

Minutes of the **ANNUAL MEETING** of the Swanage Town Council held at the Swanage Bandstand, Recreation Ground, Swanage on **MONDAY, 24TH MAY 2021** at 6.00 p.m.

PRESENT:-

Councillor M.P. Bonfield – Chairman

Councillor J. Bishop
Councillor C. Finch
Councillor T. Foster
Councillor A. Harris
Councillor D. Monkhouse
Councillor C. Moreton
Councillor W.S. Trite
Councillor M. Whitwam

In addition to Members of the Council and officers, 16 members of the public, and one member of the local press attended the Meeting.

The Very Reverend John Mann, Team Rector, Swanage & Studland Team Ministry, offered a short prayer before the commencement of the Meeting. He also gave thanks and appreciation to Councillor Bonfield for his support over the past four years and remarked that he had enjoyed working with him.

Before opening the Meeting, the Chair welcomed members of the public.

Public Participation Time

The following matters were raised during Public Participation Time:-

- Appreciation expressed of the sterling work undertaken by the Town Council over the challenging past year, and members of the public were encouraged to attend and take part in meetings of the Council in the future.
- **Day's Park redevelopment project** – a request made for the provision of table tennis facilities to be included in any proposals for the new sports hall.

On behalf of Town Councillors, Councillor Trite gave thanks to Councillor Bonfield for his outstanding service to the community as mayor over the past four years, a role that he had performed with ability and competence, with a good sense of humour, and having been extremely approachable throughout.

It was noted that Councillor Bonfield had been the only Swanage Town Councillor to serve as Town Mayor for four full consecutive years.

Councillor Trite then moved a vote of thanks and appreciation for all that Councillor Bonfield had done for the Town Council, the community and the town that he was so passionate about.

Before vacating the Chair, Councillor Bonfield expressed his appreciation of the support given to him by Councillor Harris, Deputy Mayor, and his fellow Councillors, past and present, during his Term of Office. He gave particular thanks to Councillors Suttle and Trite for their invaluable guidance throughout his term.

He also wished to record his personal thanks for the hard work and dedication given by the Town Clerk and colleagues at the Town Hall, and the Visitor Services Manager and staff at the Information Centre. Special thanks were also given to the Operations Manager and outside workforce who had worked tirelessly throughout the Covid-19 pandemic.

In closing, Councillor Bonfield thanked his wife Audrey for her vital support and understanding, and for carrying out the role of Mayoress during the past four years. He also gave thanks to his family who had all supported him during his term of office.

Councillor Bonfield opened the Council Meeting at 6.15 p.m.

1. **APPOINTMENT OF TOWN MAYOR**

Proposed by Councillor Bonfield, seconded by Councillor Monkhouse, and
RESOLVED UNANIMOUSLY:-

That Councillor Avril Harris be appointed Town
Mayor for the ensuing year.

Councillor Harris completed the Statutory Declaration of Acceptance of Office, and was honoured to accept the appointment.

Councillor Harris expressed her appreciation of the support given to her by Councillor Bonfield and her fellow Councillors during her Term of Office as Deputy Mayor over the past two years. Councillor Harris commented on the unified attitude of the Town Council, working together for the benefit of the community, and that Councillor Bonfield had been an exceptional Town Mayor and would be a 'hard act to follow'.

Councillor Harris wished to record her thanks and appreciation for the outstanding support, sterling work and contribution given by all Town Council officers and staff during the past fourteen months, despite the problems faced due to the Covid-19 pandemic.

An overview was then given by Councillor Harris of projects which had been completed by the Council during the past year, which had included:-

- The rebuilding of the drystone wall along Seymer Road/The Downs
- The resurfacing of Main Beach and North Beach car parks
- The planting of additional trees and the development of eco-friendly management plans for Rabling Green and The Downs
- Refurbishment of the play park in Day's Park
- The Chadwick Play Park at the Recreation Ground
- Structural repairs to the Stone Quay
- Replacement seating at the Swanage Bandstand, with assistance from Friends of Swanage Bandstand.

Projects in the pipeline included:-

- The provision of additional cycle racks in the town centre
- Godlingston Cemetery extension
- Improvement of the footpath in Day's Park
- Peveril Point Road stabilisation
- The Spa stabilisation and development
- Installation of solar panels on the Council's buildings.

Councillor Harris then paid tribute to all of the town's voluntary groups and individual citizens who had supported those in need, providing practical and emotional support in the local community, during the Covid-19 pandemic.

In closing, Councillor Harris thanked her husband, Mr Michael Tucker, for his support and patience during the past year, and who would continue to be her consort during her period of Office.

