



John Wright
Town Clerk

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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 19 February 2020 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
14.02.20

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

Prayers

A prayer will be offered

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 8 January 2020 (attached)

7. To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 4 February 2020 (attached)

8. Matters arising from the minutes of the Full Council meeting held on 8 January 2020

To inform members of matters arising from the minutes of the Full Council meeting on 8 January 2020 that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues in those minutes

9. Matters arising from the minutes of the extraordinary Full Council meeting held on 4 February 2020

To inform members of matters arising from the minutes of the extraordinary Full Council meeting on 4 February 2020 that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues in those minutes

10. Update Report

There are no updates.

11. Mayor's Engagements and Meetings

12. Planning Committee

To receive the minutes of the meeting held on **14 January 2020** and note the committee's comments made on planning applications under the power delegated by Full Council and consider the recommendations therein.

Note the meeting scheduled for 11 February 2020 was cancelled.

13. Human Resources Committee

To receive the minutes of the meeting held on **15 January 2020** and consider the recommendations therein.

14. Strategy and Finance Committee

To receive the minutes of the meeting held on **5 February 2020** and consider the recommendations therein.

15. Tourism, Community and Publicity Committee

The meeting scheduled for 29 January 2020 was cancelled.

16. Town Management and Highways Committee

To receive the minutes of the meeting held on **29 January 2020** and consider the recommendations therein.

Note the meeting scheduled for 22 January 2020 was rescheduled for 29 January 2020.

17. Request to Change Purpose of Grant

To allow members to receive evidence of costs from Lyme Regis Pantomime Society to consider reallocating a minor grant for a purpose other than that stated in the original application

18. Grant Payment Deferral

To allow members to consider deferring payment of Uplyme Community Sponsorship scheme's 2019-20 grant to 2020-21

19. List of Payments

To inform members of the payments made in the months of October, November, December 2019 and January 2020

20. Exempt Business

LYME REGIS TOWN COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON WEDNESDAY 8 JANUARY 2020

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 D. Ruffle, Cllr D. Sarson, Cllr R. Smith, Cllr Ms G. Stammers, Cllr G. Turner, Cllr S. Williams

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

Absent: Cllr L. Howe

19/122/C Public Forum

Mr J. Dover

Mr J. Dover said he was speaking on behalf of a group of concerned residents and businesses which drew on the tourist information centre's (TIC) services. He said they had recently been made aware that Dorset Council (DC) was currently undertaking a public consultation regarding the future of Lyme Regis TIC, which DC ran and leased the premises from the town council. He said DC had clearly stated its position and future options it was prepared to consider and was now requesting feedback via two public consultation sessions in Lyme Regis and an online survey. Mr J. Dover said a significant number of Lyme residents and visitors were concerned about the potential threat to the future of the TIC, especially as the face-to-face service would cease. He said their current understanding was the lease of the ground floor office space used by the TIC between the town council and DC came to an end on 31 March 2020. Mr J. Dover said they believed the council had not yet made a public statement on its position regarding the future of the service to the town and its tourism economy. He said while the consultation was carried out, they would request parallel dialogue and consultation with the town council is undertaken, aimed at exploring all options, reducing misunderstanding and achieving a win-win, not a lose-lose, situation.

Mr D. Lawrance

As owner of Lewesdon B&B, Mr D. Lawrance said he was speaking as a business owner. He said his guests, particularly foreign visitors, were regular users of the services provided by the TIC, ranging from information about activities in the town and the Jurassic Coast, to travel and walking options in the surrounding area. He said he fully endorsed Mr J. Dover's request for parallel dialogue and consultation with the town council. Mr D. Lawrance said he'd go further and suggest a consultation group is set up comprising a number of council members and a limited group of local volunteers representing all viewpoints of the town. He said it should be a time-limited project and the group should report to the Tourism, Community

and Publicity Committee. He said the objective would be to understand what services the TIC currently provided and commercially analyse the costs and benefits of an information service, so that a solution could be developed that would be a win-win for the town. Mr D. Lawrance said if such a balanced review was not undertaken, he feared there was a danger the TIC issue would become a political football, with many unfounded emotional views being bandied around as fact.

The mayor, Cllr B. Larcombe said there was an unfortunate degree of misinformation in the public domain regarding the TIC. He said the town council had looked at this issue with DC for four years (and its predecessor West Dorset District Council), in conjunction with other DC services, but the town council couldn't compromise the process DC was currently managing as employer.

Cllr D. Turner – Dorset Council

Cllr D. Turner said the TIC consultation was ongoing and once complete, the feedback would be analysed by DC and considered by the cabinet. He said members of the public could speak at cabinet meetings.

Regarding the climate emergency, Cllr D. Turner said DC continued to operate a relatively isolated position and he believed it should be partnering with many other organisations in Dorset.

Cllr D. Turner referred to the number of roadworks currently taking place in Lyme Regis but said it was better to have them planned now than unplanned in August.

Cllr D. Turner said DC had announced a budget of £305million, which included £22million additional money in adults and children's services. He said there was a 4% increase on the precept, which was one of the highest in the country already.

The mayor, Cllr B. Larcombe said once the roadworks had been completed there would be trenches running down Broad Street with temporary re-surfacing, and he asked if there would be proper resurfacing.

Cllr D. Turner said he was aware DC had intended to carry out re-dressing linked to the planned pelican crossing but he would check this.

The mayor, Cllr B. Larcombe permitted members of the public to ask Cllr D. Turner questions.

Mr D. Gale asked if there was any reason why meetings between the town council and DC regarding the TIC couldn't continue while the consultation was taking place.

Cllr D. Turner said there had already been extensive dialogue and other meetings were planned. However, DC needed to see the results of the consultation before the next step.

Mr J. Dover asked Cllr D. Turner if he would be participating in the TIC public consultation sessions in Lyme Regis on behalf of DC.

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Cllr D. Turner said he would be attending both but would not be giving his view either way because he is chairman of the Scrutiny Committee, which would consider the results of the consultation.

Cllr J. Broom asked if there would still be a deficit in the budget at the end of the year.

Cllr D. Turner said a deficit was still forecast at the end of this financial year.

19/123/C Questions from Councillors

There were none.

19/124/C Apologies for Absence

Cllr S. Williams – holiday

19/125/C Disclosable Pecuniary Interests

There were none.

19/126/C Dispensations

There were no dispensations.

19/127/C To confirm the accuracy of the minutes of the Full Council meeting held on 20 November 2019

Proposed by Cllr J. Broom and seconded by Cllr G. Turner, the minutes of the Full Council meeting held on 20 November 2019 were **ADOPTED**.

19/128/C Matters arising from the minutes of the Full Council meeting held on 20 November 2019

Lease extension

Cllr D. Sarson asked if there had been a response from DC accepting the conditions of the lease extension for the ground floor of Guildhall Cottage.

The town clerk said he had received a partial response over the Christmas period and this would be included in the members' briefing.

19/129/C Update Report

There were no updates.

19/130/C Mayor's Engagements and Meetings

The mayor, Cllr B. Larcombe said the planned meeting with the highways officer on 31 December 2019 had not taken place on that date and had been re-scheduled.

19/131/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 10 December 2019.

19/132/C Human Resources Committee

It was noted the meeting scheduled for 27 November 2019 had been cancelled.

19/133/C Strategy and Finance Committee

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, it was **RESOLVED** to receive the minutes of the Strategy and Finance Committee held on 17 December 2019 and adopt the recommendations, as follows:

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

RESOLVED: 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.

RESOLVED: to instruct Dorset Council to remove fishing tackle from the accreted land at Monmouth Beach.

RESOLVED: 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.

19/58/SF – Appointment of the Internal Auditor

RESOLVED: 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.

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

Cllr B. Bawden said members of the public had raised concerns about the grant to Axminster and Lyme Cancer Support as it looked as if the council was using the money to pay itself for rental of a beach hut for use by a charity. She was concerned the council was considering giving the charity a beach hut, which was a commercial asset worth around £34,000, as well as potentially subsidising ground rent of around £600, and she asked whether members were aware of these details.

The mayor, Cllr B. Larcombe said the sums were assigned to all three recipients in principle, subject to discussion of the terms under which the funding was given.

The town clerk said more discussions needed to take place with the organisations concerned and he requested a member was involved in these discussions. He said

a report would then be brought back to the council so there was clarity over what was involved and the details could then be signed off.

RESOLVED: 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

ORIGINAL MOTION: 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.

Cllr B. Bawden said she believed the committee had agreed to go through DAPTC but also to go directly to Dorset Council.

SUBSTANTIVE MOTION: 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, both via a direct approach to Dorset Council and through DAPTC.

19/62/SF – Grants

RESOLVED: approve the introduction of term grants and community grants.

RESOLVED: to approve in principle a term grants' budget of £60,000 and a community grants' fund of £20,000, subject to stress testing.

RESOLVED: 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 asked if the winter parking passes would be issued on the basis they were only to be used when the members were doing work at the bowling club and not at other times and as such, would be clearly marked.

The mayor, Cllr B. Larcombe confirmed the passes would be allocated to allow members to do maintenance work out-of-season.

RESOLVED: 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

RESOLVED: 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 by the gig club on the proposal in order for the council to consider it alongside other proposals for the Monmouth Beach area.

Proposed by Cllr B. Larcombe and seconded by Cllr B. Bawden, it was **RESOLVED** to receive the minutes of the Strategy and Finance Committee held on 18 December 2019 and adopt the recommendations, as follows:

Cllr M. Ellis asked if there had been a response from the preferred tenant for the Blue Sea Café.

The town clerk said he would check this and update members through the briefing.

Cllr B. Larcombe asked when the letters would be sent to people who had responded to the public consultation on the council's objectives.

The administrative officer said the letter had been drafted and would be set out within the next few days.

19/75/SF – Statement of Internal Control, Risk Management Policy and Annual Risk Assessment

RESOLVED: that the risk management policy and the standard annual risk assessment be approved without amendment.

RESOLVED: 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).

19/77/SF – Budget and Precept 202-21 and Five-Year Financial Plan 2020-25

RESOLVED: to approve the 2020-21 budget.

RESOLVED: to approve the 2020-21 objectives and the draft objectives for 2021-25.

RESOLVED: to approve a precept of £132,779 for 2020-21.

RESOLVED: 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.

RESOLVED: 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

RESOLVED: that 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; and 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.

19/80/SF – Debtor's Report

RESOLVED: that specialist legal advice and action be sought about pursuing the small number of outstanding 2018 debts relating to premises at Monmouth Beach.

19/134/C Tourism, Community and Publicity

Proposed by Cllr K. Ellis and seconded by Cllr B. Larcombe, it was **RESOLVED** to receive the minutes of the Tourism, Community and Publicity Committee held on 11 December 2019 and adopt the recommendations, as follows:

19/35/TCP – Map-Based Marketing Proposal

RESOLVED: to accept the proposal from Coastline Creative for a map-based marketing concept.

19/36/TCP – Tourism Website Contract

RESOLVED: 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.

19/135/C Town Management and Highways Committee

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, it was **RESOLVED** to receive the minutes of the Town Management and Highways Committee held on 4 December 2019 and adopt the recommendations, as follows:

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

RESOLVED: 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.

Cllr R. Doney asked if DC intended to have identical orders across all areas and if so, he said the town council needed to challenge this as the requirements in Lyme Regis were different to other areas.

Cllr D. Turner confirmed it was the intention to have a single PSPO for the whole of Dorset but he agreed this wasn't practical.

Cllr D. Sarson said he didn't think the signs on the seafront were clear enough about which rules applied in which areas and he would like them to be bigger and more defined.

19/54/TMH – Memorial Benches

RESOLVED: to add 16 memorial benches to the Marine Parade as the provision for 2020.

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

RESOLVED: 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

RESOLVED: 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.

19/136/C By-Election

Cllr R. Doney questioned whether the council needed to spend the money on polling cards as the turnout for a by-election was usually quite low and people who would normally vote would vote regardless.

Several members felt polling cards helped remind people to vote, it showed the council was supporting the democratic process, and even if the turnout was low, this by-election was just as important as any other election.

The town clerk confirmed an election had been called following requests from 10 or more Lyme Regis electors, so there was no need to approve a co-option process. He said the final election timetable was expected on 9 January 2020 and it would be provided to members in the briefing.

Proposed by Cllr B. Larcombe and seconded by Cllr M. Ellis, members **RESOLVED** to note the process and outline timetable for a by-election, and to approve the use of polling cards for the by-election.

19/137/C The Election of the Vice-Chairman (Deputy Mayor) of the Council for the Remainder of the 2019-20 Council Year

The town clerk said he had received a nomination for Cllr S. Williams, who had sent apologies for this meeting but had confirmed in writing he would accept the position if offered.

Cllr M. Ellis said Cllr S. Williams had objected in the past to members taking a position when they were not at the meeting.

The mayor, Cllr B. Larcombe said the rules concerned chairmanship of committees when the member was not present to then chair the meeting.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, Cllr S. Williams was **ELECTED** vice-chairman (deputy mayor) of the council for the remainder of the 2019-20 council year.

19/138/C Appointments to External bodies

Proposed by Cllr G. Stammers and seconded by Cllr G. Turner, members **RESOLVED** to appoint Cllr D. Ruffle to LymeArts Community Trust as a participating member.

