



**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 8 January 2020 commencing at 7pm when the following business is proposed to be transacted:

John Wright  
Town Clerk  
23.12.19

*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 Dorset Council member.

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

#### **2. Questions from councillors**

#### **3. Apologies for absence**

To receive and record any apologies and reasons for absence

**4. Disclosable Pecuniary Interests**

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

**5. Dispensations**

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

**6. To confirm the accuracy of the minutes of the Full Council meeting held on 20 November 2019 (attached)**

**7. Matters arising from the minutes of the Full Council meeting held on 20 November 2019**

To inform members of matters arising from the minutes of the Full Council meeting on 20 November 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. Mayor's Engagements and Meetings**

**10. Planning Committee**

To receive the minutes of the meeting held on **10 December 2019** and note the committee's comments made on planning applications under the power delegated by Full Council and consider the recommendations therein.

**11. Human Resources Committee**

The meeting scheduled for 27 November 2019 was cancelled.

**12. Strategy and Finance Committee**

To receive the minutes of the extraordinary meeting held on **17 December 2019** (agenda item 12A) and the meeting held on **18 December 2019** (agenda item 12B) and consider the recommendations therein.

**13. Tourism, Community and Publicity Committee**

To receive the minutes of the meeting held on **11 December 2019** and consider the recommendations therein.

**14. Town Management and Highways Committee**

To receive the minutes of the meeting held on **4 December 2019** and consider the recommendations therein.

**15. 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

**16. The Election of the Vice-Chairman (Deputy Mayor) of the Council for the Remainder of the 2019-20 Council Year**

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

**17. Appointments to External Bodies**

To allow members to consider the appointment of representatives to B Sharp, LymeArts Community Trust and Woodmead Halls Management Committee for the remainder of the 2019-20 council year

**18. Budget and precept 2020-21**

To approve the 2020-21 budget, reserve and precept

**19. Postholder 106, Six-Month Probation Report**

To allow members to consider postholder 106 six-month probation review

*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*

**20. Appointment of Business Loss and Claims Adjuster for the Roof Repair Contract at Marine Parade**

To inform members of the appointment of an independent and expert business loss and claims adjuster for the roof repair contract at Marine Parade

**21. Term and Community Fund Grants, Policies and Procedures**

To allow members to consider policies and procedures for term and community fund grants.

**22. 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, 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 19 – Postholder 106, Six-Month Probation Report**



LYME REGIS TOWN COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON WEDNESDAY 20 NOVEMBER 2019

**Present**

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

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

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

**19/101/C Public Forum**

**Mr K. Gollop**

With regards to Pound Road traffic, Mr K. Gollop said he was pleased to see some councillors were concerned about traffic problems in Lyme Regis and they hoped to meet with a Dorset Council (DC) official. He said these 'walkabouts' had been taking place for years and hadn't developed into much, so he hoped the council could get something out of it. He said the recent, costly traffic report was more of a park and ride report and the council had promised there would be public consultation, which hadn't happened. He said he believed the council should arrange a public consultation on traffic in Lyme Regis, with highway officials present.

Mr J. Gollop said as the council was holding its forthcoming public consultation event on a Thursday afternoon, this wouldn't allow people who worked outside of Lyme to attend. He felt it would have been better to hold the event on a weekend and the time should be extended well into the evening.

The town clerk said this was the third public consultation event of its kind the council had held and they had always been around the same time, with few people attending after 6pm. He said the council could consider holding public consultations at weekends, but he wasn't convinced the public would be inclined to attend. He added that people could email comments and suggestions to him.

The mayor, Cllr B. Larcombe said the council had commissioned a traffic survey to inform its planning application for the Sidmouth Road park and ride; it was not intended to be a traffic survey that would provide solutions to broader traffic problems. He said a public consultation needed to take place when there were specific ideas to consult on, which needed to be pursued with DC highways.

## AGENDA ITEM 6

The mayor, Cllr B. Larcombe emphasised the public consultation event was not a meeting, rather a drop-in event to put before the public the ideas the council was looking at.

### Mr M. Dixon

Representing Lyme Regis Gig Club, Mr M. Dixon said he would like to explore the possibility of the gig club working with the council as part of a strategic planning process to look at developing a Lyme Regis sea sports and development centre. He said this would form part of the club's plans to extend the range of fitness, health, wellbeing and sports opportunities to local people and visitors. Mr M. Dixon said the concept of the centre would be to provide additional storage space, a gym for all the centre's users, a sea safety management space for the gig club, and a facility to support the growing number of local people and visitors participating in sporting activities taking place from the Cobb, including bodyboarding, kayaking, paddleboarding, and adventures including tall ships. He said they would envisage the centre being based in the Monmouth Beach area. He said other leading sports clubs in the town, such as the football, cricket, powerboat, sailing and bowling clubs, had their own facilities and the gig club would like to develop something on Monmouth Beach along similar lines. Mr M. Dixon said it would not be to compete with other organisations, but to become a centre for seafaring and sea sport activities. He said it would also provide formal and informal sporting opportunities for Woodroffe School students and the club was working in partnership with the school to develop the concept. He said they envisaged a single-storey building, approximately 20m x 10m, located as appropriate in the Monmouth Beach area, something broadly similar to the powerboat club. Mr M. Dixon said the centre would generate income for the town council because it would be used all-year-round, generating rental income and additional revenue from parking. He said the facility would be an investment for the council as a profit centre to generate revenue to fund other services. He said he appreciated it might not be as cost-effective as turning space into car parking, but he believed the social value made it an attractive proposition, also creating employment opportunities, particularly for young people. Mr M. Dixon said he had a background in seeking funding for projects like this and he was aware of a number of funding sources. He said he believed if they worked in partnership with the council, they could find the money to do it. As a way of moving this forward, he suggested a joint working group was set up in the new year to see whether there was space at Monmouth Beach, whether they needed to carry out a needs analysis and statement of requirement, working with the other sporting organisations, to then create a business plan and put a strategy together.

The mayor, Cllr B. Larcombe asked how the sailing club fitted into this concept.

Mr M. Dixon said if someone joined the gig club, they were immediately a member of the sailing club too, so they used their facilities to some extent. He said they were not looking to duplicate what the sailing club had on offer, but to add value like a campus with linked faculties.

**Mr G. Symonds**

a) Mr G. Symonds said following the last Full Council meeting when he raised some points, the mayor had said in the past if questions couldn't be answered on the night, members of the public would receive a reply within 10 working days. He said this hadn't happened and no-one had come back to him. He asked what the council's terms of reference were for dealing with correspondence and what the timeframe was for responding.

The town clerk said there was correspondence on the way to Mr G. Symonds. He said there had been an investigation in to the serious allegations which had been made. He said it involved a member of staff, which Mr G. Symonds had stated was the town clerk, but he confirmed it was the operations manager. The town clerk said he undertook an investigation, which found there had been no transfer or loan of assets from this council to Axminster Town Council. He said the investigation involved him interviewing the member of staff and writing to the Axminster town clerk, who had formally responded. He said the mayor also wrote to his counterpart at Axminster to ascertain if there had been any goods loaned, specifically the water bowser. In both instances, he said the response had been categorically no.

The mayor, Cllr B. Larcombe confirmed a response had been sent to Mr G. Symonds that day and part of the reason for the delay was the time taken to get responses from the other parties.

b) Mr G. Symonds said he had made a couple of Freedom of Information (FOI) requests to the council, some of which had been answered but one had not been, which was outside the timeframe for a response. He said he had correspondence from 30 September 2019 signed by the town clerk, but that FOI hadn't been dealt with. Mr G. Symonds said his request was regarding money outstanding to the council, for which the town clerk said he was waiting for receipts to come in at the end of September.

The town clerk confirmed there had been FOI requests from Mr G. Symonds. He said one request asked for information up to a specific date, but bank reconciliations had not been carried out to that date, which was still the case. He added that as soon as that information was available, it would be forwarded to Mr G. Symonds.

c) Following a member of the office staff recently leaving the council, Mr G. Symonds asked if members were aware why they left. He asked if there was an exit interview and whether there was a meeting of the staffing committee. He said members were not aware of why staff they were leaving. He asked if there were any meetings or questions asked by members.

The town clerk asked Mr G. Symonds to clarify which member of staff he was referring to and it was established it was the interim finance manager. The town clerk said the member of staff was on a fixed-term contract, which had expired. He confirmed members of the Human Resources Committee had been briefed about this.

**Mr N. Ball**

Mr N. Ball thanked the council for Henry's Way play area, specifically Cllr J. Broom and the operations manager, and he felt common sense had prevailed regarding the refurbishment. He said a good job had been done on the fencing and his request to install a bin had been dealt with promptly, which made a huge difference to the rubbish.

Mr N. Ball thanked the external works' team for the work they had done on improving the gardens, after some issues were highlighted in the spring. He said he hoped there was now a good gardening programme in place.

Mr N. Ball said he was disappointed with the Strategy and Finance Committee meeting; it was a very long meeting and he questioned if this was tactical, as he felt it was not fair for meetings to be that long. He said he was aware there wouldn't be a decision on the filming grant at that meeting, but it wasn't fair for people to have to stay for such a long time and no one was in their right mind so late in the evening.

Mr N. Ball said he was concerned about the beach rake, which had cost £51,000, being stored in the open.

Mr N. Ball said no invoices had been issued for beach huts, which would provide income of £67,000, and this had been flagged up in the recent audit. He said some owners would now have two invoices.

Mr N. Ball said item 20, Lease Extension, didn't state what lease or building the report referred to and he asked why this information wasn't public.

Mr N. Ball said he was concerned after reading the reports on the Strategy and Finance Committee agenda regarding the budget, audit and risk management, specifically as in five years' time an additional £200,000 would have to be found for staffing. He said he had concerns about the council's income and expenditure, bearing in mind the council was running into problems with the unitary authority passing down services. He said the internal audit issues outlined stemmed back to the lack of a finance team, but in the previous year, controls were working well despite a lack of resources. He asked what had changed and said it suggested an underlying root cause, questioning why the auditor hadn't picked it up in the last five years. Mr N. Ball asked what the numbers meant on the risk management report and he asked whether the members really understood what they were saying yes to. He said he hoped members read it in the way he had and took the opportunity to put it right now, before spending hundreds of thousands of pounds the council didn't have to spend.

The mayor, Cllr B. Larcombe said the Strategy and Finance Committee had an extensive agenda, which was why the item regarding the filming grant had been moved to the beginning to allow people to speak, and the reason for deferring several items to the next committee meeting. He said the council was conscious about the kinds of growing commitments and expenditure it might have, and as such, it was agreed there would be an additional Strategy and Finance Committee meeting in the next cycle to deal with these matters properly.

Regarding the risk report, the mayor, Cllr B. Larcombe said there was a reference to the numbers in the report and the rule was the higher the number, the bigger the concern.

**19/102/C Questions from Councillors**

There were none.

**19/103/C Apologies for Absence**

Cllr J. Scowen – personal commitment  
Cllr R. Smith – personal commitment

**19/104/C Disclosable Pecuniary Interests**

There were none.

**19/105/C Dispensations**

There were no dispensations.

**19/106/C To confirm the accuracy of the minutes of the Full Council meeting held on 9 October 2019**

Proposed by Cllr J. Broom and seconded by Cllr S. Williams, the minutes of the Full Council meeting held on 9 October 2019 were **ADOPTED**.

