



**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/82602941344> on Wednesday 20 January 2021 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
15.01.21

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

This meeting will be recorded and recordings will be held for one year by the town council. If members of the public make a representation to the meeting, they will be deemed to have consented to being audio recorded.

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

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

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

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

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

Members are reminded that in reaching decisions they should take into consideration the town council's decision to declare a climate emergency and ambition to become carbon neutral by 2030 and beyond.

Prayers

A prayer will be offered by the Rev. Chris Martin

AGENDA

1. Public Forum

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

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

2. Dorset Council Matters

To receive updates from the Dorset Council ward member

3. Questions from Councillors

4. Apologies for absence

To receive and record any apologies and reasons for absence

5. Disclosable Pecuniary Interests

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

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

7. To confirm the accuracy of the minutes of the Full Council meeting held on 16 December 2020 (attached)

8. Matters arising from the minutes of the Full Council meeting held on 16 December 2020

9. Update Report

To inform members about progress on significant works and issues

10. Mayor's Engagements and Meetings

11. Internal Audit Report, Visit One 2020-21

To inform members of the outcome of the internal auditor's first visit for 2020-21

12. Budget Performance, 1 April – 31 December 2020

To inform members of performance against budget from 1 April – 31 December 2020 and to provide a forecast to 31 March 2021

13. VAT on Memorial Benches

To allow members consider the treatment on VAT on memorial benches

14. Seasonal Concessions

To allow members to consider the position in 2021 for the hair braiding and henna tattooing and arts and crafts concessions

15. Works to Guildhall

To inform members about progress on works to the Guildhall

16. List of Payments

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

17. 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

18. 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

19. 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 17 – Tourism Website

b) Agenda item 18 – Debtors' Report

LYME REGIS TOWN COUNCIL

MINUTES OF THE VIRTUAL EXTRAORDINARY FULL COUNCIL MEETING HELD ON
WEDNESDAY 16 DECEMBER 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.

19/312/C

Public Forum

J. Smith Oliver

As chairman of Turn Lyme Green (TLG), J. Smith Oliver spoke in relation to agenda item 14, Response to Dorset Council's Climate and Ecological Strategy Public Consultation and agenda item 15, Environmental Aspect Assessment and Net Zero Carbon 2030 Strategic Plan. She said item 14 was a clear and supportive response to Dorset Council's (DC) action plan and item 15 was a very clear plan laid out by Cllr B. Bawden and the operations manager to help the town council achieve carbon-free status by 2020 in line with the UN Sustainable Development Goals. She thanked Cllr Bawden and the operations manager on behalf of TLG for producing such an extensive, detailed, well thought out piece of work, with the intention of helping the town to achieve these goals, even down to different streetlights being converted to LED. J. Smith Oliver said we were living in a time when the impossible could be possible and a year ago no-one would have thought we would be where we are now. She said many of us had been through personal and community discomfort by letting go of old behaviours and belief patterns that were no longer relevant and she felt now was a time of real community action and pulling together to form a new identity. She said Lyme Regis could do this, to bring forward a new eco identity. J. Smith Oliver said many supporters of TLG had said they were proud to live in a town with such a proactive group of councillors. She said although what was proposed in response to the climate emergency may be uncomfortable at first, she felt the impossible would soon become possible. She said in 2030, people would look back at this meeting, knowing an intention was set and it will have been achieved.

P. Benfield

P. Benfield spoke on the same two agenda items. She said there had been so much national news lately with central government announcing its 10-point plan for green industrial revolution, the recent report of the government's own climate change committee looking at how to reduce carbon emissions and how to achieve net carbon budgets nationally. She said internationally, the prime minister took part in a climate ambition summit with 45 countries, and next November the UK would host the UN Climate Change Conference, COP 26. P. Benfield said she found it reassuring these items were being taken seriously and it was even more reassuring that closer to home in Dorset and Lyme Regis, work was being done to make changes to protect and preserve the environment for future generations. She said she was pleased to see the town council was working through DC's proposals for climate change as it was so important DC heard from local councils. She said the council was giving important time to these issues in the town and as a resident, she was pleased to see the thoughtful and thorough work that went into the assessments being considered at this meeting. P. Benfield said it was a terrific analysis of how the council could achieve net zero by 2030 and gave the council a template to follow for the next 10 years. She said if in future people looked back with hindsight to 2020, local residents would be reassured to see their local council had the foresight to take on the issues head on, working with community groups and residents to pull together to reach the goals. P. Benfield said it would be hard work but a wonderful pay-off, having cleaner air, a more diverse environment, plants and trees, a sustainable community growing its own food and looking after each other, supporting local producers, and improved health and wellbeing.

N. Ball

N. Ball wished everyone a good Christmas and a prosperous New Year and thanked the staff, especially the outside staff who looked after the gardens, which had been vastly improved, along with the cemetery. He thanked the council for its reply to his statement in the public forum at the last meeting, confirming the council was owed £120,000 by debtors and he felt a prosperous New Year would involve the writing off or collecting of the debts. He said the council shouldn't be adding extra projects when there were debts owed.

N. Ball also spoke about the new roof above the amusement arcade and said he was aware a new piece of glass was being installed the following day, weighing between 80 and 90 kilos. He said he hoped the Health and Safety Executive and the insurance company had been notified about the incident of the glass smashing. He also asked if vehicles would be allowed on the roof and said he was concerned about market stalls, gas bottles and metal feet dragging across the surface and the risk of the glass being hit with metal tubing. N. Ball said the building regulations stated it was only a viewing platform and he asked if councillors were aware of this. He said he believed it was a botched job because water was standing on the surface. He said the operations manager had told him it was the council's problem to deal with, not his, but nothing seemed to have been done about it. He said he was concerned about glass falling on people below and he had spoken to DC about this. N. Ball said he hoped the members thought about markets on the roof and the risk to the public.

G. Symonds (read out by the mayor)

G. Symonds said he wrote to the council during the first lockdown asking how it was going to support its tenants during this time and it took over a month to receive a reply from the deputy town clerk. He said in his reply, the deputy town clerk stated that the council's loss adjuster would deal with each business fairly and promptly and would contact him very shortly regarding the forced closure of his business due to the Covid lockdown. However, he said the first contact from the loss adjuster Peter Satchel was on 22 September 2020. G. Symonds said when he asked Mr Satchel when he was appointed by the council, he said he would forward this question to the council to respond. He said this concerned him, as the agent that had been appointed could not answer a simple question, yet he was asking for a great deal of personal information from him. He gave an example of one of the questions, which asked for an outline of the nature of the business, the services or goods provided and the nature and breakdown of the customer base by age and sex and whether they came from Lyme Regis or otherwise. G. Symonds said he felt this showed there was no understanding of his business and it was a nonsense question. He said the office of the town council was not following instructions from councillors and not complying with terms of reference or standing orders. He said the office did not reply to the email from the loss adjuster regarding when he was employed by the council. G. Symonds said he had a meeting with the mayor, town clerk and Cllr J. Broom on 25 September 2020 about various issues and he was still waiting for a response for questions raised in this meeting. Regarding the incident on 7 October 2020 when G. Symonds said one of the glass panels above the arcade shattered onto himself and members of the public below, the operations manager came and spoke to him on the same day. He said the operations manager said he would go back to him with an update but he was still awaiting this. He said the health and safety report the operations manager submitted on 7 October 2020 made no mention of the glass falling onto people below, which was a glaring omission. He said the report did not explain the full facts of the incident. G. Symonds said these were just a few examples where he had been ignored by the office, demonstrating that the town clerk, deputy town clerk and operations manager were not following councillors' policies. He believed this was not the correct way to run an office and it needed to be investigated independently as it would not be correct procedure for the office staff to investigate a complaint against them. He said he believed the Nolan Principle should apply in this case and evidence could be supplied for all the issues raised.

