



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 13 February 2019** commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
08.02.19

AGENDA

Prayers

A prayer will be offered by the Rev. Rosemary Bragg

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 12 December 2018 (attached)

7. To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 19 December 2018 (attached)

8. Matters arising from the minutes of the Full Council meeting held on 12 December 2018

To inform members of matters arising from the minutes of the Full Council meeting on 12 December 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 19 December 2018

To inform members of matters arising from the minutes of the extraordinary Full Council meeting on 19 December 2018 that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues in those minutes

10. Update Report

There are no updates

11. Mayor's Announcements

12. Planning Committee

To receive the minutes of the meetings held on **11 December 2018 and 8 January 2019** and note the committee's comments made on planning applications under the power delegated by Full Council and consider the recommendations therein.

13. Human Resources Committee

To receive the minutes of the meeting held on **9 January 2019** and consider the recommendations therein.

14. Strategy and Finance Committee

To receive the minutes of the meeting held on **30 January 2019** and consider the recommendations therein.

15. Tourism, Community and Publicity Committee

To receive the minutes of the meeting held on **23 January 2019** and consider the recommendations therein.

16. Town Management and Highways Committee

To receive the minutes of the meeting held on **16 January 2019** and consider the recommendations therein.

17. To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 23 January 2019 (attached)

18. Dorset Police and Crime Commissioner – Martyn Underhill

19. Bowling Club Car Park Lease

To allow members to consider Lyme Regis Bowling Club's response to discussions held with Cllr B Larcombe and Cllr G. Turner and to consider a recommendation from the Assets on-and-around Monmouth Beach car park working group meeting on 15 January 2019 on the bowling club car park lease

20. Complaints from Members of the Public

To allow members to consider complaints from three members of the public, to inform members of a breach of the Equality Act 2010, to inform members of the council's responsibilities under the Equality Act 2010, and to outline actions required to strengthen the council's compliance with the Act and equality and diversity in general

21. Location Filming Request

To allow members to consider a request from Ammonite Fossil Films Ltd to film on council-owned land on and below Bell Cliff and to allow Ammonite Fossil Films Ltd to have access across and/or consent to film on Monmouth Beach

22. Foot Golf

To allow members to consider the remuneration and licence term for the proposed footgolf business at Strawberry Field

To inform members of alternative storage requirements at Strawberry Field

23. Award of the Website Contract

To inform members of the procurement of a contract for the provision of a new council website

24. List of Payments

To inform members of the payments made in the months of November and December 2018, and January 2019

25. Debtors' Report

To inform members of outstanding debts and the steps being taken to recover them

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

26. Personnel Issue

To inform members of any developments relating to a current personnel issue and to seek instruction if required

27. Exempt Business

To move that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business in view of the likely disclosure of confidential matters about information relating to an individual, and information relating to the financial or business affairs of any particular person, within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

a) Agenda item 25 – Debtors' Report

b) Agenda item 26 – Personnel Issue

LYME REGIS TOWN COUNCIL

MINUTES OF THE MEETING HELD ON WEDNESDAY 12 DECEMBER 2018

Present

Chairman: The Mayor, Cllr Mrs M. Ellis

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

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

18/103/C Public Forum

Ms R. Pope

Ms R. Pope spoke about the cemetery and chapels. She said at the Town Management and Highways Committee meeting, she had requested ongoing maintenance of the chapels and for a history board in the cemetery. She said a separate discussion at the committee meeting was on the encouragement of wildlife in Langmoor Gardens and the proposal for a nature trail, which she believed was a great idea. Ms Pope said since that meeting, she had suggested that wildlife could also be encouraged at the cemetery and Dorset Wildlife Trust advised on this. She said the operations manager had also made a good suggestion that the history board at the cemetery could also have information on wildlife in the cemetery and she hoped this would be considered.

Ms Pope said at the same committee meeting, she had mentioned two television programmes about plastic and landfill, and a further programme had been aired about the problems of coastal and historic landfill sites. She said she had made the meeting aware of academic information regarding these sites and had provided the electronic links. Ms Pope said the CIRIA report of 2013 was of particular importance, which included the Lyme Regis site as a case study. She said further research was being undertaken which she believed was due to be published through Southampton University. Ms Pope asked how the impact of the tip could be minimised, and how the health and welfare of Lyme Regis residents could be protected. She asked if soil contaminants had been assessed on the allotments but said she had since found it they had not, and she had requested that be done. She also asked if the rubbish should be relocated. Ms Pope asked the council to contact Professor Robert Nicholls at Southampton University for further information, to carry out a risk assessment in line with the work produced by Dr James Brand and Professor Kate Spencer, to take action to limit the detrimental impact of the tip in accordance with CIRIA best practice, to carry out ongoing and regular assessment of water and soil contamination, including the allotments, and to carry out ongoing and regular removal of rubbish from the beach. Ms Pope said the tip needed to be

acknowledged, assessed, monitored and appropriate actions taken. She said she was looking for assurances from the council it would ensure this was done.

Mr P. Crossley

Mr Crossley said he had attended the last Full Council meeting and raised the issue of the hiring out of the shelters for the selling of fossils, minerals and jewellery throughout the summer season. He said he was at this meeting not just on behalf of himself, but all the fossil, mineral and jewellery shops in Lyme Regis as their spokesperson. He asked if the council could confirm that in 2019 more traders had booked the shelters for such purposes.

The town clerk said the council had a policy on the provision and types of stalls that could go in the shelters so it was probable there would be these types of bookings.

Mr P. Crossley said this was not fair to the traders of Lyme Regis. He said people had voted for the members, but none of their pledges had been adhered to. He said the council had allowed people to use the shelters all summer long, making vast amounts of money for £20 a day per trader, with no capital outlay, no tax, insurances, rates, rents, gas or water bills. Mr Crossley said those traders had a captive audience all summer, while the traders in town were struggling. He said this was not the way to encourage businesses in Lyme Regis and to encourage people to live in Lyme Regis. He described the council as odious, vacuous, supercilious, obnoxious and treacherous and believed this was high treason from the council, which had been elected by its people to defend homes, properties and businesses.

Mr C. Gillespie

As a member of the Woodroffe Youth Council, Mr Gillespie said one of their ideas was to set up a youth café to give young people a place to go, particularly at weekends. He said they were aware of a youth café in Bridport and they were going to go there to see how it was run. He said they were aware Lyme Regis was aiming to be plastic-free and the youth council would encourage the school to do the same. Mr Gillespie said the youth council would also like to have more events at the Marine Theatre for young people, such as film and music events. He said they were aware there had been a few issues with events at the Marine Theatre in the past and this was something they would be mindful of.

Mr J. Waplington

Mr Waplington said the Woodroffe Youth Council wanted to extend a thank you to the town council for the opportunity to set up a youth council and for the financial support for the project. He said around 10 pupils had set up the youth council, and it was thanks to the teachers and their liaison with Cllr Cheryl Reynolds that it was happening. He said they were all in their first year of A Levels and were excited to get started, to know how the council runs and to take a greater interest in the community.

Cllr D. Turner – Dorset County Council (DCC)

Cllr D. Turner said interviews for the tier two officer appointments had been held and all the appointments had been made. He said all the appointments, except one, were external candidates, and they would be ratified by the Shadow Executive on 13 December 2018. He said the draft constitution for Dorset Council would be ratified at the same meeting.

Cllr D. Turner spoke about the Dorset Local Nature Partnership, which was working closely with health partners and promoting a programme of 'green prescriptions' with doctors.

Cllr D. Turner said the Shadow Executive wanted to stress there would be no change to town and parish councils before the election.

Cllr D. Turner said a further £6.1million had been allocated for highways' work and reminded people if they saw a pothole or defect, to report it on the Dorset For You website.

Cllr D. Turner said a recommendation was made to the Cabinet from the Regulatory Committee to support a puffin crossing in Lyme Regis. He said it would be interesting to know the town council's current position before the Cabinet meeting in January. He said he had a site meeting to look at a number of issues in Broad Street.

Cllr D. Turner – West Dorset District Council

Cllr D. Turner said services were continuing but most of the officers' time was taken up on the new Dorset Council.

Cllr D. Turner said at a recent Turn Lyme Green meeting he had spoken about the old Victorian landfill site. He said WDDC was monitoring the beach and cliff and metals would be removed from the beach shortly. He said he was not aware of monitoring of the allotments, as referred to by Ms R. Pope in the public forum, but he would look into this.

Cllr D. Turner said he was happy to speak to the youth council, especially about adult services and children's services in Dorset.

Cllr Mrs C. Reynolds

Cllr Mrs C. Reynolds said she hadn't been able to attend many WDDC meetings due to eye surgery. However, she said she was pleased to see members of the youth council at the meeting and she had received a lot of help from WDDC members in setting it up. She said the youth council would be a great asset to the council.

Cllr Mrs C. Reynolds said the Army Cadet Force was set up, with the first meeting to be held on 17 December 2018, to be run properly from 7 January 2019.

18/85/C Questions from Councillors

Cllr J. Scowen

Cllr J. Scowen asked if the town council would be reviewing its position on the puffin crossing.

The mayor, Cllr Mrs M. Ellis said she would like the council to meet to discuss its position.

Cllr Mrs C. Reynolds said DCC's Regulatory Committee had made two recommendations: to support the puffin crossing and to look into moving the bus stop higher up Broad Street to its previous position to free up parking spaces.

Cllr B. Larcombe

Cllr B. Larcombe asked what sway the Regulatory Committee had over the Cabinet, and whether the Cabinet had the ability to reverse the Regulatory Committee's decision.

Cllr D. Turner said the Cabinet had the ability to reverse the decision or return the issue to the committee, but it would require a major factor to change the decision, such as the town council changing its view.

The town clerk said at the moment, the town council was in support of the crossing, but if it was minded to form an alternative view, it would require another decision to be made. He said he was looking for some instruction on how to proceed and he read out the relevant section of standing orders regarding extraordinary meetings.

The mayor, Cllr Mrs M. Ellis requested an extraordinary meeting.

The town clerk said he would need to check the timescales involved and whether a rescission motion would be required, and he would consult with the mayor to take this forward.

Cllr O. Lovell

Cllr O. Lovell asked if the council was aware of a dog attack to a young boy on the beach. He said the owner called the dog but it failed to respond as it wasn't under control or on a lead. Cllr O. Lovell said the town council was not in favour of WDDC removing some of the dog controls and it was understood the regulations would be reviewed. He asked that the council made sure the regulations were reviewed and he asked the council to pursue a prosecution following this incident, which WDDC should also play a part in.

The mayor, Cllr Mrs M. Ellis said this would be taken to a committee for discussion.

Cllr J. Scowen

Cllr J. Scowen asked how long the WDDC dog controls applied.

Cllr D. Turner said if evidence was sent to the Overview and Scrutiny Committee it could be considered, and he was happy to pass this information on.

18/104/C Apologies for Absence

Cllr J. Broom – illness
Cllr D. Hallett – holiday
Cllr P. Ridley – holiday
Cllr G. Turner

18/105/C Disclosable Pecuniary Interests

The mayor, Cllr Mrs M. Ellis declared a pecuniary interest in agenda item 17, Woodmead Halls' Lease as she was an employee of the Woodmead Halls. She said she would leave the meeting for this item and the meeting would be chaired by the deputy mayor, Cllr S. Miller.

Cllr O. Lovell declared a pecuniary interest in matters related to View Road access, town guide charges, and website charges, and he would leave the room if they were discussed.

18/106/C Dispensations

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

18/107/C To confirm the accuracy of the minutes of the Full Council meeting held on 31 October 2018

Cllr R. Doney requested a correction under minute number 18/87/C, Disclosable Pecuniary Interests as he was a shareholder of the Town Mill Brewery, not a director.

Proposed by Cllr B. Larcombe and seconded by Cllr P. Hicks, the minutes of the Full Council meeting held on 31 October 2018, with the above amendment, were **ADOPTED**.

18/108/C Matters arising from the minutes of the Full Council meeting held on 31 October 2018

Town council website

Cllr B. Larcombe asked if one of the web development companies who had been invited to a meeting was a company he had met at a conference.

The town clerk said a meeting had taken place with that company but for reasons he did not wish to disclose publicly, it was decided not to proceed. He agreed to have a discussion about this separately with Cllr B. Larcombe.

Cllr B. Larcombe said the chosen company needed to be able to train staff to maintain the website themselves.

Bowling Club

Cllr S. Larcombe asked if there was any update on the bowling club's preferred option for the car park.

The town clerk said he had now received a written response from the club and the working group would need to consider this in detail. He said it was intended to hold a meeting on 8 January 2019.

The Hub

Cllr S. Williams said the council should have a list of all events taking place at The Hub as he was concerned young people were not getting full use of the building.

The mayor, Cllr Mrs M. Ellis asked Cllr Mrs C. Reynolds, the council's representative for The Hub, to get a list of bookings. She added that the café run from the Hub would be a community café, and all funds raised would go back into The Hub or the community.

18/109/C Update Report

There were none.

18/110/C Mayor's Announcements

Members noted the report.

18/111/C Planning Committee

Proposed by Cllr B. Larcombe and seconded by Cllr Mrs M. Ellis, it was **RESOLVED** to receive the minutes of the Planning Committee held on 13 November 2018.

18/112/C Human Resources Committee

Proposed by Cllr B. Larcombe and seconded by Cllr S. Larcombe, it was **RESOLVED** to receive the minutes of the Human Resources Committee held on 7 November 2018 and adopt the recommendations, as follows:

18/53/HR – Issues Arising from the Extraordinary Full Council on 7 August 2018

RESOLVED: not to pay the finance assistant an additional increment for a qualification obtained before she joined the council.

18/54/HR – Driving Licence Training

RESOLVED: to pay £225 each for the seafront attendant and a gardener to undertake a fast pass intensive driving course, subject to agreed conditions.

18/55/HR – Christmas and New Year Working Arrangements

RESOLVED: to apply 1.5 days of discretionary leave from midday to 5pm on Monday 24 December 2018 and all day on Monday 31 December 2018; to apply statutory leave on Thursday 27 December and Friday 28 December 2018; to agree members of the external works' team provide a full day's cover every day, except Christmas Day; and for members of the external works' team who work over the Christmas and New Year period to be paid overtime and time-off-in-lieu for the day worked.

18/56/HR – Finance Assistant Additional Payment

RESOLVED: to approve an additional payment to the finance assistant of £230 per month, and for a letter to be sent to the employee from the council, thanking her for taking on additional duties.

18/113/C Strategy and Finance Committee

Proposed by Cllr S. Miller and seconded by Cllr B. Larcombe, it was **RESOLVED** to receive the minutes of the Strategy and Finance Committee held on 28 November 2018 and adopt the recommendations, as follows:

18/66/SF – Filming and Audio Recording of Council Meetings

RESOLVED: to take advice on the costs of audio recording council meetings and reinstate audio recording after costings have been agreed.

18/67/SF – Council Office Accommodation

RESOLVED: not to pursue the opportunities to occupy either the former Lloyds Bank premises or the Three Cups, and to refurbish the existing office, to include expansion into the ground floor currently occupied by the tourist information centre.

Cllr O. Lovell said the mayor's parlour was under-used and this could be used as a meeting room.

18/68/SF – Budget and Precept, 2019/20 and Medium-Term Financial Plan 2019-2023

RESOLVED: to:

- approve the 2019/20 budget with the removal of the allocation to underwrite repairs to the parish church tower (£66,770), and with the addition of £5k for rubbish disposal and recycling on the seafront and £1k for new town signage to incorporate plastic-free community status
- to approve a precept of £120,708 for 2019/20

- to approve the following objectives for 2019/20: Marine Parade day huts over a three-year period; roof repairs above the amusement arcade, Swim and antiques centre; new office accommodation; bin store on the seafront; tipper for the lengthsman; and lighting at Langmoor and Lister Gardens offset by £30k s106 monies
- to remove the following objectives: concert bowl/stage (£25k), gym equipment in the gardens (£25k), boules area in the gardens (£3k), and drinking water taps on the seafront (£2k)

18/69/SF – List of Payments

RESOLVED: to approve the schedule of payments for July and August 2018 for the sums of £127,554.95 and £129,709.95, respectively.

18/114/C Tourism, Community and Publicity Committee

Proposed by Cllr Mrs C. Reynolds and seconded by Cllr S. Miller, it was **RESOLVED** to receive the minutes of the Tourism, Community and Publicity Committee held on 21 November 2018 and adopt the recommendations, as follows:

18/53/TCP – Wedding Brochure

RESOLVED: that the proposal from The Marketing Consultancy to produce a printed and digital wedding brochure to advertise the Guildhall as a wedding venue at no cost to the council be accepted.

18/54/TCP – Town-Wide WiFi

RESOLVED: not to support the extension of publicly-accessible WiFi to any other areas of Lyme Regis.

18/55/TCP – Community Minibus

RESOLVED: to thank Richard Clist for his kind offer of a minibus for use by the local community but to decline getting directly involved in either its acquisition or its management, hire and maintenance.

18/115/C Town Management and Highways Committee

Proposed by Cllr J. Scowen and seconded by Cllr B. Larcombe, it was **RESOLVED** to receive the minutes of the Town Management and Highways Committee held on 14 November 2018 and adopt the recommendations, as follows:

18/51/TMH – Dorset Police Community Safety Accreditation Scheme

RESOLVED: not to hold any further discussions with Dorset Police regarding the Community Safety Accreditation Scheme.

18/52/TMH – Winter Boat Storage

Cllr S. Williams was concerned the council was not charging enough for WDDC to use this area as there were now 27 boats on the car park, as well as other equipment.

Cllr B. Larcombe agreed and said the council should be charging an additional sum to cover the whole area used for boats and other equipment.

The town clerk said the charge recommended by the committee was already a material increase on the previous two years.

Cllr S. Miller said the committee did ask that the harbourmaster was challenged on the boat racks and other equipment and this needed to be taken up with him.

RESOLVED: to approve the request from West Dorset District Council, on behalf of the harbourmaster, to store boats on the western section of Monmouth Beach car park from 1 October 2018 until 1 April 2019, and to instruct officers to charge West Dorset District Council £5,750 plus VAT.

18/53/TMH – Marine Theatre Sign

RESOLVED: not to approve the request from the Marine Theatre for a new sign on Guildhall Cottage, but to look into additional signage directing people to the theatre from Cobb Gate.

18/54/TMH – Gardens' Ground Monitoring

RESOLVED: to instruct officers to obtain quotations for the topographical and ground movement monitoring surveys of the Langmoor and Lister Gardens, and to ask the local members on West Dorset District Council to try and obtain any monitoring results from the district council.

18/55/TMH – Memorial Benches

RESOLVED: to add 14 memorial benches to Marine Parade as the provision for 2019.

18/56/TMH – Water Points on the Seafront

RESOLVED: not to install water points on Marine Parade.

18/57/TMH – Seagull Control

RESOLVED: to agree to a bird control trial with a falconer during a day in the 2019 Easter holidays between 12pm and 4pm.

18/58/TMH – Langmoor/Lister Woodland Walk Nature Trail

RESOLVED: to approve a proposal by the operations supervisor to create a nature trail in the woodland walk in the Langmoor/Lister Gardens.

18/60/TMH – 9 Monmouth Beach and 42a Western Beach

RESOLVED: to approve the request to replace a static caravan at 9 Monmouth Beach, providing the footprint is no greater than the existing, and to extend a decking area at 42a Western Beach.

18/61/TMH – Emergency Procedure Review

RESOLVED: to approve the updated emergency procedure, with the addition of the mayor and deputy mayor's contact details.

18/63/TMH – Play Parks

In response to a member question, the operations manager said there was still no reply from Eibe regarding the surface at the Anning Road play park.

RESOLVED: to obtain two further quotes for replacement play equipment and resurfacing of the Henry's Way play area.

18/65/TMH – CCTV Project

RESOLVED: to instruct officers to investigate the quote from Central Southern Security further and, subject to satisfactory explanations to officers and the cost remaining as the lowest quote received, engage them to install the new CCTV systems, with final approval being given to officers to accept the quote on this basis.

18/66/TMH – Cart Road Beach Huts

RESOLVED: to accept the quote from Poultons for replacement beach huts for the Cart Road.

18/67/TMH – Parking Enforcement Administration System

RESOLVED: to agree to upgrade the council's parking enforcement system, subject to two further quotes, to delegate authority to officers to choose the preferred provider, and for this information to be reported back to members.

18/68/TMH – Parking Restrictions, South Avenue and Haye Lane

Original motion: not to pursue parking restrictions in South Avenue.

Cllr Mrs C. Reynolds said a petition in favour of parking restrictions had been signed by every resident in South Avenue. She said the residents were aware of the problems parking permits had caused in King's Way and Anning Road since

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the system had gone electronic, but they still wanted the permits. She said the car park behind South Avenue had only 10 spaces, due to the access required to garages, and this was also used by Manor Avenue and North Avenue. She asked the council to re-consider the request.

Cllr B. Larcombe said enforcement of the permit system was one of the council's principal objections to the request and this was something that needed to be addressed on a wider basis.

Cllr O. Lovell said the residents living in streets with permits felt the system was being abused because it wasn't enforced. He said the council should be speaking to the new unitary authority about enforcement in the town in general.

The town clerk said a proposal for a unitary parking service was previously put forward but not followed through, although he believed it would be re-visited by the new Dorset Council.

Substantive motion: Proposed by Cllr R. Doney and seconded by Cllr O. Lovell, members **RESOLVED** to hold off making a decision about parking restrictions in South Avenue.

RESOLVED: to pursue parking restrictions in Haye Lane.

18/116/C Budget and Precept, 2019/20 and Medium-Term Financial Plan 2019-23

Cllr B. Larcombe asked if officers had any idea of the costs which may arise from the Hydrock traffic study.

The town clerk said this was unknown as the report was still awaited. He said the council could use its reserves for any large projects, particularly as major grants had not been allocated beyond 2019/20.

Proposed by S. Miller and seconded by Cllr R. Doney, members **RESOLVED** to approve the 2019/20 budget; approve a precept of £120,708 for 2019/20; approve the 2019/20 objectives; and note the medium-term financial plan 2019-23.

18/117/C Non-Motorised Watersports' Concession

Cllr B. Larcombe suggested another one-year concession to bring it in line with the other three-year concession periods.

The administrative officer said there were already two separate three-year periods running for the existing concessions.

Cllr O. Lovell asked for it to be written into any agreement with concessionaires that if the council had any concern over water safety, it would reserve the right to end the agreement.

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Proposed by Cllr J. Scowen and seconded by Cllr R. Doney, members **RESOLVED** to offer a three-year period for the non-motorised watersports' concession.

Cllr Mrs M. Ellis left the meeting at 8.29pm in line with her declaration of pecuniary interests.

Cllr S. Miller took the chair.

18/118/C Woodmead Halls' Lease

Proposed by Cllr J. Scowen and seconded by Cllr S. Larcombe, members **RESOLVED** to approve the lease between Woodmead Halls and the town council.

