



**John Wright
Town Clerk**

Lyme Regis Town Council

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

email: townclerk@lymeregistowncouncil.gov.uk

Tel: 01297 445175
Fax: 01297 443773

Notice is given of a meeting of **Lyme Regis Town Council** to be held at the **Guildhall, Bridge Street, Lyme Regis** on Wednesday 26 July 2023 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
21.07.23

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. Declaration of Acceptance of Office

To confirm Cllr P. Evans has signed his declaration of acceptance of office

2. 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

3. Dorset Council Matters

To receive updates from the Dorset Council ward member

4. Questions from Councillors

5. Apologies for absence

To receive and record any apologies and reasons for absence

6. 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.

7. Dispensations

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

8. To confirm the accuracy of the minutes of the Full Council meeting held on 31 May 2023 (attached)

9. To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 21 June 2023 (attached)

10. To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 30 June 2023 (attached)

11. To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 5 July 2023 (attached)

12. Matters arising from the minutes of the Full Council meeting held on 31 May 2023 and the extraordinary Full Council meetings held on 21 and 30 June and 5 July 2023

To inform members of matters arising from the minutes of the Full Council meeting held on 31 May 2023 and the extraordinary Full Council meetings held on 21 and 30 June and 5 July 2023 that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues in those minutes

13. Update Report

To inform members about progress on significant issues previously considered. Some of these matters would normally be reported to other committees, but the opportunity is being taken to report them to this meeting of Full Council given the long break before the next meeting of the relevant committee

14. Mayor's Announcements

15. Planning Committee

To receive the minutes of the meeting held on **27 June 2023**, and 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 **13 June and 11 July 2023**.

16. Environment Committee

To receive the minutes of the meeting held on **5 July 2023** and consider the recommendations therein.

17. Human Resources Committee

To receive the minutes of the meeting held on **22 February 2023** and consider the recommendations therein.

18. Strategy and Finance Committee

To receive the minutes of the meeting held on **22 March 2023** and consider the recommendations therein.

19. Tourism, Community and Publicity Committee

To receive the minutes of the meeting held on **8 March 2023** and consider the recommendations therein.

20. Town Management and Highways Committee

To receive the minutes of the meeting held on **1 March 2023** and consider the recommendations therein.

21. Appointments to Council Committees

To allow the council to appoint Cllr Philip Evans to committees

22. Preferred Contractor for Architectural and Building Services Work

To inform members of the current position with the procurement of a preferred contractor for architectural and building services work

23. Public Space Protection Order – Dogs

To allow members to consider a draft survey response to Dorset Council's Public Space Protection Order - Dogs

24. National Grid and Local Grid Capacity

To allow members the opportunity to comment to the newly-established Commons Energy Select Committee about local issues of grid capacity and how they impact on the delivery of infrastructure and projects, including those aimed at delivering the transition to Zero Carbon

25. List of Payments

To inform members of the payments made in the months of May and June 2023

26. Accreted Land at Monmouth Beach

To inform members of any further information received from Natural England about the storage of boats by Dorset Council on the land owned by this council at the Monmouth Beach Site of Special Scientific Interest (SSSI) (accreted land) and to seek instructions as appropriate

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

27. CCTV Quotes

To allow members to consider quotes for the town CCTV project

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

28. Exempt Business

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

- a) Agenda item 26 – Accreted Land at Monmouth Beach**
- b) Agenda item 27 – CCTV Quotes**

LYME REGIS TOWN COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON WEDNESDAY 31 MAY 2023

Present

Chairman: The Mayor, Cllr D. Sarson

Councillors: Cllr C. Aldridge, Cllr B. Bawden, Cllr S. Cockerell, Cllr R. Doney, Cllr M. Ellis, Cllr B. Larcombe, Cllr P. May, Cllr C. Reynolds, Cllr D. Ruffle, Cllr G. Stammers, Cllr G. Turner

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

The mayor, Cllr D. Sarson read out the town prayer.

23/01/C Public Forum

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

23/02/C Dorset Council Matters

Cllr B. Bawden gave the following updates:

- She had attended three Dorset civic services at Sherborne Abbey on behalf of Lyme Regis and Charmouth and as a representative of the Green Party.
- She had attended meetings of the Audit and Governance Committee, of which she was a member.
- She was sitting on a task and finish group on public participation.
- She was about to start on a sub-group about the proposed meeting schedule for committees.
- She was sitting on the appeals committee looking at school transport decisions.
- Dorset Council (DC) had made tangible progress this year in terms of climate and the environment and the majority party's attitude towards its own climate and environmental strategy had changed in a positive way, although there was more to be done in her opinion.
- She had attended financial governance and planning training.
- She was attending as many members' briefings as she could and many of these were being repeated by the Dorset Association of Parish and Town Councils (DAPTC) on the Working Together webinars. She would recommend members attending these as it was also an opportunity to feed things back.
- In Lyme Regis she had been doing case work on anti-social behaviour, some of it drug -related, and she had had a lot of cost of living, council tax and benefits enquiries. She had case work on planning applications, parking and speeding enforcement around the town.

- As part of DC's library strategy, opening hours at Lyme Regis library would be staying the same as they were currently. The strategy would go to the Joint Overview Committee on 7 June 2023, there would be a briefing to DAPTC on 13 June 2023, and DC's Cabinet would consider the strategy on 25 July 2023. She said there would be no library closures and it was generally a positive strategy about how people could use libraries better, engage with communities more and serve as a better focal point for DC services.
- She had been part of a group filmed by ITN about river monitoring.
- She had done an interview for Greatest Hits Radio about the landslide from the old municipal dump.
- Forthcoming public consultations included health, education and social care, and the local transport plan. She was trying to make connections with people in East Devon and South Somerset because she was concerned some of the strategic planning decisions overlooked West Dorset, and the fact there were nearby railway stations in East Devon and South Somerset didn't always fit in with DC and the wider thinking.
- A consultation would be starting soon on the dog-related Public Space Protection Order.

Cllr B. Larcombe said he had received complaints from residents about the River Lym and weeds growing up the banks at Windsor Terrace and he asked if Cllr B. Bawden could pursue this.

Cllr B. Bawden said she had a meeting with the footpaths officer the following week so she would raise it then.

Cllr B. Larcombe asked Cllr B. Bawden if she had pressed for parking restrictions at the bottom of Clappentail Lane.

Cllr B. Bawden said she had had a meeting with the relevant officers and they were coming to assess the area.

23/03/C Questions from Councillors

There were none.

23/04/C Apologies for Absence

Cllr R. Smith – work commitments

23/05/C Disclosable Pecuniary Interests

There were none.

23/06/C Dispensations

There were none.

23/07/C To confirm the accuracy of the minutes of the Full Council meeting held on 17 May 2023

Proposed by Cllr B. Larcombe and seconded by Cllr D. Ruffle, the minutes of the Full Council meeting held on 17 May 2023 were **ADOPTED**.

23/08/C Matters arising from the minutes of the Full Council meeting held on 17 May 2023

Park and ride 2023

Cllr B. Larcombe asked if in future the period of operation could be extended to include the May Bank Holiday.

The town clerk said this had always been the intention and the May Bank Holiday and June and July weekends were included in the original timetable, but First were unable to commit to providing a service this year. He said the minimum requirement for this year was the school summer holidays and any additional dates would be an advantage. He added that officers would start putting arrangements in place for 2024 this year, with the plan to extend the service to Charmouth again.

Questions from Councillors

Cllr R. Doney asked if there was now a mechanism in place for formally recording in the council minutes the departure of a member due to disqualification.

The town clerk said he had done some research into what was required and he agreed there should be some formal notification to the council. He said the report on co-option on the agenda did formally record Tara Webb leaving the council and the reason why, which had triggered a by-election process managed by DC. He said in future, he would make sure a formal notification was brought to the council, although this might be retrospectively so there would be no delay in starting the by-election process.

23/09/C Update Report

There were none.

23/10/C Reaffirmation of the Eligibility Criteria required to hold the General Power of Competence

Proposed by Cllr M. Ellis and seconded by Cllr B. Larcombe, members **RESOLVED** to reaffirm the council meets the eligibility criteria to hold the General Power of Competence.

23/11/C Appointments to Council Committees

Proposed by Cllr D. Ruffle and seconded by Cllr C. Aldridge, it was **RESOLVED** to appoint members to committees, as follows:

Environment – Cllr S. Cockerell, Cllr D. Ruffle, Cllr G. Stammers, Cllr B. Larcombe, Cllr B. Bawden, Cllr C. Aldridge, Cllr P. May, Cllr R. Smith

Human Resources – Cllr G. Stammers, Cllr G. Turner, Cllr B. Larcombe, Cllr B. Bawden, Cllr C. Aldridge, Cllr M. Ellis, Cllr C. Reynolds, Cllr P. May, Cllr D. Sarson

Planning – Cllr G. Turner, Cllr S. Cockerell, Cllr B. Bawden, Cllr B. Larcombe, Cllr C. Aldridge, Cllr P. May

Town Management and Highways – Cllr G. Turner, Cllr S. Cockerell, Cllr D. Ruffle, Cllr G. Stammers, Cllr B. Larcombe, Cllr B. Bawden, Cllr C. Aldridge, Cllr M. Ellis, Cllr C. Reynolds, Cllr P. May, Cllr D. Sarson

Tourism, Community and Publicity – Cllr R. Smith, Cllr D. Ruffle, Cllr B. Bawden, Cllr C. Aldridge, Cllr M. Ellis, Cllr C. Reynolds, Cllr D. Sarson

23/12/C Reports from External Bodies

Members noted the reports and additional reports which had been sent by email.

23/13/C Appointments to External Bodies 2023-24

It was agreed all organisations under the umbrella of Lyme Regis Development Trust (Lyme Regis Development Trust, The Hub and St Michael's Business Centre Management) should have the same representative(s).

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members **RESOLVED** to appoint members to external bodies for 2023-24, as follows:

Axe Valley and West Dorset Ring and Ride Service – Cllr C. Aldridge (liaison)

B Sharp – Cllr D. Ruffle (participating)

Bridport and District Citizens' Advice Bureau – Cllr S. Cockerell (liaison)

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

DAPTC (Western Area Committee and Larger Councils) – Cllr B. Larcombe and Cllr C. Reynolds (participating)

LymeArts Community Trust – Cllr D. Ruffle (participating)

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

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

Lyme Regis Development Trust, The Hub and St Michael's Business Centre Management – Cllr D. Sarson and Cllr S. Cockerell (participating)

Lyme Regis Fossil Festival – Cllr R. Smith (participating)

Lyme Regis Harbour Consultative Group – Cllr B. Larcombe (participating) and Cllr S. Cockerell (substitute)

Lyme Regis Museum – Cllr D. Ruffle (participating)

Lyme Regis/St George's Twinning Association – Cllr D. Sarson (participating)

Lyme Regis Society – Cllr D. Ruffle (participating)

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

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

RNLI Lifeboat Guild – Cllr G. Turner (participating)

Royal British Legion – Cllr D. Sarson (participating)

Rural Market Town Group – Cllr B. Bawden (participating)

Woodmead Halls Management Committee – Cllr P. May (participating)

Youth Council – Cllr C. Reynolds (participating)

23/14/C

Terms of Reference and Scheme of Delegation

The town clerk said he was aware the frequency of Planning Committee meetings every fortnight was an issue for both members and staff. He suggested this was something for the Planning Committee to consider, with a recommendation to the Full Council.

Proposed by Cllr P. May and seconded by Cllr B. Larcombe, members **RESOLVED** to approve the terms of reference and scheme of delegation.

23/15/C

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

Cllr M. Ellis asked if all the subscriptions were being used and whether there were any other subscriptions the officers felt were needed.

The town clerk said all the subscriptions were relevant, some more than others, and there were no others officers felt were needed.

Cllr B. Larcombe noted the amount paid to the DAPTC and said he would like to know where it was going, something he might take up directly with DAPTC as the council representative.

The town clerk said the subscription was based on a town's electoral size; he said Lyme Regis had a small electorate but it was the second largest town council in Dorset in terms of budget, so it may not be sensible to question this too much. However, he agreed it was important to know what the subscription paid for.

Cllr R. Doney suggested next year's report could include a brief description of why each subscription was required.

Proposed by Cllr M. Ellis and seconded by Cllr P. May, members **RESOLVED** to approve the annual membership subscriptions for the council and/or employees to advisory and professional bodies.

23/16/C Review of Insurance Cover

Members noted the arrangements for insurance cover in respect of all insurable risks.

23/17/C Co-option

The town clerk said the rules around co-option allowed the council to advertise specific skills as being useful and he asked if this was something members wanted to do. There was also the issue of timing; officers could publish an advert the following day and members could consider the applications at the extraordinary Full Council meeting already scheduled for 21 June 2023. However, he said the co-option process would consume a lot of time at the meeting and the final internal audit and external audit was already on the agenda, followed by a Town Management and Highways Committee meeting. Or the process could be concluded at the Full Council meeting on 26 July 2023 or a separate extraordinary Full Council meeting could be called.

The town clerk also asked members to consider the process and how they would discuss the candidates as he felt it would be difficult for members to have a frank discussion about them if they were present. He felt the council could justify the position of listening to the candidates in open business, going into exempt business to discuss them, and then taking the vote in open business. Whatever the members decided, the town clerk said it was important members agreed a process up front, which would not be changed at any point throughout.

Cllr C. Reynolds asked if this was an opportunity to reduce the number of councillors to 13 as this had been suggested previously.

The town clerk said the council would have to go through a significant process to do this, which would take around 18 to 24 months and would be down to DC to manage.

Cllr B. Larcombe felt the council shouldn't advertise for specific skills as existing members were not subject to this when they stood for election. He didn't feel the council should wait until July as the new member wouldn't have the opportunity to attend a meeting again until September. He also felt the debate about the candidates should take place in open business.

Members generally felt the process should start as soon as possible, but several members felt the discussion about the candidates should take place in private. Cllr R. Doney said he felt the discussion should be confidential as other similar selection processes, such as job interviews, took place in this way and discussion in front of the

candidates would be embarrassing for them. He added that the voting should be in public, which members agreed.

Cllr M. Ellis asked if members needed to have any discussion at all. She said members should be able to make their own choices without discussing it with others.

Members agreed there should be no discussion, neither in confidential nor open business, and they should go straight to a vote after the candidates had addressed the meeting.

Members discussed when the meeting would be held and it was suggested it could take place on the same night as the Tourism, Community and Publicity or Environment Committee meetings. It was agreed officers would make a decision about which date was preferable, depending on which agenda was lighter.

The town clerk said if members agreed not to have any discussion on the night about the candidates, it was important members didn't have those discussions between themselves outside the council chamber; any discussions should be collective and no one should be excluded from the process.

Proposed by Cllr P. May and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the co-option process, that the council should not invite people with specific skills or expertise to apply, that there should be no discussion about the candidates at the co-option meeting, that the meeting should take place entirely in open business, and that the meeting is held on either 28 June 2023 or 5 July 2023, to be decided by officers.

23/18/C List of Payments

Cllr B. Larcombe asked if at some point members could see the total bill for the coronation party, how it compared to the budget and to other similar towns.

The town clerk said a budget estimate was provided to the Tourism, Community and Publicity Committee; £20,000 was allocated and the total spend was just over this. He said there would be a de-brief of the event to the Tourism, Community and Publicity Committee and this would include a detailed breakdown of the budget. The town clerk added it was more difficult to compare the spend to other towns because it would involve a lot of research and most towns didn't put on events; however, the council made a conscious decision to make a budget allocation for an event.

Several members acknowledged the budget was agreed by the council, the event was appreciated by local people and they felt it was worth it for local residents.

Cllr B. Larcombe asked what the payment for pension fund deductions meant.

The town clerk said he would ask the finance manager to respond separately to members with this information.

Proposed by Cllr C. Reynolds and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the schedule of payments in April 2023 for the sum of £90,149.46.

The meeting closed at 8.26pm.

DRAFT

LYME REGIS TOWN COUNCIL

MINUTES OF THE EXTRAORDINARY FULL COUNCIL MEETING HELD ON WEDNESDAY 21
JUNE 2023

Present

Chairman: The Mayor, Cllr D. Sarson

Councillors: Cllr C. Aldridge, Cllr R. Doney, Cllr S. Cockerell, Cllr M. Ellis, Cllr B. Larcombe, Cllr P. May, Cllr C. Reynolds, Cllr D. Ruffle, Cllr G. Stammers, Cllr G. Turner

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

23/19/C Public Forum

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

23/20/C Apologies for Absence

Cllr B. Bawden
Cllr R. Smith – work commitments

23/21/C Disclosable Pecuniary Interests

There were none.

23/22/C Dispensations

There were none.

23/24/C Internal Audit Report, Visit Three 2022-23

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members **RESOLVED** to note the internal auditor's report and approve the management responses, and to note the number and priority levels of recommendations made to the council by the internal auditor 2018-19 to 2022-23.

23/25/C Annual Governance and Accountability Return for the Year Ended 31 March 2023

Cllr B. Larcombe asked why the council had got so close to the deadline for submitting the Annual Governance and Accountability Return (AGAR).

The town clerk said the deadline was 30 June 2023 and a report was always brought to the council around this time so there was a week spare to submit the AGAR. He said to a

large extent, the timings were driven by the internal auditor's availability because she was carrying out a lot of audits with other local councils around the same time.

