



**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/81982970826> on Wednesday 16 December 2020 commencing at 7pm when the following business is proposed to be transacted:

John Wright  
Town Clerk  
11.12.20

*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**

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| 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 Full Council meeting held on 18 November 2020 (attached)**

### **8. To confirm the accuracy of the minutes of the Full Council meeting held on 25 November 2020 (attached)**

### **9. Matters arising from the minutes of the Full Council meetings held on 18 and 25 November 2020**

**10. Update Report**

To inform members about progress on significant works and issues

**11. Planning Committee**

To receive the minutes of the meeting held on **2 December 2020** and note the committee's comments made on planning applications under the power delegated by Full Council and consider the recommendations therein.

**12. Health and Safety Policy Review**

To allow members to review the Health and Safety Policy

**13. Budget and Precept 2021-22**

To approve the 2021-22 budget, reserve and precept, and to note the five-year financial plan

**14. Response to Dorset Council's Climate and Ecological Strategy Public Consultation**

To allow members to consider the town council's draft response to the public consultation on Dorset Council's Climate and Ecological Strategy and Action Plan

**15. Environmental Aspect Assessment and Net Zero Carbon 2030 Strategic Plan**

To allow members to understand the council's current effects on the environment and agree a programme of action to address them

**16. Behaviour Related Public Space Protection Order**

To allow members to consider requesting from Dorset Council an addition to the Behaviour Related Public Space Protection Order (PSPO) – prohibition of feeding seagulls, to include anti-social behaviour related to the consumption of alcohol across the seafront and in the Langmoor and Lister Gardens

**17. Land Stability**

To inform members of the extent of land movement at Monmouth Beach and Ware Cliff, and Langmoor and Lister Gardens

**18. List of Payments**

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

**19. Tourism Website**

To allow members to consider the latest position on the tourism website

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

**20. Work of the Retained Business Loss and Claims Adjuster**

To provide members with an update about the work of the council's retained business loss and claims adjuster and to consider setting a deadline for the receipt of any claims from the council's commercial tenants relating to hardship arising from the COVID-19 pandemic

*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. Media Blog**

To allow members to formally approve an approach towards a blog issued by David Hencke and to consider any developments in this matter

*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*

**22. 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*

**23. 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 19 – Tourism Website**
- b) **Agenda item 20 – Work of the Retained Business Loss and Claims Adjuster**
- c) **Agenda item 21 – Media Blog**

**d) Agenda item 22 – Debtors' Report**

LYME REGIS TOWN COUNCIL

MINUTES OF THE VIRTUAL EXTRAORDINARY FULL COUNCIL MEETING HELD ON  
WEDNESDAY 18 NOVEMBER 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. 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)

**Absent:** Cllr L. Howe

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

A prayer was given by the Rev. Chris Martin.

19/272/C

**Public Forum**

**B. Milner Simonds**

B. Milner Simonds spoke in relation to agenda item 21, Eat Festival. She said they took on board members' feedback at the last meeting and had been canvassing further views from local business owners, retailers and hospitality businesses in the town. She said they hadn't done that before the last meeting as they were seeking the council's approval first. Due to Covid-19, she said they had circulated surveys electronically and visited businesses before the second lockdown. B. Milner-Simonds said although it seemed like a long way off to be planning for next year, to deliver a safe event they needed to start now to feel comfortable in Lyme Regis and be part of the safe re-opening of the town. She said they agreed the event should be held out of season but they were not comfortable with holding it from September onwards due to a potential clash with Food Rocks. They were therefore proposing 24 April 2021. She said they would try and work with traders within a 30-mile radius of the town to find new local customers and suppliers close to their business. She said those food and drink businesses would take part in the event and signpost to their suppliers so people could buy from them more regularly. B. Milner-Simonds said the survey showed 96% of respondents would visit local businesses if they came to a food and drink market in Lyme Regis. They also asked traders through the survey how they would like to engage with the event and although there wasn't a great take-up to trade at the event, they were keen to engage via the supplier chain, helping to publicise and getting involved in the shoppers' map. She said non-food

retailers were also generally supportive. B. Milner-Simonds said they were conscious about the location of events and how that affected businesses and through the feedback they found there was a perception events always took place on the seafront. As such, they had approached Dorset Council (DC) and the Marine Theatre about using Theatre Square and Gun Cliff walk so the event would stretch and engage with businesses in the Bridge Street, Coombe Street and Town Mill areas.

### **S. Milner Simonds**

S. Milner Simonds also spoke in relation to agenda item 21. She said she hoped they had responded to some of members' concerns and they would like to keep in touch with the council as the event plan developed. She said they proposed to use the area around SWiM and the performance area, as well as Theatre Square and Gun Cliff walk to ensure there would be enough room for social distancing and to include as many businesses in the town as possible.

### **N. Ball**

N. Ball spoke in relation to agenda item 13, Financial Resilience and said he felt very strongly about the proposed £650k loan agreement. He felt it was not needed and having it in place would give the council a false buffer. He said with the loan in place, the council would have approximately half a million pounds by the time all expenditure had been made by March 2021. N. Ball said if the council concentrated on getting debts in and invoices out, it would have a lot more money. He believed the loan was trying to protect staff wages and the council, but in running a business, the council shouldn't be looking to borrow its way out of trouble or build up reserves by building up interest. He said having a loan in place would look good on paper but it was still borrowed money. N. Ball said this was not the officers' money, it was the town's money.

N. Ball also spoke in relation to agenda item 21, Eat Festival. He said he didn't think the event would be able to take place on Gun Cliff walk because he had been informed by DC it was prohibited. He also suggested no vehicles should be allowed on the new roof after spending £650k on resurfacing it.

N. Ball also spoke in relation to agenda item 26, Debtors' Report. He said the council needed to get its debts in and he asked whether there was a hidden agenda. He asked how much in total was owed to the council.

### **J. Raymond (read out by an officer)**

J. Raymond said council staff had worked exceptionally hard all 2020 and particularly this summer, both those in the office, those working from home and out on the ground. She said she had witnessed the abuse and problems the car parking staff had to deal with and the rubbish the garden department had been faced with daily, as well as incredibly difficult members of the public. She said the toilet attendant did a superb job on the Marine Parade with queues 40 deep. J. Raymond said she could only imagine the overload the staff had been faced with while working from home, they had always been exceptionally polite and helpful and did their best at all times. She said a bonus for staff at Christmas was the very least the town council could offer in the light of their working above and beyond the call of duty.

## **19/273/C Dorset Council Matters**

Cllr D. Turner said the consultation period on DC's climate and environmental emergency strategy had been extended to 21 January 2021.

Cllr D. Turner said DC would continue with virtual meetings until March 2021, at the earliest. He said the council would be looking at a return to work policy in light of Covid-19 and the climate change agenda.

Cllr D. Turner said the puffin crossing was still on schedule to be up and running by 7 December 2020.

Regarding the use of Theatre Square and the Eat Festival, Cllr D. Turner said it was owned by the Crown Estate and leased to DC, which then sub-let to South West Water. He said the lease from the Crown contained restrictions on the use of Theatre Square, which needed to be taken into account with any licence agreements.

The mayor, Cllr B. Larcombe asked if there was an update on the proposed Dorset National Park. He asked where DC was with this issue, what its position was and when it would be consulting with town and parish councils.

Cllr D. Turner said this issue wasn't high on DC's agenda currently but he was aware the group working to establish a national park were still very active. He said DC's current priority was the new local plan because of the new planning regulations coming through from the government.

Cllr B. Bawden said she was aware the next tranche of Active Travel funding totalling £220 million was now being made available. She said Lyme Regis was in a good position with the information currently being collated by the Royal College of Arts and she asked what funding would be made available through DC.

Cllr D. Turner said when split nationally, not a huge amount of the £220 million would come to DC and a lot of that money would go to the east of the county where there would be more value for money. However, when the funding was released, town and parish councils would have the opportunity to bid for a share.

## **19/274/C Questions from Councillors**

### **Cllr M. Ellis**

Cllr M. Ellis said she had received a request from Alan Vian and Rev. Chris Martin to hold a socially-distanced in-car carol service at Woodmead car park. She asked if members would agree in principle to this event taking place, with further liaison with officers.

Members indicated their support for the event and the town clerk said further details would be provided in the briefing.

## **Cllr B. Larcombe**

Cllr B. Larcombe said he understood a planning application had been made to DC for the Guildhall window. Given the time it had taken to get this far and in order to take advantage of carrying out the work out-of-season, he asked if officers could give an assurance everything would be ready for work to start as soon as planning permission was granted.

The town clerk said officers were obtaining quotes for the work but the process was reliant on when DC responded to the planning application.

### **19/275/C Apologies for Absence**

Cllr R. Doney  
Cllr D. Ruffle – illness

### **19/276/C Disclosable Pecuniary Interests**

Cllr M. Ellis declared a pecuniary interest in agenda item 25, List of Payments as it included a payment to the Woodmead Halls, of which she was an employee.

### **19/277/C Dispensations**

There were none.

### **19/278/C To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 21 October 2020**

Cllr B. Bawden requested several amendments to the minutes as she felt some items were not fairly reflected but these were not agreed.

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, the minutes of the extraordinary Full Council meeting held on 21 October 2020 were **ADOPTED**.

### **19/279/C Matters arising from the minutes of the extraordinary Full Council meeting held on 21 October 2020**

Cllr J. Broom asked how long the council was tied into the lift servicing contract as members had expressed concerns at the previous meeting about the high cost.

The operations manager said it was only a one-year contract so it would be reviewed at the end of this period.

### **19/280/C Update Report**

Members noted the report.

### **19/281/C Planning Committee**

It was noted the meeting scheduled to take place on 28 October 2020 did not take place due to IT failure and instead, the views of committee members were sought by email and sent to Dorset Council using the chairman's delegated powers.

Proposed by Cllr M. Ellis and seconded by Cllr D. Sarson, members **RESOLVED** to endorse the recommendations relating to planning applications which could not be considered at the Planning Committee meeting scheduled for 28 October 2020 due to IT failure.

### **19/282/C Health and Safety Committee**

Cllr M. Ellis pointed out the minutes of the meeting on 13 August 2020 showed the senior administrative assistant as being present and having sent apologies, but this hadn't been corrected at the next meeting on 29 October 2020.

Cllr M. Ellis was also concerned the meeting had taken place in the Guildhall when all other council meetings were taking place virtually due to Covid-19. As the restrictions at that time allowed six people to meet indoors, a meeting with potentially eight people attending went against the guidelines.

The operations manager said the August meeting took place on Zoom and the October meeting was socially distanced with only five people attending. He added the guidelines allowed more people to meet if at work.

Proposed by Cllr J. Broom and seconded by Cllr G. Stammers, the minutes of the Health and Safety Committee meetings held on 13 August and 29 October 2020 were **RECEIVED**.

### **19/283/C Calendar of Meetings**

The support services manager said there was an additional date to add into the proposed calendar; the mayor-making ceremony would be held on 19 May 2021.

Proposed by Cllr M. Ellis and seconded by Cllr B. Larcombe, members **RESOLVED** to approve the calendar of meetings for January to May 2021, with the addition of mayor-making on 19 May 2021.

### **19/284/C Financial Resilience**

The town clerk said officers had confirmed with the Public Works Loan Board (PWLB) that if a loan of £650k was approved, the council would not be obligated to take out the full amount. He emphasised there was no intention of taking the loan out at this point, but it would be available for up to 12 months for the sum identified.

The finance manager said although the loan could be repaid early if required, PWLB would not be drawn on the costs of early repayment.

Several members noted the forecast reserve at the end of the financial year was much higher than the figure forecast several months ago, and therefore questioned the need for a loan when the finances were improving. There were also concerns about the loan being too high and over such a long period.

Cllr D. Sarson said he would prefer the council to wait until next year before considering taking out a loan and in the meantime investigate smaller loans with a shorter pay-back period from PWLB, once the financial position was more certain.

Cllr S. Williams felt the council shouldn't be considering a loan when there were debts outstanding relating to Monmouth Beach boat storage and chalets and caravans.

The deputy town clerk said the final decision with any loan from PWLB was made by the Ministry of Housing, Communities and Local Government, which would do a check on affordability. As such, it was much better for the council to request a loan when it could afford it, rather than leaving it until there were financial difficulties.

The town clerk said members should not confuse debts with the ability to borrow money and emphasised that the council was currently in a good position to borrow. He said it was a probability the council wouldn't need to take out the loan but there was still a possibility and putting the loan in place at this point would not incur any costs. He added there was nothing to lose in having the loan in place.

The mayor, Cllr B. Larcombe felt the proposed loan amount of £650k was too high, especially as there was a million pounds in the bank, which would see the council through a year even without any other income. He said if savings were also made, the gap would close considerably and as such, he felt taking out a loan was presumptuous and sent out the wrong signal.

The town clerk said the current level of reserve would not be the reserve at the end of the financial year; the current forecast was £500k, as most of the income came at the end of the year but expenditure ran throughout the year. He said putting a loan in place did not show poor financial management, it showed prudent financial management in putting a facility in place in case the worst happened.

The town clerk said if there was a cost involved in putting the loan in place, he could understand the reluctance, but he emphasised there would be no costs incurred.

Cllr M. Ellis said members should be listening to officers' advice, especially as there was no obligation to take out the loan or to take the full amount requested.

Cllr B. Bawden requested a recorded vote on the following motion:

It was proposed by Cllr B. Bawden and seconded by Cllr G. Stammers to approve entering into a deferred loan agreement with the Public Works Loan Board for a sum of £650,000.

**Voted for** – Cllr G. Stammers, Cllr R. Smith, Cllr B. Bawden, Cllr M. Ellis, Cllr K. Ellis

**Voted against** – Cllr B. Larcombe, Cllr D. Sarson, Cllr S. Williams, Cllr G. Turner, Cllr J. Broom, Cllr C. Reynolds

## **Abstentions – None**

The motion was not carried.

### **19/285/C Member IT and Support**

The mayor, Cllr B. Larcombe said the costs were higher than he expected, at around £800 a year per person, which seemed high in comparison to the cost for office IT.

The town clerk said DC viewed this arrangement as 14 remote locations that required support, which increased the cost.

The deputy town clerk said the proposal included some options; if members were happy with a 15” laptop and would not require a separate screen and keyboard, this would reduce the cost by around £1,000.

Cllr R. Smith asked if it was possible to save money by only making the equipment and support available to members who requested it, as some members already had sufficient IT. In terms of GDPR, he said those members could sign a code of practice not to save files to their own hard drive.

The mayor, Cllr B. Larcombe felt all members should be provided with the equipment regardless, so there was a level playing field with common equipment and access.

The deputy town clerk said there were previously issues with members’ gov.uk email addresses due to the equipment they were using and security settings, and this was one of the reasons for suggesting everyone works on the DC system.

Cllr G. Stammers was concerned it might be cumbersome for members to have laptops at meetings when physical meetings resumed. However, Cllr C. Reynolds said from her experience at the former West Dorset District Council, it had been very easy to use a laptop at meetings.

Proposed by Cllr D. Sarson and seconded by Cllr C. Reynolds, members **RESOLVED** to 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.

### **19/286/C Covid-19 Restrictions – Lockdown 2**

The mayor, Cllr B. Larcombe asked for clarification on the play parks remaining open in light of advice to close skateparks, given the high frequency of touching of equipment in play parks.

The town clerk said the government advice was playgrounds could remain open, which encompassed areas of play equipment. He said more attention was being paid to cleaning the equipment due to Covid-19.

Proposed by Cllr M. Ellis and seconded by Cllr B. Larcombe, members **RESOLVED** to endorse the actions taken regarding council services and facilities during the national lockdown.

#### **19/287/C Emergency Procedure Review**

Cllr J. Broom said Treetops Residential Home had closed so this needed to be removed from the procedure.

Proposed by Cllr G. Turner and seconded by Cllr B. Bawden, members **RESOLVED** to agree the revised Emergency Procedure, with the deletion of Treetops Residential Home.

#### **19/288/C Christmas and New Year Working Arrangements**

Cllr J. Broom asked if the external works' team would be on call or working.

The town clerk said they would be working on a rota basis. He said the rota would be confirmed in early-December and members could be notified of the arrangements as soon as they were made.

Cllr J. Broom was concerned about the impact on the enforcement officers, who felt they should also receive any discretionary days given to other staff.

The town clerk said when the council worked out the enforcement officers' remuneration package, working during the Christmas period was factored in as their working requirements were based on annualised hours and 365 days a year. He added this could be changed but it would result in an element of double payment.

The mayor, Cllr B. Larcombe asked if the town clerk could discuss this with the enforcement officers and come back to members with the possibility of adding them into the provision.

The town clerk advised members to make a decision now as it was clear what the enforcement officers' position would be.

Proposed by Cllr J. Broom and seconded by Cllr G. Turner, members **RESOLVED** to apply 1.5 days' discretionary leave from 12noon to 5pm on Thursday 24 December and Tuesday 29 December 2020; to apply statutory days on Wednesday 30 December and Thursday 31 December 2020; to agree members of the external works' team provide a full day's cover every day, except Christmas Day; for members of the external works' team who provide cover to be paid overtime and time-off-in-lieu for the day worked; and to extend the 1.5 discretionary days to the enforcement officers.

#### **19/289/C Post Holder 106, Change in Working Hours Request**

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

1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

### **19/290/C Wedding Stewards – Rate of Pay**

The town clerk said the current rate of pay was above the Real Living Wage and the National Minimum Wage and was broadly in line with employees working on the reception desk.

The mayor, Cllr B. Larcombe requested a breakdown of the costs of wedding ceremonies. It was agreed this would be provided in the members' briefing.

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members **RESOLVED** to approve a pay increase for the wedding stewards at a fixed rate of £25 per ceremony.

### **19/291/C Renewal of Lease for Power Boat Club, Monmouth Beach**

Proposed by Cllr B. Larcombe and seconded by Cllr M. Ellis, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential matters relating to the financial or business affairs of any particular person within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

### **19/292/C Eat Festival**

Cllr C. Reynolds asked if there were any other major events taking place on or around the proposed date of 24 April 2021.

The support services manager confirmed there were no other major events planned for the proposed date, with the nearest events being the Easter Monday duck race on 5 April and the Fossil Festival on 1 and 2 May.

The mayor, Cllr B. Larcombe said he was concerned about the extensive area of the town the organisers were proposing to use, and also the use of the roof area given the recent incident with a glass panel. He said he would prefer not to see the roof used for this event and the shelters was still a large enough area to host the event.

Cllr M. Ellis said she had no objection to the roof being used but felt no vehicles should be allowed, only gazebos. Several members agreed with this.

The operations manager confirmed the organisers would prefer to have gazebos at the back of the roof area, so they would be away from the glass panels.

Cllr C. Reynolds referred to Cllr D. Turner's comments earlier in the meeting regarding the use of Theatre Square and asked if this would impact on the ability to host the event.

Cllr G. Turner said he didn't want the roof area to be used as he was concerned the surface could be damaged.

Cllr J. Broom said the finish on the roof was often used in multi-storey car parks so there would be no problem with putting gazebos on it, especially if they were at the back of the roof as proposed.

The town clerk said at the last meeting, members asked the organisers to go away and do some more work on the proposal, which they had done. He said if members agreed to the event taking place, the details would be dealt with by the events' review group, which included the chairmen of the Town Management and Highways Committee and Tourism, Community and Publicity Committee.

The town clerk said when the council embarked on the roof project, one of the objectives was to use it for events and although there had been an incident with a glass panel shattering, this shouldn't influence the future use of the roof. He added events could take place on Theatre Square with the consent of DC.

The mayor, Cllr B. Larcombe asked how much the council would charge the event for use of its land and said he would like to know the amount before agreeing to it.

The town clerk said it was usually delegated to the town clerk to agree an appropriate amount.

It was noted there was no direct comparable with other food and drink events, as Food Rocks was run for charitable purposes and the Dorset Street Food Festival had taken place over several days and used different areas. The deputy town clerk said the council needed to strike a balance between what it felt was reasonable for use of its assets and what was viable for the event.

Cllr K. Ellis said members should trust officers to agree a price in consultation with the two relevant committee chairmen.

Proposed by Cllr J. Broom and seconded by Cllr K. Ellis, members **RESOLVED** to the request to hold the Eat Festival on 24 April 2021, and to delegate authority to officers and the chairmen of the Town Management and Highways Committee and Tourism, Community and Publicity Committee to agree the details, including the fee charged for use of council-owned land.

*The meeting adjourned for a break at 9.07pm.*

*The meeting resumed at 9.15pm.*

## **19/293/C Kitchen Garden**

Members were supportive of the idea and of the involvement of Lyme Garden Growers.

The operations manager said a bed hadn't been chosen yet but it was likely to be the eastern end of Langmoor Gardens and he would confirm this with members once

agreed. He reassured members it wouldn't be a messy allotment plot, but more of a kitchen garden with attractive flowers as well as vegetables.

The mayor, Cllr B. Larcombe asked how the area would be secured because it contained food.

Cllr B. Bawden said the whole ethos of Lyme Garden Growers was the sharing of food, so it was expected people would take the food. She said it was also aimed at engaging with the community and encouraging children to be involved in growing and understanding nature.

Proposed by Cllr B. Bawden and seconded by Cllr R. Smith, members **RESOLVED** to approve the proposal to include a kitchen garden area in Langmoor Gardens.

### **19/294/C Consultation on Dorset Council's Climate Emergency and Action Plan**

Cllr B. Bawden said since writing the report, DC had extended the deadline of the consultation to 20 January 2021. She felt it was important the town council had an input in the consultation but it was not as urgent as originally thought and she would be happy to be part of a working group to formulate a response to bring back to the next meeting.

The mayor, Cllr B. Larcombe asked that any response was the council's view and not echoing the views of bigger pressure groups.

Cllr B. Bawden said the feedback she was getting from other members was the council would broadly welcome the action plan but there were some issues it would want to have a view on.

Cllr R. Smith felt the consultation was very guided and gave little opportunity to give ideas. He asked if the council would be completing the online survey and providing written feedback in another form.

Members agreed both forms of response should be given.

Proposed by Cllr B. Bawden and seconded by Cllr R. Smith, members **RESOLVED** Cllrs B. Bawden and R. Smith would formulate a response to Dorset Council's Climate Emergency Strategy and Action Plan on behalf of the town council, to be brought back to the Full Council meeting on 16 December 2020 for approval.

### **19/295/C Twinning Request**

The mayor, Cllr B. Larcombe said he had made it clear to Mr Marsh, the resident who had suggested the twinning with Gibraltar, the onus wasn't on the council to make it work; it had to have the support of residents who wanted to be part of a twinning group. He said there were already two twinning groups in Lyme Regis and a straw poll among existing twinning members showed there was no support for a third.

Cllr J. Broom suggested the council could hold a public meeting when Covid-19 restrictions allowed or use Lyme Voice to gauge public opinion.

Cllr C. Reynolds said the council had previously been asked to twin with a town in Australia due to geological links but this was not pursued. She questioned what connections Lyme Regis had with Gibraltar to justify a twinning.

The mayor, Cllr B. Larcombe agreed and said for a twinning to work, there needed to be something which bound the interests of both communities.

Cllr S. Williams said any twinning with Gibraltar needed to involve young people and the schools may be able to link up, but he agreed the public needed to take the lead.

The town clerk confirmed a twinning arrangement was not driven or facilitated by a council, although it would usually fulfil its civic role. He said the request had been made by one person but it needed to be demonstrated there was a community want to be twinned with Gibraltar, including a body to manage the process and a plan for taking it forward.

