

## Finance & Governance Committee – Wednesday 11<sup>th</sup> December 2024

### Agenda Item 3 – Budget Setting 2025/26

#### To Consider Recommendations from Committees

During October and November 2024, standing committees have given consideration to budgets for the 2025/26 financial year and made recommendations to this committee.

The Finance & Governance Committee should take a holistic approach in reviewing the committee requests, taking into account the cumulative effect on the council's general, earmarked and capital reserves, and the potential impact upon the precept.

#### Summary of Recommendations

The following recommendations have been made:

- I. **Environment & Green Spaces Committee - 23<sup>rd</sup> October 2024**
  - a) To allocate a budget of £1,500 for Water Quality noticeboards and signage – subsequently approved by Council 18<sup>th</sup> November 2024.
  - b) To continue the allocation of £25,000 per annum to the Environmental Projects EMR.
  - c) One-off budgets: To submit £49,500 of expenditure in 2025/26 for consideration by the Finance & Governance Committee.
- II. **Personnel Committee - 23<sup>rd</sup> October 2024**
  - a) Personnel budget. A draft budget was considered by the Personnel Committee, table 1.

Table 1 – Draft employee budget 2025/26-2027/28

	<u>Forecast 2024/25</u>	<u>Estimate 2025/26</u>	<u>Estimate 2026/27</u>	<u>Estimate 2027/28</u>
Central Services	£348,480	£366,230	£382,720	£396,630
Operations	£626,350	£654,100	£676,060	£697,700
Enforcement	£52,300	£54,530	£56,250	£58,010
Visitor Services*	£282,850	£301,060	£311,060	£322,340
<b>Total Costs</b>	<b>£1,309,980</b>	<b>£1,375,920</b>	<b>£1,426,090</b>	<b>£1,474,680</b>
<b>Total FTE posts</b>	34.03	34.09	34.09	34.09

A 4% inflationary increase was applied for 2025/26 and 3% for the two following years.

It was recommended that the staffing budget for 2025/26 (as per table 1 above) be taken forward to the Finance & Governance Committee for consideration subject to:

- Further discussion regarding the job description of the Seafront Advisor/Beach Warden post, subject to no change in the annual allocated hours.

Subsequent to the Personnel Committee meeting, in the budget held 30<sup>th</sup> October 2024, the government announced changes to Employers National Insurance Contributions (NICs). These were:

- An increase in the rate of employers' NICs from 13.8% to 15%; and

- A reduction in the per-employee threshold at which employers become liable to pay NICs (the Secondary Threshold) from £9,100 to £5,000.

The revised employee budgets are shown in table 2 below.

**Table 2 – Draft employee budget 2025/26-2027/28 with Ers NIC increases**

	<u>Forecast 2024//25</u>	<u>Estimate 2025/26</u>	<u>Estimate 2026/27</u>	<u>Estimate 2027/28</u>
Central Services	£348,480	£373,610	£390,060	£403,920
Operations	£626,350	£669,220	£690,960	£712,390
Enforcement	£52,300	£56,050	£57,730	£59,470
Visitor Services	£282,850	£307,470	£318,100	£330,050
<b>Total Costs</b>	<b>£1,309,980</b>	<b>£1,406,350</b>	<b>£1,456,850</b>	<b>£1,505,830</b>
<b>Total FTE posts</b>	34.03	34.09	34.09	34.09

This has resulted in additional costs for the council and the total employee budget for 2025/26 has been revised upward accordingly. The impact is c. £30k in each financial year, adding £92k to the budget requirement over the 3-year forecast period.

b) To recommend a training budget of £17k

### **III. Community Services Committee - 6<sup>th</sup> November 2024**

- A budget allocation of up to £15,000 be made to the Greengage Community Garden
- A budget allocation of £13,000 for the installation of a composter public convenience at Godlingston cemetery.
- An additional budget allocation of £20,000 to the Swanage Skatepark Community Project (a total of £35,000)
- One-off budgets: To submit minor works schedule 2025/26 for consideration by the Finance & Governance Committee
- Capital programme: To submit capital works schedule 2025/26 for consideration by the Finance & Governance Committee
- Scale of Fees and Charges: To submit the draft scale of fees and charges 2025/26 for consideration by the Finance & Governance Committee

### **IV. Tourism & Local Economy – 27<sup>th</sup> November 2024**

- One-off budgets: To submit minor works schedule 2025/26 for consideration by the Finance & Governance Committee
- Capital programme: To submit capital works schedule 2025/26 for consideration by the Finance & Governance Committee
- Scale of Fees and Charges: To submit the draft scale of fees and charges 2025/26 for consideration by the Finance & Governance Committee

The recommendations made by the Committees are included in Agenda Items 3 a, b, c and d.

### 3 a) Draft Scale of fees and Charges 2025/26

The draft Scale of Fees and Charges 2025/26 is attached- **Appendix A**

These fees and charges have been considered and recommended by the appropriate standing committee, with the exception of the Private Sites licence fee, Tourism and Local Economy Committee section 6. This fee was not discussed by the committee due to outstanding issues relating to business rates and VAT.

#### **Decision required:**

To determine whether to approve the Scale of Fees and Charges for inclusion in the draft Estimates 2025/26 for further consideration during the next stage of the budget setting process in January 2025 (excluding the Private Sites licence fee pending further discussion).

### 3 b) Draft Capital Programme and Schedule of Minor Works 2025/26 and consideration of Project Initiation Documents

#### **Appendix B.**

These documents contain the recommendations made by the standing committees, with the exception of Capital programme Project ref: 11 – Desktop replacement £22,000. Project Initiation Documents (PIDs) have been submitted where required and should be individually considered for inclusion in the 2025/26 estimates.

#### **Decision required:**

To determine:

- the inclusion of the draft Capital Programme 2025/26 – 2027/28 in the draft Estimates
- the inclusion of the Schedule of Minor Works 2025/26 in the draft Estimates

for further consideration during the next stage of the budget setting process in January 2025.

### 3 c) Third Party Contributions & Grants

The Council makes significant contributions to third parties. The provisional estimates include the following contributions:

	<b>Budget 24/25</b>	<b>Estimate 25/26</b>	<b>Estimate 26/27</b>	<b>Estimate 27/28</b>
Swanage & Purbeck Development Trust- Health & Wellbeing Hub	21,000	21,000	0	0
Dorset Council-School Crossing Patrol	4,500	8,000	8,220	8,495
Bay Enforcement	4,200	4,200	4,300	4,400
Town of Culture	0	15,000	15,000	0

The Council also issues grants:

	<b>Budget 24/25</b>	<b>Estimate 25/26</b>	<b>Estimate 26/27</b>	<b>Estimate 27/28</b>
Swanage Town & Herston Football Club	5,250	5,250	5,250	5,250
Citizens Advice Bureau	1,000	1,000	1,000	1,000
Local Charities and Organisations	10,000	10,000	10,000	10,000

**Decision required:**

To determine whether to approve the third party contributions and grants budgets for inclusion in the draft Estimates 2025/26.

**Agenda Item 3 d) – Council Tax Base Update**

The tax base is a figure that is determined by Dorset Council annually in accordance with the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012 and is the baseline for setting council tax charges.

Dorset Council have confirmed the 2025/26 tax base for Swanage at 5,745.1 an increase of 784.4, or 15.81% on the 2024/25 tax base. This includes a Band D adjustment for the Second Homes Premium of 663.1. This is a significant uplift.

When considering the draft budget proposals, Members need to consider financial forecasts over the 3-year horizon and the likely impact of the Green Seafront Stabilisation and Enhancement Project. Therefore, given the cost pressures facing the Town Council, Members will need to give serious consideration to a precept increase for the 2025/26 financial year, over and above the second homes uplift. This will be particularly important to address the fact that the current budget forecast does not contain any provision for the Council to contribute to earmarked reserves at previously forecast levels, as detailed in 3 e).

If the band D charge is frozen at £177.14 for 2025/26 then this would result in a precept of £1,017,700 an increase of £138,950.

The budget book contains a working assumption of an inflationary precept increase of 3.5%. Given the tax base of 5,745.1 this results in a precept of £1,053,320 an uplift of £174,570 and a charge of £183.34 per annum on a Band D property for 2025/26, an increase of £6.20 per annum.

The following table represents the impact that any increase will have on a Band D property given the revised tax base figure for 2025/26, with the levels noted above highlighted. A freeze in the Precept is bordered in green, a freeze on a Band D property is bordered in red, and a 3.5% increase in the Precept has been bordered in blue.

SWANAGE TOWN COUNCIL						
Precept on a Band "D" Property						
Previous Year's Band "D" Amount			£177.14			
Tax Base			5745.1			
		Total Precept	Precept on a Band D Property £	% Increase on Band D	% Increase in Precept	Increase in Precept £
		£ 878,750	£152.96	-13.65%	0.00%	£ -
		£ 885,000	£154.04	-13.04%	0.71%	£ 6,250
		£ 900,000	£156.66	-11.56%	2.42%	£ 21,250
		£ 912,500	£158.83	-10.34%	3.84%	£ 33,750
		£ 925,000	£161.01	-9.11%	5.26%	£ 46,250
		£ 937,500	£163.18	-7.88%	6.69%	£ 58,750
		£ 950,000	£165.36	-6.65%	8.11%	£ 71,250
		£ 962,500	£167.53	-5.42%	9.53%	£ 83,750
		£ 975,000	£169.71	-4.19%	10.95%	£ 96,250
		£ 987,500	£171.89	-2.97%	12.38%	£ 108,750
		£ 1,000,000	£174.06	-1.74%	13.80%	£ 121,250
		£ 1,017,700	£177.14	0.00%	15.81%	£ 138,950
		£ 1,030,015	£179.29	1.21%	17.21%	£ 151,265
		£ 1,040,015	£181.03	2.19%	18.35%	£ 161,265
		£ 1,050,015	£182.77	3.18%	19.49%	£ 171,265
		£ 1,053,320	£183.34	3.50%	19.87%	£ 174,570
		£ 1,060,000	£184.51	4.16%	20.63%	£ 181,250
		£ 1,070,000	£186.25	5.14%	21.76%	£ 191,250
		£ 1,080,000	£187.99	6.12%	22.90%	£ 201,250
		£ 1,090,000	£189.73	7.11%	24.04%	£ 211,250
		£ 1,100,000	£191.47	8.09%	25.18%	£ 221,250
		£ 1,110,000	£193.21	9.07%	26.32%	£ 231,250
		2024/25	2023/24	Increase per annum £	Increase per week £	
	Band					
	A	122.23	£ 118.09	£ 4.13	£ 0.08	
	B	142.60	£ 137.78	£ 4.82	£ 0.09	
	C	162.97	£ 157.46	£ 5.51	£ 0.11	
	D	£183.34	£ 177.14	£ 6.20	£ 0.12	
	E	224.09	£ 216.50	£ 7.58	£ 0.15	
	F	264.83	£ 255.87	£ 8.96	£ 0.17	
	G	305.57	£ 295.23	£ 10.34	£ 0.20	
	H	366.68	£ 354.28	£ 12.40	£ 0.24	

Provisional estimates of the impact of a Band D freeze and a 3.5% increase on the general fund balance are shown below:

	Forecast 2024/25	Estimate 2025/26	Estimate 2026/27	Estimate 2027/28
<b>Total Precept</b>	878,750	1,017,700	1,053,300	1,090,165
<b>% Increase/Decrease</b>	3.50%	15.81%	3.50%	3.50%
<b>Increase £</b>	29,720	138,950	35,600	36,865
<b>Tax Base</b>	4,960.7	5,745.1	5,745.1	5,745.1
<b>% Increase/Decrease</b>	0.50%	15.81%	0.00%	0.00%
<b>Band D Charge</b>	£177.14	£177.14	£183.34	£189.76
<b>% Increase</b>	2.98%	0.00%	3.50%	3.50%
<b>Actual Annual Increase</b>	£5.13	£0.00	£6.20	£6.42
<b>Surplus/Deficit for Year</b>	113,180	31,610	40,825	114,590
<b>Y/E Gfund</b>	760,375	791,985	832,810	718,220

	Forecast 2024/25	Estimate 2025/26	Estimate 2026/27	Estimate 2027/28
<b>Total Precept</b>	878,750	1,053,320	1,090,185	1,128,350
<b>% Increase/Decrease</b>	3.50%	19.87%	3.50%	3.50%
<b>Increase £</b>	29,720	174,570	36,865	38,165
<b>Tax Base</b>	4,960.7	5,745.1	5,745.1	5,745.1
<b>% Increase/Decrease</b>	0.50%	15.81%	0.00%	0.00%
<b>Band D Charge</b>	£177.14	£183.34	£189.76	£196.40
<b>% Increase</b>	2.98%	3.50%	3.50%	3.50%
<b>Actual Annual Increase</b>	£5.13	£6.20	£6.42	£6.64
<b>Surplus/Deficit for Year</b>	113,180	67,230	77,710	76,405
<b>Y/E G fund</b>	760,375	827,605	905,315	828,910

#### Decision required:

To determine the range of precept options to be considered further during the next stage of the budget setting process in January 2025.

### 3 e) Reserves

It is essential that authorities have sufficient reserves (general and earmarked) to finance both their day-to-day operations and future plans. A copy of the Council's Reserves Policy is attached – Appendix C.

#### General Fund

As indicated in recent budget workshops, the Council is facing increasing pressures on the general fund. Provisional estimates for 2025/26 show an increasing funding need over the period of the estimates. This is subject to further changes prior to January 2025 when the budgets and precept for 2025/26 will be agreed. However, given the need to sell the council's strategic investments to fund the extensive capital programme, the loss of c. 18% of the Council's annual income, in year 3 of the estimates, the significant impact of this project with or without a borrowing requirement cannot be underestimated.

#### Earmarked Reserves (EMR)

There is no upper or lower limit to EMRs save only that they must be held for genuine and identifiable purposes and projects, and their level should be subject to regular review and justification (at least annually and at budget setting), and should be separately identified and enumerated.

In considering the level of precept to levy Council must consider whether the balances held in EMRs are sufficient to meet future expenditure requirements. The initial budget proposals include discretionary additions to EMRs of £75k in 24/25, £60k in 2025/26, £35k in 2026/27 and £25k in 2027/28. This year-on-year reduction is due to the forecast pressures on the general fund as indicated above. The only way to fund further additions to EMRs is through the precept.

**Table 3: Forecast of Earmarked Reserves 2025/26 – 2027/28**

Earmarked Reserves	Actual 31/03/2024	Forecast 31/03/2025	Forecast 31/03/2026	Forecast 31/03/2027	Forecast 31/03/2028
Beach Huts Reserve	85,000	95,000	105,000	0	0
Environmental Projects	42,000	67,000	92,000	107,000	132,000
Community Infrastructure Levy	260,881	348,780	243,780	0	0
De Moulham Back Roads	25,180	27,180	29,180	31,180	33,180
Insurance & Contingency Reserve	19,000	0	0	0	0
Treasury Risk Management Reserve	122,002	187,800	187,800	0	0
Car Park Machines	44,248	4,815	4,815	4,815	4,815
Play Equipment-General Areas	31,406	41,405	51,405	0	0
Vehicle & Plant Replacement	25,000	40,000	40,000	0	0
Football Club Facilities	3,120	0	0	0	0
Tennis Courts Refurbishment	22,378	28,980	20,580	27,180	33,780
King Georges Play Area & Skate Park	67,097	67,095	32,095	32,095	32,095
Public Conveniences	130,000	145,000	160,000	0	0
IT Equipment Reserves	28,164	22,665	665	665	665
Green Seafront Enhancement Scheme	1,394,557	1,456,010	956,010	0	0
Community Sea Defence Project	450,000	450,000	450,000	0	0
Committed expenditure deferred	67,289	0	0	0	0
King George's Field Management Account	4,593	13,080	13,080	13,080	13,080
Bandstand	0	16,390	16,390	16,390	16,390
<b>Reserves C f'd</b>	<b>2,821,915</b>	<b>3,011,200</b>	<b>2,402,800</b>	<b>232,405</b>	<b>266,005</b>

Consideration should be given to the requirement for any further EMRs and the annual appropriations to these reserves.

The Environment and Green Spaces Committee has recommended to continue to allocate £25,000 per annum to the environmental projects EMR until 2030/31. In doing so, this is the only EMR that has any discretionary additions to the reserve by 2027/28.

The Assets & Compliance manager has requested the addition of a Boat Park/Fishers Huts Reserve, in order to hold funds to finance future works to jetties. However, given the current pressures on the general fund, no appropriations to this reserve can be currently funded.

A Bandstand reserve has been established in year, following the contribution received from FOSB upon closure of the charity.

The Football Club Facilities and Insurance and Contingency Reserve will be closed at the end of the year.

### **Usable Capital Receipts Reserve (UCRR)**

It is almost certain that the funds held in the UCRR will be used to finance the Green Seafront Stabilisation and Enhancement project, with expenditure currently profiled in 2025/26 and 2026/27. This reserve will only be replenished upon the sale of assets.

### **Decision required:**

Having considered the earlier agenda items, to consider whether to revise proposed reserve contributions for consideration during the next stage of the budget setting process in January 2025, including the creation of a Boat Park/Fishers' Hut Reserve.

### **3 f) Estimates Timetable**

The following timetable of meetings is proposed for the next stage of the budget setting process:

- Budget Workshop: 6<sup>th</sup> January 2024 (evening meeting)
- Finance & Governance Committee Meeting: 13<sup>th</sup> January 2025 2.15 p.m. This would be a change from the scheduled meeting programmed for 15<sup>th</sup> January 2025. This is to allow time to prepare the budget book for the estimates meeting.
- Estimates Meeting: 20<sup>th</sup> January 2025 7.00 p.m. (as previously agreed).

### **Decision required:**

To agree the timetable and recommend to council a change in date for the Finance & Governance Committee meeting from 15<sup>th</sup> January to 13<sup>th</sup> January.