Cllr Mrs M. Ellis returned to the meeting at 8.30pm.

18/119/C Street Trading in Lyme Regis

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

18/120/C West Dorset District Council Assets and Services

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

18/121/C Debtors' Report

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

Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

18/122/C Phone and Pay Parking Service Provider

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

18/123/C Exempt Business

a) Street Trading in Lyme Regis

The town clerk said there was no absolute solution to managing traders who traded on land that belonged to Lyme Regis Town Council, WDDC or DCC. He said officers were not convinced introducing a regime of street trading would address the issue, and it could possibly create wider issues for other traders, concessions and events.

The town clerk said the council had already spent a lot of time and money on this issue, but was no further forwards, and pursuing a regime of street trading would take up more time and money in the future.

Cllr B. Larcombe said when thinking about the implications of a street trading regime, the council would need to be mindful of the space under the Marine Parade Shelters and whether it constituted a 'street', as this would have an impact on events and activities the council allowed in the shelters.

Cllr B. Larcombe said the council needed to be absolutely clear about the situation with al fresco licences on Marine Parade, and then consider designating 'prohibited streets'.

Cllr S. Larcombe said the council needed to consider how much money it was willing to spend pursuing this issue before it decided to take it further and the traders should be allowed to take it further legally, if they wished.

Cllr S. Miller said a 'prohibited street' regime appeared to be the path of least resistance, but he would like a report to come back to the council on the ramifications of pursuing this restriction.

It was proposed by Cllr S. Miller and seconded by Cllr Mrs M. Ellis that a report is brought back to the council on the ramifications of pursuing a 'prohibited street' restriction.

This motion was not voted on.

The town clerk said if the town council introduced street trading restrictions, there was a risk this wouldn't be a priority for WDDC or the unitary council.

Members agreed they had taken all reasonable steps to prevent unauthorised trading on the seafront and they could not justify pursuing this matter any further.

Proposed by Cllr J. Scowen and seconded by Cllr S. Larcombe, members **RESOLVED** that having taken all reasonable steps, explored all options, taken legal advice, and expended a significant amount of time and money to prevent unauthorised trading on the seafront, it was agreed not to pursue this issue any further.

b) West Dorset District Council Assets and Services

Cllr S. Miller said the council should leave the door open to see what is suggested by WDDC regarding zero-value assets, and the council could then consider if it wished to go forward with any of the transfers.

Cllr O. Lovell said the council should do nothing and allow WDDC to make an approach. He believed the approach should be made directly, not through a third party.

The town clerk said an approach had been made by WDDC, via Nick Randle from the Local Government Resource Centre.

Cllr J. Scowen said the council should indicate to WDDC it was interested in these assets and a clear directive should be given to the town clerk to have a conversation with WDDC, specifically about Theatre Square, which he believed was of the greatest value.

It was proposed by Cllr J. Scowen to give the town clerk a directive to pursue the transfer of Theatre Square with West Dorset District Council.

This motion was not seconded.

Cllr R. Doney said the council should at least discuss these transfers as there seemed to be a will from WDDC to pursue them.

The town clerk said a proposal was going to be considered by WDDC on 13 December 2018 which recommended working with parish and town councils on the assets identified in his report. He said if there was potentially some commercial advantage to the council, it should pursue the opportunity.

Cllr J. Scowen requested a recorded vote on the following motion:

Proposed by Cllr O. Lovell and seconded by Cllr S. Williams, members **RESOLVED** to go no further with the transfer of assets and services with West

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Dorset District Council and wait to see if West Dorset District Council comes to the town council.

Voted for – Cllr O. Lovell, Cllr S. Williams, Cllr S. Larcombe, Cllr P. Hicks, Cllr B. Larcombe, Cllr Mrs M. Ellis

Voted against – Cllr R. Doney, Cllr J. Scowen, Cllr Mrs C. Reynolds, Cllr S. Miller

Abstentions – None

c) Debtors' Report

Members discussed debts related to the newly-constructed Ware Cliff chalets, site licence fees, and all fresco licences.

Cllr B. Larcombe left the meeting at 9.41pm.

The town clerk said officers hoped most of the debts would be collected by the end of the financial year.

Cllr B. Larcombe returned to the meeting at 9.42pm.

Cllr B. Larcombe asked how the sub-letting of chalets was being monitored.

The town clerk said the onus was on the leaseholders to inform the council if they were sub-letting so it was a matter of honesty.

d) Phone and Pay Parking Service Provider

Proposed by Cllr S. Miller and seconded by Cllr J. Scowen, members **RESOLVED** to change the phone and pay parking service provider from 'Phone and Pay' to 'Just Park' for the council's car parks before 1 April 2019.

The meeting closed at 9.53pm.

LYME REGIS TOWN COUNCIL

MINUTES OF THE EXTRAORDINARY MEETING HELD ON WEDNESDAY 19 DECEMBER 2018

Present

Chairman: The Mayor, Cllr Mrs M. Ellis

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

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

18/124/C Public Forum

Mr A. Robinson

Mr Robinson spoke in relation to agenda item 5, Possible New Puffin Crossing in Broad Street. He said disability was caused by society's failure to recognise the different ways in which people with impairments accomplished activities. He said society in general, and the non-disabled majority in particular, bore the responsibility for disabling people who are prevented from accomplishing activities in their own ways. He said disability could be best overcome by society learning to adapt to the variety of its citizens. Mr Robinson said this was taken from the social model of disability, which was taken up now by the third sector, by businesses and local and central government. He said the town council had already identified a need for a crossing, which put the council in a particular legal position. Legally however, he said the council was not simply a consultee, it was a public body, carrying out a public function, which was why extra weight was applied to its decisions. Mr Robinson said the Department of Transport best practice document 'Assessment of Crossings' stated that local authorities should provide facilities which enabled disabled people to cross the road safely. He said provision of a crossing should be targeted at the needs of those people who experienced most difficulty and danger, therefore assessments must involve those most affected. He said recent case law suggested local authorities were expected to give proper consideration to such authoritative guidance, which he said the council had not done to-date. Mr Robinson quoted section 20 (4) of the Single Equality Act 2010, regarding an authority's requirements to avoid disadvantages to a disabled person. With regards to the council's public sector equality duty, he said a public authority was required to ensure it eliminated discrimination and fostered or encouraged good relations between people who shared a protected characteristic and those who did not. Mr Robinson said the council's current indecision had driven a wedge between those who are older, disabled or with pushchairs and the general population. He said these duties were pre-emptive. Mr Robinson said studies showed older people who developed an impairment found it harder to adapt, thus putting them at greater risk. He said people with sight difficulties could not effectively gauge when it is safe to cross a road, severely restricting their ability to

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get around independently. He said quiet hybrid and electric vehicles were 40% more likely to collide with pedestrians than cars with a regular engine. Mr Robinson said the law made no mention of spurious air, light or sound pollution, loss of free parking or harm to business, or financial implications in order to postpone matters past the upcoming elections. He said the council had a lawful pre-emptive duty to eliminate discrimination, and if it backtracked on its previous recommendation, the council would unlawfully breach these duties, which it did not have the authority to do. Mr Robinson said he was asking the town council to do its bounden duty and uphold its previous decision to implement a crossing and stay within the law.

Ms V. Stocqueler

Ms Stocqueler spoke in relation to the same agenda item. She said Lyme Regis was an excellent place to live and it had excellent disabled facilities, such as the adapted beach hut, beach wheelchairs, and a lift to the first level of the gardens. But she said it could be very difficult for disabled people to cross Broad Street, the main street in the town. Ms Stocqueler said if a person was less mobile, disabled or needed a dropped kerb for a wheelchair, they didn't have time to get across and to weave between traffic and parked cars. She said she had driven to Uplyme or Seaton to use the Post Office and shops rather than use Broad Street. She said she didn't want the town to lose parking spaces but a crossing was not a 'want'; it was essential for many people, young and old, able and disabled, living in and visiting Lyme Regis.

Ms L. Wiscombe (read out by Cllr Mrs C. Reynolds)

Ms Wiscombe spoke in relation to the same agenda item. She said she was the original proposer of the puffin crossing, and she had approached Cllr Cheryl Reynolds in September 2015, as she had found it a very traumatic experience attempting to cross the main street of her hometown. She said she had no sight in her left eye and was partially sighted in her right, and although she was lucky to have a guide dog, they both still needed the assistance of a puffin crossing to ensure they could cross in safety. Ms Wiscombe said the responsibility for deciding when it is safe to cross a road was always with the guide dog handler and not, as many believe, the dog's decision. Therefore, when she had to cross a road, she had to ensure both their safety. She said she would be more than willing to arrange a 'blindfold walk', organised by the Guide Dogs for the Blind, if anyone was in any doubt as to how difficult it was to cross a busy road with your sense of vision taken away. Ms Wiscombe asked councillors to imagine the courage it took for her or anyone like her to step off the pavement and put their lives at risk every time they wanted to cross the road independently. She reminded the council there was a petition collected by herself and others with over 600 signatories in support of the crossing and she asked if this should be a reminder of the endorsement of the project. Ms Wiscombe said access to Dorset County Council's consultation proved difficult for many, including herself, and she had to resort to the postal system. She said many elderly did not have access to a computer or knew how to use one. She said although local newspapers were delivered fortnightly, not everyone read them and the deadline was very tight. Ms Wiscombe referred to the county council report which said although the crossing would provide benefits to the disabled, elderly and others, it would be in part balanced by the loss of on-street parking. She suggested

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councillors read the Equality Act 2010 and made themselves aware of the content. Ms Wiscombe said she could only explain the difficulties faced by the blind, but the crossing would benefit anyone with mobility issues, temporary or permanent. She said the report also stated it was difficult to quantify the affects to local businesses due to loss of on street parking, which she had been made aware was often used by the traders themselves, due to lack of enforcement. Ms Wiscombe asked if the council considered six injuries, one of which was serious, in the last five years was not enough to look again at this project.

Mr M. and Mrs J. Haines (read out by Cllr Mrs C. Reynolds)

Mr and Mrs Haines spoke on the same agenda item and said they both supported the crossing. They said they lived in Charmouth but shopped regularly in Lyme and had expressed on social media they felt the town should have a crossing. They said they had a difficult time getting their mother/mother-in-law across the road when she visited in August 2017, one of the most distressing aspects being she was worried about holding up cars as she was so slow. They said she had little confidence crossing a road with no pedestrian crossing. Mr and Mrs Haines said a designated crossing warned drivers they must take care, putting the onus on the drivers. They said a road without a crossing put the onus on the person crossing the road, and drivers would be less alert.

Mrs J. Cool (read out by Cllr Mrs C. Reynolds)

Mrs Cool spoke on the same agenda item and said she had followed the arguments for and against but wanted to make her views known officially. She said another resident drew attention to the fact a stair lift was installed at the Guildhall to help members who were unable to climb the stairs to the council chamber, yet there seemed to be a reluctance from the town council to have a pedestrian crossing for disabled members of the town. She said it seemed it was ok to help a councillor, but not the public who needed to cross Broad Street. Mrs Cool said she had lived in Lyme for 22 years and she knew how long it took to safely cross Broad Street. She said the traffic never ceased to amaze her, and there was nearly always traffic racing up and down the hill. She asked why councillors couldn't put themselves in the position of the old and disabled and realise how difficult it could be. Mrs Cool said she was no longer mobile enough to be able to use any crossing, but she was aware of what the hazards were when she was more active. She said those who suggested putting the crossing at the bottom on the hill obviously didn't realise how hard it was to climb the hill, and considering most of the things people needed, like the Post Office, chemist and supermarkets, were at the top of the hill, it didn't seem sensible to put the crossing at the bottom of the hill. Mrs Cool said she wanted to make these points to the people responsible for making the final decision on behalf of those who were unable to do so.

Mrs G. Rabbitts

Mrs Rabbitts spoke in relation to agenda item 6, Temporary Loan to Lyme Arts Community Trust. She said the lighting rig was a project first applied for in June, so it had been a very long and thorough application process through the Dorset LEADER programme. She said the Marine Theatre's existing lights were incredibly

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old, there were very few lanterns and the desk was limited, especially in a time when things were moving towards green energy and LED. She said the application had required a huge amount of information, including three quotes from suppliers, installers and electricians, and letters of support. Mrs Rabbitts said the rig would also benefit young people aged 14 to 18 on a rolling technical training course, especially as there were not many young people learning to become theatre technicians and lighting designers. She said it would be a real benefit to have something they could go to in the evening in Lyme Regis, as many young people were interested in being centre-stage, but those who wanted to work behind the scenes needed encouraging. Mrs Rabbitts said one of the letters of support had been from Lyme Regis Musical Theatre, which spent £2,000 each year hiring in lighting. She said if a lighting rig could be installed in the theatre, if any local groups wanted to come back to the theatre, they would be able to use the lighting and money used previously for this purpose could be put in their financial reserves which they worked so hard to raise. Mrs Rabbitts said other letters of support had come from B Sharp, Jazz Jurassica and Marine Players. She said the application process had been successful so far, it was a European Union fund, and if it was not spent, the money would be returned to the EU. She said the LEADER programme was very keen to give the trust the money but it needed to have sufficient funds in its bank. She said if the trust didn't have the funding in its account, the application would not go through. She said the theatre required a bridging loan from 1 March 2019, the grant claim would be put in on 1 June 2019, and would take six weeks to come through. Mrs Rabbitts said the trust was happy to pay any interest the council would have received from the money.

18/125/C Apologies for Absence

Cllr J. Broom – illness
Cllr D. Hallett – holiday
Cllr P. Ridley – holiday

18/126/C Disclosable Pecuniary Interests

There were none.

18/127/C Dispensations

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

18/128/C Possible New Puffin Crossing in Broad Street

Cllr J. Scowen said the town's traffic problems needed to be considered as a whole, which may eventually involve a crossing, but it was too simplistic to consider a crossing on its own. He said the results of the Hydrock traffic survey would be available soon and would help address the wider issues.

Cllr Mrs C. Reynolds said there were few towns and villages without a crossing and despite concerns about congestion, the Dorset County Council (DCC) traffic expert stated in his report traffic build-up would not be a concern. She also countered

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arguments regarding reduced air quality and loss of on-street parking, and said DCC's recommendation to consider moving the bus stop further up Broad Street would create extra parking spaces.

Cllr B. Larcombe was concerned the crossing would not be synchronised with the existing traffic lights, leading to congestion. He also pointed out the DCC report stated the overall level of risk was judged to be low. He agreed with Cllr J. Scowen that the council should await the results of the Hydrock survey to help inform a complete traffic scheme.

Cllr O. Lovell agreed the council should not support a crossing at this point, and instead keep pushing DCC for a complete traffic system.

It was proposed by Cllr O. Lovell to support the recommendation in the DCC report to the Regulatory Committee.

This motion was not seconded.

Cllr S. Miller said he had visited 35 businesses in Broad Street, and the majority were in favour or did not object to a crossing; there was some concern it would exacerbate the traffic issues but they were prepared to see what happened. He said he believed the safety of the public slightly outweighed the traffic congestion which may or may not result.

Cllr R. Doney said he understood the desire to have a comprehensive solution to the traffic problems, but as a public body, the council had a duty to help people who found the infrastructure difficult to manage. He said the council had debated the crossing and given its support twice before, and he had not heard a substantive argument which said that decision was wrong.

Cllr Mrs M. Ellis was concerned about the loss of parking spaces and she believed it was in the wrong location; she said the existing 'build-out' in Broad Street would have been a preferable location for a crossing. She said it would have been helpful to have the traffic survey before making a decision, but the council should stick with its original decision.

Cllr B. Larcombe asked whether the crossing could be removed if it created traffic gridlock. He suggested it could be agreed on a trial period.

Cllr S. Miller said if there was a negative impact, the crossing could be taken away and the lights hooded.

The town clerk advised members not to introduce conditions and other issues at this late stage as DCC would be likely to reject any changes as it was already in a decision-making process. However, if the council wished to propose an alternative view to its previous position, this should be conveyed to DCC.

Cllr B. Larcombe asked if the request could be re-visited after the Hydrock survey was available.

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The town clerk said DCC had allocated the budget for the crossing in this financial year, which would end on 31 March 2019, and if the decision was deferred, there was a real possibility the budget would not be available in the next financial year.

It was proposed by Cllr O. Lovell and seconded by Cllr B. Larcombe to support paragraph 4.3 of the report to Dorset County Council's Regulatory Committee.

This motion was not voted on.

Cllr S. Miller said the council had been asked whether it endorsed the decision it had already made, not the recommendation of a DCC officer.

It was proposed by Cllr B. Larcombe that in light of re-consideration, the council does not continue with its earlier support and takes on board the recommendation and conclusion of the Dorset County Council officer in his report to the Regulatory Committee.

This motion was not seconded.

The town clerk advised members to use a clear form of words, especially if the council was moving away from its original vote.

It was proposed by Cllr O. Lovell not to support the provision of a crossing due to the strength of objections as outlined in the Dorset County Council report and due to the Hydrock report which the town council is in the process of waiting to receive, which deals with Lyme traffic problems.

This motion was not seconded.

It was proposed by Cllr B. Larcombe the town council does not support the puffin crossing or the Regulatory Committee's recommendation to the Cabinet.

This motion was not seconded.

It was proposed by Cllr O. Lovell the town council does not support the provision of a puffin crossing due to the strength of objections outlined in the report to Dorset County Council's Regulatory Committee.

This motion was not seconded.

Cllr Mrs C. Reynolds requested a recorded vote on the following motion:

Proposed by Cllr B. Larcombe and seconded by Cllr O. Lovell, members **RESOLVED** that Lyme Regis Town Council is now not supportive of the installation of a puffin crossing in Broad Street, Lyme Regis for the reasons outlined in paragraph 4.3 of the officer's report to Dorset County Council's Regulatory Committee on 6 December 2018.

Voted for – Cllr S. Williams, Cllr O. Lovell, Cllr G. Turner, Cllr S. Larcombe, Cllr P. Hicks, Cllr B. Larcombe, Cllr J. Scowen

Voted against – Cllr R. Doney, Cllr Mrs C. Reynolds, Cllr S. Miller, Cllr Mrs M. Ellis
Abstentions – None

18/129/C Temporary Loan to Lyme Arts Community Trust

Members were broadly supportive of the request and Lyme Arts Community Trust's (LACT) efforts to draw in external funding.

Cllr S. Larcombe asked what would happen if the council gave the loan and the money was spent, but the LEADER funding was then withdrawn. He asked how the money would be recovered.

The town clerk said the possibility of LEADER funding not coming through was remote. He said the burden of risk would be on LACT, not the council, i.e. the trust would still owe the council the value of the bridging loan. He added the council would have a charge on the theatre, which would be the council's lever to recover the debt.

Cllr Mrs M. Ellis asked if in the event of the LEADER funding not coming through whether the council could withhold payments related to the existing major grant.

The town clerk said the council's ability to protect its interests by withholding grant payments would be limited; the council's last grant payment would be made on 1 July 2019.

Cllr O. Lovell asked if the town clerk could assure members he would see LACT's accounts on a monthly basis to ensure the money was being spent in the right way.

The town clerk said this was not necessary as he and Cllr J. Scowen were co-opted on to the LACT board and finances were discussed at those meetings. In addition, reports were presented to the Tourism, Community and Publicity Committee twice a year, which detailed the theatre's finances.

Cllr S. Miller said this demonstrated LACT was seeking external funding, and as the loan was short-term, specific, legally-bound and the costs were covered, he believed the council should support the request.

Cllr Mrs M. Ellis said the council should be encouraging other organisations to seek external funding, to be underwritten by the council, rather than seeking grants from the council.

Proposed by Cllr J. Scowen and seconded by Cllr B. Larcombe, members **RESOLVED** to approve the request from Lyme Arts Community Trust for a loan of £40,000 from 1 March to 31 August 2019 to allow it to make contract payments, as a condition of a grant award of £47,000 from Dorset LEADER.

The meeting closed at 8.29pm.

Committee: Full Council

Date: 13 February 2019

Title: Matters arising from the minutes of the Full Council meeting held on 12 December 2018

Purpose of the Report

To inform members of matters arising from the minutes of the Full Council meeting on 12 December 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

18/85/C – Questions from Councillors

The issue of dog controls was considered by the Town Management and Highways Committee on 16 January 2019 and a recommendation from the committee is elsewhere on this agenda.

The information reported by Cllr O. Lovell, included the photographs of the child who was bitten, was passed to West Dorset District Council's (WDDC) Overview and Scrutiny Committee. The matter was discussed by that committee at a meeting on 22 January 2019 and the following recommendations were made to WDDC's Strategy Committee:

That the following items should be included in the public consultation for the review of the PSPO (Dog Controls):

- Consideration of bespoke PSPO dog controls for individual areas
- Requiring dogs to be kept on a lead in defined areas (e.g. defined areas of beach, etc.) when the excluding requirements are not in place (i.e. 01 October – 30 April)
- Designating named streets – or a defined area – under the Road Traffic Act; this would have the effect of requiring dogs to be kept on a lead at all times on or adjacent to named roads or roads within a defined area
NB: In order to be legally enforceable, controls can only be included in a PSPO where they are clearly designed to address issues which meet the requirements set out at point 9 of the report and for which there is clear evidence.
- A review of relevant signage in respect of the PSPO controls

18/108/C – Matters arising from the minutes of the Full Council meeting held on 31 October 2018

A list of bookings for The Hub was sent out in the members' briefing on 18 January 2019.

18/118/C – Woodmead Halls' Lease

The lease has been prepared and is in the process of being signed and sealed.

18/122/C – Phone and Pay Parking Service Provider

The payment system switched to Just Park on 1 February 2019.

John Wright
Town clerk
February 2019

Committee: Full Council

Date: 13 February 2019

Title: Matters arising from the minutes of the extraordinary Full Council meeting held on 19 December 2018

Purpose of the Report

To inform members of matters arising from the minutes of the extraordinary Full Council meeting on 19 December 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

18/128/C – Possible New Puffin Crossing in Broad Street

The proposed puffin crossing was considered by Dorset County Council's Cabinet on 16 January 2019 and the following was resolved:

1. That the provision of a Puffin pedestrian crossing for Broad Street, Lyme Regis, as advertised, be approved.
2. That consideration to the provision of increased provision of limited waiting time so as to compensate for that lost by the installation of the puffin crossing be agreed.
3. That the Cabinet Member work with Officers to look at the package of measures highlighted in the update report to mitigate the loss of parking spaces in Broad Street and to investigate funding for the whole scheme.

18/129/C – Temporary Loan to Lyme Arts Community Trust

It was announced on 8 February 2019 Lyme Arts Community Trust's application with Dorset Leader to fund the lighting rig had been successful.