**19/107/C To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 16 October 2019**

Proposed by Cllr Mrs M. Ellis and seconded by Cllr G. Turner the minutes of the extraordinary Full Council meeting held on 16 October 2019 were **ADOPTED**.

**19/108/C Matters arising from the minutes of the Full Council meeting held on 9 October 2019**

Members noted the report.

**19/109/C Matters arising from the minutes of the extraordinary Full Council meeting held on 16 October 2019**

Members noted the report.

**19/110/C Update Report**

There were no updates.



**19/111/C Mayor's Engagements and Meetings**

The mayor, Cllr B. Larcombe said the mayoress had accompanied him at the events on 29 October and 9, 10 and 11 November 2019.

**19/112/C Planning Committee**

Proposed by Cllr G. Turner and seconded by Cllr J. Broom, it was **RESOLVED** to receive the minutes of the Planning Committee held on 15 October 2019.

Proposed by Cllr G. Turner and seconded by Cllr J. Broom, it was **RESOLVED** to receive the minutes of the Planning Committee held on 12 November 2019.

**19/113/C Human Resources Committee**

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, it was **RESOLVED** to receive the minutes of the Human Resources Committee held on 23 October 2019 and adopt the recommendations, as follows:

**19/22/HR – Staffing Structure Review**

**RESOLVED:** to approve the proposed new staffing structure; to set up a panel to look at the grading of the roles and make recommendations to the Human Resources Committee; and to appoint Cllrs B. Larcombe, J. Broom and G. Stammers to the panel.

**19/23/HR – Christmas and New Year Working Arrangements**

**RESOLVED:** to apply 3.5 days of discretionary leave from midday to 5pm on Tuesday 24 December, on Friday 27 December 2019, Thursday 2 January and Friday 3 January 2020; apply statutory leave on Monday 30 December and Tuesday 31 December 2019; agree members of the external works' team provide a full day's cover every day, except Christmas Day; and for members of the external works' team who provide cover to be paid overtime and time-off-in-lieu for the day worked.

**19/24/HR – Environment Training**

**RESOLVED:** to defer consideration of environment training for members and officers to the first meeting of the Human Resources Committee in 2020.

**19/25/HR – External Works' Role Swap**

**RESOLVED:** to approve the permanent role swap between a member of the gardening staff and a member of maintenance staff.



**19/114/C Strategy and Finance Committee**

Proposed by Cllr B. Larcombe and seconded by Cllr R. Doney, it was **RESOLVED** to receive the minutes of the Strategy and Finance Committee held on 13 November 2019 and adopt the recommendations, as follows:

**19/42/SF – Internal Audit Report, Visit One 2019-20**

**RESOLVED:** to defer consideration of the internal auditor's report on visit one of 2019/20 to the next Strategy and Finance Committee meeting.

**19/46/SF – Review of Charges**

**RESOLVED:** to set weekly charges for 2021/22 Card Road beach hut hire as follows:

Easter holiday	£50
Spring holiday	£55
June	£50
Mid-July and August	£130
Christmas and New Year	£40
Winter season	£160
Summer season	£1,000
Annual	£1,600

**RESOLVED:** to set weekly charges for 2021/22 Card Road beach hut hire as follows:

**RESOLVED:** to hold daily hire charges for 2021/22 Card Road beach hut hire, as follows:

January to Easter	£3
End-April to spring holiday	£9
Early-July	£30
September	£11
October	£6
November and December	£4

**RESOLVED:** to hold alfresco licence charges for 2020/21, as follows:

Covers	£130
Single chairs	£12

## AGENDA ITEM 6

**RESOLVED:** to hold website advertising charges for 2020/21, as follows:

	Excl VAT	Incl VAT
Bronze listing	£50.00	£60.00
Silver listing	£100.00	£120.00
Gold listing	£150.00	£180.00
Small advert subpage	£150.00	£180.00
Medium advert subpage	£300.00	£360.00
Large advert subpage	£780.00	£936.00
Small advert overview/webcam page	£200.00	£240.00
Medium advert overview/webcam page	£480.00	£576.00
Large advert overview/webcam page	£1,020.00	£1224.00
Advert + 2 <sup>nd</sup> advert (same size or smaller)	2 <sup>nd</sup> advert at half price	
Advert + listing	Listing at half price	
Listing + 2 <sup>nd</sup> listing (same price or less)	2 <sup>nd</sup> listing at half price	

**RESOLVED:** to set the charge for 2020/21 for Bell Cliff advertising boards at £120.

**RESOLVED:** to hold amenities charges for 2020/21, as follows:

Adult mini golf and putting	£3
Child mini golf and putting	£1.50
Table tennis	£1.50

**RESOLVED:** to hold wedding and civil marriage charges for 2021/22, as follows:

Monday to Friday	£300
Saturday and Sunday	£400

**RESOLVED:** to set holiday accommodation parking permit charges for 2020/21 at £670.

**RESOLVED:** to set non-resident parking permit charges for 2020/21 at £335.

**RESOLVED:** to set resident parking permit charges for 2020/21 at £175.

## AGENDA ITEM 6

**RESOLVED:** to hold parking charges at Monmouth, Cabanya and Woodmead car parks for 2020/21, as follows:

Cabanya and Monmouth	£1.40 per hour
Woodmead	£1 per hour
Woodmead three-day ticket	£25
Woodmead weekly ticket	£50

**RESOLVED:** to hold cemetery charges for 2020/21, as follows:

Inter stillborn child or under 2 years	No charge
Inter child under 16 years	No charge
Inter over 16 years	£225
Inter cremated remains	£50
Exclusive right of burial in earthen grave	£455
Exclusive right of burial of cremated remains	£276
Installation of headstone headstone/footstone/tombstone	£90
Installation of vase	£45/60
Additional inscription on memorial	£30
Scattering ashes on existing graves	£20
Scattering ashes beneath turf of existing graves	£20
Genealogy searches	£25
Certified copy of entry in burial books	Not offered
Double interment fee	No extra charge

### 19/47/SF – Future Grant Allocation

**RESOLVED:** to set the total amount of grants to local organisations in 2020/21, 2021/22, 2022/23, 2023/24 and 2024/25 at £80,000 per year.

### 19/48/SF – Objectives 2020-2025

As a point of accuracy, Cllr R. Doney said the illustration he gave at the meeting regarding the precept was a 10% increase, not 20% as stated in the minutes. It was noted this would be amended at the next meeting of the committee.

**RESOLVED:** to increase the precept for 2020/21 by 10%.

Cllr B. Bawden said she felt more of the climate action plan should go to public consultation and she was concerned they would be excluded from the possibility of being included in the council's five-year plan.

The town clerk said when members discussed the objectives, they agreed which projects would go to consultation; he didn't believe it was the intention of the Strategy and Finance Committee for the 65 additional environmental objectives to go to public consultation.

Cllr Mrs M. Ellis the council was setting the budget for 2020/21 so other objectives could be added further down the line.

## AGENDA ITEM 6

The mayor, Cllr B. Larcombe said the objectives were not a fixed commitment, they were the council's intended direction of travel and further objectives could be added, costed and consulted on at any time.

The town clerk said the list of objectives were reviewed on an annual basis but the council needed to create a sense of direction at this point and ask the public if it broadly agreed.

**RESOLVED:** to agree the list of draft objectives for 2020-25, with the addition of pursuing an alternative park and ride site, to take forward to public consultation.

### **19/50/SF – Grant Funding Request**

**RESOLVED:** not to approve the request from performing societies in Lyme Regis for a grant towards the cost of a community play, 'Are you going to the Marine?'

### **19/115/C Tourism, Community and Publicity**

It was noted the meeting of the Tourism, Community and Publicity Committee meeting scheduled for 30 October 2019 was cancelled.

### **19/116/C Town Management and Highways Committee**

Proposed by Cllr J. Broom and seconded by Cllr R. Doney, it was **RESOLVED** to receive the minutes of the Town Management and Highways Committee held on 16 October 2019 and adopt the recommendations, as follows:

Cllr S. Williams asked if the lights in the gardens would be on for the Christmas period.

The operations manager said it had been agreed not to turn the lights on during the winter but if members wanted them on for specific dates, including Christmas, this could be arranged. It was agreed they would be on for the Christmas lights' switch-on.

Cllr G. Turner asked if the lights were repaired as there were now around nine not working.

The operations manager said he would look into this.

Cllr R. Doney asked when the speed indicator device would be operational.

The operations manager said the device had to be installed by DC's road safety team and a date was in the diary.

### **19/41/TMH – Marine Parade Barrier Baskets**

**RESOLVED:** to add barrier baskets to Marine Parade railings in the season.

**19/42/TMH – Pound Road – Safety for Pedestrians**

**RESOLVED:** to forward residents' concerns about Pound Road to Dorset Council and request a meeting with highways' officers to allow the council to point out other problem areas in the town.

**19/43/TMH – Section 106 Money for Play Parks**

**RESOLVED:** to spend the leftover Section 196 money allocated to play parks on extra play equipment in the toddler area at Anning Road play park and revamping the mini golf.

**RESOLVED:** to bring the putting green back up to standard and give it more publicity.

**19/117/C Appointments to Committees**

Proposed by Cllr S. Williams and seconded by Cllr R. Doney, members **RESOLVED** to appoint Cllr R. Smith to the Town Management and Highways Committee.

**19/118/C Appointments to External Bodies 2019/20**

Proposed by Cllr B. Larcombe and seconded by Cllr Ms G. Stammers, members **RESOLVED** to appoint Cllr Miss K. Ellis as a liaison member to the Lyme Regis branch of the Royal British Legion.

As vice-chairman of the governors at St Michael's Primary School, Cllr Mrs M. Ellis said there was no longer a position for a town councillor as a sponsor governor, although there were vacancies for a local authority governor or a foundation governor. She said members would have to apply directly to the governing body.

The town clerk confirmed the Woodroffe School would also appreciate applications from town councillors.

It was agreed any interested members would contact the schools directly.

**19/119/C Request to Change Purpose of Grant**

Members discussed whether the pantomime society should be allowed to use the grant for another purpose, or the money should be spent on the original request and any leftover funds returned to the council.

Several members were concerned the grant money would be used for general running costs rather than a specific purpose.

The mayor, Cllr B. Larcombe believed the pantomime society should buy the equipment as originally intended, at the reduced price, and if the society wished to spend the rest on something else, they came back to the council with a new application.

Cllr Mrs M. Ellis said grants had already been dealt with for 2019/20, so she asked whether the society would have to wait until applications opened again for 2020/21.

It was agreed the council could consider the reallocation of funds in the 2019/20 financial year.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members **RESOLVED** to refuse the request from Lyme Regis Pantomime Society to reallocate its minor grant for a purpose other than that stated in the original application, but to allow the pantomime society to provide further details to the council about how leftover funds could be reallocated for further consideration.

**19/120/C Lease Extension**

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

**19/121/C Exempt Business**

The town clerk said DC's request to extend its lease for the ground floor of Guildhall Cottage would not affect the town council's plans to refurbish the office as work was not expected to start until autumn 2020. He said DC had requested an extension until the end of July 2020, but he suggested this could be extended to 6 September 2020, as it would allow the tourist information centre (TIC) to stay open for the school summer holidays.

