



**John Wright
Town Clerk**

Lyme Regis Town Council

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Notice is hereby given of the **Annual Meeting of Lyme Regis Town Council** to be held at the **Pine Hall, Lyme Regis Baptist Church, Sherborne Lane, Lyme Regis** on Wednesday 26 May 2021 commencing on the rise of the special meeting of Full Council when the following business is proposed to be transacted:

John Wright
Town Clerk
21.05.21

The open and transparent proceedings of Full Council and committee meetings will be audio 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 members of the public have any queries regarding audio recording of meetings, please contact the town clerk.

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. Election of Mayor and Deputy Mayor

To allow members to consider nominations and elect the mayor and deputy mayor for the council year 2021-22

2. 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

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.

6. Dispensations

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

7. Reaffirmation of the Eligibility Criteria required to hold the General Power of Competence

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

8. Appointments to Council Committees

To allow the council to appoint members to its committees

9. Appointments to External Bodies 2021-22

To allow members to consider which external bodies the council should have involvement with, and to consider nominations to those bodies

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

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

11. Contract and Service Level Agreement for Tourism Microsite

To allow members to approve the signing of the service level agreement and contract with Visit Dorset for the provision of a website, destination management system and related support and hosting facilities

12. Park and Ride Service for 2021

To allow members to consider any new information received about the potential costs and benefits of running a reduced period park and ride service for Lyme Regis during summer 2021

13. Exempt Business

Committee: Full Council

Date: 26 May 2021

Title: Election of Mayor and Deputy Mayor

Purpose of Report

To allow members to consider nominations and elect the mayor and deputy mayor for the council year 2021-22

Recommendation

Members elect the mayor and deputy mayor

Background

1. Standing order 5.e states, 'The first business conducted at the annual meeting of the council shall be the election of the chairman and vice-chairman (if there is one) of the council.'
2. Towards the end of a council year, a mayor and deputy mayor elect are appointed for the following council year.
3. On 22 April 2021, the Full Council considered a report on the 'Selection of Mayor and Deputy Mayor-Elect'. Cllr B. Larcombe was duly elected mayor and Cllr K. Ellis was duly elected deputy mayor for the 2021-22 council year.
4. Historically, the annual meeting of the council¹ has approved these appointments at a mayor-making ceremony. At the end of the ceremony, the annual meeting of the council is adjourned, and the remainder of the business scheduled for transaction takes place at a later date.
5. Because of current Covid-19 restrictions, the mayor elect does not intend to hold a mayor-making ceremony; a celebratory event will be held later in the year.
6. However, the requirement to formally appoint a mayor and deputy mayor, remains.
7. At the meeting on 22 April 2021, Cllr B. Larcombe's nomination for mayor was made by Cllr D. Sarson and seconded by Cllr G. Turner; Cllr K. Ellis' nomination for deputy mayor was made by Cllr C. Reynolds and seconded by Cllr M. Ellis.
8. The town clerk has contacted the nominators and seconders for Cllr B. Larcombe and Cllr K. Ellis and they have confirmed their intention to nominate and second their candidates at tonight's meeting.

John Wright
Town clerk
May 2021

¹ The annual meeting of the council takes place in May and is the first council meeting of the council year.

Committee: Full Council

Date: 26 May 2021

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

Purpose

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

Recommendation

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

Background

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

² The Localism Act 2011 Sec 1 (1).

