



**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

Dear councillor,

You are summoned to attend a meeting of **Lyme Regis Town Council** to be held at the **Guildhall, Bridge Street, Lyme Regis** on Wednesday 25 October 2023 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
20.10.23

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

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

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

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

Prayers

A prayer will be offered by the Rev. Chris Martin

AGENDA

1. Public Forum

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

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

2. Dorset Council Matters

To receive updates from the Dorset Council ward member

3. Questions from Councillors

4. Apologies for absence

To receive and record any apologies and reasons for absence

5. Disclosable Pecuniary Interests

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

6. Dispensations

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

7. To confirm the accuracy of the minutes of the Full Council meeting held on 6 September 2023 (attached)

8. Matters arising from the minutes of the Full Council meeting held on 6 September 2023

To inform members of matters arising from the minutes of the Full Council meeting held on 6 September 2023 that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues in those minutes

9. Update Report

To inform members about progress on significant issues previously considered

10. Mayor's Announcements

11. Planning Committee

To receive the minutes of the meeting held on **22 August, 19 September, and 3 and 17 October 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 meeting on **5 September 2023**

12. Environment Committee

To receive the minutes of the meeting held on **4 October 2023** and consider the recommendations therein.

13. Human Resources Committee

To receive the minutes of the meeting held on **13 September 2023** and consider the recommendations therein.

14. Strategy and Finance Committee

To receive the minutes of the meeting held on **11 October 2023** and consider the recommendations therein.

15. Tourism, Community and Publicity Committee

To receive the minutes of the meeting held on **27 September 2023** and consider the recommendations therein.

16. Town Management and Highways Committee

To receive the minutes of the meeting held on **20 September 2023** and consider the recommendations therein.

17. Annual Governance and Accountability Return and the external auditor's certificate for the year ended 31 March 2023

To allow members to consider the certified Annual Governance and Accountability Return and the external auditor's certificate (Notice of Conclusion of Audit) for the year ended 31 March 2023, and to confirm the actions required at the conclusion of the review have been undertaken.

18. Co-ordinating policy and projects in the town council's gardens and cemetery

To allow members to consider establishing a working group or similar body to co-ordinate policy and projects in the town council's gardens and cemetery

19. Office Project and Associated Issues

To allow members to consider the recommendations from the 11 October 2023 meeting of the Strategy and Finance Committee relating to the office project in the light of further and updated information, including likely costs as contained in the independent report of the quantity surveyor

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

20. Park and Ride 2024 and Outturn 2023

To allow members to consider and approve the arrangements for the 2024 park and ride service and to receive information about the outturn for the 2023 service

21. Town Mill Regeneration Funding Request

To consider a request from the chair of the Town Mill Trustees for a contribution of £5,000-10,000 towards the Town Mill Regeneration Project.

22. Request for Family Funfair

To allow members to consider a request received from Herbert's Family Funfairs to hold a family funfair in Lyme Regis in 2024

23. Consultation on Dorset Council's Gambling Policy

To allow members to comment on Dorset Council's Gambling Policy

24. List of Payments

To inform members of the payments made in the month of September 2023

25. 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 19 – Office Project and Associated Issues

LYME REGIS TOWN COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON WEDNESDAY 6 SEPTEMBER 2023

Present

Chairman: The Mayor, Cllr D. Sarson

Councillors: Cllr C. Aldridge, Cllr B. Bawden, Cllr M. Ellis, Cllr P. Evans, Cllr B. Larcombe, Cllr P. May, Cllr D. Ruffle, Cllr G. Stammers, Cllr G. Turner

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

The Rev C. Martin read out the town prayer.

23/63/C Public Forum

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

23/64/C Dorset Council Matters

Cllr B. Bawden gave the following updates:

- Dorset Council's (DC) Cabinet had been discussing a new reablement centre to be built in Dorset and it was developing detailed plans with the NHS and community hospital partners so people could be discharged there if they were not well enough to go home.
- DC's housing strategy was in the formal consultation stage and would close on 2 October 2023, followed by discussion by Cabinet in December. She said there had been a rise in demand for social housing, nearly 4,000 people were registered homeless, which was up by 600, there were 400 new applications every month to go on the housing register, and DC had built 664 new homes in Weymouth. As a non-property-owning authority, DC's strategy was to work with registered providers to encourage them to match supply with demand. The greatest demand was for one or two-bedroom homes but more three and four bedroom homes were being built. There was a proposal to develop a housing board to look at the issues and a working group involving registered providers would report to the Cabinet.
- A birth to settled adulthood report was being compiled.
- DC had undertaken a parking charges review because Weymouth Town Council had requested a review of the three-tier charging structure, which meant coastal towns were being charged at a higher rate. The review showed parking revenue had increased. DC had introduced a short-stay permit to park

in any DC car park for up to two hours a day and a flexible stay permit for residents, workers and businesses for unlimited use in long-stay car parks.

- DC was investing £1million in car park maintenance and as part of this, Holmbush car park was resurfaced and re-lined in June.
- The Local Transport Plan was being developed but detailed guidance was awaited from the Government about what needed to be in the plan, although a vision-led approach had been agreed. The town council's traffic and travel group had met four times and was looking to capture what it would like in Lyme Regis and feed into the process.
- Current public consultations were the Housing Strategy and Call for Sites. The Public Space Protection Order – Dogs consultation had closed in August.
- Work was starting the following week at the Town Mill steps. She had tried to get DC to do the work in October as that was the best month for the businesses at the mill but DC said the work was critical. She had asked for specific signage so people were directed to the mill via Coombe Street. Mill Lane was also going to be closed for one day and two nights so there was a chance of the two closures overlapping. She was pushing hard for bicycle racks and motorcycle spaces rather than the three parking spaces being reinstated in Broad Street car park, although she wasn't getting a very good response.
- Harbour users had asked her to bring senior DC people to Lyme to listen to them but they hadn't agreed to a meeting.
- Speedwatch was going ahead and the 20mph proposal would go ahead, subject to consultation.
- A request had been made to extend the residents' parking area in Queens Walk.

Cllr M. Ellis said she was concerned a lot of young people in Lyme Regis had been forced to leave private rentals because the properties had been turned into holiday rentals. She asked if DC was looking to raise the council tax on these properties because it could provide more funding for housing for young people.

Cllr B. Bawden said there was a mind to keep an eye on properties that were doing this and was an issue which had been raised by members.

Cllr B. Larcombe asked what DC's position was on phosphate offsetting and what it meant for them. He asked if DC was using its reserves to cover ongoing overheads. He also asked if DC had gotten any further with Highways England regarding the A35.

Cllr B. Bawden said she would need to ask specifically about phosphate offsetting. Regarding the reserves, an extra £2million had been put in after the budget-setting process but as far as she was aware, DC was not using its reserves at the moment. She didn't have an update on the A35.

Cllr P. May said it was well known Dorset, and in particular Lyme, didn't have enough grid capacity to meet government strategy to decarbonise homes and transport so he said this should be at the top of DC's agenda.

Cllr B. Bawden said she was assured it was; it was a high priority because this was a national problem.

23/65/C Questions from Councillors

Cllr B. Larcombe

Cllr B. Larcombe asked for an update on the CCTV project.

The town clerk said planning consent had been granted and a contractor appointed. A meeting would be arranged with the contractor by the end of the month, to include a site visit. By the end of September, he hoped to have a definitive timetable for installation as he was conscious of not losing external funding from the police and crime commissioner. He said members would be updated further in the next cycle of meetings.

23/67/C Apologies for Absence

Cllr S. Cockerell – family commitments
Cllr R. Doney – prior commitment
Cllr C. Reynolds – illness
Cllr R. Smith

23/68/C Disclosable Pecuniary Interests

There were none.

23/69/C Dispensations

There were none.

23/70/C To confirm the accuracy of the minutes of the Full Council meeting held on 26 July 2023

Cllr M. Ellis said the reason for her apologies to the meeting was a family commitment and asked for this to be noted in the minutes.

Proposed by Cllr B. Larcombe and seconded by Cllr D. Ruffle, the minutes of the Full Council meeting held on 31 May 2023, with the above amendment, were **ADOPTED**.

23/71/C Matters arising from the minutes of the Full Council meeting held on 26 July 2023

National Grid and Local Grid Capacity

Cllr P. May said he understood the council was going to approach DC about the issue of grid capacity, as well as the parliamentary committee. If that hadn't been done, he asked officers to think about how to raise the issue with DC as a town council.

23/72/C Update Report

There were no updates.

