



**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 14 December 2022 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
09.12.22

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. Dorset Council Matters

To receive updates from the Dorset Council ward member

3. Questions from Councillors

4. Apologies for absence

To receive and record any apologies and reasons for absence

5. Disclosable Pecuniary Interests

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

6. Dispensations

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

7. To confirm the accuracy of the minutes of the Full Council meeting held on 26 October 2022 (attached)

8. Matters arising from the minutes of the Full Council meeting held on 26 October 2022

To inform members of matters arising from the minutes Full Council meeting held on 26 October 2022 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. Mayor's Announcements

11. Planning Committee

To receive the minutes of the meetings held on **15 November 2022**, to note the committee's comments made on planning applications under the power delegated by Full Council and consider the recommendations therein.

12. Environment Committee

To receive the minutes of the meeting held on **23 November 2022** and consider the recommendations therein.

13. Human Resources Committee

To receive the minutes of the meeting held on **30 November 2022** and consider the recommendations therein.

14. Strategy and Finance Committee

To receive the minutes of the meeting held on **30 November 2022** and consider the recommendations therein.

15. Tourism, Community and Publicity Committee

To receive the minutes of the meeting held on **16 November 2022** and consider the recommendations therein.

16. Town Management and Highways Committee

To receive the minutes of the meeting held on **9 November 2022** and consider the recommendations therein.

17. Membership, Terms of Reference and Frequency of Planning Committee Meetings

To allow members to consider the membership, terms of reference and frequency of Planning Committee meetings

18. Annual Governance and Accountability Return and the external auditor's certificate for the year ended 31 March 2022

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 2022, and to confirm the actions required at the conclusion of the review have been undertaken

19. Appointment of External Auditor 2022-23 to 2026-27

To inform members of the appointment of BDO LLP as the council's external auditor from 2022-23 to 2026-27

To allow any member who has a conflict of interest with the appointment BDO LLP to amend their Declaration of Interest and to inform the town clerk of the conflict so he can notify BDO LLP

20. Budget and Precept 2023-24

To approve the 2023-24 budget, reserve, and precept, and to note the five-year financial plan

21. Collaboration with Dorset Council on the Digital Connectivity Infrastructure Accelerator Project

To provide members with background information on Dorset Council's Digital Connectivity Infrastructure Accelerator project and to allow members to receive a presentation from Dorset Council's project manager Gary Littleddyke

22. Dorset Council's Proposals for Lyme Regis Library

To allow members to consider the proposals from Dorset Council for the future use, opening times and days and staffing of the Lyme Regis library

23. Draft East Devon Local Plan 2020-2040 Public Consultation

To inform members about the public consultation on the Draft East Devon Local Plan 2020-2040

24. Investments and Cash Holdings

To inform members of our current reserve position

25. List of Payments

To inform members of the payments made in the month of October 2022

26. Recruitment of the Internal Auditor

To allow members to agree the recruitment of the internal auditor for Lyme Regis Town Council for 2023-24, 2024-25 and 2025-26, with the option to extend the contract for a further two years

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded while members consider this item in accordance with the Public Bodies (Admission to Meetings) Act 1960

27. River Lim Action Group Funding Request

To allow members to consider a funding request from the River Lim Action Group including a quote for an ecological river survey

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded while members consider this item in accordance with the Public Bodies (Admission to Meetings) Act 1960

28. Debtors' Report

To inform members of outstanding debts and the steps being taken to recover them

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded while members consider this item in accordance with the Public Bodies (Admission to Meetings) Act 1960

29. Exempt Business

To move that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business in view of the likely disclosure of confidential matters about information relating to an individual, and information relating to the financial or business affairs of any particular person, within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

- a) Agenda item 26 – Recruitment of the Internal Auditor**
- b) Agenda item 27 – River Lim Action Group Funding Request**
- c) Agenda item 28 – Debtors' Report**

LYME REGIS TOWN COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON WEDNESDAY 26 OCTOBER 2022

Present

Chairman: The Mayor, Cllr M. Ellis

Councillors: Cllr C. Aldridge, Cllr B. Bawden, Cllr R. Doney, Cllr B. Larcombe MBE, Cllr P. May, Cllr C. Reynolds, Cllr R. Smith, Cllr G. Stammers, Cllr G. Turner, Cllr T. Webb

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

The mayor, Cllr M. Ellis read out the town prayer.

22/40/C Public Forum

J. Besley

J. Besley said she was at the meeting in case there were any questions about the eRib Round Britain project later in the agenda.

J. Besley answered several questions from members, primarily about sponsorship.

V. Elcoate

V. Elcoate said she was speaking on behalf of the River Lym Action Group to update the council on the river pollution and beaches. She said in September, the action group received from the Environment Agency (EA) some shocking data of bacterial pollution in the river and that Front Beach bathing beach was at risk of having its status downgraded, which they felt could be addressed through joint working including the town council and an approach to finding solutions. She said the EA monitored the water quality between May and September this year and the last time they carried out monitoring was in 2015. The results to date showed the Lym was contaminated with fecal bacteria in both wet and dry weather. She said they identified a number of contaminated surface water discharges from the stream and were working with South West Water (SWW) to address the issues as soon as possible. V. Elcoate said the levels far exceeded safe levels of drinking or bathing in every weekly sample. She said they believed the EA carried out monitoring again because of the pressure the action group had been applying on them and SWW and they believe they stopped in 2015 because Church Beach was de-designated as a bathing beach, as weekly monitoring was a requirement of a bathing beach. She said they had asked the EA to continue monitoring and they believed they had agreed to that, as long as there was some support for considering Church Beach as a bathing beach again. In terms of Front Beach, V. Elcoate said there were two pollution spikes of bacterial contaminant in August and September for one week each month and it was the same week in August last year. She said the EA believed it knew the cause and they had urged them to meet with the town council, SWW and Dorset Council to find out the cause

as they believed it was fixable and it needed to happen before the summer season. She said there was some good news, which they believed was as a result of the action group keeping in touch with the EA and SWW: the pollution at Windsor Terrace which many people had seen, one of the pipes that had been drawn attention to now had rainwater coming out of it. V. Elcoate said when the action group went to the Uplyme sewage works with SWW they released bio-beads and they washed up on Charmouth Beach. She said SWW at first denied that but had now accepted it was their responsibility and were going to help with a beach clean-up in Charmouth. V. Elcoate said this week a new pump had been installed at Horn Bridge because the old one failed and there would have been an illegal discharge into the river. A temporary pump had been put in and a permanent one would be put in by the end of the month. She said by keeping up the pressure, the action group was making a difference.

R. Thomas

R. Thomas said he lived next to the river and had joined the River Lym Action Group. He said the river was polluted and as a consequence, there was no life in it, no aquatic plants, insects, dragonflies, damselflies, mayflies or kingfishers. He said he lived next to the ford and lots of people walked their dogs and let them go into the river and the dogs would get illnesses from the pollution. He said particularly in the summer there would be children playing in the river but if parents knew what was in the water, they wouldn't let them play in there. He said he was sure many of them would have gotten ill from it. R. Thomas said the river flowed into the sea and the beaches were the life blood of the community and businesses. He urged the council to pass the motions on the agenda with regards to the river and water quality to help the action group to make a difference and turn the River Lym into a nicer river where everyone could enjoy nature.

K. Gollop

K. Gollop spoken about the proposed extension to the Guildhall car park. He felt it was a great shame the council was proposing this as it was a very prominent position and lots of cars parked there would stand out. He said council staff previously parked at Woodmead car park and walked to the office, leaving the Guildhall car park for councillors. He said the council was considering moving its offices so it would not be parking cars there anyway. He said it was a shame to lose one of the most historic parts of Lyme Regis to a car park.

22/41/C Dorset Council Matters

Cllr B. Bawden gave the following updates:

- Dorset Council's (DC) Full Council had met the previous week and she had asked questions about DC engaging locally about the findings of the EA, SWW and the River Lym Monitoring Group, as well as other groups doing similar work in Charmouth. She also asked questions about making sure planning applications had specific measures in place to make sure sewage and proper provision was put in place before planning permission was approved. She also asked DC to write to the government to ask not to de-regulate the consumer, workers and environmental protections.

- She was on the panel of a code of conduct hearing.
- She had met with the MP and councillors and raised the issue of replacement bus services. She was still trying to get better provision for the proposed winter bus timetable but DC said it would not co-subsidise. She said she was working with the Western Area Transport Action Group to produce a consolidated timetable to show the services going through Axminster, as well as those that were direct to Seaton. Devon County Council (DCC) had been asked if they would include First Buses in their fare structure so passengers didn't have to pay twice. Cllr Bawden's counterpart was also raising this issue with DCC.
- She had a meeting on 4 November 2022 regarding anti-social behaviour in Magna Housing areas with the West Dorset MP, the chief executive of Magna and the police.
- With regards to sewage in the river and the beaches, she said the West Dorset MP wanted to be copied into what was being done locally because he was dealing with SWW at chief executive and chief operating level but was finding it difficult to deal with them.
- Other meetings she had attended included: with the Dorset Community Safety Team leader for a briefing on nutrient neutrality; a session on the cultural strategy; a members' briefing on the cost of living crisis, and mental health awareness training.
- She outlined upcoming events, including a libraries consultation briefing and reminded everyone to take part in the consultation.

22/42/C Questions from Councillors

There were none.

22/43/C Apologies for Absence

Cllr C. Reynolds – illness
 Cllr D. Sarson – holiday
 Cllr D. Ruffle – personal commitment
 Cllr J. Broom – illness

22/44/C Disclosable Pecuniary Interests

There were none.

22/45/C Dispensations

There were none.

22/46/C To confirm the accuracy of the minutes of the Full Council meeting held on 27 July 2022

Proposed by Cllr B. Larcombe and seconded by Cllr P. May, the minutes of the Full Council meeting held on 27 July 2022 were **ADOPTED**.

22/47/C Matters arising from the minutes of the Full Council meeting on 27 July 2022

Members noted the report.

22/48/C Update Report

There were no updates.

22/49/C Mayor's Announcements

Members noted the report.

22/50/C Planning Committee

Proposed by Cllr G. Turner and seconded by Cllr C. Aldridge, it was **RESOLVED** to receive the minutes of the Planning Committee held on 26 July and 23 August 2022, to note the recommendations obtained by email following the cancelled meeting of the Planning Committee scheduled to take place on 13 September 2022, to receive minutes of the extraordinary meeting held on 4 October 2022, and adopt the recommendations, as follows:

22/33/P – Wording of Planning Recommendations

RESOLVED: that in future, including for this meeting, the town council use a more tailored response to Dorset Council for applications which it was supportive of.

22/51/C Environment Committee

Proposed by Cllr R. Smith and seconded by Cllr P. May, it was **RESOLVED** to receive the minutes of the Environment Committee held on 5 October 2022 and adopt the recommendations, as follows:

22/19/ENV – Water Quality

RESOLVED: that the town council asks for an urgent meeting with the Environment Agency, South West Water and Dorset Council to discuss how to prevent Front Beach's bathing waters from being at risk of being downgraded from 'Good' to 'Sufficient'.

RESOLVED: to write to South West Water asking them to release the data on the bathing water investigation carried out on Front Beach between May and September before Christmas.

RESOLVED: that the council considers furthering the re-designation of Church Cliff Beach as a bathing beach so further monitoring resources of the River Lym can be deployed.

RESOLVED: to ask the Environment Agency to monitor the River Lym in the winter so it can be determined if the actions South West Water have taken are having any effect on the water quality.

22/20/ENV – eRIB Round Britain 2023

RESOLVED: to approve Gold Level sponsorship at £5,000 for the Round Britain eRib, to be paid from the budget for environmental purposes.

22/21/ENV – Hedgehogs R Us Highway Project

RESOLVED: to purchase a box of 50 hedgehog surrounds at £150, to sell 10 surrounds at £30 to Charmouth Parish Council, to offer to sell a quantity to Uplyme Parish Council, and to give the surrounds to Lyme Regis residents free-of-charge.

22/22/ENV – Mares Tail Treatment

RESOLVED: to trial a non-glyphosate product to treat mares tail and if this fails, to allow limited use of glyphosate.

22/23/ENV – School Tree Planting Project

RESOLVED: to ask officers to investigate whether there might be space at Anning Road playing field to plant trees as part of the School Tree Planting Project.

22/52/C

Human Resources Committee

Proposed by Cllr P. May and seconded by Cllr T. Webb, it was **RESOLVED** to receive the minutes of the Human Resources Committee held on 27 September 2022 and adopt the recommendations, as follows:

22/25/HR – Menopause Policy

RESOLVED: to approve the proposed Menopause Policy.

22/26/HR – Vexatious Complaints' Policy and Guidance

RESOLVED: to approve the Vexatious Complaints' Policy and Guidance.

22/27/HR – Review of Employee Handbook – Part 4

RESOLVED: to approve the proposed amendments to the staff handbook from page 80 onwards.

22/28/HR – Review of Councillor Data and Information 2021-22

RESOLVED: to publish on the council website an indication of how members' percentage of attendance at meetings related to the number of committee meetings they attended, in a way that is easiest for officers to achieve.

22/29/HR – Finance Manager Six-Month Review

RESOLVED: to approve the finance manager's progression to spinal column point 26, effective from 1 July 2022.

22/53/C Strategy and Finance Committee

Proposed by Cllr M. Ellis and seconded by Cllr R. Doney, it was **RESOLVED** to receive the minutes of the Strategy and Finance Committee held on 12 October 2022 and adopt the recommendations, as follows:

22/24/SF – Statement of Internal Control, Risk Management Policy and Annual Risk Assessment

RESOLVED: to approve the 2022 risk register.

RESOLVED: to approve the risk management policy and the standard annual risk assessment.

22/26/SF – Budget and Precept 2023-24 and Five-Year Financial Plan 2023-28

RESOLVED: to approve the 2023-24 base budget and assumptions and approve the base five-year financial plan.

22/27/SF – Review of Charges

RESOLVED: not to increase the precept for 2023-24, set at £132,779.

RESOLVED: to set Cart Road beach hut charges for 2024 as follows:

	Daily Rates 2023	Weekly Rates 2023
January– Easter	£5	
Easter Holiday		£60
April– Spring Holiday	£12	
Spring Holiday		£65
June		£60
July (before summer hol)		£90
July (start of summer hol)- August		£160
September	£14	
October	£8	
November- December	£6	
Christmas & New Year		£90 (2-week booking)
Winter Season	£185	
Summer Season	£1,200	
Annual	£1,850	

RESOLVED: to hold alfresco licence charges for 2023-24, as follows:

Covers	£130
Single Chairs	£12

RESOLVED: to hold Bell Cliff advertising charges for 2023-24 at £120, inclusive of VAT.

RESOLVED: to hold Marine Parade Shelters charges for 2024-25, as follows:

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

Categories	2023-24
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

Area		2023-24
Langmoor Room	Per room, per hour	£15
Market area	Per day	£250
Performance area/ top of shelters (Commercial)	Per day	£300
Hire pf 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

RESOLVED: to hold amenities charges for 2023-24, as follows: adult mini-golf, £4 and putting, £3; child mini-golf, £2 and putting, £1.50; table tennis, £2 per person.

RESOLVED: to hold weddings and civil marriages charges for 2024-25, as follows:

Monday-Friday	£400
Weekends/BHs	£500

RESOLVED: to set car parking permit charges for 2023-24, as follows:

Residents	£175
Non-residents	£400
Holiday accommodation	£700

RESOLVED: to increase car parking charges for 2034-24, as follows:

Cabanya	£1.60 per hour
Monmouth Beach	£1.60 per hour
Woodmead	£1.20 per hour
Woodmead three-day ticket	£35
Woodmead weekly ticket	£65

RESOLVED: to hold the penalty charge for 2023-24 at £60, with a reduced fee of £40 if paid within seven working days.

RESOLVED: to hold cemetery charges for 2023-24, as follows:

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

RESOLVED: that the charge for a memorial bench in 2023-24 should be the same as the purchase cost.

RESOLVED: to increase the charge for Monmouth Beach garages for 2023-24 to £1,375.

