



**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/88069642177> on Wednesday 3 March 2021 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
26.02.21

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 20 January 2021 (attached)

8. Matters arising from the minutes of the Full Council meeting held on 20 January 2021

9. Update Report

There are no updates.

10. Planning Committee

To receive the minutes of the meeting held on **16 February 2021** and note the committee's comments made on planning applications under the power delegated by Full Council and consider the recommendations therein.

11. Human Resources Committee

The meeting scheduled for 27 January 2021 was cancelled.

12. Strategy and Finance Committee

To receive the minutes of the meeting held on **17 February 2021** and consider the recommendations therein.

13. Tourism, Community and Publicity Committee

To receive the minutes of the meeting held on **10 February 2021** and consider the recommendations therein.

14. Town Management and Highways Committee

To receive the minutes of the meeting held on **3 February 2021** and consider the recommendations therein.

15. The Annual Review of the Complaints' Policy and Procedure

To allow members to undertake the annual review of the complaints' policy and procedure, in accordance with standing order 5.j.xvii

To allow members to consider the volume and nature of complaints received

16. Creating a New Committee/Sub-Committee

To allow members to consider a proposal to create a committee or sub-committee to consider environmental issues

17. Draft Corporate Plan 2021-26

To present the Draft Corporate Plan 2021-26

18. By-Election

To inform members of a timetable for the by-election

19. Covid-19 Response

To formally notify the council of the actions taken in response to the prime minister's announcement on the easing of lockdown on 22 February 2021, appendix 19A, and to identify local issues for consideration and budget approval

20. List of Payments

To inform members of the payments made in the month of January 2021

21. Request for Vehicular Access onto Council-Owned Land off Hill Road

To allow members to consider a request received for vehicular access onto council-owned land off Hill Road

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. Unit 1A Rental Proposal

To inform members of a rental proposal for Unit 1A, St Michael's Business Centre

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. Extension of the Council's Current Phone Contract

To obtain member support for a temporary 12-month extension to the council's existing phone contract for the reasons set out in the report

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

24. 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 associated matters and to seek members' approval to a period of rent deferral in respect of one commercial tenant

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

25. 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 21 – Request for Vehicular Access onto Council-Owned Land off Hill Road**
- b) **Agenda item 22 – Unit 1A Rental Proposal**
- c) **Agenda item 23 – Extension of the Council's Current Phone Contract**
- d) **Agenda item 24 – Work of the Retained Business Loss and Claims Adjuster**

LYME REGIS TOWN COUNCIL

MINUTES OF THE VIRTUAL EXTRAORDINARY FULL COUNCIL MEETING HELD ON
WEDNESDAY 20 JANUARY 2021

Present

Chairman: The Mayor, Cllr B. Larcombe, MBE

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

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

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

A prayer was given by the Rev. Chris Martin.

19/335/C Public Forum

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

19/336/C Dorset Council Matters

Cllr D. Turner said the Local Plan consultation was running from 18 January to 15 March 2021 and once adopted, it would guide planning applications for the next 15 years. He said there were details on dorsetforyou.gov.uk on how to input into the consultation, town and parish councils would be consulted, and there were a limited number of hard copies of the consultation available in libraries. He said there would also be a dedicated phone line but the details were not yet available.

Cllr D. Turner said cases of Covid-19 had risen across the county in the last week, although there was a steeper increase in the Bournemouth, Christchurch and Poole area. He said Bridport Medical Centre was doing a great job in administering the vaccinations at dedicated clinics. He said a postcard was being delivered by the Royal Mail to every household in Dorset outlining the current restrictions and relevant contact details, as 20% of people were not online.

Cllr D. Turner said Dorset Council's (DC) climate change consultation ended today. He said it had been announced funding of £19million had been awarded to DC by central government for climate change initiatives, although it was estimated the changes required would be in the range of £100million.

The mayor, Cllr B. Larcombe said members were concerned the advocates of the proposed Dorset National Park were suggesting Lyme Regis Town Council was supportive of the proposal but this was not the case; the council had asked for more information before forming a view. He asked what credence was being given to the advocates and what DC's current position was.

Cllr D. Turner said there was no buy-in from DC currently. He said a Government White Paper was intended to be published six months ago but it had been delayed, although Dorset had been mentioned as a possible site for a national park. He said the town council's position with the advocates was not a matter for him to deal with.

Cllr B. Bawden asked if vaccinations would be administered at Lyme Regis Medical Centre as she was aware of some residents, particularly those in sheltered accommodation, who were not able to get to Bridport.

Cllr D. Turner said Bridport Medical Centre was dealing with patients from the whole area and nothing had been set up at Lyme Regis yet. However, he said the National Voluntary Service could take people to vaccination clinics and there were around 25 responders available in Lyme Regis.

The mayor, Cllr B. Larcombe thanked Cllr D. Turner for the help and support he had given to the town council, particularly on issues that required DC's support.

19/337/C Questions from Councillors

There were none.

19/338/C Apologies for Absence

Cllr R. Doney
Cllr K. Ellis
Cllr C. Reynolds – minor operation

19/339/C Disclosable Pecuniary Interests

There were none.

19/340/C Dispensations

There were none.

19/341/C To confirm the accuracy of the minutes of the Full Council meeting held on 16 December 2020

Proposed by Cllr G. Turner and seconded by Cllr J. Broom, the minutes of the Full Council meeting held on 16 December 2020 were **ADOPTED**.

19/342/C Matters arising from the minutes of the Full Council meeting held on 16 December 2020

External audit

The town clerk said there was still no sign-off from the external auditor but he had chased it up again this week.

Climate change consultation

Cllr B. Bawden said she had emailed the remaining sections to members earlier that day and would submit the final response by the deadline at midnight. She said the response was broadly supportive of DC's strategy but was asking for more action sooner, and more collaboration with town and parish councils and community groups. It also asked for a target deadline of 2030 for net carbon zero.

Cllr B. Bawden said sections on water and natural assets were supportive of the Dorset Climate Action Network's submission. She said issues specific to Lyme Regis had been included in the food and drink and economy sections, such as the Totally Locally initiative and the Royal College of Art's sustainable transport report.

Cllr B. Bawden said the response had not committed the town council to anything, it just provided a response to the consultation, although she was aware DC viewed this as the start of listening to councils and communities about the topic.

Member IT

The mayor, Cllr B. Larcombe asked how the equipment would be delivered to members.

The deputy town clerk said it was more practical for DC to deliver the equipment to the office than to deliver to individual addresses. He said staff were going into the office and would arrange distribution to members.

Staff clothing

As the Human Resources Committee meeting scheduled for 27 January 2021 had been cancelled, Cllr M. Ellis asked if the report on the cost of staff clothing would go to the following meeting or another committee.

The town clerk said it would go to the next Human Resources Committee meeting.

Letters from the mayor

Cllr M. Ellis asked if members could have sight of letters which were sent by the mayor in response to issues raised in the public forum.

The town clerk agreed copies of the letters would be circulated to members in future.

19/343/C Update Report

Grants

The support services manager said the deadline for applications was now at the beginning of March as the process had started later this year. She said there were several weeks between the deadline and the meeting to consider the applications as officers needed time to gather any missing information from the applicants.

Powerboat club lease

The deputy town clerk said the lease had been finalised and sent to the powerboat club. He said as the principal terms had already been agreed, it was hoped it would be agreed quickly.

19/344/C Mayor's Engagements and Meetings

Members noted the report.

19/345/C Internal Audit Report, Visit One 2020-21

The town clerk said there were eight recommendations; one high level, one medium and six low, which demonstrated things were beginning to strengthen and systems and processes were now more robust. He said the high-level recommendation related to debts and officers were working hard on this issue, as outlined in the debtors' report elsewhere on the agenda.

Members acknowledged there had been some success in recovering debts but more work was needed, especially as there was now an audit recommendation.

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, members **RESOLVED** to note the internal auditor's report and approve the management responses.

19/346/C Budget Performance, 1 April – 31 December 2020

The finance manager said income was forecast to be down against the budget due to the impact of Covid-19, but expenditure was also forecast to be down against the budget as many objectives had not been carried out. He said this meant a forecast deficit of £417k, against a budgeted deficit of £345k.

The finance manager said the forecast cash position at the end of the financial year was £596k, which was lower than previously reported due to the impact of the third national lockdown which would primarily affect car parking, amenities and beach hut hire income.

The mayor, Cllr B. Larcombe clarified this was not a deficit in real terms, only against the forecast budget which was directly affected by Covid-19, and that the council didn't owe anyone, nor was it in crisis. He asked at what point the identified savings would be implemented.

The town clerk said during the 2020-21 financial year there had been a high level of expenditure on one project, which meant the council intended to spend more than the projected income, but there had been money in the bank to cover this.

The town clerk said the identified savings were built into the 2021-22 budget, but savings were already being made where possible.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members **RESOLVED** to endorse the measures agreed previously to reduce the forecast budget deficit.

19/347/C VAT on Memorial Benches

The town clerk said although it was unlikely many more benches would be purchased, officers believed VAT on the sale of benches had been treated incorrectly and in future, it should be treated as zero-rated. He emphasised this was an accounting error and the advice from the council's internal auditor was the money did not need to be paid back to the purchasers.

Cllr J. Broom asked if the VAT paid to HMRC would be reclaimed.

The town clerk said the money would be reclaimed and this would be at no loss to either the council or the purchasers.

Proposed by Cllr M. Ellis and seconded by Cllr S. Williams, members **RESOLVED** VAT on memorial benches is treated as zero-rated.

19/348/C Seasonal Concessions

The mayor, Cllr B. Larcombe asked where the concession would operate as the council intended on putting two more beach huts on Cart Road, which would encroach onto the area the concession was usually sited. He was also concerned about how the concession would operate under the current restrictions.

The support services manager said the concession would only be allowed to operate if restrictions allowed and this concession came under the same category as hairdressers. She said the location of the concession was at the council's discretion and this would be discussed between the concessionaire and the operations manager.

Proposed by Cllr M. Ellis and seconded by Cllr B. Larcombe, members **RESOLVED** to approve a one-year extension to the hair braiding and henna tattooing concession for 2021, but this did not signal any likely intent for future years, and agree not to advertise the arts and crafts concession for 2021.

19/349/C Works to Guildhall

The deputy town clerk said members were being asked to approve an exception to the council's standing orders and financial regulations which required works of this likely cost to be advertised on the Contract Finder website. He said members may also want to consider at the next review of standing orders and financial regulations if small contracts should be advertised in this way.

The deputy town clerk said the standing orders and financial regulations also stated quotes or tenders should be returned in hard copy addressed to the town clerk. However, due to Covid-19, it had been agreed with the architect that quotes would be sent by email and it would therefore be necessary to also approve an exception to the relevant clauses. The deputy town clerk suggested this was also considered as part of the next review as it was now common practice to allow quotes or tenders to be received electronically.

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, members **RESOLVED** to approve an exception to standing order 18.d and financial regulation 11.11 in not advertising the works on the Contract Finder website and the reasons for that, and an exception to standing order 18.f.iv and financial regulation 11.4 to allow quotes to be

returned by electronic means, and to ensure the internal auditor is informed of the exceptions and the reasons for this.

19/350/C List of Payments

Cllr G. Turner asked if the council was a member of the AA.

The finance manager said the council switched from the RAC to the AA as it was cheaper and the payment in the list was the annual fee paid.

The mayor, Cllr B. Larcombe asked if the list could specify if the payments were monthly, quarterly or annual. An example was given of the Dorset Waste Partnership collection fees as the frequency of the payment was not clear.

The operations manager said he could provide members with a breakdown of the fees.

The mayor, Cllr B. Larcombe referred to the £2,500 electricity fees and said he assumed there would be a credit as the council office was closed.

The finance manager said the payments were based on estimated bills from the previous supplier as the new supplier had not asked for meter readings. He said he was following this up and hoped to get a credit note as the estimated too high.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members **RESOLVED** to approve the schedule of payments for December 2020 for the sum of £98,308.46.

19/351/C Tourism Website

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.

19/352/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.

19/353/C Exempt Business

a) Tourism Website

Members were supportive of the proposal to work with Visit Dorset and Simpleview to incorporate the current tourism website, lymeregis.org, into a microsite of Visit Dorset.

The support services manager explained the benefits of the proposal and members felt it would be beneficial to have the increased exposure from Visit Dorset's established tourism platform, the experience of their team and the cost benefits it would produce.

Proposed by Cllr B. Larcombe and seconded by Cllr S. Williams, members **RESOLVED** to approve the building of a microsite of Visit Dorset to replace the current tourism website, lymeregis.org, incorporating the discovery trail.

b) Debtors' Report

Members noted the report.

The meeting closed at 8.40pm.

