



**John Wright  
Town Clerk**

**Lyme Regis Town Council**

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Notice is hereby given of an **Extraordinary Meeting of Lyme Regis Town Council** to be held at the **Pine Hall, Lyme Regis Baptist Church, Sherborne Lane, Lyme Regis** on Wednesday 23 June 2021 commencing at 7pm when the following business is proposed to be transacted:

John Wright  
Town Clerk  
18.06.21

*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.

## **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. Apologies for absence**

To receive and record any apologies and reasons for absence

### **3. 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.

### **4. Dispensations**

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

### **5. Appointments to Council Committees**

To allow the council to appoint members to its committees

### **6. Appointments to External Bodies 2021-22**

To allow members to make additional nominations to external bodies

### **7. Internal Audit Report, Visit Four 2020-21**

To inform members of the outcome of the internal auditor's fourth and final visit for 2020-21 dated 7 May 2021 and to provide a summary of the number and priority levels of recommendations made to the council over the previous two years

### **8. Annual Governance and Accountability Return for the Year Ended 31 March 2021**

To allow members to consider the Annual Governance and Accountability Return (formerly known as the annual return) for the year ended 31 March 2021

### **9. Committee Structure**

To allow members to consider its committee structure

### **10. LymeForward Grant Review**

To update members on LymeForward's governance arrangements and activities

### **11. The Hub Grant Review**

To report on the breakdown of the council's grant contribution to youth provision

### **12. Renewal of Lease for Power Boat Club, Monmouth Beach**

To allow members to consider and approve the signing and sealing of the new lease for the Power Boat Club, Monmouth Beach, on terms previously agreed

**13. Harbour Revision Order**

To inform members about the making of a Harbour Revision Order by Dorset Council and to allow members to express their initial comments prior to the official public consultation to be undertaken by the Marine Management Organisation

**14. Regent Cinema, Lyme Regis**

To allow members to consider correspondence received from the owners of the Regent Cinema, Lyme Regis

*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*

**12. 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 14 – Regent Cinema, Lyme Regis**

## AGENDA ITEM 5

**Committee:** Full Council

**Date:** 23 June 2021

**Title:** Appointments to Council Committees

### **Purpose of Report**

To allow the council to appoint members to its committees

### **Recommendation**

The council appoints Cllr R. Smith to the Town Management and Highways Committee and Tourism, Community and Publicity Committee

### **Background**

1. Appointment of members to existing committees took place at the annual meeting of the council on 26 May 2021.

### **Report**

2. Cllr R. Smith was not present at that meeting and has since asked to sit on the Town Management and Highways and Tourism, Community and Publicity Committees.
3. Appointments to committees must be made by the Full Council.

Adrienne Mullins  
Support services manager  
June 2021

**Committee:** Full Council

**Date:** 23 June 2021

**Title:** Appointments to External Bodies 2021-22

**Purpose of Report**

To allow members to make additional nominations to external bodies

**Recommendation**

Nominate members to the LymeForward Steering Group and the Rural Market Town Group

**Background**

1. Nominations to external bodies were made at the annual meeting of the council on 26 May 2021.

**Report**

**LymeForward Steering Group**

2. Cllr M. Ellis was appointed to both the LymeForward wider membership and the LymeForward Steering Group
3. Since the meeting, there has been a suggestion from a member that being a representative for both the wider group and the steering group may be a conflict of interest.
4. As such, Cllr M. Ellis has stood down from the steering group and a new representative is being sought.
5. Cllr M. Ellis has suggested related groups, such as Lyme Regis Development Trust, Lyme Regis Fossil Festival, The Hub and St Michael's Property Management, should be grouped together and one member is a representative to the whole group. She suggested this would avoid conflicts of interest and cut down on workload.
6. As appointments to outside bodies have already been resolved for 2021-22, this can be considered when appointing for the 2022-23 council year.

**Rural Market Town Group**

7. The Rural Services Network (RSN) has developed a Rural Market Town Grouping (RMTG) within the RSN. The RSN believes rural communities are often overlooked in a policy environment dominated by urban thinking and policy concerns and is calling on government for a rural strategy.

8. More information about the RSN and the RMTG is available at [A Rural Market Town grouping of the RSN - Rural Services Network \(rsnonline.org.uk\)](https://www.rsnonline.org.uk)
9. There are currently 225 towns and parishes formed the Rural Market Town Group, including Lyme Regis Town Council.
10. The town clerk has attended a RMTG meeting but it would benefit from member involvement.

Adrienne Mullins  
Support services manager  
June 2021

**Committee:** Full Council

**Date:** 23 June 2021

**Title:** Internal Audit Report, Visit Four 2020-21

### **Purpose of Report**

To inform members of the outcome of the internal auditor's fourth and final visit for 2020-21 dated 7 May 2021 and to provide a summary of the number and priority levels of recommendations made to the council over the previous two years

### **Recommendation**

- a) Members note the internal auditor's report and approve the management responses
- b) Members note the number and priority levels of recommendations made to the council by the internal auditor over the previous two years

### **Background**

1. Internal audit is an important part of the council's governance and managerial framework and, as such, it is important the town clerk takes responsibility for any observations and recommendations arising from the internal auditor's visits.
2. The council's internal auditor is Darkin Miller – Chartered Accountants. The internal auditor's remit is to establish there is proper book-keeping, risk management arrangements, bank reconciliation and year-end procedures, and controls are in place for payments, budgets, income, petty cash, payroll and assets.
3. The council normally engages Darkin Miller for eight days a year; this covers four audit visits which usually last for two days.

### **Report**

4. This is the seventh year the council has engaged Darkin Miller and this is their fourth visit of 2020-21. The report identifies five recommendations, two high, two medium and one low, and one information point. The final report summarises the year's recommendations and provides an audit opinion which is also detailed in the Annual Governance and Accounting Return (AGAR). Darkin Miller's report is attached, **appendix 7A**.
5. To provide some comparison, below is a summary of the number and priority levels of their recommendations for 2018-19 and 2019-20.

**2018/19**

Rating	Number				
	Visit 1	Visit 2	Visit 3	Visit 4	TOTAL
High	0	3	2	0	5
Medium	4	1	1	0	6
Low	4	1	1	0	6
Information	0	0	0	1	1
TOTAL	8	5	4	1	18

**2019/20**

Rating	Number			
	Visit 1	Visit 2 & 3	Visit 4	TOTAL
High	4	2	0	6
Medium	4	4	1	9
Low	5	3	2	10
Information	0	0	2	2
TOTAL	13	9	5	27

**2020/21**

Rating	Number			
	Visit 1	Visit 2 & 3	Visit 4	TOTAL
High	1	0	2	3
Medium	1	1	2	4
Low	6	4	1	11
Information	0	0	1	1
TOTAL	8	5	6	19

Mark Russell  
Finance manager  
June 2021

**DARKIN MILLER ~ CHARTERED ACCOUNTANTS**

Accountancy ~ Internal Audit ~ Taxation



FINAL v2

Internal audit report 2020/21

Visit 4 of 4

# LYME REGIS TOWN COUNCIL

Date: 10<sup>th</sup> May 2021

Report author: R Darkin-Miller  
Email: [r.darkin@darkinmiller.co.uk](mailto:r.darkin@darkinmiller.co.uk)

Darkin Miller Limited trading as Darkin Miller ~ Chartered Accountants  
Registered Office: 24e Deverel Road, Charlton Down, Dorchester, Dorset DT2 9UD  
Principal and Director: Rosie Darkin-Miller LLB (Hons) FCA  
Company registered in England no. 8590012

## **Introduction**

This report contains a note of the audit recommendations made to Lyme Regis Town Council following the carrying out of internal audit testing on the 4<sup>th</sup> May 2021.

