



John Wright
Town Clerk

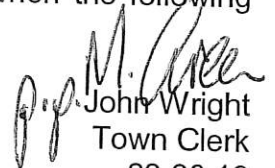
Lyme Regis Town Council

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 an extraordinary meeting of the Lyme Regis Town Council to be held in the Guildhall, Bridge Street, Lyme Regis, on Wednesday 4 September 2019 at 7pm when the following business is proposed to be transacted:


John Wright
Town Clerk
23.08.19

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

1. Declaration of Acceptance of Office

To confirm Cllr Rob Smith has signed his Declaration of Acceptance of Office

2. Public Forum

Twenty minutes will be made available for public comment and response in relation to items on this agenda.

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

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. Appointments to Committees

To allow the council to appoint members to committees

7. Appointments to External Bodies 2019/20

To allow members to appoint representatives to Plastic Free Lyme Regis and the Lyme Regis Society

8. Objectives 2020-2015

To allow members to consider the first draft of council objectives, 2020-2025 and to approve a process and timetable for firming up objectives

9. Shelters' Roof Works

To inform members of the latest position with obtaining tenders for work to the roof of the shelters building on the Marine Parade, Lyme Regis

10. Option to tax (for VAT) SWiM, the Antiques Centre and the Amusement Arcade

To allow members to consider whether to opt to tax (for VAT purposes) any, or all, of the three properties

To allow members to consider the cost implications to the council of not opting to tax the properties

To allow members to consider the potential impact of the option to tax on the tenants of each property

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

11. Finance Manager Appointment

To inform members of the outcome of the finance manager recruitment process and to recommend the permanent appointment of the interim finance manager on a 37-hour, four-day week contract

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

12. Pay Review, South West Councils Options and Costs

To inform members of the options and costs for South West Councils to undertake a pay review

13. Staffing Structure Review

To allow members to consider a new staffing structure

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

14. Beach Hut Booking Structure

To allow members to consider amending the beach hut booking structure, to be introduced in line with the launch of the online booking system

15. Lyme Regis Football Club, Amendments to 2020-21 Works' Programme

To allow members to consider Lyme Regis Football Club's proposal to amend its 2020-21 works' programme from drainage works, only, to a reduced specification of drainage works, new fencing and car park tarmacing

16. Grant Donation to One Planet Working Group

To allow members to consider a grant of £250 to Lyme Regis One Planet Working Group

17. Dorset Council's CCTV Project

To allow members to consider applying for grant funding for the link installation for Dorset Council's pan-Dorset CCTV project which allows Dorset Police access to monitor the council's CCTV system

To consider installation of a CCTV camera at the top of Broad Street to view the majority of Broad Street and vehicle movements

18. Exempt Business

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

- (a) Agenda item 10 – Option to tax (for VAT) SWiM, the Antiques Centre and the Amusement Arcade**
- (b) Agenda item 11 – Finance Manager Appointment**
- (c) Agenda item 13 – Staffing Structure Review**

Committee: Extraordinary Full Council

Date: 4 September 2019

Title: Declaration of Acceptance of Office

Purpose

To confirm Cllr Rob Smith has signed his Declaration of Acceptance of Office

Recommendation

Members note the town clerk's confirmation that Cllr Rob Smith has signed his Declaration 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 or at the first meeting of the council after their election in the presence of a member or the proper officer.
2. The town clerk will confirm at the meeting if he has received a signed Declaration of Acceptance of Office from Cllr Rob Smith.

John Wright
Town clerk
August 2019

Committee: Extraordinary Full Council

Date: 4 September 2019

Title: Appointments to Committees

Purpose of Report

To allow the council to appoint members to committees

Recommendation

To appoint members to their chosen committees

Background

1. 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. Appointments were made to the council's committees at the annual meeting on 15 May 2019.

Report

2. Cllr B. Bawden has indicated she would now like to join the Planning Committee and Cllr G. Stammers has indicated she would now like to join the Town Management and Highways Committee.
3. Following his election on 8 August 2019, Cllr Rob Smith has the opportunity to be appointed to committees at this meeting, but he is considering waiting until he has had the chance to find out more about what each committee does.
4. If any other members would like to join committees, this is also an opportunity to be appointed.

Adrianne Mullins
Administrative officer
August 2019

Committee: Extraordinary Full Council

Date: 4 September 2019

Title: Appointments to External Bodies 2019/20

Purpose of Report

To allow members to appoint representatives to Plastic Free Lyme Regis and the Lyme Regis Society

Recommendation

Members appoint representatives to Plastic Free Lyme Regis and the Lyme Regis Society

Background

1. Nominations to external bodies were made at the Full Council meeting on 29 May 2019.

Report

2. Since that meeting, Cllr R. Doney has stood down as the council's representative for Plastic Free Lyme Regis. As such, another member nomination is sought.
3. The Lyme Regis Society has also since contacted the council to ask if a member could be appointed to the organisation.
4. Members can choose to be a participating or liaison member. Liaison members wouldn't necessarily attend external bodies' meetings but would be their main link with the council. There is an expectation for participating members to attend and take part in meetings.

