



**John Wright**  
**Town Clerk**

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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 9 May 2018** commencing at 7pm when the following business is proposed to be transacted:

**John Wright**  
**Town Clerk**  
03.05.18

## **AGENDA**

### **Prayers**

A prayer will be offered by the Rev. Jane Skinner

#### **1. 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*

#### **2. Questions from Councillors**

#### **3. Apologies for Absence**

To receive and record any apologies and reasons for absence

#### **4. 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.

**5. Dispensations**

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

**6. To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 4 April 2018 (attached)**

**7. To confirm the accuracy of the minutes of the Full Council meeting held on 28 March 2018 (attached)**

**8. Matters arising from the minutes of the Full Council meeting held on 28 March 2018**

To inform members of matters arising from the minutes of the extraordinary Full Council meeting on 28 March 2018 that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues in those minutes

**9. Matters arising from the minutes of the extraordinary Full Council meeting held on 4 April 2018**

To inform members of matters arising from the minutes of the Full Council meeting on 4 April 2018 that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues in those minutes

**10. Update Report**

To update members on issues previously reported to this committee

**11. Mayor's Announcements**

**12. Planning Committee**

To receive the minutes of the meeting held on **3 April and 1 May 2018** and note the committee's comments made on planning applications under the power delegated by Full Council.

**13. Human Resources Committee**

To receive the minutes of the meeting held on **24 April 2018** and consider the recommendations therein.

**14. Strategy and Finance Committee**

To receive the minutes of the meeting held on **2 May 2018** and consider the recommendations therein.

**15. Tourism, Community and Publicity Committee**

To receive the minutes of the meeting held on **25 April 2018** and consider the recommendations therein.

**16. Town Management and Highways Committee**

To receive the minutes of the meeting held on **18 April 2018** and consider the recommendations therein.

**17. A Review of the Information Policy**

To allow members to review the Information Policy

**18. Review of Arrangements with Other Local Authorities**

To review the arrangements Lyme Regis Town Council has with West Dorset District Council and Dorset County Council

**19. The Annual Review of the Fixed Asset Register**

To allow members to review and approve the fixed asset register

**20. Asset and Service Transfer Counter-Proposal to West Dorset District Council**

To allow members to receive the minutes of the WDDC Service Review Working Group meeting held on 2 May 2018, and consider a counter-proposal to West Dorset District Council's proposal of 26 April 2018 concerning the transfer of assets and services to the town council

*That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded while members consider this item in accordance with the Public Bodies (Admission to Meetings) Act 1960*

**21. Lister Gardens' Boundary Dispute**

To allow members to consider the assistant land registrar's response to the Kitson and Trotman's letter and to receive advice from Kitson and Trotman on how to proceed with this matter

*That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded while members consider this item in accordance with the Public Bodies (Admission to Meetings) Act 1960*

**22. Lloyds Bank Mobile Banking Van**

To allow members to consider a request from Lloyds Bank Plc to continue to park and operate a mobile banking van at Woodmead car park each Friday

**23. Appointment of Members to Meet with the Bowling Club**

To allow members to decide on two councillors who will meet with the bowling club

**24. Toilet Twinning**

To allow members to consider a proposal to support the toilet twinning charity, Tearfund, by twinning the newly-refurbished Marine Parade toilets with toilets in deprived areas of the world

## **25. Exempt Business**

*To move 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 in view of the likely disclosure of confidential matters about information relating to an individual, and information relating to the financial or business affairs of any 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.*

- (a) Agenda item 20 – Asset and Service Transfer Counter-Proposal to West Dorset District Council**
- (b) Agenda item 21 – Lister Gardens’ Boundary Dispute**



**LYME REGIS TOWN COUNCIL**

**MINUTES OF THE EXTRAORDINARY MEETING HELD ON WEDNESDAY 4 APRIL 2018**

**Present**

**Chairman:** 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 P. Ridley, Cllr Mrs C. Reynolds, Cllr J. Scowen, Cllr G. Turner, Cllr S. Williams

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

**17/182/C Public Forum**

**Mr M. Dixon**

Mr Dixon spoke in support of Lyme Regis Gig Club's application for a grant of £700 to buy a new launch trolley for the club's sea skiff, Storm Force. He said the club was a charity established 11 years ago to give local people the opportunity to take up sea rowing to keep fit, have fun and compete in the region's fastest growing sport. He said there were 84 members, 45 junior members, and a waiting list to join. Mr Dixon said sea skiffs were 15ft long, ideal for eight to 12-year-olds. He said the club had two skiffs but only one launch trolley, so a second would make things much easier. Mr Dixon said the club had put on jumble sales to raise money and was saving to buy another sea skiff later in the year, as well as another Cornish pilot gig. He hoped the council would look favourably on the application, as 85% of the members were from the DT7 or EX13 postcodes, and over half the membership were women.

**Mrs K. Yelland**

Mrs Yelland spoke in support of the 1<sup>st</sup> Lym Valley Scout Group's application for funding to refurbish the toilet and shower end of the scout hut, which the trustees had been updating for the last 15 years. She said scouting had re-captured the imagination of the nation, and the Lym Valley group had seen a resurgence in interest, increasing from 15 children to over 60, with a waiting list to join. Mrs Yelland said the refurbishment was necessary because needs had changed from 40 years ago, equipment had evolved and the demographics had changed, with more female members, which the group was currently unable to accommodate. She said the showers were not fit-for-use and storage was needed for modern equipment. Mrs Yelland said the refurbishment would enable them to increase the size of the groups, and other groups who rented the hall would also benefit. She said the income from the hut paid for its upkeep, and anything left over was used for scouting activities. Mrs Yelland said the group had never asked the council for funding before and had raised £13,000 towards refurbishment costs of £37,000. She said the group was proud to be part of civic events, including Remembrance parades.

**Ms C. Jenkins**

Ms Jenkins spoke in support of the application from Black Ven Poetry and Beachwood Adventures. She said she got together with Sarah Acton from Black Ven Poetry to get young people together on the beach. She said she took children to the beach to get them inspired and connected through nature through games and learning, which is then combined with Black Ven Poetry in the Hub to further inspire the children. Ms Jenkins said there was a lot of evidence that young people who are less academic are inspired to write about being outdoors. At the end, the group would put on a performance, helping the young people to gain confidence and self-esteem.

**Ms S. Acton**

Ms Acton also spoke in support of the application from Black Ven Poetry and Beachwood Adventures. She said they were not a properly-constituted body; they were freelancers who had come together for this project. She said the application was for funding for the pilot scheme and they would look to find out ways to work with primary and secondary schools. Ms Acton said she had worked with a poetry slam at Budleigh Salterton Festival, which had great results.

**Mr J. Shaw**

Mr Shaw spoke in support of the application from Harbour Voices. He thanked the council for last year's grant, which he said was used to great effect, and he hoped a lot more councillors had now heard of the group. He said the application was for condenser microphones to pick up a group of voices. Mr Shaw said the group raised money itself. He said the musical director was leaving so the group was currently hiring a new one, which involved some expenses, although this didn't form part of the grant application. Mr Shaw said their concerts took place in the open air on the seafront, which attracted lots of children. He said they were working with the museum to archive some songs.

**Ms S. Ward**

Ms Ward spoke in support of the application from Lyme Regis Taekwondo Club to buy the latest electronic equipment system to use for sparring, which was used in the Olympics and competitions. She said it was a safer way to bring Taekwondo into competitions as the sensors would register at the slightest touch. She said the system was expensive and as they were a small club, they couldn't afford it. Ms Ward said the system was used for all ages in all competitions and it had been used since the Sydney Olympic Games. She said the club had last applied for major funding when it was formed 13 years ago for equipment such as sparring kits and mats, which was still being used as it lasted well. She said they could use the existing sparring kit, but not having the electronic equipment meant the members couldn't progress.

**Dan Barton**

As the youngest member of Lyme Regis Taekwondo Club when he gets his black belt, Dan spoke about the benefits of the electronic system. He said with the old equipment, they had to kick hard and they didn't have head gear, so they had to rely on the referee to gather those points, and if a referee missed a point, this caused debates. Dan said the new equipment would help the members improve their kicking

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technique and help the instructor check if they were doing it correctly. He said the equipment could be used in members' gradings, and it would help modernise and update the club.

### **Mrs M. Harvey**

Mrs Harvey spoke in support of the application from Charmouth Scout Group. She said the group had just under 100 members, who would benefit from the funding to buy additional survival, bushcraft and camping equipment.

### **Mr D. Wellman**

Mr Wellman spoke in support of the application from Uplyme and Lyme Regis Cricket Club. He explained about the adult and youth teams that would be playing this year, including adult league sides, Dads and Lads, under 11s, and girls' youth cricket. He said the Eddie Clark Chance to Shine programme enrolled from local schools and this formed the under 13s side. He said the only cricket these youngsters had was in school, but they didn't have the facilities any more. He said there was also a five to eight-year-old group as an introduction to cricket, and on a Saturday morning the field was packed with youngsters and their parents. Mr Wellman said the club was an example of how communities could work together, because despite the ground being in Uplyme, lots of people came from Lyme Regis. He said the roller which required funding was essential to the club and the current one was 30 years old. He said the club's funds were committed to renting a roller and further funds needed to be raised or it would have to be returned. Mr Wellman said they had a number of fundraising activities, but a grant would be very much appreciated. He thanked the council for its valued historic support and he hoped this would continue to help ensure cricket would remain available for all ages.

### **Mr R. Waspe**

Mr Waspe spoke in support of the application from Lyme Regis Sea School. He said the school was run by volunteers and his main role was to look after the boats and keep them safe. He said the grant last year to replace the dinghies was ongoing. He said the school's main activities were teaching children and adults to sail and to take them through the Royal Yachting Association syllabus, and they could then become instructors or assistant instructors. Mr Waspe said the school taught local children sea safety, which was very important when you lived by the sea. He said a lot of the children had personal problems and sailing gave them a sense of achievement and responsibility, with some teenagers teaching adults. Mr Waspe said the school wanted to replace the old Wayfarer boats, which had to be bailed out when they capsized and took a lot of effort to get upright. He said they wanted to replace four of these boats with modern vessels, which didn't capsize completely.

### **17/183/C Apologies for Absence**

None.

### **17/184/C Disclosable Pecuniary Interests**

Cllr Mrs M. Ellis declared a non-pecuniary interest in the application from St Michael's Primary and Pre-School PFA as she was the chairman of governors, and a non-

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pecuniary interest in the application from the Over 70s Christmas Dinner Fund as she was on the committee.

Cllr R. Doney declared a pecuniary interest in the application from the Town Mill Trust as he was a shareholder of the Town Mill Brewery, a tenant of the trust, and he would not take part in the discussion of this application.

Cllr O. Lovell declared a non-pecuniary interest in the application from the Over 70s Christmas Dinner Fund as he was on the committee.

Cllr P. Hicks declared a pecuniary interest in the application from the Town Mill Trust as he was the manager of the Town Mill Brewery and he would not speak or vote on this application.

Cllr S. Larcombe declared a non-pecuniary interest in the application from Lyme Kids Club as his wife ran it, and a non-pecuniary interest in the application from Lyme Regis Majorettes as he was on the committee.

### 17/185/C **Dispensations**

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

### 17/186/C **Allocation of Minor Grants 2018/19**

Cllr Mrs M. Ellis reminded members that although a budget had been allocated for minor and medium grants, the council didn't have to spend it all.

Members discussed whether the late application from Lyme Regis Brownies should be allowed to progress, and agreed the application deadline should be adhered to.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr O. Lovell, members **RESOLVED** to reject the late application from Lyme Regis Brownies.

Cllr D. Hallett voted against this motion.

Members discussed the application from Black Ven Poetry and Beachwood Adventures and agreed it should not be allowed to progress because it was not a properly-constituted body.

Proposed by Cllr Mrs C. Reynolds and seconded by Cllr S. Larcombe, members **RESOLVED** to reject the application from Black Ven Poetry and Beachwood Adventures as it was not a properly-constituted body.

Proposed by Cllr S. Miller and seconded by Cllr G. Turner, members **RESOLVED** to award a medium grant of **£2,500** to **Axe Valley and West Dorset Ring and Ride Service**.

Proposed by Cllr O. Lovell and seconded by Cllr Mrs C. Reynolds, members **RESOLVED** to award a medium grant of **£4,930** to **Bridport and District Citizens' Advice Bureau**.



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Proposed by Cllr J. Broom and seconded by Cllr O. Lovell, members **RESOLVED** to award a minor grant of **£250** to **Charmouth Scout Group**.

Proposed by Cllr B. Larcombe and seconded by Cllr P. Hicks, members **RESOLVED** to award a minor grant of **£290** to Dorset Youth Association.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members **RESOLVED** to award a minor grant of **£815** to **Get Together Club**.

Members discussed the application from Guitars on the Beach and agreed the council should give further consideration at a later date to purchasing a stage which could be used by various events and organisations.

Proposed by Cllr P. Ridley and seconded by Cllr G. Turner, members **RESOLVED** to award a medium grant of **£3,500** to **Guitars on the Beach**.

Proposed by Cllr O. Lovell and seconded by Cllr S. Williams, members **RESOLVED** to award a minor grant of **£750** to **Harbour Voices**.

Proposed by Cllr S. Larcombe and seconded by Cllr R. Doney, members **RESOLVED** to award a minor grant of **£550** to **Life Education Wessex**.

Proposed by Cllr S. Miller and seconded by Cllr O. Lovell, members **RESOLVED** to award a medium grant of **£3,000** to **1<sup>st</sup> Lym Valley Scout Group**.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr J. Broom, members **RESOLVED** to award a medium grant of **£1,000** to **Lyme Kids Club**.

Members discussed the application from Lyme Regis Community Land Trust. Members agreed the Garmans Field residents shouldn't have to pay for their bins but some members felt it was not appropriate for the funding to be allocated through the grants' process. It was suggested this could be considered by the relevant committee to determine how the council could take this forward.

Cllr D. Hallett suggested section 106 funding could be used for this purpose.

Cllr O. Lovell requested a recorded vote on the following motion.

Proposed by Cllr S. Miller and seconded by Cllr B. Larcombe, members **RESOLVED** to reject the application from Lyme Regis Community Land Trust but to pursue the issue of bins for residents of Garmans Field through the relevant committee.

**Voted for** – Cllr S. Williams, Cllr S. Larcombe, Cllr D. Hallett, Cllr G. Turner, Cllr P. Hicks, Cllr B. Larcombe, Cllr R. Doney, Cllr J. Scowen, Cllr J. Broom, Cllr S. Miller, Cllr Mrs M. Ellis

**Voted against** – Cllr O. Lovell, Cllr Mrs C. Reynolds

**Abstentions** – Cllr P. Ridley

Proposed by Cllr O. Lovell and seconded by Cllr B. Larcombe, members **RESOLVED** to award a medium grant of **£1,000**, to be underwritten, to **Lyme Regis Festivals**.

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Proposed by Cllr D. Hallett and seconded by Cllr B. Larcombe, members **RESOLVED** to award a minor grant of **£700** to **Lyme Regis Gig Club**.

Proposed by Cllr Mrs C. Reynolds and seconded by Cllr J. Broom, members **RESOLVED** to award a minor grant of **£165** to **Lyme Regis Guides**.

Proposed by Cllr S. Miller and seconded by Cllr J. Broom, members **RESOLVED** to award a minor grant of **£950** to **Lyme Regis Jazz Festival**.

Proposed by Cllr O. Lovell and seconded by Cllr D. Hallett, members **RESOLVED** to award a minor grant of **£800** to **Lyme Regis Majorettes**.

It was proposed by Cllr J. Broom to award a major grant of £3,000 to Lyme Regis Musical Theatre.

Members indicated they would be willing to support £2,000 so Cllr J. Broom amended his proposal.

Proposed by Cllr J. Broom and seconded by Cllr Mrs M. Ellis, members **RESOLVED** to award a major grant of **£2,000** to **Lyme Regis Musical Theatre**.

It was proposed by Cllr Mrs C. Reynolds and seconded by Cllr S. Williams to award Lyme Regis Pantomime Society a minor grant of £999.

This motion was not carried.

Proposed by Cllr G. Turner and seconded by Cllr P. Ridley, members **RESOLVED** to award a minor grant of **£500** to **Lyme Regis Pantomime Society**.

It was proposed by Cllr S. Williams and seconded by Cllr P. Ridley to award a medium grant of £4,999 to Lyme Regis Sea School.

This motion was not carried.

Proposed by Cllr S. Larcombe and seconded by Cllr Mrs C. Reynolds, members **RESOLVED** to award a medium grant of **£3,500** to **Lyme Regis Sea School**.

It was proposed by Cllr J. Scowen to award a medium grant of £2,500 to Lyme Regis Taekwondo Club.

This motion was not seconded.

Proposed by Cllr S. Miller and seconded by Cllr Mrs C. Reynolds, members **RESOLVED** to award a medium grant of **£1,000** to **Lyme Regis Taekwondo Club**.

Members discussed the application from the Mendip Mule Motorbus and there was some concern about the future of the business due to trading issues last year, and paying start-up costs.

Cllr S. Miller suggested approving £2,000, to be released only if the service becomes operational.