The audit work has been carried out in accordance with Appendix 9 of the 2014 'Governance and Accountability for Local Councils: A Practitioners' Guide', as amended by the requirements of the 2018/19 and 2020/21 AIAR section of the AGAR.

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

## **Audit Opinion**

Based on the sample testing carried out at this final audit visit and during the year, all of the Council's current financial controls appear to be operating effectively with the exception of the following area:

### Test N: Publication

In order to test compliance with the Council's requirement for the exercise of public rights, I checked to see that the authority complied with the publication requirements for the AGAR 2019/20.

The authority was required to publish before 01/09/20, and at least one day before the start of its public rights period (04/08/20): the unaudited ss1&2 of the 2019/20 AGAR (the Annual Governance Statement and Accounts), along with the public rights notice and a note that the AGAR was unaudited. The Council originally set its public rights dates to run from 31/07/20 to 11/09/20, but this was revised to run from 03/08/20 to 14/09/20. The advertisement was published on the website on 03/08/20, but ss1&2 of the AGAR were published on 04/08/20 instead of one day prior to the start of the public rights period. The website audit trail shows the information being removed on 30/09/20, well after the end of the public rights period.

The 2020/21 AGAR introduced an additional element of the test, which required internal auditors to also check that the Council published the notice of conclusion of audit, and ss1-3 of the AGAR (including the external audit report) once the external audit was completed and before the deadline of 30/11/20. The External Auditor was unable to complete the 2019/20 internal audit within the deadline, but issued an interim report dated 26/11/20. The report was received into the inbox of the relevant Council officer on the same day, but after the officer had left for annual leave. Consequently, the report was not published on the Council's website until after 30/11/20. The report remains in place.

As the Council was one day late in publishing the public rights notice information, and late in publishing the interim external audit report, I have responded 'no' to this test. Council officers are aware of the publication requirements for 2021/22 and will ensure that the requirements are met.

## Audit Recommendations

Recommendations made during the audit are shown in appendix one to this report. Recommendations are graded as follows:

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

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

Rating	Number
High	2
Medium	2
Low	1
Info	1
TOTAL	6

The number of recommendations made at all of the audit visits in 2020/21 and their priorities are summarised in the following table:

Rating	Number			
	Visit 1	Visit 2 & 3	Visit 4	TOTAL
High	1	0	2	3
Medium	1	1	2	4
Low	6	4	1	11
Information	0	0	1	1
TOTAL	8	5	6	19

I would like to thank John Wright – Town Clerk; Mark Russell – Finance Manager; Mark Green – Deputy Town Clerk; Naomi Cleal – Assistant Finance Manager; and Adrienne Mullins – Support Services Manager for their assistance during this audit.

**Darkin Miller ~ Chartered Accountants**  
**2020/21 INTERNAL AUDIT OF LYME REGIS TOWN COUNCIL**  
**FINAL REPORT VISIT 4 OF 4: 10<sup>th</sup> MAY 2021**

**Appendix 1 – Recommendations and Action Plan**

Recommendation number	Detail	Priority (Low/ Medium/ High)	Management Response	Responsible Officer	Due Date
2.2 – Evidence retrospective approval of direct bank payments	<p>I noted that the Council put in place amended procedures for the authorisation of invoices during the coronavirus lockdown. The authorisation process evidences that invoices have been checked for accuracy, and that the related goods or services were satisfactorily received. The interim procedure allowed the authorisation of the invoices to be made at the bank authorisation stage (when 2 staff are required to approve payments being made to suppliers). Whilst this covered the authorisation of invoices where supplier payments were manually raised, automatic payments such as direct debits and bank charges were not covered.</p> <p>I note that Finance staff processing the invoices and other payments in Sage would review all transactions and would flag any direct debits or other charges which were inconsistent with service provided. However, this control is inferior to the budget holder checking and approving each invoice to evidence accuracy and satisfactory receipt of the supply. I also note that the Council staff plan to return to the former process once lockdown has lifted.</p> <p>I recommend that the RFO retrospectively reviews and signs off the payments lists for the year in order to</p>	H	<p>Noted.</p> <p>As Finance Staff are reviewing the transactions, the DD mandate is also required to be signed by 2 signatories</p>	FM/TC	31 <sup>st</sup> May 2021

	evidence the approval of payments made by the Council during the year.				
5.7 – Electronic copies of lease and rent review documents	<p>I checked to see that prices charged agreed with those set by Council. I was unable to agree the price charged in relation to 1/21 samples (relating to a lease with the Bowls club), where there does not appear to be any paperwork to hand which supports the amount charged. Note that this testing was carried out while staff were working remotely and unable to access paper files held in the office.</p> <p>I noted that the £3872 charged agreed to prior years with the exception of 2019/20's rental, which was billed as £3782 in error. The £90 difference was not subsequently charged due to a combination of it being the Council's error, and to the original invoice having been raised late.</p> <p>I recommend that copies of the leases and subsequent rent reviews to support annual rent charges are scanned and attached to the customer account on Sage in order to improve the audit trail and ensure that the correct amount of rent is charged.</p>	M	<p>Noted.</p> <p>All current rent reviews are properly documented. The council has agreed a hold on all Rent reviews due to COVID-19 until March 2022</p>	DTC	
7.2 – Retrospective note of salary decisions made under delegation	I checked to see that staff salaries were approved by Council. I found that the majority of salaries agreed to the 20/21 budgeted scale point. 2 members of staff were paid at 1 scale point higher, but this was due to the member of staff having the CILCA qualification. I found that two members of staff had changed job roles and were paid a different salary as a result. This change in role and grade was due to be considered by a remuneration panel just	L	Noted	TC/SSM	

