



John Wright
Town Clerk

Lyme Regis Town Council

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Notice is hereby given of an extraordinary meeting of the Lyme Regis Town Council to be held in the Guildhall, Bridge Street, Lyme Regis, on **Tuesday 4 February 2019 at 7pm** when the following business is proposed to be transacted:

John Wright
Town Clerk
29.01.20

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

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

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

AGENDA

1. Declaration of Acceptance of Office

To confirm Cllr Cheryl Reynolds has signed her Declaration of Acceptance of Office

2. Public Forum

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

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

3. Apologies for absence

To receive and record any apologies and reasons for absence

4. Disclosable Pecuniary Interests

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

5. Dispensations

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

6. Appointments to Committees

To allow the council to appoint Cllr C. Reynolds to committees for the remainder of the 2019/20 council year

7. Award of Term Grants to Local Organisations

To allow members to consider the award of term grants up to a total sum of £60,000 from 1 April 2020 for a period up to 31 March 2025 to Lyme Regis organisations whose functions or services are important to the community and its well-being

8. Exempt Business

Committee: Extraordinary Full Council

Date: 4 February 2020

Title: Declaration of Acceptance of Office

Purpose

To confirm Cllr Cheryl Reynolds has signed her Declaration of Acceptance of Office

Recommendation

Members note the town clerk's confirmation that Cllr Cheryl Reynolds has signed her Declaration of Acceptance of Office

Background

1. In accordance with the Local Government Act 1972, s83(4) and the Local Elections (Declaration of Acceptance of Office) Order 2012, SI 2012/1465, members must sign their Declaration of Acceptance of Office in a prescribed form before or at the first meeting of the council after their election in the presence of a member or the proper officer.
2. The town clerk can confirm he received a signed Declaration of Acceptance of Office from Cllr Cheryl Reynolds on 20 January 2020.

John Wright
Town clerk
January 2020

Committee: Extraordinary Full Council

Date: 4 February 2020

Title: Appointments to Committees

Purpose of Report

To allow the council to appoint Cllr C. Reynolds to committees for the remainder of the 2019/20 council year

Recommendation

To appoint Cllr C. Reynolds to her chosen committees for the remainder of the 2019/20 council year

Background

1. All councillors sit on the Full Council and the Strategy and Finance Committee. Councillors can serve on as many of the council's committees as they want. Appointments were made to the council's committees at the annual meeting on 15 May 2019.

Report

2. Following her election on 17 January 2020, Cllr C. Reynolds has the opportunity to be appointed to committees at this meeting for the remainder of the 2019/20 council year.

Adrianne Mullins
Administrative officer
January 2020

Committee: Extraordinary Full Council

Date: 4 February 2020

Title: Award of Term Grants to Local Organisations

Purpose of Report

To allow members to consider the award of term grants up to a total sum of £60,000 from 1 April 2020 for a period up to 31 March 2025 to Lyme Regis organisations whose functions or services are important to the community and its well-being

Recommendation

Members consider applications from 18 organisations and award term grants up to a sum of £60,000 for the period from 1 April 2020 up to 31 March 2025

Background

1. On 13 November 2019, the Strategy and Finance Committee considered a report on future grant allocations. It was subsequently resolved by the Full Council on 20 November 2019 '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. At the same committee meeting, members discussed the grant categories and agreed proposals would be brought back to members to replace the minor/medium/major grants with a 'social fund' and 'discretionary grants'.
3. On 17 December 2019, the Strategy and Finance Committee considered a further report on grants. It was subsequently resolved by the Full Council on 8 January 2020 to approve the introduction of term grants with a budget of £60,000 and community grants with a budget of £20,000.
4. These amounts were agreed in principle and subject to stress-testing as members agreed there needed to be some flexibility to change the amounts if the level of demand required it.
5. The processes and timetables for inviting grant applications and making decisions on their allocation was also agreed.
6. At the Full Council meeting on 8 January 2020, members approved policies and procedures for both grant categories.

Report

7. As per the agreed timetable, public notices were placed in local newspapers, and the council's website, social media and noticeboards inviting local organisations to apply for a term grant of between £1,000 and £30,000pa for up to five years, i.e. ending in 2024-25. Previous grant recipients were also written to and provided with an application pack.