19/313/C Dorset Council Matters

Cllr D. Turner gave an update on the increased car parking charges, as she said he had seen a number of comments which indicated people didn't understand the impact on many highways' related issues. He said it could reduce hunting spaces, reduce traffic movements around town, help park and ride by improving their viability and attractiveness, reduce CO² emissions which improves air quality and affects climate change, increase the use of public transport and ride share, and encourage walking and cycling. The negatives were that it may change destinations, which he didn't think would particularly affect Lyme, and may increase parking away from car parks, which needed to be monitored and addresses if it became an issue. He said there was also some weak evidence of a relationship between economic growth and these charges.

Cllr D. Turner highlighted the press release from Cllr Ray Bryan, the portfolio holder for highways, which said although the all-day price had increased from £2 to £8, it would be a graduated charge like in Weymouth. He said Sunday charging would continue to apply but town and parish councils could ask for free days for special events, and the recommendation to extend charging until 8pm had been withdrawn. He said special arrangements for workers who required all-day parking would be considered in due course, and the new arrangements would apply from 1 February 2021.

The mayor, Cllr B. Larcombe said he assumed the increase was DC's attempt to achieve a balanced budget and if the charges were not increased, the council tax charge would have to be increased.

Cllr D. Turner said the increase couldn't be budget related, it could only be related to car parking and highways' improvements. He said there was no direct correlation but money from other parts of the budget wouldn't have to be fed into car parks in future.

Cllr D. Sarson asked if Cllr D. Turner could give assurances that special arrangements for workers, residents and shoppers' permits would be implemented early next year and not in the second stage.

Cllr D. Turner said there was no date identified and it would be up to the Executive Advisory Panel to set the date.

19/314/C Questions from Councillors

There were none.

19/315/C Apologies for Absence

Cllr R. Doney

19/316/C Disclosable Pecuniary Interests

There were none.

19/317/C Dispensations

There were none.

19/318/C To confirm the accuracy of the minutes of the Full Council meeting held on 18 November 2020

Proposed by Cllr G. Turner and seconded by Cllr J. Broom, the minutes of the Full Council meeting held on 18 November 2020 were **ADOPTED**.

19/319/C To confirm the accuracy of the minutes of the Full Council meeting held on 25 November 2020

Proposed by Cllr M. Ellis and seconded by Cllr D. Sarson, the minutes of the Full Council meeting held on 25 November 2020 were **ADOPTED**.

19/320/C Matters arising from the minutes of the Full Council meetings held on 18 and 25 November 2020

Guildhall window

The mayor, Cllr B. Larcombe asked why the drawings and specifications hadn't been finalised yet.

The deputy town clerk clarified this was in relation to building regulations, not the planning application, as there had been uncertainty over whether building regulations approval was required. As it was a public building, building regulations would be required but he didn't see any reason why this would delay the work. He said his main concern was related to the planning process because as of 15 December 2020, it had still not been registered by DC.

The deputy town clerk said he would follow this up and would also ask Cllr D. Turner if he could assist.

Member IT

The deputy town clerk said DC would prefer if all members used the IT equipment it provided as it would help with GDPR and give assurances the town council email addresses would work. He said he would write to members individually to determine exactly what equipment they would like.

All members indicated they would like a laptop but no separate keyboard was required.

Bowls club lease

The deputy town clerk said the lease was with the bowls club for comment but he would chase it up.

19/321/C Update Report

Seafront roof

The deputy town clerk said it was anticipated the replacement glass panel for the seafront roof would be installed the following day, but it was weather dependent. He confirmed the same specification of glass would be installed.

External audit

The mayor, Cllr B. Larcombe asked if members could have sense of the correspondence which had been received by the external auditors in relation to the Annual Return.

The town clerk said the external auditor had not shared this information with him.

19/322/C Planning Committee

Proposed by Cllr G. Turner and seconded by Cllr J. Broom, it was **RESOLVED** to receive the minutes of the Planning Committee meeting on 2 December 2020.

19/323/C Health and Safety Policy Review

The operations manager said the policy had been amended to increase the amount paid for an eye test from £20 to £30, but he suggested it was changed to 'a reasonable cost' because of varying prices at local opticians. Members agreed this change.

Cllr J. Broom asked why the policy was being reviewed now as he didn't think it was due for review until mid-2021.

The operations manager said the review was delayed due to Covid-19 and should have taken place in mid-2020.

Proposed by Cllr D. Sarson and seconded by Cllr G. Turner, members **RESOLVED** to approve the Health and Safety Policy, with the addition of 'a reasonable cost' to be paid for eye tests.

19/324/C Budget and Precept 2021-22

Cllr D. Sarson asked if the increase in office admin expenditure in 2023-24 was intentional or a clerical error. He also asked why grants' expenditure decreased from 2023-24 onwards.

The finance manager said the increase in office admin expenditure in 2023-24 was due to the civil wedding licence being payable in that year.

The town clerk said the decrease in the grants' expenditure was due to there being a three-year funding agreement in place with Lyme Regis Museum, which expired in 2022-23.

The town clerk said members had been presented with similar figures to those presented at the meeting on 25 November 2020, but with minor changes due to the setting of discretionary charges. He said members were being asked to set a 2021-22 budget of £1.693m, with expenditure of £1.305m and a precept held at the 2020-21 level of £132,779. He added this would represent a precept of £64.41 for an average Band D property.

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, members **RESOLVED** to approve an income budget estimate of £1,693,436 and an expenditure budget estimate of £1,305,548 for 2021-22; approve a reserve estimate of £947,900 in 2021-22; approve the 2021-22 precept at £132,779; and note the five-year financial plan.

19/325/C Response to Dorset Council's Climate and Ecological Strategy Public Consultation

Cllr B. Bawden said she had completed three of the eight sections and she would email the remaining sections to members for their approval before the consultation deadline of 20 January 2021. She said several things had happened which had changed the context, including the Climate Change Committee proposing much shorter targets, which meant DC would need to act quicker than originally thought.

Cllr B. Bawden said the town council's response would say it was a good plan, but DC needed to work much closer with town and parish councils and community groups, drawing on their commitment and expertise.

The mayor, Cllr B. Larcombe said the plan was rightly ambitious and felt it echoed the town council's plan in that it was framed into three areas; direct action, indirect action and partnership working.

As the remaining sections would not be formally approved by the council, the town clerk suggested the response stated it was the view of the council, rather than a resolution.

Cllr B. Bawden encouraged members to respond as individuals and to encourage others to do so. She said social media resources had been supplied by DC to share on the council's pages.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members **RESOLVED** to agree the draft response to Dorset Council's Climate and Ecological Strategy consultation so far, and further sector-based responses will be circulated to members by email before the consultation deadline of 20 January 2021, with responses to be sent directly to Cllr B. Bawden.

19/326/C Environmental Aspect Assessment and Net Zero Carbon 2030 Strategic Plan

The mayor, Cllr B. Larcombe said the proposals made a great deal of sense and everything seemed achievable. He felt the plan contained initiatives the council could realistically deliver.

Regarding the carbon literacy training, Cllr B. Bawden said it was hoped this could be delivered in February through the DAPTC.

Proposed by Cllr B. Larcombe and seconded by Cllr R. Smith, members **RESOLVED** to note the environmental aspect assessment findings and approve the broad programme of action to reach net zero by 2030.

19/327/C Behaviour Related Public Space Protection Order

The deputy town clerk said when the order was last considered by this council, members asked that the area covered included Theatre Square where there was a significant issue with people feeding seagulls, as well as the Church Cliff Walkway. However, he said the former West Dorset District Council chose not to include these areas and he suggested a request was made to extend the order to those areas.