Proposed by Cllr M. Ellis and seconded by Cllr B. Larcombe, members **RESOLVED** to approve the Annual Governance and Accountability Return for the year ended 31 March 2023 and authorises the mayor and town clerk to authorise and sign the document on behalf of the council.

The meeting closed at 7.06pm.

DRAFT

LYME REGIS TOWN COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON FRIDAY 30 JUNE 2023

Present

Chairman: The Mayor, Cllr D. Sarson

Councillors: Cllr S. Cockerell, Cllr P. May, Cllr C. Reynolds, Cllr D. Ruffle, Cllr G. Stammers

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

23/25/C Public Forum

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

23/26/C Apologies for Absence

Cllr C. Aldridge
Cllr B. Bawden
Cllr R. Doney – away
Cllr M. Ellis – work commitments
Cllr B. Larcombe – family commitments
Cllr R. Smith – work commitments
Cllr G. Turner – work commitments

23/27/C Disclosable Pecuniary Interests

There were none.

23/28/C Dispensations

There were none.

23/29/C Conflicts of Interest Year Ended 31 March 2023

The town clerk said the council was required to establish if there were any conflicts of interest with the external auditor, BDO LLP. He said this a new requirement because BDO was a new auditor this year. Once confirmed if there were any conflicts, officers would send the Annual Governance and Accountability Return to BDO.

Cllr D. Ruffle asked what kind of conflict there could be.

The town clerk said a member's partner could be a director of BDO, for example, but this was an extreme example.

Proposed by Cllr P. May and seconded by Cllr D. Ruffle, members **RESOLVED** to confirm the council has no conflicts of interest with BDO LLP for the year ended 31 March 2023 and to authorise the mayor and town clerk to sign the document on behalf of the council.

The meeting closed at 10.06am.

DRAFT

LYME REGIS TOWN COUNCIL

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

Present

Chairman: The Mayor, Cllr D. Sarson

Councillors: Cllr C. Aldridge, Cllr B. Bawden, Cllr S. Cockerell, Cllr R. Doney, Cllr M. Ellis, Cllr B. Larcombe, Cllr P. May, Cllr C. Reynolds, Cllr D. Ruffle, Cllr R. Smith, Cllr G. Stammers, Cllr G. Turner

Officers: M. Green (deputy town clerk), A. Mullins (support services manager)

Guests: P. Evans, D. Holland

23/30/C Public Forum

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

23/31/C Apologies for Absence

There were none.

23/32/C Disclosable Pecuniary Interest

There were none.

23/33/C Dispensations

There were none.

23/34/C Co-option

Cllr M. Ellis said she had noticed two of the candidates had been nominated by the same person and asked if this was acceptable.

The deputy town clerk said in this instance, it was acceptable.

The mayor, Cllr D. Sarson said J. Trevena was unable to attend the meeting as he was on holiday and invited P. Evans and D. Holland to give a presentation to the meeting.

The deputy town clerk read out a presentation on J. Trevena's behalf.

Members were given the opportunity to ask the candidates questions.

Both candidates confirmed they had not been contacted by any members about the co-option process and both confirmed if they were not successful in being co-opted, they would stand for election in May 2024.

Members voted as follows:

P. Evans – 8
Dave Holland – 4
John Trevena – 1

P. Evans was therefore co-opted to Lyme Regis Town Council.

The meeting closed at 7.29pm.

DRAFT

Committee: Full Council

Date: 26 July 2023

Title: Matters arising from the minutes of the Full Council meeting held on 31 May 2023 and the extraordinary Full Council meetings held on 21 and 30 June and 5 July 2023

Purpose of the Report

To inform members of matters arising from the minutes of the Full Council meeting held on 31 May 2023 and the extraordinary Full Council meetings held on 21 and 30 June and 5 July 2023 that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues in those minutes

Recommendation

Members note the report and raise any other issues on the minutes of the meeting that they require further information on.

Report

23/13/C – Appointments to External Bodies 2023-24

The organisations have been notified who their council representatives are for the 2023-24 council year.

23/14/C – Terms of Reference and Scheme of Delegation

The updated version has been emailed to members and published on the website.

23/18/C – List of Payments

An explanation of the payment for pension fund deductions was emailed to members.

23/25/C – Annual Governance and Accountability Return for the Year Ended 31 March 2023

The Annual Governance and Accountability Return (AGAR) was submitted to the external auditor BDO LLP by the deadline on 30 June 2023. The Notice of Public Rights and the publication of the unaudited AGAR 2022-23 on the council's website was also published on 30 June 2023, which was within the required timescales.

John Wright
Town clerk
July 2023

Committee: Full Council

Date: 26 July 2023

Title: Update Report

Purpose of the Report

To inform members about progress on significant issues previously considered. Some of these matters would normally be reported to other committees, but the opportunity is being taken to report them to this meeting of Full Council given the long break before the next meeting of the relevant committee

Report

Committee chairmen and vice-chairmen

The committee chairmen and vice-chairmen are as follows:

- Environment – Cllr R. Smith (chairman), Cllr S. Cockerell (vice-chairman)
- Human Resources – Cllr G. Stammers (chairman), Cllr D. Sarson (vice-chairman)
- Planning – Cllr G. Turner (chairman), Cllr B. Larcombe (vice-chairman)
- Strategy and Finance – Cllr P. May (chairman), Cllr B. Larcombe (vice-chairman)
- Tourism, Community and Publicity – Cllr C. Aldridge (chairman), Cllr D. Ruffle (vice-chairman)

The election of the chairman of the Town Management and Highways Committee did not comply with the council's standing orders; although Cllr B. Larcombe was declared the chairman at the meeting, he did not receive an absolute majority of votes and should not have been elected chairman.

The election will be re-run at the next meeting of the Town Management and Highways Committee meeting on 20 September 2023. As Cllr C. Aldridge was elected as vice-chairman with an absolute majority at the June meeting, members and staff can defer to Cllr Aldridge on matters concerning this committee until a new chairman is elected.

Cemetery Store

The council has agreed to replace the roof to the store building because it is in a very poor condition.

That work was planned to commence in mid-August, but the contractor has had a cancellation and the work has now commenced early. Scaffolding commenced on 18 July 2023 and the works are estimated to last 6-7 weeks but will be weather dependent. It may also be affected by the amount of carpentry required, which will only become fully apparent after the tiles have been removed.

The similar works to the mortuary building uncovered significant issues with roof and other timbers which only became apparent after the tiles had been removed.

The council contact during the works is Pete Williams and the contractor is Perennial Roofing of Bridport.

The local organisations using the building to store materials have been notified and will be able to gain access throughout the works if required.

Park and Ride 2023

Following on from the decision of Full Council to operate a two-bus, Lyme-only park and ride service for 2023, further discussions have taken place with Dartline about the delivery of this service.

A timetable has been agreed which mirrors that for 2021 (10.30am to 7.30pm approx. on a 17-minute frequency) and the cost for two double-deck buses and three drivers (one driver for part of the day only to allow cover during necessary working hours breaks) has been finalised at £1,140 per day. This is slightly more than the £1,100 previously quoted for two buses as part of a three-bus package including the Charmouth link. The increase is because two buses providing a Lyme-only service requires a third driver to provide cover, whereas the three-bus service including Charmouth could cover break periods without requiring a 'spare' driver. The modest increase is, therefore, reasonable.

Over the 44-day duration of the planned service for this year (22 July – 3 September inclusive) the maximum potential increase in the previously reported cost is £1,760. The maximum possible overall cost of the bus service is £50,160, assuming no ticket income whatsoever. In reality, ticket income will reduce this cost very considerably, possibly even to zero with a good summer. The revised ticket charges and other arrangements already agreed by members will also reduce any potential costs to the council.

The advanced signage has all been approved by the AA and the relevant highways authorities and will be put up/installed on 21 July 2023. The total cost for the manufacture, installation and removal of eight signs by the AA is a very reasonable £644+ VAT.

Dartline have applied to the Traffic Commissioners to register the service and the registration has been completed.

A discussion took place with the landowners on 20 July 2023 and all of the usual arrangements are in place. The weather forecast for the first few days of the service is poor, but ground conditions are currently good. Decisions about cancelling the service on any given day due to ground conditions is left to the landowner, who liaises directly with the bus company. This arrangement has always worked well in the past and has resulted in very few cancelled days.

Because the operating company is new and the drivers are unfamiliar with the site, driver training will be taking place on site on 21 July 2023 but the service will not commence until the following day.

East Devon Local Plan

East Devon District Council has notified all consultees about the outcome of the initial public consultation on their local plan.

The town council's comments have all been incorporated into their consultation summary, which runs to 510 pages.

The full document can be viewed here: [accessible-reg-18-consultation-feedback-report-spring-2023.pdf \(eastdevon.gov.uk\)](https://www.eastdevon.gov.uk/accessible-reg-18-consultation-feedback-report-spring-2023.pdf)

It can be searched using 'Lyme Regis' in the search box. This will then highlight in yellow all local references.

Multi Use Games Area (MUGA)

Further to the detailed report taken to the Strategy and Finance Committee on 12 July 2023, additional work to identify the precise area of land acquired by the former borough council in 1939 suggests that the proposed site of the MUGA may be outside of this area, as may the current Candles on the Cobb Pavilion.

The research is made more difficult because the local features shown on the 1939 plan have changed significantly since that time. What is now clear is that the 1939 conveyance does not cover the whole area of the current playing field.

Further legal and other advice is currently being sought, but it may be that the site of the MUGA is unaffected by anything contained in the 1939 conveyance, albeit the later 1950s appropriation does appear to cover the area concerned.

No public consultation will be undertaken until the land use and boundary issues are fully understood.

Roof to Pavilion

The remaining works to repair the roof to the Jubilee Pavilion will commence on 14 August 2023 and take about two weeks given good weather.

The work will be undertaken by O'Brien Roofing Ltd of Bridport and the cost of their work is £8,678.00 + VAT. It involves replacing and repairing a failed section of the original Bauder roofing membrane.

This means the total cost of all works and professional fees will amount to approximately £26k including VAT (the main specialist contractor is not VAT registered).

This is almost £30k less than the originally agreed budget.

It does appear there has been some movement to the building structure and this has contributed to the recent leaks. If this movement continues, further repairs to seal the jointing and replace failed sections of the roofing and structure may be required in future.

Repairs to Fascia to Flat Roofed Building

Members have received previous reports about the need to repair the seaward fascia above SWiM, The Antiques and Craft Centre, Lyme Amusements and the public toilets.

Concrete has spalled from the reinforced concrete roof slab and repairs are required in about 16 separate areas along the frontage.

Quotes were sought from specialist contractors, but the response has been extremely poor.

The results are set out below:

- | | | |
|--|-------------------|--------------------|
| 1. APA Concrete Repairs | £21,601.00 ex VAT | |
| Commence within 3-4 weeks of acceptance. | | |
| Complete within 5-7 working days. | | |
| 2. | CSC Services Ltd | Declined to tender |
| 3. Concrete Repairs Ltd | Failed to tender | |
| 4. Concrete Renovations Ltd | Failed to tender | |
| 5. Churchill Concrete Technology | Failed to tender | |

Although the response is disappointing, it is in line with the experience of other recent quote and tender exercises.

CSC services have explained that they are simply too busy to undertake the works on the required timescale and could not commence until next year. The other contractors have failed to provide any explanation, despite being contacted.

Given the specialist nature of the works and the specialist materials used in undertaking the repair, which are both temperature and moisture sensitive, **the intention is to accept the one quote received**. There are few other local or regional contractors from whom quotes could be sought and the delay involved may jeopardise the ability of the one willing contractor to proceed on the desired timescale and impact on price.

APA have indicated that they intend to commence from first light and work from a mobile tower in order to minimise disruption to tenants. Their main work period will be first light to 9am or 10.30am, depending on the opening hours of the tenant concerned.

Post Office

The Post Office have written concerning the closure of the Post Office:

Dear Customer,

Lyme Regis Post Office 37 Broad Street, Lyme Regis, Dorset, DT7 3QF

As you may be aware, the above Post Office closed last year for reasons beyond our control. Since then, we have been exploring our options for restoring a Post Office service to our customers in the area.

Unfortunately, we have been unable to identify a suitable solution and I'm writing to you and other local representatives to advise you that as there have been no suitable opportunities to re-establish a service, this branch will remain closed. (my emphasis)

We would of course consider any appropriate options if there are any significant changes in the area in the future. However due to the length of time the branch has been closed, we would need to satisfy ourselves that any new opportunity would be sustainable for both Post Office Ltd and the operator.

If you have any suggestions, please contact the National Consultation Team as detailed overleaf. If you are a local representative, it would be helpful if you could share this information through your social media channels and with any local groups or organisations that you know within the community or in your organisation.

We're carrying out this notification in line with our Principles of Community Engagement. An extract relating to Notification is available at the end of this letter. We regret that we have been unable to restore a service locally and have provided details at the end of this letter of possible alternative branches in the area, which we hope our customers will continue to use.

The latest available branch information can be found on our website www.postoffice.co.uk/branch-finder

Yours faithfully,

Antoinette Chitty

Antoinette Chitty Network Provision Lead Alternative access to Post Office services: • Uplyme Post Office, Murco Petrol Station, Lyme Road, Uplyme, Lyme Regis, How to contact us: comments@postoffice.co.uk FREEPOST Your Comments postofficeviews.co.uk Dorset, DT7 3UY • Axminster Post Office, West Street, Axminster, Devon, EX13 5NU To get this information in a different format, for example, in larger print, audio or braille call 03452 66 01 15 or Textphone 03457 22 33 55.

This is obviously extremely disappointing, especially given the local interest in re-opening a facility in the town and the contact which took place with the Post Office about this.

The ward member is talking with Dorset Council about the possible use of the library for a local counter service and the deputy town clerk is attempting to contact Antionette Chitty to understand why the local interest has, apparently, been disregarded.

Any further update will be provided verbally at the meeting.

Mark Green
Deputy town clerk
July 2023

**Lyme Regis Town Council
Mayor's Announcements for Cllr David Sarson
Meeting held on 26 July 2023**

- 25 May With the mayoress, attended a meeting of the Lyme Regis/St Georges Twinning Association
- 26 May With the mayoress, attended a presentation evening for Lyme Regis Football Club at Lyme Regis Golf Club
- 27 May With the mayoress, attended an art exhibition held by Lyme Regis Art Society at the Malthouse
- 1 June With the mayoress, attended a publicity photoshoot for the 2023 Lifeboat Week programme
- 6 June Attended the staff briefing and meet the team introduction in the Guildhall
- 7 June Attended the Boat Building Academy boat launch at the Cobb
- 16 June With the mayoress, attended the Lyme Regis/St Georges Twinning Association AGM
- 16 June Attended a meeting of the Regatta and Carnival Committee
- 17 June With the mayoress, attended the bowling of the first wood for the Lyme Regis Bowls Club Annual Tournament.
- 23 June Attended the reopening of the front desk at Lyme Regis Police Station.
- 25 June With the mayoress, attended the Civic Service in Wareham
- 25 June Attended the OK World Dinghy Championships' reception with the Commodore of Lyme Regis Sailing Club
- 29 June With the town clerk, attended a meeting with Charmouth Parish Council
- 1 July With the mayoress, attended the Chickerell Civic Day
- 4 July With the mayoress, attended an American themed bingo event at Lyme Regis Golf Club raising a total of £1,600, of which £400 goes to the Lyme Regis Majorettes and £400 to the Cancer and Leukaemia Group (the mayor's charities), with a further £400 to Lyme Regis Football Club and a £400 to Lyme Regis Golf Club. I would like to thank very much Lynnette Ravenscroft for doing an excellent job in organising this event.
- 9 July With the mayoress, attended the Coast to Coast motorcycle run in aid of the brain injury charity Headway and started the event

- 10 July With the mayoress and councillors, attended Lym Valley Croquet Club at Uplyme, a very enjoyable afternoon learning how to play, apart from the rain!
- 14 July With the mayoress, attended Wimborne Minster Civic Day
- 15 July With the mayoress, attended the Lyme Day of Morris, when around 15 groups took part coming from all over the UK
- 18 July With the mayoress, attended a dinner party at the Ship Inn, Axmouth and enjoyed a lovely meal with Ed Hamilton, the town crier from Hamilton, Jim Stewart. the town crier from New Glasgow, Nova Scotia, John and Jan Dover from the Lyme Regis/St Georges Twinning Association and other invited guests
- 19 July With the mayoress, macebearers and councillors, took part in the Somers Day Parade. This included a cry at the Admiral Sir George Somers statue, a cry at the Cobb by Lyme Regis town crier Alan Vian and Hamilton's town crier Ed Christopher, followed by lunch at Lyme Regis Golf Club and a service at St Michael's Parish Church
- 20 July With the mayoress, attended Shaftesbury Civic Day visiting the Abbey Gardens, St James Park, Lunch at St Tonino, Shaftesbury Fringe, Cuban Jazz Latin Fusion, and a tour of Gold Hill Museum

**Lyme Regis Town Council
Planning Committee – 13 June 2023
Planning Recommendations**

- 1) **P/FUL/2023/02557** (Received 1 June 2023)
FULL PLANNING PERMISSION
Conversion of garage to Home Office/Garden Room and store - Flat 9, Stile House, Stile Lane, Lyme Regis DT7 3JD

The town council recommends approval of the application because its appearance is in keeping with neighbouring properties, 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.