DRAFT

Committee: Full Council

Date: 3 March 2021

Title: Matters arising from the minutes of the Full Council meeting held on 20 January 2021

Purpose of the Report

To inform members of matters arising from the minutes of the Full Council meeting on 20 January 2021 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

19/342/C – Matters arising from the minutes of the Full Council meeting held on 16 December 2020

External audit

The town clerk has drafted a response to enquiries raised by the external auditor.

Member IT

Delivery of the member IT equipment was taken on 26 February 2021 and distribution to members arranged. New email addresses will be available immediately but will only 'go live' and made available to the public once they have been tested. Members will receive further information, including a user guide and contact details for technical support and training, by email by no later than 1 March.

Staff clothing

A report on the cost of staff clothing will go to the Human Resources Committee meeting on 10 March 2021.

19/348/C – Seasonal Concessions

In line with the government's roadmap for easing Covid-19 restrictions, the hair braiding and henna tattooing concession will be able to operate from 12 April 2021. To avoid congestion at the end of the beach huts, where it would normally operate, it will be located in the performance area of the Marine Parade Shelters.

19/349/C – Works to Guildhall

As of 25 February, planning permission and Listed Building Consent for the various planned works to the Guildhall, including the taking back of the roadside oriel window, works to the entrance porch and keystone and repairs to the windows and mullions to the mayor's parlour, had still not been received

from Dorset Council; despite a target date for determination of the applications of 2 January 2021. The architect is trying to establish the reasons for the delay and when we might expect to receive decisions. The ward member has also been asked to look into the matter.

Quotes were obtained for the various works. The lowest price for the works to the Oriel window was from CG Fry and Son Ltd in the sum of £24,770 + VAT. The other works were priced separately, and their total cost is in the region of £15k + VAT.

Although the intention had been to undertake all works at the same time during March, and a road closure had been sought from Dorset Council to facilitate this, those contractors who priced for the oriel window subsequently advised that they had won other contracts which meant they could no longer do the works until late May/June; when Dorset Council would not support the closure of the road.

In the circumstances, the intention is now to carry out all works other than those to the oriel window, i.e., those which do not require a road closure, during June. The Guildhall has been kept clear of weddings and other meetings to facilitate this work. It is not feasible to do the works in May because of several already-booked weddings.

The work to the oriel window will now have to wait until the autumn; probably immediately after the school half-term break. The contractor has been asked to confirm they will hold their quoted price until then and to confirm their availability.

In order to maximise the benefit of the likely month-long road closure, it will make sense to carry out roadside repairs to the office building at the same time. Permission for two separate and lengthy road closures is unlikely to receive support from Dorset Council.

There are known issues with several of the roadside windows to the office building, and the frontage guttering and the flat roof area above the town clerk's office also require attention. These works will all require planning permissions, Listed Building Consent and building regulations approval. In addition, quotes will need to be obtained. Given the length of time it has already taken to (not yet) get permissions in place for the works to the Guildhall, it will be necessary to start preparing plans, etc for the office works almost immediately if an autumn timescale for the works is to be achieved.

Reed Holland Architects of Taunton were chosen for the previously planned refurbishment works to the offices and it is intended to continue with their support for these roadside works.

During consideration of the 2021-22 budget and future objectives at the 25 November 2020 meeting of Full Council, an indicative sum of up to £100k was allocated to office repairs. However, expenditure on future objectives was noted as being subject to the council's reserves exceeding £850k or 50% of turnover. It was also noted that expenditure on office repairs, although a high priority, might need to be spread over two financial years. If the roadside repair works are to be carried out comprehensively in autumn 2021, the precise timing of the approved expenditure may need to be revisited in due course.

The planned March road closure will not now take place. Dorset Council had intended to 'take over' 'our' road closure in order that they could carry out a major upgrading of the traffic light system in Church/Bridge Street. This will not now take place in March and they intend to carry out 'their' works in the autumn to coincide with 'our' works to the oriel window and offices.

19/350/C – List of Payments

The operations manager will email members with a breakdown of the costs to Dorset Waste Partnership.

19/351/C – Tourism Website

This project is now being managed by the Tourism, Community and Publicity Committee and a recommendation is elsewhere on this agenda to appoint three members to work with the support services manager on the project.

John Wright
Town clerk
February 2021

LYME REGIS TOWN COUNCIL

PLANNING COMMITTEE

MINUTES OF THE VIRTUAL MEETING HELD ON TUESDAY 16 FEBRUARY 2021

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

19/162/P Public Forum

Z. Fitzpatrick

Z. Fitzpatrick spoke about the consultation on the Dorset Local Plan. She said she agreed with the council's previous submission in 2017 and wondered whether there had ever been a formal response to this.

Z. Fitzpatrick spoke specifically about Woodberry Down, highlighting issues around access to Charmouth Road, the increase in site size to over 100 units, land stability and drainage issues.

The chairman, Cllr G. Turner referred to an email received from Prof. G. Patrick, of Woodberry Down, which had been circulated to members of the committee.

19/163/P Apologies

There were none.

19/164/P Minutes

Proposed by Cllr B. Larcombe and seconded by Cllr C. Reynolds, the minutes of the meeting held on 19 January 2021 were **ADOPTED**.

19/165/P Disclosable Pecuniary Interests

There were none.

19/166/P Dispensations

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

19/167/P Matters arising from the minutes of the meeting held on 5 August 2020

There were no matters arising.

19/168/P Update Report

There were no updates.

19/169/P Planning Applications

Planning applications were considered in accordance with the details circulated:

- 1) WD/D/20/002936 – Variation of Condition** (Received 15 January 2021)
The Nags Head, Silver Street, Lyme Regis DT7 3HS
Variation of condition 3 of planning permission WD/D/19/002007 – building materials

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

- 2) WD/D/20/003143 – Full** (Received 15 January 2021)
Swift Cottage, Charmouth Road, Lyme Regis DT7 3DP
Two storey rear extension

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

- 3) WD/D/20/003227 – Full** (Received 15 January 2021)
24 Talbot Road, Lyme Regis, DT7 3BB
Erection of two storey rear extension and loft conversion with construction of dormer window and insertion of a Velux type roof window and a Velux type Cabrio window.

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

19/170/P Amended/Additional Plans

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

19/171/P Withdrawn Plans

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

19/172/P Planning Decisions

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

19/173/P Correspondence from Dorset Council regarding planning related matters

There was no correspondence.

Members considered the next stage of Dorset Council's Local Plan consultation exercise.

Cllr C. Reynolds raised the issue of access to housing for local people.

Cllr B. Larcombe raised the issue of connectivity, e.g., internet access, essential services such as health, road and rail linkage. He said connectivity was important for local employment opportunities. He said the plan should have a good fit with the East Devon element of Devon's local plan, consideration should be given to including Strawberry Fields in the permitted development area and few options remained for housing development. He said the council's response to a previous local plan consultation exercise undertaken by West Dorset District Council in 2017 was comprehensive and should be used as the basis of the council's response.

Cllr B. Bawden raised the importance of a comprehensive fit with Dorset Council's approach to climate change and ecological emergency. Cllr B. Bawden also stressed the importance of local people being able to access affordable housing.

The deputy town clerk asked members to focus on what was important to the town council and what the town council wanted the plan to address. He said at this stage in the process, Dorset Council was asking high level questions. In response to the questions asked by Dorset Council:

The committee supported the general settlement and growth approach put forward by Dorset Council but stressed this must not compromise connectivity. In agreeing this position, the committee:

- supported the location of existing facilities
- stressed the importance of links to rail services and the recognition of Lyme Regis' location, i.e., on the Devon border
- emphasised the importance of connectivity, access and affordability of housing for local people, including the requirement for 'qualifying periods' for social housing.

The committee identified the town's role as a:

- tourism destination
- a centre for local services and local people
- a location for elders.

In 15 years, the committee saw the town as:

- a provider of local services
- having achieved zero carbon by 2030
- having increased economic prosperity through technology.

The issues the town faced were identified as:

- climate change and ecological emergency
- access to affordable housing
- achieving economic prosperity
- an ageing population
- maintaining local service provision.

The committee believed its views and recommendations needed to be considered in detail at the Full Council meeting on 3 March 2021 and asked the town clerk to arrange this.

The meeting closed at 9.05pm.

LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 17 FEBRUARY 2021

Present

Chairman: Cllr B. Larcombe MBE

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

Officers: A. Mullins (support services manager), Mr M. Russell (finance manager), Mr J. Wright (town clerk)

20/01/SF Public Forum

N. Ball

N. Ball appealed to members to get on with each other and have respect for each other during the public during meetings. He said they were elected to carry out the town's business, not score points, and there was a lot of business to get on with.

N. Ball spoke in relation to agenda item 13, Investments and Cash Holdings and the reference to the roof project at a cost of c.£600k. He asked if this was the final figure or if there was more to pay. He said income of £500 for a market was not enough. He was concerned the council had spent this amount and was now considering re-paying the loan to the former West Dorset District Council (WDDC).

20/02/SF Apologies for Absence

Cllr R. Doney
Cllr D. Ruffle – ill
Cllr R. Smith – family commitments

20/03/SF Minutes

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

20/04/SF Disclosable Pecuniary Interests

There were none.

20/05/SF Dispensations

There were none.

20/06/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 18 March 2020

Coronavirus (COVID-19)

Referring to payments authorised by the town clerk, Cllr M. Ellis was concerned payments to Glen Cleaning for the cleaning of the toilets and fogging were so high. She felt it would have been cheaper for the council to buy its own fogging machine.

Cllr J. Broom confirmed the council had now purchased a fogging machine.

The finance manager said the costs included the normal monthly charge, as well as deep cleans and fogging after the first lockdown.

The town clerk said an attendant was manning the toilets from early morning until the evening, seven days a week, and this was the price the council had to pay for this level of service. He added the members did agree to these arrangements.

20/07/SF Update Report

Members noted the report.

20/08/SF Internal Audit Report, Visits Two and Three 2020-21

Cllr B. Larcombe said he was surprised the recommendation to finalise outstanding leases had only been given a 'low' grading as he felt the council would attach greater importance to this.

The town clerk clarified this was the auditor's assessment, not the council's assessment. He said it was previously a 'medium', but the auditor was satisfied a meeting was arranged to deal with these issues and downgraded it.

Cllr B. Larcombe asked when the link facility for Sage accounts and Sage payroll would be set up.

The finance manager said as the assistant finance manager dealt with payroll, it required them both to be in the office to work through the system and a tentative date of June had been identified as it was not yet known when they would return to the office.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to note the internal auditor's reports from visits two and three of 2020-21 and approve the management responses.

20/09/SF The Annual Review of the Communications/PR Policy and Procedure

It was pointed out the reference to the administrative officer had to be changed to support services manager in point 3.4, and the numbering jumped from 4 to 6.

The support services manager confirmed a separate social media policy sat alongside this policy and procedure. She also confirmed the council's noticeboards were still being used but currently not as much, due to the coronavirus restrictions.

Proposed by Cllr D. Sarson and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the amended Communications/PR Policy and Procedure, with a change of designation in point 3.4 and a correction to the numbering.

20/10/SF Debt Management Policy and Procedure

The town clerk said the policy and procedure outlined an approach that was firm and fair, it provided guidance to staff about how to deal with debts, and gave others a degree of understanding. He said nothing in the policy and procedure was new and it reflected the approach that had been taken in the past.

The town clerk said although the policy and procedure outlined what would happen in 'normal' times, there were constraints upon the council in terms of debt collection due to Covid-19.

Cllr B. Larcombe asked at which point a debt would be reported to the council, and whether email correspondence was sufficient or a hard copy should also be sent.

The town clerk said debts would be reported to the council before any legal proceedings started, and that officers needed to have the flexibility to correspond by email.

It was pointed out a paragraph about recruitment had been accidentally inserted into the policy and this would be removed.

Proposed by Cllr J. Broom and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the debt management policy and debt management procedure, with the deletion of the paragraph referring to recruitment.

20/11/SF Public Works Loan Board

The finance manager said this was a very different situation to when a loan was discussed at the end of 2020, as this was a way of borrowing to pay off another loan and potentially save the council £31,500 over six years. He emphasised this would not mean the council was borrowing more money; it was intended a loan from the Public Works Loan Board (PWLB) would pay off the loan with the former West Dorset District Council (WDDC) to take advantage of a lower interest rate.

Cllr B. Larcombe asked what the early repayment penalty would be with PWLB as he felt the council would choose to pay off the loan before the six years was up and he wasn't comfortable taking out a loan where the penalty was unknown.

The finance manager said PWLB would not be drawn into a conversation about early repayment costs, although it was likely to be a percentage of the outstanding amount, and it could be paid off after the first year and before the final year.

