



**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](mailto:townclerk@lymeregistowncouncil.gov.uk)

Tel: 01297 445175  
Fax: 01297 443773

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 29 May 2019 commencing at 7pm when the following business is proposed to be transacted:

John Wright  
Town Clerk  
24.05.19

*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.*

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

## **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 Annual Meeting held on 15 May 2019 (attached)**

**7. Matters arising from the minutes of the Annual Meeting held on 15 May 2019**

To inform members of matters arising from the minutes of the Annual Meeting on 15 May 2019 that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues in those minutes

**8. Update Report**

There are no updates

**9. Compliance with Financial Regulations**

To inform members of a decision taken by the town clerk to make an electronic payment for a sum greater than £10,000

**10. Appointments to External Bodies 2019/20**

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

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

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

**12. By-Election**

To inform members of the process and outline timetable for a by-election, to allow members to consider whether polling cards should be issued, and to allow members to approve a co-option process if fewer than 10 Lyme Regis residents call for an election

**13. List of Payments**

To inform members of the payments made in the month of April 2019 and the revised total for October 2018

**14. Sculptures on the Beach**

To allow members to consider the erection of temporary sculptures on the front beach from 22 July to 4 September 2019 to highlight to beach users about not littering the beach

**15. Seagull Control**

To inform members of the outcome of the seagull control trial on 17 April 2019 and to seek approval to employ Xtreme Falconry on six occasions between 28 July and 26 August 2019

**16. Exempt Business**



LYME REGIS TOWN COUNCIL

MINUTES OF THE ANNUAL MEETING HELD ON WEDNESDAY 15 MAY 2019

**Present**

**Chairman:** The Mayor, Cllr B. Larcombe

**Councillors:** Cllr Ms B. Bawden, Cllr J. Broom, Cllr R. Doney, Cllr Miss K. Ellis, Cllr Mrs M. Ellis, Cllr L. Howe, Cllr Mrs C. Reynolds, Cllr D. Ruffle, Cllr D. Sarson, Cllr J. Scowen, Cllr Ms G. Stammers, Cllr G. Turner, Cllr S. Williams

**Officers:** Mr M. Adamson-Drage (operations manager), Mrs A. Mullins (administrative officer), Mr P. Williams (operations supervisor/lengthsman), Mr J. Wright (town clerk)

**19/01/C The Election of the Chairman (Town Mayor) and Vice-Chairman (Deputy Town Mayor) for the Council for the Council Year 2019/20**

Cllr Mrs M. Ellis opened the meeting as the mayor for the 2018/19 council year and asked the town clerk if any nominations for the office of mayor had been received in advance of the meeting.

The town clerk said Cllr R. Doney had nominated Cllr Mrs M. Ellis and Cllr S. Williams and nominated Cllr J. Scowen.

A signed ballot was requested for the voting of the mayor by Cllr J. Scowen and Cllr G. Turner.

Cllr S. Williams also nominated Cllr B. Larcombe for the office of mayor.

The town clerk said Cllr S. Williams could not nominate another member as he had already nominated Cllr J. Scowen.

Cllr S. Williams's nomination for Cllr B. Larcombe was withdrawn.

Cllr S. Williams nominated Cllr J. Scowen for the office of mayor for the 2019/20 council year, seconded by Cllr B. Larcombe.

Cllr R. Doney nominated Cllr Mrs M. Ellis for the office of mayor for the 2019/20 council year, seconded by Cllr Mrs C. Reynolds.

Members discussed whether Cllr Mrs M. Ellis should be allowed to stand for mayor as she had already served two terms.

Cllr Ms B. Bawden drew members' attention to standing order 5.k. which said the office of chairman would not be held by the same person for more than two consecutive years unless there are no other nominees.

## AGENDA ITEM 6

Cllr G. Turner nominated Cllr B. Larcombe for the office of mayor for the 2019/20 council year, seconded by Cllr Ms G. Stammers.

The town clerk said standing order 5.k. was not mandatory so there was no legal obligation to follow it. He said the precedent had been set for a mayor to serve for more than two years on more than one occasion. He added a standing order could be suspended, if members wished.

It was proposed by Cllr J. Scowen and seconded by Cllr Ms B. Bawden to refuse the nomination for Cllr Mrs M. Ellis for the office of mayor for the 2019/20 council year due to standing order 5.k.

Cllr Mrs M. Ellis asked for a recorded vote.

**Voted for** – Cllr Ms B. Bawden, Cllr G. Turner, Cllr L. Howe, Cllr B. Larcombe, Cllr J. Scowen, Cllr S. Williams

**Voted against** – Cllr D. Sarson, Cllr D. Ruffle, Cllr R. Doney, Cllr Miss K. Ellis, Cllr Mrs C. Reynolds, Cllr J. Broom, Cllr Mrs M. Ellis

**Abstentions** – None

The motion was not carried and the nomination for Cllr Mrs M. Ellis stood.

The town clerk advised members they would need to formally suspend standing order 5.k. to allow Cllr Mrs M. Ellis's nomination to stand.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members **RESOLVED** to suspend standing order 5.k. for this meeting, only.

The town clerk emphasised to members that a signed ballot was not the same as a secret ballot and each member would have a ballot paper with their name already printed on it. He said if one candidate had a majority, they would be elected as the mayor, but if there was no clear majority, the person with the lowest number of votes would be eliminated and a vote would be taken again. He reminded members the current mayor had the casting vote.

A vote was taken and the candidate with the least votes was Cllr J. Scowen.

A second vote was taken and the candidate with the most votes was Cllr B. Larcombe.

Cllr B. Larcombe was duly **ELECTED** as the mayor for the 2019/20 council year and he took the chair.

Cllr J. Scowen asked if the numbers of votes for each candidate could be made public.

The town clerk said members did not ask for a recorded vote so this information should not be provided. However, if all members indicated they were happy for this information to be made public, he would do so.

## AGENDA ITEM 6

Proposed by Cllr Ms B. Bawden and seconded by Cllr J. Scowen, members **RESOLVED** that the number of votes for each candidate was made public.

As all members voted in favour of this resolution, the town clerk said Cllr B. Larcombe won the vote by eight votes to Cllr Mrs M. Ellis's six votes and Cllr J. Scowen's two votes.

The mayor, Cllr B. Larcombe asked the town clerk if any nominations had been received in advance of the meeting for the office of deputy mayor.

The town clerk said Cllr D. Sarson had nominated Cllr Mrs C. Reynolds, and this was seconded by Cllr Mrs M. Ellis.

Cllr B. Larcombe also nominated Cllr J. Scowen for the office of deputy mayor for the 2019/20 council year, seconded by Cllr S. Williams.

A signed ballot was requested for the voting of the deputy mayor by Cllr J. Scowen and Cllr Ms B. Bawden.

A vote was taken and Cllr J. Scowen won by eight votes to six.

Cllr J. Scowen was duly **ELECTED** as the deputy mayor for the 2019/20 council year.

Cllr Mrs C. Reynolds made a statement and said she felt she could no longer continue as a councillor following the vote. She resigned with immediate effect and left the meeting.

The mayor, Cllr B. Larcombe thanked Cllr Mrs M. Ellis for her time and commitment as mayor for the previous two terms.

### 19/02/C **Declarations of Acceptance of Office**

The town clerk confirmed he had received declarations of acceptance of office from all members.

