

LYME REGIS TOWN COUNCIL

POLICY COMMITTEE MEETING

MINUTES OF THE MEETING HELD ON WEDNESDAY 17TH JUNE 2009

Present

Chairman: Cllr Ms. S. Holman

Councillors: Mrs. B. Austin, Mrs. A. Bradbury, Mrs. M. Ellis (Mayor), K. Hitchcock, Mrs. L. Jenkin, O. Lovell, P. Williams and S. Williams

Officers: Mr. M. Lewis (Town Clerk), Ms. J. Powrie (Admin. Assistant) and Miss V. Stickler (Admin. Officer)

09/01/P Election of Vice-Chairman

The Chairman, Cllr Ms. S. Holman proposed Cllr K. Meech for Vice-Chairman of the Policy Committee, seconded by Cllr Mrs. B. Austin.

Cllr P. Williams proposed Cllr S. Williams, seconded by Cllr S. Williams.

Cllr Mrs. L. Jenkin proposed Cllr O. Lovell, seconded by the Mayor, Cllr Mrs. M. Ellis. Cllr O. Lovell subsequently withdrew his nomination.

On being put to a vote, Cllr K. Meech was duly elected as Vice-Chairman of the Policy Committee for the forthcoming year.

09/02/P Public Forum

Mr. I. Dicks

Mr. I. Dicks spoke on behalf of the new monthly newspaper 'Around Lyme'. He believed that it was very important that they were given permission to sell the newspaper on the seafront as the revenue was needed and there would not be enough income from residents alone until the newspaper was more established. The newspaper would provide information on local events and activities for visitors.

09/03/P Apologies

Apologies for absence were received from Cllr Miss L. Campbell, Cllr D. Cozens, Cllr Dr. S. Hogg, Cllr K. Meech and Cllr K. Whetlor.

09/04/P Minutes

The minutes of the previous meeting held on the 13th May 2009, having been circulated, were signed by the Chairman as a correct record.

Proposed by Cllr Mrs. A. Bradbury and seconded by Cllr Mrs. B. Austin, the minutes were **ADOPTED**.

Declarations of Interest

Cllr Ms. S. Holman declared a personal and prejudicial interest in agenda item 8 (g) – ‘To consider granting permission to the Twinning Association for the siting of a statue of Sir George Somers in Lister Gardens’ as she was a member of the Twinning Association. She would leave the room for any discussion of this item.

The Mayor, Cllr Mrs. M. Ellis declared a personal interest in agenda item 8 (g) – ‘To consider granting permission to the Twinning Association for the siting of a statue of Sir George Somers in Lister Gardens’ as she was the president of the Twinning Association. This was a personal interest as the Mayor had not yet attended any meetings of the Twinning Association and therefore, she would remain in the room and vote on the item.

Cllr O. Lovell declared a personal and prejudicial interest in agenda item 8 (g) – ‘To consider granting permission to the Twinning Association for the siting of a statue of Sir George Somers in Lister Gardens’ as he was a member of the Twinning Association. He would leave the room for any discussion of this item.

Cllr Mrs. A. Bradbury declared a personal and prejudicial interest in agenda item 8 (g) – ‘To consider granting permission to the Twinning Association for the siting of a statue of Sir George Somers in Lister Gardens’ as she was a member of the Twinning Association. She also declared a personal and prejudicial interest in agenda item 12 (b) – ‘Tourism & Advertising Sub-Committee – 8th June 2009’ as she was the owner of guest accommodation in the town. She would leave the room for any discussion of these items.

Cllr Mrs. B. Austin declared a personal and prejudicial interest in agenda item 8 (g) – ‘To consider granting permission to the Twinning Association for the siting of a statue of Sir George Somers in Lister Gardens’ as she was a member of the Twinning Association. She would leave the room for any discussion of this item.

Cllr S. Williams declared a personal interest in agenda item 8 (g) – ‘To consider granting permission to the Twinning Association for the siting of a statue of Sir George Somers in Lister Gardens’ as he was a member of the Twinning Association.

Items scheduled for further report as indicated by the minutes of the previous meeting held on the 13th May 2009

- (a) Minute No. 08/116/P (a) – To consider preliminary sketch options for proposed public conveniences in Lister Gardens

Members **AGREED** to the provisional arrangements for a meeting with the architect regarding the public conveniences in Lister Gardens on the 2nd July 2009.

