



John Wright
Town Clerk


Lyme Regis Town Council

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Notice is hereby given of the **Adjourned Annual Meeting** of the **Lyme Regis Town Council** to be held in the Guildhall, Bridge Street, Lyme Regis, on Wednesday 23 May 2018 commencing at 7pm when the following business is proposed to be transacted:

J.P. 
John Wright
Town Clerk
17.05.18

AGENDA

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 Full Council meeting held on 9 May 2018 (attached)

7. Matters arising from the minutes of the Full Council meeting held on 9 May 2018

To inform members of matters arising from the minutes of the Full Council meeting on 9 May 2018 that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues in those minutes

8. Update Report

There are no updates

9. Annual Town Meeting of Lyme Regis Electors

To receive the minutes of the Annual Town Meeting of Electors held on 20 April 2018

10. Reaffirmation of the Eligibility Criteria required to hold the General Power of Competence

To allow members to reaffirm the council meets the eligibility criteria to hold the General Power of Competence

11. Terms of Reference and Scheme of Delegation

To allow members to consider its committees' terms of reference and the scheme of delegation

12. Appointments to Council Committees

To allow the council to receive nominations for appointments to its committees

13. Reports from External Bodies 2017/18

To allow members to report back on their involvement with the external bodies to which they are nominated as council representatives

14. Appointments to External Bodies 2018/19

To allow members to consider which external bodies the council should have involvement with, and to consider nominations to those bodies

15. Member Representation at Meetings with other Councils

To allow members to consider councillor representation at meetings with other councils

16. Review of the Council's and/or Employees' Memberships of Other Bodies

To allow members to review the council's and/or employees' membership of other advisory and professional bodies

17. Annual Governance and Accountability Return for the Year Ended 31 March 2018

To allow members to consider the Annual Governance and Accountability Return (formerly known as the annual return) for the year ended 31 March 2018

18. Internal Audit Report, Visit Four 2017/18

To inform members of the outcome of the internal auditor's fourth and final visit for 2017/18 on 10 May 2018 and to provide a summary of the number and priority levels of recommendations made to the council over the last four years

19. Park and Ride

To inform members of the choice of consultants to carry out the previously-approved work to develop a parking, transport/access and signage study for Lyme Regis and surrounding area; to provide initial feedback on the operation of the park and ride service over the last Bank Holiday; to update members on discussions with the landowners of the Charmouth site; to update on the latest situation with the Sidmouth Road park and ride site; and to allow members to consider whether the days of operation of the park and ride service from the Charmouth Road site should be extended to include all weekends in June 2018

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

20. Banking Arrangements and Signatories – Ceremonial Maces

To allow members to consider approving officers as additional banking signatories

21. 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 19 – Park and Ride

LYME REGIS TOWN COUNCIL

MINUTES OF THE MEETING HELD ON WEDNESDAY 9 MAY 2018

Present

Chairman: Mayor, Cllr Mrs M. Ellis

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

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

Guests: Mr J. Hodnett (Kitson and Trotman)

17/182/C Public Forum

Mrs B. Holmes

Mrs Holmes spoke about discussions with Dorset Waste Partnership (DWP) regarding waste collections on the seafront during busy times, which she said was exacerbated the previous weekend by good weather. She said having done such a good job of discouraging people from feeding the seagulls, they were now able to feast on waste piled up on the seafront and around the town. Mrs Holmes said immediate action was needed, not discussions, which should have taken place during the winter. She reminded members the school half term and a street food festival would be taking place in a fortnight. Mrs Holmes said she had attended a Turn Lyme Green meeting where a DWP representative was the guest speaker. She said he was made aware of the concerns and supported working with the town council to solve the problem. Mrs Holmes made the following suggestions, which she said might help and were not too expensive, even though the council tax kept getting increased:

- Provide large wheelie bins during the main season, to be placed at strategic points
- Provide a late evening collection, funded by the town council, so litter will not be left overnight, and the early morning collection by DWP wouldn't be needed, allowing for another day-time collection
- Place notices at the bins asking the public to take their rubbish home with them, and run a campaign and a competition for Woodroffe School pupils to design a logo or poster
- Get a volunteer group together and provide them with equipment to do a clean sweep of the seafront
- Rota the team of operatives to work later shifts during busy times for extra pay

The mayor, Cllr Mrs M. Ellis said several of the suggestions had already been implemented, with operatives available for the main season and later collections.

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The town clerk said extra staff had been recruited, who were working later in the evenings, but things didn't go according to plan on the May Bank Holiday weekend. He said officers had contacted DWP and were awaiting a call back to discuss this.

Mr G. Symonds

Mr Symonds said the previous week, the entrance to his amusement arcade had been obstructed due to building works at the Marine Parade toilets. He said he had asked the operations manager to deal with the problem and he had asked the truck blocking the entrance to move. Mr Symonds said the truck had still not been moved after an hour so he had asked both the operations manager and the town clerk to deal with it. He said he also asked the operations manager about the Fossil Festival marquee, as at a previous event with a marquee, a large pole had fallen over the top of the railings and just missed members of the public below. Mr Symonds said the operations manager didn't know anything about the marquee.

Cllr O. Lovell left the meeting at 7.09pm.

Mr Symonds said the town clerk had informed him event organisers were responsible for their own health and safety. However, he said the town council had a duty of care when events were on its land or land under its control. He said when the marquee was taken down on Bank Holiday Monday, there were several vehicles parked next to the shelters' ramp, which were there for most of the day and had to move for the refuse lorry. Mr Symonds said the council office was letting the mayor and the people and businesses of Lyme Regis down. He suggested an urgent review of the office was carried out by an outside body before someone was seriously hurt. He said the council was now aware there was a major problem, which was not being addressed.

The mayor, Cllr Mrs M. Ellis said the Town Management and Highways Committee needed to consider how events were run.

Cllr O. Lovell returned to the meeting at 7.12pm.

Mrs J. Sheppard

Mrs Sheppard said she was on the seafront on the Bank Holiday Monday evening and was shocked by the level of debris that had been left. However, she said the visitors didn't seem to have littered the beach; many had tried to dispose of their rubbish sensibly but couldn't because the provision wasn't there. Mrs Sheppard said visitors were behaving responsibly and they should be supported with sufficient bins at appropriate points and at appropriate times.

Cllr D. Turner – Dorset County Council (DCC)

Cllr D. Turner said he had given presentations on the local government review to various parish councils and he offered this to Lyme Regis Town Council. He said a number of the Dorset Joint Area Committee's work streams had been paused for wider member and partner engagement. He said the shadow authority was due to be formed in June and all members of the current authorities would be taken across, with an executive of 20 people to be created; 10 from DCC and 10 from other authorities. An interim chief executive, a section 157 officer and a monitoring officer would then

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be appointed. He said he didn't believe much would be devolved to town and parish councils before May 2019.

Cllr D. Turner said the boundary commission had met a number of times and the proposals would be going to public consultation shortly. He said the Marshwood Vale division would be divided into two, with Lyme Regis and Charmouth as one ward, and the rest of the vale as the other ward, and one councillor for each ward.

Cllr D. Turner said Southern Gas Network had agreed to halt work on Cobb Road during the late May Bank Holiday weekend.

Cllr D. Turner said the section of Uplyme Road that was missed out during recent resurfacing works would be done and was due to start on 18 June 2018, weather permitting.

Cllr D. Turner said a surface dressing scheme would be carried out in Lyme Regis in June, when most of the roads in the town would be re-surfaced. He said each road would take a day so vehicles would have to be moved. He said notices would be put up and people would be informed.

Cllr D. Turner said there was concern about trout in the River Lym with suspected fungal infections. He said the Environment Agency was due to take water samples that day.

Cllr D. Hallett said there were blocked drains in Colway Lane, Timber Hill, Charmouth Road and Talbot Road and he hoped they would be cleaned before the surface dressing was done.

Cllr D. Turner said drains in Colway Lane, Timber Hill and Charmouth Road were due to be cleared shortly. He said Talbot Road had not been reported but could possibly be included when the other drains were cleared.

Cllr O. Lovell asked if DCC would move a vehicle if it wasn't moved by the owner to allow the surface dressing to take place.

Cllr D. Turner said there should be ample notice for people to park elsewhere.

Cllr B. Larcombe asked Cllr D. Turner if he could continue to give his support to large vehicle restriction signs at Fernhill and Boshill.

Cllr D. Turner said he was happy to support this but Highways England would make the decision.

Cllr D. Turner – West Dorset District Council (WDDC)

Cllr D. Turner said planning land searches were within target and WDDC was still under the five-year land supply it required.

Cllr Mrs C. Reynolds – WDDC

Cllr Mrs C. Reynolds said there was a lot of work to be done as the new unitary authority was formed, as well as the transfer of assets and services with this and other councils.

Cllr D. Hallett said some responsibility had to be taken by WDDC for the rubbish on the seafront and he asked that this was followed up.

Cllr D. Turner said DWP had taken over from WDDC some years ago. He said DWP had not yet moved to summer working hours so there was no cover into the evening, but the operatives worked hard. He said their hours were directed by their seniors, which was influenced by DWP's financial position.

17/183/C Questions from Councillors

Cllr S. Williams

Cllr S. Williams asked if the seafront attendant was working over the Bank Holiday weekend when there was a build-up of rubbish.

The town clerk said the seafront attendant was working, and was helped by the enforcement officer, but they couldn't cope with the volume of rubbish and were not resourced to deal with it. In previous summers, he said the town council had taken over from DWP after 6pm, but on the Bank Holiday weekend, the operatives had finished earlier than expected. He said discussions would be held with DWP to make sure resources were in place.

Cllr B. Larcombe

Cllr B. Larcombe asked if bigger bins with proper lids could be placed on the seafront, to further encourage visitors to put rubbish where it belonged.

The town clerk said as last year, there would be two large bins available, which would be locked while DWP was operating. When DWP was finished and the town council took over, the rubbish would be deposited in the large bins.

Cllr S. Larcombe

Cllr S. Larcombe asked how many times the council would have to replace bins, at the cost of the local taxpayers, when they were set on fire, or if a barbecue was disposed of in a bin with good intentions.

The mayor, Cllr Mrs M. Ellis said barbecue bins were available for that purpose.

Cllr S. Williams

Cllr S. Williams asked if he could be given details of the seafront attendant's working hours for Saturdays, Sundays and Mondays.

Cllr S. Larcombe

Cllr S. Larcombe asked why re-surfacing was being carried out on roads such as Lym Close where it was mainly local traffic and vehicles didn't drive fast enough to skid.

Cllr D. Turner said it would preserve the existing road surface for a longer period and was therefore more cost-effective, and it would improve skid resistance.

17/184/C Apologies for Absence

Cllr P. Ridley – holiday

Cllr P. Hicks – holiday

17/185/C Disclosable Pecuniary Interests

Cllr O. Lovell declared a pecuniary interest in minute number 17/118/TMH regarding View Road access arrangements.

Cllr R. Doney declared a pecuniary interest in agenda item 22, Lloyds Bank Mobile Banking Van as he was a customer of the bank and he would not vote.

Cllr Mrs M. Ellis said she was also a Lloyds Bank customer but she intended to vote.

17/186/C Dispensations

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

17/187/C To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 4 April 2018

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, the minutes of the extraordinary meeting held on 4 April 2018 were **ADOPTED**.

17/188/C To confirm the accuracy of the minutes of the Full Council meeting held on 28 March 2018

Proposed by Cllr S. Larcombe and seconded by Cllr B. Larcombe, the minutes of the meeting held on 28 March 2018 were **ADOPTED**.

17/189/C Matters arising from the minutes of the Full Council meeting held on 28 March 2018

Members noted the report.

17/190/C Matters arising from the minutes of the extraordinary Full Council meeting held on 4 April 2018

Members noted the report.

17/191/C Update Report

Members noted the report.

17/192/C Mayor's Announcements

Regarding the mayor's meeting with the Dorset police and crime commissioner (PCC), Cllr S. Williams asked if there was any progress on a police constable being based in Lyme Regis.

The town clerk said he and the mayor intended to write to the PCC to tell him what the council expected of him, and he would also be invited to a council meeting to discuss match funding and other issues.

17/193/C Planning Committee

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, it was **RESOLVED** to receive the minutes of the Planning Committee held on 3 April and 1 May 2018.

17/194/C Human Resources Committee

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, it was **RESOLVED** to receive the minutes of the Human Resources Committee held on 24 April 2018 and adopt the recommendations, as follows:

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

RESOLVED: to approve the updated health and safety policy, as amended by the Human Resources Committee.

17/94/HR – Contracts of Employment

Cllr D. Hallett was concerned some employees would not be keen to work on Bank Holidays and he believed they would be paid less under the new contracts.

