



**John Wright
Town Clerk**

Lyme Regis Town Council

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Notice is hereby given of a meeting of the **Lyme Regis Town Council** to be held on the Zoom video conferencing facility <https://us02web.zoom.us/j/87596064946> on Wednesday 18 November 2020 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
13.11.20

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.

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.

Prayers

A prayer will be offered by the Rev. Chris Martin

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. Questions from Councillors

4. Apologies for absence

To receive and record any apologies and reasons for absence

5. 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.
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6. Dispensations

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

7. To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 21 October 2020 (attached)

8. Matters arising from the minutes of the extraordinary Full Council meeting held on 21 October 2020

9. Update Report

To inform members about progress on significant works and issues

10. Planning Committee

The virtual meeting of the planning committee scheduled to take place on 28 October 2020 did not occur because of IT failure.

The deputy town clerk subsequently canvassed the views of committee members by email and recommendations were sent to Dorset Council using the chairman's delegated powers.

The planning applications and recommendations are at agenda item 9.

11. Health and Safety Committee

To receive the minutes of the Health and Safety Committee meetings held on 13 August and 29 October 2020

12. Calendar of meetings

To allow members to approve the calendar of meetings from January to May 2021

13. Financial Resilience

To allow members to consider the council's year-end financial position and approve entering into a deferred loan agreement with the Public Works Loan Board for a sum of £650,000

14. Member IT and Support

To consider a proposal from Dorset Council to provide member IT, training and support

15. Covid-19 Restrictions – Lockdown 2

To allow members to endorse the actions taken regarding council services and facilities during the national lockdown

16. Emergency Procedure Review

To allow members to review the Emergency Procedure

17. Christmas and New Year Working Arrangements

To allow members to consider Christmas and New Year working arrangements, including: the allocation of statutory leave, the award of discretionary leave, cover arrangements and remuneration

18. Post Holder 106, Change in Working Hours Request

To consider post holder 106's request to reduce their working week from five days to four days

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. Wedding Stewards – Rate of Pay

To allow members to consider the wedding stewards' rate of pay

20. Renewal of Lease for Power Boat Club, Monmouth Beach

To allow members to consider the terms for the renewal of the lease for the Power Boat Club, Monmouth Beach as agreed in principal between the respective valuers and by the club

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

21. Eat Festival

To allow members to consider the proposal to hold the Eat Festival

22. Kitchen Garden

To allow members to consider a proposal from the operations supervisor to include a kitchen garden area in Langmoor Gardens

23. Consultation on Dorset Council's Climate Emergency and Action Plan

To allow members to formulate a council response to Dorset Council's Climate Emergency and Action Plan

24. Twinning Request

To allow councillors to consider a request from a member of the public to twin Lyme Regis with Gibraltar

25. List of Payments

To inform members of the payments made in the month of October 2020

26. Debtors' Report

To inform members of outstanding debts and the steps being taken to recover them

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

24. 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 – Post Holder 106, Change in Working Hours Request

b) Agenda item 26 – Debtors' Report

LYME REGIS TOWN COUNCIL

MINUTES OF THE VIRTUAL EXTRAORDINARY FULL COUNCIL MEETING HELD ON
WEDNESDAY 21 OCTOBER 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. Adamson-Drage (operations manager), M. Green (deputy town clerk), A. Mullins (support services manager), M. Russell (finance manager), J. Wright (town clerk)

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

19/249/C Public Forum

N. Ball

N. Ball said he was thankful the gardens were looking good. He had also attended a funeral recently and the cemetery was also looking spotless, so he thanked the staff responsible. He also thanked the council for allowing Axminster and Lyme Regis Cancer Support to have a beach hut on the seafront. He said the group had won a national competition for the best use of a beach hut, which put Lyme Regis on the map as being a caring community. N. Ball said he was disappointed about the shelters' roof as there were already puddles of water even after a vast amount of money had been spent on it. He hoped this was being looked into and would be rectified. N. Ball also spoke in relation to agenda item 12, Expenses for Homeworking, and said he believed there may be some backlash from the outside team if office staff were paid expenses. He said the outside staff needed some recognition for keeping things going so he advised caution.

B. Milner Simonds

B. Milner Simonds spoke in relation to agenda item 21, Eat Festival. She said the organisation, eat:Festivals, ran food and drink festivals and they were seeking permission to work with the town council to bring an event to Lyme Regis in 2021. She said they wanted to create a safe, welcoming event that celebrated Lyme Regis, working with local food and drink producers on an event out of the main season, with a proposed date of 22 May 2021. B. Milner Simonds said they would work with council officers and accountable bodies to ensure their event management plan addressed everything around waste, access and egress and safety measures, with an ethos that encompasses all the residents and visitors to Lyme Regis and local businesses. She said this event should benefit local businesses by bringing in new visitors and existing visitors to explore the town, so they get to know Lyme Regis, celebrate great producers and start a new tradition.

S. Milner Simonds

S. Milner Simonds also spoke in relation to agenda item 21. She said their festivals had been held as one-day community events since they set up their social enterprise in their home town to bring together three groups: local families, food and drink producers based on the land around them, and businesses based in the town who had a way to engage with a different visitor group. She said retailers in Lyme Regis were constantly trying to promote themselves and they wanted to do what they could to help. S. Milner Simonds said food and drink was a level playing field that people could associate themselves with. She said they knew the year had been tough but they had learnt a great deal about organising events in a very safe and secure way. She said they hoped to bring some of these skills to Lyme Regis.

The mayor, Cllr B. Larcombe asked if they had sounded out Lyme Regis businesses.

S. Milner Simonds said they had started their research and they were interested in grass roots' food and drink producers and possible links with the foodbank.

J. Sheppard (read out by an officer)

As organiser of Jazz Jurassica, J. Sheppard also spoke in relation to agenda item 21. She said the council may wish to take into account that the annual jazz festival is scheduled in the Marine Parade Shelters on the Bank Holiday weekend of 28 to 31 May 2021. She said as usual they intended, with permission, to accommodate food and drinks' traders to help defray the costs of staging the free festival. J. Sheppard said if the Eat Festival went ahead on their preferred date next year, this would mean two significant events on consecutive weekends. She said it may also affect their ability to attract traders with such stiff competition the weekend before and the same would apply in subsequent years. She asked the council to look at alternative dates for this proposal.

19/250/C Dorset Council Matters

The mayor, Cllr B. Larcombe said Cllr D. Turner has sent his apologies but he would take questions by email.

19/251/C Apologies for Absence

Cllr R. Doney
Cllr L. Howe

19/252/C Disclosable Pecuniary Interests

Cllr M. Ellis declared a pecuniary interest in agenda item 22, List of Payments as it included a payment to the Woodmead Halls, of which she was an employee.

19/253/C Dispensations

There were none.

19/254/C To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 23 September 2020

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, the minutes of the extraordinary Full Council meeting held on 23 September 2020 were **ADOPTED**.

19/255/C To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 7 October 2020

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, the minutes of the extraordinary Full Council meeting held on 7 October 2020 were **ADOPTED**.

19/256/C Matters arising from the minutes of the extraordinary Full Council meetings held on 26 August and 7 October 2020

The mayor, Cllr B. Larcombe asked if the bowling club lease had been signed.

The town clerk said the lease had not yet been signed but discussions were about to take place with the club about the practicalities of the lease and the handover of the site. He said officers would make every effort to get it signed before the next meeting.

The mayor, Cllr B. Larcombe asked if any progress had been made on arranging members' IT equipment.

The town clerk said the deputy town clerk was struggling to get a response from DC and this might be an issue to raise with the ward member when he and the mayor next met with him.

19/257/C Planning Committee

Proposed by Cllr G. Turner and seconded by Cllr C. Reynolds, it was **RESOLVED** to receive the minutes of the Planning Committee held on 30 September 2020.

19/258/C Calendar of Meetings

Several members felt normal committee meetings should resume, in addition to Full Council meetings. Cllr M. Ellis suggested accepting the proposed calendar of meetings to allow meetings to continue, but to slot committee meetings into the schedule as and when required.

The town clerk said the meetings needed to be formally scheduled in as it was a requirement for the Full Council to set a calendar of meetings.

It was proposed by Cllr B. Larcombe and seconded by Cllr G. Turner to adopt the proposed calendar of meetings for the remainder of the 2021/21 council year on the basis that when potential dates for future committee meetings have been agreed, the agreed dates may need to be moved.

Cllr J. Broom suggested a friendly amendment to continue with only Full Council meetings until 16 December 2020 and to re-introduce a full committee structure in January 2021.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members **RESOLVED** to continue with only Full Council meetings until 16 December 2020 as per the proposed calendar and to re-introduce a full committee structure in January 2021.

The town clerk said a proposed calendar of meetings from January 2021 until the end of the council year in May 2021 would be brought to the meeting on 18 November 2020.

19/259/C Financial Resilience

The town clerk said DC was not prepared to provide the council with a loan, but officers had had discussions with the Public Works Loan Board (PWLB), which could offer a loan with an interest rate of 2.34%.

The finance manager said this would represent an annual re-payment of £41,000, and the loan offer would remain on the table for one year, to be taken up if or when required. He said the council wouldn't be allowed to re-pay the loan in the first or last year, but PWLB had been silent on penalty clauses as it would depend on the rates at the time and the amount still re-payable.

The finance manager said the quote was based on a loan of £650,000 over 20 years. He said the loan period could be varied if members wished.

The town clerk said officers could obtain further information on loan duration but further details couldn't be obtained on early re-payment penalties because of future variables. As the loan offer would stand for a year, he said if the council got through that year and decided it didn't need the loan, there was no obligation to take it out. However, it provided the council with an assurance that funding was available if needed.

The town clerk said it would be helpful if an in-principle decision could be made at this meeting to allow officers to have more discussions with PWLB.

Cllr M. Ellis asked if the council decided it needed less than £650,000, whether a lower amount could be borrowed.

The finance manager said he could discuss this with PWLB but he assumed some of the quoted figures would change.

Cllr S. Williams believed the council shouldn't be borrowing money but should concentrate on drawing in outstanding debts from boat storage at Monmouth Beach and chalet and caravan site fees.

Cllr M. Ellis said the council should act immediately to buy and then sell two beach huts but she wasn't in favour of selling two of the council's existing beach huts in the future as the rental income would be lost. She said there were also some private beach huts in a poor condition so the council needed to be firm about owners either renewing huts or relinquishing the lease, which would give the council the opportunity to buy and sell huts on those sites.

The town clerk urged members to make a decision on the loan as it was better to be ahead of the curve and not be forced to react because the council had run out of money. He said the interest rate on the current loan from DC was 3% and he asked the council to consider why it would borrow at this rate, when it could borrow at a lower rate of 2.34% from PWLB. He added there was no penalty for early re-payment on the DC loan.

The mayor, Cllr B. Larcombe said members needed to know the month-by-month comparisons between last year and this year to gauge the state of the council's finances.

The town clerk said this was an interesting but skewed comparison because for the same period last year, the council had £650,000 in its reserve for the roof project and it hadn't been impacted by Covid-19. He said the most important factor was the forecast income and expenditure, which provided a year-end figure of £450,000. He added that income reduced in the latter part of the year but expenditure broadly remained the same throughout the year.

Proposed by Cllr M. Ellis and seconded by Cllr J. Broom, members **RESOLVED** to buy two additional beach huts to sell.

It was agreed officers would bring further information about the PWLB loan to the next meeting, as per the discussions at this meeting.

19/260/C Expenses for Homeworking

The mayor, Cllr B. Larcombe said the council should not pay expenses and staff should claim directly from HMRC, given the council's financial position.

Cllr M. Ellis felt the council should pay staff expenses for homeworking as they had been forced to work from home and as utility costs for the office would decrease as a result, it would balance itself out.

Cllr C. Reynolds asked if the council could claim back the expenses from HMRC.

The finance manager said the expenses could not be claimed back as it was classed as a taxable benefit of working from home.

The support services manager said asking employees to claim directly from HMRC put the onus on staff and meant they would have to provide evidence of the costs incurred.

Cllr R. Smith said he understood it was an easy process for employees to be able to claim the expenses directly from HMRC.

Cllr B. Bawden said although the council should support the staff, she believed it also needed to be mindful of how it would look to people in the town if the council paid its staff expenses.

Cllr M. Ellis requested a recorded vote on the following motion:

It was proposed by Cllr M. Ellis and seconded by Cllr D. Sarson to pay employees' expenses to cover the additional costs of homeworking, at a flat rate of £26 a month.

Voted for – Cllr D. Ruffle, Cllr C. Reynolds, Cllr M. Ellis, Cllr K. Ellis, Cllr D. Sarson

Voted against – Cllr S. Williams, Cllr B. Larcombe, Cllr G. Turner, Cllr B. Bawden, Cllr R. Smith, Cllr J. Broom

Abstentions – Cllr G. Stammers

This motion was not carried.

Proposed by Cllr B. Larcombe and seconded by Cllr S. Williams, members **RESOLVED** not to pay employees' expenses to cover the additional costs of homeworking.

19/261/C LymeForward CIC Grant Review

As the council rep on both LymeForward and Lyme Regis Development Trust (LRDT), Cllr B. Bawden said there was confusion about the remit of each of these organisations and this needed to be reviewed.

Cllr B. Bawden also wanted to put on record that she felt LymeForward had done a fantastic job with the foodbank during the Covid-19 pandemic. However, she was concerned the council reps had not been invited to meetings of LymeForward or the Coastal Communities Team (CCT) for some time, which meant the council had had no engagement in the CCT's grant application for a health walk.

The town clerk agreed it wasn't clear what the respective roles of LymeForward and LRDT were and suggested he and the mayor met with the chairmen of both organisations to understand this. Regarding the CCT grant bid, he said it was being driven by LymeForward without the involvement of the council, or indeed any of the representatives from Uplyme and Charmouth Parish Councils who were also members of the CCT.

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, members **RESOLVED** to approve future grant payments to LymeForward CIC, to ask the mayor and town clerk to meet with LymeForward and Lyme Regis Development Trust to determine their respective roles and responsibilities, and to report back to the council.