Adrianne Mullins
Administrative officer
August 2019

Committee: Extraordinary Full Council

Date: 4 September 2019

Title: Objectives 2020-2015

Purpose of Report

To allow members to consider the first draft of council objectives, 2020-2025 and to approve a process and timetable for firming up objectives

Recommendation

- a) Members consider the first draft of objectives 2020-25, detailed in the appendices, and approve the process and timetable for firming up the objectives detailed in paragraph 16
- b) Identify three members to work alongside officers to assist in the delivery of the public consultation exercise

Background

1. This matter is being considered by this meeting of the Full Council to increase the time available to consult with the public on the council's objectives ahead of the council setting its budget and precept on 8 January 2020.
2. The council identifies objectives in the first year of its administration. The objectives are identified for five years, i.e., 2020-25; the remaining four years of this administration and the first year of the council administration elected in May 2024.
3. The rationale for agreeing objectives for the first year of a successor council is to create a seamless transition, avoid a slow-down of business in the final year of an administration and to allow newly-elected councillors time to establish their own objectives.
4. The agreed objectives will be costed and form part of the council's 2020-21 budget, 2020-25 financial plan and corporate plan.
5. Objectives are reviewed annually and can be amended or deleted. Further objectives can be added during the life of the council administration; additional objectives are subject to budget availability and/or the deletion or amendment of other objectives.

Report

6. On 28 June 2019, members had an 'away day'. One of the outcomes of the 'away day' was the first draft of objectives.

7. So far, the draft objectives fall in to two categories, environmental, **appendix 8A** and other, **appendix 8B**.
8. The town clerk has suggested the financial years which the objectives could be delivered in; this is starting point, only.
9. When the council agrees its final list of objectives, detailed costings will be undertaken, completion dates for those falling in 2020-21 will be agreed, lead officers will be assigned, and the responsible committee for each objective will be identified.
10. These objectives, along with others identified at this meeting, will be used for public consultation.

Public consultation

11. Public consultation is an important part of determining the council's objectives; the council wasn't elected on a manifesto so there's no public statement of intent and nothing that the council's performance can be measured against.
12. It is proposed consultation has three elements:
 - an open day at Woodmead Halls, end-September/early-October 2019
 - an online questionnaire using Lyme Voice
 - residents' email or write to the town clerk with observations and suggestions.
13. A public notice will be issued notifying the townspeople of the consultation exercise.
14. The public will have the opportunity to support or reject the council's objectives and identify those of their own.
15. LymeForward will assist the town council in this public consultation exercise. This is a consultation exercise and the council isn't bound by the views of the public.

Timetable

16.

Public consultation ends	18 October 2019
Costed objectives considered and approved by S&F Committee	6 November 2019
Costed objectives approved by Full Council	20 November 2019
Costed objectives presented to S&F Committee as part of the 2020-21 budget-setting process and 2020-25 financial plan	18 December 2019
Costed objectives approved by Full Council as part of the 2020-21 budget and 2020-25 financial plan	8 January 2020

AGENDA ITEM 8

Corporate Plan 2020-25 considered by S&F Committee	5 February 2020
Corporate Plan 2020-25 approved by Full Council	19 February 2020

17. To assist in the delivery of the public consultation exercise, the town clerk suggests a panel of three members work alongside officers.

John Wright
Town clerk
August 2019

Environmental initiatives

	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025 and beyond
Replace vehicles with electric	x	x	x	x	x	x	
Water points on seafront		x					
Introduce free town bus		x					
Move to green utility providers	x	x					
Move to ethical investors	x	x					
Electronic office			x				
Work with Low Carbon Dorset	x	x					
Recycling signage on bins	x						
Solar panels on cadet hut							x
Carbon car parking levy					x		
Environmental office refurbishment		x					
Promotion of environmental initiatives	x	x	x	x	x	x	x
Introduce electric charging points		x	x	x	x	x	x
Develop business case for water loss		x					

Non-environmental initiatives

	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
Debt free					X	
Residents' weekend		X				
Develop community engagement strategy	X					
Re-launch Gateway Card	X					
Refurbish offices		X				
Seafront urinals		X				
Develop plan for the shelters	X					
Refurbish gardens		X	X	X	X	
Implement findings from Strawberry Fields options appraisal		X				
Implement asset strategy		X	X	X	X	

Committee: Extraordinary Full Council

Date: 4 September 2019

Title: Shelters' Roof Works

Purpose of Report

To inform members of the latest position with obtaining tenders for work to the roof of the shelters building on the Marine Parade, Lyme Regis

