



John Wright
Town Clerk

Lyme Regis Town Council

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Notice is given of the **Annual Meeting of Lyme Regis Town Council** to be held at the **Guildhall, Bridge Street, Lyme Regis** on Wednesday 1 June 2022 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
27.05.22

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. Questions from Councillors

3. Apologies for absence

To receive and record any apologies and reasons for absence

4. Disclosable Pecuniary Interests

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

6. Dispensations

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

7. To confirm the accuracy of the minutes of the Full Council meeting held on 18 May 2022 (attached)

8. Matters arising from the minutes of the Full Council meeting held on 18 May 2022

To inform members of matters arising from the minutes of the Full Council meeting on 18 May 2022 that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues in those minutes.

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

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

10. Appointments to Council Committees

To allow the council to appoint members to its committees

11. Appointments to External Bodies 2022-23

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

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

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

13. Members' Awayday

To inform members of arrangements for the awayday

14. Exempt Business

LYME REGIS TOWN COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON WEDNESDAY 18 MAY 2022

Present

Chairman: The Mayor, Cllr B. Larcombe, MBE

Councillors: Cllr B. Bawden, Cllr J. Broom, Cllr R. Doney, Cllr M. Ellis, Cllr D. Ruffle, Cllr D. Sarson, Cllr G. Stammers, Cllr G. Turner

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

The mayor, Cllr B. Larcombe read out the town prayer.

A one-minute silence was held in memory of former town councillor and council employee Ken Hitchcock.

21/166/C Public Forum

L. Markham

L. Markham said he was the proprietor of Lyme Rocks sweet shop and he was at the meeting to put a business proposal to the council, a new idea to attract more people to this end of Lyme Regis. He said he wanted the council's permission to run a mobile kiosk at the rear of the shop, in-keeping with the area, to serve both locals and visitors with quality hot and cold drinks, soups, bacon rolls, cakes, etc, using local produce. He said there were no facilities this end of the town and more people were coming to this area, especially with the Mary Anning statue, coastal walks and fossil walks. L. Markham said they had been tenants of the council for four years and had a proven track record, Lyme Rocks had become a go to destination and it was fantastic the amount of repeat customers they had. He said the kiosk would be a new income for the council and all the risks for Lyme Rocks. He said it would benefit all the businesses at this end of the town and create a great place to be to take in the wonder of Lyme Regis.

The mayor, Cllr B. Larcombe said this matter was dealt with under the minutes of the Town Management and Highways Committee meeting.

21/167/C Dorset Council Matters

Cllr B. Bawden was invited to give her report. She said she had attended two Full Council meetings at Dorset Council (DC); the meeting on 14 April 2022 was highly charged and party political and it was interrupted by two protestors and eventually re-convened into a smaller room. She said no more debate was permitted but she had a speech prepared which she was not allowed to deliver. Cllr B. Bawden said the meeting on 12 May 2022 attracted a lot of protestors outside the building as there was a motion on the agenda to condemn the protestors, which she was against. However, she delivered her speech and

paid tribute to former ward member Daryl Turner for his service to Lyme Regis and Charmouth.

Cllr B. Bawden said she had attended various induction and training sessions but she didn't have a functioning laptop so she wasn't yet up-to-speed. She said she had attended an electric vehicle charging strategy meeting and one committee meeting, at which she was allowed to speak, even though she wasn't a member. She said she passed on feedback that DC's team that were working on the Ukrainian refugee settlement scheme had been great.

Cllr B. Bawden said she was a member of the Audit and Governance Committee and the Appeals Committee.

Cllr B. Bawden said there had recently been an issue with communication with the town council regarding the EAT Festival and John Sellgren, executive director of place, had since offered to come to Lyme Regis to walk around to see what the issues were. She said various departments in DC had not been communicating with each other or the town council properly.

The mayor, Cllr B. Larcombe said Blue Flag awards had recently been published and he asked how many beaches in Dorset had been awarded one. He also asked how the situation at Church Cliff Beach had affected the rest of Lyme's beaches.

Cllr B. Bawden said there were two beaches in Dorset with Blue Flags. She said DC needed to pay more attention to coastal towns, not just their economies but also the physical coastline.

21/168/C Questions from Councillors

There were none.