John Wright
Town clerk
February 2019

**Lyme Regis Town Council
Mayor's Announcements for Cllr Michaela Ellis
Meeting held on 13 February 2019**

13 December	the deputy mayor and deputy mayoress attended the Christmas lunch at The Hub. <i>I would like to thank the deputy mayor and mayoress for attending this event on my behalf.</i>
16 December	attended with Cllr Mrs Cheryl Reynolds, the Lyme Regis Town Band christmas concert at Woodmead Halls
21 December	attended the charity christmas bingo at Woodmead Halls
22 December	attended with consort, deputy mayor and deputy mayoress, carols round the tree
2019	
1 January	attended with consort the duck race, and started the event attended with consort the Lyme Lunge
3 January	attended a meeting with the town clerk and Mike Jefferies with reference to fossil stools in the market area of the shelters
11 January	attended a meeting with the town clerk and Inspector Darren Stanton
28 January	attended with consort, Dorset ACF parade and accepted on behalf of Lyme Regis Town Council, from Commandant R. J. Taylor a certificate for meritorious service
2 February	attended the Baptist Church for a coffee morning held by the Lyme Regis/St George's Twinning Association
4 February	attended with consort soup and ploughmans lunch at the Alexandra Hotel
6 February	attended with consort the Snowdrop Memorial Service at St. Michael's Archangel Church

**LYME REGIS TOWN COUNCIL
PLANNING COMMITTEE
MINUTES OF THE MEETING HELD ON TUESDAY 11 DECEMBER 2018**

Present:

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

Officers: Mr M. Green (deputy town clerk)

Absent: None

18/90/P Public Forum

Four members of the public attended the meeting but none wished to speak.

18/91/P Apologies

Apologies for absence were given by Cllr D. Hallett, Cllr P. Ridley and Cllr J. Scowen.

18/92/P Minutes

Proposed by Cllr G. Turner and seconded by Cllr B. Larcombe, the minutes of the meeting held on 13 November 2018 were **ADOPTED** without amendment:

18/93/P Disclosable Pecuniary Interests

Cllr Mrs M. Ellis declared a pecuniary interest in application WD/D/18/002672 because the applicant was a customer of her husband. She would leave the meeting whilst the application was discussed and not vote.

18/94/P Dispensations

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

18/95/P Matters arising from the minutes of the meeting held on 18 September 2018

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

18/96/P Update Report

There were no matters to be updated at this meeting.

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18/97/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/18/002109-FULL** (Received 1 December 2018)
Herbert – Erection of second floor extension– The Annexe, Coram Avenue,
Lyme Regis, DT7 3LB

*Members noted that there were no material alterations since the committee had last considered the application and reconfirmed their recommendation that the application be **approved**.*

- 2) **WD/D/18/002544-FULL** (Received 8 November 2018)
Bacon – External alterations to include the erection of Juliet balcony to
rear – 46 Church Street, Lyme Regis, DT7 3DA

*Members recommended that the application be **approved** subject to a condition requiring the use of opaque glass in both proposed new windows in the north-east elevation.*

- 3) **WD/D/18/002545-LBC** (Received 8 November 2018)
Bacon – Internal and external alterations to include the erection of a
Juliet balcony to rear – 46 Church Street, Lyme Regis, DT7 3DA

*Members recommended that the application be **approved** subject to a condition requiring the use of opaque glass in both proposed new windows in the north-east elevation.*

- 4) **WD/D/18/002554-FULL** (Received 9 November 2018)
Ross – Demolition of existing bungalow, Erection of replacement
dwelling – Cobb Gate, Marine Parade, Lyme Regis DT7 3JE

The chairman noted that the town council had originally been asked to comment on this application by 11 December, i.e., before the date of this committee. For that reason and under the powers delegated to him, but after informal consultation with other members of the committee, he had agreed a response on behalf of the council objecting to the application.

The reasons for objecting to the application were read to members and are attached to these minutes for information.

The deputy town clerk explained that the planning officer had forwarded this council's comments to the applicant's agent who had subsequently responded to the points raised by this council.

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A copy of that response is also attached to these minutes for information.

The planning officer had then asked this council whether it wanted to modify its views in any way in response to the agent's comments; hence the matter being brought back to this committee.

Members were unanimously of the opinion that this council's objection should stand exactly as previously submitted. The offer by the agent to meet to discuss access and other concerns was noted and agreed in principle. The suggestion that detailed geotechnical advice and technical solutions were a matter for Building Regulations was not agreed; it being noted that this was not normal practice for other similar applications in Lyme and would remove any opportunity for public scrutiny and consultation.

Members expressed further strong concerns about the potential impact of the application on access to the Marine Parade and Cart Road for the public, businesses, emergency vehicles, service vehicles and parking by 'blue badge' vehicles. There was also great concern about the potential impact of the application on ground stability, especially as there were known to be underground water courses affecting the area. The design of the proposed dwelling was also a matter of concern; particularly the 'new' ground floor with doors opening directly onto the Marine Parade and windows to sleeping accommodation at Parade level. It was noted that no other property along the western end of the Parade was configured in such a way.

Concern was also expressed about the likely number, frequency and duration of lorries required to take away the large quantity of spoil and their impact on the use of the Parade, Cart Road and Cobb Gate car park over an extended period.

Members were clear that the previously stated objections to the application should stand without amendment.

- 5) **WD/D/18/002649-MOPO** (Received 20 November 2018)
Yarlington Housing Group – Modification of Planning obligations on section 106 agreement dated 15.4.16 (pp.WD/D/15/001893 - 2-12 Acorn Close (Woodbury Down), Lyme Regis, DT7 3FB

Members felt unable to comment on the application in the absence of sufficient information to adequately explain the modifications being sought by the applicant.

Cllr Mrs M. Ellis left the room at 7.31 p.m.

- 6) **WD/D/18/002672-FULL** (Received 21 November 2018)
Guiducci and Hynds – Erect dwelling (to the rear) – Albany Guest House, Charmouth Road, Lyme Regis DT7 3DP

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*Members recommended that the application be **approved** subject to a condition or Agreement requiring the new dwelling to be tied (non-defragmentation) to the existing Albany Guest House.*

Cllr Mrs M. Ellis returned to the room at 7.32 p.m.

- 7) **WD/D/18/002713-FULL** (Received 28 November 2018)
Moyes – Erection of extension to balcony – Gull Cottage, Coram
Avenue, Lyme Regis, DT7 3LB

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

18/98/P Amended/Additional Plans

Members discussed application WD/D/18/000624, in particular the reason for the relocation of the grandstand. This was reported as being at the request of the planning officer. **NOTED.**

18/99/P Withdrawn Applications

There were no withdrawn applications reported to this meeting. **NOTED.**

18/100/P Planning Decisions

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

18/101/P Correspondence from West Dorset District Council and Dorset County Council regarding planning matters

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

The meeting closed at 7.41pm.

AGENDA ITEM 12

**LYME REGIS TOWN COUNCIL
PLANNING COMMITTEE
MINUTES OF THE MEETING HELD ON TUESDAY 08 JANUARY 2019**

Present:

Members: Cllr B. Larcombe (chairman), Cllr Mrs M. Ellis, Cllr D. Hallett, Cllr G. Turner and Cllr S. Williams

Officers: Mr J. Wright (town clerk)

Absent: Cllr P. Ridley and Cllr J. Scowen

18/102/P Public Forum

Mr C. Newell, the applicant in respect of application WD/D/18/001538 (Maroc House, 2 Coram Court, Lyme Regis) attended the meeting but did not speak.

Mr K. and Mrs S. Hilman of Chestnut House, Coram Court spoke against application WD/D/18/001538 (Maroc House, 2 Coram Court, Lyme Regis).

18/103/P Apologies

Apologies for absence were given by Cllr J Broom and Cllr Mrs C. Reynolds.

18/104/P Minutes

Proposed by Cllr G. Turner and seconded by Cllr B. Larcombe, the minutes of the meeting held on 11 December 2018 were **ADOPTED** without amendment.

18/105/P Disclosable Pecuniary Interests

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

18/106/P Dispensations

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

18/107/P Matters arising from the minutes of the meeting held on 11 December 2018

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

18/108/P Update Report

AGENDA ITEM 12

There were no matters to be updated at this meeting.

18/109/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/18/002680-FULL

(Received 5 December 2018)

The National Trust – Widen existing field gate entrance, creation of an unsurfaced access track & erection of new gate– Land south of, Ware Lane, Lyme Regis.

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

18/110/P Amended/Additional Plans

Members discussed application WD/D/18/001538 (Maroc House, 2 Coram Court, Lyme Regis) and saw no reasons to change their original views that the application should be recommended for refusal.

*Members recommended that the town council's previously submitted comments in respect of application WD/D/18/001538 (Maroc House, 2 Coram Court, Lyme Regis) remain unchanged in the light of the amended/additional plans, i.e., '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 Plan and is at odds with an earlier appeal decision relating to the site and which removed normal permitted development rights.'*

18/111/P Withdrawn Applications

There were no withdrawn applications reported to this meeting. **NOTED.**

18/112/P Planning Decisions

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

18/113/P Correspondence from West Dorset District Council and Dorset County Council regarding planning matters

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

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Cllr. B. Larcombe raised his concern that there was a need to engage with the existing District Council and the new Dorset Council shadow executive to determine the intended future planning arrangements for dealing with planning applications; the future shaping of the reviewed District Local Plan under the Unitary; the contact and exchange between Lyme Planning Committee and the new Unitary planning officers and the means to attend and make representations to the new Unitary Planning Committee.

Cllr Larcombe said that he would like to meet with those representatives who will determine the future planning arrangements and asked that the town clerk arrange a meeting he would attend as chairman of Lyme Regis' Planning Committee.

Members supported this approach and the need to establish the future level of practical engagement with the Unitary and its planning system and officers.

The meeting closed at 7.31pm.

LYME REGIS TOWN COUNCIL

HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 9 JANUARY 2019

Present

Chairman: Cllr B. Larcombe

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

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

18/59/HR Public Forum

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

18/60/HR Apologies

Cllr Mrs C. Reynolds – illness
Cllr O. Lovell
Cllr G. Turner

18/61/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 7 November 2018

Proposed by Cllr J. Broom and seconded by Cllr S. Larcombe, the minutes of the meeting held on 7 November 2018 were **ADOPTED**.

18/62/HR Disclosable Pecuniary Interests

There were none.

18/63/HR Dispensations

There were none.

18/64/HR Matters arising from the minutes of the previous Human Resources Committee meeting held on 7 November 2018

Members noted the report.

18/65/HR Update Report

Training award delay

AGENDA ITEM 13

Cllr Mrs M. Ellis said those who would be awarded a pay increment on attainment of a relevant qualification should have the payments backdated to when they completed the training.

The town clerk said if this matter was not resolved by the next meeting of this committee, he would bring a report to members suggesting the operations supervisor was awarded the pay increment, which would be backdated.

The town clerk said the situation was more complicated regarding the gardener, as a delay in final awarding body approval meant he could not move on to the next level of qualification, which was out of the council's control.

18/66/HR To receive the minutes of the Health and Safety Committee meeting held on 3 September 2018

The minutes were **RECEIVED**.

18/67/HR Health and Safety Audit Report

Members agreed there was definite improvement in the council's health and safety standards and commended the operations manager for the hard work he had put in to achieve a higher grading.

The town clerk said another audit would be commissioned for November 2019, when the council's aspiration would be to achieve grade B. He said for an organisation of this size, progressing beyond grade B would be difficult and the council needed to be realistic about what it could achieve.

The town clerk said there would be a focus on areas which scored below 70, while still maintaining standards in areas which achieved a sufficient score.

18/68/HR Reception Team Reporting Line

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

18/69/HR Gardener/Maintenance Person Probation Review

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

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1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

18/70/HR **Seafront Attendant, Six-Month Probation Review**

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

18/71/HR **Sickness Absence**

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

18/72/HR **Exempt Business**

a) **Reception Team Reporting Line**

Mrs A. Mullins left the meeting at 7.26pm.

Proposed by Cllr J. Broom and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the transfer of the reporting line for the reception team from the deputy town clerk to the administrative officer.

Mrs A. Mullins returned to the meeting at 7.43pm.

b) **Gardener/Maintenance Person Probation Review**

The town clerk said the operations manager was still having discussions with the post holder about chemical weed spraying. Therefore, the approval of his probation would be subject to the post holder's agreement to spray.

Members discussed the issue of weed spraying in general, as it was suggested none of the gardeners wanted to spray.

There was some concern over the safety of chemical weed spraying and it was suggested this function could be contracted out externally.

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However, members were reminded this matter had been discussed several times and the council had agreed it wanted the workforce to spray, therefore officers should be supported in this matter.

The town clerk said the post holder remained on probation and there had to be a time limit for resolving this matter. As such, the post holder had been given until 31 January 2019 to make a decision.

It was agreed an update would be provided to members at the Full Council meeting on 13 February 2019 on whether the post holder had agreed to spray or the operations manager had had to commence the procedure for terminating the post holder's employment with the council.

Cllr J. Scowen asked for a recorded vote on the following motion:

Proposed by Cllr J. Broom and seconded by Cllr S. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the gardener/maintenance person's continued employment with the council, subject to the employee's agreement to do chemical weed spraying by 31 January 2019.

Voted for – Cllr J. Broom, Cllr Mrs M. Ellis, Cllr S. Williams, Cllr S. Larcombe, Cllr B. Larcombe

Voted against – Cllr J. Scowen, Cllr D. Hallett

Abstentions – None

c) **Seafront Attendant, Six-Month Probation Review**

The town clerk said the approval of the post holder's probation would be subject to a formal probationary report, but he had no reason to believe it would be anything other than satisfactory.

Proposed by Cllr S. Larcombe and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the seafront attendant's continued employment with the council, effective from 30 January 2019.

d) **Sickness Absence**

The town clerk said officers had been having discussions with Unison.

Cllr D. Hallett asked to see a copy of the letter which was sent to the post holder, which triggered his sickness absence.

The town clerk said the letter was written by the post holder's line manager, and he understood it outlined the decisions of the extraordinary Full Council meeting on 7 August 2018.

The meeting ended at 8.53pm.

LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 30 JANUARY 2019

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 Mrs C. Reynolds

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

Absent: Cllr P. Ridley

Guests: Mr R. Brown, Mrs S. Brown, Dr P. Kelly (all Dorset National Park team)

18/72/SF Public Forum

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

18/73/SF Apologies for Absence

Cllr O. Lovell

Cllr J. Scowen – holiday

Cllr G. Turner – coastguard training

Cllr S. Williams – holiday

18/74/SF Minutes

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

18/75/SF Disclosable Pecuniary Interests

There were none.

18/76/SF Dispensations

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

18/77/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 28 November 2018

Audio recording of council meetings

The town clerk said officers would be meeting with API Communications, the company which installed the existing recording system, on 14 February 2019 to discuss whether the existing system could be used.

Cllr D. Hallett asked if other companies should be approached as the existing system had not been up to standard.

The town clerk said the council had invested a lot of money in the system so the first step was to establish if it could be made to work to the council's requirements. If not, other companies would be approached.

Power boat club

The town clerk said there had still been no response from the power boat club's solicitor and as it stood, the Section 25 Notice would be implemented in May 2019. He said he would keep pressing the solicitors.

Hydrock report

The town clerk said Hydrock had identified either 19 or 21 February 2019 for a public consultation event on the draft report.

18/78/SF Update Report

Ambulance service

Cllr Mrs M. Ellis said she was not entirely satisfied with the response from the chief executive of the South Western Ambulance Service NHS Trust and she believed it should be followed up with another letter.

18/79/SF Minutes of the Assets-on-and-around Monmouth Beach Car Park

The town clerk said the bowls club representatives would be informed the issue of the bowls club car park would be discussed by the Full Council on 13 February 2019.

18/80/SF Dorset National Park

Mrs S. Brown gave an update on the proposed Dorset National Park, highlighting two major developments since they had addressed the council in July 2016: the Glover Review which was asked to look at the position of new national parks, including Dorset; and local government reorganisation.

Mrs S. Brown said it would be important to demonstrate community support for the national park and she hoped the council would consider sending a letter of support.

Mrs S. Brown and Mr R. Brown answered questions from members on the following: the history of the campaign to secure a Dorset National Park; how the planning system would work under a national park authority, including the town council's role; how the national park authority would be funded; how the national park authority members are nominated/elected; how the authority would deal with land slippage and coastal defence works; whether the boundary of the national park would be outside coastal towns or not; and who the authority would be accountable to.

Mrs S. Brown said was Glover Review was expected to make recommendations in the autumn and the Government was expected to make an announcement on those recommendations in October. She said now would be an appropriate time to submit a supportive note of the benefits of a national park, and she would provide the town clerk with the address to submit comments to.

18/81/SF Internal Audit Report, Visit One 2018/19

Proposed by Cllr J. Broom and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to note the internal auditor's recommendations and approve the management responses.

18/82/SF New Policies

Proposed by Cllr J. Broom and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the following policies: control of substances hazardous to health (COSHH); Legionella flushing; management of personal protection equipment (PPE); electrical safety; portable appliance testing (PAT); and weed spraying.

18/83/SF Investments, Cash Holdings and Loans

Cllr B. Larcombe suggested the council considered paying off its loan with West Dorset District Council (WDDC) while it had the money, also relieving any future administration of any rise in interest rates on this loan.

The town clerk said the council had project commitments in 2019/20 of around £600k; this would significantly decrease the reserve. He said due to the uncertainty of local government reorganisation and the favourable interest rate on the loan, it was sensible to have money in reserve, rather than paying off the loan.

Cllr S. Miller said when quotes had been agreed for the two main 2019/20 projects – the seafront roof and refurbishment of Guildhall Cottage – the question of whether to pay off the WDDC loan should be brought back to the council. In the meantime, he asked the town clerk to look at the possibility of investing in gilts as there was a possibility this would give the council marginally more return than investing in banks.

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** that the Lloyds fixed-term deposit of £100,900 maturing at the end of January 2019 be reinvested in a similar 12-month deposit at 1.00% (currently 0.65%) and that a further £100k of the balance of £590,312 in the Lloyds instant account be reinvested in a similar 12-month deposit: this will increase the interest on this sum from 0.05% to 1.00%; and that any decision to transfer a

further £100k from the Lloyds instant account to a 12-month deposit account be deferred until there is greater certainty about the 2018/19 year-end balance and the cost of the roof repair and office refurbishment projects.

18/84/SF Financial Advice – Arrangement with Arlingclose

Members noted the council's relationship with Arlingclose for the provision of financial advice had ended.

18/85/SF Review of Arrangements with Other Local Authorities

The town clerk said the council needed to give consideration to land relationships with WDDC, beach management and the tripartite agreement. He said although these issues were not on Dorset Council's agenda at the moment, it would be beneficial for the town council to have a clear understanding of what it wanted to achieve in these areas.

Cllr B. Larcombe asked how much the transitional relief was on business rates.

The town clerk said he would find out and report back to members.

Cllr B. Larcombe suggested a working group was formed to further discuss some of the key issues.

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to form a working group to further consider the town council's relationships with other local authorities and form a clear view of the town council's position.

18/86/SF Tourist Information Centre

Cllr S. Miller said this matter had been brought back to the council as the circumstances had changed; it was previously understood WDDC intended to cease the provision of the tourist information centre (TIC) in Lyme Regis, but it had since confirmed it wanted to transfer it to Dorset Council as a going concern.

As Cllr G. Turner could not attend the meeting, he wrote a letter to members with his view that the council should continue to commit to the refurbishment of Guildhall Cottage, to include the ground floor currently occupied by the TIC, even though this would mean the town council paying WDDC a £16k settlement to vacate. He said the council should use the time between now and September, when the TIC would vacate, to plan and tender for the refurbishment work.

This view was supported by several members. Cllr D. Hallett was concerned this discussion included the possibility of the council office moving to the former Lloyds Bank building, which had already been dismissed by the council.

Cllr Mrs M. Ellis said the decision to refurbish Guildhall Cottage was made with no plans and without an idea of exactly what work would be required. As such, she said allowing the TIC to remain in the building until the end of March 2020 would give the council time to get detailed plans and costings.

Cllr Mrs C. Reynolds said the council should also give consideration to the TIC staff and how allowing the TIC to remain would secure their jobs for a little longer.

Cllr B. Larcombe said due to the failure of the negotiations with WDDC over the transfer of assets and services, he didn't believe there was any value in using the TIC as a negotiating position. He added the town council should not take on the TIC or its staff.

The town clerk confirmed there was no suggestion the council office moved to other premises or took on the TIC or its staff. He said as it was now known there would be material costs associated with serving notice on WDDC and WDDC's future plans for the TIC had changed, there was an obligation on him to bring this information to members.

Cllr R. Doney said he wanted the TIC to be maintained for as long as possible as it was a valuable function, and it should be allowed to remain while the council put together plans for the office refurbishment.

Cllr J. Broom said if the council served notice now, the TIC would still be running through the peak season and the council could then look to run its own tourist information service from April 2020.

It was proposed by Cllr B. Larcombe and seconded by Cllr J. Broom that the council pursues the refurbishment of the ground floor of Guildhall Cottage, to serve notice on West Dorset District Council as planned to vacate the ground floor currently occupied by the tourist information centre, with a view to taking back the space on 1 October 2019.

This motion was not voted on.

Cllr S. Miller said as the council would start a significant project on the roof of the shelters in the autumn, it would be prudent to allow WDDC to pass the TIC on to Dorset Council as a going concern. In the interim, the council could plan what it believed the TIC offering from the premises should be and aim for a negotiated position from 31 March 2020 where the council would not be liable to pay £16k.

Cllr Mrs M. Ellis requested a recorded vote on the following motion:

Proposed by Cllr S. Miller and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to revisit the previous decision not to renew the lease with West Dorset District Council for the ground floor of Guildhall Cottage, and to allow the tourist information centre to continue operating from the premises for a further 12 months until 31 March 2020.

Voted for – Cllr S. Miller, Cllr Mrs C. Reynolds, Cllr R. Doney, Cllr Mrs M. Ellis, Cllr S. Larcombe

Voted against – Cllr J. Broom, Cllr D. Hallett, Cllr P. Hicks, Cllr B. Larcombe

Abstentions – None

Cllr B. Larcombe asked for confirmation this would not change the existing resolution to refurbish the ground floor of Guildhall Cottage as a council office or re-visit any decision that the town council would not take on the TIC service.

Cllr S. Miller confirmed the TIC service would not be taken over by the town council.

18/87/SF Election 2019

The town clerk said the council would be running an event before purdah on 15 March 2019 for people who were thinking of standing for election to find out more about being a councillor. He said the council was obliged to actively promote the election and encourage people to stand, including promotion on social media and in the monthly newspaper column.

The town clerk spoke about the role of town council staff in the election process, as there was a suggestion the town council could receive nomination papers and hand deliver them to Dorset Council. He advised against this; if anything went wrong, it would be the responsibility of town council staff, and he felt the onus should be on the individual candidates to deliver their nominations.

Members agreed.

18/88/SF Park and Ride 2018 and 2019

The town clerk said the council had allocated an £11k budget to the park and ride for 2018 as it recognised the service may require underwriting. He said the service had operated at a loss during weekends in June and July.

Cllr J. Broom said the group ticket should be changed to include two adults and three children, which members generally agreed with.

