



**John Wright  
Town Clerk**

**Lyme Regis Town Council**

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Notice is given of a meeting of the **Lyme Regis Town Council** to be held at the **Guildhall, Bridge Street, Lyme Regis** on Wednesday 27 October 2021 commencing at 7pm when the following business is proposed to be transacted:

John Wright  
Town Clerk  
22.10.21

*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.
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**6. Dispensations**

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

**7. To confirm the accuracy of the minutes of the Full Council meeting held on 8 September 2021 (attached)**

**8. Matters arising from the minutes of the Full Council meeting held on 8 September 2021**

To inform members of matters arising from the minutes of the Full Council meeting on 8 September 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**

There are no updates.

**10. Planning Committee**

The meeting of the planning committee scheduled to take place on **7 September 2021** did not take place due to the meeting being inquorate.

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. Environment Committee**

To receive the minutes of the meeting held on **6 October 2021** and consider the recommendations therein.

**12. Human Resources Committee**

To receive the minutes of the meeting held on **15 September 2021** and consider the recommendations therein.

**13. Strategy and Finance Committee**

To receive the minutes of the meeting held on **16 October 2021** and consider the recommendations therein.

**14. Tourism, Community and Publicity Committee**

To receive the minutes of the meeting held on **29 September 2021** and consider the recommendations therein.

**15. Town Management and Highways Committee**

To receive the minutes of the meeting held on **22 September 2021** and consider the recommendations therein.

**16. Selection of Deputy Mayor**

To allow members to select a deputy mayor for the remainder of the 2021-22 council year

**17. By-Election**

To inform members of the process and timetable for a by-election and to allow members to approve a co-option process if fewer than 10 Lyme Regis residents call for an election

**18. Annual Governance and Accountability Return and the external auditor's certificate for the year ended 31 March 2021**

To allow members to consider the certified Annual Governance and Accountability Return and the external auditor's certificate (Notice of Conclusion of Audit) for the year ended 31 March 2021, and to confirm the actions required at the conclusion of the review have been undertaken

**19. Application to use the Jubilee Pavilion**

To allow members to consider a request from Lyme Regis Gig Club to use the Jubilee Pavilion

**20. Exempt Business**

LYME REGIS TOWN COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON WEDNESDAY 8 SEPTEMBER 2021

**Present**

**Chairman:** The Mayor, Cllr B. Larcombe, MBE

**Councillors:** Cllr B. Bawden, Cllr J. Broom, Cllr M. Ellis, Cllr C. Reynolds, Cllr D. Ruffle, Cllr D. Sarson, Cllr R. Smith, Cllr G. Stammers

**Officers:** A. Mullins (support services manager, J. Wright (town clerk)

**Absent:** Cllr G. Turner

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

**21/53/C Public Forum**

**N. Ball (read out by an officer)**

N. Ball said it was with sadness he had to write to the newspaper to highlight the problem the council still had with the shelter roof glass. He said there had been a number of breakages on the shelter roof glass and a report to be read out at September's Town Management and Highways Committee was awaited. He asked why there was a wait for the report to be read out, following the independent inspector being unable to attend a council meeting due to Covid isolation. N. Ball said the cost to the tax-payer each time the panels needed replacing was in the region of £1,000 per pane and this problem had been going on for nearly 12 months. He said this was a very serious issue and he was surprised no one had been hurt yet. He said the council stated 'we are where we are' and 'it is what it is' but he interpreted this as the council saying it couldn't do anything about it and it didn't care. N. Ball said the chief council staff took it upon themselves to get this job done and it had turned in to a blame game between all concerned. He said £650,000 had been spent on this project, with ongoing problems with the surface, drainage and glass, yet he felt the easy 'shut-up' answer of 'we are where are' had been made numerous times by senior council staff. N. Ball said this sort of bolshie, cover-up attitude wasn't improving the situation. He said on top of this, the council members were acting in a disjointed fashion, with only a few being able to agree and see the faults that had occurred in this seemingly simple but important project. He said he put it to the voters of Lyme Regis to stand up for the safety of town before there was a fatality. N. Ball said the townspeople were fed up with council members being bad mannered at meetings and putting personality before policy and he felt Lyme Regis deserved better. He said the town had come through some bad times but had succeeded thus far due to a very strong mayor at the helm. He said it was time this issue was brought to a head and dealt with, with no personality contests or who can shout the loudest, showing the youngsters and everyone the members could behave. N. Ball said the council was heading for a vote of no confidence and he asked members to take stock, as this was a community that

needed to work together to make Lyme a safer and more pleasurable place to live. He said the root of the town was the councillors.

## **21/54/C Dorset Council Matters**

Cllr D. Turner sent his apologies and circulated a report prior to the meeting.

The town clerk summarised the report as follows:

- Dorset Council (DC) was continuing with virtual meetings and this would be reviewed in September
- Families were being invited to sign up for free advice, assistance and updates from the Family Information Service
- Foul discharge into the River Lim was being investigated by South West Water and the Environment Agency, which believed there was a private misconnection
- Back Beach was de-designated as a bathing beach with the town council's approval
- Magna Housing, Curo and Swan Housing Association had been allocated £160.4m of grant funding to build 2,425 homes in Dorset and Somerset
- Dorset Council's (DC) research and insight team had produced data on areas of inequality in Dorset, which showed 6% of the population in the Lyme Regis and Charmouth ward were low-income residents.

Cllr R. Smith asked if there was an option for Back Beach to be re-designated as a bathing beach.

The town clerk said there was historically poor water quality on this beach and the easiest way to deal with it was to have it de-designated, on the suggestion of the Environment Agency. He said the council could ask about re-designation but he believed there would continue to be a series of poor assessments.

Cllr B. Bawden said she was aware almost all councils in Dorset were having hybrid meetings because some people didn't feel comfortable attending meetings.

The town clerk said the legislation which allowed virtual or hybrid meetings expired in May 2021 and that they were now illegal. However, although members were required to attend meetings physically, officers could attend virtually.

## **21/55/C Questions from Councillors**

There were none.

## **21/56/C Apologies for Absence**

Cllr R. Doney – holiday

Cllr K. Ellis – attending a meeting on behalf of the council

Cllr T. Webb – personal commitments

Cllr S. Williams – unwell

**21/57/C Disclosable Pecuniary Interests**

Cllr B. Bawden declared an interest in agenda item 15, Lyme Arts Community Trust Grant Agreement, as she worked for the Marine Theatre occasionally.

**21/58/C Dispensations**

There were none.

**21/59/C To confirm the accuracy of the minutes of the Full Council meeting held on 28 July 2021**

Proposed by Cllr J. Broom and seconded by Cllr C. Reynolds, the minutes of the Full Council meeting held on 28 July 2021 were **ADOPTED**.

**21/60/C Matters arising from the minutes of the Full Council meeting held on 28 July 2021**

**Trial of Food Waste to Living Soil Project**

Cllr D. Sarson asked if Dorset Biosolutions had had discussions with commercial organisations about sponsorship for the trial.

Cllr B. Bawden said they had discussed it with several commercial organisations but didn't want to progress too much before permission had been given by the council.

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

Cllr M. Ellis said she was upset councillors had not been invited to the presentation and had found out about it in the local newspaper.

The mayor, Cllr B. Larcombe said he hoped members were sensitive enough to the situation to know why the event had been organised in this way and it was led by the wishes of Cllr Williams' family, who felt it needed to be done immediately. He said he felt it was the right decision under the circumstances.

**21/61/C Update Report**

Members noted the report.

**21/62/C Planning Committee**

Proposed by Cllr J. Broom and seconded by Cllr C. Reynolds, 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 3 August 2021.

**21/63/C Axe Valley and West Dorset Ring and Ride Grant Agreement**

The town clerk said the town council had decided to continue paying all term grant recipients but in return, it wanted to see the organisations supporting the Covid crisis, if possible. He said at the end of the summer, officers and the member representatives

were able to have discussions with the organisations about putting the grant agreements together.

The town clerk said the grant agreements should have been presented in 2020 for council approval but it was agreed they would not be implemented at that time due to the pandemic. He said the agreements were based on the organisations' ability to return to performing to the grant applications they submitted in February 2020.

The mayor, Cllr B. Larcombe said the agreements were internal documents to inform the council about the working relationship with the grant recipients; they were not something the council would negotiate, they would be presented as the grounds for the grant.

Proposed by Cllr D. Sarson and seconded by Cllr R. Smith, members **RESOLVED** to approve Axe Valley and West Dorset Ring and Ride's grant agreement.

**21/64/C B Sharp Grant Agreement**

Proposed by Cllr B. Bawden and seconded by Cllr G. Stammers, members **RESOLVED** to approve B Sharp's grant agreement.

**21/65/C Bridport and District Citizens' Advice Grant Agreement**

Cllr C. Reynolds said the organisation was grateful for the use of the office building for the outreach service and asked if the council could help to promote it.

The town clerk said it could be promoted on the council website and social media.

Proposed by Cllr C. Reynolds and seconded by Cllr R. Smith, members **RESOLVED** to approve Bridport and District's Citizens Advice's grant agreement.

**21/66/C The Hub Grant Agreement**

The mayor, Cllr B. Larcombe asked if there had been any reduction in funding to The Hub from DC.

The town clerk said he believed there had been no reduction but he would check this and report back to members. He said some organisations had had an influx in funding because of Covid-19 and this could reduce their dependency on the council, although most of the funding was ring-fenced for capital projects.

Proposed by Cllr B. Bawden and seconded by Cllr D. Sarson, members **RESOLVED** to approve The Hub's grant agreement.

*Cllr B. Bawden left the meeting at 7.44pm in line with her pecuniary interests.*

**21/67/C Lyme Arts Community Trust Grant Agreement**

Cllr M. Ellis was concerned Lyme Arts Community Trust (LACT) had received significant funding during Covid-19 which had bolstered the reserves, while still receiving a council grant although the theatre was closed during the pandemic.

The town clerk said most of the grant funding LACT had received was for capital projects, whereas the council grant was principally to support revenue costs and the day-to-day operation of the theatre. He said the council wanted to encourage organisations to secure grants and shouldn't be punitive towards them. He added that if LACT built up a reserve, they would be able to draw on this in emergencies, rather than coming to the council as a last resort.

Cllr D. Ruffle, the council's rep on LACT, confirmed the funding received was for capital projects and a lot of work had been going on at the theatre.

The mayor, Cllr B. Larcombe reminded members they were not being asked to approve the funding, they were being asked to approve the grant agreement and the terms under which the council would then apply the funding.

The town clerk said LACT had made significant progress in making it a viable organisation, which took the pressure off the council. He said they would be judged against their performance to the grant agreement.

Proposed by Cllr R. Smith and seconded by Cllr D. Ruffle, members **RESOLVED** to approve Lyme Arts Community Trust's grant agreement.

*Cllr B. Bawden returned to the meeting at 7.54pm.*

## **21/68/C LymeForward Grant Agreement**

The town clerk said the council hadn't agreed any objectives for LymeForward and it was intended to have that discussion at the next Tourism, Community and Publicity Committee meeting. As such, members may wish to agree the grant agreement at this meeting subject to agreeing the objectives, or to defer until the objectives had been agreed and could be included in the grant agreement.

Several members questioned why the council would set objectives for LymeForward.

The town clerk said LymeForward was set up as a community engagement vehicle and in the past, the council had set objectives related to community engagement so the two organisations could work together. He said if objectives were not included in the agreement, it would take away some of the council's leverage.

Cllr M. Ellis, the council's rep on LymeForward, said some of the activities listed in the agreement as a variation from the original grant application were no longer correct; she said the Death Café and community lunches would be running again. However, she said in order to run their activities they needed a tenancy agreement from the council for Unit 1A to understand what they would be allowed to operate and they had been waiting for this since April 2021.

The town clerk said all the issues listed were communicated to the council by a LymeForward director at the recent grant review meeting and he had not been informed of any changes since then.

Cllr M. Ellis asked if LymeForward stated it would carry out community engagement in its grant application.

The town clerk said this was irrelevant as the council was providing grant funding of £10,000 per year and could ask LymeForward to carry out community engagement as a requirement of the funding.

As chairman of the Tourism, Community and Publicity Committee, Cllr C. Reynolds said she would be happy for the committee to discuss any objectives once the agreement had been approved.

Cllr R. Smith said LymeForward members had expressed concerns about the organisation, including visibility of accounts and administrative expenses, their ability to call members' meetings, and that they were now being asked to fill out a membership form and meet certain criteria so the directors could choose the members. He said he would not vote for LymeForward receiving taxpayer's money until these issues were addressed.

The town clerk reminded members they were being asked to approve the grant agreement, not the funding.

Cllr G. Stammers felt it would benefit LymeForward if the council could agree objectives as it would give the organisation clarity of exactly what was expected, and a short delay in approving the agreement wouldn't do LymeForward any harm as the funding wouldn't stop in the meantime.

The mayor, Cllr B. Larcombe felt the approval of the grant agreement should be deferred so the Tourism, Community and Publicity Committee could agree the objectives, which could then be included in the agreement, against which, future grant reviews would be assessed.

The town clerk said as the local area partnership, LymeForward was community driven and responsible for the community plan and the council needed to have a view on what it was looking for in terms of community engagement. He said the most important thing was for the council and LymeForward to have a positive working relationship and to have shared objectives.

Cllr R. Smith felt the directors of LymeForward should be asked to more actively engage with the members.

The town clerk said he and the mayor had been caught in the middle of the dispute between LymeForward members and the directors but their message had always been if there's an issue, the members should go to the Community Interest Company regulator. He said if the regulator believed there was an issue, he would bring it to members, but he would not act on a handful of allegations or try to micromanage LymeForward.

The mayor, Cllr B. Larcombe said the council's role was to determine if the grant was being spent in the way the council would expect and the agreement was the template against which it could be measured.