2. **APPOINTMENT OF DEPUTY TOWN MAYOR**

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

That Councillor Tina Foster be appointed Deputy Town Mayor for the ensuing year.

Councillor Foster completed the Declaration of Acceptance of Office, and was delighted to accept the appointment. She was pleased to announce that her husband, Mr Leslie Parkinson, would be her consort during her period of Office.

3. **DECLARATIONS OF INTEREST**

Members were invited to declare their interests and consider any requests for Grants of Dispensations in accordance with paragraphs 9 - 13 of the Council's Code of Conduct and regulations made under chapter 7 of the Localism Act 2011.

There were no declarations to record on this occasion.

4. **APOLOGIES**

Apologies for their inability to attend the Meeting were received from Councillors Rogers, Suttle and Tomes.

5. **REPRESENTATIVES ON OUTSIDE BODIES 2021/22**

Proposed by Councillor Bonfield, seconded by Councillor Monkhouse, and RESOLVED UNANIMOUSLY:-

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

Citizens Advice Bureau	Councillor Moreton
Dorset Association of Parish & Town Councils	Town Mayor & Deputy Mayor
Dorset Coast Forum	Councillor Foster
Herston Village Hall Management Committee	Councillor Bonfield – observer
Herston Reading Room	Councillors Bonfield & Monkhouse
Mowlem Institute Trust	Councillor Bonfield – observer
Purbeck Local Alliance Group	Councillor Finch
Purbeck Rail Partnership	Councillor Whitwam

Purbeck Transport Action Group	Councillors Monkhouse & Whitwam
SE Purbeck Parishes Liaison Group	Town Mayor & Town Clerk
Sustainable Swanage Group	Councillors Harris, Monkhouse & Rogers
Swanage Childrens' Centre	Councillor Monkhouse
Swanage Community Housing Steering Group	Councillors Monkhouse & Rogers - observers
Swanage Fairtrade	Councillor Moreton
Swanage Museum	Councillors Moreton & Whitwam
Swanage Pier Trust	Councillor Whitwam
Swanage Pub Watch	Councillor Whitwam
Swanage Regatta & Carnival Committee	Town Mayor, and Councillors Finch & Tomes
Swanage Town & Community Partnership	Town Mayor
Swanage2027 Steering Committee	Councillors Monkhouse & Whitwam
Swanage Town & Herston Football Club	Councillors Bishop, Bonfield & Tomes
The Centre Management Board	Councillor Monkhouse – observer
Wellbeing Swanage	Councillor Monkhouse

6. **APPOINTMENT OF COMMITTEES 2021/22**

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

That the following appointments be made to the Committees:-

General Operations Committee

Councillor Harris (Town Mayor), Councillor Foster (Deputy Mayor) and Councillors Bishop, Bonfield, Finch, Monkhouse, Moreton and Tomes.

Personnel Committee

Councillor Harris (Town Mayor), Councillor Foster (Deputy Mayor) and Councillors Bonfield, Moreton and Trite.

Planning and Consultation Committee

Councillor Harris (Town Mayor), Councillor Foster (Deputy Mayor) and Councillors Bonfield, Finch, Rogers and Whitwam.

Tourism

Councillor Harris (Town Mayor), Councillor Foster (Deputy Mayor) and Councillors Bonfield, Finch, Moreton, Tomes and Whitwam.

Roads and Transport Committee

Councillor Harris (Town Mayor), Councillor Foster (Deputy Mayor) and Councillors Bishop, Monkhouse, Moreton and Whitwam.

7. **APPOINTMENT OF COMMITTEE CHAIRS AND POLICY, FINANCE AND PERFORMANCE MANAGEMENT COMMITTEE 2021/22**

Proposed by Councillor Monkhouse, seconded by Councillor Trite, and
RESOLVED UNANIMOUSLY:-

That the following appointment of Committee Chairpersons and Policy, Finance and Performance Management Committee be approved:-

General Operations Committee

Chair – Councillor Moreton

Personnel Committee

Chair – Councillor Trite

Planning and Consultation Committee

Chair - Councillor Bonfield

Tourism Committee

Chair – Councillor Tomes

Roads and Transport Committee

Chair – Councillor Whitwam

Policy, Finance and Performance Management Committee

(To consist of the Town Mayor, Deputy Mayor, and Chair of each of the Council's Standing Committees).

Town Mayor, Deputy Mayor and Councillors Bonfield, Moreton, Tomes, Trite and Whitwam.

It was also agreed that, given his financial expertise, Councillor Bishop would also be a member of this committee.

