



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 17 May 2023 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
12.05.23

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

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

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

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

Prayers

A prayer will be offered by the Rev. Chris Martin

AGENDA

1. Public Forum

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

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

2. Dorset Council Matters

To receive updates from the Dorset Council ward member

3. Questions from Councillors

4. Apologies for absence

To receive and record any apologies and reasons for absence

5. Disclosable Pecuniary Interests

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

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

7. To confirm the accuracy of the minutes of the Full Council meeting held on 5 April 2023 (attached)

8. Matters arising from the minutes of the Full Council meeting held on 5 April 2023

There are no matters arising

10. Update Report

There are no updates

11. Mayor's Announcements

12. Planning Committee

To receive the minutes of the meeting held on **18 April 2023**, to note the committee's comments made on planning applications under the power delegated by Full Council, and to note the recommendations made under the chairman and vice-chairman's delegated authority following the cancellation of the meetings on **4 April and 2 May 2023**.

13. Environment Committee

To receive the minutes of the meeting held on **3 May 2023** and consider the recommendations therein.

14. Human Resources Committee

To receive the minutes of the meeting held on **12 April 2023** and consider the recommendations therein.

15. Strategy and Finance Committee

To receive the minutes of the meeting held on **10 May 2023** and consider the recommendations therein.

16. Tourism, Community and Publicity Committee

To receive the minutes of the meeting held on **26 April 2023** and consider the recommendations therein.

17. Town Management and Highways Committee

To receive the minutes of the meeting held on **19 April 2023** and consider the recommendations therein.

18. Calendar of Meetings

To allow members to approve the calendar of meetings for 2023-24 council year

19. The Annual Review of the Complaints' Policy and Procedure

To allow members to undertake the annual review of the complaints' policy and procedure, in accordance with standing order 5.j.xvii

To allow members to consider the volume and nature of complaints received

20. Information Policy

To undertake the annual Information Policy review

21. Call for Sites

To update members about the new Dorset Local Plan and to consider making representations about Strawberry Fields under the current 'Call for Sites'

22. OK World Championships

To allow members to consider a request from Lyme Regis Sailing Club to use council-owned land and to seek sponsorship for the OK World Championships

23. Replacement Chalet at 50 Ware Cliff, Monmouth Beach

To obtain members' views about a request to replace an existing chalet at 50 Ware Cliff, Monmouth Beach

24. Works to Monmouth Beach Store and Cemetery Lodge

To update members on the latest position with works to Monmouth Beach Store and Cemetery Lodge

25. Park and Ride 2023

To allow members to consider the latest position with arrangements for the 2023 park and ride service and to instruct officers accordingly

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

26. Use of Jubilee Pavilion

To obtain members' views about how best to utilise the Jubilee Pavilion in Future

27. Lease Renewal for Trailer Park and 'harbour' use of Accreted Land at Monmouth Beach

To update members on the latest position with the lease renewal for Trailer Park and the 'harbour' use of the town council-owned accreted land at Monmouth Beach

28. 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 25 – Park and Ride 2023

b) Agenda item 26 – Use of Jubilee Pavilion

c) Agenda item 27 – Lease Renewal for Trailer Park and 'harbour' use of Accreted Land at Monmouth Beach

LYME REGIS TOWN COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON WEDNESDAY 5 APRIL 2023

Present

Chairman: The Mayor, Cllr M. Ellis

Councillors: Cllr C. Aldridge, Cllr B. Bawden, Cllr R. Doney, 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: A. Mullins (support services manager), J. Wright (town clerk)

The Rev. Chris Martin gave a prayer.

22/123/C Public Forum

Cllr R. Smith arrived at 7.02pm.

D. Hallett

D. Hallett said he was speaking on behalf of the Allotments' Association. He said the allotments were broken into recently, with every shed broken into and everyone losing some property, including things which were valuable to the allotment holders, such as one lady who had her grandmother's binoculars stolen. He asked if the town council and Dorset Council would consider putting cameras on the toilet block at Charmouth Road car park, which would cover the allotments, the car park and the skatepark and put everyone's minds at rest. He said the football club recently put in around 12 cameras for £2,000 and if the allotments' association had to raise the money, they could try and do this but funding from the council would help.

The town clerk said the town council had been doing some work in the last couple of years on a CCTV project but had not yet obtained planning consent to enhance provision in the town and on the seafront. He said the project included putting a camera at the skatepark; this would require trenching, which was the expensive part of the project, but money had been made available by the Skatepark Committee to do this. He said the council could also look at a camera on the toilet block to help resolve the issue.

22/124/C Dorset Council Matters

The meeting received Cllr B. Bawden's report, which included updates on the following:

- Council tax 2023-24
- Council tax on second and empty/unoccupied properties
- Developments on Dorset Council's Climate and Ecological Strategy

- National legislative changes, including Active Travel England and Biodiversity Net Gain
- Dorset Council's news pamphlet for spring 2023
- The Community and Culture Fund
- Dorset Council securing government funding to insulate homes
- Community Energy Champions
- Speedwatch
- National initiatives, including the Carbon Literacy Toolkit for parish, town and community councils, and the government's Net Zero Forum
- Dorset Council Cabinet's Forward Plan
- Dorset councillor surgeries

Cllr B. Larcombe said in the town council's submission to the Local Plan consultation, a reference was made to concerns about connectivity, such as in travel, health and broadband, because the town was at the outreach of the county. He asked if there was any update on where this was and asked if the council could press for improved connectivity because the Local Plan would take some time to be implemented.

Cllr B. Bawden said the bus service improvement plan submitted to the government wasn't supported and bus services were one of the biggest expenses in Dorset Council's (DC) budget. Due to lack of drivers, DC had provided its own minibuses and drivers so there was funded public transport. She said there was a local transport plan process coming up and she suggested the town council fed into that. She added that the Local Plan wasn't expected to be ready until 2025.

22/125/C Questions from Councillors

There were none.

22/126/C Apologies for Absence

Cllr T. Webb – illness

22/127/C Disclosable Pecuniary Interests

Cllr G. Stammers declared a non-pecuniary interest in agenda item 18, Selection of Mayor-Elect and Deputy Mayor-Elect as she intended to nominate Cllr D. Ruffle for deputy mayor and if elected, as his partner, she would be deputy mayoress.

22/128/C Dispensations

There were none.

22/129/C To confirm the accuracy of the minutes of the Full Council meeting held on 15 February 2023

Proposed by Cllr D. Sarson and seconded by Cllr P. May, the minutes of the Full Council meeting held on 15 February 2023 were **ADOPTED**.

22/130/C To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 29 March 2023

Proposed by Cllr D. Ruffle and seconded by Cllr G. Stammers, the minutes of the extraordinary Full Council meeting held on 29 March 2023 were **ADOPTED**.

22/131/C Matters arising from the minutes of the Full Council meeting held on 15 February 2023 and the extraordinary Full Council meeting on 29 March 2023

Cllr D. Sarson asked if there was any update on DC's plans to introduce a council tax premium on second homes as the town council had asked for more details on the definition of second homes, how it would benefit Lyme Regis and whether the income would come back to the locality.

The town clerk said he had not heard anything from DC but a copy of the council's resolution had been given to Cllr B. Bawden to raise these questions on the council's behalf.

Cllr B. Bawden said she and the deputy town clerk had had a meeting with DC's head of revenues and benefits about some of the issues and the correspondence received about chalets and caravans and retirement properties but they would be defined as second homes.

22/132/C Update Report

There were no updates.

22/133/C Mayor's Announcements

Members noted the report.

22/134/C Planning Committee

Proposed by Cllr G. Turner and seconded by Cllr P. May, it was **RESOLVED** to receive the minutes of the Planning Committee held on 7 and 21 February, 7 and 21 March 2023.

The mayor, Cllr M. Ellis said Cllr G. Turner had declared a pecuniary interest at the meeting on 7 March 2023 but it had not been noted in the minutes what his interest was, so this needed to be corrected.

22/135/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 15 March 2023 and adopt the recommendations, as follows:

22/57/ENV – Designation of Church Cliff Beach as a Bathing Beach

RESOLVED: to approve the draft letter to be sent to the committee for the Secretary of State for Environment, Food and Rural Affairs in support of the designation of Church Cliff Beach as a bathing beach.

22/58/ENV – River Lim Action Group - Update

RESOLVED: to approve the funding request of £400 from the environment budget to pay for Riverfly training in May 2023, if the River Lim Action Group cannot secure funding elsewhere.

22/59/ENV – Environment Policy Review

RESOLVED: to approve the environment policy is adopted, however members recognise the policy needs updating and should be reviewed at the earliest opportunity.

22/60/ENV – Proposed budget for Invertebrate Garden

RESOLVED: approve, in principle, £3,000 for the element of the Plan Bee project by the table tennis from the environment budget.

22/61/ENV – Community Energy Champions

RESOLVED: to recognise the Lyme area Community Energy Champions deploy resources, including those funded by the town council, flexibly across Lyme Regis and the neighbouring parishes, in the interest of efficiency and volunteer availability.

22/136/C Human Resources Committee

Proposed by Cllr G. Stammers and seconded by Cllr D. Sarson, it was **RESOLVED** to receive the minutes of the Human Resources Committee held on 22 February 2023 and adopt the recommendations, as follows:

22/68/HR – Town Clerk's Annual Appraisal

RESOLVED: to note the town clerk's annual appraisal summary and approve his progression to spinal column point 46 on 1 April 2023.

22/69/HR – Deputy Town Clerk, Spinal Column Point Progression

RESOLVED: to note the deputy town clerk's annual appraisal summary and approve his progression to spinal column point 37 on 1 April 2023.

22/70/HR – Operations Manager, Performance Appraisal Summary

RESOLVED: to the operations manager's annual appraisal summary and approve his progression to spinal column point 33 on 1 April 2023.

22/71/HR – Support Services Manager, Spinal Column Point Progression

RESOLVED: to note the support services manager's annual appraisal summary and approve his progression to spinal column point 27 on 1 April 2023.

22/72/HR – Finance manager, Performance Appraisal Summary

RESOLVED: to note the finance manager's annual appraisal summary and approve her progression to spinal column point 27 on 1 April 2023.

22/73/HR – Spinal Point Column Progression and Pay Arrangements for Other Employees for 2023-24

RESOLVED: to note the spinal column point progression, detailed in paragraph 6, for post holders 217, 216, 203, 205, 206, 202, 210, 218, 107, 106, 104, and 109.

22/74/HR – Overtime Threshold

RESOLVED: to increase the overtime threshold to spinal column point 25, inclusive.

22/75/HR – Finance Assistant, Six-Month Probation Review

RESOLVED: to approve the finance assistant's (post holder 107) continued employment with the council, effective from 11 January 2023.

22/137/C Strategy and Finance Committee

Proposed by Cllr M. Ellis and seconded by Cllr R. Smith, it was **RESOLVED** to receive the minutes of the Strategy and Finance Committee held on 22 March 2023 and adopt the recommendations, as follows:

22/69/SF – Draft Corporate Plan 2023-28

RESOLVED: to approve the Corporate Plan 2023-28.

22/70/SF – Climate Action Plan Budget

RESOLVED: to carry over £10,543 of the funding allocated to carry out the council's climate action plan from 2022-23 budget to 2023-24, and that the third year of the funding rolls into the first year of the new council administration.

22/71/SF – Market and Performance Areas' Hire Charges for Traders

RESOLVED: that commercial hire charges for 2023-4 are set at £125 for the market area and £175 for the performance area.

22/72/SF – Bowling Club Parking Permits

RESOLVED: to continue to provide 12 parking permits for visitors attending Lyme Regis Bowling Club's annual tournament and to increase the price of the permit to £30.

22/73/SF – Hair Braiding and Henna Tattooing Concession

RESOLVED: to re-assign the hair braiding and henna tattooing concession to Tia Shoemark for the remainder of the concession, i.e. 2023 and 2024, under the same terms as the original.

22/74/SF – List of Payments

RESOLVED: to approve the schedule of payments in January 2023 for the sum of £99,819.24 and February 2023 £141,748.31, respectively.

22/76/SF – Office Options Appraisal Report

RESOLVED: to regard the existing council office as the first option for the office accommodation and to cost the works, but if this option is out of the question, the council will consider St Michael's Business Centre.

22/77/SF – Park and Ride 2023 and Outturn 2022

RESOLVED: to:

- a) approve the appointment of First Group as the operator for the 2023 park and ride service, using a similar three-bus system and covering both Lyme Regis and Charmouth as in 2022, with a timetable operating between 10.30am and 7.30pm to a service frequency of approximately 13 minutes and at a daily cost for three buses and drivers of approximately £1,100 (precise figure still to be finalised) and incorporating the revised fare tariff set out below:
 - Adult single - £2
 - Adult return - £3.50
 - Child single - £1.50
 - Child return - £2.50
 - Group (up to 5 people, not more than 3 adults) - £10.00
 - Concessionary passes NOT accepted
- b) approve the operation of the 2023 park and ride service on the following dates:
 - 1 April to 16 April inclusive (every day, including weekdays) to cover Easter and school half-term
 - 29 April to 1 May to cover any Fossil Festival and bank holiday

- 6 May to 8 May to cover the coronation weekend
 - 27 May to 4 June inclusive (every day, including weekdays) to cover school half term
 - All other June and July weekends from 10/11 June to 15/16 July inclusive
 - 22 July to 3 September inclusive, i.e., the entire school holiday period (every day, including weekdays)
- c) approve the deployment of the same AA advanced signage as used in 2022 at an estimated total cost of approximately £1,000 + VAT
- d) approve the renewal of the licence for the use of the privately-owned park and ride site at Charmouth Road at an annual licence fee for 2022 of £10,825.05.

22/138/C Tourism, Community and Publicity Committee

Proposed by Cllr C. Reynolds and seconded by Cllr C. Aldridge, it was **RESOLVED** to receive the minutes of the Tourism, Community and Publicity Committee held on 8 March 2023 and adopt the recommendations, as follows:

22/81/TCP – The Big Coronation Party

RESOLVED: to make a donation of £250 to the Regatta and Carnival Committee to help cover the costs of entertainment at the May Fete.

22/82/TCP – Fossil Festival 2023

RESOLVED: to approve the request from Lyme Regis Museum:

- for a grant of £3,300 to support the 2023 Fossil Festival
- to provide the Jubilee Pavilion and adjacent area free of charge
- for help in kind by providing advice, assistance with co-ordination and logistical support, and support from staff on the ground over the weekend

22/83/TCP – Request for Funding - Fireworks

RESOLVED: to approve a request from the Regatta and Carnival Committee to contribute up to £2,500 for the summer fireworks' display and note this would be unbudgeted expenditure.

22/84/TCP – Dorset Council Free Parking Days

RESOLVED: to agree the non-charging dates in Lyme Regis car parks and instruct officers to liaise with Dorset Council Parking Services, as follows:

- Saturday 29 April – Fossil Festival
- Sunday 7 May – The Big Coronation Part
- Sunday 12 November – Remembrance Sunday parade and service
- Saturday 25 November – Christmas lights' switch-o

- Saturday 3 December – Small Business Saturday
- 23 December – Carols Round the Christmas Tree

22/85/TCP – Visit Lyme Regis Membership Review

RESOLVED: to approve the charging structure for the Visit Lyme Regis website as follows:

- Free landing page on Visit Lyme Regis website
- Enhanced for Things to Do or Accommodation businesses – £305 including VAT
- Enhanced for Food & Drink / Shopping / Transport – £175 including VAT

The rates if advertising on both websites with an enhanced listing would attract a further discount of 20%:

- Enhanced joint listing for Things to Do or Accommodation businesses – £568 or 10% off each Visit Dorset/Visit Lyme Regis level if choosing different level
- Enhanced for Food & Drink/Shopping/Transport – £324

22/86/TCP – Community Grants and Bid Writing

RESOLVED: to approve in principle funding bid writing sessions for local organisations and ask officers to obtain costings for this work to bring back to the Tourism, Community and Publicity Committee.

22/87/TCP – Sculpture Trail

RESOLVED: that Cllr C. Reynolds joins the group of members working with the deputy town clerk to agree, in conjunction with the Arts Development Company, the precise basis of how the sculpture trail may be delivered in future.

22/139/C Town Management and Highways Committee

Proposed by Cllr C. Aldridge and seconded by Cllr B. Larcombe, it was **RESOLVED** to receive the minutes of the Town Management and Highways Committee held on 1 March 2023 and adopt the recommendations, as follows:

22/76/TMH – Marine Parade Lift

RESOLVED: that before considering the options for the Marine Parade lift, the council considers the future use of the Langmoor Room.

22/77/TMH – Sea Swimmers Safety Box

RESOLVED: to agree to locate the sea swimmers' safety box on the seafront.

22/78/TMH – Plan Bee

RESOLVED: that an invertebrate garden is established in both the area of the gardens suggested by officers and the area to be vacated by the Oyster and Fish House decking in consultation with experts on invertebrate gardens.

22/140/C Selection of Mayor-Elect and Deputy Mayor-Elect

The town clerk confirmed there had been two nominations for mayor: Cllr M. Ellis and Cllr D. Sarson.

Members discussed the issue of the mayor's term of office, with some members supporting the tradition of a two-year term and others supporting the democratic right to elect a new mayor each year.

Cllr M. Ellis and Cllr D. Sarson each gave their reasons for standing for election.