Recommendation

That members note the latest position with obtaining tenders for work to the roof of the shelters building on the Marine Parade, Lyme Regis

Background

1. Members have received several previous reports about the need to carry out works to the roof of the shelters' building on the Marine Parade at Lyme Regis. The most recent substantive report was submitted to the extraordinary meeting of Full Council held on 10 October 2018. The budget for the works was subsequently increased from £332k to £400k as part of the 2019/20 budget-setting process.
2. In those earlier reports, it was noted that the commercial units and associated roof structure had been constructed in the mid-60s and that almost no significant maintenance had been undertaken since that time.
3. In more recent years, there had been some issues, including water ingress through the flat roof and into the units below. Patch repairs had been undertaken, but it was agreed a more comprehensive and permanent solution was required.
4. A specification was agreed, detailed plans drawn up and tender documents prepared by the council's architects, Crickmay Stark. Tenders were invited from contractors with a closing date of noon on 2 August 2019.
5. That specification included elements of both repair and enhancement, the latter aimed at allowing greater use of the flat-roofed area by the public and in connection with events. The principal enhancements included new feature railings and glass panelling, additional lighting and new power and water supply points.

Report

6. The tenders were opened in the presence of Cllr J. Broom as chairman of the Town Management and Highways Committee.

7. Disappointingly, only two tenders were received, the lowest of which was in a sum almost double the approved budget. Whilst subsequent arithmetic check showed a number of inaccuracies which had the effect of reducing the overall cost, it was absolutely clear that no amount of negotiation or value-engineering would bring the price within budget.
8. Given the importance of timescale in minimising any impact of the works on the tenants below, the architect has been instructed to go back out to tender with a reduced scope of works and to a fresh group of contractors.
9. The new invitation to tender will be sent out by 6 September with a return date of 4 October, which should still allow the works to commence by early-November 2019, i.e., without any additional delay. Given a reduced scope of works, it is possible that the contract period will be less than the original 20 weeks, further reducing any impact on tenants.
10. The main change in the reduced scope of works is to omit the feature railings and glass panelling along the roof frontage. This element alone was priced at over £200k in total and its inclusion makes keeping within the approved budget impossible. It is now intended to retain the existing railings but incorporate some means of preventing objects from falling from the roof area onto the parade below.
11. The retention of the existing railings may have some implications for the level of guarantee offered in connection with the new roofing materials, but the council's architect for this project is confident that it will be possible to design and implement a fully satisfactory junction/seal between the existing railings and the new roofing material. In addition, there is no suggestion that the existing water leaks emanate from the vicinity of the railings.
12. The works will be priced on an individual 'menu' basis but with a primary focus on repairing the roof by overlaying with the same modern, high-quality material previously approved by members. This element will include work to improve the drainage to the rear of the retaining wall, where good sealing with the new roofing material is critical.
13. Other works, which will be priced individually, include new lighting, new water and power points, removing the roof-top steps as part of the roofing works and improving access to the roof area from the gardens. Any necessary scaffolding works will also be priced separately. The reduced scope of work may affect the need or otherwise for ground-mounted scaffolding.
14. On the above basis and after discussion with the council's architect for this project, officers are confident that an acceptable scheme can be agreed which limits the overall price to within the approved budget. Once professional fees have been included in the overall cost, achieving this will probably mean that not all of the works referred to at 13 above can be afforded.
15. In the meantime, the tenants are anxious to better understand the precise impact of the works on their trading situation. Although officers will continue to

liaise, it will be difficult to give tenants precise information until the exact scope of works has been finalised following return of tenders, a contractor has been appointed and a final programme of works agreed.

16. One tenant has also queried whether the works fall within the scope of the Party Wall Act. Officers have sought independent and professional advice on this matter. The advice received is that, subject to further scrutiny of the revised plans and specifications, the works probably do fall within the Act. If this is confirmed, the required processes will be followed. This should not affect the programme of works.
17. The VAT implications of this work are the subject of a separate report on this agenda.

Mark Green
Deputy town clerk
August 2019

Committee: Extraordinary Full Council

Date: 4 September 2019

Title: Pay Review, South West Councils Options and Costs

Purpose of Report

To inform members of the options and costs for South West Councils to undertake a pay review

Recommendation

Members approve option two, detailed in paragraph 5

Background

1. On 19 June 2019, the Human Resources Committee considered a report on staffing structure and pay review and passed the following resolution:

‘that a review of the staffing structure and pay be undertaken by South West Councils subject to a budget/cost being reported to and approved by Full Council.’
2. Cost information was received from South West Councils on 31 July 2019; this was after the Full Council meeting on 24 July 2019.

