



**John Wright  
Town Clerk**

**Lyme Regis Town Council**

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Notice is hereby given of an extraordinary meeting of the **Lyme Regis Town Council** to be held on the Zoom video conferencing facility <https://us02web.zoom.us/j/82045000820> on Wednesday 23 September 2020 commencing at 7pm when the following business is proposed to be transacted:

John Wright  
Town Clerk  
18.09.20

*This is a formal council meeting, where the same standards of behaviour as normal are expected and all members are bound by the code of conduct.*

*This meeting will be 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 you wish to speak, please raise your hand and you will be invited to speak by the chairman, at which point your microphone will be unmuted.*

*Voting will also take place by show of hands and the chairman will indicate the votes have been noted.*

*If members have a pecuniary interest, they will be placed in the 'waiting room' where they cannot hear or participate in discussion and voting.*

*Members of the public can make representations at the beginning of the meeting in the usual way. **To ensure the smooth running of the meeting, members of the public are asked to provide advance notice and details of the issue they intend to raise.***

*If technical issues occur, the meeting may be paused to re-establish a connection. If a technological failure prevents the public from accessing the meeting or the meeting is no longer quorate, the chairman may adjourn the meeting.*

## **AGENDA**

### **1. Public Forum**

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

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

### **2. Dorset Council Matters**

To receive updates from the Dorset Council ward member

### **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 extraordinary Full Council meeting held on 26 August 2020 (attached)**

### **7. Matters arising from the minutes of the extraordinary Full Council meeting held on 26 August 2020**

### **8. Planning Committee**

The meeting scheduled to take place on 2 September 2020 was cancelled and comments were made on planning applications by the chairman and vice-chairman of the committee under the power delegated to them.

### **9. Reaffirmation of the Eligibility Criteria required to hold the General Power of Competence**

To allow members to reaffirm the council meets the eligibility criteria to hold the General Power of Competence

**10. Annual Items of Business**

To inform members how the annual items of business normally dealt with during the council year will be managed

To allow members to consider appointments to committees and committee chairmen and vice-chairmen

To allow members to consider the appointment of members to external bodies

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

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

**12. Financial Resilience**

To allow members to consider the council's current financial position and to identify targets and measures to improve financial resilience

**13. Member IT and Equipment**

To allow members to consider the provision of consistent IT, equipment and support to help facilitate both virtual meetings and a move towards a 'paperless' organisation

**14. Harbour Dredging, Beach Replenishment and Shingle Regrading – Request for Contribution Towards Costs Received From Dorset Council**

To allow members to consider a request from Dorset Council for a financial contribution towards the cost of harbour dredging, beach replenishment and shingle regrading in Lyme Regis in 2020

**15. Bridport and District Citizens Advice Bureau Grant Review**

To inform members of Bridport and District CAB's compliance with its grant submission, to consider a request from the CAB to use council office space and to allow members to consider future grant payment to the CAB

**16. Lyme Arts Community Trust Grant Review**

To inform members of Lyme Arts Community Trust's compliance with its grant submission, and to allow members to consider future grant payment to LACT

**17. B Sharp Grant Review**

To inform members of B Sharp's compliance with its grant submission and to allow members to consider future grant payment to B Sharp

**18. Dorset Council Staffing Proposal**

To allow members to consider a proposal from Dorset Council to fund an additional member of staff for a minimum of 12 months

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

**19. Car and Bike Rental Scheme**

To allow members to consider the use of a town council car parking space at the Woodmead car park for a car-club trial period of six months and investigate longer-term options for car and bike rental schemes.

**20. Royal College of Arts Project**

To inform members about the next stages of the Royal College of Arts project and to consider engagement approaches

**21. Candles on the Cobb**

To inform members of clash of dates in the 2021 events' calendar and to give early approval for dates in 2022

**22. Exempt Business**

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

**a) Agenda item 18 – Dorset Council Staffing Proposal**

**LYME REGIS TOWN COUNCIL**

**MINUTES OF THE VIRTUAL EXTRAORDINARY FULL COUNCIL MEETING HELD ON  
WEDNESDAY 26 AUGUST 2020**

**Present**

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

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

**Officers:** M. Green (deputy town clerk), M. Adamson-Drage (operations manager)

The mayor, Cllr B. Larcombe, read out the protocol for virtual meetings and ensured all participants could hear each other.

**19/205/C Public Forum**

**D. Tucker (Lyme Regis Museum)**

D. Tucker spoke in relation to agenda item 9, Lyme Regis Philpot Museum Term Grant. He explained the reasons for the requested change in purpose of the grant and emphasised that it was for year 1 only. After the first year, the grant would revert to being spent on the originally stated purposes. He ran through how the money would be spent in year 1, who the beneficiaries would be and how it could contribute to the local economy.

**P. Benfield (Turn Lyme Green)**

P. Benfield spoke in relation to agenda item 12, Environmental Strategy. She expressed her encouragement at seeing the item on the agenda and reminded members that it was now 12 months since the town council had declared a climate emergency. She emphasised the importance of the town council taking a local lead on environmental issues and urged members to support the report and to start taking positive action.

**J. Smith Oliver (Turn Lyme Green)**

J. Smith Oliver spoke in relation to agenda item 12, Environmental Strategy. She referred to the environmental credentials and awards which Lyme Regis had achieved to date through community and partnership action and wanted to work with the town council to ensure that progress continued to be made. She emphasized that nothing would happen without leadership, commitment and working with others. She hoped that the council would take a leading role; which would encourage others to follow.

## **N. Ball**

N. Ball spoke generally and in relation to agenda item 10, Arrangements for Continuation of Town Bus Service. He supported the continuation of the town bus service and hoped that, eventually, it could be made free-to-use for all. He emphasised the importance of the council being careful and prudent with resources in such difficult times, to avoid wasting money and to ensure that it did its very best for the whole community. He referred to a potential move towards electric vehicles and urged the council to run its fleet efficiently, to not simply jump straight to all electric vehicles and to maximise the benefit of grants and other incentives.

## **T. West (Word Forest Organisation)**

Cllr R. Smith summarised the contents of a letter from T. West in which she strongly urged the town council to follow up its declaration of a climate emergency with more positive actions and was critical of its lack of action to date.

### **19/206/C Dorset Council Matters**

There was no report, Cllr D. Turner having apologised for not being able to attend the meeting.

### **19/207/C Apologies for Absence**

Apologies for absence were received from Cllr R. Doney and Cllr L. Howe.

### **19/208/C Disclosable Pecuniary Interests**

Cllr D. Sarson declared a non-pecuniary interest in agenda item 14, Lease Agreements with Lyme Regis Bowling Club.

### **19/209/C Dispensations**

There were none.

### **19/210/C To confirm the accuracy of the minutes of the Full Council meeting held on 29 July 2020**

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, the minutes of the Full Council meeting held on 29 July 2020 were **ADOPTED**.

### **19/211/C Planning Committee**

Proposed by Cllr G. Turner and seconded by Cllr B. Larcombe, it was **RESOLVED** to receive the minutes of the Planning Committee held on 5 August 2020.

### **19/212/C Community Grants**

Members considered the allocation of community grants for the 2020/21 financial year.

Members were generally of the opinion that the grant applications should be considered; notwithstanding the potential impact of COVID-19 on both the council's finances and on the plans and proposals of the organisations that had submitted the applications.

It was agreed that consideration of the applications should be deferred to allow officers to ask organisations if they still required their originally requested grant.

Proposed by Cllr M. Ellis and seconded by Cllr. B. Larcombe, it was **RESOLVED** to defer consideration of the community grant applications for 2020/21 to allow officers to ask applicants whether, given the impact of COVID-19 and timescales, they still required their originally requested grant.