Cllr M. Ellis said her biggest concern was the policing of the order as she didn't want the town council to have to employ security guards again, at its own cost.

The mayor, Cllr B. Larcombe said the security guards were employed as the council was presented with a significant problem it couldn't ignore, and it did resolve the issues. He said it had also helped support the council's argument for extra police resources during discussions with the police and crime commissioner.

It was clarified the order would not mean a complete ban on people drinking alcohol in public, only if people were causing a nuisance and had received a warning.

Cllr G. Stammers was concerned it would put too much responsibility on the council's enforcement officers.

The town clerk said the enforcement officers would be involved at a low level as the first contact in incidents where alcohol is involved, but the order would give them some powers in terms of initial intervention.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members **RESOLVED** to request 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, and to extend the order to include Theatre Square and Church Cliff Walkway.

19/328/C Land Stability

The town clerk said the Town Management and Highways Committee needed to consider options for addressing ground movement in Stile Lane and this would occupy officer time to work with engineers.

Cllr J. Broom asked why DC hadn't been involved yet as it was a public footpath.

The town clerk said officers agreed there was a significant obligation that would fall to DC and it would be involved.

The mayor, Cllr B. Larcombe said some of the footpaths in the gardens which had cracked were at the front edge and there was less soil, so this may need shoring up.

19/329/C List of Payments

The mayor, Cllr B. Larcombe said staff clothing seemed to appear often on the list of payments and he asked for more detail on payments in the November list.

It was confirmed this was for hi-vis clothing for the external works' team following discussion at the Health and Safety Committee, so this would not be regular expenditure.

The town clerk said officers would bring a report to members with a list of staff clothing that was required so members could get a sense of what was being spent.

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, members **RESOLVED** to approve the schedule of payments for November 2020 for the sum of £206,389.59.

19/330/C Tourism Website

Proposed by Cllr G. Turner 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 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.

19/331/C Work of the Retained Business Loss and Claims Adjuster

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.

19/332/C Media Blog

Proposed by Cllr R. Smith 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 information in respect of which a claim to legal professional privilege could be maintained in legal proceedings within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

19/333/C Debtors' Report

Proposed by Cllr R. Smith 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 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.

19/334/C Exempt Business

a) Tourism Website

The support services manager said since the meeting with members of the Tourism, Community and Publicity Committee, officers had had discussions with some but not all parties involved in the website. She said a further meeting would be held with Visit Dorset and NVG on 8 January 2021 which would hopefully take things forward. To allow extra time for discussions and ensure advertisers had the full 12 months of advertising, she asked members to consider an extension of the website contract until the end of April 2021.

Cllr C. Reynolds asked if she could attend the meeting on 8 January 2021. The support services manager confirmed Cllr C. Reynolds would be invited as vice-chairman of the Tourism, Community and Publicity Committee, along with the chairman Cllr K. Ellis.

Cllr B. Bawden asked how information could be fed into the Visit Dorset website as there needed to be better information about railway links at Axminster.

The support services manager said contact details could be provided for the Visit Dorset team.

The support services manager gave an update on the delivery of the discovery trail map and website. She said the website had been soft launched and the map would be printed and distributed w/c 21 December 2020.

Proposed by Cllr D. Sarson and seconded by Cllr G. Stammers, members **RESOLVED** to approve an extension of the contract with NVG for the tourism website lymeregis.org at a cost of £1,965 + VAT, covering 1 March to 30 April 2021.

b) Work of the Retained Business Loss and Claims Adjuster

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members **RESOLVED** to note the work of the council's retained business loss and claims adjuster and agree a deadline of 31 January 2021 for the receipt of any claims from the council's commercial tenants relating to hardship arising from the COVID-19 pandemic.

c) Media Blog

The town clerk said there had been no further developments since the meeting with members on 6 December 2020 and legal advisors had been held in abeyance.

Proposed by Cllr M. Ellis and seconded by Cllr B. Larcombe, members **RESOLVED** to approve the approach in response to the blog from David Hencke.

d) Debtors' Report

The deputy town clerk the debt relating to the caravan and chalet park was reducing all the time and related to a relatively small number of properties. However, the council was limited in the legal action it could take due to restrictions under the Coronavirus Act 2020.

The deputy town clerk confirmed the discount in rent approved by the council due to Covid-19 would only be applied if owners paid by 31 March 2021.

The meeting ended at 9.03pm.

Committee: Full Council

Date: 20 January 2021

Title: Matters arising from the minutes of the extraordinary Full Council meeting held on 16 December 2020

Purpose of the Report

To inform members of matters arising from the minutes of the Full Council meeting on 16 December 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

19/312/C – Public Forum

The mayor has written to Mr G. Symonds regarding the issues he raised during the public forum.

19/320/C – Matters arising from the minutes of the Full Council meetings held on 18 and 25 November 2020

Member IT

Dorset Council has been requested to provide the agreed IT and support. The deputy town clerk is chasing a delivery and implementation date and a verbal update will be provided at the meeting. Given the current COVID-related restrictions, it has been agreed the hardware will be delivered to the council offices in the first instance.

Bowls club lease

The precise wording of various minor changes has been agreed by all parties and the lease is now with the council's solicitor prior to being signed and sealed.

19/321/C – Update Report

Seafront roof

The replacement glass panel has been installed and measures put in place to avoid any similar recurrence of a mower-thrown stone causing damage.

External audit

The town clerk has received no further updates from the external auditor.

19/323/C – Health and Safety Policy Review

The revised health and safety policy is available on the council website.

19/324/C – Budget and Precept 2021-22

Dorset Council has been notified of our precept for 2021-22.

19/325/C – Response to Dorset Council's Climate and Ecological Strategy Public Consultation

The proposed responses to the remaining sections will be emailed to members by Cllr Bawden ahead of the consultation deadline on 20 January 2021 and before submission to Dorset Council. Any comments should be emailed directly to Cllr Bawden.

19/327/C – Behaviour Related Public Space Protection Order

A request has been made to Dorset Council to amend the Behaviour Related Public Space Protection Order as per the council resolution to include anti-social behaviour and to extend the order to Theatre Square and Church Cliff Walkway.

19/328/C – Land Stability

A report on ground movement in Stile Lane will be taken to the Town Management and Highways Committee meeting on 3 February 2020.

19/329/C – List of Payments

A report on the overall costs of staff clothing will be taken to the Human Resources Committee meeting on 27 January 2021.

19/331/C – Work of the Retained Business Loss and Claims Adjuster

Officers have written to the commercial tenants who had already been contacted by the business loss and claims adjuster to inform them of the extended deadline of 31 January 2021 for the receipt of any claims.

John Wright
Town clerk
January 2021

Committee: Full Council

Date: 20 January 2021

Title: Update Report

Purpose of the Report

To inform members about progress on significant works and issues

Report

Grants

The 2021-22 budget includes £15,000 for community grants. As per the agreed timescales, community grants of up to £1,000 will be advertised w/c 18 January, with a deadline at the end of February.

The calendar of meetings does not currently include an extraordinary Full Council meeting to consider applications; this was an oversight. An extraordinary meeting will be held on 7 April 2021 as there are no other meetings scheduled for this date.

Power Boat Club lease

The passing rent has now been formally agreed by the club and the new lease is being finalised by the council's solicitor prior to it being signed and sealed.

John Wright
Town clerk
January 2021

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

March 20 – January 21 - engagements and other organisations meetings attended in bold upright; *LRTC Council meetings in italic*; others in upright e.g. discussions with the Clerk on Council business and specific matters and issues – the frequency is shown in brackets () and only call discussions received over 30 minutes duration are recorded - and only shown for the last quarter. - The number, frequency and duration is consistent with this throughout the whole period from April, and was actually higher in the early pandemic and delegated months March to July and will have included weekends and raised frequency. Discussion was also had with the Deputy Clerk and Operations Manager on specific issues, albeit of a lower frequency.