Cllr M. Ellis asked for a recorded vote on the following motion:

Cllr G. Stammers nominated Cllr D. Sarson as mayor for the 2023-24 council year, seconded by Cllr G. Turner.

Cllr C. Reynolds nominated Cllr M. Ellis as mayor for the 2023-24 council year, seconded by Cllr R. Doney.

Votes for Cllr D. Sarson – Cllr R. Smith, Cllr C. Aldridge, Cllr D. Sarson, Cllr P. May, Cllr B. Larcombe, Cllr B. Bawden, Cllr G. Stammers, Cllr G. Turner

Votes for Cllr M. Ellis – Cllr M. Ellis, Cllr C. Reynolds, Cllr R. Doney

Abstentions – Cllr D. Ruffle

Cllr D. Sarson was **ELECTED** as mayor for the 2023-24 council year.

The town clerk confirmed two nominations had been received for deputy mayor: Cllr C. Reynolds and Cllr D. Ruffle.

Cllr C. Reynolds said she wished to withdraw her nomination.

Cllr D. Sarson said he also wished to nominate Cllr P. May.

Cllr G. Stammers nominated Cllr D. Ruffle as deputy mayor for the 2023-24 council year, seconded by Cllr M. Ellis.

Cllr D. Sarson nominated Cllr P. May as deputy mayor for the 2023-24 council year, seconded by Cllr R. Smith.

Cllr P. May was **ELECTED** as deputy mayor for the 2023-24 council year.

Cllr R. Doney said standing orders had been referred to several times while members were discussing the process for election of mayor and he felt the standing order referring to a second term should be clarified; if it was the feeling of the council there needed to be an election every year, he felt this needed to be taken out of standing orders as it was confusing.

The town clerk said standing orders were clear and said there would be an election every year. He said they referred to a maximum period of two years a mayor should be in post, rather than an automatic period of two years. He said there was a tradition for a mayor to be offered a second term but the rules were very clear; members could choose whether or not to follow the tradition.

Cllr R. Doney said there was also the issue of people being proposed on the night as he felt members should have the opportunity to think about who they would vote for. He said when standing orders were next reviewed, he would raise this.

The town clerk said members could nominate people at the meeting. However, the process of giving nominations in advance was introduced to try and make the process run smoothly and people could think about how they would vote.

22/141/C Calendar of Meetings

The support services manager said since drafting the calendar of meetings, officers had realised the election in May 2024 would affect the final cycle of meetings and the first meeting of the new administration. As such, some amendments would be required to fit in the final cycle before the end of the council year.

Cllr B. Larcombe asked how purdah would affect council meetings at that time.

The town clerk said the council could still hold meetings and still undertake business but decisions couldn't be made that may be to an individual's benefit.

Cllr R. Smith asked if Full Council meetings could be avoided around Easter as there had been an extraordinary Full Council and a Full Council meeting either side of the Easter weekend.

The town clerk said the amendments to the calendar would shift the meetings slightly but as meetings were held almost every week, having a Full Council meeting around the Easter break might be unavoidable.

Cllr B. Larcombe noted there was a big gap between the Full Council meeting in July and the meeting in October.

The town clerk said this was due to the summer break but it had been suggested in the past that the cycle re-started in September with a Full Council meeting to wrap up anything that had taken place over the break.

It was agreed a new draft calendar would be brought to the next Full Council meeting on 17 May 2023, taking into account the election in May 2024.

The meeting closed at 7.52pm.

DRAFT

**Lyme Regis Town Council
Mayor's Announcements for Cllr Michaela Ellis
Meeting held on 17 May 2023**

31 March	Hosted with consort, deputy mayor, Cllr Cheryl Reynolds and deputy mayor's consort, the Civic Night at the Woodmead halls. Raised £288 on the raffle.
01 April	Held a charity Easter Bingo at the Woodmead halls, raised £487.
09 April	With the mayor's consort presented prizes for the Easter Bonnet Parade competition at the Lyme Regis Baptist Church, lead the procession through Broad Street.
10 April	With the mayor's consort, started the Easter Monday duck race at Windsor Terrace and presented the winners with prizes.
14 April	The deputy mayor, Cllr Cheryl Reynolds and deputy mayor's consort attended the Sherborne Civic day.
19 April	Attended the Dorchester Civic Day with the mayor's consort.
22 April	With the mayor's consort, attended Lyme Regis Bowling club to throw the first bowl of the season.
22 April	Attended and officially opened Beach and Badger, Marine Parade with the mayor's consort, deputy mayor Cllr Cheryl Reynolds and deputy mayor's consort.
26 April	Attended the town council's stakeholders' event.
5 May	With the mayor's consort attended the chairman of Dorset Council's coronation service at Sherborne Abbey.
6 May	With the mayor's consort, attended Lyme Regis Cancer Research cream tea at the Baptist Church.
7 May	With the mayor's consort, deputy mayor and fellow councillors attended the Lyme Regis Coronation Service, leading the procession from the Guildhall to St Michael's Parish Church.
7 May	With the mayor's consort attended the Big Coronation Party, welcoming guests on the main stage.
8 May	Organised an alternative venue at the Woodmead Halls for local organisations to hold their May Day fete stalls. A total of £1,312.55 was raised by local organisations, of which £180 was raised for the mayor's charities.

10 May Attended the Weymouth Civic Day with deputy mayor Cllr Cheryl Reynolds.

My thanks to the deputy mayor and consort for attending events on my behalf.

Lyme Regis Town Council
Planning Committee – 4 April 2023
Planning Recommendations (made under the chairman and vice-chairman's delegated authority)

1) P/LBC/2023/01451 (Received 16 March 2023)
LISTED BUILDING CONSENT

Proposed replacement roof covering, i.e. removal of asbestos artificial slate and replacement with natural slate - Alfred Place, Ware Lane, Lyme Regis, DT7 3EL

*The town council recommends **approval** of the application because it improves the Conservation Area and the appearance and integrity of the listed building and has no adverse impact on the residential amenity of neighbouring properties.*

2) P/LBC/2023/01459 (Received 20 March 2023)
LISTED BUILDING CONSENT

Replace cement render with new cement render on the south and east elevations of the modern extension. Agreed internal works to ground floor entrance area partition to improve fire safety (retrospective) - Pyne House 10-10a Broad Street, Lyme Regis, DT7 3QD

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

3) P/HOU/2023/01501 (Received 22 March 2023)
HOUSEHOLDER PLANNING PERMISSION

Erect single storey extension - Flat 4, 38 Silver Street, Lyme Regis DT7 3HS

*The town council recommends **approval** of the application because it will improve the external appearance and is in keeping with neighbouring properties, it is in accordance with the approved development plan, does not involve harm to the Conservation area or heritage assets, will enhance local biodiversity, and has no adverse impact on the residential amenity of neighbouring properties.*

**LYME REGIS TOWN COUNCIL
PLANNING COMMITTEE
MINUTES OF THE MEETING HELD ON TUESDAY 18 APRIL 2023**

Present:

Chairman: Cllr G. Turner

Members: Cllr B. Bawden, Cllr P. May, Cllr D. Sarson,

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

Other members: Cllr S. Cockerell

22/147/P Public Forum

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

22/148/P Apologies for Absence

Cllr C. Aldridge – Holiday
Cllr B. Larcombe – Prior engagement

22/149/P Minutes

Proposed by Cllr D. Sarson and seconded by Cllr P. May, the minutes of the meeting held on 21 March 2023 were **ADOPTED**.

22/150/P Member Planning Recommendations

Members **NOTED** the recommendations obtained by email on 4 April 2023.

22/151/P Disclosable Pecuniary Interests

There were none.

22/152/P Dispensations

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

22/153/P Matters arising from the minutes of the Planning Committee on 21 March 2023 and Planning recommendations of the 4 April 2023

There were none.

22/154/P Update Report

Cllr B. Bawden said that the Overton Close planning application was going to Dorset Council Planning Committee.

22/155/P Planning and Licensing Applications

1) P/TRC/2023/01980 (Received 5 April 2023)

TREE WORKS APPLICATION

T1 Leylandii – Fell – outgrown location, T2 Yew – Reduce crown on height & width – outgrown location – Burley, Silver Street, Lyme Regis DT7 3HS.

The above application had been received. The town council is notified for information purposes only.

NOTED

22/156/P Amended/Additional Plans

There were no amended/additional applications to be considered at this meeting.

22/157/P Withdrawn Applications

Members **NOTED** withdrawn applications.

22/158/P Planning Decisions

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

Cllr. B. Bawden asked if it was worth sending out information to Lyme Regis residents regarding decking height restrictions. The deputy town clerk said it was not advisable to offer advice regarding planning regulations, but it could be possible to put links to planning information on Dorset Council's website via the Lyme Regis Town Council website.

22/159/P Planning Correspondence

Members **NOTED** correspondence from Dorset Council and the National Association of Local Councils (NALC).

Cllr B. Bawden gave an overview of the Dorset Council Interim Guidance and Position Statement Consultation. The deputy town clerk suggested members go away and read the material thoroughly and comment on it at a subsequent planning meeting. It was hoped that further, more succinct, information may follow from Dorset Council with possibly more specific questions relating to the document.

Cllr B. Bawden gave a presentation to members regarding the biodiversity net gain/nature recovery strategy which would be mandatory from November 2023.

Cllr P. May proposed members support and endorse the comments made by NALC in relation to permitted development rights.

*Members unanimously **agreed** to support the comments made by NALC.*

With regard to planned changes to the Infrastructure Levy, the deputy town clerk said as it was a very complex issue, and he was happy to draft a response and circulate to members to comment on. Cllr P. May proposed that this was undertaken with the proviso that not too much time was spent formulating the response.

*Members unanimously **agreed** for the deputy town clerk to draft a response, but to be judicious about the time spent on this.*

The meeting closed at 8.02pm.

**Lyme Regis Town Council
Planning Committee – 2 May 2023**

Planning Recommendations (made under the chairman and vice-chairman's delegated authority)

1) P/HOU/2023/01951 (Received 17 April 2023)

HOUSEHOLDER PLANNING PERMISSION

Remove fire escapes, take down glazed roof over courtyard and construct solid roof, remove redundant bathrooms and completely refurbish house including repairs and redecorations internally and externally - Abbeyfield House, Silver Street, Lyme Regis, DT7 3HS

*The town council recommends **approval** of the application because it does not involve material harm to the Conservation Area or heritage assets, is a sympathetic refurbishment to a listed building and has no adverse impact on the integrity or appearance of the listed building or residential amenity of neighbouring properties.*

2) P/LBC/2023/01952 (Received 17 April 2023)

LISTED BUILDING CONSENT

Remove fire escapes, take down glazed roof over courtyard and construct solid roof, remove redundant bathrooms and completely refurbish house including repairs and redecorations internally and externally - Abbeyfield House, Silver Street, Lyme Regis, DT7 3HS

*The town council recommends **approval** of the application because it does not involve material harm to the Conservation Area or heritage assets, is a sympathetic refurbishment to a listed building and has no adverse impact on the integrity or appearance of the listed building or residential amenity of neighbouring properties.*

3) P/HOU/2022/07390 (Received 21 April 2023)

HOUSEHOLDER PLANNING PERMISSION

Erect two storey extension -
Lamorna, Uplyme Road, Lyme Regis, DT7 3LP

*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.*

LYME REGIS TOWN COUNCIL

ENVIRONMENT COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 3 MAY 2023

Present

Chairman: Cllr R. Smith

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

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

Guests: L. Davis and V. Elcoate (River Lim Action Group)

22/62/ENV Public Forum

There were no members of the public present.

22/63/ENV Apologies

Cllr G. Turner

22/64/ENV Minutes

Proposed by Cllr B. Larcombe and seconded by Cllr P. May, the minutes of the meeting held on 15 March 2023, were **ADOPTED**.

22/65/ENV Disclosable Pecuniary Interests

Cllr P. May declared a non-pecuniary interest in agenda item 10, River Lim Action Group Report, as he was a member of the group.

Cllr B. Bawden declared non-pecuniary interests in the same agenda item for the same reason.

22/66/ENV Dispensations

There were none.

22/67/ENV Matters arising from the previous meeting held on 15 March 2023

Proposed budget for Invertebrate Garden

Cllr B. Larcombe asked if it was necessary to wait until next year to plant the garden and if it could be done in the autumn this year.

Cllr P. May said it had been agreed with the operations supervisor to plant wildflower seeds this year because they could go in before the growing season.

Designation of Church Cliff Beach as a Bathing Beach

V. Elcoate and L. Davis, from the River Lim Action Group (RLAG), were invited to speak.

V. Elcoate said RLAG had launched its redesignation campaign. They had held a meeting with seafront businesses and watersports' associations to discuss with them a number of issues, including drains and water quality, and asked them to get behind the campaign, of which they were very supportive. She said they had to get support from all the associated landowners and Dorset Council (DC) had formally given its support.

V. Elcoate said the group had to do a water users' survey from 15 May 2023, when they would be counting people on the beach on the busy days and then submitting data for 20 days over the bathing season to demonstrate the water use requirement. She said they had opened a public consultation to seek support for the application and asked if the town council could help publicise the link to the online survey.

Cllr B. Larcombe said he supported the redesignation but he was concerned dogs were allowed on Church Cliff Beach, so the group may need to think about the impact of this. He said the beach was also the least safe beach in Lyme Regis, especially if people swam around the corner, and he suggested this was taken up with the RNLI lifeguard service by the council.

The operations manager said the RNLI would be attending the next Town Management and Highways Committee meeting so this could be raised then.

L. Davis said the group had spoken to three swimming groups, the RNLI and the harbour users' group and despite any concerns, people still felt on balance redesignation should be pursued.

Members agreed the council would publicise the link RLAG's public consultation and circulate the link in any communications sent out to the community.

22/68/ENV Update Report

Front Beach

L. Davis was invited to speak.

Cllr R. Smith asked if the drains behind and in front of the Royal Standard could be unblocked.

L. Davis said the drains were blocked when the sandy beach was created, so the storm water went into the gullies and blocked them up. She said the problem had been identified so this was a start and gullies were the responsibility of DC Highways.

Cllr B. Bawden said she would follow this up with DC Highways.

Cllr R. Smith asked if anyone was doing anything to resolve the sewage drain cracks at the Cobb Arms.

L. Davis said following a CCTV camera survey in front of the Royal Standard and SWiM, this would hopefully establish where sewage was leaking further down. Once this had been identified, she said someone would have to take responsibility for it.

Cllr R. Smith asked what the discharge system for storm water drains in this area would be.

L. Davis said as the storm water drains were blocked, the only solution might be to put them into sewage pipes so it would go back to the Cobb pumping station. She said she couldn't see where else it could discharge to.

Cllr S. Cockerell said it sounded like a re-design of the whole system was needed as since the drains were put in, hundreds more houses had been built.

Cllr D. Sarson asked if the results of the tests on the dredged sediment from the harbour were available yet.

L. Davis said she had been in correspondence with the DC engineer responsible for this and he confirmed they did get the results on 28 April 2023. He said the results looked satisfactory but he needed further clarification and would then share them.

Updates from Community Organisations

Cllr B. Bawden gave the following updates:

- The National Association of Local Councils (NALC) had set up a new climate emergency network and she was involved in the place-based initiative.
- The Community Energy Champions were hosting a workshop on Friday 5 May 2023 about energy efficiency in partnership with the Centre for Sustainable Energy.
- The Community Energy Champions and the champions from the Citizens' Advice Bureau had a joint stall at the May Fete in Lyme Regis.
- NALC were hosting a webinar on 24 May 2023 on what town and parish councils can do on climate action.

- The Dorset Association of Parish and Town Councils were continuing their Working Together webinars, including one with Dorset Council about natural environment, climate and ecology and the recording was available.
- Recordings would be available from planning webinars, which included information about latest decisions and best practice on things like street design and incorporating green and blue infrastructure.

22/69/ENV Bathing Water Quality Meeting

The chairman moved this item forward on the agenda.

Cllr R. Smith asked if the Fats, Oils and Greases (FOG) environmental compliance campaign was underway and if there had been any feedback from local businesses.

The operations manager said this would be followed up at the next meeting.

Cllr P. May said the bathing water quality meetings were a very important initiative and the council should continue to participate in any way it can because it was in its interests to have a successful outcome.

Cllr R. Smith asked if the council had had a reply from the Secretary of State for Environment, Food and Rural Affairs to the letter supporting the Church Cliff Beach redesignation.

Cllr P. May said a response wasn't expected; it would just be noted the council was in support of the redesignation.

22/70/ENV River Lim Action Group Report

The chairman moved this item forward on the agenda and invited V. Elcoate to speak.

V. Elcoate said the RLAG had received the sewage data for 2022, showing discharge into the River Lim had tripled, which wasn't what they were expecting. Most of the sewage was coming from the Uplyme sewage station works' overflow and at Jericho where a small pipe was putting untreated sewage into the river. She said they had questioned the data as the overflow at Cobb Gate had shown a massive decrease and the Environment Agency was looking into it.

V. Elcoate said there had been a lot of activity from South West Water; they had resolved the issue at Windsor Terrace and were still trying to resolve the issue at Woodmead Road where there were high levels of ammonia. She said there were serious problems at the Town Mill and the trustees had taken this up with South West Water, who would send CCTV contractors to find out what the issue was.