The town clerk said employees who worked Bank Holidays and other anti-social hours would be properly recompensed and some salaries had been adjusted to reflect unusual patterns of work.

RESOLVED: Cllr Mrs M. Ellis, Cllr B. Larcombe and Cllr O. Lovell sit on a remuneration panel to review the pay of the enforcement officers.

19/99/HR – Overtime Payment

RESOLVED: to report two years' historical TOIL records to the Human Resources committee before deciding how often this information needed to be considered.

17/195/C Strategy and Finance Committee

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Proposed by Cllr S. Miller and seconded by Cllr S. Williams, it was **RESOLVED** to receive the minutes of the Strategy and Finance Committee held on 2 May 2018 and adopt the recommendations, as follows:

17/126/SF – Bowling Club Car Park

RESOLVED: 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.

17/127/SF – Committee Structure

RESOLVED: 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

RESOLVED: to confirm the council's intent to comply with the General Data Protection Regulation and approve the implementation model and timetable.

17/196/C Tourism, Community and Publicity Committee

Proposed by Cllr Mrs C. Reynolds and seconded by Cllr J. Scowen, it was **RESOLVED** to receive the minutes of the Tourism, Community and Publicity Committee held on 25 April 2018 and adopt the recommendations, as follows:

17/93/TCP – Grant Agreement Review, LymeArts Community Trust

Members discussed the grant agreement with LymeArts Community Trust (LACT) as there was continuing concern over the trust's financial status and the need for the council to see the organisation's accounts.

The town clerk said LACT's management accounts did not belong to the town council. However, in accordance with the grant agreement, they were provided to the town clerk, finance manager and the council representative, Cllr J. Scowen, to review, with a summary then provided to the committee. He added that LACT's annual accounts were in the public domain and when they were available, he would circulate them to members.

17/94/TCP – Community Week

RESOLVED: 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

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Cllr S. Williams said he was concerned members did not see details of events and they should be deciding which events should take place and when.

The town clerk said he agreed there needed to be more involvement from members in organising events but he advised against members getting too involved in the details, which could hold up events. He said the chairmen of the Town Management and Highways Committee and the Tourism, Community and Publicity Committee could be involved in signing off events with event organisers. The town clerk added that details of events could be provided in the members' briefing.

The town clerk said he intended to bring an events' policy and procedure and relevant proformas to the next committee cycle for members' approval.

Cllr D. Hallett asked that members were provided with a copy of the events' calendar.

It was agreed other issues to be included in the discussion would be the safety of marquees on the roof of the shelters, the number of local organisations allowed to hold an event in the shelters at one time, and how to deal with non-compliance of the rules.

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

RESOLVED: 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

RESOLVED: 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

RESOLVED: 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.

17/197/C Town Management and Highways Committee

Proposed by Cllr J. Scowen and seconded by Cllr B. Larcombe, it was **RESOLVED** to receive the minutes of the Town Management and Highways Committee held on 18 April 2018 and adopt the recommendations, as follows:

Cllr O. Lovell did not vote to receive the minutes due to his pecuniary interests.

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

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Members discussed the related issue of peddling, as they were aware the applicant was now operating on this basis.

The town clerk said a report would be taken to the next Town Management and Highways Committee to determine if the council had any powers and to take appropriate action.

RESOLVED: 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.

17/116/TMH – Beach Hut Replacement

RESOLVED: 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

The town clerk said the deputy town clerk was close to reaching a financial agreement with the landowner for the use of the park and ride site, but the figure was just outside the delegated authority. Therefore, the recommendation would need to be discussed under exempt business.

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.

17/118/TMH – View Road Access Arrangements

RESOLVED: 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.

17/119/TMH – Security and Alarm Review

RESOLVED: 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.

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

RESOLVED: to agree the boundary alignment at the rear of Ocean View, Marine Parade, Lyme Regis.

17/198/C A Review of the Information Policy

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Proposed by Cllr O. Lovell and seconded by Cllr S. Miller, members **RESOLVED** to approve the Information Policy.

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17/199/C Review of Arrangements with other Local Authorities

Cllr B. Larcombe said as this was such a significant issue, he believed a dedicated meeting was required to discuss it.

The town clerk said this report came to the council every year, as required by standing orders, but he agreed a separate meeting in the next council year would be a good idea.

Proposed by Cllr S. Miller and seconded by Cllr O. Lovell, members **RESOLVED** to hold a dedicated meeting in the 2018/19 council year to allow members to review the town council's arrangements with other local authorities.

17/200/C The Annual Review of the Fixed Assets Register

Cllr D. Hallett asked why the value of the Marine Parade toilets had not increased even though the council was refurbishing them.

The town clerk said all the assets in the register were recorded at historic cost, not the real value of the assets.

Cllr S. Larcombe asked if members could have a map of where the litter bins were and who they belonged to, as some had gone missing.

The town clerk said ownership of litter bins in the town could be reported to the Town Management and Highways Committee.

It was acknowledged the storm shooter and the skatepark shelter had been disposed of and were no longer on the register.

Proposed by Cllr S. Miller and seconded by Cllr Mrs C. Reynolds, members **RESOLVED** to approve the fixed asset register.

17/201/C Asset and Service Transfer Counter-Proposal to West Dorset District Council

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.

17/202/C Lister Gardens' Boundary Dispute

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

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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.

17/203/C Lloyds Bank Mobile Banking Van

Proposed by Cllr B. Larcombe and seconded by Cllr Mrs C. Reynolds, members **RESOLVED** to 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.

17/204/C Appointment of Members to Meet with the Bowling Club

It was proposed by Cllr S. Larcombe and seconded by Cllr O. Lovell that Cllrs G. Turner and B. Larcombe meet with the bowling club.

It was proposed by Cllr J. Scowen that Cllr J. Scowen meets with the bowling club.

This motion was not seconded.

The town clerk said members needed to be satisfied the chosen members would be negotiating to get the best deal for the council.

Proposed by Cllr S. Larcombe and seconded by Cllr O. Lovell, members **RESOLVED** that Cllrs G. Turner and B. Larcombe meet with the bowling club, and if either could not attend a meeting, Cllrs O. Lovell and J. Scowen would stand in.

17/205/C Toilet Twinning

Cllr B. Larcombe said taxpayers had not given the council a mandate to spend money on worthy causes such as this, and it was not for a town the size of Lyme Regis to provide foreign aid. This view was generally supported by members.

It was noted members could make a personal donation, if they wished.

Proposed by Cllr S. Larcombe and seconded by Cllr O. Lovell, members **RESOLVED** not to approve the twinning of Marine Parade toilets.

The meeting adjourned for a break at 8.54pm.

The meeting resumed at 9.02pm.

17/206/C Exempt Business

(a) Lister Gardens' Boundary Dispute

Mr J. Hodnett, from the council's solicitors, Kitson and Trotman, summarised the response from the assistant land registrar based in Weymouth, dated 20 April 2018.

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Mr J. Hodnett said members needed to consider if there was sufficient evidence to dispossess the other party of the land and if there was enough evidence to show the land belonged to the town council.

Members discussed whether they would be able to proceed with the dispute with any certainty and the risks involved, given the differing opinions of two land registrars.

It was acknowledged that when this issue was last considered, it was agreed the council would not pursue this matter if the next action failed.

Cllr S. Miller said he believed the council had spent a disproportionate amount of money on land that had limited value.

Cllr S. Williams said he believed the matter was worth pursuing as the land was valuable and a public right of way had been built over.

Mr J. Hodnett said from a legal point of view, the situation was uncertain and the council had to weigh up the cost against the benefit. He said other risks to the council included reputational risk, and whatever the council decided now had to stand the test of time.

Mr J. Hodnett said if the council pursued this matter, it would go on for at least two years. He said the next administration would need to know the current administration had properly considered the advice it was given, considered the costs, and made a considered decision.

It was proposed by Cllr J. Scowen not to pursue the Lister Gardens' boundary dispute.

This motion was not seconded.

Members discussed whether there was an option for the other party to buy the land as the council was now in a stronger position, given the assistant land registrar had decided, on the balance of probabilities, that a mistake had been made in the register, and which was capable of alteration. However, members acknowledged this was based only on the opinion of the assistant land registrar, not fact.

Mr J. Hodnett said there was an opportunity for negotiation at the next stage but there needed to be two willing parties. However, he said if the matter was not resolved after the next step, the council could be exposed to costs.

Members acknowledged they were being asked to make a significant decision, taking into account the amount of time the council had invested in this matter, the amount of money already spent on pursuing the dispute, and the value of the land.

Cllr S. Williams requested a recorded vote on the following motion.

Proposed by Cllr J. Scowen and seconded by Cllr S. Larcombe, members **RESOLVED** that having considered the opinions of two land registrars, whose opinions differed, having considered the potential reputational risk to the council, the potential costs to the council, having reviewed all the historic legal and professional

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advice, and bearing in mind the statutory responsibilities placed upon them, based on the balance of probabilities, the council decided not to pursue the Lister Gardens' boundary dispute any further.

Voted for – Cllr S. Miller, Cllr J. Broom, Cllr Mrs C. Reynolds, Cllr J. Scowen, Cllr R. Doney, Cllr O. Lovell, Cllr B. Larcombe, Cllr S. Larcombe, Cllr G. Turner, Cllr Mrs M. Ellis

Voted against – Cllr S. Williams

Abstentions – Cllr D. Hallett

Mr J. Hodnett left the meeting at 9.58pm.

(b) **Asset and Service Transfer Counter-Proposal to West Dorset District Council**

The town clerk said he had received updated costs for the toilets, which were higher than WDDC had originally indicated. He said WDDC had provided a schedule of all costs, which included business rates, but he had requested information on the treatment of VAT.

The town clerk said the counter-proposal also included another WDDC asset which would generate some income to help off-set the extra toilet costs. The counter-proposal was also based on the freehold transfer of all the toilets.

The town clerk said if WDDC agreed to the proposed land transfer, up to 34 parking spaces could be created to provide further income.

Cllr Mrs C. Reynolds, the Lyme Regis and Charmouth member on WDDC, said she intended to vote on this matter. She had taken advice on any potential conflict of interest and she would not be deferring to the higher authority. She said if the matter came up at WDDC, she would take further advice and if that meant she was unable to vote at WDDC, she would follow that advice.

The town clerk said the proposal would be considered by WDDC on 29 May 2018 and agendas would be issued the week before; therefore, the council had to make a decision on the counter-proposal at this meeting.

In response to a question from Cllr B. Larcombe, the town clerk said he agreed the proposed amount for the refurbishment of toilets was not enough, but the proposed cash sum from WDDC would help cover that.

Cllr D. Hallett requested a recorded vote on the following motion.

Proposed by Cllr S. Miller and seconded by Cllr Mrs C. Reynolds, members **RESOLVED** to approve the counter-proposal to West Dorset District Council's proposal of 26 April 2018 concerning the transfer of assets and services to the town council, and to delegate authority to the town clerk to draft a letter to WDDC in consultation with the chairman of the Strategy and Finance Committee.

(c) **17/117/TMH – Charmouth Road Park and Ride Facility**

AGENDA ITEM 6

Original motion: 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.

The town clerk said the deputy town clerk had already met with the landowners and the amount suggested by them for the use of the site was slightly above his delegated authority. He told members the amount, which they agreed was acceptable.

Substantive motion: to give authority to the deputy town clerk to agree the sum proposed by the landowners for the ongoing use of the park and ride site at Charmouth Road for a period of at least five years.

The meeting closed at 10.27pm.

AGENDA ITEM 7

Committee: Full Council

Date: 23 May 2018

Title: Matters arising from the minutes of the Full Council meeting held on 9 May 2018

Purpose of the Report

To inform members of matters arising from the minutes of the Full Council meeting on 9 May 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

17/182/C – Public Forum

Officers have taken up Cllr D. Turner's offer to give a presentation to the council on local government arrangements and members will be informed of the date in due course.

17/183/C – Questions from Councillors

The town clerk, operations manager and Cllr J. Broom met with the operations manager from Dorset Waste Partnership to discuss seafront litter collections.

It was agreed to order two 1,100 litre bins, which will be used to remove excess waste after DWP has finished its daily collections. The town council has also ordered six additional bins for the seafront.

At that meeting, DWP confirmed the operatives' summer hours commence on 21 May 2018. However, because of the good weather forecast, the town clerk has asked DWP to extend the working hours on 19 and 20 May 2018.

The town clerk has arranged to meet with DWP on 12 March 2019 to review waste arrangements ahead of the season.

The seafront attendant and cleansing operative's working hours for May to August will be provided in the members' briefing on 18 May 2018.

AGENDA ITEM 7

17/192/C – Mayor's Announcements

The Dorset police and crime commissioner has been invited to attend either the Strategy and Finance Committee meeting on 27 June 2018 or the Full Council meeting on 11 July 2018.

