



**John Wright
Town Clerk**

Lyme Regis Town Council

Town Council Offices
Guildhall Cottage
Church Street
Lyme Regis
Dorset
DT7 3BS

email: townclerk@lymeregistowncouncil.gov.uk

Tel: 01297 445175
Fax: 01297 443773

Notice is hereby given of a meeting of the **Lyme Regis Town Council** to be held at the **Guildhall, Bridge Street, Lyme Regis** on Wednesday 8 September 2021 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
03.09.21

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. Public Forum

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

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

2. Dorset Council Matters

To receive updates from the Dorset Council ward member

3. Questions from Councillors

4. Apologies for absence

To receive and record any apologies and reasons for absence

5. Disclosable Pecuniary Interests

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

6. Dispensations

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

7. To confirm the accuracy of the minutes of the Full Council meeting held on 28 July 2021 (attached)

8. Matters arising from the minutes of the Full Council meeting held on 28 July 2021

To inform members of matters arising from the minutes of the Full Council meeting on 28 July 2021 that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues in those minutes.

9. Update Report

To inform members about progress on significant issues previously considered.

10. Planning Committee

The meeting of the planning committee scheduled to take place on **3 August 2021** did not take place due to lack of business.

The deputy town clerk subsequently canvassed the views of committee members by email and recommendations were sent to Dorset Council using the chairman's delegated powers.

The planning applications and recommendations are at agenda item 10.

11. Axe Valley and West Dorset Ring and Ride Grant Agreement

To allow members to consider and approve the grant agreement for Axe Valley and West Dorset Ring and Ride

12. B Sharp Grant Agreement

To allow members to consider and approve the grant agreement for B Sharp

13. Bridport and District Citizens' Advice Grant Agreement

To allow members to consider and approve the grant agreement for Bridport and District Citizens Advice

14. The Hub Grant Agreement

To allow members to consider and approve the grant agreement for The Hub

15. Lyme Arts Community Trust Grant Agreement

To allow members to consider and approve the grant agreement for Lyme Arts Community Trust

16. LymeForward Grant Agreement

To allow members to consider and approve the grant agreement for LymeForward

17. Philpot Museum Grant Agreement

To allow members to consider and approve the grant agreement for Philpot Museum

18. Exempt Business

LYME REGIS TOWN COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON WEDNESDAY 28 JULY 2021

Present

Chairman: The Mayor, Cllr B. Larcombe, MBE

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

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

The Rev. Chris Martin sent his apologies and the mayor, Cllr B. Larcombe read out the town prayer.

21/30/C Public Forum

K. Gollop

K. Gollop said he understood the council may be having discussions about parking in the winter. He said although the town had now gone through the worst, if anyone wanted to shop in Lyme Regis they had to be in town by 8am to be able to park. He said the situation was exacerbated by delivery vehicles not coming until after 10.30am and the loss of parking due to the pedestrian crossing. He said it was easier for him to drive 10 minutes out of town to do his shopping. K. Gollop asked if the council could involve the public in any consultation because they were the ones who were suffering. He said he hoped next year would be better but he doubted it would be and the town would be facing the same thing. He asked the council to try and involve Dorset Council (DC) in any discussion on parking at the end of the season, although he was doubtful DC would be interested in having those discussions.

The mayor, Cllr B. Larcombe said the town clerk had regular discussions with DC and would further discuss the parking issues, although it was a perennial problem which had often been discussed.

Cllr B. Bawden said the Royal College of Art's transport study last year involved community engagement regarding transport and parking and it was hoped this could continue this year. She said the Car Club trial would start soon and would hopefully take some traffic off the road.

21/31/C Dorset Council Matters

There was no report as Cllr D. Turner sent his apologies.

21/32/C Questions from Councillors

There were none.

21/33/C Apologies for Absence

Cllr T. Webb – personal commitments

21/34/C Disclosable Pecuniary Interests

There were none.

21/35/C Dispensations

There were none.

21/36/C To confirm the accuracy of the minutes of the Full Council meeting held on 25 May 2021

Proposed by Cllr B. Larcombe and seconded by Cllr K. Ellis, the minutes of the Full Council meeting held on 25 May 2021 were **ADOPTED**.

21/37/C To confirm the accuracy of the minutes of the Special Full Council meeting held on 26 May 2021

Proposed by Cllr M. Ellis and seconded by Cllr B. Larcombe, the minutes of the Special Full Council meeting held on 26 May 2021 were **ADOPTED**.

21/38/C To confirm the accuracy of the minutes of the Annual Meeting held on 26 May 2021

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, the minutes of the Annual Meeting held on 26 May 2021 were **ADOPTED**.

21/39/C To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 23 June 2021

Proposed by Cllr B. Larcombe and seconded by Cllr C. Reynolds, the minutes of the extraordinary Full Council meeting held on 23 June 2021 were **ADOPTED**.

21/38/C Matters arising from the minutes of the Full Council meetings held on 25 May, 26 May and 23 June 2021

RNLI lifeguards

The town clerk confirmed funding from DC was not granted for the provision of a third lifeguard.

Granting the Honorary Freedom of the Town of Lyme Regis to Cllr Stan Williams

The mayor, Cllr B. Larcombe said he was awaiting confirmation from Cllr Williams' family of a date and arrangements for the event to formally present the Freedom of the Town and he would confirm this with members as soon as possible.

Dorset Council Parking Order Application

The town clerk said he had still not received a response from DC and would chase this up.

21/39/C Update Report

There were no updates.

21/40/C Planning Committee

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, it was **RESOLVED** to receive the decisions made under the chairman's delegated powers following the cancellation of the meeting scheduled to take place on 8 June 2021, and to receive the minutes of the Planning Committee held on 6 July 2021.

21/41/C Environment Committee

Proposed by Cllr B. Bawden and seconded by Cllr G. Turner, it was **RESOLVED** to receive the minutes of the Environment Committee held on 7 July 2021 and adopt the recommendations, as follows:

21/09/ENV – Cycle Lanes and Bicycle Racks

RESOLVED: not to pursue bicycle racks in Langmoor Gardens but to look for somewhere at the Cobb end of the seafront, and to hold discussions with Dorset Council about any other potential locations.

21/10/ENV – Japanese Knotweed

RESOLVED: to approve the use of a glyphosate-based product for the sole purpose of council gardening staff injecting into the stems to eradicate Japanese knotweed.

21/11/ENV – UN Sustainable Development Goals logo

RESOLVED: to incorporate the UN's Sustainable Development Goals logo and progress against the goals as part of the environment page and the footer of the town council website.

21/12/ENV – Queen's Green Canopy

Cllr M. Ellis was concerned this item had been discussed by the Environment Committee as it had already been discussed by the Queen's Platinum Jubilee Working Group. She didn't agree with more trees in Anning Road playing field as it would block out visibility of children, and she was concerned about trees overhanging if they were planted around Woodmead

car park. She said the working group had discussed planting trees in residential roads where they used to be.

The mayor, Cllr B. Larcombe said he had suggested spacing the trees out by 30 metres around Anning Road playing field which would maintain visibility. He said pavements were not owned by this council and in the past, tree roots had pushed up the tarmac and restricted space.

Cllr B. Bawden said the operations manager had taken the report to this committee as he needed to get a formal steer on which areas he should focus on.

RESOLVED: to plant trees, where possible, for the Queen's Green Canopy, on the lower edge of Anning Road playing field, the triangular piece of land near Hix's restaurant, around Woodmead car park, on the junction of Queen's Walk and Anning Road near the war memorial, on the Lister Gardens walkway to the wooden bridge, and along the driveway of the cemetery, and to consult other landowners and residents as appropriate.

21/42/C

Human Resources Committee

Proposed by Cllr G. Stammers and seconded by Cllr D. Sarson, it was **RESOLVED** to receive the minutes of the Human Resources Committee held on 9 June 2021 and adopt the recommendations, as follows:

21/12/HR – Evening Seafront Attendant Contract Extension

RESOLVED: to approve a contract extension for the evening seafront attendants to the first week of September 2021.

21/13/HR – Achievement of a Level 5 Diploma in Human Resource Management

RESOLVED: to note Adrienne Mullins has achieved a Level 5 Diploma in Human Resources Management and award two additional spinal column points to her current salary and pay scale.

21/14/HR – Works Supervisor/Lengthsman role – Spinal Column Point Banding Review

RESOLVED: to approve the re-banding of the post of works supervisor/lengthsman to spinal column point 19 to 22 and move the current incumbent onto spinal column point 22 with immediate effect on the basis of a new job description and person specification which reflects the current role.

21/43/C

Strategy and Finance Committee

As former chairman of the committee, the mayor, Cllr B. Larcombe said he felt the council had achieved good results in addressing its finances and the impact of Covid-19, with ongoing savings put in place, assets improved, and long-standing lease and debt issues resolved. As such, he felt the council could now look to pay off its loan with DC. He thanked the staff involved, particularly the deputy town clerk, finance manager, assistant finance

manager and town clerk, as well as the members for bringing the council to this financial position.

Proposed by Cllr M. Ellis and seconded by Cllr R. Smith, it was **RESOLVED** to receive the minutes of the Strategy and Finance Committee held on 14 July 2021 and adopt the recommendations, as follows:

21/10/SF – The Annual Review of the Fixed Asset Register

RESOLVED: to approve the fixed asset register.

21/11/SF – Cyber Security

RESOLVED: not to proceed with cyber security cover.

21/13/SF – Interest

RESOLVED: to continue with the council's approach of low risk investments.

21/14/SF – List of Payments

RESOLVED: to approve the schedule of payments for May and June 2021 for the sums of £145,728.04 and £135,029.39, respectively.

21/44/C Tourism, Community and Publicity Committee

Proposed by Cllr C. Reynolds and seconded by Cllr D. Sarson, it was **RESOLVED** to receive the minutes of the Tourism, Community and Publicity Committee held on 30 June 2021 and adopt the recommendations, as follows:

21/11/TCP – Membership packages For Tourism Microsite

RESOLVED: to approve:

- a one-off introductory six-month membership package with the following prices: Bronze £90, Silver £120, Gold £200 (accommodation and things to do, only)
- all Lyme Regis advertisers who are already on Visit Dorset will feature on the Lyme Regis microsite for free
- All Discover Lyme Regis advertisers will feature on the microsite for free as they have already paid a fee
- a 70/30 income split in Visit Dorset's favour.

21/12/TCP – Lyme Regis Youth Council

RESOLVED: to re-allocate the £2,000 funding for the Youth Council project.

21/13/TCP – Dorset Council Parking and Permit Survey

RESOLVED: that Cllr B. Larcombe and Cllr J. Broom work with the deputy town clerk to formulate a view from this council on Dorset Council's proposals for parking charges and

permits, and that the council requests a wider scoped traffic regulation study for Lyme Regis.

21/45/C Town Management and Highways Committee

Proposed by Cllr J. Broom and seconded by Cllr K. Ellis, it was **RESOLVED** to receive the minutes of the Town Management and Highways Committee held on 16 June 2021 and adopt the recommendations, as follows:

21/10/TMH – Garage 8 at Monmouth Beach

RESOLVED: to confirm that garage 8 at Monmouth Beach be not relet but, instead, be retained for use by the council as secure and undercover storage.

21/11/TMH – Art for the Cinema Wall in the Gardens

RESOLVED: to allow access across the council's land in the gardens for establishing artwork on the cinema's temporary boarding wall at the entrance to the gardens.

21/12/TMH – Roof Balustrading

RESOLVED to:

- agree to obtain the detailed advice of a completely independent 'expert' about the suitability of the current design and materials specification of the roof balustrading above SWiM, the antiques and craft centre, the amusement arcade and the public toilets on the Marine Parade taking into account the location and the known and likely use of the roof space at the time the design and specification was prepared
- agree that approval of the brief and procurement process for this work be delegated to the town clerk in consultation with the deputy town clerk, the chairman and vice-chairman of this committee and the mayor and deputy mayor
- agree the work be procured as soon as possible, funded from the existing 'professional fees' budget and approved retrospectively by Full Council on 28 July 2021.

21/46/C Calendar of Meetings

Cllr M. Ellis suggested removing the proposed extraordinary Full Council meeting on 8 December 2021 to discuss the committee and governance arrangements, to move the Full Council meeting scheduled for 22 December 2021 to this date, and to find an alternative date to discuss governance arrangements in a more informal setting before it is discussed at a council meeting.

If this was agreed, the town clerk suggested the Full Council meeting was moved to 15 December 2021 as this would still give officers a week between the committee meetings and Full Council.

The support services manager said there was an error in the draft calendar; the Environment Committee scheduled for 26 February 2022 should be 22 January 2022.

Proposed by Cllr B. Larcombe and seconded by Cllr R. Doney, members **RESOLVED** to approve the calendar of meetings for the remainder of the 2021-22 council year, with the removal of the extraordinary Full Council meeting on 8 December 2021, to arrange an alternative informal meeting to discuss governance arrangements on a date to-be-confirmed, to move the Full Council meeting scheduled for 22 December 2021 to 15 December 2021, and to approve the amendment of the date of the Environment Committee meeting from 26 February 2022 to 22 January 2022.

21/47/C Appointments to External Bodies 2021-22

Proposed by Cllr B. Larcombe and seconded by Cllr K. Ellis, members **RESOLVED** to appoint Cllr B. Larcombe to the Coastal Communities Team and Cllr Belinda Bawden to Lyme Regis Fossil Festival as council representatives for the 2021-22 council year.

21/48/C Member Allowances' Survey

The town clerk said there was a review of member allowances pending and the Dorset Parish Independent Remuneration Panel had asked for the views of town and parish councils on the way they should calculate the allowances.

The mayor, Cllr B. Larcombe said if the council advocated an increase in the allowance, it needed to be mindful of the public's view on this.

Members discussed section 9 of the survey, which asked councils to rank from 1 to 5 the most significant factors that could influence the basic allowance. Several members felt the council budget and service provision was the most significant factor.

Cllr M. Ellis felt a seasonal variation in population size was the most significant factor because the council only received a certain amount through the precept to provide services for residents, which didn't take into account all the council did for visitors.

Although there were five factors, members only wanted to rank from 1 to 4 as one of the factors, 'special circumstances which apply to your council', required further explanation in the next section. The town clerk said he would clarify this in the covering note sent with the survey response.

Members also agreed the suggested form of words for section 10.

Proposed by Cllr B. Larcombe and seconded by Cllr B. Bawden, members **RESOLVED** to complete the member allowances' survey and rank the most significant factors influencing the basic allowance as: council budget and service provision (1), seasonal variation in population size (2), resident population size (3) and size of electorate (4), and to agree the suggested form of words for section 10.

21/50/C Lyme Regis Football Club, Final Stage of Projects' Programme

Proposed by Cllr B. Larcombe and seconded by Cllr M. Ellis, members **RESOLVED** to note the last stage of Lyme Regis Football Club's projects' programme and approve an extension of the completion date to 31 December 2021.