Report

3. South West Councils suggest two options, both options involve a four-stage process: information gathering, job evaluation, report and presentation, **appendix 12A**.
4. Option one involves South West Councils spending time with each employee to gain an understanding of their job. The discussion would be based around a standard job evaluation questionnaire. The estimated consultancy time is 6.5 days at a cost of £4,842.50, plus travel expenses, plus VAT.
5. Option two involves South West Councils briefing employees to help them understand what the job evaluation scheme will be looking at and how to complete a job evaluation questionnaire. The town clerk would be responsible for assisting postholders in completing job evaluation questionnaires. Completed job evaluation questionnaires would be forwarded to South West Councils for evaluation. The estimated consultancy time is 4 days at a cost of £2,980, plus travel expenses, plus VAT.
6. Elsewhere on this agenda is a report on staffing structure. This report outlines a timetable for the implementation of a new staff structure and pay review.
7. The trade union, Unison, will be notified about the pay review.

John Wright
Town clerk
August 2019

From: John Wright
Sent: 29 July 2019 13:02
To: Mark Green; Adrianne Mullins
Subject: FW: Organizational Structure

Follow Up Flag: Follow up
Flag Status: Flagged

As per conversation.

From: Ian Morgan <Ian.Morgan@SWCouncils.gov.uk>
Sent: 29 July 2019 11:13
To: John Wright <townclerk@lymeregistowncouncil.gov.uk>
Subject: RE: Organizational Structure

Hi John

Many thanks for this. I'm now in a position to set out the approach that we normally follow in respect of a pay and grading review, as follows:

Stage 1 – Gathering job information

There are a couple of options in relation to this depending on how much support the Council feels the employees would require:

Option 1

A member of the team will spend some time with each postholder to gain an understanding of their job, basing the discussion around a standard Job Evaluation Questionnaire (JEQ).

Anticipated consultancy time required: **3 days**

Option 2

A member of the team delivers a briefing to all staff to help them understand what the job evaluation scheme will be looking at and how to complete the JEQ. You would be responsible for assisting postholders in completing their JEQs, forwarding them on to us once you are satisfied that the content is a true reflection of what is required for the role for us to carry out the evaluation.

Anticipated consultancy time required: **0.5 day**

Stage 2 – Job evaluation of all roles

We would evaluate all roles using the information provided by postholders by reference to the NJC 'Green Book' job evaluation scheme. Initial results would be shared with you as the Clerk as part of a quality assurance process.

Anticipated consultancy time required: **2 days**

Stage 3 – Report

AS1 - 2018-2019

Report would be produced for member consideration including recommendations for an appropriate pay and grading structure.

Anticipated consultancy time required: **1 day**

Stage 4 – Presentation to members

We can present the report to the Staffing Committee or Full Council.

Anticipated consultancy time required: **0.5 days**

Depending on which option the council would prefer, the total estimated amount of consultancy time would be 4 – 6.5 days @ £745 per day = **£2,980 - £4,842.50 plus travel expenses plus VAT**

As members your subscription would cover our ongoing support and advice regarding the implementation of the review outcomes.

Please be aware that these are estimated project charges, which are subject to change dependent on actual days worked and travel and subsistence costs reasonably incurred. We would liaise with you to secure agreement before undertaking any activity necessitating additional consultancy days being worked.

The advice and support we provide is based on our detailed professional knowledge and the extensive experience we have of supporting local authorities with the management of Human Resource issues. The information that we provide does not however constitute legal advice.

I hope that this information is useful, however, should you require any further clarification regarding this matter or would just like to talk it through, please do not hesitate to contact me.

Kind regards

Ian

Ian Morgan
Head of HR Services
Tel: 01823 425222
Twitter: @IanSWCouncils
www.swcouncils.gov.uk
South West Councils

