



**John Wright
Town Clerk**

Lyme Regis Town Council

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Notice is hereby given of a meeting of the **Lyme Regis Town Council** to be held in the Guildhall, Bridge Street, Lyme Regis, on **Wednesday 20 September 2017** commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
14.09.17

AGENDA

Prayers

A prayer will be offered by the Rev. Jane Skinner

1. Declaration of Acceptance of Office

To confirm Cllr Patrick Ridley has signed his Declaration of Acceptance of Office

2. Public Forum

Twenty minutes will be made available for public comment and response, to include reports from the local county councillor and district councillors.

Individuals will be permitted a maximum of three minutes each to address the committee

3. Questions from Councillors

4. Apologies for Absence

To receive and record any apologies and reasons for absence

5. Disclosable Pecuniary Interests

Members are reminded that if they have a Disclosable Pecuniary Interest on their register of interests relating to any item on the agenda they are prevented from participating in any discussion or voting on that matter at the meeting as to do so would amount to a criminal offence. Similarly if you are or become aware of a Disclosable Pecuniary Interest in a matter under consideration at this meeting which is not on your register of interests or is in the process of being added to your register you must disclose such interest at this meeting and register it within 28 days.

6. Dispensations

To note the grant of dispensations made by the town clerk in relation to the business of this meeting.

7. To confirm the accuracy of the minutes of the Full Council meeting held on 12 July 2017 (attached)

8. To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 26 July 2017 (attached)

9. To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 9 August 2017 (attached)

10. To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 22 August 2017 (attached)

11. Matters arising from the minutes of the Full Council meeting held on 12 July 2017

To inform members of matters arising from the minutes of the Full Council meeting on 12 July 2017 that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues in those minutes

12. Matters arising from the minutes of the extraordinary Full Council meeting held on 26 July 2017

To inform members of matters arising from the minutes of the extraordinary Full Council meeting on 26 July 2017 that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues in those minutes

13. Matters arising from the minutes of the extraordinary Full Council meeting held on 9 August 2017

To inform members of matters arising from the minutes of the extraordinary Full Council meeting on 9 August 2017 that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues in those minutes

14. Matters arising from the minutes of the extraordinary Full Council meeting held on 22 August 2017

To inform members of matters arising from the minutes of the extraordinary Full Council meeting on 22 August 2017 that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues in those minutes

15. Update Report

To update members on issues previously reported to this committee

16. Mayor's Announcements

17. Planning Committee

To receive the minutes of the meeting held on **25 July 2017 and 22 August 2017** and note the committee's comments made on planning applications under the power delegated by Full Council.

18. Human Resources Committee

To receive the minutes of the meeting held on **19 July 2017** and consider the recommendations therein.

19. Strategy and Finance Committee

To receive the minutes of the meeting held on **6 September 2017** and consider the recommendations therein.

20. Tourism, Community and Publicity Committee

To receive the minutes of the meeting held on **2 August 2017** and consider the recommendations therein.

21. Town Management and Highways Committee

To receive the minutes of the meeting held on **26 July 2017** and consider the recommendations therein.

22. Christmas Lights Committee

To receive the minutes of the meeting held on **11 September 2017** and consider the recommendations therein.

23. External Audit Report for the Year Ended 31 March 2017

To allow members to consider the external audit report for the year ended 31 March 2017

24. Appointments to Council Committees

To allow the council to receive further nominations for appointments to committees for the 2017/18 council year

25. List of Payments

To inform members of the payments made in the month of July 2017

26. Exempt Business

Committee: Full Council

Date: 20 September 2017

Title: Declaration of Acceptance of Office

Purpose

To confirm Cllr Patrick Ridley has signed his Declaration of Acceptance of Office

Recommendation

Members note the town clerk's confirmation that Cllr Patrick Ridley signed his Declaration of Acceptance of Office

Background

1. In accordance with the Local Government Act 1972, s83(4) and the Local Elections (Declaration of Acceptance of Office) Order 2012, SI 2012/1465, members must sign their Declaration of Acceptance of Office in a prescribed form before or at the first meeting of the council after election.
2. I can confirm that I have received a signed Declaration of Acceptance of Office from Patrick Ridley on 21 August 2017.
3. As Cllr Ridley is away for this meeting, his nomination to committees will be confirmed at the next meeting on 1 November 2017.

John Wright
Town clerk
September 2017

LYME REGIS TOWN COUNCIL

MINUTES OF THE MEETING HELD ON WEDNESDAY 12 JULY 2017

Present

Chairman: The Mayor, Cllr M. Ellis

Councillors: Cllr J. Broom, Cllr R. Doney, Cllr D. Hallett, Cllr P. Hicks, Cllr B. Larcombe, Cllr S. Miller, Cllr J. Scowen, Cllr G. Turner, Cllr S. Williams

Officers: Mrs E. Pawsey (senior administrative assistant), Miss S. Northover (office apprentice) and Mr J. Wright (town clerk)

17/27/FC Public Forum

Mr K. Gollop

Mr Gollop asked what the town council was going to do about the problem of large lorries coming through Church Street following an incident earlier this week when an artic lorry had difficulty coming through the narrow road and almost reversed into a passing motorcycle.

The town clerk said the town council was not responsible for highways; Dorset County Council (DCC) was responsible.

Mr Gollop said as the town council represented the town, it should raise the issue on the town's behalf.

Cllr S. Williams said new traffic schemes had been discussed and so far nothing had been achieved. He said he supported Mr Gollop's concerns.

Cllr B. Larcombe said there should be signs not just prohibiting weight and height of vehicles, but also the length.

Cllr Mrs M. Ellis asked this be brought as an agenda item to the Town Management and Highways Committee.

Mr P. Sankey

Mr Sankey said he represented Lyme Regis's interests on the Western Area Transport Action Group (WATAG) and had recently become chairman. Mr Sankey said last week he spent a day travelling on the 71 bus to see how it was being used. He said it was clear it was a lifeline for many older members of the community, some used it frequently to shop and others used it to get to the two medical centres. Mr Sankey said it gave passengers flexibility on how long they stayed in town, whether it be for shopping, appointments, coffee morning, or lunches.

Mr Sankey said on one of the days there were no more than 16 people on the bus. He also said on several occasions the bus travelled from Cobb Road to Haye Close

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without anyone getting on or off. Mr Sankey suggested a booking system into town and an on-request return could be put into place and would cut out some mileage.

Mr Sankey said unfortunately, potential operators were not sure what resources they would have available as DCC were still sorting out primary school contracts for September.

Mr Sankey said WATAG supported the council in getting something in place to cover the period between now and September. He said longer term, something more sustainable was required and this would have to include looking at the economics of allowing the use of bus passes and different fare structures.

Mr Sankey said WATAG would like to thank the town council for all the work they had done on this issue.

Sandra Johnson

Mrs Johnson asked what was being done about the town having no cash points.

Cllr Mrs M. Ellis said it was not part of the town council's remit to provide cash points. She said the Tesco cashpoint was working again and there were other businesses in the town that were looking into having ATMs.

Nigel Ball (speaking on behalf of his wife)

Mr Ball raised concerns about several issues in the area he lives, Talbot Road, including footpath closure, electricity failure and water across a footpath. He said for 20 years they had kept the footpath weeded and the road along Colway Lane. He also said there were overhanging trees and blocked drains. Mr Ball said it seemed maintenance of the seafront came first. He asked if the council was going to employ a lengthsman.

Nigel Ball

Mr Ball said he would like to thank the town council staff who were doing a good job of keeping the seafront and the gardens tidy, especially picking up the litter. Mr Ball said the showers on the beach were still not working and there had been problems with the ladies' toilets along Marine Parade. Mr Ball said some of these issues were being raised on social media and he asked if these issues could be addressed.

Cllr Mrs M. Ellis said a lengthsman had been employed. She also said a lot of the weeding along Marine Parade was being taken care of. She said the ladies' toilets were now open and the showers would hopefully be working next week.

The town clerk said the lengthsman started a couple of weeks ago, and a programme of works would be drawn up for him.

Cllr D. Turner – Dorset County Council (DCC)

Cllr D. Turner said a decision on the local government review could be made on 21 July 2017.

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Cllr D. Turner said DCC highways had looked at the traffic issues in Church Street and box junctions, road sensors and signs had been installed. He said the traffic problems were a police matter, which would be dealt with by the Dorset police and crime commissioner, Martyn Underhill. Cllr D. Turner also said the community highways engineer would meet with the town council, if needed.

Cllr D. Turner said Dorset Waste Partnership (DWP) had concerns about the size of the takeaway cartons being used by seafront businesses. He said perhaps businesses could use paper bags, which would take up much less room in the bins.

Regarding the bus services, Cllr D. Turner said this was a county matter and DCC was investigating solutions for the town service and park and ride and he would chase the matter the following day.

Cllr D. Turner said the weeds along the river walk were rife. He said DCC had cut down to one spray a year to kill the weeds, but the town council would be given provided with funding to carry out a second spray.

Cllr D. Turner said blocked drains could be reported on the Dorset For You website.

17/28/C Questions from Councillors

Cllr D. Hallett

Cllr D. Hallett said the clock on the parish church had not been working for at least six months. He asked if the council could pursue this matter with the church to establish when it would be fixed.

Cllr Mrs M. Ellis said work to the church tower was waiting to be re-rendered and the clock would be repaired when this had been done.

Cllr D. Hallett

Cllr D. Hallett said the shelter in the skatepark had been vandalised and taken down; he asked if it was going to be replaced.

Cllr Mrs M. Ellis said the shelter was not going to be replaced.

17/29/C Apologies for Absence

Cllr S Larcombe – prior commitment
Cllr O. Lovell
Cllr C Reynolds – illness

17/30/C Disclosable Pecuniary Interests

Cllr Mrs M. Ellis declared a pecuniary interest in item 17/15/SF, relating to the Woodmead Halls, and she would leave the room if there was any discussion.

17/31//C Dispensations

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There was no grant of dispensations made by the town clerk in relation to the business of this meeting.

17/32/C To confirm the accuracy of the minutes of the adjourned annual meeting held on 17 May 2017 and the resumed meeting held on 24 May 2017

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, the minutes of the adjourned annual meeting held on 17 May 2017 and the resumed meeting held on 24 May 2017 were **ADOPTED**.

17/33/C To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 21 June 2017

Proposed by Cllr G. Turner and seconded by Cllr B. Larcombe, the minutes of the extraordinary Full Council meeting held on 21 June 2017 were **ADOPTED**.

17/34/C Matters arising from the minutes of the Full Council meeting held on 24 May 2017

Members noted the report.

17/35/C Matters arising from the minutes of the extraordinary Full Council meeting held on 21 June 2017

Members noted the report.

17/36/C Update Report

Ware Cliff chalets

The town clerk said the invoice payment date to prospective owners had been changed to 21 July 2017.

Chalet 18 Monmouth Beach

In response to a member question, the town clerk said the owners had been given until 3 July 2017 to respond to a recent letter he had sent, but there had been no response. He said this matter would be taken back to the Town Management and Highways Committee.

Police liaison

Cllr D. Hallett asked if there would be more police presence in Lyme Regis.

The town clerk said there would be regular three-month review meetings with the police and he had asked for extra resources during events.

17/37/C Mayor's Announcements

Members noted the report.

17/38/C Planning Committee

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Proposed by Cllr S. Miller and seconded by Cllr B. Larcombe, it was **RESOLVED** to receive the minutes of the Planning Committee held on 2 May 2017, 30 May 2017 and 27 June 2017.

17/39/C Human Resources Committee

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, it was **RESOLVED** to receive the minutes of the Human Resources Committee held on 7 June 2017 and adopt the recommendations, as follows:

17/20/HR – Review of the Code of conduct for Staff

RESOLVED: to approve the code of conduct for staff.

17/21/HR – Review of the Disciplinary Policy and Procedure

RESOLVED: to approve the disciplinary policy and procedure.

17/22/HR – Review of the Grievance Policy and Procedure

RESOLVED: to approve the grievance policy and procedure, as amended by the Human Resources Committee.

17/23/HR: Review of the Whistleblowing Policy and Procedure

RESOLVED: to approve the whistleblowing policy and procedure.

17/24/HR: Members' allowance

RESOLVED: to hold the members' allowance at its current level until the WDDC Parish Remuneration Scheme meets again, and to make a representation to the panel to re-consider the method for calculating members' allowance.

17/25/HR: Operations Manager Recruitment

RESOLVED: to approve the recruitment of an operations manager, to approve the recruitment timetable, to approve the job description and person specification, and to appoint Cllr Mrs M. Ellis, Cllr O. Lovell and Cllr J. Broom to sit on the selection panel for the recruitment of an operations manager.

17/40/C Strategy and Finance Committee

Proposed by Cllr J. Broom and seconded by Cllr P. Hicks, it was **RESOLVED** to receive the minutes of the Strategy and Finance Committee held on 28 June 2017 and adopt the recommendations, as follows:

17/10/SF – The Annual Review of the Complaints' Policy and Procedure

RESOLVED: to approve the complaints' policy and procedure as they stand, and to note the volume and nature of complaints received between 1 April 2016 and 31 March 2017.