Proposed by Cllr M. Ellis and seconded by Cllr R. Doney, members **RESOLVED** to appoint Cllr B. Bawden to B Sharp as a participating member.

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members **RESOLVED** to appoint Cllr D. Sarson to Woodmead Halls Management Committee as a participating member.

Cllr Mrs M. Ellis abstained from voting on the final motion due to her pecuniary interests.

19/139/C Budget and Precept 2020-21

The town clerk emphasised the need for the council to stick to its budget and project costs and advised against adding to the list of projects in-year because it would put more pressure on the reserve.

The mayor, Cllr B. Larcombe said in the next financial year, the council would carry out major projects involving two of its assets, the roof resurfacing and the office refurbishment, which would be met from the reserve. He added that although the 10% increase in the precept may appear high, this was only because the level of precept was low and any increase, even modest in real sum terms, would appear as a high percentage.

The town clerk confirmed the council had not increased the precept for at least eight years.

Proposed by Cllr M. Ellis and seconded by Cllr J. Broom, members **RESOLVED** to approve an income budget estimate of £1,565,461 and an expenditure budget estimate of £2,129,689 for 2020-21; to approve a reduced reserve estimate of £454,500 to cover additional expenditure in 2020-21; and approve the 2020-21 precept at £132,779.

19/140/C Postholder 106, Six-Month Probation Report

Proposed by Cllr M. Ellis and seconded by Cllr B. Bawden, 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 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.

19/141/C Appointment of Business Loss and Claims Adjuster for the Roof Repair Contract at Marine Parade

Cllr J. Broom asked if there was an idea of charges.

The town clerk said he would check and include this in the briefing.

Cllr R. Doney asked if these expenses, as well as any potential business claims, were included in the total budget for this project.

As this would involve commercially sensitive information, it was agreed further discussion would take place in exempt business.

Proposed by Cllr J. Broom and seconded by Cllr G. Turner, 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.

19/142/C Term and Community Fund Grants, Policies and Procedures

The town clerk emphasised the need to stick to the proposed timetable for term grants as organisations needed to know if they had secured long-term funding.

In the Community Fund policy and procedure, Cllr R. Smith said it wasn't clear in paragraph 4.2 if the requirement for 50% match funding referred to the council funding or the total cost of the project.

The town clerk said it referred to the total project cost and he would amend the wording to make this clear.

Cllr B. Bawden asked if the policies and procedures could include a reference to the council's declaration of a climate and environmental emergency and the expectation on organisations to commit to these ethical procedures.

The town clerk said a reference could be included in the grant agreements with each individual organisation. He said the grant agreements would come back to the council to sign off, once they had been drafted and agreed with the individual organisations.

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, members **RESOLVED** to approve the term grant policy and procedure, and the community fund policy and procedure, with minor amendments to paragraph 4.2 to provide clarity on match funding.

19/143/C Exempt Business

a) Postholder 106, Six-Month Probation Report

Members agreed the postholder was an asset to the office team, she had fitted in well and was friendly and helpful.

The mayor, Cllr B. Larcombe wished to record his personal thanks, specifically for the postholder's support in his civic role.

Proposed by Cllr J. Broom and seconded by Cllr G. Turner, members **RESOLVED** to approve postholder 106's continued employment with the council.

b) Appointment of Business Loss and Claims Adjuster for the Roof Repair Contract at Marine Parade

The town clerk said the fee for the loss and claims adjuster was included in the identified budget for professional fees but any potential claims would be in addition to the budget.

The town clerk said officers would be working hard to try and ensure there would be little or no cause for business claims against the council but appointing a loss and claims adjuster at this point was sensible and money well spent.

The meeting closed at 8.22pm.

LYME REGIS TOWN COUNCIL

MINUTES OF THE EXTRAORDINARY FULL COUNCIL MEETING HELD ON
TUESDAY 4 FEBRUARY 2020

Present

Chairman: The Mayor, Cllr B. Larcombe

Councillors: Cllr B. Bawden, Cllr J. Broom, Cllr R. Doney, Cllr K. Ellis, Cllr M. Ellis, Cllr C. Reynolds, Cllr D. Ruffle, Cllr D. Sarson, Cllr R. Smith, Cllr G. Stammers, Cllr G. Turner

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

19/144/C Declaration of Acceptance of Office

The town clerk confirmed Cllr C. Reynolds had signed her declaration of acceptance of office.

Cllr C. Reynolds said she was pleased to re-join the council and thanked those who had supported her in the past year.

19/145/C Public Forum

Before hearing from those in the public forum, the mayor, Cllr B. Larcombe thanked all grant applicants and acknowledged the high standard of applications and supporting documents. He said the council recognised the value of the funding to the organisations and hoped they in turn recognised the council had to reduce the amount of funding available to £80,000pa for budgetary reasons. Cllr B. Larcombe said this was still a significant amount to provide in grants, especially in comparison to other local councils in Dorset.

R. Salt

R. Salt spoke in support of the application from Lyme Regis RC Parish. He said the church was probably described as a hidden gem of Lyme Regis and was probably known to everyone here, but not to people from outside the town, particularly tourists. He said the church was a Grade II listed building, built in 1837. R. Salt said the grant would be used to help with the restoration of the church and to make it an attraction for people visiting Lyme Regis. He said the application included a list of how the church believed it benefitted everyone in the area. He said the overall cost of the renovation was £250,000 and the church was asking the town council to help with repairs to the slate and stone roof, particularly the stonework which had suffered over the years and needed urgent repair.

D. Tucker

D. Tucker spoke in support of the application from Lyme Regis Museum. He said over the last three years the museum had significantly improved its services to local people,

including offering volunteering opportunities and free entry to children and families from the two local primary schools. He said schools could use the education services at no charge and the museum was making a serious contribution to the economy employers. He said they were also working with the schools to support children on pupil premium, making sure the resources went to the right people. D. Tucker said the museum was working with LymeForward to support the Memory Café with free events, including those aimed at tackling the challenges of loneliness and mental health and they had been very successful. He said he supported the view that the quality of the visit to Lyme was as important as the number who came. To support this, he said the museum ran fossil walks and contributed to the safety of people on the beach. D. Tucker said the museum could only do this if it was run as a business. He said they expected to see support from Dorset Council (DC) decline and to continue to contribute to Lyme Regis, the museum needed to run events in the building that would generate income. He said the museum could only manage to do things in greater numbers for local people if it could be run as a successful business, so it had to provide good quality events. D. Tucker added that it was the museum's 100th anniversary in less than a year.

M. Kahn

M. Kahn spoke in support of the application from Axminster and Lyme Cancer Support. She said the funding would support four different areas, including drop-in sessions at Lyme Regis Football Club, which was attended by 16 people this week, four of whom were men, which was quite unusual as men didn't usually attend these types of events. She said the sessions provided a friendly face and could signpost participants to other organisations, helping people to find a balance while going through or living with cancer. M. Kahn said the funding would also support the fortnightly Nordic walking group, a supportive exercise group. She said there was also evidence which showed Nordic walking stimulated the lymphatic system, as well as making people feel good. M. Kahn said the funding would also help provide fermented food workshops, as having a healthy gut flora could help with mental health and getting over chemotherapy. She said these sessions were already fully booked. She said the funding would also support creative writing sessions, which were particularly beneficial for people suffering with cancer. She said professionals would be brought in to help people explore how they felt through writing.

J. Moseley

J. Moseley spoke in support of the application from Lyme Regis Bowling Club. He said the club's 25-year lease expired in December 2019 and while it had taken almost four years to negotiate a new lease, the club was reluctant to do any capital works. He said they were now looking to replace the kitchen units, which no one could remember when they were fitted, so it was probably over 30 years old. J. Moseley said the existing kitchen was past its best, it was hard to keep clean, it wasn't hygienic, there wasn't enough floor space, and better disabled access was needed. He said by doing a proportion of the work themselves, costs would be kept to a minimum. He said just the units, worktops and fitting had to be paid for at £5,100, of which £980 had already been agreed by DC's Leisure Development Fund. J. Moseley said hopefully with a grant from the town council, the balance would be raised through club fundraising events. With a new headteacher at Woodroffe School, he said the club wanted to

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encourage more youngsters to get involved in lawn bowling. He said the club believed its application as reasonable given the total cost and it would enhance the facilities for many years to come.

D. Wellman

D. Wellman spoke in support of the application from Uplyme and Lyme Regis Cricket Club and thanked the council for the club's grant last year, which helped pay for the patio area in front of the pavilion. He said it had enhanced spectators' view of the cricket, with many more people now watching, and enabled wheelchair access to the pavilion. He said the club had had a successful season, including gaining promotion and reaching the finals of the league's 2020 knock-out cup. D. Wellman said the club was providing cricket to the whole community with a big proportion of people from Lyme Regis, ranging in ages from five to 70. He said the club was on the up and members were increasing. He said the council grant would be used to further develop the lounge area and the club would try to fundraise through the season to pay for a third of the costs. He said it would become a lovely area which could be rented out at reasonable rates to the whole community for events, parties and meetings. D. Wellman said the club felt the community was lacking a small facility of this size.

R. McLaughlin

R. McLaughlin spoke in support of the application from the Town Mill Trust. He said he appreciated the number of bids from worthy organisations and some priority had to be made in advance of the meeting, but the Town Mill felt it was deserving of support for this project. He said they felt the Town Mill was a prestigious and important asset to the town and its profile should be on par with other cultural interests, such as the museum and theatre. He said it was a rare gem as an ancient working water mill producing flour and generating electricity. R. McLaughlin said it was a base for a community of artists and local businesses, with workspace and a gallery. He said the Town Mill should be appreciated, cherished and treasured. He said the prestigious site was expensive but the Town Mill aimed to pay its way by being self-sufficient and sustainable. He said much of the income came from donations and the mill had a significant amount of support from volunteers. R. McLaughlin said there were times when major projects were beyond their resources and external funding was required, so they were asking for funding for this year only for a particular project. He said it would greatly enhance the mill and ensure greater viability for the future and as such, he hoped the council would look on the bid favourably.

R. Cohen

R. Cohen spoke in support of the application from B Sharp, a registered charity based in Lyme Regis offering music-making opportunities to children and young people. She said the organisation brought out strengths in young people as they were part of something positive and contributing to Lyme Regis and wider society. R. Cohen said they ran after school sessions for seven to 18-year-olds and sessions for early years with schools and preschools. She said they were working on a project for the Fossil Festival and contributed to other local events and festivals, as well as hosting the Busking Festival. She said they provided young people with things to do and many sessions were led by professional music leaders. R. Cohen said B Sharp ran training

programmes so young people could develop their skills; some trainees had become professional musicians. She said they had helped young people overcome personal challenges such as mental health issues and said some of their music leaders started off as participants. She thanked the council for its support, which was crucial to B Sharp and had allowed them to lever in national funding and provided stability in difficult financial times.

19/146/C Apologies for Absence

Cllr S. Williams – holiday

19/147/C Disclosable Pecuniary Interests

Cllr D. Sarson declared a non-pecuniary interest in the bowling club application as he was a member of the club.

Cllr G. Stammers declared a pecuniary interest in the Marine Theatre application as she was a Theatre Friend.

Cllr D. Ruffle declared a pecuniary interest in the Marine Theatre application as he was a Theatre Friend.

Cllr B. Bawden declared a pecuniary interest in the Marine Theatre application as she worked there.

19/148/C Dispensations

The town clerk said he had granted dispensations to Cllrs G. Stammers and D. Ruffle to take part in discussion and vote on the Marine Theatre application.

The town clerk said Cllr B. Bawden had applied for a dispensation to take part in discussion and vote on the Marine Theatre application but it had not been granted as it was paid employment. However, he was happy Cllr B. Bawden could participate in discussions and vote on other applications.

19/149/C Appointments to Committees

Proposed by Cllr M. Ellis and seconded by Cllr J. Broom, members **RESOLVED** to appoint Cllr C. Reynolds to all council committees for the remainder of the 2019/20 council year.

19/150/C Award of Term Grants to Local Organisations

The town clerk said on some applications there had been issues with accounts, either because they were with the auditors or there was no requirement for the organisation to have audited accounts. In each instance, but bank statements had been submitted instead. He reminded members of the grants' criteria and the importance of an organisation benefitting the community and its wellbeing, as well as the importance of self-funding.

AGENDA ITEM 7

Members discussed the period of funding, as some organisations had applied for funding over an extended period, and others had applied for one-off sums which were greater than the £1,000 limit of community grants.

There was some concern that organisations which needed more than £1,000 for a single project had no choice but to make an application for a term grant, although it was emphasised these organisations would be considered against the criteria in the same way.

The town clerk summarised each application and the purpose of the funding.

The mayor, Cllr B. Larcombe reminded members of the main criteria against which the applications should be considered: evidence of self-funding; other grants and income received; proportion of grant requested against the sum needed; community benefit; dependency of the provision and what it represents to the organisation, i.e. how critical the funding was.

Cllr R. Doney said he could identify four priority organisations which met the criteria entirely because they supported the community, especially those who are disadvantaged. They were: Axe Valley and West Dorset Ring and Ride, Bridport and District Citizens' Advice Bureau (CAB), LymeForward, and The Hub.

There was general agreement from members these four organisations should be given 'priority', although it was agreed no formal resolutions would be made at this point until all applications and levels of funding had been discussed.

