

Draft Minutes of the **ANNUAL MEETING** of the Swanage Town Council held at the Town Hall, High Street, Swanage on **MONDAY, 19<sup>th</sup> MAY 2025** at 7.00 p.m.

PRESENT:-

Councillor T. Foster – Chairman

Councillor M. Bonfield  
Councillor S. Brookes  
Councillor M. Coward  
Councillor J. Lejeune  
Councillor C. Moreton  
Councillor C. Sutton  
Councillor C. Tomes  
Councillor S. Vile

In addition to Members of the Council and officers, 15 members of the public and one member of the local press attended the Meeting and were welcomed by the Town Mayor.

Prior to commencement of the meeting the Town Mayor led a moment's silence in memory of the late Councillor Bill Trite, long-serving Town and Dorset Councillor, which was followed by a short prayer by Reverend Jo Levasier.

**Public Participation Time**

- Tributes were paid to Councillor Trite. Mr Alan Houghton noted that he was widely respected and had achieved a great deal for the town of Swanage. It was recalled that he had played a significant role in numerous local initiatives, including giving his wholehearted support to the restoration of the bandstand.
- Councillor Bonfield stated that those who knew Councillor Trite owed him a great deal. A persuasive man, he had inspired many in the Council chamber to stand as a councillor and had generously offered his time to guide and mentor new councillors. He would be deeply missed by all. Condolences were offered to his partner, his family, and his many friends.
- Former Town Mayor, Avril Harris, remarked that, although she and Councillor Trite came from different parts of the political spectrum, he had always worked collaboratively with others for the good of the town and county. His extensive knowledge and experience in planning matters had been valued and respected, and gratitude was expressed for the support he had provided during her time as Chairman of the Planning and Consultation Committee.
- The Town Clerk noted that, while it was uncommon for an officer to speak publicly about their working relationship with a councillor, he felt compelled to do so, having worked closely with Councillor Trite for more than 20 years. His thoughtfulness and respect for others was recalled and it was noted that he would be greatly missed by members of Town Council staff, past and present.

Councillor Foster opened the Council Meeting at 7.10 p.m.

1. **Appointment of Town Mayor**

Proposed by Councillor Foster and seconded by Councillor Lejeune:-  
That Councillor Mike Bonfield be appointed Town Mayor for the ensuing year.

Upon being put to the Meeting EIGHT Members voted IN FAVOUR of the Proposition and ONE AGAINST, whereupon the Proposition was declared CARRIED.

Councillor Bonfield completed the Statutory Declaration of Acceptance of Office and expressed his gratitude for being elected as Town Mayor. Sincere thanks were extended to the outgoing Mayor, Deputy Mayor, and their consorts for their devotion and service to the council and the town. He also expressed appreciation to the dedication of council staff and to the residents of Swanage for their continued support.

The Mayor confirmed that his wife, Mrs Audrey Bonfield, would serve as Mayoress during his period of Office.

2. **Appointment of Deputy Mayor**

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

That Councillor Chris Tomes be appointed Deputy Town Mayor for the ensuing year.

Councillor Moreton, the outgoing Deputy Mayor, stated that he had been honoured to hold the position and had appreciated the opportunity to contribute to the town in that capacity. He congratulated the outgoing Mayor on the dignified manner in which she and her consort had represented the town at various events, as well as in her leadership of the council.

Councillor Tomes completed the Declaration of Acceptance of Office and stated that he was honoured to accept the appointment. He gave thanks to the newly elected Town Mayor for his guidance and to the outgoing Mayor, Deputy and their consorts for their hard work for the town over the past year. He wished to thank his family, and was delighted to announce that his wife, Mrs Cam Tomes, would be his consort during his period of Office.

3. **Apologies**

Apologies for their inability to attend the meeting were received from Councillors Dorrington and Monkhouse.

4. **Declarations of Interest**

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

No declarations were made on this occasion.