#### **19/213/C Lyme Regis Philpot Museum Term Grant**

Members considered a request from Lyme Regis Philpot Museum to change the purpose of its term grant in year one.

Members debated both the principle of allowing a change to the purpose of the originally approved grant and whether they would have supported the revised purpose had it been submitted in that form from the outset.

It was noted that other organisations had been allowed to change the purpose of their grant and there was general agreement that the revised purpose was one which could be supported.

Proposed by Cllr M. Ellis and seconded by Cllr. B. Bawden, it was **RESOLVED** to allow the purpose of the term grant previously awarded to the Lyme Regis Philpot Museum to be changed in year one only so that £7,000 be made available in that year for the purposes set out in the detailed proposal submitted by D. Tucker on behalf of the museum and attached to the relevant agenda report as Appendix 9C.

#### **19/214/C Arrangements for Continuation of Town Bus Service**

Members debated a request from the operator of the town bus service that the charge for the service extension from 1 September 2020 until 31 August 2021 be increased from £12,000 p.a. to £13,500 p.a.

There was unanimous support for the request and a general agreement that the route should be reviewed and/or extended when the schools' contract came up for renewal; probably in August 2021.

Proposed by Cllr C. Reynolds and seconded by Cllr. B. Bawden, it was **RESOLVED** to agree to the request from the operator of the town bus service that the charge for the service extension from 1 September 2020 until 31 August 2021 be increased from £12,000 p.a. to £13,500 p.a.

## 19/215/C Parking Restrictions, Avenue Road

Several members expressed concerns about the effect on unrestricted streets of the incremental and piecemeal implementation of residents' parking restrictions in other streets.

The deputy town clerk suggested that consideration of the matter be deferred pending a discussion with the Communities Highways Manager at Dorset Council about the possibility of a comprehensive on-street parking review for Lyme Regis.

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, it was **RESOLVED** to defer consideration of the request for additional parking restrictions in Avenue Road and to instruct the deputy town clerk to discuss with the Communities Highways Manager at Dorset Council the implementation of an urgent review of on-street parking restrictions and resident's parking arrangements in Lyme Regis.

## 19/216/C Environmental Strategy

The operations manager introduced his detailed report and reminded members of their earlier declaration of a climate emergency and their commitment for the council to be net zero carbon by 2030.

Cllr B. Larcombe felt that any suggestion the town council had been inactive on environmental matters was unfounded. He referenced section 15. of the report as evidence of action to date. The council did, however, need to have regard to its available resources and what, practically, it could do to bring about positive local change. He explained his views about the role of the town council in addressing environmental issues as compared with other tiers of 'government'. He also emphasised the need for initiatives to be properly costed prior to entering into any commitment; especially given the impact of COVID-19 on the council's reserves. He questioned what evidence of actions over and above the member/officer training would be required before the town council could be accredited with carbon literate status.

Cllr B. Bawden referred to progress made to date with certain initiatives. She answered questions about various of the recommended actions and, in particular, the suggested carbon literate training. She emphasised that the cost of the training was a small fraction of the normal cost because Lyme had been selected as a pilot. She would personally write and deliver the local training, something for which she was fully trained and accredited. Other proposals would be the subject of further and more detailed work, including costings.

She also made reference to the agreement reached between Lyme Garden Growers and the Woodland Trust in respect of land at Slopes Farm. She asked whether the town council might be able to support this initiative by providing two dog mess bins, one at each entrance to the land.

Members were generally supportive of the suggested training and various recommended actions but were clear that those which might include any significant element of new and additional cost should be brought back for more detailed consideration prior to being approved.



Cllr K. Ellis suggested that all recommendations with the exception of K, Q and R could be approved, but that those three recommendations, which had unknown cost implications, required further information prior to being considered in detail. This suggestion was unanimously supported.

Proposed by Cllr K. Ellis and seconded by Cllr B. Larcombe, it was **RESOLVED** to approve action on the following goals as soon as reasonably possible:

- a. Agree an interim target of 10% carbon reduction per year en-route to becoming carbon neutral by 2030
- b. Draw up and launch the net zero plan to achieve the ambition of carbon neutral/net zero
- c. Annual corporate environment and sustainability reporting to commence in 2021
- d. Draw up a relevant environmental legislation list and keep it updated
- e. Commence work to be accredited to at least BS8555 phase three and engage an environmental consultant/auditor
- f. Undertake an environmental aspect assessment and carbon footprint the council's activities and services
- g. Review the Environment Policy
- h. Introduce a header on every council agenda stating, 'Members are reminded that in reaching decisions they should take into consideration the town council's decision to declare a climate emergency and ambition to become carbon neutral by 2030 and beyond'
- i. Commence work with Dorset Council to help undertake carbon foot-printing for Lyme Regis
- j. Identify and source environmental funding
- k. Move to green energy tariffs
- l. Implement electronic ways of working/paperless agendas for councillors
- n. Members undertake carbon literacy training with a view to Lyme Regis becoming a carbon literate council.
- o. Implement a 'green contractor preferred' scheme
- p. Implement green ESG investments and banking (known as Ethical, Social and Governance investment or socially responsible investment)

and that the following actions be brought back to a future meeting for further detailed consideration, including potential costs:

- k. Review the climate action and environmental initiatives list from November 2019
- q. An electrical bike rental scheme
- r. An electric/hybrid car club scheme

and that the request to install two dog mess bins at both entrances to the Woodland Trust land at Slopes Farm, Lyme Regis and undertake their emptying be brought back for further consideration.

### **19/217/C Barclays Bank Mobile Banking Van**

Members considered a request from Barclays Bank to park and operate a mobile banking van in Lyme Regis located in the Woodmead Hall car park.

Proposed by Cllr J. Broom and seconded by Cllr G. Stammers, it was **RESOLVED** to allow Barclays Bank to site a mobile van to provide banking and financial advice in the Woodmead Hall car park for one day per week on a day to be agreed and for a trial period of one year in the first instance on the same terms as those offered to Lloyds Bank, i.e., currently £2,600 p.a.

### **19/218/C Lease Agreements with Lyme Regis Bowling Club**

Members considered the lease agreements with Lyme Regis Bowling Club for the use of the green and club house, and the car park.

The deputy town clerk reported that the club had requested some minor variations to the leases as drafted. He was confident that these requests could be accommodated without fundamentally affecting the terms or without any adverse impact for the council.

He advised that standing orders required full council to approve any lease prior to it being signed and sealed but these suggested changes were sufficiently minor that he hoped members would approve the leases as presented subject to the minor changes being made. This would avoid the inevitable delays involved in bringing the matter back again for further consideration.

Members supported the suggested process and approved the leases subject to minor variation.

Proposed by Cllr J. Broom and seconded by Cllr C. Reynolds, it was **RESOLVED** to approve the lease agreements with Lyme Regis Bowling Club for the use of the green and club house, and the car park subject to minor variation.

### **19/219/C List of Payments**

Members asked various questions about the list of payments made in the month of July 2020. There was general concern that the information was not as self-explanatory or helpful for members as it might be.

The deputy town clerk referred to the Transparency Code 2015 which required councils to publish information about payments in a particular format and including various items of prescribed data. It was intended to adopt the standard format required by the Code which would then provide members and the public with additional information in a form which, hopefully, was more easily understood and helpful.

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, it was **RESOLVED** to approve the list of payments for the month of July 2020 and in the total sum of £161,796.09.

## **19/220/C Debtors Report**

Proposed by Cllr M. Ellis 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.

## **19/221/C Exempt Business**

### **(a) Debtors Report**

The deputy town clerk explained the history to several of the debts and the action which was or which was planned to be taken to recover the sums involved. He undertook to advise members when various invoices had been sent out in relation to sites at Monmouth Beach.