21/169/C Apologies for Absence

Cllr C. Aldridge – prior commitment
Cllr C. Reynolds – shielding
Cllr R. Smith – family commitments
Cllr T. Webb – unwell

21/170/C Disclosable Pecuniary Interests

There were none.

21/171/C Dispensations

There were none.

21/172/C Honouring the Service of Derek Hallett, Sergeant of Mace

The mayor, Cllr B. Larcombe brought this item forward on the agenda.

The mayor, Cllr B. Larcombe said the council wished to recognise Derek Hallett for his service to Lyme Regis and the council as a mace bearer, but also as a former town councillor and former employee. He paid tribute to his diligence as dog warden and enforcement, his passion and commitment as mace bearer, and his determined approach to being a councillor.

D. Hallett was presented with a plaque bearing the council's coat of arms and he and his partner Susanne Whitmore were presented with a voucher for a meal for two.

As a former mayor, Cllr M. Ellis also thanked D. Hallett and S. Whitmore for all they had done.

D. Hallett thanked the council for the recognition and said it had been a privilege to serve the council.

21/173/C To confirm the accuracy of the minutes of the Full Council meeting held on 6 April 2022

The mayor, Cllr B. Larcombe asked for his statement which he read out as part of his notice of resignation to be included in full as he had given three reasons for his resignation but only two were included.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, the minutes of the Full Council meeting held on 6 April 2022, with the above amendment, were **ADOPTED**.

21/174/C Matters arising from the minutes of the Full Council meeting held on 6 April 2022

Maintenance operative position

The town clerk said interviews had been held to fill the vacancy and an offer had been made. He said the successful applicant would be taking up the post on 23 May 2022.

Magna Housing Association

Cllr D. Sarson asked if there had been a response from Magna regarding the issues of anti-social behaviour raised by a member of the public at the previous meeting.

The town clerk said there had been no response but his email hadn't necessarily asked for one; it just informed Magna that the issue had been raised at the meeting.

Cllr B. Bawden said she was going to look into how she could help as a DC member.

21/175/C Update Report

There were no updates.

21/176/C Planning Committee

Proposed by Cllr G. Turner and seconded by Cllr J. Broom, it was **RESOLVED** to receive the minutes of the Planning Committee held on 5 April 2022.

21/177/C Environment Committee

Cllr M. Ellis asked that if there were people who were contributing to the meeting, their names could be listed at the top of the minutes.

It was agreed if someone had been invited to speak in advance, they would be listed as a 'guest' but if they had not been invited they would be included under the public forum.

Proposed by Cllr B. Bawden and seconded by Cllr G. Stammers, it was **RESOLVED** to receive the minutes of the Environment Committee held on 4 May 2022 and adopt the recommendations, as follows:

21/67/ENV – River Lim Project Monitoring – April 2022 report

RESOLVED: that the council writes to Chris Loder MP to say the council would like to work towards re-designating Church Beach as a bathing beach, therefore it would like Mr Loder to write to South West Water to put pressure on them to improve water quality on the River Lim to help achieve this.

21/68/ENV – Community Energy Champions Progress report

RESOLVED: to purchase a thermal imaging camera for £370 from the climate action budget, to be loaned to the community energy champions.

21/178/C Human Resources Committee

It was noted the meeting scheduled to take place on 13 April 2022 did not take place.

21/179/C Strategy and Finance Committee

Proposed by Cllr B. Larcombe and seconded by Cllr G. Stammers, it was **RESOLVED** to receive the minutes of the Strategy and Finance Committee held on 11 May 2022 and adopt the recommendations, as follows:

21/92/SF – Review of Standing Orders

RESOLVED: to approve the proposed standing orders, including replacing the reference to The Data Protection Act 1998 with the Data Protection Act 2018 and the UK Data Protection Regulation.

21/93/SF – Financial Regulations

RESOLVED: to approve the proposed financial regulations.

21/94/SF – The Annual Review of the Complaints' Policy and Procedure

RESOLVED: to approve the amended complaints' policy and procedure and note the volume and nature of complaints received since March 2021.

21/95/SF – The Annual Review of the Fixed Asset Register

RESOLVED: to approve the fixed asset register, with the removal of the youth shelter.