- 2) **P/LBC/2023/02558** (Received 1 June 2023)
LISTED BUILDING CONSENT
Conversion of garage to Home Office/Garden Room and store. Widening wall entrance - Flat 9, Stile House, Stile Lane, Lyme Regis DT7 3JD

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

- 3) **P/HOU/2023/01355** (Received 5 June 2023)
HOUSEHOLDER PLANNING PERMISSION
First floor extension incorporating a raised split pitch roof. Erect rear single storey extension. Erect two storey side extension. Demolish existing garage. Landscape and access alterations to front of property. Installation of solar panels on new roof and heat pump at rear - Appletree Cottage, Coram Avenue, Lyme Regis, DT7 3LB

The town council recommends approval of the application because improves the environmental performance of an existing dwelling, its general scale and appearance is in keeping with neighbouring properties, 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. The council further recommends that any concerns about surface and ground water management and attenuation arising from the application are adequately addressed by condition.

- 4) **P/VOC/2023/02967** (Received 1 June 2023)
VARIATION OF CONDITION APPLICATION
Variation of condition 2 for WD/D/18/001471 (Erection of holiday chalets and caravans - retrospective) – Monmouth Beach Chalet and Caravan Site, Monmouth Beach, Lyme Regis

The town council recommends approval of the application because it simply seeks to extend an existing and well established use which has taken place on this site since the 1930s.

**LYME REGIS TOWN COUNCIL
PLANNING COMMITTEE
MINUTES OF THE MEETING HELD ON TUESDAY 27 JUNE 2023**

Present:

Chairman: Cllr G. Turner

Members: Cllr B. Bawden, Cllr B. Larcombe MBE, Cllr P. May

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

Other members: Cllr D. Sarson

23/01/P

Election of Chairman and Vice-Chairman

It was proposed by Cllr B. Larcombe and seconded by Cllr B. Bawden that Cllr G. Turner be chairman of the Planning Committee.

There being no other nominations, Cllr G. Turner was duly **ELECTED** as chairman for the ensuing year.

It was proposed by Cllr G. Turner and seconded by Cllr P. May that Cllr B. Larcombe be vice-chairman of the Planning Committee.

There being no other nominations, Cllr B. Larcombe was duly **ELECTED** as vice-chairman for the ensuing year.

Cllr D. Sarson left the meeting at 7.04pm

23/02/P

Terms of Reference

Members discussed the current provision of fortnightly meetings. It was agreed that there was no alternative working option other than to continue with two weekly meetings, but when there were only a few or minor planning applications, members could be consulted and make decisions via email as an alternative to holding a meeting. Members agreed that the deputy town clerk should look into finding a solution to publishing and notifying the public regarding planning applications when no public meeting is taking place and report back to members at the next meeting.

Proposed by Cllr P. May and seconded by Cllr G. Turner, Members **RECEIVED** the Terms of Reference of the Planning Committee.

23/03/P Public Forum

There were no members of the public present.

23/04/P Apologies for Absence

Cllr C. Aldridge – holiday
Cllr S. Cockerell – prior engagement

23/05/P Minutes

Proposed by Cllr P. May and seconded by Cllr B. Larcombe, the minutes of the meeting held on 30 May 2023 were **ADOPTED**.

23/06/P Member Planning Recommendations

Members **NOTED** the recommendations obtained by email on 13 June 2023.

23/07/P Disclosable Pecuniary Interests

There were none.

23/08/P Dispensations

There were none.

23/09/P Matters arising from the minutes of the Planning Committee on 30 May 2023 and from the planning recommendations obtained by email following the cancelled meeting of the Planning Committee scheduled to take place on the 13 June 2023

There were none.

23/10/P Update Report

There were none.

23/11/P Planning and Licensing Applications

- 1) **P/HOU/2023/02899** (Received 7 June 2023)
HOUSEHOLDER PLANNING PERMISSION
Erect extension and internal alterations to existing bungalow – Lymcroft,
Talbot Road, Lyme Regis, DT7 3BA

*The town council recommends **approval** of the application because it is 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.

- 2) **P/HOU/2023/03093** (Received 7 June 2023)
HOUSEHOLDER PLANNING PERMISSION
Install Juliet window and roof light to studio over garage – 50 Woodberry Down Way, Lyme Regis, DT7 3QT

*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.*

- 3) **P/HOU/2023/03115** (Received 8 June 2023)
HOUSEHOLDER PLANNING PERMISSION
Remove existing Conservatory roof, build up perimeter and construct flat roof with lantern light. Extension to existing single storey flat roof to form additional space for Dining Room – The Crest, Sidmouth Road, Lyme Regis, DT7 3ES

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

- 4) **P/HOU/2023/02028** (Received 12 June 2023)
HOUSEHOLDER PLANNING PERMISSION
Erect first floor extension incorporating a raised mono pitched roof. Conversion of integral garage to living area – Knapdale, Haye Lane, Lyme Regis, DT7 3NG

*The town council recommends **refusal** of the application because the overbearing nature and scale of the proposed design is not in keeping with the character or scale of existing neighbouring properties. The proximity to the neighbouring property to the east and the overbearing nature of the proposed first floor extension would result in a loss of residential amenity and an unacceptably adverse impact on the privacy of that property.*

- 5) **P/FUL/2023/03156** (Received 12 June 2023)
FULL PLANNING PERMISSION
Proposed construction of detached dwelling (resubmission of planning application ref. P/FUL/2022/02705) - Martins Mead, Ferndown Road, Lyme Regis, DT7 3DN

*The town council recommends **refusal** of the application because the scale and design of the proposed dwelling is out of keeping with all others in the immediate vicinity and is likely to lead to a lack of residential amenity to adjacent properties and because the site is in an area of designated high land instability.*

- 6) **P/HOU/2023/03038** (Received 13 June 2023)
HOUSEHOLDER PLANNING PERMISSION
Extension and raising of roof to existing detached garage/carport - The Leys, Somers Road, Lyme Regis, DT7 3EX

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

- 7) **LICENCE APPLICATION** (Received 12 June 2023)
[Lilac Wine, Lyme Regis](#) – Lilac Restaurant & Wine Bar, 57 – 58 Broad Street, Lyme Regis, DT7 3QF - any representations need to be received by 29 June 2023

*The town council raises **no objection** to this licence application. However, it has some concerns about the potential for outside music to cause noise nuisance given the requested licensing hours and the number of residential apartments in close proximity to the premises.*

Cllr B. Bawden abstained from voting.

Members requested that Cllr Bawden, as ward member, sought clarity from Dorset Council about how best to respond to such applications given their noise concerns, their desire to support local businesses balanced by the need to respect and protect residential amenity, that they could only consider the application as submitted and that the only options were to support or not support.

23/12/P **Amended/Additional Plans**

- 1) **P/FUL/2023/02557** (Received 8 June 2023)
FULL PLANNING PERMISSION
External Alterations to Stile House West. Conversion of existing garage to Home Office, Workshop/Store with W/C. Demolition of existing Store and erection of Garden Room linked to converted Garage. Erection of raised deck. Removal of a section of the Boundary Wall to widen site access - Flat 9, Stile House, Stile Lane, Lyme Regis DT7 3JD
- 2) **P/LBC/2023/02558** (Received 8 June 2023)
LISTED BUILDING CONSENT
Internal and External Alterations to Stile House West. Conversion of existing garage to Home Office, Workshop/Store with W/C. Demolition of existing Store and erection of Garden Room linked to converted Garage. Erection of raised deck. Removal of a section of the Boundary Wall to widen site access - Flat 9, Stile House, Stile Lane, Lyme Regis DT7 3JD

Proposed by Cllr B. Larcombe and seconded by Cllr P. May, members **NOTED** the amended applications without further comment.

23/13/P Withdrawn Applications

- 1) **P/FUL/2023/00647** (Decision date 9 June 2023)

FULL PLANNING PERMISSION

New detached dwelling house on land to the r/o Lewesdon House, Lewesdon, Silver Street, Lyme Regis DT7 3HT

NOTED.

23/14/P Planning Decisions

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

23/15/P Planning Correspondence

- 1) **APP/D1265/W/22/3313803** (Decision date 12 June 2023)

APPEAL DECISION HEARING – THE APPEAL IS DISMISSED (recommend refusal)

Members noted the dismissal of the appeal relating to construction of 3no. dwellings and associated external works and landscaping – Land to South West of Stile Lane, Lyme Regis.

The meeting closed at 8.23pm.

**Lyme Regis Town Council
Planning Committee – 11 July 2023
Planning Recommendations**

- 1) **P/HOU/2023/03652**
HOUSEHOLDER PLANNING PERMISSION
Convert ground floor store to annex – Field Cottage, Ware Lane, Lyme Regis. DT7 3EL

The town council recommends approval of the application because its appearance is in keeping with neighbouring properties, 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 5 JULY 2023

Present

Chairman: Cllr R. Smith

Members: Cllr C. Aldridge, Cllr B. Bawden, Cllr S. Cockerell, Cllr B. Larcombe, Cllr P. May, Cllr G. Stammers, Cllr G. Turner

Officers: M. Green (deputy town clerk), A. Mullins (support services manager)

Other members: Cllr D. Sarson

Guests: V. Elcoate (River Lim Action Group)

23/01/ENV Election of Chairman and Vice-Chairman

It was proposed by Cllr B. Larcombe and seconded by Cllr G. Turner that Cllr R. Smith is chairman of the Environment Committee.

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

Cllr D. Sarson left the meeting at 7.39pm.

It was proposed by Cllr P. May and seconded by Cllr G. Turner that Cllr S. Cockerell is vice-chairman of the Environment Committee.

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

23/02/ENV Terms of Reference

Proposed by Cllr P. May and seconded by Cllr B. Larcombe, the committee's terms of reference were **RECEIVED**.

23/03/ENV Public Forum

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

23/04/ENV Apologies

Cllr D. Ruffle – illness

23/05/ENV Minutes

Proposed by Cllr B. Larcombe and seconded by Cllr P. May, the minutes of the meeting held on 3 May 2023, were **ADOPTED**.

23/06/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 a non-pecuniary interest in the same agenda item for the same reason.

23/07/ENV Dispensations

There were none.

23/08/ENV Matters arising from the previous meeting held on 3 May 2023

Members noted the report.

23/09/ENV Update Report

Round Britain eRIB project

Cllr C. Aldridge asked if the council had paid the agreed funding to the project, given the record attempt was delayed until next summer.

Cllr R. Smith said the council had paid the agreed £5k sponsorship.

Cllr B. Larcombe asked if the sponsorship was conditional if the project collapsed and if the council had anything that secured its contribution.

The deputy town clerk said there was a detailed legal agreement relating to the council's support for the project and he believed the contribution was deemed to be for specific costs.

Members discussed whether the contribution was to provide an electric charging point at the harbour, which would also benefit other harbour users, although it was believed this was something Dorset Council (DC) was looking into separately.

As the ward member, Cllr B. Bawden said she had been speaking to the harbourmaster and the relevant DC officer about whether the provision for charging boats would be included in the works to the Cobb. She said DC hadn't budgeted specifically for it but it had the infrastructure in place when the time came.

The deputy town clerk said there wasn't currently sufficient electricity in that part of town to install an electric charging point at the harbour and it would be reliant on the upgrade to the Ozone Terrace substation.

The deputy town clerk said he would confirm exactly what the council's sponsorship had paid for, including clarification of whether it was linked to the electric charging point, and send a note to members.

Cllr B. Larcombe asked when grant applications came from local groups, whether the council gave consideration to environmental issues.

The support services manager said this wasn't stated in the council's community grants policy and procedure; however, it was probably due for review so this could be referred to the Tourism, Community and Publicity Committee, with a suggestion that environmental considerations should be included in the criteria.

Cllr C. Aldridge asked if the council could also include environmental elements into its contracts.

The deputy town clerk said many of the council's tenants were on long leases so it was difficult to make changes to those leases, but the council could have discussions with its tenants.

Carbon Literacy Organisation Accreditation

Cllr B. Bawden said she was concerned the council's submission for carbon literacy organisation accreditation was biodiversity focused, whereas it should be specifically about reducing carbon emissions. She said there needed to be further discussions with the operations manager about the feedback he had had.

It was agreed this should be an item on the next agenda to allow the operations manager to update the committee.

Transit Route for boots/hooves/wheels/mobility scooters etc

Several members said they found the route difficult to follow, in some areas they thought it might not be safe to cross major roads, and some areas wouldn't be suitable for wheels and mobility scooters.

Cllr R. Smith said he applauded the effort, but there didn't seem to be a safe off-road route into Lyme Regis.

Members agreed they would like to support the idea in principle and requested an item on the next agenda to allow further discussion, with a request for more information about the safety issues surrounding major roads.

23/10/ENV River Lym Action Group Report

The chairman invited V. Elcoate from the River Lim Action Group (RLAG) to present her report.

Cllr G. Stammers said much had been said in the media about any improvement to water quality nationwide would be added to customers' water bills and she asked if South West Water (SWW) had said anything about this.

V. Elcoate said it was going to be funded by shareholders and borrowing money, so customers would end up paying some of the bill.

Cllr B. Larcombe said the lynch was full of weeds, some of which he believed could be Japanese Knotweed, which was now getting into the structure of the walls. He said the leat was milky in colour, which was increasingly so as it got closer to the Town Mill. He said the flow of the river and clearance of some of the weed was also bad from Woodmead Road, through Jericho, up to Horn Bridge.

V. Elcoate said the council had funded an ecological survey of the river and the consultant had been asked to look at these kinds of issues and make recommendations so hopefully there would be some answers on this.

Cllr B. Bawden said DC had fixed the river wall at Jericho, but it was denying responsibility for the water flow from Woodmead Road car park through properties which had blocked at the river. She said DC hadn't cleared the pipe and claimed it was the town council's responsibility.

Regarding the Church Beach redesignation, V. Elcoate said the RLAG had been following the guidelines for bathing beach applications but two days ago the government released revised guidelines, changing the goalposts dramatically. Previously, all they had to do was monitor the beach and if there were enough users, it would be redesignated. She said they now needed a minimum average of 100 bathers every day during the bathing season, which was mid-May to September. However, instead of having to monitor for 20 days and provide evidence, they now had to monitor for two days. V. Elcoate said they were confident there would be 100 bathers in a day in the summer holidays.

V. Elcoate said they would continue to promote the campaign and it would be helpful if the town council also continued to do this. She said the Times was coming to Lyme Regis to do a video about the campaign so this would also be good publicity.

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** that the council continues to promote the Church Cliff Beach redesignation survey on the website and social media.

V. Elcoate said they had finally found out what the problem was at Woodmead Road and it had been fixed on 16 June 2023, which meant there was now no discolouration in the water. However, there was another illegal discharge behind Mill Green, which SWW

agreed was giving off contamination and they were investigating it. She said the three other discharges that were causing concern down to Gosling Bridge were now clear. However, there were still the permitted discharges to tackle.

Proposed by Cllr R. Smith and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to thank the River Lim Action Group for all their achievements and hard work in making the environment of the town and the River Lim better.

23/11/ENV Bathing Water Quality Meeting 3

V. Elcoate was also invited to speak on this item.

V. Elcoate said storm gullies had been blocked up outside the food outlets near the harbour, which was the responsibility of DC. She asked if the town council would approach DC to encourage them to sort it out as it was a health and safety issue near food outlets.

She said sewage was coming out of the groyne on the sandy beach intermittently; it had been tested and it should just be rainwater. She said DC said it was not their responsibility but the RLAG believed it was and SWW was also chasing them.

Cllr B. Bawden said she wasn't aware DC was denying responsibility for the issue at the groyne and she suggested there was a joint approach to someone senior at DC.

The deputy town clerk said the town council may have inadvertently made the situation worse by working with SWiM, which had problems with blocked drains. He said SWiM had re-engineered its drains which had enabled them to discharge more into the problem areas.

Proposed by Cllr P. May and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** that the town council meets with Dorset Council to ask them to ensure there is an adequate outlet for the storm gullies on Front Beach so the overflows in front of the food outlets are eliminated.

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** that the town council meets with Dorset Council to ask them to take ownership of intermittent sewage discharge at the concrete groyne on Front Beach to ensure they are addressed urgently.

23/12/ENV Climate Emergency Mindset

Cllr B. Bawden said there was quite a lot of new legislation being introduced this year and she wanted the council to consider the role it should have in informing people about it. She said she would like to see the council be more proactive in letting people know about these kinds of things, especially now it had community and business bulletins, even if it was just a link to another webpage.

Cllr B. Larcombe said the council needed to avoid getting involved in areas of dispute.

The deputy town clerk said planning issues should be left to the planning authority, e.g. DC, because with the best intentions, the town council could give people the wrong advice. He said he had no issue in principle with writing to tenants to make sure they were aware of the single-use plastic legislation but it had to be made clear the council was not responsible for enforcing it.

Cllr B. Bawden said she was happy to go back to DC to ask for web links the council could promote in its bulletins so it could show leadership and point people in the right direction, but not to act as an enforcement agency.

Cllr R. Smith suggested this kind of information could also be provided on the environment tab on the council website.

Proposed by Cllr P. May and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** that the council includes in its business briefings links to signpost businesses to Dorset Council or other third-party websites where environmental guidance is available on future legislation.

The meeting closed at 9.04pm.

LYME REGIS TOWN COUNCIL

HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 12 APRIL 2023

Present

Chairman: Cllr G. Stammers

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

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

23/01/HR Election of Chairman and Vice-Chairman

It was proposed by Cllr D. Sarson and seconded by Cllr C. Reynolds that Cllr G. Stammers is chairman of the Human Resources Committee.