5. **Appointment of Committees**

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

That the following appointments be made to the Committees:-

**Community Services Committee**

Town Mayor, Deputy Mayor and Councillors Brookes, Coward, Dorrington, Foster, Monkhouse, Moreton, Sutton and Vile.

**Environment and Green Spaces Committee**

Town Mayor, Deputy Mayor and Councillors Brookes, Dorrington, Monkhouse, Sutton and Vile.

**Personnel Committee**

Town Mayor, Deputy Mayor and Councillors Dorrington, Foster and Vile.

**Planning and Consultation Committee**

Town Mayor, Deputy Mayor and Councillors Dorrington, Foster, Lejeune, Monkhouse, Sutton and Vile.

**Tourism and Local Economy Committee**

Town Mayor, Deputy Mayor and Councillors Coward, Dorrington, Foster, Lejeune, Sutton and Vile (Mr Mike Whitwam co-opted member).

6. **To appoint Chairmen of the above Committees and confirm membership of the Finance & Governance Committee**

(a) **Community Services Committee**

Proposed by Councillor Foster, seconded by Councillor Vile and RESOLVED UNANIMOUSLY:-

That Councillor Moreton be appointed as the Community Services Committee chairman for 2025/26.

(b) **Environment and Green Spaces Committee**

Proposed by Councillor Vile and seconded by Councillor Coward:-

That Councillor Sutton be appointed as the Environment and Green Spaces Committee chairman for 2025/26.

Upon being put to the Meeting EIGHT Members voted IN FAVOUR of the Proposition and ONE AGAINST, whereupon the Proposition was declared CARRIED.

(c) **Personnel Committee**

Proposed by Councillor Foster and seconded by Councillor Sutton:-

That Councillor Vile be appointed as the Personnel Committee chairman for 2025/26.

Upon being put to the Meeting EIGHT Members voted IN FAVOUR of the Proposition and ONE AGAINST, whereupon the Proposition was declared CARRIED.

(d) **Planning and Consultation Committee**

Proposed by Councillor Vile, seconded by Councillor Lejeune and RESOLVED UNANIMOUSLY:-

That Councillor Foster be appointed as the Planning and Consultation Committee chairman for 2025/26.

(e) **Tourism and Local Economy Committee**

Proposed by Councillor Sutton, seconded by Councillor Lejeune and RESOLVED UNANIMOUSLY:-

That Councillor Tomes be appointed as the Tourism and Local Economy Committee chairman for 2025/26.

- (f) **Finance and Governance Committee**  
(To consist of the Town Mayor, Deputy Mayor, and Chairman of each of the Council's Standing Committees).  
Town Mayor, Deputy Mayor and Councillors Foster, Moreton, Sutton and Vile.

7. **Appointment of Councillor Members of Advisory Committees 2025/26**

- (a) **Coastal Change and Beach Management Advisory Committee**  
Proposed by Councillor Coward, seconded by Councillor Sutton and  
RESOLVED UNANIMOUSLY:-

That the following appointments to the Coastal Change and Beach Management Advisory Committee be made:- Councillors Bonfield, Foster, Sutton and Tomes.

- (b) **Traffic Management Advisory Committee**  
Proposed by Councillor Brookes, seconded by Councillor Foster and  
RESOLVED UNANIMOUSLY:-

That the following appointments to the Traffic Management Advisory Committee be made:-  
Town Mayor, Deputy Mayor and Councillors Brookes, Dorrington and Sutton.

8. **Appointment of Councillor Members of Working Parties 2025/26**

Further to Minute No. 3 of the Finance and Governance Committee Meeting held on 12<sup>th</sup> May 2025, it was proposed by Councillor Brookes, seconded by Councillor Tomes and RESOLVED UNANIMOUSLY:-

That the following appointments to Council Working Parties and Panels be approved:-

**Panels – lead councillor Town Mayor**

**Community Awards Panel**

Town Mayor and Deputy Mayor.

Lead officer – Planning & Community Engagement Manager

**Grants Panel**

Town Mayor, Deputy Mayor and Councillor Foster.