### 19/03/C **Public Forum**

#### **Mr K. Gollop**

Mr K. Gollop said he was disappointed to see so few people in the public forum as he thought more people may attend following the election. He welcomed the new councillors and said he enjoyed his time on the council and hoped they would too. He asked them to be fair and open and asked they didn't go into closed session too much. Mr K. Gollop said he hoped the council had a successful year and he congratulated Cllr B. Larcombe on becoming mayor.

Mr K. Gollop said he had heard a rumour that the money paid to the council for the filming of Ammonite had already been allocated to a statue of Mary Anning. He said he believed the money would be well spent on the youth of the town. He said they

were growing up in an age when teenagers were having a lot of trouble and he was aware of several arrests of young people in the local area. As such, he said the money should be spent on character building for young people, and there were several organisations which could be supported. Mr K. Gollop said he hoped the council would bear this in mind when the money was received.

### **Mr N. Ball**

Mr N. Ball congratulated the new councillors and mayor and said he valued all councillors, which he felt wasn't demonstrated by the low turnout at the annual meeting of electors. Following the procedural discussions during the election of mayor and deputy mayor, he asked the council to review its standing orders.

Mr N. Ball said he felt the council was failing in its finances as it did not get a licence for the park and ride, and the café on the seafront was not open, resulting in a loss of income of £26k.

Mr N. Ball said it would be good for the councillors to meet somewhere else and with other councillors and officers, and more clarification and transparency was needed.

Mr N. Ball said he had concerns about gardening issues as the council had failed to recruit a head gardener and was now advertising for a gardener. He said the council had spent £700 on compost to make the gardens look nice, but they needed to be a real signature for Lyme Regis. He said he had offered his help to the council for free as a horticulturalist and it would take some time to bring the standard back up if everyone worked together.

Mr N. Ball thanked former councillor and deputy mayor Steve Miller for chairing the annual meeting of electors. He said it was one of the best meetings he had attended and Mr Miller had done very well. He said he was disappointed there had been no reports from the Dorset councillors or the police to the meeting.

Mr N. Ball asked for an update on the audio recording of meetings as the issues he raised in the public forum at a committee meeting had not been minuted because they were not on the agenda.

The town clerk said there was an item on the agenda to allow members to agree the protocol for audio recording of meetings and the item could be brought forward at the chairman's discretion to allow the recording to start immediately.

### **Mr G. Symonds**

Mr G. Symonds congratulated all members on being elected. He said when he had attended previous meetings and asked questions he had not received a reply, so he asked if the council could review standing orders so that if the public asked a question, an officer could give a reply. He said this may encourage more public to attend meetings. Mr G. Symonds said standing orders were very important and they could be misconstrued or read in different ways. He asked that when they were reviewed, they were made very clear so there was no confusion.

The town clerk said responses could be given to questions by an officer or members. He said there was a 12-week induction programme for members and the first session would be about governance, which included standing orders.

**Cllr D. Turner – Dorset Council (DC)**

Cllr D. Turner thanked the public of Lyme Regis for voting for him and said he would be attending his first meeting the following day. He congratulated the new and returning councillors.

The mayor, Cllr B. Larcombe brought forward agenda item 16, Protocol for the Audio Recording of Council Meetings.

**19/04/C Protocol for the Audio Recording of Council Meetings**

The town clerk said this was similar to the previous protocol but references to filming had been removed. He stressed that the recordings would supplement the minutes of a meeting, not replace them, and that recordings would be available from the council office for a year.

Cllr J. Scowen asked when the recordings would be available on the town council website.

The town clerk said there were some areas of the website still under development and he anticipated the recordings would be on the website after the summer recess.

Proposed by Cllr R. Doney and seconded by Cllr G. Turner, members **RESOLVED** to approve the Protocol for Audio Recording of Council Meetings.

The meeting was audio recorded from this point.

**19/05/C Questions from Councillors**

**Cllr J. Broom**

Cllr J. Broom asked the mayor, Cllr B. Larcombe that as he was now the mayor and also the chairman of Comeytrowe Parish Council, which council would get priority.

The mayor, Cllr B. Larcombe said Lyme Regis would get priority.

**Cllr Mrs M. Ellis**

Cllr Mrs M. Ellis asked the mayor and deputy mayor who the mayoress and deputy mayoress would be.

The mayor, Cllr B. Larcombe said given the meeting was still in session, his wife was not yet aware he had been elected mayor but he anticipated she would be mayoress.

Cllr J. Scowen said he was not sure yet.

**Cllr S. Williams**

Cllr S. Williams said the Charmouth Road park and ride was open on the Bank Holiday weekend but passengers were not charged, and someone had been allowed to collect money in a bucket for another cause. He asked how much it cost the council to run the park and ride, who gave permission to not charge and who allowed someone to collect donations.

Cllr Mrs M. Ellis said the council had agreed the dates of operation but this didn't include the early May Bank Holiday weekend. She said the town clerk had discussed the operation of the service with her but it was not possible to charge passengers, so he felt it was an opportunity for someone to collect for a charity and had suggested the Mary Anning statue.

**Cllr J. Scowen**

Cllr J. Scowen asked if the person who collected donations at the park and ride had a collectors' licence. He asked if Mary Anning Rocks was a registered charity.

Cllr J. Broom said he had also supported the decision to operate the service because it was the Fossil Festival weekend and the Mary Anning statue seemed an appropriate cause. He added that a collectors' licence was not required on private land.

The town clerk said the council had decided there would be no park and ride between Easter and the Whitsun holiday but it was felt necessary due to the Fossil Festival and the good weather forecast. He said the bus could operate but as it didn't have the consent of the Traffic Commissioners, no charge could be made. He said the council had the option of not operating the service at all or running a service and collecting donations for a charity.

Members agreed the times of operation needed to be reviewed to include the Fossil Festival and consideration needed to be given to the benefits of operating on a continuous basis through the peak season.

The town clerk said this would require careful consideration as it would cost a considerable amount of money to have buses on standby.

**Cllr J. Scowen**

Cllr J. Scowen asked how much money had been collected for Mary Anning Rocks.

Cllr J. Broom said £480 was collected.

In response to Cllr S. Williams's earlier question, the town clerk said it cost the council around £1,500 to run the park and ride.

**Cllr J. Scowen**

Cllr J. Scowen asked if the mayor's parlour had been re-decorated.

The operations supervisor/lengthsman said it was re-decorated four months ago but there was a significant damp issue which required expert advice.

**19/06/C Apologies for Absence**

There were none.

**19/07/C Disclosable Pecuniary Interests**

Cllr Mrs M. Ellis declared a pecuniary interest in agenda item 17, List of Payments, specifically appendix B, which included payments to Woodmead Halls, of which she was an employee, and also the mayor's allowance. She said a dispensation had been granted in the past to allow her to stay and vote on the List of Payments.

**19/08/C Dispensations**

The town clerk said he was happy to grant Cllr Mrs M. Ellis a dispensation to vote on the List of Payments and he would arrange for this to be confirmed in writing as an ongoing dispensation.

**19/09/C To confirm the accuracy of the minutes of the Full Council meeting held on 5 May 2019**

Proposed by Cllr J. Broom and seconded by Cllr Mrs M. Ellis, the minutes of the Full Council meeting held on 5 May 2019 were **ADOPTED**.

**19/10/C Matters arising from the minutes of the Full Council meeting held on 5 May 2019**

**Location filming request**

Cllr J. Scowen asked if there was any update on the joint press release from the council and film company.