It was proposed by Cllr B. Bawden and seconded by Cllr B. Larcombe that Cllr C. Aldridge is chairman of the Human Resources Committee.

Cllr G. Stammers was duly **ELECTED** as chairman.

It was proposed by Cllr M. Ellis and seconded by Cllr G. Stammers that Cllr D. Sarson is vice-chairman of the Human Resources Committee.

It was proposed by Cllr B. Bawden and seconded by Cllr B. Larcombe that Cllr C. Aldridge is vice-chairman of the Human Resources Committee.

Cllr D. Sarson was duly **ELECTED** as vice-chairman.

23/02/HR Terms of Reference

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, the terms of reference were **RECEIVED**.

23/03/23 Public Forum

There were no members of the public present.

23/04/HR Apologies

Cllr P. May – holiday

23/05/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 12 April 2023

Proposed by Cllr B. Larcombe and seconded by Cllr C. Reynolds, the minutes of the meeting held on 12 April 2023 were **ADOPTED**.

23/06/HR Disclosable Pecuniary Interests

There were none.

23/07/HR Dispensations

There were none.

23/08/HR Matters arising from the minutes of the Human Resources Committee meeting held on 12 April 2023

National Joint Council (NJC) trade union pay claim

Cllr B. Larcombe asked for further clarification on union membership within the staff team and how the council may be affected if there was strike action.

The town clerk said two employees had deductions from their salary for union membership but it was believed one other employee paid directly to the union, so three employees could potentially take strike action. As such, he didn't think it would adversely affect the council. He added that there was unlikely to be a resolution to the pay dispute before the autumn.

23/09/HR Update Report

Administrative and community engagement assistants

Cllr B. Larcombe asked if, as the employer, the council should be made aware of any issues with the two employees who had left the organisation.

The support services manager said one employee was still with the organisation and had not yet had their exit interview, and the other employee was in the process of confirming the accuracy of the notes of their exit interview. She said there were potentially some issues which needed to be brought to members' attention.

The town clerk said exit interviews were not shared with members unless individuals asked for them to be or circulated them themselves.

Cllr M. Ellis said she felt members should see all exit interviews as the employer.

The town clerk said exit interviews were entirely voluntary and he didn't think employees would be inclined to do them if they knew they would be shared with members. He said members had this same conversation every time someone left the organisation but it was

council policy that exit interviews were confidential and the only people who had sight of them were the employee's line manager and if necessary, the town clerk.

The support services manager said the new administrative and community engagement assistant, Kate Newman, would start on 12 July 2023.

Cllr B. Larcombe asked when the request was made to members to fill these posts; even though they were established posts, he felt members should have had the opportunity to approve them.

The town clerk said it was done via email so there would be no delay in the recruitment process.

Amenities assistant

The support services manager said Isaac Redwood-Davies had been appointed to the role and he would start on 17 June 2023.

Cllr B. Bawden asked if any members were involved in the recruitment and interview process of employees in general, and if not, she asked if they should be.

The town clerk said the council's recruitment and selection policy said members would be involved in the appointment of managers but for all other staff, managers appointed to the roles. He said in the past, members had been asked to sit on interview panels if the panel was short.

Civility and Respect

Cllr B. Larcombe asked if the council had a timeframe it was working towards to achieve the principles of the civility and respect agenda.

The town clerk said the focus was on the new council administration. He said he had tried to arrange training on governance but had struggled to get members to commit to it and as part of that training he intended to talk more about civility and respect.

Evening seafront attendant

Cllr M. Ellis asked if there had been any applicants for the role.

The support services manager said there hadn't been as many applicants as hoped but the closing date was still five days away.

23/10/HR To receive the minutes of the Health and Safety Committee meetings held on 9 March and 8 June 2023

Proposed by Cllr D. Sarson and seconded by Cllr G. Stammers, the minutes of the Health and Safety Committee meetings on 9 March and 8 June 2023 were **RECEIVED**.

23/11/HR Health and Safety Committee Membership

Cllrs D. Sarson and G. Stammers said they were happy to continue on the committee and no other members wished to replace them.

Proposed by Cllr C. Reynolds and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** that Cllrs G. Stammers and D. Sarson continue as the members representatives on the Health and Safety Committee.

23/12/HR Two-year, fixed-term post to support the delivery of project, asset management and property-related work

Cllr C. Aldridge asked if the pay roll costs outlined in the Annual Human Resources' Review later in the agenda included this post.

The town clerk said this post was not included in the payroll costs referred to later in the agenda; this post would come under the projects' budget because the projects had generated the need for the additional resource. He said the on-costs stated in the report for National Insurance and pension contributions had been over-stated.

Cllr B. Larcombe said the council would have to be clear from the outset this was a temporary position and there was no prospect of permanency as the employee could still acquire rights. As this was project management, he asked if members could have a progress report on projects as there was work taking place on a number of them but members didn't know what that was. He felt members should have a quarterly RAG (red, amber, green) report.

The town clerk said every committee was now receiving a progress report against the objectives but if there were important junctions in a project, there would be a more substantial report. He felt it was over-the-top to introduce a colour coding system for small projects. He reminded members it was only two months into the financial year and there had already been progress on a number of projects; each one had a completion date and if there were delays in the timescales, these were being reported to the committees.

Cllr M. Ellis said with the upcoming workload, this post was going to be required to support the deputy town clerk. She said the job description stated it was a two-year fixed-term post and this could be emphasised during the interviews.

Cllr C. Aldridge asked for clarification that the deputy town clerk currently had no staff reporting directly to him. She also noted a lot of the asset and property related projects would be devolved to the Town Management and Highways Committee, which the operations manager would be taking forward, and asked if there was the possibility of cross team working.

The town clerk confirmed the deputy town clerk currently had no staff reporting directly to him as this freed him up to concentrate on asset management, although in the town clerk's absence, the deputy town clerk assumed all staffing responsibilities.

The town clerk said for those projects being managed by the Town Management and Highways Committee, some would be managed by the deputy town clerk, usually the major works, and some by the operations manager, usually the smaller projects. He said there were a lot of major projects planned for this year, the main one being the refurbishment of the council offices, so the council needed to have the resources in place to deliver them.

Proposed by Cllr C. Reynolds and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to create a two-year, fixed-term post to support the delivery of project, asset management and property-related work.

23/13/HR Human Resources' Annual Review

Cllr C. Aldridge said the themes arising from employee appraisals all seemed to be related to employees' concerns but there was nothing about delivery against objectives and nothing about the positive things they were doing, which she felt the members would want to know about.

The town clerk said the purpose of this report was to inform members about issues they should be aware of, which had been raised through appraisals. He said most of the interactions with employees were positive about the council and morale was quite good, but there were exceptions. He added that in March every year, reports were brought to this committee detailing the managers' appraisals and these referred to progress against objectives.

Cllr C. Aldridge said payroll costs appeared to increase significantly in 2023-24, which she felt was a concern given the council couldn't assume its income would go up in the same way.

The town clerk said payroll costs against income looked artificially high at this time of year; actual income would be up to £250k higher than budgeted and the budget included the total amount of pension contributions the council could be liable for, pension contributions were overstated by c.£30k because not all employees joined the pension scheme. He added that at the end of the year, around 42% of income would be salary costs.

The town clerk acknowledged budget income wasn't rising as fast as the labour costs, which had included a pay increase of £1,925 on all pay points and a pay review which added an additional £25k to the salaries budget.

The meeting closed at 8.01pm.

LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 12 JULY 2023

Present

Chairman: Cllr P. May

Councillors: Cllr B. Bawden, Cllr S. Cockerell, Cllr M. Ellis, Cllr P. Evans, Cllr B. Larcombe, Cllr C. Reynolds, Cllr D. Sarson, Cllr R. Smith, Cllr G. Stammers, Cllr G. Turner

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

23/01/SF Election of Chairman and Vice-Chairman

It was proposed by Cllr R. Smith and seconded by Cllr B. Larcombe that Cllr P. May is chairman of the Strategy and Finance Committee.

It was proposed by Cllr G. Stammers and seconded by Cllr C. Reynolds that Cllr M. Ellis is chairman of the Strategy and Finance Committee.

Cllr P. May was duly **ELECTED** as chairman.

It was proposed by Cllr G. Turner and seconded by Cllr R. Smith that Cllr B. Larcombe is vice-chairman of the Strategy and Finance Committee.

It was proposed by Cllr C. Reynolds and seconded by Cllr G. Stammers that Cllr M. Ellis is vice-chairman of the Strategy and Finance Committee.

Cllr B. Larcombe was duly **ELECTED** as vice-chairman.

23/02/SF Terms of Reference

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, the committee's terms of reference were **RECEIVED**.

23/03/SF Public Forum

There were no members of the public present.

23/04/SF Apologies for Absence

Cllr C. Aldridge – holiday
Cllr R. Doney – holiday
Cllr D. Ruffle – illness

23/05/SF Minutes

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, the minutes of the meeting held on 10 May 2023 were **ADOPTED**.

23/06/SF Disclosable Pecuniary Interests

Cllr P. Evans declared a pecuniary interest in agenda item 20, MUGA at Anning Road Playing Field, as he was a nearby resident to the proposed multi-use games area (MUGA).

Cllr B. Bawden declared a pecuniary interest in agenda item 20, MUGA at Anning Road Playing Field, as she would be the closest property to the proposed MUGA.

23/07/SF Dispensations

There were none.

23/08/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 10 May 2023

Members noted the report.

23/09/SF Update Report

Harbourmaster's store, office and cemetery lodge

Cllr B. Larcombe asked if members would be presented at the Full Council meeting with a single named preferred contractor for these works or if members would have a choice.

The deputy town clerk said he would be disappointed if members didn't have several contractors to choose from, but in recent experience, the council had failed to generate interest.

Cllr B. Larcombe asked if the preferred contractor would be for these projects only or for subsequent projects.

The deputy town clerk said it would be for projects into the future as it was a way of going through a best value exercise once, rather than having to go through it for every project over the next two or three years.

23/10/SF Strategy and Finance Objectives

Cllr B. Larcombe asked if the Strawberry Fields' option appraisal was vulnerable as there had been no progress on this objective.

Cllr P. May said progress couldn't be made on this until there was a firm long-term arrangement for park and ride at the Charmouth Road site.

The deputy town clerk said he was optimistic the council would have a long-term arrangement in place with the landowners for park and ride, which had been evidenced by their planning application for permanent infrastructure at the site. He said this included improved access, a larger hardstanding, a building to include toilets, an information point and refreshments, a timetable noticeboard, and ground matting on part of the site.

Cllr B. Larcombe said he hoped the council would reciprocate the commitment the landowner had shown if the planning permission was approved, although it was noted the council's commitment to park and ride was dependent on there being a bus operator for the service.

Cllr B. Bawden suggested the town council could work with Dorset Council (DC) in trying to secure a longer-term commitment to a park and ride as it had experience of working with bus companies.

The deputy town clerk said he had already been in contact with the relevant officer at DC and he intended to bring a report to a future meeting to allow members to consider how the service should be funded generally, which may be a pay to park model; this would be simpler and provide more certainty and control.

Cllr D. Sarson asked if anyone was in post yet for the temporary role to support the deputy town clerk.

The deputy town clerk said it had not yet been advertised but he was hoping to do this by the end of the week.

23/11/SF Member Details on the Council Website

Cllr D. Sarson said he would prefer people to contact him by email as a phone call usually demanded a quick response and mistakes could occur. He said the alternative was to ask people to contact the council office.

Cllr C. Reynolds said residents should be able to contact members in the way they preferred and as some older people didn't have the internet, they had no option but to phone.

Cllr M. Ellis agreed that for many people, a phone call might be their only way of getting hold of members and as she had been voted by the public to be their voice, she should be available to them in whatever way they preferred. She said if she received calls from the press, she directed them to the office so there was a standard response issued.

Cllr G. Stammers asked what the expectation of members was in terms of the contact details they provided.

Cllr P. May said the details currently on the website were the status quo and this would only change if the council passed a resolution to do so.

Cllr B. Bawden said the proposal wasn't for members to not have a means of being contacted, but for members to choose what details were published. She said she didn't want her home address or telephone number on the website but she was happy to have the town council address. She said DC allowed this.

Cllr B. Larcombe said members' register of interests and election applications included their addresses. He said the public could go through the office to speak to a member but it was then reliant on the staff to relay those messages. He said having a council email address on a council laptop was also a good way of being contacted because if someone ceased to be a member, their email address would also cease.

Cllr R. Smith said when a member was elected, they could expect people to contact them to make representations and he was happy to receive phone calls. However, he had some sympathy for members who found this to be a problem. He suggested the standard position was members remained accessible by having their phone number and home address on the website, but members could opt out if they found it unmanageable.

Cllr P. Evans said if a member had lived in the town for a long time, people would know their address anyway. Although he felt there should be an option to opt out of having personal contact details published, he felt it came with the territory of being a local councillor.

If it was agreed alternative contact details could be published, members discussed whether it was appropriate to direct enquiries to the office. Several members felt the office shouldn't be expected to field calls for members and this would create extra work for staff.

It was suggested business contact details or any other alternative contact details could be used, although it was noted not all members would have these alternatives.

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

Proposed by Cllr R. Smith and seconded by Cllr S. Cockerell, members agreed to **RECOMMEND TO FULL COUNCIL** that the presumption is members should be contactable and have their personal details published on the council's website, but they should be allowed to opt out and provide an alternative phone number and address, which may be the town council telephone number and address.

Voted for – Cllr P. May, Cllr G. Turner, Cllr S. Cockerell, Cllr B. Larcombe, Cllr D. Sarson, Cllr R. Smith, Cllr, B. Bawden

Voted against – Cllr C. Reynolds, Cllr M. Ellis, Cllr G. Stammers, Cllr P. Evans

Abstentions – None

23/12/SF Review of the Safe Key Procedure

Cllr M. Ellis asked if there was a log kept of every time the safe was opened in case there were any discrepancies.

The finance manager said there was a log of which employees had safe keys but not a log of who went in and out of the safe; if there were any issues, anyone who had access to the safe would be involved in any investigation.

Cllr C. Reynolds said there was a log for signing the mayoral chains in and out and asked why it wasn't the same procedure for the safe.

The finance manager said the safe held a lot of different items and it was therefore accessed too often to realistically keep a log.

Proposed by Cllr D. Sarson and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the revised safe key procedure.

23/13/SF Budget Performance, 1 April – 30 June 2023

Members noted the report.

23/14/SF Rating Revaluation and changes to Rateable Value

Members noted the outcome of the 2023 rating revaluation and changes to the rateable value of the council's main property assets.

The deputy town clerk corrected an error in the report; he said the council was charged business rates of £2.5k on the cemetery. He strongly advised against appealing the valuations as it was likely the council would lose given the increase in both charges and income over the previous 5 years.

23/15/SF Dog-related Public Space Protection Order

Cllrs S. Cockerell, C. Reynolds and G. Stammers volunteered to complete the survey questions and report back to the Full Council.

Proposed by Cllr M. Ellis and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** that Cllrs S. Cockerell, C. Reynolds and S. Stammers consider Dorset Council's dog-related Public Space Protection Order and report their proposals to the Full Council on 26 July 2023 for approval.

23/16/SF Accreted Land at Monmouth Beach

The deputy town clerk said as there had been no feedback from Natural England, this item would be deferred to the Full Council meeting on 26 July 2023.

23/17/SF Land Stability at Monmouth Beach and Ware Cliff

Members noted the report.

23/18/SF List of Payments

Cllr M. Ellis said some of the payments had been listed in the wrong category and she had raised this with the finance team before the meeting.

The finance manager reassured members that all the payments had been coded correctly in the accounting system but as the list of payments was compiled manually, some of the categories had been incorrectly reported.

It was agreed the errors would be amended and the entire list of payments would be re-presented to the Full Council meeting on 26 July 2023 for approval.

Cllr B. Larcombe asked what the £1,076 water meter issue was and why it was paid.

The deputy town clerk said the Monmouth Beach metering and connection issues were complex and there were also issues in places connected to land stability, so for many years the council had paid an external contractor to do this work on the council's behalf.

Cllr B. Larcombe asked if the electric charges could be aggregated on the list of payments as he was concerned about increasing costs.

The finance manager said the expenditure category totals were shown at the bottom of the list but if members wished, the utilities category could be further broken down to show gas, electricity and water.

Cllr M. Ellis said there appeared to be lots of refunds for beach huts and suggested members should consider a fee for refunds.

The deputy town clerk said the council would be paying £16k rates on the beach huts so this all needed to be considered as part of the review of fees and charges at budget setting time.

23/19/SF Cash Holdings and Investments

Members noted the report.

23/20/SF MUGA at Anning Road Playing Field

Proposed by Cllr P. May 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.

23/21/SF Fraudulent Activity

Proposed by Cllr P. May 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.

23/22/SF Debtors

Proposed by Cllr P. May 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.

23/23/SF Exempt Business

Cllr B. Bawden and Cllr P. Evans left the meeting at 8.12pm in line with their pecuniary interests.

a) MUGA at Anning Road Playing Field

The deputy town clerk said the council could spend a lot of time and public money getting legal opinions about the enforcement of the covenants, but the first thing he would advise doing is speaking to the people who lived adjacent to the field.