21/51/C Trial of Food Waste to Living Soil Project

Cllr R. Smith explained what the project was about and said it would show Lyme Regis was interested in pursuing environmental initiatives. He said businesses would be sponsoring the project so there were no direct costs to the council. He said the project had been trialled in smaller sites but this was the first town.

Cllr B. Bawden said the only expense to the council would be for the external works' team to move the contents of the allocated bin to the hot box in the gardens. She requested that the external works' team were given approval to discuss the logistics with Dorset Biosolutions, including the precise location for the hot box.

In response to member questions, Cllr B. Bawden said Dorset Biosolutions would separate all the waste and there would be clear signage on the designated bin to help prevent people disposing of unwanted waste.

Several members were concerned there may be hidden costs to the council, particularly if businesses didn't provide sponsorship.

Cllr B. Bawden said the only potential cost would be the external works' team collecting the waste and there was also the potential for free compost, so it could be of financial benefit to the council. She said if sponsorship was not forthcoming, it would be looked at again, but the team didn't want to waste time getting sponsorship in place if there wasn't an in-principle agreement from the council.

Cllr R. Smith said at this point they were looking for agreement from the council to talk to the external works' team for their involvement and advice, to agree to let Dorset Biosolutions scope out the project, and to come back to the council with more details and for final approval. In the meantime, Dorset Biosolutions would talk to commercial organisations about sponsorship.

The town clerk said the project had to be properly costed and the council needed to understand the logistics. He said there was a lot of waste coming from the seafront and it was important the project worked, so, for example, there must not be bags of rubbish waiting to be sorted, and there were proper arrangements for disposing of the unwanted materials.

Cllr R. Smith clarified there would be one designated bin on the seafront for this project which would be properly signed, and only waste from that bin would be moved to the hot box, which was 1m².

Members were concerned the hot box was too small to cope with the volume and Cllr R. Smith said this would be part of the scoping of the project.

Proposed by Cllr B. Larcombe and seconded by Cllr K. Ellis, members **RESOLVED** to allow Dorset Biosolutions to further scope out the trial of the Food Waste to Living Soil project, and to support it in principle, subject to further details being taken to the Environment Committee.

21/52/C Parking at The Undercliff, Cobb Road

Members agreed the property and current parking arrangements were not within the council's remit and it was entirely within the gift of the owners of The Undercliff.

Proposed by Cllr J. Broom and seconded by Cllr M. Ellis, members **RESOLVED** to take no action on the potential loss of parking at The Undercliff, Cobb Road, Lyme Regis as this was not within the council's remit.

21/53/C Roof Balustrading

As the specialist glazing consultant was unable to attend the meeting, it was agreed this item would be deferred to the next Full Council meeting.

The meeting closed at 8.22pm.

Committee: Full Council

Date: 8 September 2021

Title: Matters arising from the minutes of the Full Council meeting held on 28 July 2021

Purpose of the Report

To inform members of matters arising from the minutes of the Full Council meeting on 28 July 2021 that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues in those minutes.

Recommendation

Members note the report and raise any other issues on the minutes of the meeting that they require further information on.

Report

21/28/C – Public Forum

Since March 2021, Dorset Council has been engaging stakeholders, including town and parish councils, on the alignment of its parking charges. Current proposals are for a three-tier parking charge regime; Lyme Regis is in tier three.

The proposals include a pop and shop permit which allows holders to park in the majority of short stay car parks across the whole of the Dorset council area. The proposed cost is £78 per annum.

21/46/C – Calendar of Meetings

The amended list of council meetings has been circulated to members and is on the council website.

21/47/C – Appointments to External Bodies 2021-22

The Coastal Communities Team and the Fossil Festival have been informed of the council's appointments for the 2021-22 council year.

21/48/C – Member Allowances' Survey

The town clerk has informed Dorset Council of the town council's decision.

21/50/C – Lyme Regis Football Club, Final Stage of Projects' Programme

The football club has been notified that the council has approved an extension for the last stage of its projects' programme.

21/52/C – Parking at The Undercliff, Cobb Road

The member of the public who submitted this request has been notified of the council's decision to take no action.

21/53/C – Roof Balustrading

It had been intended to consider the glazing report at this meeting. However, the independent expert is unable to attend because of annual leave commitments. As a result, it has been decided to consider his report at the meeting of Town Management and Highways Committee to be held on 22 September 2021. This will have the added benefit of allowing consideration of the roof management plan at the same meeting, given that the plan may need to be reviewed in the light of any decisions or conclusions arising from the glazing report.

John Wright
Town clerk
September 2021

Committee: Full Council

Date: 8 September 2021

Title: Update Report

Purpose of the Report

To inform members about progress on significant issues previously considered

Report

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

Following a letter to the council's external auditor about the short notice given to post the conclusion of the 2019-20 audit, a response was received from PKF Littlejohn on 2 August 2021. The response stated:

We note the content and would like to assure your councillors that we do everything possible to issue our reports before the deadline; however, with nearly 9,000 smaller authorities and a very small period of time to complete our reviews, there will unfortunately always be some that are issued in the last few days of the month.'

Harbour Revision Order

The deputy town clerk met with the mayor and chairman of the Town Management and Highways Committee on 30 June 2021 to draft a response to Dorset Council's draft Harbour Revision Order, which was sent on 1 July 2021. The response informed Dorset Council further information and assurances were required before the council could support the order.

On 3 August 2021, the deputy town clerk received the following assurance from Dorset Council's head of environment and wellbeing who is responsible for harbours:

'In short, the HRO will not change the Tripartite Agreement with the Town Council. None of the Town Council's land is being indicated as harbour premises in the submitted plan, and the harbour limits map shows the historical extent of the harbour limits from the Cobb Act, but this doesn't preclude others from owning or managing activities in this area. I have spoken with highways and coastal engineering colleagues and they have confirmed that the current roles and responsibilities outlined in the Tripartite Agreement will continue unchanged. The introduction of the HRO will have no influence over this.'

Following consultation with the mayor and the chairman of Town Management and Highways, on 13 August 2021, the deputy town clerk confirmed the council's support for Dorset Council's draft Harbour Revision Order.

Survey of Land at Monmouth Beach

The agreed survey of the council-owned land at Monmouth Beach, including the trailer park and the accreted land, together with the adjoining land owned by Dorset Council, was completed on 18 August. The survey information has been provided in both PDF and Dwg formats.

Existing lease and land ownership plans are either hand drawn, not to scale or insufficiently accurate to allow the ownership boundaries to be reliably plotted.

Discussions will now take place with Dorset Council to agree the precise boundaries of the respective ownerships in this area so that the information can be accurately plotted on the new survey plan and permanently marked on site, either by studs, posts or some other means.

Power Boat, Bowls Club and Other Monmouth Beach Leases

The renewed leases for the power boat club and bowls club have now been signed, sealed and formally completed.

Discussions will now commence in respect of the remaining 'held over' leases to try and bring their formal renewal to a conclusion. This will involve the Gig Club, The Boat Building Academy and Dorset Council (trailer park).

Park and Ride 2021

The service has operated over a reduced period for 2021 because of the impact of COVID.

The service ended on 5 September 2021 and a more detailed review will be taken to the next meeting of the Strategy and Finance Committee. The initial view is that, apart from a few weather-affected days at the very beginning of the service, it has been well-used and that daily passenger numbers have been at least equivalent to 2019 levels.

It is intended to undertake a more fundamental review of the service for 2022, including the possibility of a link to Charmouth and a change to pay to park rather than pay to ride.

John Wright
Town clerk
September 2021

AGENDA ITEM 10

The following two applications were received in late July and would normally have been considered by the Planning Committee scheduled to take place on 3 August. However, after consultation with committee members, it was decided not to hold a meeting for only two relatively minor applications. Instead, it was agreed to deal with them using the powers delegated to the chairman/vice-chairman. All committee members were consulted prior to views being passed to Dorset Council and the recommendations were as indicated in italics below each application.

Application No: P/HOU/2021/02273 Location: Tree Tops Timber Hill Lyme Regis DT7 3HQ

Proposal: Internal Alterations and integral, self-contained annex with 3no. Rooflights.

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

Application No: P/HOU/2021/02339 Location: 4 Cobb Road Lyme Regis DT7 3JU

Proposal: Erect two storey rear extension.

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

Committee: Full Council

Date: 8 September 2021

Title: Axe Valley and West Dorset Ring and Ride Grant Agreement

Purpose of Report

To allow members to consider and approve the grant agreement for Axe Valley and West Dorset Ring and Ride

Recommendation

Members approve Axe Valley and West Dorset Ring and Ride's grant agreement

Background

1. On 4 February 2020, the Full Council approved a five-year term grant for Axe Valley and West Dorset Ring and Ride. The grant runs from 1 April 2020 until 31 March 2025.
2. Covid-19 restrictions meant, to a greater or lesser extent, term grant recipients haven't been able to act in accordance with their grant applications.
3. We are moving into a post-covid era and on 15 July 2021 a meeting took place with Axe Valley and West Dorset Ring and Ride¹ to consider future compliance with its grant application.
4. Axe Valley and West Dorset Ring and Ride confirmed it was moving back to normal operations. Consequently, I have drafted Axe Valley and West Dorset Ring and Ride's grant agreement for consideration and approval by the council, **appendix 11A**.

John Wright
Town clerk
September 2021

¹ Axe Valley and West Dorset Ring and Ride was represented by Sandra Ward, chairman. The town council was represented by, Adrienne Mullins, support services manager, and John Wright, town clerk.

Term Grant Agreement

This funding agreement is dated **xx xx xxxx** and is made between

(1) Lyme Regis Town Council

and

(2) Axe Valley and West Dorset Ring and Ride Service Ltd

1. Introduction

This agreement is intended to provide a basis for the relationship between Lyme Regis Town Council and Axe Valley and West Dorset Ring and Ride Service Ltd (Registered Charity No. 1098002). It recognises that the Board of Trustees of Axe Valley and West Dorset Ring and Ride Service Ltd is the body accountable to Lyme Regis Town Council for Axe Valley and West Dorset Ring and Ride Service Ltd's obligations under this agreement.

The first point of contact for any issues relating to this agreement will be the town clerk on behalf of the town council and the chairman of Axe Valley and West Dorset Ring and Ride Service Ltd on behalf of Axe Valley and West Dorset Ring and Ride Service Ltd.

2. Purpose of Grant

To support Axe Valley and West Dorset Ring and Ride Service Ltd's operation in accordance with its Memorandum and Articles of Association, to achieve the objectives for which the grant was awarded, as stated in Axe Valley and West Dorset Ring and Ride Service Ltd's application form 2020, appendix 1, and in the and in its business plan 2020-22, appendix 2.

3. Grant

Lyme Regis Town Council will provide funding of £1,500 per annum in 2020-21, 2021-22, 2022-23, 2023-24, and 2024-25. This agreement is not subject to any inflationary increase.

Grant funding will be used to assist Axe Valley and West Dorset Ring and Ride Service Ltd to operate in accordance with its Memorandum and Articles of Association and allow it to achieve the objectives stated in its term grant application 2020 and business plan.

Term grant payments will be made by equal quarterly instalments, i.e. £375, in advance, beginning on 1 April 2020, upon receipt of an invoice.

4. Compliance

Axe Valley and West Dorset Ring and Ride Service Ltd must ensure compliance with statutory and regulatory requirements, and have in place all relevant policies and procedures, e.g. health and safety, equality and diversity.

Both parties, i.e. Lyme Regis Town Council and Axe Valley and West Dorset Ring and Ride Service Ltd, shall not act in a way which may bring any party into disrepute.

5. Progress reporting

The town council has the right to appoint a councillor to Axe Valley and West Dorset Ring and Ride Service Ltd.

The town clerk and the councillor representative on Axe Valley and West Dorset Ring and Ride Service Ltd will meet with one or more of the Axe Valley and West Dorset Ring and Ride Service Ltd's trustees twice a year, normally March and September, to review and evaluate the work of Axe Valley and West Dorset Ring and Ride Service Ltd against this agreement.

The meetings will review Axe Valley and West Dorset Ring and Ride Service Ltd's business activities, including its income and expenditure account, capital projects, risks, and development plans, as stated in Axe Valley and West Dorset Ring and Ride Service Ltd's term grant application 2020 and business plan 2020-22.

Any material issues arising out of these discussions will be reported to the council's Tourism, Community and Publicity committee. This committee will be Axe Valley and West Dorset Ring and Ride Service Ltd's principal link with the town council.

Axe Valley and West Dorset Ring and Ride Service Ltd will provide the town council with agendas and minutes of all its 'board of management' meetings, on request.

6. Changes in circumstances

Axe Valley and West Dorset Ring and Ride Service Ltd will notify the town council immediately of any material changes in its business operation. Such changes include, but not exclusively:

- changes in the Memorandum of Association, corporate or charitable status
- governance failures
- breaches in health and safety compliance
- risks that threaten their operation
- budget projections that forecast a year-end deficit
- material changes in funding from other bodies.

7. Changes to this agreement

Any changes to this agreement must be submitted in writing and agreed jointly by Lyme Regis Town Council and Axe Valley and West Dorset Ring and Ride Service Ltd.

8. Disputes and termination

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 for determination by a mutually agreed single arbitrator to be agreed upon by the parties or in default of agreement to be nominated by the President for the time being of the Chartered Institute of Arbitrators in accordance with the Arbitration Act 1950 or any statutory modification or re-enactment of it for the time being in force.

Either party may terminate this agreement forthwith by notice in writing to the other if the other party commits a material breach of this agreement. The notice period should be six months, unless both parties agree an alternative period. A material breach would include Axe Valley and West Dorset Ring and Ride Service Ltd not complying with its Memorandum and Articles of Association, failure to meet its objectives stated in the term grant application 2020 and business plan 2020-22 or any material changes in circumstance, which either cannot be remedied under any circumstances, or the other party fails to remedy it within 14 days of being given notice in writing setting out the breach and indicating that failure to remedy the breach may result in termination of this agreement.

9. Breach of conditions and recovery of grant

Lyme Regis Town Council reserves the right to demand repayment of all or any part of the financial support paid under this agreement should it become apparent that such monies have been applied to purposes which are not consistent with this agreement.

10. Publicity and Acknowledgement of Support

Acknowledgement of the council’s financial support must be given on all publicity material related to events and activities covered by this agreement, by using the words ‘Supported by Lyme Regis Town Council’ and the logo of the town council. A copy of all publicity material and programme information must be supplied to the town clerk. Further acknowledgement of the council’s financial support must be displayed prominently in the building.

This form should be signed below by the chairman of Axe Valley and West Dorset Ring and Ride Service Ltd and by the mayor and town clerk of Lyme Regis Town Council.