23/73/C Mayor's Announcements

The mayor, Cllr D. Sarson said the 103-year-old gentleman he visited at Lyme Regis Nursing Home had sadly died two days after his visit.

23/74/C Planning Committee

Proposed by Cllr G. Turner and seconded by Cllr P. May, it was **RESOLVED** to note the recommendations made under the chairman and vice-chairman's delegated authority following the cancellation of the meetings on 25 July and 8 August 2023.

Cllr B. Larcombe said there had been a drop in the number of planning applications the town council was being asked to consider and this needed to be reviewed in the context of the frequency of Planning Committee meetings.

Cllr B. Bawden said she had requested a meeting with the head of planning to try and address some of these issues.

Cllr P. May said he didn't think residents were aware of the reasons why some meetings had had to be cancelled and this had led to some unfavourable comments on social media. He asked in future that it was explained the council was cancelling meetings for sensible reasons.

Cllr B. Bawden gave an update on the licencing application from the Black Cow Vodka Bar. As there had been objections to the application, it would go to a hearing in September.

23/75/C Band Mandates

Cllr M. Ellis said she was concerned about reducing the number of bank signatories, especially as the council was coming to the end of a five-year term and it took a lot of time to get the mandates approved. She felt if the council only had three signatories, it could impact on council business and pose a risk if those people were not on the council following the election.

The town clerk said officers had tried in the past to get more members authorised as signatories but most had not returned the required information so they had been relying on only two members for some time. As the council had increased the amount requiring authorisation to £25,000, this was manageable with three members as there weren't many payments over this amount and he was also a signatory.

Cllr M. Ellis said there had been times when the mayor and deputy mayor were also the chairman and vice-chairman of Strategy and Finance so this would leave only two people as signatories.

The town clerk said this was a good point so the qualification should be there were at least three members authorised, which could be another committee chairman.

Proposed by Cllr P. May and seconded by Cllr B. Bawden, members **RESOLVED** to approve removing bank mandates from all chairmen and vice-chairmen, and approve bank mandates for the mayor, deputy mayor, and the chairman and vice-chairman of the Strategy and Finance Committee, but to always ensure there is a minimum of three members who are authorised.

23/76/C The Guildhall

The town clerk said officers were going to look at the existing equipment to determine if it could amplify meetings, although technology had moved on significantly since it was installed nine years ago.

Cllr B. Larcombe said the Guildhall was a dreadful place to have meetings, especially with members' backs to the public and although acoustics could be improved, the configuration was an issue and he suggested the seating could be changed. He said the Guildhall was the council's place to do business and the council would have to be very clear about why it wanted to move elsewhere, which would come at a cost. He asked if meetings weren't held at the Guildhall, what was its future?

Cllr M. Ellis agreed the council should not move its meetings from the Guildhall and felt the council should try using speakers and microphones to amplify meetings to avoid making changes to the fabric of the building.

Cllr P. Evans said he had found it very difficult to hear others at previous meetings but he agreed the Guildhall was the home of the town council and he wouldn't want to see it moved elsewhere.

Cllr C. Aldridge asked how long the Guildhall had been in use as a council chamber and whether reconfiguring the seating had ever been looked into.

The town clerk said the Guildhall was 140 years old but it was originally a court. He said he could make enquiries about whether the seating could be reconfigured. With regards to the audio equipment, he said increasing the volume didn't always improve the issue but he would look at whether the existing equipment could be used and suggested up to

£1,000 could be spent on a more modern solution, which may involve the existing equipment and speakers.

Cllr M. Ellis said the council should be cautious of making too many changes to the inside of the building because it would impact on weddings.

Proposed by Cllr P. May and seconded by Cllr B. Larcombe, members **RESOLVED** to approve a budget of up to £1,000 for probable installation of amplification equipment in the Guildhall and instruct officers to look at the possibility of reconfiguring the chamber so it would be more user-friendly for the public.

23/77/C Recognition of a Local Resident and Volunteer

Cllr P. Evans explained why he had suggested Chris Boothroyd was formally recognised by the council for his service to the town.

Proposed by Cllr P. Evans and seconded by Cllr C. Aldridge, members **RESOLVED** to approve a letter from the mayor on behalf of the council and a plaque to be presented to Lyme Regis resident and volunteer Chris Boothroyd as formal recognition of his service to the town.

23/78/C Retrospective Approval of Insurance

Cllr B. Larcombe asked what was significant about this event that required the council to insure it.

The town clerk said when organisations held events on town council land they had to have public liability insurance and in this instance, a request was made that the council would pay for the insurance. He said his original response was to refuse as the council's insurer wouldn't cover it but following further discussions with the mayor and deputy mayor, he had sent a briefing note to members to say he intended to approve a payment for insurance as a one-off.

Cllr P. Evans said Richard Austin had asked him to relay his thanks to the council for supporting his exhibition. He said Richard Austin had to print some of the photographs so he would be out of pocket.

Cllr B. Larcombe said it seemed an invitation was extended to Richard Austin from the council to put on the exhibition so he felt the cost of the printing should be added to the amount paid by the council.

It was proposed by Cllr P. Evans to grant retrospective approval for a payment of £423 to Events Insurance to cover the cost of public liability insurance for the Richard Austin photography exhibition and to pay Richard Austin £300 to cover the costs of printing the photographs.

This motion was not seconded.

The town clerk said there had been no request to pay for the costs of holding the exhibition. He said it wasn't a council initiative, the council was approached by a member of the public who suggested the exhibition.

Proposed by Cllr P. May and seconded by Cllr M. Ellis, members **RESOLVED** to grant retrospective approval for a payment of £423 to Events Insurance to cover the cost of public liability insurance for the Richard Austin photography exhibition.

23/79/C Dorset Council's Housing Consultation Strategy

The town clerk said in his opinion, the strategy didn't sufficiently deal with the issue of local people and the issues they had with the housing process and contained very little about the impact of housing on the environment.

Cllr M. Ellis said she felt it was important the council spoke on behalf of residents who wanted to stay in the town but there was nothing in the consultation that allowed a response related to this. She felt the consultation was skewed towards the answers DC wanted.

Cllr B. Bawden agreed DC had shaped the consultation to get the answers it wanted so it was important the town council used this opportunity so DC could see councils and communities felt strongly about issues such as the amount of private rentals turning into holiday rentals, and local people being priced out and not being prioritised in housing allocations. She said there was a feeling among DC councillors cross-party that DC needed to do more but it was unlikely to happen before the 2024 elections, so it was important to get as much in the strategy now so when there was a new administration, they might take a different view on it.

It was agreed the council's response would include the impact of holiday rentals, the need for housing for local people, housing in Lyme Regis not being allocated to local residents, and second home council tax and what that would do for housing supply.

Cllrs G. Stammers, D. Ruffle and M. Ellis agreed to work with the town clerk to formulate the council's response.

Proposed by Cllr P. May and seconded by Cllr B. Bawden, members **RESOLVED** to delegate Cllrs G. Stammers, D. Ruffle and M. Ellis to work with the town clerk to respond to Dorset Council's Housing Strategy Consultation 2023, based on the position agreed at the Full Council meeting on 6 September 2023.

23/80/C Dorset Coast Strategy

It was agreed the town clerk would draft a response to the strategy and circulate it in the members' briefing for comment.

Proposed by Cllr P. May and seconded by Cllr B. Larcombe, members **RESOLVED** that the town clerk should draft a response to the Dorset Coast Strategy and circulate it in the members' briefing for comment.

23/81/C Cover Arrangements

Proposed by Cllr D. Sarson and seconded by Cllr M. Ellis, 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.

23/82/C Exempt Business

a) Cover Arrangements

In response to a member question, the town clerk said the council's insurance didn't include staff cover arrangements.

Proposed by Cllr B. Larcombe and seconded by Cllr M. Ellis, members **RESOLVED** to approve a budget of £29,000 for cover arrangements during the operations manager's sickness absence and to approve cover arrangements during the operations manager's sickness absence.

The meeting closed at 8.35pm.

Committee: Full Council

Date: 25 October 2023

Title: Matters arising from the minutes of the Full Council meeting held on 6 September 2023

Purpose of the Report

To inform members of matters arising from the minutes of the Full Council meeting held on 6 September 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

23/75/C – Band Mandates

Officers have contacted the bank to remove bank mandates from all chairmen and committee chairmen and to add to the mayor, deputy mayor, and chairman and vice-chairman of the Strategy and Finance Committee. This is currently being processed by the bank.

23/76/C – The Guildhall

An audio expert has assessed the existing equipment in the Guildhall and has come up with a proposal to amplify meetings which involves using the existing equipment, reconfiguring some of the existing speakers and use of microphones. It is thought this can be achieved within the £1,000 agreed.