- (b) Minute No. 08/116/P (b) – Mini Golf, Lister Gardens

The Town Clerk reported that work to re-carpet the mini golf was under way and was within budget. This was being completed by a professional carpet fitter and should take 3 days.
NOTED.

- (c) Minute No. 08/116/P (c) – To consider, particularly with the possible advent of additional council-owned huts for rent on the Cart Road, a future policy to govern the allocation of huts

Members discussed the proposed arrangements for the letting of beach huts as circulated previously.

Cllr Mrs. L. Jenkin felt that a proportion of the day huts should not be booked in advance so that they could be hired on an ad hoc basis. Members felt that this was not appropriate.

Cllr O. Lovell believed that the fee structure for the hire of day huts in 2010 should have been discussed at this meeting. However the Town Clerk advised that further investigation was needed by way of comparison with other Town Councils for beach hut hire. Proposed by Cllr Ms. S. Holman and seconded by Cllr Mrs. B. Austin, members **AGREED** to discuss the fee structure at the next Policy Committee meeting.

Proposed by Cllr Mrs. L. Jenkin and seconded by Cllr Mrs. B. Austin, members agreed to **RECOMMEND TO FULL COUNCIL** that the proposed system for the allocation of day huts from 2010 be adopted.

Cllr P. Williams requested that once charges were set, signs could be installed on the huts showing the prices for hire of the day huts.

(d) Minute No. 08/116/P (f) – Ware Cliff

This item was **DEFERRED** to the next meeting pending a further report.

(e) Minute No. 08/121/P (f) – To note that an approach has been received from the Mayor of Barfleur in Normandy, seeking to establish cultural links with Lyme Regis, leading eventually perhaps to formal twinning

Members **AGREED** that the Town Clerk use the Council newsletter to alert the public to this offer in order to gauge support for the forming of a twinning committee to link with Barfleur in Normandy. Cllr S. Williams suggested that the Sailing Club and Power Boat Club were also informed.

09/07/P Financial Administration

(a) To note the budget comparison of income and expenditure to 31st May 2009

Members had previously been circulated with a detailed income and expenditure budget comparison to 31st May 2009, which was **NOTED**.

(b) To note the schedule of investments and cash holdings

Members had previously been circulated with a schedule of investments and cash holdings, which was **NOTED**.

(c) To note the Internal Auditor's final report in respect of the 2008/09 financial year

Members had previously been circulated with the Internal Auditor's final report in respect of the 2008/09 financial year, which was **NOTED**.

Cllr O. Lovell expressed concerns with the issue raised under reference number 5.2.1, in regards to unpaid invoices for advertisements in the town guide. The Town Clerk confirmed that in the future, payment will be required with the booking form which should resolve this issue.

(d) To consider entering into a contract with WDDC which mirrors that between CABA and WDDC by way of a funding agreement in relation to the Shelters project

The Mayor, Cllr Mrs. M. Ellis expressed a concern about any conditions that may have been added to the contract by WDDC. The Town Clerk confirmed that the document would be available for members to view in the Town Council offices and he would inform members of any variations to the original CABE/WDDC contract that could be of concern.

Proposed by Cllr Mrs. L. Jenkin and seconded by Cllr Mrs. A. Bradbury, members agreed to **RECOMMEND TO FULL COUNCIL** that the Town Council enter into the contract with WDDC.

- (e) To consider the report and recommendation of the Finance Officer that the Council also accept payment by debit card and credit card

Members requested further information on the charges made by banks on payments taken by different types of cards before a decision could be reached.

- (f) To consider adding the Town Clerk as a signatory to expedite the movement of investments

The Town Clerk advised that the bank often needed to contact a signatory to ask security questions regarding the accounts before a transfer of funds could take place and that having him added as a signatory would expedite the process.

Proposed by Cllr Mrs. B. Austin and seconded by Cllr Mrs. L. Jenkin, members agreed to **RECOMMEND TO FULL COUNCIL** that the Town Clerk be added as a signatory in the matter of the management of investments.

09/08/P Land/Property

- (a) To consider the introduction of a documented inspection regime of all Town Council owned/managed areas

Proposed by Cllr Mrs. L. Jenkin and seconded by Cllr Mrs. M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to introduce a documented inspection regime of all Town Council owned/managed areas.