	<p>before the Coronavirus lockdown came into effect. Following lockdown, the panel met but no formal minutes were made. The Town Clerk wrote a brief report noting the recommendation to Council. Council did not meet during the first lockdown and the Clerk made a number of decisions, including the approval of the change in role and grade, in consultation with the Chairman of Council. This list of delegated decisions was reported back to Council on 24/06/20 (forming part of the agenda papers), but there was no formal minuting of the approval of decisions made in this way as the original delegation did not require retrospective approval.</p> <p>I recommend that the Council formally notes the role and grade decisions as part of its next consideration of staff salary levels, in order to ensure that there is an explicit audit trail for staff salaries.</p>				
<p>10.1 – Review older balances in other debtors and creditors</p>	<p>I checked to see that, where appropriate, debtors and creditors have been properly recorded. I found that debtors and creditors are split out separately on the Council's finance system and all supported by detailed working papers. I noted the £1k balance in other debtors relates to a 2018/19 debt. The Finance Manager confirmed that this related to a grant payment which was paid out of the Council's bank account but which did not reach the beneficiary. The grant was paid again (and received), but due to changes in interim staff the original payment has not yet been recovered. This will be actioned early in 21/22.</p>	<p>M</p>	<p>Noted</p>	<p>FM</p>	<p>30<sup>th</sup> June 2021</p>

	<p>£403.03 of other creditors is supported by a list totalling £443.03. It is not clear where the £40 difference has arisen. The Finance Manager has confirmed that these are mainly related to Beach Hut deposits. £143 of the monies relate to Covid-19 cancelled Beach Hut deposits where customers have requested funds be donated to Foodbank and RNLI. These will also be actioned early in 21/22.</p> <p>I recommend that the other debtor balance is recovered, that the donated deposits are paid out to the nominated charities, and that the remaining other creditor balances are investigated and cleared as soon as possible in 21/22.</p>				
10.2 – Adjusted item	<p>The following item was adjusted in the draft 20/21 AGAR:</p> <p>1. In accordance with the Practitioners Guide, staff costs for the prior year was restated to exclude travel costs. This meant that staff costs 2019/20 decreased, and other payments increased, by £1649.</p>	Info			
14.1 – Compliance with publication requirements	<p>I checked to see that the authority complied with the publication requirements for the AGAR 2019/20.</p> <p>The authority was required to publish before 01/09/20, and at least one day before the start of its public rights period (04/08/20): the unaudited ss1&amp;2 of the 2019/20 AGAR (the Annual Governance Statement and Accounts), along with the public rights notice and a note that the AGAR was unaudited. The Council originally set its public rights dates to run from 31/07/20 to 11/09/20, but this was revised to run from 03/08/20 to 14/09/20. The advertisement was published on the website on 03/08/20, but ss1&amp;2 of the AGAR were published on</p>	H	<p>Noted.</p> <p>However members should be aware the external auditor sent the report at 18:12 on Friday 27th November which was due to be posted on Monday 30th November on</p>	SSM	

	<p>04/08/20 instead of one day prior to the start of the public rights period. The website audit trail shows the information being removed on 30/09/20, well after the end of the public rights period.</p> <p>The 2020/21 AGAR introduced an additional element of the test, which required internal auditors to also check that the Council published the notice of conclusion of audit, and ss1-3 of the AGAR (including the external audit report) once the external audit was completed and before the deadline of 30/11/20. The External Auditor was unable to complete the 2019/20 internal audit within the deadline, but issued an interim report dated 26/11/20. The report was received into the inbox of the relevant Council officer on 27/11/20, but after the officer had left for annual leave. Consequently, the report was not published on the Council's website until after 30/11/20. The report remains in place.</p> <p>Note that the external auditor has confirmed that the ideal evidence is that of the website audit trail; but that screen shots of the relevant documents on the Council's website at least one day before the start and one day after the end of the publication period (in order to ensure that documents were available for the entirety of the period) would be acceptable.</p> <p>I recommend that the Council ensures that it complies with the publication requirements for both the public rights and conclusion of audit notices in future years.</p>		<p>the website, however the Town Clerk was then on a week's leave.</p> <p>The website was updated 7<sup>th</sup> December 2020, upon the Town Clerk's return.</p>		
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**Committee:** Full Council

**Date:** 23 June 2021

**Title:** Annual Governance and Accountability Return for the Year Ended 31 March 2021

**Purpose of the report**

To allow members to consider the Annual Governance and Accountability Return (formerly known as the annual return) for the year ended 31 March 2021

**Recommendation**

The council approves the Annual Governance and Accountability Return for the year ended 31 March 2021 and authorises the mayor and town clerk to authorise and sign the document on behalf of the council

**Background**

1. Local councils in England with an annual turnover of £6.5 million or less must complete an Annual Governance and Accountability Return, **appendix 8A**, in accordance with proper practices summarising their activities at the end of each financial year.
2. In accordance with the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015, the notice to electors to allow the exercise of public rights to inspect the accounts for the year ended 31 March 2020 must be posted before 1 July 2020.
3. In accordance with the Accounts and Audit (England) Regulations 2011, the Annual Governance and Accountability Return must be approved by the Full Council and submitted to our external auditors before 1 July 2021.
4. If the Annual Governance and Accountability Return is approved and/or submitted to the council's external auditor after 1 July 2021, a qualified audit opinion will be issued.
5. Failure to approve the Annual Governance and Accountability Return and submit it to the external auditors, along with all the required supporting documentation, by 1 July 2021 will result in a Public Interest Report (PIR) being issued.
6. A PIR is issued by the external auditor under Section 8 of the Audit Commission Act 1998 and reports any matters which should be given formal consideration by the local council or brought to the attention of the public. This could damage the council's reputation, affect its ability to receive external funding, or count against it in achieving external accreditation.

7. The attached return for 2020-21 consists of four sections: the annual internal audit report, annual governance statement, accounting statements and the external auditor certificate and opinion.
8. Following a Strategy and Policy Committee recommendation on 2 March 2016, Full Council resolved on 16 March 2016 to approve Smaller Authorities Audit Appointments LTD to organise the council's external audit contract for 1 April 2017 and they appointed PKF Littlejohn as the town council's external auditors.

## **Report**

### **Annual Internal Audit Report 2020-21**

9. This report is based on independent opinion, an assessment of risk, and a selective assessment of compliance with relevant procedures and controls.
10. The report's objective is to ascertain if:
  - accounts have been kept properly;
  - financial regulations have been complied with;
  - risks have been assessed and reviewed;
  - precept requirements resulted from an adequate budgetary process, budgets monitored, and reserves held at an appropriate level;
  - expected income has been received, accounted for, banked and VAT has been accounted for;
  - petty cash is properly accounted for;
  - salaries, allowances, PAYE and NI requirements are met;
  - asset and investment register is completed and maintained;
  - periodic and bank reconciliations are carried out;
  - accounting statements have been correctly prepared;
11. The internal auditor has raised concerns in 2020-21 and reports that the council did not meet the exercise of public rights' requirements. Notes are included in this section of the AGAR.

### **Annual Governance Statement 2020-21**

12. This section extends beyond the accounting statement and asks members to confirm to the best of their knowledge and believe that:
  - effective arrangements are in place for effective financial management and the preparation of accounting statements;
  - there are adequate systems of internal control;
  - relevant laws, regulation and codes of practice are being complied with;
  - there are proper opportunities for electors to exercise their rights;
  - risks are assessed and controlled;
  - internal audit arrangements are in place;

- appropriate actions are taken in response to internal and external auditor recommendations;
- exposures with a financial impact are included in accounting statements.