Alison Spencer, Finance Manager  
Martin Ayres, Town Clerk & RFO  
December 2024



## **SWANAGE TOWN COUNCIL**

### **Draft Scale of Fees & Charges - 2025/26**

	Date of Last Increase/ (Decrease)	Agreed Fees 2024/25 £/p	Proposed Fees 2025/26 £/p	Proposed Increase on Gross %
<b>Tourism &amp; Local Economy Committee</b>				
<b>1. <u>BOAT PARK &amp; CAR PARKS</u></b>				
<b>Peveril Boat Park Per Grid (Trailer Included)</b>				
<b>Boats and trailers</b>				
<b>G Row</b>				
Summer - 1 May - 31 October	1/5/23	361.00	375.00	3.88
Weekly	1/5/23	115.00	119.00	3.48
Autumn/Winter - 1 September - 30 April	1/5/23	271.00	282.00	4.06
Winter - 1 November - 30 April	1/5/23	151.00	157.00	3.97
Annual 1st May -30 April	1/5/23	502.00	522.00	3.98
<b>C Row</b>				
Summer - 1 May - 31 October	1/5/23	590.00	614.00	4.07
Weekly	1/5/23	165.00	172.00	4.24
Autumn/Winter - 1 September - 30 April	1/5/23	432.00	449.00	3.94
Winter - 1 November - 30 April	1/5/23	236.00	245.00	3.81
Annual 1st May -30 April	1/5/23	840.00	873.00	3.93
Summer 1 May - 31 October	1/5/23	740.00	769.00	3.92
<b>A, D and F Row</b>				
Summer - 1 May - 31 October	1/5/23	668.00	695.00	4.04
Weekly	1/5/23	170.00	177.00	4.12
Autumn/Winter - 1 September - 30 April	1/5/23	497.00	517.00	4.02
Winter - 1 November - 30 April	1/5/23	274.00	285.00	4.01
Annual 1st May -30 April	1/5/23	950.00	988.00	4.00
Summer 1 May - 31 October	1/5/23	850.00	884.00	4.00
<b>B Row</b>				
Summer - 1 May - 31 October	1/5/23	965.00	1,004.00	4.04
Weekly	1/5/23	203.00	211.00	3.94
Autumn/Winter - 1 September - 30 April	1/5/23	757.00	787.00	3.96
Winter - 1 November - 30 April	1/5/23	435.00	452.00	3.91
Annual 1st May -30 April	1/5/23	1,400.00	1,456.00	4.00
Summer 1 May - 31 October	1/5/23	1,300.00	1,352.00	4.00
<b>Kayak Rack Charge (not inc trailer)</b>				
Summer - 1 May - 31 October	1/5/24	77.00	80.00	3.90
Weekly	1/5/24	31.00	32.00	3.23
Winter - 1 November - 30 April	1/5/24	31.00	32.00	3.23
Annual 1st May -30 April	1/5/24	110.00	114.00	3.64
<b>Daily Launch Fees - Throughout the year</b>				
Boat with trailer over 6.0m	1/5/23	30.00	35.00	16.67
Boat with trailer under 6.0m	(1/4/19)	25.00	27.50	10.00
Jet Skis	(1/4/19)	25.00	27.50	10.00
Residents Permit Holders/Emergency Services and RNLI				
crew discount	(1/4/19)	20.00	20.00	0.00
Small Dinghy (up to 12ft)	(1/4/22)	15.00	15.00	0.00
<b>Daily Launch Fees (Boat only - removal of Trailer)</b>				
Boats	(1/4/19)	20.00	25.00	25.00
Jet Skis	(1/4/19)	20.00	25.00	25.00
Residents Permit Holders discount	(1/4/19)	15.00	20.00	33.33
Small Dinghy (up to 12ft)	1/5/22	10.00	12.00	20.00
Kayaks	1/4/19	5.00	6.00	20.00
<b>Slipway Launch Annual Ticket</b>	1/5/24	285.00	265.00	-7.02
	1/5/24			
<b>Trailer Only-per day - Under 6.0m</b>	1/5/24	10.00	11.00	10.00
<b>Trailer Only-per day - Over 6.0m</b>	1/5/24	15.00	16.00	6.67
<b>Winter Pontoon Storage 22ft</b>	1/5/24	180.00	187.00	3.89
<b>Fisherman's Hut Tenant Discount On All Boat Park Costs</b>	1/5/24	10%	10%	0.00
<b>Boat park ad-board</b>	NEW	NEW	50.00	NEW

**Broad Road****Motorhomes permitted 8am to 10 p.m only****1 April to 30 June and 1 September to 31 October (inclusive).****Remove off-peak period**

Up to 1 hour	1/4/24	1.70	2.10	23.53
Up to 2 hours	1/4/24	3.40	3.80	11.76
Up to 4 hours	1/4/24	5.60	7.10	26.79
Up to 6 hours	1/4/24	7.30	8.00	9.59
*Up to 13 hours	1/4/24	10.00	10.00	0.00
#3 day permit	1/4/24	25.00	25.00	0.00
#7 day permit	1/4/24	50.00	50.00	0.00
<b>Overnight 9 p.m. to 8 a.m.</b>	1/4/24	no charge	no charge	NEW
<b>Vehicles &gt;4.8m</b>				
Up to 1 hour	1/4/24	2.20	2.70	22.73
Up to 2 hours	1/4/24	4.40	4.80	9.09
Up to 4 hours	1/4/24	7.00	9.00	28.57
Up to 6 hours	1/4/24	9.20	10.20	10.87
Up to 13 hours	1/4/24	12.60	12.60	0.00
\$ 3 day permit	1/4/24	32.00	32.00	0.00
\$ 7 day permit	1/4/24	64.00	64.00	0.00
<b>Overnight 9 p.m. to 8 a.m.</b>	1/4/24	no charge	remove	no charge

**OFF-PEAK PERIOD REMOVED (was 1 July to 31 August)****1 April to 31 October (inclusive).****NEW****Vehicles <4.8m**

Up to 1 hour	1/4/24	2.10	2.10	0.00
Up to 2 hours	1/4/24	3.80	3.80	0.00
Up to 4 hours	1/4/24	7.10	7.10	0.00
Up to 6 hours	1/4/24	8.00	8.00	0.00
*Up to 13 hours	1/4/24	10.00	10.00	0.00
#3 day permit	1/4/24	25.00	25.00	0.00
#7 day permit	1/4/24	50.00	50.00	0.00
<b>Overnight 9 p.m. to 8 a.m.</b>	1/4/24	no charge	no charge	no charge

**Vehicles >4.8m**

Up to 1 hour	1/4/24	2.70	2.70	0.00
Up to 2 hours	1/4/24	4.80	4.80	0.00
Up to 4 hours	1/4/24	9.00	9.00	0.00
Up to 6 hours	1/4/24	10.20	10.20	0.00
Up to 13 hours	1/4/24	12.60	12.60	0.00
\$ 3 day permit	1/4/24	32.00	32.00	0.00
\$ 7 day permit	1/4/24	64.00	64.00	0.00
<b>Overnight 9 p.m. to 8 a.m.</b>	1/4/24	no charge	no charge	no charge

**1 November - 31 March (inclusive)****All vehicles**

8 a.m. to 9 p.m. (up to 13 hours)	1/4/24	2.00	2.00	0.00
Overnight 9 p.m. to 8 a.m.	1/4/24	no charge	no charge	no charge

**Main Beach (Victoria Avenue)****Motorhomes permitted 8am to 10 p.m only****1 April to 30 June and 1 September to 31 October (inclusive).****Remove off-peak period****Vehicles <4.8m**

Up to 1 hour	1/4/24	1.70	2.10	23.53
Up to 2 hours	1/4/24	3.40	3.80	11.76
Up to 4 hours	1/4/24	5.60	7.10	26.79
Up to 6 hours	1/4/24	7.30	8.00	9.59
*Up to 13 hours	1/4/24	10.00	10.00	0.00
#3 day permit	1/4/24	25.00	25.00	0.00
#7 day permit	1/4/24	50.00	50.00	0.00

**Vehicles >4.8m**

Up to 1 hour	1/4/24	2.20	2.70	22.73
Up to 2 hours	1/4/24	4.40	4.80	9.09
Up to 4 hours	1/4/24	7.00	9.00	28.57
Up to 6 hours	1/4/24	9.20	10.20	10.87
Up to 13 hours	1/4/24	12.60	12.60	0.00
\$ 3 day permit	1/4/24	32.00	32.00	0.00
\$ 7 day permit	1/4/24	64.00	64.00	0.00

**All vehicles - Overnight 9 p.m. to 8 a.m.**

1/4/24	no charge	no charge	NEW
--------	-----------	-----------	-----

**OFF-PEAK PERIOD REMOVED (was 1 July to 31 August)****1 April to 31 October (inclusive).****NEW****Vehicles <4.8m**

Up to 1 hour	1/4/24	2.10	2.10	0.00
Up to 2 hours	1/4/24	3.80	3.80	0.00
Up to 4 hours	1/4/24	7.10	7.10	0.00
Up to 6 hours	1/4/24	8.00	8.00	0.00
*Up to 13 hours	1/4/24	10.00	10.00	0.00
#3 day permit	1/4/24	25.00	25.00	0.00
#7 day permit	1/4/24	50.00	50.00	0.00
Overnight 9 p.m. to 8 a.m.	1/4/24	no charge	no charge	no charge

**Vehicles >4.8m**

Up to 1 hour	1/4/24	2.70	2.70	0.00
Up to 2 hours	1/4/24	4.80	4.80	0.00
Up to 4 hours	1/4/24	9.00	9.00	0.00
Up to 6 hours	1/4/24	10.20	10.20	0.00
Up to 13 hours	1/4/24	12.60	12.60	0.00
\$ 3 day permit	1/4/24	32.00	32.00	0.00
\$ 7 day permit	1/4/24	64.00	64.00	0.00
Overnight 9 p.m. to 8 a.m.	1/4/24	no charge	no charge	no charge

**1 November - 31 March (inclusive)****All vehicles**

8 a.m. to 9 p.m. (up to 13 hours)	1/4/24	2.00	2.00	0.00
Overnight 9 p.m. to 8 a.m.	1/4/24	no charge	no charge	no charge

**King George's Field (Overflow Car Park)****OFF-PEAK PERIOD REMOVED (was 1 July to 31 August)****1 April to 31 October (inclusive).****NEW****Vehicles <4.8m**

Up to 1 hour	1/4/24	2.10	2.10	0.00
Up to 2 hours	1/4/24	3.80	3.80	0.00
Up to 4 hours	1/4/24	7.10	7.10	0.00
Up to 6 hours	1/4/24	8.00	8.00	0.00
*Up to 13 hours	1/4/24	10.00	10.00	0.00

**North Beach (De Moulham Road) incl. Journey's End Overflow Car Parking****Motorhomes permitted 8am to 10 p.m only****1st April to 31st October (inclusive).****Vehicles <4.8m**

Up to 1 hour	1/4/24	1.70	1.70	0.00
Up to 2 hours	1/4/24	2.80	2.80	0.00
Up to 4 hours	1/4/24	4.80	4.80	0.00
Up to 6 hours	1/4/24	5.60	5.60	0.00
Up to 13 hours	1/4/24	8.50	8.50	0.00
#3 day permit	1/4/24	25.00	25.00	0.00
#7 day permit	1/4/24	50.00	50.00	0.00

**Vehicles >4.8m**

Up to 1 hour	1/4/24	2.20	2.20	0.00
Up to 2 hours	1/4/24	3.50	3.50	0.00
Up to 4 hours	1/4/24	6.00	6.00	0.00
Up to 6 hours	1/4/24	7.00	7.00	0.00
Up to 13 hours	1/4/24	10.70	10.70	0.00
\$ 3 day permit	1/4/24	32.00	32.00	0.00
\$ 7 day permit	1/4/24	64.00	64.00	0.00
<b>Overnight 9 p.m. to 8 a.m.</b>	1/4/24	no charge	no charge	no charge

**1 November - 31 March (inclusive)**

All vehicles 8 a.m. to 9 p.m. (up to 13 hours)	1/4/24	2.00	2.00	0.00
<b>All vehicles - Overnight 9 p.m. to 8 a.m.</b>	1/4/24	no charge	no charge	no charge

**Free parking in North Beach when attending NHS mobile units**

\* This ticket is transferable between Main Beach and Broad Road long stay car parks only.

#The 3 day & weekly smaller vehicle permit is transferable between all long stay car parks and is available on JustPark only

\$ The 3 day & weekly larger vehicle permit is transferable between Main & North Beach car parks and is available on JustPark

**Recreation Ground (Mermond Place) and Co operative (Central)**

(Maximum of 2 hours between 8 a.m. &amp; 7 p.m)

Cars 1 hour - Summer (1st April to 31st October)	1/4/08	1.20	1.20	0.00
Cars 2 hours - Summer (1st April to 31st October)	1/4/24	2.40	2.40	0.00
Cars Hourly - Winter (1st November to 31st March)	1/4/11	0.60	0.60	0.00
Overnight parking 7 p.m. to 8 a.m.	1/4/07	no charge	no charge	0.00

**Recreation Ground (Residents)**

(Maximum of 2 hours between 10 a.m. &amp; 7 p.m)

Cars 1 hour - Summer (1st April to 31st October)	1/4/08	0.60	0.60	0.00
Cars 2 hours - Summer (1st April to 31st October)	1/4/11	1.20	1.20	0.00
Cars Hourly - Winter (1st November to 31st March)	1/4/05	no charge	no charge	0.00
Overnight parking 7 p.m. to 10 a.m.	1/4/00	no charge	no charge	0.00

**Residents Parking Permits (per permit-not an annual fee)**

1/4/23

6.00

6.00

0.00

Permit holders are entitled to park in the Residents Car Park, Horsecliffe Lane subject to the restrictions and charges as set out above. Additional entitlement to parking in Swanage Town Council Operated Car Parks is as follows:

Summer Period

Mermond/Co-op Car Park -free parking between 08:00 and 10:00

Main Beach Car Park -free parking between 08:00 and 10:00 on a Market Day

Winter Period

Broad Road and Main Beach Car Parks-free parking max. 24 hr stay

Co-op and Mermond Car Park-free overnight parking 19:00 to 10:00

**Annual Private & Business (Main Beach or North Beach)**

1/4/24

350.00

365.00

4.29

**Summer Season Ticket (1 April-31 October)**

1/4/24

262.50

273.75

4.29

start date extended to 1st April (agreed Roads and Transport Committee 24/11/2021 minute 7) 3/4 of annual ticket

**Residents Car Park - Annual Business Permit (STC tenants only)**

1/4/24

350.00

365.00

4.29

**Summer Season Ticket (1 April-31 October)**

1/4/24

262.50

273.75

4.29

Agreed Minute 51 (a) June 24th 2024

**North Beach Annual Multi Use Permit**

1/4/24

400.00

420.00

5.00

**Summer Season Ticket (1 April-31 October)**

NEW

NEW

315.00

NEW

**Annual Taxis (per permit)**

1/4/24

756.00

780.00

3.17

Charges will apply throughout the year.

**Excess Charge Penalty**

1/4/04

60.00

60.00

0.00

\* Reduced for payment within 10 days.

1/4/04

30.00

30.00

0.00

**Peveril Point Residents Tickets**

1/4/07

25.00

25.00

0.00

max of 4 per household

**Dorset Restricted Mobility Permit Holders**

New

New

Free up to 3 hours

## 2. TOURIST INFORMATION CENTRE

Advertising Board 3ft x 4ft (Annual)	1/4/24	525.00	546.00	4.00
Advertising Board 3ft x 4ft (Summer: April - September)	1/4/24	395.00	411.00	4.05
Advertising Board 3ft x 4ft (Winter: October - March )	1/4/24	155.00	161.00	3.87
Advertising Board 3ft x 4ft (Christmas: October - December)	1/4/24	105.00	109.00	3.81
Advertising Board 3ft x 4ft (Monthly Summer)	1/4/24	75.00	78.00	4.00
Advertising Board 3ft x 4ft (Monthly Winter)	1/4/24	30.00	31.00	3.33
National Express Administration Fee (excluding Coach Card requests)	1/4/24	3.00	3.00	0.00
Commission on Gross Agency Ticket Sales (unless by contractual agreement)				
- General	1/4/16	10%	10%	0.00
- Local Charities	1/4/16	5%	5%	0.00
- Discretionary Rate For Local Charities/Community Groups		0%	0%	0.00
Parasol hire (per day)	1/4/24	4.50	5.00	11.11
Parasol hire (per week)	1/4/24	23.00	25.00	8.70
Parasol hire (max charge per beach hut period booking)	1/4/24	60.00	75.00	25.00
Additional beach hut chair (per day)	1/4/24	2.00	2.00	0.00
Additional beach hut chair (per week)	1/4/24	10.00	10.00	0.00
Additional beach hut chair (max charge per beach hut period booking)	1/4/24	30.00	30.00	0.00
Deposit - Additional beach hut key	1/4/24	30.00	30.00	0.00
Replacement beach hut key	1/4/24	50.00	55.00	10.00
		One days hire or £20.00 whichever is the greater	One days hire or £20.00 whichever is the greater	
Late Return of Key for Beach Hut	1/4/24			0.00
Faulty Electrical Equipment Charge	1/4/24	100.00	105.00	5.00
			£5.00 plus postage fee	
Admin charge for lost property postage returns				

## 3. PEVERIL POINT

Foreshore - Dinghy Storage (Angling Club)	1/4/15	tbc	tbc	
Dug-Out Storage Area, Rear of Waterside (per week)	1/4/24	13.10	13.50	3.05
Rent of Hut Site (East of Lifeboat House)	1/4/15	tbc	tbc	
Fishermen's Huts	1/4/24	500.00	520.00	4.00
Prince Albert Gardens - charge to be considered upon application to the Council				

## 4. STONE QUAY & MONKEY BEACH

Pleasure Boats (Private) - not exceeding 12 passengers	1/4/24	265.00	275.00	3.77
Hut on Quay	1/4/24	170.00	175.00	2.94

## 5. MARKET

see separate pricing schedule Appendix 1

## 6. BEACH BUNGALOWS

### SCALE OF FEES: SHORE ROAD - 2025/26 SEASON

Agreed: Minute 64, Monthly Council Meeting held 22 July 2024

Sat 29 March - Fri 25 April

Shortened period

Lower Level Huts

Daily	30/3/24	16.50	12.00	-27.27
Weekly	30/3/24	66.00	50.00	-24.24
Whole period	30/3/24	336.60	Remove	Remove

Upper Level Huts

Daily	30/3/24	11.00	8.40	-23.64
Weekly	30/3/24	44.00	35.00	-20.45
Whole period	30/3/24	224.40	Remove	Remove

