



John Wright
Town Clerk

Lyme Regis Town Council

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

email: townclerk@lymeregistowncouncil.gov.uk

Tel: 01297 445175
Fax: 01297 443773

Notice is hereby given of the **Annual Meeting** of the **Lyme Regis Town Council** to be held in the Guildhall, Bridge Street, Lyme Regis, on Wednesday 15 May 2019 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
10.05.19

AGENDA

Prayers

A prayer will be offered by the Rev. Rosemary Bragg

1. The Election of the Chairman (Town Mayor) and Vice-Chairman (Deputy Town Mayor) of the Council for the Council Year 2019-20

To elect a chairman of the council (mayor) and vice-chairman of the council (deputy mayor) for the council year 2019-20

2. Declarations of Acceptance of Office

To confirm members have signed their Declarations of Acceptance of Office

3. 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

4. Questions from councillors

5. Apologies for absence

To receive and record any apologies and reasons for absence

6. 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.

7. Dispensations

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

8. To confirm the accuracy of the minutes of the Full Council meeting held on 1 May 2019 (attached)

9. Matters arising from the minutes of the Full Council meeting held on 1 May 2019

To inform members of matters arising from the minutes of the Full Council meeting on 1 May 2019 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. Reaffirmation of the Eligibility Criteria required to hold the General Power of Competence

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

12. Council Committees – Delegation arrangements, Terms of Reference, Appointments and Review

To allow the council to: review delegation arrangements to its committees, sub-committees, staff and other local authorities; review committee terms of reference; appoint members to existing committees and; consider whether it should undertake a review of its governance arrangements

13. Calendar of Meetings 2019/20

To allow members to consider the proposed calendar of meetings for May 2019 to May 2020

14. Mayor's announcements

15. Planning Committee

To receive the minutes of the meeting held on **30 April 2019** and note the committee's comments made on planning applications under the power delegated by Full Council and consider the recommendations therein.

16. Protocol for the Audio Recording of Council Meetings

To allow members to consider a protocol for the audio recording of council meetings

17. List of Payments

To inform members of the payments made in the months of February and March 2019

18. Exempt Business

Committee: Full Council

Date: 15 May 2019

Title: The Election of the Chairman (Mayor) and Vice-Chairman (Deputy Mayor) of the Council for the Council Year 2019-20

Purpose of Report

To elect a chairman of the council (mayor) and vice-chairman of the council (deputy mayor) for the council year 2019-20

Recommendation

The council elects a chairman (mayor) and vice-chairman (deputy mayor) for the council year 2019-20

Background

1. At the annual meeting of the council, the first item of business to be transacted is the election of the chairman of the council¹. The chairman and vice-chairman of the council hold the titles of mayor and deputy mayor, respectively.
2. Nomination forms for the office of mayor and deputy mayor were made available to members at the welcome session on 8 May 2019. Nomination forms had to be returned to the town clerk by 12 noon on 15 May 2019.
3. At the meeting, the outgoing mayor, Cllr Michaela Ellis, will call for nominations for the office of mayor for the ensuing year. Standing order 3.t states 'Unless standing orders provide otherwise, voting on any question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda. If at least two members request, voting may be by signed ballot'.
4. Standing order 8.a states 'Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting'.
5. The outgoing mayor has an original vote in respect of the election of the new mayor and must give a casting vote in the case of an equal number of votes.

¹ Local Government Act 1972, s.15 (2) and s.34(2)

AGENDA ITEM 1

6. The newly-elected mayor will read and sign the declaration of acceptance of office and undertaking to observe the council's code of conduct which will be witnessed by the signature of proposing councillors.
7. The newly-elected mayor will take the chair.
8. The mayor will call for nominations for the office of deputy mayor for the ensuing year which will be put to the vote. Voting will take place as outlined in paragraphs 4 and 5 of this report. In the case of an equal number of votes, the newly-elected mayor has a casting vote. The mayor will announce the result.
9. A Full Council meeting will take place on either 5 or 12 June 2019 which will be devoted to the mayor-making ceremony.

John Wright
Town Clerk
May 2019

Committee: Full Council

Date: 15 May 2019

Title: Declarations of Acceptance of Office

Purpose

To confirm members have signed their Declarations of Acceptance of Office

Recommendation

Members note the town clerk's confirmation that councillors have signed their Declarations of Acceptance of Office

Background

1. In accordance with the Local Government Act 1972, s83(4) and the Local Elections (Declaration of Acceptance of Office) Order 2012, SI 2012/1465, members must sign their Declaration of Acceptance of Office in a prescribed form before the Annual Meeting of the Council, i.e., this Full Council meeting.
2. The town clerk will confirm at the meeting if he has received a signed Declaration of Acceptance of Office from all councillors.

John Wright
Town clerk
May 2019

LYME REGIS TOWN COUNCIL

MINUTES OF THE MEETING HELD ON WEDNESDAY 1 MAY 2019

Present

Chairman: The Mayor, Cllr Mrs M. Ellis

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

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

Absent: Cllr P. Ridley

18/187/C Public Forum

Ms S. Johnston

Ms Johnston said she was joint proprietor of the Old Lyme Guesthouse, a four-star registered bed and breakfast with five rooms. She said she had recently written to the town clerk and councillors regarding the cost of parking permits for Woodmead car park and she wanted to raise concerns over the hike in cost. She said since moving to Lyme Regis three years ago the cost had increased from £500 to £650 per permit. Ms Johnston said this huge hike was not sustainable for some sole traders like themselves. She said the consequences would price them out of the market, decrease bookings, put them out of business, and wouldn't be fair to visitors. Ms Johnston said as a former local authority employee, she couldn't understand why the town council felt it needed to keep increasing the cost of the permits. She asked if some of the council's reserve of £1.4million could be used to help small businesses like theirs to stay in business by reversing the charges, or whether it would be possible for the council to consider a flexible purchase scheme where permits could be purchased throughout the year rather than just in April. She said the income would still be there and it would take pressure off council employees. Ms Johnston said they were currently operating only four bedrooms as they couldn't afford to buy a fifth permit.

Ms S. Walker

As joint proprietor of the Old Lyme Guesthouse, Ms Walker said in the three years they had been in Lyme Regis, no-one on the council had approached them or discussed with them how such an increase in the cost of parking permits would affect their business. She said it was the job of local councillors to help the people of Lyme Regis and help small businesses to thrive to increase tourism. Ms Walker said when they were aware the council had a reserve of £1.6million in January and

£1.4million to date, they were shocked, appalled and upset, and even more so to find out funds had been acquired from the recent filming of Ammonite. She said Lyme Regis had a wealthy town council. She asked how anyone could have thought increasing the cost of a permit by 30% was fair and she said it was nothing short of greed and unnecessary. Ms Walker said she realised none of the councillors had experienced anything like this and therefore never felt the impact, so it became much easier not to care. She said the council should help as many people in Lyme Regis as possible. She said words had to match actions and the town had to have faith in the people who served them. Ms Walker asked the council to consider a reduction in the parking permit to a more affordable sum and review it in line with council tax increases, as well as the possibility of direct debit payments to spread the cost. She said they couldn't sustain their business with the present way of thinking.

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

Cllr Mrs C. Reynolds thanked everyone who had helped her in her last 20 months at WDDC. She said she would be a Dorset councillor until 6 May 2019.

Cllr D. Hallett asked if there was now an answer on how many redundancies had been made at WDDC. He said he understood there were 117 redundancies and 16 officers had shared redundancy payments of £750k.

Cllr Mrs C. Reynolds said there were still no firm numbers.

18/188/C Questions from Councillors

Cllr D. Hallett

Cllr D. Hallett asked why he had not received his members' briefing until midday the previous day.

The town clerk said the briefing went out by email on a Friday afternoon, but if it was posted, it was sent with the rest of the correspondence.

Cllr J. Scowen

Cllr J. Scowen asked why there were so many problems with the Millennium clock, which was now 10 minutes behind.

The town clerk said there had been issues with the clock for several months and some repairs had been made, but it had now been referred to the manufacturers to resolve.

Cllr O. Lovell

Cllr O. Lovell asked if the new administration would be pushing Dorset Council to tighten the dog controls on the beach. He also asked if it was worth this council paying two enforcement officers when they were not enforcing any dog controls and they did not get support from the former WDDC.

The town clerk said dog control orders had been dealt with by WDDC through Public Space Protection Orders (PSPO). When PSPOs were introduced, the town council made strong representation for more controls, which was rejected. He said WDDC was due to review the PSPO in September 2020 but the process would start in September 2019, and the council would continue to make representation about the proper control of dogs.

Cllr O. Lovell

Cllr O. Lovell asked if members were aware he would no longer be with this authority because of issues with electoral services at the former WDDC. He explained what had happened which led to his nomination papers being declared invalid.

Cllr O. Lovell

Cllr O. Lovell asked if members were aware he had received an email from a couple who were concerned about the way dogs were allowed to run around on the beach and the lack of control for dogs off a lead.