The mayor, Cllr B. Larcombe was concerned about extending the lease until 6 September 2020 as this was too close to when the refurbishment works were expected to start and he didn't want anything to jeopardise that.

It was proposed by Cllr B. Larcombe to approve Dorset Council's request for an extension of its lease on the ground floor of the Guildhall Cottage up until end-July 2020; the conditions of the extension are Dorset Council waive any claim it has for compensation under the Landlord and Tenant Act 1954, Dorset Council pay rent for the period of the extension, and Dorset Council meets any legal costs the town council incurs in granting an extension.

This motion was not seconded.

Cllr R. Doney said it would be to the town's benefit for the TIC to remain open during the peak season until the beginning of September.



## AGENDA ITEM 6

Cllr J. Broom suggested an end date of 31 August 2020 as this would cover most of the peak season and give DC time to vacate the building in good time.

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members **RESOLVED** to approve Dorset Council's request for an extension of its lease on the ground floor of the Guildhall Cottage up until 31 August 2020; the conditions of the extension are Dorset Council waive any claim it has for compensation under the Landlord and Tenant Act 1954, Dorset Council pay rent for the period of the extension, and Dorset Council meets any legal costs the town council incurs in granting an extension.

The town clerk stressed the importance of the confidentiality of this matter due to DC's ongoing negotiations and the involvement of its employees.

*The meeting closed at 8.29pm.*

## **AGENDA ITEM 7**

**Committee:** Full Council

**Date:** 8 January 2020

**Title:** Matters arising from the minutes of the Full Council meeting held on 20 November 2019

### **Purpose of the Report**

To inform members of matters arising from the minutes of the Full Council meeting on 20 November 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**

#### **19/101/C – Public Forum**

A report on the gig club's proposal for a sea sports and development centre was considered at an extraordinary meeting of the Strategy and Finance Committee on 17 December 2019 and the minutes are elsewhere on this agenda.

The town clerk wrote to Mr G. Symonds on 27 November 2019 to inform him the council expected to be able to provide the information he had requested by 31 March 2020.

#### **19/119/C – Request to Change Purpose of Grant**

The pantomime society has been informed of the council's decision and intends to submit further details about how the remainder of the grant could be reallocated.

#### **19/120/C – Lease Extension**

The town clerk informed Dorset Council of the council's decision on 28 November 2019.

John Wright  
Town clerk  
December 2019

**Mayor's Engagements & Meetings Report to Full Council for the period since previous FC:**

**November 20<sup>th</sup> – 31<sup>st</sup> December** (Engagements attended in bold, LRTC Council meetings attended in *italic*, others in upright)

*November 21<sup>st</sup> – LRTC Public drop-in session, Woodmead Halls*

**November 21<sup>st</sup> – British Legion AGM**

November 22<sup>nd</sup> – Woodroffe School engagement event

November 26<sup>th</sup> – Meeting with LRDT

**November 30<sup>th</sup> – Baptist Church, judging best Christmas lanterns with Mayoress**

**November 30<sup>th</sup> – Town's Christmas lights' switch on with Mayoress**

**December 4<sup>th</sup> – Boat Academy launch with Mayoress**

*December 4<sup>th</sup> – LRTC Town Management and Highways meeting*

December 5<sup>th</sup> – Meeting with Dorset Council ward member

*December 10<sup>th</sup> – LRTC Planning Committee meeting*

December 11<sup>th</sup> – Council publicity meeting

*December 11<sup>th</sup> – LRTC TCP Committee meeting*

*December 13<sup>th</sup> – LRTC staff Christmas do*

**December 14<sup>th</sup> – Over 70s Christmas lunch with Mayoress**

**December 15<sup>th</sup> – LRT Band concert with Mayoress**

December 16<sup>th</sup> – Events meeting with group organisers

*December 17<sup>th</sup> – LRTC extra S&F Committee meeting*

**December 18<sup>th</sup> – Radio Solent broadcast interview**

*December 18<sup>th</sup> – LRTC S&F Committee meeting*

**December 20<sup>th</sup> – Lyme Christmas Tree Festival with Mayoress**

**December 23<sup>rd</sup> – Carols round the town Christmas tree with Mayoress**

Christmas break

December 31<sup>st</sup> – Highways walkabout meet with DC Officer

**LYME REGIS TOWN COUNCIL  
PLANNING COMMITTEE  
MINUTES OF THE MEETING HELD ON TUESDAY 10 DECEMBER 2019**

**Present:**

**Members:** Cllr G. Turner (in the chair), Cllr J. Broom, Cllr Mrs M. Ellis, Cllr B. Larcombe MBE and Cllr S. Williams

**Officers:** Mark Green (deputy town clerk)

**19/77/P Public Forum**

There were no members of the public present who wished to speak at this point.

**19/78/P Apologies**

Apologies for this meeting had been received from:

Cllr Mrs. B. Bawden (prior commitment)  
Cllr J. Scowen (personal commitment)

**19/79/P Minutes**

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, the minutes of the meeting held on 12 November 2019, were **ADOPTED** without amendment.

**19/80/P Disclosable Pecuniary Interests**

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

**19/81/P Dispensations**

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

**19/82/P Matters arising from the minutes of the meeting held on 12 November 2019**

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

**19/83/P Update Report**

There were no matters to be updated at this meeting.

**19/84/P Planning Applications**

Planning applications were considered in accordance with the details circulated.

## AGENDA ITEM 10

The chairman agreed to consideration of application WD/D/19/002043 being taken out of agenda to allow the member of the public present to speak.

Mr. D. Jopling spoke in respect of application WD/D/19/002043. (amended plan)

He explained that he lived in 30 Talbot Road, the property immediately 'below' the application site. He identified the extent of the changes to the previously submitted plans; changes which he felt did very little to address his concerns about the scale and overbearing nature of the proposed extension and the impact on his residential amenity, privacy and right to light.

Members considered the amended plans, referred to their previous reasons for objecting to the application and felt that there was no reason to change these views in any way.

*It was recommended that the application be **refused** because the proposed extension was not in keeping with the built character of the area, would have a significantly detrimental impact on the amenity and privacy of the neighbouring properties, was intrusive in nature and scale and represented an overdevelopment of the site.*

**1) WD/D/19/002544-LBC** (Received 16 November 2019)  
Cawthorne – Internal alterations to provide access to existing external toilet from inside the building and carry out associated works. – 21 Broad Street, Lyme Regis, DT7 3QE.

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

**2) WD/D/19/002572-LBC** (Received 29 November 2019)  
Maxwell – Replacement of an entrance door and projecting bay window with flat roof and the repair of all other sash windows. – Flat 1, The Alcove, Marine Parade, Lyme Regis, DT7 3JE.

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

**3) WD/D/19/002631-LBC** (Received 28 November 2019)  
Deborah Design Management Partnership – Display of externally illuminated and non-illuminated signage – 1-2 Broad Street, Lyme Regis, DT7 3QD.

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

**4) WD/D/19/002632-ADVERTISMENT** (Received 26 November 2019)  
Deborah Design Management Partnership – Display of externally illuminated and non-illuminated signage – 1-2 Broad Street, Lyme Regis, DT7 3QD.

## AGENDA ITEM 10

*Members supported the works being undertaken by the applicant to the building to bring it back into beneficial commercial use. They felt that all of the various signage could be supported **with the exception of** the proposed hanging sign on the Bridge Street (north) elevation. They noted regular HGV and double-deck bus strikes on buildings on both sides of Bridge Street and the tracking of westbound buses wishing to stop in the Cobb Gate bus stop and were concerned that this sign might be an obstruction to such traffic and present a hazard. For this reason, they felt that the application should be amended to remove this sign.*

### **19/86/P Amended/Additional Plans**

The amended plans in respect of application WD/D/19/OO2346 were **NOTED**.

### **19/87/P Withdrawn Applications**

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

### **19/88/P Planning Decisions**

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

### **19/89/P Correspondence from Dorset Council regarding planning related matters.**

The correspondence received from Dorset Council regarding planning related matters was **NOTED**.

*The meeting closed at 7.27 pm.*



LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON TUESDAY 17 DECEMBER 2019

**Present**

**Chairman:** Cllr B. Larcombe MBE

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

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

**Absent:** Cllr L. Howe

**Guests:** Dr K. Buchan (Dorset Council head of environment and wellbeing), Mr J. Radcliffe (harbourmaster)

**19/52/SF Public Forum**

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

*Cllr R. Smith arrived at 7.01pm.*

**19/53/SF Apologies for Absence**

There were none.

**19/54/SF Disclosable Pecuniary Interests**

Cllr D. Sarson declared a non-pecuniary interest in agenda item 12, Lyme Regis Bowling Club Counter-Proposal as he was a member of the bowling club.

**19/55/SF Dispensations**

There were none.

**19/56/SF Minutes of the Dorset Council working group meeting held on 19 November 2019**

The minutes were **RECEIVED**.

**19/57/SF Dorset Council and Lyme Regis Town Council Assets on-and-around Monmouth Beach**

The town clerk said Dorset Council (DC) had accepted responsibility for the structures and encroachment onto the accreted land so this was no longer an issue; it was now a matter of the town council deciding what it wanted to do about it.

## AGENDA ITEM 12A

The town clerk said he had invited Dr K. Buchan and Mr J. Radcliffe to the meeting to help members understand the implications of any actions the town council may take.

The chairman invited Dr K. Buchan to speak.

Dr K. Buchan said if the town council allowed the current arrangement to prevail, either with or without a formal agreement and rent payment, DC would have to formalise permissions retrospectively with the town council, Natural England and Historic England. He said these options would allow DC to continue using the land, which was an important resource for the harbour, sailing club, sea school and boat users, as well as generating an income from boat storage.

Dr K. Buchan said if the council instructed DC to remove the structures, only, this would be possible as they were not secured to the ground. However, the structures acted as a barrier to prevent beach material flowing onto the Cobb, as hundreds of tonnes of shingle were often deposited there, creating a hazard and costing money to remove. Dr K. Buchan said the structures also prevented trailers backing onto the raised level of the Cobb. He said it also provided a storage area for fishing gear, rather than at the end of the Cobb, where it was a potential hazard.

Dr K. Buchan said instructing DC to remove the structures and reinstating the area to the previous level raised the question of what the previous level was. He said the level was generally dictated by natural coastal processes and he didn't see the benefit of scraping it away.

Cllr B. Larcombe said his main concerns were: the height of the built-up beach was higher than the main wall; a fishing boat was on top of the built-up area; Monmouth Beach could no longer be seen unless you were on the high wall; Monmouth Beach could no longer be accessed from the Cobb; and the fishing gear was causing a bad smell.

Several members were concerned about how the structures and raised levels changed the natural coastal processes and impacted on the Cobb, as the sea couldn't wash over and an arrowhead had been created. Cllr J. Broom said the harbour was designed to be self-cleansing by the shingle going in and out.

Dr K. Buchan said the structures didn't prevent water flowing through completely and there was still a drainage effect.

Cllr Mrs M. Ellis asked if the town council had spoken directly to Natural England to be certain of its position on this matter.

The town clerk said the council had been approached by Natural England, who had intended on approaching West Dorset District Council about the structures. If no action was taken, Natural England had indicated it would approach the town council, as landowner, to intervene.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to instruct the clerk to inform Dorset Council to restore the beach profile lower than the artificially made-up level, re-open access to Monmouth Beach and remove the wooden structure.