Sat 26 April - Fri 11 July

extended period

Lower Level Huts

Daily	30/3/24	22.00	25.00	13.64
Weekly	30/3/24	116.00	125.00	7.76
Whole period	30/3/24	925.10	Remove	Remove

Upper Level Huts

Daily	30/3/24	16.50	17.50	6.06
Weekly	30/3/24	77.00	87.50	13.64
Whole period	30/3/24	588.50	Remove	Remove

Sat 12 July - Fri 29 August

Lower Level Huts

Daily	30/3/24	35.00	40.00	14.29
Weekly	30/3/24	242.00	260.00	7.44

Upper Level Huts

Daily	30/3/24	24.00	28.00	16.67
Weekly	30/3/24	165.00	182.00	10.30

Sat 30 August - Fri 26 September

extended period

Lower Level Huts

Daily	30/3/24	22.00	25.00	13.64
Weekly	30/3/24	116.00	125.00	7.76

Upper Level Huts

Daily	30/3/24	16.50	17.50	6.06
Weekly	30/3/24	77.00	87.50	13.64

Sat 27 September - Fri 31 October

Split period

Lower Level Huts

Daily	30/3/24	7.00	12.00	71.43
Weekly	30/3/24	28.00	50.00	78.57

Upper Level Huts

Daily	30/3/24	7.00	8.40	20.00
Weekly	30/3/24	28.00	35.00	25.00

Sat 1 November - Fri 27 March

Split period

Lower Level Huts

Daily	30/3/24	7.00	10.00	42.86
Weekly	30/3/24	28.00	35.00	25.00

Upper Level Huts

Daily	30/3/24	7.00	7.00	0.00
Weekly	30/3/24	28.00	24.50	-12.50

### Winter whole period charges

Sat 1 November - Fri 27 March - Lower Level

NEW

NEW period

551.00

26.55

- Upper Level

NEW

NEW period

389.00

27.56

### Whole period charges

Sat 29 March - Fri 27 March - Lower Level

30/3/24

3470.50

3660.00

5.46

- Upper Level

30/3/24

2123.00

2562.00

20.68

### Premium Huts

Sat 29 March - Fri 25 April

Shortened period

Lower Level Huts

Daily	30/3/24	27.00	20.00	-25.93
Weekly	30/3/24	99.00	80.00	-19.19
Whole period	30/3/24	504.90	Remove	Remove

Upper Level Huts

Daily	30/3/24	17.00	14.00	-17.65
Weekly	30/3/24	66.00	56.00	-15.15
Whole period	30/3/24	336.60	Remove	Remove

Sat 26 April - Fri 11 July	extended period				
Lower Level Huts	Daily	30/3/24	34.00	35.00	2.94
	Weekly	30/3/24	176.00	190.00	7.95
	Whole period	30/3/24	1346.40	Remove	Remove
Upper Level Huts	Daily	30/3/24	22.00	24.50	11.36
	Weekly	30/3/24	110.00	133.00	20.91
	Whole period	30/3/24	841.50	Remove	Remove
Sat 12 July - Fri 29 August					
Lower Level Huts	Daily	30/3/24	55.00	57.00	3.64
	Weekly	30/3/24	363.00	380.00	4.68
Upper Level Huts	Daily	30/3/24	35.00	39.90	14.00
	Weekly	30/3/24	237.00	266.00	12.24
Sat 30 August - Fri 26 September	extended period				
Lower Level Huts	Daily	30/3/24	34.00	35.00	2.94
	Weekly	30/3/24	176.00	190.00	7.95
Upper Level Huts	Daily	30/3/24	22.00	24.50	11.36
	Weekly	30/3/24	110.00	133.00	20.91
Sat 27 September - Fri 31 October	Split period				
Lower Level Huts	Daily	30/3/24	11.00	20.00	81.82
	Weekly	30/3/24	44.00	80.00	81.82
Upper Level Huts	Daily	30/3/24	9.00	14.00	55.56
	Weekly	30/3/24	42.00	56.00	33.33
Sat 1 November - Fri 27 March	Split period				
Lower Level Huts	Daily	30/3/24	11.00	12.00	9.09
	Weekly	30/3/24	44.00	50.00	13.64
Upper Level Huts	Daily	30/3/24	9.00	8.40	-6.67
	Weekly	30/3/24	42.00	35.00	-16.67
Winter whole period charges					
Sat 1 November - Fri 27 March	- Lower Level	NEW	NEW period	788.00	35.66
	- Upper Level	NEW	NEW period	551.00	19.89
Whole period charges					
Sat 29 March - Fri 27 March	- Lower Level	30/3/24	5,042.40	5,460.00	8.28
	- Upper Level	30/3/24	3,545.30	3,822.00	7.80
Artisans on the Beach - 22 November - 14 December					
Lower Level - Full Period		30/3/24	121.00	130.00	7.44
Upper Level - Full Period		30/3/24	60.50	65.00	7.44
Weekend Period		30/3/24	17.60	20.00	13.64
Premium Lower Level - Full Period		30/3/24	264.00	280.00	6.06
Premium Upper Level - Full Period		30/3/24	137.50	148.00	7.64

**SCALE OF FEES: SPA BUNGALOWS - 2025/26 SEASON**

Sat 29 March - Fri 25 April	Daily	30/3/24	8.00	10.00	25.00
	Weekly	30/3/24	33.00	30.00	-9.09
Sat 26 April - Fri 11 July	Daily	30/3/24	11.00	15.00	36.36
	Weekly	30/3/24	55.00	58.00	5.45
Sat 12 July - Fri 29 August	Daily	30/3/24	22.00	25.00	13.64
	Weekly	30/3/24	138.00	145.00	5.07
Sat 30 August - Fri 26 September	Daily	30/3/24	11.00	15.00	36.36
	Weekly	30/3/24	55.00	58.00	5.45
Sat 27 September - Fri 31 October	Daily	30/3/24	6.00	10.00	66.67
	Weekly	30/3/24	29.00	30.00	3.45
Spa Bungalows whole period (29/03/2025- 31/10/2025)		30/3/24	1,265.00	1,616.00	27.75

**SCALE OF FEES: SPA RETREATS - 2025/26 SEASON**

Sat 29 March - Fri 25 April	Daily	30/3/24	17.00	15.00	-11.76
	Weekly	30/3/24	88.00	70.00	-20.45
Sat 26 April - Fri 11 July	Daily	30/3/24	22.00	25.00	13.64
	Weekly	30/3/24	138.00	138.00	0.00
Sat 12 July - Fri 29 August	Daily	30/3/24	39.00	40.00	2.56
	Weekly	30/3/24	264.00	264.00	0.00
Sat 30 August - Fri 26 September	Daily	30/3/24	22.00	25.00	13.64
	Weekly	30/3/24	138.00	138.00	0.00
Sat 27 September - Fri 31 October	Daily	30/3/24	11.00	15.00	36.36
	Weekly	30/3/24	75.00	70.00	-6.67
Sat 1 November - Fri 27 March	Daily	30/3/24	11.00	12.00	9.09
	Weekly	30/3/24	75.00	60.00	-20.00
Spa Retreats whole period (29/03/2025- 31/10/2025)		NEW	New	3,411.00	-23.90
Spa Retreats whole period (29/03/2025- 27/03/2026)		30/3/24	3,575.00	4,356.00	21.85
STC staff use of a beach hut for one week outside peak period		30/3/19	0.00	0.00	0.00
Cancellation or change of booking charge		1/4/24	£30 or 20%, whichever is the greater	£30 or 20%, whichever is the greater	
Private Sites		1/4/24	495.00	539.00	8.89

**Authority has been delegated to the Visitor Services Manager to discount prices when**



## Community Services Committee

### 1. BEACH GARDENS

#### Tennis

Singles/Doubles Hourly (hourly per court)	1/4/24	10.50	11.00	4.76
With Club Member	1/4/24	6.50	6.80	4.62
Schools (per court)	1/4/24	5.80	6.00	3.45
Children (under 16 years)	1/4/24	4.20	4.40	4.76
Racket Hire	1/4/24	2.60	2.70	3.85
Tennis Ball Hire	1/4/18	1.00	1.00	0.00
Deposit for keys (Returnable) - Winter period only	1/4/24	10.00	10.00	0.00
Court Fees - Coaching				
-Adults (Non-members)	1/4/24	5.00	5.20	4.00
-Children (Non-members Under 16)	1/7/17	0.00	0.00	0.00

#### Putting

Per Round - Adults	1/4/24	4.80	5.00	4.17
Per Round - Children (under 16)	1/4/24	2.60	2.70	3.85
Family (2 Adults + 2 Children)	1/4/24	12.00	12.50	4.17
Under 5s	1/4/18	0.00	0.00	0.00
Adult x 1 Season Ticket	1/4/24	50.00	52.00	4.00
Adult x 2 Season Ticket	1/4/24	90.00	94.00	4.44
Family Season Ticket	1/4/24	110.00	115.00	4.55

#### Table Tennis bat and ball hire

	1/4/18	1.50	1.50	0.00
--	--------	------	------	------

#### Basketball Hire

	1/4/14	3.00	3.00	0.00
--	--------	------	------	------

#### Pavilion

(Charges include heating and lighting)

Per Session (1 section)	1/4/24	35.00	37.00	5.71
Morning, Afternoon or Evening (2 sections)	1/4/24	45.00	47.00	4.44

### 2. ALLOTMENTS

Prospect (per rod)	1/10/24	7.75	8.00	3.23
--------------------	---------	------	------	------

### 3. TOWN HALL LETTINGS

#### Council Chamber

Public Meetings and Lectures (per session)	1/4/17	45.00	45.00	0.00
Property Auctions	1/4/24	190.00	200.00	5.26
Civil Marriage/Partnership Ceremonies	1/4/24	160.00	165.00	3.13

#### Committee Room

	1/4/18	30.00	30.00	0.00
--	--------	-------	-------	------

\* Community Groups (providing a service to Swanage residents) & Public Sector Organisations (agreed Minute 6) General Operations Committee 19th November 2014)

		0.00	0.00	0.00
--	--	------	------	------

### 4. KING GEORGE V FIELD

Football Pitch & Changing Facilities	1/4/02	25.00	25.00	0.00
(Youth Teams)	(1/4/21)	0.00	0.00	

### 5. FORRES SPORTS FIELD

Football Pitch & Changing Facilities	1/4/02	25.00	25.00	0.00
(Youth Teams)	(1/4/21)	0.00	0.00	

### 6. JOURNEY'S END

Football Pitches	1/4/01	12.00	12.00	0.00
Youth Teams	(1/4/21)	0.00	0.00	

### 7. SPORTS LICENCES

	1/4/24	36.00	38.00	5.56
--	--------	-------	-------	------

## 8. GODLINGSTON CEMETERY

### 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)	1/4/24	360.00	375.00	4.17
(ii) Interment Fees - for burial of casket or urn in plot 2' x 2':				
(a) first interment	1/4/24	195.00	205.00	5.13
(b) for each additional interment (to 4 interments)	1/4/24	195.00	205.00	5.13
(c) for additional multiple interments (2nd, 3rd or 4th interment)	1/4/24	63.00	65.00	3.17
Fee for multiple interments of cremated remains: one third of the full first interment fee if interment is made at the same time - as recommended by the General Operations Committee 01/04/15 - Agreed by Full Council Minute 177. 20/04/15				
(d) for interments on Saturdays, Sundays and Public Holidays	1/4/24	205.00	215.00	4.88
(iii) Memorials	1/4/24	210.00	220.00	4.76
(iv) Fee for persons not resident in the parish.		As above x 2	As above x 2	
(v) Transfer of Rights	1/4/24	63.00	65.00	3.17

### Earthen Graves

(i) Exclusive Rights - for the grant of right of burial for a period of one hundred years each space in:				
Section A	1/4/24	575.00	600.00	4.35
Section B	1/4/24	460.00	480.00	4.35
Children's Section	(1/4/18)	10.00	10.00	0.00
(ii) Interment Fees - for body of				
(a) a child, in the Children's section, in a grave not exceeding in depth: 7 feet (2 interment)	(1/4/18)	No Charge	No Charge	0.00
<b>to be effective from 1st January 2018</b>				
(b) a person in a grave not exceeding in depth: 7 feet (2 interments)	1/4/24	400.00	420.00	5.00
Casket-type coffin	1/4/24	580.00	600.00	3.45
(c) for interments on Saturdays Sundays and Public Holidays	1/4/24	440.00	460.00	4.55
(d) scattering of ashes beneath turf	1/4/24	110.00	115.00	4.55
(e) scattering of ashes on existing grave/ garden of remembrance	1/4/24	42.00	45.00	7.14

### Note

Where the bodies of a still-born and/or other person are buried in the same grave at the same time the fees shall be related to the first interment.

(iii) Fee for persons not resident in the parish.		As above x 2	As above x 2	0.00
(iv) Transfer of Rights	1/4/24	63.00	65.00	3.17

### Brick Graves or Vaults

(i) Right to construct (including grant of right of burial therein for a period of one hundred years) on each space:				
Section A	1/4/15	Price upon application		
Section B	1/4/15	Price upon application		
(ii) First Interment	1/4/24	1960.00	2050.00	4.59
(iii) Re-opening	1/4/24	1960.00	2050.00	4.59
(iv) For interment Saturdays Sundays and Public Holidays	1/4/24	950.00	1000.00	5.26
(v) Fee for persons not resident in the parish.		As above x 2	As above x 2	0.00

**Monuments, Gravestones & Inscriptions**

(i) Headstone, Cross or other Memorial when erected not exceeding 3ft, in height	1/4/24	210.00	220.00	4.76
(ii) Monument not exceeding 6' in height covering the whole grave space 7' x 3' when erected	1/4/24	625.00	650.00	4.00
(iii) Footstone not exceeding 2'6" x 2'6" x 6"	1/4/24	210.00	220.00	4.76
(iv) Kerb set	1/4/24	210.00	220.00	4.76
(v) Kerb set with infill	NEW	NEW	420.00	New
(vi) Flatstone not exceeding 7' x 3' x 6"	1/4/24	330.00	340.00	3.03
(vii) Vase not exceeding 12" in height	1/4/24	52.00	55.00	5.77
(viii) Any other memorial not referred to above	1/4/08	By Agreement	By Agreement	
(ix) Each additional inscription after the first in respect of each person	1/4/24	47.00	50.00	6.38
(x) Fee for persons not resident in the parish.		As above x 2	As above x 2	0.00

**GODLINGSTON MEADOWLAND BURIAL**

(i) Exclusive Rights - for the grant of right of burial for a period of one hundred years	1/4/24	460.00	480.00	4.35
(ii) Interment Fees - for body of (a) a person in a grave not exceeding in depth: 7 feet (2 interments) Casket-type coffin	1/4/24	420.00	440.00	4.76
(b) for interments on Saturdays Sundays and Public Holidays	1/4/24	600.00	620.00	3.33
(iii) Interment Fees - for burial of casket or urn (a) first interment	1/4/24	440.00	460.00	4.55
(b) for interments on Saturdays, Sundays and Public Holidays	1/4/24	215.00	220.00	2.33
(c) scattering of ashes beneath turf of existing grave	1/4/24	205.00	210.00	2.44
(d) scattering of ashes on existing grave/ garden of remembrance	1/4/24	110.00	115.00	4.55
(iv) Fee for persons not resident in the parish.		42.00	45.00	7.14
(v) Transfer of Rights	1/4/24	As above x 2	As above x 2	
<b>Memorial Tree Plaque</b>	1/4/24	63.00	65.00	3.17
		200.00	210.00	5.00

**Cemetery services will not be available for the period 24th December to the third working day after the New Year's Day public holiday**

<b>Hire of Cemetery Chapel - Godlingston interment</b>		No Charge	No Charge	
<b>Hire of Cemetery Chapel - External interment</b> (agreed Minute 153, 14 March 2022)	1/4/24	155.00	160.00	3.23

**9. Memorial Benches**

<b>Memorial Bench Plaque - Fitting Only</b>	1/4/24	15.00	20.00	33.33
---	--------	-------	-------	-------

Community Services Committee 14th June 2023 Minute 13.

## APPENDIX 1



**Swanage Friday Market**  
**Fees for 2025-26 (51 weeks)**  
 (no increase in prices over 2024-25)

	<b>4 April to 23 May (8) 5 Sep to 31 Oct (9)</b>	<b>30 May to 29 Aug (14)</b>	<b>7 Nov to 27 Mar (closed 26 Dec) (20)</b>
<b>Stall Size</b>	<b>Mid season</b>	<b>Peak Season</b>	<b>Low Season</b>
<2m	£15.00	£22.00	£10.00
<4m	£25.00	£32.00	£15.00
<7m	£35.00	£42.00	£20.00
<12m	£45.00	£52.00	£25.00
>12m*	£100.00	£130.00	£50.00
Payment in advance	Equivalent to one week's fee – see information below		

**Discount if paid in advance for full season (51 weeks): 25%**

<b>Stall Size</b>	<b>2025-26 Annual Fee 5 April 2024 to 28 March 2025</b>
<2m	£568.50
<4m	£872.25
<7m	£1,176.00
<12m	£1,479.75
>12m*	£3,352.50

\* Subject to agreement with the  
Town Council

Electricity charged at £6.30 a day  
 Discount for BH19 based traders - 25%  
 Introductory period discount - 25% first 3 continuous weeks only

### Payment in advance

With the exception of those paying annual fees, all traders must pay one week's fee in advance at the beginning, or during, the summer and winter periods. If a trader is unable to attend a week, the payment will be retained by the Town Council.

Unused payments can be used for the following weeks, 31<sup>st</sup> October 2025 and 27<sup>th</sup> March 2026.