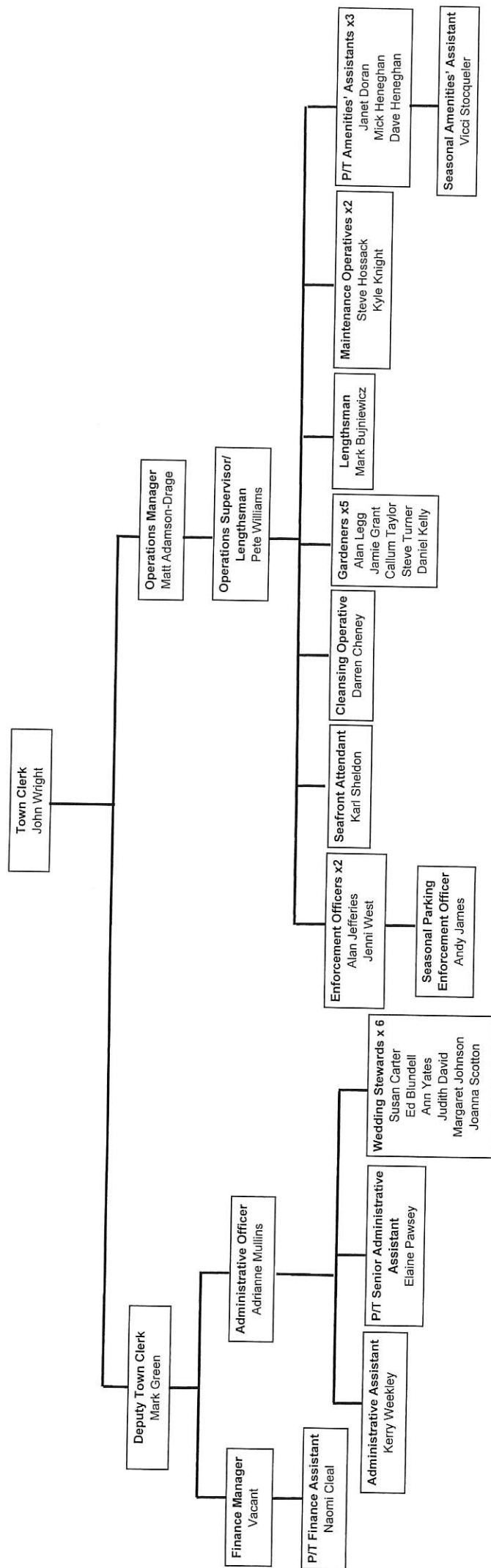


Mediation and Conflict Resolution

www.swcouncils.gov.uk



"The contents of this email and any attachments are the property of the South West Councils and are intended solely for the confidential use of the named recipient only. They may contain confidential information and should not be communicated to or relied upon by any person without our express written consent. If you are not an addressee please notify our Technical Support Team on 01823 270101 on receipt and delete it from your records. Although South West Councils utilise the most up to date virus checking procedures you should carry out your own virus check



Committee: Full Council

Date: 4 September 2019

Title: Beach Hut Booking Structure

Purpose of Report

To allow members to consider amending the beach hut booking structure, to be introduced in line with the launch of the online booking system

Recommendation

Members approve amending the beach hut booking structure, to be introduced in line with the launch of the online booking system, in line with the proposals in paragraph 8

Background

1. Charges for services and facilities provided by the council are set in October/November each year by the Strategy and Finance Committee, which are then fed into budget-setting process.
2. Prices for 2020 for Cart Road beach hut hire were considered by the Strategy and Finance Committee on 24 October 2018 and approved by the Full Council on 31 October 2018.
3. The prices were agreed as follows:

	Rate 2020
January – Easter	£10
Easter Holiday	£45
April – Spring Holiday	£35
Spring Holiday	£50
June	£45
July – August	£120
September	£45
October	£25
November – December	£16
Christmas and New Year	£40
Winter season	£155
Summer season	£950
Annual	£1500

4. Daily rates are set at 25% of the weekly rate, rounded. Daily rates are therefore as follows:

	Daily Rate 2020
January– Easter	£3
Easter Holiday	£11
April– Spring Holiday	£9
Spring Holiday	£13
June	£11
July- August	£30
September	£11
October	£6
November- December	£4
Christmas and New Year	£10

Report

5. Phase one of the new town council website was launched in May. Phase two is the development of a bespoke booking system for beach huts and weddings, and availability calendars for venue hire.
6. The booking system is currently under construction by the web design company Blue Level. It is intended the new system will offer beach hut hirers greater flexibility in both the booking process and in the hiring of the huts.
7. It is proposed to move away from the current system of weekly bookings, only, as there is increasing demand for daily hire or part-weeks. Members have also commented in the past about how huts are seemingly not being used during the busiest periods, mainly because people have no choice but to book an entire week even if they only intend to use the hut for a shorter period.
8. Members are therefore asked to approve a new daily booking structure for the beach huts, based on the same charges as previously agreed. However, it is also proposed to maintain the following:
 - Annual, summer and winter packages as these are popular with hirers
 - Minimum weekly booking for popular weeks – these have been identified using historic occupancy data and are usually during school holidays
 - Residents' priority booking day
 - 10% discount to Gateway Card holders.
9. If members approve the new arrangements at this meeting, it is anticipated the new system could be launched in October 2019, when we would normally start booking huts for the following year.