8. The closing date for applications was noon on Monday 27 January 2020, by which time 19 applications had been submitted.
9. One application was later withdrawn as the amount requested fell within the community grants' category. This leaves 18 applications.
10. The schedule of applications is attached at **appendix 7A**, detailing the names of the organisations, the purpose of the grant, the amount requested, the number of years the funding is required for, the total project cost or annual running costs, and details of any other funding awards from the town council.
11. As applications vary from one year to five years, the total amount requested varies from year to year. Attached at **appendix 7B** is a schedule of the total amounts requested in each year from 2020-21 to 2024-25.
12. Nine of the organisations have requested funding for five years (2020-25); two organisations have requested funding for three years (2020-23); and the remaining seven organisations have requested one-off funding in 2020-21.
13. The application forms are at **appendices 7C to 7T**. Supporting documents are available for members to read in the council office and/or during the briefing session from 5pm to 6.30pm in the Guildhall on Tuesday 4 February 2020.
14. At the time of writing, some supporting documents had not yet been received but had been requested. A verbal update will be given at the meeting to confirm if all documents have been submitted.

Considering the applications

15. Clearly the total amount requested in each of the five years exceeds the £60,000 budget, particularly in year one, decreasing in years two and three, and further decreasing in years four and five.
16. The importance of sticking to the budget has been emphasised several times at council meetings. Furthermore, over-spending on the term grants' budget would decrease the community grants' budget of £20,000.
17. With this in mind, officers held a meeting with Cllr R. Doney on 28 January 2020 to carry out some stress-testing of the applications. Each application was assessed according to the qualifying criteria set out in the policy and procedure.
18. Officers would suggest there are four applications which strongly meet the criteria of providing functions or services that are important to the community and its well-being. They are: Axe Valley and West Dorset Ring and Ride; Bridport and District CAB, LymeForward CIC; and The Hub.
19. It is recommended these four applications are given highest priority, although members may wish to discuss the level of funding requested.

20. Officers would suggest there are a further three organisations which meet the criteria and should be given some priority, although they are not felt to be as critical as the four high priority organisations. They are: B Sharp; Marine Theatre; and Lyme Regis Philpot Museum.
21. The funding requests from these 'priority' organisations total £80,200. With some adjustment of the amounts requested, funding could realistically be awarded to these seven organisations.
22. In considering the levels of funding which may be appropriate, members may wish to consider the following points.
23. B Sharp has received a grant of £5,000pa from the council for the past four years and has increased its request to £12,000pa.
24. Bridport and District CAB is requesting 100% of the costs of running the Lyme Regis outreach service. The council said greater emphasis would be put on self-funding.
25. This council disproportionately funds the Axe Valley and West Dorset Ring and Ride Service compared with other councils. A grant of £2,500 was awarded in 2019/20 and there were 151 return journeys by Lyme Regis passengers. This represents a subsidy of £16.55 per return journey. This is compared with Beaminster, whose town council awarded £500 in 2019 and there were 640 journeys by Beaminster passengers; a subsidy of 78p per journey. Also Axminster, whose town council awarded £1,000 in 2019 and there were 537 return journeys by Axminster passengers; a subsidy of £1.86 per return journey.
26. The council is offering certainty of funding over a period of time; in respect of the museum and the theatre, reduced funding could compensate for the certainty of funding over an extended period.
27. A separate process for the administration of community grants will start w/c 3 February 2020.