I agree with the conditions outlined in this document:

Name

Signature **Date**.....

on behalf of

Name

Signature **Date**.....

on behalf of

Name

Signature **Date**.....

on behalf of

Committee: Full Council

Date: 8 September 2021

Title: B Sharp Grant Agreement

Purpose of Report

To allow members to consider and approve the grant agreement for B Sharp

Recommendation

Members approve B Sharp's grant agreement

Background

1. On 4 February 2020, the Full Council approved a five-year term grant for B Sharp. The grant runs from 1 April 2020 until 31 March 2025.
2. Covid-19 restrictions meant, to a greater or lesser extent, term grant recipients have been unable to act in accordance with their applications.
3. We are moving into a post-covid era and on 8 July 2021 a meeting took place with B Sharp² to consider future compliance with their grant agreement.
4. B Sharp confirmed it was now moving back to physical meetings, numbers were increasing, it was moving back into schools and pre-schools, and events were being scheduled. Consequently, I have drafted B Sharp's grant agreement for consideration and approval by the council, **appendix 12A**.

John Wright
Town clerk
September 2021

² B Sharp was represented by Ruth Cohen, chief executive. The town council was represented by Cllr B. Bawden, external body representative, Adrienne Mullins, support services manager, and John Wright, town clerk.

Term Grant Agreement

This funding agreement is dated xx xx xxxx and is made between

(1) Lyme Regis Town Council

and

(2) B Sharp

1. Introduction

This agreement is intended to provide a basis for the relationship between Lyme Regis Town Council and B Sharp (Registered Charity No. 1149237). It recognises that the Trustee Board of B Sharp is the body accountable to Lyme Regis Town Council for B Sharp's obligations under this agreement.

The first point of contact for any issues relating to this agreement will be the town clerk on behalf of the town council and the chief executive officer/artistic director of B Sharp on behalf of B Sharp.

2. Purpose of Grant

To support B Sharp's operation in accordance with its Articles of Association, to achieve the objectives for which the grant was awarded, as stated in B Sharp's application form 2020, appendix 1, and in the and in its business plan 2019-2022, appendix 2.

3. Grant

Lyme Regis Town Council will provide funding of £5,000 per annum in 2020-21, 2021-22, 2022-23, 2023-24, and 2024-25. This agreement is not subject to any inflationary increase.

Grant funding will be used to assist B Sharp to operate in accordance with its Articles of Association and allow it to achieve the objectives stated in its term grant application 2020 and business plan 2019-2022.

Term grant payments will be made by equal quarterly instalments, i.e. £1,250, in advance, beginning on 1 April 2020, upon receipt of an invoice.

4. Compliance

B Sharp must ensure compliance with statutory and regulatory requirements, and have in place all relevant policies and procedures, e.g. health and safety, equality and diversity.

Both parties, i.e. Lyme Regis Town Council and B Sharp, shall not act in a way which may bring any party into disrepute.

5. Progress reporting

The town council has the right to appoint a councillor to B Sharp.

The town clerk and the councillor representative on B Sharp will meet with one or more representatives of B Sharp twice a year, normally March and September, to review and evaluate the work of B Sharp against this agreement.

The meetings will review B Sharp's business activities, including its income and expenditure account, capital projects, risks, and development plans, as stated in B Sharp's term grant application 2020 and business plan 2019-2022.

Any material issues arising out of these discussions will be reported to the council's Tourism, Community and Publicity committee. This committee will be B Sharp's principal link with the town council.

B Sharp will provide the town council with agendas and minutes of all its Trustee Board meetings, on request.

6. Changes in circumstances

B Sharp will notify the town council immediately of any material changes in its business operation. Such changes include, but not exclusively:

- changes in the Articles of Association, corporate or charitable status
- governance failures
- breaches in health and safety compliance
- risks that threaten their operation
- budget projections that forecast a year-end deficit
- material changes in funding from other bodies.

7. Changes to this agreement

Any changes to this agreement must be submitted in writing and agreed jointly by Lyme Regis Town Council and B Sharp.

8. Disputes and termination

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 for determination by a mutually agreed single arbitrator to be agreed upon by the parties or in default of agreement to be nominated by the President for the time being of the Chartered Institute of Arbitrators in accordance with the Arbitration Act 1950 or any statutory modification or re-enactment of it for the time being in force.

Either party may terminate this agreement forthwith by notice in writing to the other if the other party commits a material breach of this agreement. The notice period should be six months, unless both parties agree an alternative period. A material breach would include B Sharp not complying with its Articles of Association, failure to meet its objectives stated in the term grant application 2020 and business plan 2019-2022 or any material changes in circumstance, which

either cannot be remedied under any circumstances, or the other party fails to remedy it within 14 days of being given notice in writing setting out the breach and indicating that failure to remedy the breach may result in termination of this agreement.

9. Breach of conditions and recovery of grant

Lyme Regis Town Council reserves the right to demand repayment of all or any part of the financial support paid under this agreement should it become apparent that such monies have been applied to purposes which are not consistent with this agreement.

10. Publicity and Acknowledgement of Support

Acknowledgement of the council's financial support must be given on all publicity material related to events and activities covered by this agreement, by using the words 'Supported by Lyme Regis Town Council' and the logo of the town council. A copy of all publicity material and programme information must be supplied to the town clerk. Further acknowledgement of the council's financial support must be displayed prominently in the building.

This form should be signed below by the chief executive officer of B Sharp and by the mayor and town clerk of Lyme Regis Town Council.

I agree with the conditions outlined in this document:

Name

Signature **Date**.....

on behalf of

Name

Signature **Date**.....

on behalf of

Name

Signature **Date**.....

on behalf of

Committee: Full Council

Date: 8 September 2021

Title: Bridport and District Citizens' Advice Grant Agreement

Purpose of Report

To allow members to consider and approve the grant agreement for Bridport and District Citizens Advice

Recommendation

Members approve Bridport and District's Citizens Advice's grant agreement

Background

1. On 4 February 2020, the Full Council approved a five-year term grant for Bridport and District Citizens Advice. The grant runs from 1 April 2020 until 31 March 2025.
2. Covid-19 restrictions meant, to a greater or lesser extent, term grant recipients haven't been able to act in accordance with their applications.
3. We are moving into a post-covid era and on 12 July 2021 a meeting took place with Bridport and District Citizens Advice³ to consider future compliance with their grant agreement.
4. The Bridport and District Citizens Advice confirmed it was now moving back to physical appointments, numbers were increasing, and it would be running an outreach service from the council's office. Consequently, I have drafted Bridport and District Citizens Advice's grant agreement for consideration and approval by the council, **appendix 13A**.

John Wright
Town clerk
September 2021

³ Bridport and District Citizens Advice Bureau was represented by Tony Roberts, chairman, and Rovarn Wickermasinghe, manager. The town council was represented by, Adrienne Mullins, support services manager, and John Wright, town clerk.

Term Grant Agreement

This funding agreement is dated xx xx xxxx and is made between

(1) Lyme Regis Town Council

and

(2) Bridport and District Citizens Advice

1. Introduction

This agreement is intended to provide a basis for the relationship between Lyme Regis Town Council and Bridport and District Citizens Advice (Registered Charity No. 1101576). It recognises that the Trustee Board of Bridport and District Citizens Advice is the body accountable to Lyme Regis Town Council for Bridport and District Citizens Advice's obligations under this agreement.

The first point of contact for any issues relating to this agreement will be the town clerk on behalf of the town council and the chief officer of Bridport and District Citizens Advice on behalf of Bridport and District Citizens Advice.

2. Purpose of Grant

To support Bridport and District Citizens Advice's operation in accordance with its Articles of Association, to achieve the objectives for which the grant was awarded, as stated in Bridport and District Citizens Advice's application form 2020, appendix 1, and in the and in its business plan 2019-2023, appendix 2.

3. Grant

Lyme Regis Town Council will provide funding of £4,500 per annum in 2020-21, 2021-22, 2022-23, 2023-24, and 2024-25. This agreement is not subject to any inflationary increase.

Grant funding will be used to assist Bridport and District Citizens Advice to operate in accordance with its Articles of Association and allow it to achieve the objectives stated in its term grant application 2020 and business plan 2019-2023.

Term grant payments will be made by equal quarterly instalments, i.e. £1,125, in advance, beginning on 1 April 2020, upon receipt of an invoice.

4. Compliance

Bridport and District Citizens Advice must ensure compliance with statutory and regulatory requirements, and have in place all relevant policies and procedures, e.g. health and safety, equality and diversity.

Both parties, i.e. Lyme Regis Town Council and Bridport and District Citizens Advice, shall not act in a way which may bring any party into disrepute.

5. Progress reporting

The town council has the right to appoint a councillor to Bridport and District Citizens Advice.

The town clerk and the councillor representative on Bridport and District Citizens Advice will meet with one or more representatives of Bridport and District Citizens Advice twice a year, normally March and September, to review and evaluate the work of Bridport and District Citizens Advice against this agreement.

The meetings will review Bridport and District Citizens Advice's business activities, including its income and expenditure account, capital projects, risks, and development plans, as stated in Bridport and District Citizens Advice's term grant application 2020 and business plan 2019-2023.

Any material issues arising out of these discussions will be reported to the council's Tourism, Community and Publicity committee. This committee will be Bridport and District Citizens Advice's principal link with the town council.

Bridport and District Citizens Advice will provide the town council with agendas and minutes of all its Trustee Board meetings, on request.

6. Changes in circumstances

Bridport and District Citizens Advice will notify the town council immediately of any material changes in its business operation. Such changes include, but not exclusively:

- changes in the Articles of Association, corporate or charitable status
- governance failures
- breaches in health and safety compliance
- risks that threaten their operation
- budget projections that forecast a year-end deficit
- material changes in funding from other bodies.

7. Changes to this agreement

Any changes to this agreement must be submitted in writing and agreed jointly by Lyme Regis Town Council and Bridport and District Citizens Advice.

8. Disputes and termination

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 for determination by a mutually agreed single arbitrator to be agreed upon by the parties or in default of agreement to be nominated by the President for the time being of the Chartered Institute of Arbitrators in accordance with the Arbitration Act 1950 or any statutory modification or re-enactment of it for the time being in force.

Either party may terminate this agreement forthwith by notice in writing to the other if the other party commits a material breach of this agreement. The notice period should be six months, unless both parties agree an alternative period. A material breach would include Bridport and District Citizens Advice not complying with its Articles of Association, failure to meet its objectives stated in the term grant application 2020 and business plan 2019-2023 or any material changes in circumstance, which either cannot be remedied under any circumstances, or the other party fails to remedy it within 14 days of being given notice in writing setting out the breach and indicating that failure to remedy the breach may result in termination of this agreement.

9. Breach of conditions and recovery of grant

Lyme Regis Town Council reserves the right to demand repayment of all or any part of the financial support paid under this agreement should it become apparent that such monies have been applied to purposes which are not consistent with this agreement.

10. Publicity and Acknowledgement of Support

Acknowledgement of the council's financial support must be given on all publicity material related to events and activities covered by this agreement, by using the words 'Supported by Lyme Regis Town Council' and the logo of the town council. A copy of all publicity material and programme information must be supplied to the town clerk. Further acknowledgement of the council's financial support must be displayed prominently in the building.

This form should be signed below by the chief officer of Bridport and District Citizens Advice and by the mayor and town clerk of Lyme Regis Town Council.

I agree with the conditions outlined in this document:

Name

Signature **Date**.....

on behalf of

Name

Signature **Date**.....

on behalf of

Name

Signature **Date**.....

on behalf of

Committee: Full Council

Date: 8 September 2021

Title: The Hub Grant Agreement

Purpose of Report

To allow members to consider and approve the grant agreement for The Hub

Recommendation

Members approve The Hub's grant agreement

Background

1. On 4 February 2020, the Full Council approved a five-year term grant for The Hub. The grant runs from 1 April 2020 until 31 March 2025.
2. Covid-19 restrictions meant, to a greater or lesser extent, term grant recipients haven't been able to act in accordance with their applications.
3. We are moving into a post-covid era and on 20 July 2021 a meeting took place with the Hub⁴ to consider future compliance with their grant agreement.
4. The Hub confirmed it has opened and has a programme of events for young people. Consequently, I have drafted The Hub's grant agreement for consideration and approval by the council, **appendix 14A**.

John Wright
Town clerk
September 2021

⁴ The hub was represented by Sandra Howard, chairman, and Chris Tipping, chief executive officer. The town council was represented by Cllr K. Ellis, external body representative, Adrienne Mullins, support services manager, and John Wright, town clerk.

Term Grant Agreement

This funding agreement is dated xx xx xxxx and is made between

(1) Lyme Regis Town Council

and

(2) The Hub/Lyme Regis Development Trust

1. Introduction

This agreement is intended to provide a basis for the relationship between Lyme Regis Town Council and The Hub/Lyme Regis Development Trust (Registered Charity No. 1075743). It recognises that the Board of Trustees of The Hub/Lyme Regis Development Trust is the body accountable to Lyme Regis Town Council for The Hub/Lyme Regis Development Trust's obligations under this agreement.

The first point of contact for any issues relating to this agreement will be the town clerk on behalf of the town council and the chief executive officer of The Hub/Lyme Regis Development Trust on behalf of The Hub/Lyme Regis Development Trust.

2. Purpose of Grant

To support The Hub/Lyme Regis Development Trust's operation in accordance with its Memorandum of Association, to achieve the objectives for which the grant was awarded, as stated in The Hub/Lyme Regis Development Trust's application form 2020, appendix 1, and in the and in its business plan 2020-2025, appendix 2.

3. Grant

Lyme Regis Town Council will provide funding of £10,000 per annum in 2020-21, 2021-22, 2022-23, 2023-24, and 2024-25. This agreement is not subject to any inflationary increase.

Grant funding will be used to assist The Hub/Lyme Regis Development Trust to operate in accordance with its Memorandum of Association and allow it to achieve the objectives stated in its term grant application 2020 and business plan 2020-2025.

Term grant payments will be made by equal quarterly instalments, i.e. £2,500, in advance, beginning on 1 April 2020, upon receipt of an invoice.

4. Compliance

The Hub/Lyme Regis Development Trust must ensure compliance with statutory and regulatory requirements, and have in place all relevant policies and procedures, e.g. health and safety, equality and diversity.

Both parties, i.e. Lyme Regis Town Council and The Hub/Lyme Regis Development Trust, shall not act in a way which may bring any party into disrepute.

5. Progress reporting

The town council has the right to appoint a councillor to The Hub Strategic Group.

The town clerk and the councillor representative on The Hub Strategic Group will meet with one or more representatives of The Hub/Lyme Regis Development Trust twice a year, normally March and September, to review and evaluate the work of The Hub/Lyme Regis Development Trust against this agreement.

The meetings will review The Hub/Lyme Regis Development Trust's business activities, including its income and expenditure account, capital projects, risks, and development plans, as stated in The Hub/Lyme Regis Development Trust's term grant application 2020 and business plan 2020-2025.