**Schedule of Proposed Capital Projects 2025/26 -2027/28**

Project Ref:	Project	Committee	2024/25 Budget	2024/25 Forecast Outturn	2025/26 Estimate	2026/27 Estimate	2027/28 Estimate
			£	£	£	£	£
1	<b>Play Areas/Skate Park</b> King Georges Skate Park	Community Services	15,000	0	35,000		
2	<b>Station Approach</b> Infrastructure Improvements	Community Services	120,000	154,000			
3	<b>Downs</b> Peveril Point Stabilisation Scheme	Community Services	150,000	0	200,000		
4	<b>Depot</b> External Shelter	Community Services	15,750	14,415			
5	<b>Green Seafront Stabilisation &amp; Enhancement Scheme</b> Stabilisation & Regeneration	Tourism & Local Economy	120,000	0	500,000	4,000,000	
6	<b>Environmental</b> Carbon Neutral 2030 Implementation	Environment & Green Spaces	128,000	43,110			
7	<b>Capital Grants</b> Day's Park Community Sports facility	Community Services	70,000	17,500	100,500	80,000	
8	<b>Vehicles</b> Electric Flatbed Truck	Community Services	50,000	42,945	0	50,000	
9	<b>Car Parks</b> Main Beach- Phase 3 & EVCP Installation (for information only) Pay & Display Machine Replacement	Tourism & Local Economy Tourism & Local Economy	0 44,000	0 39,435	0 5,000		
10	<b>Beach Gardens</b> Installation of Astroturf on Courts 4 & 5	Community Services	15,000	0	15,000		
11	<b>IT-All departments</b> Desktop	Finance & Governance			22,000		
12	<b>Public Conveniences</b> a Installation of Composter PC at Godlingston Cemetery b Burlington Chine - Pump	Community Services Community Services			13,000	10,000	
13	<b>Capital grants</b> Greengage Community Garden	Community Services				15,000	
14	<b>Parks &amp; Open Space</b> Seafront Shelters reprovisioning	Tourism & Local Economy			180,000		
15	<b>Seafront Coastal Defence Projects</b> Seafront Coastal Defence Works	Tourism & Local Economy				450,000	
16	<b>Central Services</b> Annexe heating system	Community Services				10,000	
17	<b>Play Areas/Skate Park</b> Days Park Play Area and Gym	Community Services				60,000	
18	<b></b> Festive Lights	Tourism & Local Economy					18,000
19	<b>Roads</b> Flagpoles	Tourism & Local Economy					10,000
	<b>Total Capital Expenditure</b>		<b>727,750</b>	<b>311,405</b>	<b>1,070,500</b>	<b>4,675,000</b>	<b>28,000</b>

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

Community Services Committee

Ref	Item/location	Description of Works	Budget £
CS1	CCTV	Signage in all relevant locations	2,000
CS2	Public conveniences	Burlington Chine - internal refurbishment	8,000
CS3	Beach Gardens	Heaters, vents and kiosk racking	7,000
CS4	King Georges Management Account -Skatepark	Lights and new signage	4,000
CS5	Town Hall Chamber and floor	Repair and stain chamber & ground floor lobby flooring, WC refurbishment	9,000
CS6	Public conveniences - Heritage	Repointing and repairs to eastern elevation brickwork and roof parapet	28,500
CS7	Town Hall stone façade	Programmatic survey and preparation of schedule of works	8,500
CS8	Depot	New chairs for meeting room at Depot	1,500
CS9	Beach Gardens Pavilion- Kiosk	Panini machine and freezer	4,000
Sub total			72,500

Tourism Committee

Ref	Item/location	Description of Works	Budget £
TLE 1	Boat Park	Payment terminal – Work towards cashless facility	5,000
TLE 2	Tourism	Pedestrian Signage	2,000
TLE 3	Beach Huts	Booking system upgrade	3,000
TLE 4	Tourism	Town Maps	2,500
TLE 5	Forres bridge	Repairs	5,000
TLE 6	Santa Fe railings upgrade	Maintenance	5,000
TLE 7	TIC	Garden improvements	6,000
TLE 8	TIC	Event management software	6,000
Sub total			34,500

Environment & Green Spaces Committee

Ref	Item/location	Description of Works	Budget £
EC1	Spa	Ground monitoring	17,000
EC2	Spa	Risk Assessment	5,000
EC3	Recreation Ground	Resurfacing and kerbing	6,000
EC4	Environmental Projects	Project support-Environmental Action Plan and Motion for the Ocean Action Plan.	15,000
EC5	Environmental Projects	Support Sustainable Swanage	5,000
EC6	Environmental Projects	Water quality noticeboard	1,500
Sub total			49,500

Total **156,500**

Project Classification

Regulatory/safety requirement	29,000
Routine/planned maintenance	78,500
Non-essential service/asset improvements	49,000
	<b>156,500</b>

# Budgets 25/26 - Consideration of PID forms

# Agenda Item 3 b)

## Capital programme 25/26

Ref	Item/location	Description of Works	Budget £	PID Required Yes/No	PID completed Yes/No/NA	Lead Officer
CP1	King George's Skate park	New equipment	35,000	Yes	Yes	GP
CP9	Main Beach Car Park	Pay & Display Machine	5,000	Yes	Yes	AS
CP12a	Godlingston cemetery	Installation of new accessible WC	13,000	Yes	Yes	GP
CP13	Capital grants	Greengage Community Garden	15,000	Yes	Yes	GP

## Revenue Account

### Community Services Committee

Ref	Item/location	Description of Works	Budget £	PID Required Yes/No	PID completed Yes/No/NA	Lead Officer
CS1	CCTV	Signage in all relevant locations	2,000	No	N/A	GP
CS2	Public conveniences	Burlington Chine - internal refurbishment	8,000	Yes	Yes	GP
CS3	Beach Gardens	Heaters, vents and kiosk racking	7,000	Yes	Yes	GP
CS4	King Georges Management Account -Skatepark	Lights and new signage	4,000	Yes	Yes	GP
CS5	Town Hall Chamber and floor	Repair and stain chamber & ground floor lobby flooring, WC refurbishment	9,000	Yes	Yes	GP
CS6	Public conveniences - Heritage	Repointing and repairs to eastern elevation brickwork and roof parapet	28,500	Yes	Yes	GP
CS7	Town Hall stone façade	Programmatic survey and preparation of schedule of works	8,500	Yes	Yes	GP
CS8	Depot	New chairs for meeting room at Depot	1,500	Yes	Yes	GP
CS9	Beach Gardens Pavilion- Kiosk	Panini machine and freezer	4,000	Yes	Yes	CM
Sub total			72,500			

### Tourism Committee

Ref	Item/location	Description of Works	Budget £	PID Required Yes/No	PID completed Yes/No/NA	Lead Officer
TLE 1	Boat Park	Payment terminal – Work towards cashless facility	5,000	No	N/A	CM
TLE 2	Tourism	Pedestrian Signage	2,000	Yes	Yes	CM
TLE 3	Beach Huts	Booking system upgrade	3,000	Yes	Yes	CM
TLE 4	Tourism	Town Maps	2,500	Yes	Yes	CM
TLE 5	Forres bridge	Repairs	5,000	Yes	Yes	CM
TLE 6	Santa Fe railings upgrade	Maintenance	5,000	Yes	Yes	CM
TLE 7	TIC	Garden improvements	6,000	Yes	Yes	CM
TLE 8	TIC	Event management software	6,000	Yes	Yes	CM
Sub total			34,500			

### Environment & Green Spaces Committee

Ref	Item/location	Description of Works	Budget £	PID Required Yes/No	PID completed Yes/No/NA	Lead Officer
EC1	Spa	Ground monitoring	17,000	No	N/A	GP
EC2	Spa	Risk Assessment	5,000	No	N/A	GP
EC3	Recreation Ground	Resurfacing and kerbing	6,000	Yes	Yes	GP
EC4	Environmental Projects	Project support-Environmental Action Plan and Motion for the Ocean Action Plan.	15,000	Yes	Yes	CM
EC5	Environmental Projects	Support Sustainable Swanage	5,000	Yes	Yes	CM
EC6	Environmental Projects	Water quality noticeboard	1,500	Yes	Yes	CM
Sub total			49,500			

### Total

156,500

### Project Classification

Regulatory/safety requirement	29,000
Routine/planned maintenance	78,500
Non-essential service/asset improvements	49,000
	156,500

\* Budget commitment agreed by Council on 18th November 2024

## Project Initiation Document

<b>Name/ Committee</b>	Community Services	<b>Date 03.12.24</b>
<b>Project Name</b> Which service area/s or Committee/Working Group does this project come under?	Skatepark – installation of new ramps  Capital	
<b>Description of project</b>	To increase capital funding to Swanage Skatepark Community Project (SSCP) to deliver new ramps for the skatepark. This is in respect of Phase 1 of the project to introduce new equipment that will make the park 'accessible to young, novice park users and wheelchair users'.	
<b>Project Aims</b> What do you want the project to achieve? How does it support the Council's Plan?	Install new ramps in the skatepark  Encourage participation in sporting activities Provide opportunities for sport and recreation for all ages including.... a skate park...	
<b>Target Communities</b> What communities are targeted and what benefits will the project bring to them?	Visitors and residents Children and young adults of all abilities	
<b>Research already completed.</b> Please attach all research carried out so far.	SSCP have a design for phase 1.  Project update provided by SSCP to Community Services Committee 06/11/24 Item 11  <a href="#">Swanage Skatepark Community Project</a> This link contains information on SSCP and details of actions taken to date.	
<b>Evidence of need</b> How do you know the project is needed?	SSCP have undertaken consultation with the local community and significant research into local and regional provision.	
<b>Cost of Project</b> Please detail all cost areas associated with this project. Please include actual costs if known. Please include revenue & capital and include estimate of Officer Hrs if you are able to.	Capital Budget cost of Phase 1 £66,000 – requires Town Council contribution of £35,000, an increase of £20,000 on 2024/25 budgets.  Project is also supported via financial donations received from crowdfunding, Sport England and the Valentine's Trust.  Need to write and agree a specification, place out to tender, review submissions, award contract, oversee installation.  Significant Officer time.	
<b>Benefits</b> Please details all benefits including cost savings, efficiency savings	Provision of modern, safe equipment in Council facility that will help to deliver corporate objective re. health and wellbeing.	



<b>Who? Officer /Councillor</b> Do you have any suggestions for who might be part of the project team? And what role do you think they should take on?	Assets & Compliance Mgr
<b>Other Organisational Support</b> Who do you think we need to work with or take advice from?	Work will be undertaken in partnership with SSCP
<b>Timeline</b> What is the length of the project work and when will the benefits be realised? Are there any time constraints?	SSCP have indicated they wish to place tender document out in early 2025 with works scheduled for Autumn 2025
<b>Risks</b> Are there any risk associated with this project e.g. reputational risks for the Council or possible local sensitivities?	Reputational risk to Council if work is not completed
<b>Is the project a quick win?</b> I.E. does it meet all the following criteria? <ol style="list-style-type: none"> <li>Will cost less than £1,000</li> <li>All expenditure can be met from an existing budget</li> <li>Will take less than 5 hours of officer time in total (including assessment, planning, working with partners, tendering/quotes etc)</li> <li>Has the support of a Councillor and a member of SMT</li> <li>Does not pose any significant reputational or other risk to the Council or partners</li> </ol>	No
<b>Other information</b> Is there any other information which you feel would help with the project assessment? Please include links to any best practise or similar projects.	Email from SSCP 28.11.24 We were anticipating The Lottery being a significant contributor to funding our phase 2/3 build with SPDT including the skatepark in a bid for various projects. However after checking progress ... last week, we've heard the unfortunate news that the Skatepark was not included in the SPDT lottery bid and if the funding comes through, it will prevent other SPDT projects including the skatepark from applying for the next 3 years. Plus, ... it's unlikely we'd be awarded funding anyway as Lottery priorities are changing and Swanage is not considered a deprived area. (Swanage not being a deprived area was also why our application to the South West Peoples Postcode Lottery was unsuccessful and our Sport England match funding was reduced from 50% to 30%.)

	In light of this, we ask the council to consider the full scope of our project, beyond the delivery of phase 1 when considering whether to contribute a further £20k. Regardless of whether we receive funding from Talbot Village Trust in December, we'll need funding from all the alternative sources we can get.
--	---

Name of project research lead	Gail Percival
Project ref:	CP1
Estimated date for initial assessment to be completed:	

## Project Initiation Document

<b>Name/ Committee</b>	Tourism and Local Economy	<b>Date 4<sup>th</sup> December 2024</b>
<b>Project Name</b> Which service area/s or Committee/Working Group does this project come under?	Main Beach Car Park – Installation of Pay & Display Machine  Car Parking Working Group/Tourism & Local Economy Committee	
<b>Description of project</b>	To install an additional pay & display machine to service the multi-use bays only.	
<b>Project Aims</b> What do you want the project to achieve? How does it support the Council's Plan?	To avoid confusion from users of the car parks when purchasing tickets. To avoid over payments from customers purchasing higher tariff tickets for the multi-use bays when only wanting to purchase a standard bay ticket. This supports the Corporate Plan as follows: Promoting sustainable tourism and supporting the local economy <ul style="list-style-type: none"> <li>ensuring Swanage is a high-quality visitor destination</li> </ul>	
<b>Target Communities</b> What communities are targeted and what benefits will the project bring to them?	Visitors to the town	
<b>Research already completed.</b> Please attach all research carried out so far.	n/a	
<b>Evidence of need</b> How do you know the project is needed?	Reports from Enforcement Officers and emails received from visitors to the car park.	
<b>Cost of Project</b> Please detail all cost areas associated with this project. Please include actual costs if known. Please include revenue & capital and include estimate of Officer Hrs if you are able to.	£5,000 Capital: Financed from the general fund.  Approximately 10 hours of Officer time	
<b>Benefits</b> Please details all benefits including cost savings, efficiency savings	<ul style="list-style-type: none"> <li>Improved customer satisfaction</li> <li>Efficiencies seen through fewer customer complaints and queries, and requests for refunds.</li> </ul>	
<b>Who? Officer /Councillor</b> Do you have any suggestions for who might be part of the project team? And what role do you think they should take on?	Finance Manager: Submit purchase order. Submit/approve tariffs and machine configuration requirements Assets & Compliance Manager: Review any groundwork and lining requirements Enforcement Officers: Give assistance to installers and engineers	

<b>Other Organisational Support</b> Who do you think we need to work with or take advice from?	N/A
<b>Timeline</b> What is the length of the project work and when will the benefits be realised? Are there any time constraints?	An order can be placed in February 2025 for installation in April 2025.  No time constraints.
<b>Risks</b> Are there any risk associated with this project e.g. reputational risks for the Council or possible local sensitivities?	None known.
<b>Is the project a quick win?</b> I.E. does it meet all the following criteria? <ul style="list-style-type: none"> <li>a. Will cost less than £1,000</li> <li>b. All expenditure can be met from an existing budget</li> <li>c. Will take less than 5 hours of officer time in total (including assessment, planning, working with partners, tendering/quotes etc)</li> <li>d. Has the support of a Councillor and a member of SMT</li> <li>e. Does not pose any significant reputational or other risk to the Council or partners</li> </ul>	<ul style="list-style-type: none"> <li>a. No</li> <li>b. An underspend of £4,000 was realised in the recent installation of pay &amp; display machines and this could be utilised to part finance the project</li> <li>c. No</li> <li>d. Yes</li> <li>e. No</li> </ul>
<b>Other information</b> Is there any other information which you feel would help with the project assessment? Please include links to any best practice or similar projects.	In reviewing the impact of the introduction of standard and multi-use bays in the council's long stay car parks, it was recognised that some confusion had been experienced by users of the main beach car park. To try and resolve this issue it was recognised that a separate machine could help alleviate the issues experienced, in conjunction with better signage. This was agreed by the car parks working group subsequent to the purchase of new machines in September 2024.

Name of project research lead	Alison Spencer
Project ref:	CP9
Estimated date for initial assessment to be completed:	

## Project Initiation Document

<b>Name/ Committee</b>	Community Services	<b>Date 03.12.24</b>
<b>Project Name</b> Which service area/s or Committee/Working Group does this project come under?	Godlingston Cemetery – funding to provide a new compostable WC  Community Services	
<b>Description of project</b>	To contribute to a new compostable accessible public convenience in Godlingston Cemetery	
<b>Project Aims</b> What do you want the project to achieve? How does it support the Council's Plan?	Provide an accessible public convenience in Godlingston cemetery  Provide a range of community services including ... public conveniences...	
<b>Target Communities</b> What communities are targeted and what benefits will the project bring to them?	Residents and visitors to the cemetery	
<b>Research already completed.</b> Please attach all research carried out so far.	Project update provided to Community Services Committee 06/11/24 Item 8a  Permitted Development Enquiry made in respect of planning permission – confirmation received this works can be undertaken within Part12 Permitted Development	
<b>Evidence of need</b> How do you know the project is needed?	Information provided by James Smith Funeral Directors	
<b>Cost of Project</b> Please detail all cost areas associated with this project. Please include actual costs if known. Please include revenue & capital and include estimate of Officer Hrs if you are able to.	£13,000 Potential for grant funding of 20% of project costs via Dorset Capital Leverage Fund  Substantial Officer time in respect of procurement, grant application, oversight of installation and scheduling.  Ongoing future costs associated with cleaning and servicing/maintenance	
<b>Benefits</b> Please details all benefits including cost savings, efficiency savings	Providing an essential accessible facility for mourners.	