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

John Wright
Town clerk
May 2021

Committee: Full Council

Date: 26 May 2021

Title: Appointments to Council Committees

Purpose of Report

To allow the council to appoint members to its committees

Recommendation

The council appoints members to its committees

Background

1. Standing order 5.j.vii. states the business at the annual meeting shall include 'appointment of members to existing committees'.
2. Assuming there are no amendments to the process for the election of committee chairmen and vice-chairmen, each committee will elect its chairman and vice-chairman from among its membership. This will be the first item on the agenda at the first meeting of each committee in the 2021-22 council year.
3. The existing committee structure consists of the Full Council, Strategy and Finance Committee, Planning Committee, Town Management and Highways Committee, Tourism, Community and Publicity Committee, Human Resources Committee, and as resolved on 3 April 2021, an Environment Committee has also been established.
4. Councillors have the opportunity each year to serve on all committees. Membership of the Strategy and Finance Committee is mandatory for all members.
5. It was resolved by the Full Council on 22 April 2021 'to schedule one seven-week cycle at the beginning of the 2021/22 council year, to include the Environment Committee, to allow time to discuss the committee structure'. If, following the review, the committee structure changes, it will be necessary to re-appoint members to any new or re-configured committees.
6. If any working groups are formed during the council year, the membership will be agreed at that time and the chairman will be elected at the first meeting.

Adrienne Mullins
Support services manager
May 2021

Committee: Full Council

Date: 26 May 2021

Title: Appointments to External Bodies 2021-22

Purpose of Report

To allow members to consider which external bodies the council should have involvement with, and to consider nominations to those bodies

Recommendation

Members decide which external bodies the council will have involvement with and to nominate members to those bodies

Background

1. Standing order 5.j.xii. requires a 'Review of representation on or work with external bodies and arrangements for reporting back'.
2. Nominations to external bodies are sought at the annual meeting of the Full Council in May each year.
3. Due to Covid-19, appointments were not made for the 2020-21 council year; the 2019-20 arrangements were rolled over.

Report

4. **Appendix 9A** details the proposed 2021-22 organisations, along with the existing representatives.
5. There are two organisations added to the list this year: Lyme Regis Philpot Museum, as it receives a term grant from the council, and Lyme Regis Harbour Consultative Group, which requires one council member and a substitute.
6. Members must decide whether they wish to be lead members or participating members on external bodies. Lead members wouldn't necessarily attend external bodies' meetings but would be their main link with the council. There is an expectation on participating members to attend and take part in the organisations' meetings.
7. The two appointments to Lyme Regis Charities are for four years and Cllrs M. Ellis and K. Ellis are the representatives.
8. Members may also wish to suggest other organisations which require member representation.

Adrienne Mullins
Support services manager
May 2021

LYME REGIS TOWN COUNCIL

APPOINTMENTS TO EXTERNAL BODIES

Axe Valley and West Dorset Ring and Ride Service – Cllr S. Williams (participating)

B Sharp – Cllr B. Bawden (participating)

Bridport and District Citizens' Advice Bureau – Cllr S. Williams (participating)

Charmouth Road Allotments Association – Cllr D. Sarson (participating)

Lyme Regis, Charmouth and Uplyme Coastal Communities Team – Cllr J. Broom and Cllr Ms B. Bawden (participating)

DAPTC (Western Area Committee and Larger Councils) – Cllr J. Broom and Cllr Ms B. Bawden (participating)

The Hub Strategic Group – Cllr K. Ellis (liaison)

LymeArts Community Trust – Cllr D. Ruffle (participating)

LymeForward – Cllr S. Williams and Cllr B. Bawden (participating)

LymeForward Steering Group – Cllr B. Larcombe (participating)

Lyme Regis/Barfleur Twinning Association – Cllr R. Doney (liaison)

Lyme Regis Charities – Cllr M. Ellis and Cllr K. Ellis (four-year appointment) (participating)

Lyme Regis Development Trust – Cllr B. Bawden (participating)

Lyme Regis Football Club – Cllr R. Doney (liaison)

Lyme Regis Fossil Festival – Vacant

Lyme Regis Harbour Consultative Group – New appointment

Lyme Regis Philpot Museum – New appointment

Lyme Regis/St George's Twinning Association – Cllr B. Larcombe (liaison)

Lyme Regis Society – Cllr D. Ruffle (participating)

One Planet Working Group – Cllr B. Bawden and (participating)

Plastic-Free Lyme Steering Group – Cllr R. Smith and Cllr G. Stammers (participating)

Regatta and Carnival Committee – Cllr K. Ellis (participating)

RNLI Lifeboat Guild – Cllr M. Ellis (liaison)

St Michael's Business Centre Management – Cllr S. Williams (participating)

Woodmead Halls Management Committee – Cllr D. Sarson (participating)

Youth Council – Cllr K. Ellis (participating)

Committee: Full Council

Date: 26 May 2021

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

Purpose of Report

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

Recommendation

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

Background

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

Report

3. Details of the bodies which the council and/or employees are members of, their annual subscription costs and renewal dates are detailed in **appendix 10A**.
4. The council's membership of the National Association of Town and Parish Councils (NALC) is incorporated into the council's membership of the Dorset Association of Town and Parish Councils (DAPTC).