- (b) To consider a schedule of opening hours in respect of Marine Parade public conveniences

Proposed by Cllr P. Williams and seconded by Cllr O. Lovell, members agreed to **RECOMMEND TO FULL COUNCIL** that the Marine Parade public conveniences be open from 9am to 6pm in respect of the period 31st October to 1st April but could be closed earlier according to the hours of darkness. The opening hours for the rest of the year should be from 7am to 9pm however in the case of special events requiring the toilets to be open later then the organisers would need to make a request in advance to the Town Council offices.

- (c) To consider a request to renew the stone balancing concession for the 2009/10 year

The Town Clerk informed members that the stone balancing concessionaire had offered £150 for the forthcoming year.

Cllr S. Williams proposed that the fee for the stone balancing concession for the 2009/10 year be £250. This was not seconded.

Cllr P. Williams proposed that the fee be £900, seconded by Cllr S. Williams. On being put to a vote, this motion was lost.

Proposed by the Mayor, Cllr Mrs. M. Ellis and seconded by Cllr O. Lovell, members **AGREED** to invite the concessionaire to make an improved offer in time for consideration at Full Council. It was noted that the concessionaire had operated with a small marquee on the beach during the Fossil Festival, for which permission had not been obtained.

- (d) To consider a recommendation from Cllr S. Williams and the Town Clerk to accept the fee structure proposed by a chartered surveyor to act for the Town Council in the matter of the re-establishment of the correct western boundary of Lister Gardens

*Proposed by Cllr S. Williams and seconded by Cllr Mrs. A. Bradbury, members **AGREED** that as this item involved quotations for a professional service to the Council, that it be dealt with under 'Exempt Business' when the press and public could be excluded from the meeting.*

- (e) To consider a request from B Sharp, Lyme Youth Arts Music Project to permit busking in Town Council managed areas

Members agreed to **RECOMMEND TO FULL COUNCIL** to allow B Sharp to busk on Marine Parade and Cart Road on dates which have been approved by the Town Council offices to ensure this does not conflict with other users. All performances to cease by 11pm. B Sharp members would be required to identify themselves either through the use of banners or badges.

Cllr P. Williams additionally requested that no pre-recorded music be played unless accompanying a vocalist or dancer.

The Town Clerk advised that B Sharp would need to contact West Dorset District Council regarding use of Theatre Square.

- (f) To consider amending the commencement date in respect of the lease for the pitch and putt area at Strawberry Field

Proposed by Cllr S. Williams and seconded by Cllr Mrs. A. Bradbury, members agreed to **RECOMMEND TO FULL COUNCIL** that the start of the rent free period coincide with the signing of the lease.

- (g) To consider granting permission to the Twinning Association for the siting of a statue of Sir George Somers in Lister Gardens

As per their earlier declarations of interest, Cllr O. Lovell, Cllr Ms. S. Holman, Cllr Mrs. B. Austin and Cllr Mrs. A. Bradbury left the room.

As the number of declared prejudicial interests meant in effect that the meeting for this particular item was inquorate, the Mayor, Cllr Mrs. M. Ellis, proposed that this item be **DEFERRED** to the next Full Council meeting, seconded by Cllr S. Williams and agreed.

Cllr O. Lovell, Cllr Ms. S. Holman, Cllr Mrs. B. Austin and Cllr Mrs. A. Bradbury returned to the meeting.

- (h) To consider a request to permit the siting of a funfair on the Anning Road Playing Field for the duration of the school summer holiday

Proposed by Cllr O. Lovell and seconded by Cllr P. Williams, members agreed to **RECOMMEND TO FULL COUNCIL** that the request to site a funfair on the Anning Road Playing Field be refused.

Proposed by Cllr P. Williams and seconded by Cllr S. Williams, members agreed to **RECOMMEND TO FULL COUNCIL** that the funfair operators be offered Strawberry Field as an alternative site for the school summer holiday.

- (i) To receive and note an update from the Council's solicitor with regard to the introduction of new byelaws

Members **NOTED** the report from the Town Clerk on progress towards the introduction of new byelaws.

- (j) To consider a request from the publishers of 'Around Lyme' to sell copies of the newspaper whilst walking along Marine Parade or Cart Road

Proposed by Cllr P. Williams and seconded by Cllr Mrs. B. Austin, members agreed to **RECOMMEND TO FULL COUNCIL** to refuse the request from 'Around Lyme' to sell copies of their newspaper whilst walking along Marine Parade or Cart Road.