January 14th – Discussion with the Clerk on council business and specific issues (2)

January 13th – Discussion with the Clerk on council business and specific issues

January 12th – Discussion with the Clerk on council business and specific issues

January 11th – Discussion with the Clerk on council business and specific issues (2)

January 9th – Discussion with the Clerk on council business and specific issues

January 8th – Discussion with the Clerk on council business and specific issues (2)

January 7th – Discussion with the Clerk on council business and specific issues (5)

January 7th - Meeting with Chris Loder MP and other Mayors and Clerks

January 4th – Discussion with the Clerk on council business and specific issues (2)

December 23rd – Discussion with the Clerk on council business and specific issues

December 22nd – Discussion with the Clerk on council business and specific issues (5)

December 21st – Discussion with the Clerk on council business and specific issues (2)

December 20th- Woodmead Halls drive-in Carole Service

December 18th – Discussion with the Clerk on council business and specific issues

December 18th – Dorset Council meeting, Tip and Allotment contamination meeting

December 17th – Discussion with the Clerk on council business and specific issues (2)

December 17th – Dorset Lyme Ward meeting

December 16th – Full Council meeting

December 16th – Discussion with the Clerk on council business and specific issues

December 15th – Dorset Council Harbour consultative meeting

December 15th – Discussion with the Clerk on council business and specific issues

December 11th – Discussion with the Clerk on council business and specific issues

December 10th – Discussion with the Clerk on council business and specific issues

December 9th – Publicity meeting

December 9th – Discussion with the Clerk on council business and specific issues (2)

December 7th – Discussion with the Clerk on council business and specific issues

December 5th – Brixham Trawlermen commemoration at the Cobb

December 4th – Lyme Vintage launch at the Mill

December 3rd – Lyme-On-line – write article

December 2nd – Planning Committee meeting

December 3rd – Discussion with the Clerk on council business and specific issues

December 1st – Discussion with the Clerk on council business and specific issues

November 28th – Lyme Christmas Lights switch on

November 27th – Discussion with the Clerk on council business and specific issues

November 26th – Discussion with the Clerk on council business and specific issues

November 25th – Budget meeting

November 23rd – Discussion with the Clerk on council business and specific issues

November 20th – Discussion with the Clerk on council business and specific issues

November 19th – Meeting with Chris Loder MP with other Mayors and Clerks

November 19th – Discussion with the Clerk on council business and specific issues

November 18th – Full Council meeting

November 18th – Lyme Forward and Lyme Development Trust

November 18th – Discussion with Clerk on council business and specific issues (3)

November 16th – Discussion with the Clerk on council business and specific issues

November 13th – Discussion with the Clerk on council business and specific issues (2)

November 12th – Discussion with the Clerk on council business and specific issues

November 11th – Discussion with the Clerk on council business and specific issues (2)

November 11th – Armistice Day ceremony and wreath laying

November 11th – Lyme BG letter

November 9th – Discussion with the Clerk on council business and specific issues

November 8th – Remembrance Day ceremony and wreath laying

November 7th – HMS Formidable & Polish memorial ceremonies and wreaths laying

November 6th – Discussion with the Clerk on council business and specific issues

November 5th – Discussion with the Clerk on council business and specific issues

November 4th – Discussion with the Clerk on council business and specific issues

November 3rd – COVID Lockdown meeting

November 3rd – Discussion with the Clerk on council business and specific issues (2)

November 2nd – Discussion with the Clerk on council business and specific issues (2)

November 2nd – Remembrance weekend ceremony arrangements meeting

October 29th – Discussion with the Clerk on council business and specific issues

October 28th – Planning Committee meeting

October 28th – Discussion with the Clerk on council business and specific issues (2)

October 27th – Discussion with the Clerk on council business and specific issues (2)

October 23rd – Meet the External Workforce walkabout day

October 23rd – Discussion with the Clerk on council business and specific issues

October 22rd – Discussion with the Clerk on council business and specific issues

October 21st – Full Council meeting

October 20th – Discussion with the Clerk on council business and specific issues

October 8th – Lyme.Org meeting

October 7th – Full Council meeting

October 5th – Dorset Council meeting TIC

October 2nd – Meeting with Chris Loder MP and other Mayors and Clerks

September 30th – Planning Committee meeting

September 29th – Lyme COVID meeting

September 25th – Meeting with tenant

September 24th – Planning Committee

September 24th – Dorset Lyme Ward meeting

September 23rd – Full Council

September 17th – Lyme Harbour Meeting

September 16th – Lyme Council financial options meeting

September 14th – Remembrance weekend arrangements

September 11th – Meeting with Dorset Police and Crime Commissioner

September 8th – Bermuda Twinning AGM

August 26th – Full Council

August 26th – Meeting with Chris Loder MP and other Mayors and Clerks

August 20th – Dorset Lyme Ward meeting

August 13th – Lyme-On-line write article

August 5th – Lyme Planning committee

July 29th – Full Council meeting

July 25th – Lyme-On-line write article

July 22nd – Council Finance meeting

July 22nd – Somers Day – Statue and Woodmead Halls video link up to Bermuda

July 9th – Dorset Lyme Ward meeting

July 8th – Lyme council meeting – signage

July 8th – Lyme meeting – tenant issue

July 7th – Lyme Council financial options meeting

July 7th – Lyme-On-line write article

June 23rd – Lyme BG questionnaire

June 18th – BBC Spotlight TV interview

June 18th – Dorset Lyme Ward meeting

June 17th – Lyme BG meeting

June 15th – Dorset Coastal Towns meeting with other Mayors and Clerks

June 12th – Meeting with Chris Loder MP and other Mayors and Clerks

June 11th – Dorset Lyme Ward meeting

June 9th – BBC Radio Solent interview

June 4th – Dorset Lyme Ward meeting

June 3rd – Dorset Coastal Towns meeting with other Mayors and Clerks

June 3rd – Lyme-On-Line write article

May 29th – Meeting with all LRTC external staff

May 28th – Lyme-On-Line write article

May 28th – Dorset Lyme Ward meeting

May 21st – Dorset Lyme Ward meeting

May 15th – Meeting with Chris Loder MP and other Mayors and Clerks

May 14th – Lyme Council meeting

May 14th – Dorset Coastal Towns meeting with other Mayors and Clerks

May 14th – Lyme-0 On-line write article

May 14th – Dorset Lyme Ward meeting

May 13th – Full Council meeting

May 11th – Meeting with other Dorset Councils Mayors and Clerks

May 9th – Lyme-On-Line written VE day article

May 8th – Mayor’s VE Day video message - produce and post

May 7th – Dorset Lyme Ward meeting

May 1st – Meeting with Chris Loder MP and other Mayors and Clerks

April 30th – Dorset Lyme Ward meeting

April 29th – Lyme- On-line write article

April 29th – Meeting with Charmouth PC

April 28th – DAPT Online session

April 23rd – Dorset Lyme Ward meeting

April 16th – Lyme- On-line write article

April 16th – Dorset Lyme Ward meeting

April 9th – Dorset Lyme Ward meeting

April 7th – Planning Committee meeting

April 2nd – Lyme-On-line write article

April 2nd – Dorset Lyme Ward meeting

April 1st – Full Council

March 31st Barfleur twinning meeting

March 18th – Meeting with Dorset re: TIC

March 18th – Dorset Lyme Ward meeting

March 17th – Meeting with the Clerk re: Covid measures

March 15th – Lyme-On-line write article Re: COVID message

March 14th – Baptist Church Bermuda Twinning

March 12th – Dorset grants meeting

March 7th – Lyme Musical theatre 100th anniversary

March 6th – Dorset Planning meeting

March 4th - Woodroffe School meet

There have also been other online meetings that are not recorded here as they were not calendared. Meeting calls between April and October are also not shown as they are now out of the call logging period, - but the number and duration was consistent with the meeting calls and discussion shown in the last quarter October to January so the total for all four quarters can be estimated as a multiple of it.