Officers' assessment is the seating in the Guildhall cannot be reconfigured due to its listed status. Further advice is being sought from a listed buildings officer at Dorset Council and will be clarified in writing.

23/79/C – Dorset Council's Housing Consultation Strategy

A response was submitted on behalf of the council following consultation with the delegated members.

23/80/C – Dorset Coast Strategy

The submission has been completed and a copy will be included in members' briefing.

John Wright
Town clerk
October 2023

Committee: Full Council

Date: 25 October 2023

Title: Update Report

Purpose of the Report

To inform members about progress on significant issues previously considered

Report

Committee chairmen and vice-chairmen

The election of chairman of the Town Management and Highways Committee meeting was re-run at the meeting on 20 September 2023. Cllr B. Larcombe was elected as chairman and Cllr C. Aldridge continues as vice-chairman.

Accreted land

It was reported to the Town Management and Highways committee on 20 September:

'Dorset Council is working to a deadline of 30 September 2023 for the completion of an application to Natural England. They are in the process of appointing JBA, the consultants advising on the Cobb Phase V works, to assist with the necessary environmental and ecological input. A copy of the consultant's proposals was received on 14 September 2023 and it includes a date of 29 September 2023 for completion of their brief. Natural England offer an advisory service, and this will also be utilised.

The application itself will have to be submitted by this council as landowner and it is also this council that may be subject to any formal action by Natural England, for the same reason. It is, therefore, critical that momentum is maintained with this work and the required timescales are met by Dorset Council.'

Since that meeting, JBA have been formally appointed by Dorset Council and have prepared pre-application draft documents for consideration by this council and by Natural England, using that organisation's Application Advisory Service.

Draft documents submitted include application for consent, beach management plan and Habitats Regulations Assessment. The deputy town clerk has commented on these documents on behalf of the town council and they are now with Natural England for their consideration and comment.

If Natural England are happy with the documents, then they will be submitted in final form next week.

Although the submission deadline of 30 September 2023 has not been met, Natural England are satisfied with the progress being made and the delay will not result in any action being taken against the town council as landowner.

The management proposals include a permanent reduction in the area being used in connection with the harbour, together with land use and management proposals designed to minimise the impact on the site and allow the natural vegetation and other protected features to recover and flourish. A small area of the beach is earmarked as an 'exclusion zone' where no harbour related use or public access will be permitted, to assist with the recovery of protected features. This will not impact on the overall scope of public access to the beach area.

The deputy town clerk has continued to liaise with JBA, Dorset Council and Natural England and Natural England has now responded to the draft proposals from JBA. Although several areas have been identified where more information or clarification is required, the suggestions are all generally positive and it now looks highly likely that a successful outcome can be achieved.

When the final extent of harbour use is determined, the rent will need to be recalculated and any revised figure will be reported to members.

Mark Green
Deputy town clerk
October 2023

**Lyme Regis Town Council
Mayor's Announcements for Cllr David Sarson
Meeting held on 6 September 2023**

- 20 August With the mayoress, attended the Majorettes' breakfast at the Woodmead Halls.
- 23 August With the mayoress, attended and organised a bowls match between LRTC and LRBC and took a collection for the mayor's charity, Children's Cancer and Leukaemia Group (CCLG).
- 23 August Visited with the mayoress for the second time Ray Smith. Pleased that we had the chance to speak to him for the last time, sadly he passed away four days after our meeting.
- 1 September Attended with the mayoress Wareham Civic Day, a very interesting day involving an introduction to the Council Chamber, a visit to the old Rex cinema with a short film on the restoration of the cinema, followed by the afternoon with the Court Leet of Wareham who were the more powerful courts of criminal jurisdiction, granted by the King of one of his trusted Tenants-in-chief, (all dressed in fancy costume for the occasion typical of the 1850s)
- 3 September Attended the Lyme Splash, Lyme to Charmouth swim, and saw off 167 swimmers in groups of 30, each having to start with a speaker playing a small portion of happy birthday. Very enjoyable but quite surreal.
- 6 September Attended with the mayoress an event hosted by Axminster and Lyme Regis Cancer Support at Uplyme Village Hall. Met the volunteers including Mary Kahn and saw an excellent display of examples of their work and achievements.
- 8 September Attended with the mayoress Blandford Civic Day, visiting the beautiful open meadows of Blandford with talks by local experts, a guided tour of Blandford Parish Church, and a guided tour of Blandford Town Museum.
- 16 September Attended with the mayoress Ferndown Civic Day, including a church service followed by a BBQ, then a talk by a Scouts master on forthcoming events and a talk by a representative of a dog charity. An interesting day!
- 18 September Weymouth Civic Day sadly was cancelled.
- 20 September Attended with the mayoress Bridport Civic Day, visited the Community Kitchen (foodbank), heard about how they supported the disadvantaged in the Bridport area, followed by a trip to the Museum for a rope making demonstration. The rest of the day was very inclement weather so we had a talk inside the Town Hall on how Bridport is planning for the future through redevelopment.

- 20 September Visited on invitation to the Golf Club by an organisation called Home Instead, specialising in care for the elderly, in particular those that suffer from dementia. This organisation will be contacting the town council with view to organising a talk.
- 22 September Attended with the mayoress Dorset Police HQ at Winfrith, a very interesting day when we were taken around the control room, had a one-hour presentation on future policing plans and policy, met the rural crime team which included Amanda who got a little tearful when I mentioned how much we missed her!
- 27 September Attended my mayor's charity event by 'The Ladies of Lyme' called the 'Hat Affair', raising £410 for the Childrens Cancer and Leukaemia Group. I had the unenviable task of choosing the winners out of 30 ladies. Very enjoyable.

Total monies raised to date for my mayor's charities (CCLG £945 and Majorettes £433 and including a one-off donation to the football club of £400 and a one-off donation of £400 to the Golf Club) giving a total of £2,188 including above with £1,600 from the previous bingo event and including £145 on a Just Giving page and £33 as a one-off donation. I still need to empty the collection cans and bucket which I will do when they are full.

**LYME REGIS TOWN COUNCIL
PLANNING COMMITTEE
MINUTES OF THE MEETING HELD ON TUESDAY 22 AUGUST 2023**

Present:

Chairman: Cllr G. Turner

Members: Cllr B. Larcombe, Cllr P. May, Cllr C. Aldridge, Cllr S. Cockerell

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

23/16/P Public Forum

There were no members of the public present.

23/17/P Apologies for absence

Cllr B. Bawden – prior engagement

23/18/P Minutes

Proposed by Cllr B. Larcombe and seconded by Cllr C. Aldridge, the minutes of the meeting held on the 27 June 2023 were **ADOPTED**.

23/19/P Disclosable Pecuniary interests

There were none.

23/20/P Dispensations

There were none.

23/21/P Member planning recommendations

Members **NOTED** the recommendations obtained by email on 11 and 25 July and 8 August 2023.

23/22/P Minutes arising from the minutes of the planning committee on 27 June 2023 and from the planning recommendations obtained by email following the cancelled meeting of the planning committee scheduled to take place on 11 and 25 July and 8 August 2023

There were none.

23/23/P Update Report

There were none.

23/24/P Planning and Licencing Applications

Planning applications

- 1) **P/FUL/2023/02607** (received 2 August 2023)
FULL PLANNING APPLICATION
Garage conversion and roof alterations to form studio.
1 High Cliff House Sidmouth Road Lyme Regis DT7 3EQ

*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.*

- 2) **P/FUL/2023/03801** (received 3 August 2023)
FULL PLANNING APPLICATION
Demolish existing chalet and erect replacement chalet.
50 Monmouth Chalets Lyme Regis

The town council offers no comment to this application because it owns the site of the application and there is a potential conflict of interests.

- 3) **P/LBC/2023/03973** (received 3 August)
LISTED BUILDING CONSENT
Internal alterations include: - Replacement kitchen and bathroom. Repair and replace first floor and floor. Replace ground floor ceilings of lounge and diner due to water leak damage. Upgrade central heating and full replumb and replace main water pipe. Fully rewire and remove coal fireplace and replace with multi fuel log burner.
17 Sherborne Lane Lyme Regis DT7 3NY

*The town council recommends **approval** of the application because it is in accordance with the approved development plan, it does not involve material harm and doesn't compromise any important listed features.*

- 4) **P/FUL/2023/03606** (received 14 August)
FULL PLANNING APPLICATION
Erect two storey detached dwelling on land to the rear of Lewesdon House.
Lewesdon, Silver Street Lyme Regis DT7 3HT

*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.*

Licencing Applications

1) **Black Cow Bar. The Regent, Broad Street, Lyme Regis, Dorset, DT7 3QE**

*The town council raises **no objection** to this licensing application.*

Cllr Graham Turner abstained from voting.