Proposed by Cllr G. Stammers and seconded by Cllr D. Ruffle, members **RESOLVED** to defer consideration of LymeForward's grant agreement until after the Tourism, Community and Publicity Committee has set objectives for LymeForward, which can then be included in the grant agreement.

**21/69/C Philpot Museum Grant Agreement**

Proposed by Cllr B. Bawden and seconded by Cllr D. Sarson, members **RESOLVED** to approve the Philpot Museum's grant agreement.

**21/70/C List of Payments**

The mayor, Cllr B. Larcombe asked if the utilities' payments could be combined into an aggregate sum. The town clerk said he would ask the finance team as they were doing a lot of work to aggregate utilities charges.

The mayor, Cllr B. Larcombe said there was a substantial sum paid to Glen Cleaning and the council needed to review this.

The town clerk said members agreed extra cleaning of the toilets in the summer and this provision had now been stood down because it was no longer peak season. He agreed members needed to discuss the provision for next year, which would be informed by the Covid-19 situation.

The town clerk said there was also the possibility of building urinals as this would take the pressure off the Marine Parade toilets. He said this could be considered as part of the 2022-23 budget setting.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members **RESOLVED** to approve the schedule of payments for April, May, June and July 2021 for the sums of £134,393.25, £145,728.04, £135,029.39 and £143,982.34, respectively

*The meeting closed at 8.34pm.*

**Committee:** Full Council

**Date:** 27 October 2021

**Title:** Matters arising from the minutes of the Full Council meeting held on 8 September 2021

**Purpose of the Report**

To inform members of matters arising from the minutes of the Full Council meeting on 8 September 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**

**21/63/C – Axe Valley and West Dorset Ring and Ride Grant Agreement**

The grant agreement has been sent to Axe Valley and West Dorset Ring and Ride for signature

**21/64/C – B Sharp Grant Agreement**

The grant agreement has been signed.

**21/65/C – Bridport and District Citizens' Advice Grant Agreement**

The grant agreement has been signed.

**21/66/C – The Hub Grant Agreement**

The grant agreement has been signed.

The CEO of Lyme Regis Development Trust (LRDT) has confirmed it receives no funding from Dorset Council (DC) directly for the Hub, but is in receipt of a one-off £6k from DC for providing youth services, which is only guaranteed to 31 March 2022.

This funding cannot be spent on heating, lighting, cleaning, i.e. the running of the Hub, and has to be spent on either equipment or employing people directly for the benefit of young people (there is strict criteria around this).

LRDT has so far allocated just under £5k of this ringfenced pot, and expects to have spent the whole amount by 31 March 2022.

**21/67/C – Lyme Arts Community Trust Grant Agreement**

The grant agreement has been signed.

## **21/68/C – LymeForward Grant Agreement**

As per the council resolution, the grant agreement was considered by the Tourism, Community and Publicity Committee on 29 September 2021 and a recommendation is elsewhere on this agenda.

John Wright  
Town clerk  
September 2021

LYME REGIS TOWN COUNCIL  
HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 15 SEPTEMBER 2021

**Present**

**Chairman:** Cllr G. Stammers

**Members:** Cllr J. Broom, Cllr M. Ellis, Cllr B. Larcombe, Cllr C. Reynolds, Cllr D. Sarson, Cllr G. Turner

**Officers:** A. Mullins (administrative officer), J. Wright (town clerk)

**21/16/HR Public Forum**

There were no members of public present.

**21/17/HR Apologies**

Cllr K. Ellis – work commitments  
Cllr S. Williams – illness

**21/18/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 9 June 2021**

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, the minutes of the meeting held on 9 June 2021 were **ADOPTED**.

**21/19/HR Disclosable Pecuniary Interests**

There were none.

**21/20/HR Dispensations**

There were none.

**21/21/HR Matters arising from the minutes of the previous Human Resources Committee meeting held on 9 June 2021**

**Seafront attendant**

Cllr M. Ellis asked if the seafront attendant had had any interim talks with his line manager to check everything was ok before his six-month probation interview.

The town clerk said his induction was completed on his first day and a one-month interview was conducted, all in accordance with the induction policy.

## **Works Supervisor/Lengthsman role – Spinal Column Point Banding Review**

Cllr B. Larcombe asked what progress had been made on the drafting of a new job description for the works supervisor/lengthsman.

The support services manager said the operations manager was discussing it with the works supervisor/lengthsman as his line manager.

### **21/22/HR Update Report**

#### **Members' allowances**

Cllr C. Reynolds asked if there had been any response since the council responded to the members' allowance survey and whether the Dorset Parish Independent Remuneration Panel would make the decision on the level of the allowance.

The town clerk said there had not been a response as the survey deadline hadn't yet passed. He said the panel would take into account the survey submissions and he believed Dorset Council would want to complete the process before budget-setting, therefore a decision was expected in the autumn.

The town clerk said the council wasn't bound by the panel's decision and could choose to do something different, but it had to pay proper regard to its decision.

### **21/23/HR Human Resources' Annual Review for Members**

The town clerk said a report was presented to the previous meeting about staff and it was felt appropriate that the committee looked at what was going on in the member domain.

The support services manager said if members agreed, it was intended to publish the information in the report on the council website. Members agreed this was a good idea.

Cllr M. Ellis asked how much was in the budget for training as all the training in 2020-21 had been undertaken by the same member. She said if all members chose to do the same amount of training, there may not be enough in the budget.

The town clerk said the office publicised training events from DAPTC as they were received but he agreed it was something that needed to be kept track of. He said members needed to undertake more training as it contributed towards the Local Council Award Scheme. However, the council hadn't progressed with scheme because lack of member training and member behaviour were issues which would affect progression.

It was agreed a list of upcoming training courses and events would be brought to this committee so all members had an opportunity to see what was available.

Members discussed representation on external bodies. Cllr C. Reynolds felt more members needed to put themselves forward to be representatives to avoid others being appointed to too many groups.

The town clerk said the time to think about this was when appointments are made to organisations for 2022-23 and to perhaps consider putting a cap on the number of organisations a member could be appointed to.

Cllr G. Stammers said as a new member, she felt more information about what the role involved and what was expected of them would help members make an informed decision about whether they wanted to be a representative.

Cllr M. Ellis said the council needed to check if the organisations wanted a representative as she had been appointed to several organisations for three years and had never been invited to participate.

It was agreed the town clerk would write to the organisations before the new council year to ask organisations if they still wanted a representative and to ask them their expectations of the representative.

#### **21/24/HR The Impact of the Living Wage**

The town clerk said this committee had considered the issue of the impact of the Living Wage on the council's lower paid employees several times and needed to keep it on the radar, as the increase in the government's National Living Wage had been in excess of inflation and local government pay awards.

The town clerk said the gap between both the National Living Wage and the real living Wage and the council's lower paid employees was getting narrower because it was pushing up the pay of the non-skilled workers, which impacted on the pay of the semi-skilled workers. He said he could foresee a situation where lower paid workers could be determined by the National living Wage Living Wage.

Members noted the report and agreed the council should keep its eye on the situation.

#### **21/25/HR National Insurance Increase from 1 April 2022**

Members noted the report.

#### **21/26/HR Homeworking**

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

## 21/27/HR Exempt Business

### a) Homeworking

Members considered the deputy town clerk's request for some homeworking and agreed he was always accessible and responsive, regardless of whether he was in the office or working from home.

Cllr C. Reynolds agreed a homeworking policy was required as it was understood the government was considering homeworking for the winter to help prevent the spread of Covid.

Cllr B. Larcombe felt the deputy town clerk's request was workable because he undertook project management work which had defined outcomes and performance management could be judged by outturn. He said the council needed to carefully consider what it meant for the rest of the office staff as not every role was suited to homeworking.

Cllr M. Ellis agreed and said if there were any further requests from staff to work from home, each request would need to be considered on its own merits.

Cllr J. Broom felt the policy should include a more specific termination clause and suggested either party should be required to give three months' notice to terminate the agreement. This was agreed by members.

Cllr J. Broom asked if there would be a review of any homeworking arrangements each year.

The town clerk said a review would be included as part of the annual appraisal process but this could be made clearer in the policy. Members agreed this.

Cllr B. Larcombe asked if there would be an annual homeworking assessment where the council inspected the employee's home.

The support services manager said officers did not feel it would be necessary to inspect employees' homes and that a self-assessment of their own work area, which employees currently did for the office, would be sufficient.

Cllr J. Broom asked if the deputy town clerk would be required to come into the office when the town clerk was not in.

The town clerk said the deputy town clerk could still fulfil his deputising role remotely but he would be flexible and could come into the office if absolutely necessary. He said there were now other experienced managers who could step in if neither the town clerk nor deputy town clerk were in the office.

Proposed by Cllr B. Larcombe and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the homeworking policy, with the addition of a three-month termination clause for either party and an annual review of any homeworking arrangement.

Proposed by Cllr B. Larcombe and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to approve a homeworking request from Mark Green, deputy town clerk, to work from home on up to two days per week.

*The meeting closed at 8.03pm.*

DRAFT

LYME REGIS TOWN COUNCIL  
CANCELLED PLANNING COMMITTEE – 7 SEPTEMBER 2021  
PLANNING APPLICATIONS DETERMINED UNDER DELEGATED AUTHORITY

- 1) **P/LBC/2021/01166** (Received 25 August 2021)  
**LISTED BUILDING CONSENT**  
Culley – Upgrade of fire protection and escape route and installation of fire alarm system – 44 – 45 coombe Street, Lyme Regis, DT7 3QA

*Recommended that the application be approved because there were no material listing considerations that would warrant its refusal.*
- 2) **P/HOU/2021/01476** (Received 10 August 2021)  
**HOUSEHOLDER PLANNING PERMISSION**  
Gratton – Loft conversion to include raised roof, 3 no. dormer windows to the rear and full-height glazed entrance well to the front elevation/ Conversion of existing garage with addition of conservatory to rear. Erect single garage and formation of additional terracing – Galen Lea, Sidmouth Road, Lyme Regis, DT7 3ES

*Recommended that the application be approved because there were no material planning considerations that would warrant its refusal.*
- 3) **P/HOU/2021/01535** (Received 30 June 2021)  
**HOUSEHOLDER PLANNING PERMISSION**  
Leeden – Front and rear extension – Magnolia House, Sidmouth Road, Lyme Regis, DT7 3ES

*Recommended that the application be approved because there were no material planning considerations that would warrant its refusal.*
- 4) **P/HOU/2021/01662** (Received 3 August 2021)  
**HOUSEHOLDER PLANNING PERMISSION**  
Oliver – Erect rear extension, part ground floor only and part two storey with lower and upper ground floors. Add first floor bedroom over existing ground floor – 39 Sherborne Lane, Lyme Regis, DT7 3NY

*Recommended that the application be approved because there were no material planning considerations that would warrant its refusal.*
- 5) **P/COU/2021/01806** (Received 13 August 2021)  
**CHANGE OF USE**  
Samways – Change of use of shop to residential flat and re-roof conservatory – Pitt House, Broad Street, Lyme Regis, DT7 3QF

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

- 6) **P/HOU/2021/02017** (Received 11 August 2021)  
**HOUSEHOLDER PLANNING PERMISSION**  
Dillon – First floor extension incorporating a raised mono pitch roof and rear single storey lean to extension. Ground floor side extension. Landscape and access alterations to front of property. To also include installation of solar panels on new roof and a heat pump at rear – Appletree Cottage, Corum Avenue, Lyme Regis, DT7 3LB
- Recommended that the application be approved because there were no material planning considerations that would warrant its refusal.*
- 7) **P/CLE/2021/02053** (Received 29 July 2021)  
**CERTIFICATE OF LAWFULNESS**  
Bray – Retrospective planning for fencing and gate boundaries, one shed and one lean to and access – Humming Bird, Marine Parade, Lyme Regis, DT7 3JF
- Noted that the GOV.UK website advises in relation to such applications 'Views expressed by third parties on the planning merits of the case, or on whether the applicant has any private rights to carry out the operation, use or activity in question, are irrelevant when determining the application.' so this council has no material or relevant views to offer.*
- 8) **P/LBC/2021/02080** (Received 29 July 2021)  
**HOUSEHOLDER PLANNING PERMISSION**  
Pudner – Changes to Fenestration – The Lawn, Pound Street, Lyme Regis, DT7 3HZ
- Recommended that the application be approved because there were no material planning considerations that would warrant its refusal.*
- 9) **P/HOU/2021/02339** (Received 30 July 2021)  
**HOUSEHOLDER PLANNING PERMISSION**  
Walsh – Erect two storey rear extension – 4 Cobb Road, Lyme Regis, DT7 3JU
- Recommended that the application be approved because there were no material planning considerations that would warrant its refusal.*
- 10) **P/LBC/2021/02379** (Received 9 August 2021)  
**LISTED BUILDING CONSENT**  
Hemsley – Installation of compact lift between flats 1 and 5 (temporary consent only) – 1 High Cliff House, Sidmouth Road, Lyme Regis, DT7 3EQ
- Recommended that the application be approved because there were no material listing considerations that would warrant its refusal.*
- 11) **P/HOU/2021/02545** (Received 13 August 2021)  
**HOUSEHOLDER PLANNING PERMISSION**  
Wood – Erect garden canopy and extend garden boundary – Cleveland Pound Street, Lyme Regis, DT7 3JA
- Recommended that the application be approved because there were no material planning considerations that would warrant its refusal.*

LYME REGIS TOWN COUNCIL

ENVIRONMENT COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 6 OCTOBER 2021

**Present**

**Chairman:** Cllr B. Bawden

**Members:** Cllr J. Broom, Cllr D. Sarson, Cllr R. Smith and Cllr G. Stammers,

**Officers:** M. Adamson-Drage (operations manager), E. Pawsey (senior administrative assistant)

**21/14/ENV Election of Vice-Chairman**

It was proposed by Cllr D. Sarson and seconded by Cllr G. Stammers that Cllr R. Smith is vice chairman of the Environment Committee.