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Proposed by Cllr B. Larcombe and seconded by Cllr S. Larcombe, members **RESOLVED** to reject the application from the Mendip Mule Motorbus.

Proposed by Cllr Mrs C. Reynolds and seconded by Cllr P. Hicks, members **RESOLVED** to award a minor grant of **£300** to the **Over 70s Christmas Dinner Fund**.

Members discussed the application from St Michael's Primary School and Pre-school PFA. It was generally agreed essential equipment like books should be paid for by government funding, but the defibrillator would be an asset as there wasn't one in the residential area.

Proposed by Cllr G. Turner and seconded by Cllr P. Ridley, members **RESOLVED** to award a medium grant of **£1,000** to **St Michael's Primary School and Pre-School PFA** to purchase a defibrillator, for which the school must cover the support costs and which must be accessible for the public to use.

Proposed by Cllr O. Lovell and seconded by Cllr S. Miller, members **RESOLVED** to award a medium grant of **£4,470** to the **Town Mill Trust**, provided there is sufficient signage to show the toilets are available to the public.

Proposed by Cllr R. Doney and seconded by Cllr S. Miller, members **RESOLVED** to award a medium grant of **£1,500** to **Turn Lyme Green**.

It was proposed by Cllr O. Lovell to award a medium grant of £1,000 to Uplyme and Lyme Regis Cricket Club.

This motion was not seconded.

Proposed by Cllr S. Miller and seconded by Cllr Mrs C. Reynolds, members **RESOLVED** to award a medium grant of **£2,000** to **Uplyme and Lyme Regis Cricket Club**.

Proposed by Cllr Mrs C. Reynolds and seconded by Cllr J. Broom, members **RESOLVED** to award a minor grant of **£200** to the **Western Area Transport Action Group**.

*The meeting closed at 9pm.*

LYME REGIS TOWN COUNCIL

MINUTES OF THE MEETING HELD ON WEDNESDAY 28 MARCH 2018

**Present**

**Chairman:** 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 P. Ridley, Cllr Mrs C. Reynolds, Cllr J. Scowen, Cllr S. Williams

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

**17/157/C Public Forum**

**Mr S. Williams**

Representing the Coastal Communities Team (CCT), Mr Williams gave an update on the funding bid in the round five government-sponsored programme, which Dorset was successful in last year. He said the CCT had been engaging with Dorset Coast Forum (DCF), which last time put in a portfolio bid for the Dorset coast, and a similar approach was planned this time. He said this showed partnership working, which the government looked favourably on.

*Cllr J. Broom arrived at the meeting at 7.02pm.*

Mr Williams said the stage one bid had to be in by the end of April, and if successful, the second stage bid had to be submitted in the autumn. He said it was very important public consultation was carried out, and this was undertaken by LymeForward in July 2017, which 180 people took part in. He said the bid included Charmouth, where some work was undertaken in 2016 on a regeneration project for the foreshore, which was also subject to consultation and gained support. Mr Williams said all the projects within the bid had to fit within the theme of leisure and business, with a focus on welcoming people and enhancing facilities for visitors and the local community. He said the final projects would probably change to fit this theme and had to have regard to DCF's advice, but he would keep the council updated. Mr Williams said Charmouth Parish Council had considered the issue at a meeting the previous day and agreed match funding, but he was not requesting any funding from Lyme Regis Town Council. He said if there was to be match funding for the seafront railings, for example, that would be welcome, but he was aware the council was looking to do other works on the seafront in particular, which could be referred to as 'complementary funding'. Mr Williams asked for the council's in principle support for the bid and further information on the projects would be provided to members through the officers.

**Mr S. Grayford**

Mr Grayford spoke in support of the RNLI's proposal for a new lifeguard hut in Lyme Regis. He said the charity had delivered a lifeguard service for over 10 years and it

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was committed to maintaining a high quality service in Lyme Regis. He said the service played a major role in reducing accidents and coastal drowning. To ensure the RNLI was delivering a good service, he said regular reviews of the operations, equipment and facilities were undertaken. Mr Grayford said information submitted to date showed there were significant operational benefits to the raised platform compared to a ground facility, with safety of the public being the primary aim. He said the charity had years of experience working with different designs and took into consideration best practice from around the world, and there were several advantages to the proposed hut, including durability, impact-proof windows and storage space. Mr Grayford said the facility used in 2017 had reached the end of its life, considerable expense was required to maintain it, and replacement parts were no longer available. He said the new facility, which had an improved design and was the national standard being used elsewhere, had not received objections in other locations. He said the lifeguards currently had to stand on the groyne to gain additional height but this created health and safety concerns, not just for the lifeguards but it also encouraged the public onto the groyne. He said the risk would be removed with an elevated facility. Mr Grayford said the RNLI was happy to work with the council to co-ordinate installation and removal of the hut, which would be in place from early-May to late-September. He said the charity viewed agreements with town councils as partnerships, an approach which enabled the RNLI to deliver a lifeguard service to the highest standard, at an appropriate cost. He said the new facility showed significant additional investment by the RNLI to the lifeguard service and it was hoped aesthetics didn't influence the council's decision.

### **Mr N. Ball**

Mr Ball raised the following issues:

- He welcomed the installation of more public benches on the seafront but said they were not bolted down. He said the operations manager said this was to allow them to be turned around when performances were on in the shelters. He asked for clarification on this.
- He said the seafront gardens were neglected in parts, and he did not agree with gardeners being tasked to do the Town Mill steps, as people were employed specifically for maintenance. He said he didn't know what the lengthsman's role was. Other issues included weeds on Charmouth Road, uncut hedges on Cobb Road, railings outside Hix restaurant had not been dealt with, and spraying of weeds not being done before the main season.
- Minutes and agendas were not available on the council's website.
- He understood park and ride would be available at Charmouth Road although the ground was too wet to use, but he was concerned the council had made a sixth application to East Devon District Council (EDDC) for temporary permission at Sidmouth Road. He believed it should be a permanent application or nothing.
- He asked why the tractor wasn't used during the recent snow, why gritting wasn't carried out, and why staff were told to stay at home.

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- He asked why the gardeners were on the beach when the dredging works in the harbour were taking place, as they were not safety officers.
- He was concerned half a million pounds was spent on staff wages, which seemed disproportionate to a population of 3,500.
- He was concerned the issues he had raised had not been dealt with while nearly £70,000 in grants was going out of the council.
- If the lengthsman was to do any of Dorset County Council's jobs, he asked if blocked drains in Colway Lane could be looked at, as well as drainage problems at Garmans Field due to drains being blocked in Charmouth Road.
- He said if there was more interaction between councillors and the public at its meetings, rather than just three minutes in the public forum at the beginning of a meeting, more people may work with and help the council.

Cllr Mrs M. Ellis said it was not intended that the new benches on Marine Parade would be able to turn around. She said issues regarding the gardens would be taken back to officers and dealt with. She said during the snow, the office was closed as there was no heating, and some of the external works' team were working.

Cllr S. Miller said the town council had been working with EDDC, which requested a temporary application was submitted for this year. In the meantime, the town council was undertaking a full traffic review of Lyme Regis and the surrounding area, which would allow EDDC to consider the viability of a park and ride. Cllr S. Miller said he and Cllr Mrs C. Reynolds had attended a meeting of Uplyme Parish Council's planning committee that evening, when the application was recommended for refusal. He said the members of the committee were provided with an email from the EDDC local ward member, Cllr I. Thomas, recommending they refuse the application.

### **Mr V. Turner**

Speaking on behalf of the Fishermen's Association of Lyme Regis, Mr Turner asked for the council's support in a bid to purchase personal locator beacons (PLB). He said the devices were located in a lifejacket and if a person went overboard, they could be located using GPS within three metres of its location. He said Cllr Mrs C. Reynolds was pursuing 75% of the funding through West Dorset District Council (WDDC), but it would be beneficial to have the support of the local council. Mr Turner said the fishermen were happy to pay 25% of the cost, and the 75% paid by WDDC could be claimed back from European grants through the Marine Management Organisation (MMO), but the funding was only available for a short period of time. He said PLBs were already used by fishermen in places like West Bay and Plymouth, and Lyme Regis wanted to purchase 25 jackets. Mr Turner said the jackets would be registered to an individual and if they went overboard, the coastguards would be alerted to exactly where that person was.

Cllr Mrs C. Reynolds said this proposal had been supported by the harbourmaster and by WDDC's health and safety office for harbours, and she hoped she could convey the town council's support to WDDC.

## **AGENDA ITEM 7**

Members gave a show of hands in support and agreed a letter should be written on behalf of the council.

### **Mr N. Marks**

As lifeboat operations manager of the RNLI lifeboat station in Lyme Regis, Mr Mark added the RNLI's support to request for funding for PLBs. He said it was a very important initiative.

### **Mrs D. Clarke**

Mrs Clarke asked for an update on cash machines with the summer approaching.

The town clerk said the council was still working with the supplier to get them installed. He said a meeting had been arranged with Western Power Distribution in mid-April, and hopefully with BT too.

### **Mr K. Gollop**

Mr Gollop asked for the date of the annual town meeting and he asked that all the members attend.

Cllr Mrs M. Ellis said the meeting was on Friday 20 April at the Woodmead Halls. She said all councillors received notification of the meeting but were not obliged to attend.

### **Cllr Mrs C. Reynolds – West Dorset District Council**

Cllr Mrs C. Reynolds said she had been given a seat on the Overview and Scrutiny Committee and had attended her first meeting the previous day. Regarding the transfer of WDDC assets, she had been assured when new cleaning contracts were entered into for public toilets and if the town council took over the toilets on in the future, it would be able to cancel the contract with six months' notice. She said she was also assured extra cleans had been arranged and supervision would be increased with the new contractors.

Cllr Mrs C. Reynolds said boundary information for the new unitary authority would be available on 9 April 2018 and she would be attending the meeting.

Cllr Mrs C. Reynolds said she had tried to seek more information about the WDDC health and wellbeing locality group. As WDDC had committed £70,000 to pay for a locality officer for the next two years, she felt this group needed to be set up as soon as possible. She said the rest of Dorset was under the Dorset Healthcare University NHS Foundation Trust (DHUFT), but Lyme Regis was under Virgin medical services. She said Lyme's health and wellbeing group had been providing information to the Dorset Clinical Commissioning Group to help protect Lyme's services.

Cllr Mrs C. Reynolds said WDDC had done all it could to help with the planning application for the Charmouth Road park and ride, but due to wet weather, it would not be possible to use it at the weekend.



## **AGENDA ITEM 7**

Cllr Mrs C. Reynolds said she had been working with the fishermen of Lyme Regis to apply for a grant through WDDC and the MMO to purchase 25 jackets with PLBs. She said she would appreciate the town council's support.

Cllr D. Hallett asked Cllr Mrs C. Reynolds if she had any idea of how many WDDC employees would be made redundant when the unitary authority took over.

Cllr Mrs C. Reynolds said everything had to go through a special committee, to set up in June.

### **17/158/C Questions from Councillors**

#### **Cllr B. Larcombe**

Cllr B. Larcombe asked if the council was actively engaging with all necessary parties and meeting with them regularly to get a resolution to the Sidmouth Road park and ride.

Cllr S. Miller said the council was in consultation with all the relevant parties and was commissioning Boon Brown to do a traffic survey.

#### **Cllr B. Larcombe**

Following a highways' meeting with DCC officers, when they were supportive of the idea of having size restriction signs, as well as weight restriction signs, at Fernhill and Boshill, Cllr B. Larcombe asked if there had been any feedback from DCC and if not, could they be pressed.

Cllr J. Broom said the council had not heard back from the DCC officers and they would be pressed.

#### **Cllr O. Lovell**

Cllr O. Lovell asked if the council had met or spoken with Cllr I. Thomas from EDDC since a meeting with him in May 2017.

Cllr S. Miller said the council had not met with him. Cllr Mrs C. Reynolds said officers had tried to set up a meeting with Cllr I. Thomas but he was unable to attend any of the available dates.

#### **Cllr J. Scowen**

Cllr J. Scowen asked if Mr N. Ball would be standing for election to the town council in May 2019.

#### **Cllr D. Hallett**

Cllr D. Hallett asked why the council's emergency plan wasn't implemented during the recent snow. He asked why employees were not called into work on the weekend and why they were told not to come into work on the Monday.



## **AGENDA ITEM 7**

The town clerk said following discussions with the mayor, employees were told to stay at home, although two employees didn't get that instruction and came into work. He said employees did respond to requests for gritting, but major routes were dealt with by principal authorities. He said the council would do what it could, but its ability to respond to emergencies was limited.

### **17/159/C Apologies for Absence**

Cllr G. Turner – coastguard training

Cllr D. Turner (DCC and WDDC) sent his apologies due to illness.

### **17/160/C Disclosable Pecuniary Interests**

There were none.

### **17/161/C Dispensations**

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

### **17/162/C To confirm the accuracy of the minutes of the Full Council meeting held on 14 February 2018**

Proposed by Cllr Mrs C. Reynolds and seconded by Cllr J. Broom, the minutes of the meeting held on 14 February 2018 were **ADOPTED**.

### **17/163/C To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 7 March 2018**

Proposed by Cllr B. Larcombe and seconded by Cllr S. Larcombe, the minutes of the extraordinary meeting held on 7 March 2018 were **ADOPTED**.

### **17/164/C To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 14 March 2018**

Proposed by Cllr B. Larcombe and seconded by Cllr S. Miller, the minutes of the extraordinary meeting held on 14 March 2018 were **ADOPTED**.

### **17/165/C Matters arising from the minutes of the Full Council meeting held on 14 February 2018**

#### **The Bay Restaurant**

Cllr D. Hallett asked if the council gave permission for the works to the property, now called Swim, and whether a bond was requested.

Cllr J. Broom said the works were discussed by the Town Management and Highways Committee but there was no bond requested.

Cllr Mrs M. Ellis said this was perhaps something to consider for the future.

**Harbour dredging**

Cllr S. Williams asked if supplying council staff to help with the dredging works was part of the council's agreed financial contribution to the project.

Cllr J. Broom said it had been agreed to provide two people to control traffic on the beach while the work was taking place, and this was in addition to the £4,000 contribution agreed by the council.

**Puffin crossing**

Cllr J. Scowen asked if there was any idea of when the crossing might be installed.

The town clerk said depending on whether objections were raised, it would be done either at the end of this year or the beginning of next year.

**17/166/C Matters arising from the minutes of the extraordinary Full Council meeting held on 7 March 2018**

Members noted the report.

**17/167/C Matters arising from the minutes of the extraordinary Full Council meeting held on 14 March 2018**

Members noted the report.

**17/168/C Update Report**

Members noted the report.

**17/169/C Mayor's Announcements**

Cllr Mrs M. Ellis thanked all those who supported her two events in aid of the parish church tower fund, which raised a combined £1,000.

**17/170/C Planning Committee**

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, it was **RESOLVED** to receive the minutes of the Planning Committee held on 6 March 2018.

**17/171/C Human Resources Committee**

Proposed by Cllr B. Larcombe and seconded by Cllr S. Larcombe, it was **RESOLVED** to receive the minutes of the Human Resources Committee held on 21 February 2018 and adopt the recommendations, as follows:

**17/75/HR – Operations Manager, Six-Month Probation Review**

**RESOLVED:** to confirm the operations manager's continued employment with the council.

**17/76/HR – Operations Manager, Spinal Column Point Progression**

## **AGENDA ITEM 7**

**RESOLVED:** to approve the progression of the operations manager to spinal column point 34 from 1 April 2018.

### **17/77/HR – Deputy Town Clerk, Spinal Column Point Progression**

**RESOLVED:** to approve the progression of the deputy town clerk to spinal column point 39 from 1 April 2018.

### **17/78/HR – The Town Clerk's Annual Appraisal and Pay Scale Progression**

**RESOLVED:** to approve the town clerk's progression to spinal column point 49.

### **17/79/HR – The Town Clerk's Objectives 2018-19**

**RESOLVED:** to accept the town clerk's objectives but with more refinement of respective dates to show if they have rolled over.

### **17/81/HR – Contracts of Employment**

In response to a member question, the town clerk said the council was close to reaching an agreement with the trade union.

#### **RESOLVED:**

- To endorse the remuneration panel's recommendation to reassess the cleansing operative's spinal column point range to reflect enhanced pay, estimated at £4,900 per annum
- To endorse the remuneration panel's recommendation to back date payment to the cleansing operative's start date, 19 June 2017
- To recognise and endorse the benefit the town clerk gains from the employer's improved offer of annual leave, i.e. 27 days leave after five years' service

### **17/82/HR – Backdated Payment for Non-Payment of Overtime**

**RESOLVED:** to approve backdated payments for non-payment of overtime for two years for postholders 104,105 and 106.

### **17/83/HR – Apprentices**

**RESOLVED:** to put the apprenticeship scheme on hold until a decision had been made about the Tourist Information Centre.

## **17/172/C Strategy and Finance Committee**

Proposed by Cllr S. Miller and seconded by Cllr J. Broom, it was **RESOLVED** to receive the minutes of the Strategy and Finance Committee held on 14 March 2018 and adopt the recommendations, as follows:

### **17/112/SF – Corporate Plan 2017-22**

**RESOLVED:** to approve the Corporate Plan 2017-22.

Cllr S. Williams said he had requested the bowling club and powerboat club leases but had not received them yet.