Members went through each application and discussed whether they supported them in principle.

In general, members felt they couldn't support events, and several of the applications didn't meet the criteria. Several members also felt applications for one-off sums for capital projects were more suitable for term grant applications, although this raised concerns again that the maximum £1,000 for community grants was not high enough.

There was support for Axminster and Lyme Cancer Support as an organisation but it was pointed out the council had recently awarded £5,000 of the Fossil Films money to the organisation.

Members discussed historic suggestions the funding to the Marine Theatre should decrease over time to encourage the venue to be more self-sufficient. However, members were urged to think of the consequences of either rejecting the application or cutting the funding too drastically in terms of the theatre's continued existence.

There was support for Guitars on the Beach as an event but it was felt the application did not meet the criteria. It was suggested the council could consider again buying staging which could be used by other events and further discussions could take place at the Tourism, Community and Publicity Committee.

Cllr M. Ellis left the meeting at 8.45pm.

Cllr M. Ellis returned to the meeting at 8.46pm.

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, members **RESOLVED** to support applications from the following organisations in principle, and reject all other applications:

- Axe Valley and West Dorset Ring and Ride
- Bridport and District Citizens' Advice Bureau
- B Sharp
- LymeForward CIC
- Marine Theatre
- The Hub (LRDT)
- Lyme Regis Philpot Museum

It was noted the applications from these seven organisations totalled £80,200, but £60,000 was available.

Members discussed the levels of funding which could be allocated to these organisations to bring the total within the budget.

It was also noted the level of funding couldn't be below £1,000, as this would then fall within the community grant category.

Proposed by Cllr B. Larcombe and seconded by Cllr K. Ellis, members **RESOLVED** to allocate term grants as follows:

- Axe Valley and West Dorset Ring and Ride - £1,500pa for five years
- Bridport and District Citizens' Advice Bureau - £4,500pa for five years
- B Sharp - £5,000pa for five years
- LymeForward CIC - £10,000pa for five years
- Marine Theatre - £22,000pa for five years
- The Hub (LRDT) – £10,000pa for five years
- Lyme Regis Philpot Museum - £7,000pa for three years

The meeting closed at 9.24pm.

AGENDA ITEM 8

Committee: Full Council

Date: 19 February 2020

Title: Matters arising from the minutes of the Full Council meeting held on 8 January 2020

Purpose of the Report

To inform members of matters arising from the minutes of the Full Council meeting on 8 January 2020 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

19/138/C – Appointments to External Bodies

The three organisations have been informed of their new council representatives and provided with their contact details.

19/141/C – Appointment of Business Loss and Claims Adjuster for the Roof Repair Contract at Marine Parade

The business loss and claims adjuster is continuing to monitor the situation but to-date, no loss payment has been triggered.

John Wright
Town clerk
February 2020

Committee: Full Council

Date: 19 February 2020

Title: Matters arising from the minutes of the extraordinary Full Council meeting held on 4 February 2020

Purpose of the Report

To inform members of matters arising from the minutes of the extraordinary Full Council meeting on 4 February 2020 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

19/150/C – Award of Term Grants to Local Organisations

The seven organisations which were awarded funding have been informed of the council's decision and the amount awarded. Officers are now in the process of drawing up the grant agreements.

The remaining organisations have been informed their applications were not successful. They have been provided with information and an application pack for community grants, should they wish to apply.

John Wright
Town clerk
February 2020

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

January – 19th February (Engagements attended in bold, *LRTC Council meetings attended in italic, others in upright*)

Christmas break

January 1st – Duck Race with Mayoress – Christmas Lights Committee

January 1st – Lyme Lunge with Mayoress – Rotary Club

January 8th – Full Council meeting

January 10th – Meeting with Chris Loder MP for West Dorset

January 11th – Bermuda Twinning Dinner with Mayoress

January 14th – Planning Committee meeting

January 15th – Chair HR Committee meeting

January 15th – VE 75th Anniversary Working Group

January 18th – Uplyme Scouts – Hall re-opening

January 22nd - Dorset – open meeting with residents – TIC

January 28th – Dorset Highways

January 29th – Town Management Committee meeting

February 3rd – Rotary Club lunch with Mayoress

February 4th – Full Council – Term Grants

February 5th – Meeting with Dorset Ward Member and Charmouth Parish Council

February 5th - Chair Strategy & Finance Committee meeting

February 6th – Meeting re: Potential Sea Sports Centre

February 6th – Meeting with Woodroffe School

February 18th – Meeting with Dorset Place Lead

February 19th – Chair Full Council meeting

AGENDA ITEM 12

LYME REGIS TOWN COUNCIL PLANNING COMMITTEE MINUTES OF THE MEETING HELD ON TUESDAY 14 JANUARY 2020

Present:

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

Officers: Mark Green (deputy town clerk)

19/90/P Public Forum

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

19/91/P Apologies

Apologies for this meeting had been received from:
Cllr Mrs. B. Bawden (prior commitment)
Cllr S. Williams (holiday)

19/92/P Minutes

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, the minutes of the meeting held on 10 December 2019, were **ADOPTED** without amendment.

19/93/P Disclosable Pecuniary Interests

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

19/94/P Dispensations

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

19/95/P Matters arising from the minutes of the meeting held on 10 December 2019

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

19/96/P Update Report

There were no matters to be updated at this meeting.

19/97/P Planning Applications

Planning applications were considered in accordance with the details circulated.

AGENDA ITEM 12

- 1) **WD/D/19/002794-LBC** (Received 13 December 2019)
Coram Tower RTM Company Ltd – Replace the pedestrian timber gate and linings to the east elevation with like for like replacement. – Coram Tower, Pound Road, Lyme Regis, DT7 3HX

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

- 2) **WD/D/19/002848-FULL** (Received 20 December 2019)
Hearne– Remove oriel window and construct balcony to the rear elevation. – 3 High Cliff Grange, Sidmouth Road, Lyme Regis DT7 3EH

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

19/98/P **Amended/Additional Plans**

There were no amended plans to be considered at this meeting.

19/99/P **Withdrawn Applications**

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

19/100/P **Planning Decisions**

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

19/101/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 7.22 pm.

LYME REGIS TOWN COUNCIL

HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 15 JANUARY 2020

Present

Chairman: Cllr B. Larcombe MBE

Members: Cllr J. Broom, Cllr K. Ellis, Cllr M. Ellis, Cllr D. Sarson,
Cllr G. Stammers, Cllr G. Turner

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

19/30/HR Public Forum

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

19/31/HR Apologies

Cllr S. Williams – holiday

19/32/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 23 October 2019

Proposed by Cllr J. Broom and seconded by Cllr G. Turner, the minutes of the meeting held on 23 October 2019 were **ADOPTED**.

19/33/HR Disclosable Pecuniary Interests

All members present declared a pecuniary interest in agenda item 10, Members' Allowances, as they had the opportunity to claim an allowance.

19/34/HR Dispensations

The town clerk said requests for a dispensation to speak and vote on agenda item 10, Members' Allowances, had been received from all members present as without the dispensations, there would not be enough members to participate in this item of business.

The town clerk confirmed he had granted dispensations to all members present on this basis.

19/35/HR Matters arising from the minutes of the previous Human Resources Committee meeting held on 23 October 2019

Staffing structure review

The town clerk said the meeting scheduled to take place on 10 January 2020 with the identified members had been deferred for several weeks.

Cllr B. Larcombe asked that the members were provided with information about pay spines and pay positions in preparation for the meeting

The town clerk said he would circulate a pack ahead of the meeting, to include job descriptions and pay scales.

Finance

The town clerk said it was hoped the finances would be up-to-date by the end of the financial year and as such, he expected the administrative assistant to continue working in finance for a couple of months beyond 31 March 2020. He said he didn't want to withdraw support too early, and a temporary administrative assistant was providing cover in the reception team for six months.

19/36/HR Update Report

Members noted the report.

19/37/HR To receive the minutes of the Health and Safety Committee meeting held on 1 November 2019

Members thanked the staff who had worked on the exterior of the Guildhall as it had been finished on time and was a vast improvement, especially the removal of the paint around the windows to reveal the original stone. Members agreed this should be included in the council's newspaper column.

The operations manager said since the committee meeting, he had obtained quotes for bodycams for the enforcement officers and two would be purchased for the safety of the staff.

Proposed by Cllr J. Broom and seconded by Cllr G. Stammers, the minutes of the Health and Safety Committee meeting held on 1 November 2019 were **RECEIVED**.

19/38/HR Health and Safety Audit – Audit and Policy

Cllr J. Broom praised the operations manager and his team for achieving such a good audit score. This was endorsed by all members and the town clerk.

The town clerk said it was an achievement for an organisation as small as the council to achieve such a high score and it would be difficult to improve on this in the future.

Proposed by Cllr J. broom and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to note the annual health and safety

audit with a score of 78% and the approve the revised health and safety policy.

19/39/HR Members' Allowances

The town clerk said Dorset Council's (DC) Remuneration Panel had met but notification of its meeting had not been given to town and parish councils or the Dorset Association of Parish and Town Councils, which meant the panel reached a decision on the level of members' allowances without any representations from councils. The town clerk added he had previously made a representation about the level of members' allowance for Lyme Regis town councillors, which had not been considered; DC had apologised for this.

The town clerk said the panel had recommended a 20% reduction in the allowance, although this was inconsistent with the panel's report which said the level of responsibilities and workloads had not changed.

The town clerk said the panel's findings had some status and there was an expectation local councils would follow the recommendations. However, this council could go against the recommendations but would need to be able to justify taking this decision. He added the report recommended the scheme be backdated to the beginning of the council year, which would mean some members would have to pay back the council if the new allowance was agreed.

The town clerk said the panel would be meeting again in 12 months and would be consulting town and parish councils.

Cllr B. Larcombe asked to what extent the allowance for town and parish councils was influenced by the allowance paid to DC members.

The town clerk said the allowance for DC members had increased from £5,000 a year to £13,000 a year, and the report assessed town and parish councillors' allowances as a percentage of that sum.

Cllr J. Broom suggested as this council had already set its budget based on the current level of allowance and the panel was due to meet again in late-2020, the allowance for Lyme Regis town councillors remained at the same level for the time being.

Members agreed this was an issue of principle and there needed to be some recognition in setting the allowances of not only electorate size, but also size of budget and the complexity of the council's business.

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to keep the members' allowance at the current level, pending a further review by Dorset Council's Remuneration Panel in late-2020.

19/40/HR Environment Training

The operations manager suggested he undertook the training as he was the council's health and safety officer, and Cllr B. Bawden had also expressed an interest. He said they both felt the Institute of Environmental Management and Assessment (IEMA) course was the most suitable.

There was some concern about the cost of two people doing the training and members asked if there was a budget for this.

It was noted there was a training budget, as well as a health and safety budget.

Considering the cost, Cllr M. Ellis suggested one person did the training and if it was felt to be beneficial for another person to attend, the council could consider it again.

Several members felt it would be more appropriate for a member of staff to do the training rather than a member.

Proposed by Cllr M. Ellis and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** the operations manager undertakes an IEMA foundation certificate in environmental management.

19/41/HR Finance Manager Recruitment

Proposed by Cllr B. Larcombe and seconded by Cllr K. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** that Cllrs B. Larcombe, J. Broom and M. Ellis sit on the interview panel for the recruitment of a finance manager.

It was agreed the panel would meet on Monday 3 February 2020 to sift through the applications and interviews would be held on Monday 10 February 2020.

It was agreed the post would be advertised further afield than normal, including with South West Councils, on recruitment websites, and Dorset and Somerset newspapers.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the finance manager recruitment timetable, and to approve the job description and person specification.

19/42/HR Postholder 204, Six-Month Probation Report

Proposed by Cllr M. Ellis and seconded by Cllr D. Sarson, 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 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.

19/43/HR Exempt Business

a) Postholder 204, Six-Month Probation Report

Proposed by Cllr J. Broom and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve postholder 204's continued employment with the council.

The meeting ended at 7.43pm.

LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 5 FEBRUARY 2020

Present

Chairman: Cllr B. Larcombe MBE

Councillors: Cllr B. Bawden, Cllr J. Broom, Cllr R. Doney, Cllr C. Reynolds, Cllr D. Ruffle, Cllr D. Sarson, Cllr G. Stammers, Cllr G. Turner

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

Absent: Cllr L. Howe

19/82/SF Public Forum

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

19/83/SF Apologies for Absence

Cllr K. Ellis – illness

Cllr M. Ellis – another commitment

Cllr R. Smith

Cllr S. Williams – holiday

19/84/SF Minutes

Proposed by Cllr J. Broom and seconded by Cllr G. Turner, the minutes of the extraordinary meeting held on 17 December 2019 were **ADOPTED**.

Under minute number 19/70/SF, it was noted Cllr M. Ellis's interest should be 'pecuniary', and not 'non-pecuniary' as minuted.

Proposed by Cllr J. Broom and seconded by Cllr G. Turner, the minutes of the meeting held on 18 December 2019 were **ADOPTED**.

19/85/SF Disclosable Pecuniary Interests

Cllr J. Broom declared a non-pecuniary interest in agenda item 10, Service Level Agreement with Woodmead Halls' Management Committee as he was a member of the committee.

Cllr D. Sarson declared a non-pecuniary interest in agenda item 10, Service Level Agreement with Woodmead Halls' Management Committee as he was the council's representative on the committee, and also agenda item 6, matters arising, as he was a member of the bowling club.