There being no other nominations, Cllr R. Smith was duly **ELECTED** as vice-chairman.

**21/15/ENV Public Forum**

**N. Ball (read out by an officer)**

N. Ball spoke in relation to agenda item 10, Food Waste to Living Soil Project. He said he believed this project should not go ahead and council staff should not be involved. He said the only composting that should be done was green waste management and compost bins could be built in another area of gardens, rather than the proposed site. N. Ball said green waste need not be taken anywhere off site and he asked the council to consider his comments to avoid unsightly waste management sites in the public amenity space.

**V. Elcoate**

V. Elcoate said she had concerns with the pollution in the River Lym, which was first noticed by Cllr Daryl Turner in August. She said signs had been put up but she was concerned with them being permanent. She said she had contacted South West Water (SWW) and the Environment Agency (EA) to find out what action they were taking; both of their responses were very unsatisfactory, and they were only monitoring the beach. V. Elcoate said Turn Lyme Green would like to set up a monitoring project with the support of South West River Trust, who supported communities to make sure their rivers were cleaned up. She said they would monitor the water regularly, set up several monitoring points along the river, and the Rivers Trust would collect the data. V. Elcoate said she would like the support of the council to help with funding the six required testing kits at £25 each. She said Turn Lyme Green could fundraise, but this was an opportunity for the town council to show its support. V. Elcoate said she would continue to pressure SWW and EA to get some answers.

**21/16/ENV Apologies**

Cllr B. Larcombe MBE – personal commitment  
Cllr C. Reynolds  
Cllr D. Ruffle – illness  
Cllr T. Webb  
Cllr S. Williams – illness

**21/17/ENV Minutes**

Proposed by Cllr J. Broom and seconded by Cllr D. Sarson the minutes of the meeting held on 7 July 2021, were **ADOPTED**.

**21/18/ENV Disclosable Pecuniary Interests**

There were none.

**21/19/ENV Dispensations**

There were none.

**21/20/ENV Matters arising from the previous meeting held on 7 July 2021**

**Queen's Green Canopy**

Cllr D. Sarson said he was on a walk in the cemetery when one of the gardeners pointed out that the tree roots were lifting the tarmac in several places so it might not be a good idea to plant trees there.

The operations manager said the council could plant trees in other areas. He agreed the tree roots were causing damage to both the path and drains in the cemetery and at some point, the council would have to do major work to the road and reinstate the drains. He said trees would not be able to be planted there in the future and would have to be planted in another area of the cemetery which would mean a reduction of burial plots.

The operations manager was asked to choose another location in the cemetery for trees to be planted.

Cllr G. Stammers asked if the council could plant trees with less invasive roots.

The operations manager said they could and there were areas, other than the cemetery, where the trees could be planted.

**Japanese Knotweed**

Cllr G. Stammers asked if the operations manager was dealing with the knotweed.

The operations manager said the gardeners now had the injecting kit to deal with it.

## **21/21/ENV Update Report**

### **Lyme Regis energy scheme**

Cllr B. Bawden said the Lyme Regis energy scheme (Dorset Community Energy, DCE) had done an investigation on buildings using energy, including the Boat Building Academy and St Michaels Primary school, and concluded that not enough energy was being used for DCE to get involved. She said individual buildings could get involved and grant applications could be done on an individual basis.

### **Our Future Town**

Cllr B. Bawden said the community engagement on Our Future Town would now be postponed to start in the new year. She said there was a National Lottery grant for climate action if the council applied for this, the Royal College of Art would be able to develop their toolkit and if not, the council could just go ahead and do it itself.

### **Totally Locally**

Cllr B. Bawden said Totally Locally was running from Saturday 9 October until 23 October. She said Totally Locally was a national campaign to support local independent businesses, which the council supported in February and October last year. Cllr Bawden said she sent the information out to local businesses and there had been a really good take up, especially from new businesses. Cllr Bawden said there would be free parking in Woodmead and Dorset Council car parks and the One Planet working group and Turn Lyme Green were going to split the cost of printing the map.

## **21/22/ENV Environment Information for the Town Council Website**

Proposed by Cllr R. Smith and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to use option 3 to add an environment tab to the town council website and to change the wording on the tab to Environment and not Environmental.

## **21/23/ENV Food Waste to Living Soil Project**

The operations manager said the idea would be to have a showcase in the gardens with signage to show how to create compost from food wastage. He said there wouldn't be a large burden on town council staff in bringing waste from the seafront bins to this location as it was something staff already did, transferring waste to other bins for Dorset Waste Partnership to collect. He said once the waste had been deposited at the composting site, anything beyond that would be organised by Grolav.

The operations manager said more space and wheelie bins were needed than he was originally expecting, and consideration had also been given to levelling off areas and maybe canopying. He said he had been informed the process did not smell but they would be storing manure on the site.

The operations manager said that there seemed to be more to this project than originally anticipated and it would cost approximately £2,500 to £3,000 to set up. He said in the

future, he wasn't sure if Grovlav would continue with the project or whether the council would have to take over.

Cllr J. Broom said he didn't believe Langmoor Gardens was the right place for a waste transfer system and he suggested Strawberry Field as an alternative. He was concerned the project hadn't been costed properly and the concept had grown beyond the original request.

The operations manager said Grovlav was going to find the funding and just wanted the council to underwrite it.

Cllr J. Broom suggested the council underwrote half the amount, i.e. £1,250.

Cllr R. Smith said although he supported the idea, he didn't think Langmoor Gardens was the right location. He said he would not want to match fund anything more than £1,500 and that the council would need a lot more detail.

Proposed by Cllr R. Smith and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** that the operations manager speaks to Cliff Powley to enquire if Strawberry Fields was a suitable site for the Food Waste to Living Soil Project and if so, approach Grovlav to get more explicit and costed details, to understand the visual impact and ask them to commence the fundraising.

## **21/24/ENV Water Quality on the River Lym**

The operations manager said the only input this council had was to put up some signs, at first for just a day, and then more permanent signage. He said this request came from Cllr D. Turner via the Environment department at Dorset Council (DC).

Cllr D. Sarson commended V. Elcoate for the work she was doing. He said as SWW and the EA had not come up with a solution or an indication of where the sewage was coming from, it was not up to the council to chase up.

Cllr R. Smith said the council should fund the testing packs, as referred to by V. Elcoate in the public forum.

Cllr B. Bawden agreed the council should buy the testing kits and suggested the council engaged with Uplyme Parish Council to also get involved.

Cllr J. Broom asked what the council was going to gain from it and what it would do with the information.

Cllr B. Bawden said the council would get better information about the quality of the water and could then report the results to SWW and the EA.

Cllr J. Broom said their water quality was not going to improve until it was determined which properties were connected to the overflow pipe instead of the sewer. He said SWW was the responsible authority and that is where the council should be going for information.

Proposed by Cllr R. Smith and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** that the council writes to South West Water to express its concerns about water quality in the River Lym.

Proposed by Cllr R. Smith and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to match fund the cost of water quality monitoring packs up to £75.

**21/25/ENV Bathing Water Classification Gap 2020**

Members noted the report.

**21/26/ENV Dorset Council Rights of Way**

Cllr B. Bawden said if lost paths and previous rights of way were not identified and reclaimed within the next five years, the opportunity to do that would be lost. She asked what the council could do about this and whether there were areas in our town affected.

The operations manager said Dorset Council had a ranger who checked the paths and they should check all the officially numbered footpaths.

Cllr B. Bawden asked if there were any in Lyme Regis that should be campaigned to maintain.

The operations manager said he was pleased DC was doing this as one of the issues in Lyme was Footpath 12 (Stile Lane) where the path was slipping and the tarmac was breaking up. He said this part of Footpath 12 was owned by the town council but was a named footpath, which DC was responsible for.

Cllr J. Broom suggested the operations manager contacted local resident Ken Gollop as he would know where the paths were.

Cllr B. Bawden said the ramblers map showed potentially lost footpaths.

Cllr R. Smith said there were other paths that were not on the ordnance survey map.

It was agreed the operations manager would contact Ken Gollop for further information on the footpaths in Lyme Regis.

**21/27/ENV The Climate and Environmental Emergency – What is it and why we must act now**

Members noted the report.

**21/28/ENV Carbon Literacy Training for Members**

Members noted the report.

*The meeting closed at 8.25pm.*

**LYME REGIS TOWN COUNCIL  
HUMAN RESOURCES COMMITTEE**

**MINUTES OF THE MEETING HELD ON WEDNESDAY 15 SEPTEMBER 2021**

**Present**

**Chairman:** Cllr G. Stammers

**Members:** Cllr J. Broom, Cllr M. Ellis, Cllr B. Larcombe, Cllr C. Reynolds, Cllr D. Sarson, Cllr G. Turner

**Officers:** A. Mullins (administrative officer), J. Wright (town clerk)

**21/16/HR Public Forum**

There were no members of public present.

**21/17/HR Apologies**

Cllr K. Ellis – work commitments  
Cllr S. Williams – illness

**21/18/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 9 June 2021**

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, the minutes of the meeting held on 9 June 2021 were **ADOPTED**.

**21/19/HR Disclosable Pecuniary Interests**

There were none.

**21/20/HR Dispensations**

There were none.

**21/21/HR Matters arising from the minutes of the previous Human Resources Committee meeting held on 9 June 2021**

**Seafront attendant**

Cllr M. Ellis asked if the seafront attendant had had any interim talks with his line manager to check everything was ok before his six-month probation interview.

The town clerk said his induction was completed on his first day and a one-month interview was conducted, all in accordance with the induction policy.

## **Works Supervisor/Lengthsman role – Spinal Column Point Banding Review**

Cllr B. Larcombe asked what progress had been made on the drafting of a new job description for the works supervisor/lengthsman.

The support services manager said the operations manager was discussing it with the works supervisor/lengthsman as his line manager.

### **21/22/HR Update Report**

#### **Members' allowances**

Cllr C. Reynolds asked if there had been any response since the council responded to the members' allowance survey and whether the Dorset Parish Independent Remuneration Panel would make the decision on the level of the allowance.

The town clerk said there had not been a response as the survey deadline hadn't yet passed. He said the panel would take into account the survey submissions and he believed Dorset Council would want to complete the process before budget-setting, therefore a decision was expected in the autumn.

The town clerk said the council wasn't bound by the panel's decision and could choose to do something different, but it had to pay proper regard to its decision.

### **21/23/HR Human Resources' Annual Review for Members**

The town clerk said a report was presented to the previous meeting about staff and it was felt appropriate that the committee looked at what was going on in the member domain.

The support services manager said if members agreed, it was intended to publish the information in the report on the council website. Members agreed this was a good idea.

Cllr M. Ellis asked how much was in the budget for training as all the training in 2020-21 had been undertaken by the same member. She said if all members chose to do the same amount of training, there may not be enough in the budget.

The town clerk said the office publicised training events from DAPTC as they were received but he agreed it was something that needed to be kept track of. He said members needed to undertake more training as it contributed towards the Local Council Award Scheme. However, the council hadn't progressed with scheme because lack of member training and member behaviour were issues which would affect progression.

It was agreed a list of upcoming training courses and events would be brought to this committee so all members had an opportunity to see what was available.

Members discussed representation on external bodies. Cllr C. Reynolds felt more members needed to put themselves forward to be representatives to avoid others being appointed to too many groups.

The town clerk said the time to think about this was when appointments are made to organisations for 2022-23 and to perhaps consider putting a cap on the number of organisations a member could be appointed to.

Cllr G. Stammers said as a new member, she felt more information about what the role involved and what was expected of them would help members make an informed decision about whether they wanted to be a representative.

Cllr M. Ellis said the council needed to check if the organisations wanted a representative as she had been appointed to several organisations for three years and had never been invited to participate.

It was agreed the town clerk would write to the organisations before the new council year to ask organisations if they still wanted a representative and to ask them their expectations of the representative.

#### **21/24/HR The Impact of the Living Wage**

The town clerk said this committee had considered the issue of the impact of the Living Wage on the council's lower paid employees several times and needed to keep it on the radar, as the increase in the government's National Living Wage had been in excess of inflation and local government pay awards.

The town clerk said the gap between both the National Living Wage and the real living Wage and the council's lower paid employees was getting narrower because it was pushing up the pay of the non-skilled workers, which impacted on the pay of the semi-skilled workers. He said he could foresee a situation where lower paid workers could be determined by the National living Wage Living Wage.

Members noted the report and agreed the council should keep its eye on the situation.

#### **21/25/HR National Insurance Increase from 1 April 2022**

Members noted the report.

#### **21/26/HR Homeworking**

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

## 21/27/HR Exempt Business

### a) Homeworking

Members considered the deputy town clerk's request for some homeworking and agreed he was always accessible and responsive, regardless of whether he was in the office or working from home.

Cllr C. Reynolds agreed a homeworking policy was required as it was understood the government was considering homeworking for the winter to help prevent the spread of Covid.

Cllr B. Larcombe felt the deputy town clerk's request was workable because he undertook project management work which had defined outcomes and performance management could be judged by outturn. He said the council needed to carefully consider what it meant for the rest of the office staff as not every role was suited to homeworking.

Cllr M. Ellis agreed and said if there were any further requests from staff to work from home, each request would need to be considered on its own merits.

Cllr J. Broom felt the policy should include a more specific termination clause and suggested either party should be required to give three months' notice to terminate the agreement. This was agreed by members.

Cllr J. Broom asked if there would be a review of any homeworking arrangements each year.

The town clerk said a review would be included as part of the annual appraisal process but this could be made clearer in the policy. Members agreed this.

Cllr B. Larcombe asked if there would be an annual homeworking assessment where the council inspected the employee's home.