## AGENDA ITEM 12A

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to instruct Dorset Council to remove fishing tackle from the accreted land at Monmouth Beach.

The town clerk asked for clarification on whether the council would allow DC to use the accreted land for boat storage after it had carried out the re-profiling.

Members discussed whether this decision needed to be taken at this point as boat storage was a much bigger issue which needed further consideration.

The town clerk said the boats would have to be removed during the re-profiling and it would be helpful to give DC an indication of whether they could be put back.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to defer any future discussions about storage of boats or any other fishing tackle on the accreted land until the town council considers the issue in its entirety, including all adjacent land at Monmouth Beach.

Members discussed the timescale for DC carrying out the work and it was generally agreed it needed to be completed by the peak holiday season.

Mr J. Radcliffe said boats were booked to go back there in April, including a big section of the sailing club, so DC needed to know as soon as possible if boats would be allowed to go back on the accreted land.

### 19/58/SF **Appointment of the Internal Auditor**

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

### 19/59/SF **Proposed Amendments to the Recording of Council Minutes**

Members agreed the use of female specific references in the minutes was out-dated and should be removed.

Members also agreed individual councillors' names should continue to be used, rather than 'a member', but acknowledged the term 'members' would continue to be used if two or more members agreed on a certain point.

Cllr B. Larcombe said he would also like to see an action column in the minutes, clarifying who, what and when something would be done, which he felt would give both members and officers clarity and an idea of timescales.

The town clerk said this wasn't practical as actions were not created until Full Council had approved them and he was not aware of any other council which did this. However, he said officers went through the minutes to allocate actions and identify

## AGENDA ITEM 12A

timescales, and members were informed about progress through the matters arising and update reports.

The town clerk said he would welcome undertaking a review of the actions with the mayor and committee chairmen as this was a good control mechanism for both officers and members, and a way of ensuring chairmen were accountable.

Cllr B. Larcombe said a list of actions should be provided to all members, not just chairmen, and this could be provided with the agendas.

### 19/60/SF **Filming Money – Expressions of Interest**

Several members felt some of the applications would fall within the council's normal grants' process and only several applications were suitably qualified for this funding.

The three most popular applications were from the Mary Anning Scholarship Legacy Fund, Axminster and Lyme Regis Cancer Support, and Mary Anning Rocks as members felt these were 'legacy' projects with strong links to Mary Anning.

Cllr R. Smith suggested splitting the money equally between these three organisations as they represented the past, present and future and focused on Mary Anning in different ways. Several members supported this idea.

There was some concern the Mary Anning Scholarship Legacy Fund would only benefit females, but it was clarified the fund would support minorities in the field and it varied by subject. Cllr Ms B. Bawden said it would be up to schools to nominate someone, but overall, the aim of the fund was to get women into science because they were under-represented.

Cllr Mrs M. Ellis was concerned splitting the money three ways would dilute it and the council could look to provide a beach hut to local charities outside of this process. As Mary Anning Rocks had requested only £5,000, this would potentially leave the remaining £10,000 for the scholarship fund.

The town clerk advised members to give proper consideration to donating a hut to a specific charity as there were many other local charities that might be interested.

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** that the £15,000 donation from Fossil Films is split equally between Axminster and Lyme Regis Cancer Support, Mary Anning Rocks, and the Mary Anning Scholarship Legacy Fund.

### 19/61/SF **Motion from Cllr Ms B. Bawden on Planning Regulations for Heritage Buildings**

Members agreed there was a need to change planning regulations to take into account the impact of climate change on the built environment, specifically listed buildings and those within the conservation area.

However, it was acknowledged DC was bound by the National Planning Policy Framework (NPPF), which made local variations difficult to manage. As DC was bound by national regulations, there was some doubt as to whether a request from the town council would have any impact and whether DC had the appetite to lobby the Government.

Cllr Ms B. Bawden said the process had to start somewhere and this request was aimed at doing that.

Cllr J. Broom said planning authorities had the power to vary national regulations.

Cllr R. Doney suggested if this was the case, town and parish councils could be brought together under the Dorset Association of Parish and Town Councils (DAPTC) to put pressure collectively on DC.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** that through DAPTC, the council encourages Dorset Council to exercise the full scope of its authority where there are local variations within the application of the planning regulations.

**19/62/SF Grants**

Members supported the proposal to re-categorise the grants so the main fund would support organisations that help and support the town and to provide them with a funding commitment for the life of this council. It was acknowledged this type of grant didn't have to be for a large sum, but the organisations would benefit from the security of a funding commitment.

It was agreed this would be called a 'term grant'.

Members also supported the proposal for a community fund, which would be for one-off capital projects up to £1,000 and agreed there should be an essential requirement for match funding for grants between £500 and £1,000.

Members discussed the split between the two grant funds, which had been suggested in the report as £60,000 for the term grants and £10,000 for community grants.

Cllr Mrs M. Ellis said as the term grants would be committed for five years, she suggested the community grant fund was set at £20,000. She was concerned that if the community grant was capped at £1,000 and an organisation needed more for a big project, there would be no opportunity to provide extra funding as the term grants would already be allocated. She added that organisations needed to be aware the council couldn't give such big sums and they should only apply if it was really needed.

Cllr R. Doney said he had suggested a £1,000 cap to prevent habitual grant applicants applying for such high sums.

Members were concerned they might set an amount for each fund and find it was unworkable when the level of funding requests was known. It was agreed there needed to be some flexibility to stress test and potentially change the amounts if the level of demand required it.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** approve the introduction of term grants and community grants.



Proposed by Cllr Mrs M. Ellis and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to approve in principle a term grants' budget of £60,000 and a community grants' fund of £20,000, subject to stress testing.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the processes and timetables for inviting grant applications and making decisions on their allocation.

**19/63/SF     Lyme Regis Bowling Club Counter-Proposal**

Cllr R. Doney said he couldn't understand why this matter had come back to the council after all the effort that was made by the previous council to reach a decision, and it had taken six months for the bowling club to respond to the council.

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to agree to the bowling club's counter-proposals for a 15-year lease and four unreserved winter car parking passes for Monmouth Beach.

**19/64/SF     Sea Sports and Adventure Centre Proposal**

Members generally supported the idea of a sea sport and adventure centre and debated whether the council should agree to create a joint working party with Lyme Regis Gig Club to develop the idea.

Cllr B. Larcombe said although he felt the proposal had merit, he wasn't sure the timing was right because of the uncertainty around other assets at Monmouth Beach and he felt caution was needed until the council had that clarity.

Several members felt it would be beneficial to form a joint working party to explore the idea further and involve other clubs in the Monmouth Beach area.

The town clerk advised against forming a joint working party and said as the gig club wanted this facility, it should come back to the council with developed proposals and to present a business case. He said if the council was party to the project, the greater the expectation it would have to contribute financially.

*Cllr Mrs M. Ellis left the meeting at 9.23pm.*

The town clerk said the council was just about to agree its objectives and this project did not appear anywhere. Although the council wasn't being asked to financially commit to the proposal at this stage, it would be another project which would require time and commitment.

*Cllr Mrs M. Ellis returned to the meeting at 9.25pm.*

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to inform Lyme Regis Gig Club the council likes the idea of a sea sport and adventure centre and believes it has merit, but more work needed to be done on the proposal in order for the council to consider it alongside other proposals for the Monmouth Beach area.

**19/65/SF     Land Stability**



Members noted the report.

**19/66/SF Exempt Business**

**a) Appointment of the Internal Auditor**

Cllr R. Doney asked if there were any rules or advice for local authorities about how long it should have the same auditor.

The town clerk said there were no formal rules but he would suggest the council needed to carefully consider whether to extend the contract beyond three years.

He said he had recommended Darkin Miller – Chartered Accountants because they were the cheapest, continuity was needed due to the ongoing issues in the finance team, and because Darkin Miller was used by other councils in the area it was a valuable source of comparable information.

Proposed by Cllr R. Doney and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to appoint Darkin Miller – Chartered Accountants as the council's internal auditors for the financial years 2020-21, 2021-22, and 2022-23 and review the appointment in 2022-23 to consider whether the contract should be extended further.

*The meeting closed at 9.39pm.*

LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 18 DECEMBER 2019

**Present**

**Chairman:** Cllr B. Larcombe MBE

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

**Officers:** Mr M. Green (deputy town clerk), Mr J. Wright (town clerk)

**Absent:** Cllr L. Howe

**19/67/SF Public Forum**

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

**19/68/SF Apologies for Absence**

There were none.

**19/69/SF Minutes**

Cllr B Bawden referred to minute 19/39/SF, Filming Money-Expressions of Interest, and explained that Cecilia was spelt incorrectly, the correct spelling was Cicelia.

Proposed by Cllr G Turner and seconded by Cllr S Williams, the minutes of the meeting of the Strategy and Finance meeting held on 13 November 2019 were approved as a correct record subject to the corrected spelling referred to above.

**19/70/SF Disclosable Pecuniary Interests**

Cllr M. Ellis declared a non-pecuniary interest in agenda item 13, List of Payments, in relation to her employment at Woodmead Halls.

**19/71/SF Dispensations**

There were none.

**19/72/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 13 November 2019**

**19/41/SF-Update Report**

In response to questions from Cllr B Larcombe, the town clerk explained that the council's retained valuer was now attempting to negotiate an agreed figure with the

valuer acting for the powerboat club. He felt that the two sides were probably not a long way apart, but it was too early to predict whether agreement would be reached.

**19/73/SF      Update Report**

**NOTED**

**Blue Sea Café**

In response to various questions, the deputy town clerk explained that the tenant preferred by the selection panel had been notified but, as yet, had not responded. Those not preferred, including the 'reserve' had not been notified, pending a response one way or another from the preferred tenant.

**NOTED**

**19/74/SF      Internal Audit Report, Visit One 2019-20**

The town clerk explained the issues of capacity and lack of continuity which had occurred within the finance team since mid-2018. He acknowledged the impact of these issues on routine processes such as bank reconciliation, paying supplier invoices, raising sales invoices, chasing debts, etc.

Whilst the audit report was disappointing, it was not unexpected given the circumstances, and he was confident that all of the council's systems of internal control and management were sound and robust.

He explained that the council's internal auditor had been retained to produce a detailed management plan to address the outstanding issues, including a prioritised programme which set out the resource and time required to achieve each identified task.

This was being used to inform ongoing work within the finance team. A new temporary finance manager was now in post and had already made a significant impact in the short time he had been employed. In addition, existing staff resources were being deployed to assist the finance team to get everything up-to-date by the target date of end of March 2020.

In response to questions from members, the town clerk confirmed that where a target date had already passed, that element of work had been achieved. He also acknowledged that there remained work to do in getting up-to-date with bank reconciliation, but he was confident that the target date of the end of February 2020 would be met or bettered. He emphasised that the purchase ledger was completely up to date and there was no longer an issue with the payment of invoices from external suppliers.

Some members were concerned about the reliability of the quoted figure for the council's reserves; especially given the timing and scale of planned expenditure.

The town clerk referred back to the budget performance report submitted to the last meeting of this committee. Those projected figures had subsequently been tested and had proved to be accurate.