8. **APPOINTMENT OF COUNCILLOR MEMBERS OF ADVISORY COMMITTEES 2021/22**

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

That the following appointments to Advisory Committees be made:-

(a) **Beach Management Advisory Committee**

Councillors Bonfield, Finch and Tomes.

(Comprising three members of the Tourism Committee)

(b) **Community Emergency Plan Steering Group**

Councillor Moreton.

9. **APPOINTMENT OF COUNCILLOR MEMBERS OF WORKING PARTIES 2021/22**

Proposed by Councillor Monkhouse, seconded by Councillor Bishop, and
RESOLVED UNANIMOUSLY:-

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

Affordable Housing

Councillor Harris (Town Mayor), Councillor Foster (Deputy Mayor) and Councillors Bishop, Monkhouse, Moreton, Rogers and Whitwam.

Car Parks

Councillor Foster (Deputy Mayor), and Councillors Bonfield, Finch and Whitwam.

Communications Strategy

Councillor Foster (Deputy Mayor), and Councillors Finch, Moreton and Tomes.

Community Awards Panel

Councillor Harris (Town Mayor) and Councillor Foster (Deputy Mayor).

Emergency Health Services

Councillor Harris (Town Mayor), Councillor Foster (Deputy Mayor) and Councillors Finch, Monkhouse and Trite.

Environmental Policy

Councillor Harris (Town Mayor), Councillor Foster (Deputy Mayor) and Councillors Monkhouse, Rogers, Tomes, Trite and Whitwam.

Events

Councillor Harris (Town Mayor), Councillor Foster (Deputy Mayor) and Councillors Finch and Tomes.

Grants Panel

Councillor Harris (Town Mayor), Councillor Foster (Deputy Mayor) and Councillors Bishop and Finch.

Market

Councillor Foster (Deputy Mayor), and Councillors Finch and Tomes.

Museum

Councillors Bonfield, Moreton and Whitwam.

Public Conveniences

Councillors Bonfield, Finch and Moreton.

Rents and Licences Panel

Councillor Harris (Town Mayor), Councillor Foster (Deputy Mayor) and Councillors Bonfield, Finch, Monkhouse and Suttle.

Seafront Masterplan

Councillor Harris (Town Mayor), Councillor Foster (Deputy Mayor) and Councillors Bonfield, Monkhouse, Moreton, Rogers, Suttle and Tomes.

Shore Road Closure

Councillor Harris (Town Mayor) and Councillors Bonfield, Monkhouse, Moreton and Whitwam.

Sport, Leisure & Wellbeing

Councillor Foster (Deputy Mayor) and Councillors Bishop, Bonfield, Moreton, Rogers and Tomes.

Waste Management

Councillor Harris (Town Mayor), Councillor Foster (Deputy Mayor) and Councillors Bonfield, Finch and Moreton.

Website and Marketing

Councillor Harris (Town Mayor), Councillor Foster (Deputy Mayor) and Councillors Finch, Tomes and Whitwam.

Lead Councillors of Working Parties 2021/22

Affordable Housing	Cllr Rogers
Car Parks	Cllr Foster (Deputy Mayor)
Communications Strategy	Cllr Foster (Deputy Mayor)
Community Awards Panel	Cllr Harris (Town Mayor)
Community Emergency Plan	Cllr Moreton
Emergency Health Services	Cllr Monkhouse
Environmental Policy	Cllr Harris (Town Mayor)
Events	Cllr Tomes
Grants Panel	Cllr Harris (Town Mayor)
Market	Cllr Finch
Museum	Cllr Whitwam
Public Conveniences	Cllr Bonfield
Rents and Licences	Cllr Bonfield
Seafront Masterplan	Cllr Bonfield
Shore Road Closure	Cllr Whitwam
Sport, Leisure and Wellbeing	Cllr Tomes
Waste Management	Operations Committee Chair
Website and Marketing (Tourism)	Cllr Tomes

10. **ANNUAL MEMBERSHIP SUBSCRIPTIONS 2021/22**

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

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

Organisation	Renewal Date	Amount £ (approx.)
National Association of Memorial Masons	1 st January	264
Campaign to Protect Rural England	1 st February	36
Fields in Trust	1 st February	65
Local Council Advisory Service (Zurich)	1 st February	114
National Association of British Markets	1 st March	358
Institute of Cemetery &	1 st April	95

Crematorium Management

National Community Land Trust Network	1 st April	150
South West Councils	1 st April	514
Dorset Association of Parish & Town Councils (NALC)	1 st April	1331
British Destinations	1 st June	120
National Society of Allotment & Leisure Gardeners	1 st August	66

11. **TO APPROVE A CALENDAR OF MEETINGS FOR 2021/22**

Further to Minute No. 177 (c) of the Council Meeting held on 26th April 2021 consideration was given to a revised calendar of meetings for 2021/22, which had incorporated the requested amendments.