### **Accounting Statements 2020-21**

14. This section details the accounting statement for the financial year that ended on 31 March 2021, drawing comparison with the accounting statement for the previous financial year. The annual deficit is £383,916(section 7, £842,956 – section 1, £1,226,872). The annual deficit is reflected in the reduced balances carried forward between 31 March 2020 and 31 March 2021.

### **External Auditor Certificate and Opinion 2020-21**

15. The approved accounts are referred to the council's external auditors, PKF Littlejohn; these accounts must be with the external auditor before 1 July 2021.
16. PKF Littlejohn will review the Annual Governance and Accountability Return and supporting information and report on any matters that give them cause for concern in respect of any relevant legislation or regulatory requirements that have not been met.
17. The external audit must be completed by 30 September 2021; otherwise a qualified opinion will be issued. The external auditor's certificate and opinion must be reported to the council and put on public display.

Mark Russell  
Finance manager  
June 2021

## Annual Governance and Accountability Return 2020/21 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

### Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2020/21

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 must complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
  - The Annual Internal Audit Report must be completed by the authority's internal auditor.
  - Sections 1 and 2 must be completed and approved by the authority.
  - Section 3 is completed by the external auditor and will be returned to the authority.
3. The authority must approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both must be approved and published on the authority website/webpage before 1 July 2021.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, must return to the external auditor by email or post (not both) no later than 30 June 2021. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2021
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2020/21

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability Section 1, Section 2 and Section 3 – External Auditor Report and Certificate will be returned to the authority by email or post.

### Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2021 authorities must publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- Section 1 - Annual Governance Statement 2020/21, approved and signed, page 4
- Section 2 - Accounting Statements 2020/21, approved and signed, page 5

Not later than 30 September 2021 authorities must publish:

- Notice of conclusion of audit
- Section 3 - External Auditor Report and Certificate
- Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return (AGAR) 2020/21

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2021.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (Section 2, page 5). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on page 5. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor before 1 July 2021.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been published?		
	Has the bank reconciliation as at 31 March 2021 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.		

\* *Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2020/21

Lyme Regis Town Council

www.lymeregistowncouncil.gov.uk AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.	N/A		
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes). SEE ATTACHED NOTE		✓	
<b>O. (For local councils only)</b>	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

12/10/2020 07/12/2020 05/02/2021  
13/10/2020 04/02/2021 04/05/2021

Name of person who carried out the internal audit

Mrs R Darkin-Miller LLB(Hons) BFP FCA

Signature of person who carried out the internal audit



Date

05/05/2021

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

**Internal Auditor note on test N:**

In order to test compliance with the Council's requirement for the exercise of public rights, I checked to see that the authority complied with the publication requirements for the AGAR 2019/20.

The authority was required to publish before 01/09/20, and at least one day before the start of its public rights period (04/08/20): the unaudited ss1&2 of the 2019/20 AGAR (the Annual Governance Statement and Accounts), along with the public rights notice and a note that the AGAR was unaudited. The Council originally set its public rights dates to run from 31/07/20 to 11/09/20, but this was revised to run from 03/08/20 to 14/09/20. The advertisement was published on the website on 03/08/20, but ss1&2 of the AGAR were published on 04/08/20 instead of one day prior to the start of the public rights period. The website audit trail shows the information being removed on 30/09/20, well after the end of the public rights period.

The 2020/21 AGAR introduced an additional element of the test, which required internal auditors to also check that the Council published the notice of conclusion of audit, and ss1-3 of the AGAR (including the external audit report) once the external audit was completed and before the deadline of 30/11/20. The External Auditor was unable to complete the 2019/20 internal audit within the deadline, but issued an interim report dated 26/11/20. The report was received into the inbox of the relevant Council officer on the same day, but after the officer had left for annual leave. Consequently, the report was not published on the Council's website until after 30/11/20. The report remains in place.

As the Council was one day late in publishing the public rights notice information, and late in publishing the interim external audit report, I have responded 'no' to this test. Council officers are aware of the publication requirements for 2021/22 and will ensure that the requirements are met.



R Darkin-Miller LLB (Hons) BFP FCA 05/05/21

## Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

Lyme Regis Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		*Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of Internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

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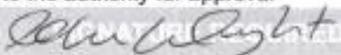
## Section 2 – Accounting Statements 2020/21 for

El Lyme Regis Town Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	1,435,449	1,226,872	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	120,708	132,779	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1,643,856	1,252,872	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	699,599	642,927	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	37,500	37,500	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	1,236,043	1,089,140	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,226,872	842,956	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,228,683	882,819	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	7,898,735	7,869,419	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	217,500	187,500	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.  N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

18/06/21

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

## Section 3 – External Auditor’s Report and Certificate 2020/21

In respect of

Lyme Regis Town Council

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a limited assurance review is set out by the National Audit Office (NAO). A limited assurance review is not a full statutory audit, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it does not provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2020/21

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2020/21

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

**Committee:** Full Council

**Date:** 23 June 2021

**Title:** Committee Structure

**Purpose of Report**

To allow members to consider its committee structure

**Recommendation**

Members consider the report and instruct the town clerk

**Background**

1. On 22 April 2021, the Full Council considered a report on the establishment of an Environment Committee. The introduction of a new committee meant the council had to consider extending its cycle of meetings by one week or hold two or more meetings in a week.
2. The discussion moved on to governance arrangements and committee structure and the council resolved:

‘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.’
3. The committee structure has been considered by the council on several occasions in recent years. To aid discussion, I have attached copies of my last two reports on this matter, along with the relevant minutes, **appendices 9A to D**.

John Wright  
Town clerk  
June 2021

**Committee:** Full Council

**Date:** 15 May 2019

**Title:** Council Committees – Delegation arrangements, Terms of Reference, Appointments and Review

### **Purpose of Report**

To allow the council to: review delegation arrangements to its committees, sub-committees, staff and other local authorities; review committee terms of reference; appoint members to existing committees and; consider whether it should undertake a review of its governance arrangements

### **Recommendation**

- a) Members review delegation arrangements to committees, sub-committees, staff and other local authorities;
- b) Members review its committees' terms of reference;
- c) Members make appointments to its existing committees;
- d) Members consider whether to undertake a review of the council's governance arrangements

### **Background**

1. Standing order 5.j. states, 'Following the election of the chairman of the council and vice-chairman of the council at the annual meeting, the business shall include:  
  
5.j.vi. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;  
5.j.vii. Review the terms of reference for committees  
5.j.viii. Appointment of members to existing committees
2. This report assumes the council will retain its existing committee structure, at least in the short term. This sentence is qualified because governance arrangements were considered several times by the last council administration.
3. This matter was last considered by the Strategy and Finance Committee on 2 May 2018 and the following resolution was approved by the Full Council on 16 May 2019:  
  
'to defer consideration on a new committee structure but to put together notes of what the current administration had learned, and suggestions for how the committee structure could be improved in the future, to be provided to the new administration in May 2019.'