<b>Who? Officer /Councillor</b> Do you have any suggestions for who might be part of the project team? And what role do you think they should take on?	Assets & Compliance Mgr
<b>Other Organisational Support</b> Who do you think we need to work with or take advice from?	N/A
<b>Timeline</b> What is the length of the project work and when will the benefits be realised? Are there any time constraints?	Post April 2025
<b>Risks</b> Are there any risk associated with this project e.g. reputational risks for the Council or possible local sensitivities?	
<b>Is the project a quick win?</b> I.E. does it meet all the following criteria? <ol style="list-style-type: none"> <li>Will cost less than £1,000</li> <li>All expenditure can be met from an existing budget</li> <li>Will take less than 5 hours of officer time in total (including assessment, planning, working with partners, tendering/quotes etc)</li> <li>Has the support of a Councillor and a member of SMT</li> <li>Does not pose any significant reputational or other risk to the Council or partners</li> </ol>	No
<b>Other information</b> Is there any other information which you feel would help with the project assessment? Please include links to any best practise or similar projects.	Potential same model as that used at Durlston for the men's shed

Name of project research lead	Gail Percival
Project ref:	CP12 a
Estimated date for initial assessment to be completed:	

## Project Initiation Document

<b>Name/ Committee</b>	Community Services	<b>Date 03.12.24</b>
<b>Project Name</b> Which service area/s or Committee/Working Group does this project come under?	Greengage Community Garden – funding to provide a mobile field shelter and refurbishment of the existing WC block.  Community Services	
<b>Description of project</b>	To contribute to Greengage Community Garden fundraising efforts to provide a mobile field shelter and refurbish the existing WC block..	
<b>Project Aims</b> What do you want the project to achieve? How does it support the Council's Plan?	To provide an informal space for volunteers to sit and socialise, shelter from the rain, and enjoy the ambience of the garden at Prospect Nursery. This new space is sought to support the well-being objectives of the Greengage project, along with refurbishment of the existing WC block.  Corporate objective to provide opportunities for residents to improve their health and wellbeing.	
<b>Target Communities</b> What communities are targeted and what benefits will the project bring to them?	Residents, especially local community groups who may use this space eg. AllSorted	
<b>Research already completed.</b> Please attach all research carried out so far.	Project update provided to Community Services Committee 06/11/24 Item 6	
<b>Evidence of need</b> How do you know the project is needed?	Grants from sources other than the Council have been awarded for this project.  Information provided by Greengage Community Garden.	
<b>Cost of Project</b> Please detail all cost areas associated with this project. Please include actual costs if known. Please include revenue & capital and include estimate of Officer Hrs if you are able to.	£15,000 contribution sought to total cost of £30,000  Project is supported via financial donations received from sources other than the Town Council (see information in Timescale box below)  Grant application made to the De Moulham Trust, but grant-making currently paused.  Limited Officer input.	
<b>Benefits</b> Please details all benefits including cost savings, efficiency savings	Improvements In the facilities at Prospect Nursery will encourage greater participation in therapeutic gardening project.	

<b>Who? Officer /Councillor</b> Do you have any suggestions for who might be part of the project team? And what role do you think they should take on?	Assets & Compliance Mgr
<b>Other Organisational Support</b> Who do you think we need to work with or take advice from?	N/A
<b>Timeline</b> What is the length of the project work and when will the benefits be realised? Are there any time constraints?	Greengage Community Garden have indicated the costs for the mobile field shelter and the refurbishment of the WC block total £30,000. Funding of £14,419 has been secured by Greengage Community Garden, however, this includes a sum of £6,780 from the Talbot Village Trust that is required to be called for at the end of project implementation, and no later than 16th November 2025. Greengage Community Garden made a grant application to the De Moulham Trust for the sum of £18,000 towards this project, which was considered at the Trust's meeting held on 29th January 2024. However, the Trust is not in a position to consider funding applications at the current time. Greengage Community Garden has therefore made a request to the Town Council that consideration be given to allocating the sum of £15,000 in the 2025/26 budget in order to meet the project shortfall.
<b>Risks</b> Are there any risk associated with this project e.g. reputational risks for the Council or possible local sensitivities?	Potential reputational risk to Council if work is not completed
<b>Is the project a quick win?</b> I.E. does it meet all the following criteria? <ol style="list-style-type: none"> <li>Will cost less than £1,000</li> <li>All expenditure can be met from an existing budget</li> <li>Will take less than 5 hours of officer time in total (including assessment, planning, working with partners, tendering/quotes etc)</li> <li>Has the support of a Councillor and a member of SMT</li> <li>Does not pose any significant reputational or other risk to the Council or partners</li> </ol>	No
<b>Other information</b> Is there any other information which you feel would help with the project assessment? Please include links to any best practise or similar projects.	<a href="#">Greengage Community Garden</a>  Please see website for details of this community garden



Name of project research lead	Gail Percival
Project ref:	CP 13
Estimated date for initial assessment to be completed:	

## Project Initiation Document

<b>Name/ Committee</b>	Community Services	<b>Date 27.11.24</b>
<b>Project Name</b> Which service area/s or Committee/Working Group does this project come under?	Burlington Chine – internal refurbishment  Routine/planned maintenance	
<b>Description of project</b>	Replace boxing around WC's/urinals, remove skirting and replace with plastic.	
<b>Project Aims</b> What do you want the project to achieve? How does it support the Council's Plan?	Poor condition - if unattended will further deteriorate and require interim repairs  Ensuring Swanage is a high quality visitor destination Provide community services incl public conveniences	
<b>Target Communities</b> What communities are targeted and what benefits will the project bring to them?	Visitors and residents	
<b>Research already completed.</b> Please attach all research carried out so far.	Area inspected by Assets and Compliance Manager	
<b>Evidence of need</b> How do you know the project is needed?	Current condition assessment -poor  Deterioration of asset will result if works not done. Will require to be done in next financial year at the latest for hygiene reasons	
<b>Cost of Project</b> Please detail all cost areas associated with this project. Please include actual costs if known. Please include revenue & capital and include estimate of Officer Hrs if you are able to.	Budget cost of £8,000 Need to obtain 3 quotes and oversee works. Revenue	
<b>Benefits</b> Please details all benefits including cost savings, efficiency savings	Areas remain usable and hygienic Council retains reputation	
<b>Who? Officer /Councillor</b> Do you have any suggestions for who might be part of the project team? And what role do you think they should take on?	Works required for essential maintenance – Assets & Compliance Mgr	

<b>Other Organisational Support</b> Who do you think we need to work with or take advice from?	N/A
<b>Timeline</b> What is the length of the project work and when will the benefits be realised? Are there any time constraints?	After April 2025 as in forthcoming year budget period, prior to main summer season
<b>Risks</b> Are there any risk associated with this project e.g. reputational risks for the Council or possible local sensitivities?	No – potential reputational risks to Council if work is not completed
<b>Is the project a quick win?</b> I.E. does it meet all the following criteria? <ol style="list-style-type: none"> <li>Will cost less than £1,000</li> <li>All expenditure can be met from an existing budget</li> <li>Will take less than 5 hours of officer time in total (including assessment, planning, working with partners, tendering/quotes etc)</li> <li>Has the support of a Councillor and a member of SMT</li> <li>Does not pose any significant reputational or other risk to the Council or partners</li> </ol>	No
<b>Other information</b> Is there any other information which you feel would help with the project assessment? Please include links to any best practise or similar projects.	No

Name of project research lead	Gail Percival
Project ref:	CS2
Estimated date for initial assessment to be completed:	

## Project Initiation Document

<b>Name/ Committee</b>	Community Services	<b>Date 27.11.24</b>
<b>Project Name</b> Which service area/s or Committee/Working Group does this project come under?	Beach gardens pavilion – internal refurbishment  Routine/planned maintenance	
<b>Description of project</b>	Renew electric heaters in pavilion (tennis end are undersized, inefficient and faulty). Bowls end – not installed by Council and are oversized for electric system causing routine tripping  Investigate ventilation to WC's – vents/fix windows  Kiosk – internal renew fixtures and fittings/racking/redecoration	
<b>Project Aims</b> What do you want the project to achieve? How does it support the Council's Plan?	Routine/planned maintenance  Addressing the Climate crisis – reducing energy use Provide a range of community services – public conveniences Ensuring Swanage is a high quality visitor destination	
<b>Target Communities</b> What communities are targeted and what benefits will the project bring to them?	Visitors, residents, staff, sports clubs	
<b>Research already completed.</b> Please attach all research carried out so far.	Area inspected by Assets and Compliance Manager	
<b>Evidence of need</b> How do you know the project is needed?	Current condition assessment -poor Essential works to heaters Venting to WC's could be deferred Essential works to kiosk – current set up does not support effective manual handling by staff	
<b>Cost of Project</b> Please detail all cost areas associated with this project. Please include actual costs if known. Please include revenue & capital and include estimate of Officer Hrs if you are able to.	Budget cost of £7,000  Variety of contractors required – painting and racking may be done in house  Revenue	
<b>Benefits</b> Please details all benefits including cost savings, efficiency savings	Areas remain fit for purpose Reduce energy consumption Improve working environment for staff Improve facilities to Tea on the Green	

<b>Who? Officer /Councillor</b> Do you have any suggestions for who might be part of the project team? And what role do you think they should take on?	Works required for essential maintenance – Assets & Compliance Mgr
<b>Other Organisational Support</b> Who do you think we need to work with or take advice from?	N/A
<b>Timeline</b> What is the length of the project work and when will the benefits be realised? Are there any time constraints?	After April 2025  Kiosk – prior to seasonal opening
<b>Risks</b> Are there any risk associated with this project e.g. reputational risks for the Council or possible local sensitivities?	No
<b>Is the project a quick win?</b> I.E. does it meet all the following criteria? <ol style="list-style-type: none"> <li>Will cost less than £1,000</li> <li>All expenditure can be met from an existing budget</li> <li>Will take less than 5 hours of officer time in total (including assessment, planning, working with partners, tendering/quotes etc)</li> <li>Has the support of a Councillor and a member of SMT</li> <li>Does not pose any significant reputational or other risk to the Council or partners</li> </ol>	No
<b>Other information</b> Is there any other information which you feel would help with the project assessment? Please include links to any best practice or similar projects.	No

Name of project research lead	Gail Percival
Project ref:	CS3
Estimated date for initial assessment to be completed:	

## Project Initiation Document

<b>Name/ Committee</b>	Community Services	<b>Date 27.11.24</b>
<b>Project Name</b> Which service area/s or Committee/Working Group does this project come under?	Skatepark lights and signage  Routine/planned maintenance	
<b>Description of project</b>	Renew skatepark lighting – several lights not working  Replace outdated skatepark signage	
<b>Project Aims</b> What do you want the project to achieve? How does it support the Council's Plan?	Routine/planned maintenance  Provide opportunities for sport and recreation for all ages. Reducing energy use in accordance with Corporate Plan	
<b>Target Communities</b> What communities are targeted and what benefits will the project bring to them?	Visitors, residents, park users	
<b>Research already completed.</b> Please attach all research carried out so far.	Area inspected by Assets and Compliance Manager	
<b>Evidence of need</b> How do you know the project is needed?	Current condition assessment -poor, many lights not working Park signage could be deferred but it is very old.	
<b>Cost of Project</b> Please detail all cost areas associated with this project. Please include actual costs if known. Please include revenue & capital and include estimate of Officer Hrs if you are able to.	Budget cost of £4,000  Electrical and sign works  Signage in consultation with SSCP  Revenue	
<b>Benefits</b> Please details all benefits including cost savings, efficiency savings	Areas remain fit for purpose Reduce energy consumption (LED lighting) Improve environment for park users Meet Council obligations re signage	
<b>Who? Officer /Councillor</b>	Works required for essential maintenance – Assets & Compliance Mgr	

Do you have any suggestions for who might be part of the project team? And what role do you think they should take on?	
<b>Other Organisational Support</b> Who do you think we need to work with or take advice from?	N/A
<b>Timeline</b> What is the length of the project work and when will the benefits be realised? Are there any time constraints?	After April 2025
<b>Risks</b> Are there any risk associated with this project e.g. reputational risks for the Council or possible local sensitivities?	Local residents may complain about the new lighting however it is replacement for what is there and is directional.
<b>Is the project a quick win?</b> I.E. does it meet all the following criteria? a. Will cost less than £1,000 b. All expenditure can be met from an existing budget c. Will take less than 5 hours of officer time in total (including assessment, planning, working with partners, tendering/quotes etc) d. Has the support of a Councillor and a member of SMT e. Does not pose any significant reputational or other risk to the Council or partners	No
<b>Other information</b> Is there any other information which you feel would help with the project assessment? Please include links to any best practise or similar projects.	No

Name of project research lead	Gail Percival
Project ref:	CS4
Estimated date for initial assessment to be completed:	

## Project Initiation Document

<b>Name/ Committee</b>	Community Services	<b>Date 27.11.24</b>
<b>Project Name</b> Which service area/s or Committee/Working Group does this project come under?	Town Hall Chamber and lobby floors repair and stain First floor WC refurbishment Routine/planned maintenance	
<b>Description of project</b>	Refurbish outdated first floor WC  Minor repairs, sand and stain Chamber floor  Minor repairs lift seal and clean and reseal lobby floor	
<b>Project Aims</b> What do you want the project to achieve? How does it support the Council's Plan?	Routine/planned maintenance  Preserving the Heritage of Swanage  Championing the protection of the Swanage and Herston conservation areas.  Maintaining the Town Hall and its ornate Grade II listed facade	
<b>Target Communities</b> What communities are targeted and what benefits will the project bring to them?	Visitors, residents, wedding attendees, staff, Councillors	
<b>Research already completed.</b> Please attach all research carried out so far.	Area inspected by Assets and Compliance Manager and DC surveyor	
<b>Evidence of need</b> How do you know the project is needed?	Current condition assessment -poor Could be deferred however condition will continue to deteriorate	
<b>Cost of Project</b> Please detail all cost areas associated with this project. Please include actual costs if known. Please include revenue & capital and include estimate of Officer Hrs if you are able to.	Budget cost of £9,000  Three quotes required  Revenue	
<b>Benefits</b> Please details all benefits including cost savings, efficiency savings	Areas remain fit for purpose Improved facilities for weddings	



<b>Who? Officer /Councillor</b> Do you have any suggestions for who might be part of the project team? And what role do you think they should take on?	Works required for essential maintenance – Assets & Compliance Mgr
<b>Other Organisational Support</b> Who do you think we need to work with or take advice from?	N/A
<b>Timeline</b> What is the length of the project work and when will the benefits be realised? Are there any time constraints?	After April 2025  Ensure timings in accordance with booked ceremonies, Council meetings, may be disruption to latter and need to use alternative venue
<b>Risks</b> Are there any risk associated with this project e.g. reputational risks for the Council or possible local sensitivities?	
<b>Is the project a quick win?</b> I.E. does it meet all the following criteria? <ol style="list-style-type: none"> <li>Will cost less than £1,000</li> <li>All expenditure can be met from an existing budget</li> <li>Will take less than 5 hours of officer time in total (including assessment, planning, working with partners, tendering/quotes etc)</li> <li>Has the support of a Councillor and a member of SMT</li> <li>Does not pose any significant reputational or other risk to the Council or partners</li> </ol>	No
<b>Other information</b> Is there any other information which you feel would help with the project assessment? Please include links to any best practise or similar projects.	No

Name of project research lead	Gail Percival
Project Ref:	CS5
Estimated date for initial assessment to be completed:	

## Project Initiation Document

<b>Name/ Committee</b>	Community Services	<b>Date 27.11.24</b>
<b>Project Name</b> Which service area/s or Committee/Working Group does this project come under?	Heritage Public Conveniences external works	
<b>Description of project</b>	Removal of existing mortar and replace with lime mortar external walls to sea elevation. Parapet repairs to stone work. Create safe access to roof	
<b>Project Aims</b> What do you want the project to achieve? How does it support the Council's Plan?	Routine/planned maintenance  Ensuring Swanage is a high quality visitor destination Provide community services incl public conveniences	
<b>Target Communities</b> What communities are targeted and what benefits will the project bring to them?	Visitors, residents,	
<b>Research already completed.</b> Please attach all research carried out so far.	Area inspected by Assets and Compliance Manager and DC surveyor	
<b>Evidence of need</b> How do you know the project is needed?	Current condition assessment -poor Survey completed by DC surveyor recorded condition as BAD in 2023	
<b>Cost of Project</b> Please detail all cost areas associated with this project. Please include actual costs if known. Please include revenue & capital and include estimate of Officer Hrs if you are able to.	Budget cost of £28,500  Three quotes required  Revenue	
<b>Benefits</b> Please details all benefits including cost savings, efficiency savings	Public conveniences remain fit for purpose.  Safe access to roof for staff	

<b>Who? Officer /Councillor</b> Do you have any suggestions for who might be part of the project team? And what role do you think they should take on?	Works required for essential maintenance – Assets & Compliance Mgr
<b>Other Organisational Support</b> Who do you think we need to work with or take advice from?	DC Footpaths Officer DC surveyor
<b>Timeline</b> What is the length of the project work and when will the benefits be realised? Are there any time constraints?	After April 2025  Ensure timing not in full summer season as works will require scaffold and likely closure of access in front of the building
<b>Risks</b> Are there any risk associated with this project e.g. reputational risks for the Council or possible local sensitivities?	
<b>Is the project a quick win?</b> I.E. does it meet all the following criteria? <ol style="list-style-type: none"> <li>Will cost less than £1,000</li> <li>All expenditure can be met from an existing budget</li> <li>Will take less than 5 hours of officer time in total (including assessment, planning, working with partners, tendering/quotes etc)</li> <li>Has the support of a Councillor and a member of SMT</li> <li>Does not pose any significant reputational or other risk to the Council or partners</li> </ol>	No
<b>Other information</b> Is there any other information which you feel would help with the project assessment? Please include links to any best practise or similar projects.	Town Centre Flood alleviation plans may incorporate an upgrade to the same area of brickwork as part of the flood defences. Works delayed pending decision on option.  Some works likely to be required in any eventuality eg, access to roof and works to parapet

Name of project research lead	Gail Percival
Project Ref:	CS6
Estimated date for initial assessment to be completed:	

## Project Initiation Document


<b>Name/ Committee</b>	Community Services	<b>Date 27.11.24</b>
<b>Project Name</b> Which service area/s or Committee/Working Group does this project come under?	Programmatic survey and preparation of schedule of works for Town Hall Grade II listed stone façade  Planned maintenance/restoration	
<b>Description of project</b>	Complete survey and programmatic survey and prepare a schedule of works for Town Hall Grade II listed stone façade along with a budget estimate for the works themselves.	
<b>Project Aims</b> What do you want the project to achieve? How does it support the Council's Plan?	Planned maintenance  To plan for the future and preserve our heritage. Championing the protection of the Swanage and Herston conservation areas. Maintaining the Town Hall and its ornate Grade II listed facade	
<b>Target Communities</b> What communities are targeted and what benefits will the project bring to them?	Visitors, residents, Councillors, staff	
<b>Research already completed.</b> Please attach all research carried out so far.	Two condition surveys by qualified stone masons have been completed: Scaffer and Sons 2024 Mercers' 2020 – received 2023 Both have outstanding recommendations relating to: <ol style="list-style-type: none"> <li>1. Cast iron balustrading and hand rails (how these are connected to the stone façade)</li> <li>2. Incompatible OPC pointing and repairs</li> <li>3. Weathering of architectural stone components</li> </ol>	
<b>Evidence of need</b> How do you know the project is needed?	Reports and research outlined above. Council advised timeframe for these works within next 1-2 years	
<b>Cost of Project</b> Please detail all cost areas associated with this project. Please include actual costs if known. Please include revenue & capital and include estimate of Officer Hrs if you are able to.	Budget cost of £8,500  Revenue	
<b>Benefits</b> Please details all benefits including cost savings, efficiency savings	Grade II listed heritage retained	
<b>Who? Officer /Councillor</b>	Works required for essential maintenance – Assets & Compliance Mgr	