Adrienne Mullins
Support services manager
May 2021

APPENDIX 10A

Organisation	Annual subscription (current)	Renewal date
Dorset Association of Parish & Town Councils	£890.22	01/04/2022
Ancient and Honourable Guild of Mace Bearers	£10 (discounted due to Covid)	01/09/2021
Institute of Cemetery & Crematorium Management	£95	01/04/2022
Chartered Institute of Public Finance & Accountancy (VAT Ref manual)	£210	01/04/2022
Local Councils Update Communicorp	£100	01/01/2022
Open Spaces Society	£70	01/09/2022
Society of Local Council Clerks	£388	01/06/2021
Society of Local Council Clerks	£301	01/06/2021
Chartered Institute of Personnel and Development	£204	01/07/2021
Association of Accounting Technicians	£99	01/10/2021
South West Councils	£445	01/04/2022
OFCOM (Radio Licence)	£75	01/03/2022
Information Commissioners Office	£35	01/11/2021
Survey Monkey	£320	01/11/2021
Institution of Occupational Safety and Health	£191	01/12/2021
Institute of Environmental Management and Assessment	£225	30/07/2021

Committee: Full Council

Date: 26 May 2021

Title: Contract and Service Level Agreement for Tourism Microsite

Purpose

To allow members to approve the signing of the service level agreement and contract with Visit Dorset for the provision of a website, destination management system and related support and hosting facilities

Recommendation

Members approve the signing of the service level agreement and contract with Visit Dorset for the provision of a website, destination management system and related support and hosting facilities

Background

1. At the Full Council meeting on 20 January 2021, it was resolved 'to approve the building of a microsite of Visit Dorset to replace the current tourism website, lymeregis.org, incorporating the discovery trail'.

Report

2. The proposed service level agreement (SLA) and contract between the town council and Dorset Council (DC) has been drawn up by DC for approval by this council.
3. The SLA is at **appendix 11A** and the contract at **appendix 11B**.
4. Both documents have been checked by the council's solicitor. With regards to the SLA, apart from a typing error and a suggestion that all references to the council should read 'Lyme Regis Town Council', the solicitor has raised no other concerns. With regards to the contract, the solicitor has confirmed the terms appear to be fairly standard and comprehensive and has raised no concerns.
5. Officers are also satisfied that the documents reflect the discussions which have taken place and the resolutions made by this council. Discussions about advertising income and membership packages are ongoing with DC and will be the subject of a separate report to council.
6. The working group has also met with the Visit Dorset team to start planning the microsite. This report has been brought straight to Full Council to ensure the build of the website isn't unnecessarily held up.

7. Furthermore, in line with standing order 23a and b, a legal deed cannot be executed on behalf of the council unless authorised by a resolution, and it must be sealed by the proper officer, in the presence of two councillors as witnesses.

Adrienne Mullins
Support services manager
May 2021

SERVICE LEVEL AGREEMENT

Between

DORSET COUNCIL

And

LYME REGIS TOWN COUNCIL

1. INTRODUCTION

- 1.1 This Service Level Agreement is made between **Dorset Council** of South Walks House South Walks Road Dorchester DT1 1UZ and **Lyme Regis Town Council** of Guildhall Cottage Church Street Lyme DT7 3BS (together referred to as 'the parties').
- 1.2 The term of this Agreement is 3 years with a possible extension of 1 year plus 1 year.
- 1.3 This agreement is intended to provide for the provision of a Lyme Regis tourism microsite from www.visit-dorset.com and provide the basis for the relationship between Dorset Council and Lyme Regis Town Council regarding the provision of services provided by Dorset Council to set up and manage the Lyme Regis tourism microsite ('the project').