17/196/C – Tourism, Community and Publicity Committee

The events' calendar will be provided in the members' briefing on 18 May 2018.

17/197/C – Town Management and Highways Committee

A report on peddling will be taken to the next committee meeting on 13 June 2018. Ahead of this meeting, officers are intending to meet with West Dorset District Council (WDDC), as the licensing authority, and the police.

17/200/C – The Annual Review of the Fixed Assets Register

A report on ownership of litter bins in the town will go to the Town Management and Highways Committee on 13 June 2018.

17/203/C – Lloyds Bank Mobile Banking Van

The fee agreed with Lloyds Bank is the same as the current arrangements of £50 per week (including VAT).

17/204/C – Appointment of Members to Meet with the Bowling Club

The captain of the bowling club has been informed of which members will be meeting with representatives of the club and a meeting will be arranged shortly.

17/201/C – Asset and Service Transfer Counter-Proposal to West Dorset District Council

The letter was sent to Nick Randle from the Local Government Resource Centre on 11 May 2018.

John Wright
Town clerk
May 2018

LYME REGIS TOWN COUNCIL

**MINUTES OF THE ANNUAL TOWN MEETING OF ELECTORS HELD ON
FRIDAY 20 APRIL 2018**

1. Introductions and welcome from the mayor – Cllr Mrs M. Ellis

Cllr Mrs M. Ellis welcomed all those attending the meeting and introduced Cllr Cheryl Reynolds of West Dorset District Council (WDDC), and Cllr Daryl Turner of WDDC and Dorset County Council (DCC).

Cllr Mrs M. Ellis said apologies had been given by Richard Doney, Brian Larcombe, Audrey Vivian and Keith Vivian.

2. To receive the minutes of the Annual Town Meeting held on 7 April 2017

Proposed by Jo Robinson and seconded by Jeff Scowen, the minutes of the Annual Town Meeting on 7 April 2017 were **APPROVED** by the majority as a correct record of the meeting.

3. To receive the Report to Electors 2017/18

Cllr Mrs M. Ellis presented the report to the meeting.

4. Feedback from local organisations in receipt of grants and support from Lyme Regis Town Council

Marcus Dixon – Lyme Regis Gig Club

Mr Dixon said the gig club was fortunate to receive a grant last year, which was very gratefully received and enabled them to continue to develop the junior rowing section with the purchase of junior rowing oars. He said the club was set up 11 years ago to enable people of all ages to participate in sea rowing, to have fun, keep fit, meet people and compete in probably the fastest growing sport in the south west. He said the club was flourishing, with 200 members and 50 junior members.

Mr Dixon said the club wouldn't be where it was if the town council hadn't supported it from the beginning. He said people were waiting to join the club but they would like to find some way of developing more of a facility for the club. He said if the council was looking at the Monmouth Beach area being developed, the club hoped there was scope for providing more land for a facility.

Ray Waspé – Lyme Regis Sea School

Mr Waspé said the organisation was a charity run by volunteers, and a Royal Yachting Association (RYA) approved sea school which taught children and adults to sail. He said last year the council gave a grant to help to replace some of the old boats, with four bought last year and a further four to be replaced this year.

AGENDA ITEM 9

Mr Waspe said the sea school taught about 200 children and 50 adults a year to sail through the RYA programme, and how to respect the sea. He said children who learned to sail could go on to become assistant instructors or instructors, which gave them a certain level of responsibility at a young age.

Mr Waspe said they used the council grant to buy two Pico dinghies, which were used by Woodroffe School to teach up to 40 pupils, and by the sailing club and sea school in the summer. He said the club appreciated the support, which was part of an ongoing fundraising programme.

Rovarn Wickremasinghe – Bridport and District Citizens' Advice Bureau

Mr Wickremasinghe thanked the council for its grant, which was essential to provide an outreach service in the town, operating at St Michael's Business Centre on Wednesdays. He said over the last year they had seen just over 2,000 people and dealt with 5,000 problems, of which 130 people were from Lyme Regis. He said they helped with a range of problems, including benefits, debt problems and housing.

Mr Wickremasinghe said the CAB was trying to do more in Lyme Regis and was holding sessions at the medical centre on Mondays through April, and hoped to be able to continue beyond that. He said the grant had been invaluable to train volunteers, including supervision costs and travel expenses, and there were currently 80 volunteers. He said it had been a busy year, with a lot of changes especially due to Universal Credit.

Stan Williams – Axe Valley and West Dorset Ring and Ride

Mr Williams said the organisation was run by a small committee. He said when the service started, they didn't think Lyme Regis would be a big user of the service, but there were high passenger numbers and virtually every trip out of Lyme Regis was full. He said the service was well used by people who were not on a bus route and by disabled people. He said the passengers made friends with each other so it also helped them socialise. He thanked the council for its support.

Philip Sankey – Western Area Transport Action Group (WATAG)

Mr Sankey said the council's grant had enabled WATAG to produce timetables, crossing the gap in Lyme Regis between different operators and links with trains. He said lots of timetables were given out in Bridport, which may have encouraged people to come to Lyme Regis. He said the group was on fairly good terms with the bus management, so people could raise issues with the group and they could take them up with the bus companies.

Adrianne Mullins – St Michael's Primary and Pre-School PFA

Mrs Mullins thanked the council for its grant of £2,500 and said the PFA was grateful to receive the whole award as it allowed them to purchase four sheds as planned. She said they were used in the primary school to securely store outdoor PE equipment, where it was protected from the weather, no longer covered in mould, easily accessible and in good working order. She said in

the pre-school, one of the sheds was used as a construction area as part of the children's outdoor learning.

Mrs Mullins said the PFA raised thousands of pounds for the school but there was a high demand on funds for things like swimming lessons, IT equipment and school trips so the funds had to be prioritised. As such, the PFA was grateful for the council's support in enhancing the children's learning. She thanked the council on behalf of the PFA, staff and governors, and the children of St Michael's.

4. Open Session

(a) Questions from young people

There were none.

(b) Questions from Lyme Regis Electors

Ken Gollop

- i) Mr Gollop asked why there was no notice in the press advertising the meeting and asked if this was a legal requirement. He said the noticeboard in Broad Street was crowded and perhaps the middle section could be kept clear for council business.

Cllr Mrs M. Ellis said there was no legal requirement to put a notice in the press, but notification had been sent to the press, as well as the meeting being advertised in the noticeboards, and on the town council's website and social media.

- ii) Mr Gollop asked what could be done to get the bus stop moved up Broad Street to relieve congestion from traffic and pedestrians. He asked if there would be a public consultation on traffic problems.

Cllr D. Turner said requests could be sent to Amanda Evans at DCC, and all requests would need to be assessed by the community highways' officers. To determine a suitable location for the bus stop, he said DCC would look at existing junctions and traffic regulation orders. He said DCC had a petitions' system but it must get the approval of the town council as well.

The town clerk said the council had appointed a company called Hydrock to do a traffic survey, which would include public consultation.

Cllr Mrs C. Reynolds said the town council was waiting to see if Highways England would agree to signs on the A35 to prevent HGVs coming into the town.

- iii) Mr Gollop asked as there were now deckchairs on the pavements in Broad Street, would the town ever be rid of the A boards congesting the pavements and causing a danger to pedestrians.

AGENDA ITEM 9

Cllr D. Turner said enforcement of the rules regarding A boards was carried out by Simon Roberts at DCC. He said there was an A boards policy and leaflets had been sent to local businesses numerous times. He said trading on the highways was not allowed under the Highways Act and the business in question had been informed of this.

Cllr D. Turner said enforcement of various issues was carried out by the town, district and county council enforcement officers, but as Dorset was moving towards a unitary authority, he hoped all three councils would be able to work to the same legislation and have officers who were capable of carrying out all enforcement.

Cllr D. Turner said the A board policy stated businesses were able to have one board and he would ensure businesses were informed again. He said he would inform Simon Roberts of a business in Drake's Way which had several boards.

Mrs B. Holmes

- i) As a former volunteer at the Jubilee Pavilion, Mrs Holmes asked what the council's plans were for the pavilion this season and its long-term future.

Cllr Mrs C. Reynolds said at the end of the last season, there were only seven volunteers so the spaces couldn't be filled, especially at weekends. She said she was meeting with Alan Vian to see if there was any way it could be opened just at weekends, but it would depend on there being enough volunteers. She added that the council now had a seafront attendant who was based at the pavilion.

Mrs Holmes said the council needed to employ a marketing person to professionally run the shelters, to commercially let the rooms and make the space in the Jubilee Pavilion attractive. She said the volunteers felt they were not supported by the council and there were numerous problems, including the building being dirty and issues with the projectors. However, the volunteers would support the council if it was run professionally and on a commercial basis.

Cllr Mrs M. Ellis said the council did advertise for a marketing person several years ago but there was no response.

Mr N. Ball added that the canopy over the performance area was missing but he understood it was on order, and banners were missing, leaving poles sticking out of the walls.

There were suggestions to move the council office and the tourist information centre to the Jubilee Pavilion.

- ii) Mrs Holmes asked how Dorset Waste Partnership and the town council were going to resolve between them the big problem of waste bin collections along the seafront during major events.

The town clerk said the council had invested a lot of resources on the seafront this year and last year, including appointing a seafront attendant, and scheduling staff rotas so they work 47 hours a week in the summer. When there are events, he said resources were focused on supporting the events and conversations were also taking place with event organisers, who had a responsibility to take their rubbish away. He said Dorset Waste Partnership employees finished on the seafront in the early evening, so the council would be making sure it provided cover later in the day.

Cllr D. Turner said Turn Lyme Green (TLG) was working on a Plastic Free Lyme initiative and he praised Vic's chip shop as they had stopped using plastic wrappings and containers. He said if other businesses did the same, this would make a big difference in the town.

Cllr Mrs C. Reynolds said the council was supporting TLG in this initiative, which included a display in the Jubilee Pavilion in the near future.

Mr S. Williams

Mr Williams asked why the beach cleaning tractor hadn't been used since last year as there was a lot of rubbish on the beach.

The administrative officer said as there had been a large ridge on the beach, it had not been possible to get the tractor on the beach, but it had been used more recently than last year. She said Mr Williams had contacted the operations manager about it that day, after which, the external works' team had removed some of the rubbish and driftwood by hand.

In response to a question about beach replenishment, Cllr D. Turner said WDDC didn't have funding to do this; funding was only available for harbour dredging, when material was deposited on the beach. He said the beach was replenished during the dredging but storms had washed it away.

Mr D. Hallett said there was £248,000 available in Section 106 funding for coastal protection works and he suggested it could be used for beach replenishment.

Mr K. Gollop

Mr Gollop asked if there had been any discussions with WDDC about the town council taking over the harbour.

Cllr Mrs M. Ellis said it had not been discussed.

Adrian Robinson

Mr Robinson said with the formation of a unitary authority, a lot of the powers available to Weymouth and Portland Borough Council were going to disappear, and there were now plans to form a town council in Weymouth with 49 members. He asked what provisions were being put in place to ensure the weight of that body didn't drown out the rest of Dorset.

AGENDA ITEM 9

Cllr D. Turner said there was a question mark hanging over the unitary status as Christchurch Borough Council had found a way into judicial review. He said powers would be devolved to Weymouth Town Council in the same way as to other town councils. However, he said WPBC had a huge asset base and it wasn't yet known what the new town council would take across with them. He said the key issue was funding, but there were no answers yet. He said personally, he didn't believe anything would be devolved to town councils until May 2019.

Mrs G. Lang

Mrs Lang asked how the refurbishment of the Marine Parade toilets was getting on.

Cllr J. Broom said the work would start on 23 April 2018.

Mrs Jane Robinson

Mrs Robinson asked for an update on the installation of cash machines.

Cllr Mrs M. Ellis said Western Power would be installing the electricity supply in two to three weeks and it was expected to take four to six weeks for BT to install a line. She added that it was not the council's responsibility to provide cash machines.

Cllr Mrs C. Reynolds said they were due to be installed in January but this was delayed as there was no electricity supply or phone line. She said Tesco had said it would provide cashback. She said a cash machine was due to be installed at Fordhams at the end of May and this had also been delayed.

Mrs Robinson said she worked in Tesco and employees had not been told the store would be providing cashback.

Mrs Jo Robinson

Mrs Robinson asked for an update on the proposed puffin crossing in Broad Street.

Cllr D. Turner said the proposal had to go to public consultation, which would also involve speaking to local businesses. He said the resident who had originally requested the crossing now had a guide dog, so DCC would also need to consult with her.

Mr A. Robinson said he had done guide dog training and Royal National Institute for the Blind training, and in his opinion, there would be nowhere a guide dog would currently choose to cross.