17/11/SF – The Annual Review of the communications/PR Policy and Procedure

RESOLVED: to approve the amended communications/PR policy and procedure.

17/12/SF – Review of the Grants’ Policies

RESOLVED: to approve the major grants’ policy, and the amended minor and medium grants’ policy, with the following further amendments:

- Any organisation in receipt of a major grant cannot apply for a minor or medium grant cannot apply for a minor or medium grant during the period of the major grant
- The council will look favorably on organisations that show evidence of self-help, either by fundraising or obtaining funds from other sources
- Amend the timescale in paragraph 6.1.4 to end-March/early-April

17/14/SF – Section 106 Monies

RESOLVED: that the town council develops proposals for Langmoor and Lister Gardens, which include creating a café, toilets, a petanque area and a replacement gazebo, and submit a proposal to West Dorset District Council for section 106 monies to support this project; and town council funding which would otherwise have been allocated to this project is made available for other projects which will be determined through the budget-setting process.

17/15/SF – Woodmead Halls Toilets

RESOLVED: to enter into a service level agreement with the Woodmead Halls’ Management Committee to provide public access to toilets at Woodmead Halls all-year-round, at a sum of £9,940 per annum, fixed until 31 March 2020, with a deadline of 31 July 2017 for the Woodmead Halls’ Management Committee to either accept or decline the offer.

17/16/SF – War Memorial and Events to commemorate the end of the First World War

RESOLVED: to set up a working group to consider fundraising options for amendments to the war memorial and to identify events to commemorate the end of the First World War, to comprise Cllr Mrs M. Ellis, Cllr J. Broom, Cllr B. Larcombe, Cllr D. Hallett and a representative from the Royal British Legion, Marine Theatre and Lyme Regis Museum.

17/17/SF – Flying the Red Ensign for Merchant Navy Day

RESOLVED: to approve the request from Seafarers UK to fly the Red Ensign for Merchant Navy Day on 3 September each year.

17/19/SF – List of Payments

RESOLVED: to approve the schedule of payments or April 2017 for the sum of £16,888.06 and May 2017 for the sum of £126,958.91

17/22/SF – Town Bus Service 71

RESOLVED: to retrospectively authorise the deputy town clerk in consultation with the chairman of the Strategy and Finance Committee and the Tourism, Community and Publicity Committee, to agree an interim arrangement with Dorset Community Transport to provide an appropriate book and ride (Section 19) town bus service using a disabled-accessible 16-seat minibus for the period 24 July to 1 September 2017 in the first instance and within a budget of up to £4000.

17/41/C Tourism, Community and Publicity Committee

Proposed by Cllr R. Doney and seconded by Cllr J. Scowen, it was **RESOLVED** to receive the minutes of the Tourism, Community and Publicity Committee held on 21 June 2017 and adopt the recommendations, as follows:

17/10/TCP - Use of Seafront Beach Hut for Photography Project

RESOLVED: to approve the use of a Cart Road beach hut by a photography student in connection with a portrait project, subject to availability and adherence to the terms and conditions of hire, with the full cost of hire payable.

17/12/TCP – LymeForward Grant Review Meeting

RESOLVED: to approve LymeForward developing engagement with the business community, supporting the development of the business group, promoting a safer neighborhood, developing Lyme Voice as a consultation vehicle, and improve facilities in Langmoor and Lister Gardens as part of a grant application to the Coastal Communities Fund as town council projects for LymeForward in 2017/18

17/15/TCP – Photography Competition for 2018 Lyme Regis Guide

RESOLVED: to approve running a photography competition to gather images for the 2018 Lyme Regis guide, with the judging to be carried out by a panel.

17/16/TCP – Request for Twinning with Richmond, Queensland, Australia

RESOLVED: to put out a public appeal to find people who would be interested in taking forward the idea of twinning with Richmond, Queensland, Australia, to discuss the idea with Lyme Regis Museum to establish if there is any value in developing a relationship with the museum in Richmond, and to write to the ambassador for Richmond to inform her of the latest position and establish what she would expect from the twinning of the two towns.

17/42/C Town Management and Highways Committee

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, it was **RESOLVED** to receive the minutes of the Town Management and Highways Committee held on 14 June 2017 and adopt the recommendations, as follows:

17/19/TMH – Additional Benches on Marine Parade

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RESOLVED: to put seven metal benches on the Marine Parade in front of the Shelters

17/10/TMH – Proposals for a Café and Toilets in the Lister Gardens

RESOLVED: to invite architects from John Stark & Crickmay Partnership to the next meeting of the Town Management and Highways Committee to discuss the proposals for a café and toilets in the Lister Gardens

17/11/TMH – Re-location of Churchyard Memorial

RESOLVED: to approve the request to re-locate a memorial in St Michael's Parish Church yard to the town cemetery, to be fixed to a wall, the precise location of which to be negotiated with the deputy town clerk

17/13/TMH – Draft Agency Agreement

RESOLVED: to instruct officers to negotiate the addition of the issuing of scaffolding licences and responsibility for on-street parking enforcement in the schedule of functions attached to the draft agency agreement from Dorset County Council

17/14/TMH – Marine Parade Toilets.

RESOLVED: to provide temporary ladies 'toilets on Marine Parade and keep the men's toilets open, and to instruct officers to investigate all options for the urgent re-provision of toilets on the seafront

17/15/TMC – Request for Assignment of By the Bay Lease

RESOLVED: to approve the requested assignment of the current By the Bay lease to Cooper Clarke Briggs Ltd for an initial period of three months in the first instance and subject to the references provided and to an undertaking to meet the council's reasonable legal and other professional costs dealing with the matter.

17/43/C Appointments to Council Committees

Proposed by Cllr B. Larcombe and seconded by Mrs M. Ellis, additional membership of committees was **RESOLVED** as follows:

Town Management and Highways

Cllr G. Turner

Tourism, Community and Publicity

Cllr D. Hallett, Cllr G. Turner, Cllr J. Broom and Cllr P. Hicks

17/44/C Purchase of a Vehicle for the Lengthsman

Cllr D. Hallett said he was not in favour of purchasing a vehicle as he believed it wouldn't be used enough.

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Proposed by Cllr S. Miller and seconded by Cllr J. Broom, members **RESOLVED** to approve the purchase of the officers' preferred vehicle from Wheelers Car Centre for the lengthsman.

Cllr. D Hallett voted against this motion.

17/45/C Town Bus Service 71

Members discussed whether passengers should be charged for this service and whether concessionary bus passes should be accepted.

Cllr J. Scowen said congratulations should be given to officers for their prompt action.

Proposed by Cllr B. Larcombe and seconded by Cllr S. Miller, members **RESOLVED** to note the arrangements put in place from 24 July to 1 September 2017 for a Section 19 service, to enter into negotiations with Dorset Community Transport for the provision of a Section 22 service from w/c 18 September to 31 December 2017, that concessionary bus pass holders are not charged for using this service during the period 24 July to 1 September 2017, and to use the 'Lyme Flyer' as the name of this service.

17/46/C Sidmouth Road Park and Ride

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members **RESOLVED** to approve a budget of up to £7,000 for the procurement of additional information to support a further application for 2018 onwards.

17/47/C Bank Account Signatories

Proposed by Cllr S. Miller and seconded by Cllr B. Larcombe, members **RESOLVED** to approve the mayor and all committee chairmen as bank signatories, in addition to the town clerk, and remove any other signatories.

17/48/C Joint Funding Initiative

Cllr B. Larcombe said he was concerned how it would be decided what to spend the money on; he said it should be town council led.

Proposed by Cllr J. Scowen and seconded by Cllr R. Doney, members **RESOLVED** to support the introduction of a 'Seafront Initiatives Fund' equally and jointly financed with Lyme Bay Holidays and, potentially, the Coastal Community Fund.

The meeting closed at 8.17pm.

LYME REGIS TOWN COUNCIL

MINUTES OF THE EXTRAORDINARY MEETING HELD ON WEDNESDAY 26 JULY 2017

Present

Chairman: The Mayor, Cllr Mrs M. Ellis

Councillors: Cllr J. Broom, Cllr R. Doney, Cllr D. Hallett, Cllr P. Hicks, Cllr B. Larcombe, Cllr S. Larcombe, Cllr O. Lovell, Cllr S. Miller, Cllr Mrs C. Reynolds, Cllr J. Scowen, Cllr S. Williams

Officers: Mr M. Green (deputy town clerk), Mrs A. Mullins (administrative officer)

17/49/C Public Forum

There were no members of the public who wished to speak.

17/50/C Apologies for Absence

Cllr G. Turner

17/51/C Disclosable Pecuniary Interests

There were none.

17/52/C Dispensations

There was no grant of dispensations made by the town clerk in relation to the business of this meeting.

17/53/C Appointment of a Park and Ride Operator

Proposed by Cllr S. Miller and seconded by Cllr Mrs C. Reynolds, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential information relating to the financial or business affairs of a particular person within the meaning of paragraphs 1 and 8 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.

17/54/C Member Complaints' Panel

Proposed by Cllr S. Miller and seconded by Cllr Mrs C. Reynolds, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for

this item of business as it included confidential information relating to the financial or business affairs of a particular person within the meaning of paragraphs 1 and 8 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.

17/55/C Exempt Business

(a) Appointment of a Park and Ride Operator

The deputy town clerk updated members following further discussions with the bus operator, First Group. He said First had indicated it no longer required the council to underwrite the costs of the service. Until this was confirmed, the deputy town clerk asked members to retain the option to use the £20,000 budgeted for the provision of park and ride.

The deputy town clerk said First would be using double deckers, as they were the only vehicles available due to commitments to other contracts.

There was general agreement that double deckers were not ideal, but if this was all that was available, it was preferable to no service at all. It was agreed discussions could take place with First if problems arose regarding double deckers meeting in Church Street.

In response to a member question, the deputy town clerk said any possibility of extending the service beyond 3 September 2017, as proposed, would need to be discussed with First.

Proposed by Cllr S. Miller and seconded by Cllr Mrs C. Reynolds, members **RESOLVED** to approve a proposal from First Group to operate a summer park and ride service for Lyme Regis for the period to 3 September 2017, and for the council to underwrite the service up to £5,000.

(b) Member Complaints' Panel

Proposed by Cllr S. Miller and seconded by Cllr S. Williams, members **RESOLVED** to endorse the finding of the member complaints' panel constituted to consider four complaints relating to charges for the parking of vehicles on Monmouth (Western) Beach levied on the owners of the 11 new chalets in that location, and agreed that the sum of £500 is deducted from the 2017 site licence fee for all 11 chalet owners.

The meeting closed at 7.13pm.

LYME REGIS TOWN COUNCIL

MINUTES OF THE EXTRAORDINARY MEETING HELD ON WEDNESDAY 9 AUGUST 2017

Present

Chairman: The Mayor, Cllr Mrs M. Ellis

Councillors: Cllr J. Broom, Cllr R. Doney, Cllr P. Hicks, Cllr B. Larcombe, Cllr S. Larcombe, Cllr S. Miller, Cllr Mrs C. Reynolds, Cllr J. Scowen, Cllr G. Turner, Cllr S. Williams

Officers: Mr M. Green (deputy town clerk), Mrs A. Mullins (administrative officer), Mr J. Wright (town clerk)

17/56/C Public Forum

There were no members of the public who wished to speak.

17/57/C Apologies for Absence

Cllr D. Hallett
Cllr O. Lovell

17/58/C Disclosable Pecuniary Interests

There were none.

17/59/C Dispensations

There was no grant of dispensations made by the town clerk in relation to the business of this meeting.

17/60/C Chalet, Caravan and Day Huts; Licences and Leases

Cllr B. Larcombe said he had asked for clarity on whether the town council would be responsible for dealing with any land movement in the cliffs.

The deputy town clerk said the town council would only be responsible for issues that occurred within the site it owns, as per the plan attached to the lease, and not for the surrounding cliffs. He said the lease provided for the termination of any lease if significant subsidence occurred that could not be reasonably resolved.

The town clerk said the two representatives of the residents' association had thanked the council and the deputy town clerk for the work put into reaching this agreement.

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Proposed by Cllr S. Miller and seconded by Cllr J. Broom, members **RESOLVED** to note amendments to the heads of terms to the chalet, caravan and day hut licenses/leases which was endorsed by the Full Council on 14 December 2016, and to approve entering in to a 25-year lease with the owners of chalets:

- 16, 17, 18, 19, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33 and 34 Monmouth Beach
- 1, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 36, 37, 38, 39, 40, 41, 45, 50, 51, 52 and 53 Ware Cliff
- 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23 and 24 Bowling Green

The meeting closed at 7.05pm.