19/261/C The Hub Grant Review

Proposed by Cllr B. Larcombe and seconded by Cllr R. Smith, members **RESOLVED** to approve future grant payments to The Hub.

19/262/C Axe Valley and West Dorset Ring and Ride Service Ltd Grant Review

Proposed by Cllr S. Williams and seconded by Cllr B. Bawden, members **RESOLVED** to approve future grant payments to Axe Valley and West Dorset Ring and Ride.

19/263/C Tourism Website

Cllr C. Reynolds said as the town council website was still relatively new, the information from the tourism website could be incorporated into it, which would also save the cost of running three different websites. She said there was no reason someone else couldn't take on the tourism website and run it themselves.

The mayor, Cllr B. Larcombe agreed tourism businesses could maintain a website but there didn't seem to be an appetite for this.

In response to a member question, the support services manager confirmed the council owned the domain name lymeregis.org.

Cllr B. Bawden suggested the council take a step back and look at where the gaps were in terms of information provision and then decide how this could be addressed.

Proposed by Cllr J. Broom and seconded by Cllr G. Turner, members **RESOLVED** to close down the tourism website, lymeregis.org, and keep the domain name for future use, if required.

The support services manager asked members to be clear about what they wanted to happen when the website contract ended in February 2021 as there would be no alternative provision of tourism information.

Cllr B. Bawden suggested a meeting of the members of the Tourism, Community and Publicity Committee to discuss the requirements and how they could be met. This was agreed.

19/264/C Land at the Rear of Broad Street Car Park

Proposed by Cllr B. Larcombe and seconded by Cllr C Reynolds, 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.

19/265/C Cart Road

Cllr J. Broom said he understood the conflict between pedestrians and cars on Cart Road but it had always been a road and it was highly valued by disabled people who could park on the seafront and look at the sea.

Several members agreed and said it was a lifeline for disabled people. Cllr C. Reynolds reminded members of their responsibilities under the Equality and Diversity Act 2010 and said it was difficult for disabled people to park elsewhere.

However, several members felt it was dangerous for traffic to be driving and turning on the Cart Road where pedestrians walked, especially due to the requirement to socially distance, which had been made easier without traffic and parked cars.

Cllr B. Bawden felt the Cart Road should be pedestrian-only but to counter this, a request should be made to DC to create more disabled parking spaces in Cobb Gate car park.

Cllr G. Turner asked if it was possible to compromise and have an order which allowed traffic on the Cart Road in the winter but not in the summer.

The mayor, Cllr B. Larcombe said he would support a summer ban as the number of vehicles parking on the Cart Road was greater now than when the order was originally made. He said the council could also consider the number of disabled spaces at Monmouth Beach car park where people could have a view of the sea and Cobb.

The deputy town clerk said most things were possible with a traffic regulation order (TRO); orders could be made restricting different classes of vehicles, on different days, times and months. He said a seasonal restriction was possible but it would be subject to public consultation.

Cllr D. Ruffle asked if it would be possible to have two extra disabled spaces at Cobb Gate car park and for only local people to be able to park on the Cart Road, although it was pointed out this was discriminatory.

Cllr B. Bawden suggested a request was made to DC to use the whole of Cobb Gate car park for disabled parking.

Cllr C. Reynolds requested a recorded vote on the following motion:

Proposed by Cllr J. Broom and seconded by Cllr M. Ellis, members **RESOLVED** not to submit a request to Dorset Council to issue a Traffic Regulation Order to prevent traffic on Cart Road.

Voted for – Cllr S. Williams, Cllr C. Reynolds, Cllr D. Sarson, Cllr M. Ellis, Cllr J. Broom

Voted against – Cllr G. Stammers, Cllr R. Smith, Cllr G. Turner, Cllr B. Bawden

Abstentions – Cllr B. Larcombe, Cllr D. Ruffle

19/266/C Assets and Services

Cllr M. Ellis said the council had previously been in the position of discussing assets and services with DC and if discussions were re-opened, the previous proposal should be put forward. If this was not accepted, the council shouldn't pursue the discussions.

Several members from the previous council administration were skeptical about re-opening discussions as a lot of time and effort had been expended in the past, only for DC's predecessor, West Dorset District Council, to pull out at the last minute.

The town clerk said if this council was to re-present its 2015 proposal, it would have to be modified slightly because things had moved on since then. He said a proposal could be brought to the November meeting for approval, or members could decide not to pursue it.

Cllr B. Bawden felt it was worth at least looking into this further, perhaps via a working group, as the world had changed significantly in the last couple of years and there were now seven new town council members.

Proposed by Cllr C. Reynolds and seconded by Cllr G. Turner, members **RESOLVED** not to enter into discussions with Dorset Council on the transfer of assets and services to the town council.

19/267/C Road Signage in Haye Lane/Roman Road

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members **RESOLVED** to make a request to Dorset Council Highways for more road signage at the junction of Haye Lane and Roman Road to improve pedestrian safety.

19/268/C Eat Festival

The operations manager said the reserve date of 24 April 2021 had now been offered to Yeovil so the only date requested was now 22 May 2021.

Several members were concerned about two major events being held on consecutive weekends. Cllr C. Reynolds asked if another back-up date in the shoulder season could be suggested by the festival organisers.

Cllr M. Ellis said she was aware a request from a local food retailer to operate on the seafront had been refused by officers and asked why this was any different from the food festival.

The town clerk said members had consistently rejected applications from food vans in the past but they could re-visit this position if they wished.

The mayor, Cllr B. Larcombe felt the two could not be compared as one request was for a regular burger van, while this request was for a major food festival.

Cllr J. Broom was concerned about the potential negative impact on local food and drink retailers, especially as they would have just come through a difficult time due to Covid-19. He questioned whether 2021 was the right year to start the event.

Cllr R. Smith said he hoped any festivals would respect the town's plastic-free status. He said he supported the idea of low food miles that promoted local businesses.

Cllr G. Stammers said she liked the idea of a food festival but she wasn't sure if it could happen due to Covid-19 restrictions and agreed 2021 was perhaps too soon.

The mayor, Cllr B. Larcombe said local traders were going through a particularly challenging time and it would make a difference to the council's position if local traders could be part of the event.

Cllr C. Reynolds said it wasn't known if traders wanted to be part of the event and suggested the organisers could do more research with local traders and come back to the council.

It was agreed the organisers would be asked to canvass local traders to determine the level of interest and to suggest an alternative date, to be reported back to a future meeting.

19/269/C List of Payments

Cllr B. Bawden questioned the high level of transaction fees and water charges and asked why there had been photocopying charges as the office was closed.

The finance manager said the council had 19 different accounts with South West Water, all paid by direct debit, and the transaction fees were for receipt of payments across a number of sites. He said the office wasn't closed until late-September so photocopying costs were incurred in August and September, and staff were continuing to go into the office to carry out certain tasks.

The mayor, Cllr B. Larcombe asked how much longer the council was bound to Venn Group for the temporary finance manager post.

The finance manager said the relationship with Venn Group was now finished and there was a clause in the contract that the council would pay 20% of his annual salary as he was taken on as a permanent member of staff.

Cllr G. Stammers said she had raised concerns with officers about the annual lift inspection cost of £1,000 as this was only for the Guildhall lift and seemed excessive.

The operations manager said the council changed supplier last year and the initial contract was £250 plus VAT. He was trying to establish why the cost had increased so much this year, especially as servicing of the seafront lift was no longer required.

Cllr G. Turner was concerned about payments made to the roof contractor due to the large puddles on the surface.

Cllr J. Broom was concerned about the high level of professional fees and also asked why the council was paying employees' Unison contributions.

The finance manager said the contributions were taken out of employees' salaries and then paid to Unison on their behalf, so it had to be included on the list as a payment made.

Cllr S. Williams was concerned there was a lack of control over which employees were buying equipment from Travis Perkins.

The mayor, Cllr B. Larcombe asked for more definition on the list of payments so members knew what they were signing off, including whether the payments were weekly, monthly, quarterly or annual.

The town clerk said officers could include as much detail as members wished but it was likely to cost in officer time.

Proposed by Cllr S. Williams and seconded by Cllr C. Reynolds, members **RESOLVED** to approve the schedule of payments for August and September 2020 for the sums of £247,608.57 and £142,166.32.

Cllr M. Ellis left the meeting at 10.14pm.

19/270/C Debtors' Report

Proposed by Cllr B. Larcombe and seconded by Cllr C Reynolds, 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.

19/271/C Exempt Business

a) Land at the Rear of Broad Street Car Park

Proposed by Cllr J. Broom and seconded by Cllr G. Turner, members **RESOLVED** to no longer pursue a leasehold interest in a section of land that joins Broad Street car park to the Town Mill site.

b) Debtors' Report

The town clerk said officers were meeting every two weeks to review the actions they intended to take to pursue debts. He said he wanted to lay it out properly before the council with timescales for recovering debts.

The town clerk said he wanted to formalise the council's approach with a proper debt management policy that would hold officers and members to account about how debts would be pursued. He said he intended to present the policy to a meeting this calendar year.

The meeting closed at 10.27pm.

DRAFT

Committee: Full Council

Date: 18 November 2020

Title: Matters arising from the minutes of the extraordinary Full Council meeting held on 21 October 2020

Purpose of the Report

To inform members of matters arising from the minutes of the Full Council meeting on 21 October 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

19/256/C – Matters arising from the minutes of the extraordinary Full Council meetings held on 26 August and 7 October 2020

The draft lease was returned by the council's solicitor Kitson and Trotman on 2 November 2020, which included the minor amendments discussed at the Full Council meeting on 26 August 2020. Officers are reviewing the latest draft and will endeavour to get the lease signed and sealed by the end of November.

19/259/C – Financial Resilience

Two beach huts have been ordered from Poultons, the company which has supplied the new pitched roof beach huts. A delivery date has not yet been confirmed.

Officers are progressing the marketing of the huts via local estate agents.

19/261/C – LymeForward CIC Grant Review

Officers are trying to finalise a date for the town clerk and mayor to meet with Lyme Regis Development Trust and LymeForward to determine their respective roles.

19/263/C – Tourism Website

A meeting of the members of the Tourism, Community and Publicity Committee took place on 10 November 2020. Discussion centred around the completion of the Discover Lyme Regis website and map, with a deadline before Christmas, and how the council will continue to provide visitor information as part of a wider marketing strategy.

A number of actions were agreed for officers to pursue and a further meeting will be held to provide a progress report. When any formal decisions are required, a report will be brought to the council for decision.

19/264/C Land at the Rear of Broad Street Car Park

On 31 October, the council's solicitor Kitson and Trotman informed Dorset Council's legal team that this council would not be renewing the lease for the section of land which joins Broad Street car park to the Town Mill site.

19/265/C – Cart Road

On 3 November, Dorset Council was informed of this council's decision not to request a traffic regulation order to prevent traffic on Cart Road. On 9 November 2020, the road was re-opened to traffic and the temporary disabled parking spaces in Cobb Gate car park were reinstated as normal parking spaces.

19/266/C – Assets and Services

On 22 October 2020, Dorset Council's cabinet member for customer services and communities was informed of this council's decision not to enter into discussions on the transfer of assets and services from Dorset Council to the town council.

19/267/C – Road Signage in Haye Lane/Roman Road

On 22 October 2020, a request was made to Dorset Council for more road signage at the junction of Haye Lane and Roman Road to improve pedestrian safety. No indication has been given about the timescales or the likelihood of the request being granted.

19/269/C – List of Payments

The contract with Allianz for the annual inspection of the lift is an annual contract and it is now too late to re-negotiate the price. However, this will be closely reviewed when the contract is next due for renewal.

19/270/C – Debtors' Report

A debt management policy will be presented to the Full Council meeting on 16 December 2020.

John Wright
Town clerk
October 2020

Committee: Full Council

Date: 18 November 2020

Title: Update Report

Purpose of the Report

To inform members about progress on significant works and issues

Report

Barclays Bank Mobile Banking Van

The council has given permission for the mobile banking van to operate in Woodmead Halls, but since permission has been given, Barclays Bank has indicated it is now looking to spend just one day in Lyme Regis.

Permission has been given for the van to be sited at Woodmead car park on 3 December 2020, Covid-19 restrictions permitting.

Slopes Farm

The operations manager has obtained quotes for bins at both entrances to the Woodland Trust land at Slopes Farm. The cost is £251.46 + VAT per bin.

However, attempts to contact the Woodland Trust to obtain consent to install the bins have so far been unsuccessful.

If or when permission is obtained, this matter will be brought back to the council to seek members' approval for the expenditure.

South Avenue residents' parking

The public consultation on a proposed residents' parking scheme in South Avenue has ended and Dorset Council did not receive any objections.

A provisional date of 8 January 2021 has been set for the traffic regulation order to go 'live', which will include the installation of signs and road markings.

AGENDA ITEM 10

The virtual meeting of the planning committee scheduled to take place on 28 October 2020 did not occur because of IT failure.

The deputy town clerk subsequently canvassed the views of committee members by email and recommendations were sent to Dorset Council using the chairman's delegated powers.

Members of the committee unanimously recommended that each of the following applications be approved because there were no material reasons why they should not be.

- 1) **WD/D/20/001210 FULL** (Received 30 September 2020) Hickman - Erect glazed infill extension to existing veranda – Flat 4, Gatesfield, Sidmouth Road, Lyme Regis, DT7 3EQ
- 2) **WD/D/20/001211 LISTED BUILDING CONSENT** (Received 30 September 2020) Hickman - Erect glazed infill extension to existing veranda – Flat 4, Gatesfield, Sidmouth Road, Lyme Regis, DT7 3EQ
- 3) **WD/D/20/002025 FULL** (Received 11 October 2020) Bramston – Replacement of fencing (retrospective) and erect shed – 14 Pound Street, Lyme Regis, DT7 3HZ
- 4) **WD/D/20/002071 FULL** (Received 30 September 2020) McInnes – Loft Conversion – 1 Kerrsbrook, Gardens, Pound Road, Lyme Regis, DT7 3JL
- 5) **WD/D/20/0012172 FULL** (Received 9 October 2020) Dean – Use of Freehold land for parking 2 private vehicles – Land at, East Cliff, Lyme Regis

LYME REGIS TOWN COUNCIL

HEALTH AND SAFETY COMMITTEE

MINUTES OF THE MEETING HELD ON THURSDAY 13 AUGUST 2020
AT 7PM VIA ZOOM VIDEOCONFERENCE

Present:

Chairman: Cllr J Broom

Members: Cllr S. Williams, Cllr G. Stammers, town clerk and staff member Mr A. Jefferies.