Cllr D. Hallett

Cllr D. Hallett asked if it was true the council's enforcement officers had been told not to summons anyone for breaching dog controls.

The town clerk said the council employed enforcement officers to control dogs and they did carry out this duty.

Cllr B. Larcombe

Cllr B. Larcombe asked if the council was continuing to pursue a dog ban on Front Beach, including the pebbles.

The town clerk reiterated this was not within the town council's gift, dog controls were the responsibility of Dorset Council, but the council could continue to press for a tightening of the rules.

18/189/C Apologies for Absence

Cllr S. Miller – holiday

18/190/C Disclosable Pecuniary Interests

There were none.

18/191/C Dispensations

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

18/192/C To confirm the accuracy of the minutes of the Full Council meeting held on 20 March 2019

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, the minutes of the Full Council meeting held on 20 March 2019 were **ADOPTED**.

18/193/C To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 27 March 2019

Proposed by Cllr J. Broom and seconded by Cllr P. Hicks, the minutes of the extraordinary Full Council meeting held on 27 March 2019 were **ADOPTED**.

18/194/C Matters arising from the minutes of the Full Council meeting held on 20 March 2019

Location filming request

Cllr D. Hallett said he was concerned the fee paid to the council, which had been reported confidentially, had been leaked to the press. However, he felt it should not have been confidential in any case.

The town clerk said he was also concerned about this. However, it was still intended to issue a joint press release with the film company.

Cllr S. Larcombe asked what assurances the council had that the fee would be paid to the council.

The town clerk said the invoice had been sent and he had no reason to believe it wouldn't be paid.

Langmoor Gardens pillar

Cllr S. Larcombe said a lot of the sandstone slabs were chipped and he asked if this would be dealt with.

The town clerk said further work was to be done to the pillar and he would find out if this was part of the work.

Cllr Mrs M. Ellis said she didn't believe the inscribed stone slab should be replaced, and something should be done to improve the original stone.

Proposed Dorset National Park

Cllr B. Larcombe asked if the council would be responding to the Glover Review.

The town clerk said the deadline to respond was 18 December 2018, but the council could still submit a response. He said there would be further consultation after the outcome of the review in the autumn.

AGENDA ITEM 8

The town clerk said early in the new administration it was intended to hold a public meeting and invite speakers for and against the national park, after which, the council could form a view informed by the opinions of people in the town.

South Avenue parking permits

Cllr Mrs C. Reynolds asked if there was any update on the request to Dorset Council.

The town clerk said any update could be included in the members' briefing.

18/195/C Matters arising from the minutes of the extraordinary Full Council meeting held on 27 March 2019

Cllr O. Lovell asked if all the guidelines were followed regarding grants, as the application from the St George's Twinning Association was to fund an individual.

Cllr Mrs M. Ellis said the application was made by the association, not the individual.

18/196/C Update Report

There were none.

18/197/C Mayor's Announcements

Cllr D. Hallett thanked the mayor for going to St George's, Bermuda to represent the town and for hosting civic night.

18/198/C Planning Committee

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, it was **RESOLVED** to receive the minutes of the Planning Committee held on 5 March and 2 April 2019.

18/199/C Human Resources Committee

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, it was **RESOLVED** to receive the minutes of the Human Resources Committee held on 3 April 2019 and adopt the recommendations, as follows:

18/98/HR – Head Gardener Position

RESOLVED: to remove the head gardener post from the organisational structure and add an additional gardener, to be recruited.

18/99/HR – Gardener/Maintenance Person, Six-Month Probation Review

RESOLVED: to approve the gardener/maintenance person's (postholder 215) permanent employment with the council, effective from 1 April 2019, and to award

the postholder an additional increment on the pay scale (new spinal column point 5).

18/100/HR – Personnel Issue

RESOLVED: that work continues to progress towards a settlement and conclusion relating to postholder 101.

18/200/C Strategy and Finance Committee

Cllr B. Larcombe asked for an update on the Hydrock traffic and transport report.

Cllr J. Broom said he and the deputy town clerk would be meeting with Hydrock and a report would be taken to either the Strategy and Finance or Town Management and Highways Committee.

Cllr S. Williams asked for an update on the former Blue Sea Café, which was vacant.

Cllr J. Broom said scaffolding was needed on the front of the unit to remove the coping stones to deal with water ingress, but a scaffolding licence had to be granted by Dorset Council.

Cllr G. Turner asked if the council could have a meeting with the powerboat club to resolve the issues regarding the lease of the car park.

The town clerk said there had been no response from the club, despite numerous attempts to contact them. He said if there was a response by 31 May 2019, there may be an opportunity to discuss the situation with them. However, he advised against opening discussions while a formal process was in progress.

Proposed by Cllr S. Williams and seconded by Cllr S. Larcombe, it was **RESOLVED** to receive the minutes of the Strategy and Finance Committee held on 24 April 2019 and adopt the recommendations, as follows:

18/113/SF – Investments, Cash Holdings and Loans

RESOLVED that:

- a) The Lloyds fixed term deposit of £101,485.44 maturing at the end of April 2020 be reinvested in a similar 12-month deposit at 1.00% (currently 0.90%) and that a further £100k of the balance in the Lloyds instant account (currently £501,595.88) be reinvested in a similar 12-month deposit; this will increase the interest on this sum from 0.05% to 1.00%.
- b) 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 tendered cost of the roof repairs to the shelters' building.

- c) Discussions continue with Santander to obtain a better rate of interest for the approximately £160k banked with them at an interest rate of 0.8% and which matured at the end of February 2019; if this cannot be achieved, then the balance be re-invested with another provider on the most preferential terms reasonably and prudently achievable.

18/201/C Tourism, Community and Publicity Committee

Cllr D. Hallett said he was disappointed the foot golf had not been able to open for Easter as planned because the hut at Strawberry Field was in a poor state, a pile of compost was blocking the driveway, and chippings and a skip were causing further obstructions.

Cllr J. Broom said he was aware of the situation and had been working hard to get it resolved. He said he hoped it would be resolved by the end of the week.

Cllr R. Doney asked if there was any clarification from LymeArts Community Trust (LACT) on what financial difficulties it would face as there would be no council funding for the last two quarters of 2019/20.

The town clerk said more discussions would take place with LACT in the new administration as it was clear it would have an adverse impact. He said a report would be brought to members early in the new administration, when it was hoped LACT would be able to provide some proposals and future costs.

Cllr B. Larcombe informed members the anomaly he questioned at the meeting about LymeForward's accounts had been confirmed as an error in the accounts.

Proposed by Cllr Mrs C. Reynolds and seconded by Cllr J. Scowen, it was **RESOLVED** to receive the minutes of the Tourism, Community and Publicity Committee held on 17 April 2019 and adopt the recommendations, as follows:

18/80/TCP – Event Management Deposit Scheme

RESOLVED: not to pursue an event management deposit scheme at this point in time and refer to the Town Management and Highways Committee the events' management plan, with a view to including a plan of the parade and traffic management controls.

18/202/C Town Management and Highways Committee

Cllr B. Larcombe asked if the outstanding work at Marine Parade toilets had been completed.

Cllr J. Broom said the work had not been done and the council was still withholding the retention.

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, it was **RESOLVED** to receive the minutes of the Town Management and Highways Committee held on 10 April 2019 and adopt the recommendations, as follows:

18/109/TMH – Speed Indicator Device

ORIGINAL MOTION: to agree the two proposed sites in Sidmouth and Charmouth Road to site the speed indicator device, in addition to Timber Hill, and instruct officers to consult with local residents before pole installation; to purchase a solar-powered Vario speed indicator device; and to offer Thorncombe Parish Council the opportunity to buy the old speed indicator device.

Cllr R. Doney asked if the proposed device could record data. He also believed the proposed location in Sidmouth Road was the wrong place and suggested it went 50 metres west of Somers Road.

It was agreed officers would go back to Dorset highways and ask if the speed indicator device could be put in its previous location in Sidmouth Road, and also to take advice on whether the proposed new device is capable of recording data which can be analysed.

Cllr Mrs M. Ellis said officers could continue to consult with residents in the meantime.

18/111/TMH – Flail Verge Cutter/Hedge Mower

RESOLVED: to purchase a flail hedge cutter/verge mower from Buglers and approve unbudgeted expenditure of £11,500 + VAT.

18/112/TMH – Henry's Way Play Park

RESOLVED: to replace the existing play pads at Henry's Way play area with wet pour and select a contractor to install new 'toddler' equipment, for which costings should come in at under £15k; to pursue whether the remainder of the section 106 money could be spent in the Anning Road play area; and to install fencing at Henry's Way play park at least 6ft in height and a gate at the top of the slope.

18/203/C Annual Meeting of the Council

Proposed by Cllr R. Doney and seconded by Cllr B. Larcombe, members **RESOLVED** to approve the change to the date of the Annual Meeting of the Council from 8 May to 15 May 2019.

