202	£385	2,657	£4,430	7,481	£12,520
<b>Q3 Total</b>	<b>11,943</b>	<b>£30,905</b>	<b>503</b>	<b>£1,260</b>	<b>10,216</b>	<b>£28,171</b>	<b>22,662</b>	<b>£60,335</b>
<b>2025/26</b>								
October	4,594	£21,057	202	£703	4,460	£18,972	9,256	£40,732
November	2,667	£4,691	101	£177	2,453	£4,378	5,221	£9,247
December	4,562	£7,607	219	£367	2,448	£4,083	7,229	£12,057
<b>Q3 Total</b>	<b>11,823</b>	<b>£33,355</b>	<b>522</b>	<b>£1,247</b>	<b>9,361</b>	<b>£27,433</b>	<b>21,706</b>	<b>£62,036</b>

As can be seen in table 1 above, overall visitor numbers in the 3<sup>rd</sup> quarter of the year were lower in 2025/26 than the two preceding years (down by 4%). However, the changes that were made to the tariffs in October have resulted in higher income (up 2.8% on 2024/25) despite the lower number of visitors to the car parks. The Mermond short stay car park has seen an increase of 1,415 visitors in the 3<sup>rd</sup> quarter, £2k up on 2024/25 for the same period.

Expenditure is largely as per budget, with the only notable but not significant variance being electricity supplying the EVCPs. Projecting forward to year-end, a surplus of £642k is anticipated against a budgeted surplus of £584k.

### Boat Park & Fishers' Huts

	Q3			Annual	
	Actual	Budget	Variance	Budget	Forecast Outturn Q3
	£	£	£	£	£
Employee Costs	18,554	17,300	1,254	17,900	19,570
Expenditure	13,499	15,291	(1,792)	19,855	20,813
Income	(76,415)	(76,915)	500	(77,590)	(77,090)
<b>Net Expenditure</b>	<b>(44,362)</b>	<b>(44,324)</b>	<b>(38)</b>	<b>(39,835)</b>	<b>(36,707)</b>

Income and expenditure for the boat park have largely been as per budget at the end of the 3<sup>rd</sup> quarter, with no reportable variances. Referring to Appendix A ref TLE1, the Finance Committee approved the repurposing of this budget with £1.5k being allocated for the purchase of a storage facility and £2.75k reallocated for stanchion repairs in the R&M budget line. This is still anticipated to exceed the revised budget by c.£1.7k.

The year-end forecast shows an outturn of a surplus of £36.7k against a budgeted surplus of £39.8k.

### Public Conveniences

	Q3			Annual	
	Actual	Budget	Variance	Budget	Forecast Outturn – Q3
	£	£	£	£	£
Expenditure	159,683	130,608	29,075	171,810	200,445
Income	(4,370)	(9,925)	5,555	(12,675)	(7,120)
<b>Net Expenditure</b>	<b>155,313</b>	<b>120,683</b>	<b>34,630</b>	<b>159,135</b>	<b>193,325</b>

Expenditure is £29k over budget year to date and this mainly relates to utility costs and R&M, £21k and £7.8k respectively. Some of this variance is in relation to a water leak, for which a leakage allowance is being claimed.

Water costs have risen by 20% yoy which has contributed significantly to the variance. Following discussion at the Environment Committee on 8 October 2025, it was resolved by the Finance & Governance Committee on 12 November 2025, to instruct officers to undertake a tender for water supply. This tender was undertaken in January 2026, with Everflow being appointed as the Council's supplier. This will lead to minimal savings, however, as the wholesale costs are fixed.

Additional expenditure relating to essential repairs at the Shore Road toilets had been estimated at £15k, as stated in the Q2 report. However, it is now anticipated that the repairing works may be significantly lower.

The variance for income relates solely to recharged electricity, with usage less than estimate.