Officers: Mr M. Adamson-Drage (operations manager), Mrs E. Pawsey (senior administrative assistant)

Apologies

Town Clerk and Mrs E. Pawsey

To confirm the accuracy of the minutes of the Health and Safety Committee meeting held on 30 January 2020

Cllr G. Stammers commented that her name was spelled incorrectly.

Action: Operations Manager

Proposed by Cllr G. Stammers, seconded by Alan Jefferies, the minutes of the meeting held on 30 January 2020 were **ADOPTED**.

Matters Arising

The operations manager reported advice was sought on the frequency of legionella testing. The legionella risk assessment consultant confirmed that some of the worst cases of legionella infection had been traced to hose pipes. Draining in the winter may be an option but he recommended continual weekly tests through the winter as the ideal.

The operations manager informed members that Hi Vis clothing distribution for staff had not been completed due to his furlough and the COVID19 pandemic.

Action: Operations Manager

The operations manager informed members that the Heras fence clip that had fallen from the roof during the roof works above SWIM restaurant and bar was investigated through the contractors accident reporting chain and that this committee should note that action. The new glass railings now present on the roof will help to mitigate further incidents of this kind.

The operations manager informed members that the PPE signing spreadsheet was now being updated more regularly and that the outstanding re-inductions in the office were complete.

Item 1. Accidents, Injuries and Near Misses

The operations manager informed members all accident books had been checked and there had been five minor accidents reported since January, all five involving outside staff. Each accident report was read out.

Cllr J. Broom suggested that the staff fill in the accident book more completely to give a fuller picture of accidents as it was hard to assess what remedial measures might be required without full information. The accident involving a twisted knee in the gardens should be investigated further as it involved some time-off for the staff member.

Action: Operations Manager

The accident involving poisonous sap in a gardeners eye was discussed. Protective glasses are available for staff if they should choose to wear them but the committee decided not to implement an eye protection procedure for pruning such plants at this stage. The committee was unsure how many such plants existed on the councils estate and how frequently pruning activity occurs. Cllr J. Broom suggested measures could include drawing up a list of poisonous plants and implementing an eye protection safe system of work. The gardeners would be informed of the discussion and as this situation had not occurred before no mitigation measures would be put in place at this time.

Action: Operations Manager

Item 2. Fire Safety Records/Playgrounds/Automated External Defibrillator (AED)

The operations manager informed members all weekly and monthly checks have been recorded and are up to date save during some of the external staff furlough period due to the COVID19 pandemic.

Item 3. Operations Manager Monthly Inspections and Regular Inspections

The operations manager informed members that monthly inspections ceased between March to June inclusively due to the furlough of the Operations Manager and the COVID19 pandemic. He then read out the actions sent to managers by email. This included remedial actions taken due to inappropriate fuel storage during his furlough and actions to bring the staff back up to date with annual health surveillance questionnaires and toolbox talks. Servicing of boilers and air conditioning units had also been missed and appointments would be made. There was one COSHH risk assessment outstanding for Katoun Gold, the replacement product for Roundup weedkiller.

Action: Operations Manager

The office upgrade to the fire alarm system, heating system, lack of plug sockets and draughty windows were discussed. These had been on hold until the Guildhall Cottage was refurbished. These would be addressed once a council decision was made on the future of Guildhall Cottage.

Action: Town Clerk

Item 4. H&S Policy Statement of intent targets

The operations manager reminded members that the auditor had said the H&S policy statement of intent should be reviewed at every Health and Safety meeting.

The operations manager read the list from the policy and highlighted, areas where we have fallen short since the last committee meeting, as follows;

Target 1: We are doing our best to meet the commitment to achieve zero accidents. All accidents reported were minor. The twisted knee accident would be investigated further.

Action: Operations Manager

Target 3: This quarterly committee has not met for 7 months due to the COVID19 pandemic. Loss of safety management system oversight for this period was noted by the committee.

Target 15: The H&S Policy was due for review in May 2020 and was overdue due to this committee not meeting. Actioned at this committee.

Item 5. H&S Policy Annual Review

The operations manager informed members that the H&S Policy was due for review in May 2020 and was overdue due to this committee not meeting.

The policy was reviewed with only minor amendments required. Cllr J. Broom suggested there should be something in the policy about COVID19 or pandemics in general. The operations manager said this would be more at home in the emergency plan but agreed to draft something for inclusion in the H&S policy.

Action: Operations Manager

Item 6. Training

The operations manager gave an update on training that had been completed since the last meeting and upcoming training. These courses included brushcutter & strimmer training, chainsaw refresher training, environment training and a re-start of the series of the weekly toolbox talks. Hedgetrimmer training would be investigated going forward subject to funds. The six-monthly office fire drill was due next week.

Item 7. Safety Management System

The committee noted that the safety management system oversight had been compromised due to this committee not meeting for 7 months and the operations manager being furloughed from March to June due to the COVID19 pandemic.

Item 8. Actions pertaining to COVID19

The operations manager reported that the Works Supervisor, who worked through the furlough period, had kept on top of his and the teams H&S inspections throughout the period. He had also been instrumental in bringing the external work team back to work safely by conducting risk assessments and deciding on safe single spaces for each of the staff to work from – amongst other tasks. The committee agreed he should be commended for his efforts.

On the operations manager's return from furlough he conducted a risk assessment for returning the office staff to work and the Support Services Manager conducted a risk assessment for weddings in the Guildhall.

Perspex was purchased for the public facing counter in the office and the amenities hut and measures were put in place to restrict the office to one member of public at a time. Also a daily cleaning regime of touchpoints was implemented.

Next meeting date

It was decided the next meeting would take place on Thursday 29 October 2020 socially spaced in the Guildhall at 2pm.

The meeting ended at 8pm.

LYME REGIS TOWN COUNCIL

HEALTH AND SAFETY COMMITTEE

MINUTES OF THE MEETING HELD ON THURSDAY 29 OCTOBER 2020
AT 2PM IN THE GUILDHALL

Present:

Chairman: Cllr J Broom

Members: Cllr G. Stammers, Mr A. Jefferies (staff member), Mr K. Knight (prospective staff member).

Officers: Mr M. Adamson-Drage (operations manager).

Apologies Cllr S. Williams, Town Clerk and Mrs E. Pawsey

To confirm the accuracy of the minutes of the Health and Safety Committee meeting held on 13 August 2020

Proposed by Cllr G. Stammers, seconded by Alan Jefferies, the minutes of the meeting held on 13 August 2020 were **ADOPTED**.

Matters Arising

The chairman wished for a recommendation from this committee that the gardeners wear goggles if pruning poisonous plants, but that if gardeners so wish, they could do so without goggles after conducting a dynamic risk assessment.

Action: Operations Manager

Item 1. Accidents, Injuries and Near Misses

The operations manager informed members all accident books had been checked and there had been three minor accidents reported since the last meeting, all three involving outside staff. None required any time off work. Each accident report was read out.

1. Slip: Pain in leg and back from slipping on tiered gardens bed.
2. Trip: Over dust sheet and minor cuts to leg from items on the floor.
3. Hand Injury: Minor puncture wound to hand from unseen screw in ceiling beam.

Different work boots and gloves were discussed. It was agreed that there was little the committee could do to avoid minor accidents of this nature going forward but that the Operations Manager re-iterate to staff that they should take care at work.

Action: Operations Manager

The roof glass incident was discussed. The chairman asked if anyone had replied to the letter from Mrs Pask.

Action: Town Clerk

The chairman asked for the specification to be brought before the committee, both in respect of the glass and the making good of the ground at the back of the roof.

Action: Operations Manager

The mowing risk assessment was discussed and found to be adequate. No mowing was to be conducted until the outcome of the investigation.

Glass safety film was discussed for glass over entrances to buildings below.

No conclusions were drawn and as the investigation was ongoing no decisions on remedial actions were made by the committee. This would be discussed at the next meeting with more information.

Action: Chairman

Item 2. Fire Safety Records/Playgrounds/Automated External Defibrillator (AED)

The operations manager informed members all weekly and monthly checks had been recorded and were up to date. The AED inspection sheets were not available at the meeting and would be checked by the Operations Manager.

Action: Operations Manager

The downstairs area of the office had recently been fire risk assessed and fire extinguishers supplied. The operations manager had also received a quote for work to install a new fire panel and smoke detectors. Other quotes were being sought and work would get underway as soon as possible.

Action: Operations Manager

Item 3. Operations Manager Monthly Inspections and Regular Inspections

The operations manager showed the committee the monthly inspection sheet and went through the maintenance inspection spreadsheet.

Item 4. H&S Policy Statement of intent targets

The operations manager read the list of 15 targets from the policy and highlighted areas where we have fallen short since the last committee meeting, as follows;

Target 1: We are doing our best to meet the commitment to achieve zero accidents. All accidents reported were minor.

Item 5. Training

The operations manager gave an update on training. None, other than toolbox talks, had been completed since the last meeting but several training events were due within the next six months to maintain currency for staff. These included: Working at Height, Playground Inspection Course, Face Fit Tester, Abrasive Wheels and DSE. A six-monthly Fire Drill was overdue, but staff were now working from home.

Item 6. Asbestos Management – Cadet Hut / Office Downstairs

The operations manager reported that asbestos had recently been removed from the downstairs office adjoining cupboard roof and that this was reflected in the council's asbestos register. This moves the council in the right direction in the removal of asbestos across the council's estate as per the asbestos management plan.

The cadet hut asbestos roof was discussed. The roof has been leaking in several places and staff were concerned that asbestos fibres were being brought into the building via the water leaks. The committee agreed that fixing the roof would not be possible as any contractor would most likely want to replace the whole roof which would not be cost effective on a subsidising building. Cordoning off areas of the building would not be effective due to the position of the leaks. The committee discussed alternative accommodation for the outside team equipment. Without the 'harbourmasters store', the chairman and the committee agreed that shipping containers on the gravel area of Woodmead car park would be a preferred temporary solution. A decision on a permanent solution to house the outside team and the future of the cadet hut would have to be made at Full Council.

Action: Town Clerk

Item 7. Beach Huts – COVID cleaning / Anti-viral fogging

The operations manager reported that a complaint had been received about cleaning of the beach huts during the pandemic. In usual times the council does not normally clean the huts and relies on customers to clean out their hut before leaving. At the outset of the pandemic the council had the huts anti-viral fogged and external touch points and combination locks were to be cleaned weekly between hirers.

The committee discussed a more rigorous cleaning regime during the pandemic to include internal surfaces but concluded that this would be time consuming for staff and would be too expensive to externally contract. Anti-viral fogging machine costs were discussed, and the committee found it would be more cost effective to purchase one and the required chemicals than to contract out.

The operations manager reported that depending on the anti-viral product used, it would need to be left undisturbed for up to 4 hours. This may present some management difficulty in gaining access to huts for that length of time, but over time, and with some cooperation from hirers all huts should all be able to be fogged again within a reasonable timescale.

The committee discussed some sort of visual reference, such as a sticker, to let hirers know that the hut had been fogged. The operations manager reported that it was difficult to put a timescale on the lasting effects of the anti-viral chemical product but that it was expected to last for some weeks.

The committee recommended that the operations manager purchase a fogging machine and the required chemicals and undertake the fogging as soon as possible.

Action: Operations Manager

Next meeting date

It was decided the next meeting would take place on Thursday 4 February 2021 socially spaced in the Guildhall at 2pm.

The meeting ended at 3:50pm.

DRAFT

Committee: Full Council

Date: 18 November 2020

Title: Calendar of Meetings

Purpose

To allow members to approve the calendar of meetings for January to May 2021

Recommendation

Members approve the calendar of meetings for January to May 2021

Background

1. Standing order 2.j.xxi requires the council to ‘determine the time and place of ordinary meetings of the council up to and including the next annual meeting of the council’.
2. Due to Covid-19 and the temporary suspension of council meetings, a calendar of meetings was not set for the 2020/21 council year so a report was brought to the last Full Council meeting on 21 October 2018 to resolve this.
3. At that meeting, it was resolved ‘to continue with only Full Council meetings until 16 December 2020 as per the proposed calendar and to re-introduce a full committee structure in January 2021’.

Report

4. The proposed calendar of meetings from January 2021 until the annual meeting in May 2021 is:

Tuesday 19 January 2021	Planning Committee
Wednesday 20 January 2021	Full Council
Wednesday 27 January 2021	Human Resources
Wednesday 3 February 2021	Town Management and Highways Committee
Tuesday 16 February 2021	Planning Committee
Wednesday 10 February 2021	Tourism, Community and Publicity Committee
Wednesday 17 February 2021	Strategy and Finance Committee
Wednesday 3 March 2021	Full Council
Tuesday 16 March 2021	Planning Committee
Wednesday 10 March 2021	Human Resources Committee
Wednesday 17 March 2021	Town Management and Highways Committee
Wednesday 24 March 2021	Tourism, Community and Publicity Committee
Wednesday 31 March 2021	Strategy and Finance Committee
Tuesday 13 April 2021	Planning Committee
Wednesday 14 April 2021	Full Council
Wednesday 21 April 2021	Human Resources Committee
<i>Friday 23 April 2021</i>	<i>Meeting of Electors, Woodmead Halls, 7pm</i>
Wednesday 28 April 2021	Town Management and Highways Committee
Tuesday 11 May 2021	Planning Committee
Wednesday 5 May 2021	Tourism, Community and Publicity Committee

Wednesday 12 May 2021	Strategy and Finance Committee
Wednesday 26 May 2021	Annual meeting

Adrienne Mullins
Support services manager
October 2020

Committee: Full Council

Date: 18 November 2020

Title: Financial Resilience

Purpose of Report

To allow members to consider the council's year-end financial position and approve entering into a deferred loan agreement with the Public Works Loan Board for a sum of £650,000

Recommendation

Members consider the council's year-end financial position and approve entering into a deferred loan agreement with the Public Works Loan Board for a sum of £650,000

Background

1. On 23 September 2020, the council considered a report on financial resilience. The report stressed the importance of strengthening the council's reserve in response to the risks posed by Covid-19.
2. The report identified the need to increase the council's reserve; officers recommended a reserve of £800,000¹ by 31 March 2021 and a reserve of £1,600,000 by 31 March 2022. The report identified measures the council could take to achieve these targets. Financial resilience was further discussed by the Full Council on 21 October 2020.
3. An integral part of the council's approach to improving financial resilience is its ability to access loan finance.
4. At the meeting on 21 October 2020, it was agreed 'officers would bring further information about the PWLB loan to the next meeting.'