Mr K. Gollop

Mr Gollop asked if there had been any progress with the listed building officer regarding the Guildhall window.

AGENDA ITEM 9

Cllr Mrs C. Reynolds said a meeting had taken place with the listed building officer, and DCC Highways was discussing with Highways England the possibility of more signs on the A35 to deter HGVs from coming into the town. She said it had to be proven the signs had not improved the situation before the listed building officer would consider any structural changes to the Guildhall window.

Mr Gollop said there was a proposed restructuring programme for the Cobb, which was due to go to public consultation in June. He said the plans, which included tarmacking the surface and removing the cobbles in some places, had been given the approval of listed building officers. He said if they were willing to compromise over the Cobb, perhaps they would be willing to compromise over the Guildhall.

Cllr D. Turner said Natural England had climbed down considerably. However, a public consultation would take place and the funding would need to be in place first.

Mrs G. Lang

Mrs Lang asked if there was any update on the refurbishment of the Regent Cinema.

Cllr D. Turner said there had been no planning application or pre-application submitted.

Cllr O. Lovell said he understood the cinema wanted to have two screens but there was a funding gap.

Mr A. Robinson

Mr Robinson thanked the town council for funding the town bus, which he said had been a lifesaver and was much appreciated, especially by those who felt isolated at times and couldn't get to appointments.

Mr L. Loveridge

Mr Loveridge said the cemetery was in disarray. Recently, he had to pull grass off his family's gravestone, and as dogs were allowed in the cemetery on leads, faeces were regularly found on graves. He asked why the gates were open 24 hours a day.

The town clerk said grounds' maintenance had been difficult over the last few weeks because of the bad weather, but he would ensure the external works' team tidied it up the following week. He said he sympathised with the issue of dog fouling.

The administrative officer said WDDC had recently introduced a dog related Public Space Protection Order (PSPO). She said although the town council had requested a dog ban in the cemetery, the PSPO allowed dogs in the cemetery, provided they were on a lead.

AGENDA ITEM 9

Mr A. Robinson requested the wild flowers were not decimated when the cemetery was maintained.

Mr N. Ball

- i) Mr Ball asked why all those who had attended the meeting didn't attend council meetings.
- ii) Mr Ball said there were a lot of blocked drains following recent bad weather, and despite reporting issues on the Dorset For You website on 4 January 2018, there had been no action taken. He said drains were blocked from the golf club, through Garmans Field, and down Charmouth Road and Colway Lane. He said in situations like these, he had requested to speak to the director of highways and he urged others to do the same, as this wouldn't be possible when the unitary authority was formed.
- ii) Mr Ball said the council could be more interactive at its meetings. He suggested a screen to show agendas, rather than large paper agendas. He added that people needed to work together with the council and if they wanted to discuss something, to request a meeting.
- iii) Mr Ball said he was concerned about weeds outside shops, which should be dealt with by shopkeepers.
- iv) As the council had extended the period of operation of Charmouth Road car park, Mr Ball believed the council should no longer pursue the Sidmouth Road park and ride.
- v) Mr Ball thanked the town council for giving grants to deserving organisations and he was pleased some organisations had attended the meeting to give their thanks.

Cllr D. Turner said when an issue was reported on Dorset For You, a unique reference number would be provided and a date when the issue should be completed by. He said if the issue was not resolved within that timescale, people should email him and he would chase it up.

Mr A. Robinson

Mr Robinson said if a unitary authority was formed, the first post allocated should be a qualified change manager to bring them into line with other authorities. He said staff should have to re-apply for their own jobs and anyone who was not responding to the public should be let go. He said authorities were not working to a modern standard.

Cllr D. Turner said all employees would be transferred under TUPE (Transfer of Undertaking) arrangements and the councils were looking at other authorities to try and identify best practice, but there would be a lot of changes under the new authority.

Mr D. Hallett

Mr Hallett said he was concerned there was no police representative at the meeting and about the level of police presence in the town in general.

Cllr Mrs M. Ellis said PCSO Amanda King was unable to change her shift to attend the meeting. She said she met with the Dorset police and crime commissioner that week, and he had said he would ensure someone from Dorset Police was at the annual town meeting every year.

Cllr Mrs M. Ellis reminded everyone they were welcome to attend any council meeting, and could ask any question at the Full Council meeting and anything included on the agenda at committee meetings. She said people didn't have to wait until the annual town meeting to raise issues.

6. Lyme Regis Town Council Annual Return for the financial year ended 31 March 2017

The document was noted.

The meeting closed at 8.38pm

Total attendance approx. 35

Committee: Full Council

Date: 23 May 2018

Title: Reaffirmation of the Eligibility Criteria required to hold the General Power of Competence

Purpose

To allow members to reaffirm the council meets the eligibility criteria to hold the General Power of Competence

Recommendation

Members reaffirm that Lyme Regis Town Council meets the eligibility criteria to hold the General Power of Competence

Background

1. Introduced in the Localism Act 2011, the General Power of Competence (GPC) came into force on 28 March 2012 and gives 'A local authority power to do anything that individuals may generally do'.¹
2. Part of the government's decentralisation programme, the GPC seeks better representation, local decision-making, innovation and cost-effectiveness.
3. The types of activity the town council could use the GPC for include running a post office or holding shares in a company.
4. In such instances, the town council must comply with the company structures in the Localism Act (and follow company law), follow government advice on investment, check for any pre- and post-commencement limitations, and establish that the statutory duties of others aren't being usurped. If discretionary services are provided, they must be charged at the cost of provision.
5. The GPC does have restrictions: it cannot be used to raise the precept; existing financial, procedural, regulatory and legal duties must remain; byelaws and enforcement activity can't be created; and any company structures are restricted to those limited by shares, guarantee, industrial or provident societies.
6. To qualify for the GPC, at least two-thirds of councillors must be elected and the clerk must hold an appropriate qualification: at minimum, the Certificate in Local Council Administration. The Full Council must confirm by minuted resolution that it meets the eligibility criteria.

¹ The Localism Act 2011 Sec 1 (1).

AGENDA ITEM 10

7. Re-confirmation is required at every annual meeting of the council after ordinary elections. This is detailed in standing order 2.j.xiii, 'In a year of elections, if a Council's period of eligibility to exercise the general power of competence expired the day before the annual meeting, to review and make arrangements to reaffirm eligibility'.
8. As reported to the Human Resources Committee on 29 October 2014 and Full Council on 19 November 2014, the town clerk obtained the Certificate in Local Council Administration on 8 October 2014.
9. The council has 14 seats and 11 elected members, so the qualification requirement to have two-thirds of members elected is met.
10. Consequently, the council meets the qualifying criteria required to hold the GPC.

John Wright
Town clerk
May 2018

Committee: Full Council

Date: 23 May 2018

Title: Terms of Reference and Scheme of Delegation

Purpose of Report

To allow members to consider its committees' terms of reference and the scheme of delegation

Recommendation

Members consider the report and approve the terms of reference and scheme of delegation

Background

1. Standing order 2.j. states that during the course of the council year, the council must carry out a 'review of delegation arrangements to committees, sub-committees, employees and other local authorities' and a 'review of the terms of reference for committees'.
2. The committees' terms of reference and accompanying scheme of delegation are usually reviewed at the annual meeting. The last review took place 24 May 2017 when they were amended to reflect the council's new committee structure.
3. A report on the council's committee structure was considered by the Strategy and Finance Committee on 2 May 2018. It was subsequently resolved by the Full Council on 9 May 2018 '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.'
4. As there have been no changes to the council's delegation arrangements or the committee structure, there are no suggested amendments to the terms of reference and scheme of delegation.
4. The terms of reference and scheme of delegation are attached at **appendix 11A** for members' consideration.

Adrianne Mullins
Administrative officer
May 2018

Terms of Reference and Scheme of Delegation

1. Full Council

- 1.1 The Full Council is the body that grants adoption, approval or variation of plans, strategies and policies recommended by the Council's committees. It is the most senior body of the council and, unless otherwise stated, all recommendations by Council committees must be adopted by resolution of the Full Council before they can be enacted.
- 1.2 The Full Council has a statutory role in approving the budget and setting the precept. It is also the body responsible for ensuring compliance with the council's statutory requirements.
- 1.3 The Full Council is the body that will annually appoint to the offices of the Mayor and Deputy Mayor. Full Council meetings will be chaired by the Mayor.
- 1.4 In an election year, the Full Council will receive councillors' declarations of acceptance of office.
- 1.5 In the ordinary year of election of the Council, the Full Council will fill any vacancies left unfilled at the election by reason of insufficient nominations.
- 1.6 The remaining business shall be transacted by the Full Council and may be delegated to an appropriate committee during the course of the Council year in an order that is expedient:
 - 1.6.1 Confirmation of the accuracy of the minutes of the last meeting of the council;
 - 1.6.2 To receive and note minutes of and/or to determine by resolution recommendations made by committees;
 - 1.6.3 Review of delegation arrangements to committees, sub-committees, employees and other local authorities;
 - 1.6.4 Review of the terms of references for committees;
 - 1.6.5 Receipt of nominations to existing committees;
 - 1.6.6 Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors).
 - 1.6.7 Review and adoption of appropriate standing orders and financial regulations;

- 1.6.8 Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
- 1.6.9 Review of representation on or work with external bodies and arrangements for reporting back;
- 1.6.10 In a year of elections, if a council's period of eligibility to exercise the power of well being expired the day before the annual meeting, to review and make arrangements to reaffirm eligibility;
- 1.6.11 Review of inventory of land and assets including buildings and office equipment;
- 1.6.12 Review and confirmation of arrangements for insurance cover in respect of all insured risks;
- 1.6.13 Review of the council's and/or employees' memberships of other bodies;
- 1.6.14 Review of the system of internal control and risk;
- 1.6.15 Establishing or reviewing the council's complaints' procedure;
- 1.6.16 Establishing or reviewing the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;
- 1.6.17 Establishing or reviewing the council's policy for dealing with the press/media;
- 1.6.18 Setting the dates, times and place of ordinary meetings of the Full Council for the year ahead;
- 1.6.19 To receive and note such communications as the person presiding may wish to lay before the council (Mayor's Announcements);
- 1.6.20 To receive the internal and external auditors' reports
- 1.6.21 To answer questions from councillors;
- 1.6.22 To authorise the sealing of documents;
- 1.6.23 To authorise the signing of orders for payment.
- 1.6.24 To authorise the annual return

- 1.6.25 Civic matters
- 1.6.26 To consider member attendance at meetings
- 1.6.27 The award of grants to local organisations
- 1.6.28 To oversee the council's attainment of the gold standard of the Local Council Award Scheme
- 1.7 No business may be transacted at a meeting of the Full Council unless at least one third of the whole number of members of the council are present, i.e. five members.

Terms of Reference

2. Committees – General

- 2.1 The purpose of the council's committees is to consider issues under their remit. Issues will normally be outlined in a report prepared by officers and each report will normally include a recommendation.
- 2.2 Any recommendation(s) from a council committee will be considered at the subsequent meeting of the Full Council. Any decision or recommendation from a council committee has no status until it has been adopted by the Full Council by way of a resolution. This is unless a committee has devolved powers, i.e. Planning in respect of making recommendations direct to West Dorset District Council on planning applications.
- 2.3 Each committee will:
 - 2.3.1 Elect its chairman and vice-chairman from among its membership;
 - 2.3.2 Confirm the accuracy of the minutes of the last committee meeting;
 - 2.3.3 Agree and review the terms of reference for sub-committees, working or advisory groups that report to the committee;
 - 2.3.4 Receive nominations to existing sub-committees, working or advisory groups that report to the committee;
 - 2.3.5 Elect chairmen and vice-chairmen to existing sub-committees, working or advisory groups that report to the committee;
 - 2.3.6 Appoint any new sub-committees, working or advisory groups, confirmation of their terms of reference, the number of members (including, if appropriate, substitute councillors),

receipt of nominations and the election of chairmen and vice-chairmen to them;

- 2.3.7 To examine on behalf of the council various policies, strategies and plans relating to its subject area and to report these to the Full Council;
- 2.3.8 To undertake reviews or policy development tasks in relation to any matters falling within the remit of the committee;
- 2.3.9 To work with other relevant committees of the council where an area of work is shared with that committee.
- 2.4 Council-approved projects and objectives will be delegated to the relevant committee.
- 2.5 No business may be transacted at a committee meeting of the Full Council unless at least one third of the whole number of members of the committee are present and in no case shall the quorum of a meeting be less than three.