It was noted that although the Charmouth Road park and ride had been very successful and this did question the need for the continued use of Sidmouth Road park and ride, the council had previously made a decision to wait for the Hydrock report before making a formal decision on Sidmouth Road.

The town clerk said there had been a few complaints about the pick-up point in Broad Street so officers were looking into a pick-up, as well as drop-off, point at Cobb Gate car park.

Cllr Mrs M. Ellis said the council should consider operating the park and ride on weekends in June and July if there were major events taking place.

Proposed by Cllr S. Miller and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to authorise officers to negotiate terms for a 2019 park and ride service from Charmouth Road with First Group, the providers of the service in 2018, with discretion to agree terms including group tickets, June and July weekends and pick-up and drop-off points.

18/89/SF List of Payments

Proposed by Cllr B. Larcombe and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the schedule of payments for September and October 2018 for the sums of £131,500.21 and £68,238.76, respectively.

The meeting closed at 8.59pm.

LYME REGIS TOWN COUNCIL

TOURISM, COMMUNITY AND PUBLICITY COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 23 JANUARY 2019

Present

Chairman: Cllr J. Scowen

Members: Cllr J. Broom, Cllr Mrs M. Ellis, Cllr D. Hallett, Cllr P. Hicks, Cllr S. Larcombe, Cllr G. Turner

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

Other members: Cllr B. Larcombe, Cllr S. Miller

Absent: Cllr P. Ridley

In the absence of the committee chairman and vice-chairman, the mayor, Cllr Mrs M. Ellis opened the meeting and called for nominations for a chairman for this meeting.

Cllr J. Broom nominated Cllr Mrs M. Ellis, seconded by Cllr S. Larcombe.

Cllr D. Hallett nominated Cllr J. Scowen, seconded by Cllr P. Hicks.

Following a vote, Cllr J. Scowen was nominated as chairman for this meeting and took the chair.

18/57/TCP Public Forum

Mr G. Davies

Mr Davies spoke in relation to agenda item 8, Footgolf Proposal for Strawberry Field, as he was the applicant. He said footgolf was a combination of football and golf, aimed at anyone from the age they could walk through to grandparents. He said the sport was developed in America and in recent years it had had great success in the United Kingdom, with one of the first facilities being introduced in Cornwall. Mr Davies said he understood there was a covenant on Strawberry Field restricting its use for recreational purposes, and as such, he believed footgolf could be the perfect offering in the space. He said the area would be used in a similar way to the former pitch and putt, using the same type of footprint and format. Mr Davies said it would have minimal impact on the land and environment as there were no significant groundworks required and the landscape could easily be reverted to its original state. He said footgolf was an activity that promoted outdoor activities and encouraged children away from games consoles. He said it was accessible to all ages, it could be played by children, families and grandparents, it would appeal to holidaymakers, it could be used by local clubs and social groups, and even corporate days and

team-building. Mr Davies said the proposed costs made it accessible at under £25 for a family of four. He said it would be a unique leisure activity for the area, as there was nothing like it on offer currently, and it would help put Lyme Regis on the map.

18/58/TCP Apologies

Cllr R. Doney
Cllr Mrs C. Reynolds – holiday
Cllr S. Williams – holiday

18/59/TCP Minutes

Proposed by Cllr J. Broom and seconded by Cllr P. Hicks, the minutes of the meeting held on 21 November 2018 were **ADOPTED**.

18/60/TCP Disclosable Pecuniary Interests

There were none.

18/61/TCP Dispensations

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

18/62/TCP Matters arising from the minutes of the previous meeting held on 21 November 2018

Members noted the report.

18/63/TCP Update Report

Members noted the report.

18/64/TCP Footgolf Proposal for Strawberry Field

Members agreed footgolf would be a good use of the area, fitting the requirements of the lease for recreational use.

However, members also agreed approval of this use should not deflect from the council's plans for a large-scale recreational project for Strawberry Field. As such, members agreed its use for footgolf should be for a limited period.

Cllr J. Scowen suggested it should not be for more than one year at a time.

Cllr Mrs M. Ellis asked what the applicant would be charged for use of the land.

The deputy town clerk suggested the operations manager was authorised to negotiate with the applicant, taking into account timescales and charges, and for this information to be reported to the Full Council on 13 February 2019 to allow members to make a quick decision.

Proposed by Cllr D. Hallett and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to approve, in principle, a proposal to use Strawberry Field for footgolf, subject to further details being reported to the Full Council on 13 February 2019.

18/65/TCP Dorset Street Food Festival

The deputy town clerk drew members' attention to a request from the organiser of Jazz Jurassica that the food festival was not held on 31 May to 2 June, the week after Jazz Jurassica, as it might affect her ability to attract food traders to the event.

There was some concern about the event being held on the roof of the shelters and the potential for damage to be done to the surface.

However, Cllr J. Broom said the patch repairs had been done, there were no leaks, and he was satisfied events could be held on the roof without any problems being caused.

Members acknowledged the 2018 festival had been well managed and generally agreed 12 to 14 July 2019 was the preferred date.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr S. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to agree a second Dorset Street Food Festival is held in Lyme Regis in 2019 on 12 to 14 July, inclusive, and to give authority to the town clerk to negotiate a charge for use of the roof of the Marine Parade Shelters.

18/66/TCP Coastal Communities Fund Round 5 Bid

Members noted the report.

18/67/TCP Diary of Major Events

The deputy town clerk said the dates for Lyme Splash Water Polo Championship (3-4 August) and Lyme Splash (8 September) had been omitted from the diary as shown in the agenda. However, these dates had been included in the calendar of events in the 2019 Lyme Regis guide.

Cllr J. Scowen asked for a copy of the calendar of events to be sent to members.

18/68/TCP Managing Consultation Exercises

Members noted the report.

The meeting closed at 8pm.

LYME REGIS TOWN COUNCIL

TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 16 JANUARY 2019

Present

Chairman: Cllr J. Broom

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

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

18/70/TMH

Public Forum

Mrs Z. Patrick

Mrs Patrick spoke in relation to agenda item 8, Dogs on the Beach. She said she had lived in Lyme Regis for a year and was shocked to hear dogs were allowed on the sand beach without any control. She said when she heard the distressing news about a child being attacked by a dog, she was surprised to hear it hadn't happened more often. Mrs Patrick said she had seen many incidents on the beach since she had been in Lyme Regis. She said during the summer when there were many visitors there was a dog ban on the beach, so there were never any issues if she went to the beach with her grandchildren. She said when the ban was lifted from 1 October, many people still wanted to swim but dogs were all over the beach so it was difficult to do so. Mrs Patrick said there should be a safe space where people could swim and bring children to the beach without worrying about being attacked by a dog or the mess they made. She said even if people picked up after their dog there was still residue left in the sand, which was a public health issue. She said if someone was ill, they wouldn't be able to prove which dog made the mess. Mrs Patrick said as it was a small beach, if there were 10 dogs and it was full, there was virtually no space to sit. She said toddlers were on the beach all year round and children came after school to enjoy the beach. She said dogs were allowed on all the other beaches in Lyme Regis so it would still be possible for them to go in the sea. Mrs Patrick said for those people who wanted to enjoy the beach dog free there was nowhere for them to go, which she felt was unfair. She said she hoped the town council would send a strong message to West Dorset District Council (WDDC) about this, as she understood the council was originally not in favour of dogs being allowed on the beach, and she would support the case.

Mr M. Saunders

Mr Saunders spoke in relation to agenda item 15, Seasonal Concessions as he had applied to run a paddleboarding concession. He said he and his wife had been safely teaching and promoting paddleboarding for the last six years, based at their shop Boylo's, which was open 364 days a year for advice, lessons or sales. He said they had also supported town events by offering free paddleboarding. Mr Saunders said they would intend to run the concession from their shop seven days a week as they

had in the past. This would include qualified instructors, a flexible service, and advice and guidance. He said when conditions were favourable, they were on hand for lessons, guidance and rentals, a business which ran in harmony with the shop. He said this meant there was no requirement for beach storage or clutter, and they could also offer people somewhere secure to store their valuables rather than leaving them on the beach, eliminating the risk of crime. He said all the equipment was stored in the shop, so there was no requirement for racks or containers on the beach. Mr Saunders said everything was stored and secured in the shop so there was no need to leave it on the beach or bring a vehicle onto the seafront on a daily basis. He said paddleboarding was a key part of their business plan and they had recently agreed a considerable rent increase. Mr Saunders said he and his wife enjoyed worked in Lyme Regis and as a helm on the lifeboat, using the sea safely was of paramount importance, something which he and the whole Boylo's team always had in mind. He said Boylo's could offer a fun and safe paddleboarding package, benefiting the local economy, residents and visitors. He said they looked forward to encouraging paddleboarders to Lyme Regis and showing them the best of the seaside town.

Mrs S. Bennett

Mrs Bennett also spoke in relation to agenda item 15, Seasonal Concessions as she had applied to run a paddleboarding concession. She said she had trained with the Academy of Surfing Instructors (ASI) as a paddleboarding instructor, and she was a fitness instructor, swimming coach and triathlon instructor. She said she wanted a presence on the beach and many local people had commented there was no presence on the beach. Mrs Bennett said paddleboarding was the most accessible of all watersports, easy to learn and a way to have fun in a safe way. She said a designated area could be made available for it.

18/71/TMH Apologies

Cllr Mrs C. Reynolds – holiday
Cllr S. Williams – holiday

18/72/TMH Minutes

Cllr R. Doney asked for an amendment to minute number 18/57/TMH, Seagull Control. He requested the word 'trial' was changed to 'demo' in his comments.

Proposed by Cllr B. Larcombe and seconded by Cllr P. Hicks, with the above amendment, the minutes of the previous meeting held on 14 November 2018 were **ADOPTED**.

18/73/TMH Disclosable Pecuniary Interests

There were none.

18/74/TMH Dispensations

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

18/75/TMH

Matters arising from the minutes of the Town Management Committee meeting held on 14 November 2018

Cemetery chapel

Cllr D. Hallett asked why the roof was only repaired, as he believed it needed replacing.

The operations manager said the report from the builder confirmed a new roof would be required in two to three years' time.

Charmouth Road park and ride

Cllr J. Broom reported the income from the park and ride was c.£30k, which may result in a loss to the council of up c.£2k.

Hydrock traffic survey

Cllr J. Broom said the deputy town clerk was meeting with Hydrock the following week to review the draft report and providing he was happy with it, the report should be with the council shortly after.

Dorset Police Community Safety Accreditation Scheme

Cllr Mrs M. Ellis said she and the town clerk had met with Inspector Darren Stanton the previous week and she would try and get a report for members on what was discussed.

Cash machine

The operations manager said Cashzone was now looking at a new pod-style machine. He said the company was waiting for operational sign-off on this type of machine before it could confirm if it would be installed in Lyme Regis.

Henry's Way play area

The operations manager said he had met with several play equipment companies who were putting together quotes.

Anning Road play area surface

The operations manager said he was meeting with Eibe, the company which installed the park and surface, on 4 February 2019 to look at the site.

CCTV

The operations manager said he had met with Central Southern Security and it was hoped the system could be fitted in February. He said he had also asked the company to quote for cameras looking at the balustrade above Marine Parade Shelters due to incidents of vandalism in the area.

Cllr B. Larcombe requested an item on the agenda of the next meeting to discuss the refurbishment of Guildhall Cottage.

18/76/TMH Update Report

Millennium clock

The operations manager said several electrical faults had been repaired, the battery had been replaced, an issue with the mains was identified, and an annual service was carried out. He said the issue of water ingress, which it was believed was causing condensation in the faces, was being resolved.

18/77/TMH Dogs on the Beach

Members agreed the extent of the dog ban needed to be looked at again by WDDC. Cllr B. Larcombe said the whole of front beach needed to be reviewed, including the pebble area and especially areas where the high-water mark didn't reach.

Cllr Mrs M. Ellis said the family of the boy who was attacked should be encouraged to pursue a prosecution as the council was unable to.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to press West Dorset District Council to extend the dog ban to an all-year-round order for the length of the main front beach in Lyme Regis (sand and pebbles).

18/78/TMH Speed Indicator Device

Members agreed Sidmouth and Charmouth Roads were ideal locations for the speed indicator device (SID) to be located and agreed a solar device would be beneficial.

Cllr B. Larcombe asked if the SID had a camera inside.

The operations manager said the SID could record data but couldn't record number plates or take pictures.

Cllr R. Doney said the ability to record data may be helpful in trying to justify the mobile speed van being in Lyme Regis. He said he would be interested to know if there were SIDs which did have cameras, as this information could be passed to police in the same way as the Community Speedwatch schemes worked.

Cllr Mrs M. Ellis suggested having a survey done first on the suitability of Sidmouth and Charmouth Roads before deciding whether to invest in a solar SID.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr P. Hicks, members agreed to **RECOMMEND TO FULL COUNCIL** to have a survey done on the suitability of Sidmouth and Charmouth Roads for deployment of the speed indicator device, and if suitable, to report back to the Town Management and Highways Committee to allow members to consider if a solar device should be purchased.

18/79/TMH Replacement Caravan, 7 Monmouth Beach

Proposed by Cllr S. Miller and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the request to replace a static caravan at 7 Monmouth Beach.

18/80/TMH Strawberry Field Bunded Areas

Cllr D. Hallett said Strawberry Field was intended for sporting facilities and he was concerned building bunded areas would restrict its use for other purposes.

Cllr S. Miller said this should not deflect the council from getting a proper review of what could be achieved at Strawberry Field, which all members agreed with.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to agree to build bunded areas at Strawberry Field for bulk storage.

18/81/TMH Tiled Areas – Broad Street

Cllr J. Broom confirmed this request to remove the tiled areas would not include the paving slabs in Broad Street.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to make a request to Dorset County Council to remove the tiled areas of the pavement on Broad Street.

Cllr R. Doney said he also had some concerns about the cobbles at the bottom of Bell Cliff steps, as they were a problem for people with limited mobility or vision. He requested this was looked into to see if the council could do something about improving it.

18/82/TMH South West Britain in Bloom

Cllr J. Scowen said he understood entry to the competition was a long-term project, but he hoped the council would still press ahead with raising the standards in the gardens, which members generally agreed with.

Cllr Mrs M. Ellis said standards across the whole town, not just the gardens, would need to improve to have any success in the competition.

Cllr B. Larcombe said members needed to understand the costs of bringing the town up to competition standard.

Cllr G. Turner asked if there was any progress with the project to light the gardens.

The operations manager said the company Limelight had agreed to light up an area of the gardens in January as a demonstration for members, but the date had not yet been set.

Proposed by Cllr B. Larcombe and seconded by Cllr P. Hicks, members agreed to **RECOMMEND TO FULL COUNCIL** to defer entry into the South West Britain in Bloom competition until the true costs are known and the council is confident it has a reasonable chance of doing well in the competition.

18/83/TMH Review of Christmas and New Year 2018

Members noted the report.

18/84/TMH Seasonal Concessions

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

18/85/TMH Complaints and Incidents

Members noted the report.

18/86/TMH Exempt Business

a) Seasonal Concessions

Members agreed the kayak hire and worked well in previous years and should continue.

Members discussed the two applications for paddleboarding and agreed there was not enough room on the beach for two businesses offering the same activity.

Members asked officers if more than one non-motorised watersports' concession could be operated on the beach at the same time.

The administrative officer said it was in the council's gift to agree to as many concessions as it wished, and that paddleboarding and kayaking had operated alongside each other in previous years.

Members acknowledged Boylo's had been allowed to run paddleboarding in 2018 and the charge for this had been incorporated into their rent for the retail unit in Marine Parade Shelters.

As this historic agreement had been made, and in an effort to support a council tenant, members agreed the application from Boylo's should be accepted.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the tender from Boylo's Watersports for a three-year non-motorised watersports concession for paddleboarding, and to

approve the tender from Lyme Kayak Hire for a one-year non-motorised watersports concession for kayak hire.

The meeting closed at 8.23pm.

LYME REGIS TOWN COUNCIL

MINUTES OF THE EXTRAORDINARY MEETING HELD ON WEDNESDAY 23 JANUARY 2018

Present

Chairman: The Mayor, Cllr Mrs M. Ellis

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

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

Absent: Cllr P. Ridley

18/130/C Public Forum

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

18/131/C Apologies for Absence

Cllr R. Doney
Cllr O. Lovell
Cllr Mrs C. Reynolds – holiday

18/132/C Disclosable Pecuniary Interests

There were none.

18/133/C Dispensations

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

18/134/C Severance Payment

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

18/135/C Exempt Business

The deputy town clerk stressed the request for the council to consider a severance payment had come via Unison on behalf of post-holder 101.

The deputy town clerk explained how the suggested payment had been calculated and how it might compare with similar payments made by the district and county councils.

Members acknowledged the current situation was not sustainable and there should be an attempt to bring the matter to a resolution.

Cllr D. Hallett was concerned some of the members had not been kept informed enough about this matter and he wanted to know the contents of a letter which was sent to the post-holder, prompting his sickness absence.

The deputy town clerk said it was right that a letter sent to a member of staff confidentially was kept confidential. However, he said the majority of the content was a repetition of the resolutions made at the extraordinary Full Council meeting on 7 August 2018.

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

Proposed by Cllr J. Broom and seconded by Cllr J. Scowen, members **RESOLVED** to approve a 'first and best offer' ex-gratia severance payment for £5,000, along with payment-in-lieu for three months' notice and a payment for 18 days' outstanding holiday entitlement to facilitate the leaving of post-holder 101 by mutual agreement.

Voted for – Cllr Mrs M. Ellis, Cllr S. Miller, Cllr J. Broom, Cllr P. Hicks, Cllr B. Larcombe, Cllr S. Larcombe, Cllr J. Scowen, Cllr G. Turner

Voted against – Cllr D. Hallett

Abstentions – None

The meeting closed at 7.22pm.

Committee: Full Council

Date: 13 February 2019

Title: Bowling Club Car Park Lease

Purpose

To allow members to consider Lyme Regis Bowling Club's response to discussions held with Cllr B Larcombe and Cllr G. Turner and to consider a recommendation from the Assets on-and-around Monmouth Beach car park working group meeting on 15 January 2019 on the bowling club car park lease

Recommendation

Members consider the recommendation from the Assets on-and-around Monmouth Beach car park working group meeting on 15 January 2019, i.e. 'to agree there are 12 spaces in the existing bowling club car park, to agree a deal where the council takes back the car park for six months in the off-season for public parking, to agree a 30% charge on fee (£7,020), with flexibility for the bowling club to fit as many vehicles as it wanted in the car park, and to enter into a five-year agreement on this basis, with a rent review after three years,' and instruct the town clerk

Background

1. The council has been considering the future of assets on-and-around Monmouth Beach since 5 August 2014: the bowling club car park lease has been part of the working group's considerations. On 2 November 2016, the Full Council resolved:

'to increase the lease rent for the bowls' club house and bowling green to around £4,000 and to charge a lease rent for the bowls' club car park based on 50% of the current income the council receives from its parking spaces in that location, to take effect from 1 January 2019 and 1 January 2020, respectively.'

2. On 13 December 2017, the Full Council resolved:

'that consideration of the bowling club lease be referred back to the Assets-on-and-around Monmouth Beach car park working group for further and more detailed consideration to include the current capacity and configuration of the car parking area and the number of public spaces which could be achieved within that area at current recommended space standards and having regard to the existing and potential layout of the wider area, including any constraints imposed by the adjoining footpath; and that a further meeting be arranged with the bowling club, to include member representation.'

3. On 2 May 2018, the Strategy and Finance Committee considered a recommendation from the council's Assets on-and-around Monmouth Beach

car park working group meeting on 10 April 2018 and made the following recommendation to Full Council:

‘to charge the bowling club for 12 spaces at the full market value, but to negotiate a percentage figure if the club is willing to relinquish use of the car park during agreed months, and if the club is willing to break the lease immediately, and to arrange a meeting between representatives of the council and the bowling club to start negotiations.’

4. This recommendation was approved by resolution of the Full Council on 9 May 2019. The same meeting also resolved:

‘that Cllrs G. Turner and B. Larcombe meet with the bowling club, and if either could not attend a meeting, Cllrs O. Lovell and J. Scowen would stand in.’

Report

5. Cllrs B. Larcombe and Turner have held two meetings with representatives of the bowling club. Following the last of these meetings, on 29 November 2018 the bowling club emailed the town clerk, **appendix 19A**.
6. On 15 January 2019, the Assets on-and-around Monmouth Beach car park working group met to receive feedback from Cllr B. Larcombe and Cllr G. Turner on their last meeting with representatives from the bowling club and to consider the email on 29 November 2018 from the bowling club to the town clerk. For ease of reference, the minutes from the working group meeting on 15 January 2019 are attached, **appendix 19B**.
7. The working group recommendation to the Full Council is:

“to agree there are 12 spaces in the existing bowling club car park, to agree a deal where the council takes back the car park for six months in the off-season for public parking, to agree a 30% charge on fee (£7,020), with flexibility for the bowling club to fit as many vehicles as it wanted in the car park, and to enter into a five-year agreement on this basis, with a rent review after three years.’
8. The bowling club has been notified that the council’s will consider this matter at this meeting of the Full Council.

John Wright
Town clerk
February 2019

Adrianne Mullins

From: Alan Nabarro <alan.nabarro@talk21.com>
Sent: 29 November 2018 17:14
To: John Wright
Cc: Charlie & Chris Barber
Subject: Bowling Club Lease

John,

Subject: Lease Lyme Regis Bowling Club

We are grateful that, after a long period of the Council refusing to meet with us, Councillors B Larcombe and G Turner have now met with us on several occasions to discuss this issue.

Our discussions have been wide ranging examining the role of the club in the town providing healthy exercise and social opportunities for mainly the older local people recognised by government as being of great benefit to quality of life, providing a high level of sporting facility in an iconic setting, adding to the tourist offer by both the opportunity to play and to watch others play, bringing people and money to other businesses in the town etc.

In addition we have discussed other bowls clubs and financial position of our club and the wide ranging and substantial voluntary effort of members in maintaining both the club house and green to a high standard and in attracting and competing with visiting teams both locally and when on tour and in offering and supporting our annual week long tournament.

One of the options mentioned to us by Councillors B Larcombe and Turner was the option of having parking tickets for members on non match days and reserved spaces on match days. The club is used on non match days by members playing club competitions and social matches and practice. Many of these members are elderly and need to have parking at Monmouth beach or they cannot use the club. This was recognised by the council and is why the small dedicated area was leased to the club. A dedicated facility is still required on all days of the season for the club to function.

The vast majority of Bowls facilities in seaside tourist destinations were built by Councils as part of a tourist offer. Due to financial constraints on Councils of more recent times most are in the process of reducing the cost of this provision by persuading bowls clubs formed at these sites to take on board the cost of green maintenance either wholly or partly and in return charging small or even peppercorn rents.

Lyme Regis is ahead of the game in this regard and for many years the club has been wholly responsible for these matters, has improved both green and the clubhouse from its own resources but also has paid a commercial level of rent.