Report

5. This report updates members on the council's latest year-end forecast and discussions with the PWLB, only.
6. Other measures to improve the council's financial position which were discussed on 23 September and 21 October 2020 and are still under consideration will be considered as part of the council's 2021-22 budget report on 25 November 2020.

¹ £800,000 represents the council's substantive policy position on the level of reserve it should hold. This is equivalent to 50% of the council's current annual budget. The council's policy position was temporarily suspended for the duration of the current five-year financial plan.

Financial forecast

7. Officers' latest reserve forecast for 31 March 2020 is c.£500,000. The increase is mainly due to higher than budgeted car parking income for October and unbudgeted repayment of an aged debt, **appendix 13A**.
8. Members are asked to note that with the extension of the Job Retention Scheme until 31 March 2021, the Job Retention Bonus of £1,000 per employee furloughed but remaining in post at 31 January 2021 has been withdrawn. HMRC have not released any guidance as to whether this will be re-introduced. The loss to the town council is £17k.

The PWLB Loan

9. On 21 October 2020, the finance manager was asked to approach the Public Works Loan Board (PWLB) to further clarify loan conditions.
10. The PWLB subsequently confirmed the interest rate for a loan of £650,000 over 20 years would be 2.35%; an annual repayment of £40,920. For comparison, the interest rate for a loan of £650,000 over 10 years would be 2.02%; an annual repayment of £72,112.
11. The PWLB reviews its interest rates twice a day and the interest rates stated in this report are a guide, only.
12. The PWLB re-confirmed the council can apply for a loan now and that loan would be available to draw down for up to one year.
13. The council could decide to borrow less at the point of confirming the loan, but the costs would change. Any final loan agreement would be with the approval of the council.
14. Early loan repayment is based on a formula which includes the interest rate applied to the agreement; the PWLB has re-confirmed early repayment details cannot be supplied ahead of a loan being taken out.

Mark Russell
Finance manager
November 2020

Cash Flow	2020	08-Nov				
		22000	30000	26000	22000	48000
		80%	80%	80%	80%	80%
	Opening Balance	November	December	January	February	March
Lloyds 1	11,011.99	11,000.00				
Lloyds 2	590,271.73	745,595.72				
Natwest 1	1,000.00	1,000.00				
Natwest 2	175,178.09	71,360.63				
Natwest 3	288,387.79	188,464.84				
Santander	161,464.77	1,747.92				
		1,019,169.11	-	-	-	-
Incoming						
Precept						
Car Parking (est)		- 8,107.88	24,000.00	20,800.00	17,600.00	38,400.00
Car Parking (Actual)		25707.88				
Parking Fines		380.1				
Chalets & Caravans		- 6,201.60	22,714.00	22,714.00	22,714.00	22714.00
Chalets & Caravans (Actual)		11,982.53				
Rents		8,046.79	13,333.00	13,333.00	13,333.00	13,333.00
Rents (Actual)		2,290.00				
Amenities		- 1,893.00	1,500.00	750.00	2,250.00	3,000.00
Amenities (Actual)		2,643.00				
Beach Huts		1339.47				
s106						
Community Grant						
Other		1425.66				
		37,612.95	61,547.00	57,597.00	55,897.00	77,447.00
Outgoing						
Salaries		37,000.00	37,000.00	37,000.00	37,000.00	37,000.00
Pension		12,500.00	12,500.00	12,500.00	12,500.00	12,500.00
PAYE		11,800.00	11,800.00	11,800.00	11,800.00	11,800.00
Furlough			- 1,073.00			
VAT		76,244.28			30,000.00	
Term Grants		12,300.00		13,250.00		
Community Grant		20,000.00				
Roof Works						
Roof Works not Paid						
Office Works & Bus & POD Point		18,500.00				
DD/DEB		7,500.00	7,500.00	7,500.00	7,500.00	7,500.00
Rates		8,334.00	8,334.00	8,334.00	8,334.00	8,334.00
Supplier (Estimate)			50,000.00	50,000.00	50,000.00	50,000.00
Supplier (Actual)		49,383.30				
Other		1,301.40				
		254,862.98	126,061.00	140,384.00	157,134.00	127,134.00
		801,919.08	737,405.08	654,618.08	553,381.08	503,694.08
Reserve		OK	OK	OK	OK	OK
	% of Opening	65%	60%	53%	45%	41%

Committee: Full Council

Date: 18 November 2020

Title: Member IT and Support

Purpose

To consider a proposal from Dorset Council to provide member IT, training and support

Recommendation

Members approve the offer from Dorset Council of IT, training and IT support for members at a maximum annual cost of up to £11,200, subject to any negotiated amendments to the precise specification of equipment

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.
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 team was asked to price for the provision of 14 'laptops' for use by members, together with technical support, user licences, etc. The suggested specification included a minimum 13" screen to allow 25 users on one screen of a 'Zoom' type meeting, together with Windows 365, InTune encrypted access, PDF reader and Google Chrome web browser (Zoom seems to work best when operated in conjunction with Chrome). In line with the agreed move towards a 'paperless' organisation, printers have not been included in the requested price.
4. The request also included measures to support the re-instatement of consistent @lymregistowncouncil.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 was not felt that sufficient capacity existed within the office team to provide detailed and technical member support on IT matters. It also made more sense for the provider of the equipment and systems to deliver this support via their specialist and dedicated team.

Report

6. A proposal has now been received from Dorset Council and this is attached as **appendix 14A**.
7. The annual cost is £11,200 based on the quoted equipment, training and support. This is broadly in line with the cost for the staff IT and support and is considered to offer good value for money.
8. It does however include the option of a 15" laptop. If this option were to be chosen then the officer view is that separate and larger screens, keyboards, etc would not be required and this would reduce the quoted price. Discussions about the price of variant options are continuing and will be reported verbally to the meeting if available.
9. Members are requested to consider the quoted proposal from Dorset Council and agree the provision of member IT, training and support up to a maximum cost of £11,200 p.a.
10. No budget currently exists for this provision, but it has been incorporated into the 2021/22 budget going forwards.

Mark Green
Deputy town clerk
November 2020

Quoted Specification from Dorset Council for member IT, Training and Support

I will keep this brief but feel free to seek clarity on anything related to the offering which effectively matches the Dorset Council Members provision at the moment.

- New Dell 13" touchscreen laptop (spec can be provided if required). 15" but not touchscreen is also available if preferred. Devices will be fixed or replaced whenever there is an issue. In the current climate we can arrange for delivery via courier to a Members home if necessary or delivery to the Town Council offices if hardware is the issue. As restrictions relax we become more flexible in our approach to replacing kit and will work as quickly as we can to minimise downtime for the Members
- Large Dell 23" monitor for home office setup (not brand new but from our existing stock) along with keyboard etc
- Laptops are managed by Intune. Allows for remote monitoring by ICT, automatic delivery of updates etc and secures the device from unwanted threats or activity
- 365 licences including MS Teams for hosting Video Conferencing etc. A 365 licence coupled with MFA (Multi Factor Authentication) means the Members can access all of their Council work from their own device if necessary
- Telephony if required also available via Teams (allocated personal number for each Member)
- Configured with @lymerregistowncouncil.gov.uk email account
- 1st line servicedesk support (Mon-Thu 08:00-17:30 and Fri 08:00-16:00)
- 2nd line support for remote support and site visits where appropriate
- Out Of Hours Support on a best endeavours basis available evenings and weekends
- ICT Training resource available to initially help with the onboarding of Members to the new setup and then support to ensure they are using their devices and software effectively
- Access to PurplePhish Cyber Security training
- The devices would be configured as COPE (Corporately Owned but Privately Enabled). This means that, within reason, the Members will be allowed to install software of their choosing on their devices such as Google Chrome and printer drivers. Support to do this will always be available but it does allow some to self service their own needs

The cost of the above would be £799.32 per user per year. We have stock of the 13" laptops so could start a deployment quickly if needed

Committee: Full Council

Date: 18 November 2020

Title: Covid-19 Restrictions – Lockdown 2

Purpose

To allow members to endorse the actions taken regarding council services and facilities during the national lockdown

Recommendation

Members endorse the actions taken regarding council services and facilities during the national lockdown

Background

1. On 31 October 2020, the government announced new national restrictions would take effect in England from 5 November 2020. The key message was that everyone must stay at home, with a limited set of exemptions including for work or education, for outdoor recreation and exercise, for medical reasons, to shop for essentials, and to provide care to others.

Report

2. An emergency briefing session for members was held on 3 November 2020 to discuss the impact the restrictions would have on the council's services and facilities.
3. The Full Council is now asked to endorse the actions from that meeting.

The decisions

4. Town council car parks (Monmouth Beach, Cabanya and Woodmead) are staying open as travel is permitted for specific reasons, including spending time or exercising outdoors.
5. Public toilets at Marine Parade and Anning Road playing field are staying open, but with measures continuing to be in place to ensure social distancing.
6. Cart Road beach huts can continue to be hired out by people living in the 'local area' but refunds will be provided on request if people are no longer able to visit Lyme Regis.
7. The government has said overnight stays and holidays away from primary residences are not permitted, and this applies to the chalet and caravan park.
8. The amenities' area is closed as the government has ordered certain businesses to close, including outdoor sports' facilities.
9. Weddings and civil partnership ceremonies are not allowed to take place at the Guildhall.
10. Up to 30 people may attend a funeral at Lyme Regis Cemetery and the cemetery chapel is available for a very small number of people.

11. Anning Road and Henry's Way play areas are open as the government has said physical activity can continue in outdoor playgrounds.
12. The number 71 town bus service is continuing to operate.
13. All non-essential retail bookings in the market and performance areas have been cancelled and the Langmoor and Lister Rooms remain closed.
14. The beaches, seafront gardens and allotments remain open as the government has said activity and exercise can continue in certain outdoor public spaces.

Skatepark

15. During the member discussion, it was agreed the skatepark could remain open as it was deemed to qualify as an outdoor public space for physical activity.
16. However, since then, discussions have taken place with the police, who have recommended the closure of the skatepark. Officers also became aware of advice from Skateboard England, which said all indoor and outdoor skateparks would need to close in line with the restrictions.
17. As such, the skatepark was closed on 12 November 2020 and will remain closed for the lockdown period.

Adrienne Mullins
Support services manager
November 2020

Committee: Full Council

Date: 18 November 2020

Title: Emergency Procedure Review

Purpose

To allow members to review the Emergency Procedure

Recommendation

Members agree the revised Emergency Procedure

Report

1. The Emergency Procedure is reviewed annually.
2. The changes this year include updating contact details for the deputy mayor, inclusion of the Community Support Group and the Food Bank, and the support services manager has been added to the main emergency points of contact list.
3. The revised procedure is at **appendix 16A**.

Matt Adamson-Drage
Operations manager
November 2020

Committee: Full Council

Date: 18 November 2020

Title: Christmas and New Year Working Arrangements

Purpose of Report

To allow members to consider Christmas and New Year working arrangements, including: the allocation of statutory leave, the award of discretionary leave, cover arrangements and remuneration

Recommendation

Members consider and instruct the town clerk on service closure over the Christmas and New Year period; the taking of statutory leave and the allocation of discretionary leave to employees during this period; the level of cover provided by the external works' team; and the level of pay and time-off-in-lieu paid to those who work over the Christmas and New Year period

Background

1. Council employees have two statutory days' leave each year: statutory days are part of annual leave entitlement, when they are taken is a matter for the council to decide.
2. Historically, the council has granted staff between one and a half and three and a half days' discretionary leave over the Christmas and New Year period.
3. Last year, the council resolved 'to apply 3.5 days of discretionary leave from midday to 5pm on Tuesday 24 December, on Friday 27 December 2019, Thursday 2 January and Friday 3 January 2020; apply statutory leave on Monday 30 December and Tuesday 31 December 2019; agree members of the external works' team provide a full day's cover every day, except Christmas Day; and for members of the external works' team who provide cover to be paid overtime and time-off-in-lieu for the day worked.'

Service closure and statutory and discretionary leave

4. If members apply 1.5 days' discretionary leave over the Christmas and New Year period, the council's services would cease at 12noon on Thursday 24 December 2020 and re-commence at 9am on Monday 4 January 2021. Discretionary leave could be applied from 12noon to 5pm on Thursday 24 December and Tuesday 29 December; statutory days would be applied on Wednesday 30 December and Thursday 31 December 2020.
5. Alternatively, members could grant a greater or lesser amount of discretionary leave which would inform service closure and re-commencement over the Christmas and New Year period.

External works' team and payment

6. The external works' team receive the same statutory leave and discretionary days as the office team.
7. During the Christmas and New Year closure, a member of the external works' team provides a full day's cover every day, except Christmas Day.
8. Historically, members of the external works' team who work over the Christmas and New Year period have been paid overtime and receive time-off-in-lieu for the day worked. This arrangement has proved successful.
9. If the council retains this arrangement, in mid-December 2020 the operations manager will write to members to inform them of the external works' team's Christmas and New Year rota. The operations manager will also inform members about the working arrangements for Dorset Waste Partnership and Dorset Council's toilet cleaning contract.
10. In the event of an emergency, the town clerk, deputy town clerk and operations manager can be contacted during the Christmas and New Year period.