3. Strategy and Finance Committee

- 3.1 The purpose of the Strategy and Finance Committee is to discharge all of the council's functions except those reserved to the Full Council and those matters' specifically delegated to other committees, including:
 - 3.1.1 Preparation and management of the council's budget and precept
 - 3.1.2 Review of inventory of land and assets, including buildings and office equipment
 - 3.1.3 Control, monitoring and review of income and expenditure, both revenue and capital
 - 3.1.4 Treasury management
 - 3.1.5 The development and review of the corporate plan
 - 3.1.6 Establish and review council-wide policies that are not within the remit of other committees and beyond the remit of a single committee
 - 3.1.7 Consider all governance arrangements, except those that are the remit of the Human Resources Committee
 - 3.1.8 Receive details of any requests for information made under the Freedom of Information Act 2000.

- 3.1.9 Receive details of formal complaints made to the council
- 3.1.10 Compliance with legislation, regulation and best practice
- 3.1.11 Carrying out functions on behalf of the Full Council, in particular the:
 - 3.1.11.1 Review and adoption of standing orders and financial regulations
 - 3.1.11.2 Review and confirmation of arrangements for insurance cover in respect of all insured risks
 - 3.1.11.3 Review of the system of internal control and risk management
 - 3.1.11.4 Establishing or reviewing the council's complaints' procedure
 - 3.1.11.5 Establishing or reviewing the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998
 - 3.1.11.6 Setting the dates, times and place of ordinary meetings of the Full Council for the year ahead
 - 3.1.11.7 To receive the internal and external auditors' reports
 - 3.1.11.8 Performance management

4. Human Resources Committee

- 4.1 The purpose of the Human Resources Committee is to consider member and officer issues, including:
 - 4.1.1 To consider breaches of the council's code of conduct for members and, based on the report of West Dorset District Council's monitoring officer, recommend to Full Council any sanctions that should be applied to that member under the council's voluntary code.
 - 4.1.2 To undertake an annual review the council's code of conduct and make recommendations to the Full Council on any revisions that are required.

- 4.1.3 To consider the establishment structures, staffing levels, job descriptions, person specifications, job evaluations, and the remuneration levels
- 4.1.4 To ensure that the council has policies and procedures in place to meet its human resources and health and safety statutory responsibilities
- 4.1.5 To consider and review human resources and health and safety policies and procedures
- 4.1.6 To appoint the town clerk, deputy town clerk and operations manager
- 4.1.7 To appraise the performance of the town clerk and set his/her annual objectives
- 4.1.8 To consider grievances and complaints against the town clerk
- 4.1.9 To consider appeals against grievance and disciplinary decisions made by officers
- 4.1.10 To annually consider the development of the council's workforce
- 4.1.11 To commission periodic surveys to assess employee satisfaction
- 4.1.12 To annually consider levels of member and staff attendance, the number and type of complaints against employees, the number and type of grievances, disciplinaries and employment tribunals
- 4.1.13 To consider incidents of whistleblowing by employees
- 4.1.14 To monitor the learning and development of members and staff.

5. Town Management and Highways Committee

- 5.1 The purpose of the Town Management and Highways Committee is to manage services provided by the council relating to the natural and built environment, including conservation:
 - 5.1.1 Provision and maintenance of public property and open spaces, e.g. car parks, toilets, gardens, beaches, amenity services, cemetery, play park, skatepark

- 5.1.2 Administration of land and property to include leases, licences and concessions
- 5.1.3 Enforcement
- 5.1.4 Trees and planting
- 5.1.5 Street naming
- 5.1.6 To develop proposals and liaise with the county and district councils on highway maintenance and improvements, road safety, street lighting, street care, public transport, and footpaths and rights of way

6. Tourism, Community and Publicity

- 6.1 The purpose of the Tourism, Community and Publicity Committee is to take active steps to develop the town and people's perception of it. This includes the development and management of:
 - 6.1.1 Tourism policies
 - 6.1.2 Economic and business initiatives
 - 6.1.3 Marketing and publicity
 - 6.1.4 Community engagement
 - 6.1.5 Responding to consultations by external organisations
 - 6.1.6 Managing the process of consulting the community and third sector groups on policy development
 - 6.1.7 Twinning
 - 6.1.8 Arts and heritage
 - 6.1.9 Tourism services
 - 6.1.10 Events' management
 - 6.1.11 Promotion and publicity of the town

7. Planning

- 7.1 The purpose of the Planning Committee is to ensure the long-term interests of the town as a whole are taken into account in policies and decisions of the town, district and county councils, in so far as planning and highways issues are concerned.

- 7.1.1 To make recommendations direct to West Dorset District Council on planning applications.
- 7.1.2 The chairman and vice-chairman of the committee have delegated authority to make recommendations directly to West Dorset District Council on the committee's behalf if a comment is required before the next meeting.

8. Scheme of Delegation - Town Clerk

- 8.1 The town clerk is head of the council's paid service. All operational functions and day-to-day management of the council's business are delegated to the town clerk who takes ultimate responsibility for their execution.
- 8.2 The town clerk holds statutory positions as the council's proper officer, responsible financial officer, data control officer and freedom of information officer.

9. Proper Officer

- 9.1 Legislation requires local authorities to appoint certain officers with statutory responsibilities.
- 9.2 In local councils, the proper officer is usually the clerk. The statutory responsibilities of the council's town clerk are detailed in standing orders and, for information, are replicated below. The duties listed in bold are mandatory. The proper officer shall:
 - 9.2.1 Sign and serve on councillors by delivery or post at their residences a summons confirming the time, date, venue and the agenda of a meeting of the Council, committee or sub-committee at least 3 clear days before the meeting.
 - 9.2.2 Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council, committee or sub-committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).
 - 9.2.3 Receive any requests from councillors for items to be included on an agenda up to 10 working days before a meeting. The proper officer will then discuss with the relevant chairman which meeting this agenda item would go to. The decision on whether to include any such request ultimately lies with the proper officer.
 - 9.2.4 Convene a meeting of Full Council for the election of a new chairman of the council, occasioned by a casual vacancy in his/her office.

- 9.2.5 Make available for inspection the minutes of meetings.
- 9.2.6 Receive and retain copies of byelaws made by other local authorities.
- 9.2.7 Receive and retain declarations of acceptance of office from councillors.
- 9.2.8 Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection.
- 9.2.9 Keep proper records required before and after meetings.
- 9.2.10 Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the council's procedures relating to the same.
- 9.2.11 Receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary.
- 9.2.12 Manage the organisation, storage of and access to information held by the council in paper and electronic form.
- 9.2.13 Arrange for legal deeds to be sealed using the council's common seal and witnessed.
- 9.2.14 Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations.
- 9.2.15 Record every planning application notified to the council and the council's response to the local planning authority in the Planning Committee minute book.
- 9.12.16 Retain custody of the seal of the council which shall not be used without a resolution to that effect.
- 9.12.17 Action or undertake activity or responsibilities instructed by resolution or contained in standing orders.

10. Responsible Financial Officer

- 10.1 The Responsible Financial Officer (RFO) is a statutory office and is appointed by the council. The town clerk has been appointed as RFO for this council and these regulations will apply accordingly:
 - 10.1.1 The RFO, acting under the policy direction of the council, shall be responsible for the proper administration of the council's financial affairs in accordance with proper practices. He/she shall determine on behalf of the council its accounting records, and accounting control systems.
 - 10.1.2 The RFO shall ensure that the accounting control systems are observed and that the accounting records of the council are maintained and kept up to date in accordance with proper practices.
 - 10.1.3 The RFO shall be responsible for the production of financial management information as required by council.
- 10.2 The RFO may incur expenditure on behalf of the council which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £10,000. The RFO shall report the action to the council as soon as practicable thereafter.
- 10.3 Payments under £5,000 should normally be paid through online banking using BACS; two authorisers are required to make payments. The authorisers are the town clerk, deputy town clerk, finance manager and operations manager.
- 10.4 The authorisers named in paragraph 10.3 may also approve payments of up to £1,000 on a bank debit card.
- 10.5 In addition to executing his/her duties as the council's proper officer and responsible financial officer, it is important for the effective operation of the council that the town clerk takes personal responsibility for the Full Council, the Strategy and Finance Committee, and the Human Resources Committee and that he/she takes personal responsibility for:
 - 10.5.1 good governance, internal and external audit, internal control, financial planning, human resource management, public relations and land & property transactions
 - 10.5.2 ensuring that the town council operates in accordance with all legislation
 - 10.5.3 that the council's approved policies are implemented

- 10.5.4 ensuring statutory and other provisions governing or affecting the operation of the council are observed, including standing orders, financial regulations, external and internal audit, internal control, risk management and health and safety
 - 10.5.5 ensuring all meetings of the town council are properly administered
 - 10.5.6 ensuring members are properly advised on policy, strategy, procedure and performance
 - 10.5.7 leading, managing and motivating the staff team.
- 10.6 The town clerk manages the council's functions in conjunction with his/her management team: the deputy town clerk and the operations manager. These functions include: budgetary control; ICT; general administration; customer services; performance management; the development and implementation of operational programmes, plans, procedures and systems; lease, rental and hire agreements; repairs and maintenance; cemeteries' management; grounds' maintenance and the management of open spaces; allotments; leisure activities; car parking; health and safety; civic and other events; community and stakeholder relations; publications and communications; the promotion of tourism and the local economy; and ad hoc projects.
- 10.7 The deputy town clerk, as the title indicates, has a formal deputising role in the town clerk absence. The deputy town clerk is responsible for the council's Tourism, Community and Publicity Committee and Planning Committee. The deputy town clerk is responsible for the office-based team whose functions include: finance, committee administration, communications, ICT, bookings, and reception.
- 10.8 The operations manager doesn't have a formal deputising role for the town clerk, but in the absence of the town clerk and deputy town clerk the operations manager he/she is the member of staff who staff must defer to and seek guidance from. The operations manager is responsible for the council's Town Management and Highways Committee. The operations manager is responsible for the management of the council's external teams.
- 10.9 The allocation and delegation of functions between officers will be reviewed periodically.

11. Christmas Lights' Committee

- 11.1 The purpose of the Christmas Lights Committee is to facilitate the raising of funds for the town's Christmas lights' display, and to oversee arrangements for that display.

12. Urgent matters

- 12.1 Subject to consultation with either the Mayor, the Deputy Mayor, or the relevant committee chairman, the town clerk is authorised to act on behalf of the council on any matter where urgent action is needed to protect the interests of the council.
- 12.2 If the town clerk is unable to contact the Mayor, Deputy Mayor or relevant committee chairman, or is required to make an immediate decision, the town clerk is empowered to do so.
- 12.3 Any such action must be reported to the next meeting of the Full Council or the relevant committee.

13. Review

- 13.1 This document will be reviewed in May 2019 or sooner if there are changes in legislation or best practice.

Implementation date: 23 May 2018

Review Date: May 2019

Committee: Full Council

Date: 23 May 2018

Title: Appointments to Council Committees

Purpose of Report

To allow the council to receive nominations for appointments to its committees for the 2018/19 council year

Recommendation

The council receives nominations to its committees for the 2018/19 council year

Background

1. Standing order 1.j.vii. states the 'Receipt of nominations to existing committees' shall be among the business considered during the council year.
2. Council committees are traditionally appointed at the Annual Meeting of the council in May, i.e. at the beginning of the council year.
3. Assuming there are no amendments to the process for the election of committee chairmen and vice-chairmen, each committee will elect its chairman and vice-chairman from among its membership. This will be the first item on the agenda at the first meeting of each committee in the 2018/19 council year.
4. The existing committee structure consists of the Full Council, Strategy and Finance Committee, Planning Committee, Town Management and Highways Committee, Tourism, Community and Publicity Committee, Human Resources Committee, and Christmas Lights Committee.
5. Councillors have the opportunity each year to serve on all committees. Membership of the Strategy and Finance Committee is mandatory for all members.
6. If any working groups are formed during the course of the council year, the chairman of each will be elected at the first meeting.

Adrianne Mullins
Administrative officer
May 2018

Committee: Full Council

Date: 23 May 2018

Title: Reports from External Bodies

Purpose of Report

To allow members to report back on their involvement with the external bodies to which they are nominated as council representatives

Recommendation

Members note the report

Background

1. Standing order 1.j. details 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 in an order that is expedient'.
2. Standing order 1.j.xii. requires a 'Review of representation on or work with external bodies and arrangements for reporting back'.
3. **Appendix 13A** details the written reports submitted by members.

Adrianne Mullins
Administrative Officer
May 2018

Reports from External Bodies 2019/20

Axe Valley and West Dorset Ring and Ride Service – Cllr S. Williams

No report.

B Sharp – Cllr Mrs M. Ellis

I have liaised with them and attended grant review meetings.

Bridport and District Citizens' Advice Bureau – Cllr S. Williams

No report.

Charmouth Road Allotments Association – Cllr D. Hallett

No report.