21/96/SF – A35 Trunk Road

RESOLVED: to nominate Cllr J. Broom to attend to attend a meeting with other A35 parishes and communities to discuss common issues regarding the A35 on the invite of Chideock Parish Council's clerk, and to formulate a joint response to National Highways.

21/97/SF – List of Payments

RESOLVED: to approve the schedule of payments March and April 2022 for the sums of £490,491.13 and £113,963.77, respectively.

21/180/C Tourism, Community and Publicity Committee

Proposed by Cllr M. Ellis and seconded by Cllr G. Stammers, it was **RESOLVED** to receive the minutes of the Tourism, Community and Publicity Committee held on 27 April 2022 and adopt the recommendations, as follows:

21/84/TCP – Oyster Festival

RESOLVED: to approve the request from Coastal Marks to hold an Oyster Festival on council-owned land adjacent to its Oyster and Fish House on 3 September 2022 and add the event to the council's calendar of events.

21/181/C Town Management and Highways Committee

Proposed by Cllr J. Broom and seconded by Cllr D. Sarson, it was **RESOLVED** to receive the minutes of the Town Management and Highways Committee held on 20 April 2022 and adopt the recommendations, as follows:

21/76/TMH – 31 Ware Cliff Chalet, Request to Construct Extension

RESOLVED: to approve the request to extend the chalet at 31 Ware Cliff subject to the owner obtaining any other necessary permissions or consents.

21/77/TMH – Flail Mower

RESOLVED: to support the purchase of a flail in principle subject to details of the full and updated price being available for consideration prior to any final decision being made.

21/78/TMH – Request to Site Mobile Catering Trailer on Council-Owned Land rear of Guildhall

The mayor, Cllr B. Larcombe said this request had some merit until the council had a better use proposed for the land. He asked how far away the council was from having use of that land.

Cllr J. Broom said the land could be put to use as additional parking as early as October or November this year. He added that he was not in favour of the idea of a catering trailer as members had been complaining about takeaways, rubbish and seagulls and this would contribute to that problem.

RESOLVED: that the request to site a mobile catering trailer on council-owned land to the rear of the Guildhall be not supported and that the potential to create additional parking for staff and councillors be further investigated as an alternative.

21/79/TMH – Performance Area Shade Sail

RESOLVED: to support the repair, if possible, of the existing sail in the short term and its subsequent replacement by something which provides a long term and cost-effective solution which does not require replacing or repairing every few years.

21/80/TMH – Kitchen Garden – Three-month review

RESOLVED: to support the continuation of the kitchen garden at Langmoor Gardens in its current location subject to a further review in 3 months' time.

21/81/TMH – Lighting in Drakes Way

RESOLVED: that Dorset Council be requested to investigate the provision of improved lighting in Drake's Way, Broad Street, Lyme Regis.

21/82/TMH – Skateboarding

RESOLVED: that both the Police and Crime Commissioner and the local PCSO be approached about the problems of irresponsible and unsafe skateboarding in areas of Lyme Regis to see if they can suggest any ways of improving local policing and enforcement.

21/182/C Information Policy

Proposed by Cllr B. Larcombe and seconded by Cllr R. Doney, members **RESOLVED** to approve the revised Information Policy.

The meeting closed at 7.40pm.

Committee: Full Council

Date: 1 June 2022

Title: Matters arising from the minutes of the Full Council meeting held on 18 May 2022

Purpose of the Report

To inform members of matters arising from the minutes of the Full Council meeting on 6 April 2022 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

21/182/C – Information Policy

The updated policy has been issued to members and published on the council website.