19/86/SF Dispensations

There were none.

19/87/SF Matters arising from the minutes of the extraordinary Strategy and Finance Committee meeting held on 17 December 2019

Monmouth Beach

Cllr B. Larcombe asked that formal thanks were conveyed to Dr K. Buchan of Dorset Council (DC) for dealing with the issues at Monmouth Beach so quickly and for a job well done.

Bowling club

The town clerk confirmed he would be meeting with bowling club representatives on 7 February 2020 to start the process of agreeing the car park lease and to discuss the lease for the clubhouse and green, which had been held over since December 2019.

19/88/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 18 December 2019

Powerboat club

The town clerk said agreement had not been reached between the two valuers about the rent.

19/89/SF Update Report

Cllr B. Larcombe asked when the meeting about the proposed Dorset National Park would be and what the council's input would be.

The town clerk said a date had not been set but the manager of LymeForward had been asked to arrange this. He confirmed there would be speakers both for and against and it would be an early evening meeting.

Cllr B. Larcombe confirmed the council hadn't formally agreed its position on the proposal and no formal process requesting comments had taken place yet.

Cllr J. Broom asked if an area for the national park had been defined or if this had been specified in the Glover Report.

The town clerk said he would review the report and feed back to members.

Legal proceedings

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, 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 legal proceedings 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.

19/90/SF Finance Progress Review

The town clerk said he was pleased with the progress the finance team had made. He said officers knew how much money was in the bank and were keeping track of the budget but trying to do reconciliations on payments made several months ago was time-consuming.

The town clerk said weekly finance meetings were taking place to review progress against the self-agreed objectives.

The town clerk said officers intended to review the coding structure in 2020/21.

19/91/SF Service Level Agreement with Woodmead Halls' Management Committee

The town clerk said there had been several complaints about the toilets, which the operations manager had followed up on, but overall, officers were satisfied with the service provided.

It was noted that if members of the public found any issues with the toilets, they should be reported to the Woodmead Halls' Management Committee, rather than the council.

Proposed by Cllr B. Larcombe and seconded by Cllr R. Doney, members agreed to **RECOMMEND TO FULL COUNCIL** to approve a five-year service level agreement with Woodmead Halls' Management Committee to allow the public to use its toilets at the front of the building, the agreement starts on 1 April 2020 and the initial annual payment is £9,940, which is uplifted annually by the retail price index.

19/92/SF Progress Report Climate and Environmental Emergency Declaration

Cllr B. Bawden gave a summary of what had been achieved in the six months since the council had declared a climate and environmental emergency, both by the council and the One Planet Working Group (OPWG). She highlighted forthcoming events, including the Totally Locally Campaign at the end of February and a public information workshop on energy efficiency.

Cllr B. Bawden said she had discussed with the town clerk about how best to move this forward and the council's relationship with OPWG.

The town clerk said the council may wish to consider the respective roles of the council and OPWG and pull out some of the initiatives which could realistically be achieved. He also recommended an environmental audit of the council to understand what carbon neutrality meant to the organisation and to identify a goal to work towards.

Cllr B. Bawden said she had been trying to find a method of measuring the carbon footprint but had so far found only a simplistic measure which applied population to

the average carbon usage. She said this was not practical in Lyme Regis because the population increased so much in the peak season.

The town clerk said a matrix for measuring the carbon footprint had been provided by Low Carbon Dorset and this could perhaps be used as a starting point by a consultant employed to carry out an environmental audit.

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to instruct the town clerk to obtain costs for a consultant to undertake an environmental audit of the council's activities and to define carbon-neutrality, and report back to the Strategy and Finance Committee.

19/93/SF Dorset Council's Review of Voluntary Community Sector Grants

The town clerk said the council needed to be mindful of the possibility of an overall reduction in grants, the current uneven distribution of voluntary community sector funding across the county, and the possibility of DC re-distributing money away from west Dorset organisations.

The town clerk said the council should respond to the consultation and members should also be encouraged to respond as individuals. He said a letter representing the council's views would be drafted alongside the council's response and sent to DC, and this would be circulated to members for information.

The town clerk said he and the mayor would be meeting with representatives from the affected local organisations to discuss how to get the best for Lyme Regis.

Proposed by Cllr B. Larcombe and seconded by Cllr B. Bawden, members agreed to **RECOMMEND TO FULL COUNCIL** to delegate to the town clerk to respond to Dorset Council's consultation on the review of voluntary community sector grants in consultation with Cllrs B. Larcombe and B. Bawden.

19/94/SF List of Payments

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the schedule of payments for May, June, July, August and September 2019 for the sums of £277,882.81, £147,760.23, £211,920.05, £154,135.01 and £175,470.59, respectively.

19/95/SF Debtor's Report

a) Update Report

Legal proceedings

The town clerk said a court date had been set in April and the council's position remained positive.

The meeting closed at 8.14pm.

LYME REGIS TOWN COUNCIL

TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 29 JANUARY 2020

Present

Chairman: Cllr J. Broom

Members: Cllr B. Bawden, Cllr K. Ellis, Cllr M. Ellis, Cllr B. Larcombe, Cllr D. Sarson, Cllr R. Smith, Cllr G. Stammers, Cllr G. Turner

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

Other members: Cllr C. Reynolds

19/60/TMH Election of Vice-Chairman

Cllr B. Larcombe nominated Cllr R. Smith as vice-chairman of the Town Management and Highways Committee, seconded by Cllr G. Turner.

There being no other nominations, Cllr R. Smith was duly **ELECTED** as vice-chairman.

The operations manager arrived at 7.05pm.

19/61/TMH Public Forum

Mr K. Gollop

Mr K. Gollop said the signs about the current roadworks were still stating the work had finished the previous week and some of the signs were face down on the road. He asked if the council could try to resolve this.

The operations manager said he had contacted SGN the previous week and had been assured it would be rectified, but clearly this hadn't happened. He said he would follow this up.

Mr K. Gollop also spoke in relation to agenda item 12, Anti-Social Behaviour, and asked why the resident's name was not on the letter. He didn't believe anonymous letters should be included on agendas.

The operations manager said the name was supplied but the resident asked that it wasn't made public.

Mrs W. Matthews

Mrs W. Matthews said she had sent a letter to the council regarding lighting in Hays Lane. She said she frequently walked along the lane in the dark and it was quite dangerous with passing traffic as there was no lighting. She said she had had a few

near misses and it was quite frightening walking along that stretch of road because it was pitch dark. Mrs Matthews said vehicles were probably not expecting people to be walking along the road but if there was lighting, she would feel safer. She suggested solar lighting could be an option and it would be more cost-effective. She believed it would require only one light.

Cllr J. Broom said as the town council was not responsible for street lighting, all it could do was to put the complaint to Dorset Council (DC).

The operations manager said a meeting had taken place with Dorset Highways the previous day when this was one of the issues raised, and they had agreed to investigate it further.

Although the ward member Cllr D. Turner was already aware of this issue, Mrs Matthews was advised to contact him again.

As background information, the deputy town clerk said the former Dorset County Council (DCC) made a policy decision around 10 years ago that there would be no additional funding for street lighting, and that policy hadn't been reviewed since by either DCC or DC. He said officers at DC referred back to that historical decision but Cllr D. Turner had suggested the decision should be reviewed. He added that even if the policy decision was reviewed, DC would not normally take forward a request without the support of the local council.

19/62/TMH Apologies

Cllr R. Doney – personal commitment
Cllr K. Ellis – other commitment
Cllr S. Williams – holiday

19/63/TMH Minutes

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, the minutes of the previous meeting held on 4 December 2019 were **ADOPTED**.

19/64/TMH Disclosable Pecuniary Interests

There were none.

19/65/TMH Dispensations

The deputy town clerk said a request for a dispensation had been received from Cllr R. Smith in relation to agenda item 13, Electric Vehicle Charging Points, as he owned an electric vehicle and there was the possibility for him to benefit financially as he could use the charging points.

The deputy town clerk said the town clerk had granted Cllr R. Smith with a dispensation to speak and vote until the end of December 2020 and this applied to the Full Council and all its committees.

19/66/TMH Matters arising from the minutes of the Town Management and Highways Committee meeting held on 4 December 2019

Gardens' lighting

The operations manager confirmed all the lights were working again and the council didn't have to pay for the repairs.

Highways' meeting

The operations manager said the highways' officers had agreed to take forward and investigate the majority of the issues raised and updates would be reported back.

Cllr B. Larcombe said the highways' officers had also agreed to take up the issue of park and ride signage with neighbouring authorities.

Blue Sea Cafe

The deputy town clerk said some additional work had to be carried out to the internal tanking, which had used up the contingency in the contract. He added that the works were on target to be completed by 13 February 2020.

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

Cllr M. Ellis said the signs informing the public about restricted access were inadequate. The operations manager said he would enhance the signage.

The deputy town clerk said there had been no major issues with the works and they were on programme, but weather dependent.

Office refurbishment

The deputy town clerk said costed proposals had been received from three architects but the successful company couldn't be named yet as confirmation of acceptance had not been received.

Unit 1A

The deputy town clerk said he had received a response from the solicitors acting for Lyme Regis Development Trust and a small reduction in the proposed rent had been agreed.

Cllr B. Larcombe said he understood someone had taken occupation of Unit 1A.

The deputy town clerk said he was aware of a potential issue and was looking into it.

19/67/TMH Update Report**Cemetery gate – Elizabeth Close entrance**

Cllr B. Larcombe asked that the gate was sprung to prevent dogs getting into the cemetery.

Guildhall tower

The operations manager said the external works' team was currently removing the paint from the rest of the tower. He said if members preferred it that way, the stone would be sealed but if not, it would be re-painted.

Park and ride – temporary signage

The deputy town clerk said Devon County Council (CC) had objected to signs at Boshill on the grounds people would find their way to Lyme Regis on the A3052, although this wouldn't avoid vehicles driving unnecessarily through the town centre. He said approval had also not been given for signs directing vehicles to turn off at Charmouth roundabout.

The deputy town clerk said DC's community highways manager had agreed to speak to colleagues at Devon CC to hopefully re-consider. If this was not successful, the council could appeal to the AA, although this would take a minimum of four weeks.

It was agreed officers would wait to hear from the community highways manager before appealing.

19/68/TMH Trees on Anning Road Playing Field

Cllr C. Reynolds said she had spoken to residents living opposite the playing field who liked being able to watch their children and keep an eye on things happening there, especially as there had been issues with anti-social behaviour in the past. She said was sure there were other places trees could be planted.

Cllr B. Larcombe said he had proposed this idea as there used to be trees in the playing field. He said visibility would not be an issue as it was proposed to plant only six ornamental trees on a lengthy stretch so there would be large gaps between them and the height was not prohibitive.

Cllr M. Ellis said this was suggested several years ago but the gardeners believed the trees wouldn't grow because of the soil in the area.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to plant six cherry trees along the fence line in Anning Road playing field.

19/69/TMH Lighting in Haye Lane

Members agreed the lack of lighting in Haye Lane was a problem, especially as it was narrow with blind bends, and agreed a request for improved street lighting should be made to DC.

Cllr C. Reynolds suggested the council also made a request to DC to review its general policy on street lighting and felt a member should attend a DC meeting when the request for Haye Lane was discussed.

Cllr B. Larcombe said support to review the policy should also be sought from Cllr D. Turner.

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to support a request from local residents to Dorset Council for improved street lighting in the area around the 'top' end of Haye Lane, to request that Dorset Council reviews its general policy not to install additional street lighting, and to seek Cllr D. Turner's support in this request.

19/70/TMH Park and Ride 2020

The deputy town clerk said a small increase was suggested for the group ticket price to offset the RPI increases of the hire of the land and the bus operator's costs.

Cllr J. Broom asked if the types of people who could be included in a group ticket would be stipulated, i.e. two adults and three children.

The deputy town clerk said First Group felt this would create problems for its drivers, especially at busy times, so it was decided the group of five could be any combination.

Proposed by Cllr M. Ellis and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the appointment of First Group as the operator for the 2020 Lyme Regis park and ride, to the same timetable and frequency as in previous years and incorporating the fare tariff set out below:

- Adult single - £2
- Adult return - £3.50
- Child single - £1.50
- Child return - £2.50
- Group (up to 5 people) - £7.50
- Concessionary passes accepted

Proposed by Cllr M. Ellis and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the operation of the 2020 Lyme Regis park and ride on the following dates:

- 4 April to 19 April inclusive (every day, including weekdays) to cover Easter and school half-term
- 2 and 3 May to cover Fossil Festival
- 8 to 10 May inclusive (each of 3 days) to cover bank holiday + VE day commemorations
- 23 May to 31 May inclusive (every day, including weekdays) to cover school half term
- All June and July weekends from 6/7 June to 11/12 July inclusive.
- 18 July to 4 September inclusive, i.e., the entire school holiday period (every day, including weekdays).
- Weekend of 5 and 6 September to cover Food Rocks.

19/71/TMH Anti-Social Behaviour

Cllr B. Larcombe said he had received several emails from different people complaining about the same issue. He believed the council should write to the police and crime commissioner (PCC) and the licensing authority (DC) expressing the council's concerns about anti-social behaviour. He said DC should be asked to review its licensing approach, and the PCC should be asked to review levels of police presence.