It was proposed by Cllr D. Sarson to continue to support the multi-use games area on land specified at Anning Road playing field but to go to public consultation and engagement with the local community to gauge their reaction to the proposal, with any potential complaints that may emerge after discussion.

Members agreed there needed to be some public consultation on the proposal and discussed whether this should be limited to those who lived immediately surrounding the playing field or whether it should be extended to the wider town.

The deputy town clerk said he was happy to go to wider consultation as the council could ask for comments about location, design and uses of the MUGA. However, the council also needed feedback from immediate neighbours to address the legal issue and he said this mustn't get lost in the wider consultation.

The support services manager said two consultation processes could be run; she suggested a letter drop to every property surrounding the playing field and a wider public consultation via Lyme Voice, social media and the website.

Proposed by Cllr D. Sarson and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to continue to support the multi-use games area on land specified at Anning Road playing field but to consult with adjacent properties to gauge their reaction to the proposal and to also consult with the wider community.

Cllr B. Bawden and Cllr P. Evans returned to the meeting at 8.41pm.

b) Fraudulent Activity

Members discussed the issue regarding timesheets and asked questions about why payments continued to be made, how the discrepancy was picked up and what sanctions had been given.

It was noted a clocking in and out system was now being used for these staff and Cllr B. Larcombe asked if a similar system should be used for office staff so members had a sense of hours and attendance.

It was clarified there was a signing in and out board at the office but this was mainly for fire regulations; it wasn't a record of hours worked.

As the issues being discussed had human resources implications, it was agreed it would be referred to the Human Resources Committee for further discussion.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to note the discrepancies with timesheets, to approve the management actions proposed to ensure further risk is minimised and to refer the issue to the Human Resources Committee for further discussion.

With regards to the debit card fraud, the finance manager confirmed the card never left the office and the bank did not believe the fraud was carried out by anyone within the council, so had refunded the amounts.

Cllr B. Bawden thanked staff for picking up the transactions so quickly.

Proposed by Cllr B. Larcombe and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to note the two fraudulent debit card transactions and approve the management actions proposed to ensure further risk is minimised.

c) Debtors' Report

Members noted the report.

The meeting closed at 8.59pm.

DRAFT

LYME REGIS TOWN COUNCIL

TOURISM, COMMUNITY AND PUBLICITY COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 28 JUNE 2023

Present

Chairman: Cllr C. Aldridge

Members: Cllr B. Bawden, Cllr M. Ellis, Cllr C. Reynolds, Cllr D. Ruffle, Cllr D. Sarson, Cllr R. Smith

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

23/01/TCP Election of Chairman and Vice-Chairman

It was proposed by Cllr M. Ellis and seconded by Cllr D. Ruffle that Cllr C. Reynolds is chairman of the Tourism, Community and Publicity Committee.

It was proposed by Cllr D. Sarson and seconded by Cllr R. Smith that Cllr C. Aldridge is chairman of the Tourism, Community and Publicity Committee.

Cllr C. Aldridge was duly **ELECTED** as chairman.

It was proposed by Cllr R. Smith and seconded by Cllr D. Sarson that Cllr D. Ruffle is vice-chairman of the Tourism, Community and Publicity Committee.

It was proposed by Cllr B. Bawden that Cllr R. Smith is vice-chairman of the Tourism, Community and Publicity Committee but he said he did not wish to be nominated.

Cllr D. Ruffle was duly **ELECTED** as vice-chairman.

23/02/TCP Terms of Reference

Proposed by Cllr R. Smith and seconded by Cllr D. Sarson, the committee's terms of reference were **RECEIVED**.

23/03/TCP Public Forum

There were no members of the public present.

23/04/TCP Apologies

There were none.

23/05/TCP Minutes

Proposed by Cllr D. Sarson and seconded by Cllr R. Smith, the minutes of the meeting held on 26 April 2023 were **ADOPTED**.

23/06/TCP Disclosable Pecuniary Interests

There were none.

23/07/TCP Dispensations

There were none.

23/08/TCP Matters arising from the minutes of the previous meeting held on 26 April 2023

Value of Tourism

Cllr B. Bawden asked if the data was available yet and if so, could it be shared with members.

The support services manager said the data would be available in November after the peak season and it would be shared with members via this committee.

23/09/TCP Update Report

Sculpture Trail and Arts Initiatives in the Gardens

Cllr M. Ellis asked when the three-year plan for the continuation of the sculpture trail would be brought to members.

The support services manager said it was hoped it could be brought to the next meeting.

Lyme Eats Boutique

Cllr C. Aldridge asked if there was any feedback from the events.

Cllr D. Ruffle said he didn't think there was enough signage pointing people in the direction of the street market and several other members agreed Gun Cliff might not be the best location.

The support services manager said the organiser had had some negative feedback from food traders in the town about external vendors coming in and as such, the organiser had confirmed she would not be holding an event in August during the peak season. She said she would have a full de-brief with the organiser after the last event in July and report back to this committee.

23/10/TCP Tourism, Community and Publicity Committee – Objectives

The support services manager said although it had been reported that the volleyball net was being put out on the beach each evening, she had been mistaken and the net had been put out by someone else. The intention was for the net to be put out and taken in by the evening seafront attendants when they were in post.

In relation to the bursary scheme, Cllr B. Bawden said the Boat Building Academy (BBA) would like to find a way to offer care leavers some skills so representatives from Dorset Council (DC) were going to meet with the BBA to see how this could be developed.

Cllr C. Aldridge asked if there was any timescale for meeting with the BBA and Lyme Regis Development Trust (LRDT) to progress the repairs café.

The town clerk said there had been a delay as one of the key trustees from the BBA had been on an extended period of leave. However, he and Cllr C. Reynolds had visited the repairs café in Axminster, the organiser from Axminster had met with council representatives and BBA representatives and he had met with the chief executive of LRDT to discuss whether they could be part of any partnership. He said he hoped the repairs café could be set up after the summer, run as a voluntary organisation and driven by the BBA.

23/11/TCP Fossil Festival 2023 and 2024

Cllr R. Smith said the 2023 event was a placeholder to keep the event in Lyme Regis, in the hope it could be developed into something better and more engaging in future years, but the unknown was what support the festival would need for next year.

The town clerk asked members to consider if they wanted the council to help augment the festival and make it a prestigious event for the town. He said he had already started talking to the museum about its plans and any support it may be looking for from the council for 2024 and beyond. As such, he suggested a small group was set up to meet with the museum to scope out future festivals. He added that the council's budget was committed in 2024-25 to the office project so if it wanted to support the festival, it would have to reduce the level of reserve.

Cllr C. Aldridge asked whether the festival could be supported through the council's term grants process and when these grants would be available again.

The town clerk said term grants were already committed for the first year of the new council administration, i.e., 2024-25, so the process for considering applications would start in autumn 2024.

Cllr D. Ruffle said the museum was actively looking for funding itself and the vision it had for 2024 was good but he agreed a group should be set up to see how the council could help.

The town clerk said the council gave support other than financial backing for the 2023 festival, such as operational help, advice and publicity. He suggested he and one or two members met with the museum director initially and if funding was required, it could be fed into the budget, which would be a decision for the whole council. He said the group could also involve other partners the museum might want to involve.

Cllrs D. Sarson, D. Ruffle and R. Smith said they would like to be in the group.

Proposed by Cllr R. Smith and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to indicate support for the 2024 Fossil Festival, and the town clerk and Cllrs D. Sarson, D. Ruffle and R. Smith meet with Lyme Regis Museum to develop an outline project and funding proposal.

23/12/TCP Summer Exhibition

Cllr C. Aldridge asked if Richard Austin would be selling his photographs or just exhibiting and if there were any issues with insurance.

The town clerk said it would just be an exhibition of his work, he would not be selling photographs, and the insurance would be Richard Austin's responsibility.

Proposed by Cllr D. Ruffle and seconded by Cllr R. Smith, members agreed to **RECOMMEND TO FULL COUNCIL** to approve a proposal for an exhibition of the works of local photographer Richard Austin at the Jubilee Pavilion from Monday 14 August until Saturday 30 September 2023.

23/13/TCP Funding Proposal from The Boat Building Academy

The town clerk clarified that the children who would benefit from the funding would have to come from Lyme Regis because this was Lyme Regis taxpayers' money. In response to members' questions, he confirmed the BBA was asking for £6k from the council and 50% would be match funded by the BBA.

Cllr M. Ellis said the town council should be working with DC on this project; she referred to the project Cllr B. Bawden raised earlier in the meeting about care leavers and said there may be potential to work together and get more people involved.

Cllr B. Bawden said there was no guarantee of DC funding but she could ask if there was the potential for some kind of joint arrangement.

The town clerk said he was aware of funding available at DC, some of which was for training, so if some of this could be extended beyond the normal educational establishments, there was the possibility of establishing a longer-term project between the Woodroffe School and the BBA.

Proposed by Cllr D. Sarson and seconded by Cllr R. Smith, members agreed to **RECOMMEND TO FULL COUNCIL** to agree funding of £6,000 to the Boat Building

Academy as part of the council's bursary scheme to support short courses for Lyme Regis young people aged 16-25 years' old.

23/14/TCP De-brief on the Coronation Event

The town clerk said the food went slightly over budget but everything else was within budget. He said there was a big call from people who attended to hold another event next year; if this happened, he didn't think it would be an exact replica of the coronation event but it could be similar. He suggested the council developed some ideas on a budget that was perhaps half or a third of the £20k committed to the coronation event.

Cllr D. Sarson said he would like to see another community event next year but he felt it shouldn't be on the seafront so it would be focused on the local community and not visitors.

Cllr C. Reynolds said there were not enough members volunteering at the event and there would need to be more if there was an event next year. She said Seaton held a community event with live music but people were invited to bring picnics.

Cllr M. Ellis said although the event would be for local people, she would like it to be held on the seafront roof, perhaps an outdoor cinema, as this would also bring trade to businesses on the seafront.

The town clerk said the council could work on a programme of events out of season so the emphasis was more on locals than holidaymakers. He suggested one or two members met with officers to develop some ideas and those ideas could then be brought back to this committee.

Cllr M. Ellis thanked staff who worked hard organise to coronation event and on the day.

Cllr D. Ruffle said he would like to work with officers on a proposal.

Proposed by Cllr R. Smith and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** that Cllr D. Ruffle works with the town clerk and support services manager to work up a proposal for one or more community events at various venues and to bring it back to the Tourism, Community and Publicity Committee.

It was agreed other people could be pulled into the group as and when required and the proposal should be pulled together before the budget-setting process.

23/15/TCP Town Map

Proposed by Cllr B. Bawden and seconded by Cllr R. Smith, members agreed to **RECOMMEND TO FULL COUNCIL** to note the budget overspend on the re-printing of the town map.

23/16/TCP Managing Consultation Exercises

The support services manager said since the agenda had been issued, St Michael's Primary School had sent a consultation about the extension of the school day, which had been emailed to members.

Cllr B. Bawden said the pro-dog group had been very active in promoting the dog-related Public Space Protection Order (PSPO) consultation and asked how the council could encourage people who might have a different view to make their views known.

The town clerk said a report would be brought to the Strategy and Finance Committee with the suggestion that a small group of members formulated a response to the consultation, to be brought back to the Full Council meeting to sign it off. He said the council would be putting information on its website and social media pages to let the public know the consultation was live.

It was noted paper copies of the PSPO consultation were available at the library and that there were many people in the town who would only be able to complete a paper copy. As such, the support services manager said officers would ask DC for further copies to be available at the council office.

The meeting closed at 8.14pm.

LYME REGIS TOWN COUNCIL

TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 21 JUNE 2023

Present

Chairman: Cllr B. Larcombe

Members: Cllr C. Aldridge, Cllr S. Cockerell, Cllr M. Ellis, Cllr P. May, Cllr C. Reynolds, Cllr D. Ruffle, Cllr D. Sarson, Cllr G. Stammers, Cllr G. Turner

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

Guests: M. Wilson (RNLI, lifeguard contracts and services manager), H. Irvine (RNLI, regional lifeguard lead)

23/01/TMH Election of Chairman and Vice-Chairman

It was proposed by Cllr G. Stammers and seconded by Cllr D. Ruffle that Cllr C. Aldridge is chairman of the Town Management and Highways Committee.

It was proposed by Cllr C. Reynolds and seconded by Cllr D. Sarson that Cllr M. Ellis is chairman of the Town Management and Highways Committee.

It was proposed by Cllr P. May and seconded by Cllr G. Turner that Cllr B. Larcombe is chairman of the Town Management and Highways Committee.

Cllr B. Larcombe was duly **ELECTED** as chairman.

It was proposed by Cllr G. Turner and seconded by Cllr B. Larcombe that Cllr P. May is vice-chairman of the Town Management and Highways Committee.

It was proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds that Cllr C. Aldridge is vice-chairman of the Town Management and Highways Committee.

Cllr C. Aldridge was duly **ELECTED** as vice-chairman.

23/02/TMH Terms of Reference

Proposed by Cllr C. Reynolds and seconded by Cllr B. Larcombe, the committee's terms of reference were **RECEIVED**.

23/03/TMH Public Forum

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

23/04/TMH Apologies

Cllr B. Bawden

23/05/TMH Minutes

Proposed by Cllr D. Ruffle and seconded by Cllr P. May, the minutes of the previous meeting held on 19 April 2023 were **ADOPTED**.

23/06/TMH Disclosable Pecuniary Interests

There were none.

23/07/TMH Dispensations

There were none.

23/08/TMH Matters arising from the minutes of the Town Management and Highways Committee meeting held on 19 April 2023

Trailer Park at Monmouth Beach, Accreted Land

The deputy town clerk said a site meeting had taken place with Natural England and Dorset Council (DC) and although they expected Natural England to say the boats had to be removed from the accreted land, they appeared to be willing to compromise. He believed Natural England would be willing to allow a limited amount of boat storage on the Site of Special Scientific Interest (SSSI), but he didn't think they would agree to the current arrangements, and they would expect some changes to how the space was used.

The deputy town clerk said Natural England had asked questions about why the tarmac area was used for parking instead of boat storage. He said Natural England seemed to understand the importance of the harbour to the town, the commitment to a working harbour, and the importance of the harbour to the various clubs that used it. He added that Natural England would now look at further ecological reports and would take expert advice from people working at a national level so their response might take some time.

Cllr B. Larcombe asked what this meant for the boats and equipment that were currently on the accreted land.

The deputy town clerk said what was there could stay for the time being, but Natural England had received a complaint about the use of the land, and they were responding to that. He said the town council hadn't finalised terms for the use of the land with DC because it wasn't yet known what it could be used for. The amount DC would pay would be driven by how much of the land could be used.

Jubilee Pavilion

The deputy town clerk said the contractor expected to complete the works within two weeks, at which point the scaffolding tower and heras fencing would be removed from the lower level. He said the contractor had found other problems beneath the slabs at roof level, but it wasn't as bad as first feared, although the area beneath the parapet would need to be repaired. However, the total cost of the works would still be significantly less than the approved budget of £55k.

The deputy town clerk said the roof membrane repairs would be undertaken by a separate specialist roofing contractor commencing on 14 August 2023, so the heras fencing would be removed until that time. The duration of the roofing work was likely to be no more than 2 weeks.

Amenities hut building drawings

The operations manager said planning permission had been granted with some conditions so the project would go out to tender shortly.

Office and options feasibility study

The deputy town clerk said he would shortly be going through the process of procuring building services and would report the results to the Full Council on 26 July 2023.

Park and Ride 2023

The deputy town clerk said the application had been submitted to the Traffic Commissioners and he was now much more confident about the service being up and running by 22 July 2023.

Lister Room

Cllr B. Larcombe asked if all the issues with the tenant had been resolved.

The deputy town clerk said there were some issues with how waste was being dealt with but a solution had been found which would mean bags would not be left outside the room. He said there had also been some issues with a vehicle being left on the parade for long periods of time, primarily to bring supplies to the Lister Room, but conversations had taken place with the tenant and access would only be allowed during the permitted times.

Cllr B. Larcombe asked where tables and chairs were permitted outside the room.

The deputy town clerk said they were only allowed on the concrete area outside the room and that was now clearly understood.

Perimeter wall – Churchyard and Insurance Claim

The deputy town clerk said the whole 65 metre length of the wall was in a poor condition so as part of the 2024-5 budget-setting process, members would need to consider a phased plan for its repair.

Cllr D. Sarson asked if there was any indication of cost to repair the whole length of the wall.

The deputy town clerk said the section which had initially collapsed could be repaired for £15-20k, but the cost to repair the whole length was likely to be a six-figure sum.

Cllr G. Stammers asked if there were areas of the wall that needed to be fenced off for public safety in case it collapses.

The deputy town clerk said he didn't think this was necessary and he didn't feel it would be necessary to close the nearby footpath at this stage. However, the initial collapse had been caused by an exceptional weather event so if there was another one, it may have to be reassessed.

Post Office

The deputy town clerk said the space that may have been available in a shop premises in the town was not suitable for a Post Office but the postmaster at Crewkerne who ran various other outreach services in other villages may still be interested in providing some kind of service in Lyme Regis. He said a Post Office wasn't viable unless it was subsidised by another business or some other input of funds.

Town Mill steps

Cllr D. Ruffle asked if there was any idea of when a permanent repair might happen as he didn't think the current repairs looked particularly safe.

The operations manager said Cllr B. Bawden was pushing for its repair as the ward member but other than that, DC might not inform the town council when it was doing the repairs, but he would try and find out.