4. In the short term, the council needs governance arrangements to allow it to consider and approve business. The current committee structure is attached, **appendix 12A**. A calendar of meetings for the council year 2019-20 is elsewhere on this agenda.

#### **Delegation arrangements to committees, sub-committees, staff and other local authorities, and committee terms of reference**

5. Attached, **appendix 12B**.

#### **Appointment of members to existing committees**

6. All councillors sit on the Full Council and the Strategy and Finance Committee. Councillors can serve on as many of the council's committees as they want.
7. Accordingly, appointments are sought for:
  - 8.1. Human Resources Committee
  - 8.2. Town Management and Highways Committee
  - 8.3. Tourism, Community and Publicity Committee
  - 8.4. Planning Committee
  - 8.5. Christmas Lights Committee.

#### **Election of Committee Chairman and Vice-Chairmen**

8. In accordance with standing order 4.d.vi., each committee is permitted to appoint its own chairman (and vice-chairman) at its first meeting.

#### **A review of governance arrangements**

9. If members decided to review the council's governance arrangements, a process and timescale should be agreed. The town clerk will provide a report to the first meeting of the Strategy and Finance Committee on the lessons learnt by the previous administration on this matter.

John Wright  
Town clerk  
May 2019

**19/13/C Council Committees – Delegation arrangements, Terms of Reference, Appointments and Review**

The town clerk said the council may wish to review its committee structure, but it needed to start somewhere to be able to conduct business.

Members agreed to appoint to committees using the current structure for the time being.

Proposed by Cllr J. Broom and seconded by Cllr J. Scowen, members **RESOLVED** to appoint members to committees as follows:

Human Resources – Cllr G. Turner, Cllr Ms G. Stammers, Cllr D. Sarson, Cllr Mrs M. Ellis, Cllr Miss K. Ellis, Cllr J. Broom, Cllr J. Scowen, Cllr B. Larcombe, Cllr S. Williams

- Town Management and Highways – Cllr Ms B. Bawden, Cllr G. Turner, Cllr D. Sarson, Cllr R. Doney, Cllr Mrs M. Ellis, Cllr Miss K. Ellis, Cllr J. Broom, Cllr J. Scowen, Cllr B. Larcombe, Cllr S. Williams
- Tourism, Community and Publicity – Cllr Ms B. Bawden, Cllr G. Turner, Cllr L. Howe, Cllr D. Ruffle, Cllr D. Sarson, Cllr R. Doney, Cllr Mrs M. Ellis, Cllr Miss K. Ellis, Cllr J. Broom, Cllr J. Scowen, Cllr B. Larcombe, Cllr S. Williams, Cllr Ms G. Stammers
- Planning – Cllr G. Turner, Cllr Mrs M. Ellis, Cllr J. Broom, Cllr J. Scowen, Cllr B. Larcombe, Cllr S. Williams
- Christmas Lights – Cllr D. Sarson, Cllr Ms B. Bawden, Cllr S. Williams

Proposed by Cllr J. Broom and seconded by Cllr G. Turner, members **RESOLVED** to accept the terms of reference and scheme of delegation.

The town clerk said the previous administration had suggested this administration looked at its governance arrangements and committee structure early in its term. He suggested drafting a report in the autumn after several cycles of meetings to allow members to start considering any new arrangements.

Cllr R. Doney said the council couldn't sustain the current structure and most councillors were on all the committees, which neutralised the power of the Full Council. He said he wanted to see fewer meetings to free up officers' time for more creative work. He added that he was looking to the mayor to drive the change forward.

Cllr J. Scowen said he didn't agree with working groups as the press and public were not allowed to attend and they created more work for officers. He said the work could be absorbed into the committees.

The mayor, Cllr B. Larcombe said working groups were necessary for single issues, such as the National Park issue, where the public could be involved, which he felt was likely to happen in September/October 2019.

Cllr J. Broom suggested members could have laptops instead of hard copies of agendas to free up staff time.

Cllr S. Williams suggested one Full Council meeting a month with no committees and he also had concerns about working group meetings arranged at short notice.

The town clerk suggested the committee structure was reviewed before the budget-setting process concluded, with any new arrangements to take effect from the new council year in May 2020.

Cllr R. Doney suggested a group of members worked together to come up with ideas, driven by the mayor.

It was agreed the town clerk would facilitate a group of members with a view to bringing a report to the Full Council in October.

**Committee:** Strategy and Finance

**Date:** 25 September 2019

**Title:** Committee Structure

### **Purpose of Report**

To allow members to consider the findings of the working group meeting on 19 September 2019 which considered the council's committee structure

### **Recommendation**

Members consider the findings of the working group and recommend to the Full Council that the council's existing committee structure is retained, and the remit of the Strategy and Finance Committee is extended to include the environment

### **Background**

1. On 15 May 2019, the Full Council considered a report on Committee Structure – Delegation Arrangements, Terms of Reference, Appointments and Review.
2. The report referred to a council resolution on 16 May 2018:

‘to defer consideration on a new committee structure but to put together notes of what the current administration had learnt, and suggestions for how the committee structure could be improved in the future, to be provided to the new administration in May 2019.’
3. At the meeting on 15 May 2019, it was agreed the town clerk would facilitate a group of members with a view to bringing a report to the Full Council in October.
4. On 19 September 2019, Cllrs Larcombe, Bawden and Stammers met with the town clerk to consider the council's committee structure; previous reports on this matter were circulated to the group's members before the meeting.
5. The meeting considered: whether alternative governance structures were appropriate, the remit of existing committees, delegation to committees and officers, the frequency and number of committee meetings, the number of councillors on committees, the order of committee meetings before Full Council and the role of working groups.

### **Alternative governance structures**

6. The group considered alternative governance models in Frome and Sherborne. Frome Town Council has a Full Council supported by council and town committees, and advisory panels.

7. Sherborne Town Council has member portfolio leads who work closely with the town clerk on routine business. Decisions are reported to and made by monthly Full Council meetings.
8. Both councils have planning committees.
9. The group decided that the council's existing committee structure had a good fit with its business and didn't require amendment. The group noted that the council's committee structure was similar to the majority of town councils.

### **The remit of the existing committees**

10. The group felt there was one notable omission from the remit of the existing committee structure; the environment.
11. The group concluded the remit of the Strategy and Finance Committee should be extended to include the environment. The remit should include strategy, policy and financial decisions on environmental issues; the delivery of environmental objectives and projects should be the remit of the relevant committee. This approach is consistent with the management of other themes and activities.
12. The group concluded the Strategy and Finance Committee should be the council's principal link with Lyme Regis One Planet Working Group.
13. Otherwise, the group felt the council's main activities were covered by its committees.

