



John Wright
Town Clerk

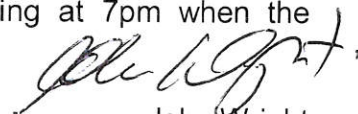
Lyme Regis Town Council

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Notice is hereby given of a meeting of the **Lyme Regis Town Council** to be held in the Guildhall, Bridge Street, Lyme Regis, on **Wednesday 19 September 2018** commencing at 7pm when the following business is proposed to be transacted:


John Wright
Town Clerk
14.09.18

AGENDA

Prayers

A prayer will be offered by the Rev. Jane Skinner

1. Public Forum

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

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

2. Questions from Councillors

3. Apologies for Absence

To receive and record any apologies and reasons for absence

4. Disclosable Pecuniary Interests

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

5. Dispensations

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

6. To confirm the accuracy of the minutes of the Full Council meeting held on 11 July 2018 (attached)

7. To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 7 August 2018 (attached)

8. Matters arising from the minutes of the Full Council meeting held on 11 July 2018

To inform members of matters arising from the minutes of the Full Council meeting on 11 July 2018 that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues in those minutes

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

There are no matters arising

10. Update Report

To update members on issues previously reported to the council

11. Mayor's Announcements

12. Planning Committee

To receive the minutes of the meetings held on **24 July and 21 August 2018** and note the committee's comments made on planning applications under the power delegated by Full Council.

13. Human Resources Committee

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

14. Strategy and Finance Committee

To receive the minutes of the meeting held on **5 September 2018** and consider the recommendations therein.

15. Tourism, Community and Publicity Committee

To receive the minutes of the meeting held on **1 August 2018** and consider the recommendations therein.

16. Town Management and Highways Committee

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

17. New Army Cadet Force for Lyme Regis

To allow members to consider if the council should pay the first year's venue hire charges to run a new Army Cadet Force (ACF) at The Hub, Lyme Regis

18. List of Payments

To inform members of the payments made in the month of June 2018

19. Exempt Business

LYME REGIS TOWN COUNCIL

MINUTES OF THE MEETING HELD ON WEDNESDAY 11 JULY 2018

Present

Chairman: The Mayor, Cllr Mrs M. Ellis

Councillors: Cllr J. Broom, Cllr D. Hallett, Cllr P. Hicks, Cllr B. Larcombe, Cllr O. Lovell, Cllr S. Miller, Cllr Mrs C. Reynolds, Cllr P. Ridley, Cllr J. Scowen, Cllr G. Turner

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

18/32/C Public Forum

Rev Jane Skinner

Rev Skinner thanked members for considering the funding request from the church. She said their timing was very much dominated by the faculty process with the diocese and it was a long process. She said they had begun the consultation stage, which was near completion. Rev Skinner said she acknowledged the church represented one of several denominations but it was also the parish church and was open to all, with many members from other denominations who felt at home there. She said the church was open to and working with all denominations. Rev Skinner said the church was a place of peace, sanctuary and prayer for all. She said the church was hopefully seen as iconic in the town and although it may be viewed as a little squat, most people felt it physically rose towards the east end and was uplifting as they went through the church.

Cllr B. Larcombe arrived at 7.02pm.

Rev Skinner said the church was thankful for the council's help with the railings and they were now something to be proud of. She said she was not proud of the pebbledash on the tower. She said the church was the only Grade I listed building in Lyme Regis and she hoped the council would enjoy supporting the church and seeing the result. She said the council's support would be invaluable.

Cllr Mrs C. Reynolds – West Dorset District Council (WDDC)

Cllr Mrs C. Reynolds said the Local Government Boundary Commission for England (LGBCE) had opened a public consultation on its draft recommendations for new electoral arrangements for Dorset Council. She encouraged members to take part in the consultation.

Cllr Mrs C. Reynolds said the proposed transfer of assets and services would not be considered by WDDC's Strategy Committee on 17 July 2018. She said the matter would go to the Shadow Executive Committee for a decision, which would decide if or when it should go to the Strategy Committee and possibly Full Council.

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She said the next Shadow Executive Committee meeting was on 20 July 2018 but she didn't know yet if the matter was on the agenda.

Cllr Mrs C. Reynolds said she had recently attended a women councillors' development day at Warwick, which had been a good networking opportunity.

18/33/C Questions from Councillors

Cllr D. Hallett

Cllr D. Hallett asked if Cllr Mrs C. Reynolds would consider apologising for her outburst at the Human Resources Committee meeting as it had upset him and other councillors.

The mayor, Cllr Mrs M. Ellis said she would not ask Cllr Mrs C. Reynolds to apologise and it was up to the member if she wished to do so.

18/34/C Apologies for Absence

Cllr R. Doney – other commitments
Cllr S. Larcombe – other commitments
Cllr S. Williams – family commitments

Cllr D. Turner (Dorset County Council and West Dorset District Council) had also given his apologies and had sent his report to members by email.

18/35/C Disclosable Pecuniary Interests

There were none.

18/36/C Dispensations

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

18/37/C To confirm the accuracy of the minutes of the Annual Meeting held on 16 May 2018, adjourned until 23 May 2018

Proposed by Cllr S. Miller and seconded by Cllr P. Hicks, the minutes of the Annual Meeting held on 16 May 2018, adjourned until 23 May 2018 were **ADOPTED**.

18/38/C To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 27 June 2018

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, the minutes of the extraordinary Full Council meeting held on 27 June 2018 were **ADOPTED**.

18/39/C Matters arising from the minutes of the Annual Meeting held on 16 May 2018, adjourned until 23 May 2018

Members noted the report.

18/40/C Matters arising from the minutes of the extraordinary Full Council meeting held on 27 June 2018

Members noted the report.

18/41/C Update Report

There were no updates.

18/42/C Mayor's Announcements

In response to a member question, the mayor, Cllr Mrs M. Ellis gave a summary of Uplyme and Lyme Regis Cricket Club's AGM, when funding problems were discussed, and she said there was no indication the club would be approaching the council for further funding.

18/43/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 29 May and 26 June 2018 and adopt the recommendations, as follows:

RESOLVED: that the deputy town clerk, in consultation with the chairman of this committee, produce a brief statement of the key planning issues affecting Lyme Regis which can be put forward to help inform the final draft of the Preferred Options consultation of the West Dorset and Weymouth & Portland Local Plan Review.

18/44/C Human Resources Committee

Proposed by Cllr B. Larcombe and seconded by Cllr O. Lovell, it was **RESOLVED** to receive the minutes of the Human Resources Committee held on 6 June 2018 and adopt the recommendations, as follows:

18/15/HR – An Issue Arising out of the New Contract of Employment

RESOLVED: to proceed with a meeting between the employee who has not signed their contract, a member of the Human Resources Committee and the deputy town clerk.

RESOLVED: that Cllr S. Larcombe attends the meeting with the employee who has not signed their contract, along with the deputy town clerk.

18/16/HR – Lengthsman Probation

RESOLVED: to approve the lengthsman's continued employment with the council.

RESOLVED: to approve annual pay progression of one spinal column point for the lengthsman from April 2018.

18/45/C Strategy and Finance Committee

Proposed by Cllr S. Miller and seconded by Cllr G. Turner, it was **RESOLVED** to receive the minutes of the Strategy and Finance Committee held on 27 June 2018 and adopt the recommendations, as follows:

18/11/SF – The Annual Review of the Complaints' Policy and Procedure

RESOLVED: to approve the complaints' policy and procedure as they stand.

18/12/SF – The Annual Review of the Communications/PR Policy and Procedure

RESOLVED: to approve the amended Communications/PR Policy and Procedure, with an additional amendment to include reference to the weekly publicity planning meetings between officers and members.

18/13/SF – Membership of the Section 106 Funding Working Group

RESOLVED: to approve the appointments of Cllrs D. Hallett, J. Scowen and S. Williams to the Section 106 Funding working group.

18/14/SF – Submission of a Funding Bid to the Dorset Leader Programme for Works to the Flat-roofed Area above the Shelters' Building

RESOLVED: to approve the submission of a funding bid to the Dorset LEADER programme for works to develop the flat-roofed area above the shelters' building and the adjoining gardens area into an amenity area in line with existing council objectives, for Cllr J. Broom to work with officers on the submission, and for the expression of interest to be taken to the Full Council on 11 July 2018 for final approval.

18/15/SF – Council Office Accommodation

RESOLVED: to authorise officers to explore the potential for the council and tourist information centre to remain in the current premises with suitable investment, or to move to the ground floor of either the Three Cups' site or the former Lloyds Bank building, should the opportunity arise and the business case be favourable, and to approve a budget of up to £10k in the first instance to procure, if necessary, specialist space and cost planning advice.

18/16/SF – Possible Use of Reserves

RESOLVED: to defer consideration of the possible use of the council's reserves to the next meeting of the Strategy and Finance Committee on 5 September 2018.

18/17/SF – Request from St Michael's Parish Church for Grant Funding

Cllr O. Lovell asked for clarification on whether the council's contribution would be reduced if the church was successful in attracting funding from other sources.

The town clerk said the council expected the church to raise other funds and if, for example, it raised £20,000 from another source, the council's contribution would reduce by that amount. He said the recommendation covered this in stating the funding would be underwritten.

RESOLVED: to underwrite the church tower project to a maximum sum of £66,770.50, for the purpose of the Coastal Revival Funding application only, and should this funding application fail, the church will need to re-set its parameters for funding overall and if it wishes, the church can come back to the council to request it underwrites a new funding proposal.

18/18/SF – Grant Review, Lyme Regis Football Club

RESOLVED: to approve the request from the football club to build a grandstand, only, in 2018 and to replace the 2019 project to tarmac the car park and replace the roadside perimeter fencing with a project to improve drainage to the ground and to widen the pitch, and to approve transferring £15,000 of Lyme Regis Football Club's grant allocation to 2019-20, increasing the 2019-20 grant allocation to £40,000.

18/19/SF – Dorset Association of Parish and Town Councils' Annual General Meeting

RESOLVED: to submit a proposal to the Dorset Association of Parish and Town Councils' annual general meeting on 10 November 2018 to request that the National Association of Local Councils pursues the means for town and parish councils to receive a percentage, e.g. 5%, of business rates paid by businesses within their town or parish.