LYME REGIS TOWN COUNCIL

MINUTES OF THE EXTRAORDINARY MEETING HELD ON WEDNESDAY 22 AUGUST 2017

Present

Chairman: The Mayor, Cllr Mrs M. Ellis

Councillors: Cllr J. Broom, Cllr R. Doney, Cllr P. Hicks, Cllr B. Larcombe, Cllr S. Miller, Cllr Mrs C. Reynolds, Cllr J. Scowen, Cllr G. Turner, Cllr S. Williams

Officers: Mr J. Wright (town clerk), Mr M. Green (deputy town clerk)

17/61/C Public Forum

There were no members of the public who wished to speak.

17/62/C Apologies for Absence

Cllr D. Hallett
Cllr S. Larcombe
Cllr O. Lovell

17/63/C Disclosable Pecuniary Interests

There were none.

17/64/C Dispensations

There was no grant of dispensations made by the town clerk in relation to the business of this meeting.

17/65/C Town Bus Service

Proposed by Cllr Mrs M. Ellis and seconded by Cllr R. Doney, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential information relating to the financial or business affairs of a particular person within the meaning of paragraphs 1 and 8 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.

17/66/C Legal Deeds and Agreements CLT Development at Timber Hill

Proposed by Cllr S. Miller and seconded by Cllr J. Broom, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential information relating to the financial or business affairs of a particular person within the meaning of paragraphs 1 and 8 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.

17/67/C Automated Teller Machines

The town clerk said the two suggested sites at Bell Cliff and below Bell Cliff were in the ownership of the council. He said he was awaiting a formal proposal and draft contract from Cashzone.

The town clerk said Cashzone would meet all installation costs and would maintain the machine. He said precise details would need to be scrutinised in the draft contract when received and he intended to consult with the council's solicitors.

Cllr S. Miller asked that the contract be examined closely to ensure there were no unforeseen costs to the council.

Proposed by Cllr S. Miller and seconded by Cllr B. Larcombe, members **RESOLVED** to authorise the town clerk, in consultation with the mayor and the chairmen of the Town Management and Highways and Tourism, Publicity and Community Committees, to enter into an appropriate form of contract with Cashzone to provide two free-standing and free-to-use ATMs on council-owned land on Bell Cliff and below Bell Cliff, Lyme Regis.

17/68/C Exempt Business

(a) Town Bus Service

Members requested that, once all the necessary arrangements had been finalised, the service was given good publicity.

It was noted that concessionary bus passes would be accepted on the new service.

There was general agreement that the additional £10k which it would cost to extend the new service to include Saturdays did not represent value-for-money and should not be pursued.

There was a view that some of the stops and timings of the previous 'town bus' service might need to be reviewed.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr S. Miller, members **RESOLVED** to authorise the town clerk, in consultation with the mayor and the chairman of the Tourism, Community and Publicity Committee, to agree precise contractual arrangements with Damory/Go South Coast for a replacement 'town bus' service running to a regular timetable, for no less than five weekdays per week, 52 weeks per year, for a period up to 3 years, at an annual cost of up to £12,000 and commencing on 4 September, 2017, and to approve an exemption from the normal requirement in financial regulations to obtain three quotes for a contract of this size and value because of the need for an expedited start date, because of the track record and experience of this operator in providing the previous 'town bus' service and because of the value for money based on the cost comparisons.

(b) Legal Deeds and Agreements, CLT Development at Timber Hill

The deputy town clerk noted that the town council's address was incorrect on a number of the documents. The respective solicitors were aware of the error, which would be corrected on those documents to be signed and sealed.

Proposed by Cllr S. Miller and seconded by Cllr J. Broom, members **RESOLVED** to approve entering into Deed of Grant, Section 38 and Section 104 Agreements in respect of land and development at Timber Hill, Lyme Regis in the town council's capacity as custodian trustee for the Lyme Regis CLT Ltd.

The meeting closed at 7.45pm.

Committee: Full Council

Date: 20 September 2017

Title: Matters arising from the minutes of the Full Council meeting held on 12 July 2017

Purpose of the Report

To inform members of matters arising from the minutes of the Full Council meeting on 12 July 2017 that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues in those minutes.

Recommendation

Members note the report and raise any other issues on the minutes of the meeting that they require further information on.

Report

17/27/C – Public Forum

A report to update members on the latest position on traffic management in the town centre and to determine any actions will be considered by the Town Management and Highways Committee on 4 October 2017.

17/36/C – Update Report

Officers are in the process of setting up a follow-up meeting with Inspector Wood, when the proposed CCTV system will also be discussed.

17/44/C – Purchase of a Vehicle for the Lengthsman

The chosen vehicle was purchased and was delivered on 5 July 2017.

17/46/C – Sidmouth Road Park and Ride

A report will be taken to the Town Management and Highways Committee on 4 October 2017 with a timetable for gathering the required information for submission with the planning application.

John Wright
Town clerk
September 2017

Committee: Full Council

Date: 20 September 2017

Title: Matters arising from the minutes of the extraordinary Full Council meeting held on 26 July 2017

Purpose of the Report

To inform members of matters arising from the minutes of the extraordinary Full Council meeting on 26 July 2017 that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues in those minutes.

Recommendation

Members note the report and raise any other issues on the minutes of the meeting that they require further information on.

Report

17/53/C – Appointment of a Park and Ride Operator

Following the meeting, officers were informed First Group could no longer provide a park and ride service for the school summer holidays. However, officers negotiated the provision of a one-day service on 10 August 2017 when the Red Arrows' display took place. The council covered the cost of this service, making it free to users. The take-up of the service was considerable; Sidmouth Road, which holds 220 vehicles, was full, and approximately 400 vehicles were parked at Charmouth Road.

17/54/C – Member Complaints' Panel

Letters have been written to the four complainants, informing them of the outcome of their complaints, as confirmed by the Full Council. All 11 Monmouth Beach chalet owners have been informed they will receive a £500 discount on their 2017 site fees.

John Wright
Town clerk
September 2017

Committee: Full Council

Date: 20 September 2017

Title: Matters arising from the minutes of the extraordinary Full Council meeting held on 9 August 2017

Purpose of the Report

To inform members of matters arising from the minutes of the extraordinary Full Council meeting on 9 August 2017 that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues in those minutes.

Recommendation

Members note the report and raise any other issues on the minutes of the meeting that they require further information on.

Report

17/60/C – Chalet, Caravan and Day Huts; Licences and Leases

Final amendments to the lease and covering letter are with the solicitor, who has undertaken to complete this work by 14 September 2017.

The process of issuing the invoices and accompanying documentation will start w/c 18 September 2017.

John Wright
Town clerk
September 2017

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Committee: Full Council

Date: 20 September 2017

Title: Matters arising from the minutes of the extraordinary Full Council meeting held on 22 August 2017

Purpose of the Report

To inform members of matters arising from the minutes of the extraordinary Full Council meeting on 22 August 2017 that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues in those minutes.

Recommendation

Members note the report and raise any other issues on the minutes of the meeting that they require further information on.

Report

17/65/C – Town Bus Service

Officers came to an agreement with Damory/Go South Coast to operate the town bus, Monday to Friday, within the council's agreed budget for 2017/18. The service commenced on 4 September 2017, as agreed.

Officers are working on a formal contract for the provision of this service, and other operational details.

Dorset Community Transport has been written to, thanking them for providing the interim ring and ride service.

17/66/C – Legal Deeds and Agreements CLT Development at Timber Hill

To date, no documents have been signed and sealed. The council's solicitor, Kitson and Trotman, are working with the solicitors for the other interested parties on three documents which deal with sewers and roads. There is collective agreement on two of the three documents, and Kitson and Trotman anticipate that all three documents will be available for signing and sealing by 30 September 2017.

17/67/C – Automated Teller Machines

Following consultation with the mayor, the chairman of the Town Management and Highways Committee and the chairman of the Tourism, Community and Publicity

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Committee, the town clerk has signed an agreement with Cashzone for the provision of two ATMs.

Further discussions are taking place with Cashzone and the town clerk will provide a verbal update at the meeting.

John Wright
Town clerk
September 2017

Committee: Full Council

Date: 20 September 2017

Title: Update Report

Purpose

To update members on issues previously reported to this committee

Recommendation

Members note the report

Report

Christmas Lights Committee

The first meeting of the Christmas Lights Committee in the 2017/18 council year was held on 11 September 2017 and the minutes are elsewhere on this agenda. The committee chairman is Cllr O. Lovell, with Cllr D. Hallett as vice-chairman.

John Wright
Town clerk
July 2017

Lyme Regis Town Council
Mayor's Announcements for Cllr Michaela Ellis
Meeting held on 20 September 2017

- 13 July The deputy mayor and deputy mayoress attended Ferndown civic day.
- I would like to thank the deputy mayor for attending this event on my behalf.
- 20 July Attended with consort Wimborne Minister civic day.
- 21 July Attended with the town clerk a meeting with West Dorset MP, Oliver Letwin.
- 22 July Attended with consort the RNLI book launch at the lifeboat station
- 23 July Started, with consort, the fun run and presented prizes.
- Judged the illuminated boats and picked a winner with consort.
- 25 July Received a salute from the Red Devils.
- The deputy mayor and deputy mayoress attended Weymouth and Portland civic day.
- I would like to thank the deputy mayor for attending this event on my behalf.
- 26 July Attended with consort, town clerk, and macebearers the Sir George Somers Day parade.
- 28 July Started, with consort, the duck race and presented prizes to the winners.
- 3 August The deputy mayor attended a meeting with West Dorset District Council at Bridport Town Council.
- I would like to thank the deputy mayor for attending this event on my behalf.
- 6 August Led, with consort, the torchlight procession from Langmoor Gardens to the beach.
- 9 August Attended with consort the carnival cream tea in the Lister Room.
- 10 August With consort, opened the fete at St Michael and St George Church.
- Attended the Red Arrows with consort, met and had tea with Red 10, display co-ordinator George Bacon and forces liaison Richard

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- Cunningham before watching the display. Also met Phillip Evans and the 100 Club members.
- 11 August The deputy mayor and deputy mayoress attended Wareham civic walkabout.
- I would like to thank the deputy mayor for attending this event on my behalf.
- Crowned the carnival duck queen on the Marine Parade with consort.
- 12 August Reviewed the carnival floats with consort.
- Lead the carnival procession with consort.
- 13 August Started the duck race with consort and presented prizes to the winners.
- 19 August Attended with consort Lyme Regis Sailing Club Gul Fireball European and National Championships.
- 20 August Attended the Barfleur twinning lunch at the Lister Room with consort.
- 22 August Ran a stall on the seafront for the mayor's charity.
- 10 September With consort, waved off Lyme Splash participants.
- Attended football club for a charity Arsenal football match.
- 14 September Attended Chickerell civic day with consort.

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**LYME REGIS TOWN COUNCIL
PLANNING COMMITTEE
MINUTES OF THE MEETING HELD ON TUESDAY 27 JUNE 2017**

Present:

Members: Cllr J. Broom (vice chairman), Cllr Mrs. M. Ellis, Cllr D. Hallett, Cllr Mrs. C. Reynolds and Cllr G. Turner

Officers: Mark Green (deputy town clerk) and Elaine Pawsey (senior administrative assistant)

17/15/P Public Forum

There were no comments from the public forum

17/16/P Apologies

Apologies for absence had been received from Cllr B. Larcombe and Cllr S. Williams.

17/17/P Minutes

Proposed by Cllr G Turner and seconded by Cllr C. Reynolds, the minutes of the meeting held on 30 May 2017, were **ADOPTED** without amendment.

17/18/P Disclosable Pecuniary Interests

There were no pecuniary interests declared relating to the business of this meeting.

17/19/P Dispensations

There was no grant of dispensations made by the town clerk in relation to the business of this meeting.

17/20/P Matters arising from the minutes of the meeting held on 30 May 2017

There were no matters arising on this agenda.

17/21/P Update Report

The deputy town clerk confirmed that temporary planning permission had now been given for the Sidmouth Road Park and Ride. He said that further relevant evidence to support a further application for permanent planning permission will be submitted later in the year. Cllr M. Ellis said it is a matter of urgency that we apply for this permission in September 2017 for the period 2018 onwards. The

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deputy town clerk said that the grass has already been cut on the site and he will now speak to potential operators. He also said that signage for the park and ride could not be erected until it was in operation.

Cllr M. Ellis asked if a report could be brought to full council.

17/22/P Planning Applications

Planning applications were considered in accordance with the details circulated.

The chairman introduced each planning application in turn and invited the views of members.