Committee: Full Council

Date: 20 January 2021

Title: Internal Audit Report, Visit One 2020-21

Purpose of Report

To inform members of the outcome of the internal auditor's first visit for 2020-21

Recommendation

Members note the internal auditor's report and approve the management responses

Background

1. Internal audit is an important part of the council's governance and managerial framework and, as such, it is important the town clerk takes responsibility for any observations and recommendations arising from the internal auditor's visits.
2. The council's internal auditor is Darkin Miller – Chartered Accountants. The internal auditor's remit is to establish there is proper book-keeping, risk management arrangements, bank reconciliation and year-end procedures, and controls are in place for payments, budgets, income, petty cash, payroll and assets.
3. Darkin Miller was appointed as the council's internal auditors for the financial years 2015/16, 2016/17 and 2017/18 at the Full Council meeting on 22 July 2015.
4. Following a recommendation from this committee, on 13 December 2017 the Full Council appointed Darkin Miller as the council's internal auditor for a further two years, i.e. 2018/19 and 2019/20. On 8 January 2020, the council approved Darkin Miller's appointment for a further three years.
5. The council normally engages Darkin Miller for up to eight days a year; this covers four audit visits which usually last for two days.

Report

6. Darkin Miller's audit visits took place on 12 and 13 October 2020. The visits and draft report required further clarification and consideration, hence the delay in presenting the final report to council, **appendix 11A**, containing eight recommendations: one high, one medium and six low.
7. The length of time since Darkin Miller's visits means the majority of the internal auditor's recommendations are now complete.

John Wright
Town clerk
January 2021

DARKIN MILLER ~ CHARTERED ACCOUNTANTS

Accountancy ~ Internal Audit ~ Taxation



FINAL

Internal audit report 2020/21

Visit 1 of 4

LYME REGIS TOWN COUNCIL

Date: 14th December 2020

Report author: R Darkin-Miller
Email: r.darkin@darkinmiller.co.uk

Introduction

This report contains a note of the audit recommendations made to Lyme Regis Town Council following the carrying out of internal audit testing on site on the 12th and 13th October 2020, and 7th December 2020.

The audit work has been carried out in accordance with Appendix 9 of the 'Governance and Accountability for Local Councils: A Practitioners' Guide', as supplemented by the requirements of the 2018/19 AGAR.

An internal audit covers the review of the operation of the Council's internal control environment. It is not designed to review and give full assurance over every transaction carried out by the Council. Instead it enables the auditor, following the sample testing of a number of different types of transaction, to give an opinion as to whether or not the control objectives are being achieved across a range of financial and governance systems.

Audit Opinion

As this audit report is an interim one, no audit opinion is offered at this stage. The report issued after the final visit for 2020/21 (which will be in May or June 2021) will contain the audit opinion.

The following areas were reviewed during this audit visit:

1. Proper Book-keeping
2. Risk Management
3. Income
4. Petty Cash
5. Bank Reconciliation
6. Exemption
7. Public Rights

Audit Recommendations

Recommendations made during the audit are shown in appendix one to this report.

Recommendations are graded as follows:

Rating	Significance
High	Either a critical business risk is not being adequately addressed or there is substantial non-conformity with regulations and accepted standards.
Medium	Either a key business risk is not being adequately addressed or there is a degree of non-conformity with regulations and accepted standards.
Low	Either minor non-conformity with procedure or opportunity to improve working practices further.

The number of recommendations made at this audit visit and their priority are summarised in the following table:

Rating	Number
High	1
Medium	1
Low	6
TOTAL	8

I would like to thank John Wright – Town Clerk; Mark Green – Deputy Town Clerk; and Mark Russell – Finance Manager for their assistance during this audit.

Darkin Miller ~ Chartered Accountants
2020/21 INTERNAL AUDIT OF LYME REGIS TOWN COUNCIL
FINAL REPORT VISIT 1 OF 4: 14th DECEMBER 2020

Appendix 1 – Recommendations and Action Plan

Recommendation number	Detail	Priority (Low/Medium/High)	Management Response	Responsible Officer	Due Date
5.1 – Include all periodic invoiced income on invoice register	<p>I checked to see that all income due to the Council is collected. The Finance Manager provided a copy of an invoice register which contains details of customers by income type, the amount to be invoiced, invoice frequency, and the next period due to be invoiced. The Finance Manager confirmed that ancillary charges relating to rates and water (recharged to caravan owners) are not currently contained on the list.</p> <p>I recommend that the list is amended to include all periodic invoices, in order to ensure that invoices relating to all income streams are raised on time.</p>	L	All now added	FM	30 th Nov
5.3 – Coding of expenditure and possible grant repayment	<p>I checked to see that a sample of income was properly recorded and promptly banked. I found that miscellaneous income included a debit balance for compensation paid out to a tenant in relation to roof works (£3.5k), and £1.46k of expenditure related to coronavirus support (defraying grant funds contributed by Dorset Council). Both types of expenditure are payments rather than negative receipts, so should either be coded to an expenditure code in order to ensure income and expenditure is not netted off, or manually adjusted in the AGAR at the year-end.</p> <p>The Finance Manager noted that any unspent Dorset Council CV-19 grant would be repaid to Dorset Council: as negative</p>	L	Accepted – different logic due to different accounting backgrounds	FM	31 st March 2021

	<p>income, this should be netted off against the original receipt.</p> <p>I recommend that the expenditure, and any refund of grant, are treated properly in the year end AGAR.</p>				
5.4 – Matching Beach Hut income to the correct financial year	<p>The Council takes bookings on the internet and via the telephone for its beach hut hires in October each year. The bookings relate to the late October of the same year, through to late January 15 months later (e.g. bookings made 13/10/20 run from 24/10/20 through to late January 2022). In 2019 the Council moved to a new system for its Beach Hut bookings. The new system does not generate a report which analyses the period for which the booking relates, meaning that staff have to drill into each individual booking to see whether or not it relates to the current financial year (24/10/20 – 31/03/21) or the following financial year (01/04/21 – late January 2022).</p> <p>As a larger Town Council, the Council is required to use accrual accounting in order to match income and expenditure to the year in which the related goods or services were provided. In the past, the Council has analysed its beach hut bookings income and matched it to the correct year, but the change in bookings system means that this piece of work is likely to take a significant amount of time if income is analysed to the penny.</p> <p>The Finance Manager is considering whether it would be possible to analyse and accrue for only the larger bookings. This would potential allow material income to be matched to the correct year, and would reduce the cost associated with a full analysis. Following a discussion, staff who take telephone</p>	L	The accounts team are now manually checking each BH booking to ascertain the Financial Year	FM/AFM	30 th Nov

	<p>bookings now make a manual note of the financial period to which the booking relates.</p> <p>From an audit point of view, it would be preferable to match the income to the correct period, but there are instances within local government accounting where no accrual is made on the basis that income or expenditure year on year is broadly similar and so the lack of accrual has no meaningful impact on the value shown for the financial year (e.g. electricity). It could be argued that if e.g. 95% of the income was from larger bookings and correctly matched to the right year that it is not material if the remaining 5% is reflected in the year received. The lower the percentage of income that can be calculated from this exercise, the higher the risk of material error for the related income stream.</p> <p>I recommend that the Council considers whether or not to accrue only the larger beach hut booking receipts. If it is minded to do so, I recommend that it considers what value to set as the threshold for which income will be formally matched to the correct year.</p>				
5.5 – Bookings systems to include finance report	I recommend that the Council considers including the provision of a financial report in any upgrades to the booking system, and that the financial reporting requirements for this and other bookings systems are included within future specifications in order to ensure that income can be easily allocated to the correct nominal code and financial period.	M	Will speak to the provider of the booking system	SSM	TBA
5.6 – Debt collection	I reviewed the Council's aged debt report, and checked that monies had been received in respect of the income samples tested. I found that the aged debt report at 30/11/20 totals	H	Agreed	AFM	31 March 2021