2. REASONS FOR THE AGREEMENT

2.1 The benefits of Dorset Council providing a tourism microsite for Lyme Regis Town Council are:

- The visit-dorset.com website is recognised as the leading official destination website for Dorset with over 2.4 million visits in 2019. Visit Dorset have recently procured a new contract for the visit-dorset.com website for the next 3 years with the ability to extend the contract for a further 1+1 years. A microsite is attached to the main site and uses an extension of the main url. Lyme Regis Town Council can re-direct an existing url to this microsite.
- Dorset Council are offering partner organisations, such as Lyme Regis Town Council, the opportunity to build their own town destination microsites using the templates and high-level functionality that they have purchased for their own site at a discounted cost. This represents a cost-effective way for the Town Council to build their own destination site.
- As the town microsite will use the functionality and templates of the main visit-dorset.com site it offers a suite of websites to the visitor that are familiar and trusted. Visit-dorset.com will offer over-arching county-wide information whilst the town destination website provides more detailed, local information specific to the town.

3. RESPONSIBILITIES OF DORSET COUNCIL

3.1 Dorset Council will:

- 3.1.1 contract directly with the website providers, 'Simpleview', and pay the build and ongoing annual costs of the microsite on behalf of Lyme Regis Town as stated in clause 4.1.7;
- 3.1.2 work in partnership with the Town Council to agree the design of the website in terms of navigation, branding and content at the start of the project;
- 3.1.3 implement all functionality with, Simpleview, and set up the build of the site once the site structure and design have been agreed with the Town Council. The functionality will include writing and uploading content, images, video etc. as well as implementing the individual components of functionality;
- 3.1.4 write all content for the microsite in collaboration with the Town Council to ensure that content is written to Dorset Council's SEO guidelines and standards in order to maximise organic traffic to the site;
- 3.1.5 be responsible for the on-going management and updates to the Lyme Regis microsite, including content and products. Dorset Council will meet on a regular basis (at least quarterly) with the Town Council to discuss upcoming new, seasonal content and requirements and changes that the Town Council require;
- 3.1.6 provide one of member of staff at Lyme Regis Town Council with basic training and a log-in to the Content Management System and Destination Management System to make minor, simple, ad-hoc changes i.e. date changes. Lyme Regis Town Council shall not make any changes to the structure, functionality, appearance or substantial content changes which shall be made by Dorset Council only;
- 3.1.7 will work with the Town Council to agree and devise membership and advertising packages that are beneficial to both parties and provide Lyme Regis businesses with the maximum exposure and support;
- 3.1.8 have the right to exercise its reasonable discretion to decide the resources and the final form of the services which are described in this clause 3.

4. RESPONSIBILITIES OF LYME REGIS TOWN COUNCIL

4.1 Lyme Regis Town Council will:

- 4.1.1 work in partnership with Dorset Council to agree the design of the website in terms of navigation, branding and content at the start of the project;
- 4.1.2 be subject to the terms and conditions of the contract made by Dorset Council with Simpleview for the provision of the web site, destination management system and related support and

hosting facilities ('the Service Contract') which will provide the Lyme Regis Microsite. A copy of the form of the Service Contract is attached hereto;

- 4.1.3 Indemnify Dorset Council for any costs or losses incurred as a result of a breach by Lyme Regis Council of the Service Contract;
- 4.1.4 provide Dorset Council with an outline of what visitor content they would like to include on the microsite at build stage and throughout the contract;
- 4.1.5 supply images and video to Dorset Council for use on the microsite at build stage and throughout the contract;
- 4.1.6 meet at least quarterly with Dorset Council and provide local information in terms of seasonal visitor content, events etc;
- 4.1.7 submit Lyme Regis events to the website that meet with the criteria to display on the visit-dorset.com website and encourage local event organisers to do the same;
- 4.1.8 only use the Content Management System and Destination Management for very minor, simple, ad-hoc updates to content and products. Any changes to the structure, functionality, appearance or substantial content changes are to be made by Dorset Council only;
- 4.1.9 Within 28 days of the receipt of the invoice pay the agreed amount of £11,089 + VAT at the start of the project to cover Simpleview's cost to set-up the website and £1,445 + VAT associated annual costs at the start of each contractual year and £3,000 at the start of the project to set-up the microsite and annual fees of £5,500 at the start of each contractual year for the ongoing management. The fees will cover the resources provided by Dorset Council for the project;
- 4.1.10 The contract year shall start on the 2nd day of May 2021.