V. Elcoate said South West Water had put £20million in their budget for 2025 to spend on the River Lim and sewage treatment works but she felt the funding could be brought forward to 2024 as they were clearly in breach of their legal obligations. She said the RLAG had written to them asking questions under the Freedom of Information Act but as

a town council could request that the funding is brought forward, this would add more weight.

Cllr R. Smith asked if there was a mechanism for making the request to South West Water.

V. Elcoate said local communities could put ideas forward through South West Water's WaterFit scheme but the council could also write to the chief executive. She suggested the council could also write to the communications team and cite the WaterFit initiative.

Proposed by Cllr P. May and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** that the council writes to South West Water to urge them to invest in 2024-25 to help solve the severe impacts caused by sewage in the River Lim at the earliest possible opportunity.

Cllr B. Bawden asked if South West Water's investment included work on the seafront.

V. Elcoate said she believed the investment was only for the river. She also updated on the Riverfly training, which the council said it would pay for if funding could not be found elsewhere; the Area of Outstanding Natural Beauty had provided funding and the training would start on 25 May 2023.

22/71/ENV Environment Policy Review

Cllr P. May suggested a working group was set up to look at other policies and formulate a policy to be brought back to this committee for consideration.

Cllr B. Larcombe said he didn't see a lot wrong with the current policy as all it needed to do was set out the council's aims and any details and timescales would then be outlined in separate documents and tied in with the council's objectives.

Cllr P. May felt the current policy was lacking as it didn't mention the path to zero carbon or carbon literacy training or the kinds of things other councils comparable to this council had included in theirs. He said the policy needed to be relevant to Lyme Regis,

Proposed by Cllr P. May and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to set up a working group to formulate an Environment Policy for consideration by the Environment Committee and to appoint Cllrs P. May, B. Larcombe, B. Bawden, D. Ruffle and S. Cockerell to the working group.

22/72/ENV Local Energy Clubs

Cllr R. Smith said if the town council was putting solar panels on assets, he would like members to be aware of the Energy Local Club model. He explained the concept to members and said Totnes Town Council was in the process of launching this by putting solar panels on its town hall with a view to launching an Energy Local Club in its community. He said he would like to see how it goes in Totnes and then this council could discuss it further.

Cllr R. Smith clarified that an Energy Local Club was different to a community energy project.

The meeting closed at 8.17pm.

DRAFT

LYME REGIS TOWN COUNCIL

HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 12 APRIL 2023

Present

Chairman: Cllr G. Stammers

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

Officers: J. Wright (town clerk), G. Rood (administrative assistant)

22/77/HR Public Forum

There were no members of the public present.

22/78/HR Apologies

Cllr R. Smith

22/79/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 22 February 2023

Proposed by Cllr C. Reynolds and seconded by Cllr P. May, the minutes of the meeting held on 22 February 2023 were **ADOPTED**.

22/80/HR Disclosable Pecuniary Interests

There were none.

22/81/HR Dispensations

There were none.

22/82/HR Matters arising from the minutes of the Human Resources Committee meeting held on 22 February 2023

Pay review

Proposed by Cllr G. Stammers and seconded by Cllr D. Sarsons, 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.

22/83/HR Update Report

National Joint Council (NJC) trade union pay claim

Cllr G. Stammers said the unions were being balloted and the outcome was awaited.

Cllr B. Larcombe asked if any former members of staff would receive the backdated pay award.

The town clerk said they would.

22/84/HR Civility and Respect

The town clerk said the first phase of the Civility and Respect project had been completed by the Society of Local Council Clerks, the National Association of Local Councils, and One Voice Wales, and signed off in November 2022. The town clerk said phase 2 would look at sanctions and interventions.

The Civility and Respect 'pledge', which local councils were asked to sign up, and training were an integral part of phase 1.

The town clerk said changing the culture of the organisation and how councils represented themselves was more important than changing legislation and implementing more sanctions. He said collectively there needed to be a shared view of what was acceptable behaviour.

He said Civility and Respect probably needed to be considered by Full Council and suggested this council wasn't yet in a position to sign the pledge as it would be setting itself up to fail.

Cllr G. Stammers said members should go through the details of the project to understand it properly and to understand what it means to work together. Cllr G. Stammers also suggested the pledge should be amended to reflect how Lyme Regis Town Council worked.

The town clerk said at this point, the council should recognise the pledge's purpose and principles, review its own procedures, and take advantage of training opportunities. Signing up to the pledge should be deferred until the council felt it could realistically adhere to it.

Proposed by Cllr B. Larcombe and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** that members recognised the principles outlined in the Civility and Respect pledge and officers prepare a draft pledge which is adapted to fit the organisation and ready for the new intake of councillors to sign up to in 2024.

22/85/HR Town Clerk's Retirement Interview

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.

22/86/HR Exempt Business

a) Town Clerk's Retirement Interview

Members noted the report.

The meeting closed at 7.48pm.

LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 10 MAY 2023

Present

Chairman: Cllr M. Ellis

Councillors: Cllr C. Aldridge, Cllr B. Bawden, Cllr S. Cockerell, Cllr R. Doney, 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: A. Mullins (support services manager), J. Wright (town clerk)

22/79/SF Public Forum

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

22/80/SF Apologies for Absence

None.

22/81/SF Minutes

Proposed by Cllr B. Larcombe and seconded by Cllr P. May, the minutes of the meeting held on 22 March 2023 were **ADOPTED**.

22/82/SF Disclosable Pecuniary Interests

Cllr B. Bawden declared a non-pecuniary interest in agenda item 12, Project Proposals as she lived opposite the proposed site for the multi-use games area.

22/83/SF Dispensations

There were none.

22/84/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 22 March 2023

Office Options Appraisal Report

Cllr D. Sarson asked if there was any idea of the programme of works if the council went for the option of office refurbishment.

The town clerk said the council had already chosen the option of office refurbishment and the deputy town clerk intended to take a report to the next Town Management and Highways Committee meeting.

22/85/SF Update Report

There were no updates.

22/86/SF Strategy and Finance Objectives

Cllr B. Larcombe asked if the work to the harbourmaster's store could be completed before the target date of March 2024 as this seemed a long way off and the council had been aware for some time that it would be vacated by Dorset Council (DC).

The town clerk said the deputy town clerk would take an outline programme to the Full Council meeting on 17 May 2023 but the work depended on various factors, such as availability of contractors and the extent of the work, and the timing of the work was an issue because it could be affect the summer season. However, if officers felt the work could be completed earlier than March 2024, they would inform members.

Cllr B. Larcombe asked which committee would consider the detail and management of the works and what plans had already been developed.

The town clerk said if the Full Council approved the programme, the management would be delegated to the Town Management and Highways Committee. He said the money for this project had only been available since April 2023.

Cllr M. Ellis said this was not the only project being dealt with; officers were managing lots of others.

Cllr B. Bawden said the town council insisted DC vacated the store because it wanted to do the work straight away so it had caused some annoyance from DC that the work hadn't started yet.

Cllr M. Ellis said there was more work required to the store than envisaged.

The town clerk said he couldn't recall officers saying the work would start immediately and reminded members the town council had been trying to get the building back from DC for over three years.

22/87/SF Review of Standing Orders

Cllr R. Smith asked if there was any way new councillors could vote on committees before having to wait for Full Council approval and suggested this could be provisionally approved by the mayor, town clerk and committee chairman.

The town clerk said, the Full Council had to receive the declaration of acceptance of office and the Full Council was responsible for approving committee membership, at which point new members could be appointed to committees.

Cllr C. Aldridge said at the moment, draft minutes were not seen by the committee chairman until they were presented to the committee so there was no opportunity to comment on them. She also asked if the council could consider changing the rules around recorded votes, as currently any individual councillor could request a recorded vote but she felt it should be something that's voted on.

The support services manager said the standing order relating to recorded votes was a mandatory clause so this couldn't be changed.

The town clerk said officers could let chairmen see draft minutes but in the past they had found some chairmen didn't get them back in time.

The support services manager said there had also been issues with some chairmen re-writing minutes.

Cllr B. Larcombe said some minutes were extensive and almost included verbal exchanges between members, whereas others were quite brief. He felt it would also be useful if the minutes could contain an actions column as it made it very clear who was going to do what and when, as recommendations went forward to Full Council but there were other things the committee could take away as an action.

The town clerk said he wasn't aware of other councils presenting minutes in this way as recommendations had to go to Full Council but if an action needed to be brought forward because of a deadline before the Full Council, this was pointed out to members and a consensus was sought. He said he would like members to be clear when they asked officers to do something to avoid ambiguity.

The town clerk said at the chairmen's meetings, officers summarised all the actions from the previous cycle of meetings. He said he would be happy to circulate the actions to the rest of the members.

Cllr B. Bawden asked if members could see the minutes much sooner after the meetings.

The town clerk said there were some practical issues and other priorities which meant the minutes might not be available straight away but officers would endeavour to do this. He said if minutes were sent to chairmen and made available to other members, they would be for information only; it wasn't an early opportunity for members to propose changes or debate their content by email ahead of the meeting.

Cllr R. Smith asked for clarification on the difference between recommendations and resolutions and whether recommendations could be made if there was no report on the agenda.

The town clerk said committees made recommendations to the Full Council and then the Full Council made resolutions to approve the recommendations.

Cllr M. Ellis said members couldn't debate and make recommendations on things that were not on the agenda as members because the public wouldn't have been made aware that the issue was to be debated and have an opportunity to attend the meeting.

The town clerk said if members drifted away from the agenda item but there was a consensus that officers should action something, they would reasonably pursue this direction. He said several members had asked for more governance training and this was scheduled to take place during the day on 5/6 June 2023. The town clerk said an evening session would be organised for those who couldn't attend.

Proposed by Cllr B. Larcombe and seconded by Cllr R. Smith, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the revised standing orders.

22/88/SF Review of Financial Regulations

Regarding paragraph 8.6, External Borrowing, Cllr B. Larcombe wanted confirmation there would be no borrowing without a decision from the council.

The town clerk said any borrowings were reported regularly to the council. However, any decision to borrow money, as with investing money, would be the council's decision and officers would then action it.

Proposed by Cllr D. Sarson and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the revised financial regulations.

22/89/SF The Annual Review of the Communications/PR Policy and Procedure

Cllr B. Larcombe asked if the council could make more use of its noticeboards to share information as this had been raised by a resident at the annual meeting of electors. He said the agendas had to be displayed on noticeboards and asked if this was done.

The town clerk said it was no longer a legal requirement to display agendas on noticeboards, the council's website was sufficient. He said it wouldn't be possible to display a whole agenda in a noticeboard as it was too big, but the front cover could be displayed, with a note inviting people to contact the council for more details.

Cllr B. Bawden said at the annual town meeting it was specifically requested that the noticeboard in the middle of town was used as the one under the Guildhall was difficult to access and not many people walked past it.

Cllr G. Stammers suggested the noticeboards could also include information about the public attending meetings and speaking in the public forum.

Proposed by Cllr D. Ruffle and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the revised Communications/PR Policy and Procedure.

22/90/SF Project Proposals

The town clerk said this led on from the public consultation on objectives and the council now needed to develop project proposals for a spend of up to £150k with a focus on a youth facility; the suggestion was either a multi-use games area (MUGA) or playground equipment. He said the starting point was either a MUGA at Anning Road playing field or a play area in the pitch and putt area, specifically aimed at younger children.

Cllr D. Sarson said he would prefer the council built a MUGA as there was already a large play area at Anning Road. He said he didn't think many parents with young children would walk with their children to the gardens to use the play equipment.

Cllr C. Reynolds said a lot of children used the old BMX humps at the playing field and asked if these would need to go to make way for a MUGA.

The town clerk said there was no need to get rid of the humps as the MUGA would be in the bottom corner playing field. He said officers believed a decent sized MUGA could be fitted there, and stressed it was important the MUGA was big enough to be of use for activities such as five-a-side football and basketball. He said a MUGA at the playing field would principally be used by residents and a play park in the garden would principally be used by tourists.

Cllr C. Reynolds said she understood the middle of the playing field belonged to DC and she asked how the covenant on the field would affect its use. She also had concerns that a new facility there would give rise to complaints from residents, who had complained previously when the teen shelter was there.

The town clerk said the whole field belonged to the town council. He said the covenant restricted part, not all, of the field to under 15s. He acknowledged there would be the potential for young people to congregate there and there would be noise from the activities, so this was a consideration.

Cllr C. Aldridge said she supported the idea of a MUGA as there would be combined facilities at Anning Road and she felt it would be a shame to use an area of the gardens with great views for a children's play area.

Cllr B. Larcombe also supported the idea of a MUGA at Anning Road as it was surrounded by residents who could keep their eye on what was going on there, it was easily accessible and would be suitable for children of all ages.

Cllr B. Bawden asked if the MUGA would only be for the use of children under 15 due to the covenant and if the facility would include floodlights.

The town clerk said he believed the area was outside the covenant but if members chose to proceed with this project, officers would confirm this. However, the council could still restrict its use to certain ages if it wished. He said covenants could also be lifted because they were there for the benefit of people who imposed them. He said the facility would not be floodlit.

Members discussed some other potential uses for the pitch and putt area but the town clerk advised concentrating on this project right now and if there was any money left, the council could consider other projects.

It was noted the children at St Michael's Primary School had asked for more facilities at Anning Road playing field so this would demonstrate the council had listened, but there was still some support for a play area in the gardens.

Cllr M. Ellis said if the council made a decision to pursue one project, this didn't rule out doing the other project at a later date.

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to pursue the project to install a multi-use games area at Anning Road playing field.

Cllr B. Larcombe asked if the project would be delegated to the Town Management and Highways Committee once the equipment and costings had been agreed.

The town clerk said there would need to be a further discussion at this committee in relation to costings and the covenant, but the management of the project would eventually be delegated to the Town Management and Highways Committee. He said the council would also need to do some public consultation, including talking to local schools, and if the pitch needed to be moved slightly, this would involve talking to others.

Cllr B. Bawden asked if officers had also looked at the area at the top of the playing field between the pavilion and play park as a potential site and she asked if bookings would be taken for the use of the MUGA.

The town clerk said this area was on a slope. He added, officers had looked at all potential locations at the playing field, and the one proposed was the most suitable. He said bookings for the MUGA wouldn't be taken, i.e., it would be free for all to use at any time.

22/91/SF Seafront Evening Litter Bin Collections

The town clerk said members did consider this issue when setting the budget and decided they didn't want any additional provision on the seafront over the summer. He said funding for this provision had not been included in the budget because in the previous two years, DC provided the funding as part of the Covid recovery fund, which was no longer available.

The town clerk said if the council wanted to provide this additional cover for up to nine weeks in the height of the season, it would cost around £4k. He said it would also mean the toilets could be left open later as the evening staff could close them.

Cllr B. Larcombe felt the council had an obligation to provide additional cover; he said people were paying to park in the town and the income should go towards the upkeep of the town.

Cllr G. Stammers said on the seafront attendant's days off, there would be no one working beyond 6pm so toilets would have to be closed and bins wouldn't be emptied; as such, she felt more cover was needed.

Proposed by Cllr G. Turner and seconded by Cllr C. Aldridge, members agreed **RECOMMEND TO FULL COUNCIL** to introduce seafront evening litter bin collections for the 2023 summer season.

Cllr D. Sarson asked if there were plans to have security guards on the seafront this summer; although this was unbudgeted, he felt it was necessary.

Cllr M. Ellis said the security guards were also funded from DC's Covid recovery fund.

The town clerk said if there was an issue with anti-social behaviour, the council could revisit the issue of security.

22/92/SF Mary Anning Scholarship Legacy Fund

Cllr B. Bawden was involved in the scholarship legacy fund and said no one from the council had approached them to follow up what was happening with the fund and a lot of work had been done at the time the funding was awarded. She felt they should have been notified the council was reviewing it.

The town clerk said there had been no contact from the applicant since the funding was awarded three years ago and although it was chased up at the time it was allocated, there had been no response. He said members were keen he looked into whether there was a way of spending the £5k to support the objects agreed three years ago, i.e. to support young women and girls into science, and an obvious option was to speak to local educators.

Cllr R. Doney said nationally, encouraging young women and girls into science and engineering was desperately needed. He said the money was a donation, it wasn't the council's money, and if the schools wanted to progress an initiative, the money should be put to good use.

The town clerk said the schools would be asked to come up with specific proposals for the council to consider.

Cllr B. Bawden said the funding was originally intended for girls going on to a degree course and at the time, Mary Anning Rocks were interested in the scheme.

The town clerk said there had been no approach from Mary Anning Rocks so in the meantime, at the request of members, he had tried to find an alternative way of allocating the funding.

Cllr R. Smith asked if the council could be gender specific; at the time of considering the funding allocation, the council used a more general definition to include those under-represented in science.

The town clerk said the discussion did take place at the time, but he didn't think that position wasn't formalised. He suggested members wait and see what proposal the schools came back with.

Proposed by Cllr P. May and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to re-allocate, in principle, the £5,000 Mary Anning Scholarship Legacy Fund to The Woodroffe School, St Michael's Primary School and Mrs Ethelston's Primary School to develop a proposal to support girls and young women into science, subject to further proposals being considered by the Strategy and Finance Committee.

22/93/SF

Dog-Related Public Space Protection Order

Several members felt there shouldn't be any relaxation of the current rules relating to front beaches as there had been incidents caused by loose dogs involving children and there were plenty of other beaches and fields in and around Lyme Regis where dogs could be exercised off the lead.