Adrianne Mullins
Administrative officer
August 2019

Committee: Extraordinary Full Council

Date: 4 September 2019

Title: Lyme Regis Football Club, Amendments to 2020-21 Works' Programme

Purpose of Report

To allow members to consider Lyme Regis Football Club's proposal to amend its 2020-21 works' programme from drainage works, only, to a reduced specification of drainage works, new fencing and car park tarmacing

Recommendation

Members approve Lyme Regis Football Club's proposal to amend its 2020-21 works' programme from drainage works, only, to a reduced specification of drainage works, new fencing and car park tarmacing

Background

1. Following consideration by this committee on 29 June 2016, on 13 July 2016 the Full Council approved the grant agreement for Lyme Regis Football Club.
2. The purpose of the grant is to allow the football club to:
 - extend the football pitch and construct a covered area for spectators
 - extend the clubhouse to accommodate a kitchen
 - tarmac the car park and replace the roadside perimeter fencing
3. The grant allocation is up to £25,000 per annum in 2016-17, 2017-18, 2018-19 and 2019-20; a total of up to £100,000. With the town council's consent, funding not committed in any one year can be transferred to the following year.
4. For each project, Lyme Regis Football Club must have in place a budget of £12,000 which will be used for the first payment: this represents the football club's commitment to allocate £36,000 to the three projects.
5. The grant agreement requires the town clerk and the councillor representative on Lyme Regis Football Club's Development Sub-Committee, to 'meet with one or more of the football club's sub-committee members to be appraised of design, procurement and works' progress against each project and the overall budget' and to report any material issues arising out of these discussions to this committee. The councillor representative for 2019-20 is Cllr R. Doney.
6. The first project, the kitchen extension, was completed in the financial year 2017-18. The total cost of the project was £62,500; the council contributed £50,500 to this project and the football club contributed £12,000.
7. A council contribution of £49,500 is available for the remaining projects.

8. Following a request from the football club and consideration by the Strategy and Finance Committee, on 11 July 2018 the Full Council resolved:

‘to approve the request from the football club to build a grandstand, only, in 2018 and to replace the 2019 project to tarmac the car park and replace the roadside perimeter fencing with a project to improve drainage to the ground and to widen the pitch, and to approve transferring £15,000 of Lyme Regis Football Club’s grant allocation to 2019-20, increasing the 2019-20 grant allocation to £40,000.’
9. Following a request from the football club and consideration by the Strategy and Finance Committee, on 20 March 2019 the Full Council resolved:

‘to approve the request from the football club to defer the build of its grandstand from 2018 to 2019; to approve the football club’s proposal not to widen the football pitch and undertake drainage works, only, in 2020; and to approve the extension of the grant period from 31 March 2020 to 31 August 2020 to allow drainage works to the football pitch to be completed and that any remaining grant allocation following the erection of the grandstand is allocated to this project.’
10. On 29 July 2019, Cllr R. Doney and the town clerk met with Mark Bailey and Philip Evans MBE, president and life member of Lyme Regis Football Club. At the meeting, the football club said the cost of the drainage works had been estimated at £100,000 and wasn’t affordable.
11. Consequently, the football club want to reduce the drainage works’ specification and spend the remainder of the council’s grant allocation on replacing the perimeter fence and tarmacing the car park. See attached, **appendix 15A**.
12. The town clerk reminded the football club of requirements in the grant agreement: works need to be specified, procured and supervised by a qualified architect or other consultant; works should be competitively tendered; the football club is responsible for a £12,000 contribution to each project and the first payment must be from the football club’s contribution and; the council’s member representative and town clerk should be at the tender opening.
13. If all goes to plan, the football club will have completed four projects in three phases by 31 March 2021: the kitchen, 2017-18; grandstand and associated groundworks, 2019-20; a reduced programme of drainage works, new fencing and car park tarmacing, 2020-21.
14. The work scheduled for 2019-20 is the grandstand and associated groundworks; the total cost of this project is £25,200. The football club will contribute the first £12,000 towards this project, the town council will contribute £13,200.

AGENDA ITEM 15

15. The third and final phase of works will take place in 2020-21. The provisional estimate for these works is £70,000: £25,000 for the reduced specification of drainage works and £35,000 for new fencing and tarmacking.
16. The football club will contribute £12,000 towards these projects and will have up to £36,300 of council grant available. The football club has sourced £10,000 of external funding for this project.

John Wright
Town clerk
August 2019

Adrianne Mullins

From: Philip Evans <philip@lyme-online.co.uk>
Sent: 20 August 2019 09:10
To: John Wright; Richard Doney
Subject: Corrected Project Fortify amended figures

Hi John:

Thank you for the recent meeting with Mark Bailey and myself concerning the development programme at the Davey Fort. I am able to confirm the following:

1. We have three quotations for both the purchase and construction of the stand and the groundworks.

2. The total cost of Stage Two is:

Grandstand purchase and construction £13,500 plus VAT £2700 = £16,200

Groundworks £7500 plus VAT £1500 = £9000

TOTAL £25,200

3. The club has match funding of £12,000.

4. We are therefore asking to draw down £13,200 from the council to cover the cost of this stage.

5. To date we have received a total of £50,500 in payments from the council, the last payment of £2,500 for replacement of the old kitchen and bar floor which was agreed with our chairman, Howard Larcombe.