Proposed by Cllr B. Larcombe and seconded by Cllr K. Ellis, members **RESOLVED** to contact Nigel Marsh to ask him to come back to the council when there is a fully developed idea for the twinning of Lyme Regis with Gibraltar, which demonstrates community engagement and a body is in place to administer the process.

#### **19/296/C List of Payments**

Cllr B. Larcombe asked if the list could show a total for each category of payments, such as utilities and grants, and if a payment was monthly, quarterly or annual. He also asked if the report could indicate if there were any issues with payments which needed to be brought to members' attention.

Cllr R. Smith asked if the list could be provided to members as a spreadsheet.

The town clerk reminded members the list of payments were not management accounts, which would break down the payments into categories.

The finance manager confirmed a total for each category could be included in future lists.

Proposed by Cllr B. Larcombe and seconded by Cllr S. Williams, members **RESOLVED** to approve the schedule of payments for October 2020 for the sum of £160,480.15 and in future, officers will bring to members' attention any issues with payments.

*Cllr K. Ellis left the meeting at 9.58pm.*

#### **19/297/C Debtors Report**

Proposed by Cllr B. Larcombe and seconded by Cllr M. Ellis, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential matters relating to the financial or business affairs of any particular person within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to

Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

**19/298/C Exempt Business**

**a) Post Holder 106, Change in Working Hours Request**

Proposed by Cllr C. Reynolds and seconded by Cllr M. Ellis, members **RESOLVED** to approve the request from post holder 106 to reduce their working week from five days to four days per week.

*Cllr C. Reynolds left the meeting at 10pm.*

**b) Renewal of Lease for Power Boat Club, Monmouth Beach**

The deputy town clerk advised members to accept the value agreed by the two sets of valuers and by the Power Boat Club as he believed it was unlikely the court would grant a further extension for negotiation.

The deputy town clerk said the term of the new lease would remain the same as the current one and there would be rent reviews every three years.

The deputy town clerk said the club and its valuer were willing to agree the proposed value on the condition boats could be stored on the car park in the winter. He said this would be a change in the terms of the current lease.

Proposed by Cllr J. Broom and seconded by Cllr G. Turner, members **RESOLVED** to agree the terms for the renewal of the lease for the Power Boat Club, Monmouth Beach now agreed in principal between the respective valuers and by the club and enter into a new lease on this basis.

**c) Debtors' Report**

The deputy town clerk said around half of the debt relating to the chalet and caravan park were related to two sites, both of which officers were pursuing and were hopeful would be paid by the end of the financial year.

However, the deputy town clerk said a handful of owners still had outstanding issues but officers were now meeting regularly and putting a lot of effort into resolving them.

Cllr B. Bawden thanked officers for the effort put into pursuing the debts.

*The meeting closed at 10.13pm.*

LYME REGIS TOWN COUNCIL

MINUTES OF THE VIRTUAL EXTRAORDINARY FULL COUNCIL MEETING HELD ON  
WEDNESDAY 25 NOVEMBER 2020

**Present**

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

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

**Officers:** M. Adamson-Drage (operations manager), N. Cleal (assistant finance manager), M. Green (deputy town clerk), A. Mullins (support services manager), J. Wright (town clerk)

**Absent:** Cllr L. Howe

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

A prayer was given by the Rev. Chris Martin.

19/299/C

**Public Forum**

**N. Ball**

N. Ball said he was disappointed with the money spent on the shelters roof and the result of the works. He said some members had been aware of the issues but he didn't know if they had received a report on this or if the issues would ever be put right.

N. Ball also spoke in relation to agenda item 10, Objectives and noted the large amount of money intended to be spent on objectives in the three priority lists, including £113,000 on vehicles. He urged members not to spend this amount of money as the council already had enough vehicles and was trying to move to green energy. He said £60,000 had been earmarked for a new tractor but it wasn't in use at this time of year so some of that would be dead money. N. Ball said some of these things were not a priority and vehicles should be renewed when they came to the end of their lives. He said he became frustrated when he heard phrases like 'we are where we are' or 'let us do the worrying for you', but he was a member of the public and he voted the members in, while officers were officers of the council. N. Ball said he was frustrated the council didn't listen to the public and he never got answers to his questions at meetings. He said he was passionate about the town and the council couldn't afford to spend this amount of money. He also referred to the council's high wage bill and his concern there had not been a town meeting this year for the public to have their say. He said some members felt disillusioned but none of them stood up and said anything, and the members and staff should be working together with the public to get resolutions to issues and get answers to

people. N. Ball said in these times, everyone needed to pull together and provide answers to questions when they were asked.

The mayor, Cllr B. Larcombe said responses were not normally given at meetings. Regarding the objectives, he said they had been listed in order of priority so some things would not be done straight away and would be subject to further member discussion. He added some estimated costs were on the prudent side so they may not cost as much as outlined.

### **M. Stainer (read out by the mayor)**

M. Stainer thanked councillors for the time they gave up for the town in these difficult times.

M. Stainer said at the last Full Council meeting, the town clerk was encouraging members to apply for a long-term loan facility of £650,000. He said this week officers had put forward a five-year financial plan, excluding objectives and asset sales, that demonstrated no requirement for a loan. He asked how officers reconciled the turnaround in the town's projected finances in such a short space of time.

M. Stainer also spoke in relation to agenda item 9, Review of Charges, specifically relating to VAT on memorial benches. He said the supply of memorial benches was zero rated and the officers were in receipt of written advice supporting this position. He said it was not for the council to choose whether to charge VAT; it was a confirmed treatment by HMRC. He said the council had therefore overcharged all those who had purchased memorial benches in the past by the amount of VAT within the charge. M. Stainer said this was equivalent to £216.67 per bench based on a £1,300 gross charge per bench. He said HMRC should allow these sums to be claimed back by the council for up to six years prior to the claim and these amounts could be passed on to the previous buyers of memorial benches at no cost to the council. He asked if the council would do this and going forward, would the council ensure VAT is zero rated on memorial benches. He said this would also make the benches more affordable to those buying them.

### **19/300/C Dorset Council Matters**

Cllr D. Turner sent his apologies but the mayor, Cllr B. Larcombe said members could submit questions to him by email.

Cllr C. Reynolds asked for clarification of whether members had to notify Cllr D. Turner in advance of any questions they intended to ask at meetings.

### **19/301/C Questions from Councillors**

There were none.

### **19/302/C Apologies for Absence**

Cllr K. Ellis – exam

Cllr R. Smith – work commitment

**19/303/C Disclosable Pecuniary Interests**

There were none.

**19/304/C Dispensations**

There were none.

**19/305/C The Process for Approving the 2021-22 Budget, Five-Year Financial Plan and Objectives**

The town clerk outlined the process for approving the budget, five-year financial plan and objectives and how the following reports on the agenda fitted together.

**19/306/C Statement of Internal Control, Risk Management Policy and Annual Risk Assessment**

The town clerk said this was his assessment of where he thought the council was and what the risks were, with the major risks currently being Covid-19 and how the council may be impacted by the pressures DC were under. As the council operated in a fairly stable environment, he said many of his observations remained the same as the previous year and were broadly in line with what you might find in any local council or small organisation.

The town clerk said the council had in place all the expected control systems, and information systems would be strengthened with the introduction of IT for members.

The town clerk said there were occasional disagreements within the council but these were managed better than they had been historically, and health and safety had been strengthened. However, he said exposure to Covid-19 had been a drain on operational activity and officers struggled to deliver some objectives.

The mayor, Cllr B. Larcombe felt the requirement for homeworking had impacted on the council's effectiveness and the way it operated. However, he and the town clerk had maintained a good level of communication with each other and with DC and other councils since March 2020.

Cllr D. Sarson said in the risk register under 'Partnerships', there was no mitigation or control under business community.

The town clerk said this was an oversight and more information could be provided in the members' briefing.

Proposed by Cllr B. Larcombe and seconded by Cllr C. Reynolds, members **RESOLVED** to note the statement of internal control, approve the risk management policy and the standard risk assessment for 2020/21.

Proposed by Cllr C. Reynolds and seconded by Cllr G. Turner, members **RESOLVED** to approve the risk register, with a mitigation/control to be added to business partnerships.

The town clerk said the council's financial position had strengthened, with a year-end reserve of £560k being forecast, compared to £300k a few months ago. This was partly due to car parking income in September and October being around 50% higher than normally expected, as well as the recovery of some significant debts.

In the draft budget, the town clerk said officers had made an assumption there would be a 10% increase in the precept, generating an additional £13k, but this was for members to consider.

The town clerk said officers had detailed areas of expenditure where they believed savings of £128k could be made, but he advised members some of the financial codes had been changed to better reflect levels of expenditure in a more modern structure. The two main areas identified for savings were the external works and office expenses' budgets.

The town clerk said most of the office expenses were consultant fees, particularly legal fees, and officers felt this could be reduced if members were more inclined to take the advice of himself and the deputy town clerk.

The town clerk said the budget assumed a 2% pay increase for staff, but since writing the report, officers had become aware of a pay freeze in the public sector. This would be worth an additional £15k to the council but there was a commitment to pay £250 to lower paid workers and the majority of the council's employees fell into this bracket; this would cost £4k.

In the past, the assumption had been that when an employee left the organisation the vacancy would be filled, but the town clerk said this would not necessarily be the case in future as it would need to be determined if the work could be covered in another way.

If the council carried out no projects over the course of the five-year plan, the town clerk said the council should have £940k in the bank, based on very prudent assumptions. He said he wasn't suggesting the council held a reserve at that level in 2025/26, this was just to give members an idea of how quickly money builds up and to allow them to think about how much to release for objectives.

The mayor, Cllr B. Larcombe felt the council had reason to be optimistic given the improved financial position and the encouraging increase in car parking income, which was likely to continue as travel was still allowed under current Covid-19 restrictions and the potential for more people to holiday in the UK.

Cllr R. Doney said he had real trouble in supporting the budget but stressed this was nothing to do with the officers drawing up the budget as they had done the best they could and the council had to set one. However, during the pandemic, he said many organisations had realised now was the time to re-organise themselves and change the way they worked, but he felt members were not prepared to address this. He felt running costs could be reduced further and the recently agreed calendar of meetings had not been reviewed to make the council more efficient.

The mayor, Cllr B. Larcombe said any organisations should look at continuing improvements and efficiencies, and the ongoing requirement to self-examine how the council did things wasn't necessarily prompted by the budget-setting process.

Cllr B. Bawden was concerned there didn't appear to be any reflection in the budget of the council's climate and environmental emergency declaration and felt it was business as usual despite being in a global pandemic. She said there was no mention of climate, environmental or social risks in either the risk register or the budget.

The town clerk said officers had stripped everything out of the budget and this was members' opportunity to put things back. He said he would strongly recommend increasing the reserve to £800k in 2021/22 but after that, there would be excess reserve to allow the council to carry out projects and objectives.

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, members **RESOLVED** to approve the 2021-22 base budget and five-year financial plan and, in doing so, approve the budget savings identified.

## **19/308/C Review of Precept and Charges**

### **Precept**

The mayor, Cllr B. Larcombe said the income this council received from the precept was modest and a very small part of the overall council tax bill, so to generate a substantial increase, the percentage would need to be quite high, although the actual increase was quite low.

The deputy town clerk said in providing some illustrations, officers had to assume the number of Band D properties in the town remained the same, although more houses had been built in Lyme Regis, so the actual increase would be slightly less.

Cllr C. Reynolds said the council had always prided itself on holding the precept but had increased it last year. She said following a challenging year and with many people struggling, it would be better to hold the precept. Several members agreed with this.

Cllr M. Ellis there had been no recognition in the past of the council freezing the precept, but there was a backlash as soon as there was an increase. She said if the council didn't increase it now, it may need to increase it in future, but she understood the reasons for not increasing it this year,

The mayor, Cllr B. Larcombe agreed and said increases little and often were better than all at once.

Cllr G. Stammers said if the council looked to increase income through other means, such as beach hut charges or parking, people had a choice whether to use those amenities, whereas residents didn't have a choice whether or not to pay the precept. For that reason, she felt it should be held next year.

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members **RESOLVED** not to increase the precept in 2021/22, but with no assumption it remains the same in future years.

### **Cart Road beach hut hire**

It was proposed by Cllr S. Williams to increase 2022 prices for Cart Road beach huts by 10%.

This motion was not seconded.

The deputy town clerk drew members' attention to the discrepancy between the daily charge in early-July and the weekly rate for June and the whole of the summer holiday.

The support services manager said demand for the summer season package had dropped.

Cllr M. Ellis suggested a weekly rate of £80 in July before the summer holidays and to decrease the number of summer season packages from six to four.

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members **RESOLVED** to decrease the number of summer season packages from six to four in 2022 and set 2022 Cart Road beach hut prices as follows:

|                                    | <b>Daily Rates<br/>2022</b> | <b>Weekly Rates 2022</b> |
|------------------------------------|-----------------------------|--------------------------|
| January– Easter                    | £4                          |                          |
| Easter Holiday                     |                             | £55                      |
| April– Spring Holiday              | £10                         |                          |
| Spring Holiday                     |                             | £60                      |
| June                               |                             | £55                      |
| July (before summer hol)           |                             | £80                      |
| July (start of summer hol)- August |                             | £140                     |
| September                          | £12                         |                          |
| October                            | £7                          |                          |
| November- December                 | £5                          |                          |
| Christmas & New Year               |                             | £80 (2-week booking)     |
| Winter Season                      | £170                        |                          |
| Summer Season                      | £1,100                      |                          |
| Annual                             | £1,700                      |                          |

### **Alfresco licences**

Members noted the government notification to charge a flat rate of £100 per business due to Covid-19, which was set to expire in September 2021.

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members **RESOLVED** to hold alfresco licence charges for 2021/22, as follows:

|               | <b>Price<br/>2021/22</b> |
|---------------|--------------------------|
| Covers        | £130                     |
| Single Chairs | £12                      |

### **Website advertising**

It was noted the advertising charges had already been agreed for 2021 so no further decisions were required at this point.

### **Bell Cliff advertising**

Proposed by Cllr J. Broom and seconded by Cllr C. Reynolds, members **RESOLVED** to hold Bell Cliff advertising charges for 2021/22 at £120 inclusive of VAT.

### **Marine Parade Shelters**

Cllr M. Ellis said as most charities hadn't been able to fundraise this year, they would benefit from using the shelters to fundraise and should be given higher priority than organisations from outside the town.

The mayor, Cllr B. Larcombe felt £125 was too cheap for the market area as it was a prime location to trade from and other businesses in town had to pay business overheads. He suggested a charge of £150.

Proposed by Cllr B. Larcombe and seconded by Cllr S. Williams, members **RESOLVED** to set the 2022/23 rate at £150 for the market area and £200 for the performance area/top of the shelters.

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members **RESOLVED** to hold the remaining charges for the Marine Parade Shelters for 2022/23, as follows:

### **Charities, Schools and Not-for-Profit Organisations – per area, per day**

| <b>Categories</b>   | <b>2022/23</b>                      |
|---|-------------------------------------|
| DT7 postcodes   | £15                                 |
| Within a 10-mile radius of the offices                            | £20                                 |
| Outside a 10-mile radius of the offices                           | £25                                 |
| National charities (per hour)                                     | £20                                 |
| Not-for-profit community events and festivals hiring the shelters | At the discretion of the town clerk |

## Commercial or private hire

| Area                        | 2022/23 |
|-----------------------------|---------|
| Langmoor Room<br>(per hour) | £15     |

## Amenities

Cllr M. Ellis suggested the discount for groups of 10 or more and Gateway Card holders was reduced from 33% to 25%.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members **RESOLVED** to set 2021/22 charges for the amenities area at adult mini-golf, £4, child mini-golf, £2, and table tennis, £2, and the discount for groups of 10 or more and Gateway Card holders is reduced from 33% to 25%.

## Weddings

The support services manager said bookings were steady but there were other venues in town which had had an impact on bookings.

Cllr M. Ellis suggested leaving the prices the same to draw people in.

The mayor, Cllr B. Larcombe said the prices had remained the same for five years so this actually represented a decrease, as it wasn't keeping up with inflation.

It was proposed by Cllr G. Turner to set the 2022/23 charges for weddings and civil marriages at £325 for Mondays to Fridays and £425 for weekends.

This motion was not seconded.

It was proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson to set the 2022/23 charges for weddings and civil marriages at £325 for Mondays to Fridays and £450 for weekends

This motion was not carried.

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members **RESOLVED** to hold the 2022/23 charges for weddings and civil marriages at £300 for Mondays to Fridays and £400 for weekends.

## Parking permits

It was proposed by Cllr S. Williams to set the 2021/22 charges for parking permits at £500 for non-residents and £800 for holiday accommodation, but to hold the residents' permits at £175.

This motion was not seconded.

It was proposed by Cllr G. Turner to set the 2021/22 charges for parking permits at £350 for non-residents and £700 for holiday accommodation, but to hold the residents' permits at £175.

This motion was not seconded.

Proposed by Cllr D. Sarson and seconded by Cllr G. Turner, members **RESOLVED** to set the 2021/22 charges for parking permits at £400 for non-residents, £700 for holiday accommodation, but to hold the residents' permits at £175.

### **Car parking**

Cllr S. Williams felt the council should be charging for parking after 6pm.

Cllr M. Ellis said charges applied until 9pm in the summer and the idea of not charging after 6pm in the winter was to encourage people into the town in the evenings.

It was also noted charging until 9pm in the winter would require the enforcement officers to work later hours.

Proposed by Cllr G. Turner and seconded by Cllr C. Reynolds, members **RESOLVED** to hold the 2021/22 car parking charges, as follows:

|                                    | <b>2021/22</b> |
|------------------------------------|----------------|
| <b>Cabanya</b>                     | £1.40 per hour |
| <b>Monmouth Beach</b>              | £1.40 per hour |
| <b>Woodmead</b>                    | £1.00 per hour |
| <b>Woodmead – three-day ticket</b> | £25.00         |
| <b>Woodmead – weekly ticket</b>    | £50.00         |

### **Penalty charge**

Cllr G. Turner asked how many penalty charges went unpaid.

The town clerk said this information could be provided in the members' briefing.

Proposed by Cllr M. Ellis and seconded by Cllr B. Larcombe, members **RESOLVED** to hold the car parking penalty charge at £60, with a reduced rate of £40 if paid within seven days.

### **Cemetery**

Cllr C. Reynolds was concerned the council allowed non-parishioners to be buried in Lyme Regis Cemetery when there was limited space. She asked for a report to be brought back to the council to allow members to review this.

Proposed by Cllr M. Ellis and seconded by Cllr G. Turner, members **RESOLVED** to hold the cemetery charges for 2021/22, as follows, with double fees applying to non-parishioners:

| Inter still born child or under 2 years | Inter child under 16 years | Inter over 16 years | Inter cremated remains | Exclusive right of burial in earthen grave | Exclusive right of burial of cremated remains | Installation of headstone/ footstone / tablet |
|---|----------------------------|---------------------|------------------------|--|---|---|
| No Charge                               | No Charge                  | £225.00             | £50.00                 | £455.00                                    | £276.00                                       | £90.00  |

| Installation of vase | Additional inscription on memorial | Scattering ashes on existing graves | Scattering ashes beneath turf of existing graves | Genealogy searches | Certified copy of entry in burial books | Double interment fee |
|----------------------|------------------------------------|-------------------------------------|--|--------------------|---|----------------------|
| £45/£60              | £30.00                             | £20.00                              | £20.00   | £25.00             | Not Offered                             | No Extra Charge      |

### Site licences

It was noted the site licence charges would be increased by RPI, as per the lease/licence.

### Memorial benches

The town clerk said officers were required to bring the auditor's recommendation to members regarding the treatment of VAT. He said the council had historically charged VAT and passed the cost on to the purchaser, but the members could choose how it would treat VAT in the future.

It was noted there was currently no space for more benches and it was unlikely there would be in the near future.

Proposed by Cllr B. Larcombe and seconded by Cllr C. Reynolds, members **RESOLVED** if space becomes available for a memorial bench, to charge the going rate at that time.

*The meeting adjourned for a break at 9.19pm.*

*The meeting resumed at 9.24pm.*

### 19/309/C Objectives

The town clerk said the forecast surplus of £400k would take the reserve to £960k in 2021/22, a prudent estimate which officers were confident would be exceeded if everything remained the same. He said officers had tried to identify things which had previously been set as objectives or had come to officers' attention and put them in priority order.

The town clerk said the council could consider releasing £110k in 2021/22, although it was anticipated it would be closer to £200k. He said the cadet hut had been placed in priority one, but since writing the report, it had been confirmed there was no asbestos. Although the urgency had gone, there was structural damage to the hut which meant the building would probably have to come down in the future.

The mayor, Cllr B. Larcombe suggested an alternative location could be found for the building.

The town clerk said the use of the harbourmaster's store could inform what happens with the cadet hut site in future and officers had begun to think about its value.

Cllr R. Doney asked why the town bus was in priority three as he felt it was a vital service for the town.

The town clerk said the council was committed to the town bus but the unknown variable was the school bus contract, which informed the viability of the town bus service. He said the position would be reviewed in May 2021 when DC awarded the schools' contracts. He added the £13k identified in priority three was related to a previous proposal to make the bus a completely free service, which would be in addition to the sum the council already paid for the current service.

The mayor, Cllr B. Larcombe said he hoped the office refurbishment would cost less than the £100k identified.

The deputy town clerk said the survey on the building identified £75-80k of repairs that were needed in any event, and some of those issues had gotten worse recently. However, he said the work could be separated over more than one financial year or phased, depending on their priority.

Cllr G. Stammer asked if the cadet hut was still leaking.

The operations manager said the roof was still leaking but it didn't prevent the external works' team from working out of the building, and it was felt it couldn't be repaired as it would involve going onto the asbestos roof.

Cllr J. Broom said the roof could be repaired using a cherry picker, although the operations manager said he believed most contractors would want to remove the entire roof. He also questioned whether the council wanted to spend money on repairing a building which would need to be removed anyway.

It was agreed officers would have a further look into what was required to repair the roof and take a report to the Town Management and Highways Committee.

The town clerk said officers would look to carry out the objectives in priority order but come back to members with another list for members to consider this time next year.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members **RESOLVED** to support the list of objectives in the proposed priority order and officers will bring back to members any issues which might affect the list.

**19/310/C Ideas to Generate Additional Income or Receipts**

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential matters relating to relating to the financial or business affairs of any particular person within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

*Cllr R. Doney left the meeting at 10.01pm.*

**19/311/C Exempt Business**

**a) Ideas to Generate Additional Income or Receipts**

The deputy town clerk said officers wanted an indication from members if any of the ideas should be taken forward, although nothing would happen immediately as it would have to be the subject of a more detailed report.

The town clerk said these discussions were not critical in terms of setting the budget and suggested a separate meeting could be arranged to discuss the ideas in more detail.

Members broadly supported the kinds of ideas which had been proposed and it was agreed a separate meeting would be arranged in early-2021.

*The meeting closed at 10.13pm.*

**Committee:** Full Council

**Date:** 18 November 2020

**Title:** Matters arising from the minutes of the extraordinary Full Council meetings held on 18 and 25 November 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**

#### **19/272/C – Public Forum**

A letter has been sent to N. Ball informing him of the total debt owed to the council at 30 November 2020.