## Cemeteries

	Q3			Annual	
	Actual	Budget	Variance	Budget	Forecast Outturn – Q3
	£	£	£	£	£
Expenditure	4,166	6,582	(2,416)	12,230	10,351
Income	(27,280)	(25,190)	(2,090)	(33,440)	(35,530)
<b>Net Expenditure</b>	<b>(23,114)</b>	<b>(18,608)</b>	<b>(4,506)</b>	<b>(21,210)</b>	<b>(25,179)</b>

Variances have been seen in income and expenditure but with no significant items contributing to this.

## Parks & Operations

	Q3			Annual	
	Actual	Budget	Variance	Budget	Forecast Outturn – Q3
	£	£	£	£	£
Employee Costs	431,904	468,840	(36,936)	630,845	582,542
Expenditure	210,343	177,355	32,988	238,550	281,617
Income	(112,981)	(89,419)	(23,562)	(112,800)	(136,362)
<b>Net Expenditure</b>	<b>529,266</b>	<b>556,776</b>	<b>(27,510)</b>	<b>756,595</b>	<b>727,797</b>

At the end of the 3<sup>rd</sup> quarter the Parks & Operations department net expenditure is £27.5k under budget.

Income is £23.5k over budget, of which £8.6k relates to utility recharges and £10k for rents relating to concessions on the hardstanding.

Overall expenditure is £33k over budget year to date. As reported in Q2, this is due to the addition of several approved overspends. £6.5k for bandstand coping stone replacement, which will be financed from the Bandstand EMR, Appendix A, ref: AD1 refers. Expenditure on ground monitoring, Appendix A ref: EC1, is anticipated to be below budget with 9 rather than 12 monitoring periods being undertaken. This variance will meet some of the added expenditure relating to a planning performance agreement, Appendix A ref: AD2. Additional expenditure has also been incurred relating to the GSS, Appendix A ref: AD6 & 7. It was agreed by Council that these additional costs would be funded from the GSS EMR, however, as the general fund is forecast to be in excess of budget, it is likely that these costs will be expensed from the general fund, merely reducing the contribution to the EMR.

Employee costs are £36.9k under budget due to a vacant post and pay award below budget.

## Beach Gardens

	Q3			Annual	
	Actual	Budget	Variance	Budget	Forecast Outturn – Q3
	£	£	£	£	£
Employee Costs	33,605	32,330	1,275	32,330	33,840
Expenditure	33,821	40,816	(6,995)	50,940	44,853
Income	(79,885)	(69,100)	(10,785)	(69,800)	(87,059)
<b>Net Expenditure</b>	<b>(12,460)</b>	<b>4,046</b>	<b>(16,506)</b>	<b>13,470</b>	<b>(8,366)</b>

This department has realised a positive variance of £16.5k at the end of the 3<sup>rd</sup> quarter.

Income from putting and tennis are £7k and £2.4k above budget respectively. Refreshment sales are £4.4k above budget, although this is offset with a £2.4k overspend on stock purchases. Billing for the pavilion licence for the Bowls and Tennis Clubs remains outstanding, a £4.4k budget, pending the finalisation of the agreements.

A surplus of £8.3k is now forecast against a budgeted deficit of £13.4k.

## The Downs

	Q3			Annual	
	Actual	Budget	Variance	Budget	Forecast Outturn – Q3
	£	£	£	£	£
Expenditure	2,118	5,036	(2,918)	6,570	3,652
Income	(9,394)	(9,723)	329	(12,440)	(12,111)
<b>Net Expenditure</b>	<b>(7,275)</b>	<b>(4,686)</b>	<b>(2,589)</b>	<b>(5,870)</b>	<b>(8,459)</b>

There has been little activity in this area year to date, with small variances over several budget headings being seen.