Lead officer – Planning & Community Engagement Manager

**Property Panel**

Councillors Bonfield, Foster, Monkhouse, Sutton and Vile.

Lead officer – Assets & Compliance Manager

**Working Parties – lead councillor shown in bold**

**Car Parks and Market**

Councillors Bonfield and **Foster**.

Lead officers – Finance Manager (Car Parks) and Visitor Services Manager (Market)

**Communications Strategy**

Councillors Coward, **Foster**, Sutton and Vile.

Lead officer – Planning & Community Engagement Manager

### **Events**

Councillors Coward, Dorrington, Sutton, **Tomes** and Vile.  
Lead officer – Visitor Services Manager

### **Health Services**

Councillors Brookes and **Monkhouse**.  
(Councillor Suttle, Dorset Councillor, co-opted member).  
Lead officer – Town Clerk

### **Seafront Masterplan**

Councillors **Bonfield**, Coward, Foster, Monkhouse, Sutton and Tomes.  
(Councillor Suttle, Dorset Councillor, co-opted member).  
Lead officer – Assets and Compliance Manager

### **Sport, Leisure and Wellbeing**

Councillors Bonfield, Coward, Foster, Monkhouse, Sutton and **Tomes**.  
(Councillor Suttle, Dorset Councillor, co-opted member).  
Lead officer – Town Clerk

## 9. **Representatives on Outside Bodies**

Further to a brief discussion, it was proposed by Councillor Sutton, seconded by Councillor Moreton and **RESOLVED UNANIMOUSLY:-**

That the following appointments of representatives to outside bodies be approved:-

Citizens Advice Bureau	Councillor Vile
Dorset Association of Parish & Town Councils	Town Mayor & Deputy Mayor
Dorset Coast Forum	Councillor Foster
Herston Village Hall Management Committee	Councillor Moreton
Herston Reading Room*	Councillors Bonfield & Monkhouse
Mowlem Institute Trust	Councillor Tomes
Purbeck Rail Partnership	Councillor Sutton
Purbeck Transport Action Group	Councillors Monkhouse & Sutton
SE Purbeck Parishes Liaison Group	Town Mayor & Town Clerk
Sustainable Swanage Group	Councillors Monkhouse & Sutton
Swanage Community Land Trust	Councillors Monkhouse & Vile
Swanage Fairtrade	Councillor Lejeune
Swanage Library Friends	Councillor Sutton
Swanage Museum	Councillors Moreton

Swanage Pier Trust*	Councillor Foster
Swanage Regatta & Carnival Committee	Town Mayor, Councillors Dorrington & Tomes
Swanage Skatepark Community Project	Councillors Bonfield & Tomes
Swanage Town & Community Partnership	Town Mayor
Swanage2027 Steering Committee	Councillors Monkhouse & Sutton
The Centre Management Board	Councillor Monkhouse
Wellbeing Swanage	Councillor Monkhouse

N.B. Councillors will act principally as observers in all cases except those marked \* where named councillors will be Trustees of these charities.

10. **Annual Membership Subscriptions 2025/26**

Consideration was given to membership subscriptions paid annually. It was proposed by Councillor Foster, seconded by Councillor Moreton and RESOLVED UNANIMOUSLY:-

That membership of the following organisations be renewed during the forthcoming year:

<b>Organisation</b>	<b>Renewal Date</b>	<b>Amount £ (approx.)</b>
National Association of Memorial Masons	1 <sup>st</sup> January	264.00
CPRE (prev. Campaign to Protect Rural England)	1 <sup>st</sup> February	36.00
Fields in Trust	1 <sup>st</sup> February	65.00
National Association of British Markets	1 <sup>st</sup> March	484.00
Dorset Association of Parish & Town Councils (DAPTC)	1 <sup>st</sup> April	1314.63
National Association of Local Councils (NALC)	1 <sup>st</sup> April	653.44
Institute of Cemetery & Crematorium Management	1 <sup>st</sup> April	100.00
Rural Market Town Group (RSN)	1 <sup>st</sup> April	148.68
South West Councils	1 <sup>st</sup> April	630.00
National Society of	1 <sup>st</sup> August	66.00

11. **To approve a calendar of meetings for 2025/26**

Proposed by Councillor Sutton, seconded by Councillor Vile and RESOLVED UNANIMOUSLY:-

That the schedule of meetings for 2025/26 be approved.