The town clerk said a short press release would be issued to confirm the amount paid to the council, but a further release would be issued when the council had had an opportunity to consider how the money should be spent.

**Langmoor Gardens pillar**

Cllr J. Scowen asked for an update on this.

The operations manager said a darker mortar had been used to improve its appearance. He said in the stonemason's professional opinion, the inscribed slab had to be removed and replaced and had suggested York or Portland stone. He said this would mean the inscribed slab would look different to the other pillar.

### Hydrock report

Cllr J. Broom gave a brief report on the meeting he and the deputy town clerk had had with Hydrock. He said Hydrock had promised a new draft of the report would be with the council by 7 June 2019 but it would not include recommendations on signage as this involved having discussions with other councils. He said this would take a further two months.

Cllr J. Scowen asked if there would be a public consultation. He said lessons should be learned from this as he believed the contract was inadequate.

Cllr J. Broom said the report would go to the Town Management and Highways Committee, followed by public consultation.

#### 19/11/C **Update Report**

There were none.

#### 19/12/C **Reaffirmation of the Eligibility Criteria required to hold the General Power of Competence**

Proposed by Cllr J. Broom and seconded by Cllr J. Scowen, members **RESOLVED** to reaffirm that Lyme Regis Town Council meets the eligibility criteria to hold the General Power of Competence.

#### 19/13/C **Council Committees – Delegation arrangements, Terms of Reference, Appointments and Review**

The town clerk said the council may wish to review its committee structure, but it needed to start somewhere to be able to conduct business.

Members agreed to appoint to committees using the current structure for the time being.

Proposed by Cllr J. Broom and seconded by Cllr J. Scowen, members **RESOLVED** to appoint members to committees as follows:

- Human Resources – Cllr G. Turner, Cllr Ms G. Stammers, Cllr D. Sarson, Cllr Mrs M. Ellis, Cllr Miss K. Ellis, Cllr J. Broom, Cllr J. Scowen, Cllr B. Larcombe, Cllr S. Williams
- Town Management and Highways – Cllr Ms B. Bawden, Cllr G. Turner, Cllr D. Sarson, Cllr R. Doney, Cllr Mrs M. Ellis, Cllr Miss K. Ellis, Cllr J. Broom, Cllr J. Scowen, Cllr B. Larcombe, Cllr S. Williams
- Tourism, Community and Publicity – Cllr Ms B. Bawden, Cllr G. Turner, Cllr L. Howe, Cllr D. Ruffle, Cllr D. Sarson, Cllr R. Doney, Cllr Mrs M. Ellis, Cllr Miss K. Ellis, Cllr J. Broom, Cllr J. Scowen, Cllr B. Larcombe, Cllr S. Williams, Cllr Ms G. Stammers
- Planning – Cllr G. Turner, Cllr Mrs M. Ellis, Cllr J. Broom, Cllr J. Scowen, Cllr B. Larcombe, Cllr S. Williams
- Christmas Lights – Cllr D. Sarson, Cllr Ms B. Bawden, Cllr S. Williams

## AGENDA ITEM 6

Proposed by Cllr J. Broom and seconded by Cllr G. Turner, members **RESOLVED** to accept the terms of reference and scheme of delegation.

The town clerk said the previous administration had suggested this administration looked at its governance arrangements and committee structure early in its term. He suggested drafting a report in the autumn after several cycles of meetings to allow members to start considering any new arrangements.

Cllr R. Doney said the council couldn't sustain the current structure and most councillors were on all the committees, which neutralised the power of the Full Council. He said he wanted to see fewer meetings to free up officers' time for more creative work. He added that he was looking to the mayor to drive the change forward.

Cllr J. Scowen said he didn't agree with working groups as the press and public were not allowed to attend and they created more work for officers. He said the work could be absorbed into the committees.

The mayor, Cllr B. Larcombe said working groups were necessary for single issues, such as the National Park issue, where the public could be involved, which he felt was likely to happen in September/October 2019.

Cllr J. Broom suggested members could have laptops instead of hard copies of agendas to free up staff time.

Cllr S. Williams suggested one Full Council meeting a month with no committees and he also had concerns about working group meetings arranged at short notice.

The town clerk suggested the committee structure was reviewed before the budget-setting process concluded, with any new arrangements to take effect from the new council year in May 2020.

Cllr R. Doney suggested a group of members worked together to come up with ideas, driven by the mayor.

It was agreed the town clerk would facilitate a group of members with a view to bringing a report to the Full Council in October.

### **19/14/C Calendar of Meetings 2019/20**

Proposed by Cllr J. Broom and seconded by Cllr Mrs M. Ellis, members **RESOLVED** to approve the calendar of meetings for May 2019 to May 2020.

### **19/15/C Mayor's Announcements**

Former mayor, Cllr Mrs M. Ellis said she had attended the performance of Anything Goes by Lyme Regis Musical Theatre with her daughter, not her consort, and she encouraged others to see the show.

**19/16/C Planning Committee**

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, it was **RESOLVED** to receive the minutes of the Planning Committee held on 30 April 2019.

**19/17/C List of Payments**

Proposed by Cllr J. Scowen and seconded by Cllr J. Broom, members **RESOLVED** to approve the schedule of payments for February and March 2019 for the sums of £111,381.33 and £179,672.53, respectively.

The mayor, Cllr B. Larcombe formally thanked former members for their contribution to the council during the last administration.

*The meeting closed at 9.01pm.*

## **AGENDA ITEM 7**

**Committee:** Full Council

**Date:** 29 May 2019

**Title:** Matters arising from the minutes of the Full Council meeting held on 15 May 2019

### **Purpose of the Report**

To inform members of matters arising from the minutes of the Full Council meeting on 15 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**

#### **19/01/C – The Election of the Chairman (Town Mayor) and Vice-Chairman (Deputy Town Mayor) of the Council for the Council Year 2019/20**

The mayor-making ceremony will be held on Wednesday 5 June at 7pm in the Guildhall. Formal invites have been issued.

#### **19/04/C – Protocol for the Audio Recording of Council Meetings**

Meetings of the Full Council and its committees are now being recorded.

#### **19/05/C – Questions from Councillors**

The mayoress will be the mayor's wife, Wendy Larcombe.

#### **19/10/C – Matters arising from the minutes of the Full Council meeting held on 5 May 2019**

The press release has been drafted by the council and has been sent to the film company for approval. It is hoped the release can be issued w/c 27 May 2019.

#### **19/13/C – Council Committees – Delegation arrangements, Terms of Reference, Appointments and Review**

An email was sent to members on 24 May 2019 to arrange a small group to begin looking at the council's committee structure and delegation arrangements.

## **AGENDA ITEM 7**

### **19/14/C – Calendar of Meetings 2019/20**

The calendar has been emailed to members and is available on the council website.