## Beaches & Foreshore

	Q3			Annual	
	Actual	Budget	Variance	Budget	Forecast Outturn – Q3
	£	£	£	£	£
Employee Costs	44,858	48,295	(3,437)	53,695	50,150
Expenditure	63,578	69,340	(5,762)	76,525	70,364
Income	(32,512)	(33,415)	903	(33,415)	(32,512)
<b>Net Expenditure</b>	<b>75,924</b>	<b>84,220</b>	<b>(8,296)</b>	<b>96,805</b>	<b>88,002</b>

At the end of the 3<sup>rd</sup> quarter a positive variance of £8.2k has been seen in this department. Income in year is largely as per budget.

Expenditure is under budget with a £5.7k variance. Business rates are under budget, with the settlement of a challenge post budget setting. Although the repairs and maintenance budget is underspent ytd, repairs will be required for the beach hut staging following recent storms.

Overall, a revised year-end outturn of a net deficit of £88k against a budget of £96k is being projected at the end of the quarter.

### **Beach Huts**

	Q3			Annual	
	Actual	Budget	Variance	Budget	Forecast Outturn – Q3
	£	£	£	£	£
Expenditure	67,454	53,754	13,700	59,890	75,035
Income	(194,961)	(194,650)	(311)	(196,350)	(196,661)
<b>Net Expenditure</b>	<b>(127,507)</b>	<b>(140,896)</b>	13,389	<b>(136,460)</b>	<b>(121,626)</b>

Beach hut income is as per budget overall at the end of the quarter.

Expenditure is generally as per budget with only minor variances, with the exception of rates, which as reported in H1 is due to the transitional relief applied being lower than estimated. Overall year-end projections have been revised to a surplus of £121k against a budgeted surplus of £136k.

### **Publicity & Tourism**

	Q3			Annual	
	Actual	Budget	Variance	Budget	Forecast Outturn – Q3
	£	£	£	£	£
Employee Costs	173,521	178,100	(4,579)	235,450	231,390
Expenditure	59,478	60,090	(612)	88,145	87,533
Income	(29,671)	(28,475)	(1,196)	(32,585)	(33,781)
<b>Net Expenditure</b>	<b>203,328</b>	<b>209,715</b>	<b>(6,387)</b>	<b>291,010</b>	<b>285,143</b>

At the end of the 3<sup>rd</sup> quarter a positive variance of £6.3k has been realised. Income and expenditure are generally as per budget with only minor variances.

Employee costs are under budget, with fewer hours worked than allocated in the budget.

The IT budget includes £6k for event management software, Appendix A ref: TLE 8. This project may be deferred pending an overall review of IT services and digital transformation.

## Allotments

	Q3			Annual	
	Actual	Budget	Variance	Budget	Forecast Outturn – Q3
	£	£	£	£	£
Expenditure	2,395	2,025	370	2,350	2,720
Income	(9,950)	(9,700)	(250)	(9,700)	(9,950)
<b>Net Expenditure</b>	<b>(7,556)</b>	<b>(7,675)</b>	119	<b>(7,350)</b>	<b>(7,231)</b>

To date allotments have performed largely as per budget, with very little activity to report.

## General Buildings/Misc Areas (incl roads)

	Q3			Annual	
	Actual	Budget	Variance	Budget	Forecast Outturn – Q3
	£	£	£	£	£
Expenditure	12,382	3,750	8,632	5,000	13,632
Income	(52,316)	(52,313)	(3)	(78,055)	(78,059)
<b>Net Expenditure</b>	<b>(39,934)</b>	<b>(48,563)</b>	8,629	<b>(73,055)</b>	<b>(64,427)</b>

Year to date a £8k variance has been realised. The variance in expenditure is due to costs incurred for flagpoles in the Square and unscheduled hired services costs. Additional remedial works have also been required at Station Approach.

## Central Services

	Q3			Annual	
	Actual	Budget	Variance	Budget	Forecast Outturn – Q3
	£	£	£	£	£
Employee Costs	293,483	313,958	(20,475)	412,110	393,690
Expenditure	129,448	121,153	8,295	174,925	183,221
Income	(8,957)	(8,550)	(407)	(17,550)	(17,957)
<b>Net Expenditure</b>	<b>413,974</b>	<b>426,561</b>	<b>(12,587)</b>	<b>569,485</b>	<b>558,954</b>

At the end of Q3 net expenditure is under budget by £12.5k, with both positive and negative variances underlying this outcome.