	<p>£271k, which is an improvement on the August 2020 balance of £432k; but that 91% of the debt is over 90 days old.</p> <p>I noted that no funds had been received in respect of 5/21 samples; and that part payment had been made in respect of 2/21 samples. Payment had been received in full in relation to the remaining samples.</p> <p>The Council is clearing the residual debt that built up when the Finance Manager was absent for an extended period of time. Invoicing is up to date; and older debt is either subject to an agreement for payment (mainly now due to the impact of coronavirus on people's ability to pay), or is the subject of legal action. It is clear that there is still work to be done to collect the remaining older debts, but processes are now in place to do so. The Council minutes show that members have received a monthly report on debtors since August 2020.</p> <p>I recommend that the remaining older debts are collected at the earliest opportunity in order to ensure that the Council receives all income due.</p>				
6.1 – Consider adding money bags funds to main petty cash	<p>I performed a count of the petty cash tin as at 12/10/20. I found that the amount of money plus a receipt contained within the tin agreed to the value shown as being held in petty cash according to the most recent petty cash expense form/count, and the finance system as at 30/09/20. The petty cash tin also contained two money bags within which was £3.32 in change (no note) and £0.78 in change (marked as 'petty cash overflow'). Both amounts were also contained within the tin when I performed the last count on 25/02/20.</p>	L	Agreed - £4.10 will be removed	FM	31 st Dec

	<p>I recommend that the Council checks whether or not the monies contained within the money bags are still required to be held separately. If there is no identified purpose for these funds, then I recommend that they are added to petty cash.</p>				
9.2 – Close unused bank account	<p>The Council transferred funds relating to Christmas lights to a third party in 2019/20. A small balance of £1.60 has been left on the Christmas Lights bank account.</p> <p>I recommend that this account be closed if it is no longer required.</p>	L	Agreed	FM/TC	31 st Jan
9.3 – Write off old cheque	<p>I checked that there were no unexplained balancing entries in any reconciliation. I found that there was only one reconciling item (as between the bank statement and cashbook balance), that of a cheque issued in December 2019. Given the age of the cheque, it is unlikely to be cashed, and good practice indicates it should now be cancelled.</p> <p>I recommend that the cheque is cancelled and the amount written back into the Council's bank account.</p>	L	Complete.	FM	30 th Nov

Committee: Full Council**Date:** 20 January 2021**Title:** Budget Performance, 1 April – 31 December 2020**Purpose of Report**

To inform members of performance against budget from 1 April – 31 December 2020 and to provide a forecast to 31 March 2021

Recommendation

Members consider the report and instruct the town clerk on any measures they wish to introduce to reduce the forecast budget deficit

Report

1. The budget from 1 April to 31 December 2020, together with a forecast for the year to 31 March 2020, is summarised below. These figures are not based on cashflow, they are from a more traditional income statement.
2. The council's cash position at the end of December 2020 was c.£925k. The council's finances are such that we have more income at the beginning of the financial year than at the end, but the expenditure is more evenly spread throughout the year.
3. Officers have made some assumptions which inform the figures below. These assumptions include reduced car parking income down to 25% of normal and the loss of beach hut income due to the third national lockdown.

£000's	Actual to 31.12.20	2020-21 Budget	Forecast 31.03.21
Income	1,308	1,570	1,365
Expenditure	1,482	1,915	1,783
Surplus/(Deficit)	(174)	(345)	(417)

Analysis

4. There are some forecast differences with the budget performance report presented the meeting on 25 November 2020, largely due to the current national lockdown.
5. Income is forecast to be down on the original budget as there has been a decrease in parking and amenities' income, and the loss of beach hut bookings, all due to Covid-19.

6. The main changes in expenditure across the year are: grants, due in part to two unclaimed grants from previous years of c.£37k; the rates bill was £8k higher than expected, as was insurance of £7k; and higher than expected legal fees. It should also be noted there were increased costs incurred due to the first national lockdown of c.£40k, such as the hiring of a security company, £11k, extra cleaning, and regular fogging.
7. There is a decrease in forecast expenditure against budget, as some of the expected works in the budget have not been completed due to Covid-19.
8. The forecast cash position due to the current lockdown is reduced to c.£596k.

Mark Russell
Finance manager
January 2021

Committee: Full Council

Date: 20 January 2021

Title: VAT on Memorial Benches

Purpose of Report

To allow members consider the treatment on VAT on memorial benches

Recommendation

Members agree VAT on memorial benches is treated as zero-rated

Background

1. A letter from Mike Stainer was read out about memorial benches and VAT during the public forum of the Full Council on 25 November 2020. This matter was considered at the same meeting under the agenda item, 'Review of Charges'. However, a specific resolution wasn't made in respect of this matter.
2. To allow members to make a considered decision, I have provided some background information.

Report

3. The VAT liability index indicates memorial benches are outside the scope of non-business, i.e. they should be zero-rated.
4. To explain, what has gone on and how things should be, the following is based on a £1,000 bench.
5. When the council purchases this bench from its supplier, it pays £1,000 for the bench, plus VAT at 20% (£200 VAT), a total of £1,200. The council then reclaims £200 VAT from HMRC.
6. When the council sells the bench to a member of the public, the sale should be treated as 'zero-rated' for VAT purposes, i.e., the bench should have been sold for £1,000.
7. However, since 2018, this isn't how 42 of 46 bench sales have been treated. The council has sold benches to the public at £833.33 plus VAT (£833.33+£166.67=£1,000). The customer still pays £1,000, the council pays £166.67 VAT to HMRC. The council can now reclaim this error back from HMRC.
8. Moving forward, the council will treat future bench sales as zero-rated for VAT purposes.

John Wright
Town clerk
January 2021

Committee: Full Council

Date: 20 January 2021

Title: Seasonal Concessions

Purpose

To allow members to consider the position in 2021 for the hair braiding and henna tattooing and arts and crafts concessions

Recommendation.

Members approve a one-year extension to the hair braiding and henna tattooing concession for 2021 and agree not to advertise the arts and crafts concession for 2021

Background

1. Each year the council advertises concessions for the coming season and beyond. The concessions available are: children's games and activities; trampolines; deckchairs; arts and crafts; non-motorised watersports; and hair braiding and henna tattooing.
2. Three-year tenders are already in place for children's games and activities, deckchairs, trampolines, and non-motorised watersports.
3. There is currently no arts and crafts concession as there were no applicants when it was last advertised.
4. The three-year hair braiding and henna tattooing concession ended in 2020 and would normally be advertised at this point for either one or three years. The arts and crafts concession would also be advertised at this point.
5. The hair braiding and henna tattooing concession was previously held by Viva Lyme but due to the Covid-19 restrictions in place in summer 2020, the concessionaire was unable to operate from its normal location next to the disabled beach hut. The concession was given permission to operate at the Marine Parade Shelters, as the area is less crowded and social distancing could be maintained.

Report

6. Due to the uncertainty which still exists and with some level of restriction likely to continue into the year, it is unlikely the hair braiding and henna tattooing concession would be able to run as normal again this year and similar arrangements to 2020 might have to be put in place.
7. As such, it is suggested the previous concessionaire, Viva Lyme, is granted a one-year extension for 2021. The concession could then be advertised as normal for 2022 onwards.