The deputy town clerk also emphasised that the current reserve figure was an actual 'cash in bank' figure and made absolutely no assumptions about the collection of any

## AGENDA ITEM 12B

debts or the receipt of monies recently invoiced. The projected end of year reserve made reasonable assumptions about income from invoices recently raised, car parking income, etc but did not assume any additional one-off payments or debt recovery. It was possible that the projected figure would be bettered come year end.

Members emphasised the need to receive regular updates demonstrating that targets were being met and that progress was being made. It was accepted that the auditors report was an 'historic snapshot'; the important thing was to ensure that improvement was actually achieved, and targets and deadlines met.

**NOTED**

19/75/SF

### **Statement of Internal Control, Risk Management Policy and Annual Risk Assessment**

The town clerk introduced the report and emphasised that it was the members' report in the sense that the issue of risk sat with the governing body and not with him personally.

It was his view that, generally speaking, good progress had been made since last year, but that slippage had occurred on some of the financial issues. This was reflected in the suggested risk 'scores' and in the written risk report.

He explained the methodology used in arriving at the suggested risk 'scores'.

Members ran through the various reports and identified a number of concerns relating to the use of social media, succession planning and reputational issues.

It was agreed that the issue of the use of social media and how the council used it, tracked issues and responded to them could be picked up in detail when the social media policy was next reviewed in 2020.

With regard to the reputational risk of 'negative council image' it was agreed that the probability was overstated, and the 'score' should be reduced from 4 to 3, giving an overall score of 12.

Members **NOTED** the statement of internal control.

Proposed by Cllr J Broom and seconded by Cllr M Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** that the risk management policy and the standard annual risk assessment be approved without amendment.

Proposed by Cllr B Larcombe and seconded by Cllr G Turner, members agreed to **RECOMMEND TO FULL COUNCIL** that the risk register for 2019/20 be approved subject only to the amendment of the overall risk 'score' for the reputational risk of 'negative council image' being reduced to 12 (Impact 4, probability 3).

19/76/SF

### **Objectives 2020-25-Public Feedback**

In response to questions from members, the town clerk explained the methodology in choosing the Lyme Voice participants, confirmed that the response rate has been around 50%, which was good. He clarified that the results would be publicised, and the participants thanked for their contribution to the process, both in the council's news column and via a personal letter from the Mayor.

He confirmed that both sets of participants had received the same written information; although those attending the event at Woodmead Halls had the added benefit of being able to ask questions of those staff and councillors present. It was not possible to identify how many residents may have submitted their views through both processes, although he emphasised that the Lyme Voice participants had been chosen 'at random' and their views ought to be entirely representative.

Cllr B. Larcombe highlighted the consistency between the outcomes of the two separate consultation exercises and felt that it demonstrated that the council's suggested priorities were broadly in line with those of the public. He highlighted various projects which had achieved both higher and lower 'approval ratings' and felt there were no surprises in the views expressed.

Cllr B. Bawden expressed concern that the consultation had omitted many environmental issues because these had been moved out of the 'direct action' column. She was concerned about how these issues would be picked up going forwards.

There was general agreement that the consultation exercises had been very worthwhile, had provided useful information and confirmed the council's general views about priorities for future years.

Members **NOTED** the results of the public consultations exercise.

**19/77/SF**

**Budget and Precept 202-21 and Five-Year Financial Plan 2020-25**

The town clerk introduced his report and clarified that only objectives with an actual financial cost had been included in the list. He emphasised the projected impact on the council's reserves of the suggested budget and plan and explained that this would require the council to formally amend its existing policy on the level of reserves, even if only for a limited period.

The budget made prudent assumptions about the likely levels of future income and he acknowledged that this had not been increased by inflation beyond 2021, but he explained that expenditure had been treated similarly.

Expenditure was front-loaded because of the two major projects which the council was planning to deliver quickly but, after that, had been 'smoothed' having regard to likely levels of reserves. Given the projected levels of reserves, it was more critical than ever to maintain good financial discipline and avoid unbudgeted, in-year, expenditure. He agreed with Cllr S. Williams that it was equally important to look at sensible ways in which income could be increased or one-off receipts generated.

Cllr S Williams expressed his concern that the budget was too 'tight' in future years and that it would only take an unexpected event, or a season of exceptionally bad weather, for the council to be in a difficult financial position.

Cllr R Doney also expressed his nervousness about allowing the council's reserves to fall to the level suggested in future years; particularly with the potential for the roof or office projects to experience cost overruns not wholly within the council's control.



## AGENDA ITEM 12B

Cllr B. Larcombe felt that the council's reserves had been built up to an artificially high level in the knowledge that there were one-off, 'once-in-a-generation' major projects to be paid for. Other similar councils would have to borrow to fund such works; this council was in the fortunate position of not needing to. He felt that the proposed budget and plan would return the council's reserves to more normal and justifiable levels.

He also pointed to steps which the council was taking to reduce its expenditure, i.e., the revision of the grants budget. He referred to the intended asset management plan, which he hoped would better identify costs going forward and which would allow the allocation of budgets to specific projects in specific years.

Cllr M. Ellis initiated a general discussion about the suggested residents' day and the indicated cost of £8k per year for 4 years. It was agreed the budget should be left for 21/22 but then reviewed for future years in the light of the experience of holding the initial event.

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the 2020-21 budget.

Proposed by Cllr R. Smith and seconded by Cllr K. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the 2020-21 objectives and the draft objectives for 2021-25.

Proposed by Cllr M. Ellis and seconded by Cllr R. Doney, members agreed to **RECOMMEND TO FULL COUNCIL** to approve a precept of £132,779 for 2020-21.

Proposed by Cllr B. Larcombe and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** that the proposed five-year financial plan for 2020-25 be approved with the sole amendment that the budget of £8k identified for residents' day in, 2022/23. 2023/24 and 2024/25 be not included at this stage but be looked at in future in the light of the experience and cost of holding the initial event planned for 2021/22.

Proposed by Cllr B. Larcombe and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** that the council's policy on the holding of a reserve be amended, temporarily, to permit a reserve no lower than 20% of annual turnover for the period up until 2024/25.

19/78/SF

### **Investments, Cash-Holdings and Investments**

Members **NOTED** current investments, cash-holdings and investments.

In addition, proposed by Cllr M. Ellis and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** that:

- a) the principle of rationalising accounts and banks be supported subject to a further, more detailed, report to the next meeting of the Strategy and Finance Committee.
- b) no monies be put on fixed-term deposit unless or until cash flow modelling of forthcoming major expenditure on the Marine Parade roof, the office



refurbishment and any other agreed projects support such an approach to be prudent.

**19/79/SF      List of Payments**

Members **NOTED** the list of payments for May and June 2019.

**19/80/SF      Debtor's Report**

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

**19/81/SF      Exempt Business**

**a)      Debtor's Report**

The deputy town clerk introduced the report and explained the historic context to the situation at Monmouth Beach and the ongoing issues still being raised by a small number of 'owners'.

He reported that one of the major debts referred to in his report had now been settled and he was pursuing the only other similar debt.

He emphasised that the problems related to a very small number of individuals but, nonetheless, needed to be addressed. He suggested that specialist advice be sought given the potentially complicated legal position.

He explained the other debts referred to in his report and the action being taken to deal with them.

Members reinforced the need to deal with debts promptly and robustly and fully supported taking legal advice and action where necessary. They emphasised that outstanding debts at Monmouth Beach had to be dealt with.

Proposed by Cllr B. Larcombe and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** that specialist legal advice and action be sought about pursuing the small number of outstanding 2018 debts relating to premises at Monmouth Beach.

*The meeting closed at 9.30pm.*

DRAFT

LYME REGIS TOWN COUNCIL

TOURISM, COMMUNITY AND PUBLICITY COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 11 DECEMBER 2019

**Present**

**Chairman:** Cllr J. Scowen

**Members:** Cllr B. Bawden, Cllr J. Broom, Cllr L. Howe, Cllr B. Larcombe, Cllr D. Sarson, Cllr Ms G. Stammers, Cllr S. Williams

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

**Guests:** Mr F. Stone (Clevera), Mr W. Dowell (Coastline Creative)

**19/28/TCP Public Forum**

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

**19/29/TCP Apologies**

Cllr R. Doney – other commitment  
Cllr Miss K. Ellis – unwell  
Cllr Mrs M. Ellis – other commitment  
Cllr D. Ruffle – personal commitment  
Cllr G. Turner

**19/30/TCP Minutes**

Proposed by Cllr B. Larcombe and seconded by Cllr S. Williams, the minutes of the meeting held on 18 September 2019 were **ADOPTED**.

**19/31/TCP Disclosable Pecuniary Interests**

There were none.

**19/32/TCP Dispensations**

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

**19/33/TCP**     **Matters arising from the minutes of the previous meeting held on 18 September 2019**

**Sculpture trail in Langmoor and Lister Gardens**

Cllr B. Larcombe asked if there was any update on the match funding.

The deputy town clerk said the match funding was in place but the programme for community engagement and future development had not been received, which he would chase up.

**19/34/TCP**     **Update Report**

**Visit Dorset**

Cllr B. Larcombe asked if members could see copies of the adverts approved by officers.

**19/35/TCP**     **Map-Based Marketing Proposal**

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

The chairman invited Mr F. Stone, of Clevera, to present their proposal and he answered members' questions regarding timescales, maintenance and costings.

Mr F. Stone said the quote was based on some assumptions, but elements could be changed depending on requirements. He explained the idea of developing an app as a second phase of the project.

It was clarified the costings given didn't take into account any revenue which the council may generate from advertising.

*Mr F. Stone left the meeting at 7.46pm.*

The chairman invited Mr W. Dowell, of Coastline Creative, to present their proposal and he answered members' questions regarding maintenance, potential advertising income and costings.

Members discussed the relationship of the proposed town trail website with the existing tourism website and how advertising would work across both.

Mr W. Dowell said he would aim to work with local photographers to build up a bank of images.

*Mr W. Dowell left the meeting at 8pm.*

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to accept the proposal from Coastline Creative for a map-based marketing concept.

**19/36/TCP     Tourism Website Contract**

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve a one-year extension to the contract with Simpleview (formerly NVG) for the tourism website, lymeregis.org, at a cost of £6,550 plus VAT.

**19/37/TCP     LymeForward Grant Review Meeting**

Members noted the report.

**19/38/TCP     The Hub Grant Review Meeting**

Members noted the report.

**19/39/TCP     B Sharp Grant Review Meeting**

Members noted the report.

**19/40/TCP     Managing Consultation Exercises**

Cllr B. Larcombe asked if there was any update on Natural England's coastal margin proposals.

The deputy town clerk said as of October, it appeared as though the proposals for coastal margins had been implemented but he needed to confirm this. He said a map on Natural England's website showed the extend of the margins, which seemed more limited than originally intended and in Lyme Regis, only included the beach.

Cllr Ms B. Bawden asked if the council should be responding as a single body to the Dorset Police consultation. She believed town and parish councils as a collective voice should be putting more pressure on the police for a local presence, especially during major events.

It was noted the Dorset police and crime commissioner Martyn Underhill was scheduled to attend a council meeting in February 2020, although members felt it would also be beneficial to speak to the local PCSO as she was more aware of the local issues.

It was agreed the PCSO would be invited to attend a meeting with members.