Cllr P. May said the trustees of the Town Mill had looked at it and felt it wasn't a big job; he said DC should be encouraged to get on with it.

Cllr C. Reynolds asked if the town council could ask to see a surveyor's report.

The operations manager said he could ask but DC might not release it as it was their land.

Cllr P. May said it was important to the viability of the mill and the businesses in the area that the steps remained open and he suggested the town council wrote to DC to press the matter.

23/10/TMH Town Management and Highways Committee – Objectives

Cllr B. Larcombe asked if some objectives might have to take priority due to budget constraints.

The deputy town clerk said firm figures would only be available once a project had been subject to competitive quote or tender. If those figures were in excess of the approved budget, then options to limit cost or increase budget would have to be looked at. However, he wouldn't expect costs to increase significantly even though the initial figure was, of necessity, an estimate.

Cllr P. May said the recent internal auditor's report referred to the problem of getting data from the parking machines and it noted there were no other machines to be installed, but it was still on the list of objectives to replace one machine.

The operations manager said the completion date had been changed to March 2024 and it was dependent on whether the council continued with the current providers Flowbird or replaced all the machines.

Cllr C. Reynolds asked why the installation of CCTV at the skatepark would be the last to be installed given the problems in the area.

The operations manager said this was because the council was waiting on the National Grid to do the dig to connect the electricity.

23/11/TMH Gardens Land Stability Reporting

Cllr B. Larcombe felt the town council should be working with DC as it was the authority that dealt with land stability and it was useful to have common data, rather than doubling up. He also felt it would be useful to have monitoring points all over the town, rather than just in the gardens.

Cllr P. May said if the town council did its own monitoring, it would have a lot more data on the gardens as there would be more monitoring points.

The deputy town clerk said he didn't know what analysis the town council would see of the data from DC and he would also be reluctant to lose the input of the geotechnical experts the council currently used, PCRM, into what was happening on town council land. He suggested the council did its own monitoring and also contributed to DC's monitoring because this would provide a greater degree of monitoring of the gardens, the council would continue to have PCRM's input, and the council would have a wider perspective beyond the gardens from DC's reporting, although he acknowledged this would cost around £4k more than currently.

The operations manager said the current monitoring costs were paid from the outside works' budget, but if members were considering increasing the budget, this would need to be considered as part of next year's budget-setting process.

Cllr M. Ellis said the council couldn't be sure DC was monitoring areas that were relevant to this council and it didn't require information about DC land.

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to engage a town council gardens' land stability monitoring contractor for 51 ground markers.

23/12/TMH Gazebo in the Gardens

Members acknowledged the anti-social behaviour that was taking place at the gazebo, which seemed to be related mainly to one group of people.

Cllr B. Larcombe said there had been complaints from the public about the state of the gazebo and he would rather see it taken down and some benches put in its place due to the problems it brought.

Cllr M. Ellis felt it would be a shame to remove the gazebo as there was nowhere else in the gardens that provided shade for people. She also felt removing the gazebo would only move the problem elsewhere. She said in Weymouth, many of the areas such as this had gates on them so they could be closed at night.

Cllr C. Reynolds said no one else wanted to use it at the moment anyway, due to the anti-social behaviour which was taking place in there.

Cllr C. Aldridge said it had become custom and practice for certain groups to meet there and she wasn't sure if removing the gazebo would resolve the problem.

Proposed by Cllr P. May and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to remove the gazebo in the gardens in principle, subject to funding in the 2024-5 budget.

Cllr P. May clarified the proposal didn't rule out putting something else in place of the gazebo.

23/13/TMH Seafront Evening Litter Bin Collections

Cllr C. Aldridge said she had asked for this item to be brought to the committee as she had noticed litter was a big issue in May so she felt the seasonal litter bin collections needed to be extended beyond July to September. She felt the seafront was a vital part of the town's offering so even if it meant paying a bit more, this should be a priority.

Cllr M. Ellis said extra litter collections wouldn't be needed every day so she didn't think a six-month appointment was necessary.

Cllr M. Ellis left the meeting at 8.18pm.

Cllr B. Larcombe said most of the council's income came from visitors, through things like beach huts, car parking and amenities, so he felt it had an obligation to give some of that income back to support the town.

Cllr M. Ellis returned to the meeting at 8.20pm.

The operations manager said on quiet days, if the staff were not required for litter removal, they could be deployed elsewhere. He said the current arrangements were to have evening litter bin collections for four months of the year so this would extend the provision for a further two months, which took into account that more people were visiting out of season.

Proposed by Cllr P. May and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to introduce, in principle, a regular seasonal seafront evening litter bin collection across six months every year which should be further discussed at 2024-5 budget-setting.

23/14/TMH Oil Painting

Cllr P. May suggested loaning the painting to the family of the subject, making it clear it was still the property of the council, but they could look after it on the council's behalf and it would be up to them if they chose to repair it.

Cllr C. Aldridge asked if there would be any implications in giving the painting to the family as it was listed as being held by the council and whether the council was allowed to do this.

The deputy town clerk said paintings were included in the council's asset register generally but not listed individually. He said the family member who had seen the painting was willing to pay £2.5k to have it restored, but only if the council sold it to him for a nominal sum. He said if the council was open to this, the council should make it a condition that the relative must repair the painting.

The deputy town clerk said the relative was not willing to pay a significant sum of money for the painting because it would cost at least as much to repair it as it was worth and equally, the council was not going to repair it, nor was it something the council could claim against its insurance due to the increased premiums which would result.

Several members were concerned about giving away an asset that effectively belonged to the residents and that it might set a precedent.

Cllr M. Ellis felt the council should retain the painting in its current condition and if another council administration wanted to repair it, they could choose to do this.

Cllr B. Larcombe said the painting should be seen as a council asset and assets came to the end of their life or got damaged and were disposed of. He said the council would naturally dispose of things that had lost their value.

It was proposed by Cllr M. Ellis to retain the oil painting of Robert William Hillman in its current condition.

This motion was not seconded.

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to offer the family of Robert William Hillman the opportunity to purchase the oil painting for a nominal sum on condition that they have it professionally repaired.

23/15/TMH Mini-Golf AED

Proposed by Cllr C. Aldridge and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** to agree, in principle, to purchase an AED for the amenities hut, to be further discussed at 2024-5 budget-setting.

23/16/TMH Signs for Spittles

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to support the Dorset Council ward member's initiative to ask Dorset Council for more signs to alert the public to the dangers presented by the old rubbish tip by asking officers to write with its support.

23/17/TMH Complaints and Incidents Summary

Cllr B. Larcombe referred to the complaint about the amusement arcade wall and said the suggestion of railings was perhaps something the council needed to look at.

The operations manager said this was discussed by the Health and Safety Committee and due to the fall heights involved, railings were not required.

The deputy town clerk said the council had been written to by the tenant, who had offered to replace the railings that were there. He said this would be something to look at when the lease was renewed.

23/18/TMH RNLI Lifeguards – Presentation

Proposed by Cllr B. Larcombe and seconded by Cllr P. May, 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.

23/19/TMH Fishing College Winter Parking Permits

Proposed by Cllr B. Larcombe and seconded by Cllr P. May, 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.

23/20/TMH Exempt Business

a) RNLI Lifeguards – Presentation

The chairman invited M. Wilson and H. Irvine from the RNLI to give a presentation about the lifeguard service.

Cllr B. Larcombe said he considered the sandy beach to be a safe beach and he felt the lifeguards should be covering the more dangerous areas of Church Cliff Beach and Back Beach. He said he didn't consider the purpose of the lifeguard service was to deal with lost children and anti-social behaviour. He asked why the takings from the lifeboat shop, which was one of the best performing in the country, couldn't be used for the lifeguard service in the town.

H. Irvine said the RNLI was contracted by the town council to provide the lifeguard service on the sandy beach but if the council would like them to look at other areas, they could risk assess them. He said the physical risk of the sandy beach was low but it was elevated to medium risk because of the high number of visitors in the water and the potential for conflicting activities in the water. He said lifeguards were there to serve the community so they were there to deal with whatever issues came their way on the beach, which may include lost children or anti-social behaviour. He added that having lifeguards on an amenity beach was a draw to people.

M. Wilson outlined the overall cost of providing a lifeguard service and the proportion the council contributed. She said the RNLI was asking the council to commit to paying a RPI uplift plus 4% each year for the next five years on top of the current amount, and she outlined what the possible costs would be based on the assumption RPI was at 10%.

H. Irvine and M. Wilson left the meeting.

Members agreed the lifeguard service was a valuable asset as it provided reassurance to families that Lyme Regis was a safe beach. They also acknowledged the amount requested by the RNLI was reasonable.

Proposed by Cllr B. Larcombe and seconded by Cllr D. Ruffle, members agreed to **RECOMMEND TO FULL COUNCIL** to enter into an agreement for the provision of RNLI Lifeguard services at the 2023 rate, plus annual uplifts of RPI plus 4% for the next five years, starting from 2024.

b) Fishing College Winter Parking Permits

Some members were concerned allowing the fishing college to have concessionary permits would set a precedent as it was a business and other businesses might also request the same.

It was also unknown how many days the permits were likely to be needed to be able to estimate the subsidy.

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** that officers find out how many days the Fishing College would need winter parking permits and what the total cost is likely to be.

The meeting closed at 8.25pm.

Committee: Full Council

Date: 26 July 2023

Title: Appointments to Council Committees

Purpose of Report

To allow the council to appoint Cllr Philip Evans to committees

Recommendation

The council appoints Cllr Philip Evans to the Human Resources Committee, the Tourism, Community and Publicity Committee and the Town Management and Highways Committee

Background

1. Councillors have the opportunity each year to serve on all committees. Membership of the Strategy and Finance Committee is mandatory for all members.

Report

2. Cllr Philip Evans has indicated she would like to be appointed to the Human Resources Committee, the Tourism, Community and Publicity Committee and the Town Management and Highways Committee.

Adrienne Mullins
Support services manager
July 2023

Committee: Full Council

Date: 26 July 2023

Title: Preferred Contractor for Architectural and Building Services Work

Purpose of Report

To inform members of the current position with the procurement of a preferred contractor for architectural and building services work

Recommendation

Members note the current position with the procurement of a preferred contractor for architectural and building services work and consider whether the selection process be extended to encourage a better response, in which case any final selection be delegated to the town clerk in consultation with the of the Strategy and Finance Committee

Background

1. Members have agreed to procure a preferred contractor for architectural and other building-related services for an initial period of three years.
2. The selection of a preferred contractor would enable the council's agreed building-related objectives to progress without needing to go through an individual procurement and selection process for each project.
3. It has previously been noted that such an arrangement is common practice, especially in larger authorities with a greater number of property projects. It allows a demonstration of 'best value' without the inefficiency of multiple individual procurement processes.
4. Expressions of interest and rates have been sought from local and regional practices which were felt to have the multi-disciplinary capacity and experience to provide the range of services required by the council.

Report

5. Similar to other recent procurement processes, the result of this process has been extremely poor, with only one response from Crickmay Stark of Dorchester.
6. Given the arrangement is intended to last for three years in the first instance and having regard to the potential value of the work, member s may feel that a selection cannot be made on the basis of such a poor response and that a further attempt should be made to obtain wider interest. On the other hand, it would be possible to accept the one proposal received given that a competitive process has been gone through.

7. If members agree to invite further expressions of interest, the intended timescale would be to impose a deadline of noon on Friday 18 August 2023.
8. Members have previously expressed a desire to be involved in the selection process for this work and the suggestion is that any final selection be delegated to the town clerk in consultation with the chairman of the Strategy and Finance Committee.

Mark Green
Deputy town clerk
July 2023

Committee: Full Council

Date: 26 July 2023

Title: Public Space Protection Order – Dogs

Purpose of Report

To allow members to consider a draft survey response to Dorset Council's Public Space Protection Order - Dogs

Recommendation

Members consider the draft survey response to Dorset Council's Public Space Protection Order – Dogs and approve the final version for submission to Dorset Council

Background

1. The current dog-related Public Space Protection Order (PSPO) was introduced on 1 January 2021. The current order restricts dogs from front beaches in the summer (1 May to 30 September); and has dogs on leads on front beaches in the winter months (1 October to 30 April). Dogs must be on leads on the Cart Road all year round.
2. The current dog-related Public Space Protection Order (PSPO) covering Lyme Regis is due to expire on 31 December 2023.
3. As a landowner affected by the dog-related PSPO, the town council received a request from Dorset Council on 20 April 2023 asking if it wished to see any change to the current PSPO and what form this may take in terms of the land area it had an interest in. The town council's views were sought ahead of Dorset Council finalising its consultation questions.
4. Following consideration by the Strategy and Finance Committee on 10 May 2023, on 17 May 2023 the Full Council resolved, 'to respond to Dorset Council that the council would like a total ban on dogs on front beaches all-year-round.'
5. On 20 June 2023, Dorset Council notified the council about its public consultation on its dog-related PSPO; the public consultation runs from 14 June to 25 August 2023.
6. This was considered at the Strategy and Finance Committee on 12 July 2023, and members agreed Cllrs Cockerell, Reynolds and Stammers would consider Dorset Council's dog-related Public Space Protection Order and report their proposals to the Full Council on 26 July 2023 for approval.

Report

7. On 20 July 2023, Cllrs Cockerell, Reynolds and Stammers met with the town clerk and completed a draft response to Dorset Council's survey, 'Have your say on dogs in public spaces', attached **appendix 23A**.

8. Members are asked to consider the draft response and approve a final response for submission to Dorset Council.
9. Members should also note the general comments made in response to question 19, which are repeated below.
10. 'The default position on the relevant survey questions is the retention of the status quo, it doesn't allow the respondent the option to extend dog bans. This forces the respondent, and this includes Lyme Regis Town Council, to choose a 'best fit' response, which is not necessarily a preferred option and, as a result, skews the survey results.'
11. These comments will also be referred to Dorset Council separately.

John Wright
Town clerk
July 2023

Committee: Full Council

Date: 26 July 2023

Title: National Grid and Local Grid Capacity

Purpose of Report

To allow members the opportunity to comment to the newly-established Commons Energy Select Committee about local issues of grid capacity and how they impact on the delivery of infrastructure and projects, including those aimed at delivering the transition to Zero Carbon

Recommendation

Members consider whether they wish to comment to the newly-established Commons Energy Select Committee about local issues of grid capacity and how they impact on the delivery of infrastructure and projects, including those aimed at delivering the transition to Zero Carbon

Background

1. The government has established a Commons Energy Select Committee to look at issues surrounding National Grid, including the delivery of infrastructure and grid capacity to support the transition to Zero Carbon.
2. The Select Committee is inviting comments and evidence by 25 August 2023.

Report

3. In Lyme, as in many other communities, grid capacity is extremely limited. In some areas of the town, the constraints are so severe that it has been impossible to deliver projects such as high output electric vehicle charging points.
4. At Monmouth Beach, the charging points were limited to just two 7 KWh chargers solely by grid capacity. Even the planned upgrades to the sub-station at Ozone terrace will have a limited effect. The information provided by National Grid is:

‘The existing substation is a 500kVA substation and our proposals involve putting in a 1MVA sub- effectively doubling the capacity of the area. The current sub is already running at capacity and there is the application for the new harbour store, however I would expect around 20-30% of the new capacity to be available on a first come first served basis.’

5. Whilst this is good news, it will only allow the installation of a further two of the latest high output charging points, and this assumes no other call on the capacity.
6. Various other projects around the town have been impacted by this lack of overall capacity, and there is clearly little or no current scope to deliver a wider roll out of home charging points in many areas of the town, for instance.

7. In many towns, major upgrades or 'reinforcing' is delivered on the back of large-scale new development and is largely funded by that development or by borrowing on the part of National Grid funded by future income derived from increased consumption.
8. In Lyme, there is very limited scope for either to take place and the problem is compounded by the distance that some 'reinforcing' has to come from, i.e., from Axminster. This increases the cost to National Grid, with little scope for a commercial 'payback'.
9. Members may want to comment on the lack of existing capacity in towns like Lyme Regis and to press for a commitment to provide the required infrastructure improvements and upgrades to ensure that local communities are able to contribute to meeting the government's Zero Carbon commitments as well as more ambitious local targets.

Mark Green
Deputy town clerk
July 2023

Committee: Full Council

Date: 26 July 2023

Title: List of Payments

Purpose of Report

To inform members of the payments made in the months of May and June 2023

Recommendation

Members note the report and approve the attached schedule of payments in May 2023 for the sum of £193,001.58 and in June for the sum of £247,889.69, respectively.

Background

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

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

Report

2. The format of the report was amended to fulfil the requirements of the transparency code. As well as the date, amount, payee and some brief details, the report now includes an estimated VAT figure and the net cost to the council, as well as a 'merchant category'. The VAT and expenditure categories are indicative of that supplier, because the schedule shows a list of payments, not invoices, so one payment may include multiple invoices and multiple VAT rates, etc. The 'probable' VAT code is the code predominantly associated with the supplier. The 'merchant category' is the name used to group a number of nominal codes and represents the summary level we report on.
3. I present the list of payments for the months of May and June 2023 **appendices 25A and B**. This report was presented to the Strategy and Finance Committee meeting on 12 July 2023 but due to some errors in the category headings, the schedules have been re-presented to this meeting for clarity.
4. If you would like any further information about any of these payments, I would encourage you to contact me in the office prior to the meeting.