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

That the schedule of meetings for 2021/22 be approved.

12. **MINUTES**

(a) Proposed by Councillor Monkhouse, seconded by Councillor Moreton and
RESOLVED UNANIMOUSLY:-

That the Minutes of the Meeting of the Council held on 26th April 2021 be approved as a correct record and signed.

(b) Proposed by Councillor Bonfield, seconded by Councillor Finch and
RESOLVED UNANIMOUSLY:-

That the Minutes of the Extraordinary Meeting of the Council held on 5th May 2021 be approved as a correct record and signed.

13. **SWANAGE COMMUNITY HOUSING STEERING GROUP – MATTERS ARISING FROM MINUTES OF THE MEETING HELD ON 19TH APRIL 2021 AND NOTES FROM THE INFORMAL MEETING HELD ON 17TH MAY 2021**

Further to Minute Nos. 150 (a), to (e) of the Council Meeting held on 15th March 2021, Members had reviewed the notes of the informal meetings of the Swanage Community Housing Steering Group held on 19th April 2021 and 17th May 2021.

Further to Item No. 4 c) of the notes of the informal meeting held on 17th May consideration was given to the following recommendation:-

4) Next steps in creation of CLT as a CBS:

c) Next steps towards incorporation:

Proposed by Councillor Trite, seconded by Councillor Bishop and **RESOLVED UNANIMOUSLY:-**

That incorporation of a Swanage Community Land Trust as a Community Benefit Society should proceed

as an urgent priority, and that although the aspiration to hold charitable status is recognised, the question of whether or not to apply for this on incorporation should be addressed as part of the registration process, in light of further advice from the National Community Land Trust Network.

14. **STATEMENT OF CASH BALANCE**

- (a) A Statement of Cash Balance as at 30th April 2021 was submitted for information (a copy attached at the end of these Minutes).

15. **PAYMENT OF ACCOUNTS**

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

- Payment Schedule 1, amounting to £370,845.37

16. **INTERNAL AUDIT REPORT 2020/21**

(a) **Visits 4 & 5**

The interim Internal Audit Report for visits 4 and 5 for the year 2020/21 prepared by Darkin-Miller Chartered Accountants was presented. It was noted that only two low and two medium level priority recommendations had been made.

It was AGREED:-

That the interim Internal Audit Report 2020/21 for visits 4 and 5 and the recommendations contained therein be accepted and approved.

(b) **Annual Report**

Consideration was given to the Annual Internal Audit Report for 2020/2021 prepared by Darkin-Miller Chartered Accountants. The document provided background information and explanations regarding the recommendations and conclusions in respect of the Council's services, in accordance with the internal audit's objective to provide an independent appraisal function for the review of the Council's internal control system.

It was noted that the Audit Opinion concluded that the Council's 'central systems and internal control arrangements appear to be effective' and that the annual audit did not identify any significant control weaknesses for inclusion in the Annual Governance Statement.

Arising from the annual report, Members noted that the total number of appendix 9 recommendations made during the 2020/21 audit was 37, an increase of 18 on the prior year. Three were graded 'high', twelve 'medium' and 22 'low'.

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

That the Annual Internal Audit Report 2020/21 and the recommendations contained therein be accepted and approved.

17. **TO REVIEW THE SYSTEM OF INTERNAL CONTROL (SIC)**

In accordance with paragraph 6(1)(a) of the Accounts and Audit Regulations 2015, a Report on the Findings of the Review of the Town Council's System of Internal Control 2020/21 was submitted for consideration.

It was reported that for the first time this year the Council's Policy, Finance and Performance Management Committee had met, on 10th March 2021, to review the Council's progress in implementing the recommendations from the previous audit year.

It had been concluded that the Council continued to take measures to improve its SIC to ensure that public funds were used economically, efficiently and effectively.

During 2021/22 the Committee would continue its important work in overseeing the implementation of recommendations from the internal and external auditors, together with improvements identified in the Corporate Risk Register and a review of key Council policy documents, including its Corporate Plan.

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

That the Review of the System of Internal Control 2020/21 be approved and accepted.

18. **TO APPROVE THE FOLLOWING SECTIONS OF THE ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2020/21 PART 3 FOR SUBMISSION TO THE COUNCIL'S EXTERNAL AUDITOR**

(a) **Section 1 – Annual Governance Statement 2020/21**

It was proposed by Councillor Bishop, seconded by Councillor Monkhouse, and RESOLVED UNANIMOUSLY:-

That the Annual Governance Statement 2020/21 be approved and signed.