23/25/P Amended/Additional Plans

Members noted the amended/additional plans had already been considered at the previous meeting on 27 June 2023 and had been included in the agenda by error.

23/26/P Withdrawn Applications

Members noted the withdrawn applications.

23/27/P Planning Decisions

Members noted the planning decisions.

23/28/P Correspondence from Dorset Council (DC) regarding planning-related matters

Members noted the planning correspondence.

The meeting closed at 7.40pm.

Lyme Regis Town Council

The planning recommendations obtained by email following the cancelled meeting of the Planning Committee scheduled to take place on 5 September 2023.

1) **P/LBC/2023/04700** (received 24 August 2023)

Listed Building Consent

Replacement of Central Heating Boiler necessitating external flue
Stile House, Flat 6 Stile Lane, Lyme Regis, Dorset DT7 3JD

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

2) **P/HOU/2023/03431** (received 18 August 2023)

Householder Planning Permission

Loft Conversion and Solar Panels
6 Hays Close Lyme Regis Dorset DT7 3NJ

The town council recommends that the application be **refused** because the submitted design of the rooftop balcony and balustrade involves a material loss of residential amenity and privacy to the immediately neighbouring property to the south east (No.5).

N.B. the town council would be more inclined to look favourably on an amended application or plans which incorporated a height and design of balustrade which afforded a greater degree of privacy to the immediately neighbouring property to the south east (No.5).

**LYME REGIS TOWN COUNCIL
PLANNING COMMITTEE
MINUTES OF THE MEETING HELD ON TUESDAY 19 SEPTEMBER**

Present:

Chairman: Cllr. G Turner

Members: Cllr. B Larcombe MBE, Cllr P. May, Cllr, C Aldridge, Cllr. S Cockerell, Cllr B Bawden

Officers: M. Green (Deputy Town Clerk), AM. Shepherd (administrative assistant)

23/29/P Public Forum

No members of the public present who wish to speak.

23/30/P Apologies for absence

Cllr P. May – Holiday
Cllr B. Bawden – Prior engagement

23/31/P Minutes

Proposed by Cllr G. Turner and seconded by Cllr B. Larcombe, the minutes of the meeting held on the 22 August 2023 and planning recommendations obtained by email following the cancelled meeting of the Planning Committee scheduled to take place on 5 September 2023 were **ADOPTED**.

23/32/P Disclosable Pecuniary interests

There were none.

23/33/P Dispensations

There were none.

23/34/P Member planning recommendations

Members **NOTED** the recommendations.

23/35/P **Matters arising from the minutes of the Planning Committee on the 22 August 2023 and from the Planning recommendations obtained by email following the cancelled meeting of the Planning Committee scheduled to take place on 5 September 2023.**

There were none.

23/36/P **Update Report**

There were none.

23/36/P **Planning and Licencing Applications**

1. P/LBC/2023/04599

LISTED BUILDING CONSENT (Received 4th September 2023)

Erect rear corridor link and utility room and carry out internal alterations.

Demolish existing corridor link and utility room)

1 Marine Parade Lyme Regis Dorset DT7 3JF.

*The town council recommends **approval** of the application because it is in accordance with the approved development plan, it does not involve material harm doesn't compromise any listed materials.*

2. P/HOU/2023/04896

HOUSEHOLDER PLANNING PERMISSION (received 5th September 2023)

Convert garage to utility room.

Charmouth Close Lyme Regis DT7 3DJ

*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.*

3. P/FUL/2023/04966

FULL PLANNING APPLICATION (received 7th September 2023)

Retain a shed to store agricultural implements. Reduce existing deer fence to 2 metres in height.

The Crest Sidmouth Road Lyme Regis DT7 3ES

The town council has considered the application and cannot find any reasonable grounds for objection.

4. P/HOU/2023/04997

HOUSEHOLDER PLANNING PERMISSION (received 11th September 2023)

Demolish garage and terrace above. Construct steel balcony

6A Coombe Street Lyme Regis DT7 3PY

*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.*

5. P/LBC/2023/04998

LISTED BUILDING CONSENT (received 11th September 2023)

Demolish garage and terrace above. Construct steel balcony

6A Coombe Street Lyme Regis DT7 3PY

*The town council recommends **approval** of the application because it is in accordance with the approved development plan, it does not involve material harm doesn't compromise any listed materials.*

23/37/P Licensing Applications

There were none.

23/38/P Amended/Additional Plans

NOTED

23/39/P Withdrawn Applications

NOTED

23/40/P Planning Decision

NOTED

23/41/P Planning Correspondence

NOTED

Meeting closed at 7:45pm

**LYME REGIS TOWN COUNCIL
PLANNING COMMITTEE
MINUTES OF THE MEETING HELD ON TUESDAY 3 OCTOBER 2023**

Present:

Chairman: Cllr. G Turner

Members: Cllr. B Larcombe MBE, Cllr P. May, Cllr, C Aldridge, Cllr. S Cockerell

Officers: M. Green (deputy town clerk), C. Austin (secretary)

23/43/P Public Forum

G. Chittenden, a representative from Black Cow Vodka, explained that he was present to speak in support of application P/FUL/2023/04778.

T. Lewis, the owner of Lyme One Hotel, explained that he was present to speak in opposition to application P/FUL/2023/04778.

The chairman invited both G. Chittenden and T. Lewis to speak immediately prior to the consideration of the application.

23/44/P Apologies for absence

Cllr B. Larcombe – prior engagement

23/45/P Minutes

Proposed by Cllr. G Turner and seconded by Cllr C. Aldridge the minutes of the meeting held on the 19 September 2023 were **ADOPTED**.

23/46/P Disclosable Pecuniary interests

There were none.

23/47/P Dispensations

There were none.

23/48/P Member planning recommendations

Members **NOTED** the recommendations.

23/49/P Minutes arising from the minutes of the planning committee on the 19 September 2023

There were none.

23/50/P Update Report

There were none.

23/51/P Planning and Licencing Applications

Planning applications were considered in accordance with the details circulated.

The committee agreed application P/FUL/2023/04778 would be considered first to avoid G. Chittenden and T. Lewis being unnecessarily detained.

Cllr G. Turner invited G. Chittenden to speak.

G. Chittenden apologised for a retrospective planning application and stated the reasons why it had been submitted retrospectively. He explained the improvements made to the existing building would be removable should the owner want to restore the building to the former or another use. He said leaving the building in a derelict condition and leaving the foyer void of activity would result in it deteriorating further. He said the current works had significantly improved the interior of the foyer and the venue would add vibrancy to the area of Broad Street. He said the premises licence had been approved by Dorset Council and he had received significant local support.

Cllr G. Turner invited T. Lewis to speak.

T. Lewis read out a letter of objection on behalf of another person unable to attend the meeting.

He also gave the reasons for his opposition to the application. He explained he owned the neighbouring property, which operated as a commercial hotel, and his strong concerns about the planning application related primarily to the impact he felt the proposed use of the deck and foyer would have on guests staying at his hotel.

Cllr P. May explained that Lyme Regis town council was just a consultee and the final decision about the planning application would be taken by Dorset Council.

Members discussed the application at some length. On balance, a majority felt there was no reasonable planning basis on which to object to the application, that there was an overall benefit to the building through the works undertaken and the re-use of it and that the council should support new business activity whenever reasonable to do so. One member referred to the large number of messages of support for the application she had received from local residents and businesses.

1. **P/FUL/2023/04778** (Received 14 September 2023)

FULL PLANNING APPLICATION

Change of use of from former cinema to bar and adjacent multi-use, brand shop. Installing both fire detection systems and CCTV to protect the future of the premises. The construction of a 42m sq. free standing wooden deck for seating and to enable disabled access to the foyer and shop. Restoring the original terrazzo floor.

Site Of Regent Cinema Broad Street Lyme Regis Dorset DT7 3JB

*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 unacceptably adverse impact on the residential amenity of neighbouring properties.*

2. **P/LBC/2023/05263** (Received 21 September 2023)

LISTED BUILDING CONSENT

Internal Alterations and provision of external CCTV Camera and Decking/Sitting Out Area

Site Of Regent Cinema Broad Street Lyme Regis Dorset DT7 3JB

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

3. **P/FUL/2023/05206** (Received 13 September 2023)

FULL PLANNING APPLICATION

Refurbishment and modifications to existing ground floor flat including demolition of rear corridor link and utility room and replacement with new.