John Wright  
Town clerk  
May 2019

**Committee:** Full Council

**Title:** Compliance with Financial Regulations

**Date:** 29 May 2019

**Purpose of Report**

To inform members of a decision taken by the town clerk to make an electronic payment for a sum greater than £10,000

**Recommendation**

Members note the report

**Background**

1. Financial Regulation 5.4, states:

‘Payments over £10,000 should be paid by cheque. Any exception to this (for instance where the creditor refuses cheque payment) should be authorised in writing by two members who are bank signatories; email authorisations are acceptable.’<sup>1</sup>

**Report**

2. On 24 April 2019, the finance team were contacted by Poultons Dorset about payment for the supply and installation of 12 beach huts.
3. Poultons Dorset had presented a cheque for £23,385.60 to its bank which was declined due to insufficient funds in the council's NatWest account: the funds transferred to NatWest to cover this payment had been made but arrived in the account after 2.30pm.
4. Following consultation with the deputy mayor, the town clerk authorised an electronic payment of £23,385.60 to Poultons Dorset.
5. The reasons for this decision were:
  - a cheque had been issued and declined
  - Poultons Dorset stated they needed the funds urgently to pay its supplier
  - a cheque had been issued, i.e. authorised signatures had been obtained
  - both cheque signatories were out of the country and re-issuing a cheque would have meant a significant delay in the funds reaching Poultons Dorset
  - the council should take all reasonable steps to maintain a good working relationship with its suppliers.

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<sup>1</sup> The financial regulations in place on 24 April 2019 were the version approved on 12 December 2017.

## **AGENDA ITEM 9**

6. Consequently, on 25 April 2019, the town clerk arranged for an electronic transfer of £23,385.60 to Poultons Dorset.

John Wright  
Town clerk  
May 2019

**Committee:** Full Council

**Date:** 29 May 2019

**Title:** Appointments to External Bodies 2019/20

**Purpose of Report**

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

**Recommendation**

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

**Background**

1. Standing order 5.j. details business that should be transacted in a council year.
2. Standing order 5.j.xii. requires a 'Review of representation on or work with external bodies and arrangements for reporting back'.
3. Nominations to external bodies are usually sought at the annual meeting of the Full Council in May each year. Due to the volume of business scheduled for transaction at the Annual Meeting on 15 May 2019, this matter was deferred.

**Report**

4. **Appendix 10A** details the proposed 2019/20 organisations.
6. For appointments in the previous three years, members have decided whether they wish to be lead members or participating members on external bodies. Lead members wouldn't necessarily attend external bodies' meetings but would be their main link with the council. There is an expectation on participating members to attend and take part in meetings.
7. The two appointments to Lyme Regis Charities are for four years. Appointments are required this year.
9. Members have previously been nominated to LymeForward. However, LymeForward has become a community interest company (CIC). The grant agreement between the council and LymeForward CIC provides the council with the right to nominate a councillor or officer to LymeForward CIC Steering Group. Previously, the council has chosen a member.
10. Since 2017/18, two members have been appointed to both the wider membership of LymeForward and to the steering group.

## **AGENDA ITEM 10**

11. Councillors may also wish to suggest other organisations which would benefit from member representation. The recently formed Youth Council is a candidate for inclusion.

Adrianne Mullins  
Administrative officer  
May 2019

**LYME REGIS TOWN COUNCIL**

**APPOINTMENTS TO EXTERNAL BODIES 2019/2020**

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

**B Sharp** – (previously Cllr Mrs M. Ellis)

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

**Charmouth Road Allotments Association**

**Lyme Regis, Charmouth and Uplyme Coastal Communities Team** – (previously Cllr J. Broom and one other member)

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

**The Hub Strategic Group**

**LymeArts Community Trust** – (previously Cllr J. Scowen)

**LymeForward** – (previously Cllr S. Williams and one other member)

**LymeForward Steering Group** – (previously Cllr S. Williams and one other member)

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

**Lyme Regis Charities** – (previously Cllr Mrs M. Ellis and one other member)

**Lyme Regis Development Trust** – (previously Cllr S. Williams)

**Lyme Regis Football Club**

**Lyme Regis Fossil Festival** – (previously Cllr R. Doney)

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

**Plastic-Free Lyme Steering Group** – (previously Cllr R. Doney)

**Regatta and Carnival Committee**

**RNLI Lifeboat Guild** – (previously Cllr Mrs M. Ellis)

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

**Woodmead Halls Management Committee** – (previously Cllr J. Scowen)

**Youth Council?**

**Committee:** Full Council

**Date:** 29 May 2019

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

**Purpose of Report**

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

**Recommendation**

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

**Background**

1. Standing order 5.j. details business that should be transacted in a council year.
2. Standing order 5.j.xvi. states that a 'Review of the council's and/or employees staff subscriptions to other bodies' should be carried out.

**Report**

3. Details of the bodies which the council and/or employees are members of, their annual subscription costs and renewal dates are detailed in **appendix 11A**.
4. The council's membership of the National Association of Town and Parish Councils (NALC) is incorporated into the council's membership of the Dorset Association of Town and Parish Councils (DAPTC).
5. The council currently pays a subscription to the Guild of Mace-Bearers. The subscription is for an individual and as there are now three macebearers, members are asked to approve three separate subscriptions.

Adrianne Mullins  
Administrative officer  
May 2019

**Council and/or Employee Membership of Other Bodies**

<b>Organisation</b>	<b>Annual subscription (current)</b>	<b>Renewal date</b>
Dorset Association of Parish & Town Councils	£847	01/04/2019
Ancient and Honourable Guild of Mace Bearers	£35 x 3	01/01/2019
Institute of Cemetery & Crematorium Management	£90	01/04/2019
Chartered Institute of Public Finance & Accountancy (VAT Ref manual)	£325	01/04/2019
Local Councils Update Communicorp	£100	01/01/2020
Open Spaces Society	£45	01/08/2019
Society of Local Council Clerks	£282	01/02/2019
Local Government Association	£450	01/03/2019

**Committee:** Full Council

**Date:** 29 May 2019

**Title:** By-Election

**Purpose of Report**

To inform members of the process and outline timetable for a by-election, to allow members to consider whether polling cards should be issued, and to allow members to approve a co-option process if fewer than 10 Lyme Regis residents call for an election

**Recommendation**

- a) Members note the process and outline timetable for a by-election
- b) Members approve the use of polling cards for the by-election
- c) Members approve a co-option process if fewer than 10 Lyme Regis residents call for an election

**Background**

- 1. On 15 May 2019, Cllr Cheryl Reynolds informed the council of her resignation; this was confirmed in a letter to the town clerk on 20 May 2019.
- 2. The town clerk notified Dorset Council's democratic and electoral services team and has received guidance on the process and timetable for a by-election.
- 3. The process starts with an advertisement for 'Vacancy for a Councillor', **appendix 12A**. The advertisement states:

'A By-Election to fill the vacancy will be held if, within 14 working days from the date below, any 10 electors of the town give notice to the Returning Officer claiming such an election'
- 4. The advertisement was placed on the town council's noticeboards and website on Friday 24 May 2019. A public notice will be published in the local press.
- 5. The town clerk has contacted Dorset Council's democratic and electoral services team who have confirmed working days exclude Saturdays, Sundays and bank holidays, and the 14 working-day period starts on Tuesday 28 May and ends on Friday 14 June 2019.
- 6. If 10 or more Lyme Regis electors call for an election, Dorset Council's democratic and electoral services team will commence the process. If a by-election is triggered, it must have a polling day within 60 working days of the publication of the notice of vacancy; this date is fixed by the returning officer.

7. The timetable for the election will be put together by Dorset Council's democratic and electoral services team and will follow a similar timetable to the one that led to the town council election on 2 May 2019.