5. MONITORING

- 5.1 Dorset Council will meet with Lyme Regis Town Council on a quarterly basis to review and if necessary update the microsite.
- 5.2 The first point of contact ('FPC') regarding this agreement for Dorset Council will be Rachel Symes (contact details: rachel.symes@dorsetcouncil.gov.uk, 01305 252352) and Adrienne Mullins (contact details: admin@lymeregistowncouncil.gov.uk, 01297 445175) for Lyme Regis Town Council. If either person leaves their Council a suitable replacement will be appointed and notified to the other. All notices and communications concerning this Agreement will be made through the FPC
- 5.3 The parties will cooperate to provide any information which may be necessary to be provided to their respective internal or external auditors at no additional cost.

6. DISPUTES

6.1 The parties shall use their best endeavours to resolve by agreement any dispute as to the working of this agreement. In the unlikely event of failure to agree the issue shall be referred to the Service Manager for Economic Growth and Regeneration at Dorset Council and the Town Clerk at Lyme Regis Town Council.

7. TERMINATION

7.1 If for any reason either party wishes to terminate this Agreement before the end of the initial term or during an extension of the term they shall give the other party a minimum of three months' notice in writing. The parties will act reasonably to ensure a managed and orderly termination process and the transfer of any relevant data or documents.

8. LAW

8.1 Nothing in this Agreement will affect the parties' rights and obligations to act as a local authority nor will it have any effect on Dorset Councils rights and obligations under its contract with Simpleview.

8.2 The parties shall comply with any law of England and Wales which directly or indirectly affects the terms of this agreement including without limitation any provision relating to data protection and freedom of information and agree that any further action necessary to comply with the law shall be taken cooperatively and at the cost of the party obligated to take the further action.

9. SIGNATURES

I agree with the conditions outlined in this document

Signature:

Name:

Date:

On behalf of Lyme Regis Town Council

Signature:

Name:Rachel Symes.....

Date:19/3/21.....

On behalf of Dorset Council

Committee: Full Council

Date: 26 May 2021

Title: Park and Ride Service for 2021

Purpose of Report

To allow members to consider any new information received about the potential costs and benefits of running a reduced period park and ride service for Lyme Regis during summer 2021

Recommendation

Members consider any new information received about the potential costs and benefits of running a reduced period park and ride service for Lyme Regis during summer 2021 and decide how best to proceed

Background

1. At the last meeting of the Town Management and Highways Committee, members considered a report about the potential running of a reduced period park and ride service for Lyme during summer 2021.
2. It was noted that the impacts of COVID-19 on the ability to run a viable service could be considerable and were also difficult to model and predict with any certainty.
3. It was reported that information was still awaited from the operator, First Group. It was also noted that end-May 2021 was the latest realistic date for making any decision to proceed with a service commencing in time for the school summer holiday period.
4. Members were concerned about proceeding with a reduced-capacity service which might operate at a significant financial cost to the council, but decided to defer any final decision in the hope that more information and greater clarity would be forthcoming before the end of May.

Report

5. Since the matter was last discussed by members, the rules about social distancing on public transport have changed. It is now permitted to sit two people on one bench seat (previously one); although standing is still prohibited. This increases the total capacity on each bus from 31/35 to about 58/63 (it doesn't double because there remain some single seats). This obviously impacts on the financial viability of the service and eases concerns about overall capacity and queueing at peak times. Full capacity is 113/121 depending on bus type and seating configuration.
6. Further information is still awaited from First Group and a verbal update will be given at the meeting

Mark Green
Deputy town clerk
May 2021