Any material issues arising out of these discussions will be reported to the council's Tourism, Community and Publicity committee. This committee will be The Hub/Lyme Regis Development Trust's principal link with the town council.

The Hub/Lyme Regis Development Trust will provide the town council with agendas and minutes of all its Board of Trustee meetings, on request.

6. Changes in circumstances

The Hub/Lyme Regis Development Trust will notify the town council immediately of any material changes in its business operation. Such changes include, but not exclusively:

- changes in the Memorandum of Association, corporate or charitable status
- governance failures
- breaches in health and safety compliance
- risks that threaten their operation
- budget projections that forecast a year-end deficit
- material changes in funding from other bodies.

7. Changes to this agreement

Any changes to this agreement must be submitted in writing and agreed jointly by Lyme Regis Town Council and The Hub/Lyme Regis Development Trust.

8. Disputes and termination

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 for determination by a mutually agreed single arbitrator to be agreed upon by the parties or in default of agreement to be nominated by the President for the time being of the Chartered Institute of Arbitrators in accordance with the Arbitration Act 1950 or any statutory modification or re-enactment of it for the time being in force.

Either party may terminate this agreement forthwith by notice in writing to the other if the other party commits a material breach of this agreement. The notice period should be six months, unless both parties agree an alternative period. A material breach would include The Hub/Lyme Regis Development Trust not complying with its Memorandum of Association, failure to meet its objectives stated in the term grant application 2020 and business plan 2020-2025 or any material changes in circumstance, which either cannot be remedied under any circumstances, or the other party fails to remedy it within 14 days of being given notice in writing setting out the breach and indicating that failure to remedy the breach may result in termination of this agreement.

9. Breach of conditions and recovery of grant

Lyme Regis Town Council reserves the right to demand repayment of all or any part of the financial support paid under this agreement should it become apparent that such monies have been applied to purposes which are not consistent with this agreement.

10. Publicity and Acknowledgement of Support

Acknowledgement of the council's financial support must be given on all publicity material related to events and activities covered by this agreement, by using the words 'Supported by Lyme Regis Town Council' and the logo of the town council. A copy of all publicity material and programme information must be supplied to the town clerk. Further acknowledgement of the council's financial support must be displayed prominently in the building.

This form should be signed below by the chief executive officer of The Hub/Lyme Regis Development Trust and by the mayor and town clerk of Lyme Regis Town Council.

I agree with the conditions outlined in this document:

Name

Signature **Date**.....

on behalf of

Name

Signature **Date**.....

on behalf of

Name

Signature **Date**.....

on behalf of

Committee: Full Council

Date: 8 September 2021

Title: Lyme Arts Community Trust Grant Agreement

Purpose of Report

To allow members to consider and approve the grant agreement for Lyme Arts Community Trust

Recommendation

Members approve Lyme Arts Community Trust grant agreement

Background

1. On 4 February 2020, the Full Council approved a five-year term grant for Lyme Arts Community Trust⁵. The grant runs from 1 April 2020 until 31 March 2025.
2. Covid-19 restrictions meant, to a greater or lesser extent, term grant recipients haven't been able to act in accordance with their applications.
3. We are moving into a post-covid era and on 14 July 2021 a meeting took place with Lyme Arts Community Trust⁶ to consider future compliance with their grant agreement.
4. Lyme Arts Community Trust confirmed it was now moving back to live events. Consequently, I have drafted Lyme Arts Community Trust's grant agreement for consideration and approval by the council, **appendix 15A**.

John Wright
Town clerk
August 2021

⁵ Lyme Arts Community Trust are the governing body for Marine Theatre

⁶ Lyme Arts Community Trust was represented by Nigel Clegg, chairman, and Gabby Rabbits, director. The town council was represented by Cllr D. Ruffle, external body representative, Adrienne Mullins, support services manager, and John Wright, town clerk.

Term Grant Agreement

This funding agreement is dated xx xx xxxx and is made between

(1) Lyme Regis Town Council

and

(2) Marine Theatre/LymeArts Community Trust

1. Introduction

This agreement is intended to provide a basis for the relationship between Lyme Regis Town Council and Marine Theatre/LymeArts Community Trust Ltd (Registered Charity No. 04654247). It recognises that the Board of Trustees of Marine Theatre/LymeArts Community Trust is the body accountable to Lyme Regis Town Council for Marine Theatre/LymeArts Community Trust's obligations under this agreement.

The first point of contact for any issues relating to this agreement will be the town clerk on behalf of the town council and the director of Marine Theatre/LymeArts Community Trust on behalf of Marine Theatre/LymeArts Community Trust.

2. Purpose of Grant

To support Marine Theatre/LymeArts Community Trust's operation in accordance with its Articles of Association, to achieve the objectives for which the grant was awarded, as stated in Marine Theatre/LymeArts Community Trust's application form 2020, appendix 1, and in the and in its business plan 2020-2023, appendix 2.

3. Grant

Lyme Regis Town Council will provide funding of £22,000 per annum in 2020-21, 2021-22, 2022-23, 2023-24, and 2024-25. This agreement is not subject to any inflationary increase.

Grant funding will be used to assist Marine Theatre/LymeArts Community Trust to operate in accordance with its Articles of Association and allow it to achieve the objectives stated in its term grant application 2020 and business plan 2020-2023.

Term grant payments will be made by equal quarterly instalments, i.e. £5,500, in advance, beginning on 1 April 2020, upon receipt of an invoice.

4. Compliance

Marine Theatre/LymeArts Community Trust must ensure compliance with statutory and regulatory requirements, and have in place all relevant policies and procedures, e.g. health and safety, equality and diversity.

Both parties, i.e. Lyme Regis Town Council and Marine Theatre/LymeArts Community Trust, shall not act in a way which may bring any party into disrepute.

5. Progress reporting

The town council has the right to appoint a councillor to Marine Theatre/LymeArts Community Trust.

The town clerk and the councillor representative on Marine Theatre/LymeArts Community Trust will meet with one or more representatives of Marine Theatre/LymeArts Community Trust twice a year, normally March and September, to review and evaluate the work of Marine Theatre/LymeArts Community Trust against this agreement.

The meetings will review Marine Theatre/LymeArts Community Trust's business activities, including its income and expenditure account, capital projects, risks, and development plans, as stated in Marine Theatre/LymeArts Community Trust's term grant application 2020 and business plan 2020-2023.

Any material issues arising out of these discussions will be reported to the council's Tourism, Community and Publicity committee. This committee will be Marine Theatre/LymeArts Community Trust's principal link with the town council.

Marine Theatre/LymeArts Community Trust will provide the town council with agendas and minutes of all its Board of Trustees' meetings, on request.

6. Changes in circumstances

Marine Theatre/LymeArts Community Trust will notify the town council immediately of any material changes in its business operation. Such changes include, but not exclusively:

- changes in the Articles of Association, corporate or charitable status
- governance failures
- breaches in health and safety compliance
- risks that threaten their operation
- budget projections that forecast a year-end deficit
- material changes in funding from other bodies.

7. Changes to this agreement

Any changes to this agreement must be submitted in writing and agreed jointly by Lyme Regis Town Council and Marine Theatre/LymeArts Community Trust.

8. Disputes and termination

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 for determination by a mutually agreed single arbitrator to be agreed upon by the parties or in default of agreement to be nominated by the President for the time being of the Chartered Institute of Arbitrators in accordance with the Arbitration Act 1950 or any statutory modification or re-enactment of it for the time being in force.

Either party may terminate this agreement forthwith by notice in writing to the other if the other party commits a material breach of this agreement. The notice period should be six months, unless both parties agree an alternative period. A material breach would include Marine Theatre/LymeArts Community Trust not complying with its Articles of Association, failure to meet its objectives stated in the term grant application 2020 and business plan 2020-2023 or any material changes in circumstance, which either cannot be remedied under any circumstances, or the other party fails to remedy it within 14 days of being given notice in writing setting out the breach and indicating that failure to remedy the breach may result in termination of this agreement.

9. Breach of conditions and recovery of grant

Lyme Regis Town Council reserves the right to demand repayment of all or any part of the financial support paid under this agreement should it become apparent that such monies have been applied to purposes which are not consistent with this agreement.

10. Publicity and Acknowledgement of Support

Acknowledgement of the council's financial support must be given on all publicity material related to events and activities covered by this agreement, by using the words 'Supported by Lyme Regis Town Council' and the logo of the town council. A copy of all publicity material and programme information must be supplied to the town clerk. Further acknowledgement of the council's financial support must be displayed prominently in the building.

This form should be signed below by the director of Marine Theatre/LymeArts Community Trust and by the mayor and town clerk of Lyme Regis Town Council.

I agree with the conditions outlined in this document:

Name

Signature **Date**.....

on behalf of

Name

Signature **Date**.....

on behalf of

Name

Signature **Date**.....

on behalf of

Committee: Full Council

Date: 8 September 2021

Title: LymeForward Grant Agreement

Purpose of Report

To allow members to consider and approve the grant agreement for LymeForward

Recommendation

Members approve LymeForward's grant agreement

Background

1. On 4 February 2020, the Full Council approved a five-year term grant for LymeForward. The grant runs from 1 April 2020 until 31 March 2025.
2. Covid-19 restrictions meant, to a greater or lesser extent, term grant recipients haven't been able to act in accordance with their grant applications.
3. We are moving into a post-covid era and on 19 July 2021 a meeting took place with LymeForward⁷ to consider future compliance with its grant application.
4. LymeForward confirmed it was moving back to normal operations and focussing on community engagement.
5. The council still has to identify specific objectives for LymeForward; this will be considered at the Tourism, Community and Publicity Committee on 29 September 2021. Members may wish to consider whether to approve the grant agreement at this meeting, or defer approval of the agreement until the objectives have been agreed and may be included in the agreement.
6. I have drafted LymeForward's grant agreement for consideration and approval by the council, **appendix 16A**.

John Wright
Town clerk
September 2021

⁷ LymeForward was represented by Sue Davies, chairman, and Nick Sarahs, chief executive officer. The town council was represented by Cllr M. Ellis, external body representative, Adrienne Mullins, support services manager, and John Wright, town clerk.

Term Grant Agreement

This funding agreement is dated xx xx xxxx and is made between

(1) Lyme Regis Town Council

and

(2) LymeForward CIC

1. Introduction

This agreement is intended to provide a basis for the relationship between Lyme Regis Town Council and LymeForward CIC (Registered Company No. 10381732). It recognises that the directors of LymeForward CIC are accountable to Lyme Regis Town Council for LymeForward CIC's obligations under this agreement.

The first point of contact for any issues relating to this agreement will be the town clerk on behalf of the town council and the directors of LymeForward CIC on behalf of LymeForward CIC.

2. Purpose of Grant

To support LymeForward CIC's operation in accordance with its Articles of Association, to achieve the objectives for which the grant was awarded, as stated in LymeForward CIC's application form 2020, appendix 1, and in its business plan 2020-2025, appendix 2.

The following amendments have been made to the original application form:

- Death café no longer running
- Community café no longer running
- Food School replaced with recipe bags for schools
- Industry strategy not progressed
- An engagement event will determine the demand for community lunches
- LymeForward CIC and Lyme Regis Development Trust are working independently

3. Grant

Lyme Regis Town Council will provide funding of £10,000 per annum in 2020-21, 2021-22, 2022-23, 2023-24, and 2024-25. This agreement is not subject to any inflationary increase.

Grant funding will be used to assist LymeForward CIC to operate in accordance with its Articles of Association and allow it to achieve the objectives stated in its term grant application 2020 (with the exception of the amendments listed in section 2) and business plan 2020-2025.

Term grant payments will be made by equal quarterly instalments, i.e. £2,500, in advance, beginning on 1 April 2020, upon receipt of an invoice.

4. Compliance

LymeForward CIC must ensure compliance with statutory and regulatory requirements, and have in place all relevant policies and procedures, e.g. health and safety, equality and diversity.

Both parties, i.e. Lyme Regis Town Council and LymeForward CIC, shall not act in a way which may bring any party into disrepute.

5. Progress reporting

The town council has the right to appoint a councillor to LymeForward CIC Steering Group.

The town clerk and the councillor representative on LymeForward CIC Steering Group will meet with one or more representatives of LymeForward CIC twice a year, normally March and September, to review and evaluate the work of LymeForward CIC against this agreement.

The meetings will review LymeForward CIC's business activities, including its income and expenditure account, capital projects, risks, and development plans, as stated in LymeForward CIC's term grant application 2020 (with the exception of the amendments listed in section 2) and business plan 2020-2025.

Any material issues arising out of these discussions will be reported to the council's Tourism, Community and Publicity committee. This committee will be LymeForward CIC's principal link with the town council. It will oversee the performance of LymeForward CIC in the attainment of council objectives.

LymeForward CIC will provide the town council with agendas and minutes of its directors' meetings, on request.

6. Changes in circumstances

LymeForward CIC will notify the town council immediately of any material changes in its business operation. Such changes include, but not exclusively:

- changes in the Articles of Association, corporate or charitable status
- governance failures
- breaches in health and safety compliance
- risks that threaten their operation
- budget projections that forecast a year-end deficit
- material changes in funding from other bodies.

7. Changes to this agreement

Any changes to this agreement must be submitted in writing and agreed jointly by Lyme Regis Town Council and LymeForward CIC.

8. Disputes and termination

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 for determination by a mutually agreed single arbitrator to be agreed upon by the parties or in default of agreement to be nominated by the President for the time being of the Chartered Institute of Arbitrators in accordance with the Arbitration Act 1950 or any statutory modification or re-enactment of it for the time being in force.

Either party may terminate this agreement forthwith by notice in writing to the other if the other party commits a material breach of this agreement. The notice period should be six months, unless both parties agree an alternative period. A material breach would include LymeForward CIC not complying with its Articles of Association, failure to meet its objectives stated in the term grant application 2020 (with the exception of the amendments listed in section 2) and business plan 2020-2025 or any material changes in circumstance, which either cannot be remedied under any circumstances, or the other party fails to remedy it within 14 days of being given notice in writing setting out the breach and indicating that failure to remedy the breach may result in termination of this agreement.

9. Breach of conditions and recovery of grant

Lyme Regis Town Council reserves the right to demand repayment of all or any part of the financial support paid under this agreement should it become apparent that such monies have been applied to purposes which are not consistent with this agreement.

10. Publicity and Acknowledgement of Support

Acknowledgement of the council's financial support must be given on all publicity material related to events and activities covered by this agreement, by using the words 'Supported by Lyme Regis Town Council' and the logo of the town council. A copy of all publicity material and programme information must be supplied to the town clerk. Further acknowledgement of the council's financial support must be displayed prominently in the building.

This form should be signed below by a director of LymeForward CIC and by the mayor and town clerk of Lyme Regis Town Council.