18/20/SF – Dorset Association of Parish and Town Councils Local Government Review Survey

RESOLVED: to delegate authority to the town clerk, the chairman of the Strategy and Finance Committee and the council's DAPTC representative, Cllr J. Broom, to respond to the DAPTC's survey on the local government review.

18/22/SF – List of Payments

RESOLVED: to approve the schedule of payments for April and May 2018 for the sums of £147,655.03 and £266,291.09, respectively.

18/45/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 20 June 2018 and adopt the recommendations, as follows:

18/11/TCP – Major Events

Cllr Mrs C. Reynolds said since the committee meeting, she had found out the Jazz and Blues Festival had been held on the May Bank Holiday weekend for seven years, and the Folk Weekend had been held on the same weekend for six years, with the exception of one year. She said she considered them to be established events and she believed they should be exceptions to the proposed rule not to allow events to take place during school holidays or bank holidays.

The town clerk said members would have the opportunity to discuss this again as a draft policy and procedure would be taken to the next committee meeting. This would be based on the guidance from the committee, but could be refined.

RESOLVED: to refuse the request from the organisers of Lifeboat Week to move the event to 10-17 August 2018.

18/12/TCP – Lyme Regis Guide

RESOLVED: to agree in principle to continue producing the Lyme Regis guide and to explore more opportunities for advertising with Visit Dorset.

18/13/TCP – Review of Pop-Up Open-Air Cinema Event in Lister Gardens

RESOLVED: to allow further open-air cinema events to take place in Lister Gardens, on dates to be arranged, at a charge of £500 per session.

18/14/TCP – Town Council Website Re-Design

RESOLVED: to nominate Cllrs Mrs C. Reynolds, R. Doney and J. Scowen to work with officers on the re-design of the town council website.

18/15/TCP – Request for Funding to Complete a Film about the Life of Mary Anning

Cllr B. Larcombe wanted to make it clear the £5,000 grant did not infer the council would provide funding for the second film.

Cllr Mrs C. Reynolds said the funding was to complete the first film and the council had not committed to anything else.

RESOLVED: to approve funding of £5,000 to complete a half-made film about the life of Mary Anning, starring Jenny Agutter and featuring Lyme Regis.

18/16/TCP – Story Boat – Possible Locations

Cllr B. Larcombe asked if the members would have any influence over the location of the Story Boat at any one time, and he was also concerned some of the identified areas were pinch points on the parade.

Cllr Mrs C. Reynolds said the operations manager had checked the locations and was satisfied the boat would not cause an obstruction.

Cllr O. Lovell asked if the vehicle movement rules for the Marine Parade would also apply to the Story Boat.

The mayor, Cllr Mrs M. Ellis said the operations manager would ensure it was moved in accordance with the policy.

RESOLVED: to allow the Story Boat to be sited at the 11 identified locations, to be moved regularly between the locations.

18/46/C Town Management and Highways Committee

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, it was **RESOLVED** to receive the minutes of the Town Management and Highways Committee held on 13 June 2018 and adopt the recommendations, as follows:

18/10/TMH – California Fitness

RESOLVED: to refuse the request from California Fitness to operate fitness classes on Anning Road playing field, due to covenants in place which restrict the use of the field as a children's sports ground and playing field and prevent any trade from taking place on the field.

18/12/TMH – Parking at the Gully

RESOLVED: to obtain a valuation for parking spaces at the Gully from the Valuation Office Agency and to report back to the Town Management and Highways Committee, and in allocating the two new parking spaces, preference will be given those living in the area around the Gully and those with no other parking provision.

18/13/TMH – Unauthorised Trading on the Seafront

This recommendation was approved at the extraordinary Full Council meeting on 27 June 2018.

18/47/C Appointments to Council Committees

Proposed by Cllr Mrs C. Reynolds and seconded by Cllr G. Turner, members **RESOLVED** to approve Cllr P. Ridley's appointment to the Tourism, Community and Publicity Committee and the Planning Committee for the 2018/19 council year.

18/48/C Draft Recommendations for Dorset Council Electoral Arrangements

Cllr Mrs C. Reynolds said there were two options on the LGBCE report, both of which identified Lyme Regis and Charmouth as a single ward with one member.

Members discussed the advantages and disadvantages of a single-councillor ward for Lyme Regis and Charmouth, or a two-councillor ward for Lyme Regis, Charmouth and the Marshwood Vale.

Proposed by Cllr J. Scowen and seconded by Cllr B. Larcome, members **RESOLVED** to agree with the Local Government Boundary Commission for England's draft recommendation for a single-councillor ward for Lyme Regis and Charmouth for the new Dorset Council.

18/49/C Sidmouth Road Park and Ride Site

Cllr S. Miller said as the traffic survey by Hydrock was underway, he suggested the council waited until it was concluded and the results were considered before deciding whether to pursue Sidmouth Road park and ride.

Proposed by Cllr S. Miller and seconded by Cllr O. Lovell, members **RESOLVED** to defer consideration of whether to pursue Sidmouth Road park and ride until the traffic survey has been completed by Hydrock.

18/50/C Remuneration Panel

Proposed by Cllr Mrs M. Ellis and seconded by Cllr O. Lovell, 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.

18/51/C Amendment to the Busking Policy

The town clerk assured members B Sharp were committed to ensuring a quality standard of buskers.

Proposed by Cllr O. Lovell and seconded by Cllr Mrs C. Reynolds, members **RESOLVED** to approve a temporary amendment to the Busking Policy to allow B Sharp to administer the allocation of busking permits to its members until June 2019 and that the precise wording of the temporary amendment is delegated to the town clerk.

18/52/C Enforcement Officers' Hut Replacement

Cllr O. Lovell asked if the council had considered building a permanent structure for the enforcement officers.

The mayor, Cllr Mrs M. Ellis said this had not been considered but a permanent structure may require planning permission.

Members generally agreed a composite hut was too expensive and although it was acknowledged a normal garden shed would be the cheapest option, it was agreed a more expensive security shed was required.

Proposed by Cllr J. Broom and seconded by Cllr S. Miller, members **RESOLVED** to replace the enforcement officers' hut at Monmouth Beach car park with a wooden security shed at a cost of approximately £1,500 to £2,000 plus VAT.

18/53/C Exempt Business

(a) Remuneration Panel

Proposed by Cllr J. Broom and seconded by Cllr Mrs C. Reynolds, members **RESOLVED** to approve the recommendations of the remuneration panel to regrade the council's enforcement officers to spinal column point (SCP) range 25-28, that payment is backdated to 1 January 2018, and the officers are positioned on the same point within the new spinal column range, i.e. if an officer was at the top of the old SCP range, they automatically move to the top of the new SCP range.

The meeting closed at 7.49pm.

LYME REGIS TOWN COUNCIL

MINUTES OF THE EXTRAORDINARY MEETING HELD ON TUESDAY 7 AUGUST 2018

Present

Chairman: The Mayor, Cllr Mrs M. Ellis

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

Officers: Mr M. Green (deputy town clerk)

Absent: Cllr S. Williams

18/54/C Public Forum

There were no members of the public present.

18/55/C Apologies for Absence

Cllr P. Ridley – holiday
Cllr J. Scowen – personal commitment

18/56/C Disclosable Pecuniary Interests

There were none.

18/57/C Dispensations

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

18/58/C Staffing Issue

Proposed by Cllr Mrs M. Ellis and seconded by Cllr B. Larcombe, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential information relating to an individual 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.

18/59/C Exempt Business

Cllr S. Miller explained the current situation concerning the personnel matter, the subject of the confidential report. He emphasised the need for the council to make a clear decision on the matter and associated issues in the interests of both the

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business continuity of the organisation and the wellbeing of the individuals concerned.

Cllr B. Larcombe, chairman of the Human Resources Committee, explained the background to his report and its findings, the process which he had followed, and the conversations which had taken place with the post holders concerned.

Cllr S. Miller referenced the various confidential papers which members had been given the opportunity to scrutinise prior to the start of the meeting and read out a series of recommendations which he considered to be a reasonable, balanced, fair and proportionate way forward.

Members debated the matter in detail and unanimously agreed to support the recommendations suggested by Cllr S. Miller.

Proposed by Cllr R. Doney and seconded by Cllr Mrs C. Reynolds, members **RESOLVED:**

- That the council acknowledges and thanks Cllr B. Larcombe for his work in investigating the grievance raised by the post holder 101 against post holder 100 and in producing his report and findings.
- That the council notes that the grievance remains unresolved and in the best interests of both the personal wellbeing of the affected members of staff and the efficiency and effectiveness of the organisation, it supports the following actions to bring the matter to a final conclusion:
 - The council acknowledges and supports the actions of post holder 100 in managing, in a professional and balanced way, the various issues which ultimately led to the grievance being made by post holder 101.
 - The council notes that the letter dated 9 May 2017 which was sent by post holder 100 to post holder 101 was never on the personnel file of post holder 101, is now disregarded and should be treated as such.
 - That post holders 100 and 101 be offered independent, external and professional mediation services if required, requested or supported by both parties, and it be noted that the approximate cost for such services is likely to be £1,250 for a whole day.
- The roles and responsibilities within post holder 101's team be reviewed, including the division of current work between the two posts concerned, the potential for additional areas of work to be managed within that team in future and the position within the staff structure of post holder 101, and a report be brought back to the next meeting of the Human Resources Committee.
- The undertaking of the Association of Accounting Technicians (AAT) qualification at level 3 by post holder 107 be reviewed to assess whether the post holder qualifies for an incremental enhancement in line with the council's already agreed policy.
- That post holder 107 be supported in progressing to AAT level 4 as part of their approved personal development and training plan.
- The need, in the short-term, for external, independent and specialist HR support be acknowledged and a formal procurement process be instigated

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as quickly as possible led by the town clerk in consultation with the chairmen of the Human Resources and Strategy and Finance Committees.

- That post holder 105 be supported in taking an appropriate level 5 diploma in human resources so that, in the longer-term, in-house expertise is strengthened in this area, and it be noted that the likely cost is approximately £4,260+VAT for a two-year course, that the time requirement is around half a day per week and that such training is consistent with the personal training and development plan for the post holder.
- That, on the basis of the actions referred to above, the council determines the grievance to be closed and that all parties, including Unison, be notified in writing accordingly.