Only one reportable variance, professional fees, are over budget ytd (Appendix A ref: AD3 refers), this has largely been offset by lower employee costs.

Council approved a virement of £6,500 from employee costs to the repairs & maintenance budget, due to the higher costs relating to the Town Hall refurbishment works Appendix A, ref: CS5.

### Corporate Management & Democratic Services (inc Environmental Projects)

	Q3			Annual	
	Actual	Budget	Variance	Budget	Forecast Outturn – Q3
	£	£	£	£	£
Expenditure	66,829	58,148	8,611	133,175	145,505
Income	0	0	0	0	0
<b>Net Expenditure</b>	66,829	58,148	8,611	133,175	145,505

Expenditure is £8.6k over budget at the end of the 3<sup>rd</sup> quarter, which is primarily due to accrued election expenses for 2 by-elections, with billing still outstanding.

A £15k budget was included for anticipated Town of Culture expenditure. However, as the bid was unsuccessful this budget has been reallocated to the Grants Budget for organisations and a £12.6k contribution has been made to the Mowlem Theatre- Raise the Roof project, Minute 123 (b).

### King George's Management Account

	Q3			Annual	
	Actual	Budget	Variance	Budget	Projected Outturn – Q3
	£	£	£	£	£
Employee Costs	4,048	0	4,048	0	4,048
Expenditure	3,634	7,795	(4,161)	16,100	11,939
Income	(30,298)	(16,100)	(14,198)	(16,100)	(30,298)
<b>Net Expenditure</b>	(22,616)	(8,305)	(14,311)	0	(14,311)

Any surplus at year end will be appropriated to the earmarked reserve.

### Employee Costs

	Q3			Annual	
	Actual	Budget	Variance	Budget	Forecast Outturn – Q3
	£	£	£	£	£
Car Parks	37,494	42,037	(4,543)	56,050	49,160
Market-CSA	5,029	4,853	177	6,470	6,590
Boat Park Attendant/CSA	18,555	17,300	1,255	17,900	19,570
Parks & Operations (inc KG)	435,952	468,840	(32,888)	630,845	586,590
Beach Gardens	33,605	32,330	1,275	32,330	33,840
Beaches - Cleaner	32,617	32,975	(358)	38,375	37,910
Beaches – Seafront Advisor	12,241	15,320	(3,079)	15,320	12,240
Tourism	173,521	178,100	(4,579)	235,450	231,390
Central Services*	293,483	313,958	(20,474)	412,110	393,690
<b>Total</b>	1,042,497	1,105,713	(63,215)	1,444,850	1,370,980

\*The Central Services budget includes a reduction of £6.5k- virement to Repairs & Maintenance.

At the end of Q3 a positive variance of £63k was realised. This is due to some vacancies, delayed recruitment, and flexible working requests with a reduction in hours across several departments.

### **Interest & Investment Income**

	Q3			Annual	
	Actual	Budget	Variance	Budget	Forecast Outturn – Q3
	£	£	£	£	£
<b>Net Expenditure</b>	(217,328)	(180,200)	(37,128)	(240,000)	(283,000)

Investment interest at the end of the 3<sup>rd</sup> quarter of the year is significantly above budget, £37k, with income from both strategic long-term investments and short-term investments being over budget. The council's investment position at the end of the 3<sup>rd</sup> quarter is shown in table 2 below.