### **Delegation to committees and officers**

14. The group felt the existing level of delegation to committees and officers was appropriate.
15. The group concluded when objectives and projects are allocated to committees, committees should be responsible for monitoring the budget allocated to those activities.

### **The frequency and number of committee meetings**

16. The group concluded the frequency and number of committee meetings were appropriate to the activities and decision-making of the council.

### **The number of councillors on committees**

17. The group considered whether each committee should have a fixed number of councillors. The group concluded the existing policy of allowing members to sit on committees of their choice should prevail.

### **The order of committee meetings before Full Council**

18. The group considered whether the order of committee meetings ahead of the Full Council was appropriate. The group concluded there was no merit in amending the schedule of meetings; all decisions must be approved by resolution of the Full Council.

## **The role of working groups**

19. The group concluded that working groups along with briefing sessions and training events were integral to the council's governance arrangements.
20. Any recommendations from this committee will be considered by the Full Council on 9 October 2019.

John Wright  
Town clerk  
September 2019

**19/26/SF Committee Structure**

The town clerk said the only real change proposed by the working group was for environmental matters to sit with the Strategy and Finance Committee, and when specific tasks were identified, they would drop down to other committees.

Cllr Mrs M. Ellis felt the environment had a better fit with the Tourism, Community and Publicity Committee.

Cllr J. Scowen said he felt the environment should be part of every committee's remit, rather than sitting with one committee. He said it was right that the strategy sat with the Strategy and Finance Committee, but the detail fell to committees.

The town clerk said the working group's rationale for adding environment to the remit of the Strategy and Finance Committee was to recognise the importance of the environmental agenda and to have a committee to drive it forward. He said all the environmental objectives would then fall to the committees.

Cllr Ms B. Bawden felt a committee should have specific responsibility for the environment as the driver of the climate emergency declaration. She said a lot of the environmental issues and projects the One Planet Working Group (OPWG) was looking at were complex and sat well with the Strategy and Finance Committee.

Cllr Mrs M. Ellis suggested the Tourism, Community and Publicity Committee was the principal link with the OPWG, which could then pass issues to other committees.

Cllr B. Larcombe said major expenditure would have to go to the Strategy and Finance Committee but many of the suggested environmental projects did not sit with that committee.

Cllr R. Smith agreed each committee had its own remit but if ambitious projects come from OPWG, they should go to the Strategy and Finance Committee.

Proposed by Cllr J. Scowen and seconded by Cllr R. Smith, members agreed to **RECOMMEND TO FULL COUNCIL** that environmental matters are incorporated into each committee's remit and terms of reference are amended accordingly.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** that the Tourism, Community and Publicity Committee is the principal link with the One Planet Working Group.

**Committee:** Full Council

**Date:** 23 June 2021

**Title:** LymeForward Grant Review

**Purpose of the Report**

To update members on LymeForward's governance arrangements and activities

**Recommendation**

Members consider the report and future grant payments

**Background**

1. This report is being considered by this meeting of the Full Council because LymeForward's next grant payment is scheduled for 1 July 2021. The Tourism, Community and Publicity Committee's next meeting is on 30 June 2021 and any recommendations from that meeting will not be considered for resolution until the Full Council on 28 July 2021.
2. On 24 March 2021, the Tourism, Community and Publicity Committee considered a grant review report for LymeForward. The committee made the following recommendation to the Full Council:

'to approve the quarterly grant payment to LymeForward for April 2021 and review the position following the organisation's annual general meeting on 31 March 2021.'
3. The recommendation was approved by resolution of the Full Council on 22 April 2021.
4. On 15 June 2021, a grant review meeting took place with Sue Davies, LymeForward director, Cllr Michaela Ellis, the town council's liaison member and the town clerk.
5. At that meeting, LymeForward's director reported:
  - LymeForward's annual general meeting took place on 31 March 2021
  - LymeForward's accounts had been signed off by its internal auditors, Lentells and its annual return submitted
  - there are c.30 members and the organisation was seeking to regularise its status through the completion of on-line application forms
  - a members' meeting is scheduled for 25 June 2021
  - there are two directors in post and a further director is being recruited
  - monthly directors' meetings were taking place
  - the company's governance documentation is being reviewed in conjunction with Dorset Community Action (DCA)
  - LymeForward is developing a five-year business plan
  - its income covers its costs for 2021-22
  - the last steering group meeting took place on 19 December 2019
  - directors believed the organisation's reputation and its ability to appoint further directors is adversely affected by the actions of a town councillor

- moving to unit 1A has reduced costs by £1,600
- LymeForward were looking to develop a local area partnership model similar to Bridport's
- two new members of staff had been appointed: a chief executive and foodbank co-ordinator
- foodbank recipients have reduced to 15.

6. The meeting agreed the future of the Coastal Communities Team (CCT) should be considered and LymeForward would arrange a meeting to discuss this.

John Wright  
Town clerk  
June 2021

**Committee:** Full Council

**Date:** 23 June 2021

**Title:** The Hub Grant Review

**Purpose of Report**

To report on the breakdown of the council's grant contribution to youth provision

**Recommendation**

Members consider the report and future grant payments

**Background**

1. This report is being considered by this meeting of the Full Council because The Hub's next grant payment is scheduled for 1 July 2021. The Tourism, Community and Publicity Committee's next meeting is on 30 June 2021 and any recommendations from that meeting will not be considered for resolution until the Full Council on 28 July 2021.
2. On 24 March 2021, the Tourism, Community and Publicity Committee considered a grant review report for The Hub. The committee made the following recommendation to the Full Council:

'to pay the quarterly grant payment to the Hub for April 2021 and ask Lyme Regis Development Trust for a breakdown of how the grant will be spent on youth provision going forward before any more funding is released.'
3. The recommendation was approved by resolution of the Full Council on 22 April 2021.
4. On 16 June 2021, a grant review meeting took place with Chris Tipping, Lyme Regis Development Trust's chief executive officer, Cllr Kelsey Ellis, the town council's liaison member, Adrienne Mullins, support services manager and the town clerk.
5. The Hub's annual budget for its youth activities is £45,062; the town council's grant contribution is £10,000 and represents 22% of the total cost. See **appendix 11A**.
6. The development trust's chief executive officer reported youth activity had recommenced, including:
  - An art club on Wednesday attended by c.18 young people
  - Kickboxing on Monday and Thursday with each session attended by c.15 young people
  - B Sharp on Tuesday and Thursday with each session attended by c.10 young people
  - A Friday youth club attended by c.11 young people.

7. Further details of the issues faced by the Hub and how it intends to move forwards is attached, **appendix 11B**.
8. The Hub's chief executive stated that he had obtained a level two safeguarding qualification and would be working towards a level three, the Hub had four trustees and were seeking a fifth, and that from April 2022 DC will be withdrawing its funding, which is currently £6,000 and ring-fenced for youth provision.
9. In the future the Hub is looking to move away from town council funding.
10. A survey on redeveloping the youth club is also attached, **appendix 11C**. The survey also identified nine potentially new volunteers.