Members noted the effect of the Coronavirus Act 2020 on certain proceedings but emphasized the need to take a robust approach to the recovery of any persistent and long-standing debts.

*The meeting closed at 9.35pm.*

**Committee:** Full Council

**Date:** 23 September 2020

**Title:** Matters arising from the minutes of the extraordinary Full Council meeting held on 26 August 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**

**19/212/C – Community Grants**

All organisations who applied for a community grant have been written to, informing them of the council's positions. They have been given two options: to pursue their existing application or to withdraw it, making it clear there is no option to amend the original application. They have been given until Monday 28 September to decide.

An extraordinary Full Council meeting will be held on Wednesday 7 October to consider the remaining applications.

**19/215/C – Parking Restrictions, Avenue Road**

The deputy town clerk has contacted Dorset Council's community highways manager to arrange a meeting to review on-street parking restrictions in Lyme Regis.

**19/216/C – Environmental Strategy**

The operations manager is obtaining quotes for bins at both entrances to the Woodland Trust land at Slopes Farm. Before the council can consider whether to install these bins, consent would have to be gained from the landowner.

**19/218/C – Lease Arrangements with Lyme Regis Bowling Club**

Lease amendments have been referred to the council's solicitor Kitson & Trotman to incorporate into the lease.

### **19/219/C – List of Payments**

Officers have met to discuss the requirements of the Transparency Code, which will enhance the detail provided in the list of payments.

### **19/220/C – Debtors Report**

The deputy town clerk will provide members with a verbal update at the meeting regarding the issuing of invoices for sites at Monmouth Beach.

John Wright  
Town clerk  
September 2020

**Committee:** Full Council

**Date:** 23 September 2020

**Title:** Reaffirmation of the Eligibility Criteria required to hold the General Power of Competence

**Purpose**

To allow members to reaffirm the council meets the eligibility criteria to hold the General Power of Competence

**Recommendation**

Members reaffirm that Lyme Regis Town Council meets the eligibility criteria to hold the General Power of Competence

**Background**

1. Introduced in the Localism Act 2011, the General Power of Competence (GPC) came into force on 28 March 2012 and gives 'A local authority power to do anything that individuals may generally do'.<sup>1</sup>
2. Part of the government's decentralisation programme, the GPC seeks better representation, local decision-making, innovation and cost-effectiveness.
3. The types of activity the town council could use the GPC for include running a post office or holding shares in a company.
4. In such instances, the town council must comply with the company structures in the Localism Act (and follow company law), follow government advice on investment, check for any pre- and post-commencement limitations, and establish that the statutory duties of others aren't being usurped. If discretionary services are provided, they must be charged at the cost of provision.
5. The GPC does have restrictions: it cannot be used to raise the precept; existing financial, procedural, regulatory and legal duties must remain; byelaws and enforcement activity can't be created; and any company structures are restricted to those limited by shares, guarantee, industrial or provident societies.
6. To qualify for the GPC, at least two-thirds of councillors must be elected, and the clerk must hold an appropriate qualification: at minimum, the Certificate in Local Council Administration. The Full Council must confirm by minuted resolution that it meets the eligibility criteria.
7. Re-confirmation is required at every annual meeting of the council after ordinary elections. As the annual meeting of the council has not taken place due to the coronavirus pandemic,

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<sup>1</sup> The Localism Act 2011 Sec 1 (1).

this report is brought to this meeting to allow the council to re-confirm the criteria during the 2020/21 council year.

8. As reported to the Human Resources Committee on 29 October 2014 and Full Council on 19 November 2014, the town clerk obtained the Certificate in Local Council Administration on 8 October 2014.
9. The council has 14 seats and 14 elected members, i.e., more than two-thirds of members are elected.
10. Consequently, the council meets the qualifying criteria required to hold the GPC.

John Wright  
Town clerk  
September 2020

**Committee:** Full Council

**Date:** 23 September 2020

**Title:** Annual Items of Business

**Purpose of Report**

To inform members how the annual items of business normally dealt with during the council year will be managed

To allow members to consider appointments to committees and committee chairmen and vice-chairmen

To allow members to consider the appointment of members to external bodies

**Recommendation**

- a) Members agree the chairmen and vice-chairmen for all committees remain in post for the remainder of the 2020/21 council year and re-election to these posts takes place in the 2021/22 council year as normal
- b) Members agree the membership for all committees remains the same for the 2020/21 council year and new appointments take place for the 2021/22 council year
- c) Members agree the appointments to external bodies remain the same for the remainder of the 2020/21 council year and re-appointment takes place in the 2021/22 council year as normal

**Background**

- 1. Standing order 5.j outlines the business which shall be conducted during the council year following the election of chairman and vice-chairman of the council at the annual meeting.
- 2. Some of these annual items of business are dealt with at the annual meeting, with the rest spread throughout the council year.
- 3. The election of the chairman and vice-chairman (mayor and deputy mayor) was discussed at the extraordinary Full Council meeting on 24 June 2020. A motion to hold elections for these positions failed and as such, the mayor and deputy mayor will remain in post for the 2020/21 council year.

**Report**

- 4. Officers have scheduled in the remaining business to be considered at meetings between now and the end of the 2020/21 council year.
- 5. The previous report on the agenda relating to the General Power of Competence is one of those items of business.



6. The remainder of this report will deal with two other items of business: appointments to committees and committee chairmen and vice-chairmen; and appointments to external bodies.
7. The following report on the agenda will deal with a review of the council's and/or staff subscriptions to other bodies.

### **Appointments to committees and committee chairmen and vice-chairmen**

8. The appointment of members to committees would normally take place at the annual meeting, with the election of the chairmen and vice-chairmen of committees taking place at the first meeting of the respective committees.
9. Under the current circumstances, the council is holding monthly Full Council meetings and committee meetings are not taking place.
10. However, for continuity and to help progress business, informal discussions have been taking place in the usual way between officers and committee chairmen. In the absence of elections, those discussions have been taking place with the chairmen in post for the 2019/20 council year.
11. It is therefore suggested the chairmen and vice-chairmen for all committees remain in post for the remainder of the 2020/21 council year and re-election to these posts takes place in the 2021/22 council year as normal.
12. It is also suggested the membership for all committees remains the same for the 2020/21 council year and new appointments take place for the 2021/22 council year.

### **Appointments to external bodies**

13. The appointment of members to external bodies would normally take place at the annual meeting.
14. Many of the organisations members are appointed to have not been active during the pandemic so in some cases, there has been little or no involvement from members.
15. However, grant review meetings have been taking place with organisations in receipt of term grants and in the absence of an alternative, members who were appointed to those organisations for the 2019/20 council year have been attending those meetings.
16. It is therefore suggested the appointments to external bodies remain the same for the remainder of the 2020/21 council year and re-appointment takes place in the 2021/22 council year as normal.

Adrienne Mullins  
Support services manager  
September 2020

**Committee:** Full Council

**Date:** 23 September 2020

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

**Purpose of Report**

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

**Recommendation**

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

**Background**

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

**Report**

3. Details of the bodies which the council and/or employees are members of, their annual subscription costs and renewal dates are detailed in **appendix 11A**.
4. The council's membership of the National Association of Town and Parish Councils (NALC) is incorporated into the council's membership of the Dorset Association of Town and Parish Councils (DAPTC).