John Wright
Town clerk
November 2020

Committee: Full Council

Date: 18 November 2020

Title: Wedding Stewards – Rate of Pay

Purpose of Report

To allow members to consider the wedding stewards' rate of pay

Recommendation

Members approve a pay increase for the wedding stewards

Background

1. Six wedding stewards were first recruited in August 2012 to supervise civil ceremonies in the Guildhall and the Langmoor Room. We currently have five wedding stewards and ceremonies now only take place in the Guildhall.
2. In 2012, a fixed rate of £20 was set for two hours of. This was reviewed by the Human Resources Committee on 18 June 2016, when it was agreed a job description and person specification should be created for the role before the rate of pay could be considered.
3. At the Human Resources Committee meeting on 20 July 2016, it was recommended and subsequently resolved by Full Council on 21 September 2016 to agree a job description and person specification for the role and the introduction of a zero hours' contract.
4. It was also resolved to approve a pay increase from £20 to £20.77 per ceremony. The rationale behind this increase was other council employees had received inflationary pay increases between 2012 and 2016 with an accumulated total of 3.85%; this percentage was therefore applied to the £20 rate.
5. The stewards are employees of the council and are paid through normal payroll and are therefore subject to tax and National Insurance.

Report

6. As the rate of pay has not been reviewed since 2016, it would seem reasonable to review it at this point.
7. A request has also been made by one of the stewards for the council to review the rate, especially in view of their increased duties due to Covid-19. For example, the stewards must sanitise all touch points before and after ceremonies, encourage wedding parties to sanitise their hands and scan the NHS test and trace app, and ensure there are safe distances around the registrars. The steward has suggested a rate of £25 per ceremony.

8. Members could agree to this request or suggest an alternative rate. If we were to follow the same rationale as in 2016, an accumulated inflationary increase of 7.75% would apply since 2016. This would bring the rate up to £22.43.

Adrienne Mullins
Support services manager
November 2020

Committee: Full Council

Date: 18 November 2020

Title: Eat Festival

Purpose

To allow members to consider the proposal to hold the Eat Festival

Recommendation

Members consider the request to hold the Eat Festival

Report

1. The council has been approached by the organisers of the Eat Festival to hold an event on Lyme Regis seafront in 2021. This event will be similar in scale to Food Rocks and comprises local food and beverage businesses from the area. More information can be found at <https://www.eatfestivals.org/>
2. Eat Festival is an award-winning, locally-focused event that usually operates in the Somerset area and has recently run in Wellington, Taunton, Weston-super-Mare, Clevedon, Yeovil, Honiton, Burnham-on-Sea, Nailsea, Castle Cary, Portishead and Minehead.
3. The operations manager met with Eat Festival representatives on 14 October on the seafront and discussed, where it might be possible to place stalls and, the logistics of events in Lyme Regis with regards to waste and traffic movements.
4. On 21 October 2020, the council considered a request from Eat Festival to hold an event in Lyme Regis. At that meeting, it was agreed the 'organisers would be asked to canvass local traders to determine the level of interest and suggest an alternative date, and to report back to a future meeting.'
5. Their revised preferred date would be 24th April 2021. Depending on the success of the event they would like to return annually and could even feasibly come twice a year at the beginning and end of the season.
6. Appendices to this report include a new proposal including results of a survey with local traders and local residents, **appendix 21A**, a festival visitors charter, **appendix 21B**, a sustainability statement, **appendix 21C**, and an updated COVID operating model, **appendix 21D**.

Matt Adamson-Drage
Operations manager
November 2020

eat:Festivals Proposal



We produce busy one-day locally focused food & drink festivals in the heart of your town



Introduction

Thank you for allowing us to address you at full council last month and the subsequent debate during the agenda.

We took on board your feedback and solicited further views on our proposal from local business owners, retailers and hospitality businesses in the centre of town. We hadn't done this before the meeting as we didn't want to tell people about something before seeking the council's approval.

Due to current Covid-19 restrictions we circulated surveys electronically and undertook a visit to businesses just before the second lockdown.

We will address the queries and points raised at the meeting, adding in survey feedback and then present the findings of the survey and a summary of our proposal

Points and Queries Raised at the Meeting

1. *Use of entertainers to optimise flow*

Our entertainers, especially our music, is the background or soundtrack to the market - they are not the star, that is always the food and drink producers. We position entertainers to draw people through site and remain aware of the impact of noise levels on visitors and local business.

2. *Managing visitor numbers – Covid-19 mitigations*

We have run 6 events between the 2020 lockdowns, each with the full approval of our Director of Public Health and local authorities. Our current Covid Response Plan with mitigating actions is on our website and supplied with this proposal. We would not propose fencing off the area or having a ticketed event because we aim for inclusivity and access for all. (We have attached our Visitor Charter for your reference). Whether or not Covid-19 restrictions are still in place, we would need to assess the safe procedure of the event by working with your Safety Advisory Group representatives.

3. *Considering any events in 2021 & supporting local businesses*

We are pragmatic optimists. We also know that the lead time for delivering a successful event needs to start now. Our governing body (NAMBA) and the government have been clear throughout the pandemic that the safe reopening of towns can be enabled by the encouragement of well-run markets such as ours. Shopping outdoors poses less risk of transmission than shopping in an enclosed environment.

Residents and visitors are nervous, we respect and appreciate this, and we want to be a part of the work to show that, when it is safe to do so, Lyme Regis is open for business and welcoming people back. This 2nd lockdown has devastated the 'golden quarter' of pre-Christmas sales revenue for many retailers who do not sell online. We will work with businesses to help them take advantage of a public event early in the season.

4. *Other date options - using the shoulders of the season - being close in the calendar to Jazz Jurassica*

We agree that having events outside of the main tourist holiday season makes sense.

We have limited availability in the spring and wouldn't feel comfortable moving to September onwards due to a potential clash with Food Rocks.

We didn't see a problem being the week before the Jazz event and did reach out to offer to help Julie. In light of your concerns, and conversations with Lyme businesses about the dynamic of the tourist season, we would like to propose an alternative date; 24 April 2021.

5. *Locality of producers/traders*

We book producers from within a target area of 30 miles of the host town. One of the reasons we have approached you is because we have received multiple applications from Dorset & Devon producers based further than 30 miles of our current host towns. We want them to have a trading opportunity and for them to find new regular customers and stockists close to their base. We sometimes have producers from outside of this target area when there is an exceptional or hard to find product.

We prioritise those closest to the host town, book 5* FSA rated producers and celebrate primary producers.

There was much debate about engagement with local businesses. It is a goal for us that the local bricks and mortar businesses benefit from the footfall we attract into town. We want the visitors to see the great range of shops and businesses (not just food and drink) in Lyme Regis and to visit them on the day or vow to return another day.

We asked Tourists and Visitors this through a survey on social media:

96% said that they would visit a local business if they came to a local food and drink market in Lyme Regis

We could do this by inviting those businesses to trade with us, but we'd suggest it is better for them to work to get visitors across their threshold than set up a stall for the day. We are happy to create and distribute trails, publish business listings etc. And remain open to all ideas. The current Lyme Regis shoppers map is well regarded by retailers, though may be due a revamp by spring 2021.

There are a few businesses who are also experienced with outside event catering which might like to also have a pitch at the other end of town for the day. [Red Panda, the Galley, Whole Hog etc.]

We asked business this in an electronic survey and face to face:

In the electronic survey only 3 of the 11 business owners responding said they would like to trade at the event.

7 would like a shoppers guide distributing.

Only 1 was interested in a trail.

Face-to-face there was far more interest in getting businesses they work with in their supply chain to trade at the event and they want to help us achieve this

6. *Inclusive and attracting different types of visitors*

Our events are designed for everyone - we are not a "foodie" event; we want people to find something tasty, affordable and interesting.

We are visitors to Lyme Regis, but we only discovered it 18 months ago - there is always someone who hasn't been to Lyme Regis and we want to curate, market and run an event that brings in fresh visitors, but doesn't exclude those who know and love you already.

7. Sustainability

We are 100% single use plastic free - but sustainability goes a lot further than our packaging and waste and you can read more about our 2021 aims and objectives in our Sustainability Policy (supplied).

Electronic survey feedback

1. Overview

77 people responded to an electronic survey

The respondents were:

- Residents 46.75%
- Local Business owner 7.79%
- Work in a local business 1.3%
- Resident & owner 6.49%
- Resident & work in local business 6.49%
- Visitor 20.78%
- Other 10.39%

2. Initial view

Of these 84.41% were positive or very positive about the possibility of this event. 9.09% were neutral

3. Business owners:

11 business owners took part

We asked local business owners to tell how we could help them maximise the opportunity of the event footfall.

- 7 would like a 'shoppers guide' publication distributing
- 5 would like an opportunity to trade
- 3 would like it held somewhere else*
- 3 would like it on a Saturday
- 4 would like it on a Sunday
- 7 would like to see a coordinated trail that brought visitors through the town

* We explored this in the face to face meetings and we have expanded the area we want to use to include the open space around the Marine Theatre to bring the event closer to Broad Street

We then asked the local business owners which of the following they wanted to do:

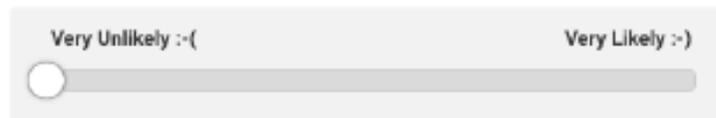
- 7 wanted to be listed in a guide distributed at the event
- 0 said they would like to trade at the event, and this would be their first-time trading
- 3 said they would like to trade at the event, and they had done events before
- 8 said they couldn't see how this event would benefit them
- 1 would like to take part in a trail

4. We asked questions about how people typically find out about local events, what they feel is important when visiting a market and how they would choose to travel to an event

5. Likelihood of visiting

We concluded by asking people how likely they were to attend the event and on a scale of “Very Unlikely to Very Likely” the average was three quarters of a way along the scale.

How likely are you to attend this event?



6. We offered a prize draw as an optional incentive for completing the survey, 45 took part.

Face to Face feedback

We have visited businesses previously to inquire about events and the food scene in Lyme. We visited the town on Tuesday 3 November specifically to discuss our intentions, having already issued our survey on social media and released our proposal to you.

We attempted to see all businesses along Marine Parade, Cart Road and Broad Street. We also visited businesses in Town Mill. It was not possible to visit all, though we have had subsequent telephone conversations with several who were not available on the day. Not all businesses were open or staffed by someone who could/would give opinions on the proposals.

At this point, the news of the 2nd lockdown had just been announced and several businesses were preparing to close.

Feedback of note:

- Business see the advantage of having their suppliers trade at the event, who can then signpost consumers on to those stockists. They want to help us achieve this and have been very helpful so far.
- Businesses would like to keep in the loop about the event. There is currently no organisation representing retail or hospitality businesses, which could help disseminate information and promotional opportunities. Facebook has been reasonably effective so far. We have collected emails where appropriate.
- Non-food retailers were generally supportive of an event and would be happy to promote it with poster display or flyers.
- There have been quite a few new food businesses developed in 2020.
- The increase in takeaway trading over 2020 created some interesting new business opportunities. We could pick them up to promote them through the event. [We have preferential terms to support new traders.]
- Previous events have varied greatly in their impact on town businesses. Some have 'not affected' trade or 'taken trade away for the day'. Most have not made businesses aware of how they could take part. Some businesses 'always do well' when there is an event on, because of their position or nature of their business.
- We asked about how the location of events affects businesses. There was a prevalent perception that events always take place on the front. It's good for the town but difficult for these businesses to feel involved. With this in mind, we would like to animate the Cob Gate area. This may be with non-food and community pitches only, so as not to directly compete with the food businesses in Broad St, Church St & the Town Mill area. We are discussing this possibility with a number of groups.

- There are several community initiatives that have made significant impact during 2020, and we'd like to offer opportunity to these, and those that particularly need promotion at this time.
- Our Queue Jump offer to local business staff was well received, so that they could enjoy some different food that day.
- The 2nd lockdown would severely damage takings in the pre-Christmas 'golden quarter'. There was uncertainty about the Christmas lights switch on, which is usually good for retailers and hospitality, but traditionally takes place in November.
- Retailers could not name a local trade body to represent them or share information. We understand this is an ever-evolving situation, and that several people have volunteered a great deal of time to this in the past.

Proposal

We are interested in working with you to bring a community food festival to Lyme Regis. Our aims are to benefit local businesses, families, primary food & drink producers from within 30 miles, and Lyme Regis community groups by hosting a free, fun and active day of celebration.

We specialize in one-day, town centre local food & drink festivals, representing the whole community. Our producer selection will celebrate Dorset's high-quality local food and drink producers. We'd deliver a "turnkey" solution yet working collaboratively to showcase Lyme Regis as a significant regional centre.

Who are we?

We are Bev & Sarah Milner Simonds, multi award-winning event organisers who are on a mission to celebrate the fantastic food & drink produced here in the South West.

We run a not-for-profit social enterprise that aims to reconnect people to the productive countryside that surrounds them. We have been doing this since 2012 by steadily establishing a number of high-quality local food & drink festivals.

Our 2020 plans were put on pause when lockdown happened, but since early August we have delivered 6 successful and covid secure events in Somerset with the full support of the local authorities.

Each festival is very much of the place we are hosted by. We work with community groups and native businesses to showcase the town and promote local food & drink producers from the surrounding countryside. Pre-Covid we would offer free talks, competitions, cooking classes, craft or immersive theatre as well as the produce market. Since Covid we have been stripping our offering back to a marvellous open-air farmers' market with very carefully planned and monitored entertainment.

The events are a busy, entertaining, inclusive day out with high production and sustainability values. We invariably receive positive feedback from stallholders and participating native businesses. We attract excellent footfall.