Cllr B. Larcombe agreed and said the current rules had become established and nothing had changed in the problems dogs created.

Cllr R. Doney asked for clarity on whether the council was asking for the current rules to remain in place, i.e., dogs allowed on the beach on lead during the winter, or whether its position was the same as in 2020, i.e., a total ban on dogs on the beach during the winter. He felt the council should ask again for a total ban.

Cllr M. Ellis felt the council shouldn't accept any lesser restrictions than those currently in place but she would favour a total ban.

Cllr B. Bawden asked if there was any scope in extending the 'winter' period because dogs were currently allowed on the beach over Easter. She said the issue of dogs on the beach had a vocal lobby group that bent the information to its own ends but didn't reflect the views of the majority of people in the town. However, she supported the idea of dogs being allowed on the beach in the winter on leads to help with social isolation.

Cllr C. Aldridge said every beach was different so the idea of having a uniform approach across Dorset didn't work; the size of Lyme Regis beach and the number of people who used it provided the council with a case for pushing for firmer restrictions.

Cllr B. Larcombe asked if the council was intending to include Church Cliff Beach in the restrictions as there was a campaign to redesignate it as a bathing beach.

Cllr P. May said the River Lim Action Group, which was seeking the redesignation, had made it very clear they had no wish for the current rules for dogs to change and they should continue to be allowed on Church Cliff Beach. They felt it would make the project a lot more difficult.

It was proposed by Cllr R. Smith and seconded by Cllr B. Bawden that the council supports a ban on dogs on front beaches in the summer (1 May to 30 September) and dogs on leads on front beaches; and has dogs on leads on front beaches in the winter months (1 October to 30 April).

This motion was not carried.

Proposed by Cllr R. Doney and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to respond to Dorset Council that the council would like a total ban on dogs on front beaches all-year-round.

Cllr R. Doney asked if the Public Space Protection Order relating to the feeding of seagulls was also due for review.

The town clerk said he would check and report back to members.

22/94/SF

Toilet Cleaning Contract

It was proposed by Cllr C. Reynolds and seconded by Cllr P. May that the council continues with the current public toilet cleaning contract with Glen Cleaning.

This motion was not voted on.

The town clerk said he felt members needed more information before considering this, including how much the contract was worth. He said even if other contractors didn't quote for work, officers could do some benchmarking to determine if the council was getting value for money. He suggested another report was brought back to this committee with more comparative data.

Cllr B. Larcombe asked what DC's arrangements for toilet cleaning were and whether the council could benefit from tying into this.

The town clerk said the council could potentially get better value this way but the obstacle was the town council's frequency of cleaning which was greater than DC's. He felt the ideal situation would be for DC to hand over to the town council the management

of all its toilets in Lyme Regis and a local workforce could then be employed to clean both town council and DC toilets. He said the council had struggled to get DC to agree this and suggested Cllr B. Bawden could take this up. He added this would allow a service to be created that is bespoke to the town instead of one which is tendered for the whole county. The town clerk suggested any savings from such an initiative could be shared with DC.

Members wanted to know the value of the contract with Glen Cleaning but this needed to be considered in exempt business.

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

22/95/SF List of Payments

Proposed by Cllr P. May and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the schedule of payments in March 2023 for the sum of £275,278.53.

22/96/SF Cash Holdings and Investments

The town clerk said when the reserve figure was last reported to members, the end of year forecast was £1.6million but it was greater than forecast due to prudent budgeting. He said the finance manager had secured the investments members had approved and they were now doing more work on cashflow to get short-term fixes on smaller amounts.

Cllr B. Larcombe said although the reserve was considerable, there were several projects with significant expenditure planned. He said business rates were also going up, it was unknown what would happen with DC services and environmental initiatives were planned, so it was right to be prudent.

The town clerk said a large amount of the reserve had been moved into this year to spend on projects, with a budget reserve of £1million for 2023-24. He said no projects had been identified for 2024-5 because the office refurbishment would probably take up all the council's spare funds and the wriggle room within the budget would start to reduce.

Cllr D. Sarson congratulated the town clerk and finance manager for breaking down and investing the council's money to earn at least £25k interest.

22/97/SF Debtors

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

22/98/SF Exempt Business

a) Toilet Cleaning Contract

The town clerk told members the value of the contract with Glen Cleaning.

Members discussed the possible options for toilet cleaning in future and it was agreed the town clerk would bring a further report to this committee to allow members to determine if the council was getting value for money and to consider other potential options for managing the service.

b) Debtors

Members acknowledged the low level of debt and thanked the finance manager for her continued work.

The meeting closed at 9.07pm.

LYME REGIS TOWN COUNCIL

TOURISM, COMMUNITY AND PUBLICITY COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 26 APRIL 2023

Present

Chairman: Cllr C. Reynolds

Members: Cllr M. Ellis, Cllr D. Sarson, Cllr G. Stammers, Cllr G. Turner

Officers: A. Mullins (support services manager), G. Rood (administrative and community engagement assistant),

22/95/TCP Public Forum

E. Holt

E. Holt, chairman of Lyme Regis Town band spoke in relation to agenda item 11, Lyme Regis Town Band. He said the band had been formed in 1982 to support the town and its event calendar, giving much of the proceeds to charity. He said in February 2023, dates, times and fees were all confirmed for their 2023 performances, but on the 21 March 2023 they were told they would not get all the dates and would only be paid £100 per performance, which would be a £600 shortfall in their budget. He said although this had now been resolved and they would receive the expected fee, next year they should expect a substantially reduced fee to be in line with all other bands performing. He believed this seriously devalued the town band to being 'just another band', when the other bands were from outside Lyme Regis. E. Holt said he appreciated a variety of music and entertainment was necessary for the town, but felt the town brass band should be given a higher value than those from out of the town. He said it had now been agreed that in future they would be paid £100 per performance for their Tuesday evening concerts, so the band would not be losing money. He said this was more than just about money, it was about the band's reputation, the community, their volunteers and so many years of service not being recognised where they believed it should be. He said they felt a little bit 'brushed under the carpet' by the town council, but they would like to continue to dedicate their time, money and energy in providing music and education to new people in the community. He said they also provided free instruments, music and tuition to anyone wanting to start playing a brass instrument, but most importantly a fun and enjoyable place for people to get together as part of a social group. E. Holt said if the financial agreement was to stand, he proposed Lyme Regis Town Band was to be paid £100 per concert for eight Tuesday evening performances in the summer holidays for over an hour at the Marine Parade shelters. Also, to be paid £100 per concert for four Sunday afternoon performances throughout the year, with two being during Lifeboat Week and Carnival Week and the other two to be negotiated within the school holidays. Also that the town band had first refusal on all other Sunday dates before other bands outside of Lyme Regis were booked and this should all be agreed in the first two months

of the year, as early as possible to allow licensing, parking and advertising to be organised.

Cllr G. Stammers arrived at the meeting at 7.06pm

22/96/TCP Apologies

Cllr C. Aldridge – holiday
Cllr D. Ruffle – illness
Cllr R. Smith – working

22/97/TCP Minutes

Proposed by Cllr D. Sarson and seconded by Cllr M. Ellis, the minutes of the meeting held on 8 March 2023 were **ADOPTED**.

22/98/TCP Disclosable Pecuniary Interests

There were none.

22/99/TCP Dispensations

There were none.

22/100/TCP Matters arising from the minutes of the previous meeting held on 8 March 2023

Big Coronation Party

The support services manager said currently only two members had volunteered for this event and asked for members to email her with times they could volunteer.

The Fossil Festival

The support services manager said the event management plan had been received, which was largely complete but there were just a couple of details that needed to be added in.

22/101/TCP Update Report

There were no updates.

22/102/TCP Tourism, Community and Publicity Committee – Objectives

Cllr M. Ellis asked if the objectives could be listed in date order of completion, as it would make it easier to follow.

22/103/TCP To receive the minutes of the Coronation Working Group meetings on 17 April 2023

The support services manager said the planning was in the final stages, with less than two weeks until the event and just the final details to be confirmed. She said confirmation of the licence was awaited from Dorset Council and officers were in the process of arranging insurance for event cancellation.

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, the minutes of the Coronation Working Group meetings on 17 April 2023 were **RECEIVED**.

22/104/TCP Sharing Information with Local Residents

The support services manager said the newsletter would be delivered by post via Royal Mail, who would deliver to whole of the DT7 3 area including Rousdon, Yawl and Uplyme as it was the cheapest option.

Cllr M. Ellis said she thought it was important to let residents know what was going on. She said it was a shame there was no longer a printed local paper but a regular newsletter would mean every household received it as many still did not have any internet or digital access.

Members agreed a quarterly newsletter was the best option.

Cllr C. Reynolds said they had to ensure all councillors produced information to be included in the newsletter.

Cllr G. Stammers said if they were struggling for content, a post box could be located in Uplyme for locals to put news/events in and then the content could be edited. Cllr C. Reynolds said she would be happy to take this to Talking Café.

Cllr M. Ellis said it would be good to have input from all the local groups, so people knew what's going on and also to inform them of future events. She said there could possibly be a sub-committee formed to create content.

Members discussed whether to continue also having a column on Lyme Online's website.

Cllr M. Ellis said the council's own social media and website could be used rather than paying Lyme Online.

The support services manager suggested the newsletter could also be sent via email to people who requested to receive it digitally. She said this could be sent via Survey Monkey and sent out as a residents' briefing, or just emailed as a newsletter.

Proposed by Cllr C. Reynolds and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to produce a quarterly newsletter which is sent via

the Royal Mail to everyone in the DT7 3 area and to also send the newsletter via email if requested.

22/105/TCP Lyme Regis Town Band

Cllr C. Reynolds said the town band had always been special and she didn't think they should be treated like the other bands.

Members agreed the band shouldn't lose any money from what they had received previously and were unhappy that the band was being treated like any other band.

The support services manager said under the current proposal, the band would receive £1,200, compared with the £1,000 they were paid previously, so it was a question of whether the council wanted to pay the band more or stick to the current arrangement but they would be paid less. She said the band was being treated differently as all other bands would only be paid for Sunday afternoon performances, whereas the town band would also be paid for Tuesday evening performances.

The support services manager said the council couldn't guarantee the dates for Lifeboat and Carnival weeks as it was not the organisers of the event, although the band was paid by the council as part of the historic agreement. She said the council would support the request for the band to play during these weeks and would help to accommodate this, but it wasn't in the council's gift to guarantee those dates.

E. Holt was invited to speak and confirmed the dates were agreed directly with the organisers of Lifeboat and Carnival weeks.

Proposed by Cllr G. Turner and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to restructure payments to Lyme Regis Town Band so they are paid £100 for all performances, i.e., four Sunday performances during the summer school holidays and eight practice performances on Tuesday evenings.

22/106/TCP Dorset Council Free Parking Days

The support services manager said although members had agreed the free parking days at the last meeting, she later realised the one of the dates, 23 December 2023 for Carols Round the Christmas Tree, was a Saturday and weekends were not permitted by Dorset Council as free parking days. As such, she suggested members replace this date with free parking on 15 December 2023 when the Christmas Tree Festival took place.

Proposed by Cllr M. Ellis and seconded by Cllr G. Stammers members agreed to **RECOMMEND TO FULL COUNCIL** to agree a change to the non-charging dates in Lyme Regis car parks, replacing Carols Round the Christmas Tree on 23 December with the Christmas Tree Festival on 15 December, and instruct officers to liaise with Dorset Council Parking Services.

22/107/TCP Leisure Strategy Consultation

The support services manager asked that up to two members worked with her to complete the survey and as the closing date was on 14 May 2023, it would be necessary to complete it before the next Full Council meeting.

Cllr C. Reynolds said she would be happy to help complete the survey.

Proposed by Cllr M. Ellis and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** delegate Cllr C. Reynolds to work with the support services manager to respond to Dorset Council's Leisure Development Strategy on the council's behalf.

22/108/TCP Value of Tourism

Members agreed the tourism data would be valuable for the council to obtain.

Cllr M. Ellis suggested some of the data could be included in future business briefings.

22/109/TCP Managing Consultation Exercises

The support services manager said the deputy town clerk would bring a report on Dorset Council's Call for Sites in preparation for the Local Plan to the next Strategy and Finance Committee meeting instead of the Planning Committee.

Members noted the report.

The meeting ended at 7.49pm.

LYME REGIS TOWN COUNCIL

TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 19 APRIL 2023

Present

Chairman: Cllr P. May

Members: Cllr B. Bawden, Cllr M. Ellis, Cllr B. Larcombe, Cllr C. Reynolds, Cllr D. Ruffle, Cllr D. Sarson, Cllr G. Stammers, Cllr G. Turner

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

Absent: Cllr T. Webb

Guests: J. Breeze (Turn Lyme Green)

22/81/TMH Public Forum

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

22/82/TMH Apologies

Cllr C. Aldridge – holiday

22/83/TMH Minutes

Proposed by Cllr D. Sarson and seconded by Cllr B. Larcombe, the minutes of the previous meeting held on 1 March 2023 were **ADOPTED**.

22/84/TMH Disclosable Pecuniary Interests

Cllr D. Sarson declared a non-pecuniary interest in agenda item 12, Repair Works at The Bowls Club – Request for Contribution Towards Costs as he was a member of the bowling club, and a non-pecuniary interest in agenda item 16, Bin Your Butt Pavement Art, as he was a member of Turn Lyme Green.

22/85/TMH Dispensations

There were none.

22/86/TMH Matters arising from the minutes of the Town Management and Highways Committee meeting held on 1 March 2023

RNLI Lifeguard Service

Cllr B. Larcombe said he had raised this issue at the Harbour Consultative Group as the lifeguards were based on the safest beach in Lyme Regis, while there was no proposition of the most dangerous areas, such as Back Beach and Church Cliff Beach, being manned by lifeguards. He asked if the discussions with the RNLI presented the operations manager with any difficulties as he was a member of the RNLI. Cllr B. Larcombe also asked why funds generated from the RNLI shop in Lyme Regis were not being used to fund the lifeguard service, as it was one of the top performing shops in the country.

The operations manager said his role as a volunteer with the RNLI did present a conflict but he had discussed this with the town clerk and agreed as long as he remained impartial, he could continue to have those discussions, although he could step back if members wished. He said all funds raised went back to RNLI headquarters in Poole and were not distributed locally.

Plan Bee

Cllr C. Reynolds asked if the Plan Bee garden would be established next to the table tennis area as she was concerned about attracting bees to this area.

Cllr P. May said there was no intention to encourage bees to come to the garden and the council had decided there was no more risk of someone being stung in this part of the gardens than in any other part; the previous use of this area for food and drink would have encouraged wasps anyway. He said in future the area would be referred to as the invertebrate garden.

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

The operations manager said the deputy town clerk intended to bring a confidential report to the next meeting of this committee to update members on discussions with Natural England and Dorset Council (DC).

Antiques and Craft Centre leaks

The operations manager said work had been carried out that day to address the leaks and it was hoped this would cure the problem.

22/87/TMH

Update Report

Amenities hut building drawings

The operations manager said the planning application had been resubmitted.

Replacement chalets – rotting wood

The operations manager said KEOPS, who supplied the chalets, were visiting site the following week.

Lister Room

The operations manager said Keeley Glazing visited the site that day and hopefully all issues regarding leaks into the room were now resolved.

Park and Ride 2023

The operations manager said at least one operator would submit a quote to provide the service this year and further discussions were taking place with another operator.

Cllr B. Bawden asked if anyone had spoken to DC as she had offered to do this. She said park and ride was an issue elsewhere and in some other towns, DC paid for a bus and driver.

The town clerk said the deputy town clerk had intended to speak to DC although he wasn't optimistic about getting any support.

Cllr B. Bawden said DC also had experience in dealing with bus operators so she would discuss this further with the deputy town clerk.

Jubilee Pavilion

Cllr D. Sarson asked if the arrangement with Garry Sutherland to use the Jubilee Pavilion as a rowing centre was an open-ended arrangement as members had received an email from Marcus Dixon, of Lyme Regis Gig Club, about the pavilion being used in the long-term as a sports centre.

The town clerk said he had met with Marcus Dixon and Garry Sutherland to discuss the future of the rowing centre and as the works to the pavilion were to a lesser extent than originally thought, the facility could remain there for up to three months longer. He said he had spoken to them about where it could go after that as the council's current position was to commercially let the pavilion, but this decision was made some time ago when the council was under severe financial pressure. As such, members needed to re-visit this decision when the work was finished.

The town clerk suggested members could start to look at a complex in the shelters, including use of the Langmoor Room, to create more sporting facilities on the seafront for rowing, sea swimming and spinning, for example. He said he also spoke to Marcus Dixon and Garry Sutherland about storage of the gigs and whether there could be any discussion with Natural England, which would free up the wooden shed at Monmouth Beach. However, these were all just discussions and Marcus Dixon was welcome to put a proposal to the council. He added this might also help members in considering the future of the Marine Parade lift.

Office and options feasibility study

Cllr B. Larcombe was concerned the detailed programme of work would not be brought to members until the next committee meeting as he didn't want any further delays.

The town clerk said the decision to remain in the office was only made on 5 April 2023 so the deputy town clerk needed some time to pull the programme together. He said officers had also had discussions about how to resource such a significant project.

22/87/TMH Town Management and Highways Committee – Objectives

Cllr M. Ellis asked that the objectives be put in completion date order.