**Table 2: Treasury Investment Position 31/12/2025**

Investment Portfolio	31.03.25 Balance £	Net Movement £	31.12.25 Balance £	31.12.25 Income Return %
Banks and building societies (unsecured)	73,888	78,974	152,862	
Money Market Funds	750,000	500,000	1,250,000	
UK Govt/DMADF – DMO Deposit/Gilts	1,650,000	200,000	1,850,000	
<b>Total Internal Investments</b>	<b>2,473,888</b>	<b>778,974</b>	<b>3,252,862</b>	<b>3.68%</b>
Investments in Pooled Funds:				
Property	2,372,612	3,519	2,376,131	
Bonds	425,097	12,109	437,206	
Multi-Asset	863,791	23,998	887,789	
<b>Total External Funds-Market Value</b>	<b>3,661,500</b>	<b>39,626</b>	<b>3,701,126</b>	<b>4.89%</b>
<b>TOTAL INVESTMENTS</b>	<b>6,135,388</b>	<b>818,600</b>	<b>6,953,988</b>	<b>4.33%</b>

It is usual that variances will occur from budget with fluctuations due to interest rates from those assumed at budget setting, and the reprofiling of the capital programme during the course of the year, with the Council holding balances greater than those forecast during budget setting.

The year-end outturn is based upon some reprofiling of the Council's capital programme and an assumption that interest rates will be in the region of 3.6%-4% for short term investments as we see rates start to decrease.

### **Revenue Account - General Overview**

At the end of the 3<sup>rd</sup> quarter of the council's financial year, net expenditure is £137k under budget. The main contributors to this variance are summarised as being; £40k received from car parking income, £63k underspend on employee costs and £37k investment income.

During budget setting for the 2026/27 financial year, it was agreed that any funds held in the general reserve above the risk assessed level of c. £700k should be transferred into the Green Seafront Scheme earmarked reserve. This was estimated at £140k and is the amount included in the forecast outturn figures in the summary on page 1. Any movement on the level of the general reserve at year end will adjust the amount appropriated to earmarked reserves, in line with the Council's Reserves Policy.

### **Reserves and Balances held 31<sup>st</sup> December 2025**

A summary of the reserves and balances held at 31<sup>st</sup> December 2025 is given below:

	<b>Balance 31/03/2025 £</b>	<b>Movement in Year £</b>	<b>Balance 31/12/2025 £</b>
<b>General Fund</b>	845,675	774,852	1,620,527
<b>Earmarked Reserves</b>	3,067,744	28,867	3,096,611
<b>Capital Receipts Reserve</b>	1,903,556	0	1,903,556
<b>Total</b>	<b>5,816,975</b>	<b>803,719</b>	<b>6,620,694</b>

Detailed movements on the General Fund are shown on page 1 of the Q3 Budget Report.

### **Earmarked Reserves**

The Council holds the following earmarked reserves:

	<b>Balance 31/03/2025 £</b>	<b>Transfer to/(from) reserve £</b>	<b>Balance 30/09/2025 £</b>
<b>Beach Huts Reserve</b>	95,000	0	95,000
<b>Environmental Projects Reserve</b>	67,000	0	67,000
<b>Community Infrastructure Levy</b>	352,252	37,769	390,021
<b>De Moulham Back Roads</b>	26,951	0	26,951
<b>Treasury Risk Management Reserve</b>	214,132	0	214,132
<b>Car Park Machines</b>	4,811	0	4,811
<b>Play Equipment-General Areas</b>	41,406	0	41,406
<b>Vehicle &amp; Plant Replacement</b>	40,000	0	40,000
<b>Tennis Courts Refurbishment</b>	29,418	0	29,418
<b>Public Conveniences</b>	145,000	0	145,000
<b>IT Equipment Reserves</b>	22,664	(2,400)	20,264
<b>Green Seafront Scheme</b>	1,456,011	0	1,456,011
<b>Community Sea Defence Project</b>	450,000	0	450,000
<b>*King George's Field Management Account</b>	87,709	0	14,612
<b>Bandstand</b>	16,390	(6,502)	9,888
<b>Asset Management Plan Reserve</b>	10,000	0	10,000
<b>Boat Park/Fishers Huts Reserve</b>	10,000	0	10,000
<b>Total</b>	<b>3,067,744</b>	<b>28,867</b>	<b>3,096,611</b>