The support services manager said officers did not feel it would be necessary to inspect employees' homes and that a self-assessment of their own work area, which employees currently did for the office, would be sufficient.

Cllr J. Broom asked if the deputy town clerk would be required to come into the office when the town clerk was not in.

The town clerk said the deputy town clerk could still fulfil his deputising role remotely but he would be flexible and could come into the office if absolutely necessary. He said there were now other experienced managers who could step in if neither the town clerk nor deputy town clerk were in the office.

Proposed by Cllr B. Larcombe and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the homeworking policy, with the addition of a three-month termination clause for either party and an annual review of any homeworking arrangement.

Proposed by Cllr B. Larcombe and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to approve a homeworking request from Mark Green, deputy town clerk, to work from home on up to two days per week.

*The meeting closed at 8.03pm.*

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LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 13 OCTOBER 2021

**Present**

**Chairman:** Cllr M. Ellis

**Councillors:** Cllr B. Bawden, Cllr J. Broom, Cllr R. Doney, Cllr B. Larcombe, Cllr D. Sarson, Cllr R. Smith, Cllr G. Turner

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

**21/17/SF Public Forum**

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

**21/18/SF Apologies for Absence**

Cllr C. Reynolds – hospital appointment  
Cllr D. Ruffle – illness  
Cllr R. Smith – personal commitments  
Cllr G. Stammers - illness  
Cllr T. Webb – work commitments  
Cllr S. Williams – illness

**21/19/SF Minutes**

Proposed by Cllr R. Doney and seconded by Cllr D. Sarson, the minutes of the meeting held on 14 July 2021 were **ADOPTED**.

**21/20/SF Disclosable Pecuniary Interests**

Cllr J. Broom declared a pecuniary interest in agenda item 12, Review of Precept and Charges, specifically Monmouth Beach garages as he rented a garage from the council.

**21/21/SF Dispensations**

There were none.

**21/22/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 14 July 2021**

Members noted the report.

## **21/23/SF Update Report**

### **Public toilets and business rates**

Cllr R. Doney said he understood the Non-Domestic Rating (Public Lavatories) Bill retrospectively applied from 1 April 2020 so the council may be able to make retrospective claims.

The finance manager said he would look into this.

### **Survey of accreted land**

Cllr M. Ellis asked if a new date had been set to meet with Dorset Council (DC) officers.

The town clerk said he had been given some dates in early-November when the DC officers were available and he would firm this up.

## **21/24/SF The Process for Approving the 2022-23 Budget<sup>1</sup> and Five-Year Financial Plan**

The town clerk detailed the process for approving the 2022-23 budget through two cycles of meetings.

Cllr R. Doney asked if members made decisions at this meeting which were then resolved by the Full Council, whether alternative decisions could be made in the next cycle of meetings once officers had modelled up the figures based on the decisions made.

The town clerk said he saw this as an iterative, two-stage process and at this point, members were only asking officers to model up the figures to allow them to approve the budget in the next round of meetings.

## **21/25/SF Statement of Internal Control, Risk Management Policy and Annual Risk Assessment**

The town clerk said his statement of internal control gave a holistic view of the organisation, beyond what the internal auditor did. He said the risk register was prepared by officers but it belonged to the council and members could make amendments if they wished.

Cllr B. Larcombe said he felt the ratings given in the risk register were reflective of where the organisation was.

Cllr R. Doney asked what the town clerk felt were the most significant differences between last year's and this year's register.

The town clerk said the main variances were issues surrounding Covid-19, the budget gap at DC, and member relationships.

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<sup>1</sup> The 2022-23 budget includes the precept.

Cllr B. Bawden said there was a need to identify financial and operational risks related to climate change. Although there was a category for environment, she felt it needed to be more explicit as there was legislation filtering down which meant organisations needed to quantify it better.

The town clerk said without the criteria to quantify the risk against, it was difficult to do this. He said when that guidance was available, it could be considered for next year's risk register.

Members noted the statement of internal control and the town clerk's observations.

Proposed by Cllr B. Larcombe and seconded by Cllr B. Bawden, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the risk management policy and the 2021-22 annual risk assessment.

Proposed by Cllr R. Doney and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the 2021-22 risk register.

#### **21/26/SF Budget Performance, 1 April – 31 August 2021**

The town clerk said it had been a good year so far for the council, officers anticipated the year would continue in this way and the 2021-22 budget surplus would be exceeded. He said a prudent budget had been set based on 2019-20 income and expenditure, i.e. avoiding the impact of Covid-19.

The town clerk said car parking income was expected to be up 25% on budget, along with other areas of activity, particularly amenities. He said this would contribute to a prudent year-end reserve forecast of £1.2million.

The town clerk reminded members money had already been released for some projects and it was now intended to release more for projects including the Guildhall repairs and the seafront railings. He said although officers couldn't make guarantees, based on the money which had come in over the last two months, they believed the council could pay off the loan to DC in this financial year and increase the reserve to £1million.

The finance manager said the current budget position didn't include a payment of £16k from Warner Brothers related to filming in the town, and further income was expected from the sales of several chalets. He said al fresco seating was significantly down on budget due to the government cap of £100 on non-fixed outdoor seating due to Covid-19.

In terms of expenditure, the finance manager said office admin was overspent due to legal fees received this year but relating to 2020-21, and the marketing budget was overspent due to the building of the tourism microsite.

Cllr B. Larcombe said he was keen for the council to pay off the DC loan as soon as possible and there was general agreement with this.

Cllr R. Doney said the current financial performance put the council in a position to be able to make significant decisions. He said the council should make a decision now to

fund the projects that had been held off due to Covid-19, pay off the DC loan and increase the reserve to £1million.

Cllr B. Larcombe said the council levied a precept on the townspeople as a tax for the essential needs of the council and if the reserve was grown too fast and too high, residents would ask why it was necessary to pay a precept. As such, he felt the council needed to be cautious about how much it grew its reserve.

Cllr B. Bawden asked if agreeing to increase the reserve to £1million would tie the council's hands in terms of future projects.

The town clerk said there were projects the council had already given consideration to and it would be worthwhile formally approving they go ahead. He said the issue of the reserve was a change in council policy and he advised the council to carry out the previously identified projects first and then to prioritise the paying off of the loan.

Several members felt it was more important to pay off the loan first.

The town clerk said the council was and would be contractually committed to some of the identified projects and because of the contractual risk, it was prudent to pay for those first and use the balance to pay off the loan.

The finance manager also clarified the £157k balance on the loan was the year-end figure; if the council was to pay off the loan now, it would cost £175k.

Cllr M. Ellis said she didn't see a problem with waiting until the end of the financial year to pay off the loan as this was the date the council had originally targeted.

The town clerk said it didn't necessarily have to be at the end of the financial year because there would be greater certainty about the council's finances before then.

Proposed by Cllr R. Doney and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to formally approve the following projects to be carried out and to aim to pay off the loan from Dorset Council by the end of the financial year:

- Guildhall/office c.£100k
- Railings c.£86k (less DC contribution, c.£19k)
- Beach hut replacement c.£32k
- Chipper c.£15k
- EV points c.£14k (less grant contribution, c.£10k)
- Roof glass replacement c.£2.6k
- Other legal costs c.£5k
- CCTV c.£10k (assuming £40k grant towards this)
- Car park machines c.£30k

## **21/27/SF Budget and Precept 2022-23 and Five-Year Financial Plan 2022-27**

The town clerk said officers had put together a budget based on known changes, such as the increase in National Insurance contributions and the RPI increase on chalet, caravan

and beach hut fees, but there were lots of other variables which couldn't be factored in and which members had discretion over in terms of what the council should charge.

The town clerk said the five-year financial plan gave members a sense of what was likely to happen over the next five years and how much the council could spend on things that were beyond the basic running of the council.

The finance manager highlighted the main variances in the 2022-23 budget compared with the current year and advised officers had used the current RPI figure of 4.8%, but the figures might change at the margins because the September RPI was not yet released. The main variances were as follows: advertising income reduced by £7k; National Insurance contributions increased to 15.5%; a 3% increase on staff salaries as discussions were ongoing between national employers and unions; costs, a £11k increase on democratic costs due to member IT; and an increase in utilities mainly due to increasing business rates and rising energy prices. Based on the current figures, the finance manager said a surplus of £330k was forecast each year.

Cllr R. Doney said residents had put up with a lot during Covid-19 and when the town re-opened so he wanted the council to consider a payback or reward. He said he felt uncomfortable adding over £300k to the surplus every year unless the council had something sensible to spend it on. As a payback to residents, Cllr R. Doney suggested setting the precept to zero for the coming year, and perhaps the only year, issuing shoppers' parking permits to allow residents to park for free for two hours at any time of the year, or offering a 50% discount on council services to Gateway Card holders. He suggested adding 10p to parking charges to make visitors pay for it.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the 2022-23 base budget and assumptions and to approve the base five-year financial plan and assumption.

21/28/SF

## **Review of Precept and Charges**

### **Precept**

The town clerk said this council's precept was fairly low compared to neighbouring councils. He said the purpose of the precept was to produce a balanced budget. He said although the council made a surplus and didn't technically need to charge a precept, it was used to carry out projects and planned works of a larger nature. He added the council had kept the precept low to support residents and 'taxed' people who visited the town and used its facilities.

Cllr R. Doney said the council needed to work out what individual houses paid in the different bands because when new properties were taken into account the amount each property paid was going down each year.

Cllr M. Ellis said she liked the idea of not charging a precept for a year, as suggested earlier by Cllr R. Doney. She said it would have to be made very clear that it was for one year only and residents should not expect it in future.

Cllr B. Larcombe said the council needed to be mindful of it how it would be perceived by residents if the precept was increased because although putting it up by 10% would only generate an additional £13k, a 10% increase would make the headlines.

The town clerk advised members to be careful about reducing the precept as the government could introduce a precept cap.

Cllr R. Doney said if it was publicised in the right way, the council could make it clear the precept was zero for one year because of the impact of Covid-19 on residents. He said the council had to do something for the residents and this was something that would be visible and would benefit everyone.

Cllr J. Broom was concerned setting the precept to zero for a year would set expectations and suggested the council should instead give a cheque to every resident.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** not to increase the precept in 2022/23.

### **Cart Road beach huts**

Cllr B. Larcombe said as the town was seeing an extension of the shoulder periods to the main holiday season, the rates for Easter and September should be increased.

Several members felt putting up the prices in the shoulder season would not be sensible as occupancy rates were lower and as prices were so low anyway, the extra income would be negligible.

Cllr R. Doney suggested a 50% discount on all prices for Lyme Regis residents.

Cllr M. Ellis felt all the prices were too low and there was scope to increase them across the board.

The town clerk said 2020 was a difficult year to model future income on because the council had to make a lot of refunds due to Covid-19 and as system had moved to a new charging structure of predominantly daily hire. He suggested a fundamental review next year when there would be more data available to make informed decisions.

Proposed by Cllr R. Doney and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to hold Cart Road beach hut charges for 2023 as follows but to increase the discount for Gateway Card holders to 50%:

	<b>Daily Rates 2023</b>	<b>Weekly Rates 2023</b>
January– Easter	£4	
Easter Holiday		£55
April– Spring Holiday	£10	
Spring Holiday		£60
June		£55
July (before summer hol)		£80
July (start of summer hol)- August		£140
September	£12	

October	£7	
November- December	£5	
Christmas & New Year		£80 (2-week booking)
Winter Season	£170	
Summer Season	£1,100	
Annual	£1,700	

It was clarified the 50% discount would apply to 2023 bookings as charges had already been set for 2022 and bookings had already been taken on the basis of a 10% discount.

### **Alfresco licences**

Members noted the council was tied into the government's flat rate of £100 for removable outside seating until September 2022 and agreed to review the charge for 2023-24.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to hold alfresco licence charges for 2022-23, as follows:

	<b>Price 2021/22</b>
Covers	£130
Single Chairs	£12

### **Website advertising**

Members noted introductory charges for the new microsite had already been set and charges for 2022-23 would be considered by the Tourism, Community and Publicity Committee in early-2022.

### **Bell Cliff advertising boards**

Proposed by Cllr R. Doney and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to hold Bell Cliff advertising charges for 2022-23 at £120 inclusive of VAT.

### **Marine Parade Shelters**

Cllr M. Ellis said the council needed to review the prices for commercial rental as they were too low and any charges for the area on top of the shelters should consider the size of the area and its uses.

The town clerk suggested charges for the area on top of the shelters could be reviewed as part of the roof management plan.

Cllr M. Ellis suggested increasing commercial hire of the performance area from £200 to £250 and for further discussion about controlling what should be allowed to trade from there.

Cllr J. Broom suggested an increase to £300 as a way of controlling what traded from there.

The town clerk advised members to be careful about increasing the charges too much because it currently produced a good income for the council and might price people out of the market.

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to hold charges for 2023-24 for the Marine Parade Shelters for charities, schools and not-for-profit organisations, to hold charges for commercial or private hire of the Langmoor Room, to hold charges for the performance area for a performance, and to increase charges for private and commercial letting of the market and performance areas, as follows:

**Charities, Schools and Not-for-Profit Organisations – per area, per day**

<b>Categories</b>	<b>2023-24</b>
DT7 postcodes	£15
Within a 10-mile radius of the offices	£20
Outside a 10-mile radius of the offices	£25
National charities (per hour)	£20
Not-for-profit community events and festivals hiring the shelters	At the discretion of the town clerk

**Commercial or private hire**

<b>Area</b>		<b>2023-24</b>
Langmoor Room	Per room, per hour	£15
Market area	Per day	£250
Performance area/ top of shelters (Commercial)	Per day	£300
Hire of Performance Area for Performance	Per Half	£60
Hire of any section on top of the shelters	Per Day	To be set as part of roof management plan

## Amenities

Cllr M. Ellis said as the income from the putting green was only £311, it was costing the council more in maintenance. She said the council needed to put this area to better use and suggested extending the mini golf as a future project.