Cllr B. Larcombe said he understood some of these objectives would have to go back to committees for discussion as they had never been debated and members had only allocated a budget for potential objectives.

The town clerk said the council went through two committee cycles to agree its objectives, as well as a briefing session for members, and all the objectives were agreed through that process. He said some of the objectives would need to come back for more discussion and they had been allocated to the relevant committee but there was no intention to start new discussions on objectives totalling £750k.

Cllr G. Turner asked if the paths in the gardens would be tarmac or gravel.

The operations manager said they would be compacted gravel.

The town clerk said members shouldn't expect to see much progress on the objectives at this point as they were projects from April 2023 and the completion dates were throughout the financial year.

Cllr S. Cockerell asked if contractor availability was an issue as this had been mentioned several times.

The town clerk said this was an issue; the council had struggled to secure contractors post-Covid, especially in professional services.

22/88/TMH Outdoor Gym Equipment and Monkey Bars

Cllr C. Reynolds said she supported the idea of outdoor gym equipment and spoke about the physical, mental and social benefits. She said every holiday destination abroad had this kind of equipment and seaside locations didn't seem to be an issue elsewhere.

Several members said they would not like to see any equipment for younger children removed at Anning Road play park to make way for monkey bars.

Cllr D. Ruffle said if the gym equipment was at Anning Road play park, it could be aimed at adults as well as children, although it wouldn't be as accessible as on the seafront or in the gardens.

Cllr C. Reynolds said the council had talked previously about removing the BMX humps at Anning Road playing field and this would be an ideal place to put gym equipment, as well as monkey bars, which would mean no other equipment would have to be removed from the play park.

The operations manager suggested members considered this equipment as part of the major £150k project for 2023-24 as space for these projects was limited and whatever was decided on the larger project might affect where the gym equipment or monkey bars went.

Cllr M. Ellis said there was a covenant on Anning Road Playing Field which restricted its use to children so this may prevent gym equipment being located there. However, she supported the idea of gym equipment and felt it should be spread out over a larger area rather than grouped in one area.

The operations manager agreed members could look at locating the equipment in one location or spread it out so it becomes a trim trail for people to move along.

Cllr B. Bawden said she had spoken to DC about the possibility of putting gym equipment on East Cliff Walkway because lots of people went running along there.

The town clerk said at the next Strategy and Finance Committee meeting, members would be asked to consider the major project for 2023-24 and this might impact Anning Road playing field or the gardens, after which, he suggested members re-visited the idea of gym equipment and monkey bars as this would help inform the location.

Cllr B. Larcombe said when members looked at equipment, it was important to assess maintenance and durability and to think carefully about the location in terms of adults and children mixing and its positioning on regular running routes.

Cllr B. Bawden said when the play park was designed at West Bay, children at Mountjoy School were involved, which meant the park was suitable for all ages and abilities. She hoped the council would involve children in the planning of the major project so it was accessible for all.

Members agreed the discussion would take place at the Strategy and Finance Committee meeting about the major £150k project and once this was scoped out, it would help inform discussions about gym equipment and monkey bars.

22/89/TMH Monmouth Beach Garages Policy

Members agreed the Monmouth Beach garages should be restricted to the use of Lyme Regis residents and acknowledged those on the waiting list who lived outside the town

would be informed they would no longer be eligible. However, those who already had garages but lived outside Lyme Regis would be allowed to continue renting them.

Proposed by Cllr G. Stammers and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to restrict the hire of Monmouth Beach garages to Lyme Regis residents and to inform those on the waiting list who live outside Lyme Regis they are no longer eligible.

22/90/TMH Gardens Land Stability Reporting

Cllr G. Stammers felt the council should engage its own land stability monitoring contractor as there would be more markers and the cost was not prohibitive.

Cllr B. Larcombe said he would feel more comfortable if the town council was in partnership with DC regarding land stability, rather than the town council determining the issues itself. He felt there was value in having that shared role with DC in monitoring land stability.

Cllr M. Ellis said in the same way the town council could contribute to DC's ground monitoring, the town council could engage its own land stability monitoring contractor and ask DC to contribute 50% of the cost, which would provide more thorough information.

The town clerk said the council needed to know how much DC would charge for the monitoring and he agreed shared responsibility was important.

Cllr M. Ellis said more negotiation was needed and suggested officers found out from DC how much it paid for monitoring and to ask if it would consider contributing to the town council's monitoring.

Proposed by Cllr B. Larcombe and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** that officers engage with Dorset Council to find out how ground monitoring information in the gardens is received and processed, how much the ground monitoring costs, what contribution the town council would be required to make, and to establish if Dorset Council would be interested in contributing to the cost of the town council's ground monitoring.

22/91/TMH Repair Works at The Bowls Club – Request for Contribution Towards Costs

Cllr B. Bawden left the meeting at 8.01pm.

Cllr G. Stammers felt the council should make a contribution towards the repair works as it was the council's wall.

Cllr M. Ellis said the bowling club had responsibility for all maintenance and repairs and she was concerned that making a contribution would set a precedent for other works in the future and with other organisations. She also felt the bowling club should have come to the council for a community grant for this work.

The town clerk said it could be argued both ways as to whether the council should contribute to the costs and agreed it would have been helpful if the club had applied for a community grant. If any contribution was agreed, he suggested the council made it clear it was a one-off, without prejudice or without accepting any liability. He said if the council accepted any liability, there could be further issues with other damp penetration, which could cost tens of thousands of pounds.

Cllr B. Bawden returned to the meeting at 8.03pm.

Cllr B. Larcombe asked if there was any residual legal requirement for the council to maintain the boundary wall.

The town clerk said it could be argued either way but in reality it came down to what the council chose to do. He said the club had obtained a quote for £1,420 and had asked the council to consider paying all or part of this, so it could consider a lesser amount.

Cllr M. Ellis reminded members this would be unbudgeted expenditure.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to make a 50% contribution towards the cost of repair works at The Bowls Club, Monmouth Beach and to make it clear this was a one-off payment, without prejudice, and the council accepts no liability.

22/92/TMH Future Use of the Langmoor Room

The operations manager said since drafting the report, he had spoken to the DC officer who was bidding for funding for Changing Places toilets; although round two funding had been allocated, he believed £24k would be available so the town council could bid for this, if a suitable location was identified. He said around £16k was required to fit out a room as a Changing Places toilet but none of this resolved the issue with the lift. However, it would give the Langmoor Room a proper use to possibly justify repairing the lift.

Cllr B. Larcombe felt this kind of facility should be put on ground level where there wasn't an issue with a lift and suggested the Jubilee Pavilion. He also felt the Langmoor Room should be taken out of use as it wasn't earning any money and used instead for staff or as a store.

The operations manager said he had walked around the town with the DC officer last year and there was no other location in the town to put this facility.

Cllr C. Reynolds said she supported the idea of a Changing Places toilet but didn't feel the council could consider it, or any other suggestions for the use of the room, until a decision had been made about the lift.

The town clerk said officers would like more time to explore the options, of which a Changing Places toilet was one and a proposal from the gig club was another, but he agreed the council needed to decide what to do about the lift first. However, if the council

kept the lift, it would be tied to maintaining it, regardless of what the room was used for. He added that the council might be forced to make a very difficult decision it didn't want to make.

Cllr B. Bawden asked if the room could also accommodate sea swimmers if it was a Changing Places toilet.

The operations manager said the room was 3 x 4m² so it could accommodate both uses.

Cllr M. Ellis said an option was put forward when the shelters were built to extend the ramp on the opposite end to the top level, which would mitigate the need for a lift to that level, and then perhaps a plate lift could be installed just for access to the Langmoor Room.

The operations manager clarified the legal position; he said any public building built after 2000 had to have disabled access but the lift installed at the shelters was not fit-for-purpose. He said the council could choose to remove the lift but it would potentially open itself up to legal challenge.

Several members suggested re-configuring the area so the room would be removed entirely.

Several members suggested de-commissioning the room and using it for storage or staff, but it was acknowledged it would still require disabled access as people would be still be accessing the room.

The operations manager said the lift also provided access to the top level of the shelters so it wasn't simply a matter of taking the Langmoor Room out of use.

Members agreed officers should be given more time to explore the options for use of the Langmoor Room and the implications on the lift.

22/93/TMH Dorset Council Highways Meeting and Highways issues

Cllr B. Bawden said the request for funding for two further speed indicator devices (SID) would come from next year's budget, if agreed, rather than reserves.

She said although Sidmouth Road scored low in the impact assessment for double yellow lines, residents were being encouraged to keep reporting concerns and near misses to DC as the more issues reported, the more enforcement there would be from police and it would move up DC's list of priorities.

Cllr C. Reynolds said she understood a Speedwatch couldn't operate in areas without pavements.

Cllr B. Bawden said it wasn't proposed to operate in any areas without pavements; Sidmouth Road and Queen's Walk had been requested and King's Way and Anning Road were also possibilities.

Proposed by Cllr P. May and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to conduct five potential speed indicator device site surveys at a cost of £950 from the external works' budget.

Members discussed the request to purchase two further SIDs to cover potential new sites.

The town clerk said members should not commit funding from the next financial year at this point; normally any potential projects suggested by members would be considered at budget-setting time. He said in 2024-5, most of the council's spare funds would be spent on the office refurbishment but the purchase of SIDs could be considered as part of the budget discussions.

Proposed by Cllr P. May and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to send a letter of support on the proposed road widening scheme on Lyme Road to Uplyme Parish Council for enhanced pedestrian and school children's safety.

22/94/TMH Bin Your Butt Pavement Art

The chairman brought this item forward on the agenda and invited J. Breeze from Turn Lyme Green (TLG) to speak.

J. Breeze said TLG had been awarded £600 to support a cigarette butt disposal campaign, which would involve installing three pieces of artwork; one near Theatre Square, one near the Rock Point Inn, and one near the new cigarette bin on the Cobb Arms toilets. She said they chose these areas, subject to permissions, because during their regular litter picking, these areas were most littered with cigarette butts.

J. Breeze said the other element of the campaign was to advertise for a local artist to design some pavement art, which would last for three to six months, educating people to dispose of cigarette butts responsibly. Other options were to stencil artwork along the seafront or attach signs to railings which could be moved between areas. She said her preference would be to have the three pieces of artwork because the stencil art wouldn't allow much messaging to be included and signs would be crowded out by other signs.

J. Breeze said she understood DC Highways would be happy to have the artwork on its land as it had approved similar projects in Weymouth and Wimborne. She said it was really a question of which option the town council preferred.

It was noted the three locations proposed for the artwork were not town council land and therefore didn't require this council's approval. However, members were generally supportive of the proposals.

Cllr B. Bawden asked if TLG planned to put more cigarette bins at the other two locations, e.g. Theatre Square and the Rock Point.

J. Breeze said TLG could look into this.

22/95/TMH Traffic and Travel Strategy Working Group

Several members felt a lot of effort had been put in and plans drawn up in the past to improve traffic issues but it had made no difference, so they didn't feel it would be any different now.

Cllr P. May said there were still solutions which could be implemented, such as a 20mph speed limit in Broad Street to make it safer for pedestrians.

Cllr G. Stammers said if members wanted to form a working group, there was no harm in this but she felt the traffic issues were an unsolvable problem.

Cllr C. Reynolds said the biggest issue was lack of enforcement of existing regulations.

Cllr B. Bawden said DC was recruiting more people and she had spoken to officers about training for the town council's enforcement officers. She said there were a lot of legislation and regulations being introduced, such as decarbonising transport, so there was provision for a changed hierarchy of users and active travel initiatives. She agreed it wasn't going to be easy to implement changes in Lyme Regis but she felt doing nothing wasn't an option. She said the town council could ask DC to look at various options and it now had a huge amount of data which could be used to support any requests.

Cllr B. Larcombe said there were certain initiatives which he felt would make a big difference, such as size restrictions on vehicles allowed into the town as well as weight restrictions, but the working group needed to be limited to things the town council could influence.

Cllr B. Bawden said DC had a new 20mph speed limit policy so this was something the town council could pursue. She suggested external experts could join the working group.

Cllr P. May said he wasn't against external people joining the working group but felt they could be co-opted by members of the working group.

The town clerk suggested the working group should focus on several things that could make a difference so it was achievable and realistic.

Proposed by Cllr P. May and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to form a traffic and travel strategy working group and to appoint Cllrs P. May, B. Larcombe, C. Aldridge, S. Cockerell and B. Bawden to the group.

22/96/TMH Langmoor Gardens Planting Signs

Cllr B. Bawden said the aim was to make more of an amenity of the gardens, to expand the educational opportunities and explain the planting schemes, especially the sensory

aspects. She said the operations supervisor had suggested something simple with QR codes to link to information on the council's website.

The operations manager said phone apps were available which allowed you to take a photo of a plant and identify it.

However, Cllr B. Bawden said it was more than just identifying plants, it was also about the rationale for the different areas of the gardens.

Cllr C. Reynolds asked that the community garden be included in any scheme as lots of people asked for information about it. She felt it was a good idea as long as the information could be accessed by everyone, which wouldn't be possible if QR codes were used.

Cllr B. Larcombe felt it would be sufficient to just name the plants, restricted to the unusual species, and someone could then look up the information themselves.

It was agreed Cllrs C. Reynolds and B. Bawden would discuss the options with the operations supervisor and come back to this committee with suggestions and costs for signing the most important plants.

22/97/TMH Complaints, Incidents and Compliments

Members noted the report.

The meeting closed at 9.22pm.

Committee: Full Council

Date: 17 May 2023

Title: Calendar of Meetings

Purpose

To allow members to approve the calendar of meetings for 2023-24 council year

Recommendation

Members approve the calendar of meetings for the 2023-24 council year

Background

1. Standing order 5.j.xxi requires the council to ‘determine the time and place of ordinary meetings of the council up to and including the next annual meeting of the council’.
2. A draft calendar was presented to the previous Full Council meeting on 5 April 2023 but further changes were required, largely to accommodate the elections in May 2024. It has now been confirmed the elections will take place on 2 May 2024.

Report

3. The proposed calendar of meetings for 2023-24 is at **appendix 18A**.
4. Following on from discussions at the previous meeting about the long gap between Full Council meetings in July and October, a Full Council meeting has been scheduled for 6 September 2024 after the summer recess.
5. In order to finish the final cycle of meetings before the elections on 2 May 2024, two weeks had to be found in the calendar. To achieve this, the Human Resources Committee meeting scheduled for 3 January 2024 has been brought forward to 20 December 2023 and the Human Resources Committee meeting scheduled for Wednesday 14 February 2024 has been scheduled for Tuesday 13 February 2023.
6. An extraordinary Full Council meeting has been scheduled on 21 June 2023 to allow members to sign off the Annual Governance and Accountability Return.
7. The calendar also includes the normal summer recess, a break at Christmas/New Year, an extraordinary Full Council meeting in March 2023 to consider community grants, the annual meeting of electors in April 2023, the mayor-making ceremony in May 2023, taking us up to the first meeting of the new 2023-24 council year in May 2023 following the elections, known as the annual meeting.