6. John Evans, a qualified surveyor/architect who supervised the kitchen project, will be acting as project manager for the erection of the stand.

At our meeting we discussed Phase Three of our development project. It was our intention to carry out an extensive drainage programme and have received advice from the Dorset Football Association who were able to recommend experts in this field with whom we have had site meetings. It transpires that the cost for a complete drainage scheme would be in excess of £84,000 plus VAT and after careful consideration the club has decided that this is financially beyond our resources even with the council's generous support. Such a project would also require substantial costs on an annual basis which we feel is beyond the club's ongoing resources.

Therefore, the club has decided that Phase Three of our development programme should include less ambitious drainage improvements together with the original intention to tarmac the car parking area (which in itself will help to take excess water away from the pitch) and new surround fencing.

If the council are agreeable to this, the work would be carried out in the close season of 2019-2020 (ie the summer of 2020) with completion by September 2020.

The club has also secured the services of an experienced groundsman who has taken over from the person who has looked after the ground for many years.

After drawing down the £13,200 (see paragraph 4 above), the council would have made a total grant of £63,700 to the club, leaving a surplus of £36,300 from the £100,000 originally approved. With our match funding of £12,000, this provides us with £48,300 for the final phase together with £10,000 in grant aid we have sourced through other outlets, making a total of £58,300. Provisional estimates for Phase Three costs for the drainage work out at £25,000

AZ1 X104399A

and the car park and fencing at £35,000, so we will be left with raising a further £1,700 to complete the project which is well within our capability.

We are, therefore, asking the council to approve this amended programme of works after which we will obtain detailed costings for the remaining work (ie drainage, car park and fencing) for submission to the council.

It was agreed at our recent meeting that when quotations for the current Phase 2 were acquired we would meet again for the tenders to be opened and contractors appointed. We would be happy to meet as soon as it is convenient to the council. We would hope that project can be completed by November 2019.

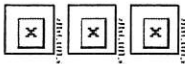
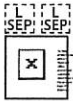
We are very grateful for the council's financial support and the patient manner you have dealt with our efforts to secure a long term future for one of Lyme's oldest organisations and one which will provide sport for future generations.

Regards,

Philip Evans

(Club President)

--



Philip Evans

Managing Director

t: TBC

m: 07796 951 991

a: Unit 5, Uplyme Business Park, Uplyme Road, Lyme Regis, Dorset DT7 3LS

w: www.lyme-online.co.uk e: philip@lyme-online.co.uk

Newspaper - Website - Mobile

Supporting:

Lyme Regis Branch of the Royal British Legion - Lyme Regis Football Club

Lyme Regis Musical Theatre - Cancer Research UK Lyme Regis

Disclaimer: The information contained in this email is confidential and intended only for the stated addressee. If you are not the intended recipient you must not copy, disseminate, use or reply on any information it contains. If you have received this email in error, please notify edit@lyme-online.co.uk and delete this email from your system. If you contact us by email, we may store your name and address to facilitate communication. We take reasonable precautions to ensure that our emails are virus free. However, we accept no responsibility for any virus transmitted by us and recommend that you subject any incoming email to your own virus checking procedures.

Committee: Extraordinary Full Council

Date: 4 September 2019

Title: Grant Donation to One Planet Working Group

Purpose of Report

To allow members to consider a grant of £250 to Lyme Regis One Planet Working Group

Recommendation

Members consider the request from the Lyme Regis One Planet Working Group and instruct the town clerk

Policy Context

1. This report is being brought to this meeting because deferring this matter to the next cycle of council meetings would constrain One Planet Working Group's ability to establish itself and make early progress.
2. Grants at this level are normally allocated to organisations through a process which culminates in a Full Council decision in early-Spring each year.
3. This is unbudgeted expenditure.

Background

4. Lyme Regis One planet Working Group held its inaugural meeting on 26 July 2019.
5. The aims of the One Planet Working Group are to encourage and assist all people and organisations in Lyme Regis to play their part in achieving net zero carbon.
6. The council has three members on the working group: Cllr B. Bawden, Cllr K. Ellis and Cllr L. Howe.

Report

7. On 24 July 2019, Simon West emailed the town clerk asking for a £100 donation to help establish the group. On 19 August 2019, Simon West emailed the town clerk and asked if the donation could be increased to £250, **appendix 16A**.

John Wright
Town clerk
August 2019

Adrianne Mullins

Subject: FW: One Planet Working Group finances

Hi John,

Now the One Planet Working Group is fully up and running and starting to work out what we need to achieve, I have realised that donations from the members will be enough to keep our accounts ticking over, but we do need more support in the initial stages to ensure we have the ability to buy the things required to run the group.