John Wright
Town clerk
May 2022

Committee: Full Council

Date: 1 June 2022

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

Purpose

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

Recommendation

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

Background

1. Introduced in the Localism Act 2011, the General Power of Competence (GPC) came into force on 28 March 2012 and gives 'A local authority power to do anything that individuals may generally do'.¹
2. Part of the government's decentralisation programme, the GPC seeks better representation, local decision-making, innovation and cost-effectiveness.
3. The types of activity the town council could use the GPC for include running a post office or holding shares in a company.
4. In such instances, the town council must comply with the company structures in the Localism Act (and follow company law), follow government advice on investment, check for any pre- and post-commencement limitations, and establish that the statutory duties of others aren't being usurped. If discretionary services are provided, they must be charged at the cost of provision.
5. The GPC does have restrictions: it cannot be used to raise the precept; existing financial, procedural, regulatory and legal duties must remain; byelaws and enforcement activity can't be created; and any company structures are restricted to those limited by shares, guarantee, industrial or provident societies.
6. To qualify for the GPC, at least two-thirds of councillors must be elected, and the clerk must hold an appropriate qualification: at minimum, the Certificate in Local Council Administration. The Full Council must confirm by minuted resolution that it meets the eligibility criteria.
7. Re-confirmation is required at every annual meeting of the council after ordinary elections.
8. As reported to the Human Resources Committee on 29 October 2014 and Full Council on 19 November 2014, the town clerk obtained the Certificate in Local Council Administration (CiLCA) on 8 October 2014².

¹ The Localism Act 2011 Sec 1 (1).

9. At the time of writing, the council has 14 seats and 13³ elected members, i.e., more than two-thirds of councillors are elected.
10. Consequently, the council meets the qualifying criteria required to hold the General Power of Competence.

John Wright
Town clerk
May 2022

² The support services and operations managers have subsequently obtained CiLCA qualifications.

³ A contested by-election takes place 26 May 2022 for the vacant seat; the result of the by-election will be declared ahead of this meeting.

Committee: Full Council

Date: 1 June 2022

Title: Appointments to Council Committees

Purpose of Report

To allow the council to appoint members to its committees

Recommendation

The council appoints members to its committees

Background

1. Standing order 5.j.vii. states the business at the annual meeting shall include 'appointment of members to existing committees'.
2. Assuming there are no amendments to the process for the election of committee chairmen and vice-chairmen, each committee will elect its chairman and vice-chairman from among its membership. This will be the first item on the agenda at the first meeting of each committee in the 2022-23 council year.
3. The existing committee structure consists of the Full Council, Strategy and Finance Committee, Environment Committee, Human Resources Committee, Planning Committee, Town Management and Highways Committee, and Tourism, Community and Publicity Committee.
4. Councillors have the opportunity each year to serve on all committees. Membership of the Strategy and Finance Committee is mandatory for all members.
5. If any working groups are formed during the council year, the membership will be agreed at that time and the chairman will be elected at the first meeting.
6. Cllr Aldridge is not able to attend this meeting but has indicated which committees she would like to sit on: Tourism, Community and Publicity; Town Management and Highways; and Planning.

Adrienne Mullins
Support services manager
May 2022

Committee: Full Council

Date: 1 June 2022

Title: Appointments to External Bodies 2022-23

Purpose of Report

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

Recommendation

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

Background

1. Standing order 5.j.xii. requires a 'Review of representation on or work with external bodies and arrangements for reporting back'.
2. Nominations to external bodies are sought at the annual meeting of the Full Council in May each year.

Report

3. **Appendix 11A** details the proposed 2022-23 organisations, along with the existing representatives.
4. Lyme Regis Football Club has been removed from the list; a representative was previously appointed because the club received grant funding but the funding has come to an end so there is no longer a requirement to have a member representative.
5. Enquiries have also been made about the One Planet Working Group and the Lyme Regis, Uplyme and Charmouth Coastal Communities Team and whether they are still in existence. The chairman of One Planet Working Group said the group does still exist but is completely inactive at present and he will not be taking an active role in any future it may have. He said he did not believe there was a need for a town council representative.
6. At the time of writing, there had been no response from LymeForward, which manages the Coastal Communities Team, but an update will be given to the meeting.
7. The two appointments to Lyme Regis Charities are for four years and Cllrs M. Ellis is the representative.
8. Cllr B. Bawden was appointed to the Rural/Market Town Group (RMTG), which is part of the Rural Services Network (RSN). It was agreed this would be a trial appointment and reviewed after the first six months. There is a subscription involved with being a member of the RMTG of £135.60pa from June 2022. Officers believe the membership should continue; it is a useful

network to be part of, they produce regular newsletters, run helpful webinars and share useful information.