Adrianne Mullins
Support services manager
May 2023

Lyme Regis Town Council

Calendar of Meetings 2023/24

All meetings are to be held in the Guildhall, Bridge Street, Lyme Regis, at 7pm unless otherwise stated

Wednesday 24 May 2023	Full Council (mayor-making ceremony)
Tuesday 30 May 2023	Planning Committee
Wednesday 31 May 2023	Full Council (adjourned annual meeting)
Tuesday 13 June 2023	Planning Committee
Wednesday 14 June 2023	Human Resources
Wednesday 21 June 2023	Extraordinary Full Council, 7pm Town Management and Highways, <i>on the rise of the extraordinary Full Council</i>
Tuesday 27 June 2023	Planning Committee
Wednesday 28 June 2023	Tourism, Community and Publicity Committee
Wednesday 5 July 2023	Environment Committee
Tuesday 11 July 2023	Planning Committee
Wednesday 12 July 2023	Strategy and Finance Committee
Tuesday 25 July 2023	Planning Committee
Wednesday 26 July 2023	Full Council
Tuesday 8 August 2023	Planning Committee
Tuesday 22 August 2023	Planning Committee
Tuesday 5 September 2023	Planning Committee
Wednesday 6 September 2023	Full Council
Wednesday 13 September 2023	Human Resources
Tuesday 19 September 2023	Planning Committee
Wednesday 20 September 2023	Town Management and Highways Committee
Wednesday 27 September 2023	Tourism, Community and Publicity Committee
Tuesday 3 October 2023	Planning Committee
Wednesday 4 October 2023	Environment Committee
Wednesday 11 October 2023	Strategy and Finance Committee
Tuesday 17 October 2023	Planning Committee
Wednesday 25 October 2023	Full Council
Tuesday 31 October 2023	Planning Committee
Wednesday 1 November 2023	Human Resources Committee
Wednesday 8 November 2023	Town Management and Highways Committee

Tuesday 14 November 2023	Planning Committee
Wednesday 15 November 2023	Tourism, Community and Publicity Committee
Wednesday 22 November 2023	Environment Committee
Tuesday 28 November 2023	Planning Committee
Wednesday 29 November 2023	Strategy and Finance Committee
Tuesday 12 December 2023	Planning Committee
Wednesday 13 December 2023	Full Council
Wednesday 20 December 2023	Human Resources Committee
Wednesday 3 January 2024	Town Management and Highways Committee
Tuesday 9 January 2024	Planning Committee
Wednesday 10 January 2024	Tourism, Community and Publicity Committee
Wednesday 17 January 2024	Environment Committee
Tuesday 23 January 2024	Planning Committee
Wednesday 24 January 2024	Strategy and Finance Committee
Tuesday 6 February 2024	Planning Committee
Wednesday 7 February 2024	Full Council
Tuesday 13 February 2023	Human Resources Committee
Wednesday 14 February 2023	Town Management and Highways Committee
Tuesday 20 February 2024	Planning Committee
Wednesday 21 February 2024	Tourism, Community and Publicity Committee
Wednesday 28 February 2024	Environment Committee
Tuesday 5 March 2024	Planning Committee
Wednesday 6 March 2024	Strategy and Finance Committee
Wednesday 13 March 2024	Full Council
Tuesday 19 March 2024	Planning Committee
Wednesday 20 March 2024	Extraordinary Full Council (grants)
Wednesday 27 March 2024	Human Resources Committee
Tuesday 2 April 2024	Planning Committee
Wednesday 3 April 2024	Town Management and Highways Committee
Wednesday 10 April 2024	Tourism, Community and Publicity Committee
Tuesday 16 April 2024	Planning Committee
Wednesday 17 April 2024	Environment Committee
Friday 19 April 2024	<i>Annual Meeting of Electors, Woodmead Halls, 7pm</i>
Wednesday 24 April 2024	Strategy and Finance Committee
Tuesday 30 April 2024	Planning Committee
Wednesday 1 May 2024	Full Council
Wednesday 8 May 2024	Full Council (annual meeting)

Committee: Full Council

Date: 17 May 2023

Title: The Annual Review of the Complaints' Policy and Procedure

Purpose of Report

To allow members to undertake the annual review of the complaints' policy and procedure, in accordance with standing order 5.j.xvii

To allow members to consider the volume and nature of complaints received

Recommendation

- a) Members approve the complaints' policy and procedure
- b) Members note the volume and nature of complaints received since May 2023

Background

- 1. Standing order 5.j.xvii requires the council to have a complaints' procedure and for that procedure to be reviewed each year either by the Full Council or following consideration and recommendation from the relevant committee.
- 2. The policy and procedure are attached, **appendices 19A and 19B**.
- 3. The only proposed amendments are to the implementation and review dates.
- 4. Paragraph 2.3 of the policy states a report on the volume and nature of complaints will be presented alongside the annual policy review.
- 5. Since May 2022 when the complaints' policy and procedure was last reviewed, 47 complaints were received about town council operations, compared with 52 the previous year. There has only been one 'official' complaint dealt with through the complaints policy and procedure. Where complaints concerned other organisations, complainants were directly referred to those organisations.
- 6. The complaints made to Lyme Regis Town Council were:

Dogs	3
Anti-social behaviour	4
Graffiti	3
Seagulls	1
Rats	3
Toilets	3

Rubbish	3
Maintenance	4
Gardening	2
Skateboarders	1
Cyclists	1
Car parks	2
Beach huts	4
Accessibility	2
Staff	2
Chalet park	2
Park & Ride	3
Lack of T.I.C	1
Gazebo	1
Signage	2
Total	47

Adrienne Mullins
 Support services manager
 May 2023

Complaints Policy

1. Introduction

- 1.1 Standing order 5.j.xvii requires the council to have a complaints' procedure and for that procedure to be reviewed each year either by the Full Council or following consideration and recommendation from the relevant committee.
- 1.2 This policy sets out the rationale for a complaints' policy and provides a definition of what qualifies as a complaint and what doesn't qualify as a complaint. The process for administering complaints is detailed separately in a procedure.

2. The Rationale

- 2.1 The council recognises that mistakes and misunderstandings occur and that such instances can consume a disproportionate amount of time and can have an adverse affect on the council's reputation. The approach adopted in this policy and attached procedure is about complaint rectification, resolution and learning.
- 2.2. An effective complaints' management system can make good any mistakes and misunderstandings and help to maintain and build relationships with those with whom we work. Towards this end, the town clerk will provide members with an annual report that identifies the number and type of complaints received. The policy objectives are to:
 - 2.2.1 Provide a fair complaints' procedure which is clear and easy to use
 - 2.2.2 Publicise the existence of its complaints' procedure so that people know how to contact us to make a complaint
 - 2.2.3 Make sure that everyone in the council knows what to do if a complaint is received
 - 2.2.4 Make sure complaints are investigated fairly and in a timely way
 - 2.2.5 Make sure that complaints are, wherever possible, resolved and that relationships are repaired
 - 2.2.6 Gather and use information to help us improve what we do.
- 2.3 To achieve this last policy objective an annual report will be presented to the council on the volume and nature of complaints. The report will be presented alongside the annual review of this policy.

3. The Definition

- 3.1 For the purpose of this policy, a complaint is defined as an expression of dissatisfaction, whether justified or not, about any aspect of the council's activities. Typically, a complaint may arise when:
 - 3.1.1 We have done something wrong
 - 3.1.2 We have not done something we should have done
 - 3.1.3 We have not treated someone in a professional or civil manner
 - 3.1.4 We have not achieved a standard that we have set for ourselves.

4. Complaints that are Excluded

4.1. This policy excludes certain types of complaints:

- 4.1.1 A complaint by an employee against another employee; these matters are dealt with under the council's disciplinary and grievance procedures
- 4.1.2 Complaints against councillors; these are dealt with by Dorset Council's monitoring officer
- 4.1.3 If it is a year or more since the complainant became aware of the issue
- 4.1.4 A previous or similar complaint has been made and considered
- 4.1.5 It is a persistent or vexatious complaint with no grounds
- 4.1.6 The complaint is being made to cause disruption or annoyance.

5. Review

5.1 This policy will be reviewed in May 2024 or sooner if there are changes in legislation or best practice.

Supporting Procedure

This policy is supported by a complaints' procedure.

Implementation date: 17 May 2023

Review Date: May 2024

John Wright
Town clerk
May 2023

Complaints Procedure

1. Introduction

- 1.1 This procedure should be read in conjunction with the council's complaints' policy. The emphasis in this policy is on rectification and resolution, and this is reflected within this procedure.
- 1.2 The procedure isn't a substitute mechanism for resolving relatively minor issues: these should be addressed as part of the day-to-day operation of the council. It is a mechanism for addressing major service failures, persistent service deficiencies, and poor attitude.
- 1.3 The council defines a complaint in its complaints' policy as an expression of dissatisfaction, whether justified or not, about any aspect of the council's activities. Typically, a complaint may arise when:
 - 1.3.1 We have done something wrong
 - 1.3.2. We have not done something we should have done
 - 1.3.3. We have not treated someone in a professional or civil manner
 - 1.3.4. We have not achieved a standard that we have set for ourselves.
- 1.4. The complaints' policy excludes certain types of complaints:
 - 1.4.1 A complaint by an employee against another employee; these matters are dealt with under the council's disciplinary and grievance procedures
 - 1.4.2 Complaints against councillors; these are dealt with by Dorset Council's monitoring officer
 - 1.4.3 If it is a year or more since the complainant became aware of the issue
 - 1.4.4 A previous or similar complaint has been made and considered
 - 1.4.5 It is a persistent or vexatious complaint with no grounds
 - 1.4.6 The complaint is being made to cause disruption or annoyance.
- 1.5 Consequently, if issues can be dealt with outside this policy to the satisfaction of a complainant, then this procedure should not be deployed.

2. The Procedure

- 2.1 Complaints should normally be addressed to the town clerk.
- 2.2 The town clerk will decide who should consider and respond to the complaint: this will normally be the deputy town clerk, the operations manager, finance manager, support services manager or the town clerk.
- 2.3 If the complaint is specifically about the town clerk, the complaint should be addressed to the Mayor. The Mayor will decide how the complaint should be investigated.
- 2.4 Acknowledgement of all complaints will take place within three working days.

- 2.5 The town clerk will also appoint a member of staff, who has no involvement in the complaint, to contact the complainant to clarify the precise nature of the complaint, to establish what the complainant wants the council to do to, and to discuss the process and timescale for resolution. This member of staff will not be involved in investigating or responding to the complaint: their role is to act as the complainant's 'friend'.
- 2.6 If the complaint is about council policy which is being considered, the complainant will be advised that they should raise their concerns during the public forum of the relevant council committee meeting where the issue is under consideration.
- 2.7 If the complaint is about existing council policy or the absence of a policy, the complainant will be advised that they should raise the matter during the public forum of a Full Council meeting where any issues can be raised, regardless of whether or not it is on the agenda.
- 2.8 If a policy decision has already been made by the council, the complainant will be informed that the issue will not be re-opened for six months from the decision date unless there are exceptional grounds.
- 2.9 If the complaint is about any other aspect of council's business or service they will normally receive a response from the investigating officer within 10 working days.

3. Appeal

- 3.1 A complainant has the right to appeal against a decision. The appeal should normally be made within 20 working days of being notified of the decision. The appeal will be heard by a panel of three members which will be constituted from the Mayor and committee chairmen.
- 3.2 The panel will normally consider the appeal within 20 working days of notification and will inform the complainant of their decision within 10 working days.
- 3.3 If it isn't possible to respond within 10 working days, the complainant will be written to explaining why a response can't be provided and will be given a revised timescale.

4. Complaints against council employees

- 4.1 The process will follow the same as 2.1, 2.2, 2.3, 2.4 and 2.5
- 4.2 The complainant will normally receive an acknowledgement from the investigating officer within 5 working days.
- 4.3 An investigation will take place, which may involve meetings with the complainant, the employee complained against and anyone else with information relevant to the complaint. The investigating officer will inform the complainant and the employee complained against of the outcome of the investigation.

- 4.3 A complainant and the employee complained against has the right to appeal against a decision. The appeal should normally be made within 20 working days of being notified of the decision. The appeal will be heard by a panel of three members.
- 4.4 The panel will normally consider the appeal within 20 working days of notification and will inform the complainant of their decision within 10 working days.
- 4.5 If it isn't possible to consider the appeal within 20 working days or to inform the complainant of the decision within 10 working days, the complainant will be written to explaining why there has been a delay and they will be given a revised timescale.

5. Review

- 5.1 This procedure will be reviewed in May 2024 or sooner if there are changes in legislation or best practice.

Supporting Policy

This policy is supported by a complaints' procedure.

Implementation date: 17 May 2022

Review Date: May 2024

John Wright
Town clerk
May 2023

Committee: Full Council

Date: 17 May 2023

Title: Information Policy

Purpose of Report

To undertake the annual Information Policy review

Recommendation

Members consider the report and approve the revised Information Policy, appendix 20A

Background

1. Standing order 5.j. identifies the business that shall be transacted during the course of the council year, either by the Full Council or following consideration and recommendation from the relevant committee: the requirement for ‘Establishing or reviewing the Council’s procedure for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998¹’ is detailed paragraph 5.j.xviii of the council’s standing orders.
2. The Information Policy, **appendix 20A**, was considered and approved by resolution of the Full Council on 18 May 2022.

Report

3. The version of the policy presented to the Full Council 12 May 2022 amended to describe the relationship between the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR) following the United Kingdom’s exit from the European Union.
4. References to the Data Protection Act 1998 were also removed from the version of the policy approved by members on 25 May 2022 and were removed and replaced, where appropriate.
5. No changes are proposed to the Information Policy.

John Wright
Town clerk
May 2023

¹ The Data Protection Act 1998 has been replaced by the Data Protection Act 2018 and the UK Data Protection Regulation which came into force on 1 January 2021. This change was omitted from the draft Standing Orders considered by Strategy and Finance Committee 11 May 2022. A change to the Standing Orders is included in the recommendation accompanying the minutes from the Strategy and Finance Committee to this meeting of the Full Council.

Information Policy

1. Introduction

- 1.1 There are various pieces of legislation about holding, accessing and processing information and data.
- 1.2 The Information Commissioner's Office (ICO) is the UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals. They rule on eligible complaints, give guidance to individuals and organisations, and take appropriate action when the law is broken. The ICO enforces and oversees the Data Protection Act (2018), the UK General Data Protection Regulation, the Freedom of Information Act, the Environmental Information Regulations, and the Privacy and Electronic Communications Regulations.
- 1.3 The General Data Protection Act (DPA) 2018 sets out the framework for data protection law in the UK. It updates and replaces the Data Protection Act 1998 and came into effect on 25 May 2018. It was amended on 01 January 2021 by regulations under the European Union (Withdrawal) Act 2018, to reflect the UK's status outside the EU. It sits alongside and supplements the UK General Data Protection Regulation (UK GDPR). The UK GDPR is based on the EU GDPR (General Data Protection Regulation (EU) 2016/679) which applied in the UK before that date. In practice, there is little change to core data protection principles, rights, and obligations.
- 1.4 All other information falls under the Freedom of Information Act 2000.
- 1.5 Environmental information falls under the Environmental Information Regulations 2004.
- 1.6 The Privacy and Electronic Communications Regulations 2003 govern electronic marketing.
- 1.7 This policy details how Lyme Regis Town Council interprets the law and complies with regulations. It gives a general overview of the legal requirements imposed on the council, defines how the council will make information accessible and advises how it will protect, store and dispose of information.
- 1.8 Lyme Regis Town Council supports the objectives of openness, accountability and transparency in the public sector.
- 1.9 Under the Freedom of Information Act 2000, each public authority must adopt and maintain a Publication Scheme. This is a method of making information available to the public. The scheme details the information the council will routinely make available, see appendix A.

2. Publication Scheme

- 2.1 There are three ways to obtain any information held:
 - 2.1.1 The council's website

This includes meeting agendas, minutes and the council's governance and financial operating policies and procedures

2.1.2 Inspecting of documents at the council's offices

Contact the town clerk to view documents. Some documents may take some time to locate, so it may be necessary to make an appointment. Normal working hours are Monday to Friday, 9am to 4.30pm.

2.1.3 Submit a written or email request

- 2.2 Information held by the town council which does not fall within the Publication Scheme may be requested in writing and will be considered in line with the provisions of the Freedom of Information Act 2000. The request for information must include a name, address for correspondence, and a description of the information required.
- 2.3 Lyme Regis Town Council will respond within 20 working days of receipt of a written request and confirm if it holds the information, advise whether a fee will be charged and provide the information (after any relevant fee has been paid) unless an exemption applies.
- 2.4 If an information request is subject to a charge, the information will not be released until that fee is paid.

3. **Freedom of Information Act 2000**

- 3.1 The Freedom of Information Act 2000 deals with access to official information; regulations deal with environmental information.
- 3.2 The Act provides individuals or organisations with the right to request information held by a public authority. They can do this by letter or email.
- 3.3 The Act is fully retrospective and applies to all information, not just information filed since the Act came into force.

4. **Environmental Information Regulations 2004**

- 4.1 These regulations give the public the right to access environmental information held by public authorities. The request can be made by letter, email, telephone or in person.
- 4.2 Environmental information is divided into the following six main areas:
 - 4.2.1 The state of the elements of the environment, such as air, water, soil, land, fauna (including human beings)
 - 4.2.2 Emissions and discharges, noise, energy, radiation, waste and other such substances
 - 4.2.3 Measures and activities such as policies, plans, and agreements affecting or likely to affect the state of the elements of the environment
 - 4.2.4 Reports, cost-benefit and economic analyses
 - 4.2.5 The state of human health and safety, contamination of the food chain

4.2.6 Cultural sites and built structures (to the extent they may be affected by the state of the elements of the environment)

5. The Right to Know

- 5.1 The right under the Freedom of Information Act (FOIA) and the Environmental Information Regulations (EIR) to request information held by public authorities, known as the right to know, came into force from January 2005.
- 5.2 The Act allows access to recorded information such as emails, meeting agendas and minutes, research or reports held by the council.
- 5.3 The Freedom of Information Act 2000 gives applicants two statutory rights: to be told if the public authority holds information; and if it does, to have that information communicated to them.

6. Exemptions

- 6.1 Some information is exempt from disclosure.
- 6.2 There are 23 exemptions in the FOIA, some of which are absolute and some qualified. There are 12 exceptions from disclosure in the EIR, all of which are qualified.
- 6.3 Where information falls under an absolute exemption, the harm to the public interest that would result from its disclosure is already established, e.g., personal information, or if disclosure would result in an actionable breach of confidence.
- 6.4 There are five exemptions that are likely to apply to information held by the Town Council:
 - 6.4.1 Information that is readily accessible to the applicant by other means
 - 6.4.2 Information that constitutes Court records
 - 6.4.3 Information that is defined as personal data under the Data Protection Act 2018
 - 6.4.4 Information that has been provided in confidence
 - 6.4.5 Information prohibited from disclosure by law

If a public authority believes that the information is covered by a qualified exemption, it must apply the public interest test.

7. Public Interest Test

The public interest test favours disclosure where a qualified exemption or an exception applies. In such cases, the information may be withheld only if the council considers that the public interest in withholding the information is greater than the public interest in disclosing it.