The town clerk said he would follow this up.

**17/173/C Tourism, Community and Publicity Committee**

Proposed by Cllr Mrs C. Reynolds and seconded by Cllr R. Doney, it was **RESOLVED** to receive the minutes of the Tourism, Community and Publicity Committee held on 7 March 2018 and adopt the recommendations, as follows:

**17/79/TCP – WWI Commemoration Trench and Union Flags**

**RESOLVED:** not to approve the building of a trench in the gardens, but to purchase Union flags and fly them along Broad Street to commemorate the centenary of the end of the First World War.

**17/80/TCP – Making Lyme Regis a Plastic-Free Town**

**RESOLVED:** to support the plastic-free initiative led by Turn Lyme Green by promoting the initiative and by supporting events, to appoint Cllr R. Doney to the Plastic Free Lyme steering group, and the council leads by example by removing single-use plastic items from its premises and operations.

**17/81/TCP – Gateway Card Review**

**RESOLVED:** to support in principle Uplyme and Charmouth joining the Gateway Card scheme, subject to consultation with businesses already participating and those in Uplyme and Charmouth.

**17/82/TCP – Chamber of Commerce**

**RESOLVED:** not to pursue the idea of a chamber of commerce in Lyme Regis.

**17/83/TCP – iCoast Website**

**RESOLVED:** to agree, in principle, to financially support the upgraded version of the iCoast website, at a suggested price of £52 a year but to be further discussed and agreed, and to agree that further discussions take place with iCoast to determine how the website could be better linked with lymeregis.org.

**17/174/C Town Management and Highways Committee**

Cllr O. Lovell declared a pecuniary interest in minute 17/105/TMH, View Road Access Arrangements, and he would leave the room if there was any discussion on this item.

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, it was **RESOLVED** to receive the minutes of the Town Management and Highways Committee held on 28 February 2018 and adopt the recommendations, as follows:

**17/98/TMH – Receipt of a Petition**

**RESOLVED:** to arrange a meeting with the RNLI's area lifesaving manager to further discuss the proposed new lifeguard hut and to report back to members following the meeting.

**RESOLVED:** that Cllrs Mrs M. Ellis and Cllr J. Broom meet with the RNLI regarding the proposed new lifeguard hut.

**17/99/TMH – The Bay, Antiques Centre and Amusement Arcade Roof**

**RESOLVED:** that patch repairs are carried out immediately to the roof of The Bay, antiques centre and amusement arcade, and officers commission some design options for the roof to be used as a public viewing area.

**17/100/TMH – CCTV**

**RESOLVED:**

- to create a 'CCTV operational requirement' as the foundation for new design of a CCTV system, giving vital criteria for the upgrade's performance
- to conduct a privacy impact assessment to comply with the surveillance camera commissioner's code of practice and a data protection impact assessment to comply with data protection legislation
- to design a CCTV system and layout that suits that operational requirement, with detailed site surveys
- to complete a point-to-point radio survey to confirm new network paths
- to produce a technical specification written for a CCTV installers' tender
- to bring this information back to the council for consideration

**17/101/TMH – Chalet 18 Monmouth Beach**

**RESOLVED:** to approve the floor plan and drawings for the replacement of chalet 18 Monmouth Beach.

**17/102/TMH – Memorial Benches and Trees**

**RESOLVED:** to add 10 memorial benches to Marine Parade at no cost to the council and as the 2018 provision.

**17/105/TMH – View Road Access Arrangements**

**RESOLVED:** to note the existing arrangements controlling access over the council-owned road to the rear of View Road expire in early 2019 and that officers commence consideration of how best to deal with access rights and other associated issues in future, with a view to bringing a comprehensive report to a meeting of the Town Management and Highways Committee later in the year.

Regarding the operation of the Lyme Bay rib charter, Cllr B. Larcombe asked for the point to be taken back to the operators that the harbour wall would need to be accessed through the harbour, and not across the beach.

**17/175/C Selection of Mayor-Elect**

## AGENDA ITEM 7

Cllr Mrs C. Reynolds nominated Cllr Mrs M. Ellis for the role of mayor for the 2018/19 council year, seconded by Cllr S. Miller.

There being no further nominations, Cllr Mrs M. Ellis was duly **ELECTED** as mayor for the 2018/19 council year.

### 17/176/C Selection of Deputy Mayor-Elect

Cllr Mrs C. Reynolds nominated Cllr S. Miller for the role of deputy mayor for the 2018/19 council year, seconded by Cllr Mrs M. Ellis.

There being no further nominations, Cllr S. Miller was duly **ELECTED** as deputy mayor for the 2018/19 council year.

### 17/177/C Calendar of Meetings 2018/19

Cllr Mrs M. Ellis said officers had asked to remove the extraordinary Full Council meeting scheduled for 20 June 2019 to approve the annual return, as this matter could be dealt with at the Full Council meeting on 23 May 2019.

Cllr D. Hallett said he wanted the council to consider a different committee structure, with two Full Council meetings every month, before approving a calendar of meetings.

The town clerk said if members wanted to review the committee structure, this could be taken to the Strategy and Finance Committee. However, as standing orders required the council to approve a calendar of meetings for the forthcoming year, members would need to approve the proposed calendar now, and if the committee structure changed, a new calendar could be agreed.

It was agreed a report on the committee structure would be considered by the Strategy and Finance Committee on 2 May 2018.

Proposed by Cllr Mrs C. Reynolds and seconded by Cllr B. Larcombe, members **RESOLVED** to approve the calendar of meetings for May 2018 to May 2019, with the removal of the extraordinary Full Council meeting on 20 June 2019.

### 17/178/C Request for a Replacement, Raised Lifeguarding Hut on Front Beach

Members discussed whether the report constituted new information, and therefore members would be able to re-consider the request, or whether a rescinding motion would be required.

The town clerk said the officers' view was there was material new information provided, so members could re-consider the matter at this meeting. He said a rescission motion would delay the process by several weeks.

Cllr O. Lovell said there must be good grounds for reversing a decision and he was concerned the council was considering changing its decision without a rescinding motion. He said although a good service was provided by the lifeguards, he



## **AGENDA ITEM 7**

questioned the need for it, as any accidents which had happened had been during the winter when the lifeguards were not on the beach anyway.

Members stressed there was no objection to there being a lifeguarding facility on the beach, but there were concerns over the height of the facility and the space it would take up on the sand.

Cllr B. Larcombe said if it was a matter of visibility, the trampolines were in the line of vision to the east.

Cllr J. Broom said he had met with the RNLI and was satisfied there was a need for this style of raised hut, which would be removed in the winter. He said the council could perhaps look into the position of the trampolines to help with visibility.

Cllr O. Lovell requested a recorded vote on the following motion:

Proposed by Cllr J. Scowen and seconded by Cllr J. Broom, members **RESOLVED** to approve the request from the RNLI for a replacement, raised lifeguarding hut on Front Beach in the light of additional information arising from a meeting with the RNLI on 5 March 2018.

**Voted for** – Cllr S. Larcombe, Cllr P. Hicks, Cllr B. Larcombe, Cllr R. Doney, Cllr J. Scowen, Cllr P. Ridley, Cllr J. Broom, Cllr S. Miller, Cllr Mrs M. Ellis

**Voted against** – None

**Abstentions** – Cllr S. Williams, Cllr O. Lovell, Cllr D. Hallett, Cllr Mrs C. Reynolds

### **17/179/C Coastal Community Team (CCT) / Coastal Community Fund (CCF)**

The town clerk said there was no reason why the council couldn't pursue its objectives as part of the CCT bid, with the potential to substitute money in the council's budget with CCF funding.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Scowen, members **RESOLVED** to give the council's support for the Lyme CCT/CCF round 5, stage 1 expression of interest bid.

### **17/180/C West Dorset District Council (WDDC) Service Review – Proposal to WDDC**

Proposed by Cllr Mrs M. Ellis and seconded by Cllr S. 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.

### **17/181/C Exempt Business**

#### **(a) West Dorset District Council (WDDC) Service Review – Proposal to WDDC**

## AGENDA ITEM 7

Cllr B. Larcombe was concerned there may be costs associated with taking on assets and services that could not be met by the town council increasing car parking charges at long-stay car parks, and he suggested a dividend arrangement rather than guaranteeing WDDC a consistent sum.

Cllr S. Williams was concerned there wasn't enough detail of the costs and the council may find itself at a financial loss by taking on the proposed assets and services.

The town clerk said although some costs were known, the proposal did ask for clarification of other costs. He agreed the reference to 'inflationary increases' in relation to car park income should be removed from the proposal; a portion of the income would only be passed to WDDC when the charges were increased.

It was acknowledged the proposal would only work for the town council if WDDC was willing to transfer the car parks, but if the deal didn't at least balance for the town council, it would not proceed.

Members discussed what the council's opening negotiating position should be.

However, it was agreed it was too late to start changing the proposal and it should be submitted as is, with the removal of the reference to 'inflationary increases'.

If the proposal was not accepted, either in whole or part, Cllr B. Larcombe asked how the matter would be taken forward in the timescale that remained.

The town clerk said this was being driven by the working group and he would continue taking his brief from that group. He said if decisions needed to be made, an extraordinary Full Council meeting could be arranged.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Scowen, members **RESOLVED** to receive the minutes of the meetings of the WDDC Service Review working group held on 13 and 20 March 2018 and agree the written proposal to WDDC, with the removal of the reference to 'inflationary increases', as part of the WDDC service review.

*The meeting closed at 8.54pm.*

## **AGENDA ITEM 8**

**Committee:** Full Council

**Date:** 9 May 2018

**Title:** Matters arising from the minutes of the Full Council meeting held on 28 March 2018

### **Purpose of the Report**

To inform members of matters arising from the minutes of the Full Council meeting on 28 March 2018 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**

#### **17/157/C – Public Forum**

The town clerk, operations supervisor, Cllr J. Broom and Cllr O. Lovell met with Mr N. Ball on 17 April 2018 to discuss the issues he raised during the public forum regarding external works.

A letter was sent by the mayor on the council's behalf to West Dorset District Council's head of economy, leisure and tourism, supporting the funding application for personal locator beacons for Lyme Regis fishermen.

#### **17/177/C – Calendar of Meetings 2018/19**

A report on committee structure was considered by the Strategy and Finance Committee on 2 May 2018 and a recommendation is elsewhere on this agenda.

#### **17/178/C – Request for a Replacement, Raised Lifeguarding Hut on Front Beach**

The new platform and hut will be installed on 15 June 2018 and removed again at the end of the season.

Officers are in discussions about the suggested infilling of the 'open' sides of the platform.

## **AGENDA ITEM 8**

### **17/179/C – Coastal Community Team (CCT) / Coastal Community Fund (CCF)**

A bid to round 5 of the CCF was submitted on behalf of the local CCT covering the various topics referred to at the last meeting. The portfolio bid covers the whole of Dorset, and the value of the 'local' bid is £700k, of which £590k would come from CCF.

John Wright  
Town clerk  
May 2018

## **AGENDA ITEM 9**

**Committee:** Full Council

**Date:** 9 May 2018

**Title:** Matters arising from the minutes of the extraordinary Full Council meeting held on 4 April 2018

### **Purpose of the Report**

To inform members of matters arising from the minutes of the extraordinary Full Council meeting on 4 April 2018 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**

#### **17/186/C – Allocation of Minor Grants 2018/19**

Officers are contacting local event organisers to determine whether they think a stage purchased by the council would be beneficial. Officers will obtain the costings and this matter will be taken to the Tourism, Community and Publicity Committee for consideration.

The issue of Garmans Field residents being asked to pay for their waste and recycling bins was considered by the Tourism, Community and Publicity Committee on 25 April 2018 and a recommendation is elsewhere on this agenda.

John Wright  
Town clerk  
May 2018

**Committee:** Full Council

**Date:** 9 May 2018

**Title:** Update Report

**Purpose**

To update members on issues previously reported to this committee

**Recommendation**

Members note the report

**Report**

**Cash Machines**

Electricity will be installed by Western Power Distribution on 7/8 June 2018. Officers are still awaiting a date for when BT will attend to install a line and this is being chased up.

**Section 106 monies**

The working group met on 27 April 2018 and the minutes were received by the Strategy and Finance Committee on 2 May 2018. The next meeting will be scheduled before 21 May 2018.

**Marine Parade toilets**

Work started on 23 April 2018 as scheduled and is progressing well.

John Wright  
Town clerk  
May 2018



**Lyme Regis Town Council  
Mayor's Announcements for Cllr Michaela Ellis  
Meeting held on 9 May 2018**

- |          |   |
|----------|---|
| 24 May   | Attended with consort performance of Vicar of Dibley at the Marine Theatre  |
| 25 March | The deputy mayor and deputy mayoress attended the Ceremony of Keys at Portland Town Council<br><br><i>I would like to thank the deputy mayor for attending this event on my behalf</i>  |
| 1 April  | Presented the prizes for the Easter bonnet competition at the Baptist Church and with consort led the Easter bonnet parade  |
| 6 April  | The deputy mayor and deputy mayoress attended Dorchester civic day<br><br><i>I would like to thank the deputy mayor for attending this event on my behalf</i>   |
| 11 April | Attended the AGM of the RNLI at the lifeboat station  |
| 13 April | With the mayor's consort, hosted Civic Night at the Woodmead Halls, Lyme Regis  |
| 18 April | Attended with consort Bridport Town Council civic day   |
| 19 April | Attended a meeting at the town council offices with the town clerk and Martyn Underhill, Dorset police and crime commissioner   |
| 20 April | Attended the Annual Town Meeting at Woodmead Halls  |
| 21 April | Attended with consort Lyme Regis Bowling Club to throw the first wood of the season<br><br>The deputy mayor and deputy mayoress attended a drinks and canape reception at Axminster Town Council<br><br><i>I would like to thank the deputy mayor for attending this event on my behalf</i> |
| 25 April | Attended with consort Gillingham Town Council civic day   |

**LYME REGIS TOWN COUNCIL  
PLANNING COMMITTEE  
MINUTES OF THE MEETING HELD ON TUESDAY 3 APRIL 2018**

**Present:**

**Members:** Cllr B. Larcombe (Chairman), Cllr J Broom, Cllr Mrs M. Ellis, Cllr Mrs C. Reynolds, Cllr P. Ridley, Cllr J. Scowen, Cllr G. Turner and Cllr. S. Williams

**Officers:** Mark Green (deputy town clerk)

**17/136/P Public Forum**

There were no comments from members of the public.

**17/137/P Apologies**

Apologies for absence were received from Cllr. D. Hallett.

**17/138/P Minutes**

Proposed by Cllr J Broom and seconded by Cllr Mrs. C. Reynolds, the minutes of the meeting held on 6 March 2018, were **ADOPTED** without amendment.

**17/139/P Disclosable Pecuniary Interests**

There were no declarations of interest in relation to the business of this meeting.

**17/140/P Dispensations**

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

**17/141/P Matters arising from the minutes of the meeting held on 6 March 2018**

There were no matters arising to be considered at this meeting.

**17/142/P Update Report**

There were no matters to be updated at this meeting.

**17/143/P Planning Applications**

Planning applications were considered in accordance with the details circulated.

## AGENDA ITEM 12

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

**1) WD/D/17/002919-FULL** (Received 13 March 2018)

Frysol – Removal of existing blown render, replace using Lime based plaster & lime wash finish. Carry out repairs to ground & first floor timber windows. Install flue liner for wood burner to rear reception room. Installation of bird cowl to chimney – 9 Mill Green, Lyme Regis, DT7 3PH

*Members recommended that the application should be approved.*

**2) WD/D/17/002920-LISTED BUILDING CONSENT** (Received 13 March 2018)

Frysol – Removal of existing blown render, replace using Lime based plaster and a lime wash finish. Carry out repairs to ground and first floor timber windows. Install flue liner for wood burner to rear reception room. Installation of bird cowl to chimney – 9 Mill Green, Lyme Regis, DT7 3PH

*Members recommended that the application should be approved.*

**3) WD/D/18/000298-FULL** (Received 20 March 2018)

Tornia LTD – Internal building works and internal and external refurbishment of 53 and change of use for first floor of 54 to residential flat, together with internal and external works and repairs of existing second and third floor flats 53 & 54 Broad Street, Lyme Regis, DT7 3QF

*Members recommended that the application should be approved.*

**4) WD/D/18/000299-LISTED BUILDING CONSENT** (Received 20 March 2018)

Tornia Ltd – Internal building works and internal and external refurbishment of 53 & 54 – 53 & 54 Broad Street Lyme Regis, DT7 3QF

*Members recommended that the application should be approved.*

**5) WD/D/18/000305-FULL** (Received 21 March 2018)

Extend rear single storey extension – 53 Church Street, Lyme Regis, DT7 3DA

*Members recommended that the application should be approved.*

**6) WD/D/18/000306-LISTED BUILDING CONSENT** (Received 21 March 2018)

Extend rear single storey extension – 53 Church Street, Lyme Regis, DT7 3DA

*Members recommended that the application should be approved.*

**7) WD/D/18/000403-FULL**

(Received 17 March 2018)

Robinson - Proposed New Dwelling – The Vicarage, Westhill road, Lyme Regis,  
DT7 3LW

*Recommend Refusal on the following material grounds:*

- 1) Design - the design is completely out of keeping with all other dwellings in the area. It is dramatically out of character and the proposed dwelling's design, location and close proximity to other properties will create a negative impact on the street scene.*
- 2) The proposed dwelling represents overdevelopment of the site; the proposed plot is located in the grounds of a significant house (The Old Vicarage) and would create a disproportionate setting for both dwellings.*

**17/144/P Amended/Additional Plans**

There were no amended plans for consideration at this meeting.