18/204/C Financial Regulations

Cllr J. Broom said he believed the proposed new thresholds for purchase orders and obtaining three written quotes at £1,500 for services and £750 for goods was still too low and he suggested £2,000 and £1,000 respectively.

Referring to the proposed change of section 10.5, Cllr B. Larcombe asked how the finance manager would know if all officers had verified the lawful nature of any proposed purchase before the issue of any order.

AGENDA ITEM 8

The town clerk said all officers with purchasing responsibilities were responsible for ensuring they were right and proper, rather than burdening the finance manager with this responsibility.

In the same section, Cllr O. Lovell asked why it was proposed to remove the requirement for the RFO to ensure the statutory authority is reported to a meeting in the case of new or infrequent purchases of payments.

The town clerk said as the council held the General Power of Competence, it was not necessary to record the statutory authority which allowed the council to do something.

Proposed by Cllr J. Broom and seconded by Cllr Mrs C. Reynolds, members **RESOLVED** to approve the tracked changes to sections 5, 6, 8, 9, 10, 11, 13, 15, 16 and 17 of the council's regulations, with a further amendment to section 10.1 as follows: 'An official order or letter shall be issues for all goods over £1,000, and for all services over £2,000'.

18/205/C End of Term and Handover Report

Cllr J. Scowen asked for clarification on whether the council agreed to defer the café and toilets in the gardens project to the next administration.

The town clerk said the council did agree to defer the project and he would ensure the resolution was included in the members' briefing for clarification.

Cllr B. Larcombe said the commitment not to raise the precept, the new seafront benches and the Ware Cliff chalets were also significant achievements in this administration which were worthy of note.

Cllr D. Hallett said the outside of the skatepark needed to be cleared of weeds and other debris. Cllr Mrs C. Reynolds said she would ensure this was actioned.

Cllr S. Larcombe asked if a date had been set for the meeting with Hydrock regarding the traffic and transport study.

The mayor, Cllr Mrs M. Ellis said a date had not yet been set.

The meeting closed at 9.08pm.

Committee: Full Council

Date: 15 May 2019

Title: Matters arising from the minutes of the Full Council meeting held on 1 May 2019

Purpose of the Report

To inform members of matters arising from the minutes of the Full Council meeting on 1 May 2019 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

18/188/C – Questions from Councillors

The Millennium clock has been reset but continues to operate behind time. The operations manager is waiting for an appointment date from Smith of Derby who installed and recently refurbished the Millennium clock.

18/194/C – Matters arising from the minutes of the Full Council meeting held on 20 March 2019

Location Film request

Officers are pursuing a joint press release with Fossil Films Ltd.

Langmoor Gardens pillar

The operations manager has contacted a stonemason about repairing the inscribed stone slab rather than replacing it. The stonemason has said the inscribed slab is made of concrete and can't be repaired.

18/204/C – Financial Regulations

The approved amendments have been incorporated in the financial regulations. The new financial regulations were included in the blue folder issued to members at the welcome meeting on 8 May 2019.

18/205/C – End of Term and Handover Report

Cllr J. Broom and the deputy town clerk had a meeting with Hydrock on Monday 13 May 2019. A verbal update will be provided at the meeting.

John Wright
Town clerk
May 2019

Committee: Full Council

Date: 15 May 2019

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

Purpose

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

Recommendation

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

Background

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

¹ The Localism Act 2011 Sec 1 (1).

AGENDA ITEM 11

8. As reported to the Human Resources Committee on 29 October 2014 and Full Council on 19 November 2014, the town clerk obtained the Certificate in Local Council Administration on 8 October 2014.
9. The council has 14 seats and 14 elected members, i.e., more than two-thirds of members are elected.
10. Consequently, the council meets the qualifying criteria required to hold the GPC.

John Wright
Town Clerk
May 2019

Committee: Full Council

Date: 15 May 2019

Title: Council Committees – Delegation arrangements, Terms of Reference, Appointments and Review

Purpose of Report

To allow the council to: review delegation arrangements to its committees, sub-committees, staff and other local authorities; review committee terms of reference; appoint members to existing committees and; consider whether it should undertake a review of its governance arrangements

Recommendation

- a) Members review delegation arrangements to committees, sub-committees, staff and other local authorities;
- b) Members review its committees' terms of reference;
- c) Members make appointments to its existing committees;
- d) Members consider whether to undertake a review of the council's governance arrangements

Background

- 1. Standing order 5.j. states, 'Following the election of the chairman of the council and vice-chairman of the council at the annual meeting, the business shall include:
 - 5.j.vi. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - 5.j.vii. Review the terms of reference for committees
 - 5.j.viii. Appointment of members to existing committees
- 2. This report assumes the council will retain its existing committee structure, at least in the short term. This sentence is qualified because governance arrangements were considered several times by the last council administration.
- 3. This matter was last considered by the Strategy and Finance Committee on 2 May 2018 and the following resolution was approved by the Full Council on 16 May 2019:

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

4. In the short term, the council needs governance arrangements to allow it to consider and approve business. The current committee structure is attached, **appendix 12A**. A calendar of meetings for the council year 2019-20 is elsewhere on this agenda.

Delegation arrangements to committees, sub-committees, staff and other local authorities, and committee terms of reference

5. Attached, **appendix 12B**.

Appointment of members to existing committees

6. All councillors sit on the Full Council and the Strategy and Finance Committee. Councillors can serve on as many of the council's committees as they want.
7. Accordingly, appointments are sought for:
 - 8.1. Human Resources Committee
 - 8.2. Town Management and Highways Committee
 - 8.3. Tourism, Community and Publicity Committee
 - 8.4. Planning Committee
 - 8.5. Christmas Lights Committee.

Election of Committee Chairman and Vice-Chairmen

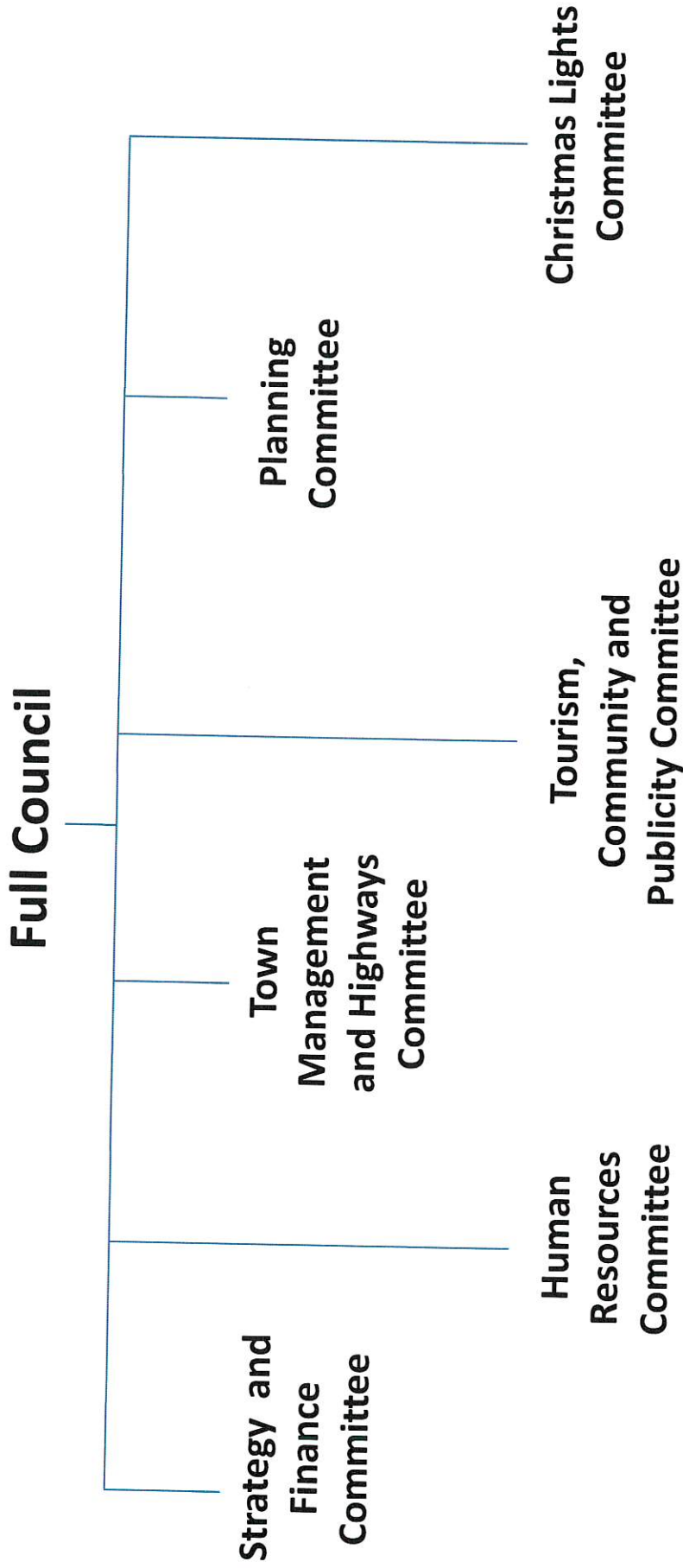
8. In accordance with standing order 4.d.vi., each committee is permitted to appoint its own chairman (and vice-chairman) at its first meeting.