I agree with the conditions outlined in this document:

Name

Signature **Date**.....

on behalf of

Name

Signature **Date**.....

on behalf of

Name

Signature **Date**.....

on behalf of

Committee: Full Council

Date: 8 September 2021

Title: Philpot Museum Grant Agreement

Purpose of Report

To allow members to consider and approve the grant agreement for Philpot Museum

Recommendation

Members approve Philpot Museum's grant agreement

Background

1. On 4 February 2020, the Full Council approved a three-year term grant for Philpot Museum. The grant runs from 1 April 2020 until 31 March 2023.
2. Covid-19 restrictions meant, to a greater or lesser extent, term grant recipients haven't been able to act in accordance with their applications.
3. On 25 January 2021, the museum director emailed the town clerk to request a deferral of the 2020-21 payment until early 2021-22 as Covid-19 meant they couldn't work with the children until restrictions allowed. The town clerk approved the deferral.
4. We are moving into a post-covid era and on 14 July 2021 a meeting took place with Philpot Museum⁸ to consider future compliance with their grant agreement.
5. The Philpot Museum confirmed it will return to its original grant application proposal in 2021-22. Consequently, I have drafted Philpot Museum's grant agreement for consideration and approval by the council, **appendix 17A**.

John Wright
Town clerk
September 2021

⁸ Philpot Museum was represented by David Tucker, museum director. The town council was represented by Cllr D. Ruffle, external body representative, Adrienne Mullins, support services manager, and John Wright, town clerk.

Term Grant Agreement

This funding agreement is dated xx xx xxxx and is made between

(1) Lyme Regis Town Council

and

(2) Lyme Regis Philpot Museum

1. Introduction

This agreement is intended to provide a basis for the relationship between Lyme Regis Town Council and Lyme Regis Philpot Museum (Registered Charity No. 1041201). It recognises that the Board of Trustees of Lyme Regis Philpot Museum is the body accountable to Lyme Regis Town Council for Lyme Regis Philpot Museum's obligations under this agreement.

The first point of contact for any issues relating to this agreement will be the town clerk on behalf of the town council and the director of Lyme Regis Philpot Museum on behalf of Lyme Regis Philpot Museum.

2. Purpose of Grant

To support Lyme Regis Philpot Museum's operation in accordance with its Memorandum of Association, to achieve the objectives for which the grant was awarded, as stated in Lyme Regis Philpot Museum's application form 2020, appendix 1, and in the and in its strategic plan 2019-2022, appendix 2.

3. Grant

Lyme Regis Town Council will provide funding of £7,000 per annum in 2020-21, 2021-22, and 2022-23. This agreement is not subject to any inflationary increase.

Grant funding will be used to assist Lyme Regis Philpot Museum to operate in accordance with its Memorandum of Association and allow it to achieve the objectives stated in its term grant application 2020 and strategic plan 2019-2022.

Term grant payments will be made by equal quarterly instalments, i.e. £1,750, in advance, beginning on 1 April 2020, upon receipt of an invoice.

4. Compliance

Lyme Regis Philpot Museum must ensure compliance with statutory and regulatory requirements, and have in place all relevant policies and procedures, e.g. health and safety, equality and diversity.

Both parties, i.e. Lyme Regis Town Council and Lyme Regis Philpot Museum, shall not act in a way which may bring any party into disrepute.

5. Progress reporting

The town council has the right to appoint a councillor to Lyme Regis Philpot Museum.

The town clerk and the councillor representative on Lyme Regis Philpot Museum will meet with one or more representatives of Lyme Regis Philpot Museum twice a year, normally March and September, to review and evaluate the work of Lyme Regis Philpot Museum against this agreement.

The meetings will review Lyme Regis Philpot Museum's business activities, including its income and expenditure account, capital projects, risks, and development plans, as stated in Lyme Regis Philpot Museum's term grant application 2020 and strategic plan 2019-2022.

Any material issues arising out of these discussions will be reported to the council's Tourism, Community and Publicity committee. This committee will be Lyme Regis Philpot Museum's principal link with the town council.

Lyme Regis Philpot Museum will provide the town council with agendas and minutes of all its Board of Trustees' meetings, on request.

6. Changes in circumstances

Lyme Regis Philpot Museum will notify the town council immediately of any material changes in its business operation. Such changes include, but not exclusively:

- changes in the Memorandum of Association, corporate or charitable status
- governance failures
- breaches in health and safety compliance
- risks that threaten their operation
- budget projections that forecast a year-end deficit
- material changes in funding from other bodies.

7. Changes to this agreement

Any changes to this agreement must be submitted in writing and agreed jointly by Lyme Regis Town Council and Lyme Regis Philpot Museum.

8. Disputes and termination

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 for determination by a mutually agreed single arbitrator to be agreed upon by the parties or in default of agreement to be nominated by the President for the time being of the Chartered Institute of Arbitrators in accordance with the Arbitration Act 1950 or any statutory modification or re-enactment of it for the time being in force.

Either party may terminate this agreement forthwith by notice in writing to the other if the other party commits a material breach of this agreement. The notice period should be six months, unless both parties agree an alternative period. A material breach would include Lyme Regis

Philpot Museum not complying with its Memorandum of Association, failure to meet its objectives stated in the term grant application 2020 and strategic plan 2019-2022 or any material changes in circumstance, which either cannot be remedied under any circumstances, or the other party fails to remedy it within 14 days of being given notice in writing setting out the breach and indicating that failure to remedy the breach may result in termination of this agreement.

9. Breach of conditions and recovery of grant

Lyme Regis Town Council reserves the right to demand repayment of all or any part of the financial support paid under this agreement should it become apparent that such monies have been applied to purposes which are not consistent with this agreement.

10. Publicity and Acknowledgement of Support

Acknowledgement of the council's financial support must be given on all publicity material related to events and activities covered by this agreement, by using the words 'Supported by Lyme Regis Town Council' and the logo of the town council. A copy of all publicity material and programme information must be supplied to the town clerk. Further acknowledgement of the council's financial support must be displayed prominently in the building.

This form should be signed below by the director of Lyme Regis Philpot Museum and by the mayor and town clerk of Lyme Regis Town Council.

I agree with the conditions outlined in this document:

Name

Signature **Date**.....

on behalf of

Name

Signature **Date**.....

on behalf of

Name

Signature **Date**.....

on behalf of

Committee: Full Council

Date: 8 September 2021

Title: List of Payments

Purpose of Report

To inform members of the payments made in the months of April, May, June and July 2021

Recommendation

Members note the report and approve the attached schedule of payments for April, May, June and July 2021 for the sums of £134,393.25, £145,728.04, and £135,029.39 £143,982.34, respectively

Background

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

'A schedule of payments forming part of the agenda for the meeting shall be prepared by the finance officer. Petty cash reimbursement will be reported as a total when re-imburement takes place, unless this exceeds £200 per month, when full details will be provided. The relevant invoices will be made available for inspection at the council offices. If the schedule is in order it shall be approved by a resolution of the council.'

Report

2. The format of the report was amended to fulfil the requirements of the transparency code. As well as the date, amount, payee and some brief details, the report now includes an estimated VAT figure and the net cost to the council, as well as a 'merchant category'. The VAT and expenditure categories are indicative of that supplier, because the schedule shows a list of payments, not invoices, so one payment may include multiple invoices and multiple VAT rates, etc. The 'probable' VAT code is the code predominantly associated with the supplier. The 'merchant category' is the name used to group a number of nominal codes and represents the summary level we report on.
3. I present the list of payments for the months April, May, June and July, **appendices 18A to D**. Unless stated to the contrary, payments are for the provision of monthly or one-off goods/services.
4. If you would like any further information about any of these payments, I would encourage you to contact me in the office prior to the meeting.

Naomi Cleal
Assistant finance manager
September 2021

APPENDIX 18A

Lyme Regis Town Council									
Payments list for April 2021									
£134,393.25									
Total									
Date	Supplier	Detail	Frequency	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
NAT WEST BANK									
01-Apr	DC RATES	Rates	Monthly	DD	8368.89	0%	-	8,368.89	Utilities
08-Apr	DORSET COUNCIL	Member computer mice	One-off	DD	128.11	0%	-	128.11	Office Expenses
14-Apr	ALLSTAR	Fuel	Monthly	DD	492.37	20%	82.06	410.31	Outside Works
15-Apr	BANKLINE	Bank charges	Monthly	BLN	48.8	0%	-	48.80	Office Expenses
20-Apr	DWP	Waste collection	Monthly	DD	1189.3	0%	-	1,189.30	Outside Works
20-Apr	WORLDPAY	Transaction charges	Monthly	DD	295.57	0%	-	295.57	Office Expenses
20-Apr	WORLDPAY	Transaction charges	Monthly	DD	27.18	0%	-	27.18	Office Expenses
22-Apr	EDF			DD	299.3	0%	-	299.30	Utilities
23-Apr	SALARY	Salaries	Monthly	EBP	36987.7	0%	-	36,987.70	Staffing
26-Apr	DORSET COUNCIL	Loan repayment	Monthly	SO	3125	0%	-	3,125.00	Outside Works
30-Apr	HMRC PAYE	April PAYE and NI	Monthly	DD	11983.07	0%	-	11,983.07	Loans
					Total	£62,945.29			
LLOYDS BANK									
01-Apr	ZOOM	Subscription	Monthly	DEB	11.99	0%	-	11.99	Office Expenses
06-Apr	ZURICH	Insurance policy	Annual	FPO	19532.61	0%	-	19,532.61	Office Expenses
06-Apr	SOUTHERN ELECTRIC	Electric	Monthly	DD	278.71	0%	-	278.71	Utilities
06-Apr	SOUTHERN ELECTRIC	Electric	Monthly	DD	170.98	0%	-	170.98	Utilities
06-Apr	SOUTHERN ELECTRIC	Electric	Monthly	DD	137.24	0%	-	137.24	Utilities
06-Apr	SOUTHERN ELECTRIC	Electric	Monthly	DD	107.26	0%	-	107.26	Utilities
06-Apr	SOUTHERN ELECTRIC	Electric	Monthly	DD	82.6	0%	-	82.60	Utilities
06-Apr	SOUTHERN ELECTRIC	Electric	Monthly	DD	40.81	0%	-	40.81	Utilities
06-Apr	SOUTHERN ELECTRIC	Electric	Monthly	DD	40.64	0%	-	40.64	Utilities
06-Apr	SOUTHERN ELECTRIC	Electric	Monthly	DD	38.82	0%	-	38.82	Utilities
06-Apr	SOUTHERN ELECTRIC	Electric	Monthly	DD	20.86	0%	-	20.86	Utilities
06-Apr	SOUTHERN ELECTRIC	Electric	Monthly	DD	17.13	0%	-	17.13	Utilities
06-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
06-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
07-Apr	PCRM CONS	Caravan and chalet engineering services	One-off	FPO	5812.92	20%	968.82	4,844.10	Office Expenses
07-Apr	CLEANING 4U	Cleaning supplies	One-off	FPO	1697.74	20%	282.96	1,414.78	Outside Works
07-Apr	LR PROPERTY MAN	Service charge	Quarterly	FPO	1632.42	0%	-	1,632.42	Grants
07-Apr	EVERGREEN RENEWABL	New gas boiler - office	One-off	FPO	1570.45	20%	261.74	1,308.71	Outside Works
07-Apr	GLEN CLEANING	Cleaning	Monthly	FPO	1376.11	20%	229.35	1,146.76	Outside Works
07-Apr	DAMORY	71 bus route	Monthly	FPO	1125	0%	-	1,125.00	Rents
07-Apr	TOPSPARKS	TIC electrical work	One-off	FPO	1069.15	20%	178.19	890.96	Outside Works
07-Apr	GLOBAL PROTECTION	Foot powered sanitiser dispenser	One-off	FPO	915.6	20%	152.60	763.00	Outside Works
07-Apr	SCREWFIX	External supplies and staff clothing	One-off	FPO	697.83	20%	116.31	581.53	Outside Works
07-Apr	WOODHORT SHARPHAM	Mushroom compost	One-off	FPO	661.71	20%	110.29	551.43	Outside Works
07-Apr	TRAVIS PERKINS	Various external supplies	One-off	FPO	467.77	20%	77.96	389.81	Outside Works
07-Apr	GRENKELEASING LIM	April - June copier leasing	Quarterly	DD	313.2	20%	52.20	261.00	Office Expenses
07-Apr	NW SYSTEMS	January to march camera streaming	Quarterly	FPO	309.6	20%	51.60	258.00	Office Expenses
07-Apr	LUKE LAWSON	Monitoring of website	Monthly	FPO	300	0%	-	300.00	Marketing & Tourism
07-Apr	AXMINSTER GARDEN	Generator	One-off	FPO	217.04	20%	36.17	180.87	Outside Works
07-Apr	FOWLER	Visor, face shield	One-off	FPO	181.78	20%	30.30	151.48	Outside Works
07-Apr	C K COMMUNICATIONS	Air time rental for radios	Annual	FPO	144	20%	24.00	120.00	Outside Works
07-Apr	HELPING HANDS	Litter picking equipment	One-off	FPO	131.45	20%	21.91	109.54	Outside Works
07-Apr	INTEGRIT PRINT	Parking charge notice bags	One-off	FPO	108	20%	18.00	90.00	Outside Works
07-Apr	PURPLE CLEANING	Cleaning	Monthly	FPO	105	20%	17.50	87.50	Office Expenses
07-Apr	DAPTC	Three member training courses	One-off	FPO	104	0%	-	104.00	Office Expenses
07-Apr	VOSPERS	Spare wheel	One-off	FPO	103.01	20%	17.17	85.84	Outside Works
07-Apr	LYME ONLINE	Job advertisements	One-off	FPO	100	0%	-	100.00	Marketing & Tourism