#### **19/274/C – Questions from Councillors**

Further information about the drive-in carol service was provided in the members' briefing on 11 December 2020.

### **Guildhall Window**

The works to the doorway and window to the mayor's parlour will be undertaken at the same time as works to set back the window on the road frontage. It is likely that one contractor will undertake all of the various works.

An application has been made to Dorset Council for permission to close the section of road outside of the Guildhall and offices for the whole of March 2020 and the outcome of that application will be reported verbally at the meeting; if known.

The full planning application to set back the window, together with all supporting information, was submitted to Dorset Council on 6 November but has not yet been registered. Enquiries have produced a response which states:

*Thank you for your email, please be advised we currently have a backlog and are working through applications in date order. In order to work through this backlog, the Council have employed an*

*independent company to help us and your application may be sent to them for processing. We will advise if this happens. You will be advised of any update of your application in due course.*

Any delay in processing the application could put the planned programme for carrying out the works in jeopardy, and officers will continue to monitor and press the matter.

The works to the roadside window also require Building Regulations approval and the necessary plans, drawings and specifications are being finalised. In the meantime, tender and contract documents are being prepared with an anticipated return date of mid-late January. This will give sufficient time for formal selection of the preferred contractor, the signing of contract documents and contractor mobilisation and site establishment by early March.

Whilst it would be ideal to carry out repair works to the offices whilst the road is closed, this work is budgeted to take place in the second half of 21/22 and the first half of 22/23. The frontage works to windows, etc will also require planning permission, listed building consent and building regulations approval (works to a public building). The opportunity will, however, be taken to carry out any necessary minor remedial works to clean, clear and repair gutters, carry out further temporary repairs to the flat roof above the town clerk's office, etc.

#### **19/285/C – Member IT and Support**

A verbal update about the finalised timing, rollout and cost of member IT and support will be provided at the meeting.

#### **19/286/C – Covid-19 Restrictions – Lockdown 2**

Since the meeting, Dorset has moved into tier 2 and further changes have been made regarding the council's services and facilities. Overnight stays are now permitted at the chalet and caravan park, the amenities' area has re-opened on winter hours, weddings and civil partnership ceremonies can take place at the Guildhall with numbers restricted to 15, non-essential retail bookings are allowed in the market and performance areas, and the skatepark has re-opened.

#### **19/287/C – Emergency Procedure Review**

Reference to Treetops Residential Home was removed from the procedure and the updated version has been made available on the council website.

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.

#### **19/289/C – Post Holder 106, Change in Working Hours Request**

The new working arrangements agreed for post holder 106 will commence on 11 January 2020 and a new contract has been issued to this effect.

#### **19/290/C – Wedding Stewards – Rate of Pay**

A breakdown of the costs of wedding ceremonies was provided in the members' briefing on 11 December 2020.

### **19/291/C – Renewal of Lease for Power Boat Club, Monmouth Beach**

Terms have now formally been agreed by all parties for a new lease with a passing rent of £15.5k p.a. The council's solicitor is preparing the new lease, and this will be brought back to Full Council for approval as soon as it has been completed.

### **19/292/C – Eat Festival**

Following discussion with the chairmen of the Town Management and Highways and Tourism, Community and Publicity Committees, a fee for the use of areas at the Marine Parade Shelters has been agreed with the festival organisers.

### **19/293/C – Kitchen Garden**

A bed has been chosen in the Langmoor Gardens for the kitchen garden. It is located just behind and to the right of the gazebo.

### **19/295/C – Twinning Request**

A letter has been sent to Mr Marsh informing him of the council's decision.

### **19/300/C – Dorset Council Matters**

There is nothing in the council's procedures which requires members to notify Cllr D. Turner in advance of any questions they intend to ask at Full Council meetings. However, if members would like a response to a question, it would be beneficial to ask Cllr Turner in advance so he has time to prepare a response for the meeting.

### **19/306/C – Statement of Internal Control, Risk Management Policy and Annual Risk Assessment**

There was no mitigation/control outlined under 'Partnerships', 'Business Community'. The following has been added into the register as a mitigation/control:

There is still no constituted business group for the council to liaise.  
The council will liaise with businesses on a 'need to' basis.

### **19/308/C – Review of Precept and Charges**

Information about unpaid parking penalty charges was provided in the members' briefing on 11 December 2020.

A report on the cemetery and the existing arrangements for burial of non-parishioners will be taken to the Town Management and Highways Committee meeting on 3 February 2020.

## **19/301/C – Ideas to Generate Additional Income or Receipts**

A meeting with a one-item agenda to discuss the ideas to generate additional income or receipts will be held on 13 January 2021.

John Wright  
Town clerk  
December 2020

**Committee:** Full Council

**Date:** 16 December 2020

**Title:** Update Report

**Purpose of the Report**

To inform members about progress on significant works and issues

**Report**

**Debt Management Policy**

It was intended to bring a draft policy to this meeting, but further work is needed before it can be presented to members. It will be brought to the Full Council meeting on 20 January 2021.

**Asset Review and Strategy**

It was anticipated that this work would be undertaken by an external firm of surveyors supported primarily by the deputy town clerk and the estimated cost was £7-10k. It is intended that the work be commenced as soon as both finances and COVID-19 permit, but no later than 2021/22 in any event.

The precise timing may need to co-ordinate with an announcement from Dorset Council on 20 November 2020 that they also intend to carry out a review of assets and services within the coming months, which may revisit the possible transfer of assets and services to town and parish councils. It would also appear that the government is proposing to issue guidance and advice to principal authorities on which assets and services could/should be transferred 'down'.

No further information about the announced Dorset Council review is currently available but members will be informed as soon as it is.

It is also understood that Dorset Council has made a Harbour Revision Order which, amongst other things, may identify land deemed essential to the operation of the harbour. This is understood to be the reason for the lease of the land opposite the Harbour Inn not being renewed. We have been notified by the Marine Management Organisation (MMO) that they have received an application and a period of public consultation has commenced. Unfortunately, the link to the consultation reference provided (MLA/2020/00202) is not currently producing any search results. This has been raised with the MMO. The consultation may require member input. If it does and the timescales permit, it is intended to take the matter to the first meeting of the Town Management and Highways Committee in the new year. If comments are required more quickly, then an alternative arrangement will be put in place.

**External audit**

The external auditors have been unable to complete the external audit as they have received correspondence in relation to 2019-20 and prior years; they need to review and consider this before certifying the completion of the audit.

The response is an interim response from the external auditor

However, they report that aside from this matter, they find no improper practices and matters for concern, and all relevant legislation and regulatory requirements have been met.

The town clerk received the report at 18:12 on Friday 27 November, at which time he was on leave until Monday 7 December. There was a requirement to post the report on the council website by Monday 30 November. When the report was picked up on Monday 7 December, it was posted on the council website.

### **Glass panel**

It is intended that the broken glass panel on the roof above the amusement arcade be replaced on Thursday morning (17 December).

The contractor has stated that they will be on site at approximately 7.30am and they anticipate the work will take only about one hour.

The work will involve a lorry with crane on the parade during that period (the glass panel weighs 80-90 kgs and will be lifted into place), but the timing of the works should mean that there is no disturbance to any seafront businesses.

All nearby businesses have been informed about the works.

**LYME REGIS TOWN COUNCIL  
PLANNING COMMITTEE  
MINUTES OF THE VIRTUAL MEETING HELD ON WEDNESDAY 2 DECEMBER 2020**

**Present:**

**Chairman:** Cllr G. Turner

**Members:** Cllr B. Bawden, Cllr J. Broom, Cllr B. Larcombe MBE, Cllr M. Ellis, Cllr C. Reynolds and Cllr S. Williams

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

**19/138/P Public Forum**

There were two members of the public present who wished to speak in respect of application number **WD/D/20/002278**. The chairman agreed to let them speak when that application was considered and to take that application first.

**19/139/P Apologies**

There were no apologies for this meeting.

**19/140/P Minutes**

Proposed by Cllr B. Larcombe and seconded by Cllr C. Reynolds, the minutes of the meeting held on 30 September 2020 were **ADOPTED**.

**19/141/P Disclosable Pecuniary Interests**

There were none.

**19/142/P Dispensations**

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

**19/143/P Matters arising from the minutes of the meeting held on 5 August 2020**

There were no matters arising.

**19/144/P Update Report**

There were updates.

**19/145/P Planning Applications**

Planning applications were considered in accordance with the details circulated.

1) **WD/D/20/002278-FULL**

(Received 11 November 2020)

Mella – Erection three storey extension and alterations to existing dwelling, demolition of garage – Hythe cottage, Pine Walk, Lyme Regis, DT7 3LA.

The applicant's agent explained the sustainable design philosophy behind the application and ran through the layout of the proposed development. He talked about the applicants and their connections with the local community and emphasised that there had been no neighbour objections. He referred to other nearby properties whose roofs had been raised by between 1.00 and 1.4m and explained that this application involved raising the roof height by a maximum of 1.2m.

He felt there were no material planning or policy issues on which to not support the application. In response to member concerns about ground stability, he explained that PCRM Ltd had been instructed to carry out an up-to-date report based on the current application, but that work had not yet been completed because the company were extremely busy.

In response to a question from Cllr B. Larcombe, he advised that pre-application discussions had not taken place.

The applicant also spoke in support of the application and advised that the proposed extension was timber-framed, thus reducing its weight and its impact on ground stability.

Members were generally concerned about the potential impact of the application on ground stability in an area of the town where there had been a history of ground movement. It was noted that the ground report submitted with the application was a pre-purchase report based solely on the existing dwelling. It was noted that a new and comprehensive report based on the current application had been commissioned, but there was a unanimous view that the application could not be supported without sight of that report and its conclusions/recommendations.

Members were also generally concerned about the scale of the proposed extension, questioned comparative floor areas as between what was existing and what was proposed and felt that the extension was not subservient to the scale and mass of the existing dwelling or in keeping with its character. There was a general view that it constituted overdevelopment of the site.

There was some discussion about whether consideration of the application could be either deferred or the application withdrawn to allow the new ground stability report to be considered. The deputy town clerk advised that the application could only be withdrawn by request to the planning authority and Dorset Council's deadline for receiving this council comments was very tight, so deferment until this council's next scheduled meeting was not practical. In any event, if members had concerns about matters in addition to ground stability, those concerns need to be reflected.

*After further debate, members recommended that the application be refused because:*

1. *Of the absence of an up-to-date and relevant ground stability report.*
2. *The scale and mass of the proposed extension constitutes an overdevelopment of the site and a built form which is not subservient to and in keeping with the existing dwelling.*

- 2) **WD/D/20/002207-FULL** (Received 29 October 2020) Wright - Conversion of single storey wing to rear of grade II listed Georgian terrace from retail use to one bed self-contained flat – 54 Broad Street, Lyme Regis, DT7 3QR.

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

- 3) **WD/D/20/002208-LBC** (Received 29 October 2020) Wright - Conversion of single storey wing to rear of grade II listed Georgian terrace from retail use to one bed self-contained flat – 54 Broad Street, Lyme Regis, DT7 3QR.

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

- 4) **WD/D/20/002249-FULL** (Received 4 November 2020) Wallwork – Remove roof from existing garage and construct first floor home office with pitched roof, to be accessed by Cantilevered external staircase – 9 Barfleur Rise, Lyme Regis, DT7 3QY.

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

- 5) **WD/D/20/002270-FULL** (Received 4 November 2020) Cope – Install window to front elevation and erect cladding to match existing – Tanglewood, Avenue Road, Lyme Regis, DT7 3AE

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

- 6) **WD/D/20/002365-FULL** (Received 10 November 2020) Hewins – Erection of pitched roof extension to rear, and associated alterations to form loft conversion including new casement and velux windows – Camellia House, Colway Lane, Lyme Regis, DT7 3BG.

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

- 7) **WD/D/20/002383-FULL** (Received 25 November 2020) Mansergh – Works to create loft extension – Orchard Cottage, Sidmouth Road, Lyme Regis, DT7 3ES.

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

- 8) **WD/D/20/002491-FULL** (Received 7 November 2020)

Porter – Removal of roof, dormer and chimney and replacement with new roof, chimney, extended dormer and roof light – 15 Pound Street, Lyme Regis DT7 3HZ.

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

- 9) **WD/D/20/002492-LBC** (Received 7 November 2020)  
Porter – Removal of roof, dormer and chimney and replacement with new roof, chimney, extended dormer and roof light – 15 Pound Street, Lyme Regis DT7 3HZ.

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

- 10) **WD/D/20/002550-VAR OF COND** (Received 19 November 2020)  
Ashton – Demolish existing chalet and erect a replacement, (Variation of condition 1 of planning approval WD/D/17/002443 – plans list) – 7 Bowling Green Lyme Regis, DT7 3LG.

*Members recommended that the application for variation of condition 1 of planning approval WD/D/17/002443 be **supported** because there were no material planning considerations that would warrant its refusal.*

**19/146/P Amended/Additional Plans**

There were no amended/additional applications to be considered at this meeting.

**19/147/P Withdrawn Applications**

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

**19/148/P Planning Decisions**

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

**19/149/P Correspondence from Dorset Council regarding planning related matters.**

There was no correspondence to be considered at this meeting

*The meeting closed at 8.02 pm.*

**Committee:** Full Council

**Date:** 16 December 2020

**Title:** Health and Safety Policy Review

**Purpose**

To allow members to review the Health and Safety Policy

**Recommendation**

Members agree the Health and Safety Policy

**Report**

1. The Health and Safety Policy is reviewed annually or sooner if updates are required.
2. The draft policy is at **appendix 12A**. The changes this year include some re-formatting of the whole document and additions include a paragraph on pandemics at Section 3, Paragraph 23.

Matt Adamson-Drage  
Operations manager  
November 2020

## Policy

### Health and Safety

#### 1. Introduction

a. In accordance with the Health and Safety at Work Act 1974, the town council regards health, safety and welfare as an essential objective. It recognises and accepts the requirement for providing a safe and healthy workplace and a safe working environment for employees and further accepts its responsibility for the health and safety of councillors and members of the public who may be affected by the council's activities. This policy details the statement of council and management commitment to health and safety, the organisation and responsibilities under health and safety, and the arrangements for health and safety within the organisation.

#### PART 1

#### 2. Statement of Intent Council and Management Commitment

2.1—Lyme Regis Town Council are committed to achieving the following:

1. To have zero accidents amongst employees and others by engaging with staff to create a positive safety culture and empowering staff to create and review risk assessments for work they undertake in consultation with management.
2. Maintain a safe and healthy working environment including safe systems of work in consultation with staff.
3. Provide a health and safety organisation to effectively manage and monitor the safety arrangements.
4. Comply with all current applicable occupational health and safety legislation.
5. Achieve and maintain health, safety and risk control systems in line with occupational health and safety best practice and conduct systematic risk assessments and reviews.
6. Allocate sufficient time and other resources for health and safety.
7. Increase the awareness of all employees to the responsibility for the health and safety of themselves and others through training and communication.
8. Consult with employees on matters affecting their health and safety.
9. Provide suitable, safe, well maintained equipment and PPE.

10. Ensure safe storage, handling and use of substances.
11. Provide information, instruction, training and supervision as appropriate.
12. Ensure all employees are competent to fulfil their tasks.
13. Promote a culture of continual improvement.
14. Ensure that deliberate breaches of health and safety rules and procedures lead to disciplinary action.
15. Review and revise the health and safety policy at least annually

Duty Holder: Town Clerk John Wright

Signature: 

Date: 13 August 2020                      Review Date: August 2021

- ~~2.1.1 To have zero accidents amongst employees and others by engaging with staff to create a positive safety culture and empowering staff to create and review risk assessments for work they undertake in consultation with management~~
- ~~2.1.2 Maintain a safe and healthy working environment including safe systems of work in consultation with staff~~
- ~~2.1.3 Provide a health and safety organisation to effectively manage and monitor the safety arrangements~~
- ~~2.1.4 Comply with all current applicable occupational health and safety legislation~~
- ~~2.1.5 Achieve and maintain health, safety and risk control systems in line with occupational health and safety best practice and conduct systematic risk assessments and reviews~~
- ~~2.1.6 Allocate sufficient time and other resources for health and safety~~
- ~~2.1.7 Increase the awareness of all employees to the responsibility for the health and safety of themselves and others through training and communication~~
- ~~2.1.8 Consult with employees on matters affecting their health and safety~~
- ~~2.1.9 Provide suitable, safe, well maintained equipment and PPE~~
- ~~2.1.10 Ensure safe storage, handling and use of substances~~
- ~~2.1.11 Provide information, instruction, training and supervision as appropriate~~
- ~~2.1.12 Ensure all employees are competent to fulfil their tasks~~

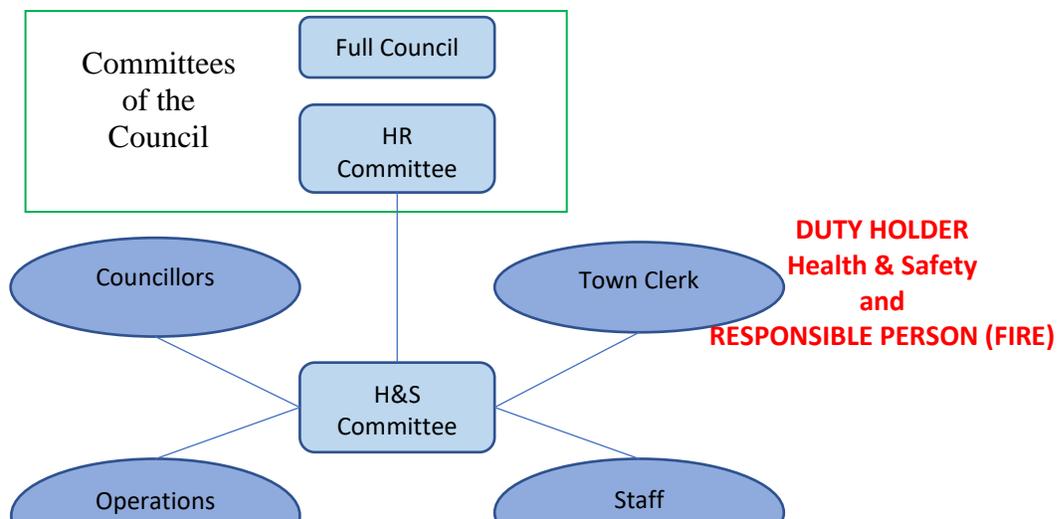
~~2.1.13 Promote a culture of continual improvement~~

~~2.1.14 Ensure that deliberate breaches of health and safety rules and procedures lead to disciplinary action~~

~~2.1.16 Review and revise the health and safety policy at least annually~~

## PART 2

### 2. Organisation and Responsibility



1. The Health and Safety Committee meets quarterly and reports to the Human Resources Committee of the council, and consists of Cllr J. Broom as chairman, Cllr G Stammers, Cllr S. Williams, the town clerk, the operations manager, the staff representative and secretary.
2. The town clerk has overall responsibility for health and safety and is the Duty Holder and Responsible Person (Fire). He is responsible for ensuring:
  - 2.1 the town council's health and safety policy is effectively implemented.
  - 2.2 reviewing this policy and other health and safety policies at least annually.
  - 2.3 reviewing health and safety performance, with information derived from audits, inspections, observations and investigations.
  - 2.3 adequate resources are available for the provision of appropriate health, safety and welfare arrangements.
  - 2.4 external health and safety and fire safety advice is sought where necessary.
  - 2.5 employers' Liability insurance is maintained.
  - 2.6 purchasing other insurance as required, including insurance cover for company vehicles and plant.
  - 2.7 keeping up-to-date on health and safety legal requirements and developments.
3. The operations manager is responsible for:
  - 3.1 notifiable injuries, diseases and dangerous occurrences are reported to the enforcing authorities as required by Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.
  - 3.2 ensuring all staff receive appropriate training, information and instruction relevant to their duties.
  - 3.3 in liaison with the Human Resources Committee, regularly reviewing training requirements and arranging training as necessary.
  - 3.4 ensuring risk assessments and safe working practices are reviewed regularly and updated as necessary.
  - 3.5 ensuring safety inspections are undertaken regularly and that defects are promptly rectified.

- 3.6 encouraging consultation and staff input on matters relating to health, safety and welfare.
- 3.7 ensuring all accidents are promptly reported and investigated.
- 3.8 arranging the distribution of health and safety information.
- 3.9 ensure COSHH risk assessments are completed and reviewed.
- 3.10 arranging Health and Safety Committee meetings at least every three months to review the council's health and safety.
- 3.11 disciplinary action is taken against staff who fail to follow council health and safety rules and procedures, as appropriate.
- 3.12 arranging for periodic testing and inspection of the fixed electrical installations and portable appliances.
- 3.13 ensuring that appropriate first aid arrangements are in place, including the appointment of sufficient first aiders and regular checks of first aid boxes and other similar first aid equipment.
- 3.14 maintaining a log of all premise's checks, testing, maintenance and repairs.

#### 4. Managers and Supervisors are responsible for:

- 4.1 staff and visitors are provided with health and safety information and are monitored to ensure that any rules, processes and safe systems are being followed in line with this policy and others.
- 4.2 appropriate induction training for employees and requesting any other health and safety training through the operations manager.
- 4.3 risk assessments that cover all employee activities and that any actions and controls arising from them are implemented and findings are shared with the employees.
- 4.4 consulting with employees on health and safety matters.
- 4.5 work equipment is suitable for purpose and maintained in a safe condition.
- 4.6 suitable personal protective equipment is provided and ensuring it is properly used.
- 4.7 periodic inspections of the work equipment are carried out to ensure that high standards of health and safety are maintained.
- 4.8 any health and safety concerns which they are not able to resolve are reported to the town clerk, operations manager or staff representative.

4.9 assisting in the implementation of fire risk assessment control measures and the maintenance and testing of fire extinguishers and emergency lighting, and to ensure that fire safety remains at the forefront of their minds when planning and conducting their day-to-day activities.

4.10 monitoring standards of housekeeping, to ensure that emergency escape routes are kept clear always and ensuring that all parts of the workplace maintained in a clean and safe condition.

4.11 monitoring employees and each other for signs of workplace stress and to actively consider the work-life balance of those for whom they are responsible for and themselves.

4.12 reporting accidents and incidents in line with company policy and to assist in any investigations as required.

5. The staff representative is available for staff to refer any health and safety issues to as required.

5.1 The council recognises no health and safety policy can be successful without the active participation of employees. It will therefore make and maintain suitable arrangements for consultation on matters of health, safety and welfare via the staff representative.

5.2 The council will ensure suitable training is provided and time allowed so that the staff representative role can be effectively discharged.

## 6. Employees' Responsibilities

6.1 employees have a legal duty to take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions. They also have a legal duty to co-operate with their employer on matters of Health and Safety, and a duty not to interfere with or misuse anything provided in the interests of health, safety or welfare.

6.2 behave in a professional manner, follow health and safety rules and not act in a way which would endanger themselves or others.

6.3 familiarise themselves with this health and safety policy and risk assessments and comply with all instructions and control measures contained within them.

6.4 work and use materials, vehicles and equipment in accordance with the training, information and instructions given.

6.5 follow the safety arrangements and procedures established for their work activities.

6.6 make use of all safety equipment, guards and personal protective equipment (PPE) provided. Wear PPE as instructed, store it to avoid damage, keep it cleaned and maintained and report losses or damage.