22/28/SF – Objectives and Projects 2023-2025

The mayor, Cllr M. Ellis drew members' attention to the list of projects and objectives which the committee had recommended but said the recommendation conflicted with a recommendation from the Town Management and Highways Committee; it had recommended that the council purchased a remote-controlled mower but the Strategy and Finance Committee had recommended this be removed from the list of projects and objectives.

Cllr P. May said at the Town Management and Highways Committee meeting, members felt there was a health and safety issue which could be mitigated by a remote-controlled mower, but if members had assurances this was not the case, the Strategy and Finance Committee would want to remove this expenditure.

The town clerk said there had been one incident of someone slipping while mowing but this hadn't resulted in any absence. The issue could therefore be addressed with a robust risk assessment and method statement for safe working.

Cllr B. Bawden was concerned that one committee could overturn a decision made by another committee.

The town clerk said ultimately the Strategy and Finance Committee was responsible for the council's finances.

ORIGINAL MOTION: that the council states its intent to leave the current office premises and instruct officers to work up a business plan about how that can be achieved.

Cllr B. Larcombe said he was concerned about the wording of the recommendation as he believed 'stating an intent' was pre-determination and the council should first have a business plan that considered whether the offices should be moved or not. He said members should also see a breakdown of costs to understand how a figure of £500k was arrived at for the repair and maintenance of the first floor as he had doubts over whether such a large amount was required.

Cllr R. Doney said he felt it was important for the council to state its intent to leave as it had already discussed this several times in the past and not moved anything forward. He said a business would find it difficult to justify remaining in the current premises due to the £500k that would need to be spent on it, but instead could free up a substantial amount of public money and move the office to somewhere which was more sustainable and had lower running costs. He agreed there needed to be evidence and that was why officers had been asked to find out if it was viable.

Several other members agreed the council should not be stating its intent to leave the current office premises before any costs were determined and that they should see a business case before making any commitments.

Cllr B. Larcombe said he didn't believe employees being spread over two floors was a real issue or a justification for leaving the office. He said he was told in the past that St

Michael's Business Centre was unsuitable for the council office so he couldn't understand why it was a viable option now.

Cllr G. Stammers said she was concerned about the long-term availability of Unit 1A.

Cllr P. May said he believed the current building would become a significant liability to the council because it was in a bad state of repair and needed a lot of money spent on it to keep it going, although it would still be a sub-optimal building. Even if the offices were not moved, he said employees would have to move out during the refurbishment so alternative premises still needed to be found. He said he believed the council did need to state its intent to leave and it shouldn't be holding onto the building for sentimental reasons.

Cllr C. Aldridge agreed there was a significant amount of money involved and that was why members needed a proper options paper to determine how much it would cost to put the building into good order. She felt Unit 1A was more unsuitable than the current building.

Cllr B. Larcombe said the advantage of the current offices was that it was adjacent to the Guildhall and a door could be installed to join the two buildings. He was also concerned that the council would have to pay a rent at St Michael's Business Centre, whereas the council already owned its current offices.

The town clerk said the issue of employees being spread over two floors was not a major factor, it was just a consideration. With regards to the estimated costs, he said he had discussed it with the deputy town clerk and if the first-floor roadside windows and some other essential works were carried out, it would cost around £150k. However, refurbishment of the building to make it a more acceptable work environment would cost several hundreds of thousands more. He said he was more than happy to provide more information about costs but it would involve a lot of work and he didn't want officers to waste their time on this if some members were clearly against moving and would pick apart any business case.

The town clerk said moving offices would allow the council to generate capital, save money in refurbishment costs and potentially reduce operating costs. He said the building cost £20k a year to run and every year several thousands of pounds were spent on general maintenance. He said he was looking for an in principle decision to move out or he felt the issue would keep being deferred.

It was proposed by Cllr B. Bawden that subject to full information being provided, the council would be happy to consider moving out of its current building.

This motion was not seconded.

SUBSTANTIVE MOTION: Proposed by Cllr R. Smith and seconded by Cllr B. Larcombe, members **RESOLVED** that a costed options paper is worked up for the council's office premises, to bring back to the council for consideration as a matter of urgency.

The town clerk said some options would have to be modelled so there would have to be some assumptions.

In relation to the wider list of projects, Cllr B. Larcombe said he didn't support removing seafront urinals from the list of ideas as it would help cut down on the queues for the toilets for both men and women. He felt it would be straightforward to install urinals in the area next to the Marine Parade toilets.

The mayor, Cllr M. Ellis said the area next to the toilets was used as a bin store for council tenants and installing urinals would only benefit the town for six weeks of the year, so the committee felt there were other more important projects to pursue.

RESOLVED: to instruct officers to build up medium-term programme of projects and objectives for the Strategy and Finance Committee on 30 November 2022, based on the following projects:

- Explore the options for a post office service in the town
- Improve the town bus service
- Use the seafront gardens for outdoor entertainment
- Determine the future of Strawberry Fields
- Support a repairs' café or community workshop
- A multi-use games area to include a basketball court
- Children's play area and splash area in the gardens
- Monkey bars in the play park
- Beach volleyball court
- More Refill stations in the gardens and Anning Road playing field
- Coronation weekend
- Replace car park machines
- Repairs to chapel roof
- Replace tractor
- Refurbish harbourmaster's store and cemetery lodge
- Mobile hoist for disabled wheelchairs
- Tarmac cemetery paths
- Repair woodland bridge in the gardens
- Replace handrails in the gardens
- Repairs to Bell Cliff steps and railings
- Replace west and east store doors
- Replace Langmoor Room door
- Memorial to the Queen
- Employee benefits' package
- Repairs to Ware Cliff road
- Electronic car parking noticeboards
- Enhance the wedding packages
- Vacate the council offices – to be further investigated
- Solar panels on council buildings
- Footpath repairs in the gardens
- Improve CCTV
- Improve 'welcome to Lyme Regis' signs
- Family bursaries – budget increased to £20k

22/29/SF – Outside Seating

RESOLVED: to extend the temporary outside seating provision in the Business and Planning Act 2020 (Pavement Licence) (Coronavirus) (Amendment) Regulations 2022 from 30 September 2022 to 31 March 2023.

22/31/SF – List of Payments

RESOLVED: to approve the schedule of payments for July and August 2022 for the sums of £121,715.83 and £199,932.61, respectively.

22/54/C

Tourism, Community and Publicity Committee

Proposed by Cllr M. Ellis and seconded by Cllr B. Larcombe, it was **RESOLVED** to receive the minutes of the Tourism, Community and Publicity Committee held on 28 September 2022 and adopt the recommendations, as follows:

22/23/TCP – Mobile Hoist for Beach Wheelchairs

RESOLVED: to instruct officers to obtain more information about cost, storage of the hoist, operational requirements, and maintenance of a mobile hoist to improve accessibility to the council's beach wheelchairs.

22/24/TCP – Quarterly Newsletter

RESOLVED: to agree, in principle, to produce a six-monthly newsletter in addition to the monthly newspaper column, and to instruct officers to obtain quotes for the printing of the newsletter and investigate how the newsletter would be distributed.

22/25/TCP – Seagull Control

RESOLVED: to note the report from Max Redwood regarding the drone flights aimed at deterring seagulls and to change some of the existing seagull signs on the seafront, with half of the existing signs warning people not to feed the seagulls to remain, and half to be replaced with 'beware of the seagull' signs with a more aggressive image.

22/26/TCP – Town Bus

RESOLVED: to appoint Cllrs R. Doney, B. Larcombe and M. Ellis to work with the deputy town clerk and service operator to identify and cost preferred options for improving the town bus service.

22/27/TCP – Totally Locally's Fiver Fest

RESOLVED: to approve the request to fund the printing of the Fiver Fest map at a cost of £166 plus VAT.

22/28/TCP – Sculpture Trail

RESOLVED: that Cllrs B. Larcombe, C. Aldridge and D. Sarson meet with the deputy town clerk and the Arts Development Company to look at options for retaining a sculpture trail in the gardens.

22/33/TCP – Grant Review, The Hub

RESOLVED: that officers have further discussions with the Hub to express members' concerns about how the grant funding is being spent to ensure it is used for youth activities and to ensure it advertises on its website and social media that it receives funding from the town council.

22/36/TCP – Gateway Card

RESOLVED: to accept the quote from Advantage Digital Print for the printing of the Gateway Card and stickers.

RESOLVED: to post the new Gateway Cards to every Lyme Regis resident on the electoral register and all other residents can obtain one from the office with proof of an address in the town of Lyme Regis.

22/55/C

Town Management and Highways Committee

Proposed by Cllr C. Aldridge and seconded by Cllr T. Webb, it was **RESOLVED** to receive the minutes of the Town Management and Highways Committee held on 4 October 2022 and adopt the recommendations, as follows:

22/25/TMH – Speed Watch

RESOLVED: to support the Speed Watch initiative and agree to purchase one camera for the volunteer Speed Watch team and to support, in principle, the introduction of 20mph speed limits, where possible, in Lyme Regis and instruct officers to feed back to Dorset Council.

22/26/TMH – Renewal of Planning Permission for Chalets, Caravans and Day Huts at Monmouth Beach

RESOLVED: to appoint Peter Chapman to progress the renewal of the planning permission for chalets, caravans and day huts at Monmouth Beach.

22/27/TMH – Lister Room Marketing and Appointment of Member Panel

RESOLVED: to note the update on the marketing of the Lister Room and appoint Cllrs C. Reynolds, D. Sarson, B. Bawden and M. Ellis to a panel to consider any proposals received from potential tenants.

22/28/TMH – 30 and 41 Ware Cliff Chalets, Request to Construct Extensions plus request to replace 37 Western Beach day hut

RESOLVED: to approve requests from the owners of 30 and 41 Ware Cliff chalets to build extensions in materials to match the existing, subject to also obtaining any other required consents, and a request from the owner of 37 Western Beach day hut to replace it on a like-for-like basis.

22/29/TMH – Dorset Council Free Parking Days

RESOLVED: to agree the non-charging dates for Lyme Regis Dorset Council car parks as follows:

- 11 November 2022 – Armistice Day
- 13 November 2022 – Remembrance Sunday
- 26 November 2022 – Christmas lights switch-on
- 3 December 2022 – Small Business Saturday
- 21 December 2022 - Carols Round the Christmas Tree

to apply the same non-charging days to Woodmead Car Park, only, and instruct officers to liaise with Dorset Council Parking Services.

22/30/TMH – Amenities Hut Building Drawings

RESOLVED: to approve the drawings for the proposed new amenities hut and instruct officers to proceed to planning permission and procurement.

22/31/TMH – Guildhall Car Park and Flagpole

ORIGINAL MOTION: to introduce a ramp at the mayor's current parking space to open up the higher level for parking while also installing remote-controlled retractable bollards at the front of Cockmoile Square and install a flagpole by the south side of the Guildhall entrance.

As the council was considering the future of the office premises, it was agreed the proposed extension of the car park and retractable bollards should be deferred until firm decisions had been made about office accommodation.

SUBSTANTIVE MOTION: Proposed by Cllr B. Larcombe and seconded by Cllr P. May, members **RESOLVED** to install a flagpole by the south side of the Guildhall entrance and to defer consideration of extending the Guildhall car park and installing retractable bollards until firm decisions are made about office accommodation.

22/35/TMH – Access Road to Ware Cliff and Bowling Green Chalets

RESOLVED: to note the significant recent movement/subsidence in a length of the access road to the Ware Cliff and Bowling Green Chalets and authorise the town clerk, in consultation with the chairman of this committee, to approve and instruct any necessary remedial works as a matter of urgency, and to agree that the cost of any works be met from the operations budget and to note that this may result in an overspend on that

budget at year end, the actual cost of the works to be separately identified and reported in due course.

22/36/TMH – Proposals by Western Power Distribution to reinforce (upgrade) the supply to the existing sub-station at Monmouth Beach

RESOLVED: to authorise the town clerk, in consultation with the chairman of this committee, to comment on and approve proposals by Western Power Distribution to reinforce (upgrade) the supply to the existing sub-station at Monmouth Beach in so far as they may affect town council-owned land or property.

22/37/TMH – Fleet Report and Vehicle Purchase

ORIGINAL MOTION: to purchase a new Isuzu D Max utility 4x4 with after-market tipping rear from Livery Dole in splash white.

The mayor, Cllr M. Ellis said she didn't agree with purchasing a new vehicle as this was significant unbudgeted expenditure. She felt the council should purchase a second-hand vehicle and to then consider purchasing an electric vehicle at a later date.

Cllr C. Aldridge said she understood there could be a longer wait for a second-hand vehicle than for a new vehicle so the council would incur extra costs while it waited.

The town clerk said the type of vehicle required was not that common but they were available second-hand for around £17k. He agreed the council should purchase second-hand, as this would be around half the price of a new one and would last until around 2030, at which point the council could consider an electric vehicle as the market would be more developed.

SUBSTANTIVE MOTION: Proposed by Cllr B. Larcombe and seconded by Cllr P. May, members **RESOLVED** to purchase a second-hand vehicle to replace the Mitsubishi L200.

Cllr B. Larcombe said the previous council administration asked for an investment management plan and he asked when members would see this.

The town clerk said the council didn't have an asset investment plan yet but he was aiming to get this in place by the end of the financial year.

RESOLVED: to purchase a New Holland T5 tractor with loader from Buglers, with the deposit to be paid in 2022-23.

22/38/TMH – Remote Controlled Mower

ORIGINAL MOTION: to purchase a Raymo Torpedo remote-controlled mower from the 2023-24 budget and that this item of expenditure is prioritised as a project within the setting of the 2023-24 budget.

As the Strategy and Finance Committee had recommended not to pursue this as a project and the resolution had been passed, this recommendation was not passed.

22/56/C Flu Vaccinations

Proposed by Cllr R. Doney and seconded by Cllr B. Larcombe, members **RESOLVED** to approve offering flu vaccinations to employees.

22/57/C Lister Room Marketing

The town clerk said the deadline for submitting proposals had passed and there were three active proposals. He said the panel of members delegated to consider the applications had had some discussions but the deputy town clerk wanted to get the room let as soon as possible; as such, he wanted the decision to appoint a tenant to be delegated to the panel, in conjunction with the town clerk.

Cllr B. Larcombe asked if there were any covenants that remained under the terms under which the room was originally built that prevented the council from letting it commercially. He asked if there was any public access requirements for the room.

The town clerk said there were restrictions put on the whole of the Marine Parade Shelters but the deputy town clerk had checked the requirements and believed the council was permitted to let the room commercially.

As the Lister Room would no longer be available for public use, Cllr B. Larcombe hoped the council would promote the use of the Langmoor Road to local groups for charitable use and also for educational use.

Cllr R. Smith said he hoped the panel was looking at the proposals not only from a financial point of view, but also in terms of community amenity and uses that promoted the life of the town.

The mayor, Cllr M. Ellis reassured members that all factors were being taken into account in considering the proposals.

Proposed by Cllr P. May and seconded by Cllr T. Webb, members **RESOLVED** to authorise the town clerk, in consultation with the members of the Lister Room member panel, which includes the chairman of council, to consider, select and appoint a tenant for the permanent occupation of the Lister Room.

22/58/C Use and Rent of Trailer Park and Accreted Land at Monmouth Beach

The town clerk said officers were waiting for more information from the harbourmaster so it wasn't appropriate to discuss the issue until all the information was available. He said officers would try to take a report to the Town Management and Highways Committee meeting on 9 November 2022.

22/59/C

List of Payments

Proposed by Cllr T. Webb and seconded by Cllr G. Turner, members **RESOLVED** to approve the schedule of payments for September 2022 for the sum of £98,159.48.

The meeting closed at 8.28pm.

DRAFT

Committee: Full Council

Date: 14 December 2022

Title: Matters arising from the minutes of the Full Council meeting held on 26 October 2021

Purpose of the Report

To inform members of matters arising from the minutes of the Full Council meeting on 26 October 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

22/56/C – Flu Vaccinations

No employees have taken up the offer of a free flu vaccination. The main reason is that most employees have already been offered a vaccination due to their age or health conditions.

22/57/C – Lister Room Marketing

The member panel preferred the proposal from local resident, Jane Croft and discussions have taken place with her about a preferred start date and a wide range of issues connected with her use of the premises. Details of her plans for the room were circulated with a recent member briefing.