Adrienne Mullins  
Support services manager  
September 2020

**APPENDIX 11A**

<b>Organisation</b>	<b>Annual subscription (current)</b>	<b>Renewal date</b>
Dorset Association of Parish & Town Councils	£865	01/04/2021
Ancient and Honourable Guild of Mace Bearers	£85	01/01/2021
Institute of Cemetery & Crematorium Management	£95	01/04/2021
Chartered Institute of Public Finance & Accountancy (VAT Ref manual)	£205	01/04/2021
Local Councils Update Communicorp	£100	26/09/2020
Open Spaces Society	£70	01/09/2021
Society of Local Council Clerks	£388	01/10/2020
Society of Local Council Clerks	£301	01/10/2020
Chartered Institute of Personnel and Development	£98	01/07/2021
Association of Accounting Technicians	£99	01/10/2020
South West Councils	£428	01/04/2021
Improvement Development Agency	£468	01/04/2021
OFCOM (Radio Licence)	£75	01/04/2021
Information Commissioners Office	£40	01/11/2020
Survey Monkey	£320	01/11/2020

**Committee:** Full Council

**Date:** 23 September 2020

**Title:** Financial Resilience

**Purpose of Report**

To allow members to consider the council's current financial position and to identify targets and measures to improve financial resilience

**Recommendation**

Members consider the report, approve financial targets and the actions required to achieve those targets

**Background**

1. The council's finances have been adversely affected by Covid-19: estimated income loss in 2020-21 is £300,000, offset by £50,000 from the government job retention scheme, and additional cost is estimated at £50,000, giving a net financial impact of £300,000. To place this in context, the council's approved income budget for 2020-21 was c.£1,500,000.

**The Reserve**

2. To respond to unexpected issues such as Covid-19, the council holds a reserve.
3. The level of funds held is informed by the council's reserve policy. The policy sets the council's reserve at 50% of its annual budget, i.e., c.£800,000.
4. In anticipation of an asset and service transfer from West Dorset District Council (now Dorset Council), the council allowed the reserve to rise to £1,000,000.
5. Uncommitted surpluses in 2017-18, 2018-19 and 2019-20 were transferred to the reserve, increasing it to c.£1,400,000.
6. Given the high level of reserve, the council opted to use surplus funds to finance the re-roofing of the SWiM, antiques and craft centre and amusement arcade; works were completed June 2020 at a total cost of £650,000.
7. As part of the 2020-21 budget-setting process, the council approved a costed five-year financial plan to fund its objectives and projects. The historic stability of the council's operating environment provided members with the confidence to temporarily reduce the level of reserve during the five-year plan to 20% of budget (c.£300,000).
8. The cost of the roofing works and the overall financial impact of Covid-19 have significantly reduced the council's reserve; as at 18 September 2020, the financial forecast for 2020-21 estimates the reserve at £375,000 on 31 March 2021. The financial forecast is attached, **appendix 12A.**

9. The reserve estimate of £375,000 is informed by prudent assumptions and could realistically increase to c.£450,000 if income for the remainder of the financial year continues to perform at recent levels, which are in line with historic averages.

## **Risk Management**

10. Covid-19 presents a significant risk to the council. Applying council risk assessment criteria, Covid-19 scores five out of five for both probability and impact: probability is informed by infection rates; impact is assessed by government intervention and financial cost. As stated, to date, the net impact to the town council for this financial year is estimated at £300,000.
11. In addition, the town council should receive a further £17,000 in 2021 for retaining furloughed employees still in employment.
12. The level of government support is now being withdrawn across all sectors and it is unlikely this level of support will be repeated. The council cannot assume Dorset Council will be in a position to assist; the cost of Covid-19 has also had a significant impact on its finances.

## **Achieving financial resilience**

13. The starting point is the council's reserve and its ability to provide financial cover for the unforeseen and uninsured.
14. The known impact of Covid-19 warrants a quick return to the council's substantive policy position; a reserve at 50% of budget, i.e., £800,000.
15. However, Covid-19 is now a known risk and we have some understanding of its impact on the council's finances. For these reasons, the town clerk is proposing the council increases its reserve to 100% of budget, i.e., £1,600,000.
16. We also know the timing of infection increases and lockdown measures are important to the council: in a normal year, the council receives the majority of its income in the first half of the financial year and has a reasonably even spread of expenditure throughout the whole of year.
17. Lockdown measures and/or lack of public confidence in the spring and summer have a disproportionately adverse effect on the council's finances by restricting its income stream during the peak income period. For the same reasons, the impact is less in autumn and winter.
18. If the council experienced the same impact from Covid-19 for the same period in 2021, i.e. end of March to mid-July, the overall financial impact would be £350,000. This would reduce the council's reserve to virtually zero by the end of that period.
19. In response to this risk, members are asked to adopt financial targets to strengthen the reserve, increase income and reduce expenditure.

20. These targets are:

<b>Reserve</b>		
31 March 2021	50% budget	£800,000
31 March 2022	100% budget	£1,600,000
<b>Increase income</b>		£100,000
<b>Reduce expenditure</b>		£100,000

#### **Achieving the reserve, 31 March 2021**

21. To achieve a reserve of £800,000 by 31 March 2021, the council could take the following actions:

- Pay back the shelters' loan £200,000
- Take out a new loan £650,000
- (Additional borrowing = £450,000)

**Reserve (£375,000 and £450,000) £825,000**

The current annual cost of the shelters' loan is £37,500, the cost of taking out a loan for £650,000 over 20 years is estimated at £39,311.

#### **Achieving the reserve, 31 March 2022**

22. To achieve a reserve of £1,600,000 by 31 March 2022, the council could take the following actions:

- Sell the council's offices and move to St Michael's £300,000
- Create and sell two beach huts £80,000
- Sell the cemetery lodge £125,000
- Sell the putting green £200,000

**Additional reserve £705,000**

#### **Achieving the income targets**

23. To increase income, the council could take the following actions:

##### **2021-22**

- Income from additional beach huts £1,250
- Rent the Jubilee Pavilion £30,000
- Rent the Lister Room £12,500

**Total £43,750**

## 2022-23

- Create additional car parking at Monmouth Beach £40,000

## 2023-24

- Increase car parking income £70,000

### Reducing expenditure

24. Expenditure reductions can be achieved through reducing office running costs, procurement improvements, reducing professional support and a critical review of recruitment to vacancies.
25. Expenditure savings also mean the council's approach to budget-setting and in-year approval of unbudgeted expenditure must be prudent; the default position for additional expenditure proposals must be no.
26. Achieving these targets requires difficult decisions. The proposals are identified because achieving them is largely in the council's gift, their execution is relatively simple and the timescales are realistic.
27. If the council approves these targets and measures, the council's reserve target will be achieved by 31 March 2022. The following two years would see a further strengthening of the reserve which is forecast to rise to £2,300,000 on 31 March 2024, see **appendix 12B**.
28. At this point, or possibly earlier if the risks associated with Covid-19 are reduced, the council can consider paying off its loan and approve projects.

