



**John Wright
Town Clerk**

Lyme Regis Town Council

Town Council Offices
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Dorset
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Notice is given of an extraordinary meeting of the **Lyme Regis Town Council** to be held at the **Guildhall, Bridge Street, Lyme Regis** on Tuesday 23 November 2021 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
18.11.21

The open and transparent proceedings of Full Council and committee meetings will be audio recorded and recordings will be held for one year by the town council.

If members of the public make a representation to the meeting, they will be deemed to have consented to being audio recorded.

If members of the public have any queries regarding audio recording of meetings, please contact the town clerk.

Members are reminded that in reaching decisions they should take into consideration the town council's decision to declare a climate emergency and ambition to become carbon neutral by 2030 and beyond.

AGENDA

1. Public Forum

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

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

2. Apologies for absence

To receive and record any apologies and reasons for absence

3. Disclosable Pecuniary Interests

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

4. Dispensations

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

5. Co-option to the Council

To allow members to consider five applications and approve the co-option of a councillor

Extraordinary Full Council

Date: 23 November 2021

Title: Co-option to the Council

Purpose of Report

To allow members to consider five applications and approve the co-option of a councillor

Recommendation

Members co-opt a councillor

Background

1. On 25 October 2021, the town council received notification from Dorset Council that it had not received a call for an election¹.
2. At the Full Council on 27 October 2021, members resolved:

 'to approve a co-option process as fewer than 10 Lyme Regis residents called for an election.'
3. The report to members on 27 October 2021 outlined the co-option process which was followed in 2015. For ease of reference, the process is summarised below:
 - applicants give a five-minute presentation to elaborate on why they are seeking co-option, detail the skills they would bring to the council and demonstrate their understanding of the work of the town council
 - when the candidates have made their presentations, they will be invited to adjourn to the Mayor's parlour
 - the council considers the candidates in exempt business
 - members vote for their preferred candidate.

The candidates

4. On 28 October 2021, a public notice was issued seeking candidates for co-option. Applications closed at 12 noon Monday 15 November 2021.
5. Applications were received from:

Caroline Jane Aldridge, **appendix 5A**
Owen Lovell, **appendix 5B**
Allan Lewis, **appendix 5C**
Stephen Miller, **appendix 5D**
(Jonathan) Mark Schine, **appendix 5E**.

¹ A call for an election requires the support of 10 electors.

6. Each candidate's application was accompanied by a qualifying address, a nominator and seconder, and a supporting statement.
7. Each candidate was then asked to provide a written declaration to certify they meet the eligibility criteria set out in s79 of the Local Government Act 1972 and are not disqualified under s80 of the 1972 Act.
8. Receipt of applications has been confirmed and candidates have been invited to give a five-minute presentation to this meeting. Candidates have been given a copy of this report to appraise them of the council's decision-making process.

The decision-making process

9. This section of the report adds further guidance to the process. It is informed by a recent legal topic note from the National Association of Local Councils², and Arnold-Baker on Local Council Administration³, and the Local Government Act 1972⁴. The process seeks to balance openness and sensitivity.
10. Members can vary this process but must guard against any suggestion that any amendment favours or disfavors one or more candidates. The council must be able to demonstrate that it fairly considers who to co-opt and skills and expertise are taken into account in accordance with the council's needs.
11. Members must also be minded that unnecessary modification may not reflect well on the council's ability to run a co-option process. Not least because candidates are entitled to understand the decision-making process they are subject to.
12. In addition, members must also think through the consequences of amendments to this procedure to anticipate issues which could arise during its later stages.
13. The decision-making process has two stages. At the end of stage one, three candidates will have been eliminated and two will remain. Stage two of the process involves a vote in open session for the council's preferred candidate.

² NALC Legal Topic Note (LTN) 8 June 2020. Decisions made by a local council about whether or not to co-opt when vacancies remain unfilled after an ordinary election and who to co-opt when any casual vacancy arises should be transparent. In NALC's view it would be difficult for a local council to argue that there are special reasons which justify excluding the public during a council meeting when it is making decisions about a matter of public interest such as co-option. Decisions about co-option which are made at council meetings when the public have been excluded will not eliminate the need for a council to explain, for example to unsuccessful candidates, the reasons for its decisions. Registration of interests 29.

³ Arnold-Baker on Local Council Administration 9th edition, p 51-51, Voting in council on casual vacancies, 6.15. 'A successful candidate must receive an absolute majority vote of those present and voting. It follows that if there are more than two candidates for one vacancy and no one of them at the first count receives a majority over the aggregate votes given to the rest, steps must be taken to strike off the candidate with the least number of votes and the remainder must then be put to the vote again; this process must, if necessary, be repeated again until an absolute majority is obtained. This will mostly be a satisfactory procedure, but if several candidates have obtained the same number of least votes and the aggregate of the others is less than a normal quorum (eg 3:2:2:2) it may be wise not to strike off all those with the least number of votes together but, if negotiations for withdrawals fail, to strike them off one by one, in an order determined by vote.'