There is currently an issue with a water leak through the roof which is being investigated. It looks likely that it can be repaired at reasonable cost and without undue delay, but a fuller update will be provided to the next meeting of the Town Management and Highways Committee.

22/58/C – Use and Rent of Trailer Park and Accreted Land at Monmouth Beach

Further discussions have taken place with the harbourmaster about the use by Dorset Council of the trailer park and accreted land and about the submission to Natural England of an application for consent to use an area of the Site of Special Scientific Interest (SSSI). Dorset Council plans to reorganise the use of the land to minimise the parking of motorised craft on the southernmost unsurfaced area but wishes to slightly extend the overall area beyond that originally supported by Natural England. A full report with plans will be taken to the next meeting of the Town Management and Highways Committee.

John Wright
Town clerk
December 2022

**Lyme Regis Town Council
Mayor's Announcements for Cllr Michaela Ellis
Meeting held on 14 December 2022**

- 12 October Attended and chaired the Strategy and Finance Meeting.
- 23 October Attended Lyme Regis Town Band concert at Axminster after their workshop which the town council gave a grant for.
- Held a bingo event at Woodmead Halls in aid of the mayor's charities and raised £180.
- 26 October Chaired a Full Council meeting in the Guildhall.
- 29 October Ran a Halloween event for the children of Lyme Regis on the seafront with the deputy mayor. Raised £100 for the mayor's charities.
- Attended with consort a wonderful event at the Marine Theatre called "There Goes the Bride". This was a brilliant performance showcasing fantastic local talent. Hope you all managed to attend.
- 4 November Attended a meeting with the Dorset police and crime commissioner, the local MP and the town clerk.
- 5 November Attended with consort the Lyme Regis firework display, unfortunately the bonfire was cancelled due to bad weather.
- On behalf of Lyme Regis Cancer Research Committee, accepted a cheque from the Candles on the Cobb event run by the Rotary Club.
- 11 November Attended the war memorial along with the deputy mayor, office staff and some council members to commemorate the Armistice.
- 12 November Laid a wreath at the HMS Formidable memorial and the Polish Air Force memorial to commemorate the fallen.
- 13 November Led the march along with consort through Broad Street and to the war memorial. Met with other members of the council and the deputy mayor. Laid a wreath at the Remembrance Sunday service. Attended the Football club for refreshments afterwards.
- 15 November Attended with deputy mayor the Love-Ria workshop and had a fantastic morning at the opening and making scented candles.
- 21 November Attended the chairs' meeting in the town council offices with the town clerk.
- 24 November Attended AGM for the Royal British Legion at the Woodmead Halls.

- 26 November Attended the lantern judging with consort at the Baptist Church and then led the procession through Broad Street for the Christmas lights' switch on.
- 30 November Attended a ward meeting along with the town clerk.
- 1 December Started the first Walking for Wellbeing walk at Cobb Gate.

LYME REGIS TOWN COUNCIL
PLANNING COMMITTEE
MINUTES OF THE MEETING HELD ON TUESDAY 15 NOVEMBER 2022

Present:

Chairman: Cllr G Turner

Members: Cllr C. Aldridge, Cllr B. Larcombe

Officers: M. Green (deputy town clerk), G. Rood (administrative assistant)

22/44/P Public Forum

There were no members of the public present who wished to speak in relation to the business of this meeting.

22/45/P Apologies for Absence

Cllr J. Broom - illness
Cllr C. Reynolds – illness
Cllr B. Bawden – prior commitment

22/46/P Minutes

Proposed by Cllr G. Turner and seconded by Cllr C. Aldridge, the minutes of the meeting held on 23 August 2022 were **ADOPTED** without amendment.

22/47/P Member Planning Recommendations

Planning recommendations submitted via email in absence of cancelled planning meeting 13th September 2022 – **NOTED**

22/48/P Minutes

Proposed by Cllr C. Aldridge and seconded by Cllr G. Turner, the minutes of the extraordinary meeting held on 4 October 2022 and were **ADOPTED** with one amendment.

Cllr B. Larcombe requested that it be noted that his absence from the Planning committee meeting on Tuesday 4 October was due to Covid and not a prior commitment.

22/49/P Member Planning Recommendations

Planning recommendations submitted via email in absence of cancelled planning meeting 18th October 2022 - **NOTED**

22/50/P Disclosable Pecuniary Interests

There were none.

22/51/P Dispensations

There were none granted in relation to the business of this meeting.

22/52/P Matters arising from the minutes of the Planning Committee on 23 August 2022, from the planning recommendations obtained by email following the cancelled meeting of the Planning Committee scheduled to take place on 13 September 2022, from the minutes of the Planning Committee meeting held on 4 October 2022 and from the planning recommendations obtained by email following the cancelled meeting of the Planning Committee scheduled to take place on 18 October 2022.

There were none.

22/53/P Update Report

There were none.

22/54/P Planning Applications

1) P/LBC/2022/06478 (Received 19 October 2022)

LISTED BUILDING CONSENT

Internal alterations to create new bathrooms on first and second floors – 26 Sherborne Lane, Lyme Regis, DT7 3PD

*The town council recommends **approval** of the application because it is in accordance with the approved development plan and does not involve harm to the Conservation Area or heritage assets.*

2) P/FUL/2022/06283 (Received 20 October 2022)

FULL PLANNING PERMISSION

Install new circular ‘porthole’ window to SE gable end – Flat 2, 3 Woodmead Road, Lyme Regis, DT7 3AB

*The town council recommends **approval** of the application because it is in accordance with the approved development plan and has no adverse impact on the residential amenity of neighbouring properties.*

3) **P/FUL/2022/06377** (Received 25 October 2022)

FULL PLANNING PERMISSION

Replacement dwelling – Farnham House, Flat 9, Stile Lane, Lyme Regis, DT7 3JD

*The town council recommends **approval** of the application because it is in accordance with the approved development plan, does not involve material harm to the Conservation Area or heritage assets and has no adverse impact on the residential amenity of neighbouring properties.*

4) **P/LBC/2022/06723** (Received 1 November 2022)

LISTED BUILDING CONSENT

Replacement front door – Benwick Cottage, 8A Marine Parade, Lyme Regis, DT7 3JE

*The town council recommends **approval** of the application because it is in accordance with the approved development plan and does not involve harm to the Conservation Area or heritage assets.*

5) **P/FUL/2022/06808** (Received 7 November 2022)

FULL PLANNING PERMISSION

Erect temporary pergola and convert associated rear outdoor area to seating area with 16no. seats – 59 Silver Street, Lyme Regis, DT7 3HR

*The town council recommends **approval** of the application because its scale and appearance is in keeping with neighbouring properties, is in accordance with the approved development plan and has no adverse impact on the residential amenity of neighbouring properties.*

22/55/P Amended/Additional Plans

There were none.

22/56/P Withdrawn Applications

1) **P/HOU/2022/04555** (Decision date 31 October 2022)

HOUSEHOLDER PLANNING PERMISSION - WITHDRAWN

Erect first floor extension to garage for use as an annex – 38 Woodberry Down Way, Lyme Regis, DT7 3QT

NOTED.

22/57/P Planning Decisions

Members **NOTED** details of planning decisions received from Dorset Council.

22/58/P Planning Correspondence

Members **NOTED** details of planning correspondence received from Dorset Council.

The deputy town clerk mentioned that a consultation had been received about the East Devon local plan. The closing date for comments was 15 January and it would be brought to members before then.

22/59/P

Exempt Business

There was none.

The meeting closed at 7.27pm.

DRAFT

LYME REGIS TOWN COUNCIL

ENVIRONMENT COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 23 NOVEMBER 2022

Present

Chairman: Cllr R. Smith

Members: Cllr B. Bawden, Cllr P. May, Cllr D. Ruffle, Cllr G. Stammers

Officers: M. Adamson-Drage (operations manager), A. Mullins (support services manager)

Guests: L. Davis (River Lim Monitoring Group), V. Elcoate (River Lym Monitoring Group), J. Leah (Dorset Climate Action Network)

22/24/ENV Public Forum

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

22/25/ENV Apologies

Cllr J. Broom – illness
Cllr B. Larcombe – illness
Cllr D. Sarson – holiday
Cllr G. Turner

22/26/ENV Minutes

Proposed by Cllr P. May and seconded by Cllr R. Smith, the minutes of the meeting held on 5 October 2022 were **ADOPTED**.

22/27/ENV Disclosable Pecuniary Interests

Cllr P. May declared non-pecuniary interests in agenda item 9, River Lim Action Group Report as he was a member of the group, in item 10, Big Hedge, as he was a member of the Dorset Climate Action Network (DCAN), and in item 11, Community Energy Champions Progress Report, as he was a community energy champion.

Cllr B. Bawden declared non-pecuniary interests in the same agenda items for the same reasons.

22/28/ENV Dispensations

There were none.

22/29/ENV Matters arising from the previous meeting held on 5 October 2022

Water quality

The operations manager said the meeting between the Environment Agency, South West Water, Dorset Council and the town council had been arranged for 14 December 2022.

Mares Tail treatment

Cllr P. May asked if the alternative to glyphosate had been used yet and whether it had been successful in treating Mares Tail.

The operations manager said it was currently in use and he understood it wasn't as effective as hoped but the gardeners were giving it more time before making a decision to use an alternative.

Carbon Literate Organisation Accreditation

Cllr R. Smith asked if there was any update on progressing the council to achieve silver level accreditation.

Cllr B. Bawden said she had met with the town clerk to discuss how to incorporate carbon literacy into the organisation's performance management systems, as this was one of the requirements to attain silver accreditation, and discussions were ongoing.

eRIB Round Britain

The operations manager said the team was happy to give this committee regular updates from the January 2023 meeting onwards.

Cllr R. Smith asked that the council's logo was displayed on their website to publicise its sponsorship.

22/30/ENV Update on Dorset Council's Climate and Ecological Emergency Strategy and Action Plan

The chairman brought this item forward on the agenda and invited Cllr B. Bawden to give a presentation to the committee as the Dorset Council (DC) ward member.

Cllr B. Bawden said DC had implemented its climate and ecological emergency strategy and action plan on its own estate, e.g. schools, DC sites, and was now ready to share what it had been doing with town and parish councils and community groups.

Cllr B. Bawden said DC had adopted a three pillars approach; an ecological emergency, which involved a nature recovery plan; a climate emergency, which involved a climate and ecological emergency plan; and environmental adaptation. Cllr B. Bawden explained

the scale of the challenge in terms of where DC felt it was now and where it needed to be by 2050, including a roadmap for delivery.

Cllr B. Bawden reported on DC's progress with its climate and ecological emergency strategy and action plan and what was still to be done. She referred to the areas DC could control and guide, the areas it could enable through funding and the areas it could influence and how it could influence, for example through communications.

22/31/ENV Update Report

Car Club and E Bikes

Cllr B. Bawden said she and the operations manager had recently met with Co Cars and they had agreed to supply further information for the council to consider.

The operations manager said until the council was in a position to have three-phase supply in its car parks, this would be an initiative for DC to pursue.

22/32/ENV 2030 Lyme Vision – Community Conversation Update

The chairman invited Cllr B. Bawden to give an update on the 2030 Lyme Vision.

Cllr B. Bawden outlined some of the key ideas which had been suggested at the face-to-face consultation events, which included clean rivers and beaches, wildlife friendly green spaces, warm, affordable and well-insulated homes, better public transport, and cooking workshops for children.

Cllr B. Bawden explained how the Climate Heatmap had been used to gather responses, with 183 comments made so far and the platform was still open. She said those who had responded were a good spread of ages and employment statuses and the biggest issue raised was transport and air quality.

Cllr B. Bawden said the next stage of the project would be presentations to community groups with round table discussions and she hoped to involve local schools with a time travel animation and climate assembly. There would also need to be an analysis of additional comments, followed by project proposals and a Net Zero report for Lyme Regis.

22/33/ENV River Lim Action Group Report

The chairman invited V. Elcoate and L. Davis from the River Lim Monitoring Group to present their report.

V. Elcoate said they had followed up with J. Flory from the Environment Agency (EA) following his attendance at the previous committee meeting to try to firm up his action points. She said he had agreed to look into the source of the sewage pollution in the river and J. Flory had now confirmed it was human sewage but next year the EA would do an

additional set of tests to properly track the source of the pollution. She said they would then have the evidence to be able to lobby the people who could change the situation.

V. Elcoate said the EA had also agreed it would start monitoring the river before the bathing season started and would be putting an additional monitoring point at Woodmead Road bridge where there had been a problem with sewage this year. However, the EA was not going to monitor over the winter. She said all the data gathering would help inform the Church Beach re-designation project because by cleaning up the river, the beach would also be cleaned up.

V. Elcoate said they believed South West Water (SWW) had dealt with some of the illegal pollution coming out of pipes at Windsor Terrace and Woodmead Road, although not all of it, but there had been a definite improvement. She said SWW were going to help with a beach clean in Charmouth because bio beads had been travelling over there. She said SWW had made it clear it wasn't a regular thing to flush bio beads into the river, but there was an incident and they would help to clear them up.

V. Elcoate said the river monitors, Blue Tits swimming group and representatives of other groups were meeting with SWW at Gun Cliff pumping station to discuss how pumping stations work, the various problems with them and how they planned to cut the legal discharges into the river.

L. Davis said at Front Beach, there was a groyne that went out on the east side, a storm water drain, which had been shown by the EA to have sewage coming out of it. She said there was a holding tank by the amusement arcade and it should be storm water but there was definitely sewage coming onto the beach, which seemed to be happening quite regularly.

L. Davis said at the harbour, sewage was also coming out of the storm drains and this had been reported. She said she had concerns that very heavy pumping out could fracture the pipe.

L. Davis said they were getting bathing water alerts for the Front Beach in the summer when it was being monitored between 15 May and 15 September, but for the rest of the year it was not being monitored and therefore there were no alerts. She said the town council should be publicising the alerts and the noticeboard for this purpose was opposite the food kiosks, but it hadn't been updated since 2019.

The operations manager said DC was responsible for publicising the alerts on the noticeboard; although it used to be the town council, it was handed back to the harbour team. He said there hadn't been an alert through the last season.

L. Noel from the River Lim Monitoring Group was invited to speak. She said she understood the beach controller was the local council, which was responsible for publicising the notices. She said there had been several alerts in the last season and that the noticeboard was inaccessible; she suggested it was put on the beach and she also understood there also used to be a noticeboard at Cobb Gate.

However, it was clarified the alerts were short term pollution notices and were linked to the weather, which were not part of the same reporting system which had shown spikes in E-Coli during the last season.

L. Davis said the council should be pushing for the EA to do year-round monitoring because there were lots of swimmers who were not aware of sewage in the water. She also suggested the storm drains were observed because sewage was coming up in front of the food outlets.

L. Davis spoke about the Monmouth Beach outflow pipe, which was shortened to the end of the Cobb in 2018 because it was malfunctioning, which meant every time the pumping station released sewage legally, it was on Monmouth Beach. She suggested the EA carried out an assessment at Monmouth Beach because there hadn't been one since 2018 and although it wasn't designated as a bathing beach, lots of people swam there.

L. Davis also gave an update on Horn Bridge, where there had been three pumps fitted since April. She said it was constantly being upgraded and was pumping the sewage from Gun Cliff up to the sewage works, but it was getting stuck at Horn Bridge. As a result, the sewage was being pumped into the river and it was backing up at Gun Cliff and discharging into the sea. She said the pump was due to be upgraded in 2025 but she felt it needed to be looked at a lot more urgently.

The operations manager thanked V. Elcoate and L. Davis for their report and said all the issues they mentioned could be raised at the meeting on 14 December 2022.

Cllr B. Bawden said Chris Loder MP was taking an active interest in this matter but he would only be engaged when necessary.

Members discussed the River Lim Monitoring Group's request for funding to carry out an ecological survey of the river, to purchase test kits and to carry out publicity and communications.

Cllr P. May said the amount of work the group had done and the evidence they had gathered was substantial and if the EA was not prepared to monitor the river during the winter, but the group was prepared to do it with volunteer labour, he felt the council should be supporting them.