Our proposal is as follows:

In 2021, we will create a new festival in Lyme Regis. This would be our first event in Lyme Regis and so we'd want the scale to be right – we will deliver key elements proficiently and

collaboratively. We will look to build on this in subsequent years, with increasing financial sustainability, if this festival is positively received.

- Undertake all event management activities to ensure a successful safe delivery of eat:Lyme Regis 2021 including event management, staffing, licensing, marketing and promotion.
- We will attract food & drink producers local to Lyme Regis, promoting the best of Dorset's produce.
- Undertake active consultation with native businesses, community groups and residents to determine the right scale and layout of the festival.
- Promote the event effectively throughout the region.
- Provide entertainment and activities free of charge to visitors, if permitted, and maintain high standards of inclusion and accessibility.
- Propose a delivery method that minimizes Town and District council officer and member time. Remain in close contact with stakeholders.

In detail we will:

1. Book, vet and manage local producers selling artisan produce like bread, preserves, cheeses, pies, sauces, fresh meat, wine, bottled spirits etc. as well as an exciting range of street food with flavours from around the world using local ingredients. The producers we select will be of excellent quality, many selling award-winning produce. We will prioritise those from Dorset. We will ensure that suitable TENS licenses are in place, liaising with Licensing and checking relevant safety certification.

2. Plan a suitable and safe layout: Our initial proposal is to use
- the area around the Performance Area & Market Areas
 - Marine Parade and Cart Road
 - If possible, the Rooftop
 - And the open space around the Marine Theatre

We are including the area around the Marine Theatre, Guncliff Walk etc, after our consultation with local businesses and to provide a focal point of the event closer to Broad Street businesses.

This is subject to consultation with businesses and relevant departments and agencies. This enables us to utilize the areas designed for events, minimise the disruption for native businesses and ensure footfall flow is maintained.

3. Book activity workshops, cook school and educational elements depending on budget, availability of suitable space and covid restrictions. In order to optimize pedestrian flow, we will have background music from our own DJ and street entertainers positioned strategically throughout the festival footprint.

4. Create as inclusive an event as possible, with plenty of opportunities for local groups and representative bodies to engage with visitors. Level access will be maintained wherever possible and layout will be designed with mobility needs a priority. We will bring additional seating to ensure maximum dwell time and comfortable places for visitors of all generations to meet.

5. Promote the event with adverts in the traditional press, social media, flyer & poster distribution and extensive regional PR. We will commission and manage roadside banners in suitable high-volume traffic areas around Lyme Regis.

6. Undertake thorough post-festival 360 evaluation, reporting to stakeholders.
7. Ensure our engagement with the local businesses seeks to find a way to include them in the event. We typically book around 50 - 75 food and drink producers (+/- 85% ambient: +/-15% street food)
8. At time of writing (10 November) the 24 April 2021 is still available

Bev & Sarah Milner Simonds
hello@eatfestivals.org
www.eatfestivals.org

Festival Visitor's Charter



During your visit to an eat:festival we promise to:

Provide a good quality experience to you, regardless of how much money you are planning to spend. The festival is more than just a shopping opportunity; there will be things to learn, to taste, to have a go at and plenty of chances for all the family to take part.

Be responsive to your needs and those of your family and guests. All our venues are wheelchair & mobility scooter accessible. There are children's activities. Dogs are very welcome! There are water bowls around the festival site. There are stewards available to help throughout the day.

Ensure all areas are welcoming, safe and clean. There are First Aid points in all venues. Many of our activities take place indoors. Public toilets & seating areas are well signposted. All of our food & drink producers have been checked for Environmental Health registration & regulatory compliance.

Reduce the impact we have on the environment & encourage our visitors to do the same. We recycle all waste where possible & traders take their waste home with them for recycling. All packaging of food & drink-to-go is biodegradable as this works best with the town's waste management. We help visitors walk to the festival rather than drive by holding it in the town centre. We work with public transport services to cut down car miles. We reward the visitors who travel by bike.

Support the local community. We do this by hiring community venues, involving local groups, providing training & experience to volunteers. We involve students from local colleges, schools & nurseries. We invite local buskers. We bring thousands of visitors into the town centre to introduce them to the vibrant independent retail & culture in the festival town.

Involve local businesses. We encourage local businesses to take part in several ways. Our generous sponsors and partners enable us to offer more variety to a wider audience and receive positive exposure in return. We always use local suppliers where possible. We offer low cost stalls to local producers & bursaries to new traders.

Care about health. We do not believe in unhealthy food! Food is fuel. A healthy attitude towards how to eat and the knowledge to make the best food choices for ourselves are at the heart of the festival. We do education work between festivals. There are chances to learn about fitness, losing weight, gaining weight, growing your own food, volunteering, exercise and preparing all manner of fabulous dishes. Food should be fun too.

Committee: Full Council

Date: 18 November 2020

Title: Kitchen Garden

Purpose

To allow members to consider a proposal from the operations supervisor to include a kitchen garden area in Langmoor Gardens

Recommendation

Members consider the proposal to include a kitchen garden area in Langmoor Gardens

Report

1. In support of the environmental objectives of the council and the refurbishment of the public gardens, the operations supervisor is proposing that one of the flower beds in Langmoor Gardens is given over to supervised kitchen garden growing.
2. Langmoor and Lister Gardens cover over 25 different flower beds and maintaining this properly with a small team is a challenge. One of the ways to reduce the gardening burden may be allowing a bed to be cultivated by a community group such as Lyme Garden Growers.
3. The proposal includes specially selected planting such as raspberry canes, strawberries and scented herbs, among other plants. It is intended to be a well-managed area where plants and crops are specially selected to enhance the visual spectacle of the gardens while meeting environmental requirements to encourage insects and provide food for Lyme Regis residents. All planting decisions would be at the discretion of the operations supervisor in discussion with the council gardeners and the community group cultivating the bed.
4. No specific bed has been selected for this project at this stage.
5. The costs of plants/seeds/compost, etc can be provided from the existing gardening budget.

Matt Adamson-Drage
Operations manager
November 2020

Committee: Full Council

Date: 18 November 2020

Title: Consultation on Dorset Council's Climate Emergency and Action Plan

Purpose of Report

To allow members to formulate a council response to Dorset Council's Climate Emergency and Action Plan

Recommendation

Members undertake a town council response to Dorset Council's Climate Emergency and Action Plan

Background

1. Dorset Council's Climate Emergency and Action Plan is open to public consultation from 29 October to 6 December 2020². The plan can be viewed at <https://www.dorsetcouncil.gov.uk/emergencies-severe-weather/climate-and-ecological-emergency.aspx>
2. The plan was circulated to members through briefing on Friday 30 October and individual responses can be submitted to Dorset Council; the consultation exercise has also been publicised on the town council's website and social media accounts.
3. I believe there should be a town council response to this consultation exercise and there are a few themes I believe we should emphasise:
 - everything should centre on the **co-benefits** of climate and environmental measures i.e. the health and well-being of people; cleaner air; better homes; cleaner, more effective transport etc
 - partnership working is vital - working closely with town and parish councils, the NHS, transport providers and, above all, consulting with communities about their priorities
 - borrow to invest - SALIX for example, is lending cheaply for clean energy schemes. Investing in revenue earning projects and in skills for a green economy accelerates action, creates markets and supports the Build Back Better agenda the Prime Minister has promoted
 - procurement policies need explicitly to focus on net zero goals while supporting, where possible, local businesses
 - planning legislation does not currently enable the government to achieve their target of net zero by 2050 in the Climate Change Act. We should join others to ask Dorset Council to ask the government to change planning regulations to encourage and support low carbon homes, sustainable transport and community-led resilience.

² There are conflicting end dates published by Dorset Council; another date of 9 December 2020 is in the public domain.

4. Attached for information, **appendix 23A**, is a one-page document from Professor Michael Dower, co-founder of Dorset Climate Action Network, summarising the consultation for Dorset Council's public consultation on the Climate and Ecological Emergency.
5. LRTC broadly welcomes the Climate and Ecological emergency plan and looks forward to working with Dorset Council to help deliver projects which benefit the health and well-being of our residents as well as the sustainability and resilience of our communities and our natural environment for current and future generations.

Cllr Belinda Bawden
November 2020

Dorset Climate Action Network

Summary of Dorset Council's Climate & Ecological Emergency Strategy and Action Plan

To provoke discussion at DorsetCAN's Open Meeting on 19th November

On 29th October, Dorset Council published a draft Climate & Ecological Emergency Strategy, which states how it proposes to pursue its Declaration of Emergency of May 2019. Its overall aim is to achieve net zero carbon emissions in its own activity by 2040, and in all activities within the county by 2050 (the Government's target date for the whole country). All Dorset residents are now invited to comment on the draft Strategy before 6 December. We encourage you to respond. You can find the document and the questionnaire at www.dorsetcouncil.gov.uk/climate-survey.

The Strategy sets out the framework for action to become a carbon neutral County. It is structured under key areas of action - Buildings, Natural Assets, Water, Economy, Renewable Energy, Food & Drink, Transport, Waste and 'Making it Happen'. These headings are then reflected in a detailed Action Plan, as a menu for action by the Council and by organisations and citizens throughout the County.

The Action Plan lists 187 actions. 100 of these may be achievable through 'business as usual' : the others may involve extra spending of £127 million over the next 20 years. This extra spending will start in 2021/22 with capital spending on electric vehicles and generating renewable energy.

The Council will act in three main ways to drive forward action within the County :

- direct action to reduce its own carbon footprint from use of energy and water on its buildings and land, staff travel, waste etc.
- indirect action to ensure that its key services - planning, housing, economic development, waste, transport etc – are delivered in a carbon-saving way
- work in partnership with towns, parishes, organisations and communities across the County to pursue programmes and projects which will create fundamental change.

It will push the Government for clear policy and the funding needed for transition to a zero carbon future. It will seek win-win linkage between climate-related action, enriching natural systems, strengthening the local economy and addressing social issues, such as fuel poverty, health and mental wellbeing, air quality and healthy diets. It will monitor and report each year on progress in action and in achieving the targets to reduce carbon emissions.

Dorset CAN will prepare a collective response to the Strategy, drawing on the views of all present at the 19 November gathering. A first draft of our response will be discussed at the members' meeting on 25 November. After a further round of consultations with members in early December, it will be finalised, submitted and publicised on 8 December.

We expect to examine particularly the following points :

- Are the target dates for zero carbon – 2040 for the Council's own activity, 2050 for the whole County – ambitious enough, in view of the growing evidence that the climate is changing very fast and causing grave social, economic and environmental damage ?
- Can we point to ways by which decarbonisation can be speeded up ?
- Can we, in the Climate Action Network, make a dynamic contribution to the process of cutting carbon emissions, enriching wildlife habitats, contributing to social justice ?
- Can we, indeed, be an active partner – as well (where necessary) a critic – of Dorset Council in this vital campaign to save the natural systems and populations of the world ?

We encourage members to take interest in the Strategy, because the proposals may increasingly affect all our lives. Moreover, we can all contribute to the fight to slow down global warming, reduce the adverse impacts of climate change, stop pollution and protect wildlife. We look forward to your comments at the meeting on 19 November.

Committee: Full Council

Date: 18 November 2020

Title: Twinning Request

Purpose of Report

To allow councillors to consider a request from a member of the public to twin Lyme Regis with Gibraltar

Recommendation

Councillors consider a request from a member of the public to twin Lyme Regis with Gibraltar

Background

1. Lyme Regis has twinning arrangements with St George's, Bermuda and Jamestown, and the Normandy coastal town of Barfleur.
2. Twinning arrangements are managed through independent organisations; the council's input is civic, only.
3. In the past, the council has allocated grant funding to twinning organisations.

Report

4. Attached, **appendix 24A**, is a letter from a Lyme Regis resident, Nigel Marsh, requesting Lyme Regis twins with Gibraltar.
5. The management of twinning arrangements is not a council function and the council's role would be civic, only.

John Wright
Town clerk
November 2020

For the attention of the Clerk: John Wright
Lyme Regis Town Council
Guildhall Cottage
Church Street
Lyme Regis
Dorset DT7 3BS

Copied to Cllr Brian Larcombe MBE, Mayor of Lyme Regis

10 November 2020

Dear Mr Wright,

Re: The possibility of a twinning between Lyme Regis and Gibraltar

I understand that my suggestion for the above is to be considered by the Town Council later this month. The Mayor has asked that I write to you by way of introducing the proposal.

Lyme Regis has been twinned with Bermuda for some years now, but sadly the distance between the two locations and rising costs are proving too much for many local people to take an active part in visits to the island.

I understand that a week's stay in Bermuda amounts to approximately £2,000 once the return flight, lodging and daily expenses are included. By contrast, a week in Gibraltar could be arranged for less than half this amount with the cost of living being cheaper, as well as the far less expensive flights and accommodation.

Direct flights to Gibraltar are available from Bristol. Flights take just 2 hours 40 mins rather than approximately 8 hours to Bermuda so it also makes shorter (and cheaper) visits of just a day or two possible. Transfers around Gibraltar are easy and reasonably priced. In addition, given its location, visitors can easily take advantage of trips to nearby Spain and North Africa too if desired.

Like our own town, the British Territory of Gibraltar has a fascinating history and some spectacular reasons to visit. It offers a range of activities and interests for all ages and budgets, including various festivals and events, places of military history interest (including many miles of tunnels), caves, museum, cable car to the top of the Rock, beaches and other more usual tourist facilities, such as a range of restaurants - and pubs!

Like Lyme Regis, Gibraltar is steeped in history, both as an important port and as a battleground, including playing a vital role throughout the Second World War. Like Lyme, it is a popular destination for tourists and its iconic Rock acts as a marker for the territory in the same way that the Cobb does for Lyme. Like our area, it has been designated as a UNESCO World Heritage Destination.

Gibraltarian residents are fiercely loyal to the Queen as was shown some years ago when they voted about 99% to remain British. 'British we are and British we stay' as my Gibraltarian friend would say.

The Rock offers a unique chance to experience a flavour of Britishness in the Mediterranean.