**The cost**

8. The cost of this by-election must be met by the town council. There is £7,500 in the 2019/20 budget for elections: the cost of the election on 2 May 2019 was £3,400; the estimated cost of the by-election is £4,500.
9. The cost to the town council could reduce the election costs by £1,259 by not issuing poll cards. However, issuing poll cards is considered normal practice and acts as a reminder to the electorate to vote.

**Co-option**

9. If fewer than 10 Lyme Regis residents call for an election, then a co-option process begins; this process is undertaken by the town council.
10. When the council co-opted members in 2015, it issued a public notice inviting applications for co-option.
11. All applications were considered at a Full Council meeting where the candidates were asked to give a five-minute presentation to elaborate on why they were seeking co-option, detail the skills they would bring to the council and demonstrate their understanding of the work of the town council.
12. When the candidates had made their presentations, they were invited to adjourn in to the Mayor's parlour. The council moved into exempt business to consider the candidates
13. Following its considerations, the council moved back into open business and the candidates were invited back into the council chamber.
14. Members then voted on each candidate to determine if they should be co-opted.
15. Ahead of 13 June 2019, members may wish to approve a similar co-option process if fewer than 10 Lyme Regis residents call for an election.

John Wright  
Town clerk  
May 2019



## **LYME REGIS TOWN COUNCIL**

### **Vacancy for a Councillor**

1. There is a vacancy for a Town Councillor caused by the resignation of a councillor.
2. A By-Election to fill the vacancy will be held if, within 14 working days from the date below, any 10 electors of the town give notice to the Returning Officer claiming such an election.
3. The Returning Officer is:

Matt Prosser  
Returning Officer  
Dorset Council  
South Walks House  
South Walks Road  
Dorchester  
DT1 1UZ  
Telephone: 01305 838299  
e-mail: [elections@dorsetcouncil.gov.uk](mailto:elections@dorsetcouncil.gov.uk)

4. If no such notice is received by the Returning Officer the Town Council will fill the vacancy by co-option.

John Wright  
Clerk to Lyme Regis Town Council

Date: 24 May 2019

**Committee:** Full Council

**Date:** 29 May 2019

**Title:** List of Payments

### **Purpose of Report**

To inform members of the payments made in the month of April 2019 and the revised total for October 2018

### **Recommendation**

- a) Members note the report and approve the attached schedule of payments for April 2019 for the sum of £141,459.83
- b) Members approve a revised total for October 2018 from £68,238.75 to £112,396.43

### **Background**

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

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

### **Report**

2. The format of the report was amended to fulfil the requirements of the transparency code. As well as the date, amount, payee and some brief details, the report now includes an estimated VAT figure and the net cost to the council, as well as a 'merchant category'. The VAT and expenditure categories are indicative of that supplier, because the schedule shows a list of payments, not invoices, so one payment may include multiple invoices and multiple VAT rates, etc. The 'probable' VAT code is the code predominantly associated with the supplier. The 'merchant category' is the name used to group a number of nominal codes and represents the summary level we report on.
3. I present the list of payments for the month of April 2019, **appendix 13A**. Unless stated to the contrary, payments are for the provision of monthly or one-off goods/services.
4. Members are also asked to approve a revised total for October 2018. A formula error led to the wrong total on the list of payments of £68,238.75; the revised total is £112,396.43.

## **AGENDA ITEM 13**

5. 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 April 2019

£141,459.83

Total

Date	Supplier	Detail	Payment Type	Amount	Probable VAT Code*	Probable VAT VAT*	Probable Net*	Indicative Expenditure Category
NAT WEST BANK								
01/04/2019	SOUTH WEST WATER	WATER RATES	D/D	906.43	20%	151.07	755.36	utilities
01/04/2019	SOUTH WEST WATER	WATER RATES	D/D	89.84	0%	-	89.84	utilities
01/04/2019	SOUTH WEST WATER	WATER RATES	D/D	16.16	0%	-	16.16	utilities
01/04/2019	SOUTH WEST WATER	WATER RATES	D/D	2524.04	0%	-	2,524.04	utilities
01/04/2019	SOUTH WEST WATER	WATER RATES	D/D	342.92	0%	-	342.92	utilities
01/04/2019	SOUTH WEST WATER	WATER RATES	D/D	370.75	0%	-	370.75	utilities
01/04/2019	SOUTH WEST WATER	WATER RATES	D/D	114.07	0%	-	114.07	utilities
01/04/2019	SOUTH WEST WATER	WATER RATES	D/D	127.78	0%	-	127.78	utilities
01/04/2019	SOUTH WEST WATER	WATER RATES	D/D	50.53	0%	-	50.53	utilities
01/04/2019	SOUTH WEST WATER	WATER RATES	D/D	29.34	0%	-	29.34	utilities
08/04/2019	EDFENERGY CUST PLC	ELECTRIC	D/D	309.35	5%	14.73	294.62	Utilities
09/04/2019	DORSET COUNCIL	AWAITING DETAILS FROM DC	D/D	250.8	0%	-	250.80	Outside Works
10/04/2019	DORSET COUNCIL	RATES	D/D	7973.9	0%	-	7,973.90	Outside Works
15/04/2019	ALLSTAR	MONTHLY FUEL	D/D	453.24	20%	75.54	377.70	Outside Works
15/04/2019	BANKLINE	BANK CHARGES	BLN	49.6	0%	-	49.60	Office Expenses
17/04/2019	NEW VISION GROUP	LR VISITOR WEBSITE MARCH 2019-FEBRUARY 2020	CHQ	10521.12	20%	1,753.52	8,767.60	Office Expenses
18/04/2019	WORLDPAY	TRANSACTION CHARGES	D/D	32.34	0%	-	32.34	Office Expenses
23/04/2019	WORLDPAY	TRANSACTION CHARGES	D/D	222.9	0%	-	222.90	Office Expenses
24/04/2019	DORSET COUNCIL	AWAITING DETAILS FROM DC	D/D	543	0%	-	543.00	Outside Works
24/04/2019	CENTREAL SOUTHERN SECURITY	CCTV INSTALLATION ALTERATIONS	CHQ	11040	20%	1,840.00	9,200.00	Outside Works
25/04/2019	WEST DORSET DISTRI	LOAN REPAYMENT	S/O	3125	0%	-	3,125.00	Loan Charges
25/04/2019	SALARY	SALARY	EBP	33310.45	0%	-	33,310.45	Staffing
26/04/2019	GEMOSO LTD	REFUND OF BUILDING MAINTENANCE WORKS	CHQ	403.2	0%	-	403.20	Outside Works
Total				£72,806.76				
LLOYDS BANK								
03/04/2019	GRENKELEASING	PHOTOCOPIER LEASE COSTS	DD	313.2	20%	52.20	261.00	Office Expenses
04/04/2019	GIFFGAFF.COM	MOBILE PHONE BUNDLE	DD	5	20%	0.83	4.17	Utilities
05/04/2019	GRENKELEASING	PHOTOCOPIER LEASE COSTS	DD	120	20%	20.00	100.00	Office Expenses
08/04/2019	GIFFGAFF.COM	MOBILE PHONE BUNDLE		5	20%	0.83	4.17	Utilities
08/04/2019	GIFFGAFF.COM	MOBILE PHONE BUNDLE		5	20%	0.83	4.17	Utilities
09/04/2019	GIFFGAFF.COM	MOBILE PHONE BUNDLE		5	20%	0.83	4.17	Utilities
09/04/2019	COUNCILLOR	MAOYRALL ALLOWANCE		5	20%	0.83	4.17	Utilities
11/04/2019	EBAY	MINI GOLF EQUIPMENT		2254	20%	375.67	1,878.33	Office Expenses
11/04/2019	EBAY	MOBILE PHONES FOR ENFORCEMENT - LATER REFUNDED		239.95	20%	39.99	199.96	Outside Works
11/04/2019	THOMAS FLINN AND CO	TWO PERSON SAW		219.98	20%	36.66	183.32	Office Expenses
				140.27	0%	-	140.27	Outside Works