For that reason, I am asking increase my request to Lyme Regis Town Council to £250.00

We have so far raised £95.00 but have already had expenditure of £74.00

Kind regards

Simon West FRSA

On Wed, 24 Jul 2019 at 17:11, John Wright <townclerk@lymeregistowncouncil.gov.uk> wrote:

Simon

The inaugural meeting is in my diary. At the meeting I'll be reporting on behalf of the council.

Any grant request have to be considered by the council. An extraordinary full council meeting will be arranged for 20 August 2019; I'll include your request on the agenda.

John

From: Simon West **Sent:** 24 July 2019 16:35

To: John Wright <townclerk@lymeregistowncouncil.gov.uk>

Subject: One Planet Working Group finances

Hi John,

Just a quick email to ask,

a) are you able to join us on Friday for the inaugural meeting?

and

b) does the council have any discretionary funds to get the group started?

We are going to recommend operating as a group with financial accounts and a small membership fee (£5 each) but it would be great to get the ball rolling with £100 donation so we can afford to get some leaflets printed and a banner. We are hoping to have a presence on the sea front at the various events over the summer.

Kind regards

Simon West FRSA

Committee: Extraordinary Full Council

Date: 4 September 2019

Title: Dorset Council's CCTV Project

Purpose of the Report

To allow members to consider applying for grant funding for the link installation for Dorset Council's pan-Dorset CCTV project which allows Dorset Police access to monitor the council's CCTV system

To consider installation of a CCTV camera at the top of Broad Street to view the majority of Broad Street and vehicle movements

Recommendation

- a) Members approve applying for grant funding for the link installation for Dorset Council's pan-Dorset CCTV project which allows Dorset Police access to monitor the council's CCTV system.
- b) Members approve the installation of a CCTV camera at the top of Broad Street to view the majority of Broad Street and vehicle movements

Background

- 1. Dorset Council's pan-Dorset CCTV project allows Dorset Police to monitor the CCTV footage from a council's own CCTV cameras, over the internet, at the police CCTV operations centre. Currently Bridport, Dorchester and Weymouth and Portland Councils have their CCTV monitored by the police for 12 hours a day.
- 2. The town clerk and operations manager met with Inspector Darren Stanton on 11 January 2019. He spoke, among other topics such as Broad Street CCTV, about the Dorset Council's CCTV project initiative, which was also raised by the police and crime commissioner, Martyn Underhill, at the Full Council meeting on 13 February 2019.
- 3. Insp Stanton put officers in touch with Peter Davies, licensing and community safety manager for Dorset Council. Peter Davies is dealing with the project on behalf of several councils. The town clerk and operations manager met with Peter Davies on 6 February 2019.
- 4. The Town Management and Highways Committee discussed the issue on 27 February 2019 and recommended Lyme Regis being included in the scheme on a no-cost basis.
- 5. Peter Davies emailed the operations manager on 7 March 2019. He said to link the town council system into Dorset Council's pan-Dorset CCTV system would require a fibre link between the office and their data centre. Indicative costs of putting a new line in is usually around £7,500. There would also be an associated annual line

rental which would be the responsibility of the town council which is usually around £1,200 per annum.

Report

Dorset Council CCTV Link

6. The operations manager has pursued the Office of the Police Crime Commissioner (OPCC) for funding for the required link installation and has recently been informed that an application for grant funding would be required and that the OPCC would not meet the entire cost. The operations manager asked how much the OPCC would be willing to fund; 80% OPCC // 20% town council was discussed as a possibly acceptable solution.
7. As this is not a no-cost project, with approval, if council wishes to proceed, the operations manager will apply to the OPCC for grant funding of £6,000 towards the project.

Broad Street CCTV

8. A CCTV camera in the area of the Broad Street/Silver Street junction would require approval from Dorset Council (DC) – to site the camera on existing street furniture – this would be most cost-effective and provide power. To install a dedicated pole and necessary power would be an additional cost. As an indication: a recent quote for a suitable pan-tilt-zoom camera and associated ANPR camera was £2,475+VAT with an annual 5GB router cost of £360+VAT.
9. The operational requirement for such a camera includes the break-ins and vandalism on Broad Street last Christmas, regular ongoing shoplifting activity and anti-social behaviour, and the armed police requirement in Broad Street recently. A camera would allow the police to direct their assets appropriately, not replace police officers, and in conjunction with the camera above the council office front door, allow the police to interrogate suspect traffic movement through Lyme Regis. The police would welcome the introduction of such a camera.
10. Should members wish to go ahead, the operations manager will liaise with DC and seek further quotes and full costings to bring to a future meeting.
11. The costs that fall to the town council for the link, the line rental and the CCTV camera on Broad Street would be unbudgeted expenditure.

Matt Adamson-Drage
Operations manager
August 2019