- 1) **WD/D/17/001124 – Listed Building Consent** (Received 1 June 2017)
Goodridge – Dismantle redundant chimney breast on first and second floors, and insertion of a first floor shower room in lieu of a bathroom – 21B Broad Street, Lyme Regis, DT7 3JF

*Members agreed that the application should be **APPROVED** subject to the comments of the Listed Building Officer.*

- 2) **WD/D/17/001136 – FULL** (Received 7 June 2017)
Pickering – Demolition of existing buildings and erection of 1 no. detached dwelling – Squires Mead, Charmouth Road, Lyme Regis, DT7 3DP

*Members agreed that the application should be **APPROVED** subject to the balcony on the south side being screened from overlooking the neighboring property, Albany.*

- 3) **WD/D/17/001178 - FULL** (Received 26 May 2017)
Lyme Regis Town Council – Replacement of railings along Marine Parade – Marine Parade, Lyme Regis

*Members **NOTED** this application.*

- 4) **WD/D/17/001239 – LISTED BUILDING CONSENT** (Received 7 June 2017)
Mountain Warehouse - Paint existing fascia board and affix foamex letters with thorough light and installation of 1 no. hanging sign on aluminum bracket – 22 Broad Street, Lyme Regis, DT7 3QG

*Members agreed that the application should be **APPROVED** subject to the comments of the Listed Building Officer.*

- 5) **WD/D/17/001260 - ADVERTISMENT** (Received 9 June 2017)
Mountain Warehouse – 1 no. externally illuminated fascia sign and 1 no. non-illuminated hanging sign – 22 Broad Street, Lyme Regis, DT7 3QG

*Members agreed that the application should be **APPROVED**.*

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17/23/P Amended/Additional Plans

There were no amended plans for consideration at this meeting.

17/24/P Withdrawn Applications

There were no withdrawn applications.

17/25/P Planning Decisions

The decisions of the planning authority were received and **NOTED**.

17/26/P Correspondence from West Dorset District Council regarding planning matters

The correspondence received from WDDC regarding planning-related matters was **NOTED**.

17/27/P Dorset county Council (DCC) planning application W/D/17/000991), land at Lyme golf Course, Timber Hill.

Members discussed the report.

Proposed by Cllr G. Turner and seconded by Cllr C. Reynolds members **AGREED** the deputy town clerk would write a letter recommending refusal to the application to increase the tonnage from 10,000 to 30,000 per annum on the grounds that it would cause increased traffic to the site (potentially through the town centre) and the increased dust would have an adverse impact on local amenity.

The meeting closed at 7.50 pm

**LYME REGIS TOWN COUNCIL
PLANNING COMMITTEE
MINUTES OF THE MEETING HELD ON TUESDAY 22 AUGUST 2017**

Present:

Members: Cllr B. Larcombe (Chairman), Cllr J. Broom, Cllr Mrs. M. Ellis, Cllr Mrs. C. Reynolds and Cllr G. Turner

Officers: Mark Green (deputy town clerk)

17/39/P Public Forum

There were no comments from the public forum at this point in the meeting.

17/40/P Apologies

Apologies for absence had been received from Cllr D. Hallett and Cllr S. Williams.

17/41/P Minutes

Proposed by Cllr J. Broom and seconded by Cllr G. Turner, the minutes of the meeting held on 25 July 2017, were **ADOPTED** without amendment.

17/41/P Disclosable Pecuniary Interests

No pecuniary interests were disclosed in relation to the business of this meeting..

17/42/P Dispensations

There was no grant of dispensations made by the town clerk in relation to the business of this meeting.

17/43/P Matters arising from the minutes of the meeting held on 25 July 2017

The deputy town clerk updated the committee on the conditions attached to the permission granted by Dorset County Council for application 17/27/P, land at Lyme Regis golf course, Timber Hill.

In particular, he drew attention to the fact that there appeared to be no condition restriction the route of HGV's accessing the site, nor a requirement for the applicant to produce any kind of off-site transport and access strategy/statement.

Members were extremely concerned and surprised that permission had been granted and that their previous concerns about HGV access to the site had been

ignored; particularly bearing in mind the hugely increased maximum annual tonnage now proposed . It was suggested that an appropriate condition should be imposed requiring that all HGV access to the site should be via the 'Charmouth roundabout' on the A35, avoiding the narrow and congested roads in the town centre where noise, air quality, pedestrian safety and damage to historic buildings were issues of real concern.

The deputy town clerk undertook to write to both the County Council and the Environment Agency expressing the town council's extreme concern about the situation and requesting that the HGV access route to the site be re-considered.

NOTED

17/44/P Update Report

In response to questions from members, the deputy town clerk explained the work which remained to be undertaken prior to the resubmission of an application for the permanent use of the park and ride site at Sidmouth Road. He thought that the application was unlikely to be finalised before mid-October at the earliest.

NOTED

17/45/P Planning Applications

Planning applications were considered in accordance with the details circulated.

The chairman introduced each planning application in turn and invited the views of members.

- 1) **WD/D/17/001532 – FULL** (Received 28 July 2017)
Markham – Erect single storey extension & two storey extension, convert garage & void area, construct detached double garage – Edzell, Somers Road, Lyme Regis, DT7 3EX

Members recommended that the application should be approved.

- 2) **WD/D/17/001541 – FULL** (Received 27 June 2017)
West Dorset District Council – Erect two storey extension and alterations to include observational deck at first floor – Harbour Masters Office, The Cobb, Lyme Regis, DT7 3JJ

Members recommended that the application should be approved.

- 3) **WD/D/17/001549 - FULL** (Received 3 August 2017)

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Hadfield – Removal and re-building of a garden retaining wall – Lyme Court, Sidmouth Road, Lyme Regis, DT7 3EQ

Members recommended that the application should be approved.

- 4) **WD/D/17/001572 – FULL** (Received 3 August 2017)
Karn – Erect garage– Ayre Ville, Somers Road, Lyme Regis, DT7 3EX

Members recommended that the application should be approved.

- 5) **WD/D/17/001593 - FULL** (Received 5 August 2017)
Lower- Proposed Juliet Balcony in window set with gable end on front facade (Resubmission) 7 the Bay Apartments, Marine Parade, Lyme Regis, DT73JQ

Members recommended that the application should be approved.

- 6) **WD/D/17/001613- FULL** (Received 12 August 2017)
Davies- Change of use and conversion of existing detached studio/workshop for use as studio apartment for short term holiday letting- Queen Annes Lodge, Hill Rise Road, Lyme Regis, DT7 3LN

Members recommended that the application should be approved.

- 7) **WD/D/17/001647- FULL** (Received 12 August 2017)
House- Rear first floor extension- 2 Hillside, Cobb Road, Lyme Regis, DT7 3JS

Members recommended that the application should be approved.

- 8) **WD/D/17/001648 - LISTED BUILDING CONSENT** (Received 12 August 2017)
House- Rear first floor extension and ground floor alterations- 2 Hillside, Cobb Road, Lyme Regis, DT7 3JS

Members recommended that the application should be approved subject to the comments of the Listed Building Officer.

- 9) **WD/D/17/001678 - FULL** (Received 10 August 2017)
Hight- Alterations and extension to dwelling (retrospective) - Bell Cliff House, 7 Broad Street, Lyme Regis, DT7 3QD

Members recommended that the application should be approved.

- 10) WD/D/17/001679 - LISTED BUILDING CONSENT** (Received 10 August 2017)
Hight- Alterations and extension to dwelling (retrospective) - Bell Cliff House, 7
Broad Street, Lyme Regis, DT7 3QD

Members recommended that the application should be approved subject to the comments of the Listed Building Officer.

17/46/P Amended/Additional Plans

There were no amended plans for consideration at this meeting.

17/47/P Withdrawn Applications

There were no withdrawn applications.

17/48/P Planning Decisions

The decisions of the planning authority were received and **NOTED**.

17/49/P Correspondence from West Dorset District Council regarding planning matters

The correspondence from West Dorset District Council was **NOTED**.

The meeting closed at 8.13 pm

LYME REGIS TOWN COUNCIL

HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 19 JULY 2017

Present

Chairman: Cllr B. Larcombe

Members: Cllr J. Broom, Cllr Mrs M. Ellis, Cllr D. Hallett, Cllr S. Larcombe, Cllr O. Lovell, Cllr Mrs C. Reynolds, Cllr S. Williams

Officers: Miss F. Heffernan (admin assistant), Mrs A. Mullins (administrative officer), Mr J. Wright (town clerk)

17/17/HR Public Forum

There were no members of the public who wished to speak.

17/18/HR Apologies

Cllr G. Turner – coastguard meeting

17/19/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 7 June 2017

Proposed by Cllr C. Reynolds and seconded by Cllr S. Williams, the minutes of the meeting held on 7 June 2017 were **ADOPTED**.

17/20/HR Disclosable Pecuniary Interests

There were no disclosable pecuniary interests.

17/21/HR Dispensations

There was no grant of dispensations made by the town clerk in relation to the business of this meeting.

17/22/HR Matters arising from the minutes of the previous Human Resources Committee meeting held on 7 June 2017

Operations Manager Recruitment

The town clerk informed members of the appointment of a new operations manager, whose start date was to be confirmed after references had been received.

HR Issues

Members discussed the work the external HR consultant would undertake, the time the work would take and how much it was likely to cost.

Seasonal Cleansing

The town clerk said recruitment for the position had failed and the interim operations manager was making overtime arrangements with external works' staff.

Cllr S. Williams asked if there was staff in place to cover shifts at the amenities' hut over the summer.

The town clerk said the current amenities' staff had agreed to work as normal for the rest of the season, with some cover to be provided for the extra shifts. He said it was intended to review shift patterns and introduce one or more additional staff for 2018.

17/23/HR Update Report

Cllr D. Hallett praised the seasonal gardener and asked if there was a possibility the employee could remain with the council.

17/24/HR Learning and Development Plans

Cllr Mrs M. Ellis said employees would only receive an extra spinal column point if the qualification they gained was beneficial to the organisation.

The town clerk said qualifications must benefit the organisation as well as develop the employee.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr J. Broom members agreed to **RECOMMEND TO FULL COUNCIL** to note the learning and development undertaken by employees in 2016/17, to note the learning and development undertaken by members in 2016/17, and to agree employees are paid an additional spinal column point if they obtain a qualification during their employment with the council which is relevant to their job and that qualification is at a level 3 or above on the National Qualification Framework.

17/25/HR Local Council Award Scheme

Proposed by Cllr J. Broom and seconded by Cllr S. Larcombe members agreed to note the report and to **RECOMMEND TO FULL COUNCIL** to defer the target date for achieving the Quality Gold Award of the Local Council Award Scheme to 30 September 2018.

17/26/HR Health and Safety

The town clerk said the council needed to get the health and safety panel running again. He said the newly-appointed operations manager was qualified in health and safety and would take the lead on this.

The town clerk said discussions had taken place with external health and safety consultants to assist in the implementation of the council's health and safety programme and he was looking at a timetable to complete the work by 31 March 2018.

Proposed by Cllr O. Lovell and seconded by Cllr S. Williams, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the appointment of a consultant undertake a health and safety audit, develop a compliance programme and oversee the implementation of the compliance programme.

17/27/HR Working Patterns and Pay

Some members were concerned time-off-in-lieu (TOIL) rather than paid overtime may result in staff taking time off work when they were needed in the office.

The town clerk said the office was fairly flexible about time off arrangements and time off was not granted if employees were needed in the office. He said there was a policy which stated no more than two days' TOIL could be carried over to the next month but, at the town clerk's discretion, this could be waived.

Cllr Mrs C. Reynolds said office and external staff should be treated the same with regards to TOIL and overtime.

Cllr Mrs M. Ellis said it should be up to the individual to choose whether they would prefer to take TOIL or paid overtime.

Proposed by Cllr O. Lovell and seconded by Cllr J. Broom members agreed to **RECOMMEND TO FULL COUNCIL** that the lengthsman is paid overtime to work one Saturday each month and a local agreement is entered in to if required, a comparative review of the cleansing operative pay is undertaken with Dorset Waste Partnership and a local agreement is entered in to if required, and all employees, including office staff, up to and including spinal column point 28, who are not the subject of a separate local agreement and who are required to work additional hours beyond their 'normal' working week are offered overtime as an alternative to time-off in lieu in accordance with Part 3 para 2.6 of the 'Green Book' (National Agreement on Pay and Conditions of Service as amended December 2016).

Cllr Mrs M. Ellis left the meeting at 8.15pm.

17/28/HR Staff Leave Entitlement

The town clerk explained employees current leave entitlement, i.e. after 10 years' service and then after each additional five years' service an employee received an extra two days' annual leave. The town clerk said LRTC varied from other councils in not having a maximum leave entitlement and suggested members may wish to consider introducing a cap.

Cllr Mrs M. Ellis returned to the meeting at 8.17pm.

Cllr B. Larcombe suggested introducing consistency with a maximum into contracts for new members of staff but said trying to cap contracts for existing staff would not be without difficulty. He said the HR consultant could advise on this and any acquired or reserved rights that might need to be acknowledged.

Proposed by Cllr O. Lovell and seconded by Cllr J. Broom members agreed to **RECOMMEND TO FULL COUNCIL** to keep a watching brief on leave entitlement and refer the matter to the external HR consultant, with a view to introducing a cap

for new employees of 27 days, and to seek further advice on harmonising leave entitlement with other councils.

17/29/17 Enterprise Advisor Network

Cllr O. Lovell said the council had been to the local schools with summer work before and had not had much response.

Cllr Mrs M. Ellis said working with the Enterprise Advisor Network may encourage more response from the local schools.

Members noted the report.