The town clerk said the council had options for the land and he said members needed to think about what they wanted to do with it over the next year.

Proposed by Cllr J. Broom and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to hold amenities' charges for 2022-23 at: adult mini-golf, £4 and putting, £3; child mini-golf, £2 and putting, £1.50; table tennis, £2 per person, and to increase the discount for Gateway Card holders to 50%.

## Weddings and civil marriages

Proposed by Cllr B. Bawden and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to increase charges for weddings and civil marriages in 2023-24 to £400 for Mondays to Fridays and £500 for weekends.

## Car parking permits

Members discussed Cllr R. Doney's earlier suggestion of a shoppers' permit for residents to allow them to park in town council car parks for two hours a day at any time of year. He suggested it could be managed with a physical permit that had a clock so enforcement officers could check if someone had stayed for two hours.

Members agreed this was a good way of rewarding residents.

The support services manager said consideration would need to be given as to how this would be managed as the council had now moved away from physical permits and were operating a virtual permit system.

Cllr B. Bawden asked if the council could consider giving parking permits to people who volunteered in the town as organisations were losing volunteers. She said the organisation would pay for a permit and then issue it to their volunteers.

Members were concerned how this would be controlled and it was agreed the idea could be considered in more detail as part of next year's budget-setting process.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to hold car parking permit charges for 2022-23 as follows:

	<b>2022/23</b>
<b>Residents</b>	£175
<b>Non-residents</b>	£400
<b>Holiday accommodation</b>	£700

## Car parking

Members agreed there was scope to increase car parking charges and Cllr M. Ellis suggested increasing the hourly charge at Monmouth and Cabanya from £1.40 to £1.50 to cut down on the number of coins in the machines.

Cllr B. Larcombe suggested increasing the hourly charge at Woodmead from £1 to £1.20.

Proposed by Cllr M. Ellis and seconded by Cllr R. Doney, members agreed to **RECOMMEND TO FULL COUNCIL** to increase car parking charges for 2022-23 as follows:

	2022/23
<b>Cabanya</b>	1.50 per hour
<b>Monmouth Beach</b>	1.50 per hour
<b>Woodmead</b>	1.10 per hour
<b>Woodmead three-day ticket</b>	£30
<b>Woodmead weekly ticket</b>	£60

## Penalty charge

Proposed by Cllr J. Broom and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to hold the car parking penalty charge for 2022-23 at £60, with a reduced fee of £40 if paid within seven working days.

## Cemetery

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to hold the cemetery charges for 2022-23, as follows, with double fees applying to non-parishioners:

Inter still born child or under 2 years	Inter child under 16 years	Inter over 16 years	Inter cremated remains	Exclusive right of burial in earthen grave	Exclusive right of burial of cremated remains	Installation of headstone/ footstone/ tablet
No Charge	No Charge	£225.00	£50.00	£455.00	£276.00	£90.00

Installation of vase	Additional inscription on memorial	Scattering ashes on existing graves	Scattering ashes beneath turf of existing graves	Genealogy searches	Certified copy of entry in burial books	Double interment fee
£45/£60	£30.00	£20.00	£20.00	£25.00	Not Offered	No Extra Charge

## **Memorial benches**

Proposed by Cllr M. Ellis and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** that the charge for memorial benches for 2022-23 is based on the procurement cost at the time.

## **Monmouth Beach garages**

*Cllr J. Broom left the meeting at 9.34pm in line with his declaration of pecuniary interests.*

*Cllr B. Larcombe left the meeting at 9.34pm.*

It was noted the garages were in high demand and the charge had remained the same for four years.

Cllr M. Ellis suggested increasing the charge from £1,040 to £1,100.

Proposed by Cllr R. Doney and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to increase the charge for Monmouth Beach garages for 2022-23 to £1,250.

*Cllrs J. Broom and B. Larcombe returned to the meeting at 9.36pm.*

*The meeting was adjourned for a break at 9.36pm.*

*The meeting resumed at 9.41pm.*

**21/29/SF**

## **Objectives**

Cllr B. Larcombe asked if the replacement of the cadet hut would be necessary once the Monmouth Beach store was returned to the council.

Cllr J. Broom said it would still have to be replaced, and sooner rather than later. Cllr D. Sarson said the impression he got from the gardeners while doing a staff meet and greet was they were reluctant to go into the cadet hut due to subsidence and asbestos.

The town clerk said it was also planned to replace the amenities' hut, which would include rest facilities for the outside staff, in which case, the cadet hut could just be used for storage for a few years.

The town clerk said members had some scope to identify objectives as income was expected to significantly exceed what had been budgeted for over the next five years.

Cllr R. Doney said the only identified objective which directly impacted residents was an enhanced town bus service and he felt the council needed to think of things to invest in the town for the benefit of residents and visitors.

Cllr M. Ellis agreed and said it was essential the council consulted with residents on what projects they wanted the council to pursue.

Cllr B. Larcombe agreed with public consultation but felt the council needed to give a steer on the kinds of projects it was looking at so it wouldn't become a wish list.

The town clerk said members needed to think about how to sensibly invest the council's money and do something that made a difference and provided more facilities for people who lived in Lyme Regis all year round. He suggested the members spent quality time before the budget-setting process next year considering how they wanted to invest in community assets and projects.

Cllr J. Broom said the council needed to start seriously considering what it could do with Strawberry Field.

Cllr M. Ellis was concerned about the replacement of council vehicles with electric vehicles; she said she understood the council had a policy to do this but buying non-electric vehicles would cost half the price.

Cllr B. Larcombe asked why the council didn't consider leasing vehicles. He said if there were questions over electric vehicles, leasing would buy the council some time.

The town clerk said the council had leased in the past and the current position was to purchase vehicles. He suggested the council should keep its vehicles until they were too expensive to maintain and rely on the operations manager and operations supervisor's judgement as to when maintenance this was.

The town clerk suggested the council should stick to objectives identified for this year, carry out some light public consultation on those objectives, and formulate a detailed investment plan which would be subject to comprehensive public engagement ahead of next year's budget-setting process.

Cllr B. Larcombe asked for clarification about the suggestion to employ a part-time officer to undertake community engagement work; he asked if this would be for a one-off engagement exercise on objectives or a full-time post. He said he couldn't sign up to the growth in commitment of a new post.

The town clerk said the council needed to better understand what the community wanted and he got the impression LymeForward was moving away from community engagement to concentrate on project delivery. He said if the council wanted to plug the gap in community engagement at a strategic level, he would suggest a permanent post starting from 1 April 2022.

The town clerk said if members decided at a later date not to introduce this post, it was better to have it included in the budget and take it out, rather than to not include it in the budget and have to find the funding later on.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** that:

- the council's objectives for 2022-23 should focus on asset maintenance and should include: lighting columns renewal, asset management review, replacement cadet hut, replacement amenities' hut, chapel roof repairs, and an enhanced town bus service

- light public consultation is carried out on these objectives before the next Strategy and Finance Committee meeting on 1 December 2021
- it may be necessary to replace a council vehicle in 2022-23 but the approach is to run vehicles into the ground until the market for electric vehicles is more favourable
- a budget of £50,000 is approved to undertake repairs to address water ingress at the Jubilee Pavilion
- a budget of £10,000 is approved to employ a part-time officer to undertake community engagement work
- an additional budget of £12,000 is approved to fund the Queen's Platinum Jubilee celebrations in June 2022, i.e. a total of £20,000
- an investment plan is formulated during 2022 and is subject to comprehensive public engagement before the 2023-24 budget-setting process.

#### **21/30/SF Investments and Cash Holdings**

Members noted the report.

#### **21/31/SF List of Payments**

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the schedule of payments for August and September 2021 for the sums of £184,821.95 and £141,759.96, respectively.

#### **21/32/SF Debtors' Report**

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

#### **21/33/SF Exempt Business**

##### **a) Debtors' Report**

The finance manager said chalet, caravan and beach hut invoices were issued the previous day and had gone out on time.

The finance manager said all commercial tenants were sticking to their payment plans.

Members agreed a firm approach was needed with all debtors.

*The meeting closed at 10.20pm.*

LYME REGIS TOWN COUNCIL

TOURISM, COMMUNITY AND PUBLICITY COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 29 SEPTEMBER 2021

**Present**

**Chairman:** Cllr C. Reynolds

**Members:** Cllr B. Bawden, Cllr R. Smith, Cllr J. Broom, Cllr B. Larcombe, Cllr D. Sarson, Cllr G. Stammers, Cllr G. Turner, Cllr M. Ellis, Cllr K. Ellis, Cllr T Webb

**Officers:** J. Wright (town clerk), A. Mullins (support services manager), K. Weekley (administration assistant)

**21/15/TCP Public Forum**

**S. Davies**

S. Davies, chairman of LymeForward, spoke in detail about how the organisation had worked through the pandemic by setting up services to help the public, including the food bank and support to local schools. She said there had been issues with HR and difficulty with finances whilst other lockdown issues had emerged and they needed to step up services for clients. She said there had been intimidation and harassment which had been previously raised and informed members that all financial data had been compiled in accordance with the Community Interest Company (CIC) Regulator. S. Davies said Dorset Council had terminated funding to LymeForward and she had made the town council aware of this.

**G. Baker (read out by an officer)**

G. Baker asked if it was appropriate that town council members closely linked with LymeForward should vote on any proposal for grant funding for that organisation and asked if this was not a conflict of interest.

**J. Breeze (read out by an officer)**

J. Breeze asked what the town council's policy was on funding a CIC while in knowledge of concerns over governance and asked for reassurance that public funds were allocated appropriately.

**C. Aldridge (read out by an officer)**

C. Aldridge asked for consideration on the purpose of the LymeForward grant and a report back on the spend. As a previous volunteer of the foodbank, she recalled numbers

ranging from 19 to six families per week. She said many donations of food and money were given, and it was run largely by volunteers so additional funding was minimal. C. Aldridge expressed concerns that money was spent on salaries and development not in keeping with a food bank of this size. She said she would like the council to share information if the grant was given on proposed plans for LymeForward.

**21/16/TCP Apologies**

Cllr D. Ruffle – illness  
Cllr S. Williams – illness

**21/17/TCP Minutes**

Proposed by Cllr M. Ellis and seconded by Cllr G. Turner, the minutes of the meeting held on 30 June 2021, were **ADOPTED**.

**21/18/TCP Disclosable Pecuniary Interests**

Following comments in the public forum, Cllr C. Reynolds said she would not be abstaining from the vote regarding LymeForward.

**21/18/TCP Dispensations**

There were none.

**21/19/TCP Matters arising from the minutes of the previous meeting held on 30 June 2021**

Cllr B. Larcombe asked when the tourism microsite would be working.

The support services manager it was hoped it would be ready for November as it was currently being worked on.

**21/20/TCP Update Report**

Cllr B. Larcombe ask if the sculptures were previously viewed before they went up.

The support services manager said the deputy town clerk saw every sculpture before it was installed, therefore if there was anything that could be offensive to anyone it would be vetted first.

Members agreed art was subjective, and everyone saw art in a different way.

*It was agreed by members to change the running order of the next two items on the agenda.*

**21/21/TCP LymeForward Grant Agreement**

Cllr C. Reynolds explained a meeting which was to discuss the LymeForward grant had been held but she had left halfway through meaning that it could not be completed as she had felt some distress.

She was concerned that there were no previously set objectives for LymeForward and as Dorset Council had withdrawn funding, the town council should support the organisation.

Cllr M. Ellis felt LymeForward should not be treated differently from other grant recipients as it had previously been resolved to give the grant without conditions.

Cllr B. Larcombe asked if there were objectives for LymeForward in place now and if not, did that mean that there was no grant agreement for LymeForward.

Cllr M. Ellis said as nothing was resolved at the Full Council meeting when the grant was awarded, no objectives had been set.

Several members said the grant was for core running costs and not to carry out council objectives.

Cllr B. Larcombe gave examples of other grant recipients that had had conditions set. He said in a previous grant agreement which contained conditions of the grant, LymeForward had community engagement as an objective.

Cllr C. Reynolds said as LymeForward was no longer part of the local area partnership the community engagement could not be achieved.

Cllr R. Smith asked about the visibility of finances of the organisation and said members of LymeForward had expressed concerns and wanted to know how money was spent within the organisation.

Cllr C. Reynolds said this information only needed to be shown at the AGM.

Cllr C. Reynolds invited S. Davies and N. Sarahs from LymeForward to speak.

N. Sarahs said financial information would be made available and had been presented to Companies House.

The town clerk clarified the grant was originally given to LymeForward because community engagement was an objective within the articles of association.

Cllr M. Ellis said the council should pay someone for community engagement or pay LymeForward additional funding to carry out community engagement.

N. Sarahs said the application was costed and any extra work that was added to the application would need more funding.

The support services manager said LymeForward had told the council it was not doing some of the activities that were set out in the February 2020 application, such as an industrial strategy, and this was why some alternative objectives were included in the draft grant agreement. She also pointed out the articles of association related to the organisation at the time of the application in 2020 but officers were aware there were proposed changes to the articles, to be agreed at the upcoming AGM, which would make the organisation a different one.

S. Davies said all other services were continuing, other than the Death Cafe.

Cllr B. Bawden said as the food bank was funded separately, the grant was for community engagement.

Cllr J. Broom asked if the town council could pay the quarterly payment and review after LymeForward had had its AGM.

The town clerk said it would be easier to pay for the whole year.

The issue of financial transparency was discussed, and it was felt by some members that LymeForward was already meeting this objective.

Proposed by Cllr B. Larcombe and seconded by Cllr K. Ellis members agreed to **RECOMMEND TO FULL COUNCIL** to approve:

- LymeForward's grant agreement includes an objective to work with the town council to deliver its community engagement strategy
- If LymeForward's articles of association are changed, the town council reserves the right to review the grant agreement to check it is working to the same objectives
- The town council continues to pay the grant on this basis.