Do you have any suggestions for who might be part of the project team? And what role do you think they should take on?	
<b>Other Organisational Support</b> Who do you think we need to work with or take advice from?	N/A
<b>Timeline</b> What is the length of the project work and when will the benefits be realised? Are there any time constraints?	After April 2025
<b>Risks</b> Are there any risk associated with this project e.g. reputational risks for the Council or possible local sensitivities?	Reputational risks if heritage is not protected.
<b>Is the project a quick win?</b> I.E. does it meet all the following criteria? a. Will cost less than £1,000 b. All expenditure can be met from an existing budget c. Will take less than 5 hours of officer time in total (including assessment, planning, working with partners, tendering/quotes etc) d. Has the support of a Councillor and a member of SMT e. Does not pose any significant reputational or other risk to the Council or partners	No
<b>Other information</b> Is there any other information which you feel would help with the project assessment? Please include links to any best practise or similar projects.	<p>Mercers' have been contacted regarding the cost of this and the following response received in August 2024.</p> <p><i>Unfortunately, we are not able to offer funding towards the survey and budgeting exercise.</i></p> <p><i>However and in principle, we remain willing to consider an application for funding support to any subsequent work to the facade, to support its restoration and maintenance.</i></p> <p><i>I suggest we reconvene our discussions when the survey and budget is complete.</i></p>

Name of project research lead	Gail Percival
Project ref:	CS7
Estimated date for initial assessment to be completed:	

## Project Initiation Document

<b>Name/ Committee</b>	Community Services	<b>Date 27.11.24</b>
<b>Project Name</b> Which service area/s or Committee/Working Group does this project come under?	Operations Depot meeting room chairs	
<b>Description of project</b>	New chairs for meeting room	
<b>Project Aims</b> What do you want the project to achieve? How does it support the Council's Plan?	Office fixtures and fittings  Chairs are functional but unsightly	
<b>Target Communities</b> What communities are targeted and what benefits will the project bring to them?	Staff, Councillors and guests	
<b>Research already completed.</b> Please attach all research carried out so far.	None	
<b>Evidence of need</b> How do you know the project is needed?	Chairs are unsightly	
<b>Cost of Project</b> Please detail all cost areas associated with this project. Please include actual costs if known. Please include revenue & capital and include estimate of Officer Hrs if you are able to.	Budget cost of £1,500  Works could be deferred there is nothing wrong with the chairs except deterioration of the seat backs.  Revenue	
<b>Benefits</b> Please details all benefits including cost savings, efficiency savings		
<b>Who? Officer /Councillor</b> Do you have any suggestions for who might be part of the project team? And what role do you think they should take on?		
<b>Other Organisational Support</b> Who do you think we need to work with or take advice from?	N/A	

<b>Timeline</b> What is the length of the project work and when will the benefits be realised? Are there any time constraints?	After April 2025	
<b>Risks</b> Are there any risk associated with this project e.g. reputational risks for the Council or possible local sensitivities?	No	
<b>Is the project a quick win?</b> I.E. does it meet all the following criteria? <ul style="list-style-type: none"> <li>a. Will cost less than £1,000</li> <li>b. All expenditure can be met from an existing budget</li> <li>c. Will take less than 5 hours of officer time in total (including assessment, planning, working with partners, tendering/quotes etc)</li> <li>d. Has the support of a Councillor and a member of SMT</li> <li>e. Does not pose any significant reputational or other risk to the Council or partners</li> </ul>	No	
<b>Other information</b> Is there any other information which you feel would help with the project assessment? Please include links to any best practise or similar projects.		


Name of project research lead	Gail Percival
Project ref:	CS8
Estimated date for initial assessment to be completed:	

## Project Initiation Document

<b>Name/ Committee</b>	Community Services	<b>Date 4<sup>th</sup> December 2024</b>
<b>Project Name</b> Which service area/s or Committee/Working Group does this project come under?	Beach Gardens Panini Machine	
<b>Description of project</b>	<p>Customers at Beach Gardens have requested food for some time. Over the last few years we have seen a significant increase in customers throughout the open season (April to October).</p> <p>This proposal is to procure a panini machine which will cook two pre-packed plastic wrapped paninis in just a few minutes.</p> <p>In addition, the current fridge at Beach Gardens is no longer fit for purpose and needs replacing for a larger one, which will also accommodate the paninis.</p>	
<b>Project Aims</b> What do you want the project to achieve? How does it support the Council's Plan?	<p>The purpose of the project is to generate additional income and to provide a customer benefit.</p> <p>Delivering good governance – Obtaining best value for the community from the Town Council's assets and investments</p> <p>Promoting sustainable tourism and supporting the local economy – Ensuring Swanage is a high quality destination</p>	
<b>Target Communities</b> What communities are targeted and what benefits will the project bring to them?	Customers to Beach Gardens, enhanced food offer	
<b>Research already completed.</b> Please attach all research carried out so far.	<p>Reviewed potential options and considered how revised procedures would work with staff etc</p> <ul style="list-style-type: none"> <li>• Products will be purchased in bulk frozen from supplier.</li> <li>• Need to be defrosted overnight – can be stored in fridge for up to 5 days.</li> <li>• Based on reasonable assumptions, including a small amount for additional electricity, will provide income of over £2,500 or a payback period of 1.5 years.</li> </ul>	
<b>Evidence of need</b> How do you know the project is needed?	This is a commercial opportunity to increase income from Beach Gardens in a way that is easy for staff to manage.	
<b>Cost of Project</b> Please detail all cost areas associated with this project. Please include actual costs if	Budget cost of £4,000  Cost of dedicated panni enclosed grill - £2,495	



known. Please include revenue & capital and include estimate of Officer Hrs if you are able to.	<p>Cost of upright freezer - £900  Cost of new fridge - £500  Incidentals - £105</p> <p>The work required for officers is minimal.</p>
<b>Benefits</b> Please details all benefits including cost savings, efficiency savings	<ul style="list-style-type: none"> <li>• Customer enhancement – this will be very popular</li> <li>• Increased income from paninis</li> <li>• Will attract additional people and longer loiter times leading to additional income</li> <li>• Relatively easy to accommodate within current staff routines without the requirement to recruit additional staff due to workload</li> <li>• No issues with food hygiene as remain sealed (although we do have a food hygiene certificate at Beach Gardens)</li> <li>• Enclosed grill is safe for staff to use</li> </ul>
<b>Who? Officer /Councillor</b> Do you have any suggestions for who might be part of the project team? And what role do you think they should take on?	Officers
<b>Other Organisational Support</b> Who do you think we need to work with or take advice from?	N/A
<b>Timeline</b> What is the length of the project work and when will the benefits be realised? Are there any time constraints?	April 2025
<b>Risks</b> Are there any risk associated with this project e.g. reputational risks for the Council or possible local sensitivities?	<ul style="list-style-type: none"> <li>• Additional commercial income will increase admin requirements of the Councils finance staff, along with 3 or 4 additional invoices to pay each year to supplier</li> <li>• Additional storage requirements (i.e freezer) in the Beach Gardens Kiosk – there is room but changes will need to be made, including in the capital programme anyway</li> <li>• Wastage might be high, but this can be easily monitored and schedules changed to reduce number of paninis taken out of the freezer on a daily basis</li> <li>• Could create additional heat in the kiosk for staff</li> <li>• Only a certain amount of paninis will be available each day (those that have been defrosted the previous night) so this will need to be managed to avoid too much customer disappointment.</li> </ul>
<b>Is the project a quick win?</b> I.E. does it meet all the following criteria? a. Will cost less than £1,000	No

<ul style="list-style-type: none"> <li>b. All expenditure can be met from an existing budget</li> <li>c. Will take less than 5 hours of officer time in total (including assessment, planning, working with partners, tendering/quotes etc)</li> <li>d. Has the support of a Councillor and a member of SMT</li> <li>e. Does not pose any significant reputational or other risk to the Council or partners</li> </ul>	
<p><b>Other information</b></p> <p>Is there any other information which you feel would help with the project assessment? Please include links to any best practise or similar projects.</p>	

Name of project research lead	Culvin Milmer
Project ref:	CS9
Estimated date for initial assessment to be completed:	

## Project Initiation Document

<b>Name/ Committee</b>	Tourism and Local Economy	<b>Date 4<sup>th</sup> December 2024</b>
<b>Project Name</b> Which service area/s or Committee/Working Group does this project come under?	Pedestrian Signage  Routine/planned maintenance	
<b>Description of project</b>	The pedestrian signs around the town are owned and maintained by Dorset Council, having been installed over the last 20 years. These are in need of some work and the Chamber of Trade have undertaken a lot of work on identifying a range of improvements. The TLE Committee has recommended that the Town Council paint these signs using internal resources, in order to support Dorset Council. This project requests that £2,000 is put towards improved signage. Dorset Council have been engaged to ask if they could at least match fund this. Some of the signs are now out of date and, for example, the directions to the toilets are not always clear.	
<b>Project Aims</b> What do you want the project to achieve? How does it support the Council's Plan?	<p>To improve the look of signs and to improve wayfinding around the town.</p> <p>Part of the project's aims is to develop a plan for improvements to all signs in the town and along the seafront so that when capital schemes are implemented, new or revised signs can be installed at that point.</p> <p>This supports the Corporate Plan as follows:</p> <p>Promoting sustainable tourism and supporting the local economy</p> <ul style="list-style-type: none"> <li>• Ensuring Swanage is a high quality visitor destination</li> <li>• Providing an environment in which businesses can thrive</li> </ul> <p>Encouraging health and wellbeing and enhancing community safety</p> <ul style="list-style-type: none"> <li>• Implementing measures to improve accessibility</li> </ul>	
<b>Target Communities</b> What communities are targeted and what benefits will the project bring to them?	Visitors and residents using the town	
<b>Research already completed.</b> Please attach all research carried out so far.	N/A	
<b>Evidence of need</b> How do you know the project is needed?	The Chamber of Trade feel this is a requirement to improve the town. The signs cause some confusion for visitors and we wish to present a high quality destination. In addition, it is important that toilet signage is clear and accessible for all.	

<p><b>Cost of Project</b> Please detail all cost areas associated with this project. Please include actual costs if known. Please include revenue &amp; capital and include estimate of Officer Hrs if you are able to.</p>	<p>£2,000 to be seen as an amount to encourage Dorset Council to increase its current budget of £250. This budget will only go a small way to renovate the signs as it is likely that each new finger sign will cost in the region of £400. Therefore signs will need to be re-used as far as possible.</p> <p>Officer hours to install - unknown</p>
<p><b>Benefits</b> Please details all benefits including cost savings, efficiency savings</p>	<ul style="list-style-type: none"> <li>• Improved way finding around town</li> <li>• Increased customer satisfaction from visitors</li> </ul>
<p><b>Who? Officer /Councillor</b> Do you have any suggestions for who might be part of the project team? And what role do you think they should take on?</p>	<p>Officers and Councillors</p>
<p><b>Other Organisational Support</b> Who do you think we need to work with or take advice from?</p>	<p>Dorset Council</p>
<p><b>Timeline</b> What is the length of the project work and when will the benefits be realised? Are there any time constraints?</p>	<p>During the financial year 2025-26</p>
<p><b>Risks</b> Are there any risk associated with this project e.g. reputational risks for the Council or possible local sensitivities?</p>	<p>None other than officer time and maybe increasing expectation about what can realistically be achieved.</p>
<p><b>Is the project a quick win?</b> I.E. does it meet all the following criteria?</p> <ol style="list-style-type: none"> <li>Will cost less than £1,000</li> <li>All expenditure can be met from an existing budget</li> <li>Will take less than 5 hours of officer time in total (including assessment, planning, working with partners, tendering/quotes etc)</li> <li>Has the support of a Councillor and a member of SMT</li> <li>Does not pose any significant reputational or other risk to the Council or partners</li> </ol>	<p>No</p>
<p><b>Other information</b> Is there any other information which you feel would help with the project assessment?</p>	<p>Tourism and Local Economy Committee 27<sup>th</sup> November 2024 – Item 9 <a href="#">Minutes of the Meeting of the TOURISM AND</a></p>

Please include links to any best practise or similar projects.



Name of project research lead	Culvin Milmer
Project ref:	TLE2
Estimated date for initial assessment to be completed:	

## Project Initiation Document

<b>Name/ Committee</b>	Tourism and Local Economy	<b>Date 4<sup>th</sup> December 2024</b>
<b>Project Name</b> Which service area/s or Committee/Working Group does this project come under?	Beach Hut booking system upgrade  Routine/planned maintenance	
<b>Description of project</b>	<p>For the 2025-26 beach hut booking season, the beach hut booking procedure was altered to better meet the needs of a wider range of customers. As this first year was a trial, a significant number of manual adjustments were made to the beach hut system by the Visitor Services Manager to allow the new procedures to work effectively.</p> <p>The new procedures were considered successful and therefore it is appropriate to develop the system to enable the new procedures to work automatically. This will eliminate any potential errors while setting up the system manually and ensure that there is not a single point of failure if the current staff member is not available to make these manual changes</p> <p>In addition, an enhanced reporting function would be useful for audit purposes and would reduce administrative time spent resolving queries identified by audit.</p> <a href="#">Home   Swanage Town Council Beach Huts</a>	
<b>Project Aims</b> What do you want the project to achieve? How does it support the Council's Plan?	<p>To improve the beach hut system to better meet the needs of the organisation</p> <p>This supports the Corporate Plan as follows:</p> <p>Promoting sustainable tourism and supporting the local economy</p> <ul style="list-style-type: none"> <li>Ensuring Swanage is a high-quality visitor destination</li> <li>Providing an environment in which businesses can thrive</li> </ul>	
<b>Target Communities</b> What communities are targeted and what benefits will the project bring to them?	Beach hut customers and staff	
<b>Research already completed.</b> Please attach all research carried out so far.	n/a	
<b>Evidence of need</b> How do you know the project is needed?	<p>To undertake the revised procedures for the 2025 season, the Visitor Services Manager was required to create a complex spreadsheet replicating the booking system for the 4 days of release. A similar approach will be taken in February when the Spa huts are released. This spreadsheet was then used to manually book out multiple huts</p>	

	during the release week. This accounted for approx. 4 days of work during October for the Visitor Services Manager. While there were no errors that crept in, the approach taken could easily lead to this and the proposal will eliminate these risks.
<b>Cost of Project</b> Please detail all cost areas associated with this project. Please include actual costs if known. Please include revenue & capital and include estimate of Officer Hrs if you are able to.	£3,000.  Officer hours to work with the development company – relatively minimal.
<b>Benefits</b> Please details all benefits including cost savings, efficiency savings	<ul style="list-style-type: none"> <li>• Improved customer satisfaction</li> <li>• Less risk of errors on booking release days</li> <li>• Streamlined administration</li> <li>• More robust reporting to meet needs of auditor and staff</li> </ul>
<b>Who? Officer /Councillor</b> Do you have any suggestions for who might be part of the project team? And what role do you think they should take on?	Officers
<b>Other Organisational Support</b> Who do you think we need to work with or take advice from?	IT development company
<b>Timeline</b> What is the length of the project work and when will the benefits be realised? Are there any time constraints?	During the financial year 2025-26, assume will be used for 2026 release in October 2025.
<b>Risks</b> Are there any risk associated with this project e.g. reputational risks for the Council or possible local sensitivities?	The Council may choose to change its procedures for beach hut bookings again so this work could be lost – the key will be to work with the developer to make the changes in such a way to provide flexibility within the system to meet future options, as far as possible.
<b>Is the project a quick win?</b> I.E. does it meet all the following criteria? <ol style="list-style-type: none"> <li>Will cost less than £1,000</li> <li>All expenditure can be met from an existing budget</li> <li>Will take less than 5 hours of officer time in total (including assessment, planning, working with partners, tendering/quotes etc)</li> <li>Has the support of a Councillor and a member of SMT</li> <li>Does not pose any significant reputational or other risk to the Council or partners</li> </ol>	No

<b>Other information</b> Is there any other information which you feel would help with the project assessment? Please include links to any best practise or similar projects.	No

Name of project research lead	Culvin Milmer
Project ref:	TLE3
Estimated date for initial assessment to be completed:	



## Project Initiation Document

<b>Name/ Committee</b>	Tourism and Local Economy	<b>Date 4<sup>th</sup> December 2024</b>
<b>Project Name</b> Which service area/s or Committee/Working Group does this project come under?	Town Maps  Routine/planned maintenance	
<b>Description of project</b>	The 'tear-away' maps that are provided by the Information Centre will run out during 2025. This budget is to produce a revised map, based on the current one, and to be funded as much as possible from advertising income. In the future it is hoped that the new town trail map will be used for this, but there is not sufficient time and resource to do this at the current time.	
<b>Project Aims</b> What do you want the project to achieve? How does it support the Council's Plan?	To undertake a minimal redesign of the current map to allow commercial advertising from partners. And then to print sufficient quantities to cover 2 years of supply for the Swanage Information Centre and partners across the town.  In addition we wish to better link the map with the Visit Swanage website.  This supports the Corporate Plan as follows:  Promoting sustainable tourism and supporting the local economy <ul style="list-style-type: none"> <li>• Ensuring Swanage is a high-quality visitor destination</li> <li>• Providing an environment in which businesses can thrive</li> </ul>	
<b>Target Communities</b> What communities are targeted and what benefits will the project bring to them?	Visitors to the town	
<b>Research already completed.</b> Please attach all research carried out so far.	n/a	
<b>Evidence of need</b> How do you know the project is needed?	These prove extremely popular at the current time, but they will run out during 2025. From discussions with the Chamber we are aware that businesses are keen to promote themselves in the map.	
<b>Cost of Project</b> Please detail all cost areas associated with this project. Please include actual costs if known. Please include revenue & capital and include estimate of Officer Hrs if you are able to.	£2,500.  Most officer time will be at the Assistant Manager level in the Information Centre. This should not be too much as the map will only require minimal changes.	
<b>Benefits</b> Please details all benefits including cost savings, efficiency savings	<ul style="list-style-type: none"> <li>• Improved customer satisfaction</li> <li>• Continued supply of this important map</li> <li>• Better promotion of the town</li> </ul>	

	<ul style="list-style-type: none"> <li>Engagement with the town's businesses</li> </ul>
<b>Who? Officer /Councillor</b> Do you have any suggestions for who might be part of the project team? And what role do you think they should take on?	Officers and Marketing Working Party
<b>Other Organisational Support</b> Who do you think we need to work with or take advice from?	None
<b>Timeline</b> What is the length of the project work and when will the benefits be realised? Are there any time constraints?	Work will start in February 2025 with a view for maps to be available around June 2025, if possible.  Fees for commercial advertising will need to be approved through the March 2025 Tourism and Local Economy Committee.
<b>Risks</b> Are there any risk associated with this project e.g. reputational risks for the Council or possible local sensitivities?	Unable to obtain sufficient commercial interest in advertising.  Costs might exceed budget if additional quantities are required to be printed, but assume commercial advertising will cover this.
<b>Is the project a quick win?</b> I.E. does it meet all the following criteria? <ol style="list-style-type: none"> <li>Will cost less than £1,000</li> <li>All expenditure can be met from an existing budget</li> <li>Will take less than 5 hours of officer time in total (including assessment, planning, working with partners, tendering/quotes etc)</li> <li>Has the support of a Councillor and a member of SMT</li> <li>Does not pose any significant reputational or other risk to the Council or partners</li> </ol>	No
<b>Other information</b> Is there any other information which you feel would help with the project assessment? Please include links to any best practise or similar projects.	