The meeting closed at 7.51pm.

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AGENDA ITEM 8

Committee: Full Council

Date: 19 September 2018

Title: Matters arising from the minutes of the Full Council meeting held on 11 July 2018

Purpose of the Report

To inform members of matters arising from the minutes of the Full Council meeting on 11 July 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

18/48/C – Draft Recommendations for Dorset Council Electoral Arrangements

The Local Government Boundary Commission's consultation on the draft recommendations closed on 27 August 2018 and the final recommendations are expected to be published on 23 October 2018.

The council's response to the consultation was submitted in line with the resolution to support the draft recommendation for a single-councillor ward for Lyme Regis and Charmouth for the new Dorset Council.

18/52/C – Enforcement Officers' Hut Replacement

The hut was installed on 29 August 2018.

John Wright
Town clerk
September 2018

Committee: Full Council

Date: 19 September 2018

Title: Update Report

Purpose

To update members on issues previously reported to the council

Recommendation

Members note the report

Report

Christmas Lights Committee

The committee met for the first time this council year on 30 July 2018. Cllr O. Lovell was elected chairman, and Cllr S. Williams as vice-chairman.

Bowling club car park

It was intended to bring a report and any recommendations to this meeting following the Assets on-and-around Monmouth Beach working group meeting on 12 September 2018. However, the working group agreed Cllrs B. Larcombe and G. Turner would meet with the bowling club representatives to discuss the matter further.

John Wright
Town clerk
September 2018

**Lyme Regis Town Council
Mayor's Announcements for Cllr Michaela Ellis
Meeting held on 19 September 2018**

10 July	Attended a meeting of the Lyme Regis/St George's Twinning Association
11 July	Attended a meeting with the town clerk and deputy mayor to discuss Strawberry Fields
13 July	Attended with consort Lyme Regis Golf Club's celebration of 125 years and started the 'attempted fastest round of golf'
19 July	Attended with consort Lyme Regis Society book launch
21 July	Attended with consort Wimborne Minster civic day
25 July	Attended with consort, town clerk, macebearers and councillors, the cry at the Admiral Sir George Somers statue and unveiling of the information board, followed by coffee at the Alexandra Hotel. Led Somers Day Parade, again with consort, mace bearers, town clerk and several councillors and then had lunch at the Royal Lion Hotel Attended with consort church service at Whitchurch Canonorum, followed by a cry at the war memorial and afternoon tea in the church
29 July	Attended with consort and started the fun run along Marine Parade
31 July	Met Julian Fellowes at the RNLI station and started the tug of war
2 August	Attended with the deputy mayor and town clerk a meeting with Char Valley parishes
3 August	Started with consort the duck race along the River Lym
5 August	Led with consort the torchlight procession
6 August	With consort, started the candles down the river
7 August	Attended with consort the carnival cream tea
9 August	Opened the summer fete with consort at the Church of St Michael and St George
10 August	The deputy mayor and mayoress attended the civic day at Wareham

I would like to thank them both for attending this on my behalf

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11 August	With consort, judged the carnival floats and then led the carnival procession
16 August	Attended with consort the I Love Lyme Day, took the salute for the RAF Falcons and attended the reception at the Swim with Brian Lavender
18 August	Attended with consort a reception at the Lyme Regis Sailing Club
19 August	Ran a beach stall in the shelters in aid of the mayor's charity
26 August	Attended Candles on the Cobb with consort and lit the first candle
30 August	Walked around the town with Andrew Trelawney, Alan Vian and the operations manager, in preparation for the visit from The Rifles
2 September	Attended with consort the Lyme Splash swim and started the swims
4 September	The deputy mayor and mayoress attended the civic day at West Dorset District Council <i>I would like to thank them both for attending this on my behalf</i>
5 September	Met the mayor of Jamestown, Dr Bill Kelso

AGENDA ITEM 12

LYME REGIS TOWN COUNCIL PLANNING COMMITTEE MINUTES OF THE MEETING HELD ON TUESDAY 24 JULY 2018

Present:

Members: Cllr B. Larcombe (chairman), Cllr J. Broom and Cllr G. Turner

Officers: Mr J. Wright (town clerk)

Absent: Cllr P. Ridley and Cllr S. Williams

18/28/P Public Forum

There were no comments from members of the public.

18/29/P Apologies

Apologies for absence were received from Cllr Mrs M. Ellis, Cllr D. Hallett, Cllr Mrs C. Reynolds and Cllr J. Scowen.

18/30/P Minutes

Proposed by Cllr G. Turner and seconded by Cllr J. Broom, the minutes of the meeting held on 26 June 2018 were **ADOPTED** without amendment.

18/31/P Disclosable Pecuniary Interests

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

18/32/P Dispensations

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

18/33/P Matters arising from the minutes of the meeting held on 26 June 2018

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

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18/34/P Update Report

There were no matters to be updated at this meeting.

18/35/P Planning Applications

Planning applications were considered in accordance with the details circulated.

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

- 1) **WD/D/18/000624 FULL** (Received 8 July 2018)
Larcombe – Amendment to planning approval WD/D/16/000708. Amend design of grandstand and reposition from approved location. (Variation of condition 1 of WD/D/16/000708 amend grandstand siting – 50 – Lyme Regis Football Club, Charmouth Road, Lyme Regis, DT7 3DW

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

- 2) **WD/D/18/001224 FULL (Retrospective)** (Received 27 June 2018)
Cockerell – Conversion of integral garages to living accommodation (retrospective) – 4 Colway Rise, Colway Lane, Lyme Regis, DT7 3HJ

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

- 3) **WD/D/18/001266 FULL** (Received 14 July 2018)
Hilliard – Conversion of detached garage for ancillary use and holiday let purposes – Westlands, Somers Road, Lyme Regis, DT7 3EX

*Members recommended that the application should be **approved** subject to a non-fragmentation condition requiring that the holiday let never be sold separately from the main dwelling.*

- 4) **WD/D/18/001290 LISTED BUILDING CONSENT** (Received 13 July 2018)
Watts – Internal alterations including installation of roof light – The Old Watch House, Marine Parade, Lyme Regis, DT7 3JF

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

- 5) **WD/D/18/001337 FULL** (Received 18 July 2018)
Moore – Demolition of dwelling and erection of replacement dwelling – Glenholme, Cobb Road, Lyme Regis, DT7 3JR

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

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18/36/P Amended/Additional Plans

The amended plans were noted.

18/37/P Withdrawn Applications

There were no withdrawn applications.

18/38/P Planning Decisions

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

18/39/P Correspondence from West Dorset District Council and Dorset County Council regarding planning matters

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

The meeting closed at 7.25pm.

AGENDA ITEM 12

LYME REGIS TOWN COUNCIL PLANNING COMMITTEE MINUTES OF THE MEETING HELD ON TUESDAY 21 AUGUST 2018

Present:

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

Officers: John Wright (town clerk)

Absent: Cllr Mrs M. Ellis, Cllr P. Ridley, Cllr J. Scowen and Cllr S. Williams

18/40/P Public Forum

There were no comments from members of the public at this stage of the meeting. Mr K. and Mrs S. Hillman were in attendance in respect of application WD/D/18/001538 (2 Coram Court), but indicated that, with the chairman's approval, they would prefer to speak immediately preceding members' consideration of the matter.

18/41/P Apologies

Apologies for absence were given by Cllr B. Larcombe on behalf of Cllr D. Hallett.

18/42/P Minutes

Proposed by Cllr G. Turner and seconded by Cllr J. Broom, the minutes of the meeting held on 24 July 2018 were **ADOPTED** without amendment.

18/43/P Disclosable Pecuniary Interests

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

18/44/P Dispensations

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

18/45/P Matters arising from the minutes of the meeting held on 26 June 2018

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

AGENDA ITEM 12

18/46/P **Update Report**

There were no matters to be updated at this meeting.

18/47/P **Planning Applications**

Planning applications were considered in accordance with the details circulated.

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

- 1) **WD/D/18/001538-FULL** (Received 10 August 2018)
Newell - Erection of sun room and decking (partially retrospective), and installation of trellis to top of fencing – Maroc House, 2 Coram Court, Lyme Regis, DT7 3GE.

Kevin and Sheila Hillman, owners of a neighbouring property, spoke against the application. They pointed out that the 19m x3m structure had been constructed without planning permission only 1m from their boundary fence. It had two full-height windows and double French doors and completely dominated and overlooked their property; exacerbated by its elevated location on sloping ground.

It overlooked an outside area in constant use, including by children, and caused a complete loss of privacy, including upstairs bedrooms and other rooms.

They considered the design of the structure and the materials used to be entirely out of keeping with the character of the area and the associated lighting made the visual intrusion even worse.

They referred to errors and omissions in the information supporting the application and drew particular attention to the proximity of one of the piles to the roots of a protected tree.

They considered the development to be incompatible with policies in both the adopted local plan and the ongoing review; particularly policies for overlooking, protection of private amenity space and compliance with external lighting guidelines.

They also made reference to an earlier Inspector's decision affecting the application site which had removed normal permitted development rights.

Members were unanimously of the view that the application should be refused and agreed with the various concerns identified by the Hillmans.

Members recommended that the application be **refused** on the grounds that the proposed development involves an entirely unacceptable degree of overlooking of a neighbouring property with the resultant loss of residential amenity and loss of protection to private amenity space. As a result, it is not in accordance with policies contained in either the adopted or draft reviewed West Dorset and Weymouth and Portland Local

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Plan and is at odds with an earlier appeal decision relating to the site and which removed normal permitted development rights.

- 2) **WD/D/18/001373-FULL** (Received 20 July 2018)
Mansi – Demolition of dwelling and detached garage. Erection of replacement dwelling and detached studio - – Carols, Westhill Road, Lyme Regis, DT7 3LW.

*Members recommended that the application should be **approved** subject to there being no soakaway drainage employed in the development, as appears to be proposed from the application form.*

- 3) **WD/D/18/001405-FULL** (Received 26 July 2018)
Haseman – Demolition of conservatory and garage and erection of extensions - Devongate, Clappentail Lane, Lyme Regis, DT7 3LZ.