The existing car park lease

First of all we would reiterate that the current lease refers to the existing car park providing 24 spaces and we have been charged for at least 25 years on this basis. We have proven that there could only be 11 spaces if designed to standards published as official policy by Dorset CC.

This means in accordance with the current formula the current rent for the car park should be £3,575 not £7,800 and that we have been overcharged for the 25 years of the current lease - at current levels this adds up to tens of thousands of pounds - of the order of £80k.

LRTC (taking personalities out of it) have known about this injustice for at least 12 years. If you look at correspondence from about 12 years ago you will see that LRTC referred to legal advice from your lawyers that advised that, although it was self evidently unjust, the council could continue to levy charges based on 24 spaces mentioned in the lease. We think this was wrong - the law has consistently not supported unfair contracts.

We, definitely the members of the bowls club, and probably the majority of the residents of Lyme, believe the defence of this unfair contract was reprehensible.

We do realise that this happened when previous Councillors were sitting and we would ask current Councillors reflect on this in the new lease and make an adjustment that goes some way to right this wrong.

Club finances

Since we last reported to you the club finances have deteriorated due mainly to decline in membership numbers. For the current year the expenditure has been £53200 and income £45600 - a loss of £7600. We have had capital costs for kitchen and bar equipment of £3500 so there is an operating loss of £4000.

It is still the case that membership fees rank the highest in the local area but only raised £12000. The rent rates and utilities cost £15000 and green maintenance £9000. So it can be seen that substantial voluntary effort has to be put to organise additional money from the bar, the tournament, raffles, coffee mornings, green fees from visitors etc.

The highest priority is membership recruitment and we have warned the council that the negative PR from the current lease negotiations was having a negative effect. It is now perceived in the public mind and in the bowling fraternity that the Council has a negative attitude to the club and wants it closed. We don't think this of course because the Council has stated otherwise but we must report that every conversation with members about the club includes such observations from members of the public and the bowling fraternity.

Any increase in our rent would have the effect of closing the club and they are aware of this.

The new car park lease

We have discussed a number of options as the basis of a new lease.

During the season the club needs a dedicated parking area on both match days and other days. On match days this is self evident. Parking would not be available for members and visiting teams in the public car park. On non match days this is also true and this is when internal competitions and friendly games between members and coaching and practice take place. Also the reservation of 20 (instead of 11) or so spaces on the many days where the match takes place only for part of the day or evening would exacerbate public irritation.

The current area is the equivalent of eleven public parking spaces. Whether these are or are not available for public parking will not alter the fundamental issue of parking at Monmouth beach. We use this area extremely efficiently and it just about supplies the necessary facility.

The Chartered Surveyor advising the Council and that advising the club have put in writing that a commercial level of rent would be arrived at by charging between 30 and 50% of the income from public parking. The existing lease references 30% but charges for 24 spaces (£7700) instead of the 11 spaces that this area represents (£3575)

For the Skateboard Park lease the town pays a lot less than 30% of the revenue expected from public parking to West Dorset. More like 15%.

The figure between 30 and 50% is for Councillors to debate.

Under the various options the rent would be

11 spaces X £1800 X 30% = £5940

11 spaces X £1800 X 40% = £7920

11 spaces X £1800 X 50% = £9900

We ask that Councillors consider

- the good that the club does for the town and its older residents,
- the volunteer effort that the members put in running and maintaining the club
- the effort that goes in towards raising the money required to keep the club going

- the fact that members steward the club every day to allow tourists to use the facilities.
- the inability of the club to survive any increase,
- the relative cost of membership compared to other bowls clubs, (dearest)
- the historical and current over-charging that we have suffered and mentioned above.

We ask that Councillors reflect their stated support for the club and vote for the lowest figure.

Sustainability

Membership numbers have declined over recent years and this trend will continue unless we are successful in continuously recruiting new members. Costs of membership are a significant factor in this and the council can help by keeping costs down.

We want to settle this matter for a generation. It is in the interests of both the Council and the club to ensure the lease is sustainable and avoiding of future conflict. We would therefore suggest that there is a three year rent revue with increases linked to CPI.

Winter use

At the moment the land remains empty during the winter. This is inefficient and offensive to public perception. We would therefore suggest that the terms of the new lease are amended to allow the club to make use of this area for other than car parking. At the moment we would consider boat storage as a viable use. The seasons meld together seamlessly. This would assuage public concern.

and Finally

The Town Council is well known for strongly supporting many organisations that operate within the town by way of substantial grants. The bowling club not only has been self supporting since operating under the lease conditions dating from 1994, it has in fact paid a substantial sum of money to the council over this period. It is a non commercial, purely sporting organisation, providing excellent social & physical activities for residents of the town & surrounding area (all our members bar 2 live within the town or 8 miles of the club).

At the end of the day, we are talking about 11 car parking spaces, a small percentage of the overall parking capacity of the town.

We would re-assure Councillors that during the detailed discussions with Councillors B Larcombe and Turner we have considered and discussed a wide range of solutions and this report is presented as fair and reasonable whilst providing a commercial level of rent for the Council albeit at a level that reflects Council stated support for the club.

The Bowls club needs to concentrate on weighty issues such as continuing member recruitment and raising the necessary money to keep the club afloat. These activities have been hindered by the uncertainty generated by the long period of time that this matter has been outstanding.

Recently we, happily, allowed the use of the club by the Council to host visiting dignitaries and hope such things can be done in the future to allow the club to support the town. We will welcome reaching an amicable & mutually beneficial agreement in the near future.

Best Regards,

Alan Nabarro - Lyme Regis Bowling Club

LYME REGIS TOWN COUNCIL

ASSETS ON-AND-AROUND MONMOUTH BEACH
CAR PARK WORKING GROUP

MINUTES OF THE MEETING HELD ON WEDNESDAY 15 JANUARY 2019

Present

Members: Cllr Mrs M. Ellis (chairman), Cllr J. Broom, Cllr D. Hallett, Cllr B. Larcombe, Cllr S. Miller, Cllr Mrs C. Reynolds, Cllr J. Scowen, Cllr G. Turner

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

1. Apologies

Cllr O. Lovell
Cllr S. Williams

2. Minutes of the meeting held on Tuesday 12 September 2018

Cllr B. Larcombe said on page 2 of the minutes, he said he didn't agree with paying for the club's 'utilities', not 'rates'.

Proposed by Cllr J. Broom and seconded by Cllr G. Turner, with the above amendment, the minutes of the meeting held on Tuesday 12 September 2018 were **AGREED**.

3. Summary

The town clerk gave a summary of the background to the issue of the bowling club car park and highlighted key dates and decisions.

4. Update on negotiations from Cllrs B. Larcombe and G. Turner

Cllr B. Larcombe said following discussions with the bowling club representatives, they had been asked to come back to the council with their view on what they wanted. He said it was clear the bowling club didn't want the suggested permits and were not in favour of the other two options put to them.

5. Bowling club's response

Cllr Mrs M. Ellis said the club's response was almost exactly the same as its position four years ago when negotiations started, but with the addition of a proposal for the club to sub-let the car park.

Cllr J. Scowen believed the council should agree to the club's proposal due to the risk of closure, and how this would reflect badly on the council.

Cllr Mrs M. Ellis said agreeing to the bowling club's proposal would encourage other clubs at Monmouth Beach to ask for the same deal, and the council had to be seen to be fair to all clubs.

Cllr B. Larcombe there was concern the club would close, especially due to the age profile of its members, and the council should not be seen to contribute to its closure. For this reason, he believed the council should agree to the club's proposal as it wouldn't break the council financially.

Cllr S. Miller suggested the council came up with a figure which acknowledged there were 12 spaces, and the car park would be handed back to the council in the off-season for public parking

Cllr J. Broom said on the basis of 12 spaces at £1,800 per space, if the council charged 30% of the potential revenue, the cost to the bowling club would be £6,480. If it was 40% of the potential revenue, the cost would be £8,640.

The town clerk advised members that if they were considering agreeing to the bowling club's proposal, it could be seen as a climb-down by the council. He suggested if the council agreed to the club's proposal, there should be some conditions, such as a five-year agreement and a rent review after three years.

Cllr S. Miller said if the council takes back the car park for six months of the year, it would have something it could hold up to anyone who scrutinised the council's position. He said although off-season parking wouldn't generate a lot of money for the council, this allowed the council to be able to offer a lower charge to the bowling club.

The town clerk said in any calculation, the value of each space was now £1,950, based on the current charging structure.

Based on this value and at 30% of the income, the charge to the club would be £7,020 ($12 \times £1,950 = £23,000 - 70\%$).

Members agreed the number of spaces should be calculated at the British standard, which meant there were 12 spaces, as opposed to the Dorset County Council standard which would mean there were 11 spaces.

It was agreed the recommendation from this working group would be considered by the Full Council on 13 February 2019.

Proposed by Cllr S. Miller and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO THE FULL COUNCIL** to agree there are 12 parking spaces in the existing bowling club car park, to agree a deal where the council takes back the car park for six months in the off-season for public parking, to agree a 30% charge on fee (£7,020), with flexibility for the bowling club to fit as many vehicles as it wanted in the car park, and to enter into a five-year agreement on this basis, with a rent review after three years.

The meeting closed at 8.12pm.

Committee: Full Council

Date: 13 February 2019

Title: Complaints from Members of the Public

Purpose of Report

To allow members to consider complaints from three members of the public, to inform members of a breach of the Equality Act 2010, to inform members of the council's responsibilities under the Equality Act 2010, and to outline actions required to strengthen the council's compliance with the Act and equality and diversity in general

Recommendation

- a) Members note the complaints from Adrian Robinson, Joanna Robinson and Lizzie Wiscombe, and the actions from the meeting with the complainants on 18 January 2019 which are detailed in paragraph 16 of this report
- b) Members acknowledge the council's breach of the Equality Act 2010
- c) Members note the council's responsibilities under the Equality Act 2010

Background

- 1. Following the extraordinary Full Council meeting on 19 December 2018 which re-considered the council's support for the puffin crossing, three formal complaints were submitted to the town clerk by Lyme Regis residents, **appendices 20A, 20B and 20C**.
- 2. The names of the members in appendix 20C have been redacted. The members concerned have been notified that a complaint has been received against them; separate conversations will take place with these members. If this aspect of the complaint cannot be resolved locally and to the satisfaction of the complainant, it may be referred to West Dorset District Council's monitoring officer.
- 3. In summary, the complaints are about two issues: in making its decision on 19 December 2018 the council breached the Equality Act 2010 and the attitude of some councillors towards the public at that meeting.
- 4. The complaints' procedure limits a complainant's redress against a council decision to raising the issue in the public forum. I discussed this matter with the mayor and we concluded this was not a sufficient mechanism to consider such serious complaints.
- 5. To properly consider the issues raised by the complainants, the mayor and town clerk agreed to invite the complainants to a meeting to discuss the issues they had raised.

6. On 18 January 2019, the mayor, deputy mayor, and town clerk met with the complainants, Adrian Robinson, Joanna Robinson and Lizzie Wiscombe, to listen to what they had to say and to consider what action the town council could take to address their complaints.
7. At the meeting, the complainants reiterated their concerns, i.e. in making its decision on 19 December 2018 the council breached the Equality Act 2010, and the attitude of some councillors towards the public at that meeting was patronising.
8. At the meeting, the attitude of some councillors toward the public was stressed by all complainants.
9. Before detailing the actions from the meeting, it is important to consider what the Equality Act 2010 requires of the council and whether the Act was breached.

The Equalities Act 2010

10. The town clerk sought legal advice from the council's solicitors, Kitson and Trotman, whose opinion is the Equality Act 2010 applies to the town council.
11. Kitson and Trotman's preliminary assessment is the council did not act in accordance with the Act; Kitson and Trotman's preliminary advice is attached, **appendix 20D**.
12. It is important the council properly understands its responsibilities under the Equality Act 2010, including s.149 of the Act which imposes on public authorities, including this town council, in the exercise of their functions to take into account the following:
 - The need to eliminate discrimination and harassment, victimisation and any other conduct that is prohibited by or under the 2010 Act;
 - To advance equality of opportunity between persons who share a relevant characteristic and persons who do not share it; and
 - To foster good relations between those who share protected characteristics and those who do not.
13. The council needs to understand it is subject to Part 3 of the Equality Act 2010 in respect of the 'provision of a service' which is set out in s.31 of the Act:
 - (i) the provision of goods and services
 - (ii) the provision of a service in the exercise of a public function
 - (iii) the exercise of a public function that is not the provision of a service
14. The council's decision-making must be in accordance with s.19 of the Act, i.e. the council doesn't apply, 'a provision, criterion or practice which disadvantages a person with a protected characteristic and others that share that characteristic and the discrimination cannot be shown to be a proportionate means of a legitimate aim.' This is a statutory definition of indirect discrimination.

15. Finally, the council must understand that under s.158 of the Equality Act 2010 it is required to 'take positive action in general for the advancement of equality' which is a proportionate means of achieving the aim of 'enabling or encouraging persons who share the protected characteristic to overcome or minimise that disadvantage'.

Agreed actions

16. Returning to the meeting held with the complainants on 18 January 2019, the agreed actions from the meeting were:
- The mayor would write to all members to remind them about their behaviour towards the public at council meetings, **appendix 20E**.
 - Equality and diversity training would form part of the induction programme for the new council administration following the election on 2 May 2019. The town clerk will organise this.
 - The town clerk would bring the complaints to the attention of this meeting, inform the council of its breach of the Equality Act 2010, and inform the council of its responsibilities under the Equality Act 2010.
 - When considering issues which have an equality and diversity dimension, the council considers its responsibilities under the Equality Act 2010

John Wright
Town clerk
February 2019

Adrianne Mullins

Subject:

FW: Complaint against Lyme Regis Town Council

Dear John.

I was at the meeting on Wednesday last week and I am disgusted that the town council took no notice of what people were telling you about their needs and making up stories about pretend disabled people.

As a former councillor in Somerset, we always listened to the people, as it is their council, not yours. So did Swindon council when I lived there. They would get together groups of us, like the old or disabled, and ask them what they needed. They then talked to our experts, like the Swindon Coalition of Disabled People, and then made a decision with our experts and councillors altogether in a meeting, and the full council always followed it.

I have problems with my legs which make me slow crossing the road and I cannot move my neck to one side, which means I am not as safe when crossing the road as other people. Sometimes I fall and one day a Magna man had to pick me up. If I fell crossing Broad Street, a car might not stop without a crossing. It might happen before your new plan happens?

I felt really hurt on Wednesday that the council was prepared to leave me and others at risk for some new idea, when other councils do not. I came home and wrote to the Prime Minister in the night because I was so hurt at not being listened to.

I think the council should act like all other councils and listen to the old and disabled. I have had to push a pram across Broad Street and now I have a shopping trolley and it is not easy or safe.

Cars stop sometimes, but you cannot tell if they are stopping for you or a car coming the other way. Sometimes, if a car stops for you, the one behind doesn't, so this is not a safe way to cross a road and often I have my husband with me who cannot see.

I wish to make a complaint against the council for not listening to the old and disabled people like every other council does.

Please sort it out and tell me what you have done, as I must not be made to feel unwelcome in my home town and I have the right to do things safely like other people. Our motto was put people first and you obviously do not or have been bought off or something.

Yours Sincerely.

Joanna Robinson

Adrianne Mullins

Subject: FW: Formal complaint of indirect discrimination

Importance: High

Dear Mr Wright.

Following last night's decision of the full council not to proceed with a pedestrian crossing in Broad Street, I wish to make a formal complaint of indirect discrimination on the grounds of disability.

The decision will have an adverse impact on my ability to live an independent life, in that it does not specifically recognise my needs as a disabled person, and adversely impacts upon myself to a greater degree than on the population as a whole.

This decision equally adversely impacts upon other people on the grounds of both gender and age in the same manner.

The council is therefore:

Institutionally ageist.

Institutionally Disablist.

Institutionally Sexist.

I further complain that no targeted consultation was undertaken in order to ascertain the needs of those groups most likely to be effected by the decision, nor their expert advocates, and that the council is guilty of not carrying out its duty of care to those people of specific protected characteristics, as prescribed by the Single Equality Act 2010, thus failing in its specific duties incumbent upon a public body, towards such individuals, including myself.

I further complain that in failing to carry out its duties and failing to follow best practice, the council is guilty of maladministration.

I wish you to process my complaint with due haste.

Adrian Robinson

Adrianne Mullins

Subject:

FW: Puffin Crossing - LRTC Withdraw Their Support

Dear Town Clerk,

I would like you to accept this as a formal complaint.

I was present at the extraordinary meeting of Lyme's Town Council, 19th December 2018.

After much discussion it was decided 4 - 7 votes, that the Council will now withdraw their support of the scheme, in line with the County Officer's report that '... the benefits brought by the crossing are outweighed by the potential disbenefits... they are the loss of on-street parking.'

This is in spite of the Dorset County Council's Regulatory Committee support of the Puffin Crossing, last week in Dorchester, where it was felt that the needs of people should be put before the needs of the car.

I was very upset by the result of the Town Council's meeting where often the attending members of the public were told by Councillor's that they were 'not anti-disability' and had 'every sympathy for the disabled.' If this were true then they would have voted for the crossing to go ahead. Councillor's are put in place in order to help the citizens of their town.

Part of my distress and shock is to discover that some feel unable to help the most disadvantaged of their electorate. It has been pointed out that the Guildhall many years ago had a lift installed for one of it's own, who was wheelchair bound. But when a crossing could help many more residents and visitors to the town, Council support is curiously lacking.

Some Councillor's mentioned their concerns for local businesses, due to the loss of parking spaces. Yet choose to conveniently ignore the fact, that when Councillor Miller revealed that his straw poll of Broad Street traders showed, the majority were **IN FAVOUR** of the crossing!

What on earth are the Dorset County Cabinet going to think of Lyme Regis and it's Council when it hears that it has gone back on it's original decision? It is no way to treat the most needy of it's town's own or the tourists the town so badly rely on. I feel thoroughly let down by the very people that I should have been able to depend on fighting for my right to safely cross the main road in my hometown.

By the way Councillor's the 'Blindfold Challenge' is still open to any of you who still think that crossing a road with a visual impairment is easy!

Yours Faithfully

Lizzie Wiscombe, (RGN Rtd) and Guide Dog Healey

From: Jason Hodnett <jhodnett@ktlaw.co.uk>
Sent: 07 January 2019 16:37
To: John Wright <townclerk@lymeregistowncouncil.gov.uk>
Cc: Alison Bartle-Tubbs <a.bartle-tubbs@ktlaw.co.uk>
Subject: Puffin Crossing
Importance: High

Dear John

Thank you for your e-mail.

We have considered the information you have kindly supplied and the likely position on a preliminary basis.

General

There is a Public Sector Equality Duty set out in s.149 of the Equality Act 2010 (**2010 Act**). It imposes on public authorities (including parish and town councils) in the exercise of their functions to take into account of the following:

- The need to eliminate discrimination and harassment, victimisation and any other conduct that is prohibited by or under the 2010 Act;
- To advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and
- To foster good relations between those who share protected characteristics and those who do not

Therefore the 2010 Act applies to the Town Council.

Information reviewed

Our interpretation from the notes we have seen is that whilst the Town Council put forward to the County Council that the positioning of the crossing on Broad Street was not ideal and had asked County Council (as the highways authority to reconsider its location), over the period of discussion of the matter from 2017 onwards in the committee reports and Town Council minutes at no time does it appear to be felt that the crossing was not required at all.

Preliminary assessment

It seems to us that since 2017 the Town Council has made representations to the highways authority as a statutory consultee.

It is possible that as a result of the Town Council's most recent decision it may be considered to have "applied a provision, criterion or practice" (s.19 of the 2010 Act) "which disadvantages a person with a protected characteristic and others that share that characteristic and the discrimination cannot be shown to be a proportionate means of a legitimate aim". This is a statutory definition of indirect discrimination.

As a type of local authority, the Town Council is subject to Part 3 2010 Act in respect of the "provision of a service" which is set out in s.31:

- (i) the provision of goods and facilities

- (ii) the provision of a service in the exercise of a public function and (iii) the exercise of a public function that is not the provision of a service.

It is not clear whether the decisions of the Town Council are an "exercise of a public function that is not the provision of a service" but in these particular circumstances it may be possible as it is a statutory consultee by the highways authority for works within Lyme Regis. If so, in this case the Town Council is required to ensure that it has considered prior to reaching a decision whether its decision could be regarded as being indirect discrimination under s.19 of the 2010 Act.

s.158 of the Equality Act 2010 requires a person (in this case a council) to "take positive action in general for the advancement of equality" which is a proportionate means of achieving the aim of "enabling or encouraging persons who share the protected characteristic to overcome or minimise that disadvantage".

Summary

In absence of express mention that the 2010 Act was considered as part of the latest decision of the Council there is scope for the decision to be open to challenge and the Town Council has subsequently received complaints expressly referring to indirect discrimination.

Our view is that the 2010 Act applies to the Town Council and on the basis outlined above there is a possibility that it could be argued that the decision could be called into question on indirect discrimination terms. Therefore, our preliminary view would be that it may be advisable to review the decision expressly taking account of the 2010 Act in this case.

Please let me know if you have any questions or queries or wish to discuss anything.

Kind regards,

Jason

Jason Hodnett
Partner

Tel: 01308 862313
E-mail: j.hodnett@ktlaw.co.uk
Fax: 01308 862033

The Champions
Beaminster
Dorset
DT8 3AN



John Wright
Town Clerk

LYME REGIS TOWN COUNCIL

Town Council Offices, Guildhall Cottage,
Church Street, Lyme Regis,
Dorset, DT7 3BS

(01297) 445175 Fax: (01297) 443773

Email: enquiries@lymeregistowncouncil.gov.uk

29 January 2019

Dear Councillor,

Following the extraordinary Full Council meeting on 19 December 2018 which considered the council's support for the puffin crossing, three formal complaints were submitted to the town clerk by Lyme Regis residents.

The complaints were that in making its decision, the council breached the Equality Act 2010 and the attitude of some councillors towards the public was patronising.

The town clerk sought legal advice from the council's solicitors, Kitson and Trotman, whose preliminary assessment is the council did not act in accordance with the 2010 Act.

The complaints' procedure limits a complainant's redress against a council decision to raising the issue in the public forum of a subsequent meeting. In this instance, I did not consider this to be an adequate mechanism to consider such a serious complaint.

Consequently, on 18 January 2019 the deputy mayor, the town clerk and myself met with the three complainants to listen to what they had to say and to consider what action the town council could take to address their complaints: the town clerk will draft a report on this for the Full Council on 13 February 2019.

In the meantime, I would like to draw councillors' attention to the way we behave towards the public in our meetings. I know that councillors would not want to be perceived as patronising, but this is the allegation that has been made.

At all times we must be courteous, and we should refrain from addressing the public directly: when the public are addressed directly, they have no right to reply.