Name of project research lead	Culvin Milmer
Project ref:	TLE4
Estimated date for initial assessment to be completed:	

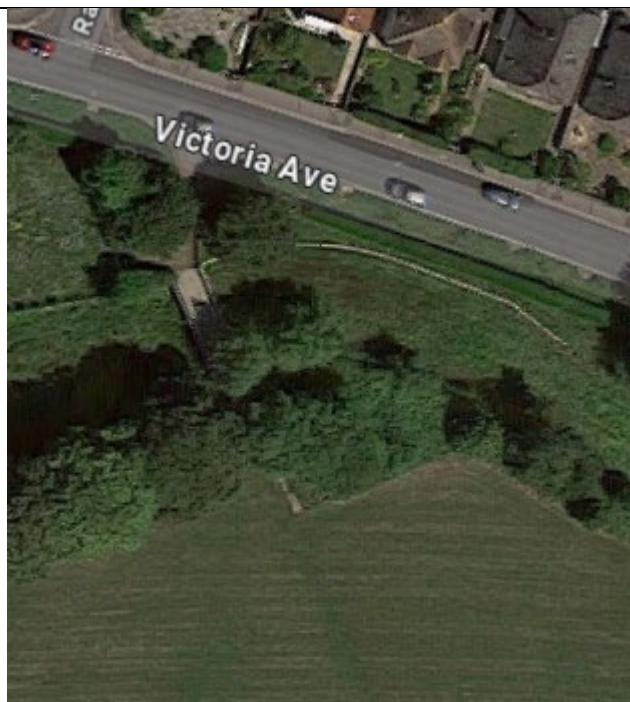
## Project Initiation Document

<b>Name/ Committee</b>	Tourism and Local Economy	<b>Date 4<sup>th</sup> December 2024</b>
<b>Project Name</b> Which service area/s or Committee/Working Group does this project come under?	Forres Bridge in Queen Elizabeth II Park  Non-essential service/asset improvement	
<b>Description of project</b>	The main vehicular bridge into the park off from Victoria Avenue includes a very steep drop which restricts the type of vehicles that can access this field. In order to flatten this out a budget of £5,000 is required.  Currently the bridge is also restricted to 2.5 tonnes as officers are unable to confirm the weight limit of the bridge. If this proves possible and the limit is higher than 2.5t then the field can be used for large events. Large events really need at least a 3.5t limit.	
<b>Project Aims</b> What do you want the project to achieve? How does it support the Council's Plan?	To enable vehicular access to the field. This will enable additional events to take place in this field, which suit some events better than others and also as a mitigation for when Sandpit Field is closed during the Green Seafront works.  This supports the Corporate Plan as follows:  Promoting sustainable tourism and supporting the local economy <ul style="list-style-type: none"> <li>• ensuring Swanage is a high-quality visitor destination</li> <li>• Providing an environment in which businesses can thrive</li> </ul>	
<b>Target Communities</b> What communities are targeted and what benefits will the project bring to them?	Event organisers and attendees	
<b>Research already completed.</b> Please attach all research carried out so far.	n/a	
<b>Evidence of need</b> How do you know the project is needed?	Vehicles are currently unable to really use this entrance to the field.	
<b>Cost of Project</b> Please detail all cost areas associated with this project. Please include actual costs if known. Please include revenue & capital and include estimate of Officer Hrs if you are able to.	£5,000.  Some officer time for lead officer	

<p><b>Benefits</b> Please details all benefits including cost savings, efficiency savings</p>	<ul style="list-style-type: none"> <li>• Ability to use this event field</li> <li>• Increase number of events in town to support local economy</li> <li>• Enable greater resilience with event fields across the town</li> <li>• We currently have a major event planned for June 2025 which plan to use the parking in King Georges as well as Forres Field</li> </ul>
<p><b>Who? Officer /Councillor</b> Do you have any suggestions for who might be part of the project team? And what role do you think they should take on?</p>	<p>Officers</p>
<p><b>Other Organisational Support</b> Who do you think we need to work with or take advice from?</p>	<p>n/a</p>
<p><b>Timeline</b> What is the length of the project work and when will the benefits be realised? Are there any time constraints?</p>	<p>April and May 2025</p>
<p><b>Risks</b> Are there any risk associated with this project e.g. reputational risks for the Council or possible local sensitivities?</p>	<p>This is dependent on clarification of the weight limit of the bridge which is proving challenging.</p>
<p><b>Is the project a quick win?</b> I.E. does it meet all the following criteria?</p> <ol style="list-style-type: none"> <li>Will cost less than £1,000</li> <li>All expenditure can be met from an existing budget</li> <li>Will take less than 5 hours of officer time in total (including assessment, planning, working with partners, tendering/quotes etc)</li> <li>Has the support of a Councillor and a member of SMT</li> <li>Does not pose any significant reputational or other risk to the Council or partners</li> </ol>	<p>No</p>

**Other information**

Is there any other information which you feel would help with the project assessment?  
Please include links to any best practise or similar projects.



Name of project research lead	Culvin Milmer
Project ref:	TLE5
Estimated date for initial assessment to be completed:	

## Project Initiation Document

<b>Name/ Committee</b>	Tourism and Local Economy Committee	<b>Date 5<sup>th</sup> December 2024</b>
<b>Project Name</b> Which service area/s or Committee/Working Group does this project come under?	Santa Fe railings	
<b>Description of project</b>	<p>The metal railings situated above Shore Place and opposite the Santa Fe amusement area are starting to show some wear and tear. These railings are situated in a prime seafront location and with the work undertaken with installing the coffee and sauna kiosk, it is now more apparent the state of these railings.</p> <p>Numerous options have been considered to improve the aesthetics including replacement and painting. The preferred option is to procure a mesh banner that can be attached to the railings throughout the year which includes a simple seafront scheme.</p> <p>The banners could be designed to ensure that 3 event banners could still be used in this area. The benefit of a mesh banner, similar to what is currently used at the Beach Gardens kiosk is that the wind can pass through it.</p>	
<b>Project Aims</b> What do you want the project to achieve? How does it support the Council's Plan?	More aesthetically pleasing seafront	
<b>Target Communities</b> What communities are targeted and what benefits will the project bring to them?	Seafront Visitors	
<b>Research already completed.</b> Please attach all research carried out so far.		
<b>Evidence of need</b> How do you know the project is needed?	It is unclear if any work will be done in the future at this location and the area will likely continue to decline, so this will provide a way to ensure the area continues to look good.	
<b>Cost of Project</b> Please detail all cost areas associated with this project. Please include actual costs if known. Please include revenue & capital and include estimate of Officer Hrs if you are able to.	<p>£5,000</p> <p>As this will be a bespoke design, it is not clear how much budget would be required.</p>	

<b>Benefits</b> Please details all benefits including cost savings, efficiency savings	Better looking area
<b>Who? Officer /Councillor</b> Do you have any suggestions for who might be part of the project team? And what role do you think they should take on?	Staff
<b>Other Organisational Support</b> Who do you think we need to work with or take advice from?	
<b>Timeline</b> What is the length of the project work and when will the benefits be realised? Are there any time constraints?	2 months in advance of peak summer 2025
<b>Risks</b> Are there any risk associated with this project e.g. reputational risks for the Council or possible local sensitivities?	Weather may affect this during the winter, so it may need to be removable
<b>Is the project a quick win?</b> I.E. does it meet all the following criteria? <ul style="list-style-type: none"> <li>a. Will cost less than £1,000</li> <li>b. All expenditure can be met from an existing budget</li> <li>c. Will take less than 5 hours of officer time in total (including assessment, planning, working with partners, tendering/quotes etc)</li> <li>d. Has the support of a Councillor and a member of SMT</li> <li>e. Does not pose any significant reputational or other risk to the Council or partners</li> </ul>	No
<b>Other information</b> Is there any other information which you feel would help with the project assessment? Please include links to any best practise or similar projects.	None

Name of project research lead	Culvin Milmer
Project Ref:	TLE6
Estimated date for initial assessment to be completed:	



## Project Initiation Document

<b>Name/ Committee</b>	Tourism and Local Economy	<b>Date 4<sup>th</sup> December 2024</b>
<b>Project Name</b> Which service area/s or Committee/Working Group does this project come under?	Swanage Information Centre Improvements  Non-essential service/asset improvement	
<b>Description of project</b>	During 2024-25, funding was approved to improve the garden in the Information Centre along with key improvements within the building itself. The resulting quote for the works exceeded the budget available and the garden works were deemed to be less essential than those within the building.  This will provide a flat area for staff to install a small table to offer information and a sail to provide shade. Due to the small size of the Information Centre, it can be useful in the summer to provide information outside in a more effective manner.  This will enhance the offer to customers and help mitigate the risks associated with putting up the gazebo outside the TIC each day.	
<b>Project Aims</b> What do you want the project to achieve? How does it support the Council's Plan?	The construction of a flat area and a sail.  This supports the Corporate Plan as follows:  Promoting sustainable tourism and supporting the local economy <ul style="list-style-type: none"> <li>ensuring Swanage is a high-quality visitor destination</li> </ul>	
<b>Target Communities</b> What communities are targeted and what benefits will the project bring to them?	Visitors to the award winning Swanage Information Centre	
<b>Research already completed.</b> Please attach all research carried out so far.		
<b>Evidence of need</b> How do you know the project is needed?	The area identified is not used much (other than for the boat), and this would make a nice accessible location to provide information.	
<b>Cost of Project</b> Please detail all cost areas associated with this project. Please include actual costs if known. Please include revenue & capital and include estimate of Officer Hrs if you are able to.	£6,000.  Officer hours to install – significant, much of the work could probably be done internally during winter 2025-26.	

<b>Benefits</b>  Please details all benefits including cost savings, efficiency savings	<ul style="list-style-type: none"> <li>• More accessible customer service</li> <li>• Better quality customer service</li> <li>• Reduce impact on staff having to put up gazebo in garden</li> <li>• Present a nice attractive front garden to customers</li> <li>• Allow the larger green space outside the information centre to be used for other purposes</li> <li>• The proposed area could be used for small displays during the summer.</li> </ul>
<b>Who? Officer /Councillor</b>  Do you have any suggestions for who might be part of the project team? And what role do you think they should take on?	Officers
<b>Other Organisational Support</b>  Who do you think we need to work with or take advice from?	
<b>Timeline</b>  What is the length of the project work and when will the benefits be realised? Are there any time constraints?	During the financial year 2025-26, assume to be ready by April 2026.
<b>Risks</b>  Are there any risk associated with this project e.g. reputational risks for the Council or possible local sensitivities?	Officer time during 2025 could be significant
<b>Is the project a quick win?</b>  I.E. does it meet all the following criteria? <ol style="list-style-type: none"> <li>Will cost less than £1,000</li> <li>All expenditure can be met from an existing budget</li> <li>Will take less than 5 hours of officer time in total (including assessment, planning, working with partners, tendering/quotes etc)</li> <li>Has the support of a Councillor and a member of SMT</li> <li>Does not pose any significant reputational or other risk to the Council or partners</li> </ol>	No
<b>Other information</b>  Is there any other information which you feel would help with the project assessment?	

Please include links to any best practise or similar projects.

Name of project research lead	Culvin Milmer
Project ref:	TLE7
Estimated date for initial assessment to be completed:	

## Project Initiation Document

<b>Name/ Committee</b>	Tourism and Local Economy	<b>Date 4<sup>th</sup> December 2024</b>
<b>Project Name</b> Which service area/s or Committee/Working Group does this project come under?	Event Management Software  Routine/planned maintenance	
<b>Description of project</b>	<p>Over the last few years, the number of events undertaken on land operated by the Council has grown and the requirements around the collation and checking of documentation to ensure safe events has grown. This proposes that a software solution is procured to support officers in managing the administration of events.</p> <p>For all events, the Council requires a risk assessment, public liability insurance, environmental impact statement, event plan and map of the site. For large events this can be extremely complex and takes up significant management time for three officers. It is usual that the event plan required multiple emails between different officers and the event organisers to be undertaken before final approval.</p> <p><a href="#">Swanage Town Council - Event Management</a></p>	
<b>Project Aims</b> What do you want the project to achieve? How does it support the Council's Plan?	<p>To improve the administration of events and reduce the risk of duplicated efforts for officers.</p> <p>This supports the Corporate Plan as follows:</p> <p>Promoting sustainable tourism and supporting the local economy</p> <ul style="list-style-type: none"> <li>• ensuring Swanage is a high-quality visitor destination</li> <li>• Providing an environment in which businesses can thrive</li> </ul>	
<b>Target Communities</b> What communities are targeted and what benefits will the project bring to them?	Event organisers and visitors and residents attending events	
<b>Research already completed.</b> Please attach all research carried out so far.	Around 60 events are supported by the Council each year	
<b>Evidence of need</b> How do you know the project is needed?	Need to reduce admin time spent on event management	
<b>Cost of Project</b> Please detail all cost areas associated with this project. Please include actual costs if known. Please include revenue & capital and include estimate of Officer Hrs if you are able to.	£6,000.  Officer hours to install - significant	

<b>Benefits</b> Please details all benefits including cost savings, efficiency savings	<ul style="list-style-type: none"> <li>Improved customer satisfaction – event organiser</li> <li>Streamlined administration</li> <li>The system could be used for other processes in the town council</li> </ul>
<b>Who? Officer /Councillor</b> Do you have any suggestions for who might be part of the project team? And what role do you think they should take on?	Officers
<b>Other Organisational Support</b> Who do you think we need to work with or take advice from?	IT development company which will need to be a competitive tender
<b>Timeline</b> What is the length of the project work and when will the benefits be realised? Are there any time constraints?	During the financial year 2025-26, assume will be used for 2026 events
<b>Risks</b> Are there any risk associated with this project e.g. reputational risks for the Council or possible local sensitivities?	Officer time during 2025 could be significant If it doesn't work well, it could lead to more work
<b>Is the project a quick win?</b> I.E. does it meet all the following criteria? <ol style="list-style-type: none"> <li>Will cost less than £1,000</li> <li>All expenditure can be met from an existing budget</li> <li>Will take less than 5 hours of officer time in total (including assessment, planning, working with partners, tendering/quotes etc)</li> <li>Has the support of a Councillor and a member of SMT</li> <li>Does not pose any significant reputational or other risk to the Council or partners</li> </ol>	No
<b>Other information</b> Is there any other information which you feel would help with the project assessment? Please include links to any best practise or similar projects.	