Lyme Regis, Charmouth and Uplyme Coastal Communities Team – Cllr Mrs C. Reynolds, Cllr O. Lovell and Cllr J. Broom (report from Cllr Reynolds)

Coastal Communities Fund (CCF) Round 5 funding bid in 2018

Following the delayed announcement on 26th February of the terms and timescales of the £40million available for projects in England, the CCT's Chair Tony Colston and LymeForward's project coordinators Adrian Ragbourne and Simon Williams worked to ensure that as many of the potential projects identified at the public workshop following the LymeForward AGM in July 2017 were included in the final collaborative bid fronted by Dorset Coast Forum under the heading '*Gateways to Business Growth in Dorset*'.

After carefully considering all the suggestions, taking into account timescales, ownership issues, possible planning permission requirements etc, the CCT has put forward the following elements:

a. Interpretation (£80,000)

Providing directional, seafront and historical town information that encourages visitors to explore Lyme, Charmouth & Uplyme along and adjacent to the seafront and river valley, thus increasing footfall in the Museum and other venues and enhancing the visitor experience. By integrating the coastal and inland pathways with the town and village centres, the project plans to encourage a broader experience, enjoying local food & drink and increasing dwell time and consequent expenditure with local businesses.

b. Development & promotion of walking routes (£10,000)

To improve 'legibility' of the town, integrated with signage /interpretation as in (a) above and linking to the recently improved River Lim Path that extends from Lyme Regis to Uplyme.

- c. Disabled access around Lyme Regis town & gardens (£20,000)
- d. New Lyme Regis seafront railings (£60,000) High quality 'architectural' style.
- e. Lyme Regis Theatre Square demountable marquee (£25,000)
- f. New Beach Access at Charmouth (£295,000)
- g. Riverside footpath to link east and west Charmouth beaches (£15,000)
- h. Visit Lyme Promotional Material (£55,000) Walk Lyme/Fit Lyme/Shop Lyme/Cultural Lyme/Historical Lyme/Dine Lyme, linked to the identification of different 'quarters' of the town; cultural; harbour; beach; food; retail etc.

Decisions on Stage 1 and invitations to proceed to Stage 2 are timetabled for late June / early July with a Stage 2 submission deadline of 15th October 2018. Decisions on successful bids are expected early in the new year, with funding available from April 2019, to be fully spent by 31st March 2021.

DAPTC (Western Area Committee and Larger Councils) – Cllr J. Broom

Every quarter I attended a meeting of the western area at Mountfield Bridport which includes Charmouth, Bridport, Beaminster and villages to the north such as Corscombe, which you can see gives a very diverse number of populations, monies that they can spend and local problems. We have numerous speakers but this year has been mainly talks on the proposal of the "Unitary Authority for Dorset" of which we have had many talks from Dorset County Council and West Dorset District Council staff.

I also have to attend the DAPTC larger council quarterly meetings which take place all over Dorset, Chickerell, Colehill, Bridport and then back to East Dorset again; we have had talks on Mineral and Waste Planning, which effects east Dorset more than us, the progress of Broad Band in outlying Dorset, the changing position of the NHS in Dorset is still being debated and the progress of the proposed unitary authority and some of these talks we have already heard at the Western Area Meetings.

At the AGM of the Western Area I was re-elected vice chairman, I also have to attend the quarterly meetings of the Executive of the DAPTC which take place in Dorchester on Saturday mornings, one of our members and a deputy is on the National Association of Local Councils.

I attended the annual conference at Kingston Maurward with the Town Clerk and Councillors Reynolds and B. Larcombe, it was the best attended conference to date and I thought it was very informative.

I should like to thank Councillors who have supported me by attending the meetings and it should be noted that one other councillor may attend all meetings apart from the executive meetings.

I should like Lyme Regis Town Council in the near future to host a DAPTC Larger Council meeting in Lyme Regis, and would hope all members would support me in this endeavour.

The Hub Strategic Group – Cllr Mrs C. Reynolds

The Hub remains busy with young people and adults attending a variety of different clubs.

South West Kickboxing (60 members) – 33 are young people

Lyme Kids Club – 13 toddlers under 5 years

B Sharp young people's music charity – 45 members

The Hub Youth Club – 67 members

Helen O'Grady Drama – 25 members

Rugby Tots – 17 under 8 years

Aquila Dunford Wood yoga – 10 adult members

Fitsteps – 15 members / mixed

Lyme Regis Under 8s Football team – 13 members

The Hub continues to be used for residential stays by visiting scout and guide groups. The building was a key venue for Lyme Regis Fossil Festival, it was the base for the Natural History Museum, London and they saw 800 people during the weekend.

The Hub Youth Club is affiliated to Dorset Youth Association and they continue to employ youth workers on a self-employed basis to ensure that this important open youth access service can continue at The Hub. There are two youth club sessions, on Wednesday and Friday, during term time. Both sessions are very well attended. Young people value the space to play and interact with youth workers. The staff and Lyme Regis Development Trust are happy with the way youth club is managed. Youth club sessions are seen by parents and young people as safe and welcoming.

Typically the activities that youth club enjoy are sport (football, dodgeball, badminton, skating (ramps and flat), Gaming (Wii, PS4), cookery, film nights, and arts and craft sessions. Attendees run their own tuck shop as part of fundraising for youth club and there is a charge of £1 for young people to attend.

They aim to continue for the youth club to be a vibrant and safe place for young people to come to. 100% of the members feel that The Hub is a safe and welcoming place for them to visit and that the staff support their needs. They enjoy the activities that are on offer and would like this to continue and for it to be part of the local community. That will continue to develop volunteer access and aim to recruit additional youth workers and provide training to them to ensure that we have the correct ratio of adult supervision during the sessions.

The following is some postcode data of attendees:

- 43 / 74.2% from Lyme Uplyme
- 10 / 17.2% from Devon (mainly Axminster)
- 3 / 5.2% from Dorset (all Bridport)
- 2 / 3.4% from Other (Somerset and West Sussex)

Of those from Lyme Regis, mapping against postcodes and deprivation, shows 53% are from lower income households.

For your information youth club attendance is very good and is as follows:

- Male - 35
- Female – 32

Number of young people by age:

- Age 13 - 28
- Age 14 - 17
- Age 15 - 12
- Age 16 - 7
- Age 17 - 1
- Age 22 - 2

The type of issue where The Hub youth workers have supported a young person personally (over the last 12 months):

- Education and learning - 12
- Emotional wellbeing - 19
- Employment/unemployment - 6
- Finance and Welfare - 1
- Homelessness - 1
- Housing - 2
- Physical health - 6
- Relationships - 10
- Sexual health - 4
- Volunteering - 4

LymeArts Community Trust – Cllr J. Scowen

I have attended all the meetings and witnessed a transformation over the past year. Attendances have improved, as have the figures and their involvement in the community. The team there continue to resurrect our beloved Theatre into something very special indeed.

LymeForward and LymeForward Steering Group – Cllr S. Williams and Cllr Mrs C. Reynolds (report from Cllr Reynolds)

The Chamber of Commerce

A sparsely-attended meeting to encourage formation of a Chamber of Commerce was held as part of the dissolution meeting for the Lyme Regis Business Group and was addressed by the Town Clerk.

Liaising with the police and emergency services / promoting a safer neighbourhood has been allocated to the Health and Wellbeing Group.

Coastal Community Team / Economy

The CCT focuses on delivery of several projects as well as development of longer term initiatives.

Lim Trail Uplyme to Lyme Regis (and return!)

161 people attended the October consultations. Following 7 months of preparation, work is now well under way, with completion anticipated by mid June.

Litter reduction

Lyme Regis CCT is part of the Dorset Coastal Forum's *Litter-free Coast & Sea* Project, co-ordinated by Matilda Manley.

LymeForward, through the CCT, completed the preliminary stages of negotiation with Dorset Waste that the idea of putting Big Belly Bins into Lyme. Costs for trial and ongoing service to be looked at.

Support Groups

Heather Prior has consolidated several activities. The Meet & Remember Group now uses the Football Club for monthly meetings; new volunteers including students from Woodroffe School have been recruited and trained; funds have been raised. The Altogether Group meets weekly under Julie Barton's leadership with Heather's help. Community Lunches are now held monthly in the Pine Hall. Help at Hand, the Uplyme volunteer group, provides assistance to some Lyme Regis clients, and takes the lead with the Cookery Classes for men.

A key task has been reconstructing the Food Bank service to provide maximum help for the minimum time-cost to Lyme Forward's resources: individually negotiated, as have 8 local donation/collection points; a volunteer team has been recruited and is growing. The new service launched on 2nd May.

LymeForward continues efforts to make support services, whether professional, charitable, private or voluntary, more accessible and Lyme-based. The REACH Drug and Alcohol service at the Bethany Chapel each Monday and Wednesday is an example of that approach succeeding.

To take the challenge to the heart of the health and care services here, LymeForward organised, in association with Lyme Regis Medical Centre, the day-long 'Care Links Lyme' event on 26th April. Nearly 25 health professionals – GPs, nurses, care assistants, administrative staff – from the Lyme and Charmouth GP Practices visited to meet and talk with practitioners and volunteers.

A £1000 grant from Healthwatch Dorset was obtained to support the costs of organising and running the event, and to assist with follow-up work. Undoubtedly the day went a long way to assist with follow up work, raising the profile of Lyme and Charmouth with medical and care providers

The baseline data analysis for current GP/medical and community services, plus associated welfare support services was completed in mid-January. The staff losses from Virgin's community services, with a vacancy figure currently at 33%, and the changes in employment and operational base affecting several of those services, are

but one example. The survey is complemented by an 18-point analysis of gaps and weaknesses in current provision, and a 15-point set of proposals for improving services when the contract is re-tendered services; to recognise some serious under-resourcing; and to prioritise improvements.

Reaching this point has involved some or all of the 11-strong group of volunteers in meetings with senior managers in mental health, social services, Dorset Healthcare, Public Health Dorset, the Locality team, and Dorset Healthwatch; a meeting with Cllr Jill Haynes, DCC's deputy leader and portfolio holder for health and care; and a 'works outing' to the Bridport Hub / Virtual Ward. Visits to or phone conversations with over 50 individual service providers and clinicians have been made.

LymeForward Steering Group – Cllr S. Williams and Cllr Mrs C. Reynolds

As above.

Lyme Regis/Barfleur Twinning Association – Cllr R. Doney

As with many similar organisations, sustaining membership has proved to be a challenge and meetings have been sparsely attended. Nevertheless, our Barfleur friends have invited us to make our biennial visit in September and enough members have indicated that they wish to travel so this should make the visit viable.

Lyme Regis Charities – Cllr O. Lovell and Cllr Mrs M. Ellis (four-year appointment)

We continue to attend meetings twice a year and liaise with social services regarding people who are in need of support.

Lyme Regis Development Trust – Cllr J. Scowen

No interaction with them as no invites etc are forthcoming.

Lyme Regis Football Club – Cllr S. Miller

I have attended regular update meetings together with the Town Clerk. These meetings have been to understand progress in delivering the projects underpinned by the allocated Grant monies.

To date the club has made good progress but is currently considering that part of the project dealing with the pitch in light of the atrocious weather conditions experienced this winter causing a great number of matches to be called off due to a waterlogged pitch.

Any proposed variance to the grant conditions will be brought to council for consideration.

All meetings have been conducted in an open and friendly manner which re-inforces the good relations between the club and Lyme Regis Town Council.

Lyme Regis Fossil Festival – Cllr R. Doney

The festival took place from 4 to 6 May and the exhibitors thought it worked well. I will be attending a grant review meeting in June.

Lyme Regis/St George's Twinning Association – Cllr Mrs M. Ellis

I have attended several meetings and also attended the Somer's Day parade and function.

Regatta and Carnival Committee – Cllr S. Larcombe

The committee is very pleased the council has agreed to purchase two-way radios, which will improve communications and help ensure the events go smoothly. As the council cannot provide grant funding, as the committee gives out its own grants, practical support from the council, such as use of the mule and use of the shelters, is appreciated. The recent May Fete went very well and the local organisations raised around £1,000.

RNLI Lifeboat Guild – Cllr J. Scowen

Nothing to report as their meetings are on Wednesdays and therefore they clash with LRTC meetings.

St Michael's Business Centre Management – Cllr S. Williams

No report.

Woodmead Halls Management Committee – Cllr J. Scowen

I have attended most of their monthly meetings. They continue under Pip Evans chairmanship to run an efficient, professional and profitable organisation and are a great asset to the community.

Committee: Full Council

Date: 24 May 2018

Title: Appointments to External Bodies 2018/19

Purpose of Report

To allow members to consider which external bodies the council should have involvement with, and to consider nominations to those bodies

Recommendation

Members decide which external bodies the council will have involvement with and to nominate members to those bodies

Background

1. Standing order 1.j. details 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 in an order that is expedient'.
2. Standing order 1.j.xii. requires a 'Review of representation on or work with external bodies and arrangements for reporting back'.
3. Nominations to external bodies are usually sought at the annual meeting of the Full Council in May each year.