The operations manager said there was a budget allocated to carry out the council's climate action plan, but funding requests would normally go through the grants' process. However, he said the council had declared a climate emergency so it would be reasonable to fund this request from the climate action plan budget. He said if the money allocated in 2022-23 was not spent this year, it would not be rolled over to the next year.

Cllr G. Stammers asked if members would need to see more information about who would be appointed to carry out the ecological survey. She felt it would require a proper submission so members were clear exactly what they were allocating funding to.

The support services manager said when an organisation submitted a grant application, they were asked to provide quotes or evidence of the expenditure so they could

demonstrate to the council that the money would be spent as intended. As such, it would be reasonable to request the same kind of evidence in this instance.

Cllr G. Stammers felt the committee could approve the request to fund the test kits as the committee had funded kits previously, but she suggested the committee approved in principle the funding for an ecological survey, subject to further evidence of the expenditure being submitted before the Full Council meeting.

Cllr R. Smith suggested the request could be separated into two parts; the first part was a request for £5,000 for the ecological survey, and the second part was a request for £1,044 for monitoring and public engagement.

Proposed by Cllr R. Smith and seconded by Cllr B. Bawden, members agreed to **RECOMMEND TO FULL COUNCIL** to approve funding of £1,044 to the River Lim Monitoring Group to carry out monitoring of the river and public engagement.

Proposed by Cllr R. Smith and seconded by Cllr B. Bawden, members agreed to **RECOMMEND TO FULL COUNCIL** to agree in principle a sum of up to £5,000 to pay for a freshwater ecological survey of the River Lim, subject to a formal quotation being received.

22/34/ENV Big Hedge

The chairman invited J. Leah from DCAN to speak to her report.

J. Leah said the project was aiming to enhance Dorset hedges and they were hoping to start a pilot scheme in Lyme Regis. She said in a semi-urban area like Lyme Regis, it would enable the spread of biodiversity into other areas, connecting a core area to the outskirts. She said the project took a lot of management time and they wouldn't be able to promote it in Lyme Regis without external funding.

Cllr G. Stammers said as a large proportion of the requested funding would be to pay people to manage the project and it extended beyond the boundary of Lyme Regis into Uplyme, she wasn't sure where the council stood with providing a grant. She was also concerned the job was not going to be advertised so the grant would effectively pay the salary of someone already in post. She queried whether it should come from the climate action plan budget or the grants' budget.

Cllr B. Bawden said the project had a lot of community benefits, it involved people doing something active and gaining knowledge, as well as linking wildlife together.

J. Leah said the funding would include a fee for a person's services for a two-month period and that person already ran the administration of DCAN; the funding would allow them to focus more hours on this project.

The support services manager said community grants were specifically for capital projects but could be used to pay for someone to provide services as part of a project.

Cllr R. Smith asked if there was scope for the council's gardening team to work on the project.

The operations manager said there was the potential for the gardening team to help with gardening and some surveying.

Cllr P. May felt the council should support the funding request as it was tapping into something residents already felt was a good concept and it had had national press coverage so being associated with it as a town council would be good for community engagement.

Cllr R. Smith said he could see there was a lot of community benefit but he felt the specific benefit to Lyme Regis needed to be demonstrated.

The support services manager said it was clear members supported the principle of the Big Hedge and wanted to be able to support it, but there were obviously some concerns about the council's position in funding the project and where the funding should come from. As such, she suggested DCAN could instead be invited to apply for a community grant when they would be asked to provide detailed costings and evidence of expenditure and their application would be considered alongside applications from other local groups.

Cllr B. Bawden said further information about costings could be taken to Full Council so an earlier decision could be made and if the funding was not approved at that point, DCAN would then have the opportunity to apply for a community grant.

Proposed by Cllr B. Bawden and seconded by Cllr R. Smith, members agreed to **RECOMMEND TO FULL COUNCIL** to approve a funding request of £2,340 to Dorset Climate Action Network for the Big Hedge project, subject to further clarification to Full Council including detailed costings and how the project specifically benefits Lyme Regis and the community.

22/35/ENV Community Energy Champions Progress report

The chairman invited Cllr P. May to speak to the report as one of the community energy champions.

Cllr P. May said they had a list of residents who had asked the champions to carry out a thermal imaging survey of their properties and they were about to advertise this service so expected to see an increase in demand, especially as it was getting colder. He said the champions were trained to use the cameras and they were talking about refresher training with the Centre for Sustainable Energy.

Cllr P. May said they were working with Bridport community energy champions to re-purpose and re-brand some of their literature and creating their own check sheet of all the things they should think about to save energy. They were planning a home energy workshop in January and had been approached by Charmouth Parish Council and Char Valley Parish Council to help them with thermal image monitoring services.

Cllr P. May said they could obtain funding from the 2030 Vision project for a third thermal imaging camera so it could be used by Charmouth and Char Valley. He said although they had made a request to the council to fund another camera, there wasn't an urgent need for one; there was already one camera for Lyme Regis and two others that could be used in Lyme Regis and the surrounding areas but only three active surveyors so all the cameras would be in use. However, if they recruited further volunteers, more cameras would be needed at that point.

Members agreed it would be better to commit the funding at this point so they could recruit more volunteers knowing the equipment would be available if or when required.

Proposed by Cllr R. Smith and seconded by Cllr D. Ruffle, members agreed to **RECOMMEND TO FULL COUNCIL** to allocate a budget of £450 to purchase a thermal imaging camera in the expectation it will be needed for additional community energy champions.

22/36/ENV Budget Update

Cllr B. Bawden clarified the community energy champion training totalled £2,000, not the £2,750 approved, and the £10,000 allocated to 2030 Vision would not be spent.

Members asked for clarification of whether any of the £25,000 climate action plan budget for 2022-23 would be rolled over to 2023-24 if it was unspent. Clarification was also needed on which three years the funding applied to as it was unclear if the funding started in 2021-22 and therefore ended in 2023-24 or if it started in 2022-23 and therefore ended in 2024-25, which would be one year into the new council administration.

Proposed by Cllr P. May and seconded by Cllr R. Smith, members agreed to **RECOMMEND TO FULL COUNCIL** to ask the Strategy and Finance Committee to clarify if the climate action plan budget would be rolled over from one year to the next if any was unspent and to clarify the start and end dates of the funding.

The meeting closed at 9.54pm.

LYME REGIS TOWN COUNCIL

HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 30 NOVEMBER 2022

Present

Chairman: Cllr G. Stammers

Members: Cllr M. Ellis, Cllr B. Larcombe, Cllr P. May, Cllr C. Reynolds, Cllr D. Sarson, Cllr R. Smith, Cllr G. Turner

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

Guests: S. Smith (South West Councils)

22/31/HR Public Forum

There were no members of the public present.

22/32/HR Apologies

Cllr J. Broom – unwell

22/33/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 27 September 2022

Proposed by Cllr P. May and seconded by Cllr D. Sarson, the minutes of the meeting held on 27 September 2022 were **ADOPTED**.

22/34/HR Disclosable Pecuniary Interests

There were none.

22/35/HR Dispensations

There were none.

22/36/HR Matters arising from the minutes of the Human Resources Committee meeting held on 27 September 2022

Pay award

Cllr B. Larcombe asked in the context of the pay review later in the agenda, would the proposed pay values take into account the pay award, so the figures presented would have the pay award added.

The town clerk said it was important members understood the pay review and the pay award were two separate things; the annual pay award was agreed nationally and the pay review was an assessment of the pay of the council's employees.

Cllr B. Larcombe asked when it came to budgeting, would it be presented as a combined amount.

The town clerk said in the Strategy and Finance Committee agenda, any outcomes of the pay review had been made absolutely clear in terms of budget assumptions, and the budget also included the £1,925 per annum, per employee which had been agreed through national negotiations.

22/37/HR Update Report

Members noted the report.

22/38/HR To receive the minutes of the Health and Safety Committee meeting held on 22 September 2022

Proposed by Cllr D. Sarson and seconded by Cllr M. Ellis, the minutes of the Health and Safety Committee meeting held on 22 September 2022 were **RECEIVED**.

22/39/HR Christmas and New Year Working Arrangements

Proposed by Cllr M. Ellis and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** to apply 1.5 days' discretionary leave over the Christmas and New Year period, so the council's services cease at 12noon on Friday 23 December 2022 and re-commence at 9am on Tuesday 3 January 2023; apply discretionary leave from 12noon to 5pm on Friday 23 December and Wednesday 28 December; and apply statutory days on Thursday 29 December and Friday 30 December 2022.

22/40/HR Amenities Assistant, Six-Month Probation Review

Proposed by Cllr M. Ellis and seconded by Cllr B. Larcombe, 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.

22/41/HR Administrative and Community Engagement Assistant, Six-Month Probation Review

Proposed by Cllr M. Ellis and seconded by Cllr B. Larcombe, 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.

22/42/HR Maintenance Operative, Six-Month Probation Review

Proposed by Cllr M. Ellis and seconded by Cllr B. Larcombe, 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.

22/43/HR Pay Review

Proposed by Cllr M. Ellis and seconded by Cllr B. Larcombe, 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.

22/44/HR Exempt Business

a) Amenities Assistant, Six-Month Probation Review

Proposed by Cllr B. Larcombe and seconded by Cllr R. Smith, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the amenities assistant's (post holder 302) continued employment with the council, effective from 19 October 2022.

b) Administrative and Community Engagement Assistant, Six-Month Probation Review

Proposed by Cllr B. Larcombe and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the administrative and community engagement assistant's (post holder 104) continued employment with the council, effective from 9 November 2022.

c) Maintenance Operative, Six-Month Probation Review

Proposed by Cllr P. May and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the maintenance operative's (post holder 210) continued employment with the council, effective from 24 November 2022.

d) Pay Review

The town clerk said members had already agreed a sum of £25,000 in the first round of the 2023-24 budget-setting process for the outcomes of the pay review. He said part of the review affected him and he could leave the meeting if members felt it necessary, but

he felt it would be useful for him to stay. He suggested the support services manager was allowed to stay to clerk the meeting.

Proposed by Cllr P. May and seconded by Cllr B. Larcombe, members **RESOLVED** that the town clerk remains in the meeting for this discussion.

The chairman invited S. Smith from South West Councils to present her report.

S. Smith said the review did not look at individual people, it looked at the jobs they were doing. She explained how the review process had worked, using the Greater London Provincial Scheme, which was designed specifically for local government. She said she used the information she gathered from employee questionnaires to give each role a number of points, which gave a ranking structure so each job could be seen in comparison with others, starting with the town clerk's role and working downwards.

S. Smith said there were some concerns about what the current pay structure looked like. She said the review was making sure there were no problems relating to equal pay, it looked for fairness so there were the same amount of scale points and the same amount of progression, it looked for affordability, and it aimed to minimise the impact on employees.

S. Smith said she had created an 11-grade structure with an equal amount of points in each band. She said she had deleted spinal column points (SCP) 1 and 2 as the recent national pay award had deleted SCP 1 and it was likely SCP 2 would be deleted in the near future. She said she hoped she had achieved something positive for all employees, with everyone either staying where they were or seeing their long-term progression increased, with the exception of two postholders who would need to enter into a period of pay protection. She said this meant they would have their salary topped up for a year or two to protect their pay because they would be adversely affected by the review.

Cllr B. Larcombe asked where the proposed pay structure placed the organisation in relation to others.

S. Smith said they hadn't benchmarked the council against other councils because they didn't have that information; they only had basic data which gave an overview of what other councils were paying, but this was only based on job title.

S. Smith said her advice to members would be to give real consideration to everything she had presented to them because there were some real concerns with the current pay structure if it was left as it was. She believed the proposals addressed those issues.

Cllr B. Larcombe asked if the questionnaires had been checked and whether the review had found any tendencies or trends that needed to be addressed, or any efficiencies that could be made.

S. Smith said this wasn't within the remit of the review and that the questionnaires had been completed by herself, checked by the employee and the town clerk.

Cllr R. Smith asked how the review dovetailed into the national pay award.

S. Smith said the national pay award was announced in November and had been backdated to April 2022 but members needed to separate this from the pay review.

Members discussed the two postholders whose proposed new grade was at a lower level than their current salary and therefore whether the council should offer a period of pay protection.

The town clerk suggested while they were in post, the council offered lifetime pay protection. He said further consideration would also need to be given to payment for anti-social hours for these postholders and it was important the council set a date to deal with this efficiently.

Cllr C. Reynolds was also concerned about one of the postholders who would not receive a pay increase because they were already at the lower end of the pay scale. She felt members should look at their pay scale again and felt although the council had paid South West Councils to provide advice, it didn't mean the council had to take it.

The town clerk said any employees who were not happy with the outcome of the review could appeal and any appeals would be dealt with by South West Councils. He said the council had commissioned a report and he advised members not to try and change the outcomes if they didn't agree with something.

S. Smith said if the council reviewed the pay scale of one employee, it would undermine the whole process.

It was proposed by Cllr P. May and seconded by Cllr M. Ellis to accept and implement South West Councils' review of employees' pay and to bring a report to the next meeting of the Human Resources Committee to consider anti-social hours payments for postholders 207 and 208.

It was proposed by Cllr R. Smith to accept and implement South West Councils' review of employees' pay and to bring a report to the next meeting of the Human Resources Committee to consider anti-social hours payments for postholders 207 and 208 and to further review the pay of postholder 209.

The town clerk said postholder 209 and any other employees would have a right of appeal and he would suggest this was the method adopted. He said if members picked out individual employees to pay them more, the pay differentials would change.

S. Smith said this would open the council to challenge from all employees because everyone would like to be paid more but it was important the council created a structure that was based on evidence.

Cllr R. Smith withdrew his motion and members voted on the earlier motion.

Proposed by Cllr P. May and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to accept and implement South West Councils' review of employees' pay and to bring a report to the next meeting of the Human Resources Committee to consider anti-social hours payments for postholders 207 and 208.

The meeting closed at 8.12pm.

DRAFT

LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 30 NOVEMBER 2022

Present

Chairman: Cllr M. Ellis

Councillors: Cllr C. Aldridge, Cllr B. Larcombe, Cllr P. May, Cllr C. Reynolds, Cllr D. Ruffle, Cllr D. Sarson, Cllr R. Smith, Cllr G. Stammers, Cllr G. Turner

Officers: N. Cleal (finance manager), M. Green (deputy town clerk), A. Mullins (support services manager), J. Wright (town clerk)

22/34/SF Public Forum

There were no members of the public present.

22/35/SF Apologies for Absence

Cllr B. Bawden – illness
Cllr J. Broom – illness
Cllr R. Doney – illness
Cllr T. Webb

22/36/SF Minutes

Proposed by Cllr P. May and seconded by Cllr G. Turner, the minutes of the meeting held on 12 October 2022 were **ADOPTED**.

22/37/SF Disclosable Pecuniary Interests

There were none.

22/38/SF Dispensations

There were none.

22/39/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 12 October 2022

Members noted the report.

22/40/SF Update Report

The Oyster and Fish House seating

The town clerk said officers had been notified The Oyster and Fish House intended to withdraw its planning application to Dorset Council (DC) for the outside seating area.

Cllr B. Larcombe said he presumed this would mean the council would not pursue a valuation of the land.

The town clerk said officers would need to have discussions about the removal of the structure because there was no consent for it.

22/41/SF Internal Audit Report, Visit One 2022-23

Cllr M. Ellis asked why it would take until the end of December to obtain and reconcile the car park ticket machine reports as this was a high recommendation.

The finance manager said as the parking machines were new, along with staffing issues, officers had not been able to obtain the required information from the system. She said they were working with the company and doing some training to be able to build the reports and reconcile the card and cash payments, and this would be worked through by the end of the calendar year.

Cllr P. May asked if officers were confident they would be able to access the required information from the company that supplied the machines.

The town clerk said the back-office system was very comprehensive and officers were going through a learning curve but the finance manager was confident they would get there.

Proposed by Cllr D. Sarson and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to note the internal auditor's report and approve the management responses from visit one 2022-23.

22/42/SF Budget and Precept 2023-24 and Five-Year Financial Plan 2023-28

The finance manager said this was a continuation of the report agreed at the last meeting of this committee and it included any changes made to charges at that meeting, as well as any known factors that would affect the budget. She said the 2023-24 budget identified a surplus of £227,226 and she was forecasting a year-end cash position of over £1.5million. She outlined the council's available budget for projects if the council was to drop its reserve to £1.2million, £1.1million or £1million.