07-Apr	SIX PAYMENT	Transaction fees	Monthly	FPO	99.72	0%	-	99.72	Office Expenses
07-Apr	ECOM6	February charges	Monthly	FPO	77.48	20%	12.91	64.57	Office Expenses
07-Apr	DART VALLEY SYSTEMS	Sensor pack	One-off	FPO	74.4	20%	12.40	62.00	Outside Works
07-Apr	A.S SECURITY ALARM	Reposition sensor	One-off	FPO	57	20%	9.50	47.50	Outside Works
07-Apr	CLARITY COPIERS	March copier usage	Monthly	FPO	53.24	20%	8.87	44.37	Office Expenses
07-Apr	ARTHUR FORDHAMS	Various external supplies	One-off	FPO	48.83	20%	8.14	40.69	Outside Works
07-Apr	EIBE	Play park replacement part	One-off	FPO	31.44	20%	5.24	26.20	Outside Works
07-Apr	EBAY	External supplies	One-off	DEB	6.99	20%	1.17	5.83	Office Expenses
07-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
08-Apr	SOUTHERN ELECTRIC	Electric	Monthly	DD	65.24	0%	-	65.24	Utilities
08-Apr	AMAZON	Stationary	One-off	DEB	38.49	20%	6.42	32.08	Office Expenses
08-Apr	LR COMMUNITY GROUP	Grant	One-off	FPO	18.14	0%	-	18.14	Grants
09-Apr	AMAZON	PPE	One-off	DEB	17.94	20%	2.99	14.95	Office Expenses
09-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
12-Apr	SOUTHERN ELECTRIC	Electric	Monthly	DD	71.23	0%	-	71.23	Utilities
12-Apr	BARCLAYCARD	Transaction fees	Monthly	DD	51.76	0%	-	51.76	Office Expenses
12-Apr	BARCLAYCARD	Transaction fees	Monthly	DD	15.76	0%	-	15.76	Office Expenses
12-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
13-Apr	PAYZONE	Transaction fees	Monthly	DD	6	20%	1.00	5.00	Office Expenses
13-Apr	PAYZONE	Transaction fees	Monthly	DD	6	20%	1.00	5.00	Office Expenses
14-Apr	DORSET YOUTH	Grant	One-off	FPO	300	0%	-	300.00	Grants
14-Apr	CUSTOMER	Beach hut refund	One-off	FPO	31.76	0%	-	31.76	Refunds
14-Apr	CUSTOMER	Beach hut refund	One-off	FPO	12.86	0%	-	12.86	Refunds
15-Apr	G4S CASH SOLUTIONS	May cash collection	Monthly	DD	950.4	20%	158.40	792.00	Outside Works
15-Apr	EE LIMITED	Mobiles and SIMS	Monthly	DD	112.54	20%	18.76	93.78	Utilities
15-Apr	ACCOUNTING PAYROLL STA	Stationary	One-off	DEB	53.94	20%	8.99	44.95	Office Expenses
15-Apr	SOUTH WEST WATER	Water	Monthly	DD	17.81	0%	-	17.81	utilities
15-Apr	SOUTH WEST WATER	Water	Monthly	DD	17.81	0%	-	17.81	utilities
15-Apr	EBAY	Stationary	One-off	DEB	10.44	20%	1.74	8.70	Office Expenses
15-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
16-Apr	AUTOGLASS	Car window repair	One-off	DEB	422.56	0%	-	422.56	Outside Works
16-Apr	SAGE SOFTWARE LTD	Subscription	Monthly	DD	284.4	20%	47.40	237.00	Office Expenses
19-Apr	CUSTOMER	Shelter hire refund	One-off	FPO	400	0%	-	400.00	Refunds
19-Apr	SIGN TRADE	Railing clips	One-off	DEB	81.06	20%	13.51	67.55	Outside Works
19-Apr	AMAZON	External supplies	One-off	DEB	76.37	20%	12.73	63.64	Office Expenses
19-Apr	SAFE OPTION	Stationary	One-off	DEB	40.79	20%	6.80	33.99	Office Expenses
19-Apr	EBAY	Stationary	One-off	DEB	19.78	20%	3.30	16.48	Office Expenses
19-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
19-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities
19-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities
19-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
19-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
19-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
19-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
20-Apr	MARINE THEATRE	Grant	Quarterly	FPO	5500	0%	-	5,500.00	Grants
20-Apr	LYME FORWARD	Grant	Quarterly	FPO	2500	0%	-	2,500.00	Grants
20-Apr	LRDT	Grant	Quarterly	FPO	2500	0%	-	2,500.00	Grants
20-Apr	B SHARP	Grant	Quarterly	FPO	1250	0%	-	1,250.00	Grants
20-Apr	BRIDPORT CAB	Grant	Quarterly	FPO	1125	0%	-	1,125.00	Grants
20-Apr	AXE RING AND RIDE	Grant	Quarterly	FPO	375	0%	-	375.00	Grants
20-Apr	EDF	Electric	Monthly	DD	102.12	0%	-	102.12	Utilities
20-Apr	WORLDPAY	Transaction fees	Monthly	DD	51.98	0%	-	51.98	Office Expenses
20-Apr	WORLDPAY	Transaction fees	Monthly	DD	45.93	0%	-	45.93	Office Expenses
20-Apr	WORLDPAY	Transaction fees	Monthly	DD	23.94	0%	-	23.94	Office Expenses
20-Apr	WORLDPAY	Transaction fees	Monthly	DD	10	0%	-	10.00	Office Expenses
21-Apr	CUSTOMER	Beach hut refund	One-off	FPO	257.28	0%	-	257.28	Refunds
21-Apr	CUSTOMER	Beach hut refund	One-off	FPO	237.55	0%	-	237.55	Refunds
21-Apr	CUSTOMER	Beach hut refund	One-off	FPO	231.55	0%	-	231.55	Refunds
21-Apr	CUSTOMER	Beach hut refund	One-off	FPO	231.55	0%	-	231.55	Refunds
21-Apr	CUSTOMER	Beach hut refund	One-off	FPO	231.55	0%	-	231.55	Refunds


21-Apr	CUSTOMER	Beach hut refund	One-off	FPO	231.55	0%	-	231.55	Refunds
21-Apr	CUSTOMER	Beach hut refund	One-off	FPO	31.76	0%	-	31.76	Refunds
21-Apr	CUSTOMER	Beach hut refund	One-off	FPO	12.86	0%	-	12.86	Refunds
22-Apr	BLUE LEVEL MEDIA	Hosting	Annual	FPO	600	20%	100.00	500.00	Marketing & Tourism
22-Apr	UNITY 5	Zatpark charges March	Monthly	FPO	484.32	20%	80.72	403.60	Utilities
22-Apr	IP OFFICE	March telephone usage	Monthly	DD	401.7	20%	66.95	334.75	Office Expenses
22-Apr	DVLA	Vehicle tax	Annual	DEB	275	0%	-	275.00	Outside Works
22-Apr	EDF	Electric	Monthly	DD	116.36	0%	-	116.36	Utilities
22-Apr	CUSTOMER	Parking Refund	One-off	FPO	15	0%	-	15.00	Refunds
23-Apr	DC PENSION FUND	April pension contributions	Monthly	FPO	9781.24	0%	-	9,781.24	Staffing
23-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities
23-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
23-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
26-Apr	VIDAXL	Beach hut chairs	One-off	DEB	503.94	20%	83.99	419.95	Outside Works
26-Apr	ROBERT DYAS	Hand strimmer	One-off	DEB	339.99	20%	56.67	283.33	Outside Works
26-Apr	STAFF	Expenses	One-off	FPO	33	0%	-	33.00	Staffing
26-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
26-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
27-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
27-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
28-Apr	CUSTOMER	Beach hut refund	One-off	FPO	46	0%	-	46.00	Refunds
28-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
28-Apr	CUSTOMER	Beach hut refund	One-off	FPO	9	0%	-	9.00	Refunds
28-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
29-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
30-Apr	QUADIENT	Franking top up	One-off	DD	300	0%	-	300.00	Office Expenses
30-Apr	UNITY 5	Zatpark credit top up	One-off	DEB	100	20%	16.67	83.33	Utilities
30-Apr	LR COMMUNITY GROUP	Grant	One-off	FPO	22.5	0%	-	22.50	Grants
30-Apr	SOUTHERN ELECTRIC	Electric	Monthly	DD	21.38	0%	-	21.38	Utilities
30-Apr	LR COMMUNITY GROUP	Grant	One-off	FPO	20	0%	-	20.00	Grants
				Total	<u>£71,374.66</u>				
				Petty Cash	<u>£73.30</u>				
	Expenditure category totals								
	Outside Works								£16,932.93
	Democratic representation								£0.00
	Rents								£1,125.00
	Licensed land								£0.00
	Office Expenses								£28,381.63
	Staffing								£46,801.94
	Marketing & Tourism								£1,000.00
	Utilities								£10,872.05
	Grants								£15,243.06
	Loans								£11,983.07
	VAT								£0.00
	Refunds								£1,980.27
	Petty Cash								£73.30
	Total								£134,393.25

Alan [Signature]

APPENDIX 18B

Lyme Regis Town Council									
Payments list for May 2021									
£145,728.04									
Total									
Date	Supplier	Detail	Frequency	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
NAT WEST BANK									
04-May	DC RATES	Rates	Monthly	DD	8369	0%	-	8,369.00	Utilities
12-May	HMRC PAYE	April PAYE NI	Monthly	DD	11827.61	0%	-	11,827.61	Staffing
14-May	ALLSTAR	Fuel	Monthly	DD	547.27	20%	91.21	456.06	Outside Works
17-May	BANKLINE	Bank charges	Monthly	BLN	150	0%	-	150.00	Office Expenses
19-May	Worldpay	Transaction charges	Monthly	DD	90.05	0%	-	90.05	Office Expenses
21-May	SALARY	May Salaries	Monthly	EBP	37919.54	0%	-	37,919.54	Staffing
21-May	DWP	Waste collection	Monthly	DD	1419.5	0%	-	1,419.50	Outside Works
24-May	WORLDPAY	Transaction charges	Monthly	DD	26.1	0%	-	26.10	Office Expenses
25-May	WDDC	Loan repayment	Monthly	SO	3125	0%	-	3,125.00	Utilities
27-May	HMRC PAYE	May PAYE and NI	Monthly	DD	11930.09	0%	-	11,930.09	Staffing
28-May	DORSET COUNCIL	New website	One-off	DPC	25301.3	0%	-	25,301.30	Outside Works
Total					£100,705.46				
LLOYDS BANK									
04-May	INVESTEC	Quarterly lease and annual service fee	Mixed	DD	228	20%	38.00	190.00	Office Expenses
04-May	ZOOM	Subscription fees	Monthly	DEB	11.99	0%	-	11.99	Office Expenses
04-May	GIFFGAFF	Monthly mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
06-May	GIFFGAFF	Monthly mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
06-May	EMITER Ltd	Meter boxes	One-off	FPI	439.2	20%	73.20	366.00	Outside Works
07-May	SOUTHERN ELECTRIC	Electric	Monthly	DD	33.57	0%	-	33.57	Utilities
07-May	SOUTHERN ELECTRIC	Electric	Monthly	DD	0.95	0%	-	0.95	Utilities
07-May	GIFFGAFF	Monthly mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
07-May	GLEN CLEANING	Cleaning and consumables	Monthly	FPO	5321.74	20%	886.96	4,434.78	Outside Works
07-May	H LEAF AND SONS	Lintel repair	One-off	FPO	2587.98	20%	431.33	2,156.65	Outside Works
07-May	CLUB WIFI	Annual CCTV support and One-off system upgrade	Mixed	FPO	1613.89	20%	268.98	1,344.91	Outside Works
07-May	SCREWFIX	Staff clothing and consumables	One-off	FPO	1606.3	20%	267.72	1,338.58	Outside Works
07-May	DECANI LTD	COVID loss adjuster	One-off	FPO	1478.4	20%	246.40	1,232.00	Office Expenses
07-May	WPA CONSULTANT	Allotment risk assessment	One-off	FPO	1320	20%	220.00	1,100.00	Office Expenses
07-May	DAMORY	71 Bus route	Monthly	FPO	1125	0%	-	1,125.00	Rents
07-May	TRAVIS PERKINS	External supplies	One-off	FPO	1078.83	20%	179.81	899.03	Outside Works
07-May	YELLOWBOX	Staff Clothing	One-off	FPO	961.74	20%	160.29	801.45	Staffing
07-May	AXMINSTER IRONWORK	Seafront handrail	One-off	FPO	840	20%	140.00	700.00	Outside Works
07-May	AXMINSTER GARDEN M	Various gardening equipment	One-off	FPO	821	20%	136.83	684.17	Outside Works
07-May	WOODHORT SHARPHAM	Mushroom compost	One-off	FPO	661.68	20%	110.28	551.40	Outside Works
07-May	SOUTH WEST COUNCIL	Subscription fees	Annual	FPO	534	0%	-	534.00	Office Expenses
07-May	ARTHUR FORDHAMS	External supplies	One-off	FPO	309.15	20%	51.53	257.63	Outside Works
07-May	LUKE LAWSON	Monitoring of website	Monthly	FPO	300	0%	-	300.00	Marketing & Tourism
07-May	WESSEX LIFT	Replacement lift part	One-off	FPO	290.81	20%	48.47	242.34	Outside Works
07-May	PLAY INSPECTION CO	Annual inspection	Annual	FPO	270	20%	45.00	225.00	Outside Works
07-May	VALE FIRE SAFETY	Fire extinguisher service	Annual	FPO	247.2	20%	41.20	206.00	Outside Works
07-May	COBB GARAGE	Vehicle repair	One-off	FPO	205.85	20%	34.31	171.54	Outside Works
07-May	PURPLE CLEANING	Cleaning	Monthly	FPO	174	20%	29.00	145.00	Office Expenses
07-May	GOOD DIRECTIONS	Seating repairs	One-off	FPO	161.4	20%	26.90	134.50	Outside Works
07-May	EUROFFICE	Stationary	One-off	FPO	161.36	20%	26.89	134.47	Office Expenses
07-May	TOPSPARKS	Electrical works - street lamps	One-off	FPO	129.78	20%	21.63	108.15	Outside Works
07-May	BISHOP SPORT	Amenity equipment	One-off	FPO	118.74	20%	19.79	98.95	Outside Works
07-May	MOLE AVON	External supplies and uniform	One-off	FPO	104.46	20%	17.41	87.05	Outside Works
07-May	ICCM	Membership fees	Annual	FPO	95	0%	-	95.00	Office Expenses
07-May	ECOM6	March charges	Monthly	FPO	83.96	20%	13.99	69.97	Office Expenses
07-May	IMAGIN	Staff ID badges	One-off	FPO	72	20%	12.00	60.00	Office Expenses
07-May	CREATIVE SOLUTIONS	Printing for langmoor and lister gardens	One-off	FPO	65.96	20%	10.99	54.97	Office Expenses