John Wright  
Town clerk  
June 2021

## APPENDIX 11A

	HUB Report 2021	as at end MAY 2021	
	Original Forecast	Forecast for year end	Variance
Income ( <i>General activities</i> )	£8,400	£5,512	-£2,888
Income ( <i>Grants</i> )	£10,000	£10,000	£0
Income ( <i>Covid grants</i> )	£2,000	£10,001	£8,001
Income ( <i>Covenants</i> )	£6,000	£7,000	£1,000
<b>Total Income</b>	<b>£26,400</b>	<b>£32,513</b>	<b>£6,113</b>
 <i>Expenditure</i>			
Salaries	£15,519	£11,862	£3,657
Utilities	£3,950	£3,247	£703
Cleaning	£5,150	£4,002	£1,148
Insurance	£1,271	£1,271	£0
Licences and fees	£429	£447	£18
IT and Phone	£968	£399	£569
Maintenance and refurb	£16,000	£18,794	-£2,794
Consumables	250	£249	-£1
Inspection and testing	1,525	£1,352	-£173
<b>Totals</b>	<b>£45,062</b>	<b>£41,622</b>	<b>£3,126</b>

Forecast year end balance	
Income (inc grants)	£32,513
Plus opening balance	£3,399
	£35,912
Less expenses	£41,622
Closing Balance	-£5,710

Youth Services at the HUB from May 2021**Background**

As you are undoubtedly aware, we had to close the HUB due to the Covid crisis, although we were open only for the Foodbank for a good portion of the 2021 lockdown which meant we could not turn off some of the utilities etc.

Also, during 2020 our income from activities haemorrhaged, and we lost several long-standing clients who have since either folded financially or have scaled back their operation considerably. The main clients affected were Helen O Grady drama, Aquilia Yoga (adults) and Rugby Tots who will not be coming back in the short term. All our Youth activities were affected, but the Youth Club was hit the hardest as NYA regs (please note that these were signed off as legal in light of the emergency legislation) made it virtually impossible to run any sort of indoor activity and we do not have an outdoor space. In addition, we had a duty of care to both our main Youth Leaders who in turn were worried about any undue exposure as both work in the education sector. Sadly, our other Youth Leader decided she did not wish to come back either.

B-Sharp, Kickboxing and Fitsteps managed to run in between lockdowns but attendance was down quite considerably – some B-Sharp sessions were running with only 2 or 3 attendees. The Toddler group will be back later in the year but due to some of the members being Childminders they are unable to re-start until after lockdown is completely lifted.

**What is happening now?**

We are pleased to say that our Friday night Youth Club session is now back open and members are starting to come back again; this is due to the hard work of both James and Jess who have been busy contacting people and spreading the word (although there were none on day one). This is aimed at over 13's as we had several discussions with DYA and the key youth worker for West Dorset and we all felt the need was greatest here. We have invested in some new kit (Gaming consoles etc), although the members have indicated they would like different games to the ones we chose, and the Youth Leaders are canvassing feedback from them. The kitchen is also back open and we are providing food when we see a need or a request. We will also be linking the Youth Club into the Seaside Store which launched this week as a way to provide fresh food to the members attending.

We are still taking an extremely cautious approach to re-opening, but we will look to bring back the Wednesday sessions for the over 8's as soon as possible.

The loss of one of the Youth Leaders is undoubtedly a blow, but a local person with whom we have worked before has come forward and we are currently awaiting details from DYA as to what Training we can put them through. This will be a year long training programme to bring them up to a level 3 youth leader. This training is provided at discounted rate by Dorset Council but will need to be part funded by us. Sadly the days of just opening up and sticking a pool table out are long and gone and we need to ensure the persons involved are properly trained and equipped to deal with what can be sometimes harrowing situations.

We have also taken the opportunity during lockdown to pay for a survey to see what Children and Young Adults are looking for from a Youth Club and Youth activities in general and we will look to

implement as many of these in the future (NB some activities are already in the planning stages which are mentioned below).

In the past we have not maximized the 3.30 – 5pm slot in the HUB which could be better targeted (all later evening slots are now taken for Youth Activities) for the “straight from school” activities, so again we are pleased to say we have a 6 week art course currently running for local school pupils (majority are St Michaels with some from Woodroffe yrs 7 and 8) which has around 15 attendees. Due to the success of this, we are looking to extend this and we are currently in discussion with an ex Teacher who is keen to take the group over (it is currently being run by our Trustee Dot Wood).

Kickboxing is also back and nearly back at full capacity, and B-Sharp has also been back to their usual Tuesday and Thursday slots and have increased attendance (the Thursday session for under 11’s is very well attended).

The Trust has also been working with Lou Johnson who is our local Youth Key worker from Dorset Council and she in turn has been doing local outreach (i.e. speaking to the kids who are hanging around the gardens), and she is happy to offer training to our new Youth Leader if they are keen to undertake this work. We now also attend the monthly Youth at Risk meetings and are linked up with other Youth Clubs around West Dorset.

#### What is happening in the future:

There are a number of projects that we have been working on but will happen this year

*DJ Academy* – we are going to launch this when the schools go back after the summer holidays and we will run in conjunction with the Youth Club sessions. We are limited by the amount of space we can use and the fact we will only have 2 volunteer tutors but we expect to be able to run at least 2 one hour courses each evening with 2 pupils at a time. This was more popular with the older kids we spoke to who hadn’t filled in the survey below, but only a small amount of appeal to the primary school aged children. As we progress, we expect some of the senior Youth Club members to be able to start tutoring (with supervision of course)

*B-Sharp* – music sessions for Youth Club. This is a repeat of a successful program we trialed a couple of years ago and will be run by B-Sharp in conjunction with the Wednesday Youth Club session.

*Archery Group* – we have so far been unable to apply for the grant we qualify for as existing groups were prioritised, however this is now open to new groups and our application is in. NB we spoke to Sport England and Active Dorset about the reasoning behind this so this is not a speculative application. We expect to run a discounted Youth course, and an Adult course which will cost more and help the club to sustain itself.

*Dorset Music Service* – we have been working with Dorset Council and they have provisionally booked daytime 28<sup>th</sup> July – 14<sup>th</sup> August for Summer Music Workshops. We will issue more information on this nearer the date.

*Dance Group* – we are already working with local teacher Helen French to see if this is deliverable as again it was another popular choice on the survey

*Other groups* – as we have reported before, the response to the survey was amazing, and we have included the results in here for Town Council members to see. We have already started work on the cookery groups and will launch these in conjunction with the Community Café which is opening again in September amongst our plans for this are

- Young Carers
- Holiday club cookery course
- Off to Uni
- Cooking with Dad

The full report is attached (although we have for obvious reasons removed personal data)– please note that we also had 7 other responses that were recorded manually but are in line with the general trend aside from a more positive response to the D J Academy idea.