Adrianne Mullins
Administrative officer
January 2020

DETAILS OF APPLICANT						
Name of organisation	Purpose of grant	Amount requested (per annum)	Number of years funding is required for	Project cost or annual running costs	Other funding from LRTC	Amount awarded
Axe Valley and West Dorset Ring and Ride Service Ltd	Subsidation of community transport to elderly, disabled, isolated, parents with young children, and the poor	£ 3,000.00	5	£ 70,000.00	£9,000 between 2016 and 2020	
Axminster and Lyme Cancer Support	To subsidise drop-in sessions, focused events and counselling for anyone who has, has had or of affected by cancer	£ 2,592.00	5	£ 12,960.00	Fossil Films grant 2019 - £5,000	
Bridport and District CAB	Weekly outreach service at one or more locations in Lyme Regis	£ 5,200.00	5	£ 5,200.00	£19,706 between 2016 and 2020	
B Sharp	Subsidise the Young Music Leadership Programme Hub Jams, and Boombox; to support administration, monitoring and evaluation of the programme; to support strategic development; and to unlock investment from other organisations	£ 12,000.00	5	£ 115,000.00	£27,000 between 2016 and 2020, including a major grant of £5,000pa	
Lyme Folk Weekend	Free music events on the seafront stage and in Theatre Square	£ 2,000.00	5	£ 4,000.00	£2,739.60 between 2016 and 2020	
LymeForward CIC	To contribute to core costs to enable continued delivery of services at the current level and work towards becoming self-sustainable	£ 10,000.00	5	£ 14,653.00	£60,000 between 2016 and 2020 (major grant £15,000pa)	
Lyme Regis Fossil Festival (LRDT)	To support LRDT in organising, promoting and facilitating the festival	£ 6,000.00	5	£ 28,000.00	£20,000 between 2016 and 2020 (major grant £5,000pa)	
Marine Theatre	To support the cultural programme and core costs not met by self-generated income or other grant funding	£ 30,000.00	5	£ 334,389.00	£120,000 between 2016 and 2020 (major grant £30,000pa)	
The Hub (LRDT)	To contribute to core running costs of the building to continue running a facility for young people in Lyme Regis and surrounding areas	£ 10,000.00	5	£ 10,000.00	£40,000 between 2016 and 2020 (major grant £10,000pa)	
Lyme Regis Musical Theatre	To purchase a new mobile piano/keyboard and a folding stage platform	£ 3,500.00	3	£ 19,500.00	£11,000 between 2016 and 2020	
Lyme Regis Philpot Museum	To support the museum's range of family events and activities, free to children and immediate families from St Michael's and Mrs Ethelston's schools	£ 10,000.00	3	£ 15,833.00	£2,500 between 2016 and 2020	
Guitars on the Beach	Costs of staging the event - hire of a stage and sound equipment, generator hire, advertising, banners	£ 6,000.00	1	£ 6,500.00	£3,500 between 2016 and 2020	
Lyme Regis Bowling Club	To replace kitchen units and flooring, increase floor working space, increase access width into kitchen	£ 2,000.00	1	£ 5,100.00	N/A	
Lyme Regis Gig Club	To commission the building of a new wooden Cornish pilot gig	£ 10,000.00	1	£ 26,000.00	£13,990.80 between 2016 and 2020	
Lyme Regis Majorettes	To purchase a new sound system for the troupe's trailer to accompany performances	£ 5,000.00	1	£ 7,000.00	£3,300 between 2016 and 2020	
Lyme Regis RC Parish	The restoration and preservation of the roof of SS Michael and George RC Church, as part of the wider, extensive restoration of the Grade II-listed church	£ 30,000.00	1	£ 52,580.00	N/A	
Town Mill	To develop a new visitor experience in the ground floor of the mill building called 'Grain to Loaf'	£ 15,000.00	1	£ 15,000.00	£5,470 between 2016 and 2020	
Uplyme and Lyme Regis Cricket Club	To revamp the lounge bar/kitchen area, also providing an area to hire out for small functions	£ 5,000.00	1	£ 7,300.00	£6,099 between 2016 and 2020	
		£ 167,292.00				£ -

	2020/21	2021/22	2022/23	2023/24	2024/25
Axe Valley and West Dorset Ring and Ride	3000	3000	3000	3000	3000
Axminster and Lyme Cancer Support	2592	2592	2592	2592	2592
Bridport and District CAB	5200	5200	5200	5200	5200
B Sharp	12000	12000	12000	12000	12000
Lyme Folk Weekend	2000	2000	2000	2000	2000
LymeForward CIC	10000	10000	10000	10000	10000
Lyme Regis Fossil Festival (LRDT)	6000	6000	6000	6000	6000
Marine Theatre	30000	30000	30000	30000	30000
The Hub (LRDT)	10000	10000	10000	10000	10000
Lyme Regis Musical Theatre	3500	3500	3500		
Lyme Regis Philpot Museum	10000	10000	10000	10000	
Guitars on the Beach	6000		10000		
Lyme Regis Bowling Club	2000				
Lyme Regis Gig Club	10000				
Lyme Regis Majorettes	5000				
Lyme Regis RC Parish	30000				
Town Mill	15000				
Uplyme and Lyme Regis Cricket Club	5000				
TOTAL	167292	94292	94292	80792	80792