6.7 stop work and liaise with their supervisor/manager if a work condition

appears unsafe. Advise their line manager or staff representative of any deficiencies in the health and safety arrangements that come to their attention, including faults or defects in machinery, PPE, guards and other control measures. Do not attempt repairs unless qualified to do so.

6.8 ensure that equipment and materials are stored safely when not in use.

6.9 ensure their working area is kept tidy and that rubbish is placed in waste bins to avoid creating tripping hazards and clean up spillages immediately. Waste materials are to be disposed of in the manner instructed so they do not create a hazard to others.

6.10 not to work under the influence of alcohol or drugs.

6.11 report any unsafe working practices, shortcomings in safety procedures, accidents and near-misses to their supervisor/manager.

6.12 breaches of the health and safety rules or interfering with safety equipment will be treated as a serious disciplinary offence.

~~2.1 The Health and Safety Committee meets quarterly and reports to the Human Resources Committee of the council, and consists of consists of the mayor as chairman, councillors, the town clerk, the operations manager, the staff representative and secretary.~~

### PART 3

~~2.2—The town clerk has overall responsibility for health and safety but delegates authority for day to day management to the operations manager. In particular, the town clerk is responsible for ensuring:~~

~~2.2.1—the town council's health and safety policy is effectively implemented~~

~~2.2.2—adequate resources are available for the provision of appropriate health, safety and welfare arrangements~~

~~2.2.3—external health and safety advice is sought where necessary~~

~~2.2.4—notifiable injuries, diseases and dangerous occurrences are reported to the enforcing authorities as required by Reporting of Injuries, Diseases and Dangerous Occurrences Regulations~~

~~2.2.5—ensuring all staff receive appropriate training, information and instruction relevant to their duties~~

~~2.2.6—in liaison with the Human Resources Committee, regularly reviewing training requirements and arranging training as necessary.~~

~~2.2.7—ensuring risk assessments and safe working practices are reviewed regularly and updated as necessary~~

~~2.2.8—ensuring safety inspections are undertaken regularly and that defects are promptly rectified~~

~~2.2.9—encouraging consultation and staff input on matters relating to health, safety and welfare~~

~~2.2.10—ensuring all accidents are promptly reported and investigated~~

~~2.2.11—arranging the distribution of health and safety information~~

~~2.2.12—ensure COSHH assessments are completed and reviewed~~

~~2.2.13—arranging Health and Safety Committee meetings at least every three months to review the council's health and safety~~

~~2.3— Staff may refer any health and safety issues to the town clerk, operations manager or staff representative.~~

~~2.3.1 The council recognises no health and safety policy can be successful without the active participation of employees. It will therefore make and maintain suitable arrangements for consultation on matters of health, safety and welfare via the staff representative~~

~~2.3.2 The council will ensure suitable training is provided and time allowed so that the staff representative role can be effectively discharged~~

### ~~3. — Employees' Responsibility~~

~~3.1— Employees have a legal duty to take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions. They also have a legal duty to co-operate with their employer on matters of Health and Safety, and a duty not to interfere with or misuse anything provided in the interests of health, safety or welfare~~

~~3.2— Employees are expected to:~~

~~—— 3.2.1 work in accordance with the training and instructions given~~

~~3.2.2 follow the safety arrangements and procedures established for their work activities~~

~~3.2.3 make use of all safety equipment, guards and personal protective equipment (PPE) provided~~

~~3.2.4 advise their line manager of any deficiencies in the health and safety arrangements that come to their attention, including faults or defects in machinery, PPE, guards and other control measures. Staff should cease using machinery that is unsafe and advise the line manager or get it repaired~~

~~3.2.5 ensure their working area is kept tidy and that rubbish is placed in waste bins~~

~~3.3— Breaches of the health and safety rules or interfering with safety equipment will be treated as a serious disciplinary offence~~

## ~~4. — Arrangements~~

~~This section deals with the arrangements for Health and Safety at Lyme Regis Town Council; it is by no means exhaustive and is for the most part, general in its terminology, reflecting the obligations laid down in various 'pieces' of legislation which must be adhered to, in order to reduce risks of injury and ill health to levels that are deemed to be 'As Low As Reasonably Practicable' (ALARP).~~

### ~~1. — Fire Statement of Intent and Procedures~~

~~Lyme Regis Town Council will meet its statutory duty to comply with fire safety legislation and to reduce the risk of fire, causing death, serious injury and property related losses. The town clerk is the Responsible Person (Fire). He is responsible for ensuring all employees are conversant with the following:~~

~~1.1 the action to be taken on discovering a fire.~~

- 1.2 the actions to be taken upon hearing the fire alarm.
- 1.3 raising the alarm.
- 1.4 the correct method for calling the fire brigade, remembering to give precise details of the location of the fire.
- 1.5 the location and use of fire-fighting equipment.
- 1.6 knowledge of escape routes.
- 1.7 appreciation of the importance of fire doors to help stop fires spreading and the need to close all doors at the time of a fire and on hearing the fire alarm.
- 1.8 stopping machines and, where practicable, isolating power supplies.
- 1.9 evacuation of the building. Where members of the public are present this will include reassuring them and escorting from the building.
- 1.10 details of muster (fire assembly) points.
- 1.11 staff will be made aware that, however tempting it may be, they should not return to their office to collect personal effects and valuables, but should proceed directly to the muster points and should not re-enter the building until authorised to do so.
- 1.12 practice fire drills will be carried out periodically on an unannounced basis to test the adequacy of the precautions and evacuation procedures.
- 1.13 fire alarms will be tested on a weekly basis. It will be the responsibility of the operations manager to ensure all fire alarm tests and drills are recorded on the record sheets provided.
- 1.14 the operations manager will be responsible for ensuring the emergency lights and smoke detectors are checked on a regular basis, recording all checks in the logs provided.
- 1.15 the operations manager will organise regular inspections of all fire extinguishers on the council's premises both internally and externally in liaison with the current maintenance company.
- 1.16 the operations manager is responsible for ensuring escape routes, stairways and passages are kept clear of obstructions.
- 1.17 the operations manager will ensure stocks of flammable items will be kept to the minimum level that is compatible with efficient working practice. Fuels, gases and organic solvents will be stored appropriately.

Responsible Person (Fire): Town Clerk John Wright



Signature: \_\_\_\_\_

Date: 13 August 2020 **Fire Statement of Intent and Procedures**

~~4.1 — Lyme Regis Town Council will meet its statutory duty to comply with fire safety legislation and to reduce the risk of fire, causing death, serious injury and property related losses.~~

~~4.2 — The town clerk is responsible for ensuring all employees are conversant with the following:~~

~~4.2.1 — the action to be taken on discovering a fire~~

~~4.2.2 — the actions to be taken upon hearing the fire alarm~~

~~4.2.3 — raising the alarm~~

~~4.2.4 — the correct method for calling the fire brigade, remembering to give precise details of the location of the fire~~

~~4.2.5 — the location and use of fire-fighting equipment~~

~~4.2.6 — knowledge of escape routes~~

~~4.2.7 — appreciation of the importance of fire doors to help stop fires spreading and the need to close all doors at the time of a fire and on hearing the fire alarm~~

~~4.2.8 — stopping machines and, where practicable, isolating power supplies~~

~~4.2.9 — evacuation of the building. Where members of the public are present this will include reassuring them and escorting from the building~~

~~4.2.10 Details of muster (fire assembly) points~~

~~4.3 — Staff should be made aware that, however tempting it may be, they should not return to their office to collect personal effects and valuables, but should proceed directly to the muster points and should not re-enter the building until authorised to do so~~

~~4.4 — Practice fire drills will be carried out periodically on an unannounced basis to test the adequacy of the precautions and evacuation procedures~~

~~4.5 — Fire alarms will be tested on a weekly basis. It will be the responsibility of the operations manager to ensure all fire alarm tests and drills are recorded on the record sheets provided.~~

~~4.6 — The operations manager will be responsible for ensuring the emergency lights and smoke detectors are checked on a regular basis, recording all checks in the logs provided~~

~~4.7—The operations manager will organise regular inspections of all fire extinguishers on the council's premises both internally and externally in liaison with the current maintenance company~~

~~4.8—The operations manager is responsible for ensuring escape routes, stairways and passages are kept clear of obstructions at all times~~

~~4.9—The operations manager will ensure stocks of flammable items will be kept to the minimum level that is compatible with efficient working practice. Fuels, gases and organic solvents will be stored appropriately~~

## **2. Abrasive Wheels**

~~2.1 A register of qualified employees is kept in the office and annually reviewed.~~

~~2.2 Only qualified staff on the register can use abrasive wheels and only in accordance with their training. The qualification lasts for three years.~~

~~2.3 Handheld abrasive wheels must only be used in a safe, barriered area.~~

## **3. Accident/Near Miss Reporting and Investigation**

~~The council deem an accident and near-miss to be defined thus:-~~

~~Accident: any unplanned event that results in personnel injury or damage to property, plant or equipment.~~

~~Near-miss: an unplanned event which does not cause injury or damage, but could have done so. Examples include: items falling near to personnel, incidents involving vehicles and electrical short-circuits.~~

~~3.1 All accidents and near misses must be reported in an accident book. Accident books are kept in the town council office, garden machinery workshop and amenities hut. They meet the requirements for accident recording that are required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 2013 (RIDDOR). Accident /Near Miss details written in accident books must be torn out from the accident book and delivered to the operations manager as soon as possible to comply with GDPR to protect names and addresses of individuals and to allow the operations manager to investigate, if necessary. Accident books will be reviewed regularly by the health and safety committee to ascertain the nature of incidents which have occurred in the workplace. This review will be in addition to any individual investigation of the circumstances surrounding each incident. This~~

will ensure as far \_\_\_\_\_ as reasonably practical, that proper action is taken to help \_\_\_\_\_  
prevent the accident re-occurring.

Note: Investigation of an alleged accident does not necessarily \_\_\_\_\_ imply that sick  
pay will be paid. This will depend on the result of \_\_\_\_\_ the investigation. The above is simply the  
administrative \_\_\_\_\_ procedure. Clearly it is essential for all concerned to give \_\_\_\_\_  
priority to the safety and welfare of any injured person and \_\_\_\_\_ anyone else involved.

3.2 Specific injuries, diseases and dangerous occurrences must be reported by telephone to  
the enforcing authorities and followed up by form F2508 within 10 days

3.3 Any injury resulting in more than seven days' absence from \_\_\_\_\_ normal work  
must also be reported to the HSE within 10 days on \_\_\_\_\_ form F2508. This can be completed on the  
HSE website.

3.4 The following injuries are examples of reportable under RIDDOR \_\_\_\_\_ when they  
result from a work-related accident:

3.4.1 the death of any person (Regulation 6).

3.4.2 specified Injuries to workers (Regulation 4).

3.4.3 injuries to workers which result in their incapacitation for \_\_\_\_\_ more  
than 7 days (Regulation 4).

3.4.4 injuries to non-workers which result in them being taken \_\_\_\_\_ directly  
to hospital for treatment.

3.5 The operations manager will conduct, record and report any necessary \_\_\_\_\_ incident  
investigation due to accidents, incidents or \_\_\_\_\_ near misses as directed by the town clerk.

3.6 Any non-employee who experiences an accident or near-miss \_\_\_\_\_ whilst on  
council premises should report the incident \_\_\_\_\_ immediately to any available  
council employee to ensure the \_\_\_\_\_ council accident procedure is followed.

3.7 Visitors and contractors who are unable to enter their account \_\_\_\_\_ into the book  
must arrange for another person to make an entry \_\_\_\_\_ on their behalf. Visitors and contractors  
should also notify their \_\_\_\_\_ own employer where applicable. The council takes the \_\_\_\_\_  
responsibility for its contractors of notifying reportable accidents \_\_\_\_\_ under the Reporting  
of Injuries, Diseases and Dangerous \_\_\_\_\_ Occurrences Regulations 2013, therefore the  
operations \_\_\_\_\_ manager or town clerk must be informed immediately.

3.8 Safe System of Work: All incidents and near-miss incidents must \_\_\_\_\_ be reported,  
however minor. To achieve this the following \_\_\_\_\_ procedure should be adopted:

3.8.1 ensure the accident report form is completed and \_\_\_\_\_  
forwarded to the operations manager.

3.8.2 obtain treatment for any injury from a first-aider or the \_\_\_\_\_ local  
hospital.

3.8.3 ensure that the area is made safe and poses no risk to other personnel (except where the accident results in a major injury, in which case the scene should be fenced off and left undisturbed until advised otherwise by the enforcing authority).

3.8.4 enter details in the accident book.

3.8.5 inform the injured person's manager (or operations manager or town clerk) of the incident.

3.8.6 keep the council informed of any after-effects, including periods of incapacity for work.

#### 4. Alcohol and Drugs

4.1 Employers have a legal duty to protect employees' health, safety and welfare. Understanding the signs of drug and alcohol misuse (or abuse) will help manage health and safety risk in the workplace and deal with drug and alcohol-related problems and support employees.

4.2 Misuse is not the same thing as dependence. Drug and alcohol misuse is the use of illegal drugs and misuse of alcohol, medicines and substances such as solvents.

4.3 The following are possible warning signs which could indicate drug or alcohol misuse:

- unexplained or frequent absences.
- a change in behaviour.
- unexplained dips in productivity.
- more accidents or near-misses.
- performance or conduct issues.

These can also be signs of other things, like stress or illness.

4.4 Safety-critical elements must be considered where drug or alcohol misuse could have a serious outcome, for example these are:

- using machinery
- using electrical equipment or ladders
- driving or operating heavy lifting equipment

Tailored work programmes avoiding safety-critical equipment to keep the employee and others safe should be employed.

4.5 If an employee declares they have a drug or alcohol problem, they will be encouraged to get help from their GP or a specialist drug or alcohol agency and a referral to an occupational health service should follow. This will allow the council to help and support the member of staff rather than initially lead to dismissal.

4.6 In certain circumstances dismissal may be the only option but all avenues of support, including tailored work, should be exhausted first.

## **5. Communication and Consultation with Employees**

5.1 Managers communicate with staff both individually and through weekly staff meetings.

5.2 The quarterly health and safety committee allows employees to regularly feedback into the safety management system and council via either their manager or the staff representative on the committee.

## **6. Consumption of Food**

6.1 Food should only be consumed in rest areas. If food is to be eaten in the workplace individuals are to ensure that their work activities do not contaminate their foodstuffs; personal hygiene and the washing of hands prior to eating is to be observed at all times.

## **7. Control of Substances Hazardous To Health Regulations (COSHH)**

7.1 The town council will comply with the Control of Substances Hazardous to Health Regulations 2002.

7.2 Manufacturer's safety data sheets will be obtained from suppliers and held on file. These do not constitute COSHH risk assessments but are required to provide the information to enable risk assessments to be completed.

7.3 Assessments will be carried out and will consider the hazardous substances used or created, the working processes involved, and how tasks are performed. More than one assessment may be required for one substance if it is used in different ways which create different risks.

7.4 The first task is to determine the hazardous substances used or created, e.g. paints, isocyanates, solvents, dusts and fumes, and the risks they pose. This is followed by an examination of any risks their application or use could create and whether any of these risks could be eliminated by substitution of a non or less hazardous product. If this is not possible, an assessment should be undertaken to establish how any risk can controlled. Where control is not possible or there is some residual risk then, as a last resort, personal protection equipment may be required.

7.5 Fuels have a lockable container outside the Cadet Hut.

7.6 Bottled Gases have a lockable cage outside the Cadet Hut.

7.7 COSHH lockers exist in the Cadet Hut, Cemetery Workshop and Control room on the seafront along with risk assessments and signing sheets.

## **8. Discipline and Reward**

8.1 It is the responsibility of the management team to communicate the individual and organisational benefits of working safely and that the advantages of working safely far outweigh the disadvantages. It is accepted that many risk control measures have immediate negative consequences, such as discomfort, inconvenience and reduced output, but effective safety management and risk control must remain paramount.

8.2 The effect of failings in safety performance may have an adverse impact on business performance and the application of sanctions may be applied to restore and safeguard this. Action may be taken which could result in a range of outcomes, from an informal interview, a rebuke and in the most serious of cases, dismissal.

8.3 Good safety performance should be rewarded, rewards should be linked to the task, be visible to others and as immediate as possible. The rewarding of employees for working safely through positive means such as praise, recognition and/or by other positive methods is encouraged.

## **9. Display Screen Equipment**

9.1 The town council will comply with the Display Screen Equipment Regulations 1992 (amended 2002).

9.2 The town council will assess all workstations staffed by employees who use visual display unit (VDU) screens as part of their usual work and will ensure, as far as reasonably practicable, all work stations meet the requirements set out in the schedule to the regulations.

9.3 The risks to users of VDU screens will be reduced to the lowest extent reasonably practicable.

9.4 VDU screen users are encouraged to take periodic breaks in their work.

9.5 Eyesight tests will be provided for VDU screen users on request.

## **10. Electricity at Work**

10.1 The town council will comply with the Electricity at Work Regulations 1989

10.2 The town council will have its electrical wiring checked periodically or when new work is undertaken. Installation records will be held in the council's office

10.3 Residual current devices and 10 volt transformers/generators will be used where possible

10.4 All portable electrical appliances will be registered and inspected and tested at least every three years by a competent electrical contractor and in some circumstances more frequently based on the type of appliance or environment it is used in.

## **11. Eyesight Tests / VDU spectacles**

11.1 The Display Screen Equipment Regulations 1992, regulation 5 sets out an employer's responsibility for providing eyesight tests. It details that the employer must ensure that employees who are VDU users, or who are to become VDU users, are provided with an appropriate eyesight test if they request one. VDU users are defined as employees who habitually use display screen equipment as a significant part of their normal work. The test must be carried out as soon as practicable after the request or, where the individual is to become a VDU user, before he or she does so. Thereafter, the employer must ensure that the VDU user is provided with further eyesight tests at regular intervals. This would normally be no more frequently than at annual intervals unless in exceptional circumstances.

11.2 LRTC will reimburse staff up to £60 for spectacles for a VDU user only if the results of his or her eye and eyesight test show that special corrective lenses are necessary for VDU work and that normal corrective lenses cannot be used. Only a small number of people need special spectacles for VDU work. These typically have prescription lenses for the intermediate distance at which the VDU screen is viewed.

11.3 LRTC will reimburse staff up to £30 for an eyesight test for any member of staff, who is an habitual VDU user, at any local area qualified ophthalmologist or optometrist.

## 12. First Aid

12.1 The council has carried out an assessment of first-aid requirements; this involved consideration of workplace hazards and risks, the size of the organisation, the number and distribution of employees and other relevant factors, to determine what first-aid equipment and facilities should be provided. In addition, the council shall provide trained and certified first aiders in line with the findings of the first aid assessment and ensure that first aid equipment is available for use at all times. The location of first aid boxes and the details of first aiders are to be clearly displayed on the health and safety notice board, in the contractors and visitor's safety brief and in other key documentation such as induction training records.

12.2 The town council will comply with The Health & Safety (First Aid) Regulations 1981 and HSE basic advice leaflet INDG 347. First aid boxes are located in the council office, cemetery workshop, jubilee pavilion, seafront rooms, amenities hut, enforcement hut and council vehicles.

12.3 All boxes are checked and safety-sealed with a note of the use by dates kept with the log. The operations manager will ensure the contents of the first aid boxes are regularly monthly, that correct levels are maintained, and contents are replaced after their expiry date. Tablets or medicines are not kept in first aid boxes.

## 13. Health Surveillance

13.1 Health surveillance is a system of ongoing health checks. These health checks may be required by law for employees who are exposed to noise or vibration, ionising radiation, solvents, fumes, dusts, biological agents and other substances hazardous to health, or work in compressed air.

13.2 Health surveillance is conducted annually for cleansing, gardening, lengths men and maintenance staff.

13.3 Staff receive a questionnaire covering the detection of noise induced hearing loss, the recognition of lung conditions caused by work, the detection of hand arm vibration syndrome and detection of skin conditions caused by work.

13.4 Health surveillance questionnaires are reviewed by the town clerk and operations manager and any significant issues are reported to the health and safety committee.

13.5 Health Surveillance allows the council to:

13.5.1 detect ill health early to allow introduction of controls to prevent them getting worse.

13.5.2 provide data to help the council evaluate health risks.

13.5.3 enabling employees to raise concerns about how work affects their health.

13.5.4 highlighting lapses in workplace control measures, therefore providing invaluable feedback to the risk assessment.

13.5.5 provide an opportunity to reinforce training and education of employees (eg on the impact of health effects and the use of protective equipment).

## 14. **Housekeeping**

14.1 The town council will comply with the Workplace (Health, Safety & Welfare) Regulations 1992.

14.2 Good housekeeping is a pro-active way of preventing many hazardous conditions that may result in injury to people. The use of a checklist is encouraged with the proviso that it can blinker the inspectors and not allow them to think in broader terms than the list in front of them. Hazardous items discovered should be put right immediately where possible, e.g. trailing leads, gangway obstructions.

14.3 The operations manager and works supervisor will conduct regular inspections of the workplace. In addition, inspections will be conducted in the relevant areas whenever there are significant changes in the nature and/or scale of the council's operations.

14.4 Workplace inspections will also provide an opportunity to review the continuing effectiveness of the safety policy and identify areas where revision of the policy may be necessary.

## **15. Ladders and Step Ladders**

15.1 All ladders are to be of the appropriate industrial standard and inspected by the user before every use.

15.2 All ladders are checked and safety tag signed on a weekly basis. Any ladders deemed not to be in a suitable condition shall be immediately removed from the work place.

15.3 Ladders are only to be used for short term work. Other means of gaining height must be used if the works required; will take hours rather minutes or demands several different positions at height or requires both hands to operate eg. scaffold tower or cherry picker.

## **16. Legionella**

16.1 The legionella risk assessment is to be reviewed annually by a legionella specialist.

16.2 Legionella flushing and temperature checks are conducted weekly across the council estate in accordance with the legionella flushing policy in areas highlighted by the risk assessment.

## **17. Lone Working**

17.1 A lone working policy is in force.

## **18. Lifting Operations and Lifting Equipment**

18.1 The operations manager will arrange for all necessary service inspections and LOLER inspections and keep records. Any lifts or lifting equipment that fails an inspection will be put out of action immediately.

## **19. Manual Handling of Loads (Lifting/Carrying & Pushing/Pulling)**

19.1 The town council will comply with The Manual Handling (Operations) Regulations 1992.

19.2 Manual handling operations will be avoided as far as is reasonably practicable where there is a risk of injury.

19.3 Where it is not possible to avoid manual handling operations an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned. An assessment will be reviewed if there is any reason to suspect that it is no longer valid.

