



**Minutes of the Annual General Meeting of the
Swanage Town & Community Partnership
held at the Town Hall, High Street, Swanage on
WEDNESDAY 19th JUNE 2024 @ 3.30 p.m.**

Present:

Alex Brocklesby - National Trust – Incoming Chair ST&CP
Cllr Tina Foster, Vice Chair ST&CP, Town Mayor, Swanage Town Council
Martin Ayres - Town Clerk, Swanage Town Council
Niki Clark - Planning and Community Engagement Manager, Swanage Town Council
Peter Clarke – Swanage Cricket Club
Bob Foster - Swanage and Purbeck Development Trust
Maggie Hardy - Swanage Rotary Club, S.C.D.P. & Friends of Wareham Hospital
Barry Mawson – Swanage Skatepark Community Project
Cllr Debby Monkhouse – Swanage Town Council
Cllr Chris Moreton - Swanage Town Council
Mel Norris - Swanage Museum and Heritage Centre
Sarah Relph, Administration Officer, Swanage Town Council
Rev. Dave Richards - St Mark's Church
Mike Whitwam - Purbeck Community Rail Partnership

1. Welcome and apologies

The Vice Chair, Cllr Tina Foster, welcomed all Partners to the meeting and provided a brief explanation of the Swanage Town & Community Partnership's aims and objectives.

Apologies for their inability to attend the Meeting were received from Rob Pullman (Swanage Lifeboat Station), Tim Ives (Swanage Cricket Club), Richard Brown (Purbeck Art Weeks, Purbeck Youth Music), Linda Hernandez (Swanage Linking Lives), Ryan Trickey (Just Play Tennis), Judy Herring (Purbeck Citizens Advice), Laurance Gloyn-Cox (Swanage Coastal Change Forum, Probus of Swanage), Robin Brasher (Swanage Walking Group).

2. Election of Chair

It was proposed by Bob Foster, seconded by Cllr Tina Foster and **AGREED:-**

That Alex Brocklesby be appointed Chair of the
Swanage Town & Community Partnership for
the ensuing year.

3. Election of Vice Chair

It was proposed by Maggie Hardy, seconded by Bob Foster and **AGREED:-**

That Councillor Tina Foster be appointed Vice
Chair of the Swanage Town & Community
Partnership for the ensuing year.

4. **Election of Honorary Secretary**

It was reported that no nominations had again been received for the position of Honorary Secretary. It was therefore agreed that the Town Council would cover secretarial duties for the ensuing year.

It was noted that, as set out in the Swanage Town & Community Partnership (ST&CP) Constitution, Martin Ayres, in his capacity as Town Clerk, would continue in his role as Honorary Treasurer.

5. **Election of Steering Committee Members in line with Paragraph 7 of the Constitution**

A copy of the ST&CP Constitution had been circulated to Partners prior to the meeting. Consideration was given to proposed changes to be made to Paragraph 7. regarding Steering Committee membership as follows:-

The Steering Committee will be elected at the AGM and comprise of:

- Two nominated Swanage Town Councillors;
- The Executive Officers of the Swanage Town and Community Partnership (as listed in paragraph 5 above);
- Two Swanage Town and Community Partnership ordinary members;
- Two representatives of the Swanage and Purbeck Development Trust.

It was proposed by Bob Foster, seconded by Cllr Tina Foster and **AGREED:-**

That the changes to Paragraph 7. as above be approved, and that the amended ST&CP Constitution be adopted.

A discussion was held regarding the 'Youth Strategy' and the importance of appointing a community youth representative to the Partnership, who could also be co-opted to the Steering Committee. Alex Brocklesby confirmed that she would follow up on this matter and report back to a future meeting.

Mike Whitwam requested to be appointed to the Partnership in his capacity as a representative of the Purbeck Community Rail Partnership.

It was also reported that two 'Expression of Interest' forms for the position of Steering Committee Member had been received, from Alex Brocklesby, and Cllr Tina Foster.

It was **AGREED:-**

That, in line with Paragraph 7. of the Swanage Town & Community Partnership Constitution, the Steering Committee Members for the ensuing year would be; Martin Ayres, Alex Brocklesby, Bob Foster, Cllr Tina Foster, Mel Norris, Ali Tuckey, and Mike Whitwam. Cllrs Debby Monkhouse and Cliff Sutton were appointed as Town Council representatives to the Steering Committee.