Several members felt instead of considering a loan to pay off another loan, the council should be considering paying off the loan to WDDC as there was enough money in the reserves to do this.

The town clerk said although the financial position had strengthened since the first quarter, with a forecast reserve of £620k at the end of the financial year, the council had agreed a cautious approach as it was not known what restrictions there would be on the major

income sources. He said the council had agreed through the budget-setting process to build up reserves to 50% of its turnover, i.e. £850k, which was also the substantive policy position, before thinking about releasing any other significant expenditure, including the repayment of any loan.

The town clerk said he would still advise caution, especially during the first quarter of the next financial year, before making any decisions, or else risk releasing funding and then finding the reserves are needed due to further restrictions. For that reason, he strongly recommended not paying off the WDDC loan. He added that paying off the loan would be a change of policy position and reminded members they had already agreed a list of priority projects when funding could be released.

The town clerk said paying off WDDC with a PWLB loan would generate a £31,500 saving for the council and officers had a duty to bring this to members' attention. However, he said the council could wait six months and re-consider this option when the financial situation would hopefully be more stable.

Cllr J. Broom said there was no reason to take out a different loan at this point as he believed by the end of 2021-22 the council would be in a position to pay off the existing loan. He felt more effort should be put into recovering debts.

Several members felt the council should take out a loan with PWLB and repay WDDC to take advantage of the lower interest rate and to give the council time to review its finances when the situation with Covid-19 was more certain.

Cllr G. Stammers agreed it may be sensible to revisit this in six months when the council knew where its reserves were. She was concerned paying the loan off using the reserves would detract from the objectives which had already been agreed.

It was proposed by Cllr M. Ellis and seconded by Cllr B. Bawden to take out a loan with the Public Works Loan Board to repay the loan with the former West Dorset District Council, now Dorset Council.

This motion was not carried.

It was proposed by Cllr B. Larcombe not to take out a loan with the Public Works Loan Board to repay the loan with the former West Dorset District Council, now Dorset Council.

This motion was not seconded

Proposed by Cllr J. Broom and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to defer making a decision on whether to take out a loan with the Public Works Loan Board to repay the loan with the former West Dorset District Council, now Dorset Council until October 2021.

20/12/SF Budget Performance, 1 April – 31 January 2021

The finance manager said the forecast was the same as that presented to the Full Council in January 2021 but some of the actual figures had been updated.

It was clarified this was a deficit on the 2020-21 budget assumption; it didn't mean the council was in debt to the amount identified.

The finance manager confirmed this and said it was based on a traditional financial accounting system of income and expenditure invoiced through the year compared to the budget, not related to cashflow.

20/13/SF Investments and Cash Holdings

The finance manager said the council started the year with £1.2 million in reserves, partly to cover the roof project, at which point, Covid-19 was an unknown and had since cost the council a significant amount of money.

Cllr J. Broom asked if a report could be brought to members in future about what Covid-19 had cost the council, both in terms of lost income and expenditure.

Cllr B. Larcombe asked if that report could also include other unforeseen expenditure through the year.

The town clerk agreed it would be good to do an evaluation of the cost of Covid-19 to the council. He said working practices had changed but some of these were positive and could be implemented more permanently.

20/14/SF Rent Reviews

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

20/15/SF Debtors' Report

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

20/16/SF Exempt Business

a) Rent Reviews

Members agreed it had been a difficult year for businesses and it was uncertain what position they would be in for the coming year. As such, members felt rent reviews should be held off for a further period and Cllr J. Broom suggested until April 2022.

Members also agreed the rent would remain the same in the interim and would not be backdated from April 2022.

However, there was some concern this benefit would not apply to all the council's tenants, as some had undergone a rent review before the pandemic. Members agreed they couldn't re-visit the pre-Covid position.

The town clerk said he was awaiting confirmation from the council's solicitor that by deferring the rent reviews, the council wouldn't undermine its position in relation to future rent reviews.

Proposed by Cllr J. Broom and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to defer rent reviews on the council's leasehold tenancies until April 2022 and not to backdate any increase, subject to confirmation from the council's solicitor of the council's position regarding future rent reviews.

b) Debtors' Report

Members discussed debts related to the caravan and chalet park and agreed a hard line should be taken with those who were not paying.

The town clerk said many of the issues were being resolved but there were some issues officers were not prepared to give way on as it would be a matter of renegotiating the leases. He said owners were conscious of the payment deadline of 31 March 2021 to get their discount.

The town clerk updated members on the work of the loss adjuster and said there would be a more detailed report to Full Council on 3 March 2021.

The town clerk drew members' attention to a significant debt relating to a commercial tenant, although officers had been constrained in pursuing it due to Covid-19 until 31 March 2021. He outlined the process officers would be going through to pursue the debt and members gave their support for this approach.

The meeting closed at 9pm.

LYME REGIS TOWN COUNCIL

TOURISM, COMMUNITY AND PUBLICITY COMMITTEE

MINUTES OF THE VIRTUAL MEETING HELD ON WEDNESDAY 10 FEBRUARY 2021

Present

Chairman: Cllr K. Ellis

Members: Cllr C. Reynolds, Cllr B. Bawden, Cllr J. Broom, Cllr B. Larcombe, Cllr D. Ruffle, Cllr D. Sarson, Cllr G. Stammers, Cllr G. Turner, Cllr S. Williams, Cllr M. Ellis

Officers: A. Mullins (support services manager), K. Weekley (administrative officer)

20/56/TCP Public Forum

There were no members of the public who spoke at this time, however, J. Sheppard spoke at item 8.

20/57/TCP Apologies

Cllr R. Doney

20/58/TCP Minutes

Cllr B. Bawden said Cllr C. Reynolds was not shown in the minutes as attending but was at the meeting.

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, the minutes of the meeting held on 11 March 2020, with the above amendment, were **ADOPTED**.

20/59/TCP Disclosable Pecuniary Interests

There were none.

20/60/TCP Dispensations

There were none.

20/61/TCP Matters arising from the minutes of the previous meeting held on 11 March 2020

Town signage

Cllr B. Bawden asked about the Discover Lyme Regis Trail and the signage for that.

The support services manager said it was all part of the contract, the main sign at Bell Cliff would be replaced and the new signs would hopefully be in place by February half term. The node signs at the 10 points around town would follow. She said there was a little bit of work to do as consent needs to be given by landowners as one of the nodes positioned by the harbour would need consent from Dorset Council or RNLI, but this is all part of the contract and was in the process of being done.

Cllr B. Bawden asked if the council had any say in the design and look of the signs.

The support services manager said the signs were nodes with a number and QR code which would link to the website for more information.

Cllr B. Larcombe asked for an audit of all signage, particularly on the seafront and for old and out-of-date signage to be removed.

The support services manager said the external works' team could do an audit of the signs.

Cllr B. Larcombe asked for the number of A-Boards to be included in this audit. He said discussions with Dorset Council included the town council's enforcement officers being able to control the A-Boards and the town clerk was pursuing this.

Cllr M. Ellis said the council should check its leases with commercial tenants to see if there was anything that would control the A-Boards and suggested this should be included in leases in future.

Sculpture Trail and Langmoor and Lister Gardens

The support services manager said the three-year contract was ending and the Arts Development Company had been trying to secure sponsorship but had been hindered by the pandemic. She said the deputy town clerk had met with the Arts Development Company and confirmed the existing sculptures were safe and would be funded until August 2021. She added the deputy town clerk would meet with them again at the end of February and would report back at the next meeting.

Cllr B. Larcombe asked if the Arts Development Company had found the match funding.

The support services manager said the deputy town clerk had seen evidence that the funding was in place therefore the council provided the funding, but anything from August onwards would be subject to a new agreement.

Map-based marketing proposal

The support services manager updated the members on the advertising income for the Discover Lyme Regis Map and the website, which was estimated at £12,000 but only managed to achieve £4,280 which was considerably less and probably due to the pandemic.

Social Media Campaign

The support services manager said the media campaign would normally be run through a company called RH Advertising. As it was not appropriate to market the area under the circumstances, this had been suspended and would remain so until the situation

had changed. If it was resumed, then it would follow the messages of Visit Dorset and Visit England.

Green Dog Walkers Scheme

The support services manager said the scheme had been supported by putting information on the website and on social media.

She said the operations manager had investigated putting more bins at Monmouth Beach, Middle Mill and Church Cliff Walkway but he had not been able to find a suitable place at Monmouth Beach as the tenants didn't want a bin near their property. Feedback had been that the current location was too rocky, but when they have been removed in the past, complaints have been received that the bins were too far away.

The support services manager said Middle Mill was private land, but the operations manager had made enquiries with Dorset Council about Church Cliff Walkway. She went said the bins would cost £368 plus VAT and collection costs and as currently the town council had suspended non-contractual expenditure, she asked if this was something members wished to pursue.

Members discussed whether Middle Mill was private or public land, but Cllr G. Turner confirmed Richard Trim owned the land. Members agreed there needed to be more bins in this location.

Cllr J. Broom asked if the bin at Slopes Farm was still possible.

The support services manager confirmed Slopes Farm was still being investigated.

It was pointed out bins had been moved at Monmouth Beach and members asked that they were returned to the original position.

Plastic Free Logo

The support services manager said the plastic free logo had been added to the e-mails and on the footer of every page on the council website. She said there was no budget for the new signs which were previously agreed and asked the members if this was something to pursue now or at a future date.

Cllr B. Bawden asked if it could be considered as part of the audit.

The support services manager said this was about creating new signs rather than the numbers of existing signs.

Members agreed this project should be put on hold until the council was in a stronger financial position.

20/62/TCP Update Report

There were no updates.

20/63/TCP Queen's Platinum Jubilee and Jazz Jurassic

The chairman invited J. Sheppard, organiser of Jazz Jurassic, to speak on this item.

J. Sheppard said she would like the town council and Jazz Jurassica to work together for the Queen's Platinum Jubilee, which would take place from 2 to 5 June 2022. She explained that there were two elements to the festival; the first took place at the Marine Theatre and was ticketed and self-supporting; the second was a programme of events which would take place in the shelters and around town in places such as pubs and restaurants. She said the events would be community-based and predominately for local people, including singalongs and workshops which would be tailored to the audience and age related.

Members agreed it would be sensible to co-ordinate the two events and for the council, Jazz Jurassica and other local organisations to work together on the programme.

Cllrs D. Sarson, C. Reynolds, K. Ellis, M. Ellis and B. Larcombe expressed an interest in joining the working group.

Cllr K. Ellis said it had been suggested three members would be sufficient although it was acknowledged it was unlikely every member would be able to attend all the meetings.

Cllr M. Ellis left the meeting at 7.40pm

Proposed by Cllr. B. Larcombe and seconded by Cllr G. Turner, Members agreed to **RECOMMEND TO FULL COUNCIL** to work with the organisers of Jazz Jurassica to develop a joint programme of events for the Queen's Platinum Jubilee in June 2022, to agree the residents weekend objective if re-prioritised and the proposed £8,000 budget is made available for the events, and appoint Cllrs D. Sarson, C. Reynolds, K. Ellis, M. Ellis and B. Larcombe to the working group to help plan the events.

20/64/TCP

Tourism Microsite

The support services manager said the content needed to be re-written and three members would be the optimum number of members to work on it.

It was agreed Cllrs B. Bawden, C. Reynolds and D. Sarson would work with officers on this project.

Proposed by Cllr K. Ellis and seconded by Cllr G. Stammers, Members agreed to **RECOMMEND TO FULL COUNCIL** that Cllr B. Bawden, Cllr C. Reynolds and Cllr D. Sarson work with officers on the development of the new tourism microsite.

20/65/TCP

Town Mill Stakeholder Questionnaire

The support services manager stressed that the nominated members would need to meet the time constraint of 19 February 2021.

Cllr B. Larcombe felt members needed to be clear on how much support the council was willing to give to the Town Mill.

Cllr C. Reynolds was concerned that as the Town Mill was a money-making business, the council should not be contributing to it.

The support services manager said there was no suggestion of anything other than a view from a local stakeholder but couldn't comment on future contribution or expectations.

Cllr B. Bawden said she would be happy to help on the basis that there were no expectations of current or future financial support.

Proposed by Cllr K. Ellis and seconded by Cllr B. Larcombe, Members agreed to **RECOMMEND TO FULL COUNCIL** Cllr B. Bawden should work with the deputy town clerk on the Town Mill stakeholder questionnaire and circulate the response to members.

20/66/TCP Diary of Major Events 2021

The support services manager said the officers did not view this as a firm calendar as Covid-19 restrictions may mean some of these events would not go ahead. She said the Carols Round the Christmas Tree event had been changed from the previously advertised 22 December to 23 December 2021.

The support services manager said Landance was an arts' event involving music and dance in different areas around the town.