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

- 4) **WD/D/18/001471-FULL (Retrospective)** (Received 4 August 2018)
Lyme Regis Town Council – Erection of holiday chalets, beach huts and caravans (retrospective) – Monmouth Beach Chalets, Monmouth Beach, Lyme Regis.

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

- 5) **WD/D/18/1605-FULL** (Received 13 August 2018)
Cook – Erection of two storey rear extension, extension to garage and installation of dormer windows – Langmoor House, Pound Street, Lyme Regis, DT7 3JA.

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

- 6) **WD/D/18/001643-FULL** (Received 14 August 2018)
Watson – Erection of extension and modify vehicle access – 3 Pine Ridge, Lyme Regis, DT7 3HP.

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

18/48/P **Amended/Additional Plans**

There were no amended plans to be considered at this meeting. **NOTED**

18/49/P **Withdrawn Applications**

There were no withdrawn applications to be considered at this meeting. **NOTED**

18/50/P **Planning Decisions**

The decisions of the planning authority were received.

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Members queried the approved plans in respect of application WD/D/18/000190 (18 Monmouth Beach). Cllrs Larcombe and Broom were both of the opinion that the Town Management and Highways committee had wanted the proposed chalet to be turned through 90 degrees so that the ridge ran north/south rather than east/west as shown on the submitted plans.

The deputy town clerk undertook to look into the matter, although his recollection was that the main concern had been in respect of ridge height rather than orientation; although the latter issue had certainly been mentioned.

Cllr Mrs C. Reynolds confirmed that a non-fragmentation condition had been included in the permission granted in respect of application WD/D/18/001266 (Somers Road).

18/51/P Correspondence from West Dorset District Council and Dorset County Council regarding planning matters

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

The meeting closed at 7.21pm.

LYME REGIS TOWN COUNCIL
HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 18 JULY 2018

Present

Chairman: Cllr B. Larcombe

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

Officers: Miss F. Heffernan (administrative assistant), Mr J. Wright (town clerk)

18/16/HR Public Forum

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

18/17/HR Apologies

There were none.

18/18/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 6 June 2018

Proposed by Cllr J. Broom and seconded by Cllr G. Turner, the minutes of the meeting held on 6 June 2018 were **ADOPTED**.

18/19/HR Disclosable Pecuniary Interests

There were none.

18/20/HR Dispensations

There were none.

18/21/HR Matters arising from the minutes of the previous Human Resources Committee meeting held on 6 June 2018

Cllr D. Hallett said he believed some members of staff were still not happy to undertake spraying work.

The operations manager said he had assured everyone in the external works' team they would be covered under the council's insurance when spraying, providing they followed council procedures and the training they had received.

18/22/HR Update Report

Members noted the report.

18/23/HR Health and Safety Committee Minutes

Although not specifically referred to in the minutes of the Health and Safety Committee, members discussed spraying work and the operations manager said the majority of the external gardening team were trained to do this. He said he was looking to update the teams' training however, as although the qualification does not expire, some courses were undertaken in 2011 and it was important to keep employees up-to-date.

18/24/HR Local Council Award Scheme

The town clerk briefly outlined why the council was seeking the gold award and areas which needed to be worked on to achieve this.

Cllr B. Larcombe asked why the Lyme Voice had not been active yet, as it had been launched a while ago.

The town clerk said the council wanted to work with LymeForward to identify the most appropriate questions to ask the general public. He said the council would be launching questions relating to the Hydrock survey in the next few weeks.

Proposed by Cllr J. Broom and seconded by Cllr S. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to defer the target date for achieving the Quality Gold Award of the Local Council Award Scheme to 31 March 2020 and approve the following actions:

- In conjunction with LymeForward and the police, the council takes the lead in developing a safer neighbourhood strategy. This strategy would be considered by the Tourism, Community and Publicity Committee on 23 January 2019
- The council determines its approach to CCTV by 31 December 2018
- A community engagement strategy is developed and considered by the Tourism, Community and Publicity Committee on 23 January 2019
- As part of its preparation for a new administration in May 2019, the council develops a comprehensive induction and training programme for members
- The council considers how to address the current internal conflict among members and what measures it can take to mitigate bringing the council into disrepute.

18/25/HR Improving Productivity

Proposed by Cllr B. Larcombe and seconded by Cllr Mrs M. Ellis members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential matters relating to relating to the financial or business affairs of a particular person within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

Members discussed the report and agreed any review of productivity should be applied to the council as a whole.

The town clerk outlined practices which were not effective within the external works' team. He said a separate report would be brought to this committee regarding the internal office team.

Members agreed staff having reasonable breaks was acceptable and a certain amount of trust and discretion would have to be applied.

The town clerk said it may be beneficial to the council to have some gardeners who worked more hours in the summer and less hours in the winter. He said this would relieve pressure in the crucial months of the year and may be attractive to the team, as the pay would be enhanced, due to non-standard hours resulting in an enhanced rate of pay.

Members raised concerns the team would struggle to complete tasks in the winter months, if the majority of staff opted for the variable hours' contract.

The town clerk said this new pattern of working would be offered to the existing gardeners on a voluntary basis, but this working pattern could be written into future employees' job descriptions.

The town clerk said it was important for members to support the operations manager and operations supervisor/lengthsman moving forward.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr S. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to endorse the removal of paid breaks to all employees.

Proposed by Cllr S. Larcombe and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** to note management action on 'doubling up' and works' programming.

Proposed by Cllr S Larcombe and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the introduction of variable hours' contracts for the existing gardening team on a voluntary basis.

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Proposed by Cllr J. Broom and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the appointment to all subsequent gardening vacancies on variable hours' contracts.

Proposed by Cllr J. Broom and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the deletion of the seasonal gardener and apprentice gardener posts and their replacement with a permanent full-time gardener on a variable hours' contract.

The meeting closed at 9.00pm.

LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 5 SEPTEMBER 2018

Present

Chairman: Cllr S. Miller

Councillors: Cllr J. Broom, Cllr R. Doney, Cllr Mrs M. Ellis, Cllr D. Hallett, Cllr P. Hicks, Cllr B. Larcombe, Cllr S. Larcombe, Cllr O. Lovell, Cllr Mrs C. Reynolds, Cllr P. Ridley, Cllr J. Scowen, Cllr G. Turner, Cllr S. Williams

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

18/25/SF Public Forum

There were no members of the public present.

18/26/SF Apologies for Absence

There were none.

Cllr O. Lovell arrived at the meeting at 7.01pm.

18/27/SF Minutes

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, the minutes of the meeting held on 27 June 2018 were **ADOPTED**.

18/28/SF Disclosable Pecuniary Interests

There were none.

18/29/SF Dispensations

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

18/30/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 27 June 2018

Bowling club car park

It was confirmed a report by Cllr B. Larcombe and Cllr G. Turner would be considered by the Assets on-and-around Monmouth Beach car park working group on 12 September 2018 and any recommendations would go straight to the Full Council on 19 September 2018.

St Michael's Parish Church tower

Cllr R. Doney said he had done some research and found there were at least five bodies which provided grants for Grade I Listed buildings; this information had been passed on to the church.

18/31/SF Update Report

Members noted the report.

18/32/SF Minutes of the Section 106 Funding working group meeting held on 5 June 2018

The minutes of the working group meeting held on 5 June 2018 were **RECEIVED**.

18/33/SF Review of Standing Orders

Cllr O. Lovell suggested a paragraph was added to standing order 7 – Previous Resolutions, to allow members to reverse a decision without requiring a rescission motion if they had been given misleading or inaccurate information.

Members agreed with this principle but didn't feel it was necessary to include it in standing orders. Cllr B. Larcombe reminded members that standing orders could also be suspended to deal with this issue.

Proposed by Cllr R. Doney and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the proposed standing orders, based on the model published by the National Association of Local Councils, effective from 19 September 2018.

18/34/SF LEADER Programme Application

Cllr D. Hallett said he was concerned about the costs associated with this project and believed only the repair of the roof should be carried out.

Cllr B. Larcombe said he supported the principle of pursuing grant funding to enhance the roof area, but he was concerned with some of the costings, such as those for engraved glass panels and for professional fees.

Cllr J. Broom said they were budget figures, only, which had been used as part of the grant application.

There was general agreement that patch repairs were no longer sufficient and the replacement of the roof was essential.

Cllr Mrs M. Ellis said as the council needed to pay for the replacement of the roof regardless, if it was possible to obtain grant funding to make further enhancements to the area, this should be pursued. Members generally agreed with this.

The town clerk said the council would have to go out to tender as this was a requirement of financial regulations and the LEADER funding, and the concepts and designs would be brought to the council for approval.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to:

- approve a budget of up to £200,000 from the council's reserve to support its application to the Dorset LEADER Programme for the renewal and enhancement of the roof area above The Swim, the antique centre and amusement arcade
- confirm the appointment of John Stark and Crickmay Partnership to undertake the initial design and 'up to tender' work for the renewal and enhancement of the roof area above The Swim, the antique centre and amusement arcade
- approve the internal programme for submitting an application to the Dorset LEADER Programme by 6 December 2018

18/35/SF Debtors' Report

Proposed by Cllr Mrs M. Ellis and seconded by Cllr Mrs C. Reynolds, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential information relating to the financial or business affairs of a particular person within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

18/36/SF Exempt Business

(a) Debtors' Report

The town clerk updated members on the total debt as at 5 September 2018. He said a significant proportion of the debt related to three areas: site licence fees, the newly-constructed Ware Cliff chalets, and al fresco licences.

The town clerk told members how officers intended on dealing with these debts, in consultation with the council's solicitors.

Some members were concerned about the amount of time officers had to commit to pursuing these debts and agreed a firmer stance should be taken with site licences in future.

Several members were concerned some tables and chairs on Marine Parade, which were the subject of the al fresco licences, were being placed beyond the studs in the ground. It was agreed the enforcement officers should clamp down on this.

Cllr O. Lovell suggested an audit committee was set up consisting of up to three members, which would look in detail at some of these major issues to determine if the process was cost-effective and efficient.