John Wright  
Town clerk  
September 2020

## APPENDIX 12A

Cash Flow	2020	18-Sep						
		90000	50000	22000	30000	26000	22000	48000
		80%	80%	80%	80%	80%	80%	80%
	<b>Opening Balance</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>
Lloyds 1	11,011.99	11,110.18						
Lloyds 2	590,271.73	528,616.66						
Natwest 1	1,000.00	1,000.00						
Natwest 2	175,178.09	50,191.46						
Natwest 3	288,387.79	188,461.62						
Santander	161,464.77	1,746.17						
		<b>781,126.09</b>	-	-	-	-	-	-
<b>Incoming</b>								
Precept		66,389.50						
Car Parking (est)			40,000.00	17,600.00	24,000.00	20,800.00	17,600.00	38,400.00
Car Parking (Actual)		144,342.64						
Parking Fines		2,931.50						
Chalets & Caravans		4,652.29	22,714.00	22,714.00	22,714.00	22,714.00	22,714.00	22,714.00
Chalets & Caravans (Actual)		4,894.56						
Rents		- 2,900.81	13,333.00	13,333.00	13,333.00	13,333.00	13,333.00	13,333.00
Rents (Actual)		16,484.50						
Amenities			3,000.00	750.00	1,500.00	750.00	2,250.00	3,000.00
Amenities (Actual)		12,820.00						
Other		11,430.12						
		<b>261,044.30</b>	<b>79,047.00</b>	<b>54,397.00</b>	<b>61,547.00</b>	<b>57,597.00</b>	<b>55,897.00</b>	<b>77,447.00</b>
<b>Outgoing</b>								
Salaries		42,000.00	37,000.00	37,000.00	37,000.00	37,000.00	37,000.00	37,000.00
Pension		11,500.00	10,500.00	10,500.00	10,500.00	10,500.00	10,500.00	10,500.00
PAYE		15,000.00	13,500.00	13,500.00	13,500.00	13,500.00	13,500.00	13,500.00
Furlough							- 17,000.00	
VAT				60,000.00			30,000.00	
Grants		36,300.00	13,250.00			13,250.00		
Community Grant		20,000.00						
Office Works & Bus & POD Point			18,500.00					
DD/DEB		5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
Rates		8,335.00	8,335.00	8,335.00	8,335.00	8,335.00	8,335.00	8,335.00
Supplier (Estimate)		47,550.64	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00
Supplier (Actual)		2,449.36						
		<b>188,135.00</b>	<b>156,085.00</b>	<b>184,335.00</b>	<b>124,335.00</b>	<b>137,585.00</b>	<b>137,335.00</b>	<b>124,335.00</b>
<b>Reserve</b>		<b>854,035.39</b>	<b>776,997.39</b>	<b>647,059.39</b>	<b>584,271.39</b>	<b>504,283.39</b>	<b>422,845.39</b>	<b>375,957.39</b>
		OK	OK	OK	OK	OK	Warning	Warning
	% of Opening	70%	63%	53%	48%	41%	34%	31%



APPENDIX 12B

	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>
Budget		1,569,961	1,569,961	1,569,961
Increase Precept		10,000	10,000	10,000
Borrow	450,000			
Offices (sale)		300,000		
2 Extra BH MP (net)		80,000		
Increase Rental Above		1,250	1,250	1,250
Jubilee Pavillion		30,000	30,000	30,000
Lister gardens		12,500	12,500	12,500
Cemetry (Sale)		125,000		
Putting Green (Sale)		200,000		
Extra Parking Spaces			40,000	40,000
MB CP Price Inc				31,000
WH CP Price Inc				38,000
	<b>450,000</b>	<b>2,328,711</b>	<b>1,663,711</b>	<b>1,732,711</b>
Borrowng Cost addnl		1,811	1,811	1,811
Budget		1,426,717	1,453,906	1,431,595
Savings		- 100,000	- 100,000	- 100,000
Objectives		69,000	34,000	89,000
	-	<b>1,397,528</b>	<b>1,389,717</b>	<b>1,422,406</b>
	<b>825,957</b>	<b>1,757,140</b>	<b>2,031,134</b>	<b>2,341,439</b>

**Committee:** Full Council

**Date:** 23 September 2020

**Title:** Member IT and Equipment

**Purpose**

To allow members to consider the provision of consistent IT, equipment and support to help facilitate both virtual meetings and a move towards a 'paperless' organisation

**Recommendation**

Members consider proposals for provision of consistent IT, equipment and support to help facilitate virtual meetings and a move towards a 'paperless' organisation

**Background**

1. Cllr B. Larcombe requested that urgent consideration be given to the provision of IT equipment for members to better enable equal participation in virtual 'Zoom' type meetings and the wider objective of a move towards a paperless organisation.

**Report**

2. The town council's IT contract is currently with Dorset Council, which provides IT equipment and support for council staff. That contract was renewed earlier this year and currently costs around £7,000 p.a. That figure includes all aspects of support, hire of equipment (other than printer, franking machine and mobile phones) plus broadband line rental and user licences. The total number of supported PCs is nine; eight in the office and one for the outside staff. There are a number of 'historic' tablets and other pieces of equipment which are used but not actively 'supported', e.g., the laptop used for planning meetings prior to 'lockdown'.
3. Dorset Council IT has been asked to price for the provision of 14 'laptops' for use by members, together with technical support, user licences, etc. The suggested specification includes a minimum 13" screen to allow 25 users on one screen of a 'Zoom' type meeting, together with Windows 365 and InTune encrypted access. In line with the agreed move towards a 'paperless' organisation, printers have not been included in the requested price.
4. The request also includes measures to support the re-instatement of consistent @lymerregistowncouncil.gov.uk email addresses for all members. This will ensure GDPR compliance. Previous problems with the use and effectiveness of such addresses is acknowledged and Dorset Council has been asked to investigate and resolve those issues. It is anticipated that the use of up-to-date and consistent equipment will help to facilitate this.
5. It is not felt that sufficient capacity exists within the office team to provide detailed and technical member support on IT matters. In any event, it makes more sense for the provider of the equipment and systems to deliver this support via their specialist and dedicated team.

6. Any information received by Dorset Council IT will be reported verbally at the meeting. If no information has been received prior to the meeting, the matter can be deferred to the next available meeting.

Mark Green  
Deputy town clerk  
September 2020

**Committee:** Full Council

**Date:** 23 September 2020

**Title:** Harbour Dredging, Beach Replenishment and Shingle Regrading – Request for Contribution Towards Costs Received From Dorset Council

**Purpose**

To allow members to consider a request from Dorset Council for a financial contribution towards the cost of harbour dredging, beach replenishment and shingle regrading in Lyme Regis in 2020

**Recommendation**

Members consider a request from Dorset Council for a financial contribution towards the cost of harbour dredging, beach replenishment and shingle regrading in Lyme Regis in 2020

**Background**

1. In 2018 and in response to a request from the then West Dorset District Council, members agreed to make a one-off financial contribution of £4,000 towards the cost of harbour dredging and beach replenishment in Lyme Regis.
2. The relevant 2018 report setting out the context to that request, together with a copy of the committee discussion and decision are attached as **appendices 14A and B**, respectively.
3. It is very clear from the report and minute that members viewed the 2018 decision as a 'one-off', having regard to the lack of funding in that year from the Environment Agency. There was no commitment to provide funding in future years and no request was made and no funding provided in 2019.

**Report**

4. Dorset Council has now requested that the town council considers making a contribution for the works already undertaken in 2020, including the harbour dredging, beach replenishment and shingle regrading.
5. The amount sought towards the total cost of the works is £15,000 and the relevant correspondence explaining the reasons why the approach has been made for this year is attached as **appendices 14C and D**.
6. Dorset Council has been asked for further clarification about its level of funding for the works and any additional information received will be reported verbally.
7. Members are asked to consider whether they want to make any contribution towards the 2020 works and, if so, in what amount. The impact of Covid-19 on this council's overall financial position is clearly explained in the separate report on finance matters contained

within this agenda (agenda item 12). If approved, this request would be unbudgeted expenditure and would further reduce the council's predicted year-end reserve.