⁴ Local Government Act 1972, s 83(4)

14. A two-stage process is proposed to satisfy, in part, the National Association of Local Council's view that, 'it would be difficult for a local council to argue that there are special reasons which justify excluding the public during a council meeting when it is making decisions about a matter of public interest such as co-option.'
15. Stage one of the process allows for consideration and elimination.
16. Stage two of the process provides feedback and a public vote between the two preferred candidates.
17. At any time in the process, in line with standing orders, members can request either a signed ballot or a recorded vote.

Stage one

18. The aim of this stage of the process is to reduce the number of applicants from five to two.
19. Members will cast a single vote for their preferred candidate in one or more rounds of voting. The purpose of each voting round is to eliminate the candidate with the lowest number of votes until two remain.
20. At any stage in the process, if more than one candidate has zero votes they will all be eliminated.
21. If more than one candidate has the lowest number of votes, e.g., in the first round of voting candidate A has 3 votes, candidate B has 3 votes, candidate C has 2 votes, candidate D has 2 votes and candidate E has 2 votes, then candidates A and B will go through to the next round and a further vote will take place between candidates C, D and E to establish who has the lowest number of votes. In this instance up to 12 votes will be divided among three candidates.
22. It is possible that a second vote at this, or any, stage of the elimination process may not produce a candidate for elimination, i.e., two candidates could tie with the lowest number of votes (6:3:3) or the three remaining candidates could receive the same number of votes (4:4:4).
23. In the first instance, the candidate with the highest number of votes would go through to the next stage of the process and a further round of voting would take place between the two remaining candidates. If there was a further tie, (6:6) the mayor would exercise his casting vote in favour of his preferred candidate and the remaining candidate would be eliminated.
24. In the second instance, the mayor would exercise his casting vote in favour of a candidate and a further vote would be held between the remaining two candidates.
25. The process will repeat itself until two candidates are left.

Stage two

26. The council will move back into open business, the candidates will be invited back into the council chamber and they will be informed of the council's position.

27. A vote is taken on the two remaining candidates and the successful co-option candidate approved by resolution of the council.

John Wright
Town clerk
November 2021

Application to fill Vacancy on Lyme Regis Town Council

November 2021

I am applying for the current Councillor vacancy on Lyme Regis Town Council.

I have been involved in a range of local projects in health and social care, environmental and the arts through volunteering at Lyme Regis Medical Centre Patient Participation Group, the Food Bank, Marine Theatre and Turn Lyme Green environmental and sustainability initiatives. I have also been keen to support local business initiatives. I have talked to people who are long term residents; those who have moved here more recently and also visitors to gather their views on our town. Important issues such as traffic and parking, work, housing and environment have been flagged up to me. I would like to contribute as a Councillor to addressing all these issues.

My working life has been in health and education in the charity and not for profit sector. I have always worked in areas where I could make a difference to people's lives. I listened and communicated with a wide variety of people and encouraged them to work together to deliver successful outcomes within financial constraints.

During my career I have worked at a senior level with professionals and government, I have also worked with staff, patients and their families in hospitals, GP practices and care homes. I have experienced periods of unemployment; being at home for some years with small children and being a single parent. I believe this has given me empathy and insight to work with everyone for the benefit of our town.

Caroline Jane Aldridge

Windrush, Hill Rise Road, Lyme Regis, DT7 3LN

Proposer

Carol Rita Aylett

Address and signature supplied

Secunder

Ian Charles Luckraft

Address and signature supplied

Councillors this is my application to be co-opted.

From June 1979 till May 2019 I was a serving councillor. I also served as a West Dorset cllr for twenty years. The experience I have gained I believe I can continue to use for the good of the electorate of Lyme.

I have chaired all of Lyme Regis committees and served as mayor on six occasions. Whilst on West Dorset I was chairman of the western area housing and planning committees.

Within Lyme I have always had an interest in the towns affairs and have always sought to give the electorate what they want subject to the law governing local government and it being practical. I am a team player I also believe that that is what gives the town council its strength and authority.

As additional back ground I have run a holiday business in the town for the past nearly fifty years I came to the town as a serving police officer on leaving run my own business and joined the local retained fire service for the next 26 years. I have had experience of raising children and gran children in the town, as well as great grand children. I know most of the problems facing Lyme Regis through first hand experience LRTC can help with some of those problems though not all. If co opted I would like the council to seriously look at traffic in the town there are many many places improvement can be made. I know that LRTC is not responsible for this but it is about time Dorset the responsible authority accepted that Lyme Regis is in Dorset.

I trust this will assist the council in making its decision.