Shanie Cox
Finance assistant
July 2023

APPENDIX 25A

| <u>Lyme Regis Town Council</u> | | | | | | | | | |
|-----------------------------------|------------------------------|---|-----------|--------------|----------|--------------------|---------------|---------------|---------------------------------|
| <u>Payments list for May 2023</u> | | | | | | | | | |
| <u>193,001.58</u> | | | | | | | | | |
| <u>Total</u> | | | | | | | | | |
| Date | Supplier | Detail | Frequency | Payment Type | Amount | Probable VAT Code* | Probable VAT* | Probable Net* | Indicative Expenditure Category |
| NAT WEST BANK | | | | | | | | | |
| 02-May | HMRC PAYE | Tax and NI April | Monthly | DD | 14208.36 | 0% | - | 14,208.36 | Staffing |
| 02-May | DC RATES | Rates | Monthly | DD | 9630.00 | 0% | - | 9,630.00 | Utilities |
| 11-May | HMRC VAT | VAT payment | Quarterly | DD | 26326.00 | 0% | - | 26,326.00 | VAT |
| 15-May | BANKLINE | Bank charges | Monthly | BLN | 55.80 | 0% | - | 55.80 | Office Expenses |
| 15-May | ALLSTAR | Fuel card extras | Monthly | DD | 25.08 | 20% | 353.10 | 328.02 | Outside Works |
| 17-May | DORSET COUNCIL | Waste collection | Monthly | DD | 2118.60 | 0% | - | 2,118.60 | Outside Works |
| 19-May | WORLDPAY | Transaction fees | Monthly | DD | 192.75 | 0% | - | 192.75 | Office Expenses |
| 19-May | WORLDPAY | Transaction fees | Monthly | DD | 25.98 | 0% | - | 25.98 | Office Expenses |
| 24-May | SALARIES | May salaries | Monthly | EBP | 44519.56 | 0% | - | 44,519.56 | Staffing |
| 30-May | DORSET COUNCIL | Visit Dorset microsite | Annually | DD | 8334.00 | 0% | - | 8,334.00 | Marketing & Tourism |
| | | | | | Total | <u>105,436.13</u> | | | |
| LLOYDS BANK | | | | | | | | | |
| 02-May | ZOOM | Subscription | Monthly | DEB | 12.99 | 0% | - | 12.99 | Office Expenses |
| 02-May | ARGOS | Microwave | One-off | DEB | 55.00 | 20% | 9.17 | 45.83 | Office Expenses |
| 02-May | ALLSTAR | Fuel | Monthly | DD | 167.52 | 20% | 27.92 | 139.60 | Outside Works |
| 03-May | GIFFGAFF | Mobile bundle | Monthly | DD | 6.00 | 20% | 1.00 | 5.00 | Utilities |
| 03-May | SQUARE | Team plus- till point system | Monthly | DEB | 20.00 | 20% | 3.33 | 16.67 | Outside Works |
| 03-May | INVESTEC | Franking machine rental | Quarterly | DD | 228.00 | 20% | 38.00 | 190.00 | Office Expenses |
| 03-May | BLUE LEVEL MEDIA | Web support and maintenance | Annually | FPO | 1200.00 | 20% | 200.00 | 1,000.00 | Marketing & Tourism |
| 05-May | STAFF | Expenses | One off | FPO | 18.00 | 0% | - | 18.00 | Staffing |
| 05-May | AUTOJUNK | Beach signs | One off | DEB | 37.90 | 20% | 6.32 | 31.58 | Marketing & Tourism |
| 05-May | LYME ONLINE | Staff advertisement | One off | FPO | 40.00 | 0% | - | 40.00 | Staffing |
| 05-May | DCAN | Grant | One off | FPO | 40.00 | 20% | 6.67 | 33.33 | Grants |
| 05-May | STAFF | Travel expenses | One off | FPO | 45.65 | 0% | - | 45.65 | Staffing |
| 05-May | EVOLVE MEDIA | Dorset arts map listing | One off | FPO | 50.00 | 20% | 8.33 | 41.67 | Marketing & Tourism |
| 05-May | CREATIVE SOLUTIONS | Signage | One off | FPO | 58.74 | 20% | 9.79 | 48.95 | Outside Works |
| 05-May | COBB GARAGE | Vehicle repairs | One off | FPO | 84.23 | 20% | 14.04 | 70.19 | Outside Works |
| 05-May | ECOM6 | Transaction fees | Monthly | FPO | 84.30 | 20% | 14.05 | 70.25 | Outside Works |
| 05-May | SIX PAYMENT | Transaction fees | Monthly | FPO | 90.29 | 0% | - | 90.29 | Office Expenses |
| 05-May | PEST CONTROL | Pest control | One off | FPO | 95.00 | 0% | - | 95.00 | Outside Works |
| 05-May | BLAMPHAYNE SAWMILL | Garden edging | One off | FPO | 127.62 | 20% | 21.27 | 106.35 | Outside Works |
| 05-May | GLASDON | Memorial plaque | One off | FPO | 136.67 | 20% | 22.78 | 113.89 | Outside Works |
| 05-May | ARTHUR FORDHAMS | External supplies | One off | FPO | 136.77 | 20% | 22.80 | 113.98 | Outside Works |
| 05-May | RURAL MARKET TOWN | Membership | Annually | FPO | 138.00 | 20% | 23.00 | 115.00 | Office Expenses |
| 05-May | KEELY WINDOWS | Window repair, Lister room | One off | FPO | 168.00 | 20% | 28.00 | 140.00 | Outside Works |
| 05-May | MOLE AVON | External supplies | One off | FPO | 184.47 | 20% | 30.75 | 153.73 | Outside Works |
| 05-May | SHOWBITZ | Electrical work, garden lights | One off | FPO | 237.60 | 20% | 39.60 | 198.00 | Outside Works |
| 05-May | EUROFFICE | Office stationary | One off | FPO | 252.14 | 20% | 42.02 | 210.12 | Office Expenses |
| 05-May | AKRO VALVE | Plumbing supplies | One off | FPO | 256.96 | 20% | 42.83 | 214.13 | Outside Works |
| 05-May | G & A COMMERCIALS | Vehicle repairs | One off | FPO | 263.57 | 20% | 43.93 | 219.64 | Outside Works |
| 05-May | CLUB WIFI | Annual cctv support | Annually | FPO | 300.00 | 20% | 50.00 | 250.00 | Office Expenses |
| 05-May | CLARITY COPIERS | March and April copier usage | Monthly | FPO | 308.31 | 20% | 51.39 | 256.93 | Office Expenses |
| 05-May | JASON HANNELL | Office cleaning | One off | FPO | 345.00 | 0% | - | 345.00 | Office Expenses |
| 05-May | SCREWFIX | Multiple invoices for external supplies | One off | FPO | 365.64 | 20% | 60.94 | 304.70 | Outside Works |
| 05-May | LYME CRIME LITERARY FESTIVAL | Grant | One off | FPO | 416.00 | 0% | - | 416.00 | Grants |
| 05-May | SOUTHERN ELECTRIC | Electricity charges - Cadet hut Nov-Jan | Quarterly | DD | 431.07 | 5% | 20.53 | 410.54 | Utilities |
| 05-May | PROGREEN WEED | Gardening supplies | One off | FPO | 431.94 | 20% | 71.99 | 359.95 | Outside Works |
| 05-May | TRAVIS PERKINS | External supplies | One off | FPO | 440.48 | 20% | 73.41 | 367.07 | Outside Works |
| 05-May | VALE FIRE SAFTEY | Fire extinguisher service | Annually | FPO | 496.80 | 20% | 82.80 | 414.00 | Outside Works |

| | | | | | | | | | |
|--------|-------------------------|--|-----------|-----|---------|-----|--------|----------|----------------------|
| 05-May | MAD4ANIMALS | Coronation entertainment | One off | FPO | 500.00 | 0% | - | 500.00 | Projects |
| 05-May | AXMINSTER GARDEN | Machinery maintenance | One off | FPO | 533.18 | 20% | 88.86 | 444.32 | Outside Works |
| 05-May | SOUTH WEST COUNCIL | Annual membership | Annually | FPO | 582.00 | 0% | - | 582.00 | Office Expenses |
| 05-May | MARTIN DIPLOCK | Antique centre rent review | One off | FPO | 600.00 | 20% | 100.00 | 500.00 | Office Expenses |
| 05-May | METRIC | Car park machine charges | Quarterly | FPO | 626.40 | 20% | 104.40 | 522.00 | Outside Works |
| 05-May | CG FRY & SON | Guildhall retention fee | One off | FPO | 654.47 | 20% | 109.08 | 545.39 | Outside Works |
| 05-May | JADE SECURITY | Cash collections | Monthly | FPO | 672.26 | 20% | 112.04 | 560.22 | Outside Works |
| 05-May | FLOWBIRD | Call out charge and transaction fees | Monthly | FPO | 807.12 | 20% | 134.52 | 672.60 | Outside Works |
| 05-May | DAPTC | Annual subscription | Annually | FPO | 944.43 | 20% | 157.41 | 787.03 | Office Expenses |
| 05-May | LR SEA SCHOOL | Grant | One off | FPO | 1000.00 | 0% | - | 1,000.00 | Grants |
| 05-May | SSG TRAINING | Staff training | One off | FPO | 1074.00 | 20% | 179.00 | 895.00 | Staffing |
| 05-May | DAMORY | Bus subsidy | Monthly | FPO | 1282.17 | 0% | - | 1,282.17 | Rents |
| 05-May | TOR LUXURY TOILETS | Toilet hire- coronation | One off | FPO | 1350.00 | 20% | 225.00 | 1,125.00 | Marketing & Tourism |
| 05-May | HOLMES & BLACKMORE | Multiple invoices for water meter issues | One off | FPO | 1976.71 | 0% | - | 1,976.71 | Outside Works |
| 05-May | AVALON PLANNING | Heritage consultancy | One off | FPO | 2014.56 | 20% | 335.76 | 1,678.80 | Projects |
| 05-May | DORSET COUNCIL | Hydrocarbon testing | One off | FPO | 2118.00 | 0% | - | 2,118.00 | Projects |
| 05-May | ROAD TRAFFIC MANAGEMENT | Yellow and white lines | One off | FPO | 2295.00 | 0% | - | 2,295.00 | Outside Works |
| 05-May | GLEN CLEANING | Toilet cleaning & consumables | Monthly | FPO | 2590.39 | 20% | 431.73 | 2,158.66 | Outside Works |
| 05-May | WOODMEAD HALL | Public toilet access | Quarterly | FPO | 3053.55 | 0% | - | 3,053.55 | Grants |
| 05-May | TOPSPARKS | Electrical work | One off | FPO | 4382.30 | 20% | 730.38 | 3,651.92 | Outside Works |
| 05-May | MARINE THEATRE | Term grant | Quarterly | FPO | 5500.00 | 0% | - | 5,500.00 | Grants |
| 09-May | GIFFGAFF | Mobile bundle | Monthly | DEB | 6.00 | 20% | 1.00 | 5.00 | Utilities |
| 09-May | GIFFGAFF | Mobile bundle | Monthly | DEB | 10.00 | 20% | 1.67 | 8.33 | Utilities |
| 09-May | TESCO DIRECT | Mayor making supplies | One off | DEB | 170.28 | 0% | - | 170.28 | Democratic represent |
| 09-May | GOCARDLESS | Zatpark monthly charge | Monthly | DD | 522.60 | 20% | 87.10 | 435.50 | Outside Works |
| 10-May | YU ENERGY | Electricity charges- Showers on the beach. | Monthly | DD | 14.09 | 5% | 0.67 | 13.42 | Utilities |
| 10-May | YU ENERGY | Electricity charges - Bin compound Marine Para | Monthly | DD | 56.31 | 5% | 2.68 | 53.63 | Utilities |
| 10-May | YU ENERGY | Electricity charges - TIC | Monthly | DD | 163.92 | 5% | 7.81 | 156.11 | Utilities |
| 10-May | YU ENERGY | Electricity charges - Playing fields | Monthly | DD | 193.70 | 5% | 9.22 | 184.48 | Utilities |
| 10-May | YU ENERGY | Electricity charges - Cadet Hut | Monthly | DD | 272.42 | 5% | 12.97 | 259.45 | Utilities |
| 10-May | YU ENERGY | Electricity charges Cabanya car park machines | Monthly | DD | 286.37 | 5% | 13.64 | 272.73 | Utilities |
| 10-May | YU ENERGY | Electricity charges Mini golf | Monthly | DD | 297.04 | 5% | 14.14 | 282.90 | Utilities |
| 10-May | YU ENERGY | Electricity charges - sweet shop | Monthly | DD | 303.90 | 5% | 14.47 | 289.43 | Utilities |
| 10-May | JA JONES | Coronation tree | One off | DEB | 357.60 | 20% | 59.60 | 298.00 | Projects |
| 10-May | YU ENERGY | Electricity charges- Toilets | Monthly | DD | 619.18 | 5% | 29.48 | 589.70 | Utilities |
| 10-May | YU ENERGY | Electricity charges - Office | Monthly | DD | 944.10 | 5% | 44.96 | 899.14 | Utilities |
| 10-May | YU ENERGY | Electricity charges WM car park charging point | Monthly | DD | 1173.48 | 5% | 55.88 | 1,117.60 | Utilities |
| 11-May | GIFFGAFF | Mobile bundle | Monthly | DEB | 6.00 | 20% | 1.00 | 5.00 | Utilities |
| 11-May | MAILCHIMP | Business briefing subscription | Monthly | DEB | 12.47 | 20% | 2.08 | 10.39 | Office Expenses |
| 11-May | BARCLAYCARD | Transaction fees | Monthly | DD | 15.76 | 0% | - | 15.76 | Office Expenses |
| 11-May | BARCLAYCARD | Transaction fees | Monthly | DD | 116.77 | 0% | - | 116.77 | Office Expenses |
| 11-May | VPW SYSTEMS | Registration of domain | Annually | DD | 154.80 | 20% | 25.80 | 129.00 | Marketing & Tourism |
| 11-May | HTC TURF | Turf for coronation tree area | One off | DEB | 167.40 | 20% | 27.90 | 139.50 | Projects |
| 12-May | TAKEPAYMENTS | Transaction charges | Monthly | DD | 6.00 | 20% | 1.00 | 5.00 | Outside Works |
| 12-May | TAKEPAYMENTS | Transaction charges | Monthly | DD | 6.00 | 20% | 1.00 | 5.00 | Outside Works |
| 15-May | GIFFGAFF | Mobile bundle | Monthly | DD | 6.00 | 20% | 1.00 | 5.00 | Utilities |
| 15-May | EE LIMITED | Mobile bundle | Monthly | DD | 79.07 | 20% | 13.18 | 65.89 | Utilities |
| 15-May | PENNON WATER SRVCS | Water charges- Marine parade toilets | Monthly | DD | 118.50 | 0% | - | 118.50 | Utilities |
| 15-May | ALLSTAR | Fuel usage | Monthly | DD | 368.30 | 20% | 61.38 | 306.92 | Outside Works |
| 15-May | YU ENERGY | Electricity charges MB car park charging point | Monthly | DD | 1061.47 | 20% | 176.91 | 884.56 | Utilities |
| 16-May | REFUND | Parking charge refund | One off | FPO | 6.40 | 0% | - | 6.40 | Refunds |
| 16-May | REFUND | Parking charge refund | One off | FPO | 9.60 | 0% | - | 9.60 | Refunds |
| 16-May | REFUND | Beach hut booking refund | One off | FPO | 10.00 | 0% | - | 10.00 | Refunds |
| 16-May | REFUND | Beach hut booking refund | One off | FPO | 18.00 | 0% | - | 18.00 | Refunds |
| 16-May | REFUND | Refund of Zatpark payment | One off | FPO | 40.00 | 0% | - | 40.00 | Refunds |
| 16-May | REFUND | Beach hut booking refund | One off | FPO | 40.00 | 0% | - | 40.00 | Refunds |
| 16-May | REFUND | Beach hut booking refund | One off | FPO | 55.00 | 0% | - | 55.00 | Refunds |
| 16-May | REFUND | Beach hut booking refund | One off | FPO | 60.00 | 0% | - | 60.00 | Refunds |
| 16-May | REFUND | Beach hut booking refund | One off | FPO | 198.00 | 0% | - | 198.00 | Refunds |
| 16-May | SAGE SOFTWARE LTD | Software subscription | Monthly | DD | 344.40 | 20% | 57.40 | 287.00 | Office Expenses |