**17/145/P Withdrawn Applications**

There were no withdrawn applications for consideration at this meeting

**17/146/P Planning Decisions**

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

**17/147/P Correspondence from West Dorset District Council and Dorset County Council regarding planning matters**

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

**17/148/P Planning, Member Training Seminar, 8 March 2018**

The chairman reported back on his attendance at the seminar, which had lasted for 3 hours and covered a wide range of planning-related topics.

He felt there was the possibility of the existing scheme of delegation being amended post the review of local government in Dorset.

There was a wide-ranging discussion about the possible implications for the future delivery of the planning service for town and parish councils after the planned review had been implemented. There was a general feeling that significant changes were unlikely, in the short-term at least.

*The meeting closed at 7.28pm*



**AGENDA ITEM 12**

**LYME REGIS TOWN COUNCIL  
PLANNING COMMITTEE  
MINUTES OF THE MEETING HELD ON TUESDAY 1 MAY 2018**

**Present:**

**Members:** Cllr B. Larcombe (Chairman), Cllr J Broom, Cllr G. Turner, Cllr Mrs C. Reynolds and Cllr S. Williams.

**Officers:** Mark Green (deputy town clerk)

**17/149/P Public Forum**

There were no comments from members of the public.

**17/150/P Apologies**

Apologies for absence were received from Cllr Mrs M. Ellis, Cllr P. Ridley and Cllr J. Scowen

**17/151/P Minutes**

Proposed by Cllr J Broom and seconded by Cllr G. Turner, the minutes of the meeting held on 3 April 2018, were **ADOPTED** without amendment.

**17/152/P Disclosable Pecuniary Interests**

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

**17/153/P Dispensations**

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

**17/154/P Matters arising from the minutes of the meeting held on 3 April 2018**

There were no matters arising to be considered at this meeting.

**17/155/P Update Report**

There were no matters to be updated at this meeting.

**17/156/P Planning Applications**

Planning applications were considered in accordance with the details circulated.

## AGENDA ITEM 12

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

- 1) **WD/D/18/000190-FULL** (Received 13 April 2018)  
Wood – Proposed replacement chalet – 18 Monmouth Beach Chalets,  
Monmouth Beach, Lyme Regis.

*Members recommended that the application should be **approved** subject to clarification about whether the correct certificate had been completed and, if not, the correct certificate being completed, together with service of the appropriate notice on the town council as landowner.*

- 2) **WD/D/18/000413-FULL** (Received 21 April 2018)  
Clarke – Erection of wooden cabin for use as bed & Breakfast – 16 Talbot Road,  
Lyme Regis, DT7 3BA

The applicant answered a various questions raised by members and made a number of points in support of the application.

*Members recommended that the application should be **approved**.*

- 3) **WD/D/18/000428-FULL** (Received 29 March 2018)  
Shrubb – Erection of a two-storey front extension, installation of two larger side windows and internal alterations – White Barn, Coram Avenue, Lyme Regis, DT7 3LB

*Members recommended that the application should be **approved**.*

- 4) **WD/D/18/000519-FULL** (Received 28 March 2018)  
Tan – Erection of 4 no. dwellings – Land at Chatterton House/Shire House, Shire Lane, Lyme Regis, DT7 3ES

*Members recommended that the application should be **approved** subject to appropriate conditions requiring the retention of all mature trees on site and the retention and/or reinstatement of the established hedge adjoining Shire Lane.*

- 5) **WD/D/18/000572** (Received 18 April 2018)  
Smith – Changes to external finishes to include painted render and cladding, additional entrance including new stairs and decked area and replacement and/or enlargement of windows/doors throughout – 16 Somer Fields, Lyme Regis, DT7 3EZ

*Members recommended that the application should be **approved**.*

- 6) **WD/D/18/000606** (Received 25 April 2018)  
Ainer – Internal & external alterations & replacement signage – 6A Broad Street, Lyme Regis, DT7 3QD



## AGENDA ITEM 12

*Members recommended that the application should be **approved**.*

### **17/157/P Amended/Additional Plans**

There were no amended or additional plans.

### **17/158/P Withdrawn Applications**

There were no withdrawn applications.

### **17/159/P Planning Decisions**

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

### **17/160/P Correspondence from West Dorset District Council and Dorset County Council regarding planning matters**

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

*The meeting closed at 7.27pm.*

LYME REGIS TOWN COUNCIL

HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON TUESDAY 24 APRIL 2018

**Present**

**Chairman:** Cllr B. Larcombe

**Members:** Cllr J. Broom, Cllr Mrs M. Ellis, Cllr O. Lovell, Cllr Mrs C. Reynolds, Cllr J. Scowen, Cllr G. Turner, Cllr S. Williams

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

**Absent:** Cllr D. Hallett

**17/85/HR Public Forum**

There were no members of the public present.

**17/86/HR Apologies**

Cllr S. Larcombe

**17/87/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 21 February 2018**

Proposed by Cllr J. Broom and seconded by Cllr Mrs C. Reynolds, the minutes of the meeting held on 21 February were **ADOPTED**.

**17/88/HR Disclosable Pecuniary Interests**

There were no disclosable pecuniary interests.

**17/89/HR Dispensations**

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

**17/90/HR Matters arising from the minutes of the previous Human Resources Committee meeting held on 21 February 2018**

**Apprentices**

Cllr B. Larcombe said Government was looking again at apprenticeships as there were concerns some may represent cheap labour and did not

represent the kind of work or training depth traditionally regarded as real apprenticeships. He said the new council administration would need to look at its own apprenticeship scheme with this in mind when considering its total staff resource and whether to take on further apprentices.

*Cllr O. Lovell arrived at 7.08pm.*

**17/91/HR      Update Report**

**Seasonal enforcement officer**

The town clerk said officers had been approached by the previous seasonal enforcement officer to see if the position would be available again this year. He said following consultation with the chairman, the candidate would be appointed as he was familiar with the role requirements, his performance had been good, and there had been a poor level of response in previous recruitment campaigns. His appointment would save time and expense.

There was member support for this.

**17/92/HR      To receive the minutes of the Health and Safety Committee meeting held on 12 March 2018**

Cllr Mrs M. Ellis said the Health and Safety Committee was making progress and the operations manager was working hard to rectify issues outlined in the health and safety audit.

Members asked if fire safety logs and fire risk assessments were up-to-date and kept at each town council building.

The town clerk said this would be followed up and implemented if required.

Members discussed the suitability of the town council office building, the health and safety implications on staff and members of the public and the need for investment.

Cllr B. Larcombe suggested the council offices could look to relocate to St Michael's Business Centre, and requested this be considered by a future Strategy and Finance Committee.

**17/93/HR      Update to the Health and Safety Policy**

Cllr B. Larcombe asked for the word 'people' in paragraph 1.1 to be changed to 'councillors and members of the public' to ensure the policy was clear.

Cllr B. Larcombe said the word 'regularly' in paragraph 9.4 was vague and asked that the frequency be specified e.g. 'once a year'.

Cllr B. Larcombe asked for the words 'eye and' in paragraph 16.1 to be deleted as the sentence did not make sense.

Cllr Mrs M. Ellis said names of the Health and Safety Committee should not be included in the policy, in case committee members changed. Paragraph 2.1 should read 'consists of the mayor as chairman, councillors, the town clerk, the operations manager, the staff representative and secretary.'

Cllr B. Larcombe said, in paragraph 2.3, no name should be included. The first sentence should be deleted and the second sentence should read 'to the town clerk, operations manager or staff representative.'

Proposed by Cllr B. Larcombe and seconded by Cllr Mrs C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the updated health and safety policy, as amended by the Human Resources Committee.

**17/94/HR      Contracts of Employment**

Proposed by Cllr Mrs M. Ellis 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 matters relating to 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.

The town clerk said the report incorporated all considerations that had been brought to the Human Resources Committee and all decisions made, as well as the cost of the HR consultant.

Cllr O. Lovell asked if all employees were happy with their contract. He said he would like the committee to have seen the contract and covering letter.

The town clerk said he would bring a model contract to the next meeting of this committee.

The town clerk said half the employees had already signed their contract of employment and the ultimate test would be if everyone signed their contract. He said this had been a very time-consuming task, and thanked the administrative officer for all the work she had put in.

Cllr B. Larcombe said the completion of this represented a significant piece of work in the term of this council and provided a basis upon which future terms and conditions changes could be applied.

Proposed by Cllr Mrs C. Reynolds and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** Cllr Mrs M. Ellis, Cllr B. Larcombe and Cllr O. Lovell sit on a remuneration panel to review the pay of the enforcement officers.

**17/95/HR      Member Attendance**

Cllr S. Williams said he would like to see a breakdown of individual members' attendance and there was general support for this.

The town clerk said the district and county councils recorded this and it was agreed the next time this report was brought to committee, it would include a breakdown of individual members' attendance and it would be published on the website.

Cllr B. Larcombe suggested this information be included in the annual report.

**17/96/HR      Employee Attendance**

The town clerk said the overall level of sickness was very low, with nine members of staff having not had one day off in a year.

Members discussed productivity and possible introduction of timesheets, attendance recording, clocking in-and-out systems.

It was also felt important to be able to determine effectiveness and performance.

The town clerk said he was aware of issues of productivity and had discussed these with line-managers. He said this would be included on a future agenda.

**19/98/HR      Extreme Weather and Staff Working Arrangements**

Cllr S. Williams said there used to be a plan in place for working during bad weather conditions.

The town clerk said on both occasions, the decision was made between himself or the deputy town clerk and the mayor, and at the time of making those decisions, it was based on a judgement call.

Members discussed whether a policy needed to be put in place in the event of extreme weather.

The town clerk said situations such as these were unlikely to arise more than once every few years, and at these times a decision for staff working arrangements would be made by himself in conjunction with the mayor.

**19/99/HR      Overtime Payment**

Cllr B. Larcombe said he believed the HR committee needed to have an idea of how much overtime was being worked and how much time-off-in-lieu (TOIL) was being taken to ensure there were no underlying resourcing issues. He circulated a draft spreadsheet for recording TOIL.

The town clerk said the issue of staff TOIL was down to him to manage and staff were entitled to claim the hours worked.

Cllr Mrs M. Ellis said office staff now had the option of taking either TOIL or overtime payments, therefore TOIL taken would likely reduce.

Cllr O. Lovell said members needed to be aware of the TOIL figures as they had never seen them before.

The town clerk said members needed to decide what they wanted to do with this information before being presented with it. He said some staff accrued lots of TOIL by attending regular meetings and did not end up using all the time they were owed.

It was proposed by Cllr Mrs M. Ellis that TOIL and overtime reports be brought to the Human Resources Committee every six months.

This motion was not seconded.

The town clerk said he could provide members with two years' worth of historical TOIL records for half a day or more, to give an idea of how much TOIL is taken.

Proposed by Cllr O. Lovell and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to report two years' historical TOIL records to the Human Resources committee before deciding how often this information needed to be considered.

*The meeting ended at 8.36pm.*



**LYME REGIS TOWN COUNCIL**

**STRATEGY AND FINANCE COMMITTEE**

**MINUTES OF THE MEETING HELD ON WEDNESDAY 2 MAY 2018**

**Present**

**Chairman:** Cllr S. Miller

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

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

**17/117/SF Public Forum**

**Mr A. Nabarro**

As captain of Lyme Regis Bowling Club, Mr Nabarro said members of the club had attended in numbers to protest at the latest outrageous proposals the committee had been asked to consider. He said for several years the club had asked the council to discuss the amount of spaces in the car park, and after five years and having given a presentation to the council in November 2017, in which the club showed there were 11 spaces against the 24 the council charged for, the council had measured the car park and agreed with the club it was 11 spaces. Mr Nabarro said in autumn 2016 the working group was advised the charges were discussed with the club. He said those charges were 277% higher than the club was currently paying. He said this was not viable for the club and they had requested meetings to discuss it, based on the overcharging for 24 spaces. Mr Nabarro said all the club's requests for meetings had been refused and the only access to the council had been through the public forum at meetings. He said the council had finally accepted the lower amount of spaces, but responded by charging an even higher amount than suggested in November 2016. He said it was unethical to charge the normal commercial value, reduced by 30 to 50%, bearing in mind West Dorset District Council (WDDC) had charged the town council 20% for the skatepark lease on Charmouth Road car park. Mr Nabarro said many councillors had given their support to the club, but when it came to votes, it had evaporated. He said the draconian charges being suggested would mean the club would not survive for long. He said the council was demanding a quarter of a million pounds over the next 10 years and if the council didn't want the club to close, he urged members not to pass the proposal before a meeting was arranged to find a fair solution.

**Mrs J. Bishop**

Mrs Bishop said she and her husband were members of the bowling club and along with other members, they were concerned about the proposal to increase the rent for the car park. She said despite the club committee providing confirmation from one of the most experienced chartered surveyors in Dorset that the car park contained 11

spaces when using the Dorset County Council (DCC) design rule, the council proposed to charge the club for 12. She said the council's own consultant agreed a commercial rent would be between 30 and 50% of the income on a public parking space. Mrs Bishop asked how the council could justify why it proposed to charge the club 100% on a figure of £2,000 per space, when the figure was previously £1,750 based on 24 spaces at 50%. She said she understood requests from the club for meetings with the council since February 2017 had been refused. Mrs Bishop referred to government policy which said social and exercise opportunities should be encouraged for older people, and the club had a large number of elderly members who benefitted physically and mentally. She said she expected councillors to follow government policy and make steps to show their support to the club, and not to make it financially unviable. Mrs Bishop said the council had given considerable grants to other organisations, while the bowls club had not asked for or been given money in its 80 years, as well as the clubhouse and grounds being maintained by the members. She said the club was an attraction and an asset to the town, being visited by many clubs and open to the public. Mrs Bishop said she felt by imposing an unreasonable increase to the rent, membership fees would have to go up to an unacceptable level and the future of the club would be threatened if a compromise couldn't be found.

**Mrs V. Henson**

Mrs Henson reminded members of their duty to the community as outlined in the Good Councillors' Guide, particularly section 3 which stated councillors should represent the interests of the whole community, and understand the needs of different groups such as the young and elderly. Mrs Henson made reference to the Nolan Principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership. As an ex-civil servant and chairman of governors, she said she felt some of the councillors were not exhibiting those principles in their negotiations with the bowling club.

**Mr J. Moseley**

Mr Moseley showed a plan of the bowling club car park which he said was a scale plan based on DCC's rules for parking, based on measurements of 2.8m x 4.8m, which took no account of manoeuvring and allowed for 2.4m width for another car. Using that scale, he said the area provided 11 parking spaces, and using the British standard of 1999 produced the same figure. Mr Moseley said if the council implemented the recommendation to charge for 12 spaces, the club would cease to exist in 2021.

**Mr C. Barber**

Mr Barber showed the same plan of the bowling club car park which he said outlined 11 spaces. He said it was then a simple equation of multiplying the number of spaces by the percentage of income of a space at either 30 or 50%. He said if the council chose to charge the club less than the commercial rate, it could be shown in the accounts as a subsidy. Mr Barber said the club raised £35,000 through its activities to survive, in addition to the membership fees. He said those councillors who believed exercise for older people should be encouraged would want to charge 30% of the

income, and those who thought the maximum should always be charged, and who had no guilt about over-charging the club by 100% over the last 25 years, effectively taking £83,000 from the club, would want to charge 50% of the income. Mr Barber asked the council what it was going to do to off-set the historical over-charging of £83,000. He said a substantial discount from the future fee should be allowed.

**17/118/SF Apologies for Absence**

Cllr Mrs M. Ellis – family commitments  
Cllr Mrs C. Reynolds – attending another meeting  
Cllr P. Ridley - holiday

**17/119/SF Minutes**

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, the minutes of the meeting held on 14 March 2018 were **ADOPTED**.

**17/120/SF Disclosable Pecuniary Interests**

There were none.

**17/121/SF Dispensations**

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

**17/122/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 14 March 2018**

Cllr S. Williams asked if all members had seen the bowling club lease.

The town clerk said the lease was only sent to Cllr S. Williams, as requested, but it could be sent to all members.

**17/123/SF Update Report**

Cllr S. Williams was concerned there was more risk in storing the council's valuable items at the Honiton branch of Natwest.

The town clerk said the council had to accept this position as there was no other bank more nearby the council could deal with.

**17/124/SF Minutes of the Section 106 Funding working group meeting held on 27 March 2018**

Cllr B. Larcombe asked if there was any progress on the agreed actions from the meeting.