\*The King George's Play Area & Skate Park EMR has been merged with the King George's Field Management Account EMR

## Significant One Off Revenue Expenditure/Minor Works - 2025/26

PID Ref	Item/location	Description of Works	Budget £	Actual Expenditure to date	Works programmed	Update
CS1	CCTV	Signage in all relevant locations	2,000	-	Q3	To be removed – funded by DC
CS2	Public conveniences	Burlington Chine - internal refurbishment	8,000	8,987	Q1	Completed
CS3	Beach Gardens	Heaters, vents and racking	7,000	1,072	Q1/Q4	Underspend on kiosk
CS4	King Georges-Skatepark	Lights and new signage	4,000	-	Q4	
CS5	Town Hall	Chamber/Lobby flooring, WC repairs	15,500	462	Q4	Vire of £6,500 from central services employee costs approved by council 17 November 2025, Minute 131 (b)
CS6	Public conveniences	Heritage - Repairs	5,000	-	Q4	
CS7	Town Hall stone façade	Programmatic survey	8,500	1,345	Q3	Ongoing
CS8	Depot	New chairs for meeting room at Depot	1,500	620	Q2	Completed
CS9	Beach Gardens	Panini machine and freezer	4,000	4,035	Q1	Completed
TLE 1	Boat Park	Payment terminal	5,000	-	Q4	Budget repurposed - Agreed F&G 12/11/2025
		Storage facility	1,500	-	Q4	
		Repairs to Stanchions	2,750	-	Q4	
TLE 2	Tourism	Pedestrian Signage	2,000	-	Q4	
TLE 3	Beach Huts	Booking system upgrade	3,000	3,000	Q4	Completed
TLE 4	Tourism	Town Maps	2,500	-	Q4	
TLE 5	Forres bridge	Repairs	5,000	300	Q4	Load inspection and condition survey only
TLE 6	Santa Fe railings upgrade	Maintenance	5,000	-	Q4	Request to repurpose the budget for seafront railings repairs
TLE 7	TIC	Garden improvements	6,000	8,024	Q1	Completed
TLE 8	TIC	Event management software	6,000	-	Q4	
EC1	Spa	Ground monitoring	17,000	10,642	M1-9	Reduced to 9 monthly reports, not 12.
EC2	Spa	Risk Assessment	5,000	3,900	Q1 & Q3	Completed
EC3	Recreation Ground	Resurfacing and kerbing	6,000	7,881	Q3	Completed
EC4	Environmental Projects	Project support-Action Plans	15,000	7,250	V	Work ongoing
EC5	Environmental Projects	Support Sustainable Swanage	5,000	-	V	Work ongoing
EC6	Environmental Projects	Water quality noticeboard	1,500	-	Q3	
			<b>143,750</b>	<b>57,518</b>		

## Appendix A

### Additions -25/26

<b>AD1</b>	Bandstand	Repair/replace coping stones	6,502	6,502	Q1	Approved Minute 176 (b) Meeting 27 January 2025 -Completed
<b>AD2</b>	Spa	Planning Performance Agreement	5,940	5,150	Q1 &Q2	Approved Minute 215 (b) Meeting 24 March 2025- Completed
<b>AD3</b>	Central Services	Planning Consultancy/Appraisals	13,400	13,442	Q1 &Q3	Approved Minute 194 (a) Meeting 24 February 2025 - Completed
<b>AD4</b>	DRM	By-Election - Estimated cost	4,000	4,000	Q2	Statutory - provision
<b>AD5</b>	DRM	By-Election - Estimated cost	8,000	8,000	Q3	Statutory - provision
<b>AD6</b>	GSS	Collaboration Agreement Schedule 1	20,720	18,548	V	Approved Minute 89 (a) Meeting 15 September 2025
<b>AD7</b>	GSS	Collaboration Agreement Schedule 2	6,940	-	V	Approved Minute 89 (b) Meeting 15 September 2025
			<b>65,502</b>	<b>55,642</b>		