Owen Lovell

My proposers would be Mr David and Claire Badman
Address supplied

Application for co-option onto the Council.

From Allan Lewis,
Flat 5 Holmcroft
24 Broad Street,
Lyme Regis DT7 3QE.

My application is proposed by:
Philip W Street,
Address supplied

And seconded by:
Matthew Puddy,
Address supplied

I set out my application below, I would be pleased if you would put this submission before the Council.

My name is William Allan Lewis, but called Allan. I am 77 years old, not what you want to hear.

Originally a civil engineer, I joined the City of Manchester in 1965 and rose to be Deputy Town Clerk. I left Manchester in 1987 when appointed Chief Executive of the Metropolitan Borough of Trafford.

I oversaw the development of the Trafford Centre one of the largest shopping centres in Europe. Manchester United Football Club and Old Trafford Cricket are located in Trafford so I have had extensive experience in dealing with large events and locations popular with many visitors.

So far as heritage is concerned, I secured £13 million of private funding and £13 million of EEC money to bring the Imperial War Museum of the North to Trafford. The Museum was host to Songs of Praise on BBC yesterday.

Trafford had the lowest council tax of any metropolitan area in England and in 1998 was voted council of the year.

I retired on the 1st January 2000 and my wife and I moved to live quietly in Lyme, a place we loved. We lived in West Hill Road, but moved to Broad Street in 2014. I have now lost my wife so I am looking for ways to put something back into the Town she loved.

Lyme Town Council does a good job with few staff but that is not its reputation in the town which must be a concern.

I would be honoured to help if I can.

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

12th November 2021

Co-Option of Town Councillor

I would like to put myself forward to be co-opted onto Lyme Regis Town Council as per the vacancy advertised on 29th October 2021.

I am passionate about Lyme Regis and its people and would welcome the opportunity to help 'Lyme' build on its envious status as 'The Pearl of Dorset'.

There are numerous challenges in a seaside town especially those of meeting the day to day needs of its residents and at the same time ensuring we welcome visitors in such a way as they enhance the town landscape without undue impact.

As a seaside community we are also at the forefront of the 'Existential Threat' which is climate change and plastic pollution which should also exercise how 'Lyme' approaches the future.

My background is in Banking retiring in 2010 after leading a multi-disciplined team in UK wide operational management, implementation and support, skills I believe that are ideally suited to being part of a local council team striving to deliver for its community.

I have also benefitted by working with Lyme Regis estate agents' 'Martin Diplock' which has provided me with a great insight into the ebb and flow of life in 'Lyme'.

I have previously had the honor of serving Lyme Regis as both councillor and 'Deputy Mayor' and would very much like to serve again together with the present team of councillors and officers.

Stephen Miller
6 Woodroffe Meadow
Lyme Regis
DT7 3NX

Tel: '
e-mail –

I hereby propose Stephen Miller for the position of Lyme Regis
Town Councillor

Name PATRICK ELLIOTT

Address ADDRESS SUPPLIED

Signature SIGNATURE SUPPLIED

Date 12-11-21

I hereby second Stephen Miller for the position of Lyme Regis
Town Councillor

Name MIRIAM ELLIOTT

Address ADDRESS SUPPLIED

Signature SIGNATURE SUPPLIED

Date 12-11-21

15 November 2021

Town Clerk and Council Members,
Lyme Regis Town Council
Guildhall Cottage, Church St,
Lyme Regis DT7 3BS

Dear Town Clerk and Council Members,

I would like to put forth my candidacy for the co-option to the Lyme Regis Town Council.

250-word explanation of why you would like to be co-opted onto the council

Having two teenage daughters in Lyme Regis gives me a lot of insight into what goes on with young people in the town. Although we're relatively well supported with B Sharpe, the Hub and the Marine Theatre, I would endeavour to find more ways to engage them in building future skills and citizenship.

I appreciate that Lyme Regis already does a lot to bring in visitors in the off-season, but I would like to help look for new ways to help the economy stay more active year-round. During the summer, it seems that many businesses can't find staff, and that many residents, especially Woodroffe students, would welcome the work. I think young people particularly could benefit from a better organised approach to skills, employability and employment match-making locally. Perhaps a jobs-fair at Woodroffe could be piloted for local businesses? For adults looking for a special evening out at the beach, the town would benefit if musical events were more frequent and better coordinated with dining opportunities.

Monmouth Beach is a lovely swimming spot, but I wonder if the jellyfish and floating debris is linked to the storm sewer overflow problem or some other preventable issue, and what can be done by us as a community? Although it's not a town council responsibility, improved public transportation – including more convenient links to the rail network - would help residents, businesses and tourists alike.

I hope to make Lyme Regis a better place to live in, shop in, trade in and visit.

Yours sincerely,

(Jonathan) Mark Schine