| | | | | | | | | | |
|--------|-------------------------|--|-----------|-----|---------|-----|----------|-----------|----------------------|
| 07-Jun | GROVES NURSERIES | Plants | One off | FPO | 114.7 | 20% | 19.12 | 95.58 | Outside Works |
| 07-Jun | ADVANTAGE DIGITAL PRINT | Signage | One off | FPO | 108 | 20% | 18.00 | 90.00 | Marketing & Tourism |
| 07-Jun | ECOM6 | Transaction fees | Monthly | FPO | 105.98 | 20% | 17.66 | 88.32 | Outside Works |
| 07-Jun | IEP | Pest control | One off | FPO | 95 | 0% | - | 95.00 | Outside Works |
| 07-Jun | YELLOWBOX | Staff uniform | One off | FPO | 86.1 | 20% | 14.35 | 71.75 | Staffing |
| 07-Jun | KEELY WINDOWS | Window repair | One off | FPO | 84 | 20% | 14.00 | 70.00 | Outside Works |
| 07-Jun | DAPTC | Councillor networking | One off | FPO | 75 | 0% | - | 75.00 | Democratic represent |
| 07-Jun | ABA GROUND CARE | Vehicle maintenance | One off | FPO | 60 | 20% | 10.00 | 50.00 | Outside Works |
| 07-Jun | ARTHUR FORDHAMS | External supplies | One off | FPO | 56.47 | 20% | 9.41 | 47.06 | Outside Works |
| 07-Jun | DORSET COUNCIL | Harbour pump | One off | FPO | 46.5 | 0% | - | 46.50 | Outside Works |
| 07-Jun | METRIC | Hosting costs | Monthly | FPO | 43.2 | 20% | 7.20 | 36.00 | Outside Works |
| 07-Jun | LIFT SAFE | American plug | One off | FPO | 39.92 | 20% | 6.65 | 33.27 | Outside Works |
| 07-Jun | TOTAL PLUMBING | Plumbing supplies | One off | FPO | 23.02 | 20% | 3.84 | 19.18 | Outside Works |
| 08-Jun | YU ENERGY | Electricity charges MB car park | Monthly | DD | 1039.16 | 20% | 173.19 | 865.97 | Utilities |
| 08-Jun | YU ENERGY | Electricity charges WM car park | Monthly | DD | 661.45 | 20% | 110.24 | 551.21 | Utilities |
| 08-Jun | YU ENERGY | Electricity charges MP Toilets | Monthly | DD | 610.85 | 20% | 101.81 | 509.04 | Utilities |
| 08-Jun | Unity 5 | Zatpark fees | Monthly | DD | 532.92 | 20% | 88.82 | 444.10 | Outside Works |
| 08-Jun | YU ENERGY | Electricity charges - Sweet shop | Monthly | DD | 446.51 | 20% | 74.42 | 372.09 | Utilities |
| 08-Jun | YU ENERGY | Electricity charges - Cadet hut | Monthly | DD | 260.13 | 20% | 43.36 | 216.78 | Utilities |
| 08-Jun | YU ENERGY | Electricity charges - Playing field | Monthly | DD | 244.67 | 20% | 40.78 | 203.89 | Utilities |
| 08-Jun | YU ENERGY | Electricity charges Cabanya machines | Monthly | DD | 192.59 | 20% | 32.10 | 160.49 | Utilities |
| 08-Jun | YU ENERGY | Electricity charges Mini Golf | Monthly | DD | 185.37 | 20% | 30.90 | 154.48 | Utilities |
| 08-Jun | YU ENERGY | Electricity charges TIC - May | Monthly | DD | 161.47 | 20% | 26.91 | 134.56 | Utilities |
| 08-Jun | REFUND | Refund for beach hut booking | One off | FPO | 60 | 0% | - | 60.00 | Refunds |
| 08-Jun | REFUND | Refund for beach hut booking | One off | FPO | 60 | 0% | - | 60.00 | Refunds |
| 08-Jun | REFUND | Refund for beach hut booking | One off | FPO | 60 | 0% | - | 60.00 | Refunds |
| 08-Jun | YU ENERGY | Electricity charges Bin compound | Monthly | DD | 50.99 | 20% | 8.50 | 42.49 | Utilities |
| 08-Jun | TOTAL PLUMBING | Plumbing supplies | One off | FPO | 23.02 | 20% | 3.84 | 19.18 | Outside Works |
| 08-Jun | YU ENERGY | Electricity charges showers on the beach | Monthly | DD | 14.55 | 20% | 2.43 | 12.13 | Utilities |
| 08-Jun | REFUND | Refund for beach hut booking | One off | FPO | 10 | 0% | - | 10.00 | Refunds |
| 09-Jun | GIFFGAFF | Mobile bundle | Monthly | DEB | 10 | 20% | 1.67 | 8.33 | Utilities |
| 12-Jun | EBAY | Volleyball rope | One off | DEB | 480 | 20% | 80.00 | 400.00 | Projects |
| 12-Jun | AMAZON | Phone cases and first aid supplies | One off | DEB | 205.97 | 20% | 34.33 | 171.64 | Office Expenses |
| 12-Jun | BARCLAYCARD | Transaction fees | Monthly | DD | 71.16 | 0% | - | 71.16 | Office Expenses |
| 12-Jun | BARCLAYCARD | Transaction fees | Monthly | DD | 17.82 | 0% | - | 17.82 | Office Expenses |
| 12-Jun | MAILCHIMP | Subscription | Monthly | DEB | 12.51 | 20% | 2.09 | 10.43 | Office Expenses |
| 12-Jun | TAKEPAYMENTS | Transaction fees | Monthly | DD | 6 | 20% | 1.00 | 5.00 | Outside Works |
| 12-Jun | TAKEPAYMENTS | Transaction fees | Monthly | DD | 6 | 20% | 1.00 | 5.00 | Outside Works |
| 12-Jun | GIFFGAFF | Mobile bundle | Monthly | DEB | 6 | 20% | 1.00 | 5.00 | Utilities |
| 12-Jun | GIFFGAFF | Mobile bundle | Monthly | DEB | 6 | 20% | 1.00 | 5.00 | Utilities |
| 13-Jun | YU ENERGY | Electricity charges Workshop | Monthly | DD | 59.99 | 20% | 10.00 | 49.99 | Utilities |
| 14-Jun | ALLSTAR | Fuel usage | Monthly | DD | 318.63 | 20% | 53.11 | 265.53 | Outside Works |
| 14-Jun | GIFFGAFF | Mobile bundle | Monthly | DEB | 6 | 20% | 1.00 | 5.00 | Utilities |
| 15-Jun | AIB | Transaction charges | Monthly | DD | 823.78 | 0% | - | 823.78 | Outside Works |
| 15-Jun | SOUTH WEST WATER | Water charges- Lister gardens | Quarterly | DD | 727.47 | 0% | - | 727.47 | Utilities |
| 15-Jun | SOUTH WEST WATER | Water charges- MB Bowling green | Quarterly | DD | 208.63 | 0% | - | 208.63 | Utilities |
| 15-Jun | SOUTH WEST WATER | Water charges- Toilets | Quarterly | DD | 118.5 | 0% | - | 118.50 | Utilities |
| 15-Jun | SOUTH WEST WATER | Water charges - Town hall | Quarterly | DD | 108.5 | 0% | - | 108.50 | Utilities |
| 15-Jun | SOUTH WEST WATER | Water charges - Shelters | Quarterly | DD | 100.86 | 0% | - | 100.86 | Utilities |
| 15-Jun | EE LIMITED | Mobile bundle | Monthly | DD | 80.48 | 20% | 13.41 | 67.07 | Utilities |
| 15-Jun | SOUTH WEST WATER | Water charges - Mini golf | Quarterly | DD | 79.45 | 0% | - | 79.45 | Utilities |
| 15-Jun | SOUTH WEST WATER | Water charges - Cemetery | Quarterly | DD | 78.68 | 0% | - | 78.68 | Utilities |
| 15-Jun | SOUTH WEST WATER | Water charges - Pavilion | Quarterly | DD | 75.22 | 0% | - | 75.22 | Utilities |
| 15-Jun | SOUTH WEST WATER | Water charges - TIC | Quarterly | DD | 61.99 | 0% | - | 61.99 | Utilities |
| 15-Jun | SOUTH WEST WATER | Water charges - Cadet hut | Quarterly | DD | 44.22 | 0% | - | 44.22 | Utilities |
| 15-Jun | SOUTH WEST WATER | Water charges - Bathing station | Quarterly | DD | 43.8 | 0% | - | 43.80 | Utilities |
| 15-Jun | SOUTH WEST WATER | Water charges - Trough | Quarterly | DD | 20.85 | 0% | - | 20.85 | Utilities |
| 15-Jun | SOUTH WEST WATER | Water charges - Boat Area MB | Quarterly | DD | 16.75 | 0% | - | 16.75 | Utilities |
| 15-Jun | SOUTH WEST WATER | Water charges Langmoor gardens | Quarterly | DD | 14.35 | 0% | - | 14.35 | Utilities |
| 16-Jun | BUGLARS | New tractor | One off | FPO | 54360 | 20% | 9,060.00 | 45,300.00 | Projects |

| | | | | | | | | | |
|--------|-------------------------|--|-----------|-----|----------|-----|--------|-----------|------------------------|
| 16-Jun | LRDT | Term grant | Quarterly | FPO | 2500 | 0% | - | 2,500.00 | Grants |
| 16-Jun | B SHARP | Term grant | Quarterly | FPO | 1250 | 0% | - | 1,250.00 | Grants |
| 16-Jun | BRIDPORT CAB | Term grant | Quarterly | FPO | 1125 | 0% | - | 1,125.00 | Grants |
| 16-Jun | AXE RING AND RIDE | Term grant | Quarterly | FPO | 375 | 0% | - | 375.00 | Grants |
| 16-Jun | SAGE SOFTWARE LTD | Software package | Monthly | DD | 344.4 | 20% | 57.40 | 287.00 | Office Expenses |
| 16-Jun | REFUND | Shelters hire refund | One off | FPO | 175 | 0% | - | 175.00 | Refunds |
| 16-Jun | TAKEPAYMENTS | PCI annual charge | Annually | DD | 54 | 20% | 9.00 | 45.00 | Outside Works |
| 16-Jun | REFUND | Car park ticket refund | One off | FPO | 7.3 | 0% | - | 7.30 | Refunds |
| 19-Jun | SOUTHERN ELECTRIC | Electricity charges - Shelters | Monthly | DD | 2729.48 | 5% | 129.98 | 2,599.50 | Utilities |
| 19-Jun | YU ENERGY | Electricity charges TIC Jan- May | Monthly | DD | 1020.17 | 20% | 170.03 | 850.14 | Utilities |
| 19-Jun | GOCARDLESS | Zatpark charges | Monthly | DD | 679.2 | 20% | 113.20 | 566.00 | Outside Works |
| 19-Jun | SOUTHERN ELECTRIC | Electricity charges - Guildhall | Monthly | DD | 283.23 | 5% | 13.49 | 269.74 | Utilities |
| 19-Jun | SOUTHERN ELECTRIC | Electricity charges Bathing office Feb-May | Monthly | DD | 207.36 | 5% | 9.87 | 197.49 | Utilities |
| 19-Jun | SOUTHERN ELECTRIC | Electricity charges - Guildhall | Monthly | DD | 153.04 | 5% | 7.29 | 145.75 | Utilities |
| 19-Jun | AMAZON | Suncream | One off | DEB | 15.98 | 20% | 2.66 | 13.32 | Office Expenses |
| 19-Jun | GIFFGAFF | Mobile bundle | Monthly | DEB | 8 | 20% | 1.33 | 6.67 | Utilities |
| 19-Jun | GIFFGAFF | Mobile bundle | Monthly | DEB | 6 | 20% | 1.00 | 5.00 | Utilities |
| 20-Jun | WORLDPAY | Transaction fees | Monthly | DD | 57 | 0% | - | 57.00 | Office Expenses |
| 20-Jun | WORLDPAY | Transaction fees | Monthly | DD | 23.94 | 0% | - | 23.94 | Office Expenses |
| 20-Jun | GIFFGAFF | Mobile bundle | Monthly | DEB | 6 | 20% | 1.00 | 5.00 | Utilities |
| 22-Jun | DORSET COUNCIL | Rates for TIC for years 20/21, 21/22, 22/23 | One off | FPO | 12125.7 | 0% | - | 12,125.70 | Utilities |
| 22-Jun | DC PENSION FUND | Pension contribution | Monthly | FPO | 11380.77 | 0% | - | 11,380.77 | Staffing |
| 22-Jun | RNLI | Lifeguards for summer | Annually | FPO | 5272.8 | 20% | 878.80 | 4,394.00 | Grants |
| 22-Jun | AXMINSTER GARDEN | Multiple invoices for machinery maintenance | One off | FPO | 3951.05 | 20% | 658.51 | 3,292.54 | Outside Works |
| 22-Jun | ACORN HEALTH & SAFETY | Beach shower replacement | One off | FPO | 2091.6 | 20% | 348.60 | 1,743.00 | Outside Works |
| 22-Jun | CHAPMAN GEOTECHNIC | Renewal of planning permission for chalet/caravan site | One off | FPO | 1456 | 20% | 242.67 | 1,213.33 | Outside Works |
| 22-Jun | TOPSPARKS | Electrical work on street lights | One off | FPO | 1215.73 | 20% | 202.62 | 1,013.11 | Outside Works |
| 22-Jun | DARKIN MILLER | Internal auditor | Quarterly | FPO | 1001.7 | 20% | 166.95 | 834.75 | Office Expenses |
| 22-Jun | XYLEM WATER SOLUTIONS | Annual service maintenance | Annually | FPO | 815.72 | 20% | 135.95 | 679.77 | Outside Works |
| 22-Jun | JADE SECURITY | Cash collections | Monthly | FPO | 675.9 | 20% | 112.65 | 563.25 | Outside Works |
| 22-Jun | SPEEDY ASSET | Generator and lighting for coronation event | One off | FPO | 593.66 | 20% | 98.94 | 494.72 | Outside Works |
| 22-Jun | CLEANING 4U | Cleaning supplies | One off | FPO | 444.08 | 20% | 74.01 | 370.07 | Outside Works |
| 22-Jun | M G WEBBER | Plants | One off | FPO | 417.6 | 20% | 69.60 | 348.00 | Outside Works |
| 22-Jun | KITSON AND TROTMAN | Legal fees | One off | FPO | 405 | 20% | 67.50 | 337.50 | Office Expenses |
| 22-Jun | SCREWFIX | External supplies | One off | FPO | 369.53 | 20% | 61.59 | 307.94 | Outside Works |
| 22-Jun | STAFF | Mayoral allowance | One off | FPO | 317.2 | 0% | - | 317.20 | Democratic representat |
| 22-Jun | EDF ENERGY | Electricity charges | Monthly | DD | 270.43 | 5% | 12.88 | 257.55 | Utilities |
| 22-Jun | SIX PAYMENT | Transaction fees | Monthly | FPO | 204.89 | 0% | - | 204.89 | Office Expenses |
| 22-Jun | ERICS KNOBS & LOCKS | Radar keys | One off | FPO | 200 | 20% | 33.33 | 166.67 | Outside Works |
| 22-Jun | GROVES NURSERIES | External supplies | One off | FPO | 193.74 | 20% | 32.29 | 161.45 | Outside Works |
| 22-Jun | LYME ONLINE | Job advertisement | One off | FPO | 120 | 0% | - | 120.00 | Staffing |
| 22-Jun | ECOM6 | Transaction fees | Monthly | FPO | 113.18 | 20% | 18.86 | 94.32 | Office Expenses |
| 22-Jun | NPOWER | Electricity charges Harbour master store 2 months | Monthly | FPO | 101.25 | 5% | 4.82 | 96.43 | Utilities |
| 22-Jun | IEP | Pest control | One off | FPO | 95 | 0% | - | 95.00 | Outside Works |
| 22-Jun | ADVANTAGE DIGITAL PRINT | Banners for coronation party | One off | FPO | 92.78 | 20% | 15.46 | 77.32 | Projects |
| 22-Jun | EUROFFICE | Stationary order | One off | FPO | 90.83 | 20% | 15.14 | 75.69 | Office Expenses |
| 22-Jun | BRIDPORT TOWN COUNCIL | Barrier hire for coronation party | One off | FPO | 90 | 0% | - | 90.00 | Projects |
| 22-Jun | TRAVIS PERKINS | External supplies | One off | FPO | 88.94 | 20% | 14.82 | 74.12 | Outside Works |
| 22-Jun | LR BOWLS CLUB | Brochure advertising | One off | FPO | 50 | 0% | - | 50.00 | Marketing & Tourism |
| 22-Jun | SW HYGIENE | Yellow bag collection | Monthly | FPO | 47.21 | 20% | 7.87 | 39.34 | Outside Works |
| 22-Jun | ARTHUR FORDHAMS | External supplies | One off | FPO | 37.58 | 20% | 6.26 | 31.32 | Outside Works |
| 22-Jun | SOUTH WEST WATER | Water charges - Harbour master store | Monthly | FPO | 31.99 | 0% | - | 31.99 | Utilities |
| 22-Jun | STAFF | Travel expenses | One off | FPO | 23.4 | 0% | - | 23.40 | Staffing |
| 23-Jun | GIFFGAFF | Mobile bundle | Monthly | DEB | 6 | 20% | 1.00 | 5.00 | Utilities |
| 23-Jun | GIFFGAFF | Mobile bundle | Monthly | DEB | 6 | 20% | 1.00 | 5.00 | Utilities |
| 26-Jun | QUADIENT | Franking machine top up | One off | DD | 100 | 0% | - | 100.00 | Office Expenses |
| 26-Jun | AMAZON | Delivery subscription | Monthly | DEB | 8.99 | 20% | 1.50 | 7.49 | Office Expenses |
| 27-Jun | AMAZON | Laptop stands | One off | DEB | 67.11 | 20% | 11.19 | 55.93 | Office Expenses |
| 27-Jun | GIFFGAFF | Mobile bundle | Monthly | DEB | 10 | 20% | 1.67 | 8.33 | Utilities |
| 27-Jun | GIFFGAFF | Mobile bundle | Monthly | DEB | 6 | 20% | 1.00 | 5.00 | Utilities |