8. Handling of Requests

- 8.1 The council must normally supply the information requested in the format requested within 20 working days of receipt of a written request; confirm if it holds the information; advise whether a fee will be charged and provide the information (after any relevant fee has been paid) unless an exemption applies.
- 8.2 However, the town council does not have to confirm or deny the existence of the information or provide it if: an exemption applies; the request is vexatious; similar to a previous request; or the cost of compliance exceeds an appropriate limit.
- 8.3 If the town council decides not to disclose the information requested it will give reasons for its decision, explain how the exemption or exception applies and explain the arguments under the public interest test.
- 8.4 If an applicant is unhappy with a refusal to disclose information, they can request a formal review of the decision by a person not directly involved with the refusal. If the review concurs with the decision not to disclose the information the applicant can complain to the ICO. The ICO will investigate the case and either uphold the council's use of an exemption or decide that the information must be disclosed.

9. Fees

- 9.1 The FOIA only allows the council to charge for answering Freedom of Information requests when costs exceed £450.
- 9.2 In these cases the council can decide to:
 - 9.2.1 refuse the request; or
 - 9.2.2 comply with the request and charge for allowable costs as prescribed in the regulations (a fee notice will be sent to the applicant requesting the appropriate fee); or
 - 9.2.3 comply with the request free of charge
- 9.3 The request for information will not be answered until the fee has been received.
- 9.4 If the cost of completing the request is more than the estimate then the council will incur the additional cost. However, where the cost is less than the estimated cost then the difference will be refunded to the applicant.
- 9.5 The council will charge 10p per A4 sheet and 15p per A3 sheet (b&w only) for photocopying and printing documents, plus recover the actual cost of postage or any other transmission costs from the applicant. Colour copies will be charged at 15p per A4 sheet and 20p per A4 sheet. Staff costs will be charged at £25 per hour.

10. Appeal Process

- 10.1 The role of the Information Commissioner's Office (ICO) is to enforce and promote the FOIA and the EIR. It has responsibility for ensuring that information is disclosed promptly and that exemptions from disclosure are applied lawfully.
- 10.2 Cases can be referred to the ICO if, for example, there has been excessive delay or if the application of an exemption or a refusal made on public interest grounds is disputed. The ICO may serve a decision notice on the council either confirming the decision or directing it to disclose information within a certain timescale. Non-compliance with a decision notice may constitute contempt of court.
- 10.3 Finally, if either the applicant or the council disagrees with the ICO's decision, an appeal can be lodged within 28 days to the independent Information Tribunal.
- 10.4 The Information Tribunal may uphold the ICO's decision notice, amend it, e.g., change the time frame for release of information, or overturn it. Non-compliance with the Information Tribunal's notice may also constitute contempt of court.

11. Data Protection and General Data Protection Regulation

- 11.1 Lyme Regis Town Council is also bound by the Data Protection Act (DPA) 2018 and UK General Data Protection Regulation (UK GDPR).
- 11.2 Alongside the General Data Protection Act 2018 and the UK GDPR establish a framework of rights and duties which are designed to safeguard personal data.
- 11.3 They aim to balance the legitimate needs of organisations to collect and use personal data for business and other purposes against the right of individuals to respect for the privacy of their personal details.
- 11.4 Personal data may be held electronically or in paper records.
- 11.5 There is a fine line between determining what is personal data and what is not. Therefore, to help decide whether filed information falls within the scope of the Act, below is a reference guide comprising of a series of questions which, when worked through in order, is intended to help determine whether the data held is personal data. If the answers to the questions are yes, then the data is assessed as personal data.
 - 11.5.1 Can a living individual be 'identified' from the data or from other information in your possession, or likely to come into your possession?
 - 11.5.2 Does the data 'relate to' the identifiable living individual, whether in personal or family life, business or profession?
 - 11.5.3 Is the data 'obviously about' a particular individual?

- 11.5.4 Is the data 'linked to' an individual so that it provides particular information about that individual?
 - 11.5.5 Is the data used, or is it to be used, to inform or influence actions or decisions affecting an identifiable individual?
 - 11.5.6 Does the data have any biographical significance in relation to the individual?
 - 11.5.7 Does the data focus or concentrate on the individual rather than on some other person, object, transaction or event?
 - 11.5.8 Does the data impact or have the potential to impact on an individual, whether in a personal, family, business or professional capacity?
- 11.6 The town council processes personal data in order to:
- 11.6.1 fulfil its duties as an employer by complying with the terms of contracts of employment, safeguarding the employee and maintaining information required by law
 - 11.6.2 pursue the legitimate interests of its business and its duties as a public body, by fulfilling contractual terms with other organisations, and maintaining information required by law
 - 11.6.3 monitor its activities including the equality and diversity of its activities
 - 11.6.4 fulfil its duties in operating the business premises including security
 - 11.6.5 assist regulatory and law enforcement agencies
 - 11.6.6 process information including the recording and updating details about its councillors, employees, partners and volunteers
 - 11.6.7 process information including the recording and updating details about individuals who contact it for information, or to access a service, or make a complaint
 - 11.6.8 undertake surveys, censuses and questionnaires to fulfil the objectives and purposes of the council.
 - 11.6.9 undertake research, audit and quality improvement work to fulfil its objects and purposes
 - 11.6.10 carry out council administration. Where appropriate and governed by necessary safeguards we will carry out the above processing jointly with other appropriate bodies from time to time.
- 11.7 Where appropriate and governed by necessary safeguards, the council will carry out the above processing jointly with other appropriate bodies.

- 11.8 The council will ensure at least one of the following conditions is met for personal information to be considered fairly processed:
- 11.8.1 the individual has consented to the processing
 - 11.8.2 processing is necessary for the performance of a contract or agreement with the individual
 - 11.8.3 processing is required under a legal obligation
 - 11.8.4 processing is necessary to protect the vital interests of the individual
 - 11.8.5 processing is necessary to carry out public functions.
 - 11.8.6 processing is necessary in order to pursue the legitimate interests of the data controller or third parties.
- 11.9 Particular attention is paid to the processing of any sensitive personal information and the council will ensure at least one of the following conditions is met:
- 11.9.1 explicit consent of the individual
 - 11.9.2 required by law to process the data for employment purposes
 - 11.9.3 a requirement in order to protect the vital interests of the individual or another person.
- 11.10 Even if the information is not considered personal data, it may however be information of a sensitive nature such as data about an employee's religious beliefs, medical background, sexual orientation, criminal records etc.
- 11.11 The legislation is underpinned by a set of eight principles:
- 11.11.1 personal data shall be processed fairly and lawfully.
 - 11.11.2 personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
 - 11.11.3 personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
 - 11.11.4 personal data shall be accurate and, where necessary, kept up to date.
 - 11.11.5 personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
 - 11.11.6 Personal data shall be processed in accordance with the rights of data subjects under this Act.
 - 11.11.7 appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.

- 11.11.8 personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.
- 11.12 The council will ensure it handles personal data and complies with the spirit of these principles.
- 11.13 The information provided will be processed and stored so it is possible for the council to contact, respond to or conduct the transaction requested by the individual. By communicating with the council, individuals are deemed to be giving consent for their personal data provided to be used and transferred in accordance with this policy. It is the responsibility of the individual to ensure the council is able to keep their personal data up-to-date and accurate. The personal information will not be shared or provided to any third party or be used for any purpose other than that for which is provided. It will only be kept for as long as necessary, after which, it will be deleted.
- 11.14 The legislation states that anyone who processes personal information must comply with the eight principles and that the area covered by the Act provides individuals with important rights, including the right to find out what personal information is held on computer and most paper records.
- 11.15 The town council is registered with the Information Commissioner's Office that it processes personal data. Failure to notify the ICO is a criminal offence. The main purpose of notification and registration with the ICO is for transparency and openness.
- 11.16 The legislation contains a number of exemptions from the rights and duties, and personal data must be processed in accordance with the Act unless one of the exemptions applies.
- 11.17 An individual has the following rights as a 'data subject':
- 11.17.1 access to information – an individual has the right to request access to the information the council has on them
 - 11.17.2 information correction - if they believe the information the council has about them is incorrect, they may contact us so that we can update it and keep their data accurate
 - 11.17.3 information deletion – if the individual wishes the council to delete the information about them, they can do so by contacting the council
 - 11.17.4 right to object – if an individual believes their data is not being processed for the purpose it has been collected for, they may object to the council.
- 11.18 Should an individual or organisation feel they are being denied access to personal information that they are entitled to by the town council or feel their information has not been handled according to the eight principles, they can contact the ICO.
- 11.19 Complaints are usually dealt with informally, but if this is not possible, enforcement action can be taken.

12. Privacy and Electronic Communications Regulations

- 12.1 The Privacy and Electronic Communications Regulations apply to unsolicited electronic marketing messages sent by telephone, fax, email or text.
- 12.2 If, at any time, the council wants to make automated telephone calls or send faxes to individuals they must have the subscriber's consent and their identity must be clearly included in calls or faxes.
- 12.3 If they wish, subscribers (individuals or businesses) can opt out of direct marketing phone calls both to a land line and a mobile number. People on the Telephone Preference Service register will not receive these types of calls unless they give their permission.
- 12.4 Individual and corporate subscribers can also register their objection to receiving unsolicited direct marketing faxes by registering their number with the Fax Preference Service.
- 12.5 Unsolicited marketing material by electronic mail (this includes texts, picture messages and emails) will only be sent if the person has chosen to receive them, unless the email address was obtained as a result of a commercial relationship. The council will always give the individual the opportunity to stop receiving the emails.
- 12.6 Spam is the use of electronic messaging systems (including most broadcast media, digital delivery systems) to send unsolicited bulk messages indiscriminately. The most widely recognised form of spam is e-mail spam, also known as unsolicited bulk email (UBE), junk mail or unsolicited commercial email (UCE).
- 12.7 The ICO is working with its European counterparts and the US to try to reduce spam, but currently there is no legislation to cover spam sent to business addresses. The town council has processes and software in place to protect the email server as far as reasonably possible from spam.

13. General Responsibility

- 13.1 All town council members and officers have a duty to comply with the Freedom of Information Act 2000, the General Data Protection Regulation 2018, UK General Data Protection Regulation (UK GDPR), the Environmental Information Regulations 2004 and the Privacy and Electronic Communications Regulations 2003.
- 13.2 The council will issue procedural guidelines to complement this policy setting out how a request for information should be dealt with. In addition, staff training will be provided.
- 13.3 It is, however, the responsibility of the person who receives the information request to ensure that it is responded to according to the Act. Additional advice and support in this regard is available from the town clerk.

14. Additional Information

14.1 Additional guidance on the Freedom of Information Act, Environmental Information Regulations and the Data Protection Act are available on the ICO's website: www.ico.gov.uk.

14.2 Alternatively the ICO can be contacted by post, telephone or email:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow Cheshire, SK9 5AF

Helpline telephone number: 01625 545745

Email: mail@ico.gov.uk

15. Document Management Policy

15.1 This policy applies to all documents produced by the council and all documents received in its offices. Its objective is to aid sensible, timely management and disposal of all filing, paperwork, records and documentation.

15.2 It is important that records are carefully retained and systematically filed as they are required for inspection by a number of agencies, e.g., internal audit, external audit, HMRC.

15.3 Retention and Disposal of Documents

The requirements for the retention of specific records are laid down in the Accounts and Audit Regulations for Local Authorities. The advised periods and reasons for the retention of records are detailed on the table below.

Record	Minimum retention period	Comments
Annual Leave Records	3 years	
Application Forms (unsuccessful Applicants)	6 months from appointed starting duties	
Audit Till Rolls	3 years	
BACS Amendments and Error Reports	6 years	
BACS Details	6 years	
Bank Reconciliation Records	6 years	
Bank Statements and Advices	6 years	
Bond Certificates – Copy	6 years	After redemption
Bonds/ Mortgages Register	Indefinitely	
Budget Working Papers	6 years	
Capital Registers	Indefinitely	
Car Allowance Claims	3 years	
Car Allowance Records	6 years	
Car Lease Records	2 years	From end of lease
Car Loan Records	6 years	From end of loan
Cash Books	6 years	

Consolidated Loans Pool Registers	Indefinitely	
Consolidated Loans Pool Working Papers	6 years	
Collection and Deposit Books	6 years	
Computer Input Forms	2 years	
Contract Documents	Contract period + 2 years	From final payment
Contract Payment Certificates	Contract period + 2 years	From final payment
Controlled Stationery Records	Indefinitely	
Copy Orders	3 years	
Copy Renewal/ Endorsement Memos	Indefinitely	
Correspondence Files	6 years	
Correspondence with Successful Contractors	Contract period + 2 years	From final payment
Council Meeting Minutes	Indefinitely	Can be transferred to SCC Archives
Creditor Cheque Lists	6 years	
Deduction Tabs	6 years	
Deeds of Covenant	12 years	After final payment
Delivery Notes	3 years	
Expenses Claims (mileage, subsistence)	6 years	HMRC requirements
Employers Liability Insurance	40 years	Management and Statute of Limitations
Final Account Working Papers	6 years	
Finance Ledgers	Indefinitely	
Flexi-time Records	3 years	
Grant Claims / Returns	6 years	
Half Yearly Interest Schedules	Indefinitely	
Health and Safety Inspection Records	21 years	
Insurance Claims and Correspondence	6 years	
Insurance Policies (other than Liability Insurance)	3 years	After discontinuation
Insurance Registers	Indefinitely	
Insurance Schedules	Indefinitely	
Insurance Valuations	6 years	Unless re-valued
Internal Ledger Transfers	6 years	
Inventory of Furniture & Equipment	Indefinitely	
Investment Certificates	6 years	After holding
Invoices (including credit card payment slips)	6 years	
Journal Entries	6 years	

Leasing Payments	6 years	
Leasing Registers	Indefinitely	
Leaver Forms	6 years	
Liability Insurance	Indefinitely	
Loans Transfer Registers	Indefinitely	
Manual Cheque Payment Record	6 years	
Maternity Pay Records	3 years	
Members Allowance Claim Forms	6 years	
Members Attendance Registers	Indefinitely	
Micro-fiche Records	Indefinitely	
Mortgage Deeds & Bond Certs. (repaid)	6 years	From cancellation
New Starter Forms	6 years	
Notification of Coding	3 years	After end of tax year
Orders	3 years	
Other Payroll Tabs	6 years	
Overs and Shorts Records	6 years	
Overtime Claims	3 years	
Overtime Records	6 years	
P45 Forms	3 years	
Paid Invoices	6 years	
Pay Slips – copies	7 years	
Paying-In Books	6 years	
Payroll Cheque Lists	6 years	
Payroll Control Account Reconciliations	6 years	
Payroll Control Total Tabs	6 years	
Payroll Deduction Tabs	6 years	
Permanent Amendments	6 years	
Personnel Files	Indefinitely	
Petty Cash Imprest Records	6 years	
Petty Cash Receipts	6 years	
Postal Remittance Books	6 years	
Public Liability Insurance	21 Years	
Private Health Care Records	6 years	HMRC requirements
PWLB Year End Statements	6 years	
Receipt Books	6 years	
Renewal/ Endorsement Memos - Copy	Indefinitely	
Replacement Cheque Records	3 years	
Returned Cheque Records	6 years	
Securicor Records	6 years	
Shorts and Overs Records	6 years	
Sickness Records	3 years	
Staff Records	6 years	

Stock Transfer Forms	6 years	
Stop Cheque Lists	6 years	
Summaries of Accumulated Total	6 years	
Sundry Debtor Accounts	6 years	From date paid or written off
Sundry Debtor Records	3 years	
Superannuation Correspondence	Indefinitely	
Superannuation Records	6 years	Main records held with SCC
Tax and NI Details	6 years	
Taxable Benefit Details	6 years	HMRC requirements
Temporary Loans Records	3 years	After repayment
Temporary Variations	3 years	
Tenders - Unsuccessful Quotations	3 years	
Tenders - Successful Quotations	Contract period + 2 years	From final payment
Till Rolls (Receipting Machine)	3 years	
Timesheets	Last completed audit year	Audit and Working Time regulations
Unpresented Cheque Listings	6 years	
VAT Returns and Records	6 years	
Write Off Schedules	Indefinitely	
Year-end Financial Tabs	Indefinitely	
Year-end Payroll Tabs	12 years	

- 15.4 General documentation, not listed above, may be kept for reference purposes, however, will be destroyed after five years.
- 15.5 Any documents relating to town council-owned land and property will be retained indefinitely by the town council or by the council's solicitor to give a complete picture of refurbishments, disposals or acquisitions.
- 15.6 Documents produced by and readily available from other sources will be destroyed when they are outdated or superseded.
- 15.7 Development control and planning applications will be destroyed automatically after one year. If, however, a particular application forms part of a planning history for a specific site or town council-owned property, then the application will be kept indefinitely or until such times as the site is developed.
- 15.8 Within six months of a member of staff leaving Lyme Regis Town Council employment, the individual's personnel file will be reviewed, any superannuation or salary documentation will be extracted and the remaining documentation will be destroyed. If there is likely to be a claim made against the town council under employment or other relevant legislation, the personnel file will be archived until such times as any claim has been dealt with or legal advice states that it may be destroyed.

15.9 Storage of Documents

- 15.9.1 Documentation readily in use or where easy and regular access is required will be stored at the town council's offices.
- 15.9.2 Officers are encouraged to scan documentation where and when appropriate so that it is stored electronically for future reference. The IT systems are automatically backed up on a regular basis to ensure the safe keeping of electronic documents.
- 15.9.3 Older paperwork and documentation will be archived either at the town council's offices or off site. Any documents of an historical nature will be offered to the County Records Office or the museum, as appropriate.
- 15.9.4 If need be, documents will be stored in secure conditions either at the town council's offices, with the council's solicitor or at an offsite storage facility.
- 15.9.5 Certain specific documentation such as meeting minutes will be offered to the county archives at Dorset County Council in Dorchester.