21 Marine Parade Lyme Regis Dorset DT7 3JF

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

4. **P/LBC/2023/03968** (Received 15 September 2023)

LISTED BUILDING CONSENT

Retain replacement floorboards in smallest front reception room and construct a gas/electricity meter cupboard.

Malabar 8 Church Street Lyme Regis DT7 3BS

*The town council recommends **approval** of the application because it is in accordance with the approved development plan, it does not involve unacceptable or material harm and doesn't compromise any listed materials or features.*

5. **P/LBC/2023/05140** (Received 15 September 2023)

LISTED BUILDING CONSENT

Replace or repair of pitched roof coverings and associated repairs to valleys, fascia's and soffits and rainwater gutters and downpipes.

Abbeyfield House Silver Street Lyme Regis DT7 3HS

*The town council recommends **approval** of the application because it is in accordance with the approved development plan, it does not involve material harm doesn't compromise any listed materials or features.*

6. P/FUL/2023/03036 (Received 25 September 2023)

FULL PLANNING APPLICATION

Erect public toilets/cafe and form a new vehicular access.

Charmouth Road Park and ride car park Charmouth road Lyme Regis.

*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, has no adverse impact on the residential amenity of neighbouring properties and provides an enhanced facility which will help to reduce in-town vehicle movements and congestion and improve pedestrian safety and air quality.*

7. P/HOU/2023/05266 (Received 25 September 2023)

HOUSEHOLDER PLANNING PERMISSION

Replace fibre cement slates with natural slates on main roof, reinstate lime render to front elevation and remodel modern bathrooms at first and second floor levels

29 Coombe Street Lyme Regis DT7 3PP

*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.*

8. P/LBC/2023/05267 (Received 25 September 2023)

LISTED BUILDING CONSENT

Replace fibre cement slates with natural slates on main roof, reinstate lime render to front elevation and remodel modern bathrooms at first and second floor levels.

29 Coombe Street Lyme Regis DT7 3PP

*The town council recommends **approval** of the application because it is in accordance with the approved development plan, it does not involve material harm, doesn't compromise any listed materials or features, and reinstates some more features and materials more appropriate to a Listed Building.*

23/52/P Licensing Applications

There were none.

23/53P Amended/Additional Plans

NOTED without comment.

23/54/P **Withdrawn Applications**

There were none.

23/55/P **Planning Decisions**

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

23/56/P **Planning Correspondence**

NOTED

The meeting closed at 8.06pm.

**LYME REGIS TOWN COUNCIL
PLANNING COMMITTEE
MINUTES OF THE MEETING HELD ON TUESDAY 17 OCTOBER 2023**

Present:

Chairman: Cllr. G Turner

Members: Cllr. B Larcombe MBE, Cllr P. May, Cllr, C Aldridge, Cllr. S. Cockerell,
Cllr. B Bawden

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

23/57/P Public Forum

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

23/58/P Apologies for absence

Cllr B. Larcombe – holiday

23/59/P Minutes

Proposed by Cllr P. May and seconded by Cllr G. Turner the minutes of the meeting held on 3 October 2023 were **ADOPTED**.

23/60/P Disclosable Pecuniary Interests

There were none.

23/61/P Dispensations

There were none.

23/62/P Member planning recommendations

There were none.

23/63/P Minutes arising from the minutes of the Planning Committee on 3 October 2023

There were none.

23/64/P Update Report

There were none.

23/65/P Planning and Licencing Applications

1. **P/HOU/2023/05416** (Received 2 October 2023)

HOUSEHOLDER PLANNING PERMISSION

Create new window and door openings. Create new terrace at ground floor level and roof terrace with external spiral staircase.

17 Portland Court Lyme Regis DT7 3ND

*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.*

2. **P/HOU/2023/04600** (Received 5 October 2023)

HOUSEHOLDER PLANNING PERMISSION

Extension to existing dormer.

Lyme Bay House (Southfield) Uplyme Road Lyme Regis DT7 3LS

*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.*

3. **P/HOU/2023/04917** (Received 9 October 2023)

HOUSEHOLDER PLANNING PERMISSION

Erect Single storey rear extension with balcony and new porch.

Blue Mist Coram Avenue Lyme Regis DT7 3LB

*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.*

23/66/P Licensing Applications

There were none.

23/67/P Amended/Additional Plans

There were none.

23/68/P Withdrawn Applications

Noted.

23/69/P Planning Decisions

Noted.

23/70/P Planning Correspondence

Noted.

The meeting closed at 7.40pm.

DRAFT

LYME REGIS TOWN COUNCIL

ENVIRONMENT COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 4 OCTOBER 2023

Present

Chairman: Cllr R. Smith

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

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

Guests: V. Elcoate, G. Roberts, R. Thomas (River Lim Action Group), C. Matheson (Little Green Change)

23/13/ENV Public Forum

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

23/14/ENV Apologies

Cllr B. Larcombe – holiday
Cllr D. Ruffle – holiday
Cllr G. Stammers – holiday

23/15/ENV Minutes

Proposed by Cllr P. May and seconded by Cllr G. Turner, the minutes of the meeting held on 5 July 2023 were **ADOPTED**.

23/16/ENV Disclosable Pecuniary Interests

Cllr P. May declared a non-pecuniary interest in agenda item 11, River Lim Action Group Reports, as he was a member of the group and any matters relating to the community energy champions.

Cllr B. Bawden declared a non-pecuniary interest for the same reasons.

23/17/ENV Dispensations

There were none.

23/18/ENV Matters arising from the previous meeting held on 5 July 2023

Bathing Water Quality Meeting 3

Cllr P. May asked what the outcome was of contact to Dorset Council (DC) about the clearing of storm gullies on Front Beach.

The deputy town clerk said some had been cleared and DC had set up an internal working group to look at solutions to issues in the harbour area.

Cllr B. Bawden, the DC ward member, said DC and South West Water were talking to each other about it and she had asked if DC engineers in the harbour area could look at it, rather than the community highways engineer. She said they had agreed to take it on as a project.

23/19/ENV Update Report

Carbon Literacy Organisation Accreditation

Cllr B. Bawden said she and the deputy town clerk had met with someone from the Carbon Literacy Organisation (CLO) dealing with the accreditation process to clarify the status of the council's application for silver accreditation. She said although the council had been invoiced for silver accreditation, it was standard practice to invoice at the start of the process so the accreditation hadn't been awarded and the council still had some way to go.

The deputy town clerk said the case study submitted as part of the application would need to be revisited as it was more about biodiversity net gain, rather than carbon reduction. He said although the council met the criteria for silver accreditation in terms of staff and member training at the time the application was made, there had since been changes in the staff team so the council may no longer meet this requirement.

Cllr R. Smith asked if carbon literacy was covered in the council's personnel training policy.

The deputy town clerk said there was nothing specific in the council's training policies.

Cllr B. Bawden said the CLO was changing the standards for accreditation from 1 January 2024 so the council had been advised to obtain accreditation before then. She suggested the deputy town clerk, the committee chairman and herself met as soon as possible to review everything. She said she was prepared to do another round of training but following on from that, to look at how to develop more focused training for particular functions.

Cllr P. May said the proposed Environment Policy included some ambitions for carbon literacy training and he questioned whether this was sufficient to achieve accreditation.

Cllr C. Aldridge asked how many people in the organisation needed to be trained.

The deputy town clerk said it was 25% of the organisation.

Home Energy Grant

Cllr B. Bawden said she had attended a meeting run by Ridgewater Energy, which did work on behalf of DC, running Healthy Homes Dorset and the Local Energy Advice Partnership. She said a lot of the money DC secured from the government was channelled through these services and there was a new Home Energy Grant available. She said it was about joining up and seeing how these services could help people in Lyme Regis.

Dorset Climate Action Network

Cllr B. Bawden said Dorset Climate Action Network (DCAN) had held the Dorset COP and was the first county in the UK to do such an event. She said the event was fully subscribed and included various workshops.

2030 Vision

Cllr B. Bawden said she had written a report on the project for the National Lottery and she had spoken to schools as part of that.

Funding for climate adaptation

Cllr B. Bawden said the government had announced funding for climate adaptation and Charmouth would be receiving funding. She said there were lots of overlaps where she hoped Lyme Regis could benefit from some of the work.

23/20/ENV

To receive a presentation on the new environment pages on the town council website

The support services manager presented the new environment pages on the town council website. She said the pages were expected to go live the following week and asked members to look through the pages and suggest any amendments or additions.