6. **Appointment of Independent Examiner of Accounts**

It was reported by the Chair that Darkin Miller Limited, accountants, had been appointed as External Examiner for the ensuing year, all were in agreement with this appointment.

7. Chairman's Annual Report

The Chair reported on the progression of projects being taken forward by the Swanage2027 Steering Committee, which had continued to work hard to find solutions to priorities which had been identified through the Swanage Local Plan, and the Swanage Community Strategic Plan. Further updates included:

- Best wishes, thanks, and appreciation were extended to Mrs Kim Gallagher, outgoing Chair, for all her hard work and commitment to the Partnership and the Steering Committee over many years.
- It was reported that further work was required to progress the Youth Strategy, however, resources remained limited at the present time.
- A pre application planning advice request had been submitted to Dorset Council regarding the Community Land Trust's proposal for affordable homes to be built on the Washpond Lane/Ulwell Road site.
- The Swanage Skatepark Community Project (SSCP) continued to build excellent community links and aimed to increase public engagement over the forthcoming year. A National Lottery Community Fund bid had been submitted. It was noted that SSCP needed to raise £20,000 in order to receive a further £6,000 in match funding from Sport England. The group's current crowdfunding exercise still had a shortfall of just over £4,000 to reach the target of £20k. Although a ten-day extension had been provided to SSCP to complete this, it was felt by the group that it would be unlikely in such a short timescale.

Comments were made that the ST&CP currently held non-allocated funds in its bank account and that Partners should consider donating these funds to SSCP to support the group in meeting its fundraising target and receive the match funding. Further comments were made that the group should be congratulated for the proactive, sterling work it is undertaking on behalf of the Swanage/wider community. It was therefore agreed that this would be discussed under Agenda Item 8.

8. Statement of Audited Accounts 2023/24

A copy of the Annual Accounts for the year ended 31st March 2024 was provided. It was noted that the Balance Sheet showed total funds at £4,042.00 (non-allocated).

It was **AGREED:**

That the statement of accounts for year end 2024 be approved and signed.

Further to Minute No 7. above, a further discussion ensued regarding the potential allocation of funds from ST&CP to SSCP. It was noted that the funds would need to be transferred from ST&CP to S&PDT and then allocated to SSCP under the Partnership's Youth Strategy initiative.

It was therefore proposed by Cllr Tina Foster, seconded by Cllr Debby Monkhouse and **AGREED:-**

That the sum of £4,042 currently held in the Swanage Town and Community Partnership's bank account be transferred to the Swanage and Purbeck Development Trust, to be allocated to the Swanage Skatepark Community Project under the Youth Strategy initiative.

9. **Minutes of the Quarterly Meeting held on 31st January 2024**

It was proposed by Mel Norris, seconded by Cllr Debby Monkhouse and **AGREED** that these were a true record.

10. **Matters arising**

There were no matters raised.

11. **Youth Strategy**

A copy of the minutes of the second Youth Strategy meeting held on 23rd January 2024 had been circulated to Partners, and a verbal update was provided.

A discussion ensued, during which Partners agreed that consideration should be given to the potential establishment of a Youth Committee or Forum. It was therefore proposed that a request be made to the Town Council to formally support the creation of a Youth Committee or Advisory Group, which would help to strengthen support for future youth projects. It was also agreed that the proposal to establish a Youth Committee/Forum should be included on the agenda of a future meeting of the Council's Community Services Committee.

It was further noted that Sustainable Swanage had a youth section, which could be linked into this initiative. Additionally, the Town Council had plans to establish a Youth Council in the future, which would align with the aims of the Partnership.

12. **Presentation by the National Trust**

It was noted that, due to time constraints, the presentation by Alex Brocklesby, Project Officer for Outdoor Experiences & Purbeck Projects at the National Trust, would be postponed to a future meeting.

13. **Swanage2027 Project (S2027)**

It was **AGREED** that, in future, reports from the Swanage2027 Steering Committee would include only updated or new information and would no longer repeat historic content.

14. **Member Organisations - updates**

Updates were provided by Partners, which included:

Swanage Defibrillator Group – it was reported that there were now 44 defibrillators installed at various locations across Purbeck. Sustainability was noted as a concern, as some of the kits were over 10 years old and would soon require replacement.

Friends of Wareham Hospital – in order to help maintain services at Wareham Hospital, all services had been actively promoted to ensure they remained high profile and well supported.