Cllr S. Miller agreed there was a need for an audit and a review of current issues at the chalet and caravan site. He asked that a report was brought to the next meeting to allow members to formally consider: a breakdown and detail of the debts related to the site licences, the newly-constructed Ware Cliff chalets and the al fresco licences;

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what is owed; what the outcomes of the solicitors' actions were; what further action will be taken; all costs associated with the pursuance of these debts; and details of the number of properties paying a levy for commercial rentals. Members agreed with this.

Cllr Mrs M. Ellis also requested the chalet/caravan/beach hut numbers and related debts were provided to members.

The meeting closed at 8.11pm.

DRAFT

LYME REGIS TOWN COUNCIL

TOURISM, COMMUNITY AND PUBLICITY COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 1 AUGUST 2018

Present

Chairman: Cllr Mrs C. Reynolds

Members: Cllr J. Broom, Cllr R. Doney, Cllr Mrs M. Ellis, Cllr S. Larcombe, Cllr P. Ridley, Cllr S. Williams

Other members: Cllr S. Miller

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

Absent: Cllr D. Hallett

18/21/TCP

Public Forum

Mrs F. Williams

Mrs Williams was representing B Sharp and spoke in relation to agenda item 9, Policy and Procedure for Events on Council-Owned Land. She said B Sharp was a music charity started in 2007 in Lyme Regis to provide regular activities and events for young people and children, including work experience, training and jobs. She said their two main community events were the annual Busking Festival, which had been held since 2009, and Big Mix, with the support of the town council and community. Mrs Williams said the town council had adopted a busking policy in partnership with B Sharp to allow young people to fundraise, to give a platform to people to perform music and earn pocket money. She said it was held on the May Bank Holiday when it was school holidays and young people wanted something to do, and when audiences are around to watch them, held on the same weekend as the Jazz Festival and in partnership with them. Mrs Williams said B Sharp had held nine festivals in the shelters and around the town, when more than 600 young people and hundreds of adults also played to raise funds, some over 90 years old. She said the event attracted a mixture of audiences, including locals and visitors who returned every year. She said over 200 people had gone on to play at other events and festivals, bringing children of the town to the fore, creating a positive culture for young people and creating paid jobs. Mrs Williams said the Busking Festival was inter-generational, community, fun, and everyone looked forward to it. She said it was simple, it worked and she wanted to keep it that way. She said if the council was going to review events, she urged it to consult with event organisers to prevent the risk of organisations and people pitching against each other. Mrs Williams said B Sharp didn't have the luxury of large infrastructure or lots of money, they were a small charity and the festival was a fundraiser very much about Lyme Regis, and there wasn't another like it they knew of. She said there was scope to grow the event, with the council's support, and a real

opportunity to be part of the children, their talent, their bravery and growing skills. She said the festival was an important experience for young people, including those who lacked confidence, and things like the Busking Festival and Big Mix had changed that.

Mrs J. Sheppard

Mrs Sheppard spoke in relation to the same agenda item. She said she was not here to plead for exemptions or special treatment for the Jazz Festival, but to set the record straight. She said the council's proposals were flawed and were trying to fix something that wasn't broken, as the current arrangements worked well and only required tweaking, not an overhaul. Mrs Sheppard said there was no evidence events had caused problems or intensified visitor pressure on the town, and an over-bureaucratic approach was not needed. She said they had been running well-organised events without problems for years, so she asked why there was an issue now. She said she suspected it was due to the Dorset Street Food Festival, which brought dozens of traders to Lyme Regis on the same weekend as the Jazz Festival, at the invite of one of the council's own officials. Mrs Sheppard said the members shouldn't allow that experience to unfairly cloud their views, and shouldn't compound the original mistake by penalising local organisations for problems they had never caused. She questioned whether moving events to the shoulder season would actually work. She said they had no intention of moving the date of the Jazz Festival because it would be financially reckless to do so. Mrs Sheppard said it would continue in other venues in the town when visitor numbers were high enough to keep it viable. She said the council's proposal would only prevent the free community event on the seafront, which provided free music for people who couldn't afford tickets, provided a platform to young musicians, and attracted new, younger audiences to help the festival secure its long-term future. Mrs Sheppard said running a festival wasn't easy and the council's proposed new policies would draw out the process. She said it was red tape, and was wholly disproportionate to the size and scale of events that happened in Lyme Regis. Mrs Sheppard urged members to set aside the proposals and work with event organisers to devise a sensible policy, and address the town's infrastructure problems and concerns together. She asked the council to have discussions about how the festivals could be nurtured.

18/22/TCP Apologies

Cllr P. Hicks – work commitments
Cllr J. Scowen
Cllr G. Turner – coastguard duties

18/23/TCP Minutes

Proposed by Cllr Mrs M. Ellis and seconded by Cllr R. Doney, the minutes of the meeting held on 20 June 2018 were **ADOPTED**.

18/24/TCP Disclosable Pecuniary Interests

There were none.

18/25/TCP Dispensations

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

18/26/TCP Matters arising from the minutes of the previous meeting held on 20 June 2018

Gateway Card

Cllr S. Larcombe said he had not been able to find out which accommodation providers were giving their cards to guests to use, but he would continue to try and find out.

Lyme Voice

The deputy town clerk said he had met with Hydrock that week and they had agreed to provide questions in writing for the first survey by the end of the week.

Open-air cinema

The deputy town clerk said the event organisers would not be able to hold another event in Lyme Regis this year as they were fully booked but they wanted to discuss dates in spring and autumn 2019.

18/27/TCP Update Report

Sculpture Trail

The deputy town clerk reassured members the maps would be a minimum of A2 size and should therefore be easy to read for those with visual impairments, that wheelchair symbols were featured on the map, and any routes with steps were marked.

Beach wheelchairs

Cllr R. Doney said he had identified a potential supplier for the floating wheelchair and officers were in the process of placing the order, with delivery expected within a few weeks.

18/28/TCP Minutes of the WWI Commemorations and Memorial Refurbishment Working Group meeting held on 22 June 2018

The administrative officer said the poppy garden was now in place.

Proposed by Cllr S. Williams and seconded by Cllr S. Larcombe, the minutes of the WWI Commemorations and Memorial Refurbishment Working Group meeting held on 22 June 2018 were **RECEIVED**.

18/29/TCP Policy and Procedure for Events on Council-Owned Land

Cllr R. Doney said he was not in favour of banning events from taking place on council-owned land at peak times, as there was no evidence of any problems caused. He said if people wanted to hold new events at peak times, they should be considered on their merits.

Cllr S. Miller agreed and said he felt the proposed policy was unduly onerous, a view which was supported by several other members.

Cllr J. Broom said there was no intention to ban events, just to re-consider when they took place.

Cllr Mrs M. Ellis said the real issue was the handling of bookings, and the council should insist bookings are paid for in advance, or an event would not be allowed to go ahead.

Cllr S. Williams was concerned the town clerk would decide the charges for commercial organisations who used council-owned land.

Members agreed it should be included in the policy and procedure that this decision should be made in consultation with the chairmen of the Tourism, Community and Publicity, Town Management and Highways and Strategy and Finance Committees.

Members agreed a three-year rolling programme of events would be useful, but there was concern event organisers didn't necessarily know their dates and that new events wouldn't be known three years in advance.

Members agreed it should be included in the policy and procedure that new major events would not normally be approved unless six months' notice is given.

Some members were concerned the proposed event management plan template was onerous. It was suggested the plan was further reviewed, in consultation with some event organisers, and brought back to the next meeting of this committee.

Cllr J. Broom said the idea was to have a template that all event organisers could work from, and the proposed plan was considered to include all the information the council required. He said there was no reason to review the plan with event organisers.

Members went through the proposed policy and made the following amendments:

- 2.1 – the charge for commercial organisations who use council-owned facilities for events is at the discretion of the town clerk, in consultation with the chairmen of the Tourism, Community and Publicity, Town Management and Highways, and Strategy and Finance Committees.

- 2.1 – remove the following clause: no events will take place during school holidays and bank holidays, exceptions are Lifeboat Week, Regatta and Carnival Week, and Lyme Regis Fossil Festival.
- 2.1 – a rolling three-year forward plan of events will be held. The forward plan will be reviewed in autumn each year by the Tourism, Community and Publicity Committee and approved by the Full Council. New major events would not normally be approved unless six months' notice is given.

Members went through the proposed procedure and made the following amendments:

- Background – remove reference to 11 July 2018
- 1.2 – A three-year rolling programme will be compiled by the town clerk: in September each year, the town clerk will write to the organisers of new events who have expressed an interest in holding an event on council-owned land. Organisations who respond must provide an event summary.
- 1.3 – The three-year rolling programme will be reviewed in autumn each year by the Tourism, Community and Publicity Committee and approved by the Full Council. It may be necessary to approve the dates of events two years in advance. New major events would not normally be approved unless six months' notice is given.
- 1.4 – as amended in 2.1 of the policy.
- 1.5 – following the autumn decision of the Tourism, Community and Publicity Committee and Full Council, organisations will be notified if consent has been approved; there is no right of appeal against the decision of the Full Council.
- 1.6 – Any council facilities required for an event must be booked and paid for six calendar months in advance of the event.
- 1.11 – During major events, the operations manager, the deputy town clerk or the town clerk will be available or in attendance.
- 1.13 – Any material non-compliance will be reported to the Tourism, Community and Publicity Committee, which can make recommendations to the Full Council to ultimately disqualify an organisation from holding future events.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr S. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the policy and procedure for events on council-owned land, as amended by the Tourism, Community and Publicity Committee.

18/30/TCP Promoting Lyme Regis

Proposed by Cllr Mrs M. Ellis and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to instruct officers to obtain costs to produce the 2019 Lyme Regis guide based on 15,000, 17,500 and 20,000 copies and to bring this information back to the Tourism, Community and Publicity Committee on 10 October 2018 for members to consider.

18/31/TCP I Love Lyme Day

Cllrs P. Ridley, Mrs C. Reynolds and S. Larcombe volunteered to help on the day.