**Committee:** Full Council

**Date:** 23 June 2021

**Title:** Renewal of Lease for Power Boat Club, Monmouth Beach

**Purpose**

To allow members to consider and approve the signing and sealing of the new lease for the Power Boat Club, Monmouth Beach, on terms previously agreed

**Recommendation**

Members approve the signing and sealing of the new lease for the Power Boat Club, Monmouth Beach, on terms previously agreed

**Background**

1. At the meeting of Full Council on 18 November 2020, members considered and agreed the principal terms for the renewal of the lease for the Power Boat Club, Monmouth Beach.
2. Those terms included a passing rent of £15,500 p.a.

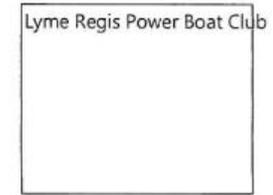
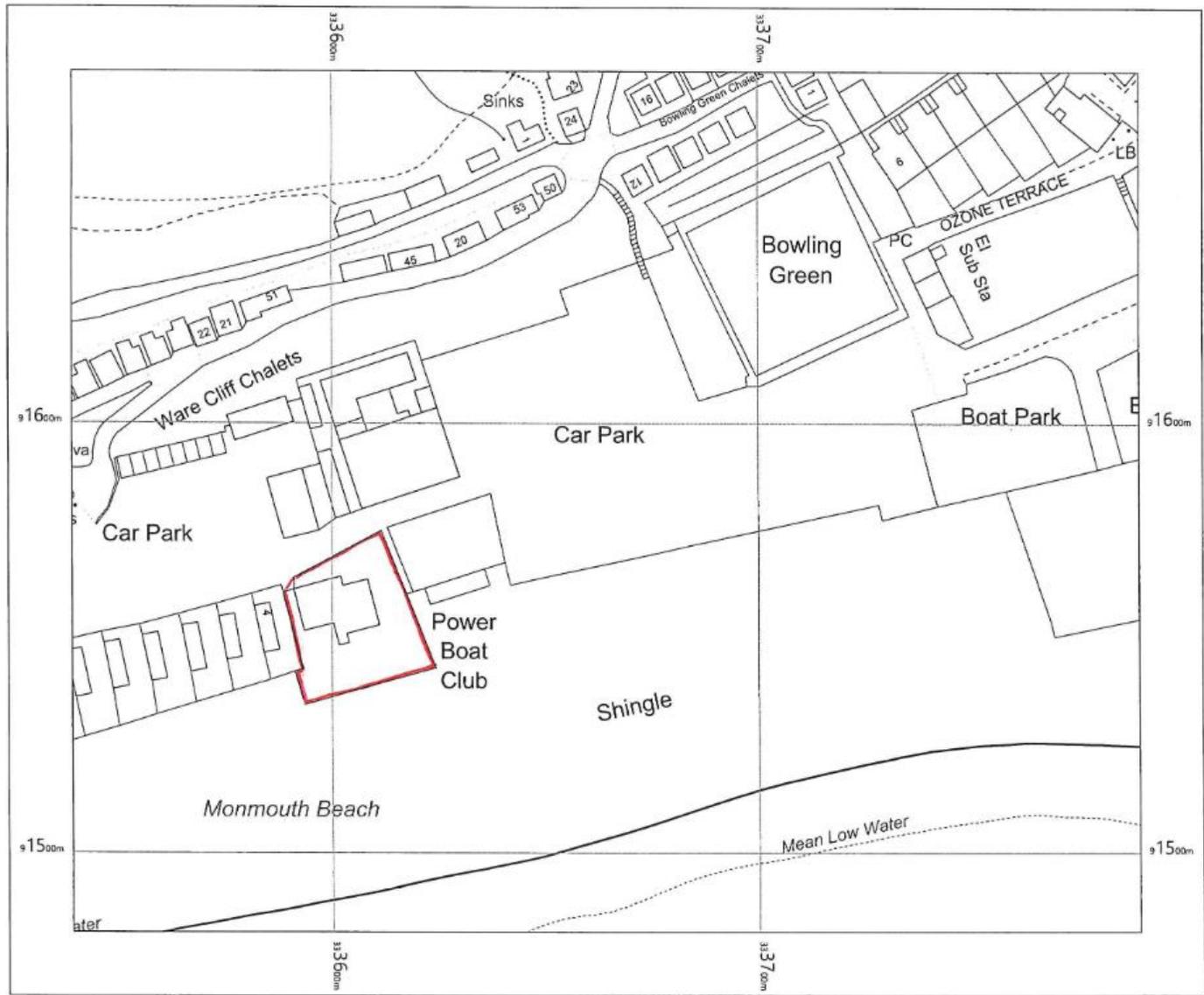
**Report**

3. Since November, the respective solicitors have been dealing with the drafting and agreement of the new lease. That lease is now agreed subject to final member approval, after which it will be completed by both parties.
4. A copy of the lease and lease plan is attached as **appendix 12A** and **12B**, respectively.
5. Members are asked to consider and approve the lease and authorise its signing and sealing.

Mark Green  
Deputy town clerk  
June 2021

# APPENDIX 12B

O.S 1:1,250 SCALE



OS MasterMap 1250/2500/10000 scale  
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**Committee:** Full Council

**Date:** 23 June 2021

**Title:** Harbour Revision Order

**Purpose**

To inform members about the making of a Harbour Revision Order by Dorset Council and to allow members to express their initial comments prior to the official public consultation to be undertaken by the Marine Management Organisation

**Recommendation**

Members consider the draft Harbour Revision Order and documents and comment as appropriate

**Background**

1. At the most recent meeting of the Lyme Regis Harbour Consultative Group, the harbourmaster mentioned that Dorset Council intended to make a Harbour Revision Order to allow the better management and control of the harbour and associated land.

**Report**

2. The harbourmaster has now forwarded the draft order and associated documents for informal comment prior to formal consultation being undertaken by the Marine Management Organisation in due course.
3. The draft order, harbour limits plan, harbour premises plan and the statement of support are attached as **appendices 13A to D**, respectively.
4. Our informal views are sought by no later than 2 July 2021, which is why the matter has been brought to this meeting. However, the documents were only received on 9 June 2021 and legal and other clarification is still being obtained; particularly with regard to land ownerships and the potential effect of the order on some provisions contained in the existing Tripartate Agreement, which currently controls roles and responsibilities along the seafront area.
5. A verbal update will be provided at the meeting.
6. Members will also have the opportunity to comment directly to the Marine Management Organisation in due course.

Mark Green  
Deputy town clerk  
June 2021



**Lyme Regis**  
Harbour Revision Order  
Harbour Limits Plan

South Walls House,  
South Walls Road,  
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DT1 1UZ  
Tel: 01305 261010

Date : 30-03-20  
Scale 1 : 2500 @ A3