It was suggested links to the following websites could be included: the National Trust, Natural England, Citizens' Advice Bureau and Dorset Coast Forum. It was also suggested businesses with green tourism awards could be included on the 'Green awards' page and the list of invertebrate friendly plants across the town could be included.

23/21/ENV

Little Green Change

The chairman invited C. Matheson from Little Green Change to speak.

C. Matheson introduced herself and the organisation, which provided environmental education and opportunities in schools and the community. Events included bulb planting with Weldmar Hospicecare and at Lyme Regis Library and a fashion show to upcycle clothing, and they ran competitions and a grow a tree challenge. They were also working with Axminster Primary School to plant a hedgerow.

C. Matheson said the schools' programme was a free resource for schools in the UK and they worked with three teachers to advise them on the programme. The programme included lesson plans for schools and after the October half term, they would be launching a new environment module.

C. Matheson said they had links with national and regional charities and they wanted to engage and work with local organisations as much as possible. They also had a YouTube channel which featured talks from experts on various subjects.

Cllr C. Aldridge asked if the organisation was a business and how it was funded.

C. Matheson said it was a not-for-profit social enterprise and at the moment it was self-funded but she was looking for business sponsorship and applying for funding from various sources.

Cllr R. Smith asked if the organisation had had contact with any local schools.

C. Matheson said she had not yet contacted Woodroffe School or St Michael's Primary School but she intended to do this.

23/22/ENV River Lim Action Group Reports

The chairman invited V. Elcoate, G. Roberts and R. Thomas from the River Lim Action Group (RLAG) to speak on this item.

V. Elcoate said following the recent repair works near Uplyme sewage treatment works which caused sewage to be moved by tankers from Gun Cliff to Horn Bridge, the Environment Agency had been monitoring and found very high levels of E Coli in the river. She said RLAG would write to South West Water (SWW) about this and said it might help if the town council wrote too.

V. Elcoate said they had uncovered more drains under the gardens that were not on SWW's maps. She said they were damaged and partly responsible for sewage problems at that end of the beach.

V. Elcoate said there were issues with an interceptor trap outside the Boat Building Academy and they believed this was a town council asset. She asked if the town council could look into this and replace it if necessary.

V. Elcoate said she was concerned a date had not yet been set for the next bathing water quality meeting, as all the issues in the report were issues which would be raised

at those meetings. She said she understood SWW and the Environment Agency had not provided their availability for a meeting.

The deputy town clerk said he would keep chasing both organisations to set a date.

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** that the council writes to South West Water to ask them about the recent problem requiring the movement of sewage by tankers and high E Coli levels measured by the Environment Agency in the River Lim at that time and to ask for a full explanation for this.

V. Elcoate said the RLAG wanted to offer members and council staff a walk along the river to learn more about the issues. She suggested the office contacted them to arrange a date.

Cllr P. May asked if the interceptor trap at the Boat Building Academy was a town council asset and whether the council had been aware of issues with it in the past.

The deputy town clerk said he was aware there was an issue there and he was aware of the council's responsibilities in the chalet and caravan site and western beach, where pumps were maintained and paid for by the council. However, he was not aware of this responsibility outside the Boat Building Academy but this could be looked into.

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** that the council further investigates the interceptor trap outside the Boat Building Academy, establishes who is responsible for it, and instigates by whatever means necessary any remedial work.

R. Thomas was invited to speak by the chairman.

R. Thomas said as part of the campaign to get Church Cliff Beach redesignated as a bathing beach, the survey of beach users recorded 114 users on one day and 105 on another, so they had met the criteria of 100 bathers. He said the application had to be submitted to Defra by 31 October 2023, although it would be submitted before then, and the outcome would be known by April 2024. He said RLAG was reasonably confident of success.

Cllr P. May asked if the public consultation was still live.

R. Thomas said the public consultation was now closed and it was noted the council was no longer required to publicise it.

Cllr S. Cockerell asked if any potential changes in dog restrictions would affect this beach.

R. Thomas said the dogs on the beach restrictions were separate and had nothing to do with the application.

G. Roberts was invited to speak by the chairman.

G. Roberts outlined the main findings of the ecological survey of the River Lim, which would provide specific evidence of the state of the river. He said the report was currently in draft form but they hoped to have the final report available for the next meeting of this committee. He said recommendations would come from the RLAG of what they felt were the priorities to get the river back to fully sustainable status. He said he hoped they could pull together some affordable options to do this.

G. Roberts referred to the invasive species in the river, primarily Himalayan Balsam and Japanese Knotweed, and said the group would like to develop a strategy to tackle these. He said once Himalayan Balsam was established in a river, it was nearly impossible to get rid of, but he felt within three years it could be eradicated with volunteer effort and the involvement of the council and perhaps local businesses.

Cllr B. Bawden said DC was going to set up a working group on rivers and was very interested on the work being done on the River Lim.

It was acknowledged the RLAG would require funding at some point to help with some of the improvement projects and that any requests could be funded out of the environment budget.

Cllr P. May left the meeting at 8.23pm.

Proposed by Cllr R. Smith and seconded by Cllr S. Cockerell, members agreed to **RECOMMEND TO FULL COUNCIL** to thank the River Lim Action Group and associated groups for all the work they do to support the natural environment of the town.

Cllr P. May returned to the meeting at 8.25pm.

23/23/ENV Environment Policy

Cllr C. Aldridge suggested paragraph 1.1 specifically referred to businesses and the council's tenants and it was suggested it be amended to 'The council will encourage and influence the public, suppliers, businesses, tenants and other stakeholders'. She also suggested section 7 about transport included a reference to the council's traffic and travel working group.

Cllr P. May said the policy looked at the travel impact as an organisation, rather than the travel issues the working group had been looking at from a town point of view. He said it was intended the policy was reviewed annually so perhaps as a result of the progress made by the working group, the policy could be amended accordingly.

Cllr P. May said the version of the policy included in the agenda was not the version which had been agreed by the working group as several sections had been removed or amended, although he wasn't sure who had made those amendments. He asked about the use of glyphosate products for tackling invasive species as he believed the council had agreed these products should only be used as a last resort.

The acting operations manager said non-glyphosate products had been trialled but they didn't work on Japanese Knotweed or mare's tail so it was agreed with the operations manager glyphosate could be used for these species.

Cllr P. May said the policy asked for staff to be carbon literacy trained during their six-month probation but he understood the standard position was staff would be trained in the area they worked.

The deputy town clerk said there was a view the best use of staff time was that training was focused on the job the employee did rather than just generic training for every employee.

Members discussed the section of the policy which said the council would favour 'green' vehicles where possible. The acting operations manager said the green vehicles already purchased had been satisfactory but were expensive to purchase and to run. He said the council needed to balance the preference for 'green' vehicles with best value for money.

The deputy town clerk suggested the policy could be amended to say 'The council will consider the most suitable green alternative when purchasing vehicles'.

Cllr C. Aldridge asked if section 8 about cleaning, maintenance and waste could include a reference to influencing the council's tenants in these requirements.

Cllr B. Bawden said there was no reference in the policy to influencing and engaging the community and no reference to government targets. She also felt paragraph 3.5 was contradictory when referring to both 'improving and reducing' environmental impacts.

The support services manager suggested as there were so many proposed amendments and there was concern the draft policy was not the one the working group had agreed, it be referred back to the working group for further discussion.

Proposed by Cllr R. Smith and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to refer the draft Environment Policy back to the working group for further development, with support from the appropriate officer.

23/24/ENV 2024-25 Budget Proposals

The deputy town clerk said every committee had been asked for its thoughts on objectives to feed into the budget-setting process for 2024-25; however, if members continued to support the office refurbishment, funding for other objectives would be very limited next year and for the following two or three years. He confirmed the dedicated environment budget of £25k was already allocated in the 2024-25 budget.

The deputy town clerk said very little of the environment budget had been spent this year and as it wasn't normal procedure for a budget to roll over to the next financial year, he advised the committee to think about how it could be spent.

Cllr B. Bawden said she wanted the council to think about a residential sports and learning centre at Strawberry Field as one of its objectives. She also suggested a car-free day, which may require some funding, as well as manpower.

Cllr P. May suggested as the environment budget was unspent for this year and was already allocated in the 2024-25 budget, there were no additional objectives from this committee to feed into the budget-setting process.

The deputy town clerk suggested there be an item on the next agenda to allow members to discuss how to spend the 2023-24 environment budget.

Cllr P. May suggested as the community groups who had presented to the meeting had mentioned future projects, the committee could set aside £5,000 of the environment budget to cover those projects.

Cllr R. Smith said it would be preferable to have a specific request for the next meeting.