*The meeting was adjourned for a break at 8:55pm.*

*Cllr T. Webb left the meeting at 8.55pm*

*The meeting resumed at 9pm.*

## **21/22/TCP Community Engagement Strategy**

Cllr C. Reynolds said she felt the council was not good at community engagement and gave examples of its weaknesses.

Cllr B. Larcombe was encouraged by the list of community engagement already undertaken by the council.

Cllr K. Ellis asked for more information about what the council did well and what gets the best community involvement.

The town clerk said members needed to look at what the council did, if it delivered and what members wanted to achieve. He gave examples of how to engage and perhaps create a different image and a dialogue with the community. He suggested the council take views from different sectors of the community, such as the faith community, and as the council tended to hear from the same people. He said it was important to hear from others to get a more rounded view.

Cllr B. Larcombe said council members were open and available, but the council needed to have a sense of direction and help people to understand what the council could deliver.

Cllr M. Ellis talked about bringing organisations together and asking them to go to their members with questions so that it was not too onerous a task on any one organisation. She said the council ask grant recipients to engage with their members on behalf of the council.

Cllr. K Ellis said rather than wait for the community to come to the council, the council should go to them, such as attending events and discussing future plans gauge public opinion.

The town clerk said it would be good to achieve a wider perspective and it must be driven by the council to get a holistic view from the public.

The support services manager said the council needed to go out in the community rather than expecting them to come to the council. She spoke about Lyme Voice being successful and good cross section of the community and explained to the members how it worked.

Cllr K. Ellis said the council could agree to a specific amount of engagement every year. She said Lyme Voice should be better used.

Cllr R. Smith asked the cost of Lyme Voice and asked if committees could use it to help inform their decisions.

The support services manager said it was cost effective and was paid by annual subscription to Survey Monkey. She suggested going through the electoral register again to update the list and get more people involved.

The town clerk said it would be good to stick with what the council already had and to better use Lyme Voice. The town clerk said that if members were in broad agreement, he could turn this proposal into a strategy to take to the next committee.

Proposed by Cllr R. Smith and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to instruct officers to bring a draft community engagement strategy to the next Tourism, Community and Publicity Committee.

## **21/22/TCP Newspaper column**

Cllr D. Sarson said he felt the newspaper column should continue on a monthly basis as he felt an item of news may get outdated if it was every two months.

The support services manager said all the guidance suggested a council should do a newsletter no more than four times per year but the council was currently producing a column 12 times a year. She said it was time-consuming, it was often hard to fill the space, and by the time the column went to print, most of what had happened in the council chamber had already been reported on. She added that by having it every other month there could be press releases in the intervening period.

Cllr M. Ellis suggested half a page instead of a full page and one section could be about what the councillors had been up to this month.

Cllr K. Ellis said she would support a column every two months but an extra column could be done if required.

Members discussed the commitment to the paper and the idea of half a page. They also agreed they should help provide material for the column.

The support services manager said it would be a good idea to have a councillor profile each month and encouraged members to submit pictures for the column as it was difficult to find pictures for the column.

#### **21/23/TCP Publicity Group**

Cllrs B. Larcombe and B. Bawden volunteered for the publicity group

The support services manager said there only needed to be a short meeting to discuss publicity and suggested a week before publication of the newspaper column.

Proposed by Cllr K. Ellis and seconded by Cllr R. Smith members agreed to **RECOMMEND TO FULL COUNCIL** to appoint Cllrs. B. Bawden and B. Larcombe to the Publicity Group.

#### **21/24/TCP Seasonal Concessions**

Cllr M. Ellis supported the suggestion for a new fitness concession as it would provide more income for the council.

Cllr B. Larcombe said the council was not charging enough for the current concessions and should be setting the prices instead of giving it to the highest tender.

Cllr M. Ellis said the concessionaires bid for the tender based on the running costs and may not be able to afford the rates the council may set.

Members agreed to look in more detail at any potential new concessions at the next meeting.

Proposed by Cllr K. Ellis and seconded by Cllr G. Stammers members agreed to **RECOMMEND TO FULL COUNCIL** to agree the existing concessions continue and defer discussions concerning new concessions until the next meeting.

#### **21/25/TCP Visitor information**

Cllr D. Sarson said this was a good idea but needed careful consideration as the reception area could become overcrowded. He suggested a separate area for the information should be considered.

Cllr B. Larcombe said council staff should do council work and should not be confused with a tourist information centre. He added that the cost of an iPad was unbudgeted.

The support services manager said the volume of people asking for tourist information was not great and gave examples of the kind of information they were looking for. She

said rather than add work to the office, an iPad and some information leaflets would make life easier as staff would not be involved in protracted conversations. Also, it would not be advertised as a tourist information centre but the council staff wanted to be able to provide helpful information to people who went into the office.

Cllr M. Ellis said leaflets should be provided but not an iPad, and that the way forward would be to have volunteers on the seafront.

Cllr D. Sarson said it may be difficult for some people to use the iPad.

The administrative assistant said it would be set up in a way that was very easy and both she and other staff members would be able to talk through the process with those that needed more help.

Cllr K. Ellis said it would be much cheaper and more environmentally friendly to buy an iPad than to have leaflets. She pointed out that staffing time costs money too and this suggestion would save staff time.

The town clerk said there was no drive in the community to run a volunteer service and the cost of the iPad was minimum and would make life easier for the staff.

The administration assistant said although the work load was roughly the same; as a result of the pandemic the vast majority of town council work came via email rather than face-to-face and therefore most of the people who came through the door were looking for information about the town. She said this meant the reception area was not busy.

Several members felt that as it was not much money, it would make life easier for the staff and provide a good service, then it should be agreed.

Proposed by Cllr K. Ellis and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to purchase an iPad and secure stand and sign up to the TIC pop up service to provide information leaflets on the local area for visitors.

*Cllr B. Larcombe left the meeting at 10.24pm.*

*Cllr B. Larcombe returned to the meeting at 10.25pm.*

## **21/26/TCP Seagull Control**

Cllr K. Ellis talked about the big issues that were going on in the town regarding seagulls and the possibility of using falconry or a “bleep box” to deter seagulls by sound.

Several members agreed the bleep box was a good idea and more cost effective than a falconer.

Cllr K. Ellis said the falconer was just one option and wanted officers to investigate other options.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** not to use a falconer to deter seagulls, but to

instruct officers to investigate all options of seagull deterrent including bleep boxes and to make sure children are not affected by any possible deterrent.

## **21/27/TCP Jubilee Pavilion Christmas Event**

Cllr C. Reynolds said she had involved many people, including other members, to help on a Christmas event which she hoped would take place at the Jubilee Pavilion, to include a Santa's grotto, Christmas lights, and a gift for the children. To put this in place, she would ask if the council would consider contributing some money.

Cllr C. Reynolds said it would be a two-day event, to take place on Saturday 4 and Sunday 5 December 2021.

Cllr K. Ellis asked if this was just for local children or if visitors were included.

Cllr C. Reynolds said if there was enough money, she would like to include visitors too.

Cllr R. Smith asked how many people were expected and how much money it would cost per child.

Cllr C. Reynolds said it would be 95 children from St Michael's Primary School and if there was enough money, she would like to include children from Uplyme. She said that a selection box priced at about £1 each would be an estimate.

Cllr M. Ellis suggested other rooms at the Marine Parade Shelters could be used in case they needed extra room and suggested a donation of £500 from the council for presents. She also suggested a donation pot could be put out at the event in case anyone wanted to contribute.

Cllr C. Reynolds said they wanted it to be free for the children, but a donation pot would be there for anyone that wanted to donate.

The town clerk suggested £1,000 would cover the costs, which members agreed.

Proposed by Cllr J. Broom and seconded by Cllr K. Ellis members agreed to **RECOMMEND TO FULL COUNCIL** to approve the use of the Jubilee Pavilion for a Christmas event at no cost, to award a donation of £1,000 for the event, and to allow use of other areas of the shelters if required.

## **21/28/TCP Managing Consultation Exercises**

Members noted the report.

*The meeting closed at 10.52pm.*

LYME REGIS TOWN COUNCIL

TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 22 SEPTEMBER 2021

**Present**

**Chairman:** Cllr J. Broom

**Members:** Cllr B. Bawden, Cllr M. Ellis, Cllr B. Larcombe, Cllr G. Stammers, Cllr G. Turner

**Officers:** M. Adamson-Drage (operations manager), M. Green (deputy town clerk) A. Mullins (administrative officer)

**Guests:** Richard Kells, Crossley Consult

21/15/HR

**Public Forum**

**N. Ball (read out by the chairman)**

N. Ball said he was writing in the hope the council would consider changing the glass on the shelter roof project and also consider the limitations of use on shelter roof. He listed the reasons why he felt the glass should be changed. He said architects' drawings provided to him by the clerk clearly showed 10mm clear glass, which was then contradicted by the specifier. He said this should have been questioned from the start but he doubted if the councillors knew what glass was actually fitted, they were just told by the town clerk. N. Ball said the glass fitted was 12mm toughened glass and it had acted as the council hoped it would, although he didn't think this was true as four panels has been broken in one summer season. He asked who would be responsible if the glass broke and someone fell on to the Marine Parade. He said he understood the glass fitted could withstand load, with people using the roof as a viewing platform, but not if being hit by sharp objects under force. N. Ball said there had been discussions about protecting the glass, from suggestions of hedges, fences, film on glass, to putting picnic benches or flower tubs on roof. He said there were now where glass panels had been broken and not only did this look bad, but people had also been asking why they were there. He said the council needed to change the glass to toughened laminated glass before a more serious accident happened. N. Ball said limitations had come to his attention since he met and spoke with a representative from the manufacturer of the roof coating material, explaining the roof could be used but he doubted if the council staff had told the members about these criteria. This included the requirement for 18mm ply board if there is a function on the roof, the warranty would be affected if the surface was punctured or drains were not cleared, and the warranty of the roof coating was 15 years. N. Ball felt a byelaw should be pursued to prevent skateboards and bikes on the roof to prevent it being punctured and to prevent accidents happening. He said the contractor wanted more run on the roof to prevent ponding and this was not allowed at the time as it would have cost more money. As such, he believed the project had been all about cost over safety and quality.

He said if toughened laminated glass had been used and the base layer had been fully prepared, it would have been more expensive. He said the council breached its own rule on getting three estimates for works as it continued with the same architect which didn't require three quotes. N. Ball said he believed the staff and chairman of this committee did not keep the members informed as to what was happening and he looked forward to seeing what became of this meeting as it was a shame it would not involve the public. He said as he was always told, if it involved people's wrong doings or too much money involved, the council would always exclude the press or public. He urged the council to change the glass and limit use of the roof as just a viewing platform.

## **21/16/TMH Apologies**

Cllr K. Ellis – work commitments  
Cllr C. Reynolds – illness  
Cllr D. Ruffle – prior commitment  
Cllr R. Smith – family commitments  
Cllr S. Williams – illness

## **21/17/TMH Minutes**

Proposed by Cllr M. Ellis and seconded by Cllr D. Sarson, the minutes of the previous meeting held on 16 June 2021 were **ADOPTED**.

## **21/18/TMH Disclosable Pecuniary Interests**

There were none.

## **21/19/TMH Dispensations**

There were none.

## **21/20/TMH Matters arising from the minutes of the Town Management and Highways Committee meeting held on 16 June 2021**

### **Parking issues**

Cllr D. Sarson asked if the relevant officers at Dorset Council (DC) would be attending the next meeting of this committee.

The operations manager said at least one officer was scheduled to attend.

### **Replacement of a section of seafront railings**

Cllr B. Larcombe asked if everything was in place to hit the target date for the start of the works.

The deputy town clerk said DC had confirmed the works fell under permitted development and had confirmed its contribution to the cost of the works. He said the contractor was lined up and was aiming to start immediately after the October half term. The deputy town clerk said the only outstanding issue was to agree with DC how to

prohibit parking while the contractor was working on each section, although it was likely to be managed informally with barriers and cones.

## **21/21/TMH Update Report**

### **Guildhall works**

Cllr B. Larcombe asked if everything was in place for the works to begin on 5 January 2022.

The deputy town clerk confirmed everything was in place and there were no outstanding issues.

### **Request for taxi ranks**

The deputy town clerk said there were no further updates on the progress of the request, which was still in a process with DC.

### **New Harbourmaster's Store for Dorset Council**

The deputy town clerk said legal advice had been obtained, confirming the council would need to serve 12 months' notice on DC to vacate the harbourmaster's store. He said he was due to meet with DC's head of service and the harbourmaster within the next week and it was proposed to serve notice immediately after that meeting.

## **21/22/TMH Car Park Ticket Machines**

The operations manager said there was a significant issue with the machines in terms of cash and members were being asked to consider replacement machines or the possibility of removing machines completely and switching to phone and app parking. He said the current machines were not marine coated.

Members agreed there still needed to be the option to pay with cash as not everyone had smart phones or even mobile phones.

The deputy town clerk said big savings would be made in moving to pay by phone or app and a lot of other places had stopped accepting cash in their machines because it was unreliable and it was an increased focus for theft.

Cllr M. Ellis suggested just one machine accepted cash so people would still have the option to pay this way but it would reduce the potential for the machines to break down.

The operations manager said if only one machine accepted cash, it would become full too quickly and would be out of use until the cash was collected.

Cllr M. Ellis said officers needed to look at cash collection times if the machines were becoming full too quickly. She said if there were more frequent collections, it wouldn't be necessary for every machine to accept cash and she suggested three machines could accept cash and the rest could be card only.

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to instruct officers to obtain quotations for car park ticket machines that can withstand a marine environment, three of which can accept cash and two of which are card only.