Mark Green  
Deputy town clerk  
September 2020

**Committee:** Town Management and Highways

**Date:** 17 January 2018

**Title:** Harbour Dredging

### **Purpose of the Report**

To allow members to consider a request from West Dorset District Council (WDDC) for a financial contribution in 2018 and in future years from this council towards the cost of dredging the harbour, maintaining the town's sea defences and replenishing the sandy beach

### **Recommendation**

Members consider the principle of making a financial contribution towards the cost of dredging the harbour, maintaining the town's sea defences and replenishing the sandy beach in 2018 and in future years and, if supported, indicate the maximum level of any contribution and any conditions which might apply

### **Background**

1. Each year, WDDC manages a contract to dredge the harbour and pool area. This work maintains a navigable channel to and from the harbour and ensures the floating pontoons are useable throughout the season.
2. Dredged material is deposited on the town council-owned sandy beach, which has the joint benefits of maintaining sea defences and replenishing the beach for continued use by visitors.
3. The total quantity of material dredged annually is around 10,000 tons, or about 5,000m<sup>3</sup>.
4. Historically, this work has been wholly funded by the Environment Agency (EA) pursuant to a bid made to the agency by WDDC.
5. The agency's five-year funding period has now come to an end.
6. Although a further bid is being submitted to the EA by WDDC, it is very unlikely to result in 100% funding going forwards because of reduced agency budgets and changed funding priorities. No agency funding will be available for 2018 in any event because of their decision-making timescales.
7. Historically, the annual cost of the works has amounted to about £40k and the expectation is that those costs will continue relatively unchanged.

### **Report**

8. The chairman of this committee, together with the deputy town clerk, met with a WDDC engineer and the harbourmaster on 11 January 2018 to discuss the situation and the way forward.

9. Although the management and maintenance of the harbour is the responsibility of WDDC, the dredging works do have wider benefits. These include flood protection for the town, including the protection of many valuable, income-generating town council-owned assets along the seafront. In addition, the works replenish 'our' sandy beach, which would otherwise quickly become seriously depleted and potentially unusable over time.
10. Given the wider benefits, it may be reasonable for this council to consider make a contribution towards the costs of the dredging works both in 2018 and going forwards.
11. If members are supportive of the general principle of this council making a contribution, it is suggested that any contribution be conditional on WDDC (and/or the EA) being the majority funder and this council's contribution being limited to no more than £10k in 2018 (when no EA funding will be available) and £5k in any future years.
12. No budget currently exists for any contribution towards these works, although the funds could be identified from within reserves. It could also be a suitable candidate for part of the partnership funding with Lyme Bay Holidays.
13. Any recommendations from this committee will be considered by the Full Council on 14 February 2018.

Mark Green  
Deputy town clerk  
January 2018

17/82/TMH **Harbour Dredging**

The deputy town clerk said WDDC had applied for further Environment Agency (EA) funding for this work, but the agency's budgets had been cut and priorities had changed. Therefore, it was unlikely the EA would fully fund the work going forward so there would be a funding shortfall.

Members discussed whether the town council should contribute towards the cost, and if so, how much.

Cllr J. Broom confirmed the work would be done regardless of whether the town council contributed. However, if WDDC could demonstrate that local stakeholders were working together, the EA was likely to look more favourably on the funding application.

There was general agreement that if the town council did contribute, it should be for one year only, with no commitment to continued funding or liability on the council.

To provide some context, the deputy town clerk said the harbour had an operating budget of £250k, and had broken even for the last three years, with a small profit this year.

It was proposed by Cllr J. Scowen and seconded by Cllr D. Hallett not to make a financial contribution towards the cost of dredging the harbour, maintaining the town's sea defences and replenishing the sand in 2018.

This motion was not carried.

Proposed by Cllr S. Miller and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to make a financial contribution of £4,000 towards the cost of dredging the harbour, maintaining the town's sea defences and replenishing the sand in 2018, only.



Hi Mark,

I hope you are well and that you've had a good summer despite the pandemic.

We've discussed before the benefits of the sand beach to the local economy and a contribution to the annual costs of maintaining the volume and profile. Last year LRTC contributed to works, and this year we would like to ask the same of you again. Given the amount of work that goes into the management of the asset throughout the year in response to storms, and the annual recycling of beach material we would like to ask for a contribution of £15k.

For context and to aid your decision making (I understand this will need to go before Cllrs?), I have summarized below the costs, funding processes and funding that I have sought from the EA to assist with the management of the beach;

Costs this year for dredging, beach recycling and storm response have been in the order of £150k. The dredging is partly to aid navigation in and out of the harbour, maximize berthing in the harbour and provide sufficient water depth for pontoons to be placed in the Pool area south of the harbour entrance, in addition, the dredging also provides material (sand) to replenish the beach – maintaining flood protection and an important amenity asset. After successfully drafting a business case to the EA I have managed to secure 5 years of part funding (amounting to ~£300k total) for carrying out the various activities, the rest of the funding has to come from other sources. Dorset Council provides the majority of the additional funding required, however, a contribution from LRTC would help cover additional works after storms.

The £15k contribution will greatly assist with the considerable costs we have incurred this year.

I hope you agree that in terms of volume etc. the beach is looking very healthy and has proved to be as popular as ever this year. It was unfortunate that works took place during the extremely good weather we had earlier in the year, Covid-19 led to us delaying the works until such time it was deemed safe. Monitoring data shows that without the beach management the sand beach will gradually decline over time so it's imperative we carry out the annual works whenever possible.

If you would like to discuss anything mentioned above in more detail please let me know.

Kind regards  
Rob

**Robert Clarke**  
**Project Engineer**  
**Flood & Coastal Erosion Risk Management & Special Projects**

**Dorset Council**

Thank you for getting back to me.

I fully understand Covid will have had an impact so appreciate that your abilities for new expenditure will be curtailed.

Yes the EA have contributed, we have funding secured for 5 years but this only goes part way towards overall costs and it does rely on us securing contributions from elsewhere as it's recognised the sand beach is an amenity asset. Without wishing to go into a lot of detail; I have to fill in a PF (Partnership Funding) Calculator, if I achieve a particular percentage I get part or all the money to cover the project costs. Any contribution from LRTC would be a small percentage towards the overall costs of maintenance.

Any further questions please do not hesitate to contact me, I look forward to hearing the outcome of your discussions with Councillors.

Regards  
Rob

**Robert Clarke**  
**Project Engineer**  
**Flood & Coastal Erosion Risk Management & Special Projects**

**Dorset Council**

**Committee:** Full Council

**Date:** 23 September 2020

**Title:** Bridport and District Citizens Advice Bureau Grant Review

**Purpose of Report**

To inform members of Bridport and District CAB's compliance with its grant submission, to consider a request from the CAB to use council office space and to allow members to consider future grant payment to the CAB

**Recommendation**

Members approve Bridport and District CAB's request to use council office space and approve future grant payment to the CAB

**Background**

1. On 4 February 2020, the council approved a five-year term grant for Bridport and District Citizens Advice Bureau (CAB). The value of the grant is £4,500 per annum.
2. The purpose of the grant is to provide a weekly outreach service at one or more locations in Lyme Regis.
3. Quarterly grant payments of £1,125 were issued in April and July 2020.
4. Normally, a grant agreement would support this allocation. However, a grant agreement has not been issued because Covid-19 lockdown measures and subsequent operating restrictions has meant the CAB, like other grant recipients, has not been able to comply with its grant application objectives.