Lyme Regis Town Council  
Payments list for April 2019

£141,459.83

Total

Date	Supplier	Detail	Payment Type	Amount	Probable Code*	VAT	Probable VAT*	Probable Net*	Indicative Expenditure Category
11/04/2019	EBAY	MINI GOLF EQUIPMENT		99.98		0%	-		99.98 Grants
11/04/2019	EBAY	MINI GOLF EQUIPMENT		46		20%	7.67		38.33 Office Expenses
11/04/2019	EBAY	MINI GOLF EQUIPMENT		37		20%	6.17		30.83 Office Expenses
11/04/2019	EBAY	STATIONARY		24.83		20%	4.14		20.69 Office Expenses
11/04/2019	EBAY	ROLER BLIND		18.95		20%	3.16		15.79 Outside Works
11/04/2019	GIFFGAFF.COM	MOBILE PHONE BUNDLE		5		20%	0.83		4.17 Utilities
11/04/2019	EBAY	STATIONARY		3		20%	0.50		2.50 Office Expenses
11/04/2019	STAFF	TRAVEL EXPENSES		224.98		0%	-		224.98 Staffing
11/04/2019	LYME VALLEY SCOUTS	GRANT?		3000		0%	-		3,000.00 grants
11/04/2019	STAFF	TRAVEL EXPENSES		123.14		0%	-		123.14 Staffing
11/04/2019	STAFF	TRAVEL EXPENSES		46.35		0%	-		46.35 Staffing
15/04/2019	AMAZON	VOICE RECORDER FOR MEETINGS		22.99		20%	3.83		19.16 Office Expenses
15/04/2019	AMAZON	REPLACEMENT BASKETBALL HOOPS		12.48		0%	-		12.48 Outside Works
15/04/2019	G4S CASH SOLUTIONS	CASH COLLECTION		123.74		20%	20.62		103.12 Outside Works
15/04/2019	EE	MOBILE PHONES AND SIMS		97.45		20%	16.24		81.21 Utilities
16/04/2019	SAGE SOFTWARE LTD	SOFTWARE SUPPORT		271.2		20%	45.20		226.00 Office Expenses
17/04/2019	GIFFGAFF.COM	MOBILE PHONE BUNDLE		5		20%	0.83		4.17 Utilities
17/04/2019	MARINE THEATRE	GRANT		7500		20%	1,250.00		6,250.00 Office Expenses
17/04/2019	LYME FORWARD	GRANT		3750		20%	625.00		3,125.00 Office Expenses
17/04/2019	WOODMEAD HALL	TOILETS		2485		0%	-		2,485.00 Outside Works
17/04/2019	KITSON AND TROTMAN	COURT FEES - AL FRESCO SEATING		205		20%	34.17		170.83 Office Expenses
17/04/2019	R V COOKE	CUSTOMER? ELECTRIC		16.64		20%	2.77		13.87 Outside Works
17/04/2019	WELLMAN R	PARK AND RIDE SITE		8677		0%	-		8,677.00 Outside Works
17/04/2019	BEVISS AND BECKING	PARK AND RIDE LICENCE		600		0%	-		600.00 Grants
17/04/2019	LRDT	GRANT?		7500		20%	1,250.00		6,250.00 Outside Works
17/04/2019	CAROL WILLIAMS	MONTHLY CLEANING		474.5		0%	-		474.50 Outside Works
17/04/2019	LYME KIDS CLUB	GRANT?		617.21		20%	85.46		531.75 Outside Works
17/04/2019	TOWN MILL TRUST	GRANT?		4470		0%	-		4,470.00 Grants
17/04/2019	CENTRAL SOUTHERN	ALTERCATIONS TO CCTV SYSTEM		480		0%	-		480.00 Outside Works
17/04/2019	GRENKELEASING	PHOTOCOPIER LEASE COSTS		90.19		20%	15.03		75.16 Office Expenses
18/04/2019	WORLDPAY	TRANSACTION CHARGES		23.94		20%	3.99		19.95 Office Expenses
23/04/2019	GIFFGAFF.COM	MOBILE PHONE BUNDLE		5		20%	0.83		4.17 Utilities
23/04/2019	IP OFFICE	PHONE AND BROADBAND		356.29		20%	59.38		296.91 Utilities
23/04/2019	WORLDPAY	TRANSACTION CHARGES		203.76		0%	-		203.76 Office Expenses
23/04/2019	WORLDPAY	TRANSACTION CHARGES		10.06		0%	-		10.06 Office Expenses
23/04/2019	WORLDPAY	TRANSACTION CHARGES		10		0%	-		10.00 Office Expenses
23/04/2019	WORLDPAY	TRANSACTION CHARGES		10		0%	-		10.00 Office Expenses
25/04/2019	GIFFGAFF.COM	MOBILE PHONE BUNDLE		5		20%	0.83		4.17 Utilities

Lyme Regis Town Council

Payments list for April 2019

£141,459.83

Total

Date	Supplier	Detail	Payment Type	Amount	Probable VAT Code*	Probable VAT	Probable VAT*	Probable Net*	Indicative Expenditure Category
25/04/2019	POULTONS DORSET	SUPPLY AND INSTALL 12 BEACH HUTS		23385.6		20%	3,897.60	19,488.00	Outside Works
29/04/2019	GIFFGAFF.COM	MOBILE PHONE BUNDLE		5	5	20%	0.83	4.17	Utilities
29/04/2019	GIFFGAFF.COM	MOBILE PHONE BUNDLE		5	5	20%	0.83	4.17	Utilities
29/04/2019	GIFFGAFF.COM	MOBILE PHONE BUNDLE		10	10	20%	1.67	8.33	Utilities
29/04/2019	GIFFGAFF.COM	MOBILE PHONE BUNDLE		5	5	20%	0.83	4.17	Utilities
30/04/2019	DVLA VEHICLE TAX CD 9724	ROAD TAX		260	260	0%	-	260.00	Office Expenses

**Committee:** Full Council

**Date:** 29 May 2019

**Title:** Sculptures on the Beach

**Purpose**

To allow members to consider the erection of temporary sculptures on the front beach from 22 July to 4 September 2019 to highlight to beach users about not littering the beach

**Recommendation**

Members consider the report and instruct the town clerk

**Background**

1. This issue is brought to the Full Council because if the council approves this project the sculptures will need to be commissioned immediately to meet the proposed showing date.
2. On 21 May 2019, the town clerk met with Cloe Evans from The Arts Development Company. Cloe Evans presented a proposal from Litter Free Coast and Sea and The Arts Development Company for a temporary showing of sculptures on the front beach between 22 July and 4 September 2019.
3. The purpose of the sculptures is to highlight to beach users about not littering the beach.
4. The sculptures are a plastic drinks' bottle, a chip/burger box, and a plastic knife and fork; the sculptures will be made from stainless steel and marine ply. The intention is to site the sculptures on three other beaches in Dorset: West Bay, Weymouth and Swanage.
5. Details of the project proposal are attached, **appendix 14A**.
6. Details about the artist, Jack Raisey are attached, **appendix 14B**.
7. Sketches of the sculptures are attached, **appendix 14C**. The bottle is 8' tall, the cutlery is 6' tall and chip/burger box is 4'X4'.
8. The exact location of the sculptures hasn't been identified. If the council approves the project, the location of the sculptures must be agreed by the council and the council must be able to reject the project if a suitable site cannot be agreed.
9. The decision on location should be delegated to the town clerk in consultation with the mayor until a chairman of Town Management and Highways is appointed on 26 June 2019.