The town clerk said progress would be reported back to the working group, which was intended to take place before 21 May 2018, when West Dorset District Council

(WDDC) would write formally to him regarding the available funds. He added that any proposal to WDDC would have to be approved by the Full Council.

Cllr D. Hallett said he had met with the Allotments' Association and they were obtaining prices for projects for which the funding could be used. He also suggested the bowling club looked into applying for funding.

Cllr J. Scowen said he thought a town app had also been one of the suggested projects. The town clerk said the minutes would be reviewed.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Scowen, the minutes of the working group meeting held on 27 March 2018 were **RECEIVED**.

**17/125/SF Minutes of the Assets on-and-Around Monmouth Beach Car Park working group meeting held on 10 April 2018**

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, the minutes of the working group meeting held on 10 April 2018 were **RECEIVED**.

**17/126/SF Bowling Club Car Park**

Cllr O. Lovell explained the background to the existing arrangements between the council and the bowling club and said the club had willingly signed up to the agreement. He said the recommendation from the working group was the setting out of the council's starting position and a meeting should take place to agree a realistic arrangement, possibly based on the council using the car park in the winter.

Members agreed the council didn't want the club to close down, but acknowledged it also had an obligation to look after the council's money and to be transparent about its assets and any subsidies.

Members discussed whether the council should consider giving the club a grant. Cllr B. Larcombe said the council might not be in a position to give grants in the future so he wouldn't want to see the club becoming dependent on grants, and would rather the council looked at the viability of the club and how the council could support it.

Members agreed there needed to be a meeting between representatives of the council and the club and discussed what authority the councillors would have during those negotiations.

Cllr S. Miller said anything that came out of those discussions would have to come back to the council for consideration.

Proposed by Cllr J. Scowen and seconded by Cllr R. Doney, members agreed to **RECOMMEND TO FULL COUNCIL** to charge the bowling club for 12 spaces at the full market value, but to negotiate a percentage figure if the club is willing to relinquish use of the car park during agreed months, and if the club is willing to break the lease immediately, and to arrange a meeting between representatives of the council and the bowling club to start negotiations.

Cllrs G. Turner, J. Scowen, O. Lovell and B. Larcombe put themselves forward to represent the council.

As it was agreed only two members should meet with the club, it was decided the four names would be put to the Full Council on 9 May 2018 for a decision.

**17/127/SF Committee Structure**

Members agreed the current committee structure was no longer suitable for the council and it should be changed.

However, some members believed the changes should be made by the new administration in May 2019 so it would not be bound by a decision made by the old administration, while other members believed the changes should be made immediately as the council had been considering this issue for several years without making a decision.

There were several alternative models and suggestions:

- Two full council meetings a month to deal with all business
- Reducing the number of members allowed to sit on a committee
- Giving more delegated authority and delegated budgets to committees, with decisions only being reported to Full Council, and anything beyond the remit of a committee to be approved by the Full Council
- Councillors to have laptops/tablets so agendas didn't have to be printed
- Using Swanage Town Council's structure as a model
- More delegation to officers on day-to-day matters, while councillors concentrate on setting strategies and limits

Concerns were raised about the length of meetings and the number of extra meetings that were arranged at short notice. Day-time meetings were suggested but it was pointed out this would be seen as discouraging working people from being on the council.

Cllr B. Larcombe said delegation to officers would not be possible for planning, due to the council's statutory obligations as a consultee, or human resources matters as they involved the officers.

Cllr S. Miller said as there was a will to change the committee structure, members and officers could go away and inform themselves in preparation for the new administration to make any changes. He suggested councillors got together informally to look at some options for the future to provide to the new administration.

Cllr B. Larcombe suggested putting an outline plan together so the new administration had something to work from.

The town clerk suggested several members worked with officers on this.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to defer consideration of a new committee



structure but to put together notes of what the current administration had learned, and suggestions for how the committee structure could be improved in the future, to be provided to the new administration in May 2019.

**17/128/SF    General Data Protection Regulation**

Proposed by Cllr J. Broom and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to confirm the council's intent to comply with the General Data Protection Regulation and approve the implementation model and timetable.

**17/129/SF    Budget Performance, 1 April 2017 – 31 March 2018**

It was acknowledged the report showed a prudent approach to the finances, but several high expenditure items, such as the contracts' settlement, Marine Parade roof, and asset transfers had not yet been accounted for as the report only went up to 31 March 2018.

The town clerk pointed out this expenditure would incur in 2018/19.

There was discussion about the high level of the reserves the council held and the need to plan ahead better to maintain the council's assets on a more regular programme.

**17/130/SF    Investments, Cash Holdings and Loans**

Members noted the report.

**17/131/SF    List of Payments**

Cllr D. Hallett questioned several payments, including photocopier costs and staff travel expenses.

The town clerk said the finance manager could provide further information on request.

Cllr B. Larcombe raised concerns about the cost of the tourism guide and asked that this was considered in more detail by the Tourism, Community and Publicity Committee.

**17/132/SF    Debtors' Report**

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.



DRAFT

**17/133/SF Exempt Business**

**(a) Debtors' Report**

Members noted the report.

*The meeting closed at 8.42pm.*

DRAFT

LYME REGIS TOWN COUNCIL

TOURISM, COMMUNITY AND PUBLICITY COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 25 APRIL 2018

**Present**

**Chairman:** Cllr Mrs C. Reynolds

**Members:** Cllr J. Broom, Cllr Mrs M. Ellis, Cllr J. Scowen, Cllr G. Turner, Cllr S. Williams

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

**17/85/TCP Public Forum**

There were no members of the public present.

**17/86/TCP Apologies**

Cllr R. Doney – family commitments  
Cllr D. Hallett  
Cllr B Larcombe – personal reasons  
Cllr S. Larcombe  
Cllr P. Ridley – holiday

**17/87/TCP Minutes**

Proposed by Cllr Mrs M. Ellis and seconded by Cllr G. Turner, the minutes of the meeting held on 7 March 2018 were **ADOPTED**.

**17/88/TCP Disclosable Pecuniary Interests**

There were none.

**17/89/TCP Dispensations**

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

**17/90/TCP Matters arising from the minutes of the previous meeting held on 24 January 2018**

**Gateway Card**

The administrative officer said the chairman of Charmouth Traders had responded to the council's invite to get involved in the scheme and someone would be attending their meeting on 22 May 2018 to discuss it further.

## **AGENDA ITEM 15**

Cllr Mrs M. Ellis suggested the discussions could be extended to the possibility of forming a Lyme Regis and Charmouth traders' group.

### **Seafront wi-fi**

Cllr J. Scowen said he would also be interested in getting a better understanding of the 'back office' and support functions.

The deputy town clerk said there should be no problem in more than one member being involved, as Cllr R. Doney had also expressed an interest.

## **17/91/TCP Update Report**

### **Litter Free Takeways and Kiosks**

The administrative officer said Dorset Coast Forum had decided not to go ahead with any of the artistic pieces by the four shortlisted artists and they would be re-tendering later in the year.

### **Skatepark**

The deputy town clerk said the snagging works were scheduled to be done w/c 30 April 2018.

### **Weather station**

The deputy town clerk said the problem had now been identified and would be rectified.

### **Sculpture trail**

The deputy town clerk said he was meeting with the sculpture trail organisers the following day and he would provide any update to members.

## **17/92/TCP Minutes of the WWI Commemorations and Memorial Refurbishment Working Group meeting held on 16 March 2018**

Cllr Mrs M. Ellis said she had met with the Rifles and hopefully they would be coming to Lyme Regis as part of the commemorations.

The minutes of the meeting were **RECEIVED**.

## **17/93/TCP Grant Agreement Review, LymeArts Community Trust**

Cllr S. Williams asked why members hadn't seen LymeArts Community Trust's (LACT) audited accounts.

Cllr J. Scowen, the council's representative for LACT, said he and the town clerk had attended a meeting the previous week and saw the figures. He said LACT was going in the right direction but he would check why the information was not being passed onto members sooner.

## AGENDA ITEM 15

Cllr J. Broom requested the figures were received at the next meeting of this committee, or sooner.

Cllr Mrs C. Reynolds said she would follow this up.

### 17/94/TCP Community Week

Cllr Mrs C. Reynolds said a flying display director needed to be found before any of the events could be confirmed.

Proposed by Cllr J. Broom and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to agree the proposals and a budget of up to £3,000 for a Lyme Regis air show on 16 August 2018.

### 17/95/TCP Event Organisers' Meeting, 29 March 2018

Cllr J. Scowen said he hoped there wouldn't be any further double booking of events and he felt there should be more member participation in meetings with event organisers. He said members should also have a view on what events were suitable for Lyme Regis.

Cllr Mrs C. Reynolds said if members wanted to get involved in something, they could ask officers.

Cllr Mrs M. Ellis asked for the events' calendar to be sent to PCSO Amanda King, as the Dorset police and crime commissioner had asked for this kind of information when she recently met with him.

### 17/96/TCP Purchase of Two-Way Radios

Cllr S. Williams was concerned the radios may get broken or damaged and organisations using them should therefore be asked to pay a nominal sum.

Cllr Mrs M. Ellis said this should be seen as the council's contribution to maintaining safety at local events. She said the radios would be booked out, and if they were not returned or damaged, the organisation which used them would have to pay for it.

Proposed by Cllr J. Broom and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to approve a budget of up to £2,000 to purchase 15 two-way radios and an operators' licence.

### 17/97/TCP Properties at Garmans Field, Provision of Waste and Recycling Bins

Proposed by Cllr Mrs M. Ellis and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to instruct officers to write to Yarlington Housing Group Ltd asking they reconsider their decision not to pay for waste and recycling bins for each newly-constructed and occupied affordable home at Garmans Field, and to also write to West Dorset District Council and Dorset Waste Partnership asking they reconsider their policy of charging for the initial supply of waste and recycling bins to newly-constructed affordable housing developments.



**17/98/TCP Story Boat**

Some members were concerned the boat would be in the way if it was on the Marine Parade when events were taking place and that it shouldn't be located on the seaward side of the parade as it blocked the view.

Members were generally in support of the story boat but wanted to agree the locations.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** to ask the operations manager to agree potential locations for the story boat with the boat builder, and to bring the locations to the Tourism, Community and Publicity Committee for approval.

**17/99/TCP Managing Consultation Exercises**

Members noted the report.

*The meeting closed at 7.32pm.*



## LYME REGIS TOWN COUNCIL

## TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

## MINUTES OF THE MEETING HELD ON WEDNESDAY 18 APRIL 2018

**Present**

**Chairman:** Cllr J. Scowen

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

**Officers:** Mr M. Adamson-Drage (operations manager), Mr M. Green (deputy town clerk), Mrs A. Mullins (administrative officer)

**Other members:** Cllr O. Lovell

**17/107/TMH Public Forum****Mrs M. Amesbury**

Mrs Amesbury spoke in relation to agenda item 8, Request to Trade in Lister and Langmoor Gardens, as she was the applicant. She said the business she proposed was a tricycle selling ice-cream and cold drinks. She said she initially made an enquiry to the council in September 2017 about siting the tricycle initially in the Langmoor Gardens. She said she was aware the council was considering a full-time refreshment kiosk in the gardens so that idea didn't appear to be on the table at that time. However, as the council was not proceeding with the project in the foreseeable future, she made further enquiries to operate her tricycle. Mrs Amesbury said owing to delays, she didn't hear anything back so in the meantime she had found out she could operate a business as a pedlar under the Pedlars Act. She said this was old legislation which allowed people to sell their wares. She said she was currently operating her business in this way but she was asking the council for a more permanent site in Lyme Regis, ideally around Langmoor Gardens and the seafront. Mrs Amesbury said she understood there had been some complaints regarding her current operation and she hoped those individuals would be at the meeting because she didn't know what those complaints were. She said she was working within the law and she wanted to work harmoniously with the people of Lyme Regis and the town council.

**17/108/TMH Apologies**

Cllr S. Miller – illness

Cllr J. Broom – personal commitment

**17/109/TMH Minutes**

Cllr O. Lovell declared a pecuniary interest in minute number 17/105/TMH, regarding View Road access arrangements.

Proposed by Cllr B. Larcombe and seconded by Cllr Mrs M. Ellis, the minutes of the previous meeting held on 28 February 2018 were **ADOPTED**.

**17/110/TMH     Disclosable Pecuniary Interests**

Cllr O. Lovell declared a pecuniary interest in agenda item 12, View Road Access Arrangements and he would leave for the room for this item.

**17/111/TMH     Dispensations**

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

**17/112/TMH     Matters arising from the minutes of the Town Management Committee meeting held on 28 February 2018**

**Guildhall window**

Cllr B. Larcombe said the new sign on Charmouth Road was at a point so far down the road, lorries would have difficulty turning around. He said he had asked the deputy town clerk to follow up on size restriction signs at Fernhill and Boshill, which had been proposed to the Highways Agency.

The deputy town clerk said signs had been proposed to appear on the A35 to discourage HGVs from coming into Lyme Regis and the planning consultant was liaising with the Highways Agency to try and get them agreed. He said this issue would also be raised by the mayor and town clerk when they met with the Dorset police and crime commissioner, as contravention of any sign like this would be a moving traffic offence, which had to be enforced by the police.

**CCTV**

Cllr R. Doney was concerned the council hadn't yet decided what the purpose of the system would be, and engaging a consultant would be a waste of money until this was decided.

The operations manager said the consultant would be able to create a case for whether CCTV was required or not. He said the consultant could discuss the council's requirements as part of the process and members agreed this should happen.

**Harbour dredging**

Cllr Mrs M. Ellis said she was concerned about the sand beach as there was a big ridge.

The operations manager said the ridge had gone down and it might now be feasible to get the tractor on the beach to level it out.

The deputy town clerk said he had contacted the West Dorset District Council (WDDC) engineer who had dealt with the harbour dredging because there was also

concern a lot of sand had been lost and replenishing the beach would be a major engineering job.

**17/113/TMH Update Report**

**Town bus**

The deputy town clerk said a meeting would be arranged with Damory as soon as possible.

**Woodmead car park bin store**

Cllr O. Lovell was concerned the new bin store was obscuring the view of vehicles coming out of the access road and turning left. He suggested putting the store over the large manhole.

The operations manager said it was re-located for several reasons and he asked members for suggestions of where else it could go.

**Clappentail roundabout**

Cllr B. Larcombe said it was important to pursue traffic measures in this area, as the bus stop had been there for more than 50 years, it was used by Woodroffe pupils, and cars parked in front of the bus stop.

The deputy town clerk said although it had been used as a bus stop for many years, there was no bus stop order on it. He said the process for making a bus stop order was less complicated than waiting or other restrictions, so this would be pursued.

**Sidmouth Road park and ride**

The deputy town clerk said a company called Hydrock had been appointed as the traffic and parking consultant and this information had been relayed to the planning authority.

**17/114/TMH Request to Trade in Lister and Langmoor Gardens**

The deputy town clerk said the report didn't deal with issues of pedalling and what may or may not be allowed under the law. He said the applicant's request had been extended to include the seafront, but he reminded members not to get this mixed up with the broader issue of pedalling.

The deputy town clerk reminded members there were parts of the seafront which were not owned or controlled and therefore couldn't give permission to operate on. These areas included the pebble beach, Cobb Gate car park, East Cliff walkway, and the Cobb and harbour.

Cllr Mrs C. Reynolds said members needed to decide first if they wanted to allow this type of business to operate, and if so, she believed it had to be put out to tender to give others an opportunity to apply.

Cllr B. Larcombe asked if bicycles were allowed in the gardens.



The deputy town clerk said an ancient byelaw did exist but further advice would need to be taken on its relevance, which members agreed with. He added that the gardens were town council property, so it could make whatever decision it wanted on concessions.

Members generally agreed there were enough outlets already selling ice-creams and drinks and that the gardens were intended to be a quiet haven.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to refuse the request to sell ice-creams and cold drinks from a purpose-built mobile tricycle in Lister and Langmoor Gardens and the seafront and generally not to allow this type of trading in these areas.

**17/115/TMH Request for Free Parking Spaces in Monmouth/Cabanya Car Parks**

Cllr Mrs M. Ellis said if free parking was given to the Boat Building Academy (BBA) staff, other people who worked in the area would want free parking. She said the BBA already had a big parking area but suggested the council could consider concessionary parking rates.

Cllr Mrs C. Reynolds suggested a concessionary parking rate of £100 per space in the western end of Monmouth Beach car park.

The deputy town clerk said the winter boat parking could be arranged better to allow vehicles to park there on a charged basis.

There was concern traders paid WDDC to park at Monmouth Beach, and allowing this request, either on a free or concessionary basis, would set a precedent and prompt other businesses and traders to make the same request to the town council.

Proposed by Cllr G. Turner and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to refuse the request from Lyme Regis Boat Building Academy to allow staff to park in Monmouth/Cabanya car park for free during the winter season.

**17/116/TMH Beach Hut Replacement**

Members were divided on whether the huts should be replaced with wooden or composite material huts. Cllr Mrs M. Ellis also suggested huts with pitched roofs to prevent people from climbing on top of them.

There was some concern about how the private huts would be brought into line if the wooden huts were replaced with composite material huts.