**Report**

5. On 8 September 2020, a grant review meeting took place between Bridport and District CAB<sup>2</sup> and the town council<sup>3</sup>.
6. The CAB reported Covid-19 had adversely impacted on the availability of its volunteer workforce; a significant number of its volunteers are over 70 years' old.
7. To provide a service to its clients, the CAB said it had revised its operation:
  - volunteers were working remotely
  - greater emphasis was placed on the Dorset advice line and email contact
  - webchat had been introduced for universal credit enquiries

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<sup>2</sup> Tony Roberts, chairman and Rovarn Wickremasinghe, manager

<sup>3</sup> Cllr Stan Williams, town council appointment, Adrienne Mullins, support services manager, John Wright, town clerk

- a limited drop-in service was introduced in Bridport on 21 July 2020.
8. The drop-in service along with video conferencing marked phase 1 of the CAB's re-opening. The CAB's intention in phase 2 is to expand its video conferencing facility and to consider how outreach work could operate.
  9. Since lockdown, Bridport and District CAB said it had recorded a 15-20% reduction in clients across its area of operation.
  10. From 1 April to 31 August 2020, the CAB reported 51 clients from Lyme Regis; from 1 April to 31 August 2019, the CAB reported 72 clients from Lyme Regis (a year-on-year reduction of 29%).
  11. Moving forwards, Bridport and District CAB said it was keen to re-establish an outreach service in Lyme Regis but there was a problem, the reduction in volunteers made it difficult to provide two members of staff in Lyme Regis; the CAB operates a two-person staffing policy.
  12. The CAB asked if it could use part of the council's office for 2-3 hours a week. This would allow it to operate with one member of staff. This is a reasonable request and can be implemented.
  13. Although, the CAB has not acted entirely in accordance with its grant submission, the reasons for non-compliance are understandable. Despite the operational difficulties it has faced, 51 Lyme Regis residents have received a service from the CAB and the council should continue to provide grant funding.
  14. When service delivery arrangements are finalised, the town clerk will draft a grant agreement. Until such time, the council's grant funding position should be confirmed in writing to Bridport and District CAB.
  15. CAB confirmed there were no governance issues which affected its viability and no reported safeguarding issues.
  16. CAB confirmed Dorset Council grant funding hadn't been confirmed for 2021-22.

John Wright  
Town clerk  
September 2020

**Committee:** Full Council

**Date:** 23 September 2020

**Title:** Lyme Arts Community Trust Grant Review

**Purpose of Report**

To inform members of Lyme Arts Community Trust's compliance with its grant submission, and to allow members to consider future grant payment to LACT

**Recommendation**

Members note the report and approve future grant payment to the Lyme Arts Community Trust

**Background**

1. On 4 February 2020, the council approved a five-year term grant for Lyme Arts Community Trust (LACT, also referred to as Marine Theatre). The value of the grant is £22,000 per annum.
2. The purpose of the grant is to support Marine Theatre's cultural programme and core costs not met by self-generated income or other grant funding.
3. Quarterly grant payments of £5,500 were issued in April and July 2020.
4. Normally, a grant agreement would support this allocation. However, a grant agreement has not been issued because Covid-19 lockdown measures and subsequent operating constraints has meant LACT, like other grant recipients, has not been able to comply with its grant application objectives.

**Report**

5. On 8 September 2020, a grant review meeting took place between LACT<sup>4</sup> and town council representatives<sup>5</sup>.
6. LACT reported Covid-19 had adversely impacted on its business and the theatre had temporarily closed. LACT plan to re-open the theatre in April 2021; if there's a relaxation in social distancing regulations, this could be earlier.
7. LACT said despite the theatre's closure, it was still engaging with the public. Events include:
  - three external performances in Theatre Square in August and September<sup>6</sup>; these non-profit performances were grant funded by the Arts Council

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<sup>4</sup> Nigel Clegg, chairman, Gabrielle Rabbitts, director, and Claudia Betterman, finance manager

<sup>5</sup> Cllr David Ruffle, town council appointment, John Wright, town clerk

<sup>6</sup> Taming of the Shrew, Romeo and Juliet and Jazz Jurassica

- Zoom meetings for: monthly Sunday Sessions which allowed local musicians to perform and listen to each other; weekly Marine Player online play readings and rehearsals and; a one-off 'kitchen table' concert from Ivan Novello winner Scott Matthews
  - a free YouTube screening of the community play, Are you Going to The Marine.
8. Further events are scheduled for the remainder of the year.
  9. Throughout Covid-19, LACT has had a clear understanding of what's been required to 'mothball' the theatre and prepare for re-opening in April 2021. This includes:
    - a revised 2020-21 budget which reduced income to £115,998 and expenditure to £88,000
    - obtaining £75,360 Covid-19 funding from the Arts Council, and the government's job retention and grant schemes
    - the creation of a reserve for re-opening, including the establishment of a 'reopen the Marine' donations fund.
  10. LACT said the re-opening of the theatre requires a two-month lead-in period and this had to be supported by a reserve for booking acts, marketing and operational arrangements.
  11. LACT said the town council's grant funding is being used to support the continued operation of the theatre and its plans to raise a reserve of £30,000 to finance the theatre's re-opening.
  12. Although LACT has not acted in accordance with its grant submission, the reasons for non-compliance are understandable. LACT has in place strong governance arrangements and has demonstrated its ability to operate a financially viable theatre.
  13. The actions taken in response to Covid-19 support the theatre's strong approach to financial planning. The removal of the town council's grant would severely jeopardise the future of Marine Theatre.
  14. LACT confirmed there are no governance issues which affected its viability and there are no safeguarding issues.
  15. When the theatre announces its re-opening, the town clerk will draft a grant agreement. Until such time, the council's grant funding position should be confirmed in writing to LACT.
  16. LACT confirmed Dorset Council grant funding hadn't been confirmed for 2021-22.

John Wright  
Town clerk  
September 2020

**Committee:** Full Council

**Date:** 23 September 2020

**Title:** B Sharp Grant Review

### **Purpose of Report**

To inform members of B Sharp's compliance with its grant submission and to allow members to consider future grant payment to B Sharp

### **Recommendation**

Members note the report approve future grant payment to the B Sharp

### **Background**

1. On 4 February 2020, the council approved a five-year term grant for B Sharp. The value of the grant is £5,000 per annum.
2. The purpose of the grant is to, 'Subsidise the Young Music Leadership Programme, Hub Jams, and Beatbox; to support administration, monitoring and evaluation of the programme; to support strategic development; to unlock investment from other organisations'.
3. Quarterly grant payments of £1,250 were issued to B Sharp in April and July 2020.
4. Normally, a grant agreement would support this allocation. However, a grant agreement has not been issued because of Covid-19 lockdown measures and subsequent operating constraints has meant B Sharp, like other grant recipients, has not been able to comply with its grant application objectives.

### **Report**

5. On 10 September 2020, a grant review meeting took place between B Sharp<sup>7</sup> and town council representatives<sup>8</sup>.
6. B Sharp reported Covid-19 had adversely impacted on its business: face-to-face tuition and partnership working with schools, colleges and support groups ceased in mid-March 2020. The overall lack of trading has produced a significant reduction in B Sharp's fee and event income; B Sharp's 2020-21 income has been reduced from £128,326 to £68,716
7. To reduce costs, B Sharp closed its office, reduced its chief executive and administrator's hours, took book-keeping in-house, appointing a volunteer accountant, received a discretionary grant from Dorset Council and successfully applied to the government's job retention scheme.

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<sup>7</sup> Ruth Cohen, chief executive

<sup>8</sup> Cllr Belinda Bawden, town council appointment; Adrienne Mullins, support services manager; John Wright, town clerk

8. As a substitute for normal activity, B Sharp have provided 43 students with free online tuition, organised an online busking festival which was attended by 500 participants and have signed up 80 to its new early years' Facebook group, Little Bs; Early Bs is a 0-5 years' old group.
9. B Sharp's scaled-down operation has been made possible by the continued support of its principal grant provider, Youth Music<sup>9</sup>.
10. In the short-term, B Sharp wants to concentrate its activities in Lyme Regis and confirmed face-to-face student contact would re-commence twice a week on 15 September 2020 at The Hub. B Sharp also confirmed digital online tuition would continue. Reduced hours will continue for its chief executive and administrator.
11. B Sharp is optimistic most of its students will return.
12. B Sharp faces risks in the future: Youth Music's funding ends in July 2021, some of its music leaders have sought alternative employment over the last six months, and confirmation of grant funding for 2021-22 hasn't been confirmed by Dorset Council.
13. B Sharp confirmed it has in place satisfactory governance arrangements and there were no reported safeguarding issues.
14. When B Sharp regularises its services, the town clerk will draft a grant agreement. Until such time, the council's grant funding position should be confirmed in writing to B Sharp.
15. B Sharp stressed the value of its long-term grant arrangement with the town council; in particular, the role it plays in attracting other grant funding.
16. B Sharp also stressed how it valued being part of the Lyme Regis community.