In addition to the twinning, I believe there is an opportunity to consider an association between the senior school in Gibraltar - which has some 600 pupils - and our counterpart at Woodroffe. I am certain that students from the two schools would find ways to benefit from a relationship - for example through exchanges, sporting events, etc - and form valuable bonds that could last many years.

Gibraltar is a special place - I've been visiting for some 60 years! I am certain that a twinning of Lyme with Gibraltar and the forming of an association between the two senior schools would present some exciting opportunities, and, importantly, make these opportunities more accessible to more people.

I have sent to the Mayor a copy of the latest Visit Gibraltar brochure and include below some extracts from that. The Visit Gibraltar website is www.visitgibraltar.gi.

I also include an image of a recent Sunday Times article about Gibraltar that I believe may be helpful to inform the Council discussion. You may also find it useful to obtain a Gibraltar guide book, such as the booklet/DVD called A Guided Tour of Gibraltar by TJ Finlayson.

I hope this letter provides the information required in advance of the Council discussion and thank you for looking into this suggestion.

Yours sincerely,

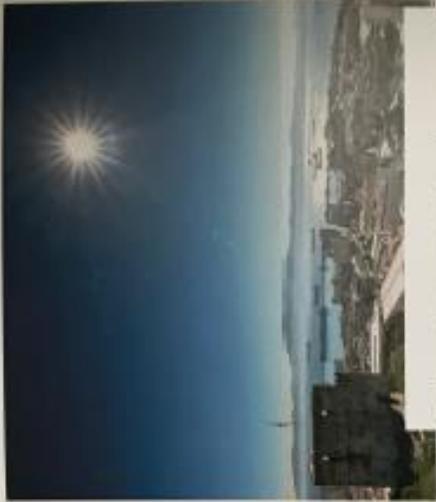
[signed]

Nigel Marsh

Extracts follow:

A - Extracts from Visit Gibraltar brochure x 5

B - Escape to the Rock article from Sunday Times, 25 October 2020 - (also available online here: <https://www.thetimes.co.uk/article/escape-to-the-rock-how-gibraltar-is-savouring-its-time-in-the-sun-bl2km6wck>)



For those who enjoy contact with nature, there are several newly refurbished trails available on the Upper Rock. In addition to the historic Gibraltar Botanic Gardens with its very own wildlife park of exotic species.

A safe and compact destination, Gibraltar is the ideal location for families. Its open spaces include the Cosmothewall Park in the heart of the city and the King's Bastion Leisure Centre which is ideal for children with its cinema, sunbating area, amusement arcade and bowling alleys. With Morocco and Spain in close proximity, two and three centre holidays are possible.



Visit Gibraltar



GIBRALTAR FOR ALL AGES

Gibraltar is a full-on break where destinations fit into an outstanding travel product, offering value for money and a package that combines heritage, entertainment, history, a vibrant nightlife and an exceptional cultural blend. Gibraltar offers an unrivalled range of hotels and services tailored to meet the needs of all types of travellers, with a commitment to make you want to repeat the experience.

A range of exciting world class attractions such as the award-winning performing arts centre of St Nicholas' Caves and beautiful nature trails, are the backdrop to what will guarantee a memorable experience and a holiday of a lifetime. In what is fast becoming the preferred short break destination of the modern Millennial.



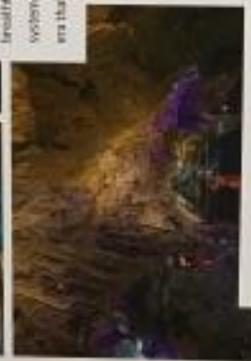
GIBRALTAR'S LEADING ATTRACTIONS

Gibraltar offers much to see and do. The impregnable fortifications which surround the Rock are testimony to a turbulent past of sieges and military conquest.



ST MICHAEL'S CAVE

St Michael's Cave is a world class visitor attraction, a fascinating limestone cathedral cave, at the entrance of a system of prehistoric caverns, dating back to the Neolithic era that have given rise to myth and folklore.



THE GREAT SIEGE TUNNELS

The Great Siege Tunnels were manually dug out by a detachment of British military artificers with pickaxes, crowbars and gunpowder during the momentous events of The Great Siege of 1779-1783.



THE WORLD WAR TWO TUNNELS

With the entry of Italy into the War, and a powerful Germany dominating Europe, the strategic importance of Gibraltar grew. The problem of storage was urgent and what space became even more valuable stores, food and equipment had to be built up and protected, and siege accommodation was required for the troops. A tunnel system would meet these needs, and would give full protection from the then known types of air attack, as well as from sea and land bombardment.

At the start of the war the civilian population was evacuated and the garrison was greatly increased by 20th November new trenches were excavated to obtain accommodation for the expanded garrison and to store huge quantities of food, equipment and ammunition. The tunnelling was carried out by four specialised tunnelling companies from the Royal Engineers and the Canadian Army.



THE GIBRALTAR NATURE RESERVE, UPPER ROCK

The Gibraltar Nature Reserve, Upper Rock, a protected environment covering much of the Rock's surface, has become the jewel in the crown of visitor attractions. A vast, ecological treasure of native vegetation, flora and fauna with historic areas, heritage sites, beautiful landscapes and design trails.



WINDSOR BRIDGE

Another of Gibraltar's newest tourist attractions is definitely not for the faint-hearted, but those who want an adrenalin rush can visit the new suspension bridge at Royal Anglian Way. This spectacular feat of engineering is 71 metres in length, across a 50-metre-deep gorge affording visitors magnificent views of across the strait, bay and city.



UNESCO WORLD HERITAGE SITE VIEWING PLATFORM

The Gorham's Cave Complex World Heritage Site is of major significance in understanding the global story of human evolution and adaptation, and Gorham's and Vanguard Caves have been archaeologically excavated over the past 26 years, where an international multidisciplinary research project has revealed the vital importance of the site in our understanding of critical junctures in human evolution and of the Neanderthals in particular. The caves themselves are subject to an annual quota of visitors because of their archaeological sensitivity and this facility provides spectacular views and interpretation of the site without risk of causing damage to the fragile archaeology.

The Viewing Platform is within the World Heritage Site and provides the perfect vantage point from which to view the Neanderthal Caves. It has a series of interpretation panels which tell not just the story of the UNESCO World Heritage Sites of Thecaera and Vauca, and also unique views of the entire World Heritage Site which extends to the highest point of the Rock at Gibraltar's Battery, 426m, 1400 feet above sea level, including Mediterranean Steps.



UNESCO WORLD HERITAGE SITE

GORHAM'S CAVE COMPLEX, WORLD HERITAGE SITE

The World Heritage Site known as the Gorham's Cave Complex is on the east side of the Rock of Gibraltar, and rises from sea level where several caves including Gorham's and Vanguard are located, to the highest point of the Rock, 426 metres above the sea at the top of the Mediterranean Steps. The site covers 3% of Gibraltar's land area and together with the Gibraltar Nature Reserve which acts as its buffer zone, this equates to over 40% of the territory of Gibraltar.

Gibraltar is renowned for its contribution to science in the 18th and 19th centuries, and the first complete Neanderthal skull was found and presented to the Gibraltar Scientific Society by Lieutenant Edmund Flint of the Royal Artillery in 1848, eight years before the discovery of a cave in the Neander Valley near Düsseldorf, Germany in 1856. A second skull, known as the Devil's Tower Child, was found in Gibraltar in 1926.

Neanderthals are humans who lived in Europe, SW and Central Asia between 400,000 and 32,000 years ago, and Gibraltar was home to them, until their disappearance some 32,000 years ago. They are our closest extinct human relative, and many people living in Europe today have, on average, up to 2.5% Neanderthal DNA.



GORHAM'S CAVE COMPLEX



GORHAM'S CAVE COMPLEX



GIBRALTAR'S LEISURE ACTIVITIES

Gibraltar provides a wealth of outdoor activities for people of all ages. Birdwatching, diving, water sports, nature trails and sailing are all popular pastimes.

For those who enjoy contact with nature, the Gibraltar Nature Reserve, Upper Rock, is an ideal location. The Gibraltar Botanic Gardens with its extraordinary display of trees and flower beds, together with the Alameda Whistler Conservation Park with its collection of unusual and exotic animal species, are other wonderful examples of the natural world.



For birdwatching enthusiasts, Gibraltar lies at the heart of migration routes between Europe and Africa, with an unprecedented number of species of birds to view. www.gibraltar.org

Gibraltar has quality yachting marinas and rowing clubs which cater for those open air pursuits. There are also several restaurants along schools which organise safe dives around the rock's underwater landscapes and artificial reefs which are rich in marine stocks, aimed at the experienced diver and the first-time novice.



© GIBRALTAR TOURISM BOARD

© GIBRALTAR TOURISM BOARD

GIBRALTAR'S CULTURE AND EVENTS

A unique combination of history and heritage has left its signature on the Rock through the centuries. Gibraltar is a melting pot of cultures, a cosmopolitan mix.

Events such as the prestigious Gibrecor Gibraltar International Literary Festival, which attracts renowned British authors and famous celebrities, have been relatively successful and the festival has become a major highlight of Gibraltar's cultural and social calendar.

The Gibraltar International Chess Festival has been another success story, becoming one of the most important open chess tournaments in the world.

The MTV Gibraltar Calling Music Festival and Gibraltar Jazz Festival are events that have put this magnificent destination on the global map of cultural events, and strengthened the Rock's reputation as a leading player in top quality events.



Photo Credit: Shutterstock



Photo Credit: Shutterstock



Photo Credit: Shutterstock



28 October 25, 2020 The Sunday Times

Travel Gibraltar

Britain's Med outpost is one of the few places we can still visit. But it's far from a last resort, finds *Duncan Craig*



Think back to that holiday wish list you mentally drew up in those giddy carefree days of January. Now run your finger down it. You're looking for Gibraltar. Found it yet?

At the turn of the year this diminutive British overseas territory would have struggled to make many Britons' top 100 destinations – more a diplomacy-seeking ministry of the news pages than a bucket list get-away. Yet here we are, at the back end of 2020, staring at a departure board with just a handful of options on it. The holiday tale has grown out, leaving only a few once-hidden rocks to explore. And one Rock.

Gibraltar has proved one of the most robust of the fifty quarantine-free air bridges. The territory has treated Covid-19 like it has many a hostile army over the centuries: closing ranks, digging in, drawing on its resourcefulness. Vigorous testing, no A&A-assess-at-steps-of-working. Not a single death. So, accessible and safe, sure, but desirable?

Three masked hours after take-off and we're barking mad over a plummeting Med and descending into Gibraltar International Airport. The locals are waiting – lined up behind a barrier, leech-crowding style, in cars and on mopeds. This is Winston Churchill Avenue, the main thoroughfare, when you're in an area of just 2.6 square miles with a colossal limestone monolith in your centre. I suppose sharing is a given.

That rock is quite something: 1,398ft at its highest point, pockmarked by caves and gun installations. Accessed by 14 miles of tunnels. Six steep steps on one side; seven on the other.

"Gib", locals will tell you with a fond shake of the head, is like nowhere else. And yet there are parallels wherever you go.

From the hiking trails that cling to the spine of the rock, with glimpses of beach far below on one side and a densely packed city the other, there are echoes of Hong Kong. Which is the Barbary macaques sent and sent over the arriving cable-car passengers nearby and you could perhaps be in Table Mountain.

The rainbow-coloured beachfront houses and fishing boats on Catalan

Bay feel almost Liguria, while further round the coast you can loom through turn-of-bored-deep-into-the-rock-and-pretend-you're-in-Rio. And Main Street? With red postboxes, Primark, Matalan and even (oddly) Mothercare, it could out-Britain any provincial high street in the UK. Yet a block away, beneath the pastel-pink facade of the Gibraltar Parliament, the flagstones are warm, the café conversations animated and the vibe almost Mediterranean.

The one constant is the military history. When I last visited in the early 2000s, forces activity made up roughly two-thirds of the economy. Today it's about a tenth, but deindustrialisation has done little to erode the richest of martial legacies.

Everywhere are bunkers, barbettes, pillboxes. Take your eye off your path and you might trip over a cannon from the Crimean War. The next moment you're strolling past the natural harbour into which ~~was~~ dumped after Trafalgar. Gib uses the history lightly, though. Information boards are pitiful rather than gushing, as is the military way, and plenty remains unmarked.

"It's a funny old place. There's so much here you it's not served up on a plate like Disneyland. You have to work to find it."

This is Brian Callaghan, 60, hotelier, born vibrant, north of 80 and sharp as a tack. Frustrated by the traditional off-season lull, Brian founded an annual chess event at his refined east coast hotel, the Caleta. It has grown to become one of the world's premier open tournaments, certainly the most fun, with prize money of close to €250,000. "We like to get things done over here," he tells me as we track 100 sea bream loin prepared by his chef, Javier Villero, in the hotel's ornate **NISSIN RESTAURANT**.

Brian sets the tone for my stay: Gib is a destination you measure not in sights but in characters. There's Gail, a former Miss Gibraltar in 2005 – the joyous year when the freemover with Spain fully reopened after 16 years of Berlin Wall-like segregation. Gail is now a guide and accomplished painter. Jess and her team are working miracles at the Alameda Wildlife Conservation Park with colour-stop tattoos, ring-tailed lemur, Askar short-clawed owls and other

ESCAPE TO THE ROCK



exotic animals, many rescued from ships entering the port.

Stuart is a Brit rather than a Gibraltarite, but his laid-back demeanour betrays a long association with the territory. He has established an e-bike rental centre near the Ocean Village development. Various guided tours are on offer, or he'll simply rent you a £4,000 Bore & Miller model and send you up the mountain or off in the direction of Tom and his adventure outfit at Sandy Bay.

The bay is the pick of the beaches on Gibraltar's 7.5-mile coastline. Reached via history Europa Point, it's a little hidden gem set of golden sand strung between two groyne, with sand shipped in from the Sahara (yes, it was checked for scorpions).

"It's been brilliant," Tom says, as we grab paddleboards and set off through the lively surf. "It's no longer just Terry and I on the cruise ships. We've had loads of younger people this year saying, 'I'd

usually be in Croatia or Lisbon. They're crazy and they want to do stuff!'"