Name of project research lead	Culvin Milmer
Project ref:	TLE8
Estimated date for initial assessment to be completed:	

## Project Initiation Document

<b>Name/ Committee</b>	Environment and Green Spaces	<b>Date</b> 27.11.24
<b>Project Name</b> Which service area/s or Committee/Working Group does this project come under?	Recreation Ground – Resurfacing and installation of new kerbing  Routine/planned maintenance	
<b>Description of project</b>	As above – to footpath adjacent to Santa Fe on the sea side	
<b>Project Aims</b> What do you want the project to achieve? How does it support the Council's Plan?	Deteriorating surface – if unattended will further deteriorate and represent H&S risk  Ensuring Swanage is a high quality tourist destination	
<b>Target Communities</b> What communities are targeted and what benefits will the project bring to them?	Visitors and residents	
<b>Research already completed.</b> Please attach all research carried out so far.	Area viewed by DC surveyor	
<b>Evidence of need</b> How do you know the project is needed?	It is required to keep area safe to use If these works are not completed ground conditions will continue to deteriorate and may represent a risk/trip hazard.	
<b>Cost of Project</b> Please detail all cost areas associated with this project. Please include actual costs if known. Please include revenue & capital and include estimate of Officer Hrs if you are able to.	Budget cost of £6,000 Need to obtain 3 quotes and oversee works. Revenue	
<b>Benefits</b> Please details all benefits including cost savings, efficiency savings	Safe footpath	
<b>Who? Officer /Councillor</b>	Works required for essential maintenance – Assets & Compliance Mgr	

Do you have any suggestions for who might be part of the project team? And what role do you think they should take on?	
<b>Other Organisational Support</b> Who do you think we need to work with or take advice from?	N/A
<b>Timeline</b> What is the length of the project work and when will the benefits be realised? Are there any time constraints?	After April 2025 as in forthcoming year budget period, prior to main summer season
<b>Risks</b> Are there any risk associated with this project e.g. reputational risks for the Council or possible local sensitivities?	No – potential risks to Council if work is not completed
<b>Is the project a quick win?</b> I.E. does it meet all the following criteria? a. Will cost less than £1,000 b. All expenditure can be met from an existing budget c. Will take less than 5 hours of officer time in total (including assessment, planning, working with partners, tendering/quotes etc) d. Has the support of a Councillor and a member of SMT e. Does not pose any significant reputational or other risk to the Council or partners	No
<b>Other information</b> Is there any other information which you feel would help with the project assessment? Please include links to any best practise or similar projects.	No

Name of project research lead	Gail Percival
Project ref:	EC3
Estimated date for initial assessment to be completed:	

## Project Initiation Document

<b>Name/ Committee</b>	Environment and Greenspaces Committee	<b>Date 4<sup>th</sup> December 2024</b>
<b>Project Name</b> Which service area/s or Committee/Working Group does this project come under?	Project Support – Environmental Action Plan inc. Motion for the Ocean  Non-essential service/asset improvements	
<b>Description of project</b>	The Town Council's Environmental Action Plan has been in place since 2019. This is in iterative plan and is reviewed at every Environment and Greenspaces Committee. A good number of actions have been implemented and in 2024 a fundamental review took place with a number of new ideas and projects brought forward. In order to support the delivery of this action, which can be found on the link below, this budget is required. <a href="#">SWANAGE TOWN COUNCIL</a> page 6	
<b>Project Aims</b> What do you want the project to achieve? How does it support the Council's Plan?	To implement the Environment Action Plan  This supports the Corporate Plan as follows:  Protecting the natural environment and addressing the climate crisis	
<b>Target Communities</b> What communities are targeted and what benefits will the project bring to them?	All communities as we strive to limit and reduce the impacts of the climate crisis	
<b>Research already completed.</b> Please attach all research carried out so far.	n/a	
<b>Evidence of need</b> How do you know the project is needed?	While a number of the actions can be delivered at minimal cost, some will require external support through partners or experts. The Working Party are currently considering prioritising the actions to focus on a small number and this work will be considered at the next Environment Committee in February 2025. This prioritisation will help support the budget allocations	
<b>Cost of Project</b> Please detail all cost areas associated with this project. Please include actual costs if known. Please include revenue & capital and include estimate of Officer Hrs if you are able to.	£15,000.  Any work on this action plan will generally require significant time of the lead officer.	
<b>Benefits</b> Please details all benefits including cost savings, efficiency savings	<ul style="list-style-type: none"> <li>• Delivery of environmental projects as defined in the Environmental Action Plan, approved by Council</li> </ul>	



<b>Who? Officer /Councillor</b> Do you have any suggestions for who might be part of the project team? And what role do you think they should take on?	Officers and Councillors through the Environmental Action Plan Working Party
<b>Other Organisational Support</b> Who do you think we need to work with or take advice from?	Yes, this depends on the particular project, but it is clear that external support and advice is very much required for a number of the projects
<b>Timeline</b> What is the length of the project work and when will the benefits be realised? Are there any time constraints?	During the financial year 2025-26
<b>Risks</b> Are there any risk associated with this project e.g. reputational risks for the Council or possible local sensitivities?	N/A
<b>Is the project a quick win?</b> I.E. does it meet all the following criteria? <ol style="list-style-type: none"> <li>Will cost less than £1,000</li> <li>All expenditure can be met from an existing budget</li> <li>Will take less than 5 hours of officer time in total (including assessment, planning, working with partners, tendering/quotes etc)</li> <li>Has the support of a Councillor and a member of SMT</li> <li>Does not pose any significant reputational or other risk to the Council or partners</li> </ol>	No
<b>Other information</b> Is there any other information which you feel would help with the project assessment? Please include links to any best practise or similar projects.	No

Name of project research lead	Culvin Milmer
Project ref:	EC4
Estimated date for initial assessment to be completed:	

## Project Initiation Document

<b>Name/ Committee</b>	Environment and Greenspaces Committee	<b>Date 4<sup>th</sup> December 2024</b>
<b>Project Name</b> Which service area/s or Committee/Working Group does this project come under?	Support Sustainable Swanage  Non-essential service/asset improvements	
<b>Description of project</b>	<p>Sustainable Swanage was formed in 2019. Until January 2024, this was led by a paid Project Officer, funded by Swanage Town Council. This enabled a wide range of community based environmental projects to be implemented.</p> <p>After the Project Officer moved on to a new role, the group focused on environmental education for the remainder of 2024-25. Through this the Town Council procured Planet Purbeck, on behalf of Sustainable Swanage to lead and implement five community engagement events on environmental issues. To date three of these have been undertaken, all to a very high quality and very good attendance. At the last event, over 130 people were there to talk about the Swanage Streams Partnership. In addition, Planet Purbeck have been procured to oversee the social media page and website.</p> <p>The proposal here is to continue this approach into 2025-26.</p> <p>These events are important as they are designed around generating new workstreams. An example is the community event in September on the Repair café (with 55 people in attendance), which identified two co-ordinators and a small group of people are actively working hard to set up a repair café, under the umbrella of the Development Trust. Members of Sustainable Swanage are leading on this process and supporting the individuals.</p>	
<b>Project Aims</b> What do you want the project to achieve? How does it support the Council's Plan?	<p>To continue to support Sustainable Swanage and its environmental engagement events.</p> <p>This supports the Corporate Plan as follows:</p> <p>Protecting the natural environment and addressing the climate crisis</p>	
<b>Target Communities</b> What communities are targeted and what benefits will the project bring to them?	All communities as we strive to limit and reduce the impacts of the climate crisis	
<b>Research already completed.</b> Please attach all research carried out so far.	n/a	


<b>Evidence of need</b> How do you know the project is needed?	Without the funding, the Town Council would be unable to action the element in the Environment Action Plan regarding community engagement.
<b>Cost of Project</b> Please detail all cost areas associated with this project. Please include actual costs if known. Please include revenue & capital and include estimate of Officer Hrs if you are able to.	£5,000.  Any work on this action will generally require significant time of the lead officer.
<b>Benefits</b> Please details all benefits including cost savings, efficiency savings	<ul style="list-style-type: none"> <li>• Delivery of environmental community engagement as defined in the Environmental Action Plan, approved by Council</li> <li>• Continuation of Sustainable Swanage</li> </ul>
<b>Who? Officer /Councillor</b> Do you have any suggestions for who might be part of the project team? And what role do you think they should take on?	Officers and Councillors through the Environmental Action Plan Working Party  Sustainable Swanage has a lead Councillor sitting on it.
<b>Other Organisational Support</b> Who do you think we need to work with or take advice from?	General stakeholders
<b>Timeline</b> What is the length of the project work and when will the benefits be realised? Are there any time constraints?	During the financial year 2025-26
<b>Risks</b> Are there any risk associated with this project e.g. reputational risks for the Council or possible local sensitivities?	Swanage is nationally recognised as a strong council with regards environmental attributes and Sustainable Swanage is often used as a case study in good practice. If funding was not to continue, it is difficult to see how a range of quality, informative and beneficial events could be run in the town. This could lead to reputational damage.  Other environmental initiatives are unlikely to develop without the events, website and social media management that Sustainable Swanage is known for.
<b>Is the project a quick win?</b> I.E. does it meet all the following criteria? <ol style="list-style-type: none"> <li>Will cost less than £1,000</li> <li>All expenditure can be met from an existing budget</li> <li>Will take less than 5 hours of officer time in total (including assessment, planning, working with partners, tendering/quotes etc)</li> </ol>	No

<ul style="list-style-type: none"> <li>d. Has the support of a Councillor and a member of SMT</li> <li>e. Does not pose any significant reputational or other risk to the Council or partners</li> </ul>	
<p><b>Other information</b></p> <p>Is there any other information which you feel would help with the project assessment? Please include links to any best practise or similar projects.</p>	<a href="#">Sustainable Swanage - WELCOME TO SUSTAINABLE SWANAGE</a>

Name of project research lead	Culvin Milmer
Project ref:	EC5
Estimated date for initial assessment to be completed:	

## Project Initiation Document

<b>Name/ Committee</b>	Environment and Greenspaces Committee	<b>Date 4<sup>th</sup> December 2024</b>
<b>Project Name</b> Which service area/s or Committee/Working Group does this project come under?	Water Quality Noticeboard  Non-essential service/asset improvements	
<b>Description of project</b>	The October 2024 Environment and Greenspaces Committee agreed to move an obsolete noticeboard to the garden of the Swanage Information Centre to display water quality information. The previous 'header' for the noticeboard has been removed and this budget will enable a new 'header' to be called 'Swanage Bay Water Quality'.  In addition this project will provide improved signage along the seafront to advise beach users to view the water quality websites before entering the sea and to look at the central noticeboard.	
<b>Project Aims</b> What do you want the project to achieve? How does it support the Council's Plan?	To continue to support Sustainable Swanage and its environmental engagement events.  This supports the Corporate Plan as follows:  Encouraging health and wellbeing and enhancing community safety Protecting the natural environment and addressing the climate crisis	
<b>Target Communities</b> What communities are targeted and what benefits will the project bring to them?	All those who enter the sea for swimming or activities	
<b>Research already completed.</b> Please attach all research carried out so far.	n/a	
<b>Evidence of need</b> How do you know the project is needed?	Without the funding, the Town Council would be unable to action the element in the Environment Action Plan regarding improved information for sea users	
<b>Cost of Project</b> Please detail all cost areas associated with this project. Please include actual costs if known. Please include revenue & capital and include estimate of Officer Hrs if you are able to.	£1,500.  This is made up of £800 for the header board and the remainder on signs along the seafront.  Minimal officer time.	
<b>Benefits</b> Please details all benefits including cost savings, efficiency savings	<ul style="list-style-type: none"> <li>Improved customer information to enable them to make appropriate decisions about entering the sea</li> <li>Stronger ability to engage with sea users to enable to them better understand the context of water quality</li> </ul>	

<b>Who? Officer /Councillor</b> Do you have any suggestions for who might be part of the project team? And what role do you think they should take on?	Officers
<b>Other Organisational Support</b> Who do you think we need to work with or take advice from?	Sea swimmers
<b>Timeline</b> What is the length of the project work and when will the benefits be realised? Are there any time constraints?	During the financial year 2025-26
<b>Risks</b> Are there any risk associated with this project e.g. reputational risks for the Council or possible local sensitivities?	Additional signage on seafront might make it look cluttered
<b>Is the project a quick win?</b> I.E. does it meet all the following criteria? <ol style="list-style-type: none"> <li>Will cost less than £1,000</li> <li>All expenditure can be met from an existing budget</li> <li>Will take less than 5 hours of officer time in total (including assessment, planning, working with partners, tendering/quotes etc)</li> <li>Has the support of a Councillor and a member of SMT</li> <li>Does not pose any significant reputational or other risk to the Council or partners</li> </ol>	No
<b>Other information</b> Is there any other information which you feel would help with the project assessment? Please include links to any best practise or similar projects.	

Name of project research lead	Culvin Milmer
Project ref:	EC6
Estimated date for initial assessment to be completed:	

# **Swanage Town Council**



## **RESERVES POLICY**

### **Contents**

1. Introduction
2. General Reserve
3. Policy
4. Financial Risk Management
5. Earmarked Reserves
6. Statutory Reserves
7. Review of Adequacy of Reserves

Approved: Council Meeting 15<sup>th</sup> January 2024



Page left intentionally blank

## **1. Introduction**

The Council is required, under statute, to maintain adequate financial reserves in order to meet the needs of the organisation. Section 49A of the Local Government Finance Act 1992, as amended, requires that local precepting authorities in England have regard to the level of reserves needed to meet estimated future expenditure when calculating the budget requirement. Consideration should also be given to the Joint Panel on Accountability & Governance (JPAG) Practitioners' Guide.

The Council's policy on the establishment, maintenance and adequacy of reserves and balances will be considered during the annual review of the Council's Medium Term Financial Strategy (MTFS) and preparation of the annual budget.

The Council will hold reserves for these three main purposes:

- a working balance to help cushion the impact of uneven cash flows and avoid unnecessary temporary borrowing - this forms part of general reserves;
- a contingency to cushion the impact of unexpected events or emergencies - this also forms part of general reserves;
- a means of building up funds, often referred to as earmarked reserves, to meet known or predicted requirements; earmarked reserves are accounted for separately but remain legally part of the General Fund.

An authority has no legal powers to hold reserves other than those for reasonable working capital needs, or for specifically earmarked purposes. The general reserve should not be significantly higher than the annual precept.

## **2. General Reserves – The General Fund Balance**

The General Fund Balance, commonly termed the "working balance", is a balance on the Council's revenue account which is not held for any specific purpose other than to cushion the Council's finances against any unexpected short-term problems in the council's cash flow.

- 3. Policy:** JPAG recommends that a General Reserve between three and twelve months of Net Revenue Expenditure is maintained, with larger authorities holding nearer to three months. However, an authority should adopt a General Reserve Policy to set a level appropriate to their size, situation and risks. They should plan their budget so as to ensure that the adopted level is maintained. Authorities with significant self-generated income (other than the precept or levy) should take into account situations that may lead to a loss in revenue as well as increased costs and adapt their general reserve accordingly. For this authority, a General Reserve is to be maintained at a level based upon a risk assessment carried out annually by the Responsible Finance Officer when setting the budget for the forthcoming year. Any surplus on the general reserve above the required balance may be used to fund capital

expenditure, be appropriated to earmarked reserves or used to limit any increase in the precept requirement.

#### **4. Financial Risk Management**

In order to assess the adequacy of the general fund when setting the annual budget, the Responsible Finance Officer will take account of the strategic, operational and financial risks facing the Council. The requirement of the level of the general fund balance for the forthcoming year will therefore be based upon a risk assessment of the Council's main areas of income and expenditure and take into account any provisions and contingencies that may be required. This financial risk assessment will be based upon the main financial risks identified in the Council's Corporate Risk Register

The main items to be considered are:

<b>Financial Risk</b>	<b>Analysis of Risk</b>
Pay inflation is greater than budgeted	The cost of living increase is above the level allowed for in the estimates.
Contractual inflation is greater than budgeted	A general assumption is made when estimating the percentage increase on rates & utilities. This may increase above budgeted inflation. Professional and other services costs increase above estimate.
Treasury management income is not achieved	The actual interest rate realised is below the rate predicted at budget setting.
Car park revenue is below forecast	That a decrease in revenue is realised from estimate.
Seasonal and rental income is lower than budgeted/shortfall in income from fees and charges	That a decrease in revenue is realised from estimate.
Insurance Cover	That events occur resulting in losses that are not covered by insurance.

#### **5. Earmarked Reserves**

Earmarked reserves represent amounts that are generally built up over a period of time which are earmarked for specific items of expenditure to meet known or anticipated liabilities or projects, and will naturally decrease as they are spent on their intended purpose. The 'setting aside' of funds to meet known future expenditure reduces the impact of meeting the full expenditure in one year. The Council, when establishing an earmarked reserve, will set out:

- the reason/purpose of the reserve;
- how and when the reserve can be used;
- procedures for the management and control of the reserve;

- a process and timescale for review of the reserve to ensure continuing relevance and adequacy.

The following earmarked reserves will be held by the Council:

<b>Reserve</b>	<b>Use</b>	<b>Policy for Use</b>
Vehicle & Plant Replacement	To build up funds to replace vehicles and plant	That the purchase of vehicles and plant, as agreed by Council, be met from this reserve
King Georges Play Area and Skate Park	To build up funds to replace play & skate park equipment	That the purchase of equipment, as agreed by Council, be met from this reserve
Play Equipment-General Areas	To build up funds to replace play equipment	That the purchase of equipment, as agreed by Council, be met from this reserve
Car Park Machines	To build up funds to replace car park ticket machines	That the purchase of equipment, as agreed by Council, be met from this reserve
Tennis Courts Refurbishment	To build up funds to resurface the tennis courts	That a contribution of up to £3,600 p/a be made by the Council with an equal contribution to be met by the Tennis Club
Green Seafront Enhancement Reserve	To build up funds to meet the costs of improvements to the Spa, Weather Station Field and Sandpit Field	That expenditure to be met from the reserve is agreed by full council
Community Sea Defence Project Reserve	To hold the funds provided by Wessex Water following an Enforcement Undertaking	To help fund public realm improvements in connection with a sea defence project
Public Conveniences Fund	To build up funds to meet future capital expenditure	To fund future capital projects as agreed by full council
Beach Huts Reserve	To build up funds to meet future capital expenditure	To fund future capital projects as agreed by full council
Football Club Facilities	To hold back rent from Vodafone for the mast at Day's Park.	To contribute funds towards the improvement of Day's Park Football Club Facilities
De Moulham Back Roads	To fund the repair and maintenance of the De Moulham Estate Back Roads	That the surplus/(deficit) on the revenue account be appropriated to/(from) the reserve
Insurance & Contingency Reserve	To hold funds to cover one-off costs that may result from devolved services	That any expenditure to be met from the reserve is agreed by Council
IT Equipment	To hold funds to meet future expenditure for IT equipment replacement	That the purchase of equipment, as agreed by Council, be met from this reserve

Environmental Projects	To build up funds to meet future capital expenditure	To fund future capital projects as agreed by full council.
Treasury Risk Management Reserve	To build up funds to offset any potential loss upon the redemption of strategic investments	To transfer funds to the general fund upon crystallisation of losses from strategic investments
Committed revenue expenditure C fwd	To hold funds committed to revenue expenditure which have been deferred to the next financial year	To fund deferred revenue expenditure as recommended by the Town Clerk and agreed by full Council
Community Infrastructure Levy	To hold funds for the provision, improvement, replacement, operation or maintenance of infrastructure; or anything else that is concerned with addressing the demands that development places on an area	This money must be spent in accordance with Regulation 59 C, within 5 years of receipt from the Unitary Authority. This reserve should be utilised in the first instance for works to 'infrastructure' as defined in Section 216 of the Planning Act 2008

## 6. **Statutory Reserves**

Local Authorities also hold reserves that arise out of the interaction of legislation and proper accounting practices. At Swanage Town Council this is:

- Capital Receipts Reserve - this reserve holds the proceeds from the sale of assets, and can only be used for capital purposes in accordance with regulations.

## 7. **Review of the Adequacy of Balances and Reserves**

As the Council's level of reserves are related to its precept requirement it is important that these reserves are not excessive. In assessing the adequacy of reserves the strategic, operational and financial risks facing the authority will be taken into account. The level of general and earmarked reserves will be reviewed as part of the annual budget preparation.