#### **21/23/TMH Lyme Regis CCTV connection to the pan-Dorset CCTV Control Room**

Cllr D. Sarson asked if the cameras would cover the gardens and above the Marine Parade.

The operations manager said the deployable CCTV camera, as per the following report on the agenda, covered that area and could be incorporated into the wider system. He said if the deployable camera was included in the system, it would increase the project cost from £52,000 to £61,000.

Cllr M. Ellis asked if extra cameras could be added to the system once it was installed.

The operations manager said once the fibre link to the Dorset control room was established, extra cameras could be added, but it would come at a cost.

The operations manager said in applying for funding from the office of the Dorset police and crime commissioner (OPCC), the council may be required to have cameras from a particular provider, and the camera in the gardens was on loan from a different provider. He said there might be an option to keep the deployable camera on loan for longer.

The deputy town clerk said officers could get a price for leasing the deployable camera. He said whatever option members went for, it would be unbudgeted expenditure but there would be less cost if it was included in the OPCC project.

Proposed by Cllr B. Larcombe and seconded by Cllr B. Bawden, members agreed to **RECOMMEND TO FULL COUNCIL** to instruct officers to seek quotes for the proposed CCTV system, to look into options for including the deployable CCTV camera in the gardens within the new system, and to apply for 80% grant funding from the office of the Dorset police and crime commissioner (OPCC).

#### **21/24/TMH Roof Glass CCTV Camera**

Members did not need to consider this item as it was incorporated into the previous item.

#### **21/25/TMH 5b Bridge Street – Impact Protection Request**

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to support a request from the owner of 5b Bridge Street to request impact protection to protect the overhanging windows (opposite the Guildhall).

#### **21/26/TMH Cart Road Day Huts' Condition**

The operations manager said although he had sent a letter to some private hut owners about their deteriorating huts, he had not had to send a letter to say the council would remove the hut if they didn't comply with the maintenance requirements.

Cllr B. Larcombe said the only way the council could have control over the condition of the huts was to own them.

Cllr M. Ellis said the council did have control as there were agreements with the owners. She said the council needed to be firm to make sure people were complying with the requirements as the huts were in high demand and if owners didn't comply, there had to be consequences.

Cllr D. Sarson asked if owners had been told they could potentially lose their hut if they didn't meet the requirements.

The operations manager said it had been referred to in the first letter which was sent out in November 2020 but it had not been explicitly said. He said four of the huts which had previously been in poor condition were still not up to standard; huts 7, 27, 19 and 30.

Cllr J. Broom said the council should inform the owners if their huts were not up to standard by Easter 2022, the council would revoke their licence, remove the hut and charge for the removal.

Cllr M. Ellis felt the date should be earlier so it wasn't so close to the main season.

Cllr J. Broom suggested a deadline of 1 January 2022.

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to write to owners of Cart Road beach huts in an unacceptable condition that they must bring their hut up to standard by 1 January 2022 or their licence will be revoked, the council will remove the hut and charge for its removal.

#### **21/27/TMH Dorset Council Proposed Future Parking Strategy Report**

Members noted the report.

#### **21/28/TMH Dorset Council and Lyme Regis Town Council Agency Agreement Review**

The operations manager confirmed the town council did not get paid for any work it carried out on DC's behalf under this agreement.

Cllr M. Ellis said the council needed to be mindful of not carrying out too much work on DC's behalf as DC might not carry out any work at all in Lyme Regis if it felt it was already being done. She suggested keeping a log of how much it was costing the town council to carry out DC work and to consider if there should be any recompense from DC.

The operations manager said DC was not relinquishing responsibility for what it did and he saw it as a benefit that the town council was allowed to carry out jobs to keep the

town tidy, although he didn't feel it would be required very often. He added town council staff could choose to do the work or not.

The operations manager said the agreement allowed the town council to manage pavement licences for the whole town, not just the seafront. He said the amount the council could charge for pavement licences was currently restricted to £100 due to Covid-19, but the agreement did not state that the income had to be paid to DC.

It was noted the agreement was subject to annual review so it would allow the council to assess how much DC work it was doing.

The deputy town clerk clarified specific provisions in the Highways Act meant the council could only charge an amount for pavement licences to cover admin costs, so the income wouldn't be as much as the council receives for the seafront alfresco licences.

#### **21/29/TMH Footpath 21**

Members noted the report.

#### **21/30/TMH Complaints, Incidents and Compliments**

Members discussed the seagull problem in Lyme Regis as there were several complaints about them and noted the problem seemed to be much worse than in neighbouring seaside towns, probably due to the amount of takeaway food outlets in Lyme Regis.

The operations manager said a report would go to the next Tourism, Community and Publicity Committee meeting to allow members to consider employing a falconer to tackle the issue. He said the number of complaints received suggested the council should consider the idea again.

Further to complaints about people not being able to sit in the gazebo in the gardens due to anti-social behaviour, Cllr B. Larcombe said the PCSO should be asked to pay particular attention to what goes on there. He said if it continues, the council should consider taking the gazebo away, as it was also a maintenance cost to the council.

Cllr M. Ellis said the council needed to deal with the problem rather than take away the gazebo and other people's enjoyment.

The operations manager said the gazebo would need to be replaced at some point so this could be a discussion for that time.

#### **21/30/TMH Roof Balustrading**

Proposed by Cllr M. Ellis and seconded by Cllr JG. Turner, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential matters relating to relating to the financial or business affairs of any particular person within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government

(Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

*Cllr B. Larcombe left the meeting at 8.26pm.*

## **21/31/TMH Exempt Business**

### **a) Roof Balustrading**

*Cllr B. Larcombe returned to the meeting at 8.27pm.*

The deputy town clerk said if there was a mind to replace the current balustrading, it would not be straightforward to replace it with something that was compliant. He said the previous railings had to be replaced and it was difficult to imagine what else they could have been replaced with, other than the current balustrading. He said if the council replaced what was already there, it would almost certainly be at the council's cost, not someone else's.

The deputy town clerk invited Richard Kells, the specialist glazing consultant from Crossley Consult, to speak.

Mr Kells said the barrier system was fully compliant and if the council was minded to change the glass, he would urge any decision to be delayed as laminated glass in barrier systems was banned following the Grenfell fire. He advised the council not to waste money putting laminated glass in, then possibly falling foul of building regulations which might change.

In answer to members' questions, Mr Kells said post-Grenfell, the only option was what the council currently had and it was very good barrier system compared to other buildings he had inspected. He confirmed high-rise buildings in London would use the same type of glass.

*Cllr M. Ellis left the meeting at 8.38pm.*

*Cllr M. Ellis returned to the meeting at 8.40pm.*

Cllr D. Sarson asked about the effectiveness of the tie-down points to be able to support and hold down large marquees in strong winds.

The deputy town clerk said this would be an issue for the contractor as Mr Kells was a glazing expert. However, he said the posts were specifically designed as marquee strap down points. He said he could ask Taunton Fabrications for the structural calculations related to this.

Members discussed whether it was necessary to look at ways of protecting the public on Marine Parade. A canopy or apron on the front of the roof to catch or deflect anything was suggested.

Mr Kells said so far, in the experience of his company, there hadn't been a fatality from falling glass and injuries from falling glass were quite rare.

Mr Kells offered to help formulate a response to Mr N. Ball's points raised in the public forum and members took up this offer. It was also agreed Mr Kell's inspection report could now be made public.

*The meeting closed at 8.57pm.*

**Committee:** Full Council

**Date:** 27 October 2021

**Title:** Selection of Deputy Mayor

**Purpose of Report**

To allow members to select a deputy mayor for the remainder of the 2021-22 council year

**Recommendation**

Members follow the procedure to select a deputy mayor for the remainder of the 2021-22 council year

**Report**

1. An email requesting nominations for deputy mayor for the remainder of the 2021-22 council year was sent out to all members on 12 October 2021.
2. Nominations were to be received by Wednesday 20 October 2021.
3. By the closing date, there were two nominations; one for Cllr J. Broom and one for Cllr G. Stammers.
4. Cllr J. Broom has confirmed his willingness to be nominated. Cllr G. Stammers has not confirmed either way whether she is willing to be nominated.
5. Standing order 3.t states 'Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda. If at least two members request, voting may be by signed ballot'.
6. Standing order 3.s states 'The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote'.

Adrienne Mullins  
Support services manager  
October 2021

**Committee:** Full Council

**Date:** 27 October 2021

**Title:** By-Election

**Purpose of Report**

To inform members of the process and timetable for a by-election and to allow members to approve a co-option process if fewer than 10 Lyme Regis residents call for an election

**Recommendation**

- a) Members note the process and timetable for a by-election
- b) Members approve a co-option process if fewer than 10 Lyme Regis residents call for an election

**Background**

- 1. On 29 September 2021, Cllr Kelsey Ellis informed the council of her resignation; this was confirmed in a letter to the town clerk.
- 2. The town clerk notified Dorset Council's democratic and electoral service's team.
- 3. The process starts with an advertisement for 'Vacancy for a Councillor', **appendix 17A**. The advertisement states:
  - 'A By-Election to fill the vacancy will be held if, within 14 working days from the date below, any 10 electors of the town give notice to the Returning Officer claiming such an election.' Working days exclude Saturdays, Sundays and bank holidays; the 14 working-day period started on Tuesday 5 October and ended on Friday 22 October 2021.
- 4. The advertisement for 'Vacancy of a Councillor' was placed on the town council's notice boards and website on 4 October 2021.
- 5. If 10 or more Lyme Regis electors call for an election, Dorset Council's democratic and electoral services team will commence and manage the process. If a by-election is triggered, it must have a polling day within 60 working days of the publication of the notice of vacancy; this date is fixed by the returning officer.
- 6. The timetable for the election will be put together by Dorset Council's democratic and electoral services team and will follow a similar timetable to the one that led up to the town council election on 2 May 2019 and subsequent by-elections.

**The cost**

- 7. The cost of this by-election must be met by the town council. There is £2,500 in the 2021-22 budget for elections: the cost of previous by-elections has been c.£2,200.

**Co-option**

- 8. If fewer than 10 Lyme Regis residents call for an election, then a co-option process begins; this process is undertaken by the town council.

9. When the council co-opted members in 2015, it issued a public notice inviting applications for co-option.
10. All applications were considered at a Full Council meeting where the candidates were asked to give a five-minute presentation to elaborate on why they were seeking co-option, detail the skills they would bring to the council and demonstrate their understanding of the work of the town council.
11. When the candidates had made their presentations, they were invited to adjourn to the Mayor's parlour. The council moved into exempt business to consider the candidates
12. Following its considerations, the council moved back into open business and the candidates were invited back into the council chamber.
13. Members then vote on each candidate to determine if they should be co-opted.
14. Members may wish to approve a similar co-option process if fewer than 10 Lyme Regis residents call for an election.

John Wright  
Town clerk  
October 2021

**Committee:** Full Council

**Date:** 27 October 2021

**Title:** Annual Governance and Accountability Return and the external auditor's certificate for the year ended 31 March 2021

**Purpose of the report**

To allow members to consider the certified Annual Governance and Accountability Return and the external auditor's certificate (Notice of Conclusion of Audit) for the year ended 31 March 2021, and to confirm the actions required at the conclusion of the review have been undertaken

**Recommendation**

The council approves and accepts the certified Annual Governance and Accountability Return and the external auditor's certificate (Notice of Conclusion of Audit) for the year ended 31 March 2021

The council notes the actions required at the conclusion of the review have been undertaken

**Background**

1. On 23 June 2021, the Full Council approved the Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2021.
2. On 17 September 2021, the council received the certified AGAR from PKF Littlejohn for the year ended 31 March 2021.
3. On receipt of the certified AGAR there are four things that must happen:
  - 3.1 'prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with statutory requirements
  - 3.2 publish the "Notice" along with the certified AGAR (Sections 1, 2, & 3) before 30 September, which must include publication on the smaller authority's website
  - 3.3 keep copies of the AGAR available for purchase by any person for a reasonable sum
  - 3.4 ensure that Sections 1,2 and 3 of the publicised AGAR remain available for public access for a period of not less than 5 years from the date of publication.'
4. The council must also be notified of the external auditor's report and certificate.

**The external auditor's opinion**

5. The certified AGAR for the year ended on 31 March 2021 is attached, **appendix 18A**. For information, it is attached to sections 1 and 2 of the AGAR. The external auditor states:

'On the basis of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no matters have come to our attention giving us cause for concern that relevant legislation and regulatory requirements have not been met.'

6. The external auditor goes on to state there are no other matters affecting their opinion which need to be drawn to the attention of the council.

**Notice of conclusion of audit**

7. I can confirm the Notice of Conclusion of Audit was prepared, **appendix 18B** and, along with the certified AGAR, was posted on the Guildhall notice board and town council's website on 17 September 2021.