A review of governance arrangements

9. If members decided to review the council's governance arrangements, a process and timescale should be agreed. The town clerk will provide a report to the first meeting of the Strategy and Finance Committee on the lessons learnt by the previous administration on this matter.

John Wright
Town clerk
May 2019

Existing Committee Structure



Terms of Reference and Scheme of Delegation

1. Full Council

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

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

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

Terms of Reference

2. Committees – General

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

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

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

3. Strategy and Finance Committee

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

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

4. Human Resources Committee

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

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

5. Town Management and Highways Committee

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

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

6. Tourism, Community and Publicity

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

7. Planning

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

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

8. Scheme of Delegation - Town Clerk

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

9. Proper Officer

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

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

10. Responsible Financial Officer

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

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

12. Urgent matters

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

13. Review

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

Implementation date: 5 May 2018

Review Date: May 2019

Committee: Full Council

Date: 15 May 2019

Title: Calendar of Meetings 2019/20

Purpose of Report

To allow members to consider the proposed calendar of meetings for May 2019 to May 2020

Recommendation

Members consider the proposed calendar of meetings for May 2019 to May 2020 and suggest any amendments

Background

1. Standing order 2.j.xxi requires the council to 'determine the time and place of ordinary meetings of the council up to and including the next annual meeting of the council'.

Report

2. The draft calendar of meetings for the 2019/20 council year assumes no changes to the committee structure at present and is attached **appendix 13A**.
3. The date for the mayor-making ceremony is either 5 or 12 June 2019 and will be decided in consultation with the new mayor.
4. Working group meetings are not scheduled into the calendar of ordinary meetings and will be fitted in around the calendar as and when required.

Adrianne Mullins
Administrative officer
May 2019

Lyme Regis Town Council

Calendar of Meetings 2019/20

All meetings are to be held in the Guildhall, Bridge Street, Lyme Regis, at 7pm unless otherwise stated

Tuesday 28 May 2019	Planning Committee
Wednesday 29 May 2019	Full Council
Wednesday 5 or 12 June 2019 (TBC)	Mayor-making ceremony
	Extraordinary Full Council (Annual Return), 7pm
Wednesday 19 June 2019	Human Resources Committee, on the rise of the Full Council
Tuesday 25 June 2019	Planning Committee
Wednesday 26 June 2019	Town Management and Highways Committee
Wednesday 3 July 2019	Tourism, Community and Publicity Committee
Wednesday 10 July 2019	Strategy and Finance Committee
Tuesday 23 July 2019	Planning Committee
Wednesday 24 July 2019	Full Council
Tuesday 20 August 2019	Planning Committee
Wednesday 4 September 2019	Human Resources Committee
Wednesday 11 September 2019	Town Management and Highways Committee
Tuesday 17 September 2019	Planning Committee
Wednesday 18 September 2019	Tourism, Community and Publicity Committee
Wednesday 25 September 2019	Strategy and Finance Committee
Wednesday 9 October 2019	Full Council
Tuesday 15 October 2019	Planning Committee
Wednesday 16 October 2019	Human Resources Committee
Wednesday 23 October 2019	Town Management and Highways Committee
Wednesday 30 October 2019	Tourism, Community and Publicity Committee
Wednesday 6 November 2019	Strategy and Finance Committee
Tuesday 12 November 2019	Planning Committee
Wednesday 20 November 2019	Full Council
Wednesday 27 November 2019	Human Resources Committee
Wednesday 4 December 2019	Town Management and Highways Committee
Tuesday 10 December 2019	Planning Committee
Wednesday 11 December 2019	Tourism, Community and Publicity Committee
Wednesday 18 December 2019	Strategy and Finance Committee
Tuesday 7 January 2019	Planning Committee
Wednesday 8 January 2020	Full Council
Tuesday 14 January 2020	Planning Committee

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Wednesday 15 January 2020	Human Resources Committee
Wednesday 22 January 2020	Town Management and Highways Committee
Wednesday 29 January 2020	Tourism, Community and Publicity Committee
Wednesday 5 February 2010	Strategy and Finance Committee
Tuesday 11 February 2020	Planning Committee
Wednesday 19 February 2020	Full Council
Wednesday 26 February 2020	Human Resources Committee
Wednesday 4 March 2020	Town Management and Highways Committee
Tuesday 10 March 2020	Planning Committee
Wednesday 11 March 2020	Tourism, Community and Publicity Committee
Wednesday 18 March 2020	Strategy and Finance Committee
Wednesday 1 April 2020	Full Council
Tuesday 7 April 2020	Planning Committee
Wednesday 8 April 2020	Extraordinary Full Council (grants)
Wednesday 15 April 2020	Human Resources Committee
<i>Friday 17 April 2020</i>	<i>Annual Meeting of Electors, Woodmead Halls</i>
Wednesday 22 April 2020	Town Management and Highways Committee
Wednesday 29 April 2020	Tourism, Community and Publicity Committee
Tuesday 5 May 2020	Planning Committee
Wednesday 6 May 2020	Strategy and Finance Committee
Wednesday 13 May 2020	Full Council
Wednesday 20 May 2020	Full Council (mayor-making ceremony)
Wednesday 27 May 2020	Full Council (adjourned annual meeting)

**Lyme Regis Town Council
Mayor's Announcements for Cllr Michaela Ellis
Meeting held on 15 May 2019**

- | | |
|--------|--|
| 11 May | attended with consort Salisbury Diocese of Ringers Guild Festival at St Michael's Parish Church |
| 12 May | with consort, opened the May Fete at Anning Road Playing Field |
| 14 May | attended with consort a performance of Anything Goes by Lyme Regis Musical Theatre at the Woodmead Halls |

**LYME REGIS TOWN COUNCIL
PLANNING COMMITTEE
MINUTES OF THE MEETING HELD ON TUESDAY 30 APRIL 2019**

Present:

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

Officers: Mr M. Green (deputy town clerk)

Absent: Cllr D. Hallett, Cllr P. Ridley and Cllr J. Scowen

18/150/P Public Forum

No member of the public present at the meeting wished to speak in the public forum.

18/151/P Apologies

Apologies for absence were given by Cllr Mrs M. Ellis,

18/152/P Minutes

Proposed by Cllr J. Broom and seconded by Cllr Mrs. C. Reynolds, the minutes of the meeting held on 2 April 2019 were **ADOPTED** without amendment.

18/153/P Disclosable Pecuniary Interests

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

18/154/P Dispensations

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

18/155/P Matters arising from the minutes of the meeting held on 5 March 2019

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

18/156/P Update Report

There was no update report to be considered at this meeting.

18/157/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.

Members expressed their general concern about the apparent lack of comments from neighbours or the general public on any of the recent planning applications in Lyme Regis. This made it more difficult to understand the views or concerns of those most directly affected by individual applications and, if appropriate, to represent those views most effectively.

- 1) **WD/D/19/000459-FULL** (Received 18 April 2019)
Smith – Demolish conservatory and erect single storey rear extension. Form terrace with glass balustrade above lower ground floor level and insert patio doors to rear elevation at lower ground floor level – Satori, View Road, Lyme Regis, DT7 3AA

*Members recommended that the application be **approved** because there were no material planning reasons for its refusal.*

- 2) **WD/D/19/000569-FULL** (Received 24 April 2019)
Kinnersley – Demolition of existing garage and erection of dwelling – Westfield, Cobb Road, Lyme Regis DT7 3JR

*Members recommended that the application be **approved** because there were no material planning reasons for its refusal.*

- 3) **WD/D/19/000667-FULL** (Received 5 April 2019)
Mann – Erect dwelling and garage. – Somercroft, Somers Road, Lyme Regis, DT7 3EX

*Members recommended that the application be **approved** because there were no material planning reasons for its refusal.*

- 4) **WD/D/19/000727-LISTED BUILDING CONSENT** (Received 12 April 2019)
Alner – Replacement of bay window and entrance doors. – 6A Broad Street, Lyme Regis, DT7 3DQ

*Members recommended that the application be **approved** because there were no material listing considerations that would warrant its refusal.*

- 5) **WD/D/19/000731-FULL** (Received 24 April 2019)
Deary – Erect front balcony – 19 Haye Close, Lyme Regis, DT7 3NJ

AGENDA ITEM 15

*Members recommended that the application be **approved** because there were no material planning reasons for its refusal.*

- 6) **WD/D/19/000733-LISTED BUILDING CONSENT** (Received 24 April 2019)
Eeles – Retention of back door – Eeles Pottery and Craft Gallery, 56 Broad Street, Lyme Regis, DT7 3QF