17/30/HR Former Post-holder 213

Proposed by Cllr Mrs M. Ellis and seconded by Cllr Mrs C. Reynolds, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential information relating to the financial or business affairs of a particular person within the meaning of paragraphs 1 and 8 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.

17/31/HR Exempt Business

a) Former Post-holder 213

Members noted the report.

The meeting closed at 8.46pm.

LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 6 SEPTEMBER 2017

Present

Chairman: Cllr S. Miller

Councillors: Cllr J. Broom, Cllr P. Hicks, Cllr B. Larcombe, Cllr S. Larcombe, Cllr O. Lovell, Cllr Mrs C. Reynolds, Cllr J. Scowen, Cllr S. Williams

Officers: Mrs A. Mullins (administrative officer), Mr J. Wright (town clerk)

Guests: Mark Davies (Churches, Charities and Local Authorities)

17/24/SF Public Forum

There were no members of the public who wished to speak.

17/25/SF Apologies for Absence

Cllr R. Doney – holiday
Cllr Mrs M. Ellis – personal commitment
Cllr D. Hallett – illness
Cllr G. Turner – coastguard training
Cllr S. Williams – holiday

17/26/SF Minutes

Proposed by Cllr J. Broom and seconded by Cllr Mrs C. Reynolds, the minutes of the meeting held on 28 June 2017 were **ADOPTED**.

17/27/SF Disclosable Pecuniary Interests

Cllr O. Lovell declared a pecuniary interest in agenda item 15, Debtors' Report, in relation to payments for the View Road access road, and said he would leave the room if this was discussed.

17/28/SF Dispensations

There was no grant of dispensations made by the town clerk in relation to the business of this meeting.

17/29/SF Churches, Charities and Local Authorities

Mark Davies, from investment company Churches, Charities and Local Authorities (CCLA) gave a presentation. He explained the two funds the CCLA managed on behalf of the public sector; Public Sector Deposit Fund and Local Authorities Property Fund.

Mr Davies said the property fund would be suitable for the town council. He said other local authorities had invested in this fund, including Dorset Councils Partnership, Blandford Forum, Shaftesbury and Swanage.

In response to a member question, the town clerk said officers had not yet formed a view on whether the town council should invest in this fund. He said officers would consider the contents of the presentation, perhaps seek independent advice, and bring a report to the next meeting of this committee with their recommendations.

Proposed by Cllr S. Miller and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to instruct officers to bring a report to the next Strategy and Finance Committee meeting on 18 October 2017 to allow members to consider whether the council should invest part of its funds with Churches, Charities and Local Authorities.

17/30/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 28 June 2017

The annual review of the Communications/PR Policy and Procedure

Members discussed the effectiveness of the council's publicity, the timing of when information should be released into the public domain, and how this related to maintaining confidentiality.

The town clerk said there was concern over confidential information related to the town bus being released into the public domain before it was appropriate.

Site licences

In response to a member question, the town clerk said site licences had not been issued, due to residents' concerns about some clauses in the lease, but some money had been paid.

The town clerk said the lease amendments would be with the council by the end of the following week, at the latest. He said the leases, invoices and covering letters would be sent out the following week.

Cllr O. Lovell asked for members to be notified when the leases were sent out and when the money was expected to be paid.

17/31/SF Update Report

Three Cups

The town clerk said no further information had been provided by the agent acting for the owners of the site but it would be included in the members' briefing when available.

West Dorset District Council, Assets and Services

Cllr B. Larcombe asked that issues arising from the regular meetings between the district council and mayors and clerks from the four principal Dorset town councils were reported back to members, rather than as a final deal.

The town clerk said as discussions progressed, there would be an opportunity for members to have an input. He said the working group, which has considered asset and service transfer, would be re-convened when there was more to discuss.

17/32/SF Review of Mandatory and Non-Mandatory Standing Orders

Cllr B. Larcombe said the coloured bullet points which indicated to which meetings the mandatory standing orders applied was not consistent with the mandatory standing orders as indicated in bold print.

The town clerk said the standing orders had followed the model produced by the National Association of Local Councils (NALC) and this would be checked with NALC.

Proposed by Cllr B. Larcombe and seconded by Cllr O. Lovell, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the suggested amendments to standing orders to reflect the model standing orders provided by the National Association of Local Councils (NALC), specifically in relation to mandatory and non-mandatory clauses, subject to qualification of the coloured bullet points in relation to mandatory clauses.

17/33/SF Budget Performance, 1 April – 31 July 2017 and Full-Year Forecast

Cllr O. Lovell asked when the CCTV police cameras would be installed and whether the police would contribute financially to the project.

The town clerk said the new operations manager would lead on this project and it was hoped the cameras would be in place by the end of the current financial year. He said officers were in discussions with the local police and there may be an opportunity for grant funding from the police and crime commissioner.

17/34/SF Lister Gardens' Boundary Dispute

Proposed by Cllr O. Lovell and seconded by Cllr P. Hicks, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential information relating to the financial or business affairs of a particular person within the meaning of paragraphs 1 and 8 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.

17/35/SF Credit Card Surcharge

Proposed by J. Broom and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** that the council removes the 2% surcharge it imposes on credit card transactions from 21 September 2017.

17/36/SF Investments, Cash Holdings and Loans

Members noted the report.

17/37/SF List of Payments

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the schedule of payments for June 2017 for the sum of £210,613.73.

17/38/SF Debtors' Report

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential information relating to the financial or business affairs of a particular person within the meaning of paragraphs 1 and 8 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.

17/39/SF Exempt Business

(a) Debtors' Report

Cllr O. Lovell left the meeting at 8.06pm in line with his declaration of pecuniary interests.

Members discussed a debt related to a licence for the View Road access road. The town clerk said officers would continue to try and negotiate payment; if this was unsuccessful, further action would be taken.

Cllr O. Lovell returned to the meeting at 8.09pm.

Members discussed a debt related to the Guildhall shop and agreed it should be pursued.

Proposed by Cllr B. Larcombe and seconded by Cllr P. Hicks, members agreed to **RECOMMEND TO FULL COUNCIL** to instruct officers to pursue all outstanding debts.

(b) Lister Gardens' Boundary Dispute

Cllr S. Miller said the council's solicitors had provided a good response to the letter from the Land Registry regarding the application to amend the title plan. He

AGENDA ITEM 19

suggested the council waited for the reply from the Land Registry before further consideration was given to this matter.

The town clerk said the solicitor could be invited to the next meeting to give his considered opinion.

The meeting closed at 8.26pm.

LYME REGIS TOWN COUNCIL

TOURISM, COMMUNITY AND PUBLICITY COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 2 AUGUST 2017

Present

Chairman: Cllr Mrs C. Reynolds

Members: Cllr J. Broom, Cllr Mrs M. Ellis, Cllr D. Hallett, Cllr B. Larcombe, Cllr S. Larcombe, Cllr J. Scowen, Cllr G. Turner, Cllr S. Williams

Officers: Mr M. Green (deputy town clerk)

17/18/TCP Public Forum

There were no members of the public who wished to speak, although Mr. P Evans and Mr A. Ragbourne were in attendance and the chairman agreed to allow them to participate during the meeting if they so wished.

17/19/TCP Apologies

Cllr R. Doney
Cllr P. Hicks

17/20/TCP Minutes

Proposed by Cllr Mrs. M. Ellis and seconded by Cllr S. Larcombe, the minutes of the meeting held on 21 June 2017 were **ADOPTED**.

17/21/TCP Disclosable Pecuniary Interests

There were none.

17/22/TCP Dispensations

There was no grant of dispensations made by the town clerk in relation to the business of this meeting.

17/23/TCP Matters arising from the minutes of the previous meeting held on 19 April 2017

Marine Parade Shelters lift

Cllrs Williams and Hallett both raised concerns about the reliability and safety of the lift and noted that there had been ongoing problems with it for many years.

The deputy town clerk referred to the recent meeting with the lift manufacturer and he hoped that the replacement of the door closer mechanisms, together

with more a more frequent regime of inspection and maintenance would address those problems.

17/11/TCP – Grant Agreement Review, LymeArts Community Trust

In response to concerns expressed by several members, Cllr J. Scowen, the council's member representative on the board of trustees, said he had met with the chairman of the trustees the previous day and that the full accounts for the previous financial year were likely to be available in about one week's time. He anticipated that they would show a trading loss.

He urged members to continue to be supportive towards the theatre and explained that the trustees were confident that by April 2019 the overall trading position, including Arts Council funding of £80k, would be such that the need for council funding would be much reduced or removed altogether.

17/13/TCP – Grant Agreement Review, B Sharp

Cllr Mrs M. Ellis read out a statement provided by the organiser of B Sharp which set out in detail the number of children supported, the way in which they were supported and their location. The statement also clarified that no council grant monies were used to pay staff salaries or for work outside of Lyme Regis.

17/14/TCP- Grant Agreement Review, The Hub

Cllr S. Larcombe expressed concern about a number of instances where local organisations, having previously booked The Hub well in advance, had had their bookings cancelled at very short notice because the space was, apparently, no longer available for them to use.

Cllr Mrs. C. Reynolds said she had spoken to Diane Earle and could confirm that a number of problems had occurred affecting the majorettes, the kickboxing group and the toddlers' group. Although she had been told that notice had been given or times rescheduled, this appeared not to have happened, or at least messages had not been received by the groups concerned.

It was strongly felt that priority for use of The Hub should be given to the youth of the town and it was suggested a letter be sent to Lyme Regis Development Trust expressing concern about the situation and requesting clarification of the circumstances which had led to these problems occurring.

17/24/TCP Update Report

Beach wheelchairs

Members agreed a solution to the practical arrangements for dealing with each hirer on site needed to be found urgently.

Signs at the play park

Cllr S. Larcombe asked whether the signs were enforceable.

Members agreed it was sensible to encourage parents and others to refrain from smoking in close proximity to the children's play area.

Gateway Card

Cllr B. Larcombe asked how many cards had been distributed and mentioned that he had not received one.

The deputy town clerk said a card should have been sent to everyone on the register of electors for the town and that spare cards were available for collection in the office.

17/25/TCP Lyme Regis Guide 2018

Cllr B. Larcombe raised a number of issues about the value-for-money represented by the guide, its procurement and its long-term future in an increasingly digital age.

Several other members agreed that the council should continue to regularly question and challenge the worth of a hard copy guide.

Proposed by Cllr J. Broom and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** that the number of town guides produced and printed in 2018 be increased from 20,000 to 25,000, that Carrier Direct Marketing be retained to carry out the design, advertising, sales service and lead generation and fulfilment of the 2018 town guide at a total cost of £28,436 plus VAT, and Blackmore Group be retained for the printing of the 2018 town guide at a cost of £5,553.

17/26/TCP Keeping the Electorate Informed

Cllr J. Scowen said the council needed to be much more proactive in dealing with the press and public and in generating support and engagement from the local community.

Although members generally agreed that the council could and should do more to engage with the press and public, there was no consensus about the best way forward or how any new initiative be delivered and distributed.

Complications arising from the relative infrequency of Full Council meetings and the limited extent of delegation to service committees were also highlighted.

Mr P. Evans said a previous offer he had made to the town council to allow a regular column in the View From newspaper at no cost remained, but this was on the basis that it was officer-led and he pointed out that the council had an experienced and professional journalist on its current staff.

Cllr J. Scowen requested that he be given the opportunity to produce a mock-up of a newsletter for consideration at the next Full Council meeting.

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Proposed by Cllr Mrs. M. Ellis and seconded by Cllr Mrs C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** that Cllr J. Scowen submits a mock-up of a possible newsletter for consideration by the next meeting of Full Council, and the offer of a regular and free council column in the View From newspaper be noted with thanks and supported in principle, together with the possibility of using Lyme Voice to help inform the choice of topics and priorities.

17/27/TCP **A New Proposal for Retaining a Public Arts Presence in Lister and Langmoor Gardens**

Mr A. Ragbourne said this proposal was an attempt to put some structure into the arrangements and arrive at something which could be self-sustaining for the future and without the need for financial support from the town council.

Members were clear the council could not continue giving an open-ended commitment to financially support a public arts' presence in the gardens. They were, however, prepared to underwrite the cost of the current proposal up to a maximum of £5k for a period of one year, only.

Proposed by Cllr J. Broom and seconded by Cllr Mrs. M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** that the proposal submitted by Adrian Ragbourne for retaining a public arts presence in Lister and Langmoor Gardens be underwritten up to a maximum of £5k for a period of one year, only.

17/28/TCP **Managing Consultation Exercises**

Members noted the report.

The meeting closed at 9.17pm.