15.10 Destruction of Documents

15.10.1 All confidential or sensitive documents and any documents containing personal information covered by the Data Protection Act that are earmarked for disposal will either be shredded at the Town Council offices or sent for destruction by a recognised contractor specialising in the disposal of confidential waste.

15.10.2 All general documentation and paper waste will be recycled.

APPENDIX A

Publication Scheme

1. Introduction

- 1.1 This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information identified by the Information Commissioner's Office and referred to in paragraph 2. Additional information the definition of these classes is issued by the Information Commissioner.
- 1.2 The scheme commits an authority:
 - 1.2.1 To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below
 - 1.2.2 To specify the information which is held by the authority and falls within the classifications below
 - 1.2.3 To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme
 - 1.2.4 To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public
 - 1.2.5 To review and update on a regular basis the information the authority makes available under this scheme
 - 1.2.6 To produce a schedule of any fees charged for access to information which is made proactively available
 - 1.2.7 To make this publication scheme available to the public

2. Classes of information

2.1 Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance

2.2 What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts

2.3 What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews

2.4 How we make decisions

Policy proposals and decisions. Decision-making processes, internal criteria and procedures, consultations.

2.5 Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

2.6 Lists and registers

Information held in registers required by law and other lists and registers relating to the functions of the authority.

2.7 The services we offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

3. The classes of information generally not included

3.1 The classes of information will not generally include:

3.1.1 Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure

3.1.2 Information in draft form

3.1.3 Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reason.

4. The method by which information published under will be made available

4.1 The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained. Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

4.2 In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

4.3 Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

4.4 Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

5. Charges which may be made for information published under this scheme

- 5.1 The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.
- 5.2 Material which is published and accessed on a website will be provided free of charge.
- 5.3 Charges may be made for information subject to a charging regime specified by Parliament.
- 5.4 Charges may be made for actual disbursements incurred such as:
- 5.4.1 photocopying
 - 5.4.2 postage and packaging
 - 5.4.3 the costs directly incurred as a result of viewing information
- 5.5 Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.
- 5.6 If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

6. Written requests

- 6.1 Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

7. Information available from Lyme Regis Town Council under the Publication Scheme

- 7.1 All information on the website is free, all hard copy will be charged at 10p per A4 sheet (b&w)

7.2

Information to be published	How the information can be obtained
Who is who on the council and its committees	Website / hard copy
Contact details for the Proper Officer and council members (named contacts where possible with telephone number and email address)	Website / hard copy
Location of main council office and accessibility details	Website / hard copy

Staffing structure	Website / hard copy
Annual return form and report by auditor	Website / hard copy
Finalised budget	Website / hard copy
Precept	Website / hard copy
Borrowing approval letter	Hard copy
Financial standing orders and regulations	Website / hard copy
Grants given and received	Website / hard copy
List of current contracts awarded and value of contract	Hard copy
Members' allowances and expenses	Hard copy
Current strategic plan	Website / hard copy
Annual report to parish or community meeting (current and previous years)	Website / hard copy
Quality status	Hard copy
General Power of Competence	Hard copy
Timetable of meetings (council, any committee/sub-committee meetings and town meetings)	Website / hard copy
Agendas of meetings (as above)	Website / hard copy
Minutes of meetings (as above) – excluding information that is properly regarded as private to the meeting	Website / hard copy
Reports presented to council meetings - excluding information that is properly regarded as private to the meeting	Website / hard copy
Responses to consultation papers	Website / hard copy
Responses to planning applications	Website / hard copy
Bye-laws	Hard copy
Class 5 – Our policies and procedures	
Procedural standing orders	Website / hard copy
Committee and sub-committee terms of reference	Website / hard copy
Delegated authority in respect of officers	Hard copy
Members' Code of Conduct	Website / hard copy
Policy statements	Hard copy
Policies and procedures for the provision of services and about the employment of staff	Hard copy
Internal policies relating to the delivery of services	Website / hard copy
Equality and diversity policy	Website / hard copy
Health and safety policy	Website / hard copy
Recruitment policies (including current vacancies)	Website / hard copy
Policies and procedures for handling requests for information	Website / hard copy

Complaints' procedures (including those covering requests for information and operating the publication scheme)	Website / hard copy
Information security policy	Website / hard copy
Records management policies (records retention, destruction and archive)	Website / hard copy
Data protection policies	Website / hard copy
Schedule of charges (for the publication of information)	Website / hard copy
Class 6 – Lists and Registers	
Assets Register	Hard copy
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice)	Hard copy
Register of members' interests	Website / hard
Register of gifts and hospitality	Hard copy
Allotments	Website / hard copy
Burial grounds and closed churchyards	Hard copy
Community centres and village halls	N/A
Parks, playing fields and recreational facilities	Website / hard copy
Seating, litter bins, clocks, memorials and lighting	Hard copy
Bus shelters	Hard copy
Markets	N/A
Public conveniences	Hard copy
Agency agreements	Hard copy
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees, cremations, scattering of ashes, hiring of football and cricket pitches)	Website / hard copy
Newsletter	Website / hard copy

Committee: Full Council

Date: 17 May 2023

Title: Call for Sites

Purpose of Report

To update members about the new Dorset Local Plan and to consider making representations about Strawberry Fields under the current 'Call for Sites'

Recommendation

Members note the current situation with the new Dorset Local Plan and consider making representations about Strawberry Fields under the current 'Call for Sites'

Background

1. The current strategic plan covering the Lyme Regis area is the adopted West Dorset, Weymouth and Portland local plan. Although it covers the period to 2031, it was adopted in 2015 and is, therefore, quite dated.
2. When Dorset Council came into being, it announced its intention to produce a new local plan which covered the entire Dorset Council area, and which superseded all existing district-based plans. Work commenced on this more strategic plan but was halted when it appeared the government might be open to changing the basis for calculating local housing numbers and other critical aspects of the plan.
3. Those discussions ultimately didn't produce all of the hoped-for outcomes and work has now restarted on the plan-making process.
4. As part of this process, Dorset Council has now issued a 'Call for Sites' suitable for development, primarily housing or employment, but also with potential to meet other needs. The deadline for making representations is 1 July 2023, although submissions received after that date *may* also be considered. This 'Call' is the principal opportunity for landowners, developers and others to identify and promote sites for appropriate forms of development.

Report

5. This council has a 999-year lease of just over 4.5 hectares (11.2 acres) of land at Strawberry Fields, opposite the current park and ride site off Charmouth Road. The lease has 980 years left to run and permits a variety of uses, including park and ride and recreational.
6. Members have previously considered the future of this site, most recently at Full Council on 27 July 2022. At that meeting, it was agreed that no specific ideas should be progressed until the situation with the existing park and ride site had been clarified.

7. As reported elsewhere on this agenda, it now appears likely that the existing privately-owned park and ride site will remain available for that purpose for the long-term and a planning application to make various improvements to the facility is being submitted by the landowners.
8. Strawberry Fields is outside the approved development limits for Lyme Regis and within the Area of Outstanding Natural Beauty. In other words, in an area where there is a general presumption against any kind of development and where any proposals will only be considered on an exceptional basis.
9. The town council made representations to both West Dorset District Council and, more recently, to Dorset Council that the use of the site should be considered and the land allocated for appropriate uses as part of the Local Plan Review process. To date, this request seems not to have been supported or progressed, but the 'Call for Sites' provides an opportunity to progress this more formally.
10. The officer view is that the Strawberry Fields should be promoted through the 'Call for Sites' process as suitable for a range of uses, including park and ride (as a safeguard) and recreational and for other appropriate forms of development which may help facilitate, support or cross-subsidise those uses. This latter point would need to be discussed and agreed with the landowner and might include small amounts of residential or commercial/leisure development.
11. The new Dorset Local Plan will cover the next 15 to 17 years or more. Although it will be subject to periodic review, there is a risk that Strawberry Fields will remain unallocated until 2040 or beyond if no action is taken at this stage.

Mark Green
Deputy town clerk
May 2023

Committee: Full Council

Date: 17 May 2023

Title: OK World Championships

Purpose of Report

To allow members to consider a request from Lyme Regis Sailing Club to use council-owned land and to seek sponsorship for the OK World Championships

Recommendation

Members consider the report and instruct officers

Background and Report

1. Lyme Regis Sailing Club is hosting the OK World Championships 21-30 June 2023.
2. To support the event, the sailing club has requested the use of Monmouth Beach and Strawberry Fields for the storage of road trailers, permission to access the harbour part of the main sandy beach, and sponsorship of a race marker.
3. Details of the event, participants, and land-use requests, along with a sketch and a photograph are detailed in an email from Sally Holman, **appendix 22A**.

Monmouth Beach

4. The sailing club would like to use a 15m x 15m area of Monmouth Beach to store road trailers. The area is adjacent to the trailer park in front of the four most eastward white beach huts. The area will be matted, and the sailing club will obtain the consent of the beach hut owners. A gap of 10m between the beach huts and the storage area will be maintained.
5. The requested location is on a Site of Special Scientific Interest (SSSI) and Natural England has been approached for temporary consent.

Strawberry Fields

6. The sailing club has asked if it can use Strawberry Fields from 21 June until 3 July for the storage of up to 50 road trailers. The landowner has been consulted and gives his consent. The grazing sheep will be removed from the site ahead of its use for road trailer storage and the footgolf operator will be notified.

Access over the sandy beach

7. As a contingency, the sailing club would like permission to access the harbour part of the main sandy beach. Activity would be supervised by on shore harbour staff. There would be a buoyed channel through the swim area.

Sponsorship

8. In a separate email from Sally Holman, hon secretary, **appendix 22B**, the sailing club is seeking funding for three course markers and has asked if the council would consider sponsoring one or more of them. The cost of a Crewsaver 3811-5' Mark is £541.25, excl. VAT.

John Wright
Town clerk
May 2023

From: Sally Holman
Sent: 04 May 2023 21:01
To: Lyme Regis Town Council Town Clerk <townclerk@lymeregistowncouncil.gov.uk>
Cc: Sally
Subject: LRSC Request support for OK World Championships

As from LRSC Ltd,

Town Clerk, LRTC,

Dear John,

Further to our conversation today, could I please request the use of the following LRTC areas during the OK Worlds which the club is hosting from 21 - 30 June this year, with racing taking place from 25 - 30 June?

The level of interest from the class sailors has surprised us all and makes heavy demands on the race committee, shore teams and shore areas.

With 149 entries from 13 countries, including 7 former World and 3 former European champions, 74 from the UK, this will be great publicity internationally for Lyme Regis. There will be daily reports to the OK Association website, reports to Yachts and Yachting, a media boat, 6 members of the International Jury and a total of 20 course boats managing the racing on the water. It has proved so popular because of the reputation of the club and of Lyme Bay as an excellent sailing venue.

We are keeping other harbour users informed and are working closely with Lyme Harbour. We have satisfied the requirements of Dorset Council in order to hold the event.

You will appreciate that shore facilities are limited. We would like to use the following areas of LRTC land, please:

1. Monmouth Beach. An area to the west of the dinghy boat park which you lease to Lyme Harbour. This to store road trailers, on matting covering the pebbles and protecting them, as on the plan below. Our Beachmaster Jane, will speak with the owners of the 4 beach huts affected. Access will be round the seaward side of the dinghy racks and no vehicles will be allowed on the beach. Dimensions, 15m x 15m. Approximately 10m clearance from the front of the beach huts.



Orientation of plan is SE. Not to scale

2. Strawberry Fields site, for storage of road trailers, some of them box trailers, for up to 50 in number. We expect arrivals from 21 June, and all to have vacated the site by 3 July at the latest.

3. Harbour and Town Sandy beach. We agreed to run this event on the basis of 80 - 100 entries, but it has proved more popular than any previous OK Worlds. This leaves us with storage space needed for the OK dinghies beyond that possible within harbour boundaries. We would like permission to access the harbour part of the main sand beach, through the entrance in the photograph from Marine Parade, for up to 45 dinghies, if we find this space is required. These dinghies would normally launch and return through the harbour, but in an emergency, we have previously had the agreement to recover via the sand beach. We would like that confirmed again please, and extended to back-up launch and recovery of dinghies monitored by Harbour staff on shore and via a buoyed channel through the swim area, should congestion

necessitate. Our shore teams and Harbour staff will be on site during all activities. We would have no vehicles on the beach and lay matting where dinghies are stored. This area, if used, can be cleared by Sat 1 July a.m. at the latest.



Entrance to sand beach, railings to be removed and replaced after the event, by Harbour staff.

We have talked through these arrangements. Any further queries, please get back to me, or give me a call. Sorry I'm not using Google maps, I think we are all familiar with the areas?

I look forward to hearing from you in the near future,

Many thanks and all best wishes,

Sally.

Sally Holman,
Hon Sec LRSC Ltd,
Sec OK Worlds Championships 2023

-----Original Message-----

From: Sally Holman

Sent: 04 May 2023 22:10

To: Lyme Regis Town Council Town Clerk <townclerk@lymeregistowncouncil.gov.uk>

Cc: Sally

Subject: LRSC Request for LRTC Grant funding

Dear John,

Today I asked about possible sponsorship for the OK Class World Championships which the Sailing Club are hosting 22-30 June this year. It was suggested that I apply for funding from the Communities Grant Fund.

I'm not sure of the format for such an application, so am sending this email initially.

Background

The OK Class hold annual World Championships. This year, the entries are from 13 countries, 3 continents, and include former World champions in this and other dinghy racing classes. With a total entry of 149, way above what was expected, the resources and facilities we have here in Lyme, will be stretched: Lyme has an excellent reputation among sailors and has proved more popular than any other venue. Even with many years' experience of running national and international championships, the size and nature of this event makes it a challenge. We are working closely with Lyme Harbour and harbour users, have the necessary permissions and are supporting local businesses and organisations. The large entry has meant we have to adjust the course layout which now needs extra inflatable race course buoys.

Request

We are seeking funding for 3 additional course marks, large inflatable buoys to add with those we are borrowing, in addition to the one we own. They will remain a championship resource with the club and can be printed with LRSC/ LRTC at a later date to indicate sponsorship. There will not be time to acquire these and have printed before the event this year.

I have a verbal quote today, via Ovington Boats, to supply 3 standard Race buoys for £640 each, cost price, including VAT. I do not have the specification or a written quote at this stage, but can forward later.

Is this possible for you to take forward for us?

Please advise.

Many thanks and all best wishes,

Sally.

Hon Sec LRSC Ltd

Committee: Full Council

Date: 17 May 2023

Title: Replacement Chalet at 50 Ware Cliff, Monmouth Beach

Purpose of Report

To obtain members' views about a request to replace an existing chalet at 50 Ware Cliff, Monmouth Beach

Recommendation

Members support the request to replace the existing chalet at 50 Ware Cliff, Monmouth Beach with one of broadly similar size and design

Background

1. The lease terms for chalets at Monmouth Beach require 'owners' to obtain the council's consent as landowner for any major works or replacements prior to submitting applications for any other required permissions or consents, such as planning and building regulations.

Report

2. The owner of 50 Ware Cliff wishes to replace the chalet with an entirely new structure of similar size and layout to the existing, but in more modern and energy efficient materials.
3. A report is attached as **appendix 23A** which sets out the location, design and rationale for the requested change.
4. The council's normal position is to support such requests provided the replacement structure is contained entirely within the leased plot, is unlikely to attract neighbour complaints and does not interfere with other 'owners' enjoyment of their properties.
5. The officer view is that this application can be supported by the council as landowner.
6. The request has been brought to this meeting because the applicant would like to proceed with an application for planning permission as soon as possible.

Mark Green
Deputy town clerk
May 2023

Committee: Full Council

Date: 17 May 2023

Title: Works to Monmouth Beach Store and Cemetery Lodge

Purpose of Report

To update members on the latest position with works to Monmouth Beach Store and Cemetery Lodge

Recommendation

Members note the latest situation with works to Monmouth Beach Store and Cemetery Chapel and consider a 'preferred contractor' approach to building-related professional services, e.g., architectural, surveying or cost-consulting, going forwards in order to avoid individual and time-consuming procurement processes for each and every 'job' requiring external input

Background

1. Members have approved works to repair and improve these two buildings as part of the objective-setting process and an overall budget of £100k was agreed.

Report

2. The precise scope and specification of works is still to be finalised and it is likely that planning permission and building regulation approval will be required for both projects because they both involve more than simple repairs and both buildings will be used to house staff rather than for simple storage. The council will also endeavour to improve the energy performance of each building as part of the works.
3. The cost of the works to the Monmouth Beach store will breach the council's tender threshold and will also require to be advertised on the government Contract Finder website.
4. The intention is to get one architect to specify both sets of work and to deal with all aspects of tender and contract administration, together with all required planning and building regulations drawings and applications. Quotes are in the process of being obtained for that work. However, having an approved list or a preferred contractor for all work of this kind would save enormously in officer time spent on procuring individual contracts of this nature, especially given the number of similar jobs requiring to be progressed over the next 12-24 months.
5. Members may wish to consider supporting such an approach going forwards.

6. Subject to all necessary permissions and consents being in place, the intention is to commence work on both projects in late summer 2023.

Mark Green
Deputy town clerk
May 2023