In response to a member question, the deputy town clerk said there was no specific budget allocated to support the event but the council had already agreed to underwrite the Red Arrows up to £15,000, so that amount was sitting in the budget, and the council had already agreed a budget of £3,000 for an air show, which had now been replaced with I Love Lyme Day.

Proposed by Cllr J. Broom and seconded by Cllr S. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to support the proposal for an 'I Love Lyme Day', to approve expenditure of up to £4,000 to provide a firework display and cover sundry expenses on 16 August 2018, and ask the Full Council at its meeting on 19 September 2018 to retrospectively approve a budget for this expenditure.

18/32/TCP Youth Council at Woodroffe School

Cllr P. Ridley asked if the youth council could include pupils from other schools and be a Lyme Youth Council.

Cllr Mrs C. Reynolds said the British Youth Council recommended it was linked with one school.

Some members were concerned about allocating a budget to the youth council. There were concerns the youth council could spend money on projects the town council wasn't in favour of.

Cllr Mrs M. Ellis said the youth council could come to the town council with a project so it could decide whether it wanted to contribute to or provide a budget for that project.

Cllr S. Miller suggested the youth council had an initial meeting, decide how it was going to proceed, and to come back to the council with a suggested budget for the projects they identified.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to support the setting up of a youth council at the Woodroffe School, to agree the youth council identifies projects and comes back to the council to request a budget, to agree the Tourism, Community and Publicity Committee is the youth council's principal link with the

council, and to agree Cllr Mrs C. Reynolds acts as the liaison between the town council and the youth council.

18/33/TCP Mary Anning Statue

Proposed by Cllr J. Broom and seconded by Cllr S. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to allow Cllr Mrs C. Reynolds to look into the possibility of installing a statue of Mary Anning in Lyme Regis and to report back to the Tourism, Community and Publicity Committee with further information.

18/34/TCP Managing Consultation Exercises

Members noted the report.

The meeting closed at 8.30pm.

LYME REGIS TOWN COUNCIL

TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 25 JULY 2018

Present

Chairman: Cllr J. Broom

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

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

18/16/TMH

Public Forum**Mr P. Evans**

Mr Evans spoke in relation to agenda item 9, Teen Shelter at Anning Road Playing Field. He said he was grateful the council was considering this issue and was particularly grateful to Cllr Mrs C. Reynolds for trying to resolve the matter in an amicable and friendly way. He said it was not a question of noise anymore, as nearby residents now believed there was great danger to young children. Mr Evans said his neighbour's 10-year-old child was now frightened to go to the playing field. He said although the police had claimed they regularly patrolled the area, none of the residents could remember seeing them, and claims the police had not received any complaints were untrue but they couldn't understand why the complaints had not been recorded. Mr Evans said there was a huge amount of drug-taking, but not by younger children using the field, who the residents had no issues with. He said there was underage drinking and incidents of simulated sex in front of young children, which they should not be exposed to. Mr Evans said it appeared a drug pusher was regularly going there and he didn't want to think of the consequences if someone took a particularly dangerous batch of drugs. He said he believed it was a problem the council had to try and find a solution to, although he appreciated this was very difficult. He said the only solution may be to move the shelter but he didn't know where it could be re-located.

Mr V. Turner

Mr Turner spoke in relation to the same agenda item. He said he was assaulted by someone at the teen shelter recently and had reported this to the police. He said he refuted police claims there had been no reports of anti-social behaviour in the area as two of his neighbours had made complaints and were given crime numbers. Mr Turner said the previous weekend he had picked up three empty canisters of 'happy gas'. He said the residents had no problem with younger children using the shelter, but the recent problems had been with a group of older people, who were waking people up in the middle of the night. He said these people were arriving in vehicles and parking them behind their houses, and bringing with them loud sound systems and lights. He agreed with Mr Evans that there was also drug-taking.

Mr J. Kendrick

Mr Kendrick spoke in relation to the same agenda item. He said on the previous weekend, a group of people were drinking alcohol at the shelter at 4pm, tearing up the cans and throwing them on the ground where children played, as well as bottles. Mr Kendrick said someone had to be to blame and if someone was injured, he was sure they would look to the council. He said he understood there was a covenant on the field restricting its use to under 16s, but it was obvious this group was well above that age and shouldn't be in there. However, he understood it would be difficult for the council to enforce this. Mr Kendrick said the residents didn't mind children playing there, but this was an older group who were taking drugs, the smell of which came through their windows. He said he had reported these issues to the police and had two crime numbers. Mr Kendrick said the gate behind Anning Road should be locked to stop these people parking their vehicles there, but he didn't believe this would stop them going into the playing field as they would park in Anning Road on the double yellow lines. He said he didn't believe they were local people.

Ms K. Crossley

Ms Crossley spoke in relation to the same agenda item. She confirmed she had made to complaints to the police. She described three particularly bad incidents: the first was when a large bottle was thrown into her garden, just missing a nine-month-old baby; the second was then her son witnessed two people in the shelter performing sexual acts; and the third was when a girl who was drunk was asked to leave and started swearing in front of children. Ms Crossley said her son was nervous to play in an area that was meant for children to play in and she felt it was now becoming a big problem.

18/17/TMH Apologies

Cllr R. Doney – family commitments
Cllr G. Turner

18/18/TMH Minutes

Proposed by Cllr B. Larcombe and seconded by Cllr P. Hicks, the minutes of the previous meeting held on 13 June 2018 were **ADOPTED**.

18/19/TMH Disclosable Pecuniary Interests

Cllr Mrs M. Ellis declared a pecuniary interest in agenda item 12, View Road Parking and Access Arrangements as she lived in View Road. She said she would leave the room for this item but wished to make a statement before she left.

18/20/TMH Dispensations

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

18/21/TMH**Matters arising from the minutes of the Town Management Committee meeting held on 13 June 2018****HGV signs**

Cllr B. Larcombe said size restriction signs were needed, as well as weight restriction signs, warning drivers the streets were not suitable for their vehicles.

The deputy town clerk said although the response from Highways England had not been favourable, any roads other than the A35 were the responsibility of Dorset County Council (DCC). He said the council would now have to go back to DCC to try and get signs put up in appropriate locations, but this would require the support of the police, as they needed to be committed to enforcing the instructions on the signs. However, if the signs were only advisory, no enforcement would be necessary.

Cllr J. Broom suggested the council put its own signs up on private land.

Beach replenishment

Cllr S. Williams said the council needed to have copies of the beach profile so it could take action if it went below the required levels.

The deputy town clerk said the council already had detailed technical drawings which showed the required profile. It was agreed Cllr J. Broom would look at the drawings to be able to reassure members further that the profile was within the required range.

Sidmouth Road park and ride

Cllr S. Williams asked when signs would be put up at the site directing vehicles to the Charmouth Road park and ride.

The deputy town clerk said the process of approving the signs was complex and permission had to be given by the Highways Agency and it was hoped approval would be given in the next seven to 10 days. However, he said there were already numerous signs pointing to the Charmouth Road park and ride when vehicles got off the A35, although it was noted these were only on the east of the town.

Cllr B. Larcombe suggested the council put its own signs up on private property near Hunter's Lodge.

18/22/TMH**Update Report****Marine Parade toilets**

In response to a member question, the operations manager said the toilets were now being cleaned eight times a day and more toilet roll dispensers had been ordered.

Puffin crossing

Members encouraged the public to take part in the public consultation.

Cracks in paths in Langmoor and Lister Gardens

The operations manager said he intended to obtain quotes to tarmac the cracks.

18/23/TMH Beach Hut Replacement

Members discussed the advantages and disadvantages of wooden huts versus composite huts, or a mixture of both.

Members also discussed whether any replacement should be done in one go or on a three-year rolling plan, but noted the approved budget of £15,000pa would need to be increased either way.

It was proposed by Cllr B. Larcombe and seconded by Cllr S. Williams to replace the Cart Road beach huts with a new specification in a composite product, with all 34 huts to be replaced in one go in the 2018/19 autumn/winter season.

A substantive motion was made and voted on, as follows:

Proposed by Cllr J. Scowen and seconded by Cllr Mrs C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to replace the Cart Road beach huts with the standard 2006 specification in wood.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** to replace all 34 Cart Road beach huts in one go in the 2018/19 autumn/winter season.

Members discussed whether the new huts should have flat or pitched roofs and how the private huts would be brought into line if the new huts had pitched roofs.

The deputy town clerk said although the new licences included a section on maintenance of day huts, but there was nothing that would allow the council to make private owners replace their huts.

Proposed by Cllr J. Broom and seconded by Cllr Mrs C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** that the new Cart Road beach huts have pitched roofs.

Cllr Mrs M. Ellis suggested writing to the private owners to inform them the council would be replacing their huts with pitched roofs and they could benefit from a discount if they purchased a hut at the same time. There was general agreement for this.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to write a new specification for the replacement of the Cart Road beach huts to include pitched roofs, and commence the tender process for replacement.

18/24/TMH Teen Shelter at Anning Road Playing Field

Cllr Mrs C. Reynolds believed moving the shelter would only move the problem elsewhere.

Members agreed the issues mentioned by residents in the public forum could only be dealt with by the police, but agreed there was not enough police presence in Lyme Regis.

Cllr B. Larcombe said the council had already warned it would consider taking the shelter away if anti-social behaviour continued, and as there had been no improvement, it should be taken away.

Cllr Mrs M. Ellis believed it was unfair on other children to take the shelter away due to the actions of a small group.

Cllr J. Scowen suggested installing CCTV in the area to deter anti-social behaviour.

Cllr S. Miller said removing the shelter had to be the ultimate response, but he suggested trying other methods before taking this action. He suggested discussing with the police whether they would be prepared to undertake a targeted response to the issue.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** to remove the teen shelter at Anning Road playing field.

Proposed by Cllr J. Scowen and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to investigate the possibility of installing CCTV at Anning Road playing field.

18/25/TMH Candles on the Cobb Pavilion Toilets' Refurbishment

Cllr D. Hallett asked if the external works' team could fit the new doors.

The operations manager said the price quoted was for supply and fitting, but he could ask for a price for supply, only.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** to approve up to £6,000 plus VAT to refurbish the Candles on the Cobb Pavilion toilets.