LYME REGIS TOWN COUNCIL

TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 26 JULY 2017

Present

Chairman: Cllr J. Broom

Members: Cllr R. Doney, Cllr Mrs M. Ellis, Cllr D. Hallett, Cllr P. Hicks, Cllr B. Larcombe, Cllr S. Miller, Cllr Mrs C. Reynolds, Cllr J. Scowen, Cllr G. Turner, Cllr S. Williams

Officers: Mr M. Green (deputy town clerk), Mr M. Tredwin (interim operations manager), Mrs A. Mullins (administrative officer)

Other members: Cllr O. Lovell

Guests: Mr R. Hussey (John Stark and Crickmay Partnership)

17/17/TMH

Public Forum

Mr C. Williams

Mr Williams thanked Cllr Mrs C. Reynolds for working with residents on the town bus service. He said he understood the town council had known for a year that the town bus would be cancelled, which he believed was more than enough time to get a contingency plan in place. Mr Williams said the current service was not going to work as there were no bus stop pick-ups, people had to register to use the service, give two days' notice, and had to wait 20 to 30 minutes for the bus to arrive. He said he hoped the number of people using the bus didn't reflect the demand and it was deemed residents didn't want a bus. He said people wanted a proper service for the town.

Mr Williams raised issues regarding the bin lorry, water on Marine Parade and the cleaning and weeding of streets. However, these items were not on the agenda.

Mr N. Ball

Mr Ball said only half of the residents who usually attended the Hallett Court coffee morning had attended that day as they were unable to get there because there wasn't an adequate bus service. He believed the council should be looking at running a bus service for 28 hours a week, even if the service was reduced to three days a week. He said the former service worked well after the buses had finished the school drop-offs. He said the service benefited not only residents but also less-able people who visited Lyme Regis.

Mr Ball said he would prefer to see wooden benches along the seafront rather than metal ones.

Mr Ball said the public toilets needed to be replaced, rather than temporarily fixed, as they were in poor repair.

Mrs P. Kaxe

Mrs Kaxe said there used to be a bus stop outside Langmoor Gardens, which was used on a temporary basis during road closures. She asked if this could be reinstated as many people found it difficult to walk up the hill from the bottom of the town, where the bus dropped them off. She said people on the outskirts of the town were stranded since the town bus stopped.

Mrs J. Robinson

Mrs Robinson said surely the town council had known a year ago that the town bus would be cancelled and she asked why a strategic plan wasn't put in place. She said she had seen people trying to get up hills but were unable to. She said residents would need help getting to the medical centres, especially in the winter. Mrs Robinson asked what the council intended to do to get a permanent bus service in place before the winter.

Cllr Mrs C. Reynolds said all these questions were answered when she attended a meeting at Hallett Court. She said the bus was a temporary arrangement until the school bus contracts were known. She said discussions had taken place with Stagecoach about the potential to extend the 9A service to Fairfield Park. Cllr Mrs C. Reynolds gave an assurance the council was doing everything it could. She said the Lyme Flyer had only started the previous day so there were bound to be teething problems, which were being discussed with Dorset Community Transport.

Cllr Mrs M. Ellis said the town council had provided funding to get something in place and she emphasised the outcome of the school bus contracts were awaited. She said provision of a bus service was not within the town council's remit but funding had been set aside for this purpose.

Cllr O. Lovell said the problem had been created by Dorset County Council (DCC), not Lyme Regis Town Council, which was trying to provide a solution. He said the town council was assured on several occasions by the local county councillor that the schools' contract would be awarded imminently, but it hadn't happened yet. He said the council couldn't secure an operator until those contracts were awarded.

Mr A. Robinson

Mr Robinson said when buses were coming into town, he had noticed on several occasions people struggling to get as far as Peek Chapel. He said people moved to a place like Lyme Regis on the grounds there was a public transport service. He said perhaps a bus stop could be created at Peek Chapel or further down the hill. Mr Robinson said the county council was trying to get people out of their homes and into the community to relieve pressure on services and improve things like health and obesity, and he believed DCC should be pushed to confirm what provisions it was putting in place to meet the strategies it had published.

17/18/TMH Apologies

There were none.

17/19/TMH Minutes

Proposed by Cllr B. Larcombe and seconded by Cllr Mrs M. Ellis, the minutes of the previous meeting held on 14 June 2017 were **ADOPTED**.

17/20/TMH Disclosable Pecuniary Interests

There were none.

17/21/TMH Dispensations

There was no grant of dispensations made by the town clerk in relation to the business of this meeting.

17/22/TMH Matters arising from the minutes of the Town Management Committee meeting held on 14 June 2017

Additional benches on Marine Parade

Members asked when the benches would be installed and asked what specific type of benches had been chosen.

It was agreed to have benches identical to those in Sidmouth. The deputy town clerk said he didn't know the lead time on these benches.

Marine Parade toilets

Cllr S. Miller said he would like the report to the next meeting on long-term solutions to include a professional appraisal of the options available.

17/23/TMH Update Report

Public Space Protection Orders

Members discussed skateboarding and cycling on the parade and whether it was prohibited or if byelaws could be introduced to do this.

The administrative officer said the town council was not permitted to introduce byelaws for promenades, but there was a prohibition of cycling order on the Marine Parade, only.

Members asked if signs informing people that cycling is prohibited could be put up on all entrances to the Marine Parade.

Speed indicator device

The deputy town clerk said the device was in place at Timber Hill.

Park and ride

Cllr S. Miller asked when the traffic count would be in place on Sidmouth Road, as required by East Devon District Council (EDDC) in relation to the application for permanent planning permission.

The deputy town clerk said a meeting would take place the following day to arrange it, with a view to getting it in place immediately.

Highways issues

Cllr S. Miller said following the meeting regarding the proposed one-way system, there were three clear actions: an update to be given to the town council, a press release, and Cllr D. Turner and Cllr I. Thomas would take the issue back to DCC and EDDC to see how it might be progressed.

Cllr S. Miller said there had been no updates on these actions.

Gun Cliff barrier

In response to a member question, the deputy town clerk said a new suite of locks would be installed on all the council's barriers and the enforcement officer would have one key to control all barriers.

Woodmead Halls toilets

Cllr Mrs M. Ellis left the meeting at 7.55pm in line with her declaration of pecuniary interests.

Cllr J. Scowen said he was pleased both parties had reached an amicable agreement and the toilets would be re-opened to the public.

Cllr Mrs M. Ellis returned to the meeting at 7.56pm.

Cllr S. Miller asked for updates on the Three Cups and the Regent Cinema to be brought to the next meeting.

17/24/TMH

Proposals for a Café and Toilets in the Lister Gardens

Mr R. Hussey, from John Stark and Crickmay Partnership (JSCP), gave a summary of how their plans for toilets, and subsequently a café, had won a competition run by the council eight years ago, but had been put on hold due to council funding being committed elsewhere.

Cllr J. Broom said updated costings were needed before the council could consider any project.

There was some concern about potentially spending £300,000 on this project when the Marine Parade toilets required complete refurbishment.

It was noted the section 106 funding from WDDC and potential funding from the Coastal Communities Fund would help fund this project.

AGENDA ITEM 21

The deputy town clerk said the council would need to have regard to the financial regulations. He said the outcome of the design competition was still as valid as it was previously, but there would need to be a competitive process to deliver and build the scheme.

Proposed by Cllr S. Miller and seconded by Cllr Mrs C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** that John Stark and Crickmay Partnership's scheme is properly costed at today's rates, and for a costed scheme to be taken to the Strategy and Finance Committee for review and to consider a way forward.

17/25/TMH Winter Boat Storage, Monmouth Beach Car Park

Cllr J. Broom said WDDC had now paid the debt for 2016/17 winter boat storage.

Members discussed whether storage should be allowed for boats from Lyme Regis harbour, only, but this was not agreed.

There was some concern about whether the invoice would be paid promptly, given the delay for last year. It was agreed standard terms would apply, i.e. that the invoice must be paid within 30 days.

Cllr S. Williams said the suggested end date of 28 March 2018 was too close to Easter and it should be brought forward to the week before Good Friday.

Proposed by Cllr S. Miller and seconded by Cllr S. Williams, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the request from the harbourmaster to store boats on the western section of Monmouth Beach from 14 October 2017 until 23 March 2018, to charge West Dorset District Council £3,500 plus VAT, to be paid within 30 days of the invoice, and to instruct the town clerk to give West Dorset District Council advance notice of this committee's recommendation to Full Council.

17/26/TMH A Request to Launch Personal Watercrafts from Monmouth Beach

The deputy town clerk said Natural England had confirmed it was not in favour of launching personal watercrafts from Monmouth Beach.

Proposed by Cllr S. Miller and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** to refuse the request to launch personal watercrafts from Monmouth Beach.

17/27/TMH Cleaning of Marine Parade Toilets

Members discussed the quality of the cleaning provided by the current contractor and agreed it was not sufficient. There was general support for employing local people to carry out this work.

Cllr S. Miller said the report dealt with what the cleaning company was contracted to do, but didn't address what the contractor was actually delivering.

Proposed by Cllr S. Miller and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to prepare a costed schedule for servicing the

public toilets, formulate a plan for the servicing of the toilets, and assess the viability of how people can be employed to service that.

17/28/TMH Event Safety

Members noted the report.

17/29/TMH Red Arrows Visit to Lyme Regis 2017

Members noted the report.

17/30/TMH Request for Use of Candles on the Cobb Pavilion

There was general support for the request. Members noted that the applicant's offer to clean the public toilets would not be a replacement for the service provided by the current cleaning contractor, but in addition to these cleans.

Members wanted the arrangements to be put in place as soon as possible.

It was agreed the committee had given officers a firm steer and an operational decision could be made to allow the request to be approved and implemented by officers.

17/31/TMH Complaints and Incidents Summary

Members noted the report.

17/32/TMH Repairs to Guildhall Cottage

Members noted the repairs required but there was general agreement that a more thorough review and repair of the building was required to ensure it was fit-for-purpose.

Cllr B. Larcombe said he wanted to see a proper asset management plan for the council's buildings.

The meeting closed at 8.49pm.

LYME REGIS TOWN COUNCIL

CHRISTMAS LIGHTS COMMITTEE

MINUTES OF THE MEETING HELD ON MONDAY 11 SEPTEMBER 2017

Present

Chairman: Cllr O. Lovell

Members: Cllr D. Hallett, Cllr S. Williams

Officers: Mr K. Wilson (finance manager)

16/01/CL Election of Chairman and Vice-Chairman

The existing chairman, Cllr O. Lovell opened the meeting.

Cllr D. Hallett nominated Cllr O. Lovell as chairman of the Christmas Lights Committee, seconded by Cllr S. Williams.

There being no other nominations, Cllr O. Lovell was duly **ELECTED** as chairman of the Christmas Lights Committee.

Cllr S. Williams nominated Cllr D. Hallett as vice-chairman of the Christmas Lights Committee, seconded by Cllr O. Lovell.

There being no other nominations, Cllr D. Hallett was duly **ELECTED** as vice-chairman of the Christmas Lights Committee.

16/02/CL Terms of Reference

Proposed by Cllr S. Williams and seconded by Cllr D. Hallett, members **RESOLVED** to adopt the terms of reference for the Christmas Lights Committee.

16/03/CL Public Forum

There were no members of the public present.

16/04/CL Apologies

None.

16/05/CL Disclosable Pecuniary Interests

Cllr O. Lovell declared a non-pecuniary interest in the Christmas lights as his wife is a member of the sub-committee.

16/06/CL Dispensations

There was no grant of dispensations made by the town clerk in relation to the business of this meeting.

16/07/CL Appointment of Christmas Lights Sub-Committee

Proposed by Cllr S. Williams and seconded by Cllr D. Hallett, members **RESOLVED** to re-appoint the Christmas Lights Sub-Committee, with Mrs C. Lovell as chairman, and Mrs P. Stamp as vice-chairman.

Proposed by Cllr O. Lovell and seconded by Cllr D. Hallett, members **RESOLVED** that all members of the Christmas Lights Committee be appointed to the Christmas Lights Sub-Committee.

16/08/CL To receive the minutes of the former Christmas Lights Committee on 24 January and 13 June 2016

Members considered the offer of the contract to Torbay Lights. It was agreed the financial regulation regarding the award of contracts should be waived in line with 11.3 of the financial regulations, as Torbay Lights was able to supply, fit, maintain remove and store the lights, and that no other supplier would currently be in a position to do so.

16/09/CL Christmas Lights' Finances, 2017/18

Cllr S. Williams said West Dorset District Council's (WDDC) donation to the Christmas lights' fund was in lieu of free parking in Lyme Regis over the Christmas period, but he was concerned the value of the donation had not been increased over the years, although the parking income would have increased in that time.

Cllr O. Lovell said Lyme Regis Business Group had to make the funding application to WDDC and the business group would then make the donation to the Christmas lights' fund. He suggested the council approached WDDC to discuss whether the donation could be increased and if there was a more straightforward process for releasing the funding. He said the contribution would be in the region of £1,800.

Cllr O. Lovell reported that the council would be purchasing 30 sets of multi coloured light sets.

16/10/CL Switch-on Date

Members noted the switch-on date of the Christmas lights was Saturday 2 December at 5.15pm.

The meeting closed at 11.32am.