Proposed by Cllr B. Larcombe and seconded by Cllr R. Smith, members agreed to **RECOMMEND TO FULL COUNCIL** to raise concerns about anti-social behaviour on the seafront late at night with the police and crime commissioner and Dorset Council as the licensing authority, and with the permission of people who have written to the council about this issue, also forward their letters.

Cllr M. Ellis asked that members were provided with copies of the complaints.

19/72/TMH Electric Vehicle Charging Points

The operations manager said it was no longer necessary to dig a long trench to connect the power and he was progressing this with Western Power. He said the final cost would be reported back to members, but it would significantly reduce the costs at Monmouth Beach.

Cllr C. Reynolds questioned whether it was necessary to install four charging points as the existing points at Charmouth Road car park were not well used. She suggested installing two at Monmouth Beach and monitoring their use before considering any more.

Cllr R. Smith said the charging points at Charmouth Road car park were different to those this council was proposing. He said they were rapid chargers, which were expensive to use, and they hadn't been working for long periods. He added that the proposed charging points would charge vehicles over several hours and this was called 'destination parking'.

The deputy town clerk said there was funding available from the Office for Low Emission Vehicles (OLEV) to help with the costs of installing charging points, which was primarily aimed at meeting the needs of local residents but would also support schemes where there is wider benefit. As Woodmead car park was used by both residents and visitors, he was fairly confident funding could be secured, although Monmouth Beach was less certain.

The operations manager said members were not being asked at this point to discuss the management of the spaces and the parking charges as this would come at a later date.

Proposed by Cllr M. Ellis and seconded by Cllr B. Larcombe, 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 the consideration of the quotes 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.

19/73/TMH Marine Parade Shelters Lift

Members were concerned about the cost of replacing the lift, especially as it only provided access to the Langmoor Room and the roof promenade along the top of the shelters. However, members were also concerned removing the lift would prevent disabled access and where this would leave the council from an equality and diversity perspective.

Cllr M. Ellis said when the shelters were developed, the council had considered extending the ramp on the western end but it was too costly, and suggested this could be looked at again before deciding whether to replace the lift.

It was agreed the cost of a ramp on the western end would be looked into and brought back to this committee for further consideration.

19/74/TMH Church Railings Replacement

Cllr M. Ellis believed the council would need to consult with the church architect to determine which kind of railings would be acceptable, as the diocese was involved when the railings to the front of the church were replaced.

The deputy town clerk said he would be surprised if the council didn't have to go through a planning and listed building process because of the railings' proximity to the Grade I listed building. He believed there may also need to be consultation with the diocese and faculty applications.

It was agreed officers would have discussions with the church and/or diocese and listed buildings officers to determine what permissions would be required and report back to this committee to allow further consideration.

19/75/TMH Seasonal Concessions

Proposed by Cllr M. Ellis and seconded by Cllr B. Larcombe, 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 the consideration of 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.

19/76/TMH Exempt Business

a) Electric Vehicle Charging Points

Proposed by Cllr J. Broom and seconded by Cllr R. Smith, members agreed to **RECOMMEND TO FULL COUNCIL** to select Pod Point to install four electric vehicle charging points in the car parks; two at Woodmead and two at Monmouth Beach.

b) Seasonal Concessions

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to award the deckchairs' concession for 2020-2022 to Henry Herbert at the tender amount offered.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to award the trampolines (or similar) concession for 2020-2022 to Henry Herbert at the tender amount offered.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to award the children's games and activities concession for 2020-2022 to United Beach Missions at no cost.

The meeting closed at 8.52pm.

Committee: Full Council

Date: 19 February 2020

Title: Request to Change Purpose of Grant

Purpose of Report

To allow members to receive evidence of costs from Lyme Regis Pantomime Society to consider reallocating a minor grant for a purpose other than that stated in the original application

Recommendation

Members consider the evidence of costs from Lyme Regis Pantomime Society to consider reallocating a minor grant for a purpose other than that stated in the original application

Background

1. At an extraordinary Full Council meeting on 27 March 2019, members considered applications from local organisations for minor grants of up to £999 and medium grants of between £1,000 and £4,999 for 2019/20.
2. Lyme Regis Pantomime Society applied for and was awarded a minor grant of £999 to purchase a low fogger machine for special effects.
3. A report was brought to the Full Council on 29 November 2019, asking members to consider re-allocating the funding for another purpose as the society had been able to purchase the machine at a much lower cost.
4. At that meeting, it was 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'.

Report

5. One of the concerns raised by members at the November meeting was that any remaining grant money would be used for general running costs, rather than a specific purpose.
6. As the original award was £999 and the fogger cost £35, £964 of the grant remains unspent. The society has provided evidence of other costs associated with the 2020 pantomime, **appendix 17A**, to allow members to further consider re-allocating the funding.

Adrianne Mullins
Administrative officer
February 2020

Lyme Regis Pantomime Society

Amendment to Grant Application 2019/20

As explained we have been offered a second hand fogger machine at a much discounted price and it would seem silly not to accept this offer. We were hoping that the money allocated to us from this year's grant scheme could be used towards other parts of our production. We enclose quotes for the equipment we will be using for our production in February.

- Dame costumes 480.00
- Hire of venue 1,577.50
- Lighting and Sound 3,650.00

The production costs us around £10,000 to put on each year; we never ask for more than £999, as you will see from previous years, and we fundraise throughout the year in order to be able to meet the remaining costs. We are a voluntarily run group, and, unlike some groups in the town that we know receive far higher grants, no one gets paid for the work they do to produce the show. We are proud to provide a safe, friendly, inclusive environment for anyone who wishes to take part in our shows, at minimal cost to themselves so that they can work together toward the end result, a show which attracts an audience, locals and visitors, of around 800 people during the week it is on.

We hope the council will consider these points when making their decision.

Lyme Regis Pantomime Society

From Woodmead Halls Lyme Regis

Breakdown of costs from invoice 00198 Lyme Regis Pantomime Society

Show week 15 th -23 rd February 2020	600.00
Costume storage	60.00
Rehearsals	818.50
Fundraisers: Quiz night 8 th November	47.25
Kids disco 20 th December	51.75
	<hr/>
Total	£1,577.50
	<hr/>

WOODMEAD HALLS

Lyme Regis

INVOICE

Invoice Number:00198.....

Date:1-1-20.....

To:-Parkmine Society.....

Date of booking:-Sept '19 - Feb '20.....

Event (ie wedding/meeting/dance):-Fund Raisers, Rehearsals, + Show week.....

Hire of Large Hall: £.....917.50.....

Hire of Small Hall: £.....

Hire of both Halls: snow week £.....600.00.....

Hire of Kitchen: £.....

Hire of Crockery: £.....

Hire of tables/chairs £.....

Hire of storage space £.....60.00.....

Hire of ceiling drapes £.....

Bar Sales £.....

TOTAL HIRE/BAR FEES £.....1577.50.....

If paying by cheque, make payable to Woodmead Halls

If paying by BACS, Sort Code: 60-13-57 Account No: ~~51056909~~
51002965.

Hire Quotation

Tel: 02476307001
Fax: 02476307559
E-mail: dawn@imaginetheatre.co.uk
Web: www.imaginetheatre.co.uk
VAT: 872 555 401



2 Brandon House
Woodhams Road
Coventry
CV3 4FX

Company Reg No. 05451769

Customer: Lyme Regis Pantomime Society
The Woodmead Halls
Hill Road
Lyme Regis
DT7 3PG

Date: 06/02/2020
Pages: 1 of 3
Job Ref: Lyme Regis - Costume
Eq List Ref: EQLLyme Regis - Hickory Dickory Dock/8
Job Title:
Start Date: 15/02/2020 @ 10:00
End Date: 23/02/2020 @ 23:59

Dear Lyme Regis Pantomime Society

Please find below the costings for the equipment you have requested. I hope that everything is to your satisfaction; if you have any queries do not hesitate to contact me.

COSTUME

Qty	Description	List Price	Net Price
Wardrobe			
Characters			
3	Dame Meduim Structured dress	£135.00	£300.00
Sub Total:			£300.00

DELIVERY AND COLLECTION

Qty	Description	List Price	Net Price
Transport and Logistics			
Transport			
1	Courier	£100.00	£100.00
Sub Total:			£100.00

Yours Sincerely
Dawn Outhwaite
dawn@imaginetheatre.co.uk

Equipment Total	£505.00
Preferential Discount	£105.00
Equipment Net	£400.00
SubTotal	£400.00
VAT	£80.00
Grand Total	£480.00

Payment Terms: Payment Due

Full Insurance is required as detailed in the contract

Insurance Value: £4,500.00

Quote

David Hart - Seventh Wave Audio
 Poundbury
 Dorset
 DT1 0EQ
 Tel: 01305 753848
 Mobile: 07545 085186
 Email: info@seventhwaveaudio.com
 Web: www.seventhwaveaudio.com



Attention Of:
 Amanda Rattenbury-Davies -
 Lyme Regis Panto

DATE: 14/01/20

QUOTE NUMBER: 135-01-20

PROJECT TITLE: Lyme Regis Panto 2020

PROJECT DESCRIPTION:

Description	Quantity	Unit Price	Cost
Full sound and lighting package as normally supplied which includes DiGiCo console, Sennheiser/DPA radio mics, a full d&b Y/E series PA system, all cabling and power distribution, ETC iron lighting console and various moving lights.		£ 3,250.00	£ 3,250.00
Batteries/mic tape for the radio mics			£ 125.00
2x UV Cannons, 2x bubble machines and 2 bottles of bubble fluid.			£ 275.00
Total Price			£ 3,650.00

**Many thanks for giving us the opportunity to quote for your production,
 please get in touch if you require any further information.**

Committee: Full Council

Date: 19 February 2020

Title: Grant Payment Deferral

Purpose of Report

To allow members to consider deferring payment of Uplyme Community Sponsorship scheme's 2019-20 grant to 2020-21

Recommendation

Members approve deferring payment of Uplyme Community Sponsorship Scheme's grant to 2020-21.

Background

1. On 27 March 2019, the Full Council approved a 2019-20 grant of £750 to the Uplyme Community Sponsorship scheme. The award was a contribution towards finding suitable housing for a refugee family displaced by war for five years.

Report

2. Attached, **appendix 18A**, is an email from Belinda Bawden which states the family will not be arriving until 2020-21 and requests moving the grant payment to 2020-21.

John Wright
Town clerk
February 2020

Adrianne Mullins

From: John Wright
Sent: 14 February 2020 09:48
To: Adrianne Mullins
Subject: FW: Grant for Uplyme Community Sponsorship Group - request postponement until next year

From: Belinda Bawder
Sent: 11 December 2019 19:00
To: John Wright <townclerk@lymeregistowncouncil.gov.uk>
Cc: Adrianne Mullins <admin@lymeregistowncouncil.gov.uk>; Brian Larcombe <brianlarcombe@hotmail.co.uk>
Subject: Grant for Uplyme Community Sponsorship Group - request postponement until next year

Hi John,

Please could the town council consider moving the £750 grant awarded to the Uplyme Community Sponsorship scheme forwards into the 2020-2021 financial year as the refugee family will not be arriving until then?

Any spending will only start to happen once the group is notified by the Home Office of the family that they have matched to the services and support the community can provide.

Since the group was formed just over a year ago, UCS has held fundraising events and activities every month and at the Auction of Promises & Arabian dinner on 30th Nov reached the minimum funding specified by the government of £9,000.

UCS continued to fundraise, aiming to raise £16,000 as recommended by neighbouring community sponsorship schemes.

The group is currently writing the resettlement plan for submission the Devon County Council and the Home Office.

Many thanks,

Belinda

Committee: Full Council

Date: 19 February 2020

Title: List of Payments

Purpose of Report

To inform members of the payments made in the months of October, November, December 2019 and January 2020

Recommendation

Members note the report and approve the attached schedule of payments for October, November, December 2019 and January 2020 for the sums of £212,448.82, £180,057.30, 132,078.11 and £159,056.15 respectively.

Background

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

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

Report

2. The format of the report was amended to fulfil the requirements of the transparency code. As well as the date, amount, payee and some brief details, the report now includes an estimated VAT figure and the net cost to the council, as well as a 'merchant category'. The VAT and expenditure categories are indicative of that supplier, because the schedule shows a list of payments, not invoices, so one payment may include multiple invoices and multiple VAT rates, etc. The 'probable' VAT code is the code predominantly associated with the supplier. The 'merchant category' is the name used to group a number of nominal codes and represents the summary level we report on.
3. I present the list of payments for the months of October, November, December 2019 and January 2020, **appendices 19A to D**. Unless stated to the contrary, payments are for the provision of monthly or one-off goods/services.
4. If you would like any further information about any of these payments, I would encourage you to contact me in the office prior to the meeting.