18/26/TMH Chalet 18 Monmouth Beach

Members were concerned about the increased ridge height and agreed it should not be higher than that of the previous chalet, nor should it obstruct the view of chalets above.

Proposed by Cllr S. Williams and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the drawings for the replacement of chalet 18 Monmouth Beach, provided the ridge is not higher than that of the previous chalet.

18/27/TMH View Road Parking and Access Arrangements

AGENDA ITEM 16

Cllr Mrs M. Ellis made a comment before leaving the meeting. She said residents' parking in View Road would have a wider impact, as residents from other streets, such as Coombe, Silver and Broad Streets also parked there. She said those unable to park in View Road would then try to park in Woodmead and Hill Roads. She said there were also problems with residents' parking on the main residential estate.

Cllr Mrs M. Ellis left the meeting at 8.20pm in line with her declaration of pecuniary interests.

Cllr B. Larcombe said View Road couldn't be considered in isolation as surrounding roads contributed to the problem and there would be a knock-on effect in other roads.

Members discussed the problems experienced with the residents' parking scheme in King's Way and Anning Road and surrounding roads, which was now being dealt with by a private company. It was noted there was also an issue with local accommodation providers giving visitors permits to park in these roads.

Members agreed this should be the subject of a report to a future meeting.

Proposed by Cllr S. Miller and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** not to pursue the request for residents' parking in View Road.

Cllr Mrs M. Ellis returned to the meeting at 8.23pm.

18/28/TMH **Complaints and Incidents Summary**

Members noted the report.

The meeting closed at 8.30pm.

Committee: Full Council

Date: 19 September 2018

Title: New Army Cadet Force for Lyme Regis

Purpose of report

To allow members to consider if the council should pay the first year's venue hire charges to run a new Army Cadet Force (ACF) at The Hub, Lyme Regis

Recommendation

Members agree to pay the first year's hire charges of £1,430 for the use of The Hub to run weekly Army Cadet Force training

Report

1. Following the disbanding of the Combined Cadet Force (CCF) at Woodroffe School due to safeguarding issues, Cllr Cheryl Reynolds was approached by many parents seeking a solution. The CCF had over 100 members and it was felt the young people involved should be given the opportunity to continue with a programme of this kind.
2. Cllr Reynolds contacted West Dorset MP, Sir Oliver Letwin to seek support, and he contacted Colonel Richard Taylor, Commandant of Dorset Army Cadet Force (ACF). It was agreed Cllr Reynolds would look for suitable premises for the new group and a meeting was to be arranged to further discuss the potential to set up an ACF in Lyme Regis.
3. A meeting was held between Sir Oliver, Colonel Taylor, Diane Earle from The Hub, Cllr Mrs M. Ellis, a representative from the Lyme Regis branch of the Royal British Legion, Cllr Daryl Turner and various other interested parties. It was agreed to seek a way forward to set up a new ACF in Lyme Regis.
4. Colonel Taylor viewed The Hub and confirmed it would fit the criteria for a drill hall, office space and space for a secure unit.
5. Colonel Taylor confirmed all other training costs would be funded by the ACF. This would include six weekend training events over eight months for between five and eight people. These would take place as soon as possible after the group is set up.
6. The cost of hiring The Hub is £1,430 (£27.50 per week x 52). Colonel Taylor asked the first year's hire charges could be paid by another organisation to enable the group to become established.

AGENDA ITEM 17

7. Diane Earle is arranging space for the weekly training, which will hopefully begin after the October half term.
8. Interviews for volunteers will be held in Guildhall on 22 September 2018.

John Wright
Town clerk
September 2018

Committee: Strategy and Finance

Date: 19 September 2018

Title: List of Payments

Purpose of Report

To inform members of the payments made in the months of June 2018

Recommendation

Members note the report and approve the attached schedule of payments for June 2018 for the sum of £128,287.68

Background

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

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

Report

2. The format of the report was amended to fulfil the requirements of the transparency code. As well as the date, amount, payee and some brief details, the report now includes an estimated VAT figure and the net cost to the council, as well as a ‘merchant category’. The VAT and expenditure categories are indicative of that supplier, because the schedule shows a list of payments, not invoices, so one payment may include multiple invoices and multiple VAT rates, etc. The ‘probable’ VAT code is the code predominantly associated with the supplier. The ‘merchant category’ is the name used to group a number of nominal codes, and represents the summary level we report on.
3. I present the list of payments for the month of June 2018, **appendix 18A**. Unless stated to the contrary, payments are for the provision of monthly or one-off goods/services.
4. If you would like any further information about any of these payments, I would encourage you to contact me in the office prior to the meeting.

Naomi Cleal
Finance assistant
September 2018

Lyme Regis Town Council
Payments list for June 2018

Total

£128,287.68

Date	Supplier	Detail	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
NAT WEST BANK								
01/06/2018	SOUTH WEST WATER	Water	D/D	£503.18	0%	-	503.18	utilities
01/06/2018	SOUTH WEST WATER	Water	D/D	£5.97	0%	-	5.97	utilities
01/06/2018	SOUTH WEST WATER	Water	D/D	£7.18	0%	-	7.18	utilities
01/06/2018	SOUTH WEST WATER	Water	D/D	£617.72	0%	-	617.72	utilities
01/06/2018	SOUTH WEST WATER	Water	D/D	£466.45	0%	-	466.45	utilities
01/06/2018	SOUTH WEST WATER	Water	D/D	£81.22	0%	-	81.22	utilities
01/06/2018	SOUTH WEST WATER	Water	D/D	£99.68	0%	-	99.68	utilities
04/06/2018	FASTPAY LTD	Direct debit collection charges	D/D	£140.40	20%	23.40	117.00	Office Expenses
08/06/2018	DCC PENSION FUND	Pension contributions	CHQ	£17,216.39	0%	-	17,216.39	Staffing
11/06/2018	WEST DORSET D.C.	Rates	D/D	£7,203.00	0%	-	7,203.00	Utilities
14/06/2018	ALLSTAR	May fuel	D/D	£966.02	20%	161.00	805.02	Outside Works
15/06/2018	BANKLINE	Bank Charges	BLN	£50.40	0%	-	50.40	Office Expenses
19/06/2018	DORSET COUNTY COUN	Wheelie bin hire	D/D	£483.60	0%	-	483.60	Outside Works
20/06/2018	WORLDPAY	Transaction Charges	D/D	£32.70	0%	-	32.70	Office Expenses
20/06/2018	WORLDPAY	Transaction Charges	D/D	£83.56	0%	-	83.56	Office Expenses
22/06/2018	SALARY	May Salary	EBP	£34,556.95	0%	-	34,556.95	Staffing
25/06/2018	WEST DORSET DISTRI	Loan repayment	S/O	£3,125.00	0%	-	3,125.00	Loan Charges
25/06/2018	GIFF GAFF	Mobile phone bundle	POS	£5.00	20%	0.83	4.17	Utilities
29/06/2018	DORSET COUNTY COUN	Purchase of new bins for seafront	D/D	£1,821.84	0%	-	1,821.84	Outside Works
29/06/2018	GIFF GAFF	Mobile phone bundle	POS	£5.00	20%	0.83	4.17	Utilities
				£67,471.26				

LLOYDS BANK

01/06/2018 TURN LYME GREEN	Grant	BACS	£711.08	0%	-	711.08 Grants
01/06/2018 CUSTOMER	Beach hut refund re-booked	BACS	£45.00	0%	-	45.00 Beach Hut
01/06/2018 WS RETENTIONS	Release of retention for skate park works	BACS	£5,417.68	20%	902.95	4,514.73 Outside Works
01/06/2018 EUROFFICE	Stationary and office chair	BACS	£217.41	20%	36.24	181.18 Office Expenses
01/06/2018 Fowler Hire	Chainsaw safety helmet	BACS	£141.00	20%	23.50	117.50 Outside Works
01/06/2018 ADVANTAGE DIGITAL	Amenity tickets	BACS	£2,500.80	20%	416.80	2,084.00 Office Expenses
01/06/2018 DEREK BRINSLEY LTD	Chainsaw and tree felling course	FPO	£1,800.00	0%	-	20.00 Outside Works
01/06/2018 ALAN ELLIS	Boiler check	BACS	£40.00	0%	-	40.00 Outside Works
01/06/2018 GROVES NURSERIES	Gardening equipment	BACS	£132.65	20%	22.11	110.54 Outside Works
01/06/2018 Staff	Travel expenses	BACS	£25.20	0%	-	25.20 Staffing
01/06/2018 OVERTON	Vehicle part	BACS	£84.50	20%	14.08	70.42 Outside Works
01/06/2018 ROB PERRY MARINE	Brush cutter and suppression cap	BACS	£374.73	20%	62.46	312.28 Outside Works
01/06/2018 SAFTFY SIGNSA4 LESS	Health and safety signs	BACS	£48.60	20%	8.10	40.50 Outside Works
01/06/2018 Screwfix	Fire door retainer, various external equipment	BACS	£889.61	20%	148.27	741.34 Outside Works
01/06/2018 EAST DEVON DC	Rates	DD	£230.00	0%	-	230.00 Utilities
04/06/2018 GIFFGAFF.com	Mobile phone bundle	BACS	£5.00	20%	0.83	4.17 Utilities
04/06/2018 Staff	Travel expenses	BACS	£72.90	0%	-	72.90 Staffing