Cllr Michaela Ellis
Mayor
Lyme Regis Town Council

Committee: Full Council

Date: 13 February 2019

Title: Location Filming Request

Purpose of Report

To allow members to consider a request from Ammonite Fossil Films Ltd to film on council-owned land on and below Bell Cliff and to allow Ammonite Fossil Films Ltd to have access across and/or consent to film on Monmouth Beach

Recommendation

- a) Members approve entering into an agreement with Ammonite Fossil Films Ltd to film on council-owned land on and below Bell Cliff and to allow Ammonite Fossil Films Ltd to have access across and/or consent to film on Monmouth Beach
- b) Members delegate contract and fee negotiations to the town clerk

Background

- 1. Ammonite Fossil Films Ltd has approached the town council for consent to film on council-owned land on and below Bell Cliff and for access across and/or consent to film on Monmouth Beach.
- 2. Details of the request, art department intentions, plans and photographs are attached, **appendices 21A to F**.
- 3. The town clerk has invited the location manager, Eddy Pearce, to the meeting to run through Ammonite Fossil Films Ltd.'s proposals.

John Wright
Town clerk
February 2019

"AMMONITE" – PROPOSED LOCATIONS

REQUESTS / INTENTIONS

NOTE: FOR ANY REQUESTS WHERE ANY REMOVAL OR COVERING OF SIGNAGE / STREET FURNITURE / PAINTING /ETC IS REQUESTED ANY REMOVED OR CHANGED ITEMS WOULD OF COURSE BE FULL REINSTATED TO "AS FOUND OR BETTER" AFTER THE SHOOT.

Bell Cliff – Lyme Regis – above Cobb Gate Car Park – 8 days filming

Proposed prep dates – Thursday 21st Feb to Sunday 10th March

Proposed shoot dates – Monday 11th March to Wednesday 27th March but with possible extension as weather cover. Only 8 days within this period will be shooting days.

Proposed de-rig dates – 27th to 29th March

Working hours tbc. No current plans for working outside of 7am to 9pm or at weekends but would like option to run a little later if weather or other issues necessitate. Mix of interior and exterior shots.

Requests / intentions (see attached photo document):

- Ability to close section of pavement from Seasalt down to steps leading down to Cobb Gate Car Park to pedestrians. Non-cobbled tarmac section of pavement to be covered with period relevant ground cover. We are engaged in extensive consultation with local businesses and have also spoken to DCC re relevant permissions and licence from them for use of highway / footway.
- Ability to use small aerial work platform on Bell Cliff for access for painting / removal of higher fittings etc.
- To remove and then replace the tubular / key-clamp handrail on the steps leading down to Cobb Gate Car Park
- To cover parts of the steps with period relevant ground cover.
- To cover the railings with a fake stone wall.
- Request submitted to DCC streetlight team to possibly remove 3 x street lamps.
- Build 2 storey fake Georgian house front outside Seasalt shop as per drawing – covering the low stone wall outside Seasalt and the parking below (The Shambles). Have submitted request to DCC to book the 4 x parking spaces below Seasalt to accommodate the scaffolding framework needed to support the fake house front.
- Build fake stone wall in front of bus shelter above Cobb Gate Car Park – understand that the shelter and land in front is LRTC property. Any confirmation on this useful.
- Stop / Go traffic management on Church St / Bridge St / Broad St – in touch with DCC traffic team re this and relevant applications have been made.
- Any works done to any of the buildings here (as per attached document) will be temporary, non-destructive and will be returned to "as-found" condition after the shoot. Have asked WDDC for confirmation that there aren't any issues here with planning / conservation officer.

- To place a small works storage unit and a paint sink and clean / waste water bowser in one of the parking spaces in Cobb Gate Car Park from 25th Feb until 29th March. Request submitted to WDDC.
- To book spaces in Cobb Gate Car Park for equipment vehicles – exact details tbc. In ideal world we would love to have use of the whole car park but would prefer to be able to keep some spaces in here available for local use so if the request below is possible then we can work with that. Request submitted to WDDC.
- Possibility of using the tarmac area beyond this gate (below Lyme Museum / Marine Theatre) for parking equipment and / or facilities vehicles. Request submitted to WDDC. This would be immensely helpful if possible, particularly for the preparation period, as it then means that we can keep a decent section of Cobb Gate car park clear for regular public use which minimises our impact on local trade etc..
<https://goo.gl/maps/gNBxaAqUpKD2>

The Cobb and Lyme Regis Harbour – 1 or 2 days filming

Dates for this section are still very much TBC. In touch with WDDC and have asked to have some flexibility here to allow for weather issues.

Proposed prep dates – 25th March to 27th March.

Proposed shoot dates – Wed 27th and / or Thurs 28th March but with flexibility for weather cover.

Proposed re-instatement dates – 29th March and 30th March

- Very likely to request parking spaces in Monmouth Car Park from LRTC please...

Monmouth Beach

Request for 1 day filming on beach. Date tbc. It is likely that the filming area will be in the Natural England controlled area beyond the cabins but it would be very helpful to have a price from LRTC for any costs involved in having access over your section of the beach and also a price if we should end up actually filming on your section of the beach.

The Guildhall

Request to hire both rooms of the Guildhall for the entire period of the shoot – 11th March to 29th March – awaiting confirmation from production re this and re whether additional dates may be useful. Would like to be able to leave equipment etc in here overnight on all nights and to have 24 hour access. Understand that the standard hire rate is £100 per day. Please could you confirm which items of the furniture in the council chamber are able to be moved? We would be looking to use this as either a production office or green room for cast or as a base for wardrobe and / or make-up department.

Main unit base parking

Have submitted request to WDDC to use a section of Holmbush Car Park for facilities vehicles (wardrobe / make-up etc) and crew parking. Estimate equivalent of approx 50 / 60 car spaces. Exact period tbc but likely to be approx 7th March to 30th March.

AMMONITE FOSSIL FILMS LTD

ART DEPARTMENT INTENTIONS					
SET: Ext Cockmoile Sq					
LOCATION: Bell Cliff Lyme Regis					
SET		SHOOT		STRIKE	
2 WEEKS	25/02/19	15/03/19	26/03/2019	27/03/19	5 days

LOCATIONS

Allocate parking bay on high street for scaffold rig to support Georgian house facade
 Access to flat roof outside side of Fossil shop to fit scaffold rig to side garden wall
 Remove cannon and benches from Bell Cliff
 Access to all windows and locations marked on plans and photos
 Remove Christmas tree holders
 Remove lamp post and light fittings as per photos
 Remove burglar alarms if possible outside Fossil shop and crystal shop
 Container, paint sinks, bowser and welfare unit in Cobb gate car park for tool, timber and paint storage or construction work unit with power and water nearby

Construction

Build Georgian house facade at top end of Bell Cliff walk to restrict view of road
 Add glazing bars, paint and age Sea Salt ext window and door
 Paint and age both buildings as per plan and photos
 Add glazing bars to all windows and doors as per plan
 Replace door of crystal shop with Ledge and brace door
 Build coal store over railings and air conditioning unit outside Crystal shop
 Build plaster stone wall over all railings as per plan
 Build plaster stone wall in front of bus stop and tube back to existing railings
 Remove all signage as per photos

GROUND COVER

Cover tarmac, stairs and feather out over cobbles

GRAPHICS

Remove and replace graphics as per photos

**AMMONITE
FOSSIL FILMS LTD**

SET DECORATION

SPECIAL EFFECTS

PRODUCTION

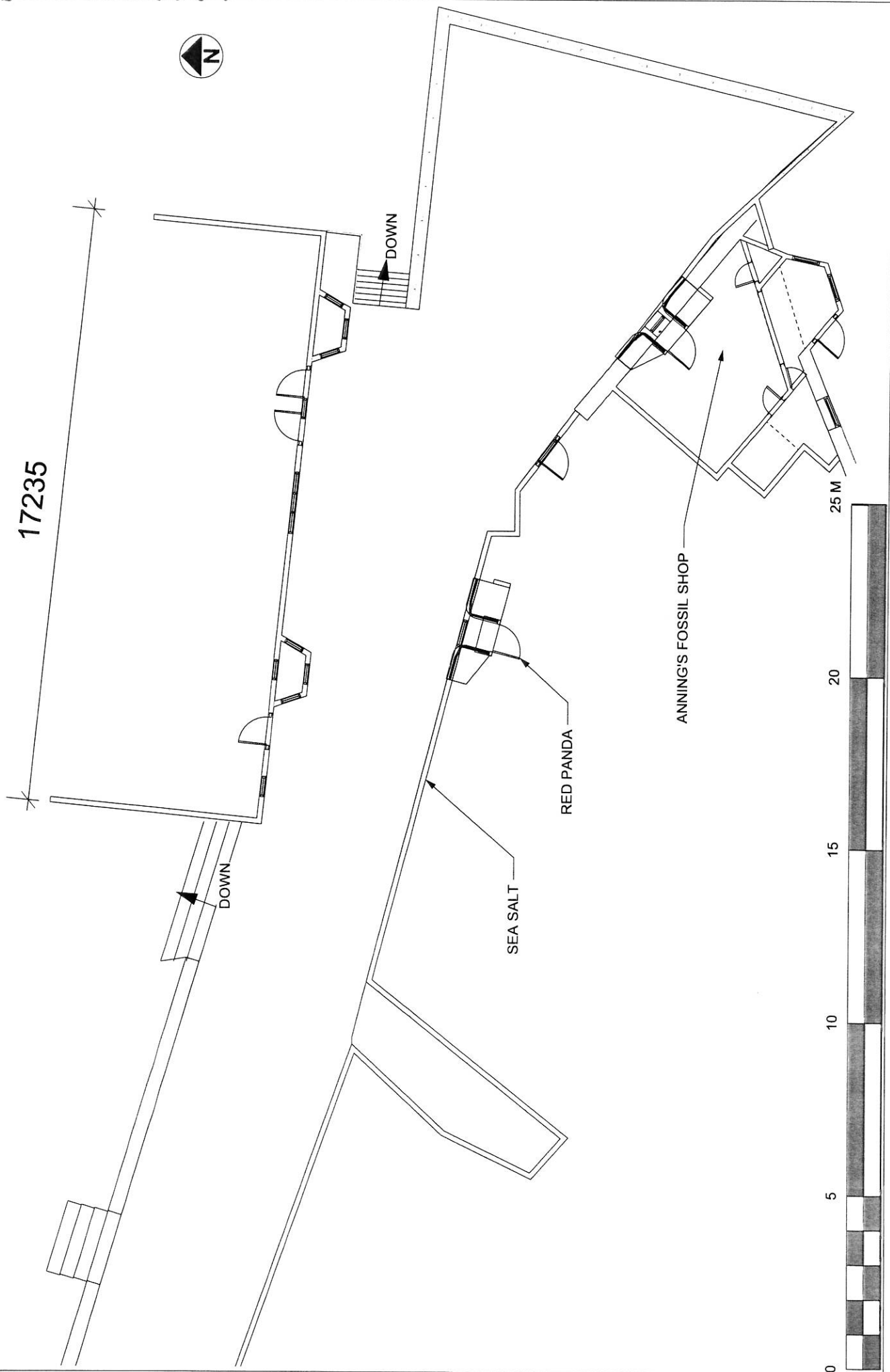
ART DEPT CONTACT FOR THIS SET/ ON SITE:

**SUP. ART DIRECTOR RICHARD FIELD
ART DIRECTOR BILL BROWN
SET DECORATOR SOPHIE HERVIEU
PROP MASTER EWAN ROBERTSON**

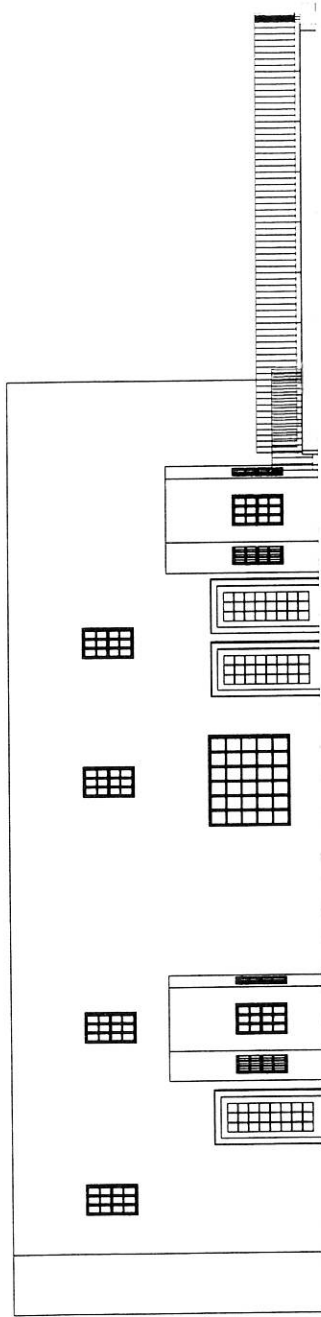
'AMMONITE' - COCKMOILE SQ- AERIAL VIEW- LYME REGIS SCALE N/A



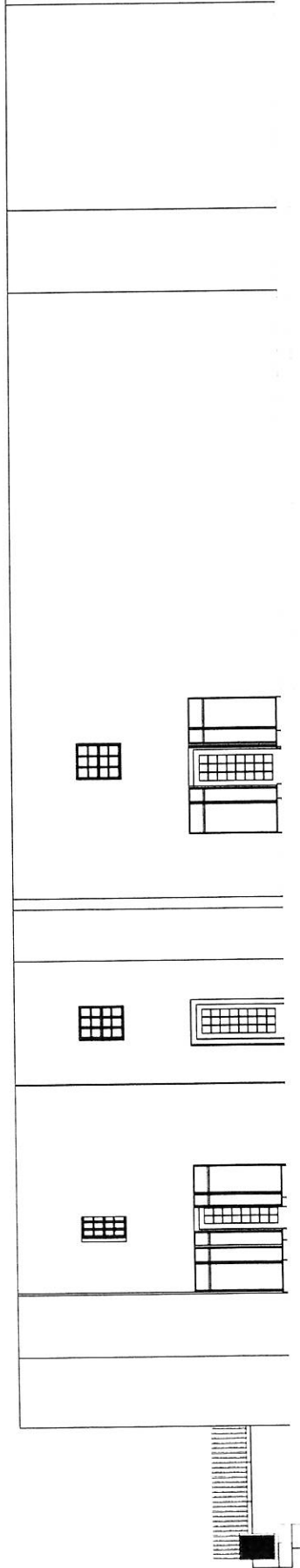
'AMMONITE' - COCKMOILE SQUARE- LOCATION PLAN - LYME REGIS- SCALE 1:100 @A3



'AMMONITE' - COCKMOILE SQUARE- LOCATION ELEVATIONS - LYME REGIS- SCALE 1:100 @ A3



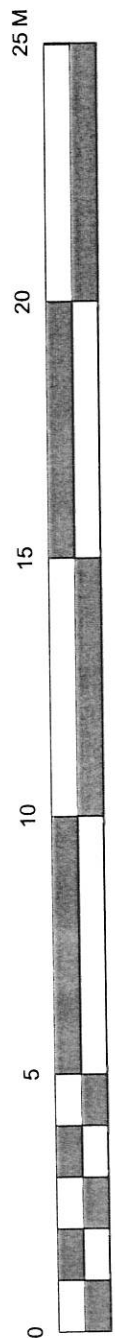
1 COCKMOILE SQ NORTH
Scale: 1:100



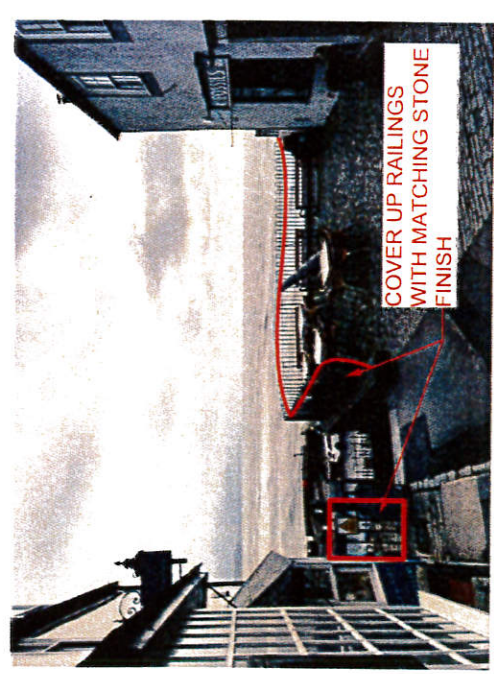
2 COCKMOILE SQ SOUTH
Scale: 1:100



3 COCKMOILE SQ EAST
Scale: 1:100

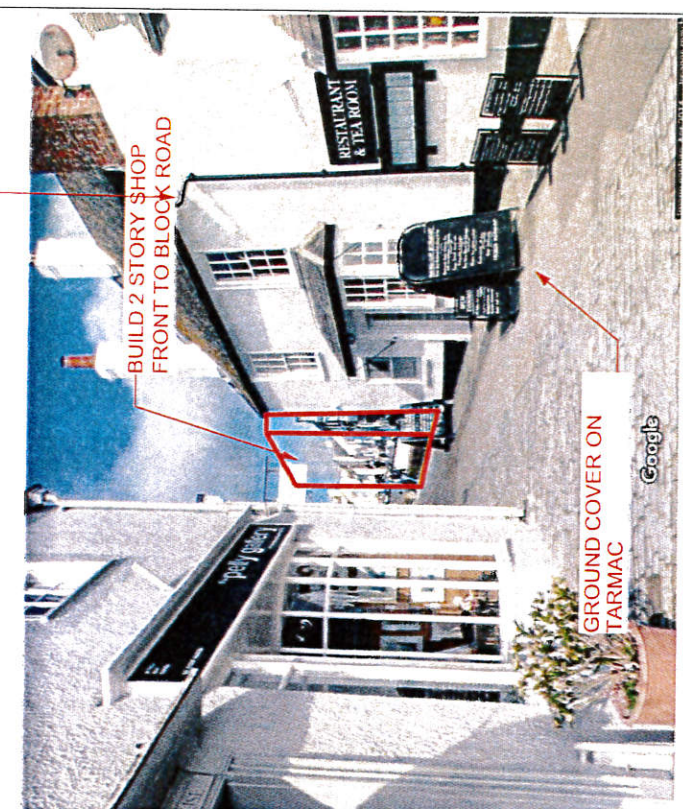


'AMMONITE' - COCKMOILE SQ- PHOTOS- LYME REGIS SCALE N/A



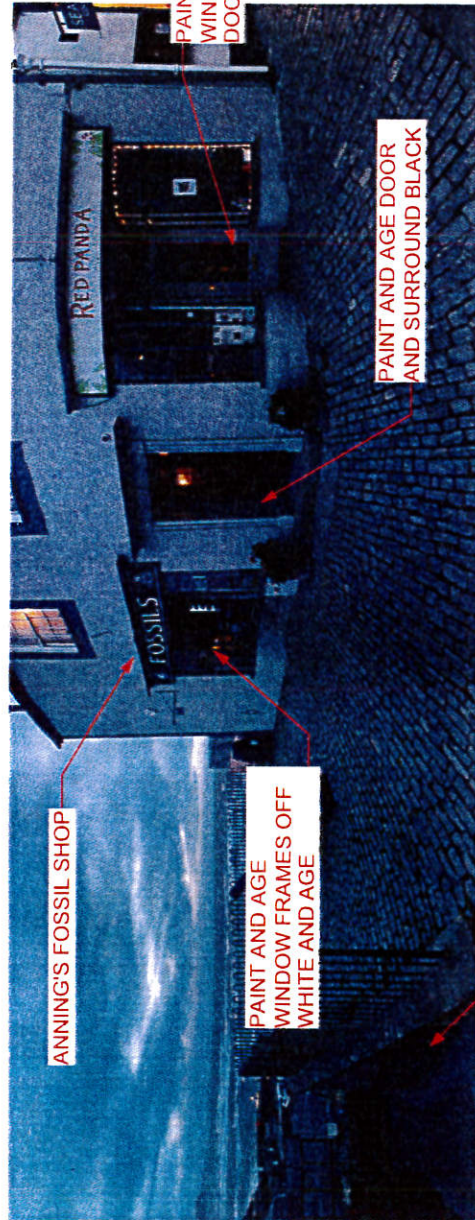
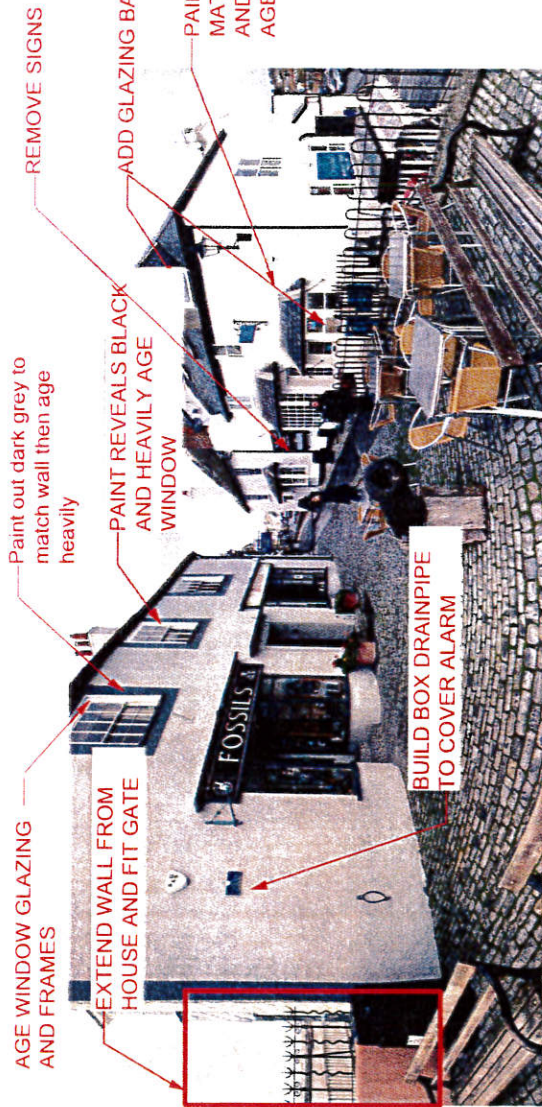
BOX DOWNPIPE