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Town clerk  
September 2020

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<sup>9</sup> Youth Music provide B Sharp with an annual grant of £33,000. The grant agreement expires in July 2021



**Committee:** Full Council

**Date:** 23 September 2020

**Title:** Car and Bike Rental Scheme

**Purpose of Report**

To allow members to consider the use of a town council car parking space at the Woodmead car park for a car-club trial period of six months and investigate longer-term options for car and bike rental schemes

**Recommendation**

Members allow a designated car park space in the Woodmead car park to run a car-club trial to demonstrate the car-club concept

**Background**

1. On 24 July 2019, the Full Council declared a climate and environmental emergency and agreed a target of becoming net carbon neutral by 2030. The list of environmental initiatives was presented before the budget-setting process in November and again at the Full Council meeting on 26 August 2020.
2. Investigating car-sharing and bike rental options were part of the wider initiatives list and members of the community have requested these are considered.
3. Cllr Bawden discussed various options and funding models with Mark Hodgson, Managing Director of Exeter based social enterprise, [Co-Cars](#) on 15 July 2020.
4. Co-Bikes has a contract with South West Trains to provide e-bike rental hubs at railways stations. The work has started at Honiton station already and Axminster station will be considered soon. Having a hub in Lyme Regis would extend the network and would offer more sustainable transport links for residents and visitors alike in future and contribute towards our community net zero carbon target.
5. The investment required for the charging infrastructure is initially high for electric bike rental - £25,000 – so, while this is a more popular proposal in the community than a car club, it is proposed to investigate a range of funding and organisational models before consideration by the town council.
6. However, various funding models were offered for a car-sharing club scheme, the lowest cost and commitment option for the town council being the designation of one car parking space at Woodmead car park for a trial with a hybrid car.

## Report

7. The funding models currently possible for a car-rental club with Co-Cars are:
  - 7.1. Direct funding to buy a car and pay the set-up costs
  - 7.2. Underwritten – any shortfall between the cost of the car and the rental income gained is underwritten by local councils/community groups
  - 7.3. Enough people join the scheme to pay an upfront deposit to buy a car (30 people paying £25 a year membership) and a trial is run to prove the concept of a car club and assess potential demand.
  - 7.4. Some communities have used Section 106 funds to set up car & bike rental clubs.
  - 7.5. East Devon District Council is installing numerous fast electric car charging points (charge in 1.5 hours) giving a 200 mile driving range. The charging infrastructure is paid by the installer on a long lease arrangement. Each charge point is dual 22kwt with one for Co-Cars, one for public use. The installer earns the charging fee, EDDC earns the car parking charges.
  - 7.6. Seaton Town Council put in a bid to the government's Coast & Communities fund for their charging points and car/bike rental club schemes.
8. If the lowest cost-to-the-council is considered, a designated car parking space is required. Woodmead car park is the more central location for the majority of residents and accommodation businesses who might use the car club.
9. The average revenue from a car park space is estimated at £1500 pa by council officers so this would represent an opportunity loss to the council.
10. The expected users are mainly two car families who rarely use their second car and might prefer renting by the hour/day/week rather than own two cars with all the running and parking costs entailed. Research by the RAC before the Covid crisis showed the average car is used 3-4% of the time. Co-Cars have an average usage of 25% - 6 hours a day.
11. However, there is potentially also a market for holiday accommodation owners and guest houses for their visitors to join the car club. If a few businesses did not buy a parking permit from the town council, it would provide a net gain of £830 per space (average income of £1,500 less lost income from permit of £670). Just 5 additional spaces could yield £4,150 to offset the £1500 loss from providing a designated space.
12. Visitors using public transport to get here then booking the club car when needed would remove some traffic from the roads and reduce the frustration experienced when looking for a parking space. The chance to rent a car for an hour/ half day/week could be a really popular option for visitors to Lyme and add to our reputation as a town trying to adjust to a net carbon zero future.

13. Members are asked to consider allowing the designated use of one car park space at Woodmead car park initially to trial the car club concept with a hybrid vehicle to avoid the need for the installation of a fast-charging point for an electric car, to prove the concept and assess demand (suggestion 6 months trial to April 2021.)
14. Members are also asked to agree to further investigation of the viability of a permanent car-share club with an electric car with 22kwt fast-charging points and of an e-bike rental scheme.

Cllr Belinda Bawden  
September 2020

**Committee:** Full Council

**Date:** 23 September 2020

**Title:** Royal College of Arts Project

**Purpose of Report**

To inform members about the next stages of the Royal College of Arts project and to consider engagement approaches

**Recommendation**

Members consider the report and offer their suggestions

**Background**

1. Attached, **appendices 20A and B**, are Our Future Lyme Regis – community place making and transport and planning, and an update which considers current and next steps.
2. Cllr Bawden has suggested we ask for volunteers, including one officer, to answer stakeholder questions from their perspective and to see if there's an appetite for a small working group to form a town council viewpoint.
3. The project stage that's been reached is looking at practicalities and barriers; this will allow the Royal College of Arts (RCA) to understand how different stakeholders see their roles and difficulties and identify better ways of working.
4. Cllr Bawden is aware Woodroffe School wants to be involved and is keen to establish input from Dorset Council.

John Wright  
Town clerk  
September 2020

**Committee:** Full Council

**Date:** 23 September 2020

**Title:** Candles on the Cobb

### **Purpose of Report**

To inform members of clash of dates in the 2021 events' calendar and to give early approval for dates in 2022

### **Recommendation**

Members approve Candles on the Cobb taking place over the August bank holiday weekend in 2022, requiring use of the market area from 22 to 28 August, and use of the Jubilee Pavilion, performance area and Langmoor and Lister Rooms on 27 and 28 August

### **Background**

1. The Tourism, Community and Publicity Committee normally receives the list of major events for the following year and will consider whether new events can take place if it involves the use of council-owned land.

### **Report**

2. Officers began compiling the list of 2021 events in July and at that point realised there was a clash – both Candles on the Cobb and Lyme Folk Weekend were scheduled to take place over the August bank holiday weekend.
3. The organisers of both events were informed and discussed how to go forward.
4. As the organisers of the Folk Weekend had entered into a number of commitments for the 2021 festival, Lyme Regis Rotary Club, which organises Candles on the Cobb, said it would be prepared to postpone the event for 12 months, on the understanding they would be able to hold the event over the August bank holiday weekend in 2022.
5. Candles on the Cobb would require use of various areas of the Marine Parade Shelters. We wouldn't normally book these areas so far in advance, but in view of the flexibility and understanding shown by the Rotary Club, officers feel this is a reasonable request.
6. This means Lyme Folk Weekend cannot be held on the same weekend in 2022.
7. Members are asked to approve Candles on the Cobb taking place over the 2022 August bank holiday weekend, requiring use of the market area from 22-28 August, and use of the Jubilee Pavilion, performance area and Langmoor and Lister Rooms on 27 and 28 August.

Adrienne Mullins  
Support services manager  
September 2020