07-May	WESTCRETE CONCRETE	Block paving	One-off	FPO	37.44	20%	6.24	31.20	Outside Works
07-May	DAPTC	Councillor training	One-off	FPO	35	0%	-	35.00	Office Expenses
07-May	BRID BUILD SUPPLIE	Scaffolding boards	One-off	FPO	34.78	20%	5.80	28.98	Outside Works
10-May	UNITY 5	April Zatpark fees	Monthly	DD	501.36	20%	83.56	417.80	Utilities
10-May	VPW SYSTEMS	Website domain	Biyearly	DD	154.8	20%	25.80	129.00	Marketing & Tourism
10-May	BARCLAYCARD	Transaction fees	Monthly	DD	84.18	0%	-	84.18	Office Expenses
10-May	BARCLAYCARD	Transaction fees	Monthly	DD	10	0%	-	10.00	Office Expenses
10-May	GIFFGAFF	Monthly mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
10-May	LR COMMUNITY GROUP	Grant	One-off	FPI	46.8	0%	-	46.80	Grants
11-May	GIFFGAFF	Monthly mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
13-May	PAYZONE	Transaction fees	Monthly	DD	6	20%	1.00	5.00	Office Expenses
13-May	PAYZONE	Transaction fees	Monthly	DD	6	20%	1.00	5.00	Office Expenses
13-May	CUSTOMER	Shelter Refund	One-off	FPO	125	0%	-	125.00	Refunds
14-May	SOUTHERN ELECRITC	Electric	Monthly	DD	88.28	5%	4.20	84.08	Utilities
14-May	DVLA	Road Tax	Annually	DEB	275	0%	-	275.00	Outside Works
14-May	GIFFGAFF	Monthly mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
17-May	G4S CASH SOLUTIONS	Cash collection	Monthly	DD	950.4	20%	158.40	792.00	Outside Works
17-May	SAGE SOFTWARE LTD	Software support	Monthly	DD	284.4	20%	47.40	237.00	Office Expenses
17-May	EE LIMITED	Mobile and SIMS	Monthly	DD	111.96	20%	18.66	93.30	Utilities
17-May	SOUTHERN ELECRITC	Electric	Monthly	DD	81.37	5%	3.87	77.50	Utilities
17-May	SOUTHERN ELECRITC	Electric	Monthly	DD	17.47	5%	0.83	16.64	Utilities
17-May	GREENVAL	Jerry cans	One-off	DEB	37.9	20%	6.32	31.58	Outside Works
17-May	GIFFGAFF	Monthly mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
17-May	GIFFGAFF	Monthly mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
17-May	GIFFGAFF	Monthly mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
18-May	GIFFGAFF	Monthly mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
18-May	LR COMMUNITY GROUP	Grant	One-off	FPO	37.28	0%	-	37.28	Grants
19-May	WORLDPAY	Transaction fees	Monthly	DD	180.1	0%	-	180.10	Office Expenses
19-May	EDF	Electric	Monthly	DD	77.22	0%	-	77.22	Utilities
19-May	WORLDPAY	Transaction fees	Monthly	DD	39	0%	-	39.00	Office Expenses
19-May	GIFFGAFF	Monthly mobile bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities
19-May	GIFFGAFF	Monthly mobile bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities
19-May	GIFFGAFF	Monthly mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
20-May	DC PENSION FUND	May Pension contributions	Monthly	FPO	9891.47	0%	-	9,891.47	Staffing
20-May	LR COMMUNITY GROUP	Grant	One-off	FPO	12.5	0%	-	12.50	Grants
21-May	IP OFFICE	April calls	Monthly	DD	406.12	20%	67.69	338.43	Office Expenses
21-May	SOUTH WEST WATER	Water part payment	Quarterly	FPO	5936.85	0%	-	5,936.85	utilities
24-May	WORLDPAY	Transaction fees	Monthly	DD	23.94	0%	-	23.94	Office Expenses
24-May	GIFFGAFF	Monthly mobile bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities
24-May	GIFFGAFF	Monthly mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
24-May	GIFFGAFF	Monthly mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
24-May	LR COMMUNITY GROUP	Grant	One-off	FPO	395	0%	-	395.00	Grants
25-May	EDF	Electricity	Monthly	DD	204.91	0%	-	204.91	Utilities
25-May	GIFFGAFF	Monthly mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
25-May	GIFFGAFF	Monthly mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
27-May	CURRYS	Television for conference room	One-off	DEB	599	20%	99.83	499.17	Office Expenses
27-May	AMAZON	Office furniture and external consumables	One-off	DEB	427.96	20%	71.33	356.63	Office Expenses
27-May	GIFFGAFF	Monthly mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
27-May	GIFFGAFF	Monthly mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
27-May	EBAY	IT equipment	One-off	DEB	3.99	20%	0.67	3.33	Office Expenses
28-May	OFFICEFURNITURE	Office furniture	One-off	DEB	268.8	20%	44.80	224.00	Office Expenses
28-May	AMAZON	External supplies	One-off	DEB	22.36	20%	3.73	18.63	Outside Works
28-May	GIFFGAFF	Monthly mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
28-May	GIFFGAFF	Monthly mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
				Total	£45,022.58				
				Petty Cash	£0.00				

Expenditure category totals									
Outside Works		£45,433.96							
Democratic representation		£0.00							
Rents		£1,125.00							
Licensed land		£0.00							
Office Expenses		£6,865.31							
Staffing		£72,530.45							
Marketing & Tourism		£454.80							
Utilities		£18,701.94							
Grants		£491.58							
Loans		£0.00							
VAT		£0.00							
Refunds		£125.00							
Petty Cash		£0.00							
Total		£145,728.04							
									

APPENDIX 18C

		<u>Lyme Regis Town Council</u>									
		<u>Payments list for June 2021</u>				<u>£135,029.39</u>					
		<u>Total</u>									
Date	Supplier	Detail	Frequency	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category		
NAT WEST BANK											
01-Jun	DC RATES	Rates	Monthly	DD	8369	0%	-	8,369.00	Utilities		
11-Jun	SALARY	May Salary	Monthly	EBP	25	0%	-	25.00	Staffing		
14-Jun	ALLSTAR	Fuel	Monthly	DD	423.68	20%	70.61	353.07	Outside Works		
15-Jun	BANKLINE	Bank charges	Monthly	BLN	51.6	0%	-	51.60	Office Expenses		
18-Jun	DWP	Waste collection	Monthly	DD	1474.5	0%	-	1,474.50	Outside Works		
21-Jun	WORLDPAY	Transaction charges	Monthly	DD	133	0%	-	133.00	Office Expenses		
22-Jun	WORLDPAY	Transaction charges	Monthly	DD	27.42	0%	-	27.42	Office Expenses		
24-Jun	SALARY	June salaries	Monthly	EBP	39003.58	0%	-	39,003.58	Staffing		
25-Jun	DORSET COUNCIL LOAN	Loan repayment	Monthly	SO	3125	0%	-	3,125.00	Loans		
30-Jun	HMRC	June PAYE and NI	Monthly	DD	11976.23	0%	-	11,976.23	Staffing		
					Total			<u>£64,609.01</u>			
LLOYDS BANK											
01-Jun	SOUTHERN ELECTRIC	Electric		DD	23.68	5%	1.13	22.55	Utilities		
01-Jun	ZOOM	Subscription	Monthly	DEB	11.99	0%	-	11.99	Office Expenses		
01-Jun	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities		
03-Jun	KITSON AND TROTMAN	General enquiries and TIC lease renewal	One-off	FPO	8875.32	20%	1,479.22	7,396.10	Office Expenses		
03-Jun	SOUTH WEST WATER	Water		FPO	5936.86	0%	-	5,936.86	utilities		
03-Jun	PKF LITTLE JOHN	2020 Year end and additional services	Annually	FPO	3678	20%	613.00	3,065.00	Office Expenses		
03-Jun	PGL TRAINING	Staff plumbing course	One-off	FPO	3600	20%	600.00	3,000.00	Staffing		
03-Jun	COASTLINE CREATIVE	Signage for town map	One-off	FPO	3600	20%	600.00	3,000.00	Office Expenses		
03-Jun	CRICKMAY STARK	Office and guildhall works consultancy	One-off	FPO	2673	20%	445.50	2,227.50	Office Expenses		
03-Jun	TRAVIS PERKINS	External supplies	One-off	FPO	2373.84	20%	395.64	1,978.20	Outside Works		
03-Jun	BUGLARS	Tractor repairs	One-off	FPO	2348.12	20%	391.35	1,956.77	Outside Works		
03-Jun	GLEN CLEANING	May cleaning and consumables	Monthly	FPO	2130.7	20%	355.12	1,775.58	Outside Works		
03-Jun	SW HYGIENE	Sanitary rental and disposal	Annual	FPO	1897.51	20%	316.25	1,581.26	Outside Works		
03-Jun	METRIC	April and May hosting	Monthly	FPO	1414.8	20%	235.80	1,179.00	Outside Works		
03-Jun	SP4 GROUP	Security	Monthly	FPO	1411.2	20%	235.20	1,176.00	Office Expenses		
03-Jun	LEWIS BROWN LAND SURVEY	Langmoor gardens survey	One-off	FPO	1200	20%	200.00	1,000.00	Office Expenses		
03-Jun	DAMORY	71 bus route	Monthly	FPO	1125	0%	-	1,125.00	Rents		
03-Jun	WOODHORT SHARPHAM	Mushroom compost	One-off	FPO	1023.6	20%	170.60	853.00	Outside Works		
03-Jun	SCREWFIX	External supplies	One-off	FPO	979.88	20%	163.31	816.57	Outside Works		
03-Jun	DAPTC	Membership	Annually	FPO	890.22	0%	-	890.22	Office Expenses		
03-Jun	XYLEM WATER SOLUTIONS	Annual maintenance	Annually	FPO	715.55	20%	119.26	596.29	Outside Works		
03-Jun	DARKIN MILLER	Visit four	One-off	FPO	615.34	20%	102.56	512.78	Office Expenses		
03-Jun	EMITER	Electricity meter boxes	One-off	FPO	439.2	20%	73.20	366.00	Outside Works		
03-Jun	LUKE LAWSON	Website monitoring	Monthly	FPO	300	0%	-	300.00	Marketing & Tourism		
03-Jun	CLIMAX WINDOWS LTD	Repair of conservatory window	One-off	FPO	226.6	20%	37.77	188.83	Outside Works		
03-Jun	GROVES NURSERIES	Top soil and various gardening tools	One-off	FPO	203.52	20%	33.92	169.60	Outside Works		
03-Jun	PURPLE CLEANING	Cleaning	Monthly	FPO	189	20%	31.50	157.50	Office Expenses		
03-Jun	MOLE AVON	External supplies	One-off	FPO	151.67	20%	25.28	126.39	Outside Works		
03-Jun	EIBE	Play equipment parts	One-off	FPO	99.36	20%	16.56	82.80	Outside Works		
03-Jun	ECOM6	April charges	Monthly	FPO	93.16	20%	15.53	77.63	Office Expenses		
03-Jun	MOSELEY	New sliding gate	One-off	FPO	82.25	0%	-	82.25	Outside Works		
03-Jun	YELLOWBOX	Staff uniform	One-off	FPO	74.16	20%	12.36	61.80	Staffing		
03-Jun	STAFF	Optical expenses	One-off	FPO	60	0%	-	60.00	Staffing		
03-Jun	CREATIVE SOLUTIONS	Signage	One-off	FPO	59.58	20%	9.93	49.65	Outside Works		
03-Jun	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities		
07-Jun	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities		
07-Jun	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities		
08-Jun	UNITY 5	May charges	Monthly	DD	503.52	20%	83.92	419.60	Utilities		

09-Jun	EBAY	Stationary	One-off	DEB	19.96	20%	3.33	16.63	Office Expenses
09-Jun	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
10-Jun	BARCLAYCARD	Transaction charges	Monthly	DD	62.21	0%	-	62.21	Office Expenses
10-Jun	AMAZON	Wallpaper	One-off	DEB	31.84	20%	5.31	26.53	Outside Works
10-Jun	BARCLAYCARD	Transaction charges	Monthly	DD	15.76	0%	-	15.76	Office Expenses
11-Jun	DORSET COUNCIL	Beach hut planning	One-off	FPO	262	0%	-	262.00	Outside Works
14-Jun	PAYZONE	Transaction charges	Monthly	DD	6	20%	1.00	5.00	Office Expenses
14-Jun	PAYZONE	Transaction charges	Monthly	DD	6	20%	1.00	5.00	Office Expenses
14-Jun	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
14-Jun	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
14-Jun	CUSTOMER	Car park refund	One-off	FPO	5.5	0%	-	5.50	Refunds
15-Jun	SOUTH WEST WATER	Water	Bimonthly	DD	1584.47	0%	-	1,584.47	utilities
15-Jun	RHINO	Key safes	One-off	FPO	691.06	20%	115.18	575.88	Outside Works
15-Jun	SOUTH WEST WATER	Water	Bimonthly	DD	659.55	0%	-	659.55	utilities
15-Jun	RAPID	Office furniture	One-off	FPO	598.8	20%	99.80	499.00	Office Expenses
15-Jun	SOUTH WEST WATER	Water	Bimonthly	DD	440.07	0%	-	440.07	utilities
15-Jun	SOUTH WEST WATER	Water	Bimonthly	DD	402.37	0%	-	402.37	utilities
15-Jun	SOUTH WEST WATER	Water	Bimonthly	DD	176.6	0%	-	176.60	utilities
15-Jun	EE LIMITED	SIMS and phones	Monthly	DD	112.54	20%	18.76	93.78	Utilities
15-Jun	SOUTH WEST WATER	Water	Bimonthly	DD	95.93	0%	-	95.93	utilities
15-Jun	SOUTH WEST WATER	Water	Bimonthly	DD	91.45	0%	-	91.45	utilities
15-Jun	SOUTH WEST WATER	Water	Bimonthly	DD	82.31	0%	-	82.31	utilities
15-Jun	SOUTH WEST WATER	Water	Bimonthly	DD	40.5	0%	-	40.50	utilities
15-Jun	CUSTOMER	Parking fine refund	One-off	FPO	37.2	0%	-	37.20	Refunds
15-Jun	SOUTH WEST WATER	Water	Bimonthly	DD	12.19	0%	-	12.19	utilities
16-Jun	SAGE SOFTWARE LTD	Subscription	Monthly	DD	284.4	20%	47.40	237.00	Office Expenses
16-Jun	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
16-Jun	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
17-Jun	DVLA	Vehicle tax	Annually	DEB	275	0%	-	275.00	Outside Works
17-Jun	VPW SYSTEMS	Domain hosting	Annually	DD	234	20%	39.00	195.00	Marketing & Tourisr
17-Jun	CUSTOMER	Shelter refund	One-off	FPO	30	0%	-	30.00	Refunds
17-Jun	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
18-Jun	CUSTOMER	Beach hut refund	One-off	FPO	60	0%	-	60.00	Refunds
18-Jun	CUSTOMER	Shelter refund	One-off	FPO	45	0%	-	45.00	Refunds
18-Jun	AMAZON	Mobile handsets	One-off	DEB	44.37	20%	7.40	36.98	Office Expenses
18-Jun	LYMEREGL	Advertising in bowling club brochure	One-off	FPO	40	0%	-	40.00	Marketing & Tourisr
21-Jun	WORLDPAY	Transaction charges	Monthly	DD	152.15	0%	-	152.15	Office Expenses
21-Jun	EDF ENERGY	Gas	Quarterly	DD	48.13	5%	2.29	45.84	Utilities
21-Jun	WORLDPAY	Transaction charges	Monthly	DD	39	0%	-	39.00	Office Expenses
21-Jun	GIFFGAFF	Mobile bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities
21-Jun	GIFFGAFF	Mobile bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities
21-Jun	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
22-Jun	UNISON	2020-2021 unison contributions	Annually	FPO	590.15	0%	-	590.15	Staffing
22-Jun	IP OFFICE	May charges	Monthly	DD	406.08	20%	67.68	338.40	Office Expenses
22-Jun	EDF ENERGY	Electric	Quarterly	DD	208.57	5%	9.93	198.64	Utilities
22-Jun	WORLDPAY	Transaction charges	Monthly	DD	23.94	0%	-	23.94	Office Expenses
23-Jun	DC PENSION FUND	June pension contributions	Monthly	FPO	10149.44	0%	-	10,149.44	Staffing
23-Jun	GIFFGAFF	Mobile bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities
23-Jun	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
23-Jun	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
24-Jun	DORSET COUNCIL	MP railing planning	One-off	DEB	120	0%	-	120.00	Outside Works
25-Jun	SOUTHERN ELECRITC	Electric	Monthly	DD	565.95	5%	26.95	539.00	Utilities
25-Jun	SLCC	Town clerk subscription	Annually	DEB	399	0%	-	399.00	Office Expenses
25-Jun	SOUTHERN ELECRITC	Electric	Monthly	DD	378.74	5%	18.04	360.70	Utilities
25-Jun	SOUTHERN ELECRITC	Electric	Monthly	DD	201.29	5%	9.59	191.70	Utilities
25-Jun	SOUTHERN ELECRITC	Electric	Monthly	DD	163.24	5%	7.77	155.47	Utilities
25-Jun	SOUTHERN ELECRITC	Electric	Monthly	DD	131.07	5%	6.24	124.83	Utilities
25-Jun	SOUTHERN ELECRITC	Electric	Monthly	DD	67.02	5%	3.19	63.83	Utilities
25-Jun	SOUTHERN ELECRITC	Electric	Monthly	DD	64.28	5%	3.06	61.22	Utilities
25-Jun	SOUTHERN ELECRITC	Electric	Monthly	DD	62.39	5%	2.97	59.42	Utilities