The administrative officer said the police consultation ended on 12 December 2019 and members agreed they would respond individually.

*The meeting closed at 8.22pm.*

DRAFT



## LYME REGIS TOWN COUNCIL

## TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

## MINUTES OF THE MEETING HELD ON WEDNESDAY 4 DECEMBER 2019

**Present****Chairman:** Cllr J. Broom**Members:** Cllr Ms B. Bawden, Cllr Miss K. Ellis, Cllr Mrs M. Ellis, Cllr B. Larcombe, Cllr D. Sarson, Cllr Ms G. Stammers, Cllr G. Turner, Cllr S. Williams**Officers:** Mr M. Adamson-Drage (operations manager), Mr M. Green (deputy town clerk) Mrs A. Mullins (administrative officer)**19/45/TMH Public Forum****Mrs Z. Patrick**

Mrs Z. Patrick spoke in relation to agenda item 8, Dorset Council Dog-Related Public Space Protection Order. She said she spoke on the same topic at a meeting about a year ago to support the town council's stance on the issue, as she was aware in the past the council had supported a dog ban on Front Beach all-year-round. She said sadly nothing had changed since then but she understood Dorset Council (DC) would be consulting on this again. She said as far as she could see, the situation had gotten worse. Mrs Z. Patrick said she didn't wish to repeat everything she had said previously and she thought councillors were probably aware of the problems that those who wished to enjoy Front Beach had endured. She said it was a well-known fact wild-water swimming and open-sea swimming were good for mental and physical health, but for people who wished to swim all-year-round there was no dog-free space between 1 October and 31 April, which included several school holidays, including Easter and Christmas. Mrs Z. Patrick said it had become quite stressful for people with young families and grandchildren who wanted a safe space on the beach to swim or dig in the sand, as it was normally overrun with dogs. She said this was the case all the time, except peak season, when the beach was full of holidaymakers. She said she would rather swim in the summer with all the holidaymakers there than in the winter. Mrs Z. Patrick said one of the nice things about living in Lyme Regis was appreciating the peace and quiet on the front in the winter, but it had now been replaced with noisy dogs, racing around, out-of-control. She said that in itself detracted from the whole ambience of the peace of Lyme Regis. Mrs Z. Patrick said the proposed consultation document on the agenda referred to an on or off-lead situation, rather than a complete ban. She said although a complete ban would be preferable and easier to enforce, she had never understood the off-lead scenario in Lyme, as dogs were allowed to roam anywhere at all times of the day and night. She said she had noticed people walking dogs off the lead after 4.30pm who were happy to let their dogs wander off into the dark onto the sandy beach and conveniently couldn't see what they were getting up to. She said it was impossible to police that situation. Mrs Z. Patrick said there was also the issue of protecting against infection, including toxocariasis. She said the evidence

was well-documented but it was well-known if a child woke up with searing pain which turned out to be an infection leading to blindness, it may only be one child but it was one child too many. She said no one would know which dog it was or where it was from and action needed to be taken to prevent such an event happening in Lyme Regis. She said supporting a dog ban all-year-round could help solve that problem. Mrs Z. Patrick said Lyme Regis was a special place and it needed to be kept that way and as a safe and clean space to enjoy.

**19/46/TMH     Apologies**

Cllr R. Doney – personal commitment  
Cllr R. Smith – personal commitment  
Cllr J. Scowen – personal commitment

**19/47/TMH     Minutes**

Proposed by Cllr S. Williams and seconded by Cllr D. Sarson, the minutes of the previous meeting held on 16 October 2019 were **ADOPTED**.

**19/48/TMH     Disclosable Pecuniary Interests**

There were none.

**19/49/TMH     Dispensations**

There were none.

**19/50/TMH     Matters arising from the minutes of the Town Management and Highways Committee meeting held on 16 October 2019**

**Winter boat storage**

Cllr S. Williams was concerned no action had been taken yet against DC regarding the accreted land at Monmouth Beach and said members needed answers to many questions.

Cllr J. Broom said this matter would be dealt with by the Strategy and Finance Committee at its next meeting.

**Section 106 money for play parks**

Cllr B. Larcombe said some members of the public had suggested a boules area in the seafront gardens.

As it had already been resolved how the remaining section 106 funding would be spent, it was agreed this could be considered as a future council objective.

**Gardens' lighting**

Cllr G. Turner said some lights were still not working and asked if the electrician who had installed them would repair under guarantee.

The operations manager said the electrician who had installed them would be engaged.

### **Highways**

Cllr D. Sarson asked if a date had been set for a meeting with a highways' officer and who the officer was.

The operations manager said he had requested a meeting with Mike Westwood, DC's community highways manager, but no date had been set yet.

Cllr B. Larcombe said the town council had previously asked for bus stop markings at the Clappentail roundabout to prevent vehicles parking there but this had not been actioned. He asked if this could be on the list of issues to raise at the meeting.

## **19/51/TMH Update Report**

### **Blue Sea Café**

Cllr Mrs M. Ellis asked when the panel would be choosing the preferred tenant.

The deputy town clerk said he would write to the panel members again to ask for their availability.

### **Trees**

Cllr B. Larcombe said it had been suggested in the past trees could be planted on the top edge of Anning Road playing field and asked if there was any reason this couldn't be done.

Cllr Mrs M. Ellis said the gardeners had advised in the past the soil wasn't good enough.

It was agreed a report would be brought to a future meeting.

### **Roof of the amusement arcade, SWiM and antique and craft centre**

Cllr B. Larcombe asked if the council was considering delaying the work and doing patch work in the meantime as it was unlikely there would be a long enough window of good weather. He suggested delaying the work until autumn 2020.

The deputy town clerk said a significant delay would create major contractual issues.

Cllr B. Larcombe asked if bad weather delayed progress, would there be a point at which work stopped and continued in the autumn.

The deputy town clerk said the work would continue regardless. He said it was almost impossible to pick a period which had very little impact for anyone, but the best period for the tenants was January to April.

**Office refurbishment**

Cllr S. Williams asked if an architect had been appointed.

The deputy town clerk said a structural survey would be carried out on 9 December 2019 and he was in the process of writing the specification for procuring an architect.

Cllr B. Larcombe asked that the procurement went as far afield as possible.

The deputy town clerk said the contract had to be advertised on the Contract Finders website, as per the council's financial regulations, and there were a number of architectural practices he would encourage to bid for this work.

Cllr S. Williams asked what the architect would be paid.

The deputy town clerk said it was standard practice to charge a percentage of the contract value, which could be as high as 16%, depending on various factors. He said it was intended to ask for expressions of interest and a likely fee, as well as hourly rates, named individuals and the number of hours those individuals would expect to input.

**Park and ride**

The deputy town clerk confirmed the Charmouth Road landowner was happy to extend the arrangements for next year. He confirmed the park and ride would operate during the fossil festival.

**19/52/TMH Dorset Council Dog-Related Public Space Protection Order**

Most members agreed with the speaker in the public forum that dogs should be banned from Front Beach all-year-round as there were several other beaches they could be exercised on. They also agreed with the need to protect public safety, especially as the pebbles were above the high-water line and therefore didn't get washed by the sea.

However, there was some concern the proposed consultation didn't give respondents the opportunity to show support for a year-round dog ban on Front Beach.

Cllr J. Broom suggested a letter was sent from the town council, in addition to responding to the consultation, to show the strength of feeling.

Cllr Ms B. Bawden said dogs should be allowed on Front Beach during the winter but kept on leads.

Cllr Miss K. Ellis agreed and said people with mobility issues may have difficulty accessing the other beaches.

It was proposed by Cllr Miss K. Ellis and seconded by Cllr Ms B. Bawden that the town council's response to the Dorset Council dog-related PSPO consultation should be to allow dogs on leads on Front Beach during the winter.

This motion was not carried.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** the town council takes all opportunities available to express its wish to see a dog ban on the Front Beach all-year-round and express it by any means possible, including contacting officers on how this might best be achieved.

**19/53/TMH Cemetery Path Fencing**

Cllr J. Broom said he didn't think the fencing would be effective as dogs could jump over it.

Cllr B. Larcombe said he had asked for this matter to be brought to the council as residents were disgusted dogs were defecating on graves. He agreed a dog could jump over the fence but he felt it would be a reminder to owners to control their dog.

Cllr Mrs M. Ellis was concerned the fencing could be easily pushed over, it could create a trip hazard, and elderly people visiting graves may have difficulty in stepping over it.

It was agreed the council would request an order for dogs to be kept on leads in the cemetery as part of the Public Space Protection Order consultation and if this failed, to bring this item back to the committee.

**19/54/TMH Memorial Benches**

Cllr D. Sarson asked why the old-style benches had been suggested rather than the new style which had been installed this year.

The operations manager said the area where the new benches would be located already had the old-style benches so it was for consistency.

Proposed by Cllr S. Williams and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to add 16 memorial benches to the Marine Parade as the provision for 2020.

Cllr Mrs M. Ellis abstained from voting.

**19/55/TMH Cadet Hut**

The operations manager said the council's geotechnical engineer had suggested it would be more cost-effective to knock down the building and re-build.

Cllr B. Larcombe asked if there was an alternative location which could be considered as a base for the external works' team and suggested the old fire station on Hill Road.

Cllr J. Broom asked if the cadet hut was considered to be safe for the next five years.

The operations manager said he would need to refer back to the geotechnical engineer.

It was also agreed costings would be obtained for the re-building of the cadet hut, including a metal-framed building.

DRAFT



**19/56/TMH Free Christmas Parking in Lyme Regis**

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to allow free parking in the Woodmead car park on 14/15 and 21/22 December to compliment an agreement by Dorset Council to allow free parking in its Cobb Gate, Broad Street and Holmbush car parks in Lyme on the same weekends.

**19/57/TMH Unit 1A, St Michael's Business Centre – Lease Renewal**

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

**19/58/TMH Complaints and Incidents**

The operations manager confirmed a log of any sharps found was being kept.

**19/59/TMH Exempt Business**

**a) Unit 1A, St Michael's Business Centre – Lease Renewal**

The deputy town clerk explained the history of the lease and the council's position with regards to the building as a whole. He said the lease was protected by the Landlord and Tenant Act and Lyme Regis Development Trust (LRDT) was willing to renew the lease. He added LRDT had suggested terms which included a higher rent and a reduced lease term from 21 to seven years, although it was not entitled to ask for a shorter term.

The deputy town clerk said Unit 1A would be ideal decant space during the office refurbishment, although use by local organisations remained low.

Several members felt Unit 1A was not advertised well enough and this should be improved.

The deputy town clerk said members should consider whether another 21-year lease was necessary as there would be the opportunity to renew the lease after seven years because it was protected.

Proposed by Cllr B. Larcombe and seconded by Cllr Ms B. Bawden, members agreed to **RECOMMEND TO FULL COUNCIL** to renew the lease in respect of Unit 1A at St Michael's Business Centre for a seven-year term and to give the deputy town clerk discretion to negotiate the rent sum.