Proposed by Cllr R. Smith and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** not to suggest any Environment Committee objectives for 2024-25 to feed into the budget-setting process.

23/25/ENV Promoting Wildlife and Biodiversity

Cllr P. May asked why the triangle of land near the Mary Anning statue would require more than half of the proposed budget to create a wildflower meadow.

The acting operations manager said this was due to the size of the site and the work required to clear and re-plant it.

Cllr B. Bawden said she understood the Marine Theatre believed it owned that land.

The deputy town clerk said the ownership of the land was complicated but the vast majority was owned by the town council and a small section was owned by DC.

Cllr B. Bawden asked if the costings included signage.

The acting operations manager said the costings only included the plants and manpower.

Cllr C. Aldridge asked if there were any thoughts about further developing the area near the table tennis. She said the land below the gazebo was also suggested as an area for invertebrates.

The acting operations manager said there were no further plans for the area near the table tennis. On land below the gazebo, hardier, all-year-round shrubs would be needed because it was an exposed and windy area.

Cllr B. Bawden asked what the plans were for the wildflower bed below the Alexandra Hotel.

The acting operations manager said as it was such a windy location, the wildflowers looked good for around two weeks but in the winter they looked like weeds. As such, a moon garden had been established with shorter stock and hardier plants, attracting moths and other invertebrates.

Cllr B. Bawden asked about the plans for a sensory garden.

The acting operations manager said it wasn't part of this project. He said a sensory garden could cost around £10k to make it accessible for all disabilities.

Cllr B. Bawden asked if there was a baseline assessment of the gardens and whether any of the planting initiatives had improved biodiversity.

It was agreed this should be an item on the next agenda.

Proposed by Cllr P. May and seconded by Cllr S. Cockerell, members agreed to **RECOMMEND TO FULL COUNCIL** to introduce further wildlife friendly and biodiversity planting in the Lister Gardens next to the table tennis compound, in the area on the lower side of the gazebo, on land adjacent to the Marine Theatre, and on the bank next to Lyme Regis Football Club, at a total cost of £7,448, to be funded from the environment budget.

23/26/ENV Electric Vehicle Charging Points

The deputy town clerk said he believed there may be an error in the figures as he didn't believe the council made a surplus on the supply of electricity for electric vehicles.

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** that the report on electric vehicle charging points is re-presented to the Environment Committee with more accurate and researched data to outline the true cost of what the council is paying for each kwh on the charging points and to re-emphasise the council's stated policy that it will charge cost plus 10p per kw and not exploit their use.

Cllr B. Bawden asked that the report included an explanation of the arrangement with Pod Point.

The meeting closed at 9.28pm.

LYME REGIS TOWN COUNCIL

HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 13 SEPTEMBER 2023

Present

Chairman: Cllr G. Stammers

Members: Cllr B. Bawden, Cllr M. Ellis, Cllr B. Larcombe, Cllr D. Sarson, Cllr G. Turner

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

23/14/HR Public Forum

There were no members of the public present.

23/15/HR Apologies

Cllr C. Aldridge – holiday
Cllr P. May – holiday
Cllr C. Reynolds – illness

23/16/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 14 June 2023

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, the minutes of the meeting held on 14 June 2023 were **ADOPTED**.

23/17/HR Disclosable Pecuniary Interests

There were none.

23/18/HR Dispensations

There were none.

23/19/HR Matters arising from the minutes of the Human Resources Committee meeting held on 14 June 2023

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

Cllr D. Sarson asked if there had been a good response to the job vacancy.

The town clerk said the response was better than anticipated; there were eight applicants and five would be interviewed.

Cllr B. Larcombe asked if it was made clear this was a temporary post with no possibility of extension.

The support services manager said it was outlined in the advert and would be made clear to the successful applicant.

Evening seafront attendant

Cllr M. Ellis said as there were no applicants for this post, she was concerned about recruitment for next year and felt the council needed to be more proactive and advertise the post earlier.

The town clerk said the council decided not to have an evening seafront attendant but then changed its mind so it was advertised late in the year. He said the Town Management and Highways Committee had decided to employ attendants much earlier in the season, but there was a budget implication to this, which would need to be agreed through the budget-setting process. If agreed, he said the council could try and engage with students from the Woodroffe School.

Cllr M. Ellis asked if members could have a post-summer review to the Town Management and Highways Committee so members could see the positives and negatives and prepare for next year.

23/20/HR Update Report

Amenities assistants

It was confirmed that when the wedding stewards were covering shifts at the amenities hut, they were paid the rate for the role, rather than the rate they were usually paid as wedding stewards.

23/21/HR Human Resources Committee – Objectives

Cllr B. Larcombe asked if the training requirements related to Carbon Literacy would come under the Environment or Human Resources Committee.

The town clerk said it was understood the council already had silver accreditation from the Carbon Literacy Organisation because the council had been invoiced for it. He said when the council sets the budget for 2024-25, this would include a budget for training but it had been agreed not all staff would be put on the silver level training and that training would be tailored to specific jobs.

23/22/HR 2024-25 Budget Proposals

Cllr B. Larcombe asked if staff were comfortable with the level of IT and whether there were any gaps that needed to be filled in terms of awareness and skills.

The town clerk said the competency level was good within the office and if any employee said they needed to improve in a particular area, a course would be found to train them.

Cllr B. Larcombe asked if there was a training package available to help with the objective to go paperless.

The town clerk said he felt staff could manage this themselves but it had been pushed back because it was labour intensive.

Cllr B. Bawden said the Parish Online system could help the council make information publicly available at a relatively low cost and suggested they were asked to do a presentation of their services to the council.

Cllr B. Larcombe asked if there was a training need for the operations manager to manage the asset management register.

The town clerk said it was hoped the new property and projects assistant would be able to take on this work.

The town clerk said there had been discussions with the acting operations manager and acting operations supervisor about management training, which could be resourced in this year's training budget as there was an annual budget allocated for these purposes. However, if the council wanted to do a proper induction and development programme for the new council administration and deal with some of the member relationship issues, this would cost a significant amount.

Cllr M. Ellis suggested a budget for unexpected employment issues.

The town clerk said there was already a contingency built into the staffing budget.

Proposed by Cllr D. Sarson and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to allocate £20,000 in the 2024-5 budget for induction and development work with the new council administration.

23/23/HR

To receive the minutes of the Health and Safety Committee meeting held on 7 September 2023

Cllr D. Sarson said the acting operations manager had done very well in covering the meeting and health and safety matters.

Proposed by Cllr D. Sarson and seconded by Cllr G. Stammers, the minutes of the Health and Safety Committee meeting on 7 September 2023 were **RECEIVED**.

23/24/HR **Pregnancy Loss Policy**

Cllr M. Ellis said it was important for the council to have this policy in place as pregnancy loss was a bereavement.

Cllr B. Larcombe said the policy defined what the council should do as an employer but also pointed towards provisions already in place. He asked what the council's policy was on compassionate leave.

The support services manager said the town clerk had the discretion to grant up to 10 days' paid compassionate leave and 10 days' unpaid and this would apply to pregnancy loss. However, the specific timescales were not defined in the employee handbook.

Cllr B. Larcombe said he felt it would be helpful to have a framework to manage employees' expectations.

The town clerk said he was happy to make the decision based on the individual situation and he always tried to be reasonable in the length of time granted. He said he would normally grant five days for an immediate family member but this wasn't set in stone and having a firm set of rules could make things quite difficult to manage.

Cllr G. Stammers said there was a reference in the policy to 'pregnant people' and asked that this be changed to 'pregnant women'.

Proposed by Cllr M. Ellis and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the proposed pregnancy loss policy, with an amendment to paragraph 4.2 to replace 'pregnant people' with 'pregnant women'.

23/25/HR **Employee Time Recording**

Following a request from the Strategy and Finance Committee to discuss this, the town clerk said the council could consider introducing systems for recording the time staff worked but there wasn't really an issue that needed resolving. He said external works' staff now went straight to their work area and a manager and supervisor knew where they were. The system worked and there was a high level of trust so if the council did introduce a system of time recording, staff would see this as a trust issue.

The town clerk said he felt it would be a step backwards, setting up clocking in systems around the town, which would also have a cost implication.

Cllr M. Ellis asked how wedding stewards recorded their time.

The town clerk said they were paid a set two hours per ceremony, although officers could check when the alarm system was turned on and off if necessary. For other lone workers, such as the cleansing operative, he had a set round and if work was not completed, the line manager would know there was an issue. In the case of all external works' staff, the town clerk said the acting operations manager knew what work had been completed

against the work that had been allocated so there were plenty of checks and balances that could be carried out.