19.4 All possible steps will be taken to reduce the risk of injury to the lowest level possible.

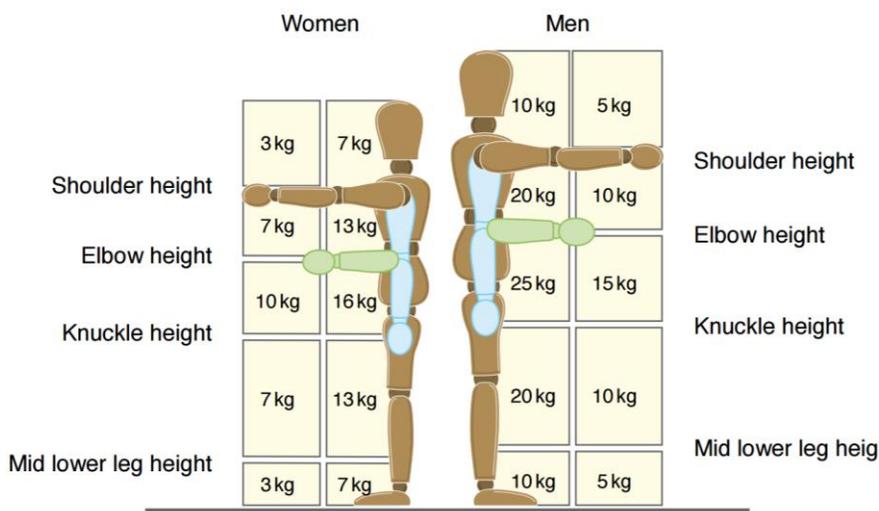
19.5 Wherever reasonably practicable, lifting and moving objects will be done by mechanical devices rather than manual handling. The equipment used will be appropriate for the task.

19.6 The load to be lifted or moved must be inspected for sharp edges, slivers and wet or greasy patches.

19.7 When lifting or moving a load with sharp or splintered edges gloves must be worn. Gloves should be free from oil, grease or other agents, which might impair grip.

19.8 The route over which the load is to be lifted or moved should be inspected to ensure it is free of obstructions or spillage which could cause tripping or spillage.

19.9 Employees should not attempt to lift or move a load, which is too heavy to manage comfortably.



19.10 Where team lifting or moving is necessary, one person should act as co-ordinator, giving commands to lift, lower etc.

19.11 When lifting an object off the ground employees should assume a squatting position, keeping their head back and their back straight. The load should be lifted by straightening the knees, not the back. These steps should be reversed for lowering an object to the ground.

## 20. Mobile Tower Scaffolds and Cherry Pickers

20.1 Only PASMA qualified staff can use the council mobile tower scaffold and only IPAF Category 1b qualified staff can use the appropriate hired cherry picker for that qualification. These shall only be used in accordance with their training. The qualifications lasts for five years.

20.2 Non-qualified members of staff may use the mobile scaffold tower or hired cherry picker only if supervised and accompanied on the scaffold or in the basket of the cherry picker by a qualified member of staff.

## 21. Monitoring Procedures & Safety Inspections

21.1 To monitor the effectiveness of the council's health and safety systems, audits will be undertaken, using external services if required. Copies of the results of these audits will be shared with employees.

21.2 Managers will carry out regular, at least quarterly, safety inspections of their areas of responsibility and equipment to ensure safety standards and housekeeping best practices are maintained. Additional health and safety arrangements will be developed as indicated by risk assessments.

21.3 Health and Safety will be reviewed quarterly by the Health and Safety Committee.

21.4 The minutes from the H&S committee meeting will be submitted to the council's Human Resources Committee, along with a report, if necessary, from the town clerk or operations manager.

### 21.5 Consultation Arrangements

The local Inspector's office and telephone number is:

HM Inspector of Health & Safety,  
Inter City House,  
Mitchell Lane,  
Bristol  
Tel: 0117 929 0681

## 22. Noise & Vibration

22.1 The council uses equipment that produces noise and vibration. Risk assessments and control measures will be employed to mitigate risk eg. appropriate SNR ear defenders are employed and anti-vibration gloves are available.

22.2 Noise and vibration from equipment is measured and recorded on a six monthly basis using a class 2 sound level meter and a vibration monitor. For noise, the HSE calculator is used to ensure the correct rated ear defenders for different equipment are employed. For vibration, the HSE calculator indicates the exposure action and limit value and these are communicated to staff through staff meetings and toolbox talks following six monthly measurements.

22.3 Anyone using more than one item of vibrating equipment on one day is instructed to note the exposure action value detailed on the machine inventory spreadsheet and use the HSE calculator to check exposure. Employees should contact the operations manager if unsure.

22.4 Employees receive regular noise and vibration training through tool box talks.

## 23. Pandemics

23.1 A pandemic is an epidemic that has spread over multiple countries. This council will follow the UK government public health guidance relating to any UK government declared pandemic. In practice this may mean working from home where possible or an entire shut down of the council's normal business. Where possible the council will support Dorset Council in providing signage and hand sanitizer stations, or any other measures that are required, and will risk assess its activities and work environments for staff with the pandemic in mind.

## 24. PAT Testing

24.1 The council is committed to ensuring electrical safety with portable appliances. Further information can be found in the councils PAT Testing policy.

## 25. Permits to Work

25.1 A permit to work is a formal, written, safe system of work to control potentially hazardous activities. The permit details the work to be done and the precautions to be taken (for instance, they may involve limiting the movement of overhead cranes, the precautions needed for high voltage or hot work or they might detail rescue arrangements for certain types of work). Permits should be issued, checked and signed off as being completed by someone competent to do so, and who is not involved in undertaking the work. Permits for work will be issued to contractors as necessary by the operations manager.

## 26. Personal Protective Equipment

26.1 The town council will comply with the Personal Protective Equipment at Work Regulations 1992.

26.2 Employees must use all personal protective equipment provided to them in accordance with the training and instruction given to them regarding its use.

26.3 Employees who have been provided with personal protective equipment must immediately report any loss of or obvious defect in any equipment provided to their line manager.

26.4 Further details can be found in the councils Management of PPE policy.

## 27. Risk Assessment and Hazards

27.1 There are five stages to risk assessment:

27.1.1 identify significant hazards

27.1.2 decide who might be harmed; employers, sub-contractors, site visitors, customers, members of the public

27.1.3 Evaluate the risks and decide on controls; can the hazard be eliminated, if not how can it be controlled or minimised

27.1.4 Record the findings; pass on information to employees

27.1.5 Review the assessments to ensure they remain valid

27.2 In undertaking risk assessments, the level of detail should be broadly proportional to the risk. The purpose is not to catalogue every trivial hazard; nor is the employer or self-employed person expected to be able to anticipate hazards beyond the limits of current knowledge. A suitable and sufficient risk assessment will reflect what is reasonably practicable to expect employers to know about the hazards in their workplaces.

27.3 Hazard Identification. The town council will comply with the Management of Health and Safety at Work Regulations 1992.

27.4 To develop and maintain the council's health and safety arrangements and ensure action is taken to eliminate or control the risks associated with its work activities, a programme of hazard identification and risk assessment is undertaken and reviewed every three months.

27.5 The procedures to be adopted, copies of the required documentation and the results of the programme will be maintained in the risk assessment files held in the council's offices and on the council's computer files. Employees will be made aware of the significant findings of any review that affects them.

27.6 Management of Health and Safety at Work Regulations 1992, summary of legal employers' responsibilities:

27.6.1 to carry out and record the findings of risk assessments and any arrangements made as a result of the risk assessment (regulation 3).

27.6.2 to plan, organise, control, monitor and review all measures taken as a result of the risk assessment (regulation 4).

27.6.3 to provide health surveillance, for example keeping individual health records of employees (regulation 5).

27.6.4 to appoint one or more 'competent persons to help comply with the relevant statutory obligations (regulation 6).

27.6.5 to establish appropriate procedures which are to be followed in the event of serious and imminent danger to persons at work (regulations 7).

27.6.6 to provide information on the risks employees are exposed to and the measures taken by the employer in accordance with the risk assessment procedure (regulation 8).

27.6.7 to provide comprehensive information on health and safety to temporary workers and employees of an employment business (regulation 10).

27.6.8 to consider the capabilities of their employees as regards health and safety before entrusting any tasks to them (regulation 11).

27.6.9 Management of Health and Safety at Work Regulations 1992, summary of legal employees' responsibilities: Employees are now under a duty to use any equipment provided to them by their employers in accordance with the instructions and training that has been given to them (regulation 12).

## 28. Smoking / Vaping

28.1 Smoking is not encouraged as it has been proven to be harmful to health.

28.2 All council premises are no smoking/vaping buildings.

28.3 Staff who wish to smoke/vape must do so outside and in the vicinity of a breakspace area. Smoking/Vaping is not to be conducted in council vehicles or during the course of their duties.

## 29. Stress

29.1 Managers will use the HSE's management standards approach to dealing with stress by risk assessing work activity and promoting active discussion and working in partnership with employees to help decide on practical improvements that can be made.

29.2 The Management Standards are:

Demands – this includes issues such as workload, work patterns and the work environment.

Control – how much say the person has in the way they do their work.

Support – this includes the encouragement, sponsorship and resources provided by the organisation, line management and colleagues.

Relationships – this includes promoting positive working to avoid conflict and dealing with unacceptable behaviour.

Role – whether people understand their role within the organisation and whether the organisation ensures that they do not have conflicting roles.

Change – how organisational change (large or small) is managed and communicated in the organisation.

## 30. Training

30.1 The town clerk will arrange for induction training for all new members of staff. Where additional training is identified as necessary for the health, safety and welfare of staff, it will be given in-house or by outside agencies e.g. Abrasive Wheels, Chainsaws, Display Screen Equipment, Use of Specialised Personal Protective Equipment such as respiratory protection equipment, Manual Handling, COSHH awareness, IOSH Working Safely etc.

## 31. Violence

31.1 The Health and Safety Executive defines work-related violence as 'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work.'

31.2 The council should ensure the possibility of violence to its staff is considered when undertaking risk assessments. Every effort should be made to reduce the possibility of violence to the minimum level that is reasonably practicable by using safe working practices.

31.3 All incidents in which member(s) of the council's staff are abused, threatened or assaulted must be reported to the town clerk.

## **32. Welfare Provision**

32.1 Staff toilets / handwashing sinks are provided across the council's estate.

32.2 Drinking water is available across the council's estate.

32.3 Works handwashing facilities are available at the Cadet Hut.

32.4 Shower facilities are available at the Candles on the Cobb Pavilion.

32.5 Meal breaks can be taken in provided break spaces.

32.6 Lockers for clothing and changing / drying space is available in the Cadet Hut.

32.7 Weekly cleaning rotas are in place at the Cadet Hut and Amenities Hut and a cleaner is employed daily in the office. An adequate supply of toilet paper, soap, paper towels etc is provided.

## **33. Work Equipment Safety Procedures**

33.1 The town council will comply with The Provision and Use of Work Equipment Regulations 1998.

33.2 Where possible, equipment will be purchased which confirms to British Standard or Central European Normalisation safety standards. The town clerk should be consulted if these requirements cannot be complied with.

33.3 The council's safe system of work for each item of equipment must be adhered to, including before and after use safety checks, and any necessary PPE must be worn.

33.4 Only staff in-date for training, on specific items such as the tractor, abrasive wheels and chainsaws, may use that council equipment. Details are held on the council's training and competency register.

## **34. Workplace Transport**

34.1 The council has various vehicles for different functions, these include, a New Holland T5 Tractor, Ford Double-Cab Tipper, Mitsubishi L200 Lengthsman Tipper, Ford Courier Maintenance Van, Kawasaki Mule and EPower Trucks AMP XL with cage for rubbish collection.

34.2 Vehicles are safety checked daily by staff responsible for that vehicle. Servicing and MOT's are organised by the works supervisor. Cleaning is conducted by the team responsible for the vehicle.

34.3 Staff hazard perception testing is completed annually and driving licence checks periodically for those that drive council vehicles.

34.4 Fuel cards are issued for Uplyme petrol station.

34.5 Fuel for garden machinery is to be carried securely on/in council vehicles in the containers provided and when not in use is to be stored in the lockable container outside the Cadet Hut.

## 35. Summary

35.1 The company recognises that the sharing of key information is critical for the effective management of risk, the coordination of H&S management and improved business performance. This document aims to promote such cooperation and underpins the importance given to safety and health by the MD.

35.2 This document shall be continually reviewed and developed, with the overarching aim of conducting all activities in a manner that seeks to protect the H&S of everybody and with due consideration given to the protection of the environment in all that we do.

35.3 Everyone that works in or visits the council is expected to share this commitment and to work with us to achieve it.

## 36. Review

36.1 This policy will be reviewed annually in August or sooner if there are changes in legislation or best practice

Original Version Implementation Date: May 2018

**Reviewed: May 2019 & August 2020**

**Next Review Date: August 2021**



John Wright

Town Clerk

13 August 2020

## ~~5. Accident Reporting and Investigation~~

### ~~5.1 Accident Books~~

~~5.1.1 Accident books are kept in the town council office and in the garden machinery workshop. They meet the requirements for accident recording that are required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995 (RIDDOR)~~

~~5.1.2 Specific injuries, diseases and dangerous occurrences must be reported by telephone to the enforcing authorities and followed up by form F2508 within 10 days~~

~~5.1.3 Any injury resulting in more than three days' absence from normal work must also be reported to the HSE within 10 days on form F2508. This can be completed on the HSE website~~

### ~~5.2 Personal Injury Accidents~~

~~Personal injury accident must be reported to the town clerk who will complete the accident form and investigate the accident to determine the cause and initiate any remedial action. When completed, the town clerk will make any reports to the enforcing authorities, as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995~~

### ~~5.3 Accidents resulting in damage to property and equipment and near miss~~

~~Whether personal injury results from an accident event is often a matter of luck. Many accidents result in damage or a near miss. All these events must be reported by an employee to their manager so they can be investigated and action taken to prevent a recurrence that could have more serious consequences~~

### ~~5.5 First Aid~~

~~5.5.1 The town council will comply with The Health & Safety (First Aid Regulations 1981 and HSE Guidance Note IND (G) 215L 1997. First aid boxes are located in the council office, cemetery workshop, jubilee pavilion, amenities hut and council vehicles~~

~~5.5.2 All boxes include a note listing their contents. Tablets or medicines are not kept in first aid boxes. The operations manager will ensure the contents of the first aid boxes are regularly checked, that correct levels are maintained, and contents are not used after their expiry date~~

### ~~5.6 Safety Training~~

~~The town clerk will arrange for induction training for all new members of staff. Where additional training is identified as necessary for the health, safety and welfare of staff, it will be given in-house or by outside agencies e.g. Abrasive Wheels, Chainsaws, Display Screen Equipment, Use of Specialised Personal Protective Equipment such as respiratory protection equipment and Manual Handling~~

### ~~5.7 Hazard Identification~~

~~5.7.1 The town council will comply with the Management of Health and Safety at Work Regulations 1992~~

~~5.7.2 To develop and maintain the council's health and safety arrangements and ensure action is taken to eliminate or control the risks associated with its work activities, a programme of hazard identification and risk assessment is undertaken reviewed every three months~~

~~5.7.3 The procedures to be adopted, copies of the required documentation and the results of the programme will be maintained in the risk assessment files held in the council's offices and on the council's computer files. Employees will be made aware of the significant findings of any review that affects them~~

~~5.7.4 Management of Health and Safety at Work Regulations 1992, summary of legal employers' responsibilities:~~

~~5.7.4.1 to carry out and record the findings of risk assessments and any arrangements made as a result of the risk assessment (regulation 3)~~

~~5.7.4.2 to plan, organise, control, monitor and review all measures taken as a result of the risk assessment (regulation 4)~~

~~5.7.4.3 to provide health surveillance, for example keeping individual health records of employees (regulation 5)~~

~~5.7.4.4 to appoint one or more 'competent persons to help comply with the relevant statutory obligations (regulation 6)~~

~~5.7.4.5 to establish appropriate procedures which are to be followed in the event of serious and imminent danger to persons at work (regulations 7)~~

~~5.7.4.6 to provide information on the risks employees are exposed to and the measures taken by the employer in accordance with the risk assessment procedure (regulation 8)~~

~~5.7.4.7 to provide comprehensive information on health and safety to temporary workers and employees of an employment business (regulation 10)~~

~~5.7.4.8 to consider the capabilities of their employees as regards health and safety before entrusting any tasks to them (regulation 11)~~

~~5.7.5 Management of Health and Safety at Work Regulations 1992, summary of legal employees' responsibilities:~~

~~5.7.5.1 employees are now under a duty to use any equipment provided to them by their employers in accordance with the instructions and training that has been given to them (regulation 12)~~

## ~~5.8 Risk Assessment~~

~~5.8.1 There are five stages to risk assessment:~~

~~5.8.1.1 identify significant hazards~~

~~5.8.1.2 — decide who might be harmed; employers, sub-contractors, site visitors, customers, members of the public~~

~~5.8.1.3 — Evaluate the risks and decide on controls; can the hazard be eliminated, if not how can it be controlled or minimised~~

~~5.8.1.4 — Record the findings; pass on information to employees~~

~~5.8.1.5 — Review the assessments to ensure they remain valid~~

~~5.8.2 — In undertaking risk assessments, the level of detail should be broadly proportional to the risk. The purpose is not to catalogue every trivial hazard; nor is the employer or self-employed person expected to be able to anticipate hazards beyond the limits of current knowledge. A suitable and sufficient risk assessment will reflect what is reasonably practicable to expect employers to know about the hazards in their workplaces~~

## **6. — Monitoring Procedures**

~~6.1 — To monitor the effectiveness of the council's health and safety systems, audits will be undertaken, using external services if required. Copies of the results of these audits will be shared with employees~~

~~6.2 — Managers will carry out regular, at least quarterly, safety inspections of their areas of responsibility and equipment to ensure safety standards and housekeeping best practices are maintained. Additional health and safety arrangements will be developed as indicated by risk assessments~~

~~6.3 — Health and Safety will be reviewed quarterly by the Health and Safety Committee~~

~~6.4 — The minutes from the H&S committee meeting will be submitted to the council's Human Resources Committee, along with a report from the town clerk or operations manager~~

~~6.5 — Consultation Arrangements~~

~~The local Inspector's office and telephone number is:~~

~~HM Inspector of Health & Safety,  
Inter City House,  
Mitchell Lane,  
Bristol  
Tel: 0117 929 0681~~

## **7. — Work Equipment Safety Procedures**

~~7.1 — The town council will comply with The Provision and Use of Work Equipment Regulations 1998~~

~~7.2 — Where possible, equipment will be purchased which confirms to British Standard or Central European Normalisation safety standards. The town clerk should be consulted if these requirements cannot be complied with~~

~~7.3— The council's safe system of work for each item of equipment must be adhered to, including before and after use safety checks, and any necessary PPE must be worn~~

~~7.4— Only staff in-date for training, on specific items such as the tractor, abrasive wheels and chainsaws, may use that council equipment. Details are held on the council's training and competency register~~

## ~~8.— Control of Substances Hazardous To Health Regulations (COSHH)~~

~~8.1— The town council will comply with the Control of Substances Hazardous to Health Regulations 2002~~

~~8.2— Manufacturer's safety data sheets will be obtained from suppliers and held on file. These do not constitute COSHH risk assessments but are required to provide the information to enable risk assessments to be completed~~

~~8.3— Assessments will be carried out and will consider the hazardous substances used or created, the working processes involved, and how tasks are performed. More than one assessment may be required for one substance if it is used in different ways which create different risks~~

~~8.4— The first task is to determine the hazardous substances used or created, e.g. paints, isocyanates, solvents, dusts and fumes, and the risks they pose. This is followed by an examination of any risks their application or use could create and whether any of these risks could be eliminated by substitution of a non or less hazardous product. If this is not possible, an assessment should be undertaken to establish how any risk can controlled. Where control is not possible or there is some residual risk then, as a last resort, personal protection equipment may be required~~

## ~~9.— Electrical Safety~~

~~9.1— The town council will comply with the Electricity at Work Regulations 1989~~

~~9.2— The town council will have its electrical wiring checked periodically or when new work is undertaken. Installation records will be held in the council's office~~

~~9.3— Residual current devices and 110 volt transformers/generators will be used where possible~~

~~9.4— All portable electrical appliances will be registered and inspected and tested at least every three years by a competent electrical contractor and in some circumstances more frequently based on the type of appliance or environment it is used in.~~

## ~~10.— Display Screen Equipment~~

~~10.1— The town council will comply with the Display Screen Equipment Regulations 1992 (amended 2002)~~

~~10.2— The town council will assess all workstations staffed by employees who use visual display unit (VDU) screens as part of their usual work and will ensure, as far as reasonably practicable, all work stations meet the requirements set out in the schedule to the regulations~~

10.3 The risks to users of VDU screens will be reduced to the lowest extent reasonably practicable

10.4 VDU screen users are encouraged to take periodic breaks in their work

10.5 Eyesight tests will be provided for VDU screen users on request.

## 11. Lifting and Manual Handling of Loads

11.1 The town council will comply with The Manual Handling (Operations) Regulations 1992

11.2 Manual handling operations will be avoided as far as is reasonably practicable where there is a risk of injury

11.3 Where it is not possible to avoid manual handling operations an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned. An assessment will be reviewed if there is any reason to suspect that it is no longer valid

11.4 All possible steps will be taken to reduce the risk of injury to the lowest level possible

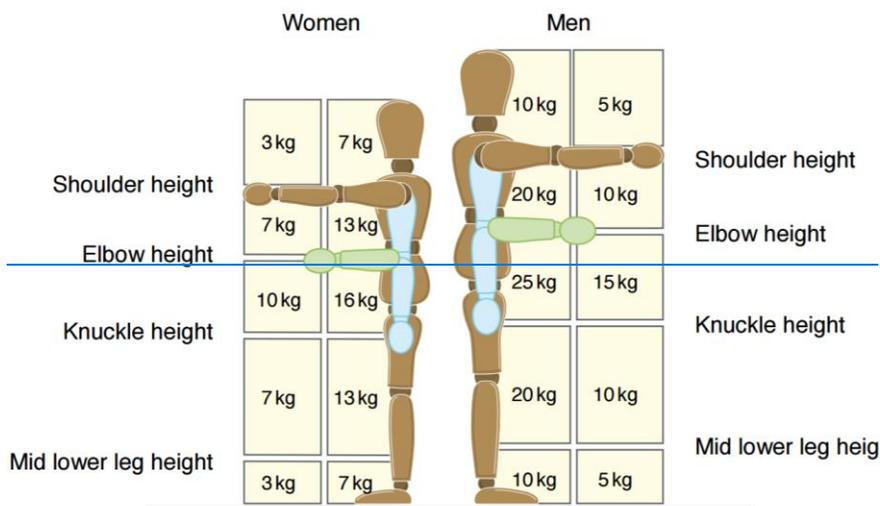
11.5 Wherever reasonably practicable, lifting and moving objects will be done by mechanical devices rather than manual handling. The equipment used will be appropriate for the task

11.6 The load to be lifted or moved must be inspected for sharp edges, splinters and wet or greasy patches

11.7 When lifting or moving a load with sharp or splintered edges gloves must be worn. Gloves should be free from oil, grease or other agents, which might impair grip

11.8 The route over which the load is to be lifted or moved should be inspected to ensure it is free of obstructions or spillage which could cause tripping or spillage

11.9 Employees should not attempt to lift or move a load, which is too heavy to manage comfortably



~~11.10 Where team lifting or moving is necessary, one person should act as co-ordinator, giving commands to lift, lower etc~~

~~11.11 When lifting an object off the ground employees should assume a squatting position, keeping their head back and their back straight. The load should be lifted by straightening the knees, not the back. These steps should be reversed for lowering an object to the ground~~

## ~~12. Housekeeping~~

~~12.1 The town council will comply with the Workplace (Health, Safety & Welfare) Regulations 1992~~

~~12.2 Good housekeeping is a pro-active way of preventing many hazardous conditions that may result in injury to people. The use of a checklist is encouraged with the proviso that it can blinker the inspectors and not allow them to think in broader terms than the list in front of them. Hazardous items discovered should be put right immediately where possible, e.g. trailing leads, gangway obstructions~~

~~12.3 The operations manager and works supervisor will conduct regular inspections of the workplace. In addition, inspections will be conducted in the relevant areas whenever there are significant changes in the nature and/or scale of the council's operations~~

~~12.4 Workplace inspections will also provide an opportunity to review the continuing effectiveness of the safety policy and identify areas where revision of the policy may be necessary~~

## ~~13. Personal Protective Equipment~~

~~13.1 The town council will comply with the Personal Protective Equipment at Work Regulations 1992~~

~~13.2 Employees must use all personal protective equipment provided to them in accordance with the training and instruction given to them regarding its use~~

~~13.3 Employees who have been provided with personal protective equipment must immediately report any loss of or obvious defect in any equipment provided to their line manager~~

## ~~14. Violence to Staff~~

~~14.1 The Health and Safety Executive defines work-related violence as 'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work~~

~~14.2 The council should ensure the possibility of violence to its staff is considered when undertaking risk assessments. Every effort should be made to reduce the possibility of violence to the minimum level that is reasonably practicable by using safe working practices~~

~~14.3 All incidents in which member(s) of the council's staff are abused, threatened or assaulted must be reported to the town clerk~~

## ~~15. Stress~~

~~15.1 Managers will use the HSE's management standards approach to dealing with stress by risk assessing work activity and promoting active discussion and working in partnership with employees to help decide on practical improvements that can be made.~~

15.2—The Management Standards are:

~~Demands—this includes issues such as workload, work patterns and the work environment.~~

~~Control—how much say the person has in the way they do their work.~~

~~Support—this includes the encouragement, sponsorship and resources provided by the organisation, line management and colleagues.~~

~~Relationships—this includes promoting positive working to avoid conflict and dealing with unacceptable behaviour.~~

~~Role—whether people understand their role within the organisation and whether the organisation ensures that they do not have conflicting roles.~~

~~Change—how organisational change (large or small) is managed and communicated in the organisation.~~

## **16.—Eyesight Tests / VDU spectacles**

~~16.1—The Display Screen Equipment Regulations 1992, regulation 5 sets out an employer's responsibility for providing eyesight tests. It details that the employer must ensure that employees who are VDU users, or who are to become VDU users, are provided with an appropriate eyesight test if they request one. VDU users are defined as employees who habitually use display screen equipment as a significant part of their normal work. The test must be carried out as soon as practicable after the request or, where the individual is to become a VDU user, before he or she does so. Thereafter, the employer must ensure that the VDU user is provided with further eyesight tests at regular intervals. This would normally be no more frequently than at annual intervals unless in exceptional circumstances.~~

~~16.2—LRTC will reimburse staff up to £60 for spectacles for a VDU user only if the results of his or her eye and eyesight test show that special corrective lenses are necessary for VDU work and that normal corrective lenses cannot be used. Only a small number of people need special spectacles for VDU work. These typically have prescription lenses for the intermediate distance at which the VDU screen is viewed.~~

~~16.3—LRTC will reimburse staff up to £20 for an eyesight test for any member of staff, who is an habitual VDU user, at any local area qualified ophthalmologist or optometrist.~~

## **17.—Review**

~~17.1—This policy will be reviewed annually in May or sooner if there are changes in legislation or best practice~~

**Implementation Date:** May 2018

**Review Date:** May 2019

A handwritten signature in blue ink, appearing to read "John Wright", enclosed within a thin blue rectangular border.