*The meeting closed at 8.18pm.*

**Committee:** Full Council

**Date:** 8 January 2020

**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 14 December 2019, Cllr Jeff Scowen informed the town clerk of his resignation from the town council, with immediate effect.
- 2. The town clerk notified Dorset Council's democratic and electoral services team and has received an outline timetable for a by-election.
- 3. The process starts with an advertisement for 'Notice of Vacancy in Office of Councillor', **appendix 15A**.
- 4. The notice was placed on the town council's noticeboards, website and social media on 17 December 2019; the required 14-day notice period ends on 10 January 2020. A public notice will also be published in the local press.
- 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 detailed timetable for the election will be put together by Dorset Council's democratic and electoral services team; the election will be no later than 16 March 2020.

**The cost**

8. The cost of this by-election must be met by the town council; the estimated cost of the by-election is £4,500. There is a provision of £3,890 for by-elections in the 2019-20 budget. Two by-elections in one year will exceed this provision.
9. The cost to the town council could reduce the election costs by approximately £1,300 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. 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  
December 2019

# NOTICE OF VACANCY IN OFFICE OF COUNCILLOR

## LYME REGIS TOWN COUNCIL

### NOTICE IS GIVEN

that due to the resignation of Cllr Jeff Scowen , a vacancy has arisen in the Office of Councillor for the Town Council.

If by 10 January 2020 (14 days\* after the date of this notice) a request for an election to fill the vacancy is made in writing to

The Returning Officer, South Walks House, South Walks Road,  
Dorchester, Dorset DT1 1UZ

below by TEN electors for the Town, an election will be held to fill the vacancy, otherwise the vacancy will be filled by co-option.

If an election is called, it will take place not later than 16 March 2020.

Dated 17 December 2019

Town Clerk  
Lyme Regis Town Council

\* In computing any period of time for this purpose, a Saturday, Sunday, day of the Christmas break, of the Easter break or of a bank holiday or a day appointed for thanksgiving or mourning must be disregarded.

**Committee:** Full Council

**Date:** 8 January 2020

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

**Purpose of Report**

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

**Recommendation**

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

**Background**

1. Councillor Jeff Scowen, vice-chairman, resigned from the town council on 14 December 2019. The chairman and vice-chairman of the council hold the titles of mayor and deputy mayor, respectively.
2. Nomination forms for the office of mayor and deputy mayor were made available to members through a separate briefing on 18 December 2019. The return date for nomination forms was 12noon, Monday 6 January 2020.
3. At the meeting, the mayor will call for nominations for the office of deputy mayor for the remainder of the 2019-20 council year.
4. Standing order 3.t states 'Unless standing orders provide otherwise, voting on any question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda. If at least two members request, voting may be by signed ballot'.
4. Standing order 8.a states 'Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting'.

John Wright  
Town clerk  
December 2019

**Committee:** Full Council

**Date:** 8 January 2020

**Title:** Appointments to External Bodies

**Purpose of Report**

To allow members to consider the appointment of representatives to B Sharp, LymeArts Community Trust and Woodmead Halls Management Committee for the remainder of the 2019-20 council year

**Recommendation**

- a) Members appoint a representative to B Sharp for the remainder of the 2019-20 council year
- b) Members appoint a representative to LymeArts Community Trust for the remainder of the 2019-20 council year
- c) Members appoint a representative to Woodmead Halls Management Committee for the remainder of the 2019-20 council year

**Background**

- 1. On 14 December 2014, Cllr J. Scowen resigned from the town council. Cllr Scowen was the council's representative on three external bodies: B Sharp, LymeArts Community Trust and Woodmead Halls Management Committee.
- 2. 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.

**Report**

- 3. Councillor representatives are sought for B Sharp, LymeArts Community Trust and Woodmead Halls Management Committee.

John Wright  
Town clerk  
December 2019



**Committee:** Full Council

**Date:** 8 January 2020

**Title:** Budget and Precept 2020-21

**Purpose of Report**

To approve the 2020-21 budget, reserve and precept

**Recommendation**

Members approve an income budget estimate of £1,565,461 and an expenditure budget estimate of £2,129,689 for 2020-21

Members approve a reduced reserve estimate of £454,500 to cover additional expenditure in 2020-21

Members approve the 2020-21 precept at £132,779

**Background**

1. The 2020-21 budget has been considered at the Strategy and Finance Committee on 13 November 2019 and 18 December 2019.
2. Recommendations from the meeting on 13 November 2019 were approved by the Full Council on 20 November 2019 and recommendations from the meeting on 18 December 2019 are presented to this meeting of the Full Council in the Strategy and Finance Committee's minutes.
3. This report is being brought to the Full Council to formally approve the 2020-21 income and expenditure estimates, the use of the reserve and the precept.
4. The council's income and expenditure estimates for 2020-21 are £1,565,461 and £2,129,689, respectively.
5. Expenditure in 2020-21 is £564,228 in excess of income to allow the council to undertake its approved objectives.
6. The impact of additional expenditure is a reduced reserve of £454,500: the council's reserve falls from an estimated £1,020,000 at 31 March 2020 to £454,500 at 31 March 2021.
7. The council's precept is increased by 10% to £132,779.

John Wright  
Town clerk  
December 2019

**Committee:** Full Council

**Date:** 8 January 2020

**Title:** Appointment of Business Loss and Claims Adjuster for the Roof Repair Contract at Marine Parade

**Purpose of the Report**

To inform members of the appointment of an independent and expert business loss and claims adjuster for the roof repair contract at Marine Parade

**Recommendation**

Members note the appointment of Peter Satchel of Decani Risk and Claims Management Services Ltd, Cardiff, an independent and expert business loss and claims adjuster, for the roof repair contract at Marine Parade

**Report**

1. Members have received numerous reports about the works to repair the roof above SWiM, the antique and craft centre and the amusement arcade at the Marine Parade.
2. One potential cost-related issue which has been referred to in earlier reports relates to claims for business disruption and loss arising from the works.
3. Although significant progress has been made in mitigating the potential disruption and any risk of consequent loss caused by the works, i.e., the removal from the design of all ground-mounted scaffolding and the intended employment of quieter and less disruptive machinery, the potential for claims continues.
4. For this reason and due to the specialist nature of assessing and dealing with such claims and the council's role as both works' client and landlord, it was decided that the claims needed to be dealt with by an independent expert.
5. Peter Satchel of Decani Risk and Claims Management Services Ltd, Cardiff has been appointed to perform this role on the council's behalf. Peter is very experienced in this specialist field and works nationally for a range of utilities' companies and statutory undertakers. He came highly recommended by several independent sources.
6. He has already met with all three tenants and explained the various information he will require to support and substantiate any claims. The situation will be monitored throughout the works and it may be that interim claims will need to

## **AGENDA ITEM 20**

be considered and agreed; potentially when an agreed threshold of loss has been triggered.

7. Officers have also taken detailed legal advice from the council's solicitors on the potential liability to such claims. Whilst the council as landowner and landlord clearly has the right to undertake repairs and maintenance to its buildings; the tenants also have the right to 'quiet enjoyment' of the premises occupied by them.
8. The solicitor confirms that the council's exposure is to claims for 'damages', primarily in the form of business interruption and loss; which will clearly need to be evidence-based.

Mark Green  
Deputy town clerk  
December 2019

**Committee:** Full Council

**Date:** 8 January 2020

**Title:** Term and Community Fund Grants, Policies and Procedures

**Purpose of Report**

To allow members to consider policies and procedures for term and community fund grants

**Recommendation**

Members approve the term grant policy and procedure, **appendix 21A**, and the community fund policy and procedure, **appendix 21B**

**Background**

1. Following consideration by the Strategy and Finance Committee, on 20 November 2019 the Full Council resolved:  
  
‘to set the total amount of grants to local organisations in 2020-21, 2021/22, 2022/23, 2023/24 and 2024/25 at £80,000 per year.’
2. Following consideration by the Strategy and Finance Committee on 17 December 2019, further recommendations are made to this meeting on the re-definition and re-categorisation of grants, the distribution of funds between categories and the process and timetables for inviting grant applications. These are detailed in the minutes of the Strategy and Finance Committee which are elsewhere on this agenda, for ease of reference, they are replicated below:  
  
‘to approve the introduction of term grants and community grants.’  
  
‘to approve in principle a term grants’ budget of £60,000 and a community grants’ fund of £20,000, subject to stress testing.’  
  
‘to approve the processes and timetables for inviting grant applications and making decisions on their allocation.’
3. If these recommendations are approved by the Full Council, policies and procedures are required to guide and administer the award of grants; these are attached at **appendix 21A** and **appendix 21B**.
4. Also included, at **appendix 21C**, is a draft term grant agreement; the agreement will be modified to take in to account specific grant requirements.

John Wright  
Town clerk  
December 2019

## Policy and procedure

### Term Grants

#### 1. Purpose

- 1.1 Term grants provide revenue funding for Lyme Regis-based organisations whose functions or services are important to the community and its well-being.

#### 2. Funding

- 2.1 For the financial years 2020-21, 2021-22, 2022-23, 2023-24 and 2024-25, the council has set aside £80,000 each year to support local organisations, subject to budgetary constraints. This sum will not be adjusted for inflation.
- 2.2 From this budget, £60,000pa will be awarded to term grants.
- 2.3 Applications can be made up to £30,000pa.

#### 3. Selection Criteria

- 3.1 The town council does not have specific criteria that organisations have to meet to be eligible for a term grant; the benefits an organisation can bring to the town, its residents and visitors differ widely.
- 3.2 In addition, ridged qualification criteria often disadvantage smaller community-based organisations and promote applications from those well versed in seeking external funding.
- 3.3 However, any organisation applying for a term grant from the town council must clearly demonstrate in its application:
- 3.3.1 what the main activities of the organisation are
  - 3.3.2 what the funding is for and what it seeks to achieve
  - 3.3.3 the length of time funding is required for
  - 3.3.4 how the funding will benefit the town, its residents and/or visitors
  - 3.3.5 how these objectives and benefits will be measured
  - 3.3.6 a business plan that includes a clear understanding of organisation's operating environment, risk exposure, and projected income and expenditure
  - 3.3.7 bank references
  - 3.3.8 audited accounts for the previous financial year
  - 3.3.9 registration documentation
  - 3.3.10 details of other grant applications and/or fund-raising activities; the council will look favourably on organisations that show evidence of self-help, either by fundraising or obtaining funds from other sources
  - 3.3.11 how it will inform others that they have received funding from the council.

#### 4. **Restrictions**

4.1 Awards of term grants will be subject to the following restrictions:

- 4.1.1 the organisation must provide services to Lyme Regis and its community
- 4.1.2 the organisation must be non-profit making
- 4.1.3 the organisation must not provide grants or donate monies to others
- 4.1.3 funding will not normally exceed £30,000pa
- 4.1.4 funding duration will not exceed five years. If a project seeks further funding after five years, a new application must be made
- 4.1.5 funding must be used for the purpose and objectives agreed.

4.2 Funding will not be used for retrospective expenditure, to pay off debts incurred, or costs that have already been funded elsewhere, i.e. no 'double funding'.

4.3 Any organisation in receipt of a term grant cannot apply for a community grant.

#### 5. **Timetable**

5.1 Public notice for term grants	9 January 2020
Closing date for applications	Noon 27 January 2020
Extraordinary Full Council	4 February 2020

#### 6. **Monitoring and Review**

6.1 Prior to any grant payment, organisations must enter into a term grant agreement with the town council. Each agreement will reflect the nature of the functions and services delivered by the recipient organisation.