Lyme Regis Town Council
Payments list for June 2018

Total

£128,287.68

Date	Supplier	Detail	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
07/06/2018	Ebay	Two mobile handsets	DEBIT CARD	£91.98	20%	15.33	76.65	Office Expenses
07/06/2018	Ebay	Kettle for office	DEBIT CARD	£24.99	20%	4.17	20.83	Office Expenses
07/06/2018	Ebay	Stationary	DEBIT CARD	£13.96	20%	2.33	11.63	Office Expenses
07/06/2018	GIFFGAFF.com	Mobile phone bundle	DD	£5.00	20%	0.83	4.17	Utilities
11/06/2018	GIFFGAFF.com	Mobile phone bundle	DD	£5.00	20%	0.83	4.17	Utilities
11/06/2018	GIFFGAFF.com	Mobile phone bundle	DD	£10.00	20%	1.67	8.33	Utilities
12/06/2018	B SHARP	Stage 1 Grant 2018/19	BACS	£2,500.00	0%	-	2,500.00	Grants
12/06/2018	L F WEBB AND PART	Architectural services regarding Marine Parade toilets	BACS	£3,000.00	20%	500.00	2,500.00	Office Expenses
12/06/2018	SIX PAYMENT SERVIC	Transaction fees	BACS	£367.92	0%	-	367.92	Outside Works
12/06/2018	VOSPERS	Vehicle parts	BACS	£37.07	20%	6.18	30.89	Outside Works
12/06/2018	Customer	second beach hut key deposit refund	BACS	£20.00	0%	-	20.00	Beach Hut
12/06/2018	Buglars	Tractor wheel repair and work carried out on vehicle	BACS	£7,179.59	20%	1,196.60	5,982.99	Outside Works
12/06/2018	CAROL WILLIAMS	Monthly cleaning	BACS	£426.50	0%	-	426.50	Outside Works
12/06/2018	CARRIER 3PL	May fulfilment and postage	BACS	£1,970.33	20%	328.39	1,641.94	Outside Works
12/06/2018	C K COMMUNICATIONS	Handheld radio replacement	BACS	£198.00	20%	33.00	165.00	Outside Works
12/06/2018	CREATIVE SOLUTIONS	Signage	BACS	£215.23	20%	35.87	179.36	Office Expenses
12/06/2018	DENMANS	Electric meter boxes	BACS	£141.80	20%	23.63	118.17	Outside Works
12/06/2018	ALAN ELLIS	Servicing of boilers at guildhall	BACS	£110.00	0%	-	110.00	Outside Works
12/06/2018	FLAGPOLE EXPRESS	Flagpole with rotating arm	BACS	£275.52	20%	45.92	229.60	#N/A
12/06/2018	GLEN CLEANING	Monthly cleaning	BACS	£1,460.02	20%	243.34	1,216.68	Outside Works
12/06/2018	Lyme Online	Job advertisement and full page content	BACS	£90.00	0%	-	90.00	Office Expenses
12/06/2018	LUKE LAWSON	Website and IT support	BACS	£300.00	0%	-	300.00	Marketing & Tourism
12/06/2018	METRIC GROUP	Metric back office support	BACS	£97.20	20%	16.20	81.00	Outside Works
12/06/2018	MIDMEDS	Medical supplies	BACS	£39.53	20%	6.59	32.94	Office Expenses
12/06/2018	MOTTERAM HR	HR Support	BACS	£45.00	20%	7.50	37.50	Office Expenses
12/06/2018	OTTER NURSERIES	Flowers	BACS	£79.80	20%	13.30	66.50	Outside Works
12/06/2018	SCAFFTAG	Equipment tags and covers	BACS	£76.20	20%	12.70	63.50	Outside Works
12/06/2018	TOTAL PLUMBING	Plumbing supplies	BACS	£38.05	20%	6.34	31.71	Office Expenses
12/06/2018	TRAVIS PERKINS	Consolidated invoice - Monmouth beach chalet 18	BACS	£304.85	20%	50.81	254.04	Outside Works
12/06/2018	VPW Systems	Silver listing website costs - duplicate payment - now recovered	BACS	£216.00	20%	36.00	180.00	Marketing & Tourism
12/06/2018	WESTERN POWER	Set up new electric connection	BACS	£1,603.79	20%	267.30	1,336.49	Outside Works
15/06/2018	GIFFGAFF.com	Mobile phone bundle	DD	£10.00	20%	1.67	8.33	Office Expenses
15/06/2018	Ebay	Stationary	DEBIT CARD	£2.95	20%	0.49	2.46	Office Expenses
15/06/2018	EE & T-MOBILE	Monthly sim and mobile phone bill	DD	£92.77	20%	15.46	77.31	Utilities
18/06/2018	GIFFGAFF.com	Mobile phone bundle	DD	£5.00	20%	0.83	4.17	Utilities
18/06/2018	VPW Systems	Silver listing website costs	DD	£216.00	20%	36.00	180.00	Marketing & Tourism
18/06/2018	SAGE	Sage support	DD	£150.00	20%	25.00	125.00	Office Expenses
18/06/2018	GAS	Cash collection	DD	£74.70	20%	12.45	62.25	Utilities
20/06/2018	Worldpay	Transaction costs	DD	£32.10	0%	-	32.10	Office Expenses
22/06/2018	EBAY	Replacement tea urn	DEBIT CARD	£37.99	20%	6.33	31.66	Office Expenses
22/06/2018	IP OFFICE	Broadband and phone	DD	£326.42	20%	54.40	272.02	Office Expenses
25/06/2018	GIFFGAFF.com	Mobile phone bundle	DD	£5.00	20%	0.83	4.17	Utilities
25/06/2018	DVLA	Annual vehicle tax	DEBIT CARD	£250.00	0%	-	250.00	Outside Works
25/06/2018	EBAY	Stationary	DEBIT CARD	£9.99	20%	1.67	8.33	Office Expenses
27/06/2018	GIFFGAFF.com	Mobile phone bundle	DD	£10.00	20%	1.67	8.33	Utilities

Lyme Regis Town Council
Payments list for June 2018

Total

£128,287.68

Date		Supplier	Detail	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
27/06/2018	EBAY		Stationary	DEBIT CARD	£5.99	20%	1.00	4.99	Office Expenses
27/06/2018	GIFFGAFF.com		Mobile phone bundle	DD	£5.00	20%	0.83	4.17	Utilities
27/06/2018	GIFFGAFF.com		Mobile phone bundle	DD	£5.00	20%	0.83	4.17	Utilities
28/06/2018	GIFFGAFF.com		Mobile phone bundle	DD	£5.00	20%	0.83	4.17	Utilities
28/06/2018	SSP DIRECT		Signage	BACS	£91.43	20%	15.24	76.19	Office Expenses
28/06/2018	Screwfix		New drill and various other external equipment	BACS	£546.54	20%	91.09	455.45	Outside Works
28/06/2018	SOUTH WEST WATER		Water charges	BACS	£54.46	0%	-	54.46	utilities
28/06/2018	TRAVIS PERKINS		Consolidated invoices - Jazz festival, Harry May garden	BACS	£561.95	20%	93.66	468.29	Outside Works
28/06/2018	WESTCRETE		Ready mix concrete	BACS	£50.26	20%	8.38	41.88	Outside Works
28/06/2018	XYLEM WATER SOLUTIONS		Call out for blocked pump	BACS	£892.80	20%	148.80	744.00	Outside Works
28/06/2018	GUITARS O T BEACH		Grant towards guitars on the beach 2018	BACS	£3,500.00	0%	-	3,500.00	Grants
28/06/2018	EUROFFICE		Stationary	BACS	£86.62	20%	14.44	72.18	Office Expenses
28/06/2018	CHARD CONCERT BAND		Band performance June	BACS	£200.00	0%	-	200.00	Marketing & Tourism
28/06/2018	Cobb Garage		Interim service of vehicle	BACS	£147.04	20%	24.51	122.53	Outside Works
28/06/2018	Mole Avon		Staff uniform and external equipment	BACS	£343.25	20%	57.21	286.04	Outside Works
28/06/2018	RADIOPRO LYME REGIS TC		Two way radios and chargers	BACS	£1,835.93	20%	305.99	1,529.94	Office Expenses
28/06/2018	CUSTOMER		Beach hut refund - rebooked	BACS	£220.00	0%	-	220.00	Beach Hut
28/06/2018	CUSTOMER		Refund of parking penalty - waived	BACS	£40.00	0%	-	40.00	Beach Hut
28/06/2018	Staff		Travel Expenses	BACS	£32.40	0%	-	32.40	Staffing
28/06/2018	A J SUPPLIES		Cleaning supplies	BACS	£125.40	20%	20.90	104.50	Outside Works
28/06/2018	BURTLE SILVER BAND		Band performance June	BACS	£175.00	0%	-	175.00	Marketing & Tourism
28/06/2018	CARRIER 3PL		May brochure link	BACS	£11.52	20%	1.92	9.60	Marketing & Tourism
28/06/2018	DAPTC		Annual Subscription 2018/19	BACS	£820.82	0%	-	820.82	Office Expenses
28/06/2018	DENMANS		Electric meter boxes	BACS	£141.80	20%	23.63	118.17	Outside Works
28/06/2018	DCC PENSION FUND		June pensions contribution	BACS	£8,868.56	0%	-	8,868.56	Staffing
28/06/2018	ERICS KNOB ND LOCK		Replacement and locks and keys	BACS	£379.00	20%	63.17	315.83	Outside Works
28/06/2018	EVERGREEN RENEWABL		Call out to lamppost damage and pavilion light replacement	BACS	£151.56	20%	25.26	126.30	Outside Works
28/06/2018	FIRSTAID4LESS		First aid supplies	BACS	£79.74	20%	13.29	66.45	Outside Works
28/06/2018	Staff		Travel expenses	BACS	£108.90	0%	-	108.90	Staffing
28/06/2018	IMAGIN		Staff ID badges	BACS	£18.36	20%	3.06	15.30	Other expenses
28/06/2018	JRB ENTERPRISE LTD		Waste bag dispenser refills	BACS	£252.60	20%	42.10	210.50	Office Expenses
28/06/2018	LRDT		Grant towards Fossil Festival 2018	BACS	£5,000.00	0%	-	5,000.00	Grants
28/06/2018	LRDT PROPERTY M		Rent and service charge 01/07/18 - 30/09/2018	BACS	£523.47	20%	87.25	436.23	Office Expenses
28/06/2018	NOMIX ENVIRO		Spraying chemicals	BACS	£211.02	20%	35.17	175.85	Outside Works
28/06/2018	NW Systems		Camera streaming 01/07/18 - 30/09/2018	BACS	£309.60	20%	51.60	258.00	Office Expenses
28/06/2018	OVERTON		Surf rake repair	BACS	£44.66	20%	7.44	37.22	Outside Works
28/06/2018	A S SECURITY ALARM		Cadet hut alarm repair	BACS	£51.00	20%	8.50	42.50	Outside Works

Total **£60,799.09**

Petty Cash **£17.33**