Pop-up Food Larder – it was reported that around 100 families per week regularly used the service. On Monday, 48 families had accessed the service, and 43 families had used it on the day of the meeting. Bridgewater Energy had been advising families on reducing heating bills ahead of the winter. It was noted that there was always a strong community spirit, and families were happy to support one another.

Swanage Skatepark Community Project – the Community Day held on 1st June 2024 was reported to have been a huge success. Numerous opportunities had been identified to run additional youth events inspired by skateboarding, such as photography, filming, and marketing. A grant had also been secured to fund skateboarding lessons. Over the winter months, the team planned to explore different design options for the skate park and to seek

public feedback. It was also noted that the workload had been heavy and difficult to manage, and it was hoped that more volunteers could be recruited in the near future.

Swanage Cricket Club – clarification was provided regarding the Club’s current league table position and how it had been achieved.

The Focus Centre – funding had been received to cover the cost of employing a CEO, who had been appointed and was due to start on 11th July. Two new members of staff were scheduled to begin work in the Welcome Lounge on 15th July. During the recent open weekend, 12 volunteers had signed up to offer their services at the Centre.

Swanage Town Council

- Swanage Neighbourhood Plan – following the local elections in May, which resulted in the election of six new Town Councillors, the new Neighbourhood Plan Steering Group had been appointed and the work on the Plan would recommence. An update on work undertaken to date was provided.
- Town Council Grant Scheme - the Council’s grant policy had been explained. It was noted that funds were available within the scheme, and Partners were encouraged to complete an application form for any new projects requiring support or funding to progress. Application forms were distributed to Partners accordingly.

National Trust – it was noted that a full year had passed since bringing together 10 local schools, landowners, local activity providers, and Planet Purbeck — 30 organisations in total — across the Purbeck area. The shared vision was to ensure that every child and young person could access the full range of experiences the Purbeck landscape had to offer, for the benefit of themselves, nature, and the wider community. By the time of the meeting, the project was in its final stages of developing a programme — due to be launched at this year’s Planet Purbeck Festival — to support more school trips, expand career pathways into green and outdoor sector jobs, and provide families with resources to explore the area together.

St Mark’s Church – it was reported that all of the churches in the Swanage & Studland Team Ministry had taken part in last year’s carnival procession and planned to participate again this year, including providing a tent for prayer and children’s activities. The Swanage Salvation Army had now closed, with its congregation moving to the Methodist Church. A shortage of clergy in the area was noted. Future plans included appointing a dedicated representative for the churches to sit on the Partnership.

Purbeck Community Rail Partnership – passenger numbers were reported to be almost back to pre-COVID levels. This recovery had been supported by a range of events that had encouraged the public to return. The PCR Partnership was currently exploring various funding opportunities. Information was provided regarding hydrogen power, and the potential use of hydrogen powered trains in the future.

Swanage Museum & Heritage Centre – it was reported that a grant application for £5,000 had been successful, while a larger application to Arts Council England’s Museum Estate and Development Fund towards the cost of repairs and refurbishment to the Museum building had been unsuccessful. It was noted that there was the potential for the Museum and Swanage Town Council to consider making a joint application to the National Lottery Heritage Fund in the future.

Cllr Moreton left the meeting at 4.45pm

15. **Any other business**

There were no other matters raised.

16. **Date of next Quarterly Meeting**

The date of the next meeting would be confirmed in due course. It was noted that the meeting time of 3.30 p.m. was convenient for attendees.

The meeting closed at 5.05 p.m.

Are you involved with
a local community
group or charity?

Would you like to
help shape what
comes next for
our town?

Let's look *beyond*
2027...What's your
vision for the next
chapter of Swanage?

Swanage Town &
COMMUNITY
Partnership

AGM – Wednesday 18th June @ 2.15pm – Swanage Town Hall

Be part of something meaningful!

Together, we can
make a lasting
impact.

Join us to share
ideas, connect with
others, and help
build a brighter
tomorrow.

SWANAGE TOWN & COMMUNITY PARTNERSHIP

Town Hall
High Street
Swanage
Dorset
BH19 2NZ

Constitution

1. Name

The organisation will be called the Swanage Town & Community Partnership otherwise known as “the Partnership”

2. Mission Statement

“A vibrant friendly community of all ages based on a successful economy, in a safe healthy environment whilst preserving the uniqueness of Swanage as a gateway within an area of World Heritage Status“

3. Membership

Membership shall be open to all statutory authorities, voluntary organisations, clubs and community groups in Swanage and its rural catchment area (Corfe Castle, Worth Matravers, Langton Matravers and Studland).