Naomi Cleal
Finance assistant
February 2020

Lyme Regis Town Council
Payments list for October 2019
Total

£212,448.82

Date	Supplier	Detail	Payment Type	Amount	Probable Code*	VAT	Probable VAT*	Probable Net*	Indicative Expenditure Category
NAT WEST BANK									
01/10/2019	HMRC NDDS	October PAYE and NI	D/D	12666.04		0%	-	12,666.04	Staffing
01/10/2019	SOUTH WEST WATER	Water Usage	D/D	1163.13		0%	-	1,163.13	Utilities
03/10/2019	SALARY	October Salaries	EBP	1340.05		0%	-	1,340.05	Staffing
07/10/2019	DORSET COUNCIL	Redirection of the Footpath	D/D	1043.69		0%	-	1,043.69	Outside Works
08/10/2019	EDF ENERGY	Electricity Charges	D/D	302.77		5%	14.42	288.35	Utilities
10/10/2019	DORSET COUNCIL	Business Rates	D/D	7953		0%	-	7,953.00	Outside Works
14/10/2019	ALLSTAR	Monthly Fuel Costs	D/D	459.15		20%	76.53	382.63	Outside Works
15/10/2019	BANKLINE	Bank charges	BLN	52		0%	-	52.00	Office Expenses
17/10/2019	DORSET COUNCIL	Wheellie Bin Hire and Collection	D/D	750.27		0%	-	750.27	Outside Works
18/10/2019	WORLDPAY	Transaction Charges	D/D	30.42		20%	5.07	25.35	Office Expenses
22/10/2019	WORLDPAY	Transaction Charges	D/D	53.8		20%	8.97	44.83	Office Expenses
24/10/2019	SALARY	October Salaries	EBP	34713.12		0%	-	34,713.12	Staffing
25/10/2019	WEST DORSET DISTRI	Loan Repayment	S/O	3125		0%	-	3,125.00	Loan Charges
Total				<u>£63,652.44</u>					

LLOYDS BANK

03/10/2019	GRENKELEASING LIM	Photocopying Lease	DD	313.2		20%	52.20	261.00	Office Expenses
04/10/2019	GIFFGAFF	Monthly Mobile	DEB	6		20%	1.00	5.00	Utilities
07/10/2019	GIFFGAFF	Monthly Mobile	DEB	6		20%	1.00	5.00	Utilities
07/10/2019	GIFFGAFF	Monthly Mobile	DEB	6		20%	1.00	5.00	Utilities
07/10/2019	HARDWAREXPRESS	Batteries for Ticket Machines	DEB	92.96		20%	15.49	77.47	Outside Works
08/10/2019	DORSET COUNCIL	Dorset Council Cash Collection	CHQ	12988.8		20%	2,164.80	10,824.00	Outside Works
09/10/2019	GIFFGAFF	Monthly Mobile	DEB	10		20%	1.67	8.33	Utilities
10/10/2019	RAWLINS	Anti Slip Paint	DEB	104.04		20%	17.34	86.70	Outside Works
10/10/2019	GENERAL ALL PURPOS	Paint	DEB	37.49		20%	6.25	31.24	Outside Works
10/10/2019	BARCLAYCARD	Transaction Fees	DD	28.5		0%	-	28.50	Office Expenses
10/10/2019	PAYZONE UK	Zatpark usage	DD	18		20%	3.00	15.00	Outside Works
10/10/2019	PAYZONE UK	Zatpark usage	DD	18		20%	3.00	15.00	Outside Works
10/10/2019	BARCLAYCARD	Transaction Fees	DD	15.76		0%	-	15.76	Office Expenses
11/10/2019	AMAZON	Chainsaw Equipment	DEB	73.07		20%	12.18	60.89	Office Expenses
11/10/2019	GIFFGAFF	Monthly Mobile	DEB	6		20%	1.00	5.00	Utilities
11/10/2019	TRACEY POXON	Office Cleaning	FPO	1545		0%	-	1,545.00	Office Expenses
11/10/2019	TOTAL PLUMBING	External works supplies	FPO	20.1		20%	3.35	16.75	Outside Works
11/10/2019	TOPSPARKS	Lighting	FPO	158.4		20%	26.40	132.00	Outside Works
11/10/2019	SMITH OF DERBY	Maintenance On Clock In Cobb Gate	FPO	789.6		20%	131.60	658.00	Outside Works
11/10/2019	PITNEY BOWES	Franking machine	FPO	674.25		20%	112.38	561.88	Office Expenses

Lyme Regis Town Council
Payments list for October 2019
Total

£212,448.82

Date	Supplier	Detail	Payment Type	Amount	Probable Code*	VAT	Probable VAT*	Probable Net*	Indicative Expenditure Category
11/10/2019	PHOENIX BRASS BAND	Performance In June	FPO	175	175	0%	-	175.00	Marketing & Tourism
11/10/2019	NEWSQUEST MG	Grant Application Advertising	FPO	207.6	207.6	20%	34.60	173.00	Office Expenses
11/10/2019	M G WEBBER	Planting	FPO	180	180	20%	30.00	150.00	Outside Works
11/10/2019	LYME ONLINE	Advertising	FPO	117	117	0%	-	117.00	Office Expenses
11/10/2019	LUKE LAWSON	Website moderation	FPO	300	300	0%	-	300.00	Marketing & Tourism
11/10/2019	LRDT PROPERTY M	Rent	FPO	1276.92	1276.92	20%	212.82	1,064.10	Rents
11/10/2019	KELTIC CLOTHING	Staff Clothing	FPO	107.46	107.46	0%	-	107.46	Staffing
11/10/2019	KEELY WINDOWS	Replacement of Broken window Ware Cliff	FPO	59.47	59.47	20%	9.91	49.56	Outside Works
11/10/2019	GLEN CLEANING	Cleaning	FPO	8965.2	8965.2	20%	1,494.20	7,471.00	Outside Works
11/10/2019	GLASDON	Plaques	FPO	182	182	20%	30.33	151.67	Outside Works
11/10/2019	FIRSTAID4LESS	First aid Equipment	FPO	350.82	350.82	0%	-	350.82	Office Expenses
11/10/2019	EVERGREEN RENEWABLE	Heating and Plumbing in several locations	FPO	2138.12	2138.12	20%	356.35	1,781.77	Outside Works
11/10/2019	EUROFFICE	Stationary	FPO	425.37	425.37	20%	70.90	354.48	Office Expenses
11/10/2019	DAPTC 2	Councillor Induction	FPO	80	80	0%	-	80.00	Office Expenses
11/10/2019	CLARITY COPIERS	Monthly Copier Costs	FPO	594.98	594.98	20%	99.16	495.82	Office Expenses
11/10/2019	CARRIER 3PL	July and August Fulfilment	FPO	860.39	860.39	20%	143.40	716.99	Marketing & Tourism
11/10/2019	BUSEC	CIPD Diploma Staff training	FPO	1125	1125	20%	187.50	937.50	Staffing
11/10/2019	BLAMPAYNE SAWMILL	External works supplies	FPO	1329.04	1329.04	20%	221.51	1,107.53	Outside Works
11/10/2019	ALLHUSEN PARK RIDE	Park and Ride	FPO	3500	3500	0%	-	3,500.00	Outside Works
11/10/2019	A J SUPPLIES	Cleaning Supplies	FPO	203.03	203.03	20%	33.84	169.19	Outside Works
14/10/2019	UNITY 5	Zatpark usage for September	FPO	387.24	387.24	20%	64.54	322.70	Outside Works
14/10/2019	TOPSPARKS	Works for Garden Lighting	FPO	8259.07	8259.07	20%	1,376.51	6,882.56	Outside Works
14/10/2019	THOMPSON JENNER	Legal Advice	FPO	552	552	20%	92.00	460.00	Legal and Professional
14/10/2019	STOKE SUB BAND	Performance on Marine Parade	FPO	175	175	0%	-	175.00	Office Expenses
14/10/2019	PACKAGING PRODUCTS ONLINE	Car Park Equipment	FPO	180.53	180.53	20%	30.09	150.44	Office Expenses
14/10/2019	PRISTINE ENGRAVING	Plaques	FPO	120	120	20%	20.00	100.00	Outside Works
14/10/2019	NW SYSTEMS GROUP	Camera streaming	FPO	309.6	309.6	20%	51.60	258.00	Marketing & Tourism
14/10/2019	MORELOCK	Speed Indicator	FPO	2994	2994	20%	499.00	2,495.00	Outside Works
14/10/2019	METRIC	Ticket Machine Maintenance	FPO	608.87	608.87	20%	101.48	507.39	Outside Works
14/10/2019	MARTINS EXCAVATION	Drainage at Ware Cliff	FPO	1212.14	1212.14	20%	202.02	1,010.12	Outside Works
14/10/2019	HOUSE OF FLOWERS	Mayoral budget	FPO	30	30	0%	-	30.00	Office Expenses
14/10/2019	HONITON BAND	Performance on Marine Parade	FPO	50	50	0%	-	50.00	Office Expenses
14/10/2019	HOME START	Grant Towards Costs	FPO	758.62	758.62	0%	-	758.62	Grants

Lyme Regis Town Council
Payments list for January 2020

Total

Date	Supplier	Detail	Payment Type	Amount	Probable Code*	Probable VAT	Probable VAT*	Probable Net*	Indicative Expenditure Category
NAT WEST BANK									
02/01/2020	CHRISTMAS TREE FESTIVAL	Christmas Tree	CHQ 5732	15		0%		-	15.00 Office Expenses
06/01/2020	SOUTH WEST WATER	Water Bill	D/D	72.12		0%		-	72.12 Utilities
06/01/2020	SOUTH WEST WATER	Water Bill	D/D	130.77		0%		-	130.77 Utilities
06/01/2020	SOUTH WEST WATER	Water Bill	D/D	426.92		0%		-	426.92 Utilities
06/01/2020	SOUTH WEST WATER	Water Bill	D/D	153.47		0%		-	153.47 Utilities
06/01/2020	SOUTH WEST WATER	Water Bill	D/D	1612.29		0%		-	1,612.29 Utilities
06/01/2020	SOUTH WEST WATER	Water Bill	D/D	21.21		0%		-	21.21 Utilities
07/01/2020	HMRC	PAYE and IN January 2020	D/D	10380.53		0%		-	10,380.53 Staffing
10/01/2020	DORSET COUNCIL	Business Rates	D/D	7931		0%		-	7,931.00 Outside Works
14/01/2020	ALLSTAR	Fuel costs	D/D	496.71		20%	82.79	413.93	Outside Works
14/01/2020	E & S SCAFFOLDING	Scaffolding for Blue Sea café	CHQ 5740	290		20%	48.33	241.67	Outside Works
14/01/2020	CROSBY BUILDING CONTRACTORS	Blue sea Café	CHQ 5741	20905.61		20%	3,484.27	17,421.34	Outside Works
15/01/2020	BANKLINE	Bank Charges	D/D	50		0%		-	50.00 Office Expenses
21/01/2020	WORLDPAY	Transaction Charges	D/D	44.28		0%		-	44.28 Office Expenses
21/01/2020	WORLDPAY	Transaction Charges	D/D	24.66		0%		-	24.66 Office Expenses
21/01/2020	DORSET COUNCIL	Wheeler Bin hire and Collection	D/D	550.12		0%		-	550.12 Outside Works
23/01/2020	EDF ENERGY	Electricity	D/D	46.07		5%	2.19	43.88	Utilities
24/01/2020	SALARIES	January Salaries	EBP	33895.37		0%		-	33,895.37 Staffing
24/01/2020	NAT WEST	Safe Custody Charge	BGC	65		0%		-	65.00 Office Expenses
27/01/2020	WEST DORSET DISTRI	Loan	S/O	3125		0%		-	3,125.00 Loan Charges
31/01/2020	NAT WEST	Bank Charges	BGC	48		0%		-	48.00 Office Expenses
Total				£80,284.13					

LLOYDS BANK

06/01/2020	GIFFGAFF	Monthly Mobile Data	DEB	6		20%	1.00	5.00	Utilities
06/01/2020	GRENKELE	Equipment Protection for the Year	FPO	106.8		20%	17.80	89.00	Outside Works
06/01/2020	GRENKELE	Leasing for Jan -March 20	FPO	313.2		20%	52.20	261.00	Outside Works
06/01/2020	GIFFGAFF	Monthly Mobile Data	DEB	6		20%	1.00	5.00	Utilities
07/01/2020	B SHARP	Grant	FPO	5000		0%	-	5,000.00	Grants
07/01/2020	VOSPERS	Vehicle Maintenance	FPO	179.99		20%	30.00	149.99	Outside Works
07/01/2020	ZURICH	Insurance	FPO	1212.19		0%	-	1,212.19	Office Expenses
07/01/2020	GIFFGAFF	Monthly Mobile Data	DEB	6		20%	1.00	5.00	Utilities
07/01/2020	TRAVIS PERKINS	Supplies for Exterior Works	FPO	71.57		20%	11.93	59.64	Outside Works
08/01/2020	BRID BUILD SUPPLIE	Supplies for Exterior Works	FPO	815.61		20%	135.94	679.68	Outside Works
08/01/2020	WESTON GARDEN	Planting	DEB	368.97		20%	61.50	307.48	Outside Works
08/01/2020	TRAVIS PERKINS	Supplies for Exterior Works	FPO	37.32		20%	6.22	31.10	Outside Works