**Capital Programme – Monitoring Report 2025/26**

Project Ref:	Project	2025/26 Estimate	Forecast Outturn for the year	Actual Expenditure Year to Date	Status
		£	£	£	
<b>Approved Projects-2025/26 Estimates</b>					
<b>1</b>	<b>Play Areas/Skate Park</b> King Georges Skate Park	35,000	75,000	75,000	Completed
<b>2</b>	<b>Downs</b> Peveril Point Stabilisation Scheme	200,000	15,480	0	Ongoing
<b>3</b>	<b>Green Seafront Scheme</b> Stabilisation & Regeneration	500,000	100,000	0	Ongoing
<b>4</b>	<b>Capital Grants</b> Day's Park Community Sports facility	100,500	0	0	Ongoing
<b>5</b>	<b>Car Parks</b>				
<b>a</b>	Main Beach- Phase 3 & EVCP Installation (for information only)	0	0	0	Ongoing
<b>b</b>	Pay & Display Machine Replacement	5,000	5,617	5,617	Completed
<b>6</b>	<b>Beach Gardens</b> Installation of Astroturf on Courts 4 & 5	15,000	40,640	0	Ongoing
<b>7</b>	<b>IT-All departments</b> Desktop	22,000	2,400	2,400	Ongoing
<b>8</b>	<b>Public Conveniences</b> Installation of Composter PC at Godlingston Cemetery	13,000	13,000	9,355	Ongoing
<b>9</b>	<b>Capital grants</b> Greengage Community Garden	15,000	15,000	6,000	Ongoing
	<b>Total Capital Expenditure</b>	<b>905,500</b>	<b>261,137</b>	<b>98,372</b>	

**Project Updates:**

**1: Play Areas/Skate Park: King Georges Equipment Replacement**

Following a tender process, a contract was awarded to King Ramps Ltd at the Special Meeting held 28 May 2025, for the design and supply of new skatepark equipment to the value of £75,000. The Council committed £35,000 to the project, with the balance of £40,000 being contributed by the Swanage Skatepark and Community Project (SSCP). Installation of the equipment was completed in January 2026.

**Ongoing. Financing- Earmarked reserves (EMR)/Third Party Funding**

**2: Downs-Peveril Point Stabilisation Scheme**

Following a review of this project, Members of the CPSC (Capital Projects Sub-Committee) were informed at the meeting held 15<sup>th</sup> September 2025 that steps were being taken to seek to buttress the wall and to undertake carriageway upgrades to a specified section of the road.

At a meeting of the CPSC held 19<sup>th</sup> January 2025, it was reported that a specification has been developed by a structural engineer and quotes from suitably qualified contractors sought for the

buttressing of the wall. Following a tender process, Council awarded the contract to David R White Building Services, for a sum of £15,480. Works should be completed in March 2026.

At the meeting held 19<sup>th</sup> January 2026, it was further reported, in respect of the carriageway repairs, that further inspections had been carried out by the Assets and Compliance Manager and the Dorset Council Assets and Property Surveyor, resulting in a slight reduction to the extent of the proposed resurfacing. Subsequently, Council approved the direct award of the contract to Dorset Council ( via the NEC3 TSC.HMEP contract) to undertake resurfacing works on Peveril Point Road for a sum of £48,875, Minute 177 (b). These works are expected in April 2026, so will be deferred to the next financial year.

A funding allocation of £105k from CIL and £95k from Capital Reserves had been allocated to this project. As there is an underspend of £135k, this may now be diverted to the funding of the Green Seafront Scheme.