Committee: Full Council

Date: 20 September 2017

Title: External Audit Report for the Year Ended 31 March 2017

Purpose of the report

To allow members to consider the external audit report for the year ended 31 March 2017

Recommendation

The council approves and accepts the certified Annual Return and the external auditor's certificate (Notice of Conclusion of Audit) for the year ended 31 March 2017

Background

1. On 21 June 2017, the Full Council approved the annual return for the year ended 31 March 2017: the annual return was subsequently signed by the mayor and town clerk and forwarded to the council's external auditor, BDO.
2. On 8 September 2017, the council received the certified annual return from BDO for the year ended 31 March 2017.
3. On receipt of the certified annual return there are three things that must happen:
 - 3.1 the certified annual return, which incorporates the external auditor's certificate and report at section 3, should be presented to the council and the minutes of that meeting should show the annual return has been approved and accepted by the council
 - 3.2 any issues arising identified by the external auditor should be presented to the council and an action plan produced, if required, to indicate how the issues raised will be addressed.
 - 3.3 the certified annual return and notice of conclusion of audit should be displayed in a conspicuous place(s) for 14 days as soon as reasonably possible and before 30 September 2017.

The external auditor's opinion

4. The certified annual return for the year ended on 31 March 2017 is attached, **appendix 23A**. At Section 3 of the return, the external auditor states:

'on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving us cause for concern that relevant legislation and regulatory requirements have not been met.'

Issues arising report

5. There are no issues arising from this audit that affect BDO's audit opinion.
6. In addition to issues which affect the external auditor's opinion, the external auditor can draw other matters to the attention of the council which don't affect its audit opinion. In 2015, there were three such issues: internal auditor recommendations, borrowings and minor issues. In 2016, there was one issue: the inclusion of 'administrative expenses' under staff costs. In 2017, there are no issues the external auditor wishes to bring to the attention of the council.

Notice of conclusion of audit

7. The notice of conclusion of audit, **appendix 23B**, along with the certified annual return was displayed on the Guildhall noticeboard on 8 September 2017 and has been posted on the council's website.

John Wright
Town clerk
September 2017

Local Councils, Internal Drainage Boards and other Smaller Authorities in England

Annual return for the year ended 31 March 2017

Every smaller authority in England with an annual turnover of £6.5 million or less must complete an annual return at the end of each financial year in accordance with proper practices summarising its activities. In this annual return the term 'smaller authority'* includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board.

The annual return on pages 2 to 4 is made up of three sections:

- Sections 1 and 2 are completed by the smaller authority. **Smaller authorities must approve Section 1 before Section 2.**
- Section 3 is completed by the external auditor.

In addition, the **internal audit report** is completed by the smaller authority's internal audit provider.

Each smaller authority must approve Section 1 and Section 2 in order and in accordance with the requirements of the Accounts and Audit Regulations 2015.

Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all highlighted sections. Do not leave any highlighted box blank. Incomplete or incorrect returns require additional external auditor work and may incur additional costs.

Send the annual return, together with the bank reconciliation as at 31 March 2017, an explanation of any significant year on year variances in the accounting statements, **your notification of the commencement date of the period for the exercise of public rights** and any additional information requested, to your external auditor by the due date.

Your external auditor will ask for any additional documents needed for their work. Unless requested, do not send any original financial records to the external auditor.

Once the external auditor has completed their work, certified annual returns will be returned to the smaller authority for publication and public display of Sections 1, 2 and 3. You must publish and display the annual return, including the external auditor's report, by 30 September 2017.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide that can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk or from www.ada.org.uk

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of
smaller authority here:

Lyme Regis Town Council

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, that:

	Agreed		Yes* means that this smaller authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	NA
			has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority on:

21/06/2017

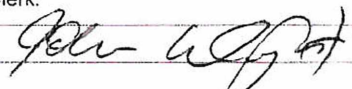
and recorded as minute reference:

17/26/C

Signed by Chair at meeting where approval is given:



Clerk:



*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Section 2 – Accounting statements 2016/17 for

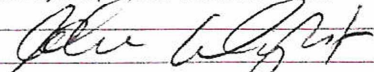
Enter name of
smaller authority here:

Lymington Regis Town Council

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	770,470	790,952	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	120,708	120,708	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1,265,787	1,471,835	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	437,108 <i>re-stated</i>	481,271	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	44,840	44,840	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	884,065 <i>re-stated</i>	674,822	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	790,952	1,182,562	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	995,561	1,255,857	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	7,554,428	7,622,636	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
10. Total borrowings	358,341	322,532	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:



Date

23 June 2017


I confirm that these accounting statements were approved by this smaller authority on:

21/06/2017

and recorded as minute reference:

17/26/C

Signed by Chair at meeting where approval is given:



Section 3 – External auditor report and certificate

In respect of:

Enter name of
smaller authority here:

Lyme Regis Town Council

1. Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2017; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

2. 2016/17 External auditor report

(~~Except for the matters reported below~~)* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative and regulatory requirements have not been met. (~~*delete as appropriate~~).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

(continue on a separate sheet if required)

3. 2016/17 External auditor certificate

We certify/~~do not certify~~* that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2017.

* We ~~do not~~ certify completion because:

External auditor signature

[Signature]

External auditor name

BDO LLP Southampton
United Kingdom

Date

5/9/17

Note: The NAO issued guidance applicable to external auditors' work on 2016/17 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Annual internal audit report 2016/17 to

Enter name of
smaller authority here:

LYMEE REGIS TOWN COUNCIL

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2017.

Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit ROSIE DUNN - MILLER LLR (HONS) FCA

Signature of person who carried out the internal audit  Date 04/05/2017

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

Guidance notes on completing the 2016/17 annual return

1. You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent work by the auditor. NALC, SLCC and ADA have helplines if you want to talk through any problem you encounter.
2. Make sure that your annual return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed return. Any amendments must be approved by the smaller authority, properly initialled and explanation provided. Annual returns containing unexplained or unapproved amendments may be returned and incur additional costs.
3. **Smaller authorities must approve Section 1 on page 2 before approving Section 2 on page 3.**
4. Use the checklist provided below. Use a second pair of eyes, perhaps a Councillor or Board Member, to review the annual return for completeness and accuracy before sending it to the external auditor.
5. Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must tell the external auditor about any change of Clerk, Responsible Finance Officer or Chair.
6. Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your smaller authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the accounting statements (Section 2 on page 3). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide*.
7. Explain fully significant variances in the accounting statements on page 3. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include a complete numerical and narrative analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide* to assist you.
8. If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
9. **You must inform the external auditor of the date set for the commencement of the period for the exercise of public rights.**
10. Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2016) equals the balance brought forward in the current year (Box 1 of 2017).
11. Do not complete Section 3 which is reserved for the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All highlighted boxes have been completed?	✓
	All additional information requested, including the dates set for the period for the exercise of public rights, has been provided for the external auditor?	✓
Section 1	For any statement to which the response is 'no', an explanation is provided?	✓
Section 2	Smaller authority approval of the accounting statements is confirmed by the signature of the Chair of the approval meeting?	✓
	An explanation of significant variations from last year to this year is provided?	✓
	Bank reconciliation as at 31 March 2017 agreed to Box 8?	✓
	An explanation of any difference between Box 7 and Box 8 is provided?	✓
Sections 1 and 2	Trust funds – all disclosures made if a Council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	✓
Internal Audit report	All highlighted boxes completed by internal audit and explanations provided?	✓

*Note: The Practitioners' Guide is available from your local NALC, SLCC or ADA representatives or from www.nalc.gov.uk or www.slcc.co.uk or www.ada.org.uk.

NOTICE OF CONCLUSION OF AUDIT

(LOCAL AUDIT AND ACCOUNTABILITY ACT 2014
ACCOUNTS AND AUDIT REGULATIONS 2015)

FOR

Lyme Regis Town Council

NOTICE is hereby given that the audit for the
year ended 31 March 2017 was completed on

05 September 2017

and the accounts are now available for inspection by local electors
in accordance with Section 25 of the Local Audit and Accountability Act 2014.
The requisite information as defined by Section 13(1) of the Accounts and Audit
Regulations 2015 is/is not* displayed alongside this notice

(* Please delete as necessary)

If the requisite information is not displayed alongside
this notice, it is available for inspection by appointment.

To arrange a viewing please contact

KEITH WILSON

between the hours of 10.00 and 4.00

Dated:

8th September

2017

Signed:



(Responsible Financial Officer)

AGENDA ITEM 24

Committee: Full Council

Date: 20 September 2017

Title: Appointments to Council Committees

Purpose of Report

To allow the council to receive further nominations for appointments to committees for the 2017/18 council year

Recommendation

The council receives and approves further nominations to its committees for the 2017/18 council year

Report

1. Councillors have the opportunity each year to serve on all committees, i.e. Strategy and Finance, Town Management and Highways, Tourism, Community and Publicity, Planning, Human Resources, and Christmas Lights.
2. Appointments to committees were approved by the Full Council at the annual meeting on 24 May 2017.
3. Cllrs J. Broom and B. Larcombe would now like to join the Christmas Lights Committee. Members are therefore asked to approve their appointment to that committee.
4. This is also an opportunity for any other members to be nominated to committees.

Adrianne Mullins
Administrative officer
September 2017

Committee: Full Council

Date: 20 September 2017

Title: List of Payments

Purpose of Report

To inform members of the payments made in the month of July 2017

Recommendation

Members note the report and approve the attached schedule of payments for July 2017 for the sum of £158,703.63

Background

1. Lyme Regis Town Council's Financial Regulations, and in particular section 5.2, state:

A schedule of payments forming part of the agenda for the meeting shall be prepared by the finance officer. Petty cash reimbursement will be reported as a total when re-imbursement takes place, unless this exceeds £200 per month, when full details will be provided. The relevant invoices will be made available for inspection at the council offices. If the schedule is in order it shall be approved by a resolution of the council.

2. Historically these reports have been taken directly to Full Council. Within the internal audit report in October 2016, it was agreed to bring future reports to either Full Council or Strategy and Finance for expediency.

Report

3. The format of the report was amended to fulfil the requirements of the transparency code. As well as the date, amount, payee and some brief details, the report now includes an estimated VAT figure and the net cost to the council, as well as a 'merchant category'. The VAT and expenditure categories are indicative of that supplier, because the schedule shows a list of payments, not invoices, so one payment may include multiple invoices and multiple VAT rates, etc. The 'probable' VAT code is the code predominantly associated with the supplier. The 'merchant category' is the name used to group a number of nominal codes, and represents the summary level we report on.

AGENDA ITEM 25

4. I present the list of payments for the month of July 2017 **appendix 25A**. Unless stated to the contrary, payments are for the provision of monthly or one-off goods/services. If you would like any further information about any of these payments, I would encourage you to contact me in the office prior to the meeting.

Keith Wilson
Finance manager
September 2017

Lyme Regis Town Council
Payments list for July 2017

Total

Date	Supplier	Detail
NAT WEST BANK		
03/07/2017	SOUTH WEST WATER	Water Rates
03/07/2017	SOUTH WEST WATER	Water Rates
03/07/2017	SOUTH WEST WATER	Water Rates
03/07/2017	SOUTH WEST WATER	Water Rates
03/07/2017	SOUTH WEST WATER	Water Rates
03/07/2017	SOUTH WEST WATER	Water Rates
03/07/2017	SOUTH WEST WATER	Water Rates
07/07/2017	LR Football club	Grant
10/07/2017	WEST DORSET D.C.	Rates bill
11/07/2017	GIFFGAFF.COM	Mobile phones
14/07/2017	ALLSTAR BUSINESS	Fuel
17/07/2017	OPUS ENERGY LTD	Electricity
17/07/2017	GIFFGAFF.COM	Mobile phones
17/07/2017	BANKLINE	Bank charges
19/07/2017	Worldpay	Card Fees
20/07/2017	DORSET COUNTY COUN	Wheely bin hire
20/07/2017	E.ON	Electricity
24/07/2017	EDFENERGY CUST PLC	Electricity
24/07/2017	WORLDPAY	Card Fees
24/07/2017	SCOTTISHPOWER	Electricity
24/07/2017	GIFFGAFF.COM	Mobile phones
24/07/2017	AMAZON UK	Sprayer
24/07/2017	AMAZON UK	Weed killer
24/07/2017	SALARY	July Salary
25/07/2017	E.ON	Electricity
25/07/2017	E.ON	Electricity
25/07/2017	E.ON	Electricity
25/07/2017	E.ON	Electricity
25/07/2017	E.ON	Electricity