John Wright  
Town Clerk  
May 2018

**Committee:** Full Council

**Date:** 16 December 2020

**Title:** Budget and Precept 2021-22

**Purpose of Report**

To approve the 2021-22 budget, reserve and precept, and to note the five-year financial plan

**Recommendation**

- a) Members approve an income budget estimate of £1,693,436 and an expenditure budget estimate of £1,305,548 for 2021-22
- b) Members approve a reserve estimate of £947,900 in 2021-22
- c) Members approve the 2021-22 precept at £132,779
- d) Members note the five-year financial plan

**Background**

- 1. A draft 2021-22 budget and five-year plan was considered by the Full Council on 25 November 2020. Amendments to the draft budget and discretionary charges are detailed in the minutes of that meeting and are factored into the revised budget and five-year financial plan.
- 2. This report is being brought to the Full Council to formally approve the 2021-22 income and expenditure estimates, the level of reserve and the precept, **appendix 13A**. Members are also asked to note the five-year financial plan which runs from 1 April 2021 to 31 March 2026; the five-year plan is also detailed in **appendix 13B**.
- 3. The council's income and expenditure budgets for 2021-22 are £1,693,436 and £1,305,548, respectively; a surplus of £387,900.
- 4. The 2020-21 forecast reserve, £560,000 (simply 947,900 minus 387,900), combined with a 2021-22 budget surplus of £387,900, creates a reserve of £947,900 at 31 March 2022.
- 5. Maintenance of 2021-22 income and expenditure levels produces an annual surplus of approximately £387,900 per annum during the life of the five-year financial plan.
- 6. The council's precept is held £132,779, i.e., £64.41 for a council tax band D property.
- 7. If and when the forecast reserve at 31 March 2022 confidently exceeds 50% of turnover, i.e., £847,000, the council will begin to release priority one projects identified in **appendix 13C**.

John Wright  
Town clerk  
December 2020

APPENDIX 13A

| <b>Income</b>            | <b>Pre Budget</b>   | <b>2020-21 - Oct</b> | <b>Projected</b>    | <b>2021-22</b>      |
|--------------------------|---------------------|----------------------|---------------------|---------------------|
| Precept Total            | 132,778             | 132,779              | 132,779             | 132,778.80          |
| Car Park Total           | 714,789             | 534,636              | 660,636             | 788,671.00          |
| Chalet & Caravan Total   | 342,443             | 279,654              | 279,654             | 345,211.57          |
| Concession Total         | 38,083              | 12,034               | 12,034              | 31,283.00           |
| Commercial Rent Total    | 199,984             | 156,113              | 156,113             | 243,702.00          |
| Advertising Total        | 17,480              | 9,936                | 9,936               | 13,600.00           |
| Amenities Total          | 83,700              | 49,717               | 50,717              | 103,300.00          |
| Cemetery Total           | 6,450               | 4,706                | 4,706               | 6,700.00            |
| Licenses Total           | 11,050              | 4,300                | 4,300               | 10,040.00           |
| Other Total              | 18,702              | 59,776               | 59,776              | 17,550.00           |
| Interest Total           | 4,500               | 368                  | 400                 | 600.00              |
| <b>TOTAL</b>             | <b>1,569,959</b>    | <b>1,244,019</b>     | <b>1,371,051</b>    | <b>1,693,436.37</b> |
| <b>Expenditure</b>       |                     |                      |                     |                     |
| Outside Works Total      | 199,600             | 157,897              | 346,697             | 146,182.00          |
| Roof Works               | 401,000             | 393,157              | 393,157             |                     |
| Democratic Rep Total     | 24,340              | 896                  | 1,710               | 16,800.00           |
| Rents Total              | 35,400              | 4,081                | 9,521               | 28,241.40           |
| Licensed Land Total      | 4,053               |                      |                     | 2,500.00            |
| Office Admin Total       | 116,525             | 93,171               | 159,721             | 74,919.00           |
| Staffing Total           | 738,149             | 391,545              | 671,220             | 740,223.03          |
| Marketing Total          | 43,500              | 12,604               | 21,604              | 24,845.00           |
| Utilities Total          | 143,650             | 128,157              | 158,382             | 145,200.00          |
| Grants Total             | 84,000              | 93,732               | 109,467             | 89,138.00           |
| Loans Total              | 37,500              | 21,875               | 37,500              | 37,500.00           |
| <b>TOTAL</b>             | <b>1,827,717</b>    | <b>1,297,115</b>     | <b>1,908,979</b>    | <b>1,305,548.43</b> |
| <b>Reserve Inc/(Dec)</b> | <b>- 257,758.00</b> | <b>- 53,096.00</b>   | <b>- 537,928.00</b> | <b>387,887.94</b>   |

## APPENDIX 13B

| <b>Income</b>            | <b>2022-23</b>      | <b>2023-24</b>      | <b>2024-25</b>      | <b>2025-26</b>      |
|--------------------------|---------------------|---------------------|---------------------|---------------------|
| Precept Total            | 132,778.80          | 132,778.80          | 132,778.80          | 132,778.80          |
| Car Park Total           | 788,671.00          | 788,671.00          | 788,671.00          | 788,671.00          |
| Chalet & Caravan Total   | 345,211.57          | 345,211.57          | 345,211.57          | 345,211.57          |
| Concession Total         | 31,283.00           | 31,283.00           | 31,283.00           | 31,283.00           |
| Commercial Rent Total    | 243,702.00          | 243,702.00          | 243,702.00          | 243,702.00          |
| Advertising Total        | 13,600.00           | 13,600.00           | 13,600.00           | 13,600.00           |
| Amenities Total          | 103,300.00          | 103,300.00          | 103,300.00          | 103,300.00          |
| Cemetry Total            | 6,700.00            | 6,700.00            | 6,700.00            | 6,700.00            |
| Licenses Total           | 10,040.00           | 10,040.00           | 10,040.00           | 10,040.00           |
| Other Total              | 17,550.00           | 17,550.00           | 17,550.00           | 17,550.00           |
| Interest Total           | 600.00              | 600.00              | 600.00              | 600.00              |
| <b>TOTAL</b>             | <b>1693436.37</b>   | <b>1693436.37</b>   | <b>1693436.37</b>   | <b>1693436.37</b>   |
|                          |                     |                     |                     |                     |
| <b>Expenditure</b>       |                     |                     |                     |                     |
| Outside Works Total      | 146,182.00          | 146,182.00          | 146,182.00          | 146,182.00          |
| Roof Works               |                     |                     |                     |                     |
| Democratic Rep Total     | 16,800.00           | 16,800.00           | 16,800.00           | 16,801.00           |
| Rents Total              | 28,241.40           | 28,241.40           | 28,241.40           | 28,241.40           |
| Licenced Land Total      | 2,500.00            | 2,500.00            | 2,500.00            | 2,500.00            |
| Office Admin Total       | 74,919.00           | 76,019.00           | 74,919.00           | 74,919.00           |
| Staffing Total           | 745,223.03          | 745,223.03          | 745,223.03          | 745,223.03          |
| Marketing Total          | 24,845.00           | 24,845.00           | 24,845.00           | 24,845.00           |
| Utilities Total          | 145,200.00          | 145,200.00          | 145,200.00          | 145,200.00          |
| Grants Total             | 89,138.00           | 82,138.00           | 82,138.00           | 82,138.00           |
| Loans Total              | 37,500.00           | 37,500.00           | 37,500.00           | 37,500.00           |
| <b>TOTAL</b>             | <b>1,310,548.43</b> | <b>1,304,648.43</b> | <b>1,303,548.43</b> | <b>1,303,549.43</b> |
|                          |                     |                     |                     |                     |
| <b>Reserve Inc/(Dec)</b> | <b>382,887.94</b>   | <b>388,787.94</b>   | <b>389,887.94</b>   | <b>389,886.94</b>   |

**Priority  
one**

|   | £              |
|---|----------------|
| Members IT                              | 11,000         |
| Office refurb                           | 100,000        |
| Refurb gardens                          | 15,000         |
| EV charging pods (contractually signed) | 7,200          |
| Water meters                            | 5,000          |
| New chipper                             | 15,000         |
| Seafront railings                       | 50,000         |
| CCTV                                    | 5,000          |
| Asset management strategy               | 10,000         |
|   | <b>218,200</b> |

**Priority  
two**

|                  |               |
|------------------|---------------|
| Lighting columns | 80,000        |
| Replace mule     | 15,000        |
|                  | <b>95,000</b> |

**Priority  
three**

|                                     |                |
|-------------------------------------|----------------|
| Beach hut replacement               | 32,000         |
| Resident weekend                    | 8,000          |
| New amenity hut                     | 25,000         |
| Cadet hut                           | 100,000        |
| Ford transit                        | 15,000         |
| Courier van                         | 15,000         |
| Replace car park machines           | 50,000         |
| Chapel roof                         | 10,000         |
| Lengthsmans' vehicle                | 20,000         |
| Free town bus (subject to contract) | 13,000         |
| Tractor                             | 60,000         |
|                                     | <b>348,000</b> |

**TOTAL****661,200**

**Committee:** Full Council

**Date:** 16 December 2020

**Title:** Response to Dorset Council's Climate and Ecological Strategy Public Consultation

**Purpose**

To allow members to consider the town council's draft response to the public consultation on Dorset Council's Climate and Ecological Strategy and Action Plan

**Recommendations**

Members agree the draft response so far and consider further sector-based responses before the consultation deadline of 20 January 2021

**Background**

1. The council declared a climate emergency at Full Council on the 24 July 2019 which set a target for the town council to achieve net zero carbon emissions by 2030 and pledged commitment to the UN Sustainable Development Goals. A climate action and environmental initiatives list was agreed in principle before the budget setting meeting in November 2019.
2. Dorset Council declared a Climate and Ecological Emergency on 16 May 2019 and has recently launched its Climate and Ecological Emergency Strategy so is undertaking a consultation process with the public and stakeholders.
3. Cllr Bawden, Cllr Smith and the operations manager attended a webinar on the consultation process on 2 December 2020.

**Report**

4. The draft, **appendix 14A**, comprises a general response with appendices showing suggested specific feedback on each of the action plans for Renewable Energy; Buildings; Waste and Transport. Due to technical issues and recent announcements changing the legislative context, it is proposed that some sector responses be sent subsequently for approval (Economy; Food & Drink; Natural Assets; and Water).
5. The UK's Climate Change Committee launched the Sixth Carbon Budget on 10 December 2020. The new emissions targets have been brought forward to aim for reductions of 68% from 1990 levels by 2030 and 78% by 2035 - necessitating much earlier and faster action than has been achieved so far.
6. The Sixth Carbon Budget sets out a clear Pathway to Net Zero, bringing forward emission reduction plans, front-loaded in the earlier years, suggesting the policies required to enable investment in the training, re-skilling and job creation needed to ensure the economic, social and health benefits are more fairly distributed.

7. The Pathway to Net Zero aligns the UK's commitment to Net Zero by 2050 at the latest, as set out in the Climate Change Act 2008, to the Paris Agreement target to reduce global temperature rise to 1.5 degrees Celsius above pre-industrial levels. The 'Business as Usual' trajectory is unsustainable for human health at 4 to 6 degrees Celsius.
8. The UK shares joint Presidency of G7, G20 and COP26 and is expected to play a leadership role in promoting ambitious action to reduce greenhouse gas emissions and recover from the global pandemic with a green economic recovery which tackles inequality and achieves a just transition to a zero carbon world.
9. Dorset Council's Climate and Ecological Emergency Strategy will need to be considered in the context of the proposed emissions reductions targets and Pathway to Net Zero launched on 10 December, as will the town council's Aspect Assessment and Strategic Plan to reach Net Zero by 2030.

### **Response to Dorset Council's Climate and Ecological Emergency Strategy**

10. Lyme Regis Town Council welcomes Dorset Council's Climate and Ecological Emergency Strategy but asks for more urgency to meet national and international agreements to reduce greenhouse gas emissions. Recognising the leadership Dorset Council can provide to town and parish councils, community groups and individuals living in and visiting Dorset, more ambitious and properly resourced action is requested.
11. The general approach of Direct, Indirect and Influence and Partnership roles proposed is welcomed but there is inadequate recognition of the roles that town and parish councils could and should play. Dorset Council could influence and support the transition to net zero with collaboration, support scaling-up projects between communities, sharing resources and providing funding.
12. Specifically, Lyme Regis Town Council urges Dorset Council to aim for carbon neutrality by 2030, not 2040 as stated and the 2050 target for the county is nowhere near ambitious enough, so should be amended to a much earlier date.

### **Conclusion**

13. Members approve the draft responses submitted so far and agree to consider further detailed feedback remotely before the consultation deadline of 20 January.

Cllr Belinda Bawden  
December 2020

**Committee:** Full Council

**Date:** 16 December 2020

**Title:** Environmental Aspect Assessment and Net Zero Carbon 2030 Strategic Plan

### **Purpose**

To allow members to understand the council's current effects on the environment and agree a programme of action to address them

### **Recommendations**

- a) Members note the aspect assessment findings
- b) Members consider and approve the broad programme of action at appendix 15D

### **Background**

1. The council declared a climate emergency at Full Council on 24 July 2019. A climate action and environmental initiatives list was drawn up before the budget setting meeting in November 2019.
2. At the Extraordinary Full Council meeting on 26 August 2020 an aspiration of a carbon neutral target (net zero) by 2030 was set by this council. In addition, it was agreed this council would draw up and launch the net zero plan to achieve the ambition, and an environmental aspect assessment was to be undertaken to inform this work.
3. Dorset Council (DC) has launched its Climate and Ecological Emergency Strategy and is undertaking a consultation process with the public and stakeholders. LRTC members and the operations manager attended a webinar on the subject on 2 December 2020.

### **Report**

4. The report is in two parts. Firstly, the environmental aspect assessment, consisting of three appendices, **15A to C**. The aspect assessment, graph and top 10 environmental impacts listing. Secondly, at **appendix 15D**, informed by the aspect assessment, the strategic plan to tackle this council's worst environmental impacts to reach net zero by 2030. The report **does not** assess the strategic aspects/impacts of town itself, tourists coming to and from the town, nor does it assess the aspects/impacts from council tenants or partners.

### **Aspect Assessment**

5. An aspect assessment, at **appendix 15A**, is an environmental management tool that brainstorms and lists activities (aspects) undertaken by an organisation that have an environmental impact. The impacts, in general, are also listed. Where possible it includes quantifying the impact.

6. At **appendix 15B** the aspects of this council have been scored, similar to a risk assessment, on their effects on the environment. Members are asked to understand that this assessment of environmental impacts will include approximations as the impacts are difficult to accurately define and quantify and inevitably lead to some subjectivity. Nevertheless, the findings give the council a broad idea of where we are having the worst negative impact on the environment and therefore what we should focus on to improve.
7. **Appendix 15C** shows the re-ordered table from worst impact to least based on this council's activities – there is also a graph representation at the end. You may have expected to see some aspects higher on the list, but quantities involved mean they have been assessed as less of an impact for this council than other aspects. You will also note that there are some aspects in which we perform well – these are shown in green at the bottom of the list and appear below the centreline in the graph. It is no surprise that the issues of vehicle emissions and energy use feature heavily in our top ten.

### **Net Zero Carbon by 2030 – Strategic Plan**

8. The table at **appendix 15D**, based on the aspect assessment evaluation at appendix 16C, shows how this council can tackle its major environmental impacts over the coming years. The table is coloured to show where we are becoming 'greener' and closer to being net zero in each aspect. Clearly there are financial and budgetary considerations as we move through the years. Where possible, expensive projects have been deliberately placed in different years to spread the cost. Lastly, members should read this table as a guide to be followed as well as possible in prevailing circumstances each year and not as a prescriptive yearly plan.

### **Conclusion**

9. In addition to following the net zero plan, environmental initiatives must be championed by the council at every opportunity and in line with the UN Sustainable Development Goals. This will help maintain this council's place among some of the better eco-friendly councils in the country and ensure the 'green pound' continues to come to Lyme Regis for years to come. The council could choose to further its environmental credentials by, for example, introducing a permanent annual grant to local environmental/sustainable charities, and/or introduce a financial carbon offset arrangement while we are working towards net zero, both perhaps coordinated through the One Planet Working Group.

Note: Carbon Literacy training run by Cllr Bawden will be available for councillors early in 2021.

Matt Adamson-Drage  
Operations manager  
December 2020

**APPENDIX 15A**

| <b>Aspect</b>   | <b>Impact</b>  | <b>Associated Activity / Product / Service</b>   | <b>Approx. Quantity</b>   | <b>Additional comments / Actions required</b>  |
|---|--|--|---|--|
| Air Conditioning  | Climate Change<br>GHG Ozone,<br>Electricity use and<br>gaseous emissions | Cadet Hut & Amenities Hut  | Minimal usage by staff  | Ozone depleting refrigerants are no longer used.<br>Electricity consumption - green electricity tariff<br>required   |
| Batteries   | Hazardous waste  | Portable Equipment / Mobile<br>phones / Radios / Mouse /<br>Door Closers / Camera /<br>Mobile Printers | Adds up to a reasonable<br>quantity   | Recycle equipment at end of life/obsolete - where<br>possible.<br>Use rechargeable batteries where possible  |
| Beach cleaning  | Biodiversity strand<br>line<br>affected                                  | waste collection, seaweed<br>collection  | Daily in the summer and<br>school holidays.<br>Weekends only in the<br>shoulder months. | Seaweed given to allotment holders to use<br>Strand line not removed on beaches either end of<br>the seafront  |
| Bonfires  | Global warming,<br>climate change, loss<br>of biodiversity               |  | Can be up to twice a week<br>in winter. Once a month in<br>the summer.                  | Purchase a broad feed chipper to reduce number<br>of<br>bonfires<br>required   |
| Cartridges -<br>Toner   | Hazardous waste  |  | Infrequently replaced   | On contract printing through photocopier / use a<br>toner<br>recycling<br>service  |
| Cleaning<br>Agents  | Health, manmade<br>chemicals into the air                                | Contract cleaners, Toilets,<br>seafront glass, bin cleaning,<br>washing up                             | Regular use – contract<br>cleaners / seafront cleaning                                  | Manage products that those cleaning use - office<br>cleaners<br>Identify non-environmentally friendly products<br>through<br>the<br>COSHH register/ replace with environmentally<br>friendly products  |
| Compost - not<br>peat based (we<br>use 50% horse<br>manure /<br>50% mushroom<br>compost)<br>Hanging<br>baskets / railing<br>planters - peat<br>free compost |  | Horticulture   |   | Healthy wetland areas are a significant carbon<br>'sink' whereas exploited and depleted/drained<br>wetland areas become net emitters of carbon.<br>Preserving wetland areas and using alternative<br>compost materials is environmentally important. |

|  |  |   |   |   |
|--|--|---|---|---|
| Construction and landscaping materials                         | Use of resources, potential for FSC, local renewable<br>Concrete use -<br>Climate Change<br>GHG            | Handrails, Plant bed borders, steps, bridges (town mill & gardens)  |   | Select local, where possible, and renewable sources for timber.<br>Minimise concrete use.   |
| Contract management  | waste to landfill, use of unsustainable materials, pollution, Potential to minimize env impact / pollution |   |   | This aspect has potential to be significant, as the specifications given to building contractors will determine the amount of environmentally sound materials and processes used.<br>Select contractors based primarily on their environmental credentials. |
| Educational / training, increased awareness, partner awareness | Reduced environmental impact by staff, individuals, at work / in school                                    | Ebs, Education  | Awareness Courses for staff and Councillors               | Increased environmental awareness can be short term and difficult to measure.   |
| Electricity  | Climate change   | Use of ICT, photocopier, laminator, franking, lighting, phones, recharging, water heating, EV charging, Lamp posts, garden lights, electric tools, alarms, wiFi, heating, fridges, microwaves, kettles, card readers, AED, Ticket machines, etc | 54755kWh - 13.8t CO2<br>Based on: 0.256 kg of CO2 per kWh | Electricity - moved to green tariff with SSE in October 2020.<br>Where possible move to lower usage equipment such as LED bulbs.  |
| Emissions from vehicles  | Local air pollution, ozone depletion, acid rain, Climate change<br>GHG                                     | Travel to work, Travel around town, Travel to meetings  | NO2<br>See fuel for CO2                                   | Move to electric vehicles or other powered vehicles by 2030   |
| Environmental improvements / habitats                          | Recycling, Sustainability, Biodiversity  | Bird feeders & bat boxes -<br>Woodland Walk   | 20+   |   |