The finance manager said the objectives had been presented in three categories, with the first priority being mainly asset based, and the second priority being the projects identified through the community consultation process.

Cllr B. Larcombe felt the reserve shouldn't go much higher as the auditor might comment that it was too high.

The town clerk said his personal view was 50% of turnover was adequate because the council was an asset-based organisation and, if necessary, it could sell an asset. He said the auditor would be relaxed about a reserve of £1million.

Cllr B. Larcombe noted £100k had been identified for the harbourmaster's store and the lodge and he asked how that sum was made up. He also asked why there was no figure against the office refurbishment as the council had discussed this project three years ago, but no work had taken place.

The town clerk said officers felt £100k was adequate to undertake the works required but they didn't know until access was given to the store what condition it would be in, so the figure was a budget estimate. He said a figure had not been identified for the office because the council had not yet agreed the approach it would take to office premises. He said there was no point in putting any amount in the 2023-24 budget because if the council decided to remain in the office, for the proper preparation and procurement of the works, it would have to be the sole project for the following year.

The deputy town clerk said a figure of £350k was identified when the work was first discussed, but a decision was made not to proceed beyond the stage of work at that time, which was the architect coming up with some indicative initial alterations and essential repairs to the office.

Cllr B. Larcombe asked for more details on the £10k budget for employee benefits and the £30k for bursaries.

The support services manager said the employee benefits could include things like an employee assistance programme, gym membership, childcare vouchers and Christmas saving schemes, but the details were yet to be discussed and agreed. At the moment, the £10k had just been allocated in the budget for this purpose.

The finance manager said the council had agreed a budget of £20k at the previous meeting for bursaries for local children for things like football membership or drama club, but this had been increased to £30k to provide support to small start-up businesses. She said the details were yet to be discussed and members were only asked at this stage to agree the budget allocation.

Cllr B. Larcombe asked why the Strawberry Field options appraisal had been put into priority two of the objectives as this was something the council had wanted to progress for many years. He asked if £10k was enough for this work.

Cllr M. Ellis said the projects in priority one were more day-to-day works and those in priority two had come out of the consultation.

Cllr C. Reynolds asked if £38k would be required for CCTV as she understood funding would be provided by the police and the council would only be required to pay 10% of the £63k total.

The town clerk said the Dorset police and crime commissioner had committed to £16.6k but a further £38k was needed to make it work.

Cllr R. Smith asked for clarification over the climate action plan budget as there had been concerns expressed at the Environment Committee that if the allocated £25k was not spent in year, it would be lost.

The town clerk said the normal procedure was if money was not spent in year, it would not roll over to the next year. However, if members wanted to roll the money over, they needed to have a plan of what the money was for. He said the council also needed to clarify the starting date of the total £75k budget; whether it was 2022-23 and therefore it would drop into the first year of a new council administration, or 2021-22 when the decision was made. He added that in the 2021-22, there was draw down on the budget.

The town clerk suggested he met separately with Cllr R. Smith to discuss a plan for how the money could be spent in future years if the council wanted to roll it over and to take a report to the Environment Committee.

Cllr C. Aldridge said the £150k allocated each for a multi-use games area and a children's play area concerned her and she asked for more details. She said not only would there be a cost to implement them but also the cost of maintenance and replacement, so they were not real investments.

Cllr M. Ellis said she saw them as investments in the community as they were projects which were suggested during the public consultation. She said the details would be discussed at a later date.

The town clerk suggested the council made a commitment to do one big project – either the multi-use games area or the children's play area – and then it could also do all the other projects on the priority two list. However, it was clarified members were not being asked to decide between the two projects at this point.

Cllr B. Larcombe raised the issue of urinals as one of the reasons given for not pursuing this was the loss of waste facilities. He asked if the council was allocating any time and resources to managing waste bins so the council could find a way of reducing queues at the toilets.

The town clerk said it was decided at the last meeting of this committee not to take this project forward and although Cllr B. Larcombe had raised it at Full Council, he had got no traction. He confirmed no time or resources were being put into this.

The town clerk asked the members to consider the level of reserve they wanted to set.

Cllr B. Larcombe suggested a reserve of £1.2million due to rising inflation and energy costs.

It was proposed by Cllr B. Larcombe to set the council's reserve at £1.2million.

The town clerk said inflation and rising energy costs had already been factored into the 2023-24 budget. He said there might be some unknowns, but this was the reason for budgeting a surplus of £100k.

Cllr P. May asked if one of the major £150k projects was taken out, if more money could go towards installing solar panels on council buildings as he felt the council should do this urgently and it would provide a payback.

The town clerk said the value of the projects in the three priority lists was more than the council had available, so removing one of the £150k projects would make it possible to carry out all the projects. He said £10k had already allocated for solar panels and the £25k allocated for the climate action plan could also be used for this purpose.

Cllr B. Larcombe asked if it was proposed to do anything with the cadet hut.

The town clerk said officers were proposing to leave it as it was, although it would no longer be used as mess facilities for employees and would only be used for storage.

Going back to the reserve, Cllr M. Ellis said the higher the council set the reserve, less of the priority two and three items could be achieved.

Cllr B. Larcombe withdrew his earlier motion and proposed an alternative.

Proposed by Cllr B. Larcombe and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** to set the council's reserve at £1million.

Proposed by Cllr B. Larcombe and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the budget for 2023-24, to approve the 2023-24 objectives with the removal of either the multi-use games area or the children's play area to be decided at a later date, and to approve the five-year financial plan 2023-28 and the impact on the council's forecast reserve over that period.

Proposed by Cllr M. Ellis and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to approve a precept of £132,779 for 2023-24.

22/43/SF Office Options Appraisal Scoping Report

The deputy town clerk said he wanted to make absolutely certain the options appraisal for the office was what the members expected as this work was going to take a lot of time, and it would inevitably involve outside consultants and expertise, which would cost money. He said he had tried to set out in the report his understanding of what he thought members wanted, which was a report looking at both the existing office and St Michael's Business Centre, but also included commentary on the availability of other premises to rent or buy and other new build options.

The deputy town clerk said he would recommend the report included commentary on new build options because it didn't need to involve a large amount of work, just a quantity surveyor's estimate of what a new build office would cost on either land the council owned or privately owned land.

Cllr B. Larcombe asked if any thought had been given to putting the Guildhall to more use, as the mayor's parlour wasn't used very often, for example. He felt the location of the current office in relation to the Guildhall should be borne in mind as an alternative building could be some distance from the Guildhall.

The deputy town clerk said a door between the office and the Guildhall had previously been considered, although this had received a negative response from the conservation officer. He said there had also been discussions about changing the layout of the building, including an extension, but this had never been tested through the planning process. He agreed one of the issues that needed to be picked up was the proximity of whatever option the council may be considering to the current meeting facilities; however, he didn't feel the Guildhall was a good meeting room, so when looking at other options, members may also want some commentary on other potential meeting venues.

The deputy town clerk said there was also the potential to improve the environmental performance of the current or any other building, although initial discussions indicated solar panels would not be allowed on the roof. However, there was an option to replace the existing slates with photovoltaic slates.

Cllr M. Ellis said there were plans drawn up many years ago to extend Guildhall Cottage.

The deputy town clerk confirmed this and said this would be factored into the report, either for improving the office or a development opportunity as part of the value of the office and the site.

Cllr C. Aldridge said all the staff would not fit in at Unit 1A in St Michael's Business Centre.

The deputy town clerk said if only Unit 1A was available, the council would have to look at different ways of working and more flexible working, possibly more homeworking, because all staff could not be accommodated at the same time. However, he said there was a neighbouring unit available.

Proposed by Cllr G. Turner and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to agree the scope of the requested appraisal of options for the council's office accommodation.

22/44/SF

Warm Café

Cllr C. Reynolds said the request for funding should be made as a community grant, especially as there were other warm cafes being run at the library and at the Talking Café, but they were not requesting funding. She said Lyme Regis Development Trust (LRDT) had offices at the Hub, where the warm café was running, and she found it difficult to agree to any more funding when the council already gave the Hub £10k a year.

Cllr D. Sarson said he was a volunteer at the warm café and the input from volunteers was enormous. He said the warm café was held at a time when the room was unused so it did get very cold. He clarified that the room for the warm café was downstairs, which was separate from the offices and not normally heated.

Cllr R. Smith said he understood the council had a grant-giving process, but people needed to be kept warm now.

Cllr M. Ellis was concerned that awarding the funding would set a precedent and other groups running warm spaces would also request funding. She said this funding was unbudgeted.

Cllr B. Larcombe said £2k was a modest sum and it had been requested at a time of need, but if other groups wanted funding, let them approach the council. He said the Hub was also a central building with good access.

Proposed by Cllr B. Larcombe and seconded by Cllr R. Smith, members agreed to **RECOMMEND TO FULL COUNCIL** to awarding a grant of £2,000 to assist the provision of a warm café at The Hub.

The meeting closed at 9.38pm.

LYME REGIS TOWN COUNCIL

TOURISM, COMMUNITY AND PUBLICITY COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 16 NOVEMBER 2022

Present

Chairman: Cllr C. Reynolds

Members: Cllr C. Aldridge, Cllr M. Ellis, Cllr D. Ruffle, Cllr G. Stammers

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

Absent: Cllr R. Smith

Other members: Cllr B. Bawden

22/38/TCP Election of Vice-Chairman

It was proposed by Cllr C. Reynolds and seconded by Cllr G. Stammers that Cllr D. Ruffle is vice-chairman of the Tourism, Community and Publicity Committee.

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

22/39/TCP Public Forum

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

22/40/TCP Apologies

Cllr J. Broom – illness
Cllr B. Larcombe – illness
Cllr D. Sarson – holiday
Cllr G. Turner

22/41/TCP Minutes

Proposed by Cllr G. Stammers and seconded by Cllr D. Ruffle, the minutes of the meeting held on 28 September 2022 were **ADOPTED**.

22/42/TCP Disclosable Pecuniary Interests

There were none.

22/43/TCP Dispensations

There were none.

22/44/TCP Matters arising from the minutes of the previous meeting held on 28 September 2022

Gateway Card

A sample of the new Gateway Card was not available at the meeting and would be taken to the Strategy and Finance Committee meeting.

22/45/TCP Update Report

Tourism microsite

Cllr C. Aldridge asked how the microsite was accessed from the town council website.

The support services manager said the microsite was a separate website, linked to the Visit Dorset website. However, a link to the microsite could be added to the town council website.

Cost of living webpage

Cllr B. Bawden said Lyme Regis Library was also running a warm space, probably on Mondays, as the Hub's warm café was Tuesdays to Fridays, and suggested this could be added to the webpage.

The support services manager said she would check the information and add it to the webpage.

22/46/TCP Update Report on the Totally Locally October Fiver Fest 2022

The chairman brought this item forward on the agenda.

Cllr C. Reynolds felt the council would need to see prices for the any promotional materials if it was going to consider supporting the initiative.

The town clerk suggested members may want to consider any funding request through the community grants' process.

Cllr B. Bawden said she was managing Fiver Fest on her own but it was it was not sustainable to continue this so she was asking the town council to think about how it might support the initiative. She said she felt Fiver Fest could be a lot better if more people helped, although she had asked the businesses to help but this hadn't been forthcoming.

Cllr C. Aldridge asked if Cllr B. Bawden was asking for an in principle agreement for the council to support a volunteer group to help her or to take Fiver Fest forward.

However, Cllr C. Reynolds said this was a separate organisation to the council.

Cllr B. Bawden said it wasn't an organisation that ran Fiver Fest, it was just her at the moment, and she suggested the council could take it on as a joint initiative.

Cllr C. Reynolds acknowledged that as there was no business group in Lyme Regis, it was difficult to get businesses together for an initiative such as this but she would be happy to help personally in speaking to local traders. She said as the council was sending out regular business briefings, this was also a good starting point to reach businesses.

Cllr B. Bawden suggested the council could do some of the printing for the next Fiver Fest.

The town clerk said the council could grant fund but it couldn't divert resources to do work for an outside organisation. He said the initiative should be run by the local business community as potential beneficiaries.

Cllr M. Ellis arrived at the meeting at 7.15pm.

The support services manager said to be eligible for a community grant, it had to be a properly constituted organisation and it had to be not-for-profit, so this would not qualify for a community grant.

Cllrs C. Reynolds and C. Aldridge agreed they would personally help Cllr B. Bawden with the next Fiver Fest.

22/47/TCP Mobile Hoist – Further Considerations

Cllr C. Reynolds felt the council needed to find out where it stood legally if it supplied wheelchairs but didn't supply a hoist. She said although there were issues with storage, she felt the council should still be providing one.

The support services manager said there was no legal requirement for the council to provide a hoist, or even the beach wheelchairs.

Cllr C. Aldridge said as council staff would not be allowed to help with transferring people between chairs using the hoist, it would require two people to do a transfer and their own sling, therefore people were not going to be able to turn up on spec to use the mobile hoist. She said most people would have had to transfer someone from a vehicle into a wheelchair, even if it was using a board, so she wondered whether it would be necessary for the council to provide a hoist, especially if there was an issue with storage.

The town clerk said the council needed to think about the demand for the service as the seafront attendant had reported that people seemed to cope with what was already provided. He said if the council got involved in major investment for a hoist, it would then have to find space to store it and space was at a premium on the seafront. He also drew

members' attention to the legal and liability issues that came with servicing and maintaining the equipment.

Cllr M. Ellis said she felt it was something the council needed to look into further and perhaps speak to Exmouth Town Council about how they managed the use of a mobile hoist. She didn't feel storage was a problem as there was going to be a new amenities hut in the gardens so perhaps some of the equipment that was currently in the storerooms could be moved. She suggested instead of a mobile hoist there could be one fixed to the wall in the east or west store but agreed council staff shouldn't be involved in assisting the hoisting.

The support services manager said officers were asked to go away and find out more information about cost, storage, operational requirements and maintenance of a mobile hoist so there was no further information she could provide to help members reach a decision. She said she had also contacted Exmouth Town Council but had received no response, although she had spoken to around four other councils or organisations who provided beach wheelchairs to get advice.

The support services manager said storage was a major issue for the external works' team, particularly on the seafront. She clarified there would be space to store the hoist in the west store but she didn't feel a store room would be a dignified space to hoist a person between wheelchairs and it would not be an option to do this in public view outside the store room.

The support services manager said she was sure the council would like to provide a mobile hoist but if there were practical reasons to prevent this, it may have to reluctantly decide not to. She said if the council wanted to consider any other improvements, it could consider the seafront attendant's suggestion of replacing the Nomad Tundra with a new wheelchair as this had the highest seat of all the wheelchairs and was the easiest to move someone in and out of.

Cllr G. Stammers said although there had only been one request for a hoist, more people might use the wheelchairs if there was a hoist available.

Members generally agreed that although they would like the council to be able to provide a hoist, there were currently practical limitations which meant it was not possible but it was perhaps something which could be re-visited in future.

Proposed by Cllr M. Ellis and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** that due to operational issues, the council does not purchase a mobile hoist at this time but if the situation changes, it can re-visit this in future.

Cllr B. Bawden left the meeting at 7.38pm.

22/48/TCP Newsletter – Printing and Distribution

Cllr G. Stammers said she would favour using Royal Mail to deliver the newsletter as the council could be assured it would be consistently delivered.

Cllr C. Aldridge agreed it seemed sensible to use Royal Mail but having seen discussions recently on social media from people outside the area who were upset they wouldn't get the privileges Lyme Regis residents had, she felt sending them the town council's newsletter wouldn't be very tactful.

Members discussed the alternative of using local volunteers to deliver the newsletter.

Cllr C. Reynolds said when Lyme Regis Community Support was set up, there was a volunteer on each street to deliver flyers so the group could do the same with the newsletter.

The town clerk said the council had tried using local volunteers in the past and it hadn't been reliable. He said if the council was going to produce a newsletter, it needed to be certain it was being delivered to every household. Royal Mail seemed the most reliable option but this would include addresses outside Lyme Regis, he suggested asking Uplyme Parish Council if they would like to get involved in the newsletter so it would be relevant to all those it was delivered to.