£159,056.15

08/01/2020	EBAY	Secure Box	DEB	147.95	20%	24.66	123.29	Office Expenses
09/01/2020	GIFFGAFF	Monthly Mobile Data	DEB	10	20%	1.67	8.33	Utilities
09/01/2020	AMAZON	Fridge	DEB	113.99	20%	19.00	94.99	Outside Works
09/01/2020	LLOYDS	Bank Charges	BGC	25	0%	-	25.00	Office Expenses
10/01/2020	BARCLAYCARD	Transaction Charges	DD	14.08	0%	-	14.08	Office Expenses
10/01/2020	BARCLAYCARD	Transaction Charges	DD	15.76	0%	-	15.76	Office Expenses
10/01/2020	TRAVIS PERKINS	Supplies for Exterior Works	FPO	193.23	20%	32.21	161.03	Outside Works
13/01/2020	GIFFGAFF	Monthly Mobile Data	DEB	6	20%	1.00	5.00	Utilities
13/01/2020	AMAZON	External Hard Drive	DEB	38.25	20%	6.38	31.88	Office Expenses
13/01/2020	METRIC	Web Hosting	FPO	592.65	20%	98.78	493.88	Outside Works
13/01/2020	P W S PLANS	Survey for Roofing Project	FPO	1414	20%	235.67	1,178.33	Outside Works
15/01/2020	PAYZONE	Zatpark Transaction Charges	DD	6	20%	1.00	5.00	Utilities
15/01/2020	PAYZONE	Zatpark Transaction Charges	DD	6	20%	1.00	5.00	Utilities
15/01/2020	EE LIMITED	Monthly Mobile Data	DD	115.48	20%	19.25	96.23	Utilities
16/01/2020	SAGE	SAGE Support	DD	271.2	20%	45.20	226.00	Office Expenses
16/01/2020	WESTERN POWER	Electricity Bill	FPO	642.38	20%	107.06	535.32	Utilities
16/01/2020	WESTCRETE CONCRETE	Concrete	FPO	102.77	20%	17.13	85.64	Outside Works
16/01/2020	VENN GROUP	Agency staff	FPO	3105	20%	517.50	2,587.50	Staffing
16/01/2020	VALE FIRE	Fire Risk Assessment	FPO	960	20%	160.00	800.00	Office Expenses
16/01/2020	UNITY 5	Transaction Charges	FPO	379.32	20%	63.22	316.10	Utilities
16/01/2020	TRAVIS PERKINS	Supplies for Exterior Works	FPO	89.7	20%	14.95	74.75	Outside Works
16/01/2020	TOPSPARKS	Electrical Works	FPO	1184.28	20%	197.38	986.90	Outside Works
16/01/2020	SGG TRAINING	Staff Training IOSH	FPO	1380	20%	230.00	1,150.00	Staffing
16/01/2020	SIXPAYMENTS	Transaction charges	FPO	338.98	20%	56.50	282.48	Office Expenses
16/01/2020	TRADE UK	Supplies for Exterior Works	FPO	1603.91	20%	267.32	1,336.59	Outside Works
16/01/2020	SCAFFTAG	Scaffolding	FPO	388.2	20%	64.70	323.50	Outside Works
16/01/2020	RH ADVERTISING	Advertising	FPO	4863.3	0%	-	4,863.30	Office Expenses
16/01/2020	PITNEY BOWES	Printing	FPO	519	0%	-	519.00	Office Expenses
16/01/2020	PCRM CONS	Consultation of Cadet Hut	FPO	1866.36	20%	311.06	1,555.30	Outside Works
16/01/2020	NW SYSTEMS	Camera Streaming	FPO	309.6	20%	51.60	258.00	Office Expenses
16/01/2020	NPOWER	Gas & Electricity	FPO	1979.75	5%	94.27	1,885.48	Utilities
16/01/2020	NEWSQUEST	Advertisement	FPO	415.2	20%	69.20	346.00	Office Expenses
16/01/2020	NEWLANDS TRAINING	Chainsaw Training	FPO	372	0%	-	372.00	Staffing
16/01/2020	MOLE AVON	Supplies for Exterior Works	FPO	180.82	20%	30.14	150.68	Outside Works
16/01/2020	LRDT	Grant	FPO	2500	0%	-	2,500.00	Grants
16/01/2020	METRIC	Hosting Costs	FPO	199.2	20%	33.20	166.00	Outside Works
16/01/2020	LYME ONLINE	Advertising	FPO	290	0%	-	290.00	Office Expenses
16/01/2020	CHRISTMAS BRUGGE	Advice On Party Wall	FPO	3198	20%	533.00	2,665.00	Office Expenses
16/01/2020	LUKE LAWSON	Website	FPO	300	0%	-	300.00	Marketing & Tourism
16/01/2020	LEO OFFICE	Shredder	FPO	255.61	20%	42.60	213.01	Office Expenses
16/01/2020	KITSON AND TROTMAN	Professional and Legal Advice	FPO	2700	20%	450.00	2,250.00	Office Expenses
16/01/2020	GLEN CLEANING	Cleaning	FPO	1299.46	20%	216.58	1,082.88	Outside Works
16/01/2020	GET TOGETHER	Grant	FPO	820	0%	-	820.00	Grants
16/01/2020	EVERGREEN RENEWABLES	Plumbing Work at Guildhall	FPO	922.25	20%	153.71	768.54	Outside Works
16/01/2020	EUROFFICE	Stationary	FPO	405.09	20%	67.52	337.58	Office Expenses
16/01/2020	ERIC'S KNOBS	Hardware for Outside Works	FPO	800	20%	133.33	666.67	Outside Works

APPENDIX 19D

16/01/2020	EDF ENERGY	Electric Bill	FPO	198.7	5%	9.46	189.24	Utilities
16/01/2020	ECOM6	November Payment	FPO	78.82	20%	13.14	65.68	Office Expenses
16/01/2020	DHS Ltd	Health and Safety Audit	FPO	453.6	20%	75.60	378.00	Office Expenses
16/01/2020	DAPTC	Staff Training	FPO	180	0%	-	180.00	Office Expenses
16/01/2020	DAMORY	Bus Route 71	FPO	1000	0%	-	1,000.00	Outside Works
16/01/2020	CREATIVE SOLUTIONS	Printing Costs	FPO	279.03	20%	46.51	232.53	Office Expenses
16/01/2020	COBB GARAGE	Vehicle Repairs	FPO	253.01	20%	42.17	210.84	Outside Works
16/01/2020	COASTLINE CREATIVE	New Town Map	FPO	3900	20%	650.00	3,250.00	Office Expenses
16/01/2020	CLARITY COPIERS	Photocopying	FPO	422.3	20%	70.38	351.92	Office Expenses
16/01/2020	CITY PLUMBING	Grate and Frame	FPO	62.4	20%	10.40	52.00	Outside Works
16/01/2020	CARRIER 3PL	November Fulfilment	FPO	41.21	20%	6.87	34.34	Marketing & Tourism
16/01/2020	BUSEC	Staff Training	FPO	450	20%	75.00	375.00	Staffing
16/01/2020	BUGLARS	Vehicle Repairs	FPO	388.8	20%	64.80	324.00	Outside Works
16/01/2020	BLUE LEVEL MEDIA	Website Design for Beach Huts	FPO	5280	20%	880.00	4,400.00	Office Expenses
16/01/2020	AXMINSTER SKIP HIRE	Skip Hire	FPO	270	20%	45.00	225.00	Outside Works
16/01/2020	ARTHUR FORDHAM'S	Supplies for Exterior Works	FPO	237.01	20%	39.50	197.51	Outside Works
17/01/2020	GIFFGAFF	Monthly Mobile Data	DEB	6	20%	1.00	5.00	Utilities
20/01/2020	AMAZON	Computer Mouse x4	DEB	41.15	20%	6.86	34.29	Office Expenses
21/01/2020	WORLDPAY	Transaction Charges	DD	10	0%	-	10.00	Office Expenses
21/01/2020	WORLDPAY	Transaction Charges	DD	23.94	0%	-	23.94	Office Expenses
21/01/2020	WORLDPAY	Transaction Charges	DD	45.64	0%	-	45.64	Office Expenses
21/01/2020	WORLDPAY	Transaction Charges	DD	72.52	0%	-	72.52	Office Expenses
22/01/2020	IP OFFICE	Phone and Broadband Costs	FPO	327.65	20%	54.61	273.04	Office Expenses
23/01/2020	DORSET COUNCIL	Lease of Skateboard Park/Advertising	DD	3189.41	0%	-	3,189.41	Lease/Office Expenses
23/01/2020	GIFFGAFF	Monthly Mobile Data	DEB	6	20%	1.00	5.00	Utilities
27/01/2020	GIFFGAFF	Monthly Mobile Data	DEB	6	20%	1.00	5.00	Utilities
27/01/2020	GIFFGAFF	Monthly Mobile Data	DEB	6	20%	1.00	5.00	Utilities
27/01/2020	CROSBY BUILDING	Damp Proofing, Blue sea cafe	FPO	7323.84	20%	1,220.64	6,103.20	Outside Works
27/01/2020	KITSON AND TROTMAN	Professional and Legal Advice	FPO	335	20%	55.83	279.17	Office Expenses
27/01/2020	GIFFGAFF	Monthly Mobile Data	DEB	6	20%	1.00	5.00	Utilities
27/01/2020	GIFFGAFF	Monthly Mobile Data	DEB	10	20%	1.67	8.33	Utilities
28/01/2020	GIFFGAFF	Monthly Mobile Data	DEB	6	20%	1.00	5.00	Utilities
29/01/2020	GIFFGAFF	Monthly Mobile Data	DEB	6	20%	1.00	5.00	Utilities
30/01/2020	AED LOCATOR LTD	Replacement Pad Pack	FPO	130.68	20%	21.78	108.90	Outside Works
30/01/2020	DORSET COUNCIL	December Pension	DD	8208.99	0%	-	8,208.99	Office Expenses

Total £78,719.12

Petty Cash £52.90

Lyme Regis Town Council
Payments list for November 2019

£180,057.30

Total

Date	Supplier	Detail	Payment Type	Amount	Probable Code*	Probable VAT	Probable VAT*	Probable Net*	Indicative Expenditure Category
NAT WEST BANK									
01/11/2019	SOUTH WEST WATER	Water Bill	D/D	474.01		0%	-	474.01	Utilities
05/11/2019	HMRC NDDS	November PAYE And NI	D/D	11900.96		0%	-	11,900.96	Staffing
11/11/2019	DORSET COUNCIL	Business Rates	D/D	7942		0%	-	7,942.00	Outside Works
11/11/2019	MACE BEARER ASSOC	Subscription Fee	CHQ	50		0%	-	50.00	Office Expenses
13/11/2019	DORSET COUNCIL	Business Rates	D/D	7464		0%	-	7,464.00	Outside Works
14/11/2019	ALLSTAR	Monthly Fuel Costs	D/D	712.62		20%	118.77	593.85	Outside Works
15/11/2019	BANKLINE	Bank charges	BLN	72.8		0%	-	72.80	Office Expenses
19/11/2019	WORLDPAY	Tranaction Charges	D/D	366.12		0%	-	366.12	Office Expenses
20/11/2019	DORSET COUNCIL	Wheeie bin Hire and Collection	D/D	610.14		0%	-	610.14	Outside Works
21/11/2019	WORLDPAY	Transaction Charges	D/D	31.26		0%	-	31.26	Office Expenses
21/11/2019	DORSET COUNCIL	Pensions	CHQ	26292.89		0%	-	26,292.89	Office Expenses
22/11/2019	HMRC VAT	Quarterly VAT	D/D	35223.6		0%	-	35,223.60	VAT
22/11/2019	SALARY	November salary	EBP	33567.28		0%	-	33,567.28	Staffing
25/11/2019	WEST DORSET DISTRI	Loan repayment	S/O	3125		0%	-	3,125.00	Loan Charges
27/11/2019	HMRC NDDS	November PAYE And NI	D/D	9294.74		0%	-	9,294.74	Staffing
29/11/2019	POULTONS	Replacement Beach Hut	CHQ	10022.4		0%	-	10,022.40	Outside Works
Total				£147,149.82					

LLOYDS BANK

01/11/2019	AMAZON	Renewables for outside works	DEB	75.13		20%	12.52	62.61	Outside Works
04/11/2019	GIFFGAFF	Monthly Mobile Data	DEB	6		20%	1.00	5.00	Utilities
04/11/2019	INDEED TEL	Job Advertising	DEB	9.98		20%	1.66	8.32	Staffing
07/11/2019	GIFFGAFF	Monthly Mobile Data	DEB	6		20%	1.00	5.00	Utilities
07/11/2019	GIFFGAFF	Monthly Mobile Data	DEB	6		20%	1.00	5.00	Utilities
08/11/2019	ZURICH	Insurance	FPO	112		20%	18.67	93.33	Utilities
08/11/2019	AME SOLUTIONS	Staff Training	FPO	250.8		20%	41.80	209.00	Staffing
11/11/2019	GIFFGAFF	Monthly Mobile	DEB	6		20%	1.00	5.00	Utilities
11/11/2019	BARCLAYCARD	Zatpark Transaction Charges	DD	20.15		0%	-	20.15	Office Expenses
11/11/2019	BARCLAYCARD	Zatpark Transaction Charges	DD	15.76		0%	-	15.76	Office Expenses
11/11/2019	GIFFGAFF	Monthly Mobile	DEB	10		20%	1.67	8.33	Utilities
12/11/2019	SETON	Key Tabs Front office	DEB	29.94		0%	-	29.94	Office Expenses
12/11/2019	PAYZONE UK	Zatpark Transaction Charges	DD	6		20%	1.00	5.00	Outside Works
12/11/2019	PAYZONE UK	Zatpark Transaction Charges	DD	6		20%	1.00	5.00	Outside Works
14/11/2019	AMAZON	External works supplies	DEB	190		20%	31.67	158.33	Outside Works
14/11/2019	INFORMATION COMMISSIONERS OFFICE	Subscription fees	DEB	40		0%	-	40.00	Office Expenses
14/11/2019	AMAZON	Pat Testing labels	DEB	24.38		20%	4.06	20.32	Office Expenses