Cllr B. Larcombe asked if events were cancelled due to Covid-19, would there be an expectation to be placed later in the year as this would affect other commitments.

The support services manager said if an event was cancelled, they would not automatically be moved to another time unless the diary was free but there was no expectation and the council wouldn't allow an event to clash.

Members agreed that if an event had to be cancelled, they should be offered alternative dates on a first-come-first-served basis.

Cllr B. Bawden said members had previously agreed the free parking dates with Dorset Council in line with the Totally Locally events, so if an event was changed to one of these dates, the loss of parking income could be more significant.

20/67/TCP Lyme Regis Community Support

Cllr C. Reynolds talked about the support group and what they had done over the last year, including soup runs on top of all the usual shopping and everyday requests. She said it was transitioning to becoming a Charitable Incorporated Organisation (CIO).

Cllr B. Bawden thanked Cllr C. Reynolds for all the hard work and also thanked the support services manager and administrative assistant. She said it had become much busier since the third lockdown, with more liaising and more complex enquiries received.

Cllr K. Ellis said well done to everyone involved.

20/68/TCP Managing Consultation Exercises

The support services manager informed the council of another consultation, the new Dorset Traffic Regulation order which had come in after the agenda had gone out. This would go out via the briefing and on the council's social media.

Cllr M. Ellis returned to the meeting at 8.05pm

Cllr B. Bawden said the Local Plan was a really good thing which she was doing lots of work on and was happy to share.

The support services manager said the Local Plan would be discussed at the next Planning Committee meeting on 16 February 2021 and this had been advertised.

The meeting closed at 8.08pm.

DRAFT

LYME REGIS TOWN COUNCIL

TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

MINUTES OF THE VIRTUAL MEETING HELD ON WEDNESDAY 3 FEBRUARY 2021

Present

Chairman: Cllr J. Broom

Members: Cllr B. Bawden, Cllr M. Ellis, Cllr B. Larcombe, 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 (administrative officer), J. Wright (town clerk)

Guests: S. Horsler (environmental health officer, Dorset Council)

20/01/TMH Public Forum

N. Ball

N. Ball asked if the council knew who owned the drain culvert at the back of the beach huts as water was pouring out across the pathway and not going into the drain.

N. Ball asked if the council was doing an evaluation of the pathways in the cemetery from King's Way going up the slope as it was in a bad state and growing weeds.

N. Ball also spoke in relation to agenda item 14, Roof Glass Incident. He asked if the council's insurance company was aware of the incident. He said he wasn't happy about the surface of the roof due to the standing water and he believed it was a poor job, especially as it cost £660,000. N. Ball said the building regulations' application stated the roof was only allowed for a viewing platform and therefore shouldn't be used by skateboards, for football or markets. He said he had spoken to a building control surveyor at Dorset Council (DC) about vehicles being allowed on the roof. He said the railings were not designed for vehicles and markets shouldn't take place on there as it would damage the surface. N. Ball said he understood it was the type of surface used in multi-storey car parks but he didn't think the council could afford to do the work again if it was damaged. He said there was very little income from markets so he believed it would be better not to let them happen.

20/02/TMH Apologies

Cllr R. Doney
Cllr K. Ellis – exam revision

20/03/TMH Minutes

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, the minutes of the previous meeting held on 4 March 2020 were **ADOPTED**.

20/04/TMH Disclosable Pecuniary Interests

Cllr G. Stammers declared a non-pecuniary interest in agenda item 13, Charmouth Road Allotments, as her son had an allotment.

20/05/TMH Dispensations

There were none.

20/06/TMH Matters arising from the minutes of the Town Management and Highways Committee meeting held on 4 March 2020

Cemetery gate

The operations manager said there was no date set for the instalment of the new gate but he would ensure it was done soon.

Office refurbishment

Cllr B. Larcombe asked for clarification over whether the planning application was for the frontage windows and not the oriel window in the Guildhall.

The deputy town clerk confirmed the application for the oriel window, mayor's parlour and keystones was a separate application.

20/07/TMH Update Report

Guildhall frontage and oriel window

Cllr B. Larcombe asked why it had taken so long to submit the planning application for these works.

The deputy town clerk said the preparatory work had taken some time to complete and as it was a Grade II listed building, the heritage report was very complex. He said the application was submitted 12 weeks ago but a decision was still awaited from DC.

Electric vehicle charging points

Cllr B. Larcombe said he was aware of government funding for this purpose and asked if the council would be pursuing this.

It was confirmed a funding application had been made.

Cllr R. Smith asked when Western Power Distribution would be installing the infrastructure for the points.

The operations manager said he was chasing this up and a date was yet to be confirmed.

Park and ride 2021

Although she felt it was unlikely the park and ride would operate this year, Cllr M. Ellis asked that the landowner's consent was in place promptly and not left until last minute.

The deputy town clerk said discussions had already taken place with the landowner, who understood the difficulties, and officers would continue to liaise closely with him.

Additional beach huts on Cart Road

Cllr B. Larcombe asked when the process for selling the huts would be determined.

The deputy town clerk said he had spoken to local estate agents and the view was to wait until planning permission had been obtained before advertising them for sale. He said the planning application had been drafted.

20/08/TMH Charmouth Road Allotments

The chairman brought this item forward on the agenda and invited S. Horsler, DC's environmental health officer, to speak on this item.

S. Horsler said although the study had shown no evidence of any risk of substances or contamination migrating from the landfill site and affecting the allotments, some samples showed elevated lead levels. He said there needed to be a balanced approach to these findings and no hasty conclusions should be drawn.

S. Horsler said WPA, which had carried out the original study, was acquiring more information through a further study. He said it was common for allotments to have elevated levels of contaminating species like lead, so it was important the council took a cost-effective and reasonable approach.

S. Horsler said WPA had been asked to collate more information about the national picture to compare levels in Lyme Regis with elsewhere.

Cllr C. Reynolds asked if there was a level above which was unacceptable.

S. Horsler said there was government guidance and advisory levels but they were not absolute and needed to be interpreted in the context of other many other factors. He said the government guidance made it clear the figures had to be subject to further analysis.

Cllr G. Stammers asked if there was any way of knowing how long the land had had this level of lead, if it was increasing over time, and what could be done in future to keep the levels down.

S. Horsler said it was difficult to draw conclusions about timelines but he believed changes over time would be quite slow. He said future prevention and management could be controlled through liaison with the allotments association and providing education and advice about what allotment holders could bring to the site. He said WPA would help the council understand if something needed to be done about it now.

S. Horsler stressed there was no indication the allotments were contaminated land, just that elevated levels of lead were found and the town council was now obtaining more information to ensure it was managed correctly and in accordance with good practice.

20/09/TMH Memorial Ideas and Memorial Trees

Members agreed there was space on 'memorial walk' in Langmoor Gardens for further cherry trees. The operations manager said there was space for 14 more trees but there were 33 people on the waiting list, so members may wish to consider other options for memorials.

Cllr D. Sarson asked if the new memorial trees would be available only to local people.

The operations manager said trees had always been available to everyone.

Members were generally supportive of the idea of a tree of life but felt it needed further consideration, specifically the location, the size and the material it would be made of. It was felt the shelters would not be an appropriate location but the wall at the top of the gardens near the cinema did receive some support.

Members agreed further proposals for a tree of life should be brought to a future committee meeting.

Proposed by Cllr B. Larcombe and seconded by Cllr B. Bawden, members agreed to **RECOMMEND TO FULL COUNCIL** to agree an allocation of 14 memorial cherry trees and instruct officers to bring proposals for a tree of life to a future Town Management and Highways Committee meeting.

20/10/TMH Dorset Council Car Park Consultation

The operations manager said he would be part of the consultation group along with one member.

Proposed by Cllr J. Broom and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to appoint Cllr B. Larcombe to sit on the Charmouth and Lyme Regis working group to inform phase two of Dorset Council's parking charges' review, with Cllr B. Bawden as a stand-in if required.

20/11/TMH Dorset Council Car Parks – Free Parking Dates

Cllr B. Larcombe felt the town council shouldn't automatically follow suit because free parking days at the busiest times of year would cost a lot of money, and therefore dates in the medium and high season should be avoided.

Cllr B. Bawden suggested free parking coincided with the Totally Locally dates and she could provide these as soon as they were confirmed.

Members supported DC's proposals for six free parking days and it was agreed the Totally Locally dates and any other relevant dates should be sent to the operations manager as the council's four preferred days for free parking.

20/12/TMH Burial of Non-parishioners in Lyme Regis Cemetery

The support services manager said she would advise against restricting burials to parishioners, only, as this was a sensitive matter and many people who had moved away from Lyme Regis would wish to be buried in their hometown. She said there were very few people buried in the cemetery with no links to Lyme Regis.

Cllr S. Williams said the council needed to make a plan for the future as space would run out in the cemetery.

The support services manager said at some point in the future the council could restrict burials to ashes, only, as this took up less space.

Cllr B. Larcombe said he could relate to people moving away from Lyme Regis later in life but wishing to be buried here and suggested a compromise that non-parishioners could be buried if they had a family connection or origins in Lyme Regis.

The support services manager said although the fees had already been agreed for 2021-22, members were also asked to give thought to this during future reviews as they were low compared with many other councils in the local area.

As members were inclined to restrict the definition of a non-parishioner to someone with a link to Lyme Regis, the deputy town clerk questioned whether it would also be necessary to charge double fees for non-parishioners.

Cllr B. Bawden felt it was unnecessary to charge double fees if there was to be a new restriction, but this was not agreed.

Proposed by Cllr B. Larcombe and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to restrict the burial of non-parishioners in the town cemetery to those with a proven family connection or origins in Lyme Regis.

20/13/TMH Showers on the Beach

Members agreed the showers should not be reinstated during the pandemic and while there were continuing restrictions as they were high frequency touch points.

However, several members wanted an assurance the showers would be reinstated when it was safe to do so.

Proposed by Cllr C. Reynolds and seconded by Cllr S. Williams, members agreed to **RECOMMEND TO FULL COUNCIL** the showers on the beach remain closed until pandemic restrictions are eased.

20/14/TMH Roof Glass Incident

The operations manager said the process hadn't been completed yet as the Health and Safety Committee hadn't met since the report was received from the contractor, but officers wanted to bring the information to the first available formal council committee.

Cllr B. Larcombe was concerned about the possibility of similar incidents in future and suggested a beech hedge was planted at the bottom edge of the gardens where they met the roof to help prevent stones hitting the glass. He also suggested a small fence

was installed while the hedge was established. He felt this would also deter people on bikes and skateboards from coming down the hill onto the roof.

Cllr M. Ellis did not support a hedge being planted as the roof area was used as an amphitheatre for various events and other planting had previously been removed from the area to support this kind of use. She suggested signs were put in the area to discourage any activities which could damage the glass.

The operations manager said it would also create an extra burden for the gardeners to trim under the hedge.

Cllr C. Reynolds was concerned the roots from the trees would go under the roof surface and cause other problems.

Cllr B. Larcombe said he had suggested hedges, not trees, so the roots would be proportionate but if this was a concern, he would suggest a fence.

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

It was proposed by Cllr B. Larcombe and seconded by Cllr S. Williams to plant a beech hedge at the bottom edge of the gardens where it meets the roof to prevent stones hitting the glass.

Voted for – Cllr B. Larcombe, Cllr S. Williams, Cllr D. Sarson, Cllr G. Turner, Cllr R. Smith

Voted against – Cllr C. Reynolds, Cllr M. Ellis, Cllr J. Broom, Cllr G. Stammers, Cllr B. Bawden

Abstentions – None

The chairman, Cllr J. Broom, used his casting vote and the motion was not carried.

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

It was proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds to leave the roof area as it is and for the existing precautionary measures to continue.

Voted for – Cllr M. Ellis, Cllr C. Reynolds, Cllr G. Stammers, Cllr B. Bawden, Cllr R. Smith

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

Abstentions – None

The chairman, Cllr J. Broom, used his casting vote and the motion was not carried. He felt a hedge would not be suitable as stones could still go under the hedge but said a fence would be preferable.

It was proposed by Cllr J. Broom to install a fence at the bottom edge of the gardens where it meets the roof to prevent stones hitting the glass.

This motion was not seconded.

Cllr M. Ellis said a fence would prevent people sitting on the bank and enjoying events on the roof and would also spoil the view out to sea.

Cllr B. Bawden said a fence would change the character of that area of the gardens as it provided a safe grassed play area and somewhere people could gather to watch events.

Cllr B. Larcombe said the council had a responsibility to prevent accidents from footballs, bikes and skateboards and as well as preventing stones from hitting the glass, he felt a fence would also deter these activities.

Cllr C. Reynolds said these activities were not banned from the area so the council shouldn't be actively discouraging them.