The deputy town clerk said the new site licences included a substantial section on the obligations on licensees in terms of maintenance and repair.

The deputy town clerk reminded members there was an approved budget of £15,000pa for three years. He said the council could choose to spend more, but he reminded members there were several other projects proposed for the seafront,



## AGENDA ITEM 16

including the railings and the replacement roof. He advised members to be careful about what the council committed itself to.

It was proposed by Cllr B. Larcombe to pursue replacing the Cart Road beach huts with huts made of a composite material, subject to the available funds over a three-year period.

This motion was not seconded.

Members agreed more consideration needed to be given to the budgetary implications, the pros and cons of composite material or wooden beach huts, and how private huts would be brought into line.

The deputy town clerk said whichever material was chosen, the required budget had not been approved, based on the estimates set out in the report.

Cllr B. Larcombe asked if members could see images of composite material huts.

The operations manager said interested members could go and see a composite material hut from a supplier in Blandford Forum. Cllr B. Larcombe asked if members could see them in-situ in a beach resort.

The operations manager said this could be arranged and he asked for a show of hands from interested members.

Cllr R. Doney requested more financial information, including the cost over the life of the huts, how much was spent each year maintaining the existing huts, and how much it was costing employees to do that work when they could be doing something else.

Proposed by Cllr B. Larcombe and seconded by Cllr S. Williams, members agreed to **RECOMMEND TO FULL COUNCIL** to defer consideration of the proposed replacement of the Cart Road beach huts until more information was obtained, including financial information and a viewing of composite material huts.

### 17/117/TMH Charmouth Road Park and Ride Facility

Proposed by Cllr B. Larcombe and seconded by Cllr Mrs M. Ellis, 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.

### 17/118/TMH View Road Access Arrangements

Proposed by Cllr B. Larcombe and seconded by Cllr Mrs M. Ellis, 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



## AGENDA ITEM 16

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.

### 17/119/TMH Security and Alarm Review

Proposed by Cllr B. Larcombe and seconded by Cllr Mrs M. Ellis, 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.

### 17/120/TMH Land to the Rear of Ocean View, Marine Parade, Lyme Regis

Proposed by Cllr B. Larcombe and seconded by Cllr Mrs M. Ellis, 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.

### 17/121/TMH Complaints and Incidents Summary

Members noted the report.

### 17/122/TMH Exempt Business

#### a) Charmouth Road Park and Ride Facility

The deputy town clerk advised members if they were willing to enter into a longer term agreement with the landowner for use of the land for park and ride, it should be for a period of at least five years. He said he was seeking authority from members to negotiate with the land owner.

Members agreed a negotiating figure.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to give authority to the deputy town clerk to negotiate an appropriate payment for the ongoing use of the park and ride site at Charmouth Road for a period of at least five years.

#### b) View Road Access Arrangements

*Cllr O. Lovell left the meeting at 8.14pm in line with his declaration of pecuniary interests.*

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Cllr Mrs C. Reynolds suggested instructing a land surveyor to mark the boundary and to ask the Valuation Office to advise on rates.

Cllr Mrs M. Ellis said some of the properties allowed vehicles to park on what used to be the council's grass verge, and even though the area was now tarmacked, it still belonged to the council.

Cllr D. Hallett said the council also gave permission to the police to use the road to access the police station and the council should consider whether the police should pay for access rights. It was agreed this agreement should be reviewed to determine whether access rights were granted in perpetuity.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to seek an independent valuation by the Valuation Office Agency of access rights over the council-owned road to the rear of View Road and to instruct a land surveyor to mark out the boundaries.

*Cllr O. Lovell returned to the meeting at 8.18pm.*

### c) Security and Alarm Review

Proposed by Cllr B. Larcombe and seconded by Cllr R. Doney, members agreed to **RECOMMEND TO FULL COUNCIL** to approve implementing the recommendations from the security and alarm review and to appoint AS Alarms to carry out the upgrade and installation of the alarms on six council buildings.

### d) Land to the Rear of Ocean View, Marine Parade, Lyme Regis

Cllr S. Williams was concerned the proposed boundary alignment meant Ocean View would gain land.

The deputy town clerk gave a summary of the history of this boundary issue. He said a definitive boundary was being proposed, which gave the council slightly more land than was last agreed in 2006. He said the owner of Ocean View gave up right of access across council land, which was quite important.

The deputy town clerk said the maintenance of the enclosed garden land would be the subject of a separate report and discussions. He said the owner of Ocean View had given a clear indication the land was no longer of use to him and he would be open to the council taking back that land and incorporating it into the gardens.

Proposed by Cllr B. Larcombe and seconded by Cllr Mrs C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to agree the boundary alignment at the rear of Ocean View, Marine Parade, Lyme Regis.

*The meeting closed at 8.28pm.*



**Committee:** Full Council

**Date:** 9 May 2018

**Title:** A Review of the Information Policy

**Purpose of Report**

To allow members to review the Information Policy

**Recommendation**

Members approve the Information Policy

**Background**

1. Standing order 2.j. identifies the business that shall be transacted during the course of the council year, either by the Full Council or following consideration and recommendation from the relevant committee: the requirement for 'Establishing or reviewing the Council's procedure for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998' is detailed paragraph 2.j.xix of the council's standing orders.
2. The information policy, **appendix 17A**, was considered by the Strategy and Policy Committee on 30 April 2014 and approved by resolution of the Full Council on 21 May 2014.
3. The information policy draws together those areas that the Information Commissioner's Office (ICO) oversees and enforces: the Data Protection Act 1998, the Freedom of Information Act 2000, the Privacy and Electronic Communications Regulations 2003 and the Environmental Information Regulations 2004.
4. The policy gives an overview of the law and regulations, and details how the council will interpret and apply them. It also details the absolute and qualified disclosure exemptions; the public interest test; the handling of requests, timescales and appeals, and fees.
5. The policy also details the relationship between the provision of information and data protection legislation. The council is working towards compliance with the General Data Protection Regulation and will review its Information Policy alongside this project
6. The policy is on the council's website.
7. There are no proposed officer amendments to the policy.

John Wright  
Town clerk  
May 2018

## **Information Policy**

### **1. Introduction**

- 1.1 There are various pieces of legislation about holding, accessing and processing information and data.
- 1.2 The Information Commissioner's Office (ICO) is the UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals. They rule on eligible complaints, give guidance to individuals and organisations, and take appropriate action when the law is broken. The ICO enforces and oversees the Data Protection Act, the Freedom of Information Act, the Environmental Information Regulations, and the Privacy and Electronic Communications Regulations.
- 1.3 Personal information falls under the Data Protection Act 1998.
- 1.4 All other information falls under the Freedom of Information Act 2000.
- 1.5 Environmental information falls under the Environmental Information Regulations 2004.
- 1.6 The Privacy and Electronic Communications Regulations 2003 govern electronic marketing.
- 1.7 This policy details how Lyme Regis Town Council interprets the law and complies with regulations. It gives a general overview of the legal requirements imposed on the council, defines how the council will make information accessible and advises how it will protect, store and dispose of information.
- 1.8 Lyme Regis Town Council supports the objectives of openness, accountability and transparency in the public sector.
- 1.9 Under the Freedom of Information Act 2000, each public authority must adopt and maintain a Publication Scheme. This is a method of making information available to the public. The scheme details the information the council will routinely make available, see appendix A.

### **2. Publication Scheme**

- 2.1 There are three ways to obtain any information held:

- 2.1.1 The council's website

This includes meeting agendas, minutes and the council's governance and financial operating policies and procedures

- 2.1.2 Inspecting of documents at the council's offices

Contact the town clerk to view documents. Some documents may take some time to locate, so it may be necessary to make an appointment. Normal working hours are Monday to Friday, 9am to 4.30pm.

### 2.1.3 Submit a written or email request

- 2.2 Information held by the town council which does not fall within the Publication Scheme may be requested in writing, and will be considered in line with the provisions of the Freedom of Information Act 2000. The request for information must include a name, address for correspondence, and a description of the information required.
- 2.3 Lyme Regis Town Council will respond within 20 working days of receipt of a written request and confirm whether or not it holds the information, advise whether a fee will be charged and provide the information (after any relevant fee has been paid) unless an exemption applies.
- 2.4 If an information request is subject to a charge, the information will not be released until that fee is paid.

## 3. Freedom of Information Act 2000

- 3.1 The Freedom of Information Act 2000 deals with access to official information; regulations deal with environmental information.
- 3.2 The Act provides individuals or organisations with the right to request information held by a public authority. They can do this by letter or email.
- 3.3 The Act is fully retrospective and applies to all information, not just information filed since the Act came into force.

## 4. Environmental Information Regulations 2004

- 4.1 These regulations give the public the right to access environmental information held by public authorities. The request can be made by letter, email, telephone or in person.
- 4.2 Environmental information is divided into the following six main areas:
  - 4.2.1 The state of the elements of the environment, such as air, water, soil, land, fauna (including human beings)
  - 4.2.2 Emissions and discharges, noise, energy, radiation, waste and other such substances
  - 4.2.3 Measures and activities such as policies, plans, and agreements affecting or likely to affect the state of the elements of the environment
  - 4.2.4 Reports, cost-benefit and economic analyses
  - 4.2.5 The state of human health and safety, contamination of the food chain
  - 4.2.6 Cultural sites and built structures (to the extent they may be affected by the state of the elements of the environment)



**5. The Right to Know**

- 5.1 The right under the Freedom of Information Act (FOIA) and the Environmental Information Regulations (EIR) to request information held by public authorities, known as the right to know, came into force from January 2005.
- 5.2 The Act allows access to recorded information such as emails, meeting agendas and minutes, research or reports held by the council.
- 5.3 The Freedom of Information Act 2000 gives applicants two statutory rights: to be told whether or not the public authority holds information; and if it does, to have that information communicated to them.

**6. Exemptions**

- 6.1 Some information is exempt from disclosure.
- 6.2 There are 23 exemptions in the FOIA, some of which are absolute and some qualified. There are 12 exceptions from disclosure in the EIR, all of which are qualified.
- 6.3 Where information falls under an absolute exemption, the harm to the public interest that would result from its disclosure is already established, e.g. personal information, or if disclosure would result in an actionable breach of confidence.
- 6.4 There are five exemptions that are likely to apply to information held by the Town Council:
  - 6.4.1 Information that is readily accessible to the applicant by other means
  - 6.4.2 Information that constitutes Court records
  - 6.4.3 Information that is defined as personal data under the Data Protection Act 1998
  - 6.4.4 Information that has been provided in confidence
  - 6.4.5 Information prohibited from disclosure by law

If a public authority believes that the information is covered by a qualified exemption, it must apply the public interest test.

**7. Public Interest Test**

The public interest test favours disclosure where a qualified exemption or an exception applies. In such cases, the information may be withheld only if the council considers that the public interest in withholding the information is greater than the public interest in disclosing it.

## **8. Handling of Requests**

- 8.1 The council must normally supply the information requested in the format requested within 20 working days of receipt of a written request; confirm whether or not it holds the information; advise whether a fee will be charged and provide the information (after any relevant fee has been paid) unless an exemption applies.
- 8.2 However, the town council does not have to confirm or deny the existence of the information or provide it if: an exemption applies; the request is vexatious; similar to a previous request; or, the cost of compliance exceeds an appropriate limit.
- 8.3 If the town council decides not to disclose the information requested it will give reasons for its decision, explain how the exemption or exception applies and explain the arguments under the public interest test.
- 8.4 If an applicant is unhappy with a refusal to disclose information, they can request a formal review of the decision by a person not directly involved with the refusal. If the review concurs with the decision not to disclose the information the applicant can complain to the ICO. The ICO will investigate the case and either uphold the council's use of an exemption or decide that the information must be disclosed.

## **9. Fees**

- 9.1 The FOIA only allows the council to charge for answering Freedom of Information requests when costs exceed £450.
- 9.2 In these cases the council can decide to:
  - 9.2.1 refuse the request; or
  - 9.2.2 comply with the request and charge for allowable costs as prescribed in the regulations (a fee notice will be sent to the applicant requesting the appropriate fee); or
  - 9.2.3 comply with the request free of charge
- 9.3 The request for information will not be answered until the fee has been received.
- 9.4 If the cost of completing the request is more than the estimate then the council will incur the additional cost. However, where the cost is less than the estimated cost then the difference will be refunded to the applicant.
- 9.5 The council will charge 10p per A4 sheet and 15p per A3 sheet (b&w only) for photocopying and printing documents, plus recover the actual cost of postage or any other transmission costs from the applicant. Colour copies will be charged at 15p per A4 sheet and 20p per A4 sheet. Staff costs will be charged at £25 per hour.

## **10. Appeal Process**

- 10.1 The role of the Information Commissioner's Office (ICO) is to enforce and promote the FOIA and the EIR. It has responsibility for ensuring that information is disclosed promptly and that exemptions from disclosure are applied lawfully.

- 10.2 Cases can be referred to the ICO if, for example, there has been excessive delay or if the application of an exemption or a refusal made on public interest grounds is disputed. The ICO may serve a decision notice on the council either confirming the decision or directing it to disclose information within a certain timescale. Non-compliance with a decision notice may constitute contempt of court.
- 10.3 Finally, if either the applicant or the council disagrees with the ICO's decision, an appeal can be lodged within 28 days to the independent Information Tribunal.
- 10.4 The Information Tribunal may uphold the ICO's decision notice, amend it, e.g. change the time frame for release of information, or overturn it. Non-compliance with the Information Tribunal's notice may also constitute contempt of court.

## **11. Data Protection**

- 11.1 Lyme Regis Town Council is also bound by the Data Protection Act 1998.
- 11.2 The Data Protection Act (DPA) 1998 establishes a framework of rights and duties which are designed to safeguard personal data.
- 11.3 The DPA aims to balance the legitimate needs of organisations to collect and use personal data for business and other purposes against the right of individuals to respect for the privacy of their personal details.
- 11.4 Personal data may be held electronically or in paper records.
- 11.5 There is a fine line between determining what is personal data and what is not. Therefore, to help decide whether filed information falls within the scope of the Act, below is a reference guide comprising of a series of questions which, when worked through in order, is intended to help determine whether the data held is personal data. If the answers to the questions are yes, then the data is personal data for the purposes of the DPA.
  - 11.5.1 Can a living individual be 'identified' from the data or from other information in your possession, or likely to come into your possession?
  - 11.5.2 Does the data 'relate to' the identifiable living individual, whether in personal or family life, business or profession?
  - 11.5.3 Is the data 'obviously about' a particular individual?
  - 11.5.4 Is the data 'linked to' an individual so that it provides particular information about that individual?
  - 11.5.5 Is the data used, or is it to be used, to inform or influence actions or decisions affecting an identifiable individual?
  - 11.5.6 Does the data have any biographical significance in relation to the individual?
  - 11.5.7 Does the data focus or concentrate on the individual rather than on some other person, object, transaction or event?

- 11.5.8 Does the data impact or have the potential to impact on an individual, whether in a personal, family, business or professional capacity?
- 11.6 Even if the information is not considered personal data, it may however be information of a sensitive nature such as data about an employee's religious beliefs, medical background, sexual orientation, criminal records etc.
- 11.7 The DPA it is underpinned by a set of eight principles:
  - 11.7.1 Personal data shall be processed fairly and lawfully.
  - 11.7.2 Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
  - 11.7.3 Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
  - 11.7.4 Personal data shall be accurate and, where necessary, kept up to date.
  - 11.7.5 Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
  - 11.7.6 Personal data shall be processed in accordance with the rights of data subjects under this Act.
  - 11.7.7 Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
  - 11.7.8 Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.
- 11.8 The council will ensure it handles personal data and complies with the spirit of these principles.
- 11.9 The Act states that anyone who processes personal information must comply with the eight principles and that the area covered by the Act provides individuals with important rights, including the right to find out what personal information is held on computer and most paper records.
- 11.10 The town council is registered with the Information Commissioner's Office that it processes personal data. Failure to notify the ICO is a criminal offence. The main purpose of notification and registration with the ICO is for transparency and openness.
- 11.11 The Data Protection Act contains a number of exemptions from the rights and duties in the Act, and personal data must be processed in accordance with the Act unless one of the exemptions applies.

11.12 Should an individual or organisation feel they are being denied access to personal information that they are entitled to by the town council, or feel their information has not been handled according to the eight principles, they can contact the ICO.

11.13 Complaints are usually dealt with informally, but if this is not possible, enforcement action can be taken.

## **12. Privacy and Electronic Communications Regulations**

12.1 The Privacy and Electronic Communications Regulations apply to unsolicited electronic marketing messages sent by telephone, fax, email or text.

12.2 If, at any time, the council wants to make automated telephone calls or send faxes to individuals they must have the subscriber's consent and their identity must be clearly included in calls or faxes.

12.3 If they wish, subscribers (individuals or businesses) can opt out of direct marketing phone calls both to a land line and a mobile number. People on the Telephone Preference Service register will not receive these types of calls unless they give their permission.

12.4 Individual and corporate subscribers can also register their objection to receiving unsolicited direct marketing faxes by registering their number with the Fax Preference Service.