**Cost**

10. The sculptures are funded by Litter Free Coast and Sea and The Arts Development Company.
11. The Arts Development Company has asked if they could have use of digger to install the sculptures and whether the council could insure the sculptures through its insurance policy.
12. The council doesn't own a digger but could pay for its hire; say up to two days at £60, per day.
13. The council's insurance policy includes the sculpture trail; the beach sculptures could be added to the policy at little or no cost.

John Wright  
Town clerk  
May 2019

**Litter Free Art and Sea. Artist commission to highlight to beach users about not littering beaches.**

**The commission:** A creative way of engaging people in litter waste and to encourage them not to litter the beaches as well as awareness about plastics. This work dovetails in with the aims of Turn Lyme Green and Plastic Free Lyme.

**Dates:** A temporary showing from 22<sup>nd</sup> July – 4<sup>th</sup> Sept 2019

**Funders:** Connecting Coastal Communities. Dorset Coastal Forum.

**Cost to LRTC:** None. Though we would request that the sculptures could be put under the insurance of LRTC, as the sculptures are at Langmore Gardens. And possibly have use of a digger to install the sculptures.

**Partners:** The participating Town Councils; The Arts Development Company; Litter Free Coast and Sea; Dorset Coastal Forum; AONB Dorset Food and Drink

**The artist / engineer/ designer** Jack Raisey has been appointed to make and deliver his concept of installing giant sculptures of typical kiosk packaging – ie a plastic drinks bottle, polystyrene chip/ burger box and a plastic knife and fork on the 4 town's beaches. They will resemble modern day fossils and the colouring of the sculptures will reflect the specific geology of that town by being the same colour. From a distance, they will look like fossils and when you get closer to them you will see what they are..a timely reminder to take your rubbish away with you. On the reverse of the sculptures will be some positive messaging regarding recycling. Not in a finger waggy way, just a reminder of how long certain plastics take to disintegrate.

**Materials:** Stainless steel, and Marine ply. See photo of the maquette and drawings.

**Size:** The bottle will be 8 foot tall, 2 foot wide; the cutlery 6 foot and 1 foot wide and the chip box will be smaller and squarer ie approx. 4 x 4 x 4, ie so it is proportional. The chip box will also incorporate a seat, so people can sit in it.

**Installing:** Jack will do this with support from Litter Free Coast and Sea. The 4 sculptures will be connected and anchored deep into the beach. He will provide method statement and risk assessment. He is an experienced designer/engineer and have full confidence. It is designed to allow the wind through the sculpture.

**Maintenance:** Not needed as a temporary showing and robust materials, however if by chance it does need maintaining, the designer will do it at no cost. It is designed, so that the wind can go through the sculpture and will be deeply anchored into the beach

**Decommissioning:** Jack will do this with support from Litter Free

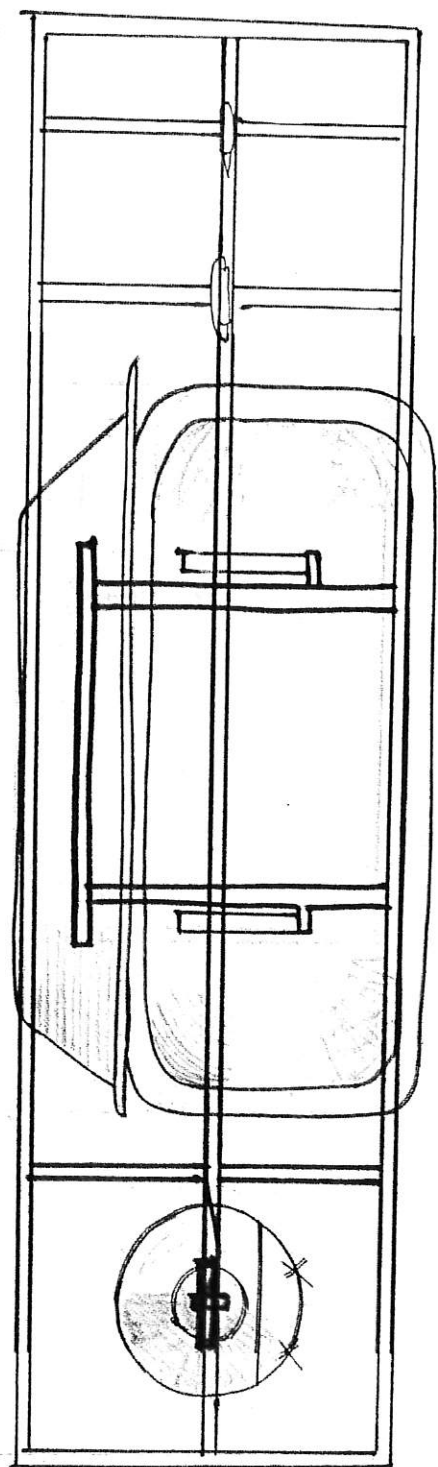
**Locations:** Lyme Regis, West Bay, Weymouth and Swanage. All 4 beaches would temporarily host the sculptures at the same time during the summer holidays. The sculptures will be made specific to each site to reflect the geology of that area. For Lyme Regis, we would like it to go on the sandy beach or one of the main beaches, so it correlates with the kiosks.