6.2 The term grant agreement will detail:

- 6.1 the purpose of the grant and what it will be achieve
- 6.2 contract duration
- 6.3 the amount of grant, including any distribution between capital and revenue expenditure
- 6.4 compliance arrangements and the process for notification of changes
- 6.5 performance objectives, reporting and review
- 6.6 disputes and termination processes
- 6.7 breach of conditions and recovery of grant processes
- 6.8 notice requirements
- 6.9 publicity and acknowledgement of support.

6.3 Performance against the term grant agreement will normally be reviewed twice a year and reported to a council committee. If an organisation fails to meet its performance objectives, the council can increase the frequency and nature of performance reporting.

6.4 Consistent failure to achieve performance objectives may result in the early termination of a term grant agreement and may result in the organisation having to repay the grant funding it has received.



- 6.5 Any grant no longer needed must be offered back to the council. It cannot be used for other purposes.
- 6.6 Organisations will be informed they must not assume they will be awarded any further funding when the grant arrangement ends.
- 6.7 If requested, a term grant recipient must allow a councillor and/or the town clerk to sit on its board of management.
- 6.8 The town clerk must be given the opportunity to review the organisation's business plan, accounts and performance data on behalf of the council.

**Implementation date: 9 January 2020**

**Review date: December 2024**

John Wright  
Town clerk  
December 2019

## **Policy & Procedure**

### **Community Fund**

#### **1. Purpose**

The community fund provides grants of up to £1,000 for capital projects that help and support the community.

#### **2. Funding**

- 2.1 For the financial years 2020-21, 2021-22, 2022-23, 2023-24 and 2024-25, the council has set aside £80,000 each year to support local organisations, subject to budgetary constraints. This sum will not be adjusted for inflation.
- 2.2 From this budget, £20,000pa will be awarded to community fund grants
- 2.3 Applications can be made up to £1,000pa.

#### **3. Application and selection criteria**

- 3.1 The council will consider grant applications from community groups and organisations that serve Lyme Regis. Priority will be given to applications that help and support the community.
- 3.2 Applications over £500 will only be considered from community groups and organisations that are a properly constituted body. This may include a group or organisation with charitable purposes, a charity or a not-for-profit company.
- 3.3 Groups that are part of a larger organisation can apply for funding through that organisation, provided this is clearly stated on the application form.
- 3.4 Applications will not be considered from grant-gifting organisations, i.e., those who allocate grants to others, profit-making organisations and companies, or individuals.
- 3.5 Any organisation in receipt of a term grant from the council cannot apply for a community fund grant.

#### **4. How much money can be applied for?**

- 4.1 Community fund grant applications fall in to two categories: projects up to £500 and projects up to £1,000.
- 4.2 Projects up to £500 require minimal supporting documentation and match funding isn't an absolute requirement. Projects over £500 require 50% match funding and a higher level of supporting documentation.

**5 What can the grant be used for?**

- 5.1 The grant can be used for the purchase of materials and equipment, or the provision of a service that makes Lyme Regis a better place to live, work and play.

**6 What can't the grant be used for?**

- 6.1 Any costs not directly associated with the project.
- 6.2 Retrospective funding, i.e. money already spent.
- 6.3 Paying off debts already incurred.
- 6.4 Costs that have already been funded elsewhere, i.e. no 'double funding'.

**7 Other**

- 7.1 Groups and organisations applying for a community fund grant must:

7.1.1 comply with this policy and procedure.

7.1.2 complete an 'end of project' report.

7.1.3 spend their grant money within the financial year.

- 7.2 Groups and organisations applying to the community fund must provide details of any funding from other sources, including fundraising or applications to other grant-awarding bodies

- 7.3 The council will look favourably on organisations that show evidence of self-help, either by fundraising or obtaining funds from other sources. Priority will be given to applications that demonstrate how they help and support the community.

- 7.4 Applications to the community fund can be made in consecutive years. In such instances, the council will be mindful of the benefits obtained from previous grant applications.

**8. Application Process**

- 8.1 The application must:

8.1.1 state the main activities of the organisation

8.1.2 provide details of the project

8.1.3 explain who will benefit from the grant and how

8.1.4 provide details of other grant applications and/or fundraising activities in relation to this project.

8.1.5 confirm appropriate, policies and procedures are in place, e.g. insurance, health and safety, safeguarding

8.1.6 demonstrate how the organisation will inform others that it has received funding from the council

8.1.7 The availability of community fund grants will be advertised for at least one month. Applications received after the deadline will not be accepted.

## **9. Supporting evidence**

9.1 Applicants must provide:

9.1.1 full project costs, e.g. quotes, invoices, other grants

9.1.2 copies of their governing document or constitution, if available

9.1.3 an application signed by two of the organisation's officers.

9.2 Applications for grants over £500 must be supported by details of the organisation's current financial status, e.g. copies of most recent bank statements/passbook.

9.3 Payments will not be made to individuals or private bank accounts.

9.4 The application must be completed in full.

9.5 The availability of grants will be advertised for at least one month. Applications received after the deadline will not be accepted.

## **10. Selection process**

10.1 After the deadline, officers may contact organisations to clarify information or to access missing information. If an organisation cannot clarify or obtain information, its application will not normally go through to the next stage.

10.2 Officers will sift applications and collate those which meet the council's requirements. This process includes:

10.2.1 creating a simple grid to give an overview of the grant requests. The grid will include any other funding an organisation is in receipt of

10.2.2 a report that highlights issues members need to be aware of. The report will include rejected applications. It will also include details of applicants from the previous year who did not claim their grant or report back on their 'end of project' form.

10.3 An Extraordinary Full Council meeting will be arranged in late-March/early-April to consider applications to the community fund.

10.4 Grants will be paid on receipt of copies of the appropriate invoices or receipts. The town clerk is authorised to agree the early release of grants, if necessary.

**11. Reporting process**

- 11.1 At the end of the project, organisations are sent an 'end of project' form which will require them to:
  - 11.1.1 explain how successful the project was
  - 11.1.2 explain who benefited from the community fund grant and how many people it helped.
- 11.2 The form will ask for feedback on the council's grants' process and seek suggestions to improve the process.
- 11.3 Organisations will be invited to the annual meeting of electors to give feedback on funding received from the town council.

**12. Timeble**

- 12.1 The annual timetable is:
  - 12.1.1 end-January –community fund opens for applications.
  - 12.1.2 end-February – deadline for applications.
  - 12.1.3 mid-March/Early-April – final date for officers to have gathered and collated required info.
  - 12.1.4 end-March/early-April – Extraordinary Full Council approves grants.
  - 12.1.5 April – successful applicants awarded funding, projects start.
  - 12.1.6 end-February (of following year) – deadline for 'End of Project' reports (in time for considering new applications).

**Implementation date:** 9 January 2020

**Review date:** December 2020

John Wright  
Town clerk  
December 2019

## Term Grant Agreement

This funding agreement is dated xx xx xxxx and is made between

(1) Lyme Regis Town Council

and

(2) xxxxxx

### 1. Introduction

This agreement is intended to provide a basis for the relationship between Lyme Regis Town Council and xxxxxx. It recognises that xxxxxx is the body accountable to Lyme Regis Town Council for xxxxxx's obligations under this agreement.

The first point of contact for any issues relating to this agreement will be the town clerk on behalf of the town council and the directors of xxxxxx on behalf of xxxxxx

### 2. Purpose of Grant

To support xxxxxx's operation in accordance with its 'constitution', to achieve the objectives for which the grant was awarded, as stated in xxxxxx's application form 2020, appendix 1, and in the and in its business plan, appendix 2.

### 3. Grant

Lyme Regis Town Council will provide funding of £xx per annum in 2020-21, 2021-22, 2022-23, 2023-24, and 2024-25. This agreement is not subject to any inflationary increase.

Grant funding will be used to assist xxxxxx to operate in accordance with its 'constitution' and allow it to achieve the objectives stated in its term grant application 2020 and business plan.

Term grant payments will be made by equal quarterly instalments, i.e. £xxx, in advance, beginning on 1 April 2020, upon receipt of an invoice.

### 4. Compliance

Xxxxxx must ensure compliance with statutory and regulatory requirements, and have in place all relevant policies and procedures, e.g. health and safety, equality and diversity.

Both parties, i.e. Lyme Regis Town Council and xxxxxx, shall not act in a way which may bring any party into disrepute.

### 5. Progress reporting



The town council has the right to appoint a councillor and/or officer to xxxxxx's 'board of management'.

The town clerk and the councillor representative xxxxxx will meet with one or more of the xxxxxx's trustees twice a year to review and evaluate the work of xxxxxx against this agreement.

The meetings will review xxxxxx business activities, including its income and expenditure account, capital projects, risks, and development plans, as stated in xxxxxx's term grant application 2020 and business plan.

Any material issues arising out of these discussions will be reported to the council's xxxxxx committee. This committee will be xxxxxx principal link with the town council. It will receive an annual report and forward plans from xxxxxx.

Xxxxxx will provide the town council with agendas and minutes of all its 'board of management' meetings, on request.

## **6. Changes in circumstances**

Xxxxxx will notify the town council immediately of any material changes in its business operation. Such changes include, but not exclusively:

- changes in the Memorandum of Association, corporate or charitable status
- governance failures
- breaches in health and safety compliance
- risks that threaten their operation
- budget projections that forecast a year-end deficit
- material changes in funding from other bodies.

## **7. Changes to this agreement**

Any changes to this agreement must be submitted in writing and agreed jointly by Lyme Regis Town Council and xxxxxx.

## **8. Disputes and termination**

The parties shall use their best endeavours to resolve by agreement any dispute as to the working of this agreement. In the unlikely event of failure to agree the issue shall be referred for determination by a mutually agreed single arbitrator to be agreed upon by the parties or in default of agreement to be nominated by the President for the time being of the Chartered Institute of Arbitrators in accordance with the Arbitration Act 1950 or any statutory modification or re-enactment of it for the time being in force.

Either party may terminate this agreement forthwith by notice in writing to the other if the other party commits a material breach of this agreement. The notice period should be six months, unless both parties agree an alternative period. A material breach would include xxxxxx not complying with its Memorandum of Association, failure to meet its objectives stated in the term grant application 2020 and business plan 2015-

2018 or any material changes in circumstance, which either cannot be remedied under any circumstances, or the other party fails to remedy it within 14 days of being given notice in writing setting out the breach and indicating that failure to remedy the breach may result in termination of this agreement.

**9. Breach of conditions and recovery of grant**

Lyme Regis Town Council reserves the right to demand repayment of all or any part of the financial support paid under this agreement should it become apparent that such monies have been applied to purposes which are not consistent with this agreement.

**10. Publicity and Acknowledgement of Support**

Acknowledgement of the council's financial support must be given on all publicity material related to events and activities covered by this agreement, by using the words 'Supported by Lyme Regis Town Council' and the logo of the town council. A copy of all publicity material and programme information must be supplied to the town clerk. Further acknowledgement of the council's financial support must be displayed prominently in the building.

**This form should be signed below by the chairman of xxxxxx and by the mayor and town clerk of Lyme Regis Town Council.**

I agree with the conditions outlined in this document:

**Name** .....

**Signature** ..... **Date**.....

**on behalf of** .....

**Name** .....

**Signature** ..... **Date**.....

**on behalf of** .....

**Name** .....

**Signature** ..... **Date**.....

**on behalf of** .....