APPENDIX 18D

		Lyme Regis Town Council							
		Payments list for July 2021			£143,982.34				
		Total							
Date	Supplier	Detail	Frequency	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
NAT WEST BANK									
01-Jul	DC RATES	Rates	Monthly	DD	8369	0%	-	8,369.00	Utilities
14-Jul	ALLSTAR	Fuel	Monthly	BAC	576.68	20%	96.11	480.57	Outside Works
15-Jul	BANKLINE	Bank charges	Monthly	BLN	54.7	0%	-	54.70	Office Expenses
20-Jul	DWP	Waste collection	Monthly	DD	2102.5	0%	-	2,102.50	Outside Works
20-Jul	WORLDPAY	Transaction charges	Monthly	DD	111.46	0%	-	111.46	Office Expenses
20-Jul	WORLDPAY	Transaction charges	Monthly	DD	26.22	0%	-	26.22	Office Expenses
22-Jul	EDF	Electricity	Quarterly	DD	344.06	0%	-	344.06	Utilities
23-Jul	SALARY	July salary payment	Monthly	EBP	40657.95	0%	-	40,657.95	Staffing
26-Jul	WDDC	Loan repayment	Monthly	SO	3125	0%	-	3,125.00	Utilities
29-Jul	HMRC PAYE	July PAYE and NI	Monthly	DD	13030.55	0%	-	13,030.55	Staffing
				Total	£68,398.12				
LLOYDS BANK									
01-Jul	ZOOM	Software subscription	Monthly	DEB	11.99	0%	-	11.99	Office Expenses
02-Jul	LRDT	Grant	Annually	FPO	983.47	0%	-	983.47	Grants
02-Jul	AXMINSTER AND LYME CANCER	Grant	Annually	FPO	720	0%	-	720.00	Grants
05-Jul	VPW SYSTEMS	Annual website domain	Annually	DD	360	20%	60.00	300.00	Marketing & Tourism
05-Jul	GRENKELEASING LIM	Copier rental	Quarterly	DD	313.2	20%	52.20	261.00	Office Expenses
05-Jul	SOUTHERN ELECTRIC	Electricity	Monthly	DD	116.2	5%	5.53	110.67	Utilities
05-Jul	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
06-Jul	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
07-Jul	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
07-Jul	EBAY	First aid equipment	One-off	DEB	5.95	20%	0.99	4.96	Office Expenses
07-Jul	MARINE THEATRE	Q2 Grant	Quarterly	FPO	5500	0%	-	5,500.00	Grants
07-Jul	LRDT	Q2 Grant	Quarterly	FPO	2500	0%	-	2,500.00	Grants
07-Jul	Lyme Forward	Q2 Grant	Quarterly	FPO	2500	0%	-	2,500.00	Grants
07-Jul	B Sharp	Q2 Grant	Quarterly	FPO	1250	0%	-	1,250.00	Grants
07-Jul	BRIDPORT CAB	Q2 Grant	Quarterly	FPO	1125	0%	-	1,125.00	Grants
07-Jul	AXE VALLEY	Q2 Grant	Quarterly	FPO	375	0%	-	375.00	Grants
08-Jul	UNITY 5	Zatpark usage June 2021	Monthly	DD	505.2	20%	84.20	421.00	Utilities
08-Jul	SQUARE	Amenity till system	One-off	DEB	952.8	20%	158.80	794.00	Outside Works
08-Jul	EBAY	Key post box	One-off	DEB	19.99	20%	3.33	16.66	Outside Works
08-Jul	WELLMAN R	Park and ride field 2020 and 2021	Annually	FPO	11000	0%	-	11,000.00	Outside Works
08-Jul	GLEN CLEANING	Multiple invs - Consumables and cleaning	Monthly	FPO	8982.94	20%	1,497.16	7,485.78	Outside Works
08-Jul	SP4	Multiple invs - Beach security	Weekly	FPO	4737.6	20%	789.60	3,948.00	Outside Works
08-Jul	CONTAINER CABINS	Container for gardens	One-off	FPO	3540	20%	590.00	2,950.00	Outside Works
08-Jul	CLEANING 4U	Cleaning supplies	One-off	FPO	1664.4	20%	277.40	1,387.00	Outside Works
08-Jul	LR PROPERTY MAN	Service charge	Quarterly	FPO	1632.42	0%	-	1,632.42	Rents
08-Jul	FOOTEPRINTS	Beach hut and marine parade planning co	One-off	FPO	1630.2	20%	271.70	1,358.50	Office Expenses
08-Jul	DAMORY	Local bus route	Monthly	FPO	1125	0%	-	1,125.00	Rents
08-Jul	VIRGILS WINDOWS	Window cleaning - May and June	Monthly	FPO	890	0%	-	890.00	Outside Works
08-Jul	TRAVIS PERKINS	External supplies	One-off	FPO	834.63	20%	139.11	695.53	Outside Works
08-Jul	EUROFFICE	Office furniture	One-off	FPO	833.76	20%	138.96	694.80	Office Expenses
08-Jul	CREATIVE SOLUTIONS	Various signage	One-off	FPO	625.91	20%	104.32	521.59	Outside Works
08-Jul	COBB GARAGE	MOT and Service for vehicle	Annually	FPO	414.09	20%	69.02	345.08	Outside Works
08-Jul	NW SYSTEMS	Camera streaming for two cameras	Quarterly	FPO	309.6	20%	51.60	258.00	Office Expenses
08-Jul	LUKE LAWSON	Website monitoring	Monthly	FPO	300	0%	-	300.00	Marketing & Tourism
08-Jul	LIFT SAFE	Door glass repair	One-off	FPO	291.58	20%	48.60	242.98	Outside Works
08-Jul	GROVES NURSERIES	Various garden supplies	One-off	FPO	278.89	20%	46.48	232.41	Outside Works
08-Jul	M G WEBBER	Flowers	One-off	FPO	213.72	20%	35.62	178.10	Outside Works
08-Jul	PURPLE CLEANING	Office cleaning	Monthly	FPO	207	20%	34.50	172.50	Office Expenses

08-Jul	XYLEM WATER SOLUTIONS	Chalet sewer pump	One-off	FPO	205.2	20%	34.20	171.00	Outside Works
08-Jul	METRIC	Call out charges for vandalism	One-off	FPO	198.46	20%	33.08	165.38	Outside Works
08-Jul	CENTRAL SOUTHERN	Annual maintenance of CCTV	Annually	FPO	174	20%	29.00	145.00	Office Expenses
08-Jul	SCREWFIX	External works supplies	One-off	FPO	141.76	20%	23.63	118.13	Outside Works
08-Jul	IEMA	Associate renewal fee	Annually	FPO	141.5	0%	-	141.50	Office Expenses
08-Jul	EIBE	Play equipment repairs	One-off	FPO	140.3	20%	23.38	116.92	Outside Works
08-Jul	MOLE AVON	Staff clothing and external supplies	One-off	FPO	134.91	20%	22.49	112.43	Outside Works
08-Jul	LYME ONLINE	Advertising and column space	One-off	FPO	123	0%	-	123.00	Marketing & Tourisn
08-Jul	COMMUNICORP	Freedom of the town scroll	One-off	FPO	112.56	0%	-	112.56	Office Expenses
08-Jul	ECOM6	May transaction charges	Monthly	FPO	101.48	20%	16.91	84.57	Office Expenses
08-Jul	EVERGREEN RENEWABLE	Boiler repair	One-off	FPO	45	20%	7.50	37.50	Outside Works
08-Jul	DAPTC	Finance course for a councillor	One-off	FPO	30	0%	-	30.00	Office Expenses
08-Jul	IMAGIN	ID badges	One-off	FPO	20.16	20%	3.36	16.80	Staffing
08-Jul	CUSTOMER	Shelter hire refund	One-off	FPO	125	0%	-	125.00	Refunds
09-Jul	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
12-Jul	BARCLAYCARD	Transaction charges	Monthly	DD	49.54	0%	-	49.54	Office Expenses
12-Jul	BARCLAYCARD	Transaction charges	Monthly	DD	17.39	0%	-	17.39	Office Expenses
12-Jul	AMAZON	Stationary	One-off	DEB	12.18	20%	2.03	10.15	Office Expenses
12-Jul	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
13-Jul	DORSET COUNCIL	Visit Dorset Site	One-off	FPO	205	20%	34.17	170.83	Office Expenses
13-Jul	CUSTOMER	Beach hut refund	One-off	FPO	60	0%	-	60.00	Refunds
14-Jul	EDF ENERGY	Electricity		DD	103	5%	4.90	98.10	Utilities
14-Jul	PAYZONE	Transaction charges	Monthly	DD	6	20%	1.00	5.00	Office Expenses
14-Jul	PAYZONE	Transaction charges	Monthly	DD	6	20%	1.00	5.00	Office Expenses
14-Jul	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
14-Jul	STAFF	College books	One-off	FPO	29.8	0%	-	29.80	Staffing
15-Jul	SOUTH WEST WATER	Water	Quarterly	DD	1135.73	0%	-	1,135.73	utilities
15-Jul	EE LIMITED	Phones and SIM cards	Monthly	DD	112.54	20%	18.76	93.78	Utilities
15-Jul	SOUTH WEST WATER	Water	Quarterly	DD	17.98	0%	-	17.98	utilities
16-Jul	SAGE SOFTWARE LTD	Software support	Monthly	DD	284.4	20%	47.40	237.00	Office Expenses
16-Jul	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
19-Jul	EBAY	Various office supplies	One-off	DEB	26.6	20%	4.43	22.17	Office Expenses
19-Jul	EBAY	Various office supplies	One-off	DEB	19.62	20%	3.27	16.35	Office Expenses
19-Jul	GIFFGAFF	Mobile bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities
19-Jul	GIFFGAFF	Mobile bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities
19-Jul	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
19-Jul	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
20-Jul	WORLDPAY	Transaction charges	Monthly	DD	289.9	0%	-	289.90	Office Expenses
20-Jul	WORLDPAY	Transaction charges	Monthly	DD	39	0%	-	39.00	Office Expenses
20-Jul	WORLDPAY	Transaction charges	Monthly	DD	23.94	0%	-	23.94	Office Expenses
20-Jul	HANDS	Lateral Flow Tests	One-off	DEB	1311	20%	218.50	1,092.50	Office Expenses
20-Jul	LR COMMUNITY GROUP	Community Support	One-off	FPO	98.1	0%	-	98.10	Grants
21-Jul	IP OFFICE	Annual maintenance and July charges	Mixed	DD	774.52	20%	129.09	645.43	Office Expenses
21-Jul	TV Licence	TV Licence	Annually	DD	159	0%	-	159.00	Office Expenses
21-Jul	EDF ENERGY	Electric	Quarterly	DD	131.11	5%	6.24	124.87	Utilities
22-Jul	WATCO	External works equipment	One-off	DEB	99.54	20%	16.59	82.95	Outside Works
23-Jul	DC PENSION FUND	July Pension contributions	Monthly	BP	10493.73	0%	-	10,493.73	Staffing
23-Jul	ANGLIAN PLUMBING	Plumbing parts?	One-off	DEB	160.44	20%	26.74	133.70	Outside Works
23-Jul	AMAZON	Health and safety sign in/out board	One-off	DEB	72	20%	12.00	60.00	Office Expenses
23-Jul	GIFFGAFF	Mobile bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities
23-Jul	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
23-Jul	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
23-Jul	CUSTOMER	Parking Refund	One-off	FPO	3	0%	-	3.00	Refunds
26-Jul	ANCHOR PUMPS	Beach shower replacement pump	One-off	DEB	745.92	20%	124.32	621.60	Outside Works
26-Jul	AMAZON	Office equipment	One-off	DEB	27.35	20%	4.56	22.79	Office Expenses
26-Jul	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
27-Jul	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
27-Jul	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
27-Jul	CUSTOMER	Parking Refund	One-off	FPO	14.1	0%	-	14.10	Refunds
27-Jul	CUSTOMER	Parking Refund	One-off	FPO	8	0%	-	8.00	Refunds

28-Jul	NALC	Councillor communities event course	One-off	DEB	64.49	20%	10.75	53.74	Office Expenses
28-Jul	AMAZON	Webcam	One-off	DEB	24.98	20%	4.16	20.82	Office Expenses
28-Jul	EBAY	Staff equipment	One-off	DEB	10.46	20%	1.74	8.72	Office Expenses
28-Jul	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
28-Jul	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
29-Jul	QUADIENT	Franking machine top-up	One-off	DD	300	0%	-	300.00	Office Expenses
29-Jul	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities

Total £75,518.23

Petty Cash £65.99

Expenditure category totals

Outside Works	£38,997.26
Democratic representation	£0.00
Rents	£2,757.42
Licensed land	£0.00
Office Expenses	£7,786.99
Staffing	£64,232.19
Marketing & Tourism	£783.00
Utilities	£14,097.82
Grants	£15,051.57
Loans	£0.00
VAT	£0.00
Refunds	£210.10
Petty Cash	£65.99
Total	£143,982.34