*Members recommended that the application be **approved** because there were no material listing considerations that would warrant its refusal.*

- 7) **WD/D/19/000736-LISTED BUILDING CONSENT** (Received 13 April 2019)
Cardtronics UK Ltd, trading as CASHZONE – Installation of a freestanding ATM and associated signage – 7 Broad Street, Lyme Regis DT7 3QD

*Members recommended that the application be **approved** because there were no material listing considerations that would warrant its refusal.*

- 8) **WD/D/19/000740-FULL** (Received 13 April 2019)
Alner – Relocation of vehicular entrance and driveway – Bonaventure House, Uplyme Road, Lyme Regis DT7 3LS

*Members recommended that the application be **approved** because there were no material planning reasons for its refusal.*

- 9) **WD/D/19/000799-FULL** (Received 18 April 2019)
Trevett – Installation of stainless steel flue – 12 Henrys Way, Lyme Regis DT7 3BW

*Members recommended that the application be **approved** because there were no material planning reasons for its refusal.*

- 10) **WD/D/19/000800-FULL** (Received 18 April 2019)
Petitt – Demolition of existing porch and the erection of a new porch to the south elevation, retain existing parapet wall detail to the lower flat roofs – 5 Highcliff Road, Lyme Regis, DT7 3EW

*Members recommended that the application be **approved** because there were no material planning reasons for its refusal.*

- 11) **WD/D/19/000849-FULL** (Received 24 April 2019)
Tarrant – Change of use from A1 (retail) to mixed use as A1 (retail) and A5 (hot food and takeaway) – 4 Broad Street, Lyme Regis, DT7 3QD

*Members recommended that the application be **approved** because there were no material planning reasons for its refusal.*

AGENDA ITEM 15

- 12) **WD/D/19/000850-LISTED BUILDING CONSENT** (Received 24 April 2019)
Tarrant – Installation of an extractor vent to north elevation of building – 4
Broad Street, Lyme Regis, DT7 3QD

*Members recommended that the application be **approved** because there were no material listing considerations that would warrant its refusal.*

18/158/P **Amended/Additional Plans**

Members noted the receipt of amended plans in respect of application WD/D/19/000233 but recommended that their views should remain unchanged, i.e., *'refusal given the overbearing size of the extension, and the impact and degree of intrusion upon the privacy of the neighbouring property.'*

18/159/P **Withdrawn Applications**

There were no withdrawn applications reported to this meeting.

NOTED

18/160/P **Planning Decisions**

The decisions of the planning authority were received. Members were particularly concerned about the decision of the planning authority to approve application WD/D/18/001538.

NOTED

18/161/P **Correspondence from West Dorset District Council and Dorset County Council regarding planning matters**

There was no correspondence to be considered at this meeting.

NOTED

The meeting closed at 7.40pm.

Committee: Full Council

Title: Protocol for the Audio Recording of Council Meetings

Date: 15 May 2019

Purpose of Report

To allow members to consider a protocol for the audio recording of council meetings

Recommendation

Members approve the Protocol for Audio Recording of Council Meetings, appendix 16A.

Background and Report

1. On 12 December 2018, the Full Council approved the re-introduction of audio recording council meetings. The protocol is attached for members' approval, **appendix 16A**.

John Wright
Town clerk
May 2019

Protocol on Audio Recording of Council Meetings

1. Introduction

- 1.1 The formal record of any meeting of a local authority is its minutes and agendas which are required to be maintained and retained for a number of years.
- 1.2 The town council wants to provide a supplementary source of information for preparing and reviewing minutes of meetings.
- 1.3 The town council also seeks to promote open and transparent governance.
- 1.4 Audio recordings will be made available to the public if required.
- 1.5 To achieve these objectives, the town council has installed audio recording equipment in the council chamber and will record its Full Council and Committee meetings.
- 1.6 The protocol takes into account the council's obligations under the General Data Protection Regulation 2018.

2. Protocol

- 2.1 Audio recording will commence when the chairman opens the meeting and will end when the meeting is formally closed. If there is an adjournment during the meeting, the audio equipment will be switched off for the duration of that adjournment.
- 2.2 Where it is resolved to exclude the press and public, all rights to audio record the meeting are rescinded and recording equipment will be required to be turned off.
- 2.3 At the start of Full Council and committee meetings, the chairman will draw attention to the notices in the Guildhall that detail the council's policy on audio recordings of council meetings.
- 2.4 The whole of the meeting, excluding exempt business, will be audio recorded.
- 2.5 The chairman has the discretion to terminate or suspend audio recording if, in their opinion, continued audio recording would prejudice the proceedings of the meeting. Circumstances that could lead to suspension or termination of audio recording include public disturbance or the potential infringement of the rights of any individual.
- 2.6 If audio recording is halted for a technical reason, the committee and members of the public will be notified.

3. Agenda Front Sheets and Signage

- 3.1 The following will be included on the front sheet of agenda and displayed on signs in the council chamber:

'The open and transparent proceedings of Full Council and Committee meetings will be audio recorded and recordings will be held for one year by the town council'.

'If members of the public make a representation to the meeting, they will be deemed to have consented to being audio recorded'.

'By entering the body of the chamber, members of the public are deemed to have consented to being audio recorded'.

'If members of the public have any queries regarding audio recording of meetings, please contact the town clerk.'

4. Editing

- 4.1 An unedited copy of the audio recording will be held by the council for one year.
- 4.2 Editing of content will only be undertaken if there is a legal reason to do so.
- 4.3 In the event of spoken obscenities, the audio recording will be muted in an edited version.
- 4.4 Where content is edited, details will be recorded in a log. The chairman of the Full Council or relevant committee will be notified, as will the subsequent meeting of the council or relevant committee.

5. Sharing Audio Recordings

- 5.1 A copy of the audio recordings will be held at the council's offices and will be available on request. Copies made available to the public will exclude anything that is edited from the audio recording.
- 5.2 The council cannot load audio recordings onto its website at this point in time. However, when the council introduces its new website later in 2019, and when possible, recordings will be made available on the website.

6. Review

- 6.1 This protocol will be reviewed annually.

Implementation date: 15 May 2019

Review Date: May 2020

John Wright
Town Clerk
May 2019

Committee: Full Council

Date: 15 May 2019

Title: List of Payments

Purpose of Report

To inform members of the payments made in the months of February and March 2019

Recommendation

Members note the report and approve the attached schedule of payments for February and March 2019 for the sums of £111,381.33 and £179,672.53, 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 February and March 2019, **appendices 17A 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
May 2019

Lyme Regis Town Council
Payments list for February 2019

£111,381.33

Total

Date	Supplier	Detail	Payment Type	Amount	Probable VAT Code*	Probable VAT	Probable VAT*	Probable Net*	Indicative Expenditure Category
NAT WEST BANK									
01/02/2019	HMRC PAYE	HMRC PAYE & NIC	D/D	£10,549.54		0%	-	10,549.54	Staffing
11/02/2019	WDDC ND RATES	WDDC ND RATES	D/D	£7,181.00		0%	-	7,181.00	Utilities
14/02/2019	ALLSTAR	MONTHLY PETROL	D/D	£300.77		20%	50.13	250.64	Outside Works
14/02/2019	SALARY	SALARY	EBP	£535.29		0%	-	535.29	Staffing
15/02/2019	BANKLINE	BANK CHARGES	BLN	£50.80		0%	-	50.80	Office Expenses
19/02/2019	WORLDPAY	TRANSACTION CHARGES	D/D	£91.09		0%	-	91.09	Office Expenses
20/02/2019	WORLDPAY	TRANSACTION CHARGES	D/D	£31.62		0%	-	31.62	Office Expenses
21/02/2019	DORSET COUNTY COUN	WHEELIE BIN HIRE	D/D	£483.60		0%	-	483.60	Outside Works
22/02/2019	SALARY	SALARY	EBP	£30,685.87		0%	-	30,685.87	Staffing
25/02/2019	WEST DORSET DISTRI	LOAN REPAYMENT	S/O	£3,125.00		0%	-	3,125.00	Loan Charges
Total				£53,034.58					