The operations manager suggested these kinds of activities could be discouraged if picnic benches and planters were placed on the roof.

The deputy town clerk said he believed the measures currently being taken in terms of netting was enough to stop stones hitting the glass. He said there were issues about the effectiveness of any barrier at the back of the roof and people could still come down the ramp onto the roof, which was installed to provide an accessible route through the gardens. He suggested officers brought to members a proper management plan about how the roof could be used in the future.

Cllr D. Sarson asked if a glass consultant could consider what other items could crack the glass.

The deputy town clerk said this could be picked up as part of the management plan and how the glass might react may inform the uses of the roof.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to instruct officers to draft a management plan for the future use of the roof which takes into account the glass incident and for this to be brought back to a future Town Management and Highways Committee meeting.

20/15/TMH Circus Request

The operations manager said he had already spoken to the landowner of Strawberry Field and he would support the circus being located there.

Proposed by Cllr J. Broom and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to open discussions with Circus Ginnett to operate at Strawberry Field, subject to further discussions with the landowner.

20/16/TMH Stile Lane

The deputy town clerk said DC was aware of the issues affecting this route and although the definitive route of the footpath was unavailable because of stabilisation works and the route passing through the Marine Parade retaining wall and commercial premises, the view was there was an equally commodious (don't like the expression but it's what the legislation calls it) route on public land and therefore no need to take any steps to formally divert the route.

The deputy town clerk said he was waiting to receive this formally in writing from DC, which would be reported to the next meeting, although it was unlikely there would need to be a report to consider diverting the definitive route.

20/17/TMH 17 Monmouth Beach Chalet

The deputy town clerk said the footprint would remain the same as the current structure but the neighbour was objecting to the plans, regardless of whether there was a pitched or flat roof. He said 70% of the chalet would remain as is and the only proposed change was the elevated section at the back, but the height of the ridge would be higher than any nearby chalet.

Members were concerned about the increased ridge height, that the proposed new structure no longer looked like a chalet, and it would set a precedent on the site.

Proposed by Cllr B. Larcombe and seconded by Cllr R. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to reject the plans for changes to the structure of 17 Monmouth Beach chalet.

20/18/TMH RPI Rent Increases Applied to Chalet Leases Since 2018

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

20/19/TMH Complaints and Incidents

Cllr M. Ellis asked if there could be a more detailed description of how an issue was resolved.

Members generally agreed they liked seeing compliments as well as complaints and incidents.

20/20/TMH Exempt Business

a) RPI Rent Increases Applied to Chalet Leases Since 2018

The deputy town clerk said the issue related not to day huts and caravans, only chalets which had been moved to lease arrangements. He said there had been significant improvements in collecting arrears since the last report to members but one of the most contentious issues had been the application of RPI rent increases.

Members acknowledged that although it would be a financial loss to the council, the settling of debts was a bigger objective.

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to waive any RPI-related rent increases applied to Monmouth Beach chalet rents for the financial years 2018/19, 2019/20 and 2020/21 for the reasons set out in the report and at a maximum total one-off cost to the council of £20,903.73 + VAT.

The meeting closed at 9.38pm.

DRAFT

Committee: Full Council

Date: 3 March 2021

Title: The Annual Review of the Complaints' Policy and Procedure

Purpose of Report

To allow members to undertake the annual review of the complaints' policy and procedure, in accordance with standing order 5.j.xvii

To allow members to consider the volume and nature of complaints received

Recommendation

- a) Members approve the complaints' policy and procedure as they stand
- b) Members note the volume and nature of complaints received since 26 October 2020

Background

1. Standing order 5.j.xvii requires the council to have a complaints' procedure and for that procedure to be reviewed each year either by the Full Council or following consideration and recommendation from the relevant committee.
2. The policy and procedure are attached, **appendices 15A and 15B**. There are only minor amendments proposed; the relevant standing order number has been changed and West Dorset District Council has been changed to Dorset Council.
4. Paragraph 2.3 of the policy states a report on the volume and nature of complaints will be presented alongside the annual policy review.
5. Due to the pandemic, complaints were not recorded in the normal way but this re-commenced on 26 October 2020. Since that date, 15 complaints were received about town council operations. Where complaints concerned other organisations, complainants were directly referred to those organisations.
6. The complaints about Lyme Regis Town Council were:

	2020/21
Enforcement	2
Dogs	3
Marine Parade	2
Gardens and outside areas	1
Cemetery	2
Beach huts	1
Bins	1
Seagulls	1
Other	2
Total	15

7. Issues in the 'other' category are speeding on Charmouth Road and lack of skateboard facilities during the pandemic.

Adrienne Mullins
Support services manager
February 2021

Complaints Policy

1. Introduction

- 1.1 Standing order 5.j.xvii requires the council to have a complaints' procedure and for that procedure to be reviewed each year either by the Full Council or following consideration and recommendation from the relevant committee.
- 1.2 This policy sets out the rationale for a complaints' policy and provides a definition of what qualifies as a complaint and what doesn't qualify as a complaint. The process for administering complaints is detailed separately in a procedure.

2. The Rationale

- 2.1 The council recognises that mistakes and misunderstandings occur and that such instances can consume a disproportionate amount of time and can have an adverse affect on the council's reputation. The approach adopted in this policy and attached procedure is about complaint rectification, resolution and learning.
- 2.2. An effective complaints' management system can make good any mistakes and misunderstandings and help to maintain and build relationships with those with whom we work. Towards this end, the town clerk will provide members with an annual report that identifies the number and type of complaints received. The policy objectives are to:
 - 2.2.1 Provide a fair complaints' procedure which is clear and easy to use
 - 2.2.2 Publicise the existence of its complaints' procedure so that people know how to contact us to make a complaint
 - 2.2.3 Make sure that everyone in the council knows what to do if a complaint is received
 - 2.2.4 Make sure complaints are investigated fairly and in a timely way
 - 2.2.5 Make sure that complaints are, wherever possible, resolved and that relationships are repaired
 - 2.2.6 Gather and use information to help us improve what we do.
- 2.3 To achieve this last policy objective an annual report will be presented to the council on the volume and nature of complaints. The report will be presented alongside the annual review of this policy.

3. The Definition

- 3.1 For the purpose of this policy, a complaint is defined as an expression of dissatisfaction, whether justified or not, about any aspect of the council's activities. Typically, a complaint may arise when:
 - 3.1.1 We have done something wrong
 - 3.1.2 We have not done something we should have done
 - 3.1.3 We have not treated someone in a professional or civil manner
 - 3.1.4 We have not achieved a standard that we have set for ourselves.

4. Complaints that are Excluded

4.1. This policy excludes certain types of complaints:

- 4.1.1 A complaint by an employee against another employee; these matters are dealt with under the council's disciplinary and grievance procedures
- 4.1.2 Complaints against councillors; these are dealt with by Dorset Council's monitoring officer
- 4.1.3 If it is a year or more since the complainant became aware of the issue
- 4.1.4 A previous or similar complaint has been made and considered
- 4.1.5 It is a persistent or vexatious complaint with no grounds
- 4.1.6 The complaint is being made to cause disruption or annoyance.

5. Review

5.1 This policy will be reviewed in March 2022 or sooner if there are changes in legislation or best practice.

Supporting Procedure

This policy is supported by a complaints' procedure.

Implementation date: 3 March 2021

Review Date: March 2022

John Wright
Town clerk
March 2021

Complaints Procedure

1. Introduction

- 1.1 This procedure should be read in conjunction with the council's complaints' policy. The emphasis in this policy is on rectification and resolution, and this is reflected within this procedure.
- 1.2 The procedure isn't a substitute mechanism for resolving relatively minor issues: these should be addressed as part of the day-to-day operation of the council. It is a mechanism for addressing major service failures, persistent service deficiencies, and poor attitude.
- 1.3 The council defines a complaint in its complaints' policy as an expression of dissatisfaction, whether justified or not, about any aspect of the council's activities. Typically, a complaint may arise when:
- 1.3.1 We have done something wrong
 - 1.3.2. We have not done something we should have done
 - 1.3.3. We have not treated someone in a professional or civil manner
 - 1.3.4. We have not achieved a standard that we have set for ourselves.
- 1.4. The complaints' policy excludes certain types of complaints:
- 1.4.1 A complaint by an employee against another employee; these matters are dealt with under the council's disciplinary and grievance procedures
 - 1.4.2 Complaints against councillors; these are dealt with by West Dorset District Council's monitoring officer
 - 1.4.3 If it is a year or more since the complainant became aware of the issue
 - 1.4.4 A previous or similar complaint has been made and considered
 - 1.4.5 It is a persistent or vexatious complaint with no grounds
 - 1.4.6 The complaint is being made to cause disruption or annoyance.
- 1.5 Consequently, if issues can be dealt with outside this policy to the satisfaction of a complainant, then this procedure should not be deployed.

2. The Procedure

- 2.1 Complaints should normally be addressed to the town clerk.
- 2.2 The town clerk will decide who should consider and respond to the complaint: this will normally be the deputy town clerk, the operations manager or the town clerk.
- 2.3 If the complaint is specifically about the town clerk, the complaint should be addressed to the Mayor. The Mayor will decide how the complaint should be investigated.
- 2.4 Acknowledgement of all complaints will take place within three working days.
- 2.5 The town clerk will also appoint a member of staff, who has no involvement in the complaint, to contact the complainant to clarify the precise nature of the complaint, to establish what the complainant wants the council to do to, and to discuss the process and timescale for resolution.

This member of staff will not be involved in investigating or responding to the complaint: their role is to act as the complainant's 'friend'.

- 2.6 If the complaint is about council policy which is being considered, the complainant will be advised that they should raise their concerns during the public forum of the relevant council committee meeting where the issue is under consideration.
- 2.7 If the complaint is about existing council policy or the absence of a policy, the complainant will be advised that they should raise the matter during the public forum of a Full Council meeting where any issues can be raised, regardless of whether or not it is on the agenda.
- 2.8 If a policy decision has already been made by the council, the complainant will be informed that the issue will not be re-opened for six months from the decision date unless there are exceptional grounds.
- 2.9 If the complaint is about any other aspect of council's business or service they will normally receive a response from the investigating officer within 10 working days.

3. Appeal

- 3.1 A complainant has the right to appeal against a decision. The appeal should normally be made within 20 working days of being notified of the decision. The appeal will be heard by a panel of three members which will be constituted from the Mayor and committee chairmen.
- 3.2 The panel will normally consider the appeal within 20 working days of notification and will inform the complainant of their decision within 10 working days.
- 3.3 If it isn't possible to respond within 10 working days, the complainant will be written to explaining why a response can't be provided and will be given a revised timescale.

4. Review

- 4.1 This procedure will be reviewed in March 2022 or sooner if there are changes in legislation or best practice.

Supporting Policy

This policy is supported by a complaints' procedure.

Implementation date: 3 March 2021

Review Date: March 2022

John Wright
Town clerk
March 2021

Committee: Full Council

Date: 3 March 2021

Title: Creating a New Committee/Sub-Committee

Purpose

To allow members to consider a proposal to create a committee or sub-committee to consider environmental issues

Recommendation

Members consider the report and instruct the town clerk

Background

1. Section 4 of the council's standing orders details the arrangements for committees and sub committees. For ease of reference, section 4 of the council's standing orders is attached, **appendix 16A.**

Report

2. To consider a forum for debate on the environment, councillors B. Larcombe, B. Bawden and R. Smith met with the town clerk on 19 February 2021. Discussion took place about the merits of a committee or sub-committee to focus on and co-ordinate environmental issues.
3. The process for establishing a new committee or sub-committee is detailed in section 4 of the council's standing orders. Ahead of the annual meeting of the council which appoints standing committees or other committees, members are being asked if they want to establish a new committee or sub-committee.
4. If members want a new committee or sub-committee to be established, the town clerk with bring a detailed proposal to the Full Council on 14 April 2021.

John Wright
Town clerk
February 2021

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.**
- c **Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The council may, at its annual meeting, appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the proper officer seven days before the meeting that they are unable to attend;
 - vi. shall permit a committee to appoint its own chairman at the first meeting of the committee;
 - vii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - viii. shall determine if the public may participate at a meeting of a committee;
 - ix. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - x. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xi. may dissolve a committee or a sub-committee.
- e The chairman of the council shall be an ex-officio voting member of every committee.
- f Councillors who become members through a by-election or co-option shall be allowed to choose which committees they serve on and shall be given full voting rights on those

committees. Membership of the chosen committee(s) must be resolved by the Full Council before the member is able to vote as part of the committee, although they may attend and take part in meetings in the meantime.