|   |  |  |  |  |
|---|--|--|--|--|
| Fertilizers                                 | Biodiversity<br>Ground Water                             |  | Katoun Gold 10ltrs p.a.<br>Chikara 100grams p.a.   | Limit impact by using herbicide infrequently as possible and move to a herbicide free policy by 2030   |
| Florescent Lights                           | Use of electricity, haz waste                            | Office, Amenities, Cadet Hut etc       | 30+  | Move to Green Energy - Electricity now with SSE  |
| Fuel & Oil                                  | Climate change, GHG, Acid Rain, Noise                    | Travel (at work), machinery, generator | 3320ltrs diesel (2.6kg of CO2 per litre) = <b>8.6t of CO2</b><br><br>1562ltrs unleaded (2.4kg of CO2 per litre) = <b>3.7t of CO2</b> | MT69FCJ - electric vehicle - purchased 2019<br>Diesel vehicles:<br>DN62XWL - Lengthsman flatbed - purchased 2017<br>- 199g/km CO2 // NOx 0.214g/km<br>HF14FNK - Kawasaki Mule - purchased 2014<br>- CO2 & NOx - no information on V5<br>HD09EDP - Tractor New Holland D5 - purchased 2009<br>- CO2 & NOx - no information on V5<br>HK16MTO - Ford Dbl Cab Tipper - purchased 2016<br>- CO2 & NOx - no information on V5<br>FH16FFU - Ford Courier Van - purchased 2016<br>- CO2 & NOx - no information on V5<br><br>4 stroke and 2 stroke gardening/other machinery - 35 items of fuel using equipment |
| Garden machinery                            | Climate change GHG                                       |  | 35 items of equipment  | See above. Changeover to electric or alternatively powered equipment by 2030   |
| Gas   |  | Heating: office, Guildhall. Hot water. | 2844Kwh, <b>0.5t CO<sub>2</sub></b><br>Based on: 0.184kg per kWh of gas.   | Switched to EDF for Gas in October 2020.   |
| Grass cuttings & Green waste, Wood chipping |  | Broad feed chipper required            | 50+ Tipper loads p.a.  | Broad feed chipper required  |
| Invasive species reduction                  | Bio-diversity  |  | Small quantities – mainly Japanese knotweed  | Japanese Knotweed etc. Legal requirement.  |
| Lighting (Street & Gardens)                 | Light pollution affecting biodiversity<br>Climate Change |  | 40 lamp columns – not LED<br>60 Gardens lights - LED.  | Minimise periods where street lighting is on. Programme to change to LED bulbs. Already minimise periods where the Woodland Walk lighting is on.   |

|  |                                     |  |                        |  |
|--|-------------------------------------|--|------------------------|--|
| Mobile phones, phones, making calls              | RF Radiation                        |  | Approx 20              | Despite extensive research on the subject, there has been no conclusive evidence that using a mobile phone causes long term harmful effects in humans. To reduce radiation on the body hold 20cm away from you on speaker or use hands free.   |
| Office Equipment / IT (electronic)               | Climate change GHG                  |  | Office Staff & Members | Electricity usage / recycle obsolete equipment   |
| Organic waste (from staff food / teabags)        | Recycled through DWP                |  |                        |  |
| Paper use: Resource use, travel, clean processes | Deforestation<br>Climate change GHG | Milling, transport, chlorine bleach and disposal<br>Office - agendas/printing/photocopying /tickets etc, Amenities Hut, Cadet Hut blue roll / toilet paper |                        | Change, as much as possible, to a paperless office.<br>IT. for members   |
| Plants etc                                       |                                     |  |                        | Not grown in-house - must be sustainably sourced or a greenhouse/nursery facility required<br>Wild flower meadow project   |
| Plastic  | Pollutant - long degradation        | Cable ties, laminate pouches   |                        | Switch to biodegradable cable ties or alternate<br>Switch to eco-friendly laminate pouches for temporary signs   |
| Radios   | RF Radiation                        |  | Minimal usage by staff | Two-way radio uses electromagnetic energy in the radio frequency (RF) spectrum to provide communications between two or more users over a distance. It uses radio frequency (RF) energy or radio waves to send and receive calls. RF energy is one form of electromagnetic energy. Other forms include, but are not limited to, sunlight and x-rays. |

|  |   |   |  |  |
|--|---|---|--|--|
| Refrigerant gas                            | Ozone, Global Warming   | Fridges in office, cadet hut, amenities hut, jubilee pavilion, enforcement hut, COTC pavilion.<br>All with R600a iso-butane gas - lower global warming potential                                  |  | CFC's that damage the ozone layer gave way to HFC's (and isobutane(R600a)) in the mid-1990's that are in most modern fridges - HFC's don't affect the ozone layer but have a high potential to create climate change. R600a isobutane doesn't damage the ozone layer and has a low global warming potential but it is flammable. Keep abreast of development in refridgerants and move to a no global warming potential refridgerant as soon as one becomes available. |
| Removal of Rubbish/Waste                   | Land pollution reduction - DWP  |   |  | Includes beach cleaning and litter picking. Recycling of used buckets and spades on the beach.   |
| Sanitary Waste, Sharps boxes               | Bio / Haz waste   | Sanitary Waste: Office / Public Toilets<br>Sharps - minimal   |  |  |
| Spray cans, Paint, White Spirit / Solvents | Haz waste<br>Ground water<br>Ground-level ozone<br>Biodiversity                                     | Various uses by maintenance team  |  | Move to environmentally friendly products where possible.  |
| Timber                                     | Resource use, Sustainability  | Recycle to woodchip - chipper required  |  | Purchase a broad feed chipper  |
| Water Consumption & effluent               | Water resource use (leaks/jet wash/watering plants), effluent treatment, energy use, climate change | Chalets, Toilets, Watering Plants, Water points, Jet Wash, Wash down beach cleaner, Office, Guildhall, Amenities Hut, Jubilee Pavilion, Cadet Hut, Cemetery workshop, Beach Hut kitchen & Chalets | 4500 cubic metres or 4,500,000 litres (an average UK family of four uses 165 cubic metres: SW Water) | Water Meter installation programme to better track leaks at the chalet area.   |

APPENDIX 15B

| Significance Evaluation |   |        |                      |          |             |           |                    |                      |          |             |           |
|-------------------------|---|--------|----------------------|----------|-------------|-----------|--------------------|----------------------|----------|-------------|-----------|
| Aspect                  | Impact  | Normal |                      |          |             |           | Abnormal/Emergency |                      |          |             |           |
|                         |   | Impact | Quantity / Frequency | Controls | Legislation | Sub total | Impact             | Quantity / Frequency | Controls | Legislation | Sub total |
| Air Conditioning        | Climate Change GHG Ozone, Electricity use and gaseous emissions | 3      | x3                   | 3        | 3           | 15        | 3                  | x4                   | 3        | 3           | 18        |
| Batteries               | Hazardous waste   | 4      | x4                   | 3        | 3           | 20        | 4                  | x5                   | 3        | 3           | 26        |
| Beach cleaning          | Biodiversity strand line affected                               | 2      | x4                   | 3        | 1           | 12        | 2                  | x5                   | 3        | 1           | 14        |
| Bonfires                | Global warming, climate change, loss of biodiversity            | 5      | x4                   | 3        | 2           | 25        | 5                  | x5                   | 3        | 2           | 30        |
| Cartridges - Toner      | Hazardous waste   | 3      | x3                   | 3        | 2           | 14        | 3                  | x4                   | 3        | 2           | 17        |
| Cleaning Agents         | Health, manmade chemicals into the air                          | 2      | x2                   | 3        | 1           | 8         | 2                  | x3                   | 3        | 1           | 10        |
| Compost - peat free     | Use of peat, destruction of biodiversity                        | 3      | x4                   | 3        | 1           | 16        | 3                  | x4                   | 3        | 1           | 16        |

|  |  |    |    |    |    |            |    |    |    |    |            |
|--|--|----|----|----|----|------------|----|----|----|----|------------|
| Construction and landscaping materials                         | Use of resources, potential for FSC, local renewable   | 5  | x3 | 3  | 1  | <b>19</b>  | 5  | x4 | 3  | 1  | <b>24</b>  |
| Contract management  | waste to landfill, use of unsustainable materials, pollution, Potential to minimize env impact / pollution | 4  | x3 | 4  | 3  | <b>19</b>  | 4  | x3 | 4  | 3  | <b>19</b>  |
| Educational / training, increased awareness, partner awareness | Reduced environmental impact by staff, individuals, at work  | -3 | x3 | -1 | -1 | <b>-11</b> | -4 | x4 | -1 | -1 | <b>-18</b> |
| Electricity  | Climate change   | 5  | x5 | 3  | 2  | <b>30</b>  | 5  | x5 | 3  | 2  | <b>30</b>  |
| Emissions from vehicles  | Local air pollution, ozone depletion, acid rain, Climate change GHG  | 5  | x5 | 3  | 3  | <b>31</b>  | 5  | x5 | 3  | 3  | <b>31</b>  |
| Environmental improvements / habitats                          | Recycling, Sustainability, Biodiversity  | -3 | x2 | -1 | -1 | <b>-8</b>  | -3 | x3 | -1 | -1 | <b>-11</b> |
| Fertilizers  | Biodiversity<br>Ground Water   | 3  | x2 | 2  | 3  | <b>11</b>  | 3  | x3 | 2  | 3  | <b>14</b>  |

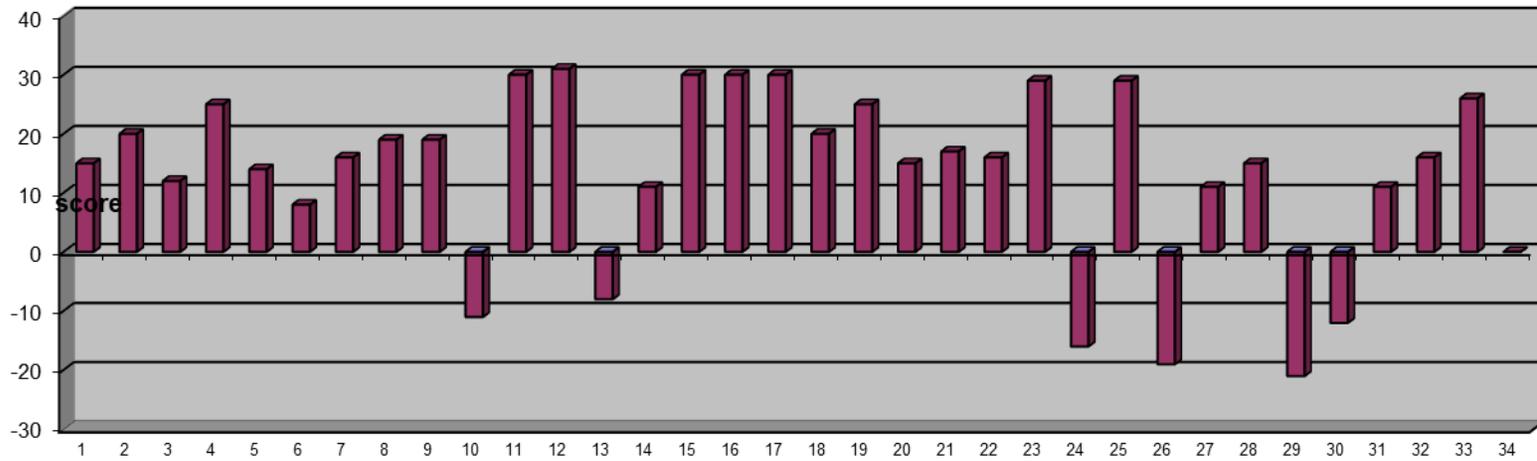
|   |  |    |    |    |    |            |    |    |    |    |            |
|---|--|----|----|----|----|------------|----|----|----|----|------------|
| Florescent Lights                           | Use of electricity, haz waste                            | 5  | x5 | 3  | 2  | <b>30</b>  | 5  | x5 | 3  | 2  | <b>30</b>  |
| Fuel & Oil                                  | Climate change<br>GHG Noise                              | 5  | x5 | 3  | 2  | <b>30</b>  | 5  | x5 | 3  | 2  | <b>30</b>  |
| Garden machinery                            | Climate change<br>GHG                                    | 5  | x5 | 3  | 2  | <b>30</b>  | 5  | x5 | 3  | 2  | <b>30</b>  |
| Gas   |  | 5  | x3 | 3  | 2  | <b>20</b>  | 5  | x4 | 3  | 2  | <b>25</b>  |
| Grass cuttings & Green waste, Wood chipping | Not composted  | 5  | x4 | 3  | 2  | <b>25</b>  | 5  | x4 | 3  | 2  | <b>25</b>  |
| Invasive species reduction                  | Bio-diversity  | 3  | x3 | 2  | 4  | <b>15</b>  | 3  | x4 | 2  | 4  | <b>18</b>  |
| Lighting (Street & Gardens)                 | Light pollution affecting biodiversity<br>Climate Change | 3  | x4 | 3  | 2  | <b>17</b>  | 3  | x5 | 3  | 2  | <b>20</b>  |
| Mobile phones, phones, making calls         | Radiation  | 2  | x5 | 3  | 3  | <b>16</b>  | 2  | x5 | 3  | 3  | <b>16</b>  |
| Office Equipment / IT (electronic)          | Climate change<br>GHG                                    | 5  | x5 | 3  | 1  | <b>29</b>  | 5  | x5 | 3  | 1  | <b>29</b>  |
| Organic waste (from staff food / teabags)   | Recycled through DWP                                     | -3 | x4 | -3 | -1 | <b>-16</b> | -3 | x4 | -3 | -1 | <b>-16</b> |

|   |  |    |    |    |    |            |    |    |    |    |            |
|---|--|----|----|----|----|------------|----|----|----|----|------------|
| Paper use:<br>Resource use,<br>travel, clean<br>processes | Deforestation<br>Climate change  | 5  | x5 | 3  | 1  | <b>29</b>  | 5  | x5 | 3  | 1  | <b>29</b>  |
| Plants etc  |  | -4 | x4 | -2 | -1 | <b>-19</b> | -4 | x4 | -2 | -1 | <b>-19</b> |
| Plastic - single<br>use                                   | Pollution<br>long<br>degradation   | 3  | x3 | 3  | 1  | <b>13</b>  | 3  | x3 | 3  | 1  | <b>13</b>  |
| Radios  | Radiation  | 2  | x3 | 2  | 3  | <b>11</b>  | 2  | x4 | 2  | 3  | <b>13</b>  |
| Refrigerant gas   | Ozone,<br>Global<br>Warming  | 2  | x4 | 3  | 4  | <b>15</b>  | 2  | x4 | 3  | 4  | <b>15</b>  |
| Removal of<br>Rubbish/Waste                               | Land pollution<br>reduction -<br>DWP   | -3 | x5 | -2 | -4 | <b>-21</b> | -3 | x5 | -2 | -4 | <b>-21</b> |
| Sanitary Waste,<br>Sharps boxes                           | Haz waste  | -3 | x2 | -2 | -4 | <b>-12</b> | -3 | x2 | -2 | -4 | <b>-12</b> |
| Spray cans,<br>Paint, White<br>Spirit / Solvents          | Haz waste<br>Ground water<br>Ground-level<br>ozone<br>Biodiversity             | 3  | x2 | 3  | 2  | <b>11</b>  | 3  | x3 | 3  | 2  | <b>14</b>  |
| Timber  | Resource use,<br>Sustainability  | 4  | x3 | 3  | 1  | <b>16</b>  | 4  | x4 | 3  | 1  | <b>20</b>  |
| Water<br>Consumption &<br>effluent                        | Water resource<br>use, effluent<br>treatment,<br>energy use,<br>climate change | 4  | x5 | 3  | 3  | <b>26</b>  | 4  | x5 | 3  | 3  | <b>26</b>  |

APPENDIX 15C

|    | Aspect                                | Total |  |
|----|---------------------------------------|-------|--|
| 1  | Emissions from vehicles               | 31    | Fuel Use / Climate Change / Greenhouse Gases(GHG)                    |
| 2  | Fuel/Oil                              | 30    | Fuel Use / Climate Change / GHG                                      |
| 3  | Electricity                           | 30    | Energy Use & Creation - Climate Change / GHG                         |
| 4  | Garden Machinery                      | 30    | Fuel Use / Climate Change / GHG                                      |
| 5  | Fluorescent Lights                    | 30    | Energy Use & Creation - Climate Change / GHG                         |
| 6  | Office IT/Equipment                   | 29    | Energy Use & Creation - Climate Change / GHG                         |
| 7  | Paper Use                             | 29    | Deforestation / Climate Change                                       |
| 8  | Water Consumption                     | 26    | Resource Use   |
| 9  | Bonfires                              | 25    | Emissions / Climate Change / GHG                                     |
| 10 | Green waste                           | 25    | Emissions / Climate Change / GHG (see bonfires)                      |
| 11 | Gas                                   | 20    | Fuel Use / Climate Change / Greenhouse Gases(GHG)                    |
| 12 | Battery use                           | 20    | Resource Use   |
| 13 | Construction                          | 19    | Emissions / Climate Change / GHG / Deforestation                     |
| 14 | Contract Management                   | 19    | Emissions / Climate Change / GHG / Deforestation                     |
| 15 | Lighting                              | 17    | Energy Use & Creation - Climate Change / GHG                         |
| 16 | Timber Use                            | 16    | Deforestation / Climate Change                                       |
| 17 | Mobile Phone use                      | 16    | Radiation emissions  |
| 18 | Compost                               | 16    | Fuel Use / Climate Change / GHG (bought in / travel - but peat free) |
| 19 | Air Conditioning                      | 15    | Air Con Gas - Emissions / Climate Change / GHG (leaks/end of life)   |
| 20 | Invasive Species Reduction            | 15    | Biodiversity   |
| 21 | Refrigerant Gas                       | 15    | Emissions / Climate Change / GHG (leaks/end of life)                 |
| 22 | Toner Cartridges                      | 14    | Fuel Use / Climate Change / GHG                                      |
| 23 | Beach Cleaning                        | 12    | Biodiversity   |
| 24 | Fertilizers                           | 11    | Biodiversity   |
| 25 | Radios                                | 11    | Radiation emissions  |
| 26 | Spray Cans / White Spirit / Solvents  | 11    | Biodiversity   |
| 27 | Cleaning Agents                       | 8     | Biodiversity   |
| 28 | Environmental Habitat improvement     | -8    | Biodiversity   |
| 29 | Education and Training                | -11   | Understanding the Problem  |
| 30 | Sanitary and Bio Waste collection     | -12   | Waste Management   |
| 31 | Organic waste collection (food waste) | -16   | Waste Management   |
| 32 | Planting                              | -19   | Biodiversity   |
| 33 | Removal of Rubbish                    | -21   | Waste Management   |

### significance table



aspect

## Carbon Net Zero by 2030 - Strategic Plan – Top Ten

|                                      | 2021-22   | 2022-23  | 2023-24  | 2024-25  | 2025-26  | 2026-27   | 2027-28   | 2028-29                                    | 2029-30  |
|--------------------------------------|---|--|--|--|--|---|---|--|--|
| <b>Vehicle Emissions</b>             |   | Mule 8yrs old  | Lengthsman Tipper 12yrs old  | Tractor 15yrs old – or move to contractor w electric tractor | Ford Tipper – 9yrs old   | Ford Courier – 10yrs old<br><b>All electric or equivalent</b> |   |  |  |
| <b>Fuel / Oil / Garden Machinery</b> |   | No replacements. Reduction in numbers of items of fuel using equipment | No replacements. Reduction in numbers of items of fuel using equipment | Replace 4 items for electric or equivalent                   | Replace 4 items for electric or equivalent                         | Replace 4 items for electric or equivalent                    | Replace 4 items for electric or equivalent              | Replace 4 items for electric or equivalent | Replace 4 items for electric or equivalent.<br><b>All electric or equivalent</b> |
| <b>Electricity</b>                   | <i>Switched in Nov 2020 to SSE green tariffs - 3yr deal</i> |  | Review and switch tariff if necessary                                  |  | Solar Panels on buildings  | Review and switch tariff if necessary                         |   |  | Review and switch tariff if necessary  |
| <b>Fluorescent Lighting</b>          |   | Office to LED  | External Works facility to LED<br><br>Street Lights to LED x6          | Amenities to LED<br><br>Street Lights to LED x6              | Street Lights to LED x6  | Street Lights to LED x6                                       | Street Lights to LED x6                                 | Street Lights to LED x6                    | Street Lights to LED x4  |
| <b>Paper Use</b>                     | Member IT. No printed Agendas. ZatPermit online             |  |  |  |  |   |   |  |  |
| <b>Water Consumption</b>             |   | Install Water Meters at chalets  | Install Water Meters at chalets  |  |  | Rainwater harvesting for council buildings                    |   |  |  |
| <b>Bonfires</b>                      |   | Purchase broad feed chipper  |  |  |  |   |   | Purchase electric or equivalent chipper    |  |
| <b>Green Waste</b>                   |   | Composting in compost bays in Lister Gardens                           |  |  |  |   |   |  |  |
| <b>Gas</b>                           | <i>Switched in Nov 2020 to EDF net zero committed</i>       |  | Switch Tariff/Provider to sustainable natural gas if possible          |  |  | Monitor and switch tariff if necessary                        | Install Heat Pumps or equivalent for Guildhall & Office |  | Monitor and switch tariff if necessary   |
| <b>Battery Use</b>                   |   | Switch to rechargeable batteries where possible                        |  | #  | All electrical items use batteries charged from sustainable energy |   |   |  |  |

**Committee:** Full Council

**Date:** 16 December 2020

**Title:** Behaviour Related Public Space Protection Order

### **Purpose**

To allow members to consider requesting from Dorset Council an addition to the Behaviour Related Public Space Protection Order (PSPO) – prohibition of feeding seagulls, to include anti-social behaviour related to the consumption of alcohol across the seafront and in the Langmoor and Lister Gardens

### **Recommendation.**

Members approve requesting from Dorset Council an addition to the Behaviour Related Public Space Protection Order (PSPO) – prohibition of feeding seagulls, to include anti-social behaviour related to the consumption of alcohol across the seafront and in the Langmoor and Lister Gardens

### **Background**

1. At a recent meeting with the police and Dorset Council's (DC) service manager for licensing and community safety operations/public protection officer, it was suggested to the town clerk that a behaviour related PSPO may be a suitable option to enforce issues around alcohol abuse and anti-social behaviour in Lyme Regis, similar to those in other areas.
2. PSPOs are enforced by the Anti-social Behaviour, Crime and Policing Act 2014. They are designed to deal with a particular nuisance or problem in a specific area (a public place) that is detrimental to the local community's quality of life, by imposing conditions on the use of that area which apply to everyone. They are intended to help ensure public places can be enjoyed by all and kept free from anti-social behaviour.
3. One PSPO covers both the prohibition on the feeding of seagulls and anti-social behaviour, related to the consumption of alcohol. In Lyme Regis only the seagull element of the PSPO applies. In Dorchester and Bridport only the alcohol element applies. In West Bay both elements apply. The PSPO is coming up for renewal on 23 April 2021 and a public consultation is intended to be conducted by DC.