Members agreed this was a good idea and that Uplyme Parish Council would need to provide their own copy and images. It was suggested the town council had the first three pages and Uplyme Parish Council had the back page.

It was agreed if Uplyme Parish Council turned down the offer, members would re-consider the distribution options.

The support services manager said if Uplyme Parish Council did agree to have a page, the printing quote would increase as more newsletters would need to be produced.

Proposed by Cllr D. Ruffle and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to ask Uplyme Parish Council if they would like a page in the town council's newsletter and if so, to use Royal Mail to distribute it, and to accept the quote from Advantage Digital Print for the printing of the newsletter, regardless of the number of newsletters required.

22/49/TCP Bands in the Marine Parade Shelters

Cllr D. Ruffle said he didn't realise the council paid brass bands and he could understand why other musicians would be aggrieved.

Cllr M. Ellis said the bands had been coming to Lyme Regis for many years and the council paid for the performance for the public's entertainment.

The town clerk said it wasn't suggested the council didn't engage with brass bands, it was suggested there was a mixture of performances.

Cllr C. Reynolds asked if the council had been approached by other musical groups to ask if they could be paid to perform in the shelters.

The support services manager said the council had not been approached as she didn't think people were aware the council paid brass bands to perform. However, it didn't sit right with officers that the council was paying some bands, including those from outside Lyme Regis, to play in an area that the council charged others to perform in.

Cllr C. Reynolds asked how much the council would pay other types of musicians and whether this would mean some of the brass bands that had been coming to Lyme Regis for many years would be told they could no longer come.

The support services manager said members were not being asked to consider this level of detail; members were being asked to consider whether, in principle, the budget for brass bands should be used to pay for other types of performances. The administrative team could then agree the finer details with each performer.

Proposed by Cllr G. Stammers and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** that the budget for brass bands is used to pay for other types of performances.

22/50/TCP Coronation Events

Cllrs C. Reynolds, M. Ellis and D. Ruffle said they would like to sit on the working group to organise coronation events and it was noted Cllr D. Sarson had also indicated he would like to sit on the group.

Proposed by Cllr M. Ellis and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to appoint Cllrs C. Reynolds, M. Ellis, D. Ruffle and D. Sarson to sit on a working group to develop plans to celebrate the coronation of King Charles III in May 2023.

22/51/TCP Sculpture Trail

Cllr C. Reynolds said since working in the community garden, she had seen a positive reaction to the sculptures. She suggested there were less sculptures from professional artists and more from Woodroffe School pupils.

Cllr M. Ellis said the model used in Bridport of paying for works around a particular theme seemed the right way to go.

Cllr C. Aldridge said she was aware the insurance was a concern for some members and the council did insure the sculptures but had chosen not to claim for previous damage. She said damage to some of the pieces could be mitigated by placing them differently.

The town clerk said members had to trust officers to decide on the council's behalf whether to claim on the insurance or to pay for the damage to avoid increased premiums.

Proposed by Cllr C. Aldridge and seconded by Cllr D. Ruffle, members agreed to **RECOMMEND TO FULL COUNCIL** to allocate £6,000 in the 2023-24 budget for the sculpture trail in the gardens, using the same model as Bridport for payment of the works around a theme chosen by the council, and that Cllrs B. Larcombe, D. Sarson and C.

Aldridge continue to work with the deputy town clerk to agree, in conjunction with the Arts Development Company, the precise basis of how the trail may be delivered in future.

22/52/TCP Major Events 2023

The support services manager said a date has still not been confirmed for EAT: Lyme Regis.

The town clerk said the town council was in discussions with the organisers about an alternative date because although it was taking place on Dorset Council land, Dorset Council had agreed the town council could manage the licencing of events on land it owned in Lyme Regis in future.

Cllr C. Aldridge asked if the council would be asked to approve the Oyster Festival as permission was given for it to be held on town council land this year.

The support services manager said the event was now in the town calendar so it was just a matter of noting the date for next year.

22/53/TCP Grant Review, Lyme Arts Community Trust

Members noted the report.

22/54/TCP Managing Consultation Exercises

Members noted the report.

The meeting ended at 8.15pm.

LYME REGIS TOWN COUNCIL

TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 11 NOVEMBER 2022

Present

Chairman: Cllr C. Aldridge

Members: Cllr M. Ellis, Cllr B. Larcombe, Cllr P. May, Cllr G. Stammers, Cllr G. Turner

Officers: M. Adamson-Drage (operations manager), A. Mullins (support services manager)

Absent: Cllr T. Webb

22/40/TMH Public Forum

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

22/41/TMH Apologies

Cllr J. Broom – unwell
Cllr C. Reynolds – unwell
Cllr D. Ruffle – unwell
Cllr D. Sarson – holiday

22/42/TMH Minutes

Proposed by Cllr P. May and seconded by Cllr G. Turner, the minutes of the previous meeting held on 4 October 2022 were **ADOPTED**.

22/43/TMH Disclosable Pecuniary Interests

There were none.

22/44/TMH Dispensations

There were none.

22/45/TMH Matters arising from the minutes of the Town Management and Highways Committee meeting held on 4 October 2022

Avian Flu

Cllr P. May asked if there was a particular issue with Avian Flu in Devon and Cornwall.

The operations manager said the original protection area was Devon and Cornwall but this had now been extended to the whole country.

Accessibility and Mobility Review

Cllr B. Larcombe suggested Cllr B. Bawden approached Dorset Council (DC) about accessibility to its public toilets as they did not have disabled access. He said toilets at Cobb Gate and Cobb Arms had a step at the entrance and were too narrow for wheelchairs.

Lister Room Marketing and Appointment of Tenant

As a member of the panel which selected the successful bidder, Cllr M. Ellis gave further details about the business that would be operating. It was agreed further details would be sent via the members' briefing.

Cllr B. Larcombe asked what consideration had been given to managing the waste that would be generated.

The operations manager said this would be addressed in the lease.

Access Road to Ware Cliff and Bowling Green Chalets

The operations manager said it was hoped work would commence w/c 14 November 2022.

Proposals by Western Power Distribution to reinforce (upgrade) the supply to the existing sub-station at Monmouth Beach

The operations manager said the bowls club had raised no objection to the planned works and the wayleave agreement has been signed and returned to Western Power Distribution (WPD). He said the lead time on the works commencing could be three to four months, although WPD would endeavour to expedite.

The operations manager said the works were an essential pre-requisite of DC's plans to build a new harbour store and any delay to the substation works would impact on the completion/occupation date for the store.

22/46/TMH Update Report

Advertising boards

Cllr B. Larcombe asked if the issue of advertising boards had been progressed.

The operations manager said information had still not been received from the council's solicitor and he would chase it again.

Trailer Park at Monmouth Beach, Accreted Land and Harbourmaster's Store

The operations manager said the deputy town clerk met with the harbourmaster and a representative from Natural England as scheduled on 7 November 2022 to discuss the land available for the storage of boats and harbour equipment, and the location of sailing and motorised boats within that area. He said Natural England were keen to minimise the impact on the Site of Special Scientific Interest (SSSI) and were not willing to enlarge the area available for use beyond that previously indicated. They were, however, willing to look at the areas available for the parking of motorised boats and to consider making some distinction between boats with inboard and boats with outboard motors.

He said it was left that the harbourmaster would consider the practical implications for harbour operations of the options discussed and feedback as soon as possible, prior to the town council, as landowner making an application for consent for the use of part of the SSSI.

The operations manager said a request by DC for the phasing of the revised rent payable to the town council was also discussed and it was agreed the harbourmaster would provide further information in support of this request prior to any further consideration of the matter.

Cllr B. Larcombe asked how this issue would be progressed through the council for consideration and decision by members.

The support services manager said the issue would come to members for a decision, it would not be delegated to officers, and if the deputy town clerk had the information from the harbourmaster in time, a report would be taken to the Strategy and Finance Committee on 30 November 2022 or the Full Council on 14 December 2022.

Cllr C. Aldridge suggested the harbourmaster could be given a date by which he needed to provide the required information so the matter could be discussed in a timely way.

Replacement chalets – rotting wood

The operations manager said KEOPS, the supplier and installer of the chalets, had looked into the matter and identified a failure to properly seal the jointed sections of outer logs. He said liability for this failure was still being investigated, although KEOPS had indicated it lay with individual chalet owners, who were responsible for both surface treating and sealing their chalets.

He added that the chalets remained within their initial warranty period and discussions were ongoing.

Guildhall and office works

Cllr C. Aldridge asked for clarification over the timescales and stages involved in completing the options appraisal for future office accommodation and which committees would be dealing with it.

As there was some confusion about what was involved, it was agreed the deputy town clerk would provide clarification through the members' briefing.

Perimeter wall – Churchyard

The operations manager said there had been no response as yet from the Diocesan Registrar.

22/47/TMH Emergency Planning Procedure Review

Cllr M. Ellis asked if a copy of the procedure was issued to each of the locations named within as places of safety.

The operations manager said it wasn't but this would be done.

Proposed by Cllr B. Larcombe and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the emergency planning procedure.

22/48/TMH Licensing Application

Members had no comments to make on the licensing application as it was noted Baboo Gelato also had a licence for their other premises, including their kiosk in Lyme Regis.

22/49/TMH Cart Road Day Huts' Condition

Members were pleased the general condition of privately owned beach huts had been improved but noted there was still an issue with hut 6 and supported the operations manager's intention to write to the owner to remind them of their obligations to keep the hut in a good state of repair and condition.

22/50/TMH Complaints, Incidents and Compliments

Given there had been several complaints about the beach hut booking process, Cllr B. Larcombe felt the council needed to think about how it was managed in future.

It was agreed a report would go to the Tourism, Community and Publicity Committee.

The meeting closed at 7.50pm.

Committee: Full Council

Date: 14 December 2022

Title: Membership, Terms of Reference and Frequency of Planning Committee Meetings

Purpose of Report

To allow members to consider the membership, terms of reference and frequency of Planning Committee meetings

Recommendation

Members consider the membership, terms of reference and frequency of Planning Committee meetings

Background

1. The Planning Committee currently meets every four weeks and comprises six members. As such, it meets more frequently than any other council committee and has, by some margin, the smallest membership.
2. Its terms of reference are also unique in that the committee is able to express the council's views on planning applications to Dorset Council (the planning authority) directly, i.e., without reference through Full Council. There are also provisions which enable the chairman to comment on applications on the council's behalf in the event that a view is required between calendared meetings. These arrangements were agreed because the statutory timescale for comment on applications does not allow a more protracted process.

Report

3. More recently, Dorset Council, as part of moves to improve the speed and efficiency of its planning service and to address the backlog of applications which had built up during COVID, has fully implemented a 21-day consultation period for all consultees, including local councils. This is the timescale set out in the covering legislation and is entirely lawful.
4. This consultation period clearly means this council's four-weekly cycle for planning meetings is no longer fit-for-purpose and the result has been more and more applications dealt with under delegated authority. This limits any opportunity for public participation and could be argued to be fundamentally undemocratic.
5. In addition, the Planning Committee has the smallest membership of any council committee, currently six. With one councillor currently unable to attend through illness and with recent occurrences of COVID and other illnesses amongst members of the committee, this has led to two meetings being cancelled through being inquorate and each meeting involves phone calls on the day of the meeting to establish likely attendance.

6. Both of these issues could be minimised by moving to a two-weekly meeting cycle for the Planning Committee and by appointing at least one additional member to serve on the committee.
7. Whilst a two-weekly cycle inevitably involves more work in the office and more frequent attendance for members, the workload is manageable, and it is considered the most effective and democratic way of addressing the need to respond more swiftly.
8. In addition to planning applications, the council is now being notified by Dorset Council of all licensing applications for the sale of alcohol. Whilst there is no statutory requirement to comment, the response period is 14 days.
9. If the frequency of the Planning Committee is increased to two-weekly, then it would seem sensible to extend the committee's terms of reference to include commenting on such licensing applications when received. The number of applications is likely to be relatively small.

Mark Green
Deputy town clerk
December 2022

Committee: Full Council

Date: 14 December 2022

Title: Annual Governance and Accountability Return and the external auditor's certificate for the year ended 31 March 2022

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 2022, and to confirm the actions required at the conclusion of the review have been undertaken

Recommendation

- a) 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 2022
- b) The council notes the actions required at the conclusion of the review have been undertaken

Background

- 1. On 22 June 2022, the Full Council approved the Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2022.
- 2. On 26 September 2022, the council received the certified AGAR from PKF Littlejohn for the year ended 31 March 2022.
- 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 2022 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 is one matter which doesn't affect their opinion but which they want to draw to the attention of the council, i.e., the council should have, 'regard to the level of reserves held when considering future precept requests.' Through the 2023-24 budget setting process, members considered the level of precept and reduced the reserve from £1,326,569 to £1,000,000.

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 town council's website.

John Wright
Town clerk
November 2022

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

Lymington 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 2022, 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	N/A
	✓		has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

*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:

22/06/22

and recorded as minute reference:

M121-1/22/AGS

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

Chairman

[Signature] N/A

Clerk

[Signature] N/A

<https://www.lymeringtoncouncil.gov.uk/> /ABLE WEBSITE/WERPAGE ADDRESS

Section 2 – Accounting Statements 2021/22 for

Elmfield Red Lion Town Council

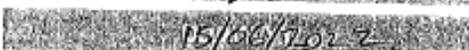
	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
1. Balances brought forward	1,226,872	842,968	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.	
2. (+) Precept or Rates and Levies	162,779	132,779	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	1,252,872	2,054,639	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	642,927	731,368	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	37,300	195,000	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6. (-) All other payments	1,089,110	973,219	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	842,956	1,127,316	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	882,819	1,326,569	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	7,869,419	7,973,636	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	187,500	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	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 2022 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.

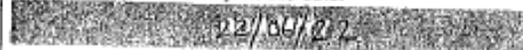
Signed by Responsible Financial Officer before being presented to the authority for approval



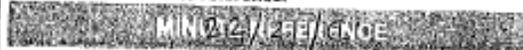
Date



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



as recorded in minute reference:



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



Section 3 – External Auditor Report and Certificate 2021/22

In respect of

Lyme Regis Town Council – DO0098

1 Respective responsibilities of the body and the auditor

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

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

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

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor report 2021/22

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:

The smaller authority should ensure that it has regard to the level of reserves held when considering future precept requests.

3 External auditor certificate 2021/22

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 2022.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

23/09/2022

* 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)

Lyme Regis Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2022

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 Lyme Regis Town Council for the year ended 31 March 2022 has been completed and the accounts have been published.</p>	<p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. 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 & Accountability Return is available for inspection by any local government elector of the area of Lyme Regis Town Council on application to:</p> <p>(a) <u>John Wright, Town Clerk</u> <u>Lyme Regis Town Council, Guildhall Cottage, Church Street</u> <u>Lyme Regis, Dorset, DT7 3BS</u> <u>john.wright@lymeregistowncouncil.gov.uk</u> <u>01297 445175</u></p> <p>(b) <u>Monday, Wednesday to Friday, 9am to 5pm</u> <u>Tuesday, 10am 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 & Accountability Return.</p>	<p>(c) Insert a reasonable sum for copying costs</p>
<p>Announcement made by: (d) <u>Naomi Cleal, Finance Manager</u></p>	<p>(d) Insert the name and position of person placing the notice</p>
<p>Date of announcement: (e) <u>30 September 2022</u></p>	<p>(e) Insert the date of placing of the notice</p>

Committee: Full Council

Date: 14 December 2022

Title: Appointment of External Auditor 2022-23 to 2026-27

Purpose of Report

To inform members of the appointment of BDO LLP as the council's external auditor from 2022-23 to 2026-27

To allow any member who has a conflict of interest with the appointment BDO LLP to amend their Declaration of Interest and to inform the town clerk of the conflict so he can notify BDO LLP

Recommendation

- a) Members note the appointment of BDO LLP as the council's external auditor from 2022-23 to 2026-27
- b) Any member who has a conflict of interest with the appointment BDO LLP amends their Declaration of Interest and informs the town clerk of the conflict so he can notify BDO LLP

Background

- 1. Smaller Audit Authorities (SAAA) is the independent, sector-led organisation responsible for the appointment and contract management of external auditors to smaller authorities since the Local Audit and Accountability Act 2014 established new arrangements for the accountability and audit of local public bodies in England. Smaller authorities are those whose gross annual income or expenditure is less than £6.5 million.
- 2. Under the Local Authorities (Smaller Authorities) Regulations 2015, SAAA is responsible for appointing external auditors to opted-in smaller authorities, setting the terms of appointment for limited assurance reviews and for managing the contracts for the appointed firms.
- 3. On 16 March 2016, the Full Council resolved to approve SAAA¹ to organise the council's external audit contract for 1 April 2017; SAAA appointed PKF Littlejohn as the town council's external auditor.
- 4. PKF Littlejohn's appointment was for five years and concludes with the 2021-2022 Annual Governance and Accountability Return (AGAR).