Committee: Full Council

Date: 3 March 2021

Title: Draft Corporate Plan 2021-26

Purpose of Report

To present the Draft Corporate Plan 2021-26

Recommendation

Members approve the Draft Corporate Plan 2021-26, appendix 17A, and delegate any amendments to the final version of the plan to the town clerk, in consultation with the mayor

Background

1. The text for the draft Corporate Plan 2021-26 is attached, **appendix 17A**. The text will be formatted into an A5 booklet with photographs.
2. The draft Corporate Plan reviews the council's performance against its objectives and details the issues the council will address.
3. The corporate plan will be posted on the town council's website and made available to the public at the town council's office and the library, and presented to the annual town meeting of electors, restrictions allowing.

John Wright
Town clerk
February 2021

Mayor's foreword

We are approaching the end of the second year of the Council elected in 2019 and one of the impacts of COVID-19 has meant that unusually this report covers two years 2019-2020.

A lot has happened during the period. One of the effects of lockdown and restriction, and the passing of time, means it's easy to forget what it has meant to deal with things during this unprecedented time. Challenging enough but even more so for a newly elected Council and it is therefore all the more important that we remind ourselves of what has been achieved in the last 24 months - two highly significant years. – A period that also introduced us to the new experiences of Skype, Zoom and virtual meetings; Furlough and remote-working; social-distancing; local levels of improvisation - even a 'drive-in' Carol Service, and the much-valued 'community support' initiative which gave support to residents across the town.

2019 was a progressive year - there was more scaffolding in Lyme's Broad Street than ever, with practically every business improving their premises, - the uplift, investment and appearance of Lyme was remarkable. There was and still is a want to make our town a 'destination of choice' with a focus on quality over quantity to help Lyme's sustainability, and underline the small but special seaside place it is. For our part as a town council, we listened to the concerns expressed by residents for the state of our beach areas and waste collection - we fixed both and the area has never looked better. We undertook a complete refurbishment of our seafront public toilets and raised them to a standard we've never had before; we improved the Woodland Walk and transformed the area by installing feature lighting. Local groups and societies were awarded substantial new Annual and Term grants, and we set about formulating plans for the life of the new Council. Wendy and I attended an incredible number of invited functions and events locally in Lyme and across Dorset, - whether a fundraising or celebratory event, a civic or social gathering, all were accepted and provided the opportunity to represent Lyme and help promote and support all the different interests concerned. Thank you to Wendy for being with me throughout and her tireless support. Thanks also to Alan (our towncrier) and Lynne Vian for their support and all they do for Lyme and good causes.

As 2019 went to 2020 COVID appeared into our world and despite the impact it has had we adjusted and continued to deliver to our plans and commitments. We dramatically improved the Langmoor Gardens with extensive work to lift its whole appearance and maintenance; we also improved and raised the level of maintenance in the cemetery, - both have brought appreciative comments from residents and visitors. We have installed new seafront beach huts, and new benches along a huge expanse of the Parade, - they've been used a great deal, and again we've had many thanks expressed by both residents and visitors. We've installed new play equipment in Henry's Way play area and planted commemorative trees in Anning Road Playing Fields to mark the 75th anniversary of WW2 and VE Day. Local groups and organisations have continued to receive Annual and Term grants which, although reduced, are still very much higher than other comparable Dorset towns; we continued to subsidize the town's local bus service, and we also gave a vital and significant sum donation to St.Michael's church tower – at nearly 1,000 years old in parts, Lyme's only grade-one listed building. With respect to our own assets: we have resurfaced the sea-front Shelters roof – a 'once-in-a-generation' 50-year legacy, an essential and hugely significant commitment undertaken only a couple of months before COVID was known of. We have re-acquired our office ground floor to provide long-needed better public access and improved necessary working space, and we have carried out essential restorative work to the Guildhall. Less visible but nevertheless important has been the resolving of legacy issues in the Monmouth Beach area which properly formalises long-term arrangements for all concerned. We

are also looking to apply environmental benefit to our assets and incorporate climate change initiatives where we can. We have significantly grown our relationships with other councils and organisations in the last two years, and this has proved beneficial in addressing common areas and issues, particularly those that COVID later presented. This should continue to prove useful post-virus as its legacy, - the changes it has brought and the resultant economic squeeze, will continue to challenge us and all other towns and councils.

So much has been achieved in the last two years and COVID-19 has made it all the more remarkable given the restrictive measures within which we had to work. Our finances are good, which given the £350,000 fall in income due to the COVID lockdown in the Spring months of 2020 and the essential once-in-a -generation £650,000 resurfacing of the seafront shelters roof committed to just ahead of the unknown COVID and the global impact it would have on all of us, - represents a significant result. The nature of Lyme businesses and the heavy dependency on tourism as its principal income has required a resourcefulness and resilience the town has rarely had to call upon. It is much to Lyme's credit that the town has responded in the positive way it has and in doing so has shown its sustainability and the means to maintain and provide all that people will expect of Lyme this summer and into the future.

For our part, the Town Council has completed some significant things and brought a bearing in the last two years that will bring benefit for future years. Lyme has the prospect of being a destination of choice, a great place to live, and the place we all continue to cherish. Thank you to Council member colleagues; John Wright as Clerk and all Council staff; Daryl Turner as our Dorset Councillor; Chris Loder MP; local businesses and media coverage; the very long list of groups and volunteers who gave their time and energy to all that's been done; and thank you to all residents of Lyme for your support and resilience in the last two remarkable years.

Cllr Brian Larcombe

Cllr Brian Larcombe
Mayor of Lyme Regis

The Money

Lyme Regis Town Council is different from most councils; over 90 % of its income comes from its own assets.

Income from these assets gives the town council financial strength and independence which means it has been able to freeze the precept to local householders for 9 out of the last ten years, fund projects and provide grants to local organisations.

During 2020, Covid-19 had an adverse effect on the town council's finances; income loss is estimated at £250,000 and additional expenditure is estimated at £50,000. The main areas of income loss were car parking and the temporary closure of the chalet and caravan park: the main areas of additional expenditure were increased supervision, additional cleaning and extended opening hours for Marine Parade toilets, and the employment of a security company to tackle anti-social behaviour.

To control expenditure, most of the council's planned projects were put on hold. The one exception was the re-surfacing of the roof below the seafront gardens; this was a £650,000 project which was contractually committed at the onset of Covid-19.

Despite significant losses early in the financial year, the council's income improved with the easing of lockdown in June 2020.

2021-22

The council's forecast reserve at the beginning of April 2021 is £620,000. Before starting non-essential projects, the council intends to increase this reserve to £850,000; this is equal to 50% of the council's income. A reserve of £850,000 is considered enough to allow the council to respond to unplanned emergencies.

The council's income and expenditure budgets for 2021-22 include known income along with routine expenditure essential to the council's operation. They are c.£1,700,000 and c.£1,300,000, respectively, and produce a budget surplus of c.£400,000. So, achieving a reserve of £850,000 is highly likely during the year. Only then will the council release non-essential funding.

The council is confident enough about its finances to freeze the precept charged to the town's residents in 2021-22; the precept is held at £64 for a council tax band D property.

The budget also includes £75,000 grant funding to local organisations. Beneficiaries of town council grants include

Looking ahead

As well as producing an annual budget, the council has a rolling five-year financial plan to 31 March 2026.

The five-year plan incorporates known income along with routine expenditure essential to the council's operation. It excludes inflation, price increases, non-essential projects and major purchase which can be deferred. The council's five-year financial plan has a surplus of just under £400,000 each year.

These surpluses will be used to achieve the council's agreed objectives, projects and major purchases which are grouped into three priorities:

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
		218,200
Priority two		
	Lighting columns	80,000
	Replace mule	15,000
		95,000
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
		348,000
TOTAL		661,200

Committee: Full Council

Date: 3 March 2021

Title: By-Election

Purpose of Report

To inform members of a timetable for the by-election

Recommendation

Members note the report

Report

1. The Coronavirus Act 2020 postponed electoral events until 6 May 2021.
2. Dorset Council has notified us the government has confirmed the elections will go ahead on this date.
3. Dorset Council has also confirmed any parish by-elections, including for this council, will take place on 6 May 2021, as well as elections for the Dorset police and crime commissioner.
4. Dorset Council hasn't notified the town council of an election timetable but has confirmed the Notice of Election will be published on 29 March 2021. For information, **appendix 18A**, is an outline timetable which details the last day events can take place to allow an election to take place on 6 May 2021.

John Wright
Town clerk
February 2021

Timetable for local elections in England: 6 May 2021

This timetable covers the following polls taking place on 6 May 2021:

- local government principal area elections (i.e. district, borough, county, county borough and unitary authority elections)
- parish council elections
- local authority mayoral elections in England
- combined authority mayoral elections in England

The days which are disregarded in calculating the timetable are Saturday, Sunday, bank holidays and any day appointed for public thanksgiving or mourning.

Please be aware that the timetable may change in the event of days being appointed for public thanksgiving or mourning.

This timetable has been developed based on the legislation as it currently stands and so it may be subject to change. We will update and re-publish the timetable as appropriate if further legislation is made.

Event	Election	Working days before poll (deadline if not midnight)	Date
Publication of notice of election	All	Not later than 25 days	Not later than Monday 29 March
Delivery of nomination papers	All, excluding combined authority mayoral	From the date stated on the notice of election up to 4pm on the nineteenth working day before the election	From the date stated on the notice of election up to 4pm on Thursday 8 April
Delivery of nomination papers	Combined authority mayoral	From the day after the publication of notice of election until 4pm on the nineteenth working day before the election (10am to 4pm)	Between 10am and 4pm on any working day after publication of the notice of election until 4pm on Thursday 8 April
Deadline for withdrawals of nomination	All	19 days (4pm)	4pm on Thursday 8 April

Event	Election	Working days before poll (deadline if not midnight)	Date
Deadline for the notification of appointment of election agent	All, excluding parish council	19 days (4pm)	4pm on Thursday 8 April
Making objections to nomination papers	Combined authority mayoral	On 19 days (10am to 5pm), subject to the following: Between 10am and 12noon objections can be made to all delivered nominations Between 12 noon and 5pm objections can only be made to nominations delivered after 4pm, 20 days before the poll	Between 10am and 12 noon on Thursday 8 April objections can be made to all delivered nominations Between 12 noon and 5pm on Thursday 8 April objections can only be made to nominations delivered after 4pm on Wednesday 7 April
Publication of first interim election notice of alteration	All	19 days	Thursday 8 April
Publication of statement of persons nominated	All	Not later than 18 days (4pm)	Not later than 4pm on Friday 9 April
Deadline for receiving applications for registration	All	12 days	Monday 19 April
Deadline for receiving new postal vote and postal proxy applications, and for changes to existing postal or proxy votes	All	11 days (5pm)	5pm on Tuesday 20 April
Deadline for receiving new applications to vote by proxy (not postal proxy or emergency proxies)	All	6 days (5pm)	5pm on Tuesday 27 April
Publication of second interim election notice of alteration	All	Between 18 days and 6 days	Between Friday 9 April and Tuesday 27 April (inclusive)
Publication of notice of poll	All	Not later than 6 days	Not later than Tuesday 27 April
Publication of final election notice of alteration	All	5 days	Wednesday 28 April

Event	Election	Working days before poll (deadline if not midnight)	Date	
Deadline for notification of appointment of polling and counting agents	All	5 days	Wednesday 28 April	
Deadline for notification of appointment of sub agents	Combined authority mayoral	5 days	Wednesday 28 April	
First date that electors can apply for a replacement for lost postal votes	All	4 days	Thursday 29 April	
Polling day	All	0 (7am to 10pm)	7am to 10pm on Thursday 6 May	
Last time that electors can apply for a replacement for spoilt or lost postal votes	All	0 (5pm)	5pm on Thursday 6 May	
Deadline for emergency proxy applications	All	0 (5pm)	5pm on Thursday 6 May	
Last time to alter the register due to clerical error or court appeal	All	0 (9pm)	9pm on Thursday 6 May	
Delivery of return as to election expenses (parish council elections only)	Parish council	Not later than 28 calendar days after the date of the election	Thursday 3 June	
Delivery of return as to election expenses	All, excluding parish council	Not later than 35 calendar days after the date the election result is declared	If result is declared:	Deadline for return:
			Thursday 6 May	Thursday 10 June
			Friday 7 May	Friday 11 June
			Saturday 8 May	Monday 14 June
			Sunday 9 May	Monday 14 June
Sending postal vote identifier rejection notices	All	Within 3 calendar months beginning with the date of the poll	By Friday 6 August	

Committee: Full Council

Date: 3 March 2021

Title: Covid-19 Response

Purpose

To formally notify the council of the actions taken in response to the prime minister's announcement on the easing of lockdown on 22 February 2021, appendix 19A, and to identify local issues for consideration and budget approval

Recommendation

The council:

- notes the officers' response following the prime minister's announcement on 22 February 2022, appendix 19A
- approves a budget to allow increased opening, supervision and cleansing of Marine Parade toilets from 1 April to 21 June 2021
- approve a budget up to £4,000 to increase staff presence in the evening from 1 April 2021 to 21 June 2021
- considers allowing local businesses to trade on its land

Background

1. On 22 February 2021, the prime minister announced a timetabled easing of lockdown. Officers considered the announcement and issued a briefing note to members on 23 February 2021, **appendix 19A**.
2. In addition, there are further local issues the council may wish to consider and instruct the town clerk on.