8. As there is currently no arts and crafts concession, it is also suggested this is advertised as available from 2022.

Adrienne Mullins
Support services manager
January 2021

Committee: Full Council

Date: 20 January 2021

Title: Works to Guildhall

Purpose of the Report

To inform members about progress on works to the Guildhall

Recommendation

Members note the report and approve the exception to standing order 18.d and financial regulation 11.11 in not advertising the works on Contract Finder website and the reasons for that

Report

1. Members have previously been informed of works at the Guildhall to repair the window frames and mullions in the mayor's parlour, to the keystone and parapet above the main entrance and to set back the roadside 'box' window; the latter as a result of numerous vehicle strikes, the most recent of which has occurred since new year.
2. The planning and building regulations' applications for the various works have now both been validated and registered.
3. The end date for comments on the planning application is 29 January 2021 and the matter is being considered by this council's planning committee on 19 January 2021.
4. The building works require a full building regulations application rather than the more straightforward notice procedure because they are public works to a public building.
5. Quotes are being sought based on the submitted detailed plans to ensure prices are reliable and not just based on a contractor's assumptions about what may be required. The end date for the return of quotes is 22 January 2021 and these will then be scrutinised immediately and reported to the next available committee.
6. The chosen contractor(s) will be required to enter into an appropriate form of JCT contract to make sure proper control can be exercised over the works.
7. Normally, for works of this likely cost, our own standing orders and financial regulations require the work to be advertised on the government Contract Finder website. This has not been done on this occasion because it tends to encourage interest from too many unsuitable contractors. Those asked to quote have been 'hand-picked' based both on their relevant experience and expertise in working on important heritage listed buildings and on their ability to actually do the works on the timescale required.

8. Members are asked to approve this exception to standing order 18.d and financial regulation 11.11 and the reasons for it.
9. The application for the necessary road closure during March has been submitted by the operations manager and the latest position will be reported verbally at the meeting.

Mark Green
Deputy town clerk
January 2021

Committee: Full Council

Date: 20 January 2021

Title: List of Payments

Purpose of Report

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

Recommendation

Members note the report and approve the attached schedule of payments for December 2020 for the sum of £98,308.46.

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-imburement 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 December 2020, **appendix 16A**. 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
January 2021

APPENDIX 16A

		<u>Lyme Regis Town Council</u>								
		<u>Payments list for November 2020</u>			<u>£98,308.46</u>					
		<u>Total</u>								
Date	Supplier	Detail	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category		
NAT WEST BANK										
03-Dec	SALARY	Advance Salaries	EBP	250	0%	-	250.00	Utilities		
10-Dec	DC RATES	Rates	DD	8334	0%	-	8,334.00	Outside Works		
14-Dec	ALLSTAR	Monthly Fuel Usage	DD	314.7	20%	52.45	262.25	Outside Works		
15-Dec	BANKLINE	Bank Charges	BLN	52.9	0%	-	52.90	Office Expenses		
16-Dec	DWP	Waste collection	DD	1473.6	0%	-	1,473.60	Outside Works		
17-Dec	SALARY	Advance Salaries	EBP	300	0%	-	300.00	Staffing		
18-Dec	Worldpay	Transaction fees	DD	24.78	0%	-	24.78	Office Expenses		
21-Dec	WORLDPAY	Transaction fees	DD	20.59	0%	-	20.59	Office Expenses		
22-Dec	SALARY	December Salaries	BACS	33254.58	0%	-	33,254.58	Staffing		
29-Dec	HMRC PAYE	December PAYE and NI	DD	11714.54	0%	-	11,714.54	Staffing		
29-Dec	WDDC	Loan repayment (DC)	SO	3125	0%	-	3,125.00	Utilities		
			Total	<u>£58,864.69</u>						
LLOYDS BANK										
01-Dec	ZOOM	Monthly Subscription	DEB	11.99	0%	-	11.99	Office Expenses		
03-Dec	QUADIENT	Franking machine postage top up	DD	200	0%	-	200.00	Office Expenses		
03-Dec	HARRIS BROTHERS	Retention	FPO	8487.38	20%	1,414.56	7,072.82	Outside works		
03-Dec	BARRIERS DIRECT	Bollards	FPO	61.24	20%	10.21	51.03	Outside Works		
04-Dec	LR COMMUNITY GROUP	Grant	FPO	38.2	0%	-	38.20	Grants		
04-Dec	LR COMMUNITY GROUP	Grant	FPO	30	0%	-	30.00	Grants		
04-Dec	ADVANTAGE DIGITAL PRINT	LR Community fund printing	FPO	739.39	20%	123.23	616.16	Marketing & Tourism		
04-Dec	GIFFGAFF	Monthly mobile bundle	DEB	6	20%	1.00	5.00	Utilities		
07-Dec	GIFFGAFF	Monthly mobile bundle	DEB	6	20%	1.00	5.00	Utilities		
07-Dec	GIFFGAFF	Monthly mobile bundle	DEB	6	20%	1.00	5.00	Utilities		
07-Dec	AMAZON	External supplies	DEB	37.56	20%	6.26	31.30	Office Expenses		
09-Dec	HUCK NETS	Debris netting	FPO	100.8	20%	16.80	84.00	Outside Works		
09-Dec	BROXAP	Steel liner	FPO	114	20%	19.00	95.00	Outside Works		
09-Dec	M G WEBBER	Flowers	FPO	204	20%	34.00	170.00	Outside Works		
09-Dec	SCREWFIX	External supplies	FPO	220.25	20%	36.71	183.54	Outside Works		
09-Dec	ARTHUR FORDHAMS	External supplies	FPO	220.82	20%	36.80	184.02	Outside Works		
09-Dec	COBB GARAGE	2 new tyres for vehicle	FPO	236.81	20%	39.47	197.34	Outside Works		
09-Dec	CASA ENVIROMENTAL	Asbestos survey	FPO	253.2	20%	42.20	211.00	Office Expenses		
09-Dec	MOLE AVON	Various external supplies	FPO	258.94	20%	43.16	215.78	Outside Works		
09-Dec	JOHN BEER MOTOR	MOT and service of vehicle	FPO	271.58	20%	45.26	226.32	Outside Works		
09-Dec	TOTAL GAS	Monthly gas supply	FPO	289.79	5%	13.80	275.99	Utilities		
09-Dec	LUKE LAWSON	Monitoring of webcams	FPO	300	0%	-	300.00	Marketing & Tourism		
09-Dec	UNITY 5	November usage and supplies	FPO	695.94	20%	115.99	579.95	Utilities		
09-Dec	A.S SECURITY ALARM	Alarm monitoring and fitting of a new alarm	FPO	1086	20%	181.00	905.00	Outside Works		
09-Dec	TRAVIS PERKINS	External supplies	FPO	678.56	20%	113.09	565.47	Outside Works		
09-Dec	DAMORY	Local bus route	FPO	1125	0%	-	1,125.00	Rents		
09-Dec	LEWIS BROWN LAND SURVEYORS	Survey for landslip in the gardens	FPO	1200	20%	200.00	1,000.00	Office Expenses		
09-Dec	SIX PAYMENT	Transaction fees	FPO	1446.41	0%	-	1,446.41	Office Expenses		
09-Dec	GLEN CLEANING	November cleaning	FPO	1376.11	20%	229.35	1,146.76	Outside Works		
09-Dec	DORSET COUNCIL	Lease of skatepark	FPO	2119.41	0%	-	2,119.41	Outside Works		
09-Dec	WOODMEAD HALL	Quarter three of toilet provisions	FPO	2485	0%	-	2,485.00	Outside Works		
09-Dec	G CROOK	Repair of machinery	FPO	111.6	20%	18.60	93.00	Outside works		
09-Dec	GARY ROWLAND	Ease sash windows	FPO	168.59	0%	-	168.59	Outside Works		
09-Dec	HOLMES & BLACKMORE	Various water repairs at the holiday park	FPO	1939.53	0%	-	1,939.53	Outside Works		
09-Dec	WOODHORT SHARPHAM	Mushroom Compost	FPO	661.68	20%	110.28	551.40	Outside Works		
09-Dec	SSP DIRECT	Screwdriver set	FPO	36.76	20%	6.13	30.63	Outside Works		