¹ A local authority does not have to opt into this arrangement, i.e., they can make their own external audit arrangements providing certain criteria are met. These criteria include: a decision to opt out is made by a properly constituted council meeting, an independent audit panel is appointed to select the external auditor, and the appointed auditor holds the appropriate licensing qualification to undertake limited assurance audit reviews.

Report

5. On 28 November 2022, the finance manager received an email from SAAA to inform the council it had completed a procurement exercise to appoint external auditors for each contract area² for a further five years, i.e., 2022-23 to 2026-27. The appointed external auditor for the town council's contract area is BDO LLP³.
6. BDO LLP is responsible for arrangements in respect of the 2022-23 AGAR process onwards.
7. If any member has a potential conflict of interest relating to the appointment of BDO LLP, e.g., a councillor or a close relation is employed by them, then please notify the town clerk.

Fees

8. The scale of fees is based on whichever is the higher of annual income or expenditure. The town council is likely to fall between two bands:

Income/expenditure (£)	Fee (£)
1,000,001 – 2,000,000	2,100
2,000,001 – 3,000,000	2,520

9. Extra fees may be charged in other circumstances, e.g., the auditor's acceptance that a local elector's objection is valid, there is a requirement to issue a public interest report or a special investigation is required. The hourly rates for additional work are up to:

Grade	£
Engagement lead	355
Manager	215
Senior auditor	140
Other staff	105

10. The fee scale excludes Value Added Tax.

John Wright
Town clerk
December 2022

² The contact area which includes Lyme Regis Town Council is Avon, Cornwall, Dorset and Hampshire & the Isle of Wight.

³ BDO LLP are based at Arcadia House, Maritime Walk, Ocean Village, Southampton, SO14 3TL. BDO LLP were the council's external auditors from c2010 and were appointed by SAAA to undertake the council's 2015-16 and 2016/17 external audits.

Committee: Full Council

Date: 14 December 2022

Title: Budget and Precept 2023-24

Purpose of Report

To approve the 2023-24 budget, reserve, and precept, and to note the five-year financial plan

Recommendation

- a) Members approve up to £671,800 for projects in 2023-24, appendix 20A, and earmark £552,584 from the forecast reserve at 31 March 2023 towards the funding of these projects reducing the 2023-24 budget reserve to £1,000,000
- b) For 2023-24, members approve an income budget estimate of £1,893,658 and an expenditure budget estimate of £1,666,431 in 2023-24, i.e., surplus of £227,226, and allocate £119,216 from the budget surplus to the funding of the projects in appendix 20A
- c) Members approve the 2023-24 precept at £132,779
- d) Members note the five-year financial plan

Background

- 1. A draft 2023-24 budget and five-year financial plan was considered by the Strategy and Finance Committee on 12 October and 30 November 2022. Amendments to the draft budget and discretionary charges are detailed in the minutes of those meetings and are factored into the revised budget and five-year financial plan.
- 2. This report is being brought to the Full Council to formally approve the 2023-24 income and expenditure estimates, the level of reserve and the precept, **appendix 20B**. Members are also asked to note the five-year financial plan which runs from 1 April 2023 to 31 March 2028; the five-year plan is also detailed in **appendix 20B**.
- 3. During the course of its budget discussions, the council identified 2023-24 projects with a total value of £671,800. These projects will be paid for from an earmarked reserve of £552,584 which is transferred out of the council's general reserve. This reduces the 2023-24 reserve to £1,000,000.
- 4. The council's income and expenditure budgets for 2023-24 are £1,893,658 and £1,666,431, respectively; a surplus of £227,226. A sum of £119,216 of the estimated 2023-24 surplus is identified to fully fund 2023-24 projects.

5. The council's precept is held at £132,779, i.e., £64.41 for a council tax band D property.

Naomi Cleal
Finance manager
December 2022

John Wright
Town clerk

APPENDIX 20A

Replace car park machines	5,000	1
Replace chapel roof	18,000	1
Tractor	40,000	1
Harbourmaster store and the lodge	100,000	1
Cemetery tarmac	15,000	1
Gardens woodland bridge	5,000	1
Gardens handrails	10,000	1
Bell Cliff steps/railings	5,000	1
Replace langmoor door	7,000	1
Footpath repairs for gardens	100,000	1
Improve CCTV	38,000	1
Seafront fascia	10,000	1
Church wall repairs	30,000	1
Sculpture trail	6,000	1
Subtotal	389,000	
Strawberry field options appraisal	10,000	2
Coronation weekend	20,000	2
Enhance the wedding packages	2,000	2
Bursaries	30,000	2
Supporting repairs café	15,000	2
Gym Equipment	25,000	2
Water refill stations	300	2
Monkey bars	5,000	2
Children's play area - Lister gardens or Multi-use games area	150,000	2
Beach volleyball	500	2
Subtotal	257,800	
Solar panels on council buildings	10,000	3
West and east store doors	15,000	3
Queens memorial	30,000	3
Employee benefits package	10,000	3
Electronic noticeboards	3,000	3
Improve welcome signs	7,000	3
Town bus extras	5,000	3
Subtotal	80,000	
Extra guildhall car parking	25,000	4
Improve or vacate the council offices	500,000	4
Subtotal	525,000	
Total	1,251,800	

APPENDIX 20B

Income		2023-24	2024-25	2025-26	2026-27	2027-28
Precept Total		132,778.80	132,778.80	132,778.80	132,778.80	132,778.80
Car Park Total		926,217.00	926,217.00	926,217.00	926,217.00	926,217.00
Chalet & Caravan Total		401,861.98	401,861.98	401,861.98	401,861.98	401,861.98
Concession Total		9,100.00	9,100.00	9,100.00	9,100.00	9,100.00
Alfresco Licenses Total		21,200.00	21,200.00	21,200.00	21,200.00	21,200.00
Commercial Rent Total		244,810.00	251,060.00	251,060.00	251,060.00	251,060.00
Advertising Total		3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
Amenities Total		114,000.00	114,000.00	114,000.00	114,000.00	114,000.00
Cemetry Total		6,700.00	6,700.00	6,700.00	6,700.00	6,700.00
Licenses Total		12,040.00	12,040.00	12,040.00	12,040.00	12,040.00
Other Total		21,550.00	21,550.00	21,550.00	21,550.00	21,550.00
Interest Total		400.00	400.00	400.00	400.00	400.00
TOTAL		1,893,657.78	1,899,907.78	1,899,907.78	1,899,907.78	1,899,907.78
Expenditure						
Outside Works Total		251,750.00	251,750.00	251,750.00	251,750.00	251,750.00
Democratic Rep Total		30,632.00	30,632.00	30,632.00	30,632.00	30,632.00
Rents Total		46,600.00	46,600.00	46,600.00	46,600.00	46,600.00
Licenced Land Total		2,750.00	2,750.00	2,750.00	2,750.00	2,750.00
Office Admin Total		92,665.60	91,455.60	91,455.60	92,665.60	91,455.60
Staffing Total		897,318.82	897,318.82	897,318.82	897,318.82	897,318.82
Marketing Total		20,500.00	20,500.00	20,500.00	20,500.00	20,500.00
Utilities Total		239,375.00	239,375.00	239,375.00	239,375.00	239,375.00
Grants Total		84,840.00	84,840.00	91,840.00	91,840.00	91,840.00
Loans Total		-	-	-	-	-
TOTAL		1,666,431.42	1,665,221.42	1,672,221.42	1,673,431.42	1,672,221.42
Objectives		- 119,216.00				
Reserve Inc/(Dec)		108,010.36	234,686.36	227,686.36	226,476.36	227,686.36

Committee: Full Council

Date: 14 December 2022

Title: Collaboration with Dorset Council on the Digital Connectivity Infrastructure Accelerator Project

Purpose of Report

To provide members with background information on Dorset Council's Digital Connectivity Infrastructure Accelerator project and to allow members to receive a presentation from Dorset Council's project manager Gary Littleddyke

Recommendation

Members note the report and presentation and indicate the council's support for the Digital Connectivity Infrastructure Accelerator Project and AssetHub

Report

1. Dorset Council is working up 'user cases' for something called the AssetHub and want to work with Lyme Regis Town Council. The AssetHub is part of its Digital Connectivity Infrastructure Accelerator project.
2. In summary, the pending installation of fibre broadband will reach most but not all of Lyme Regis; there will be 'white spots' where the provision of fibre broadband isn't commercially viable.
3. To provide connectivity to these 'white spots', Dorset Council wants to facilitate a wireless alternative. This may not be commercially viable without subsidy; the proposal is that wireless companies are allowed to use public sector land at a reduced or zero cost.
4. To do this, Dorset Council needs to understand who owns what and where. This is where the AssetHub comes in; it's a marketplace portal, i.e., a register of publicly owned land and assets.
5. Dorset Council already holds information on its own land and assets; these are held on Dorset Explorer. Mapping the town council's land and assets onto Dorset Explorer would also meet the town council's need to create a comprehensive digital data base of its land and assets.
6. Gary Littleddyke, Dorset Council's project manager for 5G & mobile will give a presentation on this proposal and answer members' questions at the meeting.

John Wright
Town clerk
December 2022

Committee: Full Council

Date: 14 December 2022

Title: Dorset Council's Proposals for Lyme Regis Library

Purpose of Report

To allow members to consider the proposals from Dorset Council for the future use, opening times and days and staffing of the Lyme Regis library

Recommendation

Members consider the proposals from Dorset Council for the future use, opening times and days and staffing of the Lyme Regis library and comment as appropriate

Background

1. Dorset Council has been undertaking a comprehensive review of its library services for some time. This consultation exercise had been reported to the Tourism, Community and Publicity Committee as part of the regular update of local consultations being undertaken by partner organisations.
2. It had been understood that there were no implications for the library in Lyme Regis and that no library would close as part of the review.

Report

3. The town council has now been made aware that the current intention is to classify the Lyme library as a **Library**, as opposed to either a **Library +** or a **Library Connect**. This designation involves a different operating model than that currently employed. It is Dorset Council's preferred model for Lyme because the area has been identified as having a relatively lower level of community need than some areas served by Dorset Council's 22 other permanent libraries.
4. Currently, Lyme library is open for 20 hours, five days per week staffed by one full-time and one part-time member of staff. The new possible range of operating hours for a **Library** is 15-22 hours per week (including volunteer supported opening hours) spread over four or five days per week.
5. Whilst this model could involve a service at least as good as the existing, it could also result in a reduction of hours and/or days and/or staff, with no current clarification of precisely what is proposed for Lyme Regis.
6. The current round of consultation expires on 22 December 2022, after which, Dorset Council will look to finalise its proposals.

7. Given the potential for a reduction in current service levels, members may want to comment prior to the deadline. One option may be to request a future service level for Lyme Library at least as good as the existing.

Mark Green
Deputy town clerk
December 2022

Committee: Full Council

Date: 14 December 2022

Title: Draft East Devon Local Plan 2020-2040 Public Consultation

Purpose of Report

To inform members about the public consultation on the Draft East Devon Local Plan 2020-2040

Recommendation

Members note the opportunity to comment on the Draft East Devon Local Plan 2020-2040 by 15 January 2023

Background

1. The Draft East Devon Local Plan 2020-2040 is now out to public consultation. The period for comment expires on 15 January 2023.

Report

2. The draft plan covers the entire East Devon area and runs to about 350 pages, excluding appendices and maps. It covers everything from housing to employment and environment to travel. It sets out the spatial strategy for development and looks at plans for individual communities. It covers an area which includes both small rural communities and major housing and employment allocations on the western outskirts of Exeter.
3. Many of the issues dealt with in the draft plan do not impact directly on Lyme, although many may have indirect impacts. For instance, the planned scale of housing growth generally may affect the number of day visitors to Lyme. However, some issues may have a more direct impact.
4. Of particular note may be the intention to reject a new housing allocation in Uplyme immediately adjacent to the county border at Sidmouth Road. In addition, the currently adopted East Devon Local Plan allocates a strategic site to the east of Axminster as an urban extension and this includes provision for an Axminster relief road. A masterplan envisaged the delivery of up to 850 houses, a school, employment land and the relief road. However, the new draft plan concludes that the delivery of the relief road is not viable, and the development is, therefore, unlikely to proceed.
5. A link to the draft plan is here: [commonplace-reg-18-final-071122.pdf \(eastdevon.gov.uk\)](https://www.eastdevon.gov.uk/media/1000000/commonplace-reg-18-final-071122.pdf) for any member wanting to comment prior to the deadline.

Mark Green
Deputy town clerk
December 2022

Committee: Full Council

Date: 14 December 2022

Title: Investments and Cash Holdings

Purpose of Report

To inform members of our current reserve position

Recommendation

Members consider the report and instruct the town clerk on any measures they wish to introduce to increase the potential reserve position

Background

1. The council's cash holding at the beginning of the financial year was c.£1.326k.

Report

3. The council's cash holding at 30 November 2022 was c.£1.834m, **appendix 24A**.
4. The council has adopted a prudent approach to forecasting its reserve at the end of the financial year and has ensured it remains as robust as is possible.
5. Officers have advised that the cash holding should be at least 50% of budgeted turnover, the minimum 'target' figure being £890K (50% of £1.780m).
6. The reserve is improved on previous assumptions for a number of reasons. Officers have always adopted a prudent approach in any financial model and the finance department has been successful in debt collection, retrieving some older debts that had not been included in the assumptions.
7. Any interest rates are low and therefore negligible as to any future interest the council may receive.

Naomi Cleal
Finance manager
December 2022

APPENDIX 24A

<u>Lyme Regis Town Council</u>			
<u>Bank Balances</u>			
<u>30-Nov-22</u>			
		£	Access
NatWest- General		1,000	Instant
NatWest Liquidity Manager 0.01%		26,011	Instant
NatWest Special Interest Bearing Account 0.01%		473	Instant
Lloyds - Current		11,012	Instant
Lloyds - Liquidity Manager (0.01%)		1,795,644	Instant
Wilkinson Legacy 0.8%		538	One month
TOTAL		<u>1,834,678</u>	

Committee: Full Council

Date: 14 December 2022

Title: List of Payments

Purpose of Report

To inform members of the payments made in the month of October 2022

Recommendation

Members note the report and approve the attached schedule of payments October 2022 for the sum of £184,371.22

Background

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

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

Report

2. The format of the report was amended to fulfil the requirements of the transparency code. As well as the date, amount, payee and some brief details, the report now includes an estimated VAT figure and the net cost to the council, as well as a 'merchant category'. The VAT and expenditure categories are indicative of that supplier, because the schedule shows a list of payments, not invoices, so one payment may include multiple invoices and multiple VAT rates, etc. The 'probable' VAT code is the code predominantly associated with the supplier. The 'merchant category' is the name used to group a number of nominal codes and represents the summary level we report on.
3. I present the list of payments for the month of October 2022, **appendix 25A**.
4. If you would like any further information about any of these payments, I would encourage you to contact me in the office prior to the meeting.