BUILD BOX DRAINPIPE TO COVER ALARM



Google

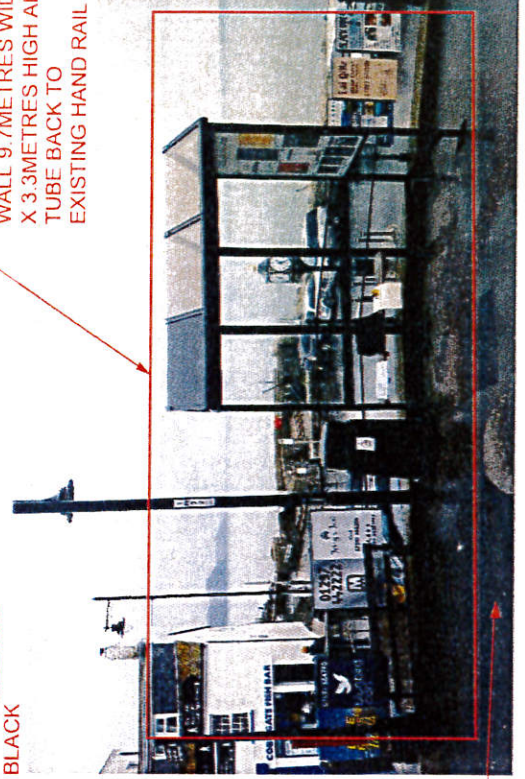
'AMMONITE' - COCKMOILE SQ-ADDITIONAL PHOTOS- LYME REGIS SCALE N/A



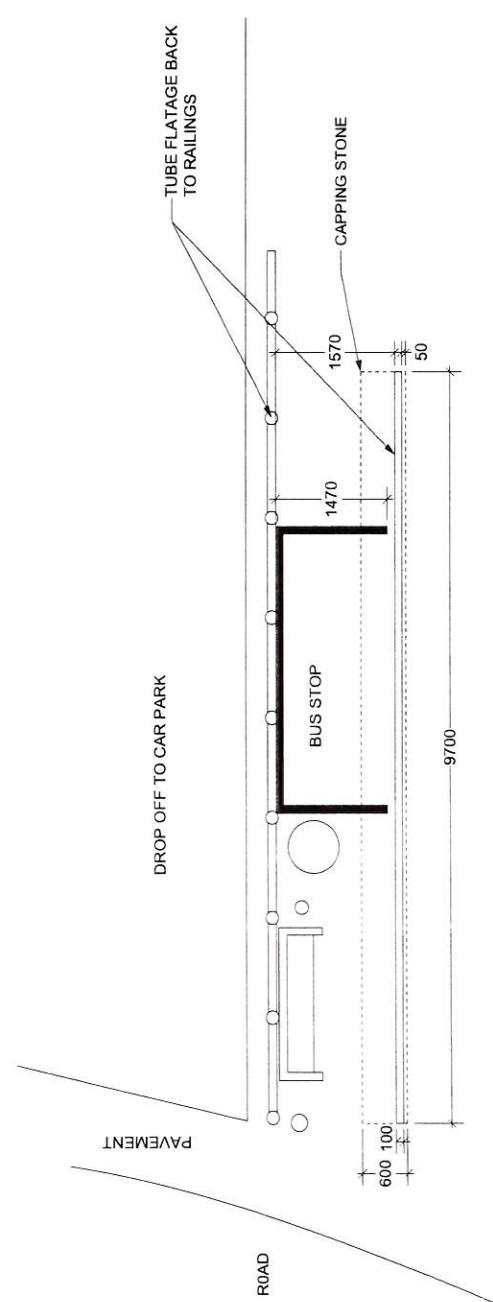
PAINT AND AGE WINDOW FRAMES AND DOOR BLACK

BUILD PLASTER STONE WALL 9.7METRES WIDE X 3.3METRES HIGH AND TUBE BACK TO EXISTING HAND RAIL

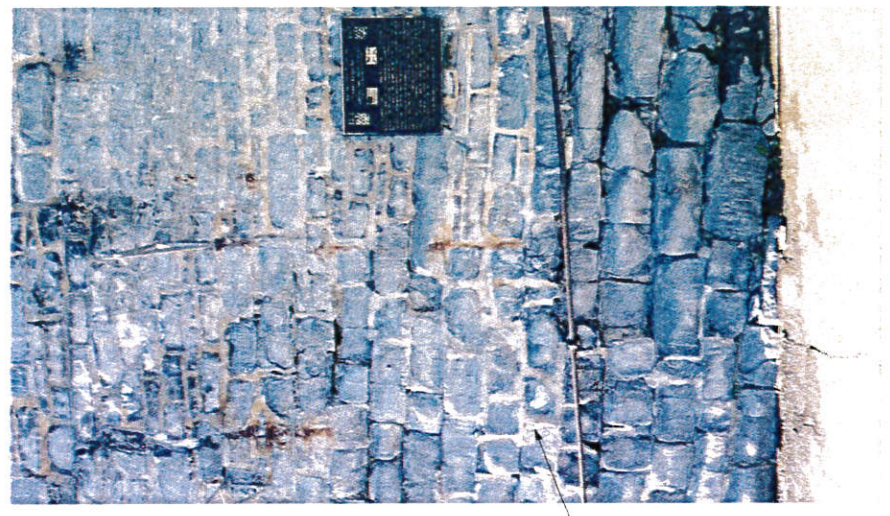
APPENDIX 21E



'AMMONITE' - STONE WALL TO COVER BUS STOP - LYME REGIS- SCALE 1:50 @A2
FOR COSTING



STONE AND COLOUR
REF.
MATCH TO PETER
EVANS STONEWORK



Committee: Full Council

Date: 13 February 2019

Title: Foot Golf

Purpose

To allow members to consider the remuneration and licence term for the proposed footgolf business at Strawberry Field

To inform members of alternative storage requirements at Strawberry Field

Recommendation

Members agree the negotiated sum of £1,250 per year and the three-year term of the licence for the footgolf business at Strawberry Field

Background

1. The Tourism, Community and Publicity Committee discussed a proposal from Gary Davies to run a footgolf business at Strawberry Field at its meeting on 23 January 2019. The recommendation from the committee, which is elsewhere on the agenda, was: to approve, in principle, a proposal to use Strawberry Field for footgolf, subject to further details being reported to the Full Council on 13 February 2019.

Report

2. The operations manager has discussed remuneration and the licence term with the applicant. Gary Davies has requested a three-year licence to have enough time to suitably invest and develop his business and would prefer a fixed fee rather than a percentage of ticket sales. The fee was negotiated at £1,250 a year, subject to approval by council.
3. As the large shed at Strawberry Field will be used for the footgolf business, a storage solution will be required to store the wood and items currently in the shed. It is proposed that a shipping container can be purchased at approximately £1,000 - £1,500.

Matt Adamson-Drage
Operations manager
February 2019

Committee: Full Council

Date: 13 February 2019

Title: Award of the Website Contract

Purpose of Report

To inform members of the procurement of a contract for the provision of a new council website

Recommendation

Members note the report

Background

1. A new website was considered during the objective setting process for 2018-19. Following consideration, members decided not to approve this project as a separate objective; it was considered an integral part of the council's service.
2. The council subsequently agreed that Cllr Doney, Cllr Reynolds and Cllr Scowen should work with officers on this project, i.e. to agree the council's website requirements, identify suitable contractors and to develop a specification for those contractors to quote against¹.

Report

3. On 11 January 2019, the agreed specification was issued to Watershed, Bluelevel and Somerset Web Services to quote against. Each company supplied a quote by the council's deadline, 1 February 2019.
4. The quotes are being evaluated against the council's specification. Members will be notified of the successful contractor at the meeting.

John wright
Town clerk
February 2019

¹Section 11.14 of the council's financial regulations details the thresholds for the award of contracts. The award of contracts less than £10,000 is delegated to the town clerk.

Committee: Full Council

Date: 13 February 2019

Title: List of Payments

Purpose of Report

To inform members of the payments made in the months of November and December 2018, and January 2019

Recommendation

Members note the report and approve the attached schedule of payments for November and December 2018, and January 2019 for the sums of £127,096.68, £161,942.69 and £143,678.86, respectively

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 months of November and December 2018 and January 2019, **appendices 24A to C**. 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
February 2019

Lyme Regis Town Council
Payments list for November 2018

Total		£127,096.68						
Date	Supplier	Detail	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
NAT WEST BANK								
26/11/2018	WDDC	LRTC LOAN	S/O	£3,125.00	0%	-	3,125.00	Loans
22/11/2018	SALARY	November SALARY	BACS	£31,461.52	0%	-	31,461.52	Staffing
20/11/2018	WORLDPAY	Transaction charges	D/D	£35.22	0%	-	35.22	Office Expenses
20/11/2018	DORSET COUNTY COUN	Wheelie bin hire	D/D	£543.00	0%	-	543.00	Outside Works
20/11/2018	Worldpay	Transaction charges	D/D	£348.85	0%	-	348.85	Office Expenses
15/11/2018	SALARY	Travel expenses	BACS	£56.51	0%	-	56.51	Staffing
15/11/2018	BANKLINE	Bank Charges	BLN	£52.40	0%	-	52.40	Office Expenses
14/11/2018	ALLSTAR	Monthly Petrol	D/D	£582.67	20%	97.11	485.56	Outside Works
12/11/2018	WDDC	ND RATES	D/D	£7,192.00	0%	-	7,192.00	Utilities
09/11/2018	Hydrock	Car Park Occupancy Data	CHQ	£11,718.00	2000%	11,160.00	558.00	Car Parks
06/11/2018	HMRC Tax	PAYE	D/D	£10,404.80	0%	-	10,404.80	Staffing
02/11/2018	WORLDPAY	Transaction charges	D/D	£28.86	0%	-	28.86	Office Expenses
02/11/2018	FASTPAY LTD	Direct Debit charges	D/D	£23.88	20%	3.98	19.90	Office Expenses
				£65,572.71				

LLOYDS BANK

05/11/2018	GIFFGAFF	Mobile phone	DD	£5.00	20%	0.83	4.17	Utilities
06/11/2018	EBAY	Safety signs	DEB	£12.00	20%	2.00	10.00	Office Expenses
07/11/2018	GIFFGAFF	Mobile phone bundle	DD	£5.00	20%	0.83	4.17	Office Expenses
07/11/2018	HYDROCK	Park & Ride Strategy	BACS	£8,145.00	20%	1,357.50	6,787.50	Car parks
07/11/2018	LYME FISH CHIP BAR	Riffles day	BACS	£648.00	0%	-	648.00	Office Expenses
07/11/2018	TORBAY DISPLAY	Lights for Cobb buildings	BACS	£577.20	20%	96.20	481.00	Other
07/11/2018	ECOMMERCE/VAN RACKING	Ford courier van shelving	BACS	£113.40	20%	18.90	94.50	Outside Works
07/11/2018	NPOWER	Consolidated electricity bill	BACS	£2,378.24	5%	113.25	2,264.99	Utilities
07/11/2018	DENIS & IAN PEARCE	PA System for public events	BACS	£2,064.00	20%	344.00	1,720.00	Office Expenses
07/11/2018	LYME ARTS DEVELOPMENT	Sculpture trail	BACS	£1,200.00	20%	200.00	1,000.00	Outside Works
07/11/2018	WOODMEAD HALL	Toilet Grant	BACS	£2,485.00	0%	-	2,485.00	Outside Works
07/11/2018	LRDT PROPERTY M	Rent and service charge	BACS	£1,308.67	20%	218.11	1,090.56	Grants
07/11/2018	KERSBROOKHOTEL	Temp staff accommodation	BACS	£130.00	0%	-	130.00	staffing
07/11/2018	FANTASTIC FIREWORK	I love Lyme day expenses	BACS	£3,600.00	20%	600.00	3,000.00	Office Expenses
07/11/2018	LRDT	Grant	BACS	£2,500.00	0%	-	2,500.00	Grants
07/11/2018	OLD LYME GUEST HOUSE	Temp staff accommodation	BACS	£160.00	0%	-	160.00	Office Expenses
07/11/2018	STAFF	Travel expenses	BACS	£57.89	20%	9.65	48.24	Office Expenses
07/11/2018	STAFF	Travel expenses	BACS	£23.85	0%	-	23.85	Staffing
07/11/2018	STAFF	Travel expenses	BACS	£72.00	0%	-	72.00	Staffing
07/11/2018	M G WEBBER	Plants	BACS	£1,526.28	20%	254.38	1,271.90	Outside Works
07/11/2018	Customer	Refund of parking fees	BACS	£4.80	0%	-	4.80	Beach Hut
07/11/2018	Customer	Beach hut refund	BACS	£110.00	20%	18.33	91.67	Office Expenses

Lyme Regis Town Council
Payments list for November 2018

Total

£127,096.68

Date	Supplier	Detail	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
07/11/2018	Customer	Refund of duplicate parking fees	BACS	£2.00	20%	0.33	1.67	Office Expenses
07/11/2018	Customer	Refund of shelter hire	BACS	£60.00	20%	10.00	50.00	Outside Works
07/11/2018	Customer	Refund of beach hut overpayment	BACS	£480.00	0%	-	480.00	Beach Hut
07/11/2018	VPW Systems	Website costs	DD	£151.24	20%	25.21	126.03	Marketing & Tourism
08/11/2018	WEST DORSET	Licensing for Lyme open day	BACS	£70.00	0%	-	70.00	Outside Works
09/11/2018	GIFFGAFF	Mobile phone bundle	DEB	£10.00	20%	1.67	8.33	Utilities
12/11/2018	GIFFGAFF	Mobile phone bundle	DEB	£5.00	0%	-	5.00	Office Expenses
12/11/2018	HARBOUR VOICES	Grant	BACS	£327.42	0%	-	327.42	Grants
12/11/2018	WINDRIVEN SALES LT	Repayment of deposit plus interest	BACS	£5,100.00	0%	-	5,100.00	Office Expenses
12/11/2018	AEROSUPERBATICS	Wing walkers display	BACS	£4,200.00	20%	700.00	3,500.00	Office Expenses
14/11/2018	Customer	Beach hut refund	BACS	£240.00	0%	-	240.00	Beach Hut
15/11/2018	TRAVIS PERKINS	Consolidated invoice - Amenity steps/PPE/Polish memorial/ Lampposts	BACS	£1,312.30	20%	218.72	1,093.58	Outside Works
15/11/2018	EE & T-MOBILE	Car park sim cards and mobile bundles	DD	£93.19	0%	-	93.19	Office Expenses
15/11/2018	G4S CASH SOLUTIONS	Cash collection	DD	£14.94	20%	2.49	12.45	Utilities
16/11/2018	SAGE SOFTWARE LTD	Software support	DD	£180.00	20%	30.00	150.00	Office Expenses
19/11/2018	EBAY	Stationary	DEB	£11.50	0%	-	11.50	Office Expenses
19/11/2018	GIFFGAFF	Mobile phone bundle	DD	£5.00	20%	0.83	4.17	Utilities
19/11/2018	TOTAL GAS	Gas bill	BACS	£726.56	5%	34.60	691.96	Utilities
20/11/2018	Worldpay	Transaction charges	DD	£33.93	0%	-	33.93	Office Expenses
21/11/2018	SCREWFIX	Personal protective equipment	BACS	£1,403.31	20%	233.89	1,169.43	Outside Works
21/11/2018	TRAVIS PERKINS	consolidated invoice - Lamp post	BACS	£330.37	0%	-	330.37	Office Expenses
21/11/2018	MOLE AVON	Roundup, Leaf grabbers	BACS	£471.97	20%	78.66	393.31	Outside Works
23/11/2018	GIFFGAFF	Mobile phone bundle	DD	£5.00	20%	0.83	4.17	Utilities
23/11/2018	STAFF	Accommodation	BACS	£150.00	0%	-	150.00	Staffing
23/11/2018	RAPID EMERG MEDICAL	Falcon display	BACS	£300.00	20%	50.00	250.00	Office Expenses
23/11/2018	OVERTON	Machinery repair	BACS	£3,571.45	20%	595.24	2,976.21	Outside Works
26/11/2018	GIFFGAFF	Mobile phone bundle	DD	£5.00	20%	0.83	4.17	Utilities
26/11/2018	VOICE OVER IP	Telephone and broadband	DD	£346.61	20%	57.77	288.84	Utilities

Lyme Regis Town Council
Payments list for December 2018
Total

£161,942.69

Date	Supplier	Detail	Payment Type	Amount	Probable Code*	Probable VAT	Probable VAT*	Probable Net*	Indicative Expenditure Category
NAT WEST BANK									
27/12/2018	WEST DORSET DISTRI	LOAN REPAYMENT	S/O	£3,125.00		0%		-	Loan Charges
21/12/2018	DORSET COUNTY COUN	Wheelie bin hire	D/D	£543.00		0%		-	Outside Works
21/12/2018	SALARY	SALARY	EBP	£33,208.11		0%		-	Staffing
20/12/2018	WORLDPAY	TRANSACTION CHARGES	D/D	£34.14		0%		-	Office Expenses
19/12/2018	WORLDPAY	TRANSACTION CHARGES	D/D	£263.38		0%		-	Office Expenses
17/12/2018	HMRC VAT	HMRC VAT	D/D	£13,604.08		0%		-	VAT
17/12/2018	BANKLINE	BANK CHARGES	BLN	£58.20		0%		-	Office Expenses
14/12/2018	ALLSTAR	MONTHLY PETROL	D/D	£496.43		20%	82.74	413.69	Outside Works
14/12/2018	CHRISTMAS LIGHTS A	GRANT	EBP	£363.20		0%		-	Grants
11/12/2018	DORSET COUNTY COUN	WHEELIE BIN HIRE	D/D	£72.00		0%		-	Outside Works
10/12/2018	WDDC ND RATES	WDDC ND RATES	D/D	£7,192.00		0%		-	Utilities
10/12/2018	HMRC TAX	HMRC PAYE &NIC	D/D	£9,919.72		0%		-	Staffing
03/12/2018	PENNON WATER SRVCS	WATER	D/D	£856.25		0%		-	Utilities
03/12/2018	PENNON WATER SRVCS	WATER	D/D	£115.84		0%		-	Utilities
03/12/2018	FASTPAY LTD	DIRECT DEBIT CHARGES	D/D	£0.60		20%	0.10	0.50	Office Expenses
Total				£69,851.95					

LLOYDS BANK

03/12/2018	RICHARD GREEN	Lyme Cemetery - Memorial to Edgar Cookson	FPO	£456.00		20%	76.00	380.00	Outside Works
03/12/2018	ROB PERRY MARINE	Hinge Repair/ Hemp	FPO	£157.34		20%	26.22	131.12	Outside Works
03/12/2018	TRADE UK	Screwfix- Cons Inv	FPO	£266.16		20%	44.36	221.80	Outside Works
03/12/2018	SHERBOURNE TC	Treasury Advisory Services	FPO	£403.20		0%	-	403.20	Office Expenses
03/12/2018	SIX PAYMENT SERVIC	Car park card services fee	FPO	£532.58		0%	-	532.58	Outside Works
03/12/2018	SMA	Remedial Roofing Work	FPO	£7,872.00		20%	1,312.00	6,560.00	Outside Works
03/12/2018	SPARKBRIGHTS	Emergency Call out	FPO	£36.00		20%	6.00	30.00	Outside Works
03/12/2018	SSP DIRECT	Bolts & Traffic cones	FPO	£550.98		20%	91.83	459.15	Office Expenses
03/12/2018	STAIRBOX	Build staircase	FPO	£563.39		20%	93.90	469.49	Outside Works
03/12/2018	SUREGREEN	Porous Paver	FPO	£456.12		20%	76.02	380.10	Outside Works
03/12/2018	SW HYGIENE	Sanitary & Nappy Bin Rental	FPO	£192.80		20%	32.13	160.67	Outside Works
03/12/2018	SOUTH WEST WATER	Water	FPO	£16.23		0%	-	16.23	utilities
03/12/2018	TOPSPARKS	Electrical work	FPO	£132.86		20%	22.14	110.72	Outside Works
03/12/2018	TRAVIS PERKINS	Consolidated invoice	FPO	£67.94		20%	11.32	56.62	Outside Works
03/12/2018	VALE FIRE SAFTEY	Fire Extinguishers	FPO	£384.00		20%	64.00	320.00	Outside Works
03/12/2018	WELLMAN R	Park And Ride	FPO	£8,400.00		0%	-	8,400.00	Outside Works
03/12/2018	WESSEX LIFT CO	Service Lift	FPO	£129.00		20%	21.50	107.50	Outside Works
03/12/2018	WESTCRETE CONCRETE	Concrete	FPO	£24.45		20%	4.08	20.38	Outside Works

Lyme Regis Town Council
Payments list for December 2018

Total

Date	Supplier	Detail	Payment Type	Amount	Probable Code*	Probable VAT	Probable VAT*	Probable Net*	Indicative Expenditure Category
03/12/2018	WILDE	Glass Marine Shelters	FPO	£4,395.05	20%	20%	732.51	3,662.54	Outside Works
03/12/2018	WOODMEAD HALL	Hall Hire	FPO	£358.70	0%	0%	-	358.70	Outside Works
03/12/2018	HORMANN	Maintenance - doors	FPO	£597.16	20%	20%	99.53	497.63	Outside Works
03/12/2018	HUCK NETS	Blue debris netting	FPO	£86.40	20%	20%	14.40	72.00	Outside Works
03/12/2018	HYDROCK	Parking Strategy Report	FPO	£4,072.50	20%	20%	678.75	3,393.75	Outside Works
03/12/2018	IAE	Prosafe repair kit	FPO	£420.00	20%	20%	70.00	350.00	Outside Works
03/12/2018	INFORMATION COMMIS	Data Protection Subscription	FPO	£40.00	0%	0%	-	40.00	Office Expenses
03/12/2018	JOHN BEER MOTOR	Service ford transit	FPO	£178.32	20%	20%	29.72	148.60	Outside Works
03/12/2018	KAMSTRUP	Gasket & Battery	FPO	£1,418.88	20%	20%	236.48	1,182.40	Outside Works
03/12/2018	KEELY WINDOWS	Flatboard & UB250	FPO	£51.45	20%	20%	8.58	42.88	Outside Works
03/12/2018	KINGSBURY EPISCOPI	Band performance	FPO	£150.00	0%	0%	-	150.00	Marketing & Tourism
03/12/2018	LGRC ASSOCIATES	Locum Finance Manager	FPO	£329.64	0%	0%	-	329.64	STAFFING
03/12/2018	LUKE LAWSON	Website	FPO	£900.00	0%	0%	-	900.00	Marketing & Tourism
03/12/2018	LYME R FESTIVALS	Grant	FPO	£1,000.00	0%	0%	-	1,000.00	Grants
03/12/2018	LYME ONLINE	Advertising	FPO	£185.00	0%	0%	-	185.00	Office Expenses
03/12/2018	STAFF	Travel expenses	FPO	£93.60	0%	0%	-	93.60	Staffing
03/12/2018	METRIC	Maintenance of car park machines	FPO	£194.40	20%	20%	32.40	162.00	Outside Works
03/12/2018	MINISTRY O DEFENCE	RAF I Love Lyme	FPO	£3,382.00	20%	20%	563.67	2,818.33	Grants
03/12/2018	MOLE AVON	Tools & materials	FPO	£642.25	20%	20%	107.04	535.21	Outside Works
03/12/2018	NEWSQUEST	Advertisement	FPO	£372.00	20%	20%	62.00	310.00	Office Expenses
03/12/2018	NW SYSTEMS GROUP	Camera Streaming	FPO	£309.60	20%	20%	51.60	258.00	Marketing & Tourism
03/12/2018	ONSURFACE	Memorial sign	FPO	£268.80	0%	0%	-	268.80	Office Expenses
03/12/2018	OTTER NURSERIES	Plants	FPO	£269.91	20%	20%	44.99	224.93	Outside Works
03/12/2018	GLEN CLEANING	Cleaning	FPO	£4,100.06	20%	20%	683.34	3,416.72	Outside Works
03/12/2018	NOMIX ENVIRO	Training & Equipment	FPO	£1,797.18	20%	20%	299.53	1,497.65	STAFFING
03/12/2018	PRINCE OF WALES SURGERY	Occupational Health	FPO	£100.00	0%	0%	-	100.00	Staffing
03/12/2018	3D LOCKERS	Large Cabinet	FPO	£254.83	20%	20%	42.47	212.36	Outside Works
03/12/2018	AXMINSTER GARDEN M	Oil & Strimmer nylon	FPO	£95.45	20%	20%	15.91	79.54	Outside Works
03/12/2018	A J SUPPLIES	PPE	FPO	£237.56	20%	20%	39.59	197.97	Outside Works
03/12/2018	LYME ARTS DEVELOPM	Sculpture trail map	FPO	£600.00	20%	20%	100.00	500.00	Outside Works
03/12/2018	A.S SECURITY ALARM	CCTV Fault	FPO	£306.00	20%	20%	51.00	255.00	Outside Works
03/12/2018	AXE SKIP HIRE	Skip hire	FPO	£240.00	20%	20%	40.00	200.00	Outside Works
03/12/2018	AXEMINSTER TOOLS	Cutter	FPO	£74.54	20%	20%	12.42	62.12	Outside Works
03/12/2018	AXMINSTER IRONWORK	Railing Repairs	FPO	£2,196.00	20%	20%	366.00	1,830.00	Outside Works
03/12/2018	ARTHUR FORDHAMS	Cleaning & painting materials	FPO	£250.25	20%	20%	41.71	208.54	Outside Works
03/12/2018	BARTLETTS CS	Cable Ties	FPO	£11.00	20%	20%	1.83	9.17	Outside Works
03/12/2018	BEMROSEMOBILE	Carpark Phone n Pay Charges	FPO	£1,823.76	20%	20%	303.96	1,519.80	Office Expenses
03/12/2018	BRIDGE TECH CONSUL	Operational assessment	FPO	£3,600.00	20%	20%	600.00	3,000.00	Outside Works