12.5 Unsolicited marketing material by electronic mail (this includes texts, picture messages and emails) will only be sent if the person has chosen to receive them, unless the email address was obtained as a result of a commercial relationship. The council will always give the individual the opportunity to stop receiving the emails.

12.6 Spam is the use of electronic messaging systems (including most broadcast media, digital delivery systems) to send unsolicited bulk messages indiscriminately. The most widely recognised form of spam is e-mail spam, also known as unsolicited bulk email (UBE), junk mail or unsolicited commercial email (UCE).

12.7 The ICO is working with its European counterparts and the US to try to reduce spam, but currently there is no legislation to cover spam sent to business addresses. The town council has processes and software in place to protect the email server as far as reasonably possible from spam.

## **13. General Responsibility**

13.1 All town council members and officers have a duty to comply with the Freedom of Information Act 2000, the Data Protection Act 1998, the Environmental Information Regulations 2004 and the Privacy and Electronic Communications Regulations 2003.



- 13.2 The council will issue procedural guidelines to complement this policy setting out how a request for information should be dealt with. In addition, staff training will be provided.
- 13.3 It is, however, the responsibility of the person who receives the information request to ensure that it is responded to according to the Act. Additional advice and support in this regard is available from the town clerk.

#### **14. Additional Information**

- 14.1 Additional guidance on the Freedom of Information Act, Environmental Information Regulations and the Data Protection Act are available on the ICO's website: [www.ico.gov.uk](http://www.ico.gov.uk).
- 14.2 Alternatively the ICO can be contacted by post, telephone or email:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow  
Cheshire, SK9 5AF

Helpline telephone number: 01625 545745  
Email: [mail@ico.gov.uk](mailto:mail@ico.gov.uk)

#### **15. Document Management Policy**

- 15.1 This policy applies to all documents produced by the council and all documents received in its offices. Its objective is to aid sensible, timely management and disposal of all filing, paperwork, records and documentation.
- 15.2 It is important that records are carefully retained and systematically filed as they are required for inspection by a number of agencies, e.g. internal audit, external audit, HMRC.
- 15.3 Retention and Disposal of Documents

The requirements for the retention of specific records are laid down in the Accounts and Audit Regulations for Local Authorities. The advised periods and reasons for the retention of records are detailed on the table below.

<b>Record</b>	<b>Minimum retention period</b>	<b>Comments</b>
Annual Leave Records	3 years	
Application Forms (unsuccessful Applicants)	6 months from appointee duties	
Audit Till Rolls	3 years	
BACS Amendments and Error Reports	6 years	
BACS Details	6 years	
Bank Reconciliation Records	6 years	
Bank Statements and Advices	6 years	
Bond Certificates – Copy	6 years	After redemption

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Bonds/ Mortgages Register	Indefinitely	
Budget Working Papers	6 years	
Capital Registers	Indefinitely	
Car Allowance Claims	3 years	
Car Allowance Records	6 years	
Car Lease Records	2 years	From end of lease
Car Loan Records	6 years	From end of loan
Cash Books	6 years	
Consolidated Loans Pool Registers	Indefinitely	
Consolidated Loans Pool Working Papers	6 years	
Collection and Deposit Books	6 years	
Computer Input Forms	2 years	
Contract Documents	Contract period + 2 years	From final payment
Contract Payment Certificates	Contract period + 2 years	From final payment
Controlled Stationery Records	Indefinitely	
Copy Orders	3 years	
Copy Renewal/ Endorsement Memos	Indefinitely	
Correspondence Files	6 years	
Correspondence with Successful Contractors	Contract period + 2 years	From final payment
Council Meeting Minutes	Indefinitely	Can be transferred to SCC Archives
Creditor Cheque Lists	6 years	
Deduction Tabs	6 years	
Deeds of Covenant	12 years	After final payment
Delivery Notes	3 years	
Expenses Claims (mileage, subsistence)	6 years	HMRC requirements
Employers Liability Insurance	40 years	Management and Statute of Limitations
Final Account Working Papers	6 years	
Finance Ledgers	Indefinitely	
Flexi-time Records	3 years	
Grant Claims / Returns	6 years	
Half Yearly Interest Schedules	Indefinitely	
Health and Safety Inspection Records	21 years	
Insurance Claims and Correspondence	6 years	
Insurance Policies (other than Liability Insurance)	3 years	After discontinuation
Insurance Registers	Indefinitely	
Insurance Schedules	Indefinitely	

## APPENDIX 17A

Insurance Valuations	6 years	Unless re-valued
Internal Ledger Transfers	6 years	
Inventory of Furniture & Equipment	Indefinitely	
Investment Certificates	6 years	After holding
Invoices (including credit card payment slips)	6 years	
Journal Entries	6 years	
Leasing Payments	6 years	
Leasing Registers	Indefinitely	
Leaver Forms	6 years	
Liability Insurance	Indefinitely	
Loans Transfer Registers	Indefinitely	
Manual Cheque Payment Records	6 years	
Maternity Pay Records	3 years	
Members Allowance Claim Forms	6 years	
Members Attendance Registers	Indefinitely	
Micro-fiche Records	Indefinitely	
Mortgage Deeds & Bond Certs. (repaid)	6 years	From cancellation
New Starter Forms	6 years	
Notification of Coding	3 years	After end of tax year
Orders	3 years	
Other Payroll Tabs	6 years	
Overs and Shorts Records	6 years	
Overtime Claims	3 years	
Overtime Records	6 years	
P45 Forms	3 years	
Paid Invoices	6 years	
Pay Slips – copies	7 years	
Paying-In Books	6 years	
Payroll Cheque Lists	6 years	
Payroll Control Account Reconciliations	6 years	
Payroll Control Total Tabs	6 years	
Payroll Deduction Tabs	6 years	
Permanent Amendments	6 years	
Personnel Files	Indefinitely	
Petty Cash Imprest Records	6 years	
Petty Cash Receipts	6 years	
Postal Remittance Books	6 years	
Public Liability Insurance	21 Years	
Private Health Care Records	6 years	HMRC requirements
PWLB Year End Statements	6 years	
Receipt Books	6 years	

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Renewal/ Endorsement Memos - Copy	Indefinitely	
Replacement Cheque Records	3 years	
Returned Cheque Records	6 years	
Securicor Records	6 years	
Shorts and Overs Records	6 years	
Sickness Records	3 years	
Staff Records	6 years	
Stock Transfer Forms	6 years	
Stop Cheque Lists	6 years	
Summaries of Accumulated Totals	6 years	
Sundry Debtor Accounts	6 years	From date paid or written off
Sundry Debtor Records	3 years	
Superannuation Correspondence	Indefinitely	
Superannuation Records	6 years	Main records held with SCC
Tax and NI Details	6 years	
Taxable Benefit Details	6 years	HMRC requirements
Temporary Loans Records	3 years	After repayment
Temporary Variations	3 years	
Tenders - Unsuccessful Quotations	3 years	
Tenders - Successful Quotations	Contract period + 2 years	From final payment
Till Rolls (Receipting Machine)	3 years	
Timesheets	Last completed audit year	Audit and Working Time regulations
Unpresented Cheque Listings	6 years	
VAT Returns and Records	6 years	
Write Off Schedules	Indefinitely	
Year-end Financial Tabs	Indefinitely	
Year-end Payroll Tabs	12 years	

- 15.4 General documentation, not listed above, may be kept for reference purposes, however, will be destroyed after five years.
- 15.5 Any documents relating to town council-owned land and property will be retained indefinitely by the town council or by the council's solicitor to give a complete picture of refurbishments, disposals or acquisitions.
- 15.6 Documents produced by and readily available from other sources will be destroyed when they are outdated or superseded.
- 15.7 Development control and planning applications will be destroyed automatically after one year. If, however, a particular application forms part of a planning

history for a specific site or town council-owned property, then the application will be kept indefinitely or until such times as the site is developed.

- 15.8 Within six months of a member of staff leaving Lyme Regis Town Council employment, the individual's personnel file will be reviewed, any superannuation or salary documentation will be extracted and the remaining documentation will be destroyed. If there is likely to be a claim made against the town council under employment or other relevant legislation, the personnel file will be archived until such times as any claim has been dealt with or legal advice states that it may be destroyed.

**15.9 Storage of Documents**

- 15.9.1 Documentation readily in use or where easy and regular access is required will be stored at the town council's offices.
- 15.9.2 Officers are encouraged to scan documentation where and when appropriate so that it is stored electronically for future reference. The IT systems are automatically backed up on a regular basis to ensure the safe keeping of electronic documents.
- 15.9.3 Older paperwork and documentation will be archived either at the town council's offices or off site. Any documents of an historical nature will be offered to the County Records Office or the museum, as appropriate.
- 15.9.4 If need be, documents will be stored in secure conditions either at the town council's offices, with the council's solicitor or at an offsite storage facility.
- 15.9.5 Certain specific documentation such as meeting minutes will be offered to the county archives at Dorset County Council in Dorchester.

**15.10 Destruction of Documents**

- 15.10.1 All confidential or sensitive documents and any documents containing personal information covered by the Data Protection Act that are earmarked for disposal will either be shredded at the Town Council offices or sent for destruction by a recognised contractor specialising in the disposal of confidential waste.
- 15.10.2 All general documentation and paper waste will be recycled.



**APPENDIX A****Publication Scheme****1. Introduction**

- 1.1 This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information identified by the Information Commissioner's Office and referred to in paragraph 2. Additional information the definition of these classes is issued by the Information Commissioner.
- 1.2 The scheme commits an authority:
  - 1.2.1 To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below
  - 1.2.2 To specify the information which is held by the authority and falls within the classifications below
  - 1.2.3 To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme
  - 1.2.4 To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public
  - 1.2.5 To review and update on a regular basis the information the authority makes available under this scheme
  - 1.2.6 To produce a schedule of any fees charged for access to information which is made proactively available
  - 1.2.7 To make this publication scheme available to the public

**2. Classes of information**

- 2.1 **Who we are and what we do**  
Organisational information, locations and contacts, constitutional and legal governance
- 2.2 **What we spend and how we spend it**  
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts
- 2.3 **What our priorities are and how we are doing**  
Strategy and performance information, plans, assessments, inspections and reviews
- 2.4 **How we make decisions**  
Policy proposals and decisions. Decision-making processes, internal criteria and procedures, consultations.
- 2.5 **Our policies and procedures**  
Current written protocols for delivering our functions and responsibilities.

**2.6 Lists and registers**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

**2.7 The services we offer**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

**3. The classes of information generally not included**

**3.1 The classes of information will not generally include:**

3.1.1 Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure

3.1.2 Information in draft form

3.1.3 Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons

**4. The method by which information published under will be made available**

4.1 The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained. Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

4.2 In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

4.3 Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

4.4 Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

**5. Charges which may be made for information published under this scheme**

5.1 The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

5.2 Material which is published and accessed on a website will be provided free of charge.

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- 5.3 Charges may be made for information subject to a charging regime specified by Parliament.
- 5.4 Charges may be made for actual disbursements incurred such as:
- 5.4.1 photocopying
  - 5.4.2 postage and packaging
  - 5.4.3 the costs directly incurred as a result of viewing information
- 5.5 Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.
- 5.6 If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

### 6. Written requests

- 6.1 Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

### 7. Information available from Lyme Regis Town Council under the Publication Scheme

- 7.1 All information on the website is free, all hard copy will be charged at 10p per A4 sheet (b&w)

7.2

Information to be published	How the information can be obtained
Who is who on the council and its committees	Website / hard copy
Contact details for the Proper Officer and council members (named contacts where possible with telephone number and email address)	Website / hard copy
Location of main council office and accessibility details	Website / hard copy
Staffing structure	Website / hard copy
Annual return form and report by auditor	Website / hard copy
Finalised budget	Website / hard copy
Precept	Website / hard copy
Borrowing approval letter	Hard copy
Financial standing orders and regulations	Website / hard copy
Grants given and received	Website / hard copy
List of current contracts awarded and	Hard copy

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value of contract	
Members' allowances and expenses	Hard copy
Current strategic plan	Website / hard copy
Annual report to parish or community meeting (current and previous years)	Website / hard copy
Quality status	Hard copy
General Power of Competence	Hard copy
Timetable of meetings (council, any committee/sub-committee meetings and town meetings)	Website / hard copy
Agendas of meetings (as above)	Website / hard copy
Minutes of meetings (as above) – excluding information that is properly regarded as private to the meeting	Website / hard copy
Reports presented to council meetings - excluding information that is properly regarded as private to the meeting	Website / hard copy
Responses to consultation papers	Website / hard copy
Responses to planning applications	Website / hard copy
Bye-laws	Hard copy
<b>Class 5 – Our policies and procedures</b>	
Procedural standing orders	Website / hard copy
Committee and sub-committee terms of reference	Website / hard copy
Delegated authority in respect of officers	Hard copy
Members' Code of Conduct	Website / hard copy
Policy statements	Hard copy
Policies and procedures for the provision of services and about the employment of staff	Hard copy
Internal policies relating to the delivery of services	Website / hard copy
Equality and diversity policy	Website / hard copy
Health and safety policy	Website / hard copy
Recruitment policies (including current vacancies)	Website / hard copy
Policies and procedures for handling requests for information	Website / hard copy
Complaints' procedures (including those covering requests for information and operating the publication scheme)	Website / hard copy
Information security policy	Website / hard copy
Records management policies (records retention, destruction and archive)	Website / hard copy
Data protection policies	Website / hard copy
Schedule of charges (for the publication of information)	Website / hard copy

<b>Class 6 – Lists and Registers</b>	
Assets Register	Hard copy
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice)	Hard copy
Register of members' interests	Website / hard
Register of gifts and hospitality	Hard copy
Allotments	Website / hard copy
Burial grounds and closed churchyards	Hard copy
Community centres and village halls	N/A
Parks, playing fields and recreational facilities	Website / hard copy
Seating, litter bins, clocks, memorials and lighting	Hard copy
Bus shelters	Hard copy
Markets	N/A
Public conveniences	Hard copy
Agency agreements	Hard copy
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees, cremations, scattering of ashes, hiring of football and cricket pitches)	Website / hard copy
Newsletter	Website / hard copy



**Committee:** Full Council

**Date:** 9 May 2018

**Title:** Review of Arrangements with Other Local Authorities

**Purpose of Report**

To review the arrangements Lyme Regis Town Council has with West Dorset District Council and Dorset County Council

**Recommendation**

Members note the report

**Background**

1. Standing order 2.j.xi requires the council to review its arrangements, including any charters, with other local authorities and review contributions made to expenditure incurred by other local authorities. The reviews should be undertaken each year either by the Full Council or following consideration and recommendation from the relevant committee.
2. The arrangements the council has with other local authorities are:

**The Tripartite Agreement**

3. The Tripartite Agreement is between the town council, West Dorset District Council (WDDC) and Dorset County Council (DCC) and was entered into in April 2011. The agreement details management and maintenance responsibilities for Bell Cliff public open space, Marine Parade, Cart Road, Cobb Gate Beach, front beach and sand bar, and the beach compound opposite the Harbour Inn.

**West Dorset District Council**

**Loan**

4. The town council took out a 20-year loan for £500,000 from WDDC in 2011 to finance the refurbishment of the Marine Parade Shelters. The loan's capital repayment is £25,000 pa and the annual percentage rate (APR) is 5%, i.e. the town council pays WDDC an annual interest sum that over the 20-year life of the loan averages out at 5% of the initial loan value: this equates to an interest payment of £12,500 each year, a total payment of £37,500pa (principal, £25,000+interest, £12,500). In year one, an interest payment of £12,500 represents 2.5% of the original loan (£500,000/12,500): in year 20, an interest payment of £12,500 represents 50% of the outstanding loan (£25,000/12,500).
5. Under the terms of the loan, which is subject to WDDC's community lending management policy, the interest rate can vary: the interest payable is linked to

10-year government gilts and if the rate is below 4%, there is a reduction in the interest the town council pays on this loan.

6. Since the loan was advanced on 19 October 2010, 10-year government gilts have been below 4% and, as a consequence, the actual APR paid by the town council on this loan is 3%. The difference between the notional and actual rate of interest, 2%-points (5% - 3%), is paid off the outstanding capital sum owed to WDDC.
7. This means that instead of paying £12,500pa interest each year, the town council has been paying £7,500pa interest and reducing its debt to WDDC by a further £5,000pa: £30,000pa in total (principal, £25,000+ £5,000). The loan outstanding on 31 March 2018 is calculated at £277,499.94.
8. The preferential terms of this loan do not currently warrant its early re-payment. If there is a material change in 10-year government gilt rates, I will advise the council on the merits of re-paying this debt ahead of schedule.
9. Early repayment of this loan was discussed at the Strategy and Policy Committee on 11 December 2013 and again on 22 April 2015. The outstanding loan has also been considered as part of the council's negotiations with WDDC on the transfer of assets and services from the district council to the town council.