Marine Parade toilets

3. The lack of options available to the public in spring 2020 saw a different type of visitor to Lyme Regis. In particular, young adults came to the beach and seafront areas in the evening and often stayed until the early hours of the morning. This created two problems for the council: public urination and defecation because of the lack of toilet facilities, and excess rubbish and litter.
4. To resolve this problem, the council extended Marine Parade toilets' opening hours and employed council staff until late in the evening to clear excess rubbish and litter.
5. The earliest target date for the full removal of lockdown is 21 June 2021; up until then partial restrictions on bars, restaurants and leisure remain. Therefore, there is a strong possibility the problems encountered in spring 2020 will repeat themselves in spring 2021 and, as a consequence, the council may want to consider putting mitigation measures in place, i.e., extending the toilet opening hours and employing additional staff until 11pm.
6. During the evening, there is no need for Marine Parade toilets to be manned; the only additional cost is staff overtime. The estimated cost of employing an additional member of staff from 8pm to 11pm from 1 April to 21 June is £4,000.

7. During spring and summer 2020, Marine Parade toilets were fully serviced by Glen Cleaning during the day. The council could consider this arrangement until 21 June 2021. The estimated cost is £17,000.
8. There is no provision in the 2021-22 budget for this expenditure.

The use of council land

9. In 2020, the government encouraged councils to make its land available to help local businesses trade. This included restricting outside seating charges to £100¹.
10. The council, if it so wishes, could approach local businesses whose operations are constrained by legislation to see if they are interested in temporarily trading on council land up until 21 June 2021.
11. Locations could include parts of Marine Parade and the shelters, the roof above SWiM, antique and craft and amusement arcade, and sections of the gardens.
12. The costs identified in this report are not budgeted and require council approval.

John Wright
Town clerk
February 2021

¹ Legislation allowed for the extension of this provision to 30 September 2021.

Briefing note – 23 February 2021

Roadmap to easing Covid-19 restrictions and impact on council operations

Following yesterday's government announcement regarding the roadmap for the easing of Covid-19 restrictions, officers have reviewed the guidance and how it will apply to the council's operations.

The position is guided entirely by the four-stage plan and what can or cannot take place at each stage. All stages will be subject to review of the four tests and possible change if the government guidance is updated as a result.

Weddings

- From 8 March – all weddings can go ahead but with only 6 in total (couple plus 4 guests)
- No earlier than 12 April – maximum number will increase to 15 in total (couple plus 13 guests)
- No earlier than 17 May – maximum number will increase to 30 in total (couple plus 28 guests)
- No earlier than 21 June – no legal limits and weddings can take place with our normal maximum numbers.

This position has been confirmed by Dorset Registration Service.

Beach huts

Cart Road beach huts will reopen from 29 March as the stay at home rule will end and two households or six people can meet outdoors from this date. This same rationale was applied following the first lockdown.

All bookings up until 26 February had previously been cancelled and there will be a maintenance period between 27 February and 19 March, when no bookings had been taken anyway.

It will now be necessary to cancel bookings from 20 to 27 March and provide refunds.

Skatepark

The skatepark will reopen on 29 March as outdoor sport facilities can reopen from this date.

Amenities

The amenities area will reopen on 29 March as outdoor sport facilities can reopen from this date.

There are three members of staff who work at the amenities hut but only two were on the rota for the closed down period and have therefore been furloughed.

Concessions

- In line with the government guidance that hairdressers can operate from 12 April, the hair braiding and henna tattooing concession will be allowed to operate from this date. As in 2020, the concession will operate from the performance area at the Marine Parade Shelters to avoid further congestion in the normal location next to the disabled beach hut.

- Deckchairs – this concession will be allowed to operate from 29 March, at which point, people will be allowed to meet outside and the stay at home rule no longer applies. The concessionaire will be responsible for demonstrating he will operate in a Covid Secure way before final permission is given.
- Trampolines – this concession will be allowed to operate from 29 March, at which point, people will be allowed to meet outside and the stay at home rule no longer applies. The concessionaire will be responsible for demonstrating he will operate in a Covid Secure way before final permission is given. In addition, outdoor sport facilities can reopen from this date.
- Kayaks – this concession will be allowed to operate from 29 March, at which point, people will be allowed to meet outside and the stay at home rule no longer applies. The concessionaire will be responsible for demonstrating he will operate in a Covid Secure way before final permission is given. In addition, outdoor sport facilities can reopen from this date.
- Children’s games and activities – United Beach Mission have already stated they do not intend to return until at least the summer holidays. As all legal limits on social contact will be removed from 21 June, this remains the position, subject to confirmation with UBM. The concessionaire will be responsible for demonstrating they will operate in a Covid Secure way before final permission is given.

Marine Parade Shelters

- Retail stalls will be allowed to operate from 12 April, as per the government guidance which states all shops are allowed to open from this date.
- Performance area – performances and bands will be allowed to perform from 17 May, as per the government guidance which states outdoor performances can take place from this date at half capacity or 4,000 people, whichever is lower. Although the hair braider will be using the performance area, we successfully divided the area last year and everyone was happy with this arrangement.

Funerals

- There will continue to be a limit of 30 people attending a funeral until 21 June.

Busking

- Busking can take place from 17 May, as per the government guidance regarding outdoor performances. One of the specified locations – near the sandy beach – will not be available as this area can become congested. It is intended to review the busking policy in the very near future to make some general changes to the terms and conditions.

Council office

We are seeking clarification on when the office can reopen as there appears to be no definitive date on when people can return to offices.

However, alongside the roadmap there will be a series of reviews to form part of the easing out of restrictions. One of the reviews, to be concluded by 21 June, will look at requirements to work from home.

We are aware the majority of Dorset Council staff will not be returning to the office until the end of June but that is all the detail we know.

Council meetings

We are awaiting clarification on when councils can physically meet again as there is a conflict between the coronavirus regulations and the roadmap.

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 allow remote meetings to take place before 7 May 2021.

However, the latest guidelines state people will not be allowed to meet indoors until 17 May and even then, it will be restricted to six people or two households.

There is currently no guidance on whether the regulations are likely to be extended and further clarification is being sought.

Unit 1A and Guildhall

We will allow these areas to be used by community groups from 17 May, restricted to six people. From 21 June, there will be no limit on numbers.

All other operations

All other operations which have remained open will continue as is. They are: car parks, toilets, beaches, allotments, play parks, town bus.

Other decisions

Several issues require member decision and will be the subject of a report to Full Council on 3 March 2021:

- Public toilets – the manning of the toilets, opening hours
- Parking permits for holiday accommodation – any possible discount
- Additional staffing resources on the seafront in the evenings, i.e. litter-picking, emptying bins.

Committee: Full Council

Date: 3 March 2021

Title: List of Payments

Purpose of Report

To inform members of the payments made in the month of January 2021

Recommendation

Members note the report and approve the attached schedule of payments for January 2021 for the sum of £118,178.32

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 January 2021, **appendix 20A**. 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
February 2021

APPENDIX 20A

<u>Lyme Regis Town Council</u>								
<u>Payments list for January 2021</u>								
<u>Total</u>								
Date	Supplier	Detail	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
NAT WEST BANK								
11-Jan	DC RATES	Rates	DD	8313	0%	-	8,313.00	Utilities
14-Jan	ALLSTAR	Monthly fuel usage	DD	343.49	20%	57.25	286.24	Outside Works
15-Jan	SALARY	Advance salary	EBP	185	0%	-	185.00	Staffing
15-Jan	BANKLINE	Bank charges	BLN	58.3	0%	-	58.30	Office Expenses
19-Jan	WORLDPAY	Transaction fees	DD	37.45	0%	-	37.45	Office Expenses
20-Jan	DWP	Waste collection	DD	1189.3	0%	-	1,189.30	Outside Works
21-Jan	WORLDPAY	Transaction fees	DD	24.78	0%	-	24.78	Office Expenses
22-Jan	SALARY	January salaries	EPB	34696.97	0%	-	34,696.97	Staffing
25-Jan	DORSET COUNCIL	Loan repayment	DD	3125	0%	-	3,125.00	Loans
25-Jan	EDF ENERGY	Electric	DD	300.99	5%	14.33	286.66	Utilities
26-Jan	SAFE CUSTODY	Charges	DEB	65	0%	-	65.00	Office Expenses
29-Jan	BANKLINE	Bank charges (since refunded)	DD	20	0%	-	20.00	Office Expenses
				Total	<u>£48,359.28</u>			
LLOYDS BANK								
04-Jan	ZOOM	Monthly subscription	DEB	11.99	0%	-	11.99	Office Expenses
04-Jan	LR COMMUNITY GROUP	Grant	FPO	5.22	0%	-	5.22	Grants
04-Jan	LR COMMUNITY GROUP	Grant	FPO	588.24	0%	-	588.24	Grants
04-Jan	GIFFGAFF	Monthly mobile bundle	DEB	6.00	20%	1.00	5.00	Utilities
05-Jan	LR COMMUNITY GROUP	Grant	FPO	15.00	0%	-	15.00	Grants
06-Jan	LR COMMUNITY GROUP	Grant	FPO	24.39	0%	-	24.39	Grants
06-Jan	GIFFGAFF	Monthly mobile bundle	DEB	6.00	20%	1.00	5.00	Utilities
07-Jan	SOUTHERN ELECRITC	Electric	DD	22.41	5%	1.07	21.34	Utilities
07-Jan	GRENKELEASING LIM	Equipment protection	DD	106.80	20%	17.80	89.00	Office Expenses
07-Jan	GRENKELEASING LIM	Photocopier Rental	DD	313.20	20%	52.20	261.00	Office Expenses
07-Jan	LR COMMUNITY GROUP	Grant	FPO	174.52	0%	-	174.52	Grants
07-Jan	GIFFGAFF	Monthly mobile bundle	DEB	6.00	20%	1.00	5.00	Utilities
08-Jan	EBAY	Fogging Liquid - 6 bottles	DEB	83.88	20%	13.98	69.90	Outside Works
08-Jan	PENGUIN HYGIENE	Fogging machine	DEB	725.28	20%	120.88	604.40	Outside Works
11-Jan	GIFFGAFF	Monthly mobile bundle	DEB	10.00	20%	1.67	8.33	Utilities
11-Jan	BARCLAYCARD	Transaction fees	DD	10.67	0%	-	10.67	Office Expenses
11-Jan	BARCLAYCARD	Transaction fees	DD	11.03	0%	-	11.03	Office Expenses
11-Jan	SOUTHERN ELECRITC	Electric	DD	20.47	5%	0.97	19.50	Utilities
11-Jan	SOUTHERN ELECRITC	Electric	DD	198.12	5%	9.43	188.69	Utilities
11-Jan	SOUTHERN ELECRITC	Electric	DD	246.78	5%	11.75	235.03	Utilities
11-Jan	SOUTHERN ELECRITC	Electric	DD	251.08	5%	11.96	239.12	Utilities
11-Jan	CUSTOMER	Beach hut refund	FPO	65.20	20%	10.87	54.33	Refunds
11-Jan	CUSTOMER	Beach hut refund	FPO	65.20	20%	10.87	54.33	Refunds
11-Jan	CUSTOMER	Beach hut refund	FPO	91.80	20%	15.30	76.50	Refunds
11-Jan	CUSTOMER	Beach hut refund	FPO	145.80	20%	24.30	121.50	Refunds
11-Jan	CUSTOMER	Beach hut refund	FPO	65.20	20%	10.87	54.33	Refunds
11-Jan	CUSTOMER	Beach hut refund	FPO	12.00	20%	2.00	10.00	Refunds
11-Jan	CUSTOMER	Beach hut refund	FPO	18.90	20%	3.15	15.75	Refunds
11-Jan	CUSTOMER	Beach hut refund	FPO	12.00	20%	2.00	10.00	Refunds
11-Jan	CUSTOMER	Beach hut refund	FPO	65.20	20%	10.87	54.33	Refunds
11-Jan	CUSTOMER	Beach hut refund	FPO	58.68	20%	9.78	48.90	Refunds
11-Jan	CUSTOMER	Beach hut refund	FPO	65.20	20%	10.87	54.33	Refunds
11-Jan	GIFFGAFF	Monthly mobile bundle	DEB	6.00	20%	1.00	5.00	Utilities
12-Jan	AXE RING AND RIDE	Grant	FPO	375.00	0%	-	375.00	Grants