09-Dec	AXMINSTER IRONWORK	Railing in various locations	FPO	744	20%	124.00	620.00	Outside Works
09-Dec	STAFF	Eye test and various expenses	FPO	65.2	0%	-	65.20	Staffing
09-Dec	YELLOWBOX	Postage of uniform	FPO	9.54	20%	1.59	7.95	Staffing
09-Dec	TOPSPARKS	Disconnect street lights on new roof	FPO	57.6	20%	9.60	48.00	Outside Works
09-Dec	EUROFFICE	Stationary	FPO	67.42	20%	11.24	56.18	Office Expenses
09-Dec	AXMINSTER GARDEN M	Equipment repair	FPO	72	20%	12.00	60.00	Outside Works
09-Dec	BRID BUILD SUPPLIE	External supplies	FPO	74.52	20%	12.42	62.10	Outside Works
09-Dec	ECOM6	October services	FPO	93.16	20%	15.53	77.63	Office Expenses
09-Dec	GIFFGAFF	Monthly mobile bundle	DEB	10	20%	1.67	8.33	Utilities
10-Dec	BARCLAYCARD	Transaction fees	DD	8.53	0%	-	8.53	Office Expenses
10-Dec	BARCLAYCARD	Transaction fees	DD	9.9	0%	-	9.90	Office Expenses
10-Dec	AA BREAKDOWN	Road side assistance	DEB	208.68	0%	-	208.68	Outside Works
10-Dec	GIFFGAFF	Monthly mobile bundle	DEB	10	20%	1.67	8.33	Utilities
10-Dec	IOSH	Annual membership	DEB	191	0%	-	191.00	Office Expenses
11-Dec	GIFFGAFF	Monthly mobile bundle	DEB	6	20%	1.00	5.00	Utilities
15-Dec	PAYZONE	Transaction fees	DD	6	20%	1.00	5.00	Office Expenses
15-Dec	PAYZONE	Transaction fees	DD	6	20%	1.00	5.00	Office Expenses
15-Dec	SOUTH WEST WATER	Water	DD	13.51	0%	-	13.51	utilities
15-Dec	SOUTH WEST WATER	Water	DD	37.84	0%	-	37.84	utilities
15-Dec	SOUTH WEST WATER	Water	DD	43.79	0%	-	43.79	utilities
15-Dec	EE LIMITED	Monthly SIMS and mobiles	DD	114.82	20%	19.14	95.68	Utilities
15-Dec	G4S CASH SOLUTIONS	Cash collection charges	DD	662.4	20%	110.40	552.00	Outside Works
15-Dec	SOUTH WEST WATER	Water	DD	678.06	0%	-	678.06	utilities
16-Dec	SAGE SOFTWARE LTD	Monthly software support	DD	284.4	20%	47.40	237.00	Office Expenses
16-Dec	LR COMMUNITY GROUP	Grant	FPO	68.43	0%	-	68.43	Grants
17-Dec	NPOWER	Electric	DD	42.68	5%	2.03	40.65	Utilities
17-Dec	GIFFGAFF	Monthly mobile bundle	DEB	6	20%	1.00	5.00	Utilities
18-Dec	WORLDPAY	Transaction fees	DD	23.94	0%	-	23.94	Office Expenses
18-Dec	HMRC	JRS Over Payment	FPO	632.63	0%	-	632.63	Staffing
18-Dec	DC PENSION FUND	Pension Contribution	FPO	5133.61	0%	-	5,133.61	Staffing
18-Dec	GIFFGAFF	Monthly mobile bundle	DEB	10	20%	1.67	8.33	Utilities
21-Dec	GIFFGAFF	Monthly mobile bundle	DEB	6	20%	1.00	5.00	Utilities
21-Dec	GIFFGAFF	Monthly mobile bundle	DEB	8	20%	1.33	6.67	Utilities
21-Dec	GIFFGAFF	Monthly mobile bundle	DEB	8	20%	1.33	6.67	Utilities
21-Dec	WORLDPAY	Transaction fees	DD	10	0%	-	10.00	Office Expenses
21-Dec	WORLDPAY	Transaction fees	DD	39.06	0%	-	39.06	Office Expenses
21-Dec	WORLDPAY	Transaction fees	DD	43.97	0%	-	43.97	Office Expenses
21-Dec	SOUTHERN ELECRITC	Electric	DD	134.64	5%	6.41	128.23	Utilities
21-Dec	IP OFFICE	Service charges and calls	DD	401.7	20%	66.95	334.75	Office Expenses
22-Dec	EDF	Electric	DD	115.51	0%	-	115.51	Utilities
23-Dec	GIFFGAFF	Monthly mobile bundle	DEB	6	20%	1.00	5.00	Utilities
23-Dec	GIFFGAFF	Monthly mobile bundle	DEB	6	20%	1.00	5.00	Utilities
23-Dec	GIFFGAFF	Monthly mobile bundle	DEB	8	20%	1.33	6.67	Utilities
29-Dec	GIFFGAFF	Monthly mobile bundle	DEB	6	20%	1.00	5.00	Utilities
29-Dec	GIFFGAFF	Monthly mobile bundle	DEB	6	20%	1.00	5.00	Utilities
29-Dec	GIFFGAFF	Monthly mobile bundle	DEB	6	20%	1.00	5.00	Utilities
29-Dec	GIFFGAFF	Monthly mobile bundle	DEB	10	20%	1.67	8.33	Utilities
29-Dec	GIFFGAFF	Monthly mobile bundle	DEB	6	20%	1.00	5.00	Utilities
29-Dec	SOUTHERN ELECRITC	Electric	DD	21.71	5%	1.03	20.68	Utilities
29-Dec	SOUTHERN ELECRITC	Electric	DD	44.91	5%	2.14	42.77	Utilities

29-Dec	SOUTHERN ELECRITC	Electric	DD	45.02	5%	2.14	42.88	Utilities
29-Dec	SOUTHERN ELECRITC	Electric	DD	60.33	5%	2.87	57.46	Utilities
29-Dec	SOUTHERN ELECRITC	Electric	DD	133.56	5%	6.36	127.20	Utilities
29-Dec	SOUTHERN ELECRITC	Electric	DD	133.56	5%	6.36	127.20	Utilities
29-Dec	SOUTHERN ELECRITC	Electric	DD	133.59	5%	6.36	127.23	Utilities
29-Dec	SOUTHERN ELECRITC	Electric	DD	133.69	5%	6.37	127.32	Utilities
29-Dec	SOUTHERN ELECRITC	Electric	DD	992.48	5%	47.26	945.22	Utilities
29-Dec	GIFFGAFF	Monthly mobile bundle	DEB	6	20%	1.00	5.00	Utilities
31-Dec	NPOWER	Electric	DD	301.84	5%	14.37	287.47	Utilities
			Total	<u>£39,443.77</u>				
			Petty Cash	<u>£0.00</u>				
	Expenditure category totals							
	Outside Works	£32,780.56						
	Democratic representation	£0.00						
	Rents	£1,125.00						
	Licensed land	£0.00						
	Office Expenses	£4,432.51						
	Staffing	£51,110.10						
	Marketing & Tourism	£1,039.39						
	Utilities	£7,684.27						
	Grants	£136.63						
	Loans	£0.00						
	VAT	£0.00						
	Refunds	£0.00						
	Total	£98,308.46						