**Evaluation:** We would like to see if littering decreases during this time.

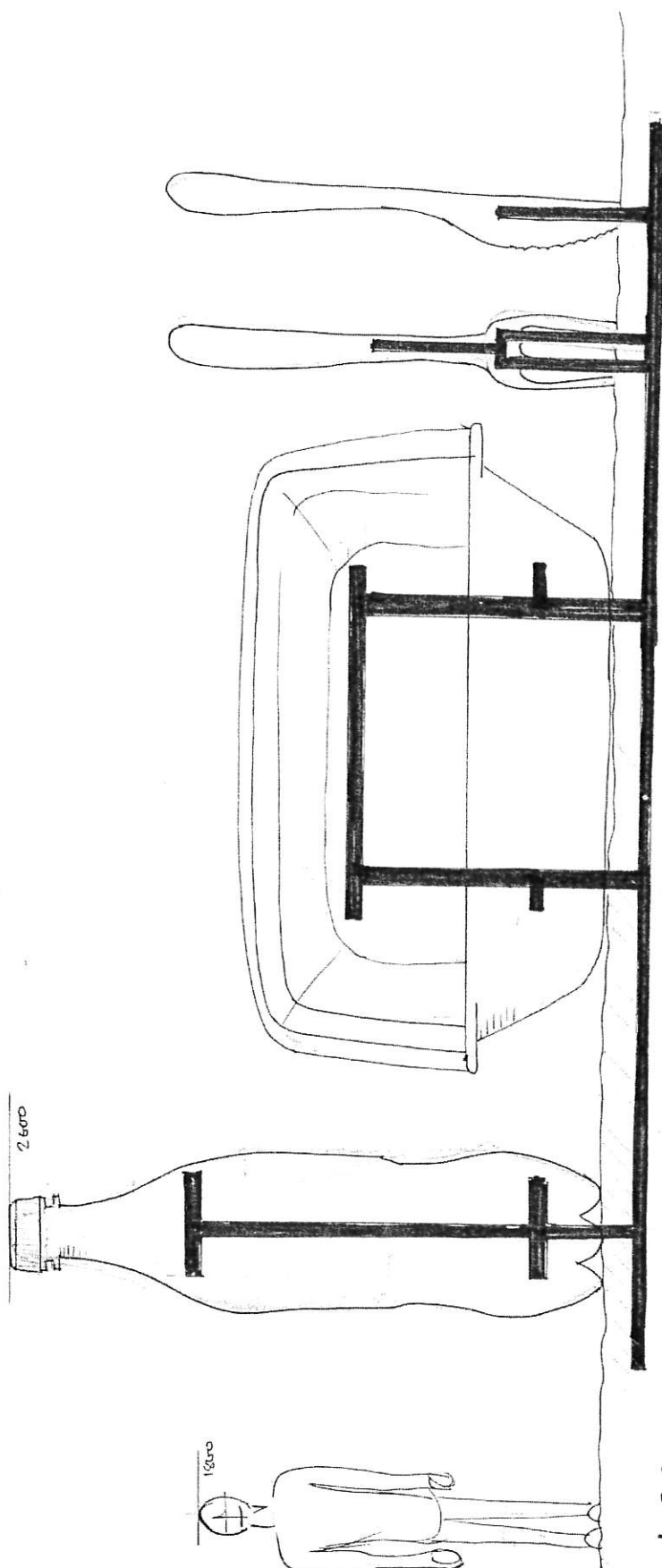
## The Art of Litter Free Coast and Sea

Proposal by Jack Raisey, Ba Hons.

<p><b>Who?</b></p>	<p>My name is Jack and I am a fine art graduate from Bath Spa University, currently hard-working motivated design-led architectural designer and surveyor working as JM Raisey Design. I offer a comprehensive design package from initial concept and spatial assessment to architectural design through to the finished structure. I have a naturally keen eye for detail and benefit from a rigorous education in art &amp; design. Having project managed many different developments I have to manage dozens of individual deadlines into a single thread that leads to the completion of a project on time and on budget. I have worked on a wide variety of projects from period renovations to highly modern Scandinavian influenced designs.</p> <p>Passionate about theatre, I create large set designs that incorporate very broad design briefs. Exciting and challenging; set design requires careful balancing of many conflicting constraints, be it size/budget/concept/function. With this I must engage the producers and director by communicating my concept and demonstrating quickly that my proposal will effectively fulfil the brief. Having a decade of experience delivering housing design and construction I can use the same skill set to work out how to make a set idea a reality to a highly professional standard. Both aspects of this work involve collaborating with many stakeholders to bring together many separate briefs and deadlines together in a cohesive single finished product of pieces.</p>
<p><b>How?</b></p>	<p>*I propose 4 installations that last the whole of the project term as this would ensure maximum exposure for the campaign creating a consistency of presence and hopefully a 'snowball' of interest and awareness especially through social media/photography.</p> <p>*Natural /recyclable materials throughout to ensure the message is not conflicted.</p> <p>*Striking in appearance and highly visible from distance to generate interest upon seeing and desire to take pic.</p> <p>*Naming the local businesses who have signed up to the scheme to give the credit to those businesses as part of the campaign to encourage others to take up the practice of reducing their single-use plastic consumption. Change through positive reinforcement.</p> <p>*Use this campaign as an opportunity to encourage businesses to change their packaging supplies in time to be listed as a local business making a difference - making a difference before the campaign even gets started. Thus engaging the business early on and gaining local support for this project.</p>
<p><b>Why?</b></p>	<p>This is an important project close to my heart. I proposed to my fiancé on Bournemouth beach. I have visited all 4 sites many times and strongly believe in working to reduce single use plastic and promote alternative solutions that are better for the environment.</p>
<p><b>Concept</b></p>	<p>My proposal is to create a striking installation of 15x regular scale 'fossilised' plastic fizzy drinks bottle/styrofoam/plastic knife &amp; fork - items that are typically used for beach snack containers. Looking out towards the sea these sculptures will have the appearance of stone. They will create a striking silhouette against the beach-scape that will encourage closer inspection. When the viewer comes closer they will find that the sculptures are cut in half and the other side is a flat surface with short illustrated facts and some statistics outlining why it is important to eradicate the use of single-use plastics. This information will be on the other side that faces the sea so that the viewer will be able to look at the information and see the shop fronts who this campaign is targeting.</p> <p>The tagline is "What will YOU leave behind?" and the information is hosted by a dinosaur character who presents the facts to engage interest of children. At the lower sections of the sculptures tablets will be inset that run dinosaur themed games for children to play that presents the information in a more playful illustrated way. These tablets will be solar powered with an internal battery power source.</p> <p>Local businesses who have taken up the scheme will be listed on the sculptures to inform the viewer.</p> <p>As this striking contrast to the traditional beach scene will be highly noticeable it will provoke viewers to take photos and create a social media presence. This can be tied in with a #whatwillYOUleavebehind? to link to images.</p> <p>The sculptures will create intrigue, and then surprise when they are found to have dual purpose that also informs the viewer the campaign it is a part of.</p>



1:20



1800

2400

1:20

**Committee:** Full Council

**Date:** 29 May 2019

**Title:** Seagull Control

## Purpose of Report

To inform members of the outcome of the seagull control trial on 17 April 2019 and to seek approval to employ Xtreme Falconry on six occasions between 28 July and 26 August 2019

## Recommendation

Members note the report and approve the employment of Xtreme Falconry on six occasions between 28 July and 26 August 2019

## Background

1. Following consideration by the Town Management and Highways Committee, on 28 November 2018 the Full Council resolved:  
  
    'to agree to a bird control trial with a falconer during a day in the 2019 Easter holidays between 12pm and 4pm.'
2. The trial was undertaken by Xtreme Falconry and took place on 17 April 2019. The trial involved two American eagles.
3. The eagles weren't flown but their presence produced an immediate response from seagulls; they took to the air and ascended to a height of safety.
4. The interest from the public was overwhelming. The event also attracted significant interest from the media including international television and radio companies, and nation newspapers.
5. Employing Xtreme Falconry throughout the summer would be expensive; they charge £95 per hour.
6. A more pragmatic approach would be to employ Xtreme Falconry periodically throughout the school summer holidays and align their presence to the council's campaign not to feed seagulls.
7. As on 17 April 2019, the American eagles would not be flown, i.e. they would be perched.
8. The operations manager has discussed with Xtreme Falconry its availability during the school summer holidays and has provisionally arranged for the company to visit Lyme Regis between 12 noon and 4pm on:

Sunday 28 July

Wednesday 31 July  
Thursday 8 August  
Thursday 15 August  
Saturday 24 August  
Monday 26 August.

9. The total cost is £2,280; this expenditure isn't included in the 2019-20 budget but can be met by drawing down reserves at the end of the financial year.

Matt Adamson-Drage  
Operations manager  
May 2019