12-Jan	MARINE THEATRE	Grant	FPO	5500.00	0%	-	5,500.00	Grants
12-Jan	BRIDPORT CAB	Grant	FPO	1125.00	0%	-	1,125.00	Grants
12-Jan	B SHARP	Grant	FPO	1250.00	0%	-	1,250.00	Grants
12-Jan	LR PROPERTY MAN	Grant	FPO	2500.00	0%	-	2,500.00	Grants
12-Jan	LYME FORWARD	Grant	FPO	2500.00	0%	-	2,500.00	Grants
12-Jan	CRICKMAY STARK	Services re guildhall window	FPO	4918.79	20%	819.80	4,098.99	Office Expenses
12-Jan	VALE FIRE SAFETY	Labour & materials for fire alarm	FPO	3426.00	20%	571.00	2,855.00	Outside Works
12-Jan	GLEN CLEANING	December cleaning	FPO	1376.11	20%	229.35	1,146.76	Outside Works
12-Jan	AXMINSTER GARDEN	Honda HRH repair and sharpen blades	FPO	1632.36	20%	272.06	1,360.30	Outside Works
12-Jan	Martins EXCAVATION	Final payment of works on Sidmouth Park & Ride site	FPO	1416.00	20%	236.00	1,180.00	Outside Works
12-Jan	METRIC	Qtly Mtnce Charge and monthly hosting	FPO	1220.40	20%	203.40	1,017.00	Outside Works
12-Jan	DARKIN MILLER	IA Visit 1	FPO	1181.40	20%	196.90	984.50	Office Expenses
12-Jan	DAMORY	Dec No71 bus	FPO	1125.00	0%	-	1,125.00	Rents
12-Jan	PCRM CONS	Gardens slippage monitoring	FPO	810.00	20%	135.00	675.00	Office Expenses
12-Jan	CREATIVE SOLUTIONS	Dogs on lead signage	FPO	735.34	20%	122.56	612.78	Outside Works
12-Jan	COBB GARAGE	DN62 XWI - Clutch & gearbox	FPO	716.38	20%	119.40	596.98	Outside Works
12-Jan	TRAVIS PERKINS	Various maintenance works	FPO	654.36	20%	109.06	545.30	Outside Works
12-Jan	THOMAS FATTORINI	Mayor & past mayor bars	FPO	491.18	20%	81.86	409.32	Democratic Represent
12-Jan	FOWLER	5 ton excavator	FPO	465.15	20%	77.53	387.63	Outside Works
12-Jan	TOPSPARKS	Street light & car park machines	FPO	424.80	20%	70.80	354.00	Outside Works
12-Jan	CENTRAL SOUTHERN	CCTV faults (July)	FPO	336.00	20%	56.00	280.00	Office Expenses
12-Jan	LUKE LAWSON	Webcam monitoring	FPO	300.00	0%	-	300.00	Marketing & Tourism
12-Jan	UNITY 5	December usage and supplies	FPO	375.48	20%	62.58	312.90	Utilities
12-Jan	WOODHORT SHARPHAM	Compost	FPO	661.68	20%	110.28	551.40	Outside Works
12-Jan	LRDT PROPERTY M	Quarterly rental unit 1A	FPO	1632.42	20%	272.07	1,360.35	Rents
12-Jan	NEW VISION GROUP	Website extension to May 21	FPO	2358.00	20%	393.00	1,965.00	Office Expenses
12-Jan	CLARITY COPIERS	Copier usage (Nov & Dec)	FPO	69.15	20%	11.53	57.63	Office Expenses
12-Jan	ECOM6	November services	FPO	80.98	20%	13.50	67.48	Office Expenses
12-Jan	GROVES NURSERIES	Various trees etc	FPO	92.62	20%	15.44	77.18	Outside Works
12-Jan	WESTCRETE CONCRETE	Ready mix Concrete	FPO	105.79	20%	17.63	88.16	Outside Works
12-Jan	KEELY WINDOWS	Replace window sill TIC	FPO	106.66	20%	17.78	88.88	Outside Works
12-Jan	ARTHUR FORDHAMS	External supplies	FPO	161.09	20%	26.85	134.24	Outside Works
12-Jan	SCREWFIX	External supplies	FPO	212.01	20%	35.34	176.68	Outside Works
12-Jan	LYME LIGHT	Lighting cables and waterproofing	FPO	257.09	20%	42.85	214.24	Outside Works
12-Jan	AXE SKIP HIRE	Skip hire - Nov	FPO	294.00	20%	49.00	245.00	Outside Works
12-Jan	PURPLE CLEANING	Monthly cleaning	FPO	297.00	20%	49.50	247.50	Office Expenses
12-Jan	NW SYSTEMS GROUP	Streaming - Quarterly	FPO	309.60	20%	51.60	258.00	Marketing & Tourism
13-Jan	PAYZONE	Transaction Fees	DD	6.00	20%	1.00	5.00	Office Expenses
13-Jan	PAYZONE	Transaction Fees	DD	6.00	20%	1.00	5.00	Office Expenses
15-Jan	SOUTH WEST WATER	Water	DD	4.02	0%	-	4.02	utilities
15-Jan	SOUTH WEST WATER	Water	DD	8.29	0%	-	8.29	utilities
15-Jan	SOUTH WEST WATER	Water	DD	40.00	0%	-	40.00	utilities
15-Jan	SOUTH WEST WATER	Water	DD	66.54	0%	-	66.54	utilities
15-Jan	EE LIMITED	Monthly SIMS and mobiles	DD	110.16	20%	18.36	91.80	Utilities
15-Jan	SOUTH WEST WATER	Water	DD	136.54	0%	-	136.54	utilities
15-Jan	SOUTH WEST WATER	Water	DD	141.79	0%	-	141.79	utilities
15-Jan	G4S CASH SOLUTIONS	Cash Collection Charged	DD	144.00	20%	24.00	120.00	Outside Works
15-Jan	SOUTH WEST WATER	Water	DD	443.43	0%	-	443.43	utilities
15-Jan	SOUTH WEST WATER	Water	DD	876.12	0%	-	876.12	utilities
15-Jan	SOUTH WEST WATER	Water	DD	1750.11	0%	-	1,750.11	utilities
15-Jan	SOUTH WEST WATER	Water	DD	3433.43	0%	-	3,433.43	utilities
15-Jan	CUSTOMER	Beach hut refund	FPO	20.00	20%	3.33	16.67	Refunds
15-Jan	CUSTOMER	Beach hut refund	FPO	20.00	20%	3.33	16.67	Refunds
15-Jan	TOWNSEND ENGRNEERING (MB)	Hydraulic Fitting	FPO	12.00	20%	2.00	10.00	Outside Works
15-Jan	SMALL ENGINE SERVICES	5L Aspen Fuel	DEB	20.00	20%	3.33	16.67	Outside Works
15-Jan	AMAZON	Whiteboard, First Aid eqpt	DEB	245.68	20%	40.95	204.73	Office Expenses
18-Jan	GIFFGAFF	Monthly mobile bundle	DEB	6.00	20%	1.00	5.00	Utilities
18-Jan	SOUTHERN ELECRITC	Electric	DD	27.70	5%	1.32	26.38	Utilities
18-Jan	SOUTHERN ELECRITC	Electric	DD	42.56	5%	2.03	40.53	Utilities
18-Jan	SAGE SOFTWARE LTD	Monthly Subscription	DD	284.40	20%	47.40	237.00	Office Expenses

18-Jan	CUSTOMER	Beach hut refund	FPO	58.68	20%	9.78	48.90	Refunds
18-Jan	CUSTOMER	Beach hut refund	FPO	58.68	20%	9.78	48.90	Refunds
18-Jan	CUSTOMER	Beach hut refund	FPO	58.68	20%	9.78	48.90	Refunds
18-Jan	CUSTOMER	Beach hut refund	FPO	84.00	20%	14.00	70.00	Refunds
18-Jan	CUSTOMER	Beach hut refund	FPO	58.68	20%	9.78	48.90	Refunds
18-Jan	CUSTOMER	Beach hut refund	FPO	65.20	20%	10.87	54.33	Refunds
18-Jan	CUSTOMER	Beach hut refund	FPO	58.68	20%	9.78	48.90	Refunds
18-Jan	CUSTOMER	Beach hut refund	FPO	65.20	20%	10.87	54.33	Refunds
18-Jan	CUSTOMER	Beach hut refund	FPO	58.68	20%	9.78	48.90	Refunds
18-Jan	CUSTOMER	Beach hut refund	FPO	58.68	20%	9.78	48.90	Refunds
18-Jan	THE SIGN MAKER	Plaque on trees on Anning Road	FPO	125.98	20%	21.00	104.98	Outside Works
18-Jan	CUSTOMER	Beach hut refund	FPO	58.68	20%	9.78	48.90	Refunds
18-Jan	CUSTOMER	Beach hut refund	FPO	159.00	20%	26.50	132.50	Refunds
18-Jan	GIFFGAFF	Monthly mobile bundle	DEB	10.00	20%	1.67	8.33	Utilities
19-Jan	WORLDPAY	Transaction Fees	DD	10.00	0%	-	10.00	Office Expenses
19-Jan	WORLDPAY	Transaction Fees	DD	39.00	0%	-	39.00	Office Expenses
19-Jan	WORLDPAY	Transaction Fees	DD	47.09	0%	-	47.09	Office Expenses
19-Jan	GIFFGAFF	Monthly mobile bundle	DEB	8.00	20%	1.33	6.67	Utilities
19-Jan	GIFFGAFF	Monthly mobile bundle	DEB	8.00	20%	1.33	6.67	Utilities
19-Jan	GIFFGAFF	Monthly mobile bundle	DEB	6.00	20%	1.00	5.00	Utilities
21-Jan	WORLDPAY	Transaction Fees	DD	23.94	0%	-	23.94	Office Expenses
21-Jan	EDF ENERGY	Gas	DD	218.80	5%	10.42	208.38	Utilities
21-Jan	DC PENSION FUND	Pension contribution	FPO	9558.33	0%	-	9,558.33	Staffing
22-Jan	IP OFFICE	Service charges and calls	DD	403.84	20%	67.31	336.53	Office Expenses
25-Jan	GIFFGAFF	Monthly mobile bundle	DEB	6.00	20%	1.00	5.00	Utilities
25-Jan	GIFFGAFF	Monthly mobile bundle	DEB	6.00	20%	1.00	5.00	Utilities
25-Jan	GIFFGAFF	Monthly mobile bundle	DEB	8.00	20%	1.33	6.67	Utilities
25-Jan	EDF ENERGY	Electric	DD	121.04	5%	5.76	115.28	Utilities
25-Jan	SOUTHERN ELECRITC	Electric	DD	146.64	5%	6.98	139.66	Utilities
25-Jan	GIFFGAFF	Monthly mobile bundle	DEB	6.00	20%	1.00	5.00	Utilities
25-Jan	GIFFGAFF	Monthly mobile bundle	DEB	6.00	20%	1.00	5.00	Utilities
26-Jan	LR COMMUNITY GROUP	Grant	FPO	23.72	0%	-	23.72	Grants
27-Jan	BLUE LEVEL MEDIA	Balance of payment booking system	FPO	5280.00	20%	880.00	4,400.00	Marketing & Tourism
27-Jan	GIFFGAFF	Monthly mobile bundle	DEB	6.00	20%	1.00	5.00	Utilities
27-Jan	GIFFGAFF	Monthly mobile bundle	DEB	10.00	20%	1.67	8.33	Utilities
28-Jan	GIFFGAFF	Monthly mobile bundle	DEB	6.00	20%	1.00	5.00	Utilities
28-Jan	EBAY	Payslips	DEB	29.95	20%	4.99	24.96	Office Expenses
29-Jan	GIFFGAFF	Monthly mobile bundle	DEB	6	20%	1.00	5.00	Utilities
29-Jan	GIFFGAFF	Monthly mobile bundle	DEB	10	20%	1.67	8.33	Utilities
			Total	<u>£69,819.04</u>				
			Petty Cash	<u>£0.00</u>				
	Expenditure category totals							
	Outside Works			£16,601.77				
	Democratic representation			£491.18				
	Rents			£2,757.42				
	Licensed land			£0.00				
	Office Expenses			£11,806.44				
	Staffing			£44,440.30				
	Marketing & Tourism			£5,889.60				
	Utilities			£17,437.50				
	Grants			£14,081.09				
	Loans			£3,125.00				
	VAT			£0.00				
	Refunds			£1,548.02				
	Total			£118,178.32				