LLOYDS BANK

04/02/2019	GIFFGAFF CD 9724	MONTHLY MOBILE BUNDLE	DEB	£5.00		20%	0.83	4.17	Utilities
06/02/2019	GIFFGAFF CD 9724	MONTHLY MOBILE BUNDLE	DEB	£5.00		20%	0.83	4.17	Utilities
06/02/2019	TARGET SPORTS CENT	TUNNEL HIRE FOR ACF	FPO	£1,764.00		20%	294.00	1,470.00	Grants
07/02/2019	GIFFGAFF CD 9724	MONTHLY MOBILE BUNDLE	DEB	£5.00		20%	0.83	4.17	Utilities
11/02/2019	GIFFGAFF CD 9724	MONTHLY MOBILE BUNDLE	DEB	£5.00		20%	0.83	4.17	Utilities
11/02/2019	GIFFGAFF CD 9724	MONTHLY MOBILE BUNDLE	DEB	£10.00		20%	1.67	8.33	Utilities
11/02/2019	OBRIEN ROOFING	MARINE PARADE SHELTER ROOF CHECKS	FPO	£2,701.44		20%	450.24	2,251.20	Outside Works
11/02/2019	Temporary staff	ACCOMODATION	FPO	£178.00		20%	29.67	148.33	Staffing
13/02/2019	ARCHANT SOUTH WEST	ADVERTISING	DEB	£420.30		20%	70.05	350.25	Marketing & Tourism
15/02/2019	ST MICHAELS	GRANT	FPO	£1,000.00		0%	-	1,000.00	GRANTS
15/02/2019	TURN LYME GREEN	GRANT	FPO	£788.92		0%	-	788.92	Grants
15/02/2019	EE	MONTHLY MOBILES AND SIM CARDS	DD	£92.77		20%	15.46	77.31	Utilities
18/02/2019	GIFFGAFF CD 9724	MONTHLY MOBILE BUNDLE	DEB	£5.00		20%	0.83	4.17	Utilities
18/02/2019	SAGE SOFTWARE LTD S6VH39T	SAGE SUPPORT	DD	£180.00		20%	30.00	150.00	Office Expenses
19/02/2019	Worldpay	TRANSACTION CHARGES	DD	£17.92		0%	-	17.92	Office Expenses
22/02/2019	VOICE OVER IP	PHONE AND BRAODBAND	DD	£347.59		20%	57.93	289.66	Outside Works
25/02/2019	GIFFGAFF CD 9724	MONTHLY MOBILE BUNDLE	DEB	£5.00		20%	0.83	4.17	Office Expenses
25/02/2019	GIFFGAFF CD 9724	MONTHLY MOBILE BUNDLE	DEB	£5.00		20%	0.83	4.17	Utilities
25/02/2019	PITNEY BOWES	Printing	FPO	£129.52		0%	-	129.52	Office Expenses

Lyme Regis Town Council

Payments list for February 2019

£111,381.33

Total

Date	Supplier	Detail	Payment Type	Amount	Probable VAT Code*	Probable VAT	Probable VAT*	Probable Net*	Indicative Expenditure Category
25/02/2019	LR ROATARY CLUB	LYME DAY COLLECTION	FPO	£166.75		0%	-	166.75	Marketing & Tourism
25/02/2019	SMITH OF DERBY	COBB GATE CAR PARK LOCK	FPO	£260.40		20%	43.40	217.00	Outside Works
25/02/2019	SSP DIRECT	BESPOKE ALLUMINIUM SIGN	FPO	£171.12		20%	28.52	142.60	Outside Works
25/02/2019	SUREGREEN	POROUS PAVER	FPO	£1,747.48		20%	291.25	1,456.23	Outside Works
25/02/2019	SCREWFIX	CONSOLIDATED INVOICE	FPO	£478.05		20%	79.68	398.38	Outside Works
25/02/2019	SIX PAYMENT SERVIC	CAR PARK SERVIC FEES	FPO	£109.44		0%	-	109.44	Outside Works
25/02/2019	SLCC	CILCA TRAINING	FPO	£468.00		20%	78.00	390.00	Office Expenses
25/02/2019	SOUTH WEST WATER	WATER	FPO	£84.72		0%	-	84.72	utilities
25/02/2019	TOZERS	EMPLOYMENT SEMINAR	FPO	£60.00		20%	10.00	50.00	Office Expenses
25/02/2019	TOPSPARKS	ELECTRICAL WORK	FPO	£58.80		20%	9.80	49.00	Outside Works
25/02/2019	WEST DORSET DISTRI	LOAN REPAYMENT	FPO	£4,000.00		0%	-	4,000.00	Loan Charges
25/02/2019	WESTCRETE CONCRETE	CONCRETE	FPO	£239.90		20%	39.98	199.92	Outside Works
25/02/2019	VOSPERS	LAMP ASSEMBLY AND WHEEL COVERS	FPO	£54.26		20%	9.04	45.22	Outside Works
25/02/2019	CREATIVE SOLUTIONS	Printing	FPO	£35.84		20%	5.97	29.87	Office Expenses
27/02/2019	GIFFGAFF CD 9724	MONTHLY MOBILE BUNDLE	DEB	£10.00		20%	1.67	8.33	Utilities
27/02/2019	GIFFGAFF CD 9724	MONTHLY MOBILE BUNDLE	DEB	£5.00		20%	0.83	4.17	Utilities
27/02/2019	CUSTOMER	DEPOSIT REFUND	FPO	£20.00		0%	-	20.00	Beach Hut
27/02/2019	A J SUPPLIES	STAFF CLOTHING & REFRESHMENTS	FPO	£562.88		20%	85.46	477.42	Outside Works
27/02/2019	ARTHUR FORDHAMS	DECORATING MATERIALS & TOOLS	FPO	£484.87		20%	80.81	404.06	Outside Works
27/02/2019	BRIDPORT CAB	OUTREACH SERVCIVE IN LYME	FPO	£4,930.00		0%	-	4,930.00	grants
27/02/2019	BEMROSEMOBILE	CAR PARK PHONE AND PAY	FPO	£597.96		20%	99.66	498.30	Office Expenses
27/02/2019	BUSEC	STAFF TRAINING	FPO	£225.00		20%	37.50	187.50	Staffing
27/02/2019	CAROL WILLIAMS	MONTHLY CLEANING	FPO	£376.50		0%	-	376.50	Outside Works
27/02/2019	DARKIN MILLER	INTERNAL AUDIT	FPO	£750.38		20%	125.06	625.32	Office Expenses
27/02/2019	DAMORY	BUS SERVICE	FPO	£1,000.00		0%	-	1,000.00	Outside Works
27/02/2019	DCC PENSION FUND	DECEMBER PENSION CONTRIBUTION	FPO	£8,130.22		0%	-	8,130.22	Staffing
27/02/2019	DHS LTD	TRAINING COURSES	FPO	£2,764.80		20%	460.80	2,304.00	Office Expenses
27/02/2019	EUROFFICE	STATIONARY	FPO	£148.86		20%	24.81	124.05	Office Expenses
27/02/2019	GLEN CLEANING	CLEANING	FPO	£1,926.52		20%	321.09	1,605.43	Outside Works
27/02/2019	GROVES NURSERIES	GARDENING - MANURE, ROUNDUP ETC	FPO	£238.73		20%	39.79	198.94	Outside Works
27/02/2019	KITSON AND TROTMAN	LEGAL SERVICES	FPO	£5,571.00		20%	928.50	4,642.50	Office Expenses
27/02/2019	KELTIC CLOTHING	STAFF UNIFORM	FPO	£275.58		20%	45.93	229.65	Office Expenses
27/02/2019	LYME ONLINE	ADVERTISING	FPO	£120.00		0%	-	120.00	Office Expenses
27/02/2019	LR MAJORETTES	GRANTS FOR COSTUMES	FPO	£800.00		0%	-	800.00	Grants
27/02/2019	LYME VALLEY SCOUTS	LYME DAY COLLECTION	FPO	£166.75		0%	-	166.75	Marketing & Tourism

Lyme Regis Town Council
Payments list for February 2019

£111,381.33

Total

Date	Supplier	Detail	Payment Type	Amount	Probable VAT Code*	Probable VAT VAT*	Probable Net**	Indicative Expenditure Category
27/02/2019	LR FOOTBALL CLUB	LYME DAY COLLECTION	FPO	£166.75	0%	-	166.75	Marketing & Tourism
27/02/2019	LR PANTOMINE	LYME DAY COLLECTION	FPO	£166.75	0%	-	166.75	Marketing & Tourism
27/02/2019	MARTIN DIPLOCK	RENT	FPO	£300.00	20%	50.00	250.00	Office Expenses
27/02/2019	NPOWER	GAS AND ELECTRICITY	FPO	£1,573.91	5%	74.95	1,498.96	Utilities
27/02/2019	PFK LITTLEJOHN	EXTERNAL AUDIT	FPO	£2,400.00	20%	400.00	2,000.00	Office Expenses
27/02/2019	RAC	BREAKDOWN COVER	FPO	£217.17	0%	-	217.17	Outside Works
27/02/2019	DCC PENSION FUND	JANUARY PENSION CONTRIBUTION	FPO	£8,147.30	0%	-	8,147.30	Staffing
27/02/2019	AQUATEC	BEACH HUT PAINT	FPO	£410.10	20%	68.35	341.75	Outside Works
28/02/2019	ALLABOUTCHEVRONS	CHEVRON KIT FOR WORKS VAN	DEB	£198.90	20%	33.15	165.75	Outside Works
28/02/2019	GIFFGAFF CD 9724	MONTHLY MOBILE BUNDLE	DEB	£5.00	20%	0.83	4.17	Utilities
Total				£58,291.15				
Petty cash				£55.60				