John Wright  
Town clerk  
October 2021

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

Lyme Regis Town Council

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

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

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

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

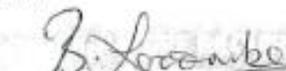
23/06/21

and recorded as minute reference:

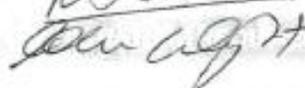
21/20/C

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

Chairman



Clerk



www.lymeregistowncouncil.gov.uk

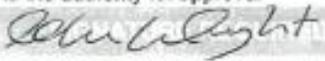
## Section 2 – Accounting Statements 2020/21 for

Lyme Regis Town Council

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

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

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

  
Date 18/06/21

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

23/06/21

as recorded in minute reference:

MIP 21/201C

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

  
**SIGNATURE REQUIRED**

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

In respect of **LYME REGIS TOWN COUNCIL – DO0098**

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

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

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

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

#### 2 External auditor report 2020/21

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

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

NONE

#### 3 External auditor certificate 2020/21

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

*PKF Littlejohn LLP*

Date

16/09/2021

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

## Lyme Regis Town Council

### Notice of conclusion of audit

#### Annual Governance & Accountability Return for the year ended 31 March 2021

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
<p>1. The audit of accounts for <b>Lyme Regis Town Council</b> for the year ended 31 March 2021 has been completed and the accounts have been published.</p>	<p>This notice and Sections 1, 2 &amp; 3 of the AGAR must be published by 30 September. <b>This must include publication on the smaller authority's website.</b> The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p>
<p>2. The Annual Governance &amp; Accountability Return is available for inspection by any local government elector of the area of <b>Lyme Regis Town Council</b> on application to:</p> <p>(a) <u>John Wright, Town Clerk,</u>  <u>Lyme Regis Town Council</u>  <u>Guildhall Cottage, Church Street</u>  <u>Lyme Regis, DT7 3BS</u></p> <p>(b) <u>Monday to Friday 9am to 5pm</u></p>	<p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p>
<p>3. Copies will be provided to any person on payment of £_____ (c) for each copy of the Annual Governance &amp; Accountability Return.</p>	<p>(c) Insert a reasonable sum for copying costs</p>
<p>Announcement made by: (d) <u>Adrienne Mullins, Support Services Manager</u></p>	<p>(d) Insert the name and position of person placing the notice</p>
<p>Date of announcement: (e) <u>17th September 2021</u></p>	<p>(e) Insert the date of placing of the notice</p>

**Committee:** Full Council

**Date:** 27 October 2021

**Title:** Application to use the Jubilee Pavilion

**Purpose of Report**

To allow members to consider a request from Lyme Regis Gig Club to use the Jubilee Pavilion

**Recommendation**

Members consider the report and instruct the town clerk

**Background**

1. This report would normally be considered by Town Management and Highways Committee but for reasons of expediency it has been brought to the Full Council. The decision to bring the report to the Full Council has been approved by the mayor and chairman of Town Management and Highways Committee.
2. Following consideration in July 2020, members indicated to officers the Jubilee Pavilion should be offered for commercial rental.
3. This has not been progressed due to water ingress to the Jubilee Pavilion.
4. There is currently a 2022-23 budget proposal of £50,000 for works to remedy water ingress to the Jubilee Pavilion. The 2022-23 budget will be approved by resolution of the Full Council 15 December 2021.
5. There is a recommendation elsewhere on this agenda from the Tourism, Community and Publicity Committee of 29 September 2021 to allow the Jubilee Pavilion to be used for a Christmas event in December 2021.

**Report**

6. On 6 October 2021, a meeting took place between representatives of Lyme Regis Gig Club<sup>2</sup> and the town clerk.
7. At that meeting, the Gig Club requested temporary use of the Jubilee Pavilion for indoor rowing. Further details are attached, **appendix 19A**.
8. The town clerk supports the temporary use of this facility until 31 March 2022; works to remedy the water ingress, if approved, would start in early-2022-23.
9. A further condition of use is, the Gig Club must provide vacant possession between Monday 29 November and Monday 6 December for a Christmas event.
10. If members choose to charge for this facility, a charge of £200 per month would cover costs<sup>3</sup>.

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<sup>2</sup> The Gig Club were represented by Marcus Dixon and Gary Sutherland.

<sup>3</sup> In 2021-22, the Shelters' budget for business rates, electricity, and water& sewerage charges is £12, 440 per annum. The location is divided into five distinct areas: Jubilee Pavilion, Langmoor Room, Lister Room, performance area and market area. Divided equally between each area, the cost of these services is £2,440pa. Divide by 12, £203pm.

11. Any arrangement with the Gig Club would be confirmed by an exchange of letters.

John Wright  
Town clerk  
October 2021



Mr John Wright  
The Town Clerk  
Lyme Regis Town Council  
Guildhall Cottage  
Church Street  
Lyme Regis DT7 3BS

20<sup>th</sup> October 2021

Dear John

As discussed, please find attached the Lyme Regis Gig Club proposal to locate the Sea Sports Centre in the Jubilee Pavilion.

It's very generous of Lyme Regis Town Council to consider letting the Jubilee Pavilion on a temporary basis till March 2022. Especially at no rent and with the sports club paying the running costs for the period estimated at £200 per month. If the Members of Lyme Regis Town Council agree with this proposal, the Gig Club would like, provisionally to accept.

However, as you'll appreciate the Gig Club's aim is to deliver a broader opportunity, centred around indoor and sea rowing for people of all backgrounds in the Town and surrounding areas to keep fit.

Which is why the attached proposal also includes 'Sea The Benefits' an alternative, longer term proposal for the Gig Club's use of the Jubilee Pavilion as an indoor rowing centre, offering low cost, 'pay as you go' accessible indoor rowing session. Sea The Benefits will also generate new income streams for Lyme Regis Town Council through the sports centres renting of Langmore and Lister Rooms, which also are currently unused for much of the time.

Thank you for presenting the Gig Club's proposal to Members at your forthcoming Town Council meeting. Please don't hesitate to get in touch if you require further information and I'll drop a 'hard' copy of the proposal off at the Town Council offices.

All the best

Marcus  
Chair

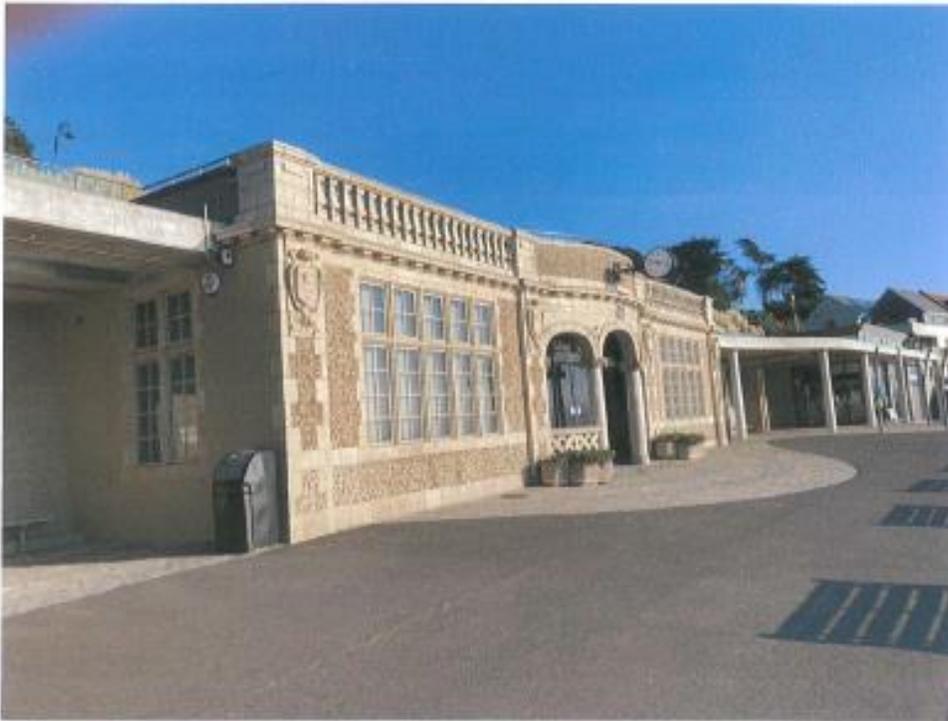
Lyme Regis Gig Club  
Marcus Dixon  
Mob: 07771 861 501 email: [marcusdixon0330@gmail.com](mailto:marcusdixon0330@gmail.com)  
WWW.lymeregisgigclub.com - Charity No: 1174427



## ***SEA The Benefits***

### **Proposal For**

### **Lyme Regis Gig Club – Sports Fitness Centre – Jubilee Pavilion,**



### **Executive Summary**

This proposal currently on the table is for Lyme Regis Town Council Members to agree to let Lyme Regis Gig Club, temporarily have use of The Jubilee Pavilion as a sports fitness centre to house eight Concept 2 rowing machines, projectors, and screens. The building would be offered by the Town Council to the end of March 2022 at no rent, with the Gig Club covering running costs, estimated at £200 approx. per month. If approved by Members of Town Council, Lyme Regis Gig Club would like to provisionally accept this offer.

However, Lyme Regis Gig Club would ask Lyme Regis Town Council Members to consider 'Sea the Benefits', a longer term, alternative proposal that will support the health, well-being of the local community, generate income for the Town Council and launch a new, accessible sea fitness and sports centre.

### **Background**

The Jubilee Pavilion is the iconic civic building in the centre of Lyme Regis Marine Parade.

The Pavilion belongs to Lyme Regis Town Council and sits as the centre of a more modern development that includes commercial space occupied by Boylos & the National Trust, the Langmore & Lister meeting rooms, sheltered entertainment and seating areas. The Jubilee Pavilion is currently unoccupied, whilst the Town Council consider its future use.

The Jubilee Pavilion comprises two interconnected spaces, each approximately 25ft x 15ft, and connected by a lobby, with information desk, an accessible toilet, small tea making galley and sink. The building is bright and airy with large windows (with blinds) and doors. The building appears to be in a good state of repair save for an issue of water ingress.

Launched in 2007, Lyme Regis Gig Club is a sustainable community enterprise, a charity run on business lines, financially sound, whose purpose is to support the health and well-being of local people through indoor and sea rowing.

Over the last fifteen years the Club has incrementally developed and now is well equipped with five Cornish Pilot Gigs, two sea skiffs, safety boat, Gig Shed and ancillary equipment. The Club has a membership of 165, more than half of whom are women, which includes a flourishing junior section and building partnerships with the Woodroffe School and The Hub.

Unlike other sports clubs Lyme Regis Gig Club does not have a clubhouse. The Jubilee Pavilion can be a base from which for to encourage and enable local people to participate in both indoor and sea rowing.

### **'Sea The Benefits' - Second Alternative Proposal**

As a second, alternative option, Lyme Regis Gig Club would like to enter into an agreement with Lyme Regis Town Council to use the Jubilee Pavilion for a period of two years, (with a 3 month a break clause), with no rent payable and with the Gig Club meeting the buildings running costs.

This would enable Lyme Regis Gig Club to achieve its aim to offer a low cost, 'pay as you go' fitness 'sea sports' indoor rowing centre, using eight Concept 2 rowing machines, located in the Jubilee Pavilion that is accessible to people of all backgrounds from Lyme Regis and surrounding areas.

Indoor rowing offers an accessible, low impact, whole body workout that burns calories, is a great way of building strength and cardiovascular endurance and solid aerobic training for athletes who participate in challenging sports, particularly rowers

The Gig Club has recently appointed Performance Coach and local resident, Garry Sutherland (on a voluntary basis) to design, develop and run the Club's Indoor rowing programme. After a career in the British Army (where he was also an athlete) Garry trained as a Concept Garry would manage the proposed Sea Sports and Fitness Centre in the Jubilee Pavilion.

Lyme Regis Gig Club would run indoor rowing sessions in the Jubilee Pavilion throughout the day tailored to meet the needs of local people and groups. These groups will include athletes and members of other sports clubs who want to build stamina and keep fit, those in different age groups, young people, including those who are disengaged.

### **Why is This Important**

Whatever your age, there is strong scientific evidence that being physically active can help people of all ages and backgrounds lead a healthier and happier life. People who exercise regularly have a lower risk of developing mental health issues, many long-term (chronic) conditions, such as heart disease, type 2 diabetes, stroke and some cancers.

Yet in Dorset there are around 136,900 inactive adults (as of May 2020), 9000 children and young people in the County are doing nothing, 43% of young people are doing less than 30 minutes a day (CMO guidelines are 60 minutes per day) .

Lyme Regis does not have a local authority owned Leisure/Sports Centre, the

Woodroffe School gym and sports hall are closed to the public and membership of privately owned gyms can be relatively expensive. The Gig Club would like to offer local people, low cost, easy to access, indoor rowing fitness sessions.

### **Sea The Benefits – Generating Revenue For Lyme Regis Town Council**

The Sea Sports and Fitness Centre in the Jubilee Pavilion will also offer activities in Langmore & Lister Rooms, rented on an hourly basis from Lyme Regis Town, that will generate additional revenue.

The Gig Club would like to offer members and the broader local sports and sea sportsmen, sportswomen and others (endurance swimmers, kayakers, body boarders, kite surfers, surfers) complementary year-round, all weather fitness sessions including yoga, conditioning, sports nutrition and mindfulness advice, body stats analysis.

We'd like to offer and run accredited indoor rowing Concept 2 and British Rowing training courses.

The Gig Club can also use the Langmore and Lister Rooms to deliver RNLI sea safety briefings, VHF familiarisation, First Aid, and other courses.

### **Sea The Benefits - Summary**

Lyme Regis Gig Club is a successful local sports club currently with 167 members and a waiting list, over 50% of whom are women and a thriving junior section

The Jubilee Pavilion is a civic building, belonging to Lyme Regis Town Council, which is currently vacant for the foreseeable future.

Whist the proposal to grant Lyme Regis Gig Club temporary use of the Jubilee Pavilion till end of March 2022 is generous, the investment in launching and running makes the cost/benefit equation is hard to justify.

As a second option Lyme Regis Gig Club proposes 'Sea The Benefits' a two year initiative to use the Jubilee Pavilion as a Sea indoor rowing centre to support the fitness, health and well being of the broader local community.

The Gig Club has a small foot print and can move its rowing machines and equipment to enable the Town's Regatta and Carnival and other groups to use the Jubilee Pavilion as required.

Lyme Regis Gig Club would like Lyme Regis Town Council to enter into an agreement to let the Jubilee Pavilion for a two-year period at no rent (with 3-month break clause) to enable the gig club to develop this sea sports and fitness concept.

For further information or I can help in any other way, please contact Marcus Dixon, Chair, Lyme Regis Gig Club on 07771 861 501 or at [marcusdixon0330@gmail.com](mailto:marcusdixon0330@gmail.com).