Lyme Regis Town Council
Payments list for November 2019

£180,057.30

Total

Date	Supplier	Detail	Payment Type	Amount	Probable Code*	Probable VAT	Probable VAT*	Probable Net*	Indicative Expenditure Category
15/11/2019	DCC PENSION FUND	Pension contributions	FPO	3330.05		0%	-	3,330.05	Staffing
15/11/2019	G4S CASH SOLUTIONS	Cash Collection Contract	DD	937.8		20%	156.30	781.50	Outside Works
15/11/2019	EE LIMITED	Mobile and sims	DD	114.92		20%	19.15	95.77	Utilities
18/11/2019	PCRM CONSULTANCY	Engineering Services	FPO	1028.88		20%	171.48	857.40	Office Expenses
18/11/2019	SAGE SOFTWARE LTD	SAGE Support	DD	271.2		20%	45.20	226.00	Office Expenses
18/11/2019	GIFFGAFF	Monthly Mobile	DEB	6		20%	1.00	5.00	Utilities
18/11/2019	SURVEYMONKEY	Survey	DEB	320		20%	53.33	266.67	Office Expenses
19/11/2019	WORLDPA	Transaction Charges	DD	87.31		0%	-	87.31	Office Expenses
19/11/2019	SOUTH WEST WATER	Water Services	DD	72.97		0%	-	72.97	utilities
19/11/2019	WORLDPA	Transaction Charges	DD	48.66		0%	-	48.66	Office Expenses
19/11/2019	SOUTH WEST WATER	Water Services	DD	40.43		0%	-	40.43	utilities
19/11/2019	WORLDPA	Transaction Charges	DD	10		0%	-	10.00	Office Expenses
20/11/2019	DCC PENSION FUND	Pensions	FPO	8097.99		0%	-	8,097.99	Staffing
20/11/2019	LYME REGIS P P C	Second Part of Grant	FPO	9054.17		0%	-	9,054.17	Grants
21/11/2019	AMAZON	Extensio leads	DEB	28.98		20%	4.83	24.15	Office Expenses
21/11/2019	WORLDPA	Transaction Charges	DD	23.94		0%	-	23.94	Office Expenses
22/11/2019	DORSET HEALTH AND SAFETY	Health and safety	DEB	126		20%	21.00	105.00	Outside Works
22/11/2019	AMAZON	Inspection Stickers	DEB	7.49		20%	1.25	6.24	Office Expenses
22/11/2019	IP OFFICE	Phone charges for Oct	DD	443.87		20%	73.98	369.89	Office Expenses
25/11/2019	GIFFGAFF	Monthly Mobile	DEB	6		20%	1.00	5.00	Utilities
25/11/2019	HELPING HANDS	Litter Picking	FPO	123.84		20%	20.64	103.20	Outside Works
25/11/2019	CUSTOMER	Parking Refund	FPO	1		0%	-	1.00	Parking
25/11/2019	VENN GROUP	Agency Staff	FPO	135		20%	22.50	112.50	Staffing
25/11/2019	SW HIGHWAYS LTD	Chapter Eight Course	FPO	360		20%	60.00	300.00	Staffing
25/11/2019	CUSTOMER	Beach hut refund	FPO	70		0%	-	70.00	Beach Hut
25/11/2019	GIFFGAFF	Monthly Mobile	DEB	6		20%	1.00	5.00	Utilities
26/11/2019	GIFFGAFF	Monthly Mobile	DEB	6		20%	1.00	5.00	Utilities
27/11/2019	GIFFGAFF	Monthly Mobile	DEB	10		20%	1.67	8.33	Utilities
27/11/2019	GIFFGAFF	Monthly Mobile	DEB	6		20%	1.00	5.00	Utilities
27/11/2019	LYME ARTS DEVELOPM	Grant	FPO	6000		0%	-	6,000.00	Grants
27/11/2019	HANSFORD CONSTRUCT	PCRM Cert	FPO	301.86		20%	50.31	251.55	Outside Works
27/11/2019	ARCHANT	Advertising for Finance Managers Job	FPO	939		20%	156.50	782.50	Office Expenses
28/11/2019	GIFFGAFF	Monthly Mobile	DEB	6		20%	1.00	5.00	Utilities
29/11/2019	GIFFGAFF	Monthly Mobile	DEB	6		20%	1.00	5.00	Utilities

Lyme Regis Town Council

Payments list for December 2019

£132,078.11

Total

Date	Supplier	Detail	Payment Type	Amount	Probable VAT Code*	Probable VAT VAT*	Probable Net**	Indicative Expenditure Category
NAT WEST BANK								
27/12/2019	WEST DORSET DISTRICT	Loan Repayment	S/O	3125		0%	-	3,125.00 Loan Charges
19/12/2019	WORLDPAY	Transaction Charges	D/D	25.26		0%	-	25.26 Office Expenses
19/12/2019	DORSET COUNCIL	Brackets for SID Site	D/D	762		0%	-	762.00 Outside Works
19/12/2019	WORLDPAY	Transaction Charges	D/D	21.13		0%	-	21.13 Office Expenses
19/12/2019	SALARY	December Salary	EBP	31338.02		0%	-	31,338.02 Staffing
18/12/2019	DORSET COUNCIL	Wheeler Bin Hire and Collection	D/D	671.27		0%	-	671.27 Outside Works
16/12/2019	ALLSTAR	Monthly Fuel Costs	D/D	507.34		20%	84.56	422.78 Outside Works
16/12/2019	BANKLINE	Bank Charges	BLN	50.8		0%	-	50.80 Office Expenses
12/12/2019	CRICKMAY STARK ARCHITECTS	Professional Services	CHQ 5734	33151.56		0%	-	33,151.56 Outside Works
10/12/2019	DORSET COUNCIL	Business Rates	D/D	7942		0%	-	7,942.00 Outside Works
04/12/2019	SALARY	December Salary	EBP	250		0%	-	250.00 Staffing
02/12/2019	SOUTH WEST WATER	Water Bill	D/D	119.42		0%	-	119.42 utilities
02/12/2019	SOUTH WEST WATER	Water Bill	D/D	461.96		0%	-	461.96 utilities
02/12/2019	SOUTH WEST WATER	Water Bill	D/D	1491.89		0%	-	1,491.89 utilities
02/12/2019	SOUTH WEST WATER	Water Bill	D/D	112.7		0%	-	112.70 utilities
Total				£80,030.35				
LLOYDS BANK								
02/12/2019	INDEED TEL	Job Advertising	DEB	42.02		20%	7.00	35.02 Staffing
02/12/2019	COMMUNICORP	Subscriptions	FPO	100		0%	-	100.00 Office Expenses
02/12/2019	PREPARED MEDIA	Job Advertising	FPO	240		0%	-	240.00 Staffing
02/12/2019	SOUTH WEST WATER	Water Bill	DD	113.23		0%	-	113.23 utilities
04/12/2019	AMAZON	Curtains for MP and Fridge	DEB	236.15		20%	39.36	196.79 Office Expenses
04/12/2019	GIFFGAFF	Monthly Mobile Data	DEB	6		20%	1.00	5.00 Utilities
05/12/2019	AMAZON	Roller Blind And filling Cabinet	DEB	104.97		20%	17.50	87.48 Office Expenses
06/12/2019	GIFFGAFF	Monthly Mobile Data	DEB	6		20%	1.00	5.00 Utilities
06/12/2019	WEST DORSET DISTRICT	SID works and Computer Sacks	FPO	6250.77		0%	-	6,250.77 Outside Works
09/12/2019	GIFFGAFF	Monthly Mobile Data	DEB	10		20%	1.67	8.33 Utilities
09/12/2019	LLOYDS BANK	Banking Fee	PAY	40		0%	-	40.00 Office Expenses
09/12/2019	AMAZON	Weed Control Matting	DEB	293.97		20%	49.00	244.98 Outside Works
09/12/2019	GIFFGAFF	Monthly Mobile Data	DEB	6		20%	1.00	5.00 Utilities
10/12/2019	DAPTC	Staff Training	FPO	200		0%	-	200.00 Office Expenses
10/12/2019	BARCLAYCARD	Transaction Charges	DD	22.3		0%	-	22.30 Office Expenses
10/12/2019	BARCLAYCARD	Transaction Charges	DD	16.01		0%	-	16.01 Office Expenses
11/12/2019	GIFFGAFF	Monthly Mobile Data	DEB	6		20%	1.00	5.00 Utilities
12/12/2019	PAYZONE UK	Transaction Charges	DD	6		20%	1.00	5.00 Outside Works
12/12/2019	PAYZONE UK	Transaction Charges	DD	6		20%	1.00	5.00 Outside Works

Lyme Regis Town Council

Payments list for December 2019

£132,078.11

Total

Date	Supplier	Detail	Payment Type	Amount	Probable Code*	VAT	Probable VAT*	Probable Net*	Indicative Expenditure Category
13/12/2019	G4S CASH SOLUTIONS	Cash Collection	DD	812.7	20%	20%	135.45	677.25	Outside Works
16/12/2019	SAGE SOFTWARE LTD	SAGE Support	DD	271.2	20%	20%	45.20	226.00	Office Expenses
16/12/2019	EE LIMITED	Monthly Mobile Data	DD	114.37	20%	20%	19.06	95.31	Utilities
16/12/2019	SOUTH WEST WATER	Water Bill	DD	37.45	0%	0%	-	37.45	utilities
16/12/2019	SOUTH WEST WATER	Water Bill	DD	12.77	0%	0%	-	12.77	utilities
16/12/2019	TRAVIS PERKINS	External works supplies	DEB	15.35	20%	20%	2.56	12.79	Outside Works
17/12/2019	TRAVIS PERKINS	External works supplies	DEB	164.44	20%	20%	27.41	137.03	Outside Works
17/12/2019	TRAVIS PERKINS	External works supplies	DEB	41.5	20%	20%	6.92	34.58	Outside Works
17/12/2019	GIFFGAFF	Monthly Mobile Data	DEB	6	20%	20%	1.00	5.00	Utilities
17/12/2019	DAPTC NEW	Staff Training	FPO	200	0%	0%	-	200.00	Staffing
17/12/2019	WESTON GARDEN MACH	Safety Ropes	FPO	2725.81	20%	20%	454.30	2,271.51	Outside Works
18/12/2019	DCC PENSION FUND	Pensions	FPO	8082.09	0%	0%	-	8,082.09	Staffing
19/12/2019	WORLDPAY	Transaction Charges	DD	57	0%	0%	-	57.00	Office Expenses
19/12/2019	WORLDPAY	Transaction Charges	DD	44.88	0%	0%	-	44.88	Office Expenses
19/12/2019	WORLDPAY	Transaction Charges	DD	23.94	0%	0%	-	23.94	Office Expenses
19/12/2019	WORLDPAY	Transaction Charges	DD	10	0%	0%	-	10.00	Office Expenses
20/12/2019	VOSPERS	Vehicle Maintenance	FPO	48.18	20%	20%	8.03	40.15	Outside Works
20/12/2019	M G WEBBER	Planting	FPO	419.04	20%	20%	69.84	349.20	Outside Works
20/12/2019	VENN GROUP	Agency Staffing	FPO	4050	20%	20%	675.00	3,375.00	Staffing
20/12/2019	URBAN CRAZY	Putting Green carpet	FPO	228.85	20%	20%	38.14	190.71	Outside Works
20/12/2019	H C LEWIS AND CO	Excavate Monmouth Beach	FPO	3963.6	20%	20%	660.60	3,303.00	Outside Works
20/12/2019	KEELY WINDOWS	Window Cleaning	FPO	37.92	20%	20%	6.32	31.60	Outside Works
20/12/2019	LEWIS BROWN	Langmoor and Lister gardens	FPO	1200	20%	20%	200.00	1,000.00	Outside Works
20/12/2019	LUKE LAWSON	Monthly Website and Computer Support	FPO	600	0%	0%	-	600.00	Marketing & Tourism
20/12/2019	LYME R FESTIVALS	Grants Payment	FPO	1500	0%	0%	-	1,500.00	Grants
20/12/2019	LYME ONLINE	Advertising	FPO	175	0%	0%	-	175.00	Office Expenses
20/12/2019	STAFF	Travel Expenses	FPO	22.5	0%	0%	-	22.50	Staffing
20/12/2019	METRIC	Car Park Maintenance	FPO	97.2	20%	20%	16.20	81.00	Outside Works
20/12/2019	MOLE AVON	Tools and Materials	FPO	60.44	20%	20%	10.07	50.37	Outside Works
20/12/2019	STAFF	Travel Expenses	FPO	22.95	0%	0%	-	22.95	Staffing
20/12/2019	NATURE SIGN DESIGN	Oak Lecter	FPO	2202	20%	20%	367.00	1,835.00	Outside Works
20/12/2019	NEWSQUEST MG	Advertising	FPO	666.84	20%	20%	111.14	555.70	Office Expenses