Report

4. **Appendix 14A** details the proposed 2018/19 organisations, along with the nominated representatives for the 2017/18 year.
6. For appointments in the previous two years, members have decided whether they wish to be lead members or participating members on external bodies. Lead members wouldn't necessarily attend external bodies' meetings, but would be their main link with the council. There is an expectation on participating members to attend and take part in meetings.
7. The two appointments to Lyme Regis Charities are for four years. Cllr O. Lovell and Cllr Mrs M. Ellis were appointed in 2015/16 and therefore have one year remaining.
9. Members have previously been nominated to LymeForward. However, LymeForward has become a community interest company (CIC). The grant agreement between the council and LymeForward CIC provides the council with the right to nominate a councillor or officer to

AGENDA ITEM 14

LymeForward CIC Steering Group. Cllr Mrs C. Reynolds was nominated to the steering group on 14 December 2016.

10. In 2017/18, two members – Cllr Mrs C. Reynolds and Cllr S. Williams – were appointed to both the wider membership of LymeForward and to the steering group.
11. Members may also wish to suggest other organisations which would benefit from member representation.

Adrianne Mullins
Administrative officer
May 2018

Appointments to External Bodies 2018/19

Axe Valley and West Dorset Ring and Ride Service – Cllr S. Williams (participating)

B Sharp – Cllr Mrs M. Ellis (liaison)

Bridport and District Citizens' Advice Bureau – Cllr S. Williams (participating)

Charmouth Road Allotments Association – Cllr D. Hallett (participating)

Lyme Regis, Charmouth and Uplyme Coastal Communities Team – Cllr Mrs C. Reynolds, Cllr O. Lovell and Cllr J. Broom (participating)

DAPTC (Western Area Committee and Larger Councils) – Cllr J. Broom (participating)

The Hub Strategic Group – Cllr Mrs C. Reynolds (participating)

LymeArts Community Trust – Cllr J. Scowen (participating)

LymeForward – Cllr S. Williams and Cllr Mrs C. Reynolds (participating)

LymeForward Steering Group – Cllr S. Williams and Cllr Mrs C. Reynolds (participating)

Lyme Regis/Barfleur Twinning Association – Cllr R. Doney (liaison)

Lyme Regis Charities – Cllr O. Lovell and Cllr Mrs M. Ellis (four-year appointment) (participating)

Lyme Regis Development Trust – Cllr J. Scowen (participating)

Lyme Regis Football Club – Cllr S. Miller (liaison)

Lyme Regis Fossil Festival – Cllr R. Doney (liaison)

Lyme Regis/St George's Twinning Association – Cllr Mrs M. Ellis (liaison)

Regatta and Carnival Committee – Cllr S. Larcombe (liaison)

RNLI Lifeboat Guild – Cllr J. Scowen (participating)

St Michael's Business Centre Management – Cllr S. Williams (participating)

Woodmead Halls Management Committee – Cllr J. Scowen (participating)

Committee: Full Council

Date: 23 May 2018

Title: Member Representation at Meetings with other Councils

Purpose of Report

To allow members to consider councillor representation at meetings with other councils

Recommendation

Members consider the report and instruct the town clerk

Background

1. Cllr B. Larcombe has raised with the town clerk councillor representation at meetings with other councils and asked for representation at these meetings to be broadened. The exchange in correspondence is attached, **appendix 15A**.
2. There are currently two forums where the town council interacts with other councils: Dorset Association of Parish and Town councils and West Dorset Programme Board.

Dorset Association of Parish and Town Councils

3. Dorset Association of Town and Parish Councils (DAPTC) brings town and parish councils together to discuss common issues and to make representation to appropriate bodies. DAPTC also provides advice and training to town and parish councils and is supported by the National Association of Local Councils.
4. DAPTC has five area committees: central, east, north, west and Purbeck. In addition, it has a Towns and Larger Councils' Committee.
5. Cllr J. Broom represents the town council on DAPTC's West Area Committee and on its Towns and Larger Councils' Committee.
6. Member appointment to DAPTC committees is made at the annual meeting of the council.

West Dorset Programme Board

7. The programme board started life as a clerks' meeting which then incorporated West Dorset District Council (WDDC) officer representation and more recently member representation. It morphed in to the West Dorset Programme Board in late-2017 to progress the transfer of assets and services from WDDC to town councils.

8. Cllr Stephen Miller is the town council representative on the programme board. Cllr Miller's appointment was approved by committee.
9. Other member meetings with town, district and county councils take place on an ad hoc basis. Over the past two years or so, member meetings have taken place with Sidmouth Town Council, Swanage Town Council, West Dorset District Council, Weymouth and Portland Borough Council, Dorset County Council, Charmouth Parish Council and Uplyme Parish Council. In addition, meetings have taken place with our local member of parliament and the police and crime commissioner for Dorset.
10. In most instances, member attendance has been considered by a committee; in other instances, it has been appropriate for the mayor to attend. On occasions, and in the absence of any guidance on this matter, the town clerk consults with the mayor and/or the chairman of the most relevant committee on member attendance.

John Wright
Town clerk
May 2018

Adrianne Mullins

From: Brian Larcombe <brianlarcombe@hotmail.co.uk>
Sent: 13 May 2018 23:46
To: John Wright
Subject: Re: Unitary Impact; LGR Change, and our Liaison with other Councils.

Yes I think it would be useful John, - particularly given that there could highly likely be occasions in future where we may need to think differently about who and how we attend them. Not so much for the mayoral pleasantries and 'ceremonials' - more the interactions with other councils on areas of change; mutual benefit; individual positions/distinctions, or concerted responses.

Brian.

From: John Wright
Sent: Wednesday, 9 May 2018 16:52
To: Brian Larcombe

Brian

As you are aware, members are often identified by a committee to attend external meetings. I also liaise with chairmen of committees and push relevant invitations their way. On occasions, I seek advice of the mayor; this is usually when a issue falls in mayoral territory but the mayor elects not to attend.

The issue of which member gets to go to what external meeting is ultimately something for members. Do you want a report to the full council? It could sit alongside the report on nominations to external bodies.

John

From: Brian Larcombe [mailto:brianlarcombe@hotmail.co.uk]
Sent: 28 April 2018 21:39
To: John Wright <townclerk@lymeregistowncouncil.gov.uk>
Subject: Unitary Impact; LGR Change, and our Liaison with other Councils.

John, - could we please widen our Council Members opportunity to liaise with other Councils?

We agreed that Steve would be our Council Member representative for the potential Asset Transfer discussions between ourselves and WDDC.

It would be useful to widen the opportunity for other Members of our Council to meet other Councils on other matters (other than the WDDC Asset Transfer).

Steve's remit was limited to Asset Transfer liaison with WDDC and I think it would be useful to broaden our Council Member's awareness and perceptions through their attendance at events like the Weymouth & Portland (ref: this week's Briefing) and others. It will certainly raise our level of informed debate on evolving changes; what it could mean for us, and the opportunities and positions we may need to seek or adopt.

We have explored and pursued the potential for some Asset Transfer with WDDC. There will be very different and separate areas we will need to develop views and positions on with LGR.

I for one would like to be involved and I can imagine one or two other members too would be interested. Broadening the interaction we extend with other Councils through the inclusion of more of our Members will only improve the relatively low perception we, as a Council, have of LGR and the way other Councils are looking to respond to the consequences.

APPENDIX 12A

We've gotten to where we are with the Asset Transfer but we can not handle other changes and the impact of LGR in the same way.

Brian.

"This e-mail is intended for the named addressee(s) only and may contain information about individuals or other sensitive information and should be handled accordingly. Unless you are the named addressee (or authorised to receive it for the addressee) you may not copy or use it, or disclose it to anyone else. If you have received this email in error, kindly disregard the content of the message and notify the sender immediately. Please be aware that all email may be subject to recording and/or monitoring in accordance with relevant legislation."

Committee: Full Council

Date: 23 May 2018

Title: Review of the Council's and/or Employees' Memberships of Other Bodies

Purpose of Report

To allow members to review the council's and/or employees' membership of other advisory and professional bodies

Recommendation

Members approve the annual membership subscriptions for the council and/or employees to advisory and professional bodies

Background

1. Standing order 1.j. details 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 in an order that is expedient'.
2. Standing order 1.j.xii. states that a 'Review of the Council's and/or employees' memberships of other bodies' shall be among this business.

Report

3. Details of the bodies which the council and/or employees are members of, their annual subscription costs and renewal dates are detailed in **appendix 16A**.
4. The council's membership of the National Association of Town and Parish Councils (NALC) is incorporated into the council's membership of the Dorset Association of Town and Parish Councils (DAPTC).

Adrianne Mullins
Administrative officer
May 2018

Council and/or Employee Membership of Other Bodies

Organisation	Annual subscription (current)	Renewal date
Dorset Association of Parish & Town Councils	£805.61	01/04/2019
Ancient and Honourable Guild of Mace Bearers	£35	01/01/2019
Institute of Cemetery & Crematorium Management	£90	01/04/2019
Chartered Institute of Public Finance & Accountancy (VAT Ref manual)	£234	01/04/2019
Local Councils Update Communicorp	£100	01/01/2019
Open Spaces Society	£45	01/08/2018
Society of Local Council Clerks	£282	01/02/2019
Local Government Association	£450	01/03/2019

Committee: Full Council

Date: 23 May 2018

Title: Annual Governance and Accountability Return for the Year Ended 31 March 2018

Purpose of the report

To allow members to consider the Annual Governance and Accountability Return (formerly known as the annual return) for the year ended 31 March 2018

Recommendation

1. The council approves the Annual Governance and Accountability Return for the year ended 31 March 2018, and authorises the Mayor and town clerk to authorise and sign the document on behalf of the council.
2. Local councils in England with an annual turnover of £6.5 million or less must complete an Annual Governance and Accountability Return, **appendix 17A**, in accordance with proper practices summarising their activities at the end of each financial year.
3. In accordance with the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015, the notice to electors to allow the exercise of public rights to inspect the accounts for the year ended 31 March 2018 will be posted between 4 June and 13 July 2018.
4. In accordance with the Accounts and Audit (England) Regulations 2011, the Annual Governance and Accountability Return must be approved by the Full Council and submitted to our external auditors by 11 June 2018.
5. If the Annual Governance and Accountability Return is approved and/or submitted to the council's external auditor after this date, a qualified audit opinion will be issued.
6. Failure to approve the Annual Governance and Accountability Return and submit it to the external auditors, along with all the required supporting documentation, by 11 June 2018 will result in a Public Interest Report (PIR) being issued by 30 September 2018.
7. A PIR is issued by the external auditor under Section 8 of the Audit Commission Act 1998 and reports any matters which should be given formal consideration by the local council or brought to the attention of the public. This could damage the council's reputation, affect its ability to receive external funding, or count against it in achieving external accreditation.
8. The attached return for 2017/18 consists of four sections: the annual internal audit report, annual governance statement, accounting statements and the external auditor certificate and opinion, and the 2017/18.

9. After 30 years, the Audit Commission was closed on 31 March 2015. A new independent company was created, Local Government Association (Public Sector Audit Appointments Limited), which was responsible for overseeing the Commission's external audit contracts with audit firms from 1 April 2015 until December 2017 or up to 2020 (December 2017 in our case). It manages the contracts and exercises statutory powers to appoint auditors, and sets and determines fees.
10. BDO were under contract to undertake the council's audit for 2015/16 and 2016/17. Subsequent to that, following a Strategy and Policy Committee recommendation on 2 March 2016, Full Council resolved on 16 March 2016 to approve Smaller Authorities Audit Appointments LTD to organise the council's external audit contract for 1 April 2017. They appointed PKF Littlejohn who are our new external auditors.

Annual Internal Audit Report 2017/18

11. This report is based on independent opinion, an assessment of risk, and a selective assessment of compliance with relevant procedures and controls.
12. The report's objective is to ascertain if:
 - accounts have been kept properly;
 - financial regulations have been complied with;
 - risks have been assessed and reviewed;
 - precept requirements resulted from an adequate budgetary process, budgets monitored and reserves held at an appropriate level;
 - expected income has been received, accounted for, banked and VAT has been accounted for;
 - petty cash is properly accounted for;
 - salaries, allowances, PAYE and NI requirements are met;
 - asset and investment register is completed and maintained;
 - periodic and bank reconciliations are carried out;
 - accounting statements have been correctly prepared;
13. The internal auditor has not raised any concerns in any of these areas.
14. The internal auditor completed the fourth and final report for 2017/18 on 4 May 2017; there are no recommendations in this report that affect the Annual Governance and Accountability Return.