### **Report**

4. Lyme Regis seasonally suffers from pockets of anti-social behaviour across the seafront and in the gardens, where alcohol is a factor, that regularly disturbs residents and has even led to police officers being assaulted. A behaviour related PSPO would allow authorised persons and police officers to tackle this behaviour directly.

5. PSPO likely wording based on the current one in force:

### **Section 1 - Consumption of Alcohol.**

(1) This section applies to all public places identified and described in the maps in the Schedule 1 (“the alcohol restricted area”) and imposes the prohibition contained in subsection (2). (*Schedule 1 would identify the whole seafront from the Church/Gun cliffs walkway to Monmouth beach and Langmoor and Lister Gardens*).

#### **Prohibition.**

(2) No person shall consume alcohol within the alcohol restricted area in circumstances where a constable or authorised person has directed them not to do so, in the reasonable belief that such a direction is necessary to prevent public nuisance, public disorder or anti-social behaviour.

(3) If a constable or authorised person reasonably believes that a person –

(a) is or has been consuming alcohol in breach of the prohibition in subsection (2),  
or

(b) intends to consume alcohol in circumstances in which doing so would be a breach of such prohibition

he or she may impose a requirement upon such person under subsection 4(a) or 4(b)

(4) The constable or authorised person may require such person(s)

(a) not to consume alcohol or anything which the constable or authorised person reasonably believes to be alcohol: or

(b) to surrender anything in his or her possession which is, or which the constable or authorised person reasonably believes to be, alcohol or a container for alcohol.

(5) A person who fails without reasonable excuse to comply with a requirement imposed on him or her under subsection 4 commits an offence contrary to section 63(6) of the Anti-social Behaviour, Crime and Policing Act 2014 and is liable on summary conviction to a fine not exceeding level 2 on the standard scale.

6. Enforcement will be undertaken by authorised persons (our enforcement officers) and police officers. If anyone breaches the requirements of the PSPO, or fails to comply with a request from an authorised person or police officer to cease the prohibited activity, they would be committing a criminal offence and may be issued a fixed penalty notice of £100 (£75 if paid within 14 days) or upon conviction a fine of up to £1,000.
7. The introduction of such a PSPO would not mean that consuming alcohol is entirely prohibited in the scheduled areas but allows authorised persons and police officers to intervene where alcohol is a factor in circumstances of anti-social behaviour.
8. In addition, members should also discuss continuing with the PSPO for the prohibition of feeding seagulls. Seagulls have continued to cause a nuisance to residents and tourists across the seafront this year and the officers regularly receive complaints from members of the public on this topic.

Matt Adamson-Drage  
Operations manager  
December 2020

**Committee:** Full Council

**Date:** 16 December 2020

**Title:** Land Stability

**Purpose of Report**

To inform members of the extent of land movement at Monmouth Beach and Ware Cliff, and Langmoor and Lister Gardens

**Recommendation**

Members note the report

**Background**

**Monmouth Beach and Ware Cliff**

1. Land movement at Ware Cliff and above Monmouth Beach was last reported to the Strategy and Finance Committee on 17 December 2019. At that point in time, the assessment of the council's geotechnical engineer, Peter Chapman, PCRM Consultancy, was 'no significant movement of the monitoring locations has been recorded.' This assessment was consistent with previous land stability reports to Strategy and Finance Committee on 1 February 2017 and 14 March 2018.
2. Data on land movement on Ware Cliff and above Monmouth Beach has been reviewed in February and November 2020. In summary, PCRM's assessment is, 'no movement of concern has been recorded.'
3. PCRM's assessment is summarised in an email to Rob Clarke, project engineer, Dorset Council, 25 November 2020, **appendix 17A.**

**Langmoor and Lister Gardens**

4. Land movement in Langmoor and Lister Gardens has been raised at the Town Management and Highways Committee; concerns relate to cracks in the footpaths. This matter was reported to the Strategy and Finance Committee on 17 December 2019 because of the strategic and cost implications associated with land movement, as well as to bring all reports on land movement under the remit of one committee.
5. PCRM's assessment in 2019 was, 'movement is consistent with seasonal changes in volume of the underlying clay i.e. cracks closing over the winter and opening during the summer.'
6. Further monitoring was undertaken by Lewis Brown in October 2020 and this has been reviewed by the council's consultant.

7. Peter Chapman's assessment is the majority of the movement is consistent with shrinkage of underlying clays following the dry summer months and that results from monitoring in April 2021 should confirm this assumption, i.e., if significant shrinkage recovery has occurred.
8. However, there is one location where movement is a concern, a section of Stile Lane path; movement in this location is recorded at -45mm. The area is currently taped off and PRCM are considering engineering solutions. The cost of the two options currently being considered are in the region of £50,000 assessment and should be considered as part of the 2022-23 budget.
9. Stile Lane is a public right of way and Dorset Council should be approached about a contribution towards the cost of works.
10. Further reports on this matter will be brought to the Town Management and Highways Committee in 2021.

John Wright  
Town clerk  
December 2020

Hi Rob

Monitoring of Ground Markers, Monmouth Beach and Ware Cliff Chalet Site

We have carried out further monitoring of ground markers on the slopes above Monmouth Beach. I last sent you monitoring record drawings in February 2019. Since then we have monitored the ground markers at the following times: July 2019, November 2019, February 2020 and November 2020. Attached are the monitoring record drawings showing the movement recorded between November 2019 and November 2020.

The monitoring period shown is a full year and no movement of concern has been recorded. Movement has been recorded where expected in the active slip areas. However, the amount of movement has been less than previously recorded in these areas. In other areas there are a few monitoring points where the total horizontal displacement has exceeded the 40mm threshold level. I can confirm that the total is cumulative throughout the year and the amount of movement from one survey to the next has been less than the 40mm threshold level, which would trigger the monitoring frequency being increased to once a month.

The results indicate some possible significant movement of the slope above the Harbour Master Stores and Boat Building Academy. Because of this, I have checked the total recorded movement from October 2016 (soon after the ground markers here were installed) to the latest set of readings taken at the beginning of this month. The average amount of movement for ground markers 50 to 55A over the past 3 years has been 33mm horizontal movement to the south-south-west (the direction of the slope), with a drop in height of only 3mm. As a result, I don't think there is anything to be particularly concerned about at the moment.

We will continue to monitor and aim for a frequency of every 3 or 4 months.

I hope the above is clear and sufficient for your purposes at present. However, should you have any queries please do not hesitate to contact me.

Regards

Peter

**PCRM Consultancy**  
**Consulting Civil, Structural and Geotechnical Engineers**

**Committee:** Full Council

**Date:** 16 December 2020

**Title:** List of Payments

**Purpose of Report**

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

**Recommendation**

Members note the report and approve the attached schedule of payments for November 2020 for the sum of £206,389.59.

**Background**

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

'A schedule of payments forming part of the agenda for the meeting shall be prepared by the finance officer. Petty cash reimbursement will be reported as a total when re-imbusement 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 November 2020, **appendix 18A**. 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  
December 2020

## APPENDIX 18A

|                      |                      | <u>Lyme Regis Town Council</u>                    |                     |                    |                           |                      |                      |  |  |
|----------------------|----------------------|---|---------------------|--------------------|---------------------------|----------------------|----------------------|--|--|
|                      |                      | <u>Payments list for November 2020</u>            |                     | <u>£206,389.59</u> |                           |                      |                      |  |  |
|                      |                      | <u>Total</u>                                      |                     |                    |                           |                      |                      |  |  |
| <b>Date</b>          | <b>Supplier</b>      | <b>Detail</b>                                     | <b>Payment Type</b> | <b>Amount</b>      | <b>Probable VAT Code*</b> | <b>Probable VAT*</b> | <b>Probable Net*</b> | <b>Indicative Expenditure Category</b> |  |
| <b>NAT WEST BANK</b> |                      |   |                     |                    |                           |                      |                      |  |  |
| 10-Nov               | DORSET COUNCIL       | Rates   | DD                  | 8334               | 0%                        | -                    | 8,334.00             | Utilities                              |  |
| 11-Nov               | HMRC VAT             | VAT   | DD                  | 76244.28           | 0%                        | -                    | 76,244.28            | VAT                                    |  |
| 16-Nov               | ALLSTAR              | Fuel charges                                      | DD                  | 401.17             | 20%                       | 66.86                | 334.31               | Outside Works                          |  |
| 16-Nov               | BANKLINE             | Bank charges                                      | BLN                 | 52.9               | 0%                        | -                    | 52.90                | Office Expenses                        |  |
| 17-Nov               | DWP                  | Waste collection                                  | DD                  | 1320.5             | 0%                        | -                    | 1,320.50             | Outside Works                          |  |
| 18-Nov               | DWP                  | Waste collection                                  | DD                  | 192                | 0%                        | -                    | 192.00               | Outside Works                          |  |
| 19-Nov               | WORLDPAY             | Transaction charges                               | DD                  | 531.54             | 0%                        | -                    | 531.54               | Office Expenses                        |  |
| 19-Nov               | WORLDPAY             | Transaction charges                               | DD                  | 32.22              | 0%                        | -                    | 32.22                | Office Expenses                        |  |
| 24-Nov               | SALARY               | Salaries  | EBP                 | 37008.47           | 0%                        | -                    | 37,008.47            | Staffing                               |  |
| 25-Nov               | DORSET COUNCIL       | Loan repayment                                    | SO                  | 3125               | 0%                        | -                    | 3,125.00             | Loans                                  |  |
| 30-Nov               | HMRC PAYE            | November PAYE and NI                              | DD                  | 12155.15           | 0%                        | -                    | 12,155.15            | Staffing                               |  |
|                      |                      |   | <b>Total</b>        | <b>£139,397.23</b> |                           |                      |                      |  |  |
| <b>LLOYDS BANK</b>   |                      |   |                     |                    |                           |                      |                      |  |  |
| 02-Nov               | INVESTEC             | Franking machine quarter lease                    | DD                  | 174                | 20%                       | 29.00                | 145.00               | Office Expenses                        |  |
| 02-Nov               | ZOOM                 | Monthly subscription                              | DEB                 | 11.99              | 0%                        | -                    | 11.99                | Office Expenses                        |  |
| 03-Nov               | COASTLINE CREATIVE   | Video production                                  | FPO                 | 7800               | 20%                       | 1,300.00             | 6,500.00             | Office Expenses                        |  |
| 04-Nov               | GIFFGAFF             | Monthly Mobile bundle                             | DEB                 | 6                  | 20%                       | 1.00                 | 5.00                 | Utilities                              |  |
| 05-Nov               | LR PANTOMINE         | Grant   | FPO                 | 999                | 0%                        | -                    | 999.00               | Grants                                 |  |
| 05-Nov               | CUSTOMER             | Beach hut refund                                  | FPO                 | 34.44              | 0%                        | -                    | 34.44                | Refunds                                |  |
| 06-Nov               | LR COMMUNITY GROUP   | Grant   | FPO                 | 75.96              | 0%                        | -                    | 75.96                | Grants                                 |  |
| 06-Nov               | GIFFGAFF             | Monthly Mobile bundle                             | DEB                 | 6                  | 20%                       | 1.00                 | 5.00                 | Utilities                              |  |
| 09-Nov               | CRICKMAY STARK       | Marine parade/Blue sea café architectural support | FPO                 | 24067.82           | 20%                       | 4,011.30             | 20,056.52            | Office Expenses                        |  |
| 09-Nov               | HC LEWIS CONTRACTORS | Footpath to war memorial                          | FPO                 | 3914.4             | 20%                       | 652.40               | 3,262.00             | Outside Works                          |  |
| 09-Nov               | GLEN CLEANING        | Cleaning  | FPO                 | 3576.91            | 20%                       | 596.15               | 2,980.76             | Outside Works                          |  |
| 09-Nov               | SSE ENTERPRISE       | Replace column in Lister Gardens                  | FPO                 | 1458.17            | 20%                       | 243.03               | 1,215.14             | Outside Works                          |  |
| 09-Nov               | WOODHORT SHARPHAM    | Mushroom compost                                  | FPO                 | 1323.36            | 20%                       | 220.56               | 1,102.80             | Outside Works                          |  |
| 09-Nov               | DAMORY               | Local bus route                                   | FPO                 | 1125               | 0%                        | -                    | 1,125.00             | Rents                                  |  |
| 09-Nov               | TAUNTON FABRICATIONS | Replace smashed glass panel Marine Parade         | FPO                 | 946.8              | 20%                       | 157.80               | 789.00               | Outside Works                          |  |
| 09-Nov               | TRAVIS PERKINS       | External supplies                                 | FPO                 | 893.03             | 20%                       | 148.84               | 744.19               | Outside Works                          |  |
| 09-Nov               | VOICE OVER IP        | 3 telephone handsets                              | FPO                 | 714                | 20%                       | 119.00               | 595.00               | Office Expenses                        |  |
| 09-Nov               | COBB GARAGE          | Full service of vehicle                           | FPO                 | 656.78             | 20%                       | 109.46               | 547.32               | Outside Works                          |  |
| 09-Nov               | SCREWFIX             | External supplies                                 | FPO                 | 630.05             | 20%                       | 105.01               | 525.04               | Outside Works                          |  |
| 09-Nov               | A J SUPPLIES         | Staff Clothing                                    | FPO                 | 624                | 20%                       | 104.00               | 520.00               | Staffing                               |  |
| 09-Nov               | CASA ENVIROMENTAL    | Remove asbestos roof at TIC                       | FPO                 | 504                | 20%                       | 84.00                | 420.00               | Outside Works                          |  |
| 09-Nov               | Unity 5              | Zatpark usage - October 2020                      | FPO                 | 383.76             | 20%                       | 63.96                | 319.80               | Utilities                              |  |
| 09-Nov               | ARTHUR FORDHAMS      | External supplies                                 | FPO                 | 309.26             | 20%                       | 51.54                | 257.72               | Outside Works                          |  |
| 09-Nov               | VALE FIRE SAFETY     | Fire extinguishers                                | FPO                 | 284.4              | 20%                       | 47.40                | 237.00               | Outside Works                          |  |
| 09-Nov               | ROYAL IMAGES         | Royal condolence prints                           | FPO                 | 228                | 20%                       | 38.00                | 190.00               | Office Expenses                        |  |
| 09-Nov               | NOMIX ENVIRO         | Chemicals   | FPO                 | 147.6              | 20%                       | 24.60                | 123.00               | Outside Works                          |  |
| 09-Nov               | AXMINSTER GARDEN M   | New tyres and drive springs                       | FPO                 | 137.94             | 20%                       | 22.99                | 114.95               | Outside Works                          |  |
| 09-Nov               | NEWBERRY             | Dolphin removal                                   | FPO                 | 120                | 20%                       | 20.00                | 100.00               | Outside Works                          |  |
| 09-Nov               | METRIC               | Hosting costs - car park machines                 | FPO                 | 97.2               | 20%                       | 16.20                | 81.00                | Outside Works                          |  |
| 09-Nov               | CLARITY COPIERS      | Sept and Oct photocopier usage                    | FPO                 | 96.04              | 20%                       | 16.01                | 80.03                | Office Expenses                        |  |
| 09-Nov               | GOOD DIRECTIONS      | Stainless steal plaque                            | FPO                 | 77.4               | 20%                       | 12.90                | 64.50                | Outside Works                          |  |
| 09-Nov               | LYME ONLINE          | Advertising                                       | FPO                 | 65                 | 0%                        | -                    | 65.00                | Marketing & Tourism                    |  |
| 09-Nov               | WESTCRETE CONCRETE   | Mixed concrete                                    | FPO                 | 57.5               | 20%                       | 9.58                 | 47.92                | Outside Works                          |  |
| 09-Nov               | YELLOWBOX            | Staff Clothing                                    | FPO                 | 38.28              | 20%                       | 6.38                 | 31.90                | Staffing                               |  |
| 09-Nov               | STAFF                | Travel expenses                                   | FPO                 | 23.4               | 0%                        | -                    | 23.40                | Staffing                               |  |
| 09-Nov               | ERICS KNOBS          | Shackle for padlock                               | FPO                 | 19                 | 20%                       | 3.17                 | 15.83                | Outside Works                          |  |

|        |                                    |   |            |            |     |        |           |                 |
|--------|------------------------------------|---|------------|------------|-----|--------|-----------|-----------------|
| 09-Nov | TOTAL PLUMBING                     | Plumbing fittings                           | FPO        | 11         | 20% | 1.83   | 9.17      | Outside Works   |
| 09-Nov | GIFFGAFF                           | Monthly Mobile bundle                       | DEB        | 10         | 20% | 1.67   | 8.33      | Utilities       |
| 09-Nov | GIFFGAFF                           | Monthly Mobile bundle                       | DEB        | 6          | 20% | 1.00   | 5.00      | Utilities       |
| 10-Nov | DORSET COUNCIL                     | Open space subscription                     | FPO        | 70         | 0%  | -      | 70.00     | Office Expenses |
| 10-Nov | BARCLAYCARD                        | Transaction fees                            | DD         | 23.13      | 0%  | -      | 23.13     | Office Expenses |
| 10-Nov | BARCLAYCARD                        | Transaction fees                            | DD         | 15.76      | 0%  | -      | 15.76     | Office Expenses |
| 11-Nov | GIFFGAFF                           | Monthly mobile bundle                       | DEB        | 6          | 20% | 1.00   | 5.00      | Utilities       |
| 12-Nov | PAYZONE                            | Transaction fees                            | DD         | 6          | 20% | 1.00   | 5.00      | Office Expenses |
| 12-Nov | PAYZONE                            | Transaction fees                            | DD         | 6          | 20% | 1.00   | 5.00      | Office Expenses |
| 13-Nov | G4S CASH SOLUTIONS                 | Cash collection                             | DD         | 792        | 20% | 132.00 | 660.00    | Outside Works   |
| 13-Nov | LR COMMUNITY GROUP                 | Grant                                       | FPO        | 14.02      | 0%  | -      | 14.02     | Grants          |
| 16-Nov | NPOWER                             | Electricity                                 | DD         | 1085.08    | 5%  | 51.67  | 1,033.41  | Utilities       |
| 16-Nov | SAGE SOFTWARE LTD                  | Monthly software support                    | DD         | 284.4      | 20% | 47.40  | 237.00    | Office Expenses |
| 16-Nov | EE LIMITED                         | SIMS and phones                             | DD         | 116.86     | 20% | 19.48  | 97.38     | Utilities       |
| 17-Nov | GIFFGAFF                           | Monthly Mobile bundle                       | DEB        | 6          | 20% | 1.00   | 5.00      | Utilities       |
| 19-Nov | WORLDPAY                           | Transaction fees                            | DD         | 116.79     | 0%  | -      | 116.79    | Office Expenses |
| 19-Nov | WORLDPAY                           | Transaction fees                            | DD         | 39         | 0%  | -      | 39.00     | Office Expenses |
| 19-Nov | WORLDPAY                           | Transaction fees                            | DD         | 23.94      | 0%  | -      | 23.94     | Office Expenses |
| 19-Nov | WORLDPAY                           | Transaction fees                            | DD         | 10         | 0%  | -      | 10.00     | Office Expenses |
| 19-Nov | GIFFGAFF                           | Monthly Mobile bundle                       | DEB        | 10         | 20% | 1.67   | 8.33      | Utilities       |
| 19-Nov | GIFFGAFF                           | Monthly Mobile bundle                       | DEB        | 8          | 20% | 1.33   | 6.67      | Utilities       |
| 19-Nov | GIFFGAFF                           | Monthly Mobile bundle                       | DEB        | 8          | 20% | 1.33   | 6.67      | Utilities       |
| 19-Nov | GIFFGAFF                           | Monthly Mobile bundle                       | DEB        | 6          | 20% | 1.00   | 5.00      | Utilities       |
| 20-Nov | IP OFFICE                          | Calls and charges Oct 2020                  | DD         | 403.73     | 20% | 67.29  | 336.44    | Office Expenses |
| 20-Nov | SOUTHERN ELECRITC                  | Amenity hut electricity October to November | DD         | 56.53      | 5%  | 2.69   | 53.84     | Utilities       |
| 20-Nov | ICO                                | Annual data protection                      | DD         | 35         | 0%  | -      | 35.00     | Office Expenses |
| 23-Nov | DC PENSION FUND                    | Pension contributions                       | FPO        | 12016.75   | 0%  | -      | 12,016.75 | Staffing        |
| 23-Nov | GIFFGAFF                           | Monthly Mobile bundle                       | DEB        | 8          | 20% | 1.33   | 6.67      | Utilities       |
| 23-Nov | GIFFGAFF                           | Monthly Mobile bundle                       | DEB        | 6          | 20% | 1.00   | 5.00      | Utilities       |
| 23-Nov | GIFFGAFF                           | Monthly Mobile bundle                       | DEB        | 6          | 20% | 1.00   | 5.00      | Utilities       |
| 25-Nov | GIFFGAFF                           | Monthly Mobile bundle                       | DEB        | 6          | 20% | 1.00   | 5.00      | Utilities       |
| 25-Nov | GIFFGAFF                           | Monthly Mobile bundle                       | DEB        | 6          | 20% | 1.00   | 5.00      | Utilities       |
| 26-Nov | AMAZON                             | Computer screen and cables                  | DEB        | 66.98      | 20% | 11.16  | 55.82     | Office Expenses |
| 27-Nov | GIFFGAFF                           | Monthly Mobile bundle                       | DEB        | 10         | 20% | 1.67   | 8.33      | Utilities       |
| 27-Nov | GIFFGAFF                           | Monthly Mobile bundle                       | DEB        | 6          | 20% | 1.00   | 5.00      | Utilities       |
| 30-Nov | EDF                                | Electricity                                 | DD         | 52.9       | 0%  | -      | 52.90     | Utilities       |
| 30-Nov | GIFFGAFF                           | Monthly Mobile bundle                       | DEB        | 6          | 20% | 1.00   | 5.00      | Utilities       |
| 30-Nov | GIFFGAFF                           | Monthly Mobile bundle                       | DEB        | 6          | 20% | 1.00   | 5.00      | Utilities       |
|        |                                    |   | Total      | £66,992.36 |     |        |           |                 |
|        |                                    |   | Petty Cash | £0.00      |     |        |           |                 |
|        | <b>Expenditure category totals</b> |   |            |            |     |        |           |                 |
|        | Outside Works                      | 17870.47                                    |            |            |     |        |           |                 |
|        | Democratic representation          | 0   |            |            |     |        |           |                 |
|        | Rents                              | 1125  |            |            |     |        |           |                 |
|        | Licensed land                      | 0   |            |            |     |        |           |                 |
|        | Office Expenses                    | 34809.24                                    |            |            |     |        |           |                 |
|        | Staffing                           | 61866.05                                    |            |            |     |        |           |                 |
|        | Marketing & Tourism                | 65  |            |            |     |        |           |                 |
|        | Utilities                          | 10161.13                                    |            |            |     |        |           |                 |
|        | Grants                             | 1088.98                                     |            |            |     |        |           |                 |
|        | Loans                              | 3125  |            |            |     |        |           |                 |
|        | VAT                                | 76244.28                                    |            |            |     |        |           |                 |
|        | Refunds                            | 34.44                                       |            |            |     |        |           |                 |
|        | <b>Total</b>                       | <b>206389.59</b>                            |            |            |     |        |           |                 |