Lyme Regis Town Council
Payments list for March 2019

£179,672.53

Total

Date	Supplier	Detail	Payment Type	Amount	Probable Code*	VAT	Probable VAT*	Probable Net*	Indicative Expenditure Category
15/03/2019	DHS LTD	MANAGING SAFTEY COURSE	BACS	474		20%	79.00	395.00	Office Expenses
15/03/2019	AXE SKIP HIRE	SKIP HIRE	BACS	480		0%	-	480.00	Outside Works
15/03/2019	CLARITY COPIERS	PHOTOCOPIER COSTS	BACS	715.03		20%	119.17	595.86	Office Expenses
15/03/2019	BRID BUILD SUPPLIE	BUILDING MATERIALS	BACS	797.54		20%	132.92	664.62	Outside Works
15/03/2019	FOREST AND TREE	DEAD WOOD TREES	BACS	984		20%	164.00	820.00	Outside Works
15/03/2019	Damory	BUS SERVICE	BACS	1047.6		0%	-	1,047.60	Outside Works
15/03/2019	FORDS SW	REPAIR OF LIGHTS IN THE GARDENS AND SEAFRONT	BACS	1431		20%	238.50	1,192.50	Outside Works
15/03/2019	CLUB WIFI	ANNUAL SUPPORT AND LICENCE	BACS	1662		20%	277.00	1,385.00	Outside Works
15/03/2019	BLANDFORD OFFICE	OFFICE AND CONFERENCE CHAIRS	BACS	1932		20%	322.00	1,610.00	Office Expenses
15/03/2019	BRADBURY GROUP	SPECIALIST HINGES	BACS	1953		20%	325.50	1,627.50	Outside Works
15/03/2019	AXMINSTER GARDEN M	VARIOUS INVOICES - REPAIRS, GOODS AND SERVICES	BACS	2306.08		20%	384.35	1,921.73	Outside Works
15/03/2019	LYME ARTS DEVELOPM	GRANT	BACS	4800		0%	-	4,800.00	Grants
15/03/2019	CARRIER 3PL	REBRUARY FUFILMENT	BACS	5869.15		20%	978.19	4,890.96	Marketing & Tourism
18/03/2019	GIFFGAFF.COM	MONTHLY MOBILE BUNDLE	DD	5		20%	0.83	4.17	Utilities
18/03/2019	HARBOUR PUBLICATIO	WESTERN TIMES JOB ADVERTISMENT	DD	84		20%	14.00	70.00	Office Expenses
18/03/2019	SAGE SOFTWARE LTD	MONTHLY SAGE SUPPORT	DD	180		20%	30.00	150.00	Office Expenses
19/03/2019	WORLDPAY	SERVICE CHARGES	DD	15.28		0%	-	15.28	Office Expenses
21/03/2019	COUNCILLOR	MAYORALL ALLOWANCE	BACS	1000		0%	-	1,000.00	Office Expenses
21/03/2019	DCC PENSION FUND	FEBRUARY PENSION CONTRIBTUIONS	BACS	7699.85		0%	-	7,699.85	Staffing
22/03/2019	VOICE OVER IP	TELEPHONE AND BROADBAND	DD	356.32		20%	59.39	296.93	Utilities
22/03/2019	DCC PENSION FUND	MARCH PENSION CONTRIBUTIONS	BACS	7591.67		0%	-	7,591.67	Staffing
25/03/2019	GIFFGAFF.COM	MONTHLY MOBILE BUNDLE	DD	5		20%	0.83	4.17	Utilities
25/03/2019	GIFFGAFF.COM	MONTHLY MOBILE BUNDLE	DD	5		20%	0.83	4.17	Utilities
27/03/2019	GIFFGAFF.COM	MONTHLY MOBILE BUNDLE	DD	5		20%	0.83	4.17	Utilities
27/03/2019	GIFFGAFF.COM	MONTHLY MOBILE BUNDLE	DD	10		20%	1.67	8.33	Utilities

Lyme Regis Town Council
Payments list for March 2019
Total

£179,672.53

Date	Supplier	Detail	Payment Type	Amount	Probable VAT Code*	Probable VAT VAT*	Probable Net*	Indicative Expenditure Category
NAT WEST BANK								
06/03/2019	POULTONS	REPLACEMENT BEACH HUTS	CHQ	10022.4	20%	1,670.40	8,352.00	Outside Works
06/03/2019	LYME REGIS LIFEBOAT TEAM	ERECTING BUNTING 2018	CHQ	550	0%	-	550.00	Outside Works
11/03/2019	WDDC ND RATES	RATES	D/D	7181	0%	-	7,181.00	Utilities
11/03/2019	HMRC PAYE	PAYE	D/D	9983.54	0%	-	9,983.54	Staffing
14/03/2019	ALLSTAR	FUEL	D/D	394.77	20%	65.80	328.98	Outside Works
15/03/2019	BANKLINE	BANK CHARGES	BACS	50.4	0%	-	50.40	Office Expenses
19/03/2019	WORLDPAY	MONTHLY TRANSACTION CHARGES	D/D	53.46	0%	-	53.46	Office Expenses
20/03/2019	WORLDPAY	MONTHLY TRANSACTION CHARGES	D/D	29.58	0%	-	29.58	Office Expenses
22/03/2019	SALARY	SALARY	BACS	29934.77	0%	-	29,934.77	Staffing
25/03/2019	WEST DORSET DISTRI	LOAN REPAYMENT	S/O	3125	0%	-	3,125.00	Loan Charges
29/03/2019	HMRC PAYE	PAYE?	D/D	9782.36	0%	-	9,782.36	Staffing
29/03/2019	DORSET COUNTY COUN	WHEELY BIN HIRE	D/D	963.6	0%	-	963.60	Outside Works
29/03/2019	BANKLINE	BANK CHARGE	CHG	20	0%	-	20.00	Office Expenses

Total £72,090.88

LLOYDS BANK

01/03/2019	GIFFGAFF.COM	MONTHLY MOBILE BUNDLE	DD	5	20%	0.83	4.17	Utilities
01/03/2019	MOTTERAM HR	HR ADVICE	BACS	65	20%	10.83	54.17	Office Expenses
01/03/2019	BILL PLANT	STAFF DRIVING LESSONS	BACS	225	20%	37.50	187.50	Grants
01/03/2019	GARY'S DRIVING SCH	STAFF DRIVING LESSONS	BACS	225	0%	-	225.00	Outside Works
01/03/2019	BLUE LEVEL MEDIA	50% WEBSITE REDEVELOPMENT	BACS	7560	20%	1,260.00	6,300.00	Marketing & Tourism
04/03/2019	GIFFGAFF.COM	MONTHLY MOBILE BUNDLE	DD	5	20%	0.83	4.17	Utilities
04/03/2019	STAFF	ACCOMODATION	BACS	364	20%	60.67	303.33	Outside Works
04/03/2019	HMRC CUSTOMS	VAT	BACS	10000	20%	1,666.67	8,333.33	Staffing
05/03/2019	HMRC CUSTOMS	VAT	BACS	1353.56	20%	225.59	1,127.97	Marketing & Tourism
06/03/2019	GIFFGAFF.COM	MONTHLY MOBILE BUNDLE	DD	5	0%	-	5.00	GRANTS
07/03/2019	GIFFGAFF.COM	MONTHLY MOBILE BUNDLE	DD	5	0%	-	5.00	Grants
07/03/2019	TORBAY DISPLAY	CHRISTMAS LIGHTS	BACS	6324	20%	1,054.00	5,270.00	Other
11/03/2019	GIFFGAFF.COM	MONTHLY MOBILE BUNDLE	DD	5	20%	0.83	4.17	Utilities
11/03/2019	GIFFGAFF.COM	MONTHLY MOBILE BUNDLE	DD	10	20%	1.67	8.33	Office Expenses
14/03/2019	TOTAL PLUMBING	PLUMBING SUPPLIES	BACS	19.98	20%	3.33	16.65	Outside Works
14/03/2019	T BEVISS	JAK	BACS	30	20%	5.00	25.00	Outside Works
14/03/2019	STAFF	TRAVEL EXPENSES	BACS	45	20%	7.50	37.50	Office Expenses
14/03/2019	PITNEY BOWES	Franking expenses	BACS	50.83	0%	-	50.83	Office Expenses
14/03/2019	OFCOM	ANNUAL RADIO LICENCE	BACS	75	0%	-	75.00	Office Expenses
14/03/2019	MOLE AVON	MATERIALS - BIRD SEED	BACS	86.56	0%	-	86.56	Marketing & Tourism