Annual Governance Statement 2017/18

15. This section extends beyond the accounting statement and asks members to confirm to the best of their knowledge and believe that:
 - effective arrangements are in place for effective financial management and the preparation of accounting statements;

- there are adequate systems of internal control;
- relevant laws, regulation and codes of practice are being complied with;
- there are proper opportunities for electors to exercise their rights;
- risks are assessed and controlled;
- internal audit arrangements are in place;
- appropriate actions are taken in response to internal and external auditor recommendations;
- exposures with a financial impact are included in accounting statements.

Accounting Statements 2017/18

16. This section details the accounting statement for the financial year that ended on 31 March 2018, drawing comparison with the accounting statement for the previous financial year.
17. The surplus is as per the detailed budget performance report submitted to the Strategy and Finance Committee on 2 May 2018.

External Auditor Certificate and Opinion 2017/18

18. The approved accounts are referred to the council's external auditors, PKF Littlejohn; these accounts must be with the external auditor by 11 June 2018.
19. PKF Littlejohn will review the Annual Governance and Accountability Return and supporting information and report on any matters that cause them cause for concern in respect of any relevant legislation or regulatory requirements that have not been met.
20. The external audit must be completed by 30 September 2018; otherwise a qualified opinion will be issued. The external auditor's certificate and opinion must be reported to the council and put on public display.

John Wright
Town clerk
May 2018

Local Councils, Internal Drainage Boards and other Smaller Authorities in England Annual Governance and Accountability Return 2017/18 Part 3

To be completed by:

- all smaller authorities* where either the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; and
- any other smaller authorities that either:
 - are unable to certify themselves as exempt; or
 - have requested a limited assurance review.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The **annual internal audit report** is completed by the authority's internal auditor.
 - **Sections 1 and 2** are to be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved **before 2 July 2018**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or requesting a limited assurance review, **must** send to the external auditor:
 - the Annual Governance and Accountability Return Sections 1, 2 and 3, together with
 - a bank reconciliation as at 31 March 2018
 - an explanation of any significant year on year variances in the accounting statements
 - your notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2017/18

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

Once the external auditor has completed and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability Return including **Section 3 – External Auditor Report and Certificate** will be returned to the authority.

Publication Requirements

Smaller authorities with either income or expenditure exceeding £25,000 **must** publish on a public website, under the Accounts and Audit Regulations 2015, the Annual Governance and Accountability Return:

- **Section 1 – Annual Governance Statement 2017/18**, page 4
- **Section 2 – Accounting Statements 2017/18**, page 5
- **Section 3 – The External Auditor Report and Certificate 2017/18**, page 6
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

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

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed Annual Governance and Accountability Return. Any amendments must be approved by the authority, properly initialled and accompanied by an explanation. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before sending it to the external auditor.
- Do not send the external auditor any information not specifically requested. However, you **must** inform your external auditor about any change of Clerk, Responsible Finance Officer or Chairman, and provide relevant email addresses and telephone numbers.
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the explanation.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs will be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2017) equals the balance brought forward in the current year (Box 1 of 2018).
- Please enter the authority's name **only** in Section 3 on Page 6. **Do not complete the remainder of that section**, which is reserved for the external auditor.
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights, been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes have been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', is an explanation provided?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been provided?	✓	
	The bank reconciliation as at 31 March 2018 is agreed to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority is a sole managing trustee? NB: do not send trust accounting statements unless requested or instructed.		✓

*More guidance on completing this annual return is available in *Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, which can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk or from www.ada.org.uk

Annual Internal Audit Report 2017/18

LYME REGIS TOWN COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2018.

The internal audit for 2017/18 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

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

K. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

Date(s) internal audit undertaken

21/10/2017; 31/10/2017
07/12/2017; 02/12/2017
09/02/2018; 10/05/2018

Name of person who carried out the internal audit

Mrs R Darkin-Miller LLB(Hons) FCA

Signature of person who carried out the internal audit

Date

10/05/2018

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

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

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

LYME REGIS TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

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

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

This Annual Governance Statement is approved by this authority and recorded as minute reference:

dated

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

Section 2 – Accounting Statements 2017/18 for

LYME REGIS TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	790,952	1,182,562	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	120,708	120,708	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1,471,835	1,633,801	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	481,271	565,528	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	44,840	56,783	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	674,822	895,437	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,182,562	1,419,323	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,255,857	1,329,816	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	7,622,636	7,652,811	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	322,532	277,500	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets.
			N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date

I confirm that these Accounting Statements were approved by this authority on this date:

and recorded as minute reference:

Signed by Chairman of the meeting where approval of the Accounting Statements is given

Section 3 – External Auditor Report and Certificate 2017/18

In respect of

LYME REGIS TOWN COUNCIL

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2017/18

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2017/18

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Committee: Full Council

Date: 23 May 2018

Title: Internal Audit Report, Visit Four 2017/18

Purpose of Report

To inform members of the outcome of the internal auditor's fourth and final visit for 2017/18 on 10 May 2018 and to provide a summary of the number and priority levels of recommendations made to the council over the last four years

Recommendation

- a) Members note the internal auditor's information comment and the response to that comment
- b) Members note the number and priority levels of recommendations made to the council by the internal auditor over the last four years

Background

1. Internal audit is an important part of the council's governance and managerial framework and, as such, it is important the town clerk takes responsibility for any observations and recommendations arising from the internal auditor's visits.
2. The council's internal auditor is Darkin Miller – Chartered Accountants. The internal auditor's remit is to establish there is proper book-keeping, risk management arrangements, bank reconciliation and year-end procedures, and controls are in place for payments, budgets, income, petty cash, payroll and assets.
3. The council normally engages Darkin Miller for eight days a year; this covers four audit visits which usually last for two days. This year, internal audit has been required for six days; the internal audit cost has been reduced, accordingly.

Report

4. This is the fourth year the council has engaged Darkin Miller and this is their fourth visit of 2017/18. Darkin Miller's report is attached, **appendix 18A**. The report contains one information comment.
5. The internal auditor's comment and suggested management response is detailed on the report.
6. There are two outstanding recommendations from previous internal audits:
 - Visit 1 – recommendation 5.3 set a due date of 31 March 2018 to create electronic versions of leases. This is currently with our solicitors

but has not yet been completed. A revised target date of 30 June 2018 has been set.

- Visit 3 – recommendation 7.1 set a date of 1 April 2018 to agree new contracts of employment for all staff. All but one of the new contracts of employment have been signed.

7. To provide some comparison, below is a summary of the number and priority levels of their recommendations for 2014/15, 2015/16, 2016/17 and 2017/18, see below. Both the number of recommendations and their priority levels have reduced considerably over the last years.

2014/15

Rating	Number				
	Visit 1	Visit 2	Visit 3	Visit 4	TOTAL
High	3	6	0	0	9
Medium	5	2	3	2	12
Low	1	7	3	0	11
Information	0	0	0	1	1
TOTAL	9	15	6	3	33

2015/16

Rating	Number				
	Visit 1	Visit 2	Visit 3	Visit 4	TOTAL
High	1	1	0	2	4
Medium	1	4	3	0	8
Low	2	4	3	2	11
Information	0	0	0	1	1
TOTAL	4	9	6	5	24

2016/17

Rating	Number				
	Visit 1	Visit 2	Visit 3	Visit 4	TOTAL
High	0	1	0	0	1
Medium	4	0	2	0	6
Low	3	0	2	0	5
Information	0	0	0	1	1
TOTAL	7	1	4	1	13

2017/18

Rating	Number				
	Visit 1	Visit 2	Visit 3	Visit 4	TOTAL
High	1	0	1	0	2
Medium	1	2	0	0	3
Low	3	0	1	0	4
Information	0	0	0	1	1
TOTAL	5	2	2	1	10

John Wright
Town clerk
May 2018



FINAL

Internal audit report 2017/18

Visit 4 of 4

LYME REGIS TOWN COUNCIL

Date: 10th May 2018

Report author: R Darkin-Miller
Email: r.darkin@darkinmiller.co.uk

Introduction

This report contains a note of the audit recommendations made to Lyme Regis Town Council following the carrying out of internal audit testing on site on the 10th May 2018.

The audit work has been carried out in accordance with Appendix 9 of the 2014 'Governance and Accountability for Local Councils: A Practitioners' Guide'.

An internal audit covers the review of the operation of the Council's internal control environment. It is not designed to review and give full assurance over every transaction carried out by the Council. Instead it enables the auditor, following the sample testing of a number of different types of transaction, to give an opinion as to whether or not the control objectives are being achieved across a range of financial and governance systems.

Audit Opinion

Based on the sample testing carried out at this final audit visit and during the year, all of the Council's current financial controls appear to be operating effectively.

Please include a copy of this audit report with the annual return sent to your external auditor.

Audit Recommendations

Recommendations made during the audit are shown in appendix one to this report.

Recommendations are graded as follows:

Rating	Significance
High	Either a critical business risk is not being adequately addressed or there is substantial non-conformity with regulations and accepted standards.
Medium	Either a key business risk is not being adequately addressed or there is a degree of non-conformity with regulations and accepted standards.
Low	Either minor non-conformity with procedure or opportunity to improve working practices further.

The number of recommendations made at this audit visit and their priority are summarised in the following table:

Rating	Number
High	0
Medium	0
Low	0
Info	1
TOTAL	1

The number of recommendations made at all of the audit visits in 2017/18 and their priorities are summarised in the following table:

Rating	Number				
	Visit 1	Visit 2	Visit 3	Visit 4	TOTAL
High	1	0	1	0	2
Medium	1	2	0	0	3
Low	3	0	1	0	4
Information	0	0	0	1	1
TOTAL	5	2	2	1	10

I would like to thank John Wright – Town Clerk, and Keith Wilson – Finance Manager, for their assistance during this audit.

Darkin Miller ~ Chartered Accountants
2017/18 INTERNAL AUDIT OF LYME REGIS TOWN COUNCIL
FINAL REPORT VISIT 4 OF 4: 10th MAY 2018

Appendix 1 – Recommendations and Action Plan

Recommendation number	Detail	Priority (Low/Medium/High)	Management Response	Responsible Officer	Due Date
10.1 – Adjusted errors	<p>The following items were identified and corrected in the working papers supporting the annual return:</p> <ol style="list-style-type: none"> 1. The movement on petty cash was brought into the bank reconciliation. 2. The creditors figure in the reconciliation between boxes 7 and 8 on the annual return was updated to the final figure. 	Info	Noted.		

Committee: Full Council

Date: 23 May 2018

Title: Banking Arrangements and Signatories – Ceremonial Maces

Purpose of the report

To allow members to consider approving officers as additional banking signatories

Recommendation

The council approves the deputy town clerk, the operations manager and the finance manager as bank signatories

Background

1. The council has historically kept the maces, (which were independently valued at c.£140,000 in September 2015), in the vaults of the Nat West bank. They were originally kept in Lyme Regis, and following the closure of the branch, in the Axminster branch. Nat West has never charged for this facility
2. Nat West announced it was to close the Axminster branch in late-May 2017, and the town council has been working with Nat West to minimise disruption by moving the maces to the Bridport branch. However, after initially agreeing to this, Nat West has now refused to move them anywhere other than the Honiton branch. Officers have lodged a complaint in respect of this, but the complaint has not been withheld. Officers feel there is little point in pursuing the matter further with the bank.
3. This creates a logistical problem for the council, as only bank signatories are permitted to collect the maces. This has meant the council being reliant upon the town clerk (or in theory a member who is a signatory) having to spend his time travelling to Axminster, and in the future, potentially to Honiton. Officers are continuing to look at alternative arrangements which may be more practical and cost-effective.
4. Nat West has informed officers the only way to allow other council officers to collect the maces would be to set them up as signatories.
5. Financial regulation 5.4 stipulates 'cheques drawn on the bank account shall be signed by two authorised signatories, i.e. members of the council and the town clerk'.
6. Financial regulation 5.3 states 'payments under £10,000 should normally be paid through online banking'. The vast majority (over 95%, excluding direct debits and standing orders) of payments are made through online banking facilities. These online transactions are authorised by two officers and reported retrospectively to members through the list of payments. The officers with online authorisation are the town clerk, the deputy town clerk, the operations manager and the finance manager.

7. Payments over £10,000 should be made by cheque and for this, we require two signatories. In very rare instances, it is also necessary to pay smaller amounts by cheque.
8. On 12 July 2017, the Full Council resolved to set up the mayor, all committee chairmen and the town clerk as bank signatories, and remove any other signatories.
9. Making the officers with online authorisation into signatories will have very little effect on the potential for fraud. The vast majority of fraud cases involve online transactions rather than traditional cheque payments.
10. If members wish, the Financial Regulations could be amended so cheques would still require at least one member's signature.

Keith Wilson
Finance manager
May 2018