158,703.63

Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
D/D	43.09	0%	-	43.09	utilities
D/D	11.73	0%	-	11.73	utilities
D/D	10.37	0%	-	10.37	utilities
D/D	76.61	0%	-	76.61	utilities
D/D	16.95	0%	-	16.95	utilities
D/D	323.92	0%	-	323.92	utilities
D/D	33.59	0%	-	33.59	utilities
CHQ	16,500.00	0%	-	16,500.00	Grants
D/D	6,562.00	0%	-	6,562.00	Utilities
D/D	5.00	20%	0.83	4.17	Utilities
D/D	692.80	20%	115.47	577.33	Outside Works
D/D	16.56	5%	0.79	15.77	Utilities
D/D	5.00	20%	0.83	4.17	Utilities
D/D	52.40	0%	-	52.40	Office Expenses
D/D	48.82	0%	-	48.82	Office Expenses
D/D	844.25	0%	-	844.25	Outside Works
D/D	6.26	5%	0.30	5.96	Utilities
D/D	248.62	5%	11.84	236.78	Utilities
D/D	29.46	0%	-	29.46	Office Expenses
D/D	422.00	5%	20.10	401.90	Utilities
D/D	5.00	20%	0.83	4.17	Utilities
BACS	21.17	20%	3.53	17.64	Office Expenses
BACS	29.92	20%	4.99	24.93	Office Expenses
BACS	31,211.88	0%	-	31,211.88	Staffing
D/D	19.46	5%	0.93	18.53	Utilities
D/D	11.16	5%	0.53	10.63	Utilities
D/D	21.13	5%	1.01	20.12	Utilities
D/D	52.21	5%	2.49	49.72	Utilities
D/D	45.53	5%	2.17	43.36	Utilities

Lyme Regis Town Council
Payments list for July 2017

Total

Date	Supplier	Detail
25/07/2017	E.ON	Electricity
25/07/2017	E.ON	Electricity
25/07/2017	E.ON	Electricity
25/07/2017	WEST DORSET DISTRI	Loan repayment
28/07/2017	E.ON	Electricity
28/07/2017	E.ON	Electricity
31/07/2017	E.ON	Electricity
31/07/2017	E.ON	Electricity
LLOYDS BANK		
03/07/2017	EAST DEVON DC	Rates
04/07/2017	GIFFGAFF.COM	Mobile Phone
04/07/2017	Customer	2nd beach hut key refund
04/07/2017	CREATIVE SOLUTIONS	Tree plaque
04/07/2017	DAPTC	Subscription fees 2017/18
04/07/2017	EUROFFICE	Stationary
04/07/2017	FOOTEPRINTS	Buisniess Cards
04/07/2017	GLEN CLEANING	Cleaning
04/07/2017	NEWSQUEST	Staff advertisment
04/07/2017	SOUTH WEST WATER	Water Rates
04/07/2017	VIEW FROM NEWSPAPER	Staff advertisment
04/07/2017	WEST DORSET DISTRI	brochure postage
04/07/2017	Webber MG	Flowers, baskets, tubs etc
05/07/2017	O2 DRIVE	Car insurance - Business
05/07/2017	B Sharp	Grant payment
05/07/2017	Customer	2nd key deposit refund
05/07/2017	BUREAU VERITAS	Contract for lift maintenance
05/07/2017	Staff	Travel Expenses
05/07/2017	DARKIN MILLER	Internal Audit fees

158,703.63

Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
D/D	54.86		5%	2.61	52.25 Utilities
D/D	10.75		5%	0.51	10.24 Utilities
D/D	21.24		5%	1.01	20.23 Utilities
D/D	3,125.00		0%	-	3,125.00 Loan Charges
D/D	174.06		5%	8.29	165.77 Utilities
D/D	62.66		5%	2.98	59.68 Utilities
D/D	22.92		5%	1.09	21.83 Utilities
D/D	59.21		5%	2.82	56.39 Utilities
	<u>60,897.59</u>				

D/D	414.00	0%	-	414.00	Utilities
D/D	5.00	20%	0.83	4.17	Utilities
BACS	20.00	0%	-	20.00	Beach Hut
BACS	153.00	20%	25.50	127.50	Office Expenses
BACS	805.06	0%	-	805.06	Office Expenses
BACS	91.77	20%	15.30	76.48	Office Expenses
BACS	50.00	20%	8.33	41.67	Office Expenses
BACS	129.60	20%	21.60	108.00	Outside Works
BACS	320.25	20%	53.38	266.88	Office Expenses
BACS	54.87	0%	-	54.87	utilities
BACS	313.20	20%	52.20	261.00	Office Expenses
BACS	36.58	0%	-	36.58	Loan Charges
BACS	2,970.96	20%	495.16	2,475.80	Outside Works
POS	15.39	0%	-	15.39	Office Expenses
BACS	2,500.00	0%	-	2,500.00	Grants
BACS	20.00	0%	-	20.00	Beach Hut
BACS	645.00	20%	107.50	537.50	Outside Works
BACS	18.05	0%	-	18.05	Staffing
BACS	263.31	20%	43.89	219.43	Office Expenses

Lyme Regis Town Council
Payments list for July 2017

Total

Date	Supplier	Detail	Payment Type
05/07/2017	KDDF	Welding repair	BACS
05/07/2017	Staff	Travel expenses	BACS
05/07/2017	KELTIC CLOTHING	Staff clothing	BACS
05/07/2017	Staff	Travel Expenses	BACS
05/07/2017	NEW VISION GROUP	IT Web design work	BACS
05/07/2017	TRAVIS PERKINS	Consolidated invoices	BACS
05/07/2017	WHEELERS	New vehcile deposit	BACS
05/07/2017	KEOPS	New chalets	BACS
05/07/2017	KEOPS	New chalets	BACS
06/07/2017	Western Power	Work at Ware Cliff Chalets	BACS
06/07/2017	Staff member	Reimbursement of payment for toilet hire	BACS
07/07/2017	Ebay	Fixed hose reel for Chalet area	POS
07/07/2017	Ebay	Timers for Amentiy area	POS
10/07/2017	GIFFGAFF.COM	Mobile Phone	D/D
11/07/2017	HMRC Tax	June PAYE & NIC	DD
12/07/2017	MARINE THEATRE	Grant payment	BACS
12/07/2017	DCC PENSION FUND	June Pension fund	BACS
13/07/2017	PADDLEBOAT THEATRE	Grant payment	BACS
13/07/2017	VIEW FROM NEWSPAPER	Staff advertisement	BACS
13/07/2017	KITSON AND TROTMAN	Leagal and professional fees	BACS
13/07/2017	Mole Avon	Staff clothing	BACS
13/07/2017	Customer	Parking Refund	BACS
13/07/2017	Customer	Beach hut hire refund	BACS
13/07/2017	Customer	Refund Parking machine fault	BACS
13/07/2017	A J SUPPLIES	Cleaning supplies	BACS
13/07/2017	CAROL WILLIAMS	Cleaning	BACS
13/07/2017	COBALT TELEPHONE	Telephone bill	BACS
13/07/2017	EVERGREEN RENEWABL	Marine parade toilet repair work	BACS
13/07/2017	GLEN CLEANING	Cleaning	BACS
13/07/2017	KELTIC CLOTHING	Staff clothing	BACS
13/07/2017	KINGSBURY EPISCOPI	Band preformance	BACS
13/07/2017	LUKE LAWSON	IT assistance	BACS

158,703.63

Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
178.32	20%	29.72	148.60	Outside Works
6.35	0%	-	6.35	Staffing
146.46	0%	-	146.46	Staffing
96.84	0%	-	96.84	Staffing
240.00	20%	40.00	200.00	Office Expenses
386.71	20%	64.45	322.26	Outside Works
500.00	20%	83.33	416.67	Outside Works
700.00	20%	116.67	583.33	Outside Works
18,000.00	20%	3,000.00	15,000.00	Outside Works
1,674.29	0%	-	1,674.29	Outside Works
672.00	20%	112.00	560.00	Outside Works
209.99	20%	35.00	174.99	Outside Works
8.25	20%	1.38	6.88	Outside Works
10.00	20%	1.67	8.33	Utilities
11,073.79	0%	-	11,073.79	Staffing
6,753.33	0%	-	6,753.33	Grants
8,936.18	0%	-	8,936.18	Staffing
972.00	0%	-	972.00	Grants
118.80	20%	19.80	99.00	Office Expenses
2,978.00	20%	496.33	2,481.67	Office Expenses
283.90	20%	47.32	236.58	Outside Works
4.80	20%	0.80	4.00	Parking
110.00	20%	18.33	91.67	Beach Hut
15.50	20%	2.58	12.92	Parking
477.96	20%	79.66	398.30	Outside Works
456.75	0%	-	456.75	Outside Works
36.87	20%	6.15	30.73	Outside Works
2,123.08	20%	353.85	1,769.23	Outside Works
1,426.23	20%	237.71	1,188.53	Outside Works
1,506.72	0%	-	1,506.72	Staffing
150.00	0%	-	150.00	Marketing & Tourism
300.00	0%	-	300.00	Marketing & Tourism

Lyme Regis Town Council
Payments list for July 2017

Total

158,703.63

Date	Supplier	Detail	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
13/07/2017	Newsquest	Job advertisements	BACS	72.16	20%	12.03	60.13	Office Expenses
13/07/2017	NW Systems	Quarterly Camera streaming	BACS	309.60	20%	51.60	258.00	Office Expenses
17/07/2017	EE & T-MOBILE	Sim card and phone bill	D/D	104.38	20%	17.40	86.98	Utilities
18/07/2017	SIX PAYMENT SERVIC	Card Transaction fees	BACS	358.42	0%	-	358.42	Outside Works
18/07/2017	ARTHUR FORDHAM	Exteranl works equiptment	BACS	140.00	20%	23.33	116.67	Outside Works
18/07/2017	AXE SKIP HIRE	Skip hire	BACS	240.00	20%	40.00	200.00	Outside Works
18/07/2017	C K COMMUNICATIONS	Enforcment equiptment	BACS	198.00	20%	33.00	165.00	Outside Works
18/07/2017	CLARITY COPIERS	Copier costs	BACS	302.96	20%	50.49	252.47	Office Expenses
18/07/2017	CREATIVE SOLUTIONS	Artwork charge	BACS	79.43	20%	13.24	66.19	Office Expenses
18/07/2017	GROVES NURSERIES	Perennials etc	BACS	408.45	20%	68.08	340.38	Outside Works
18/07/2017	METRIC GROUP	Back Office costs	BACS	97.20	20%	16.20	81.00	Outside Works
18/07/2017	SOUTHERN TANK SERV	Water bowser	BACS	518.70	20%	86.45	432.25	Outside Works
18/07/2017	TRAVIS PERKINS	Consolidated invoices	BACS	550.81	20%	91.80	459.01	Outside Works
18/07/2017	WEST DORSET DISTRI	Job advertisements	BACS	238.80	0%	-	238.80	Loan Charges
18/07/2017	BUGLERS	Service and repair of the Mule	BACS	875.43	20%	145.91	729.53	Outside Works
18/07/2017	WHEELERS	New Lengthsman vechile	BACS	11,080.00	20%	1,846.67	9,233.33	Outside Works
19/07/2017	DVLA	Road tax for external vechile	POS	240.00	0%	-	240.00	Outside Works
19/07/2017	LR REGATTA & CARNI LYME REGIS TC	Advetisment in the carnival programme	BACS	200.00	0%	-	200.00	Marketing & Tourism
19/07/2017	Staff	Fuel reimbursement new vehicle	BACS	50.00	20%	8.33	41.67	Outside Works
19/07/2017	CARRIER DIRECT	June brochure fullfilment	BACS	914.40	20%	152.40	762.00	Marketing & Tourism
19/07/2017	Worldpay	Card Fees	D/D	39.48	0%	-	39.48	Office Expenses
20/07/2017	IP OFFICE	Phone/broadband	D/D	306.67	20%	51.11	255.56	Office Expenses
24/07/2017	GIFFGAFF.COM	Mobile Phone	D/D	5.00	20%	0.83	4.17	Utilities
27/07/2017	AMAZON UK	Roundup weedkiller	POS	87.30	20%	14.55	72.75	Office Expenses
27/07/2017	GIFFGAFF.COM	Mobile Phone	D/D	5.00	20%	0.83	4.17	Utilities
27/07/2017	GIFFGAFF.COM	Mobile Phone	D/D	5.00	20%	0.83	4.17	Utilities
27/07/2017	GIFFGAFF.COM	Mobile Phone	D/D	5.00	20%	0.83	4.17	Utilities
27/07/2017	HMRC Tax	July PAYE & NIC	D/D	9,458.10	0%	-	9,458.10	Staffing
28/07/2017	Ebay	Cleaning supplies	POS	16.75	20%	2.79	13.96	Office Expenses
28/07/2017	GIFFGAFF.COM	Mobile Phone	D/D	5.00	20%	0.83	4.17	Utilities
28/07/2017	RS COMPONENTS	Graphite powder	BACS	11.89	20%	1.98	9.91	Office Expenses

Lyme Regis Town Council
Payments list for July 2017

Total

158,703.63

Date	Supplier	Detail	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
31/07/2017	GIFFGAFF.COM	Mobile Phone	D/D	5.00	20%	0.83	4.17	Utilities
31/07/2017	IMAGIN	ID tags	BACS	46.50	20%	7.75	38.75	Office Expenses
31/07/2017	Staff	Travel expenses	BACS	23.90	0%	-	23.90	Staffing
31/07/2017	NATIONWIDE BARK	Rubber mulch - play park	BACS	1,422.00	20%	237.00	1,185.00	Outside Works
				97,800.49				
Petty cash				5.55				