12. **Minutes**

Proposed by Councillor Foster, seconded by Councillor Coward and RESOLVED UNANIMOUSLY:-

That the Minutes of the Meeting of the Council held on 28<sup>th</sup> April 2025 be approved as a correct record and signed.

13. **Tourism and Local Economy Committee**

Proposed by Councillor Tomes and seconded by Councillor Lejeune:-

That the Minutes of the Tourism and Local Economy Committee held on 19<sup>th</sup> March 2025 be approved as a correct record and signed.

Upon being put to the Meeting EIGHT Members voted IN FAVOUR of the Proposition and there was ONE ABSTENTION, whereupon the Proposition was declared CARRIED.

14. **Planning and Consultation Committee**

Proposed by the Town Mayor and seconded by Councillor Lejeune:-

That the Minutes of the Planning and Consultation Committee held on 7<sup>th</sup> May 2025 be approved as a correct record and signed.

Upon being put to the Meeting EIGHT Members voted IN FAVOUR of the Proposition and there was ONE ABSTENTION, whereupon the Proposition was declared CARRIED.

15. **Extraordinary Finance and Governance Committee**

Proposed by Councillor Foster, seconded by Councillor Tomes and RESOLVED UNANIMOUSLY:-

That the Minutes of the Extraordinary Meeting of the Finance and Governance Committee held on 12<sup>th</sup> May 2025 be approved as a correct record and signed.

Consideration was given to the following recommendations contained in the Minutes:-

4) **Vexatious Correspondence and Complaints Policy**

Proposed by Councillor Foster and seconded by Councillor Moreton:-

That the revised Vexatious Correspondence and Complaints Policy be approved and adopted.

Upon being put to the Meeting EIGHT Members voted IN FAVOUR of the Proposition and ONE AGAINST, whereupon the Proposition was declared CARRIED.

**5) Committee Terms of Reference**

Proposed by Councillor Foster, seconded by Councillor Moreton and RESOLVED UNANIMOUSLY:-

That the amended Terms of Reference for Committees, Sub-Committees and Advisory Committees be approved.

**16. Statement of Cash Balance**

A Statement of Cash Balance as at 30<sup>th</sup> April 2025 was submitted for information (a copy attached at the end of these Minutes).

**17. Payment of Accounts**

In accordance with Financial Regulations 5 and 6, the following Payment Schedule was submitted for information:-

- Payment Schedules 13 & 1, amounting to £1,941,362.83.

**18. Reporting of delegated matters**

There were no matters to report on this occasion.

**19. Report from Dorset Councillor**

It was noted that the Town Council had recently relied on the late Councillor Trite to provide updates from Dorset Council and that arrangements would be put in place to ensure that updates from Dorset Council continue to be provided at future meetings.

**20. Reports from Council representatives on outside organisations**

**Swanage Library Friends**

Attention was drawn to the forthcoming Open Day at Swanage Library, which would highlight recent improvements, including the redecoration of the ground floor area.

**21. Items of Information and Matters for Forthcoming Agendas**

**Swanage Green Seafront Stabilisation and Shore Road Improvement Engagement - Update**

It was reported that the Green Seafront Stabilisation and Shore Road Improvement engagement survey and events had attracted a good level of interest to date. Those present were encouraged to attend the upcoming drop-in sessions, with details available on the Town Council noticeboard, website, and Facebook page, as well as on the dedicated Dorset Coast Forum website.

The meeting concluded at 7.40 p.m.

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