9. Members must decide whether they wish to be lead members or participating members on external bodies. Lead members wouldn't necessarily attend external bodies' meetings but would be their main link with the council. There is an expectation on participating members to attend and take part in the organisations' meetings.
10. Members may also wish to suggest other organisations which would benefit from member representation.
11. Cllr C. Aldridge is unable to attend this meeting and has indicated the organisations she would be interested in being appointed to as a participating member: Lyme Regis Development Trust; Dorset Association of Parish and Town Councils, Lyme Regis, Uplyme and Charmouth Coastal Communities Team (if still in existence); Lyme Regis Harbour Consultative Group; Axe Valley and West Dorset Ring and Ride; Bridport and District Citizens Advice Bureau; and St Michael's Business Centre Management.

Adrienne Mullins
Support services manager
May 2022

LYME REGIS TOWN COUNCIL

APPOINTMENTS TO EXTERNAL BODIES 2021/2022

Axe Valley and West Dorset Ring and Ride Service – Cllr B. Larcombe (participating)

B Sharp – Cllr B. Bawden (participating)

Bridport and District Citizens' Advice Bureau – Cllr C. Reynolds (participating)

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

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

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

The Hub Strategic Group – Cllr C. Aldridge (liaison)

LymeArts Community Trust – Cllr D. Ruffle (participating)

LymeForward – Cllr M. Ellis (participating)

LymeForward Steering Group – Cllr M. Ellis (participating)

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

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

Lyme Regis Development Trust – Cllr D. Sarson and Cllr C. Reynolds (participating)

Lyme Regis Fossil Festival – Cllr B. Bawden (participating)

Lyme Regis Harbour Consultative Group – Cllr B. Larcombe (participating) (Cllr J. Broom – substitute)

Lyme Regis Museum – Cllr D. Ruffle (participating)

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

Lyme Regis Society – Cllr D. Ruffle (participating)

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

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

Regatta and Carnival Committee – Cllr D. Sarson (participating)

RNLI Lifeboat Guild – Cllr M. Ellis (participating)

Royal British Legion – Cllr B. Larcombe (participating)

Rural/Market Town Group – Cllr B. Bawden

St Michael's Business Centre Management – Cllr J. Broom (participating)

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

Youth Council – Cllr C. Reynolds (participating)

Committee: Full Council

Date: 1 June 2022

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

Purpose of Report

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

Recommendation

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

Background

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

Report

3. Details of the bodies which the council and/or employees are members of, their annual subscription costs and renewal dates are detailed in **appendix 12A**.
4. The council's membership of the National Association of Town and Parish Councils (NALC) is incorporated into the council's membership of the Dorset Association of Town and Parish Councils (DAPTC).
5. As per the previous report, it was agreed membership of the Rural/Market Town Group would be reviewed after the first six months. Officers would advise continuing with this subscription.

Adrienne Mullins
Support services manager
May 2022

APPENDIX 12A

Organisation	Annual subscription (current)	Renewal date
Dorset Association of Parish & Town Councils	£890.22	01/04/2023
Ancient and Honourable Guild of Mace Bearers	£10	01/09/2022
Institute of Cemetery & Crematorium Management	£95	01/04/2023
Chartered Institute of Public Finance & Accountancy (VAT Ref manual)	£210	01/04/2023
Local Councils Update Communicorp	£100	01/01/2023
Open Spaces Society	£70	01/09/2022
Society of Local Council Clerks	£388	01/06/2022
Chartered Institute of Personnel and Development	£204	01/07/2022
Association of Accounting Technicians	£99	01/10/2022
South West Councils	£445	01/04/2023
OFCOM (Radio Licence)	£75	01/03/2023
Information Commissioners Office	£35	01/11/2022
Survey Monkey	£320	01/11/2022
Institution of Occupational Safety and Health	£191	01/12/2022
Institute of Environmental Management and Assessment	£225	30/07/2022
Rural/Market Town Group	£135.60	16/06/2022

Committee: Full Council

Date: 1 June 2022

Title: Members' Awayday

Purpose of Report

To inform members of arrangements for the awayday

Recommendation

Members note the report

Report

1. The town clerk is in the process of arranging a members' away day and finalising a brief for the appointment of a consultant.
2. Although the awayday will centre around member behaviour, a significant part of the day will address what the council wants to do during the remaining two years of this administration and, equally important, how it wants to do it.
3. The awayday will also inform the consultation exercise which the council has agreed to undertake with residents on its future objectives.
4. The support services manager has contacted members about their availability in July.

John Wright
Town clerk
May 2022