A description some would apply to 45-year-old Tom and his bud new partner, Emily, who with ear stud and ponytail is rather enjoying commanding his former colleagues in the army, in which he reached the rank of major. In 2019 the pair paddleboarded across the strait to north Africa, dodging tankers and their wide-eyed captains, accompanied – Disney movie style – by marine pilot whales and dolphins.

We make do with an exhilarating hour beneath the towering cliff face. High above are the famed Mediterranean Steps leading up to O'Hara's Battery, a century-old, 9.2in Mark X B gun with a range of 16 miles. Africa, let's not forget, is 14 miles away. Talk about strategic dominance.

The battery is named for a popular 19th-century governor of Gibraltar, General Charles O'Hara. (Bardonic



Clockwise from male: the Skywalk atop the Rock of Gibraltar; the art deco Rock Hotel; paddleboarding off Sandy Bay; tackling the inclines on an e-bike; and one of the territory's much-photographed Barbary macaques



Committee: Full Council

Date: November 2020

Title: List of Payments

Purpose of Report

To inform members of the payments made in the month of October 2020

Recommendation

Members note the report and approve the attached schedule of payments for October 2020 for the sum of £160,480.15

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 reimbursement 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 month of October 2020, **appendix 25A**. 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
Assistant finance manager
November 2020

APPENDIX 25A

		<u>Lyme Regis Town Council</u>										
		<u>Payments list for October 2020</u>			<u>£160,480.15</u>							
		<u>Total</u>										
Date	Supplier	Detail	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category				
NAT WEST BANK												
12-Oct	DORSET COUNCIL	Rates	DD	8334	0%	-	8,334.00	Utilities				
14-Oct	ALLSTAR	Fuel	DD	437.78	20%	72.96	364.82	Outside Works				
15-Oct	HMRC PAYE	September PAYE and NI	DD	15164.78	0%	-	15,164.78	Staffing				
15-Oct	BANKLINE	Bank Charges	BLN	51.7	0%	-	51.70	Office Expenses				
20-Oct	WORLDPAY	Transaction fees	DD	151.07	0%	-	151.07	Office Expenses				
20-Oct	WORLDPAY	Transaction fees	DD	26.22	0%	-	26.22	Office Expenses				
21-Oct	DWP	Bin collections	DD	1453.8	0%	-	1,453.80	Outside Works				
22-Oct	EDF ENERGY	Electricity	DD	300.99	5%	14.33	286.66	Utilities				
23-Oct	SALARY	October Salaries	EBP	36265.89	0%	-	36,265.89	Staffing				
26-Oct	DORSET COUNCIL	Loan repayments	SO	3125	0%	-	3,125.00	Office Expenses				
29-Oct	HMRC PAYE	October PAYE and NI	DD	11791.01	0%	-	11,791.01	Staffing				
				Total			<u>£77,102.24</u>					
LLOYDS BANK												
01-Oct	AMAZON	Royal condolence package supplies	DEB	132.31	20%	22.05	110.26	Office Expenses				
01-Oct	ZOOM	Monthly subscription	DEB	11.99	0%	-	11.99	Office Expenses				
05-Oct	GRENKELEASING LIM	Monthly photocopier lease	DD	313.2	20%	52.20	261.00	Office Expenses				
05-Oct	AMAZON	Blinds	DEB	253.89	20%	42.32	211.58	Outside Works				
05-Oct	GIFFGAFF	Monthly mobile bundle	DEB	6	20%	1.00	5.00	Utilities				
06-Oct	MARINE THEATRE	Term grant	FPO	5500	0%	-	5,500.00	Grants				
06-Oct	LRDT	Term grant	FPO	2500	0%	-	2,500.00	Grants				
06-Oct	LYME FORWARD	Term grant	FPO	2500	0%	-	2,500.00	Grants				
06-Oct	B SHARP	Term grant	FPO	1250	0%	-	1,250.00	Grants				
06-Oct	BRIDPORT CAB	Term grant	FPO	1125	0%	-	1,125.00	Grants				
06-Oct	AXE RING AND RIDE	Term grant	FPO	375	0%	-	375.00	Grants				
06-Oct	GIFFGAFF	Monthly mobile bundle	DEB	6	20%	1.00	5.00	Utilities				
07-Oct	AMAZON	Access keys	DEB	13.28	20%	2.21	11.07	Outside Works				
07-Oct	GIFFGAFF	Monthly mobile bundle	DEB	6	20%	1.00	5.00	Utilities				
08-Oct	CUSTOMER	Shelter hire refund	FPO	250	0%	-	250.00	Refunds				
09-Oct	LR COMMUNITY GROUP	Grant	FPO	10	0%	-	10.00	Grants				
09-Oct	GIFFGAFF	Monthly mobile bundle	DEB	10	20%	1.67	8.33	Utilities				
12-Oct	LR COMMUNITY GROUP	Grant	FPO	65	0%	-	65.00	Grants				
12-Oct	BARCLAYCARD	Transaction charges	DD	33.58	0%	-	33.58	Office Expenses				
12-Oct	BARCLAYCARD	Transaction charges	DD	15.76	0%	-	15.76	Office Expenses				
12-Oct	GIFFGAFF	Monthly mobile bundle	DEB	6	20%	1.00	5.00	Utilities				
13-Oct	PAYZONE	Transaction charges	DD	6	20%	1.00	5.00	Office Expenses				
13-Oct	PAYZONE	Transaction charges	DD	6	20%	1.00	5.00	Office Expenses				
14-Oct	GLEN CLEANING	August cleaning and consumables	FPO	10132.51	20%	1,688.75	8,443.76	Outside Works				
14-Oct	PLANTS LTD	Various plants	FPO	7465.32	20%	1,244.22	6,221.10	Outside Works				
14-Oct	REED HOLLAND ASSOC	Architects fees for office refurbishment	FPO	6300	20%	1,050.00	5,250.00	Office Expenses				
14-Oct	LRDT PROPERTY M	Quarter 3 and 4 service charge	FPO	3264.84	20%	544.14	2,720.70	Rents				
14-Oct	WILLSECURE	Security support 31/08 - 10/09/2020	FPO	3024	20%	504.00	2,520.00	Office Expenses				
14-Oct	WOODMEAD HALL	Toilet provisions	FPO	2485	0%	-	2,485.00	Outside Works				
14-Oct	JME CONSTRUCTION	Guildhall site inspection	FPO	1871.8	0%	-	1,871.80	Outside Works				
14-Oct	TRAVIS PERKINS	External supplies	FPO	1443.05	20%	240.51	1,202.54	Outside Works				
14-Oct	DAMORY	71 Bus route	FPO	1125	0%	-	1,125.00	Rents				
14-Oct	BUGLARS	Full service of vehicle	FPO	846.69	20%	141.12	705.58	Outside Works				
14-Oct	SCREWFIX	External supplies	FPO	824.84	20%	137.47	687.37	Outside Works				
14-Oct	JURASSIC COAST TRUST	Fossil warden April 20 - March 2021	FPO	800	0%	-	800.00	Grants				
14-Oct	JWS	Replacement door parts	FPO	770.4	20%	128.40	642.00	Outside Works				

14-Oct	RHINO STEEL	Parts for garage repairs	DEB	678	20%	113.00	565.00	Outside Works
14-Oct	WOODHORT SHARPHAM	Mushroom compost	FPO	661.68	20%	110.28	551.40	Outside Works
14-Oct	LUKE LAWSON	Two months support	FPO	600	0%	-	600.00	Marketing & Tourism
14-Oct	CREATIVE SOLUTIONS	Signage	FPO	436.35	20%	72.73	363.63	Outside Works
14-Oct	UNITY 5	Thermal paper	FPO	387.6	20%	64.60	323.00	Outside Works
14-Oct	METRIC	Hosting costs and repair of fault	FPO	342.67	20%	57.11	285.56	Outside Works
14-Oct	SURVEYMONKEY	Annual subscription	FPO	320	20%	53.33	266.67	Office Expenses
14-Oct	NW SYSTEMS	Camera streaming	FPO	309.6	20%	51.60	258.00	Office Expenses
14-Oct	COMMUNITY INFO SERVICES	Advertisement in Dorset News	FPO	300	20%	50.00	250.00	Office Expenses
14-Oct	AXE SKIP HIRE	Skip hire	FPO	294	20%	49.00	245.00	Outside Works
14-Oct	SOUTH WEST WATER	Water	FPO	262.8	0%	-	262.80	Utilities
14-Oct	BRID BUILD SUPPLIE	External supplies	FPO	239.83	20%	39.97	199.86	Outside Works
14-Oct	ECOM6	August and September services	FPO	200.94	20%	33.49	167.45	Office Expenses
14-Oct	TOPSPARKS	Various electrical work	FPO	173.82	20%	28.97	144.85	Outside Works
14-Oct	MOLE AVON	Cleaning and external supplies	FPO	168.19	20%	28.03	140.16	Outside Works
14-Oct	TOTAL PLUMBING	Plumbing supplies	FPO	155.09	20%	25.85	129.24	Outside Works
14-Oct	WESSEX LIFT CO	Lift service	FPO	144	20%	24.00	120.00	Outside Works
14-Oct	SW HYGIENE	Sanitary disposal	FPO	139.42	20%	23.24	116.18	Outside Works
14-Oct	EUROFFICE	Stationary	FPO	132.54	20%	22.09	110.45	Office Expenses
14-Oct	TOTAL GAS	Gas usage	FPO	116.24	5%	5.54	110.70	Utilities
14-Oct	CLERKS AND COUNCILS	Annual subscription	FPO	100	0%	-	100.00	Office Expenses
14-Oct	DACBE	Accident claim - VAT only	FPO	87	0%	-	87.00	Office Expenses
14-Oct	WESTCRETE	Concrete	FPO	71.79	20%	11.97	59.83	Outside Works
14-Oct	AXMINSTER TOOLS	Various saws	FPO	71.64	20%	11.94	59.70	Outside Works
14-Oct	LYME ONLINE	Newsletter	FPO	65	0%	-	65.00	Office Expenses
14-Oct	COBB GARAGE	MOT - DN62 XWL	FPO	58.6	20%	9.77	48.83	Outside Works
14-Oct	CLARITY COPIERS	Photocopier costs September	FPO	41.06	20%	6.84	34.22	Office Expenses
14-Oct	CLEANING 4U	Cleaning supplies	FPO	38.16	20%	6.36	31.80	Outside Works
14-Oct	GUILD OF MACE BEAR	Annual membership	FPO	35	0%	-	35.00	Office Expenses
15-Oct	SOUTH WEST WATER	Water	DD	2328.64	0%	-	2,328.64	Utilities
15-Oct	G4S CASH SOLUTIONS	Cash collection	DD	1238.4	20%	206.40	1,032.00	Outside Works
15-Oct	EE LIMITED	Monthly SIM cards and phones	DD	117.41	20%	19.57	97.84	Utilities
15-Oct	SOUTH WEST WATER	Water	DD	55.54	0%	-	55.54	Utilities
16-Oct	NPOWER	Electricity	DD	3043.07	5%	144.91	2,898.16	Utilities
16-Oct	SAGE SOFTWARE LTD	Software support	DD	284.4	20%	47.40	237.00	Office Expenses
16-Oct	AMAZON	Amenity area equipment	DEB	23.8	20%	3.97	19.83	Outside Works
16-Oct	QUADIENT	Franking machine top up	DD	10	0%	-	10.00	Office Expenses
19-Oct	CUSTOMER	Beach hut key deposit	FPO	20	0%	-	20.00	Refunds
19-Oct	GIFFGAFF	Monthly mobile bundle	DEB	8	20%	1.33	6.67	Utilities
19-Oct	GIFFGAFF	Monthly mobile bundle	DEB	8	20%	1.33	6.67	Utilities
19-Oct	GIFFGAFF	Monthly mobile bundle	DEB	6	20%	1.00	5.00	Utilities
19-Oct	GIFFGAFF	Monthly mobile bundle	DEB	6	20%	1.00	5.00	Utilities
20-Oct	WORLDPAY	Transaction fees	DD	170.01	0%	-	170.01	Office Expenses
20-Oct	WORLDPAY	Transaction fees	DD	39.12	0%	-	39.12	Office Expenses
20-Oct	WORLDPAY	Transaction fees	DD	23.94	0%	-	23.94	Office Expenses
20-Oct	WORLDPAY	Transaction fees	DD	10	0%	-	10.00	Office Expenses
20-Oct	CUSTOMER	Beach hut refund	FPO	2.7	0%	-	2.70	Refunds
21-Oct	IP OFFICE	Four new phones and Sept calls	DD	1587.14	20%	264.52	1,322.62	Office Expenses
22-Oct	DC PENSION FUND	October pension contributions	FPO	11791.01	0%	-	11,791.01	Staffing
22-Oct	EDF ENERGY	Electricity	DD	118.85	5%	5.66	113.19	Utilities
23-Oct	DC PENSION FUND	October pension contributions	FPO	854.26	0%	-	854.26	Staffing
23-Oct	VPW SYSTEMS	Website amendment	DD	24	20%	4.00	20.00	Marketing & Tourism
23-Oct	GIFFGAFF	Monthly mobile bundle	DEB	8	20%	1.33	6.67	Utilities
23-Oct	GIFFGAFF	Monthly mobile bundle	DEB	8	20%	1.33	6.67	Utilities
23-Oct	GIFFGAFF	Monthly mobile bundle	DEB	6	20%	1.00	5.00	Utilities
23-Oct	GIFFGAFF	Monthly mobile bundle	DEB	6	20%	1.00	5.00	Utilities
26-Oct	GIFFGAFF	Monthly mobile bundle	DEB	6	20%	1.00	5.00	Utilities
26-Oct	GIFFGAFF	Monthly mobile bundle	DEB	6	20%	1.00	5.00	Utilities
27-Oct	QUADIENT	Franking costs	DD	100	0%	-	100.00	Office Expenses
27-Oct	GIFFGAFF	Monthly mobile bundle	DEB	10	20%	1.67	8.33	Utilities