£161,942.69

Lyme Regis Town Council
Payments list for December 2018
Total

£161,942.69

Date	Supplier	Detail	Payment Type	Amount	Probable Code*	Probable VAT	Probable VAT*	Probable Net*	Indicative Expenditure Category
03/12/2018	BRID BUILD SUPPLIE	Materials & Supplies	FPO	£767.96		20%	127.99	639.97	Outside Works
03/12/2018	BUGLARS	Mule maintenance	FPO	£1,471.22		20%	245.20	1,226.02	Outside Works
03/12/2018	BUSEC	Staff Training	FPO	£225.00		20%	37.50	187.50	Staffing
03/12/2018	CLARITY COPIERS	Photocopier charges	FPO	£519.00		20%	86.50	432.50	Office Expenses
03/12/2018	COBB GARAGE	Mitsubishi L200	FPO	£360.00		20%	60.00	300.00	Outside Works
03/12/2018	DAMORY	Bus service	FPO	£3,000.00		0%	-	3,000.00	Outside Works
03/12/2018	DIRECT 2U	Cupboard	FPO	£358.81		20%	59.80	299.01	Office Expenses
03/12/2018	EUROFFICE	stationery	FPO	£344.48		20%	57.41	287.07	Office Expenses
03/12/2018	EVERGREEN RENEWABL	Maintenance works	FPO	£234.00		20%	39.00	195.00	Outside Works
03/12/2018	FLOYD'S TAXI'S	Rifles Day Taxis	FPO	£35.00		0%	-	35.00	Office Expenses
03/12/2018	FORDS SW	Repair light Columns in Gardens	FPO	£642.00		20%	107.00	535.00	Outside Works
03/12/2018	CAROL WILLIAMS	Monthly cleaning	FPO	£433.00		0%	-	433.00	Outside Works
04/12/2018	GIFFGAFF CD 9724	MONTHLY MOBILE BUNDLE	DEB	£5.00		20%	0.83	4.17	Utilities
05/12/2018	PROACTIVE PET PREV	Hornets nest removal	FPO	£55.00		20%	9.17	45.83	Outside Works
05/12/2018	STAFF	Travel expenses	FPO	£78.52		0%	-	78.52	Staffing
05/12/2018	DAPTC	Staff training	FPO	£70.00		£70.00	0%	70.00	STAFFING
05/12/2018	BRADBURY GROUP	Materials for replacement doors	FPO	£913.99		20%	152.33	761.66	Outside Works
07/12/2018	WWW.PACKAGING2BUY. CD 9724	Strapping kit	DEB	£82.68		20%	13.78	68.90	Outside Works
07/12/2018	GIFFGAFF CD 9724	MONTHLY MOBILE BUNDLE	DEB	£5.00		20%	0.83	4.17	Utilities
07/12/2018	GIFFGAFF CD 9724	MONTHLY MOBILE BUNDLE	DEB	£5.00		20%	0.83	4.17	Utilities
07/12/2018	PROJECT SKILLS SOL	Staff Training	FPO	£420.00		20%	70.00	350.00	STAFFING
10/12/2018	GIFFGAFF CD 9724	MONTHLY MOBILE BUNDLE	DEB	£10.00		20%	1.67	8.33	Utilities
11/12/2018	GIFFGAFF CD 9724	MONTHLY MOBILE BUNDLE	DEB	£5.00		20%	0.83	4.17	Utilities
13/12/2018	Staff	Travel expenses	FPO	£80.55		0%	-	80.55	Staffing
13/12/2018	Staff	Travel Expenses	FPO	£24.75		0%	-	24.75	Staffing
13/12/2018	CLARITY COPIERS	Photocopier charges	FPO	£763.95		20%	127.33	636.63	Office Expenses
14/12/2018	BUSEC	Staff Training	FPO	£225.00		20%	37.50	187.50	Staffing
14/12/2018	GOPROMOTIONAL	Poppy Seeds for school children	FPO	£516.54		20%	86.09	430.45	Office Expenses
14/12/2018	DCC PENSION FUND	LGPS Payments	FPO	£8,122.60		0%	-	8,122.60	Staffing
14/12/2018	ST MICHAEL'S SCHOOL	Grants	FPO	£1,000.00		0%	-	1,000.00	Grants
14/12/2018	B SHARP	Grants	FPO	£2,500.00		0%	-	2,500.00	Grants
14/12/2018	Customer	Refund of overpayment	FPO	£86.00		0%	-	86.00	Beach Hut
14/12/2018	NPOWER	Gas & Electricity	FPO	£887.01		5%	42.24	844.77	Utilities
14/12/2018	EVERGREEN RENEWABL	Call out for office leak and repair at woodmead	FPO	£4,076.33		20%	679.39	3,396.94	Outside Works
14/12/2018	LGRC ASSOCIATES	Locum Finance Manager	FPO	£7,014.78		0%	-	7,014.78	STAFFING
14/12/2018	G4S CASH SOLUTIONS	Cash Collection contract	DD	£29.88		20%	4.98	24.90	Outside Works
17/12/2018	GIFFGAFF CD 9724	MONTHLY MOBILE BUNDLE	DEB	£5.00		20%	0.83	4.17	Utilities
17/12/2018	SAGE SOFTWARE LTD S6VH39T	Sage support	DD	£180.00		20%	30.00	150.00	Office Expenses

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£161,942.69

Date	Supplier	Detail	Payment Type	Amount	Probable Code*	Probable VAT	Probable VAT*	Probable Net*	Indicative Expenditure Category
17/12/2018	EE & T-MOBILE	Mobile and sims	DD	£92.77		20%	15.46	77.31	Utilities
19/12/2018	WORLDPAY	TRANSACTION CHARGES	DD	£38.15		0%	-	38.15	Office Expenses
24/12/2018	GIFFGAFF CD 9724	MONTHLY MOBILE BUNDLE	DEB	£5.00		20%	0.83	4.17	Utilities
24/12/2018	VOICE OVER IP	Phone & Broadband	DD	£321.13		20%	53.52	267.61	Utilities
27/12/2018	GIFFGAFF CD 9724	MONTHLY MOBILE BUNDLE	DEB	£10.00		20%	1.67	8.33	Utilities
27/12/2018	GIFFGAFF CD 9724	MONTHLY MOBILE BUNDLE	DEB	£5.00		20%	0.83	4.17	Utilities
27/12/2018	GIFFGAFF CD 9724	MONTHLY MOBILE BUNDLE	DEB	£5.00		20%	0.83	4.17	Utilities
28/12/2018	GIFFGAFF CD 9724	MONTHLY MOBILE BUNDLE	DEB	£5.00		20%	0.83	4.17	Utilities
31/12/2018	GIFFGAFF CD 9724	MONTHLY MOBILE BUNDLE	DEB	£5.00		20%	0.83	4.17	Utilities
31/12/2018	GIFFGAFF CD 9724	MONTHLY MOBILE BUNDLE	DEB	£5.00		20%	0.83	4.17	Utilities
Total				£92,088.44					
Petty cash				£2.30					

Lyme Regis Town Council
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£143,678.86

Date	Supplier	Detail	Payment Type	Amount	Probable Code*	Probable VAT	Probable VAT*	Probable Net*	Indicative Expenditure Category
NAT WEST BANK									
02/01/2019	SOUTH WEST WATER	Water	D/D	£1,459.30		0%	-	1,459.30	utilities
02/01/2019	SOUTH WEST WATER	Water	D/D	£158.98		0%	-	158.98	utilities
02/01/2019	SOUTH WEST WATER	Water	D/D	£18.91		0%	-	18.91	utilities
02/01/2019	SOUTH WEST WATER	Water	D/D	£3,992.34		0%	-	3,992.34	utilities
02/01/2019	SOUTH WEST WATER	Water	D/D	£605.37		0%	-	605.37	utilities
02/01/2019	SOUTH WEST WATER	Water	D/D	£325.94		0%	-	325.94	utilities
02/01/2019	SOUTH WEST WATER	Water	D/D	£591.47		0%	-	591.47	utilities
02/01/2019	SOUTH WEST WATER	Water	D/D	£191.94		0%	-	191.94	utilities
02/01/2019	ST MICHAEL'S SCHOOL	Grant	D/D	£63.12		0%	-	63.12	Grants
02/01/2019	Staff	Travel expenses	D/D	£89.53		0%	-	89.53	Staffing
04/01/2019	EDFENERGY CUST PLC	Electric	D/D	£243.54		5%	11.60	231.94	Utilities
10/01/2019	WDDC ND RATES	WDDC ND RATES	D/D	£7,181.00		0%	-	7,181.00	Utilities
14/01/2019	ALLSTAR	MONTHLY PETROL	D/D	£565.64		20%	94.27	471.37	Outside Works
15/01/2019	BANKLINE	BANK CHARGES	BLN	£50.40		0%	-	50.40	Office Expenses
21/01/2019	WORLDPAY	TRANSACTION CHARGES	D/D	£26.10		0%	-	26.10	Office Expenses
21/01/2019	WORLDPAY	TRANSACTION CHARGES	D/D	£14.56		0%	-	14.56	Office Expenses
24/01/2019	SAFE CUSTODY HOLD	Nat West Safe Civic regalia	CHG	£65.00		0%	-	65.00	Democratic
25/01/2019	DORSET COUNTY COUN	WHEELIE BIN HIRE	D/D	£547.20		0%	-	547.20	Outside Works
25/01/2019	WEST DORSET DISTRI	LOAN REPAYMENT	S/O	£3,125.00		0%	-	3,125.00	Loan Charges
25/01/2019	SALARY	January Salary	EBP	£32,082.51		0%	-	32,082.51	Staffing
31/01/2019	HMRC PAYE	January PAYE and NI	D/D	£11,059.94		0%	-	11,059.94	Staffing
Total				£62,457.79					

LLOYDS BANK

04/01/2019	GIFFGAFF CD 9724	MONTHLY MOBILE BUNDLE	DEB	£5.00		20%	0.83	4.17	Utilities
07/01/2019	GIFFGAFF CD 9724	MONTHLY MOBILE BUNDLE	DEB	£5.00		20%	0.83	4.17	Utilities
07/01/2019	GIFFGAFF CD 9724	MONTHLY MOBILE BUNDLE	DEB	£5.00		20%	0.83	4.17	Utilities
09/01/2019	GIFFGAFF CD 9724	MONTHLY MOBILE BUNDLE	DEB	£10.00		20%	1.67	8.33	Utilities
10/01/2019	CAROL WILLIAMS	Monthly cleaning	FPO	£395.25		0%	-	395.25	Outside Works
11/01/2019	GIFFGAFF CD 9724	MONTHLY MOBILE BUNDLE	DEB	£5.00		20%	0.83	4.17	Utilities
11/01/2019	CARRIER 3PL	Brochure costs	FPO	£5,421.60		20%	903.60	4,518.00	Marketing & Tourism
14/01/2019	MARINE THEATRE	Grant	FPO	£7,500.00		0%	-	7,500.00	Grants
15/01/2019	EE & T-MOBILE	Mobile and sims	DD	£92.77		20%	15.46	77.31	Utilities
15/01/2019	G4S CASH SOLUTIONS	Cash Collection contract	DD	£14.94		20%	2.49	12.45	Outside Works
16/01/2019	SAGE SOFTWARE LTD S6VH39T	Sage support	DD	£180.00		20%	30.00	150.00	Office Expenses

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Date	Supplier	Detail	Payment Type	Amount	Probable Code*	Probable VAT	Probable VAT*	Probable Net*	Indicative Expenditure Category
17/01/2019	AMZN Mktp UK*MB95H CD 9724	Asbestos labels	DEB	£9.45	20%		1.58		7.88 Outside Works
17/01/2019	GIFFGAFF CD 9724	MONTHLY MOBILE BUNDLE	DEB	£5.00	20%		0.83		4.17 Utilities
18/01/2019	HARBOUR VOICES	Grant	FPO	£422.58	0%		-		422.58 Grants
18/01/2019	LR TAEKWONDE CLUB	Grant	FPO	£1,000.00	0%		-		1,000.00 Grants
18/01/2019	AMZN Mktp UK*MB59C CD 9724	Mice & Screen wipes	DEB	£71.47	20%		11.91		59.56 Office Expenses
18/01/2019	Travis Perkins	Padlock	DEB	£31.81	20%		5.30		26.51 Outside Works
21/01/2019	AMZN Mktp UK*MB5JL CD 9724	Coffee table- workshop	DEB	£29.89	20%		4.98		24.91 Outside Works
21/01/2019	BRIDGE AND LINDSEY	Water Wheelchair	FPO	£2,050.86	20%		341.81		1,709.05 Office Expenses
21/01/2019	WORLDPAY	TRANSACTION CHARGES	DD	£15.17	0%		-		15.17 Office Expenses
23/01/2019	GIFFGAFF CD 9724	MONTHLY MOBILE BUNDLE	DEB	£5.00	20%		0.83		4.17 Utilities
23/01/2019	VOICE OVER IP	Phone & Broadband	DD	£567.38	20%		94.56		472.82 Utilities
25/01/2019	GIFFGAFF CD 9724	MONTHLY MOBILE BUNDLE	DEB	£5.00	20%		0.83		4.17 Utilities
25/01/2019	CAROL WILLIAMS	Monthly cleaning	FPO	£469.75	0%		-		469.75 Outside Works
25/01/2019	Staff	Travel expenses	FPO	£143.50	0%		-		143.50 Staffing
28/01/2019	GIFFGAFF CD 9724	MONTHLY MOBILE BUNDLE	DEB	£5.00	20%		0.83		4.17 Utilities
28/01/2019	GIFFGAFF CD 9724	MONTHLY MOBILE BUNDLE	DEB	£10.00	20%		1.67		8.33 Utilities
28/01/2019	GIFFGAFF CD 9724	MONTHLY MOBILE BUNDLE	DEB	£5.00	20%		0.83		4.17 Utilities
29/01/2019	GIFFGAFF CD 9724	MONTHLY MOBILE BUNDLE	DEB	£5.00	20%		0.83		4.17 Utilities
30/01/2019	Customer	Key Deposit refund	FPO	£20.00	0%		-		20.00 Beach Hut
30/01/2019	Customer	Beach Hut deposit refund	FPO	£20.00	0%		-		20.00 Beach Hut
30/01/2019	Staff	Travel expenses	FPO	£64.80	0%		-		64.80 Staffing
30/01/2019	AXE SKIP HIRE	Skip hire	FPO	£1,200.00	20%		200.00		1,000.00 Outside Works
30/01/2019	BLAMPHAYNE SAWMILL	Maintenance	FPO	£616.78	20%		102.80		513.98 Outside Works
30/01/2019	BUSEC	Staff Training	FPO	£225.00	20%		37.50		187.50 Staffing
30/01/2019	BUGLARS	Maintenance	FPO	£178.57	20%		29.76		148.81 Outside Works
30/01/2019	CALEDONIA SIGNS	Maintenance	FPO	£249.60	20%		41.60		208.00 Outside Works
30/01/2019	CARRIER 3PL	Brochure costs	FPO	£6,775.20	20%		1,129.20		5,646.00 Marketing & Tourism
30/01/2019	CLARITY COPIERS	Photocopier charges	FPO	£160.76	20%		26.79		133.97 Office Expenses
30/01/2019	CLEANING SUP 4U	Cleaning products	FPO	£438.00	20%		73.00		365.00 Outside Works
30/01/2019	COMMUNICORP	Annual Subscription	FPO	£100.00	0%		-		100.00 Office Expenses
30/01/2019	STAFF	Travel expenses	FPO	£78.52	0%		-		78.52 Staffing
30/01/2019	COBB GARAGE	Vehicle maintenance	FPO	£551.12	20%		91.85		459.27 Outside Works
30/01/2019	DHS LTD	legal & professional	FPO	£360.00	20%		60.00		300.00 Office Expenses
30/01/2019	EDFENERGY CUST PLC	Electric	FPO	£596.69	5%		28.41		568.28 Utilities
30/01/2019	EVERGREEN RENEWABL	Maintenance works	FPO	£244.00	20%		40.67		203.33 Outside Works
30/01/2019	FOWLER	Maintenance	FPO	£202.80	20%		33.80		169.00 Outside Works
30/01/2019	GLEN CLEANING	Cleaning	FPO	£2,598.92	20%		433.15		2,165.77 Outside Works
30/01/2019	HANSFORD CONSTRUCT	Monmouth beach Drainage	FPO	£960.00	20%		160.00		800.00 Outside Works

£143,678.86

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£143,678.86

Date	Supplier	Detail	Payment Type	Amount	Probable Code*	Probable VAT	Probable VAT*	Probable Net*	Indicative Expenditure Category
30/01/2019	H LEAF AND SONS	Maintenance	FPO	£4,018.36		20%	669.73	3,348.63	Outside Works
30/01/2019	HYDROCK	Legal & professional	FPO	£2,036.26		20%	339.38	1,696.88	Outside Works
30/01/2019	KEELY WINDOWS	Maintenance	FPO	£35.23		20%	5.87	29.36	Outside Works
30/01/2019	LGRC ASSOCIATES	Locum Finance Manager	FPO	£2,635.13		0%	-	2,635.13	STAFFING
30/01/2019	LR PROPERTY MAN	Grant	FPO	£1,308.67		0%	-	1,308.67	Grants
30/01/2019	LRDT	Grant	FPO	£2,500.00		0%	-	2,500.00	Grants
30/01/2019	LYME FORWARD	Grant	FPO	£7,500.00		0%	-	7,500.00	Grants
30/01/2019	LUKE LAWSON	Website	FPO	£600.00		0%	-	600.00	Marketing & Tourism
30/01/2019	LYME ONLINE	Advertising	FPO	£185.00		0%	-	185.00	Office Expenses
30/01/2019	LR REGATTA CARNIVA	expenses	FPO	£15.00		0%	-	15.00	Office Expenses
30/01/2019	METRIC	Maintenance of car park machines	FPO	£194.40		20%	32.40	162.00	Outside Works
30/01/2019	MOLE AVON	Tools & materials	FPO	£219.18		20%	36.53	182.65	Outside Works
30/01/2019	MOTTERAM HR	HR advise	FPO	£150.00		20%	25.00	125.00	Office Expenses
30/01/2019	NW SYSTEMS GROUP	Camera Streaming	FPO	£309.60		20%	51.60	258.00	Marketing & Tourism
30/01/2019	OBRIEN	Maintenance	FPO	£2,701.44		20%	450.24	2,251.20	Outside Works
30/01/2019	PCRM CONSULTANCY	legal & professional	FPO	£8,028.12		20%	1,338.02	6,690.10	Office Expenses
30/01/2019	PRINCE OF WALES SURGERY	Occupational Health	FPO	£150.00		0%	-	150.00	Staffing
30/01/2019	SAFETYSIGNSNOTICES	Street works and footpath clothes signs	FPO	£351.50		20%	58.58	292.92	Outside Works
30/01/2019	TRADE UK	Screwfix- Cons Inv	FPO	£323.45		20%	53.91	269.54	Outside Works
30/01/2019	SIX PAYMENT SERVIC	Car park card services fee	FPO	£87.55		0%	-	87.55	Outside Works
30/01/2019	SOUTH WEST WATER	Water	FPO	£2,342.63		0%	-	2,342.63	utilities
30/01/2019	SYMMONS MADGE	Staff Training	FPO	£324.00		20%	54.00	270.00	Staffing
30/01/2019	TOPSPARKS	Electrical work	FPO	£49.61		20%	8.27	41.34	Outside Works
30/01/2019	TRAVIS PERKINS	Consolidated invoice	FPO	£907.66		20%	151.28	756.38	Outside Works
30/01/2019	UPLYME CRICKET CLUB	Grant	FPO	£2,000.00		0%	-	2,000.00	Grants
30/01/2019	VIKING	Stationery	FPO	£38.94		20%	6.49	32.45	Office Expenses
30/01/2019	VIRGILS WINDOWS	Window Cleaning	FPO	£2,200.00		0%	-	2,200.00	Outside Works
30/01/2019	WEST DORSET DISTRI	General advertising	FPO	£975.00		0%	-	975.00	Loan Charges
30/01/2019	YEOVIL COLLEGE	Staff Training	FPO	£1,444.50		0%	-	1,444.50	Staffing
30/01/2019	TRAVIS PERKINS	Consolidated invoice	FPO	£78.46		20%	13.08	65.38	Outside Works
30/01/2019	JOHN STARK CRICKMA	MP Roof Study	FPO	£3,171.00		20%	528.50	2,642.50	Office Expenses
30/01/2019	MOTTERAM HR	HR advise	FPO	£200.00		20%	33.33	166.67	Office Expenses
Total				£81,207.87					
Petty cash				£13.20					