- (k) To consider a request from the owner of 'The Electric Lemon' to have a mobile drinks concession on the Cart Road extension for the period 1st to 8th August this year to coincide with Regatta and Carnival Week

Proposed by the Mayor, Cllr Mrs. M. Ellis and seconded by Cllr S. Williams, members agreed to **RECOMMEND TO FULL COUNCIL** to refuse the request from 'The Electric Lemon'.

- (l) To consider a request from a professional caricaturist/cartoonist to have a concession on the seafront preferably in the shelters

Proposed by Cllr Mrs. A. Bradbury and seconded by Cllr Mrs. L. Jenkin, members agreed to **RECOMMEND TO FULL COUNCIL** to refuse the request from the professional caricaturist/cartoonist.

Members also **AGREED** to look at the list of concessions again in the future.

09/09/P Tourism/Economic Development

- (a) To consider the frequency of mechanised beach cleaning throughout the year

Proposed by Cllr O. Lovell and seconded by the Mayor, Cllr Mrs. M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** that the arrangements for the beach cleaning be as follows and that the Head Groundsman instigate additional cleans as necessary.

- From Easter or 1st April, whichever is the earlier, until the start of the six week school summer holiday – three cleans a week on Monday, Wednesday and Friday.
- Spring Bank Holiday Week – cleaned daily including weekends
- School Summer Holiday – daily cleans
- September – three cleans a week on Monday, Wednesday and Friday
- October – Monday and Friday (except for Half Term which would be Monday, Wednesday and Friday)
- Rest of the year – as necessary and dependent on the weather

- (b) To receive the 2009/10 budget and commentary from Lyme Arts Community Trust plus profit and loss account to 31st March 2009

Cllr S. Williams was concerned that no monies had been put into maintaining the fabric of the building and he believed that there was no sign that the Lyme Arts Community Trust was becoming self-sufficient.

09/10/P Staffing/Organisation

- (a) To note issues to be brought forward for update or consideration at future meetings

The Chairman reported that the Cycle Path Working Group could convene following signature of the tripartite agreement covering the management of the Cart Road extension.

09/11/P Community Issues

- (a) To note Complaints and Incidents Summary

The Complaints and Incidents Summary, having previously been circulate, was NOTED.

- (b) To receive notification that Dorset County Council Road and Rights of Way Committee has accepted the Town Council's application to modify the definitive map and statement by adding a footpath from Coombe Street to the River Lym (Bagster's Steps)

Cllr S. Williams reminded members that money would need to be spent to repair Bagster's Steps and to add a safety rail.

- (c) To review the provisions of the Service Level Agreement, governing the revenue support grant to LymeArts Community Trust

Members **AGREED** for item 1 to be updated to reflect payments made to Lyme Arts Community Trust since the document was signed and for item 2.2 to be updated to read – "The Trust agrees to remain as a Charitable Trust."

Cllr S. Williams again expressed his concerns that the money given to the Trust by Lyme Regis Town Council was not being used to maintain the fabric of the building.

09/12/P To receive reports from sub-committees and working groups

- (a) Staffing Sub-Committee – 20th May 2009

The Chairman reported that the Staffing Sub-Committee had started work on drafting a job description for the role of Deputy Town Clerk. The Town Clerk advised that Dorchester Town Council in particular as well as Bridport Town Council had been very helpful with information and guidance on similar roles.

- (b) Tourism & Advertising Sub-Committee – 8th June 2009

As the meeting had not been quorate, the minutes of the Tourism & Advertising Sub-Committee meeting were **NOTED**.

09/13/P To note reports from local organisations and from council representatives to outside bodies

There were no reports to note.

09/14/P To note any items the Chairman decides are urgent

There were no items to discuss.

09/15/P Exempt Business

*Proposed by the Mayor, Cllr Mrs. M. Ellis and seconded by Cllr Mrs. B. Austin, members **AGREED** to exclude the press and the public from the meeting for the following item in view of the likely disclosure of exempt information within the meaning of paragraph 9 of Schedule 12a to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.*

- (a)** To consider a recommendation from Cllr S. Williams and the Town Clerk to accept the fee structure proposed by a chartered surveyor to act for the Town Council in the matter of the re-establishment of the correct western boundary of Lister Gardens

Proposed by Cllr O. Lovell and seconded by the Chairman, Cllr Ms. S. Holman, members agreed to **RECOMMEND TO FULL COUNCIL** to appoint Mr. D. Powell of Ringwood to act for the Town Council in the matter of the re-establishment of the correct western boundary of Lister Gardens.