Lyme Regis Town Council
Payments list for March 2019

£179,672.53

Total

Date	Supplier	Detail	Payment Type	Amount	Probable Code*	VAT	Probable VAT*	Probable Net*	Indicative Expenditure Category
14/03/2019	NPOWER	CONSOLIDATED ELECTRIC INVOICE	BACS	129.84		5%	6.18	123.66	Utilities
14/03/2019	WESTCRETE CONCRETE	CONCRETE	BACS	135.39		20%	22.57	112.83	Outside Works
14/03/2019	LYME ONLINE	ADVERTISING	BACS	175		20%	29.17	145.83	Outside Works
14/03/2019	RECOAIR	ANNUAL MAINTENANCE	BACS	180		20%	30.00	150.00	Outside Works
14/03/2019	FORTRESS SW LTD	FIRE ALARM MAINTENANCE	BACS	216.5		20%	36.08	180.42	Outside Works
14/03/2019	MOTTERAM H	HR ADVICE	BACS	225		20%	37.50	187.50	Office Expenses
14/03/2019	WESSEX LIFT CO	CALL OUT AND REPLACEMENT PART	BACS	267.48		20%	44.58	222.90	Outside Works
14/03/2019	METRIC APRIL 17	HOSTING COSTS	BACS	296.4		20%	49.40	247.00	Office Expenses
14/03/2019	NALC	STAFF CONFERENCE AND EXHIBITION	BACS	312		20%	52.00	260.00	Office Expenses
14/03/2019	SLCC	STAFF CILCA TRAINING	BACS	350		0%	-	350.00	Office Expenses
14/03/2019	LUKE LAWSON	COMPUTER SUPPORT	BACS	394.8		0%	-	394.80	Marketing & Tourism
14/03/2019	TOPSPARKS	PAT TESTING	BACS	396		20%	66.00	330.00	Outside Works
14/03/2019	TRAVIS PERKINS	VARIOUS CONSOLIDATED INVOICES	BACS	443.96		20%	73.99	369.97	Outside Works
14/03/2019	LR PANTOMINE	GRANT	BACS	500		0%	-	500.00	Grants
14/03/2019	SUREGREEN	BLACK PAVER	BACS	574.48		20%	95.75	478.73	Outside Works
14/03/2019	FOWLER	MINI DIGGER	BACS	582.59		20%	97.10	485.49	Outside Works
14/03/2019	VRIDOR	COMPOST	BACS	707.88		20%	85.46	622.42	Outside Works
14/03/2019	SOUTH WEST WATER	WATER BILL - VARIOUS	BACS	1071.23		0%	-	1,071.23	utilities
14/03/2019	SCREWFIX	VARIOUS INVOICES - MATERIALS	BACS	1263.85		0%	-	1,263.85	grants
14/03/2019	HOLMES & BLACKMORE	WORKS AT MONMOUTH BEACH - VARIOUS OCCASIONS	BACS	1786.63		0%	-	1,786.63	Outside Works
14/03/2019	HYDROCK	CAR PARK STRATEGY - REMAINING 12.5%	BACS	2036.26		20%	339.38	1,696.88	Outside Works
14/03/2019	WOODMEAD HALL	TOILETS?	BACS	2485		0%	-	2,485.00	Outside Works
14/03/2019	LGRC ASSOCIATES	Provision of Locum finance officer	BACS	5993.73		0%	-	5,993.73	STAFFING
14/03/2019	GLEN CLEANING	CONTRACT CLEANING	BACS	6615.04		20%	1,102.51	5,512.53	Outside Works
14/03/2019	KITSON AND TROTMAN	LEGAL AND PROFESSIONAL FEES - VARIOUS	BACS	6855		20%	1,142.50	5,712.50	Office Expenses
15/03/2019	CUSTOMER	REFUND OF OVERPAYMENT	BACS	50		0%	-	50.00	Beach Hut
15/03/2019	STAFF	TRAVEL EXPENSES	BACS	82.48		0%	-	82.48	Staffing
15/03/2019	EE	MOBILE PHONES		94.27		20%	15.71	78.56	Utilities
15/03/2019	C K COMMUNICATIONS	RENTAL OF RADIOS	BACS	144		20%	24.00	120.00	Outside Works
15/03/2019	ARTHUR FORDHAMS	MONTHLY EXPENSES -	BACS	149.27		20%	24.88	124.39	Outside Works
15/03/2019	EDF	CAR PARK MONTHLY UNMETRED SUPPLY	BACS	154.25		20%	25.71	128.54	Office Expenses
15/03/2019	CUSTOMER	BEACH HUT REFUND	BACS	216		0%	-	216.00	Beach Hut
15/03/2019	BUSEC	STAFF TRAINING	BACS	225		0%	-	225.00	Grants
15/03/2019	DORSET YOUTH ASSOC	GRANT	BACS	290		0%	-	290.00	Marketing & Tourism
15/03/2019	CREATIVE SOLUTIONS	PRINTING	BACS	310.91		0%	-	310.91	Marketing & Tourism
15/03/2019	COBB GARAGE	NEW TYRES AND BATTERIES	BACS	333.66		0%	-	333.66	Marketing & Tourism
15/03/2019	CAROL WILLIAMS	MONTHLY CLEANING	BACS	385		0%	-	385.00	Outside Works
15/03/2019	AXMINSTER IRONWORK	BRIDGE AND MILL SUPPLY	BACS	420		20%	70.00	350.00	Outside Works

Lyme Regis Town Council
Payments list for March 2019
Total

£179,672.53

Date	Supplier	Detail	Payment Type	Amount	Code*	Probable VAT	Probable VAT*	Probable Net*	Indicative Expenditure Category
15/03/2019	DHS LTD	MANAGING SAFTEY COURSE	BACS	474	20%	79.00		395.00	Office Expenses
15/03/2019	AXE SKIP HIRE	SKIP HIRE	BACS	480	0%	-		480.00	Outside Works
15/03/2019	CLARITY COPIERS	PHOTOCOPIER COSTS	BACS	715.03	20%	119.17		595.86	Office Expenses
15/03/2019	BRID BUILD SUPPLIE	BUILDING MATERIALS	BACS	797.54	20%	132.92		664.62	Outside Works
15/03/2019	FOREST AND TREE	DEAD WOOD TREES	BACS	984	20%	164.00		820.00	Outside Works
15/03/2019	Damory	BUS SERVICE	BACS	1047.6	0%	-		1,047.60	Outside Works
15/03/2019	FORDS SW	REPAIR OF LIGHTS IN THE GARDENS AND SEAFRONT	BACS	1431	20%	238.50		1,192.50	Outside Works
15/03/2019	CLUB WIFI	ANNUAL SUPPORT AND LICENCE	BACS	1662	20%	277.00		1,385.00	Outside Works
15/03/2019	BLANDFORD OFFICE	OFFICE AND CONFERENCE CHAIRS	BACS	1932	20%	322.00		1,610.00	Office Expenses
15/03/2019	BRADBURY GROUP	SPECIALIST HINGES	BACS	1953	20%	325.50		1,627.50	Outside Works
15/03/2019	AXMINSTER GARDEN M	VARIOUS INVOICES - REPAIRS, GOODS AND SERVICES	BACS	2306.08	20%	384.35		1,921.73	Outside Works
15/03/2019	LYME ARTS DEVELOPM	GRANT	BACS	4800	0%	-		4,800.00	Grants
15/03/2019	CARRIER 3PL	REBRUARY FUFILMENT	BACS	5869.15	20%	978.19		4,890.96	Marketing & Tourism
18/03/2019	GIFFGAFF.COM	MONTHLY MOBILE BUNDLE	DD	5	20%	0.83		4.17	Utilities
18/03/2019	HARBOUR PUBLICATIO CD 9724	WESTERN TIMES JOB ADVERTISMENT	DD	84	20%	14.00		70.00	Office Expenses
18/03/2019	SAGE SOFTWARE LTD	MONTHLY SAGE SUPPORT	DD	180	20%	30.00		150.00	Office Expenses
19/03/2019	WORLDPAY	SERVICE CHARGES	DD	15.28	0%	-		15.28	Office Expenses
21/03/2019	COUNCILLOR	MAYORALL ALLOWANCE	BACS	1000	0%	-		1,000.00	Office Expenses
21/03/2019	DCC PENSION FUND	FEBRUARY PENSION CONTRIBUITIONS	BACS	7699.85	0%	-		7,699.85	Staffing
22/03/2019	VOICE OVER IP	TELEPHONE AND BROADBAND	DD	356.32	20%	59.39		296.93	Utilities
22/03/2019	DCC PENSION FUND	MARCH PENSION CONTRIBUTIONS	BACS	7591.67	0%	-		7,591.67	Staffing
25/03/2019	GIFFGAFF.COM	MONTHLY MOBILE BUNDLE	DD	5	20%	0.83		4.17	Utilities
25/03/2019	GIFFGAFF.COM	MONTHLY MOBILE BUNDLE	DD	5	20%	0.83		4.17	Utilities
27/03/2019	GIFFGAFF.COM	MONTHLY MOBILE BUNDLE	DD	5	20%	0.83		4.17	Utilities
27/03/2019	GIFFGAFF.COM	MONTHLY MOBILE BUNDLE	DD	10	20%	1.67		8.33	Utilities