(b) **Section 2 – Accounting Statements 2020/21**

It was proposed by Councillor Monkhouse, seconded by Councillor Whitwam, and RESOLVED UNANIMOUSLY:-

That the Accounting Statements be approved and signed for submission to the Council's external auditor with the Annual Governance & Accountability Return 2020/21.

19. **TO RECEIVE ANNUAL TREASURY REPORT 2020/21**

It was proposed by Councillor Bishop, seconded by Councillor Finch, and RESOLVED UNANIMOUSLY:-

That the Annual Treasury Report 2020/21 be approved and accepted.

20. **HONOURED CITIZEN OF SWANAGE AWARDS**

It was reported that Councillors Suttle and Trite had both been elected to the Town Council for the first time in May 1991 and as such were the longest serving Town Councillors in the Council's 47-year history. This year would see their eighth term of office and by the end of it they would be the joint second longest serving councillors in the town's history, second only to James Day's 42 years as an Urban District Councillor.

It was noted that Councillor Suttle had been Town Mayor between 1999 and 2002, and again from 2006 to 2008, and was the town's longest serving Mayor having served for 5½ years. Councillor Suttle had also served on Purbeck District Council for many years, and had been Leader of the District Council. When the new unitary Dorset Council was formed in 2019 Councillor Suttle became a Dorset Councillor and was currently Portfolio Holder for Finance, Commercial and Capital Strategy.

Councillor Trite had been Town Mayor from 2010 to 2013. He had also served on Purbeck District Council having been elected to the Council in 1996 and having served terms as both its Leader and Chairman. Councillor Trite had also been the town's last County Councillor and had subsequently been elected alongside Councillor Suttle to the new Dorset Council where he was currently a proactive member of the Council's Eastern Area Planning Committee.

During the past 30 years both Councillors had overseen many major projects in the town, which had included the construction of the Co-Op Food Store, a flood

defence scheme, beach recharge, Swanage Caravan Park refurbishment and disposal, a seafront stabilisation scheme, the acquisition of Prince Albert Gardens and Forres Field, and more recently the Museum and Heritage Centre and land at Herston.

In recognition of Councillor Suttle's and Councillor Trite's distinguished and valuable service, it was proposed by Councillor Foster, seconded by Councillor Monkhouse, and **RESOLVED UNANIMOUSLY:-**

That Councillors Suttle and Trite be presented
with The Style Rank and Title of Honoured Citizen
of Swanage.

Councillor Trite was honoured to accept The Style Rank and Title of Honoured Citizen of Swanage, which had been inscribed in a formal writing and presented in a frame. Councillor Harris paid tribute to Councillors Suttle and Trite and commented that she was privileged to undertake the presentation as her first duty as Town Mayor.

Councillor Suttle had been unable to attend the meeting, however, he would be presented with his framed scroll at the earliest opportunity.

21. **REPORTING OF DELEGATED MATTERS**

Further to Minute No. 190 of the Extraordinary Council Meeting held on 5th May 2021 the Town Clerk reported that under the agreed scheme of delegation the following decisions had been made:-

- **Mowlem Theatre clocks** – agreed to honour maintenance arrangements for the clocks which had originally been made by the Town Council by letter in 2001.
- **General Data Protection Regulation advice services** – renewed existing contract with iWest by email on 19th May 2021.
- **Community Speed Indicator Device (SID)** – further to Minute No. 140 of the Council Meeting held on 15th March 2021 an order had been placed for the acquisition of one SID, the installation of one pole in Ulwell Road, and the repositioning of an existing pole in Northbrook Road.

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

- (a) **Removal of Paramedic Car from Swanage – Update** - further to Minute No. 186 (a) of the Council Meeting held on 26th April 2021 it was reported that a report on this matter would be included on the South Today news on TV this evening. Details were also provided regarding a recent colouring competition held at Swanage Primary School, which had been judged by representatives from the Ambulance Service, the launch of a booklet, and 'Save Our Ambulance Car' song which would be launched on YouTube in due course. Further details could be found on Defend Dorset NHS's Facebook page.
- (b) **A & E Local – Update** - further to Minute No. 186 (b) of the Council Meeting held on 26th April 2021 there was no further update to give at this time.
- (c) **DAPTC Star Awards 2019/20 and 2020/21** – it was reported that the Town Council had been awarded 'Single Star Awards for Councillor Development' for achieving 33% (in 2019/20) and 50% (in 2020/21) participation of Councillors at training events organised by DAPTC.

The meeting concluded at 6.45 p.m.