Shanie Cox
Finance assistant
December 2022

APPENDIX 25A

		<u>Lyme Regis Town Council</u>							
		<u>Payments list for October 2022</u>				<u>184371.22</u>			
		<u>Total</u>							
Date	Supplier	Detail	Frequency	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
NAT WEST BANK									
03-Oct	DC RATES	Rates	Monthly	DD	8105	0%	-	8,105.00	Utilities
04-Oct	SALARIES	September salaries	Monthly	EBP	300.00	0%	-	300.00	Staffing
14-Oct	ALLSTAR	Fuel	Monthly	DD	377.46	20%	62.91	314.55	Outside Works
17-Oct	BANKLINE	Bank charges	Monthly	BLN	54.1	0%	-	54.10	Office Expenses
19-Oct	DORSET COUNCIL	Waste Collection	Monthly	DD	1845.66	0%	-	1,845.66	Outside Works
19-Oct	WORLDPAY	Transaction Fees	Monthly	DD	27.24	0%	-	27.24	Office Expenses
21-Oct	WORLDPAY	Transaction Fees	Monthly	DD	24.78	0%	-	24.78	Office Expenses
24-Oct	EDF ENERGY	Gas	Monthly	DD	690.2	5%	-	690.20	Utilities
25-Oct	SALARIES	October Salaries	Monthly	EBP	39332.85	0%	-	39,332.85	Staffing
					Total				
					<u>50757.29</u>				
LLOYDS BANK									
03-Oct	SQUARE	Square Team Fees	Monthly	DD	20	20%	3.33	16.67	Outside Works
03-Oct	ZOOM	Subscription	Monthly	DD	11.99	0%	-	11.99	Office expenses
03-Oct	LRDT	Term Grant	Quarterly	FPO	2500	0%	-	2,500.00	Grants
03-Oct	LR MUSEUM	Term Grant	Quarterly	FPO	1750	0%	-	1,750.00	Grants
03-Oct	B SHARP	Term Grant	Quarterly	FPO	1250	0%	-	1,250.00	Grants
03-Oct	BRIDPORT CAB	Term Grant	Quarterly	FPO	1125	0%	-	1,125.00	Grants
03-Oct	TAYLA MAID	Cleaning	Monthly	FPO	414	0%	-	414.00	Office Expenses
03-Oct	AXE RING AND RIDE	Term Grant	Quarterly	FPO	375	0%	-	375.00	Grants
03-Oct	CUSTOMER	Refund	One-off	FPO	140	0%	-	140.00	Refunds
03-Oct	CUSTOMER	Refund	One-off	FPO	120	0%	-	120.00	Refunds
04-Oct	GIFFGAFF	Mobile bundle	Monthly	DD	6	20%	1.00	5.00	Utilities
05-Oct	GRENKELEASING LIM	Franking machine fee	Quarterly	DD	313.2	20%	52.20	261.00	Office Expenses
05-Oct	GRENKELEASING LIM	Franking machine fee	Quarterly	DD	306	20%	51.00	255.00	Office Expenses
05-Oct	GRAFENIA	Fiverfest Printing	One-off	FPO	199.2	0%	-	199.20	Office expenses
06-Oct	WOODMEAD HALL	Fee for toilet access multiple invoices	Quarterly	FPO	4970	0%	-	4,970.00	Outside Works
07-Oct	GIFFGAFF	Mobile bundle	Monthly	DD	6	20%	1.00	5.00	Utilities
07-Oct	WILLSECURE	Seafront security multiple invoices	One-off	FPO	10944	20%	1,824.00	9,120.00	Office Expenses
07-Oct	FASTYRES	Tractor tyres	One-off	FPO	1003.2	20%	167.20	836.00	Outside Works
07-Oct	YEOVIL COLLEGE	Staff Course	One-off	FPO	837.5	0%	-	837.50	Staffing
07-Oct	1ST LYME VALLEY SCOUTS	Grant	One-off	FPO	466	0%	-	466.00	Grants
10-Oct	GOCARDLESS	Zatpark charges	Monthly	DD	507.84	20%	84.64	423.20	Office Expenses
10-Oct	SOUTHERN ELECTRIC	Electric	Monthly	DD	46.47	0%	-	46.47	Utilities
10-Oct	BARCLAYCARD	Transaction Fees	Monthly	DD	36.68	0%	-	36.68	Office Expenses
10-Oct	BARCLAYCARD	Transaction Fees	Monthly	DD	15.76	0%	-	15.76	Office Expenses
10-Oct	GIFFGAFF	Mobile bundle	Monthly	DD	10	20%	1.67	8.33	Utilities
10-Oct	AMAZON	First aid supplies	One-off	DEB	47.13	20%	7.86	39.28	Office Expenses
10-Oct	AMAZON	iPad charger	One-off	DEB	11.48	20%	1.91	9.57	Office Expenses
11-Oct	QUADIENT	Franking machine top up	One-off	DD	50	0%	-	50.00	Office Expenses
11-Oct	MAILCHIMP	Subscription	Monthly	DEB	12	20%	2.00	10.00	Office expenses
11-Oct	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
12-Oct	CLEANING 4U	Cleaning supplies	One-off	FPO	3864	20%	644.00	3,220.00	Outside Works
12-Oct	FLOWBIRD	Transaction Fees	Monthly	FPO	3026.28	20%	504.38	2,521.90	Office expenses
12-Oct	DAMORY	Bus service	Monthly	FPO	2453.84	0%	-	2,453.84	Rents
12-Oct	AXE SKIP HIRE	Skip Hire	One-off	FPO	1320	20%	220.00	1,100.00	Outside Works
12-Oct	GOOD DIRECTIONS	Bench and plaque	One-off	FPO	1194	20%	199.00	995.00	Outside Works
12-Oct	CENTRAL SOUTHERN	Security cameras	One-off	FPO	1110	20%	185.00	925.00	Office Expenses
12-Oct	ARTHUR FORDHAMS	External supplies	One-off	FPO	622.03	20%	103.67	518.36	Outside Works
12-Oct	THOMAS FATORINNI	Mayors Badge	One-off	FPO	523.48	20%	87.25	436.23	Office expenses

12-Oct	CHAPMAN GEOTECHNIC	Garden footpath advice	One-off	FPO	450	20%	75.00	375.00	Outside Works
12-Oct	ARTILLERY DESIGN	Water safety stickers	One-off	FPO	360	20%	60.00	300.00	Outside Works
12-Oct	FOWLER	Access platform	One-off	FPO	343.2	20%	57.20	286.00	Outside Works
12-Oct	COBB GARAGE	Vehicle maintenance	One-off	FPO	284.21	20%	47.37	236.84	Outside Works
12-Oct	GROVES NURSERIES	Plants	One-off	FPO	265.37	20%	44.23	221.14	Outside Works
12-Oct	CLARITY COPIERS	Copier usage	Monthly	FPO	265.07	20%	44.18	220.89	Office Expenses
12-Oct	PEST CONTROL	Pest Control	One-off	FPO	255	0%	-	255.00	Outside Works
12-Oct	AA BREAKDOWN	Breakdown cover	Annually	FPO	240	0%	-	240.00	Outside Works
12-Oct	ECOM6	Transaction Fees	Monthly	FPO	200.16	20%	33.36	166.80	Office Expenses
12-Oct	CHARD CONCERT BAND	Band performance	One-off	FPO	190	0%	-	190.00	Marketing & Tourism
12-Oct	DORSET HEALTHCARE	Staff consultation	One-off	FPO	130	0%	-	130.00	Office expenses
12-Oct	EUROFFICE	Stationary	One-off	FPO	126.95	20%	21.16	105.79	Office Expenses
12-Oct	IMAGIN	Staff ID badges	One-off	FPO	17.4	20%	2.90	14.50	Office Expenses
12-Oct	AXMINSTER TOOLS	Outside tools	One-off	FPO	16.96	20%	2.83	14.13	Outside Works
13-Oct	ABA GROUND CARE	Vehicle purchase	One-off	FPO	23040	20%	3,840.00	19,200.00	Outside Works
13-Oct	PERENNIAL ROOFING	Chapel Roof	One-off	FPO	21642.72	20%	3,607.12	18,035.60	Outside Works
13-Oct	GLEN CLEANING	Multiple invoices-cleaning contract	Monthly	FPO	7834.94	20%	1,305.82	6,529.12	Outside Works
13-Oct	GLEN CLEANING	Multiple invoices-cleaning contract	Monthly	FPO	3856.5	20%	642.75	3,213.75	Outside Works
13-Oct	TOPSPARKS	Plumbing works	One-off	FPO	2522.68	20%	420.45	2,102.23	Outside Works
13-Oct	WOODMEAD HALL	Fee for toilet access	Monthly	FPO	2485	0%	-	2,485.00	Outside Works
13-Oct	JADE SECURITY	Cash collection	Monthly	FPO	2189.28	20%	364.88	1,824.40	Outside Works
13-Oct	TRAVIS PERKINS	Outside supplies	Monthly	FPO	2038.64	20%	339.77	1,698.87	Outside Works
13-Oct	SOUTH WEST SPECIALIST CLEANING	Cleaning	One-off	FPO	1638	20%	273.00	1,365.00	Office Expenses
13-Oct	LYME REGIS TOWN BAND	Band Performance	One-off	FPO	1000	0%	-	1,000.00	Marketing & Tourism
13-Oct	WESTCOUNTRY LAND	Land survey	One-off	FPO	810	20%	135.00	675.00	Outside Works
13-Oct	AXMINSTER GARDEN M	Machine maintenance	One-off	FPO	785.74	20%	130.96	654.78	Outside Works
13-Oct	SMITH OF DERBY	Mayors ribbons	One-off	FPO	619.2	20%	103.20	516.00	Outside Works
13-Oct	TRADE UK	External supplies	One-off	FPO	500.33	20%	83.39	416.94	Outside Works
13-Oct	SIX PAYMENT	Transaction Fees	One-off	FPO	469.01	20%	78.17	390.84	Outside Works
13-Oct	MAXOLOGY	Drone footage	One-off	FPO	420	20%	70.00	350.00	Outside Works
13-Oct	MOLE AVON	Outside supplies	One-off	FPO	345.9	20%	57.65	288.25	Outside Works
13-Oct	PROGREEN WEED	Weed control	One-off	FPO	325.3	20%	54.22	271.08	Outside Works
13-Oct	JOHN BEER MOTOR	Vehicle maintenance	One-off	FPO	255.82	20%	42.64	213.18	Outside Works
13-Oct	SW HYGIENE	Yellow bag service	Monthly	FPO	176.18	20%	29.36	146.82	Outside Works
13-Oct	TAYLA MAID	Office Cleaning	Monthly	FPO	170.55	0%	-	170.55	Office Expenses
13-Oct	PAUL BAKER	Energy performance monitoring Lister room	One-off	FPO	170	20%	28.33	141.67	Outside Works
13-Oct	WESSEX LIFT	Lift service	Annually	FPO	144	20%	24.00	120.00	Outside Works
13-Oct	IPCS	Lamp post paint	One-off	FPO	126	20%	21.00	105.00	Outside Works
13-Oct	NW SYSTEMS	Camera streaming	Quarterly	FPO	104.4	20%	17.40	87.00	Office Expenses
13-Oct	STAFF	Expenses	One-off	FPO	99.95	0%	-	99.95	Staffing
13-Oct	SHOWBITZ	Electrical work	One-off	FPO	96	20%	16.00	80.00	Outside Works
13-Oct	STAFF	Expenses	One-off	FPO	85.15	0%	-	85.15	Staffing
13-Oct	LYME ONLINE	Advertisement	Weekly	FPO	65	0%	-	65.00	Marketing & Tourism
13-Oct	KELTIC CLOTHING	Staff Clothing	One-off	FPO	55.08	0%	-	55.08	Staffing
13-Oct	MALCOLM SOANES	Bike repair	One-off	FPO	39.99	20%	6.67	33.33	Office Expenses
13-Oct	GUILD OF MACE BEAR	Subscription	Annually	FPO	10	0%	-	10.00	Democratic Representa
14-Oct	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
17-Oct	AIB	Card collection September	Monthly	DD	757.87	0%	-	757.87	Outside Works
17-Oct	SAGE SOFTWARE LTD	Subscription	Annually	DD	305.76	20%	50.96	254.80	Office Expenses
17-Oct	EE LIMITED	Mobile bundle	Monthly	DD	69.14	20%	11.52	57.62	Utilities
17-Oct	PENNON WATER SRVCS	Water supply	Monthly	DD	37.1	0%	-	37.10	Utilities
17-Oct	PENNON WATER SRVCS	Water supply	Monthly	DD	37.1	0%	-	37.10	Utilities
17-Oct	GIFFGAFF	Mobile bundle	Monthly	FPI	6	20%	1.00	5.00	Utilities
18-Oct	BACK MARKET	Mobile phone	One-off	FPI	133.27	0%	-	133.27	Office Expenses
19-Oct	WORLDPAY	Transaction Fees	Monthly	DD	57	0%	-	57.00	Office Expenses
19-Oct	EDF ENERGY	Utilities	Monthly	DD	46	5%	2.19	43.81	Utilities
19-Oct	TAKE PAYMENTS	Transaction Fees	Monthly	DD	6	20%	1.00	5.00	Office Expenses
19-Oct	TAKE PAYMENTS	Transaction Fees	Monthly	DD	6	20%	1.00	5.00	Office Expenses
19-Oct	GIFFGAFF	Mobile bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities
20-Oct	LYM VALLEY CROQUET	Grant	One-off	FPO	638.63	0%	-	638.63	Grants

20-Oct	CUSTOMER	Refund for overpayment of cemetery fees	One-off	FPO	200	0%	-	200.00	Refunds
20-Oct	CUSTOMER	Refund for beach hut	One-off	FPO	140	0%	-	140.00	Refunds
20-Oct	CUSTOMER	Refund for overpayment on a beach hut	One-off	FPO	58.4	0%	-	58.40	Refunds
20-Oct	CUSTOMER	Refund for overcharged Fossil festival shelters booking	One-off	FPO	45	0%	-	45.00	Refunds
20-Oct	CUSTOMER	Refund for shelters key	One-off	FPO	20	0%	-	20.00	Refunds
20-Oct	CUSTOMER	Refund for overpayment on parking	One-off	FPO	19.5	0%	-	19.50	Refunds
20-Oct	CUSTOMER	Refund for beach hut	One-off	FPO	14	0%	-	14.00	Refunds
20-Oct	CUSTOMER	Refund for beach hut	One-off	FPO	7	0%	-	7.00	Refunds
21-Oct	WORLDPAY	Transaction Fees	Monthly	DD	23.94	0%	-	23.94	Office Expenses
24-Oct	EDF ENERGY	Gas	Monthly	DD	284.01	5%	13.52	270.49	Utilities
24-Oct	VPW SYSTEMS	Email package	Monthly	DD	24.96	20%	4.16	20.80	Marketing & Tourism
24-Oct	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
24-Oct	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
24-Oct	DC PENSION FUND	Staff Pensions	Monthly	FPO	9696.61	0%	-	9,696.61	Staffing
25-Oct	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
25-Oct	LYME MORRIS	Performance	One-off	FPO	349.45	0%	-	349.45	Office Expenses
26-Oct	CREATIVE SOLUTIONS	Signage	One-off	FPO	982.62	20%	163.77	818.85	Office Expenses
26-Oct	LYME ONLINE	Advertisement	Weekly	FPO	65	0%	-	65.00	Marketing & Tourism
27-Oct	AAT	Subscription	One-off	DEB	172	20%	28.67	143.33	Office Expenses
27-Oct	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
27-Oct	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
28-Oct	GIFFGAFF	Mobile bundle	Monthly	DD	10	20%	1.67	8.33	Utilities
28-Oct	GIFFGAFF	Mobile bundle	Monthly	DD	6	20%	1.00	5.00	Utilities
31-Oct	IP OFFICE	Phone Fees	Monthly	DD	460.51	20%	76.75	383.76	Office Expenses
31-Oct	GIFFGAFF	Mobile bundle	Monthly	DD	6	20%	1.00	5.00	Utilities
				Total	133612.63				
				Petty Cash	1.30				
	Expenditure category totals								
	Outside Works	£89,042.20							
	Democratic representation	£10.00							
	Rents	£2,453.84							
	Licensed land	£0.00							
	Office Expenses	£22,824.23							
	Staffing	£50,407.14							
	Marketing & Tourism	£1,344.96							
	Utilities	£9,419.02							
	Grants	£8,104.63							
	Loans	£0.00							
	VAT	£0.00							
	Refunds	£763.90							
	Petty Cash	£1.30							
	Total	£184,371.22							