#### **Ongoing. Financing -UCRR/CIL**

### **3. Spa & Seafront- Green Seafront Scheme**

Members received the Green Seafront Engagement Report, provided by Dorset Coast Forum on 17<sup>th</sup> November, Minute No. 120, noting that the Council was still in the relatively early stages of the project, with no decision having yet been made as to the preferred scheme. Later, at the same meeting, Council approved the appointment of WSP (using the previously approved Collaboration Agreement with Dorset Council) to deliver the professional services required for the submission of planning applications for both the essential and enhanced Green Seafront Schemes, for the sum of £135k, Minute 131 (a). It is anticipated that plans will be submitted for both schemes in June 2026.

The budget profiling for this project had assumed a start date of September 2026 this has now been deferred to 2027, with the reprofiling of the financing of the essential scheme having been reviewed by Council during the estimates process for 2026/27. This project continues to evolve and updates are provided regularly to Council.

#### **Ongoing. Financing -EMR/UCRR**

### **4: Capital Grants – Swanage & Herston Football Club or CIO**

The scope of the Community Sports Facility/Football Club project has widened with the installation of a 3G pitch now being planned as phase 1 of the community sports facility development at Day's Park. This is due to the possibility of significant funding from the Football Foundation, and all avenues to facilitate the pitch installation are being explored. At its meeting on 28 April 2025, Minute 230, Council approved the allocation of £100,000 of the Community Sports Facility budget towards the installation of the 3G pitch, subject to a robust business plan and lease agreement.

It is unlikely that the council's allocated funds will be called upon in the current financial year, with a lead time beyond March 2026 for the Football Foundation's process. Council agreed to act as the fundraising body in October 2025, however, discussion continues with the Football Club and the newly established Day's Park CIO regarding the most efficient way to proceed with this project.

#### **Ongoing – Financing – UCRR/Third Party Funding**

### **5a: Car Parks – Electric Vehicle Charging Point Installation**

This project is under review following changes to Dorset Council's Charging Ahead programme.

**Ongoing: – Financing - Third Party Contributions**

### **5 b: Car Parks – Pay & Display Machines**

An order was placed with Flowbird for one payment terminal for the Main Beach car park. The machine was installed in May 2025.

**Completed. Financing – General Fund**

### **6: Beach Gardens – Installation of Astroturf on Courts 4 & 5**

A tender for the installation of astroturf on courts 4 & 5 was undertaken and the contract awarded to Chiltern Sports Ltd at the Council meeting held 21 July 2025, Minute 67, for a sum of £39,205. Works are partially complete with the weather causing delays to full completion. The full costs are shown in the forecast expenditure due to the council undertaking the procurement exercise. This is to be funded with a contribution from the tennis club of £24,205 and £15k from EMR. Installation is expected to be finalised in March 2026.

**Ongoing. Financing -EMR/Third Party Funding**

### **7: IT – All Departments**

Discussions are ongoing with regards to the specification of any tender that is issued for the procurement of IT equipment. It is now envisaged that the services of an IT Consultant will be procured in the first instance, with a specification being drafted upon any advice received. Further discussions regarding investing in digital transformation are also ongoing and how the Council may incorporate this into this project. Currently 3 aged pcs were replaced due to operational requirements, and no further expenditure is expected in this financial year, and will be deferred to 2026/27.

**Ongoing: Financing – EMR**

### **8: Public Conveniences – Installation of Composter Toilets at Godlingston Cemetery**

Two quotes were presented to the Capital Projects Sub-Committee on 15<sup>th</sup> September 2025. The preferred option was identified as the NatSol Full Access Composting toilet. A contract was issued in October, and the toilet delivered in November 2025. Installation has been delayed due to inclement weather, but should be installed in March 2026.

**Ongoing: Financing – General fund**

### **9: Capital Grants-Greengage Community Gardens**

Council approved a grant of £15,000, Minute 231, Council Meeting 28 April 2025. It was agreed that the grant would be paid in two instalments: £6k in May 2025 and £9k in August 2025. The second instalment is now due to be paid in March 2026.

**Ongoing: Financing – General Fund**

Alison Spencer - Finance Manager

Martin Ayres-Town Clerk

Gail Percival-Assets and Compliance Manager

February 2026