Membership should consist of officers and members of the Partnership. All members will be subject to the regulations of this constitution.

4. Membership Fees

Membership will normally be free of charge.

5. Officers of the Partnership and Appointment of Officers

The officers of the Partnership will be:

- Chairman
- Vice Chairman
- Honorary Secretary
- Honorary Treasurer

6. Annual General Meetings

Elections of officers and the appointment of an external examiner are to take place at the Annual General Meeting (AGM).

Notice of the AGM will be given by the Honorary Secretary. Not less than 21 clear days' notice to be given to all members. The AGM will normally be held in June in any given year.

The AGM will receive a report from the Chairman and the Honorary Treasurer of the Partnership and a statement of the audited accounts.

All members have a right to a single vote at the AGM and no individual may vote for more than one group or organisation.

The quorum for AGMs and General Meetings will be ten members.

Nominations for officers and members of the Steering Committee will be submitted to the Honorary Secretary prior to the commencement of the AGM.

The Partnership has the right to call General Meetings outside the AGM and both shall be open to the general public.

7. General Meetings, Steering Committee and Sub-committees

The Partnership will be responsible for adopting new policy, codes of conduct and rules that affect the affairs of the organisation.

The Partnership will receive recommendations from a Steering Committee.

The Steering Committee will be elected at the AGM and comprise of:

- Two nominated Swanage Town Councillors;
- The Executive Officers of the Swanage Town and Community Partnership (as listed in paragraph 5 above);
- Two Swanage Town and Community Partnership ordinary members;
- Two representatives of the Swanage and Purbeck Development Trust.

The quorum required for business to be agreed at any Steering Committee meetings will be four, with attendance from at least three of the above four categories.

The Partnership will have powers to appoint sub-committees and/or working groups as necessary and to appoint advisers to fulfil its business.

8. Finance

All monies will be banked in an account held in the name of the organisation.

The Town Council will act as the accounting body. The Town Clerk and/or Responsible Financial Officer of the Town Council will act as the Honorary Treasurer and in that capacity will be responsible for the finances of the organisation. No authority is given to enter into debt.

The financial year of the organisation will end on 31st March.

An audited statement of Annual Accounts will be presented by the Honorary Treasurer at the Annual General Meeting.

Any cheques drawn against funds should hold the signatures of the Honorary Treasurer plus a minimum of one other officer.

9. Dissolution

A resolution to dissolve the Partnership can only be passed at an AGM or a General Meeting through majority vote of those present at the meeting.

In the event of dissolution, any assets of the organisation that remain will become the property of either a successor organisation, or the Swanage Town Council.

10. Amendments to the constitution

The constitution will only be changed through agreement by majority vote at an AGM, or General Meeting.

11. Declaration

The Partnership hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed *A Brocklesby*

Chairman

T Foster

Vice Chairman

19th June 2024

Date



**Chair, Vice Chair, Honorary Secretary,
and Steering Committee Member
Expression of Interest Form 2025/26**

Please return completed forms by the close of business on 17th June 2025 to:

Sarah Relp
Administration Officer
Swanage Town Council, Town Hall, Swanage, BH19 2NZ
Email: admin@swanage.gov.uk

From:

Name:
(Full name)

Address:
.....
.....

Contact telephone number:

Email:

Club, organisation or community group representing:
.....

(Only one organisation may be represented per person)

Why I think I would make a positive and effective contribution to the Swanage Town & Community Partnership and/or Steering Committee:

.....
.....
.....
.....
.....

Position of interest: *Chair / Vice Chair / Secretary / Steering Committee Member

***Please delete as applicable**



Annual General Meeting
Wednesday 18th June 2025 @ 2.15pm
Town Hall, Swanage
Public Meeting

Nominations are invited for the Appointment of Chairman, Vice Chairman & Honorary Secretary & Steering Committee Members

The Swanage Town & Community Partnership is currently seeking nominations for the position of Chairman, Vice Chairman, Honorary Secretary and Steering Committee Members.

The Partnership represents all organisations in Swanage and its rural catchment area and requires vibrant and energetic volunteers, with a local interest and passion for Swanage and its community. Motivated, strategic thinking individuals who represent member organisations are required to assist in taking projects forward from the Swanage Community Strategic Plan.

For further information please contact:

Mrs Alex Brocklesby

Chair, Swanage Town & Community Partnership

Email: Alexandria.Brocklesby@nationaltrust.org.uk