### **Monmouth Beach Car Park**

10. The council leases two areas adjacent to Monmouth Beach car park to West Dorset District Council (WDDC). These leases, which expired on 31 March 2015, are for a boat park and the harbourmaster's store. To undertake a comprehensive review of the assets on-and-around Monmouth Beach, the town council agreed to extend existing arrangements until 31 March 2018. The area used for boat storage is part of a proposal to WDDC about the transfer of assets and services from the district council to the town council.
11. In 2015/16, the town council entered into an agreement with WDDC to store boats on the far end of Monmouth Beach car park for the winter. In 2017/18, the town council agreed to let WDDC have use of the car park for boat storage for a fee of £3,500, plus VAT.
12. The lease to WDDC for car parking expired on 31 March 2015 and Monmouth Beach car park has been in the town council's management since that date.

### **Cabanya, Woodmead and Monmouth Beach Car Parks**

13. WDDC collects and counts cash from the town council's car parks at Cabanya, Woodmead and Monmouth Beach car parks. The cost of this service in 2017/18 was £6,880.19, plus VAT. This is a cost-effective arrangement for the town council.

**Enforcement**

14. The town council has administered and enforced a number of byelaws on behalf of WDDC, these include: The Fouling of Land by Dogs West Dorset District Order 2007; The Dogs on Leads (Lyme Regis) Order 2009 (1 November to 31 March); and Lyme Regis Front Town Beach Dog Exclusion Order 2009 (1 April to 31 October).
15. These enforcement powers have been replaced by WDDC during 2017/18 with Public Space Protection Orders (PSPO). The PSPOs have extended enforcement areas to Church Cliff Walkway, all gardens and the cemetery. PSPOs include enforcement powers to act against those who feed seagulls.

**Tourist Information**

16. The town council leases the ground floor of Guildhall Cottage to WDDC for use as a tourist information centre (TIC).
17. The current lease is a 'lease by reference': this means the new lease which came into effect on 1 April 2012 is by reference to the provisions of the previous lease dated 7 May 2002. The annual rent for this lease is £11,900. The lease expired on 31 March 2015 and has been extended.
18. The transfer of the TIC from the district council to the town council is being negotiated.

**LymeForward**

20. Until 31 March 2016, the town council, WDDC and Lyme Regis Development Trust (LRDT) were in a partnership agreement that provided the development trust with specified funding and officer support to support the operation, development and activities of the local area partnership. LymeForward is now a community interest company and operates independently from LRDT.
21. The town council's grant agreement with LymeForward runs from 1 April 2016 until 31 March 2020: the town council's financial contribution over this period is £15,000pa.
22. WDDC has a separate service level agreement with LymeForward which is reviewed annually. WDDC's grant for 2017/18 was £6,000pa. WDDC has approved a grant of £6,000 for 2018/19 but indicated there is no guarantee of future funding.
23. Although both LRDC and WDDC's relationships with LymeForward are now bi-lateral, the withdrawal of either organisation's grant funding could impact on the other organisation.

**Business rates**

24. The town council pays business rates to WDDC on 14 premises. In 2017/18, this totalled £78,683pa. Following the national review of business rates, there will be further increases in business rates over the next few years totalling approximately £20,000pa. The impact of these increases is offset by transitional relief.
25. The premises the council pays business rates on are: Monmouth Beach car park; Cabanya car park; Woodmead car park and premises; caravan park and premises; workshop and premises; St Michael's community offices<sup>1</sup>; Marine Parade toilets; Cart Road beach huts; Jubilee Pavilion; kiosk store and premises; kiosk and premises; Guildhall Cottage offices and premises; cemetery and premises; Guildhall first floor and premises; Charmouth Road park and ride; and Candles on the Cobb Pavilion.

**Broad Street car park**

26. The town council has a lease with WDDC relating to the pedestrian footpath linking the car park to the footbridge over the River Lym at the Town Mill. The lease expires on 30 May 2020 and is covered by a peppercorn rent.
24. The lease is accompanied by a licence (with a fee of £1.00pa) for the town council to use the car park for access for any works to be carried out to the land and the footpath under the terms of the lease.

**Charmouth Road car park**

25. In 2015, the town council entered in to a 20-year lease with WDDC for the use of an area of land in Charmouth Road car park as a skatepark. The initial lease rent was £2,000pa and it increases annually in line with the retail price index.

**Dorset County Council**

**ICT**

26. In September 2016, the town council entered into a two-year agreement with Dorset County Council (DCC) at an annual cost of £6,220 to provide: hardware, software and technical support; data storage and backup; software licensing for all networked computers; broadband connection; and internet security. Officers will re-negotiate a further agreement in summer 2018.
27. Other ICT functions are provided by Luke Lawson Computer Repair, NVG, IP Office, Vodafone, EE and Giff Gaff.

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<sup>1</sup> Liability for business rate is currently being discussed with Lyme Regis Development Trust

**Highways**

28. Discussions are taking place about the transfer of some highways' functions from DCC to the town council through an agency agreement.

**Anning Road Playing Field**

29. The town council receives £50pa from DCC for the use of Anning Road playing field by St Michael's Primary School.

**Lynch**

30. The ownership of the Lynch remains undetermined but the town council has and will continue to work with the county (and district) council on maintenance of the structure.

**Dorset Waste Partnership**

31. Discussions are taking place with Dorset Waste Partnership about introducing new arrangements to alleviate problems with waste collection on the seafront during the main season.

**East Devon District Council**

32. In 2017/18, the town council paid £2,073.46 business rates to East Devon District Council for the Sidmouth Road park and ride. The future of Sidmouth Road is subject to temporary and permanent planning applications.

John Wright  
Town clerk  
May 2018



**Committee:** Full Council

**Date:** 9 May 2018

**Title:** The Annual Review of the Fixed Asset Register

**Purpose of the Report**

To allow members to review and approve the fixed asset register

**Recommendation**

Members review and approve the fixed asset register

**Background**

1. Standing order 2.j. identifies the business that should be, 'transacted during the course of the council year, either by the Full Council or following consideration and recommendation from the relevant committee in an order that is expedient'.
2. Paragraph 2.j.xiv refers to a, 'Review of inventory of land and assets including buildings and office equipment'.
3. An up-to-date fixed asset register is also a requirement for the annual return.
4. The starting point for the 2017/18 review of the fixed asset register; see **appendix 19A**, is the previous year's register. Items in the register are generally held at cost, and only revalued, as necessary.
5. The council's policy on the treatment of its fixed assets, which reflects the content of paragraph 4, was considered by this committee on 20 January 2016 and approved by resolution of the Full Council on 3 February 2016.
6. Within this policy is a de minimus amount of £1,000; items below this sum do not appear on the register.

Keith Wilson  
Finance manager  
May 2018

**LYME REGIS TOWN COUNCIL**  
**SUMMARY OF FIXED ASSETS 31 MARCH 2018**

	31/03/2016	2016/17 Additions	Disposals/F	31/03/2017	2017/18 Additions
<b>Land and Buildings</b>					
Guildhall & shop	312,439			312,439	
Cadet hut	49,989			49,989	
Swim Restaurant (formerly know	393,674			393,674	
Guildhall Cottage/TIC	243,702			243,702	
Amusement Arcade	337,434			337,434	
Marine Parade Toilets	14,996			14,996	
Cemetery Mortuary/Workshop	71,235			71,235	
Chapel (formerly known as Ceme	156,220			156,220	
Theatre Store/Workshop	38,587			38,587	
Ice Cream Parlour/Kitchenette	28,743			28,743	
Harbourmaster Store	37,965			37,965	
Langmoor Pavilion - Gazebo	11,871			11,871	
Parade Shelters	1,998,642			1,998,642	
Antique Craft Centre	231,206			231,206	
Candles on the Cobb Pavilion an	42,108			42,108	
Mini Golf Hut	9,616			9,616	
Bowling Club & Pavilion	146,039			146,039	
Garages-Monmouth Beach	49,989			49,989	
Ware Cliff - Chalets					106,908
	<b>£ 4,174,455</b>	<b>-</b>	<b>-</b>	<b>£ 4,174,455</b>	<b>106,908</b>
<b>Land Only</b>					
Marine Parade Huts	87,750			87,750	
Bowling Green Chalets	234,000			234,000	
Ware Cliff Chalets/Caravans	360,000			360,000	
Monmouth Beach Caravans/Cha	448,500			448,500	
Cabanya Car Park	185,820			185,820	
Woodmead Car Park	356,685			356,685	
Monmouth Beach Car Park	575,250			575,250	
WDDC Boat/Trailer Park	92,625			92,625	
LR Power Boat Club & Car Park	71,175			71,175	
LR Bowling Club Car Park	58,500			58,500	
	<b>£ 2,470,305</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 2,470,305</b>	<b>£ -</b>
	<b>£ 6,644,760</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 6,644,760</b>	<b>£ 106,908</b>
<b>Vehicles &amp; Equipment</b>					
Piaggio Pick-up WA09 EOJ	7,480		7,480	-	
Tractor HF09EDP	26,495			26,495	
Kawasaki Mule HF14FNK	10,995			10,995	
Ford Transit 350 RWD Double C	-	20,603		20,603	
Ford Transit Courier FH16FFU	-	7,699		7,699	
Guildhall inventory	21,421			21,421	
Tool Inventory	13,177			13,177	
Civic Regalia	123,956			123,956	
Play Equipment - Henry's Way	17,851			17,851	
Office Furniture	4,080			4,080	
Car Park Machines-Woodmead	5,968		5,968 -	0	
Car Park Machines-Cabanya	5,304		5,304	-	
3 * Ticket machines - Jan 16	15,090			15,090	

# APPENDIX 19A

	31/03/2016	2016/17 Additions	Disposals/F	31/03/2017	2017/18 Additions
6 * Ticket machines - Apr 16	-	32,112		32,112	
Disabled Lift - Guildhall	56,761			56,761	
Honda Mower	1,226			1,226	
Heating System	16,598			16,598	
Computers systems	4,892		4,892	-	
2017 Computers 4* Surface Pro + 6 * Desktops + I		3,960		3,960	
CCTV Equipment	12,040			12,040	
Fencing Anning Road	8,185			8,185	
Seating Guildhall	1,095			1,095	
Trailer	1,473			1,473	
Fork carrier	2,195			2,195	
Mini golf equipment	1,595			1,595	
Webcam - Cobb	2,849			2,849	
Webcam - Marine Theatre	1,013			1,013	
Beach cleaning machine	36,789			36,789	
BMX Track	2,808			2,808	
Honda Mower UM616	1,460			1,460	
Gates playing field	15,308			15,308	
Water Bowser	1,942			1,942	
Water Meters	12,185			12,185	
Youth Shelter	5,295			5,295	
Storm Shooter	2,970			2,970	
Sarp SLM 5360 HXA 16/6/11	1,058			1,058	
Beach hut chairs	4,312			4,312	
Shelters counter	3,815			3,815	
Shelters AV system	8,603			8,603	
Beach huts	5,800			5,800	
Westwood T1600 May 12	3,250			3,250	
2015 Play Park	109,853			109,853	
Play Park Hexagonal Shelter		3,326		3,326	
2016 Skate park	151,017	3,807		154,824	4,515
Skate park Cycle Shelter		1,359		1,359	
Panasonic Phone System		2,605		2,605	
Showers on the beach		10,930		10,930	
Allotment Fencing		5,450		5,450	
Hippocampe Beach wheelchair				-	3,020
Tundra Beach wheelchair				-	1,850
Water Bowser & Pressure Washer				-	5,338
Lawnmower danarm Kaaz					1,010
Glasdon Litter Bins * 5					1,542
Cemetary Fencing					1,523
7 * memorial Benches					6,417
Air conditioning @ Cadet Hut					1,249
Lawn Mower Honda HRH536HX					1,153
Grassguard Earthguard - Marshalls mono					1,108
Timber Wheelie Bin Enclosure Woodmead Car park					1,183
<b>£</b>	<b>728,204</b>	<b>91,851</b>	<b>23,644</b>	<b>£ 796,411</b>	<b>29,908</b>

## Infrastructure Assets

Bus shelters - Silver St & Cloverc	6,001	6,001
Bus Shelter - Cobb Gate	2,448	2,448
Bus Shelter-Charmouth Rd	3,065	3,065
Bus Shelter - King's Way	3,500	3,500
Lighting Columns (28)	3,920	3,920
Public Litter Bins (47)	5,105	5,105
Public Seats (90)	29,754	29,754

# APPENDIX 19A

	31/03/2016	2016/17 Additions	Disposals/F	31/03/2017	2017/18 Additions
Millennium Basket	1,143			1,143	
Welcome to Lyme Signs	1,350			1,350	
Hand Rail System	8,089			8,089	
Cemetery Gates	2,307			2,307	
Cemetery gates/railings	13,074			13,074	
LRTC picnic benches x 3	1,269			1,269	
Grit bins	2,778			2,778	
Speed Indicator Display	3,100			3,100	
Bell Cliff Map	1,814			1,814	
Recording Equipment	6,493			6,493	
Seafront Wi-fi					4,596
<b>£</b>	<b>95,210</b>	<b>-</b>	<b>-</b>	<b>£ 95,210</b>	<b>4,596</b>

## Other Assets

Millennium Clock	14,140			14,140	
Strawberry Fields	56,100			56,100	
Community Offices Room 1A	16,000			16,000	
Anning Road Playing Field	1			1	
Langmoor Gardens (incl Piers)	1			1	
Lister Gardens	1			1	
Cemetery	1			1	
Lepers Well Garden	1			1	
Jane Austen Garden	1			1	
Church Cliff/Long Entry	1			1	
Closed Churchyard	1			1	
Georges Garden	1			1	
Woodmead Halls Site	1			1	
Town Mill Bridge & Steps	1			1	
War Memorial	1			1	
Morgans Grave	1			1	
Monmouth Beach - accreted land		1		1	
Allotments	1			1	
<b>£</b>	<b>86,254.00</b>	<b>£ 1.00</b>	<b>£ -</b>	<b>£ 86,255.00</b>	<b>£ -</b>
<b>Total Fixed Assets</b>	<b>£ 7,554,428</b>	<b>91,852</b>	<b>23,644</b>	<b>£ 7,622,636</b>	<b>141,413</b>

**Committee:** Full Council

**Date:** 9 May 2018

**Title:** Lloyds Bank Mobile Banking Van

**Purpose of the Report**

To allow members to consider a request from Lloyds Bank Plc to continue to park and operate a mobile banking van at Woodmead car park each Friday

**Recommendation**

Members allow Lloyds Bank Plc to park and operate a mobile banking van from the town council-owned Woodmead car park each Friday on payment of a fee agreed by officers

**Background**

1. The Lloyds Bank premises in Broad Street closed on 15 May 2017.
2. On 3 May 2017 the council resolved to allow Lloyds to operate the mobile banking form Woodmead car park at a cost of £50 per week, for an initial 12-month period.
3. At the time, Nat West also operated a mobile bank, but they have subsequently ceased the service.

**Report**

4. The current arrangement has worked well, and Lloyds report the van is well used.
5. There has been an intimation from Lloyds bank staff that they may wish to extend the hours of the weekly visit. It is therefore suggested officers reach an agreement with Lloyds at not less than the current charges, as an ongoing arrangement.

Keith Wilson  
Finance manager  
May 2018



**Committee:** Full Council

**Date:** 9 May 2018

**Title:** Appointment of Members to Meet with the Bowling Club

**Purpose of Report**

To allow members to decide on two councillors who will meet with the bowling club

**Recommendation**

Members identify two councillors who will meet with the bowling club

**Background**

1. On 2 May 2018, the Strategy and Finance Committee considered a recommendation from the Assets on-and-around Monmouth Beach Working Group.
2. At that meeting of the Strategy and Finance Committee, four members put themselves forward to represent the council at meetings with the bowling club; the meetings will consider the bowling club's car parking lease. The members are: Cllr G. Turner, Cllr J. Scowen, Cllr O. Lovell and Cllr B. Larcombe.
3. It was agreed only two members should meet with the club and it was decided the four names would be put to the Full Council on 9 May 2018 for a decision.

John Wright  
Town clerk  
May 2018

**Committee:** Full Council

**Date:** 9 May 2018

**Title:** Toilet Twinning

**Purpose of Report**

To allow members to consider a proposal to support the toilet twinning charity, Tearfund, by twinning the newly-refurbished Marine Parade toilets with toilets in deprived areas of the world

**Recommendation**

Members approve the twinning of the Marine Parade toilets and choose one of the following:

- Twin Marine Parade toilets at a donation of £60
- Twin Marine Parade toilets with four toilets across a community at a donation of £240
- Twin each cubicle and disabled toilet at Marine Parade with a donation of £600

**Background**

1. The refurbishment of Marine Parade toilets is underway and for a minimal sum the toilets could support toilet building and sanitary education in much poorer areas around the globe for a single, one-off donation. Each twinning receives a certificate and picture of the toilet you are twinned with. For more information please see [www.toilettwinning.org](http://www.toilettwinning.org)

**Report**

2. Either the whole Marine Parade toilet block could be twinned or each individual cubicle. Each twinning donation costs £60. Countries to select to twin with include: Afghanistan, Democratic Republic of Congo, Central African Republic, Guatemala, Liberia, Myanmar, Malawi, Nepal, Pakistan, South Sudan, Tanzania, Uganda or Zambia.
3. Toilet twinning is run by Tearfund which is a registered charity; No. 265464 (England and Wales).

Matt Adamson-Drage  
Operations manager  
April 2018