Cllr B. Larcombe said on a number of occasions when he had called the office, staff had told him they didn't know if another member of staff was in that day.

The town clerk said he wanted staff to be aware of everyone else's whereabouts and if they were going out; he said this would be discussed with staff and managers should be setting an example.

23/26/HR Employee Assistance Programme

Proposed by Cllr B. Larcombe and seconded by Cllr G. Stammers, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential information relating to an individual within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

23/27/HR Fraud

Proposed by Cllr B. Larcombe and seconded by Cllr G. Stammers, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential information relating to an individual within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

23/28/HR Employee Exit Interviews

Proposed by Cllr B. Larcombe and seconded by Cllr G. Stammers, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential information relating to an individual within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

23/29/HR Gardener and Maintenance Person (post holder 204), Six-Month Probation Review

Proposed by Cllr B. Larcombe and seconded by Cllr G. Stammers, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential information relating to an individual within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to

the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

23/30/HR Gardener and Maintenance Person (post holder 215), Six-Month Probation Review

Proposed by Cllr B. Larcombe and seconded by Cllr G. Stammers, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential information relating to an individual within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

23/31/HR Exempt Business

a) Employee Assistance Programme

Cllr B. Larcombe asked if the programme could be extended to members.

The support services manager said she would find out and report back to the Full Council meeting.

Cllr B. Bawden felt this was a good benefit for employees as everyone was much more conscious of mental health and it was helpful to have an organisation removed from the council for employees to be able to talk things through.

The town clerk said it also offered an extra layer of protection if an employee took the council to an employment tribunal.

Proposed by Cllr D. Sarson and seconded by Cllr B. Bawden, members agreed to **RECOMMEND TO FULL COUNCIL** approve the introduction of an employee assistance programme, to appoint PAM Wellbeing to provide this service, and to look into whether the service could be extended to members.

b) Fraud

The support services manager read out a letter which the relevant manager had asked to be presented to the committee.

The town clerk said discussions had taken place with the relevant line manager regarding an issue with timesheets as they had been signed off for two years without picking up the discrepancies. He added that submitting inaccurate timesheets was gross misconduct and the council could dismiss the staff involved, although there was no suggestion of this.

Cllr B. Larcombe said as the timesheets were signed off by the line manager, this would be part of the employees' defence because they were authorised. He said he had previously suggested the supervisor line managed the staff involved because he had

more visibility of them. He asked if the supervisor knew of the discrepancies with the timesheets.

The town clerk said the supervisor was not aware of the discrepancies with the timesheets but was now managing the staff involved.

Cllr B. Larcombe asked the town clerk what he intended to do in relation to the line manager.

The town clerk said he would inform the line manager that the letter had been read out at this meeting.

Members agreed they understood the issues involved but the matter still had to be addressed with the line manager.

c) Employee Exit Interviews

Cllr B. Bawden said the interviews didn't make for comfortable reading and asked if the employees could be asked if they would be happy, given the number of references to members, for members to see the full exit interviews.

Cllr M. Ellis agreed members should see the full exit interviews as all the issue the raised were of members' concern because they could make changes.

The town clerk said he would be happy, with the employees' consent, to provide the full interviews to members but there was no obligation on them to consent. He asked members to bear in mind that when some employees left the organisation, they had issues which may have caused them to leave and therefore mainly negative comments would come across in their interviews.

Cllr M. Ellis asked if any of the issues raised by the two employees had been brought up during their annual appraisals.

The town clerk said some of the issues had been brought up during their appraisals.

Cllr B. Larcombe said there was no requirement for an employee to have an exit interview but they did have the right to ask for an interview. He said the two employees could write to members at any time with their views, it didn't have to be part of an exit interview, and how members responded was in their gift.

Cllr B. Bawden said if members didn't know employees' concerns, they were less able to be effective as an employer.

Cllr M. Ellis said in her own workplace, employees were asked to do a regular talk back survey and suggested this was something the council could consider so members knew how employees were feeling and being treated by managers. She said the issues could then be dealt with as they were happening, rather than when they left.

Cllr B. Larcombe said as the council was such a small organisation, he felt it would be a sad state of affairs if there had to be a survey of employees to find out what the issues were.

Proposed by Cllr B. Bawden and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to ask the two former administrative and community engagement assistants if they would be willing for members of the Human Resources Committee to see their full exit interviews.

d) Gardener and Maintenance Person (post holder 204), Six-Month Probation Review

Proposed by Cllr G. Stammers and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the gardener and maintenance person's (post holder 204) continued employment with the council, effective from 20 August 2023.

e) Gardener and Maintenance Person (post holder 215), Six-Month Probation Review

Proposed by Cllr G. Stammers and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the gardener and maintenance person's (post holder 215) continued employment with the council, effective from 20 August 2023.

The meeting closed at 8.54pm.

LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 11 OCTOBER 2023

Present

Chairman: Cllr P. May

Councillors: Cllr C. Aldridge, Cllr B. Bawden, Cllr S. Cockerell, Cllr R. Doney, Cllr M. Ellis, Cllr P. Evans, Cllr R. Smith, Cllr G. Turner

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

23/24/SF Public Forum

M. Dixon

M. Dixon, chairman of Lyme Regis Gig Club, spoke in relation to agenda item 18, Expressions of Interest for Use of the Jubilee Pavilion.

Cllr M. Ellis arrived at 7.01pm.

M. Dixon said Lyme Regis Gig Club was established in 2007 as a way of offering people of all ages a low-cost way of keeping fit and having fun by using the sea as a medium and rowing Cornish pilot gigs. He said they had since expanded and now had over 150 members, primarily local people, and providing a low-cost way of keeping fit continued to be central to the way the club was run. He said he had been involved in looking at how important keeping fit was to the health and wellbeing of people, both local people and visitors. M. Dixon referred to all the problems the NHS was having in providing services and he said the best way to avoid being put into difficult positions was for people to not go there and to maintain fitness and wellbeing if they could. He said the club had expanded over the last few years to provide indoor rowing with Concept 2 rowing machines and it was now a British Rowing accredited indoor rowing club. He said Olivia Chuter ran the indoor rowing club and they had been fortunate over the last 18 months to be able to use the Jubilee Pavilion as a fitness suite. M. Dixon said they would like to expand what they were doing and look at ways to provide more integrated opportunities for people to keep fit by using existing infrastructure and using the Jubilee Pavilion as a focal point. This would involve continuing to run rowing and helping people to understand what other fitness opportunities there were in town. He asked members to look favourably on the proposal.

O. Chuter

O. Chuter spoke on the same agenda item. She said she was an indoor rowing instructor and physiotherapist working with patients with a neurological condition. She had been working as an indoor rowing instructor for a year and she was passionate about developing a local health and fitness centre and to continue to help residents of Lyme Regis and the local community. She said for the last 18 months, the Lyme Regis Indoor Rowing Centre had been run from the Jubilee Pavilion and they had implemented regular gig club competitive training sessions, learn to row fitness sessions, pay as you go classes to the local population, a Woodroffe School rowing club and Scouts and Explorers fitness sessions. O. Chuter said this had offered the community an accessible venue to meet and exercise. She said it had already provided individuals new to exercise or those returning to exercise a safe, fun and socially interactive opportunity to reconnect with physical activity. She said in a recent survey with current pay as you go members, the main reasons to attend a rowing class were fitness, group exercise, social interaction and mental wellbeing. She said they were extremely keen to extend health and fitness opportunities to all ages and abilities. O. Chuter said further plans included developing links with local GPs to offer those who may ordinarily struggle to access exercise classes and developing links with local services supporting those with illnesses such as Parkinson's, cancer, mental health conditions and strokes. She said they also planned to increase links with schools and youth services to provide an avenue for younger community members, to empower them and provide them with healthy hobbies and interests. She said they wanted to develop junior and young adult gig teams to provide the younger generations with competitive opportunities and provide exercise classes specific to young women, mothers and ladies to improve self-esteem, lessen anxiety and encourage a return to exercise, as well as providing the opportunity to mix with like-minded individuals. O. Chuter said they wanted to work alongside existing local community health and fitness specialists, allowing community members to access multiple interests and fitness opportunities and they would advertise and disseminate information through social media, online forums and public shop window displays. She said the pavilion was originally designed and gifted to the community and they were passionate about retaining it for community use. She said they wanted to develop the Jubilee Pavilion not as a money-making venture but as a modern community asset for all those living in Lyme Regis and the surrounding area. She said members were welcome to go and observe a class, speak to current class members or even participate in a class themselves.

N. Ball

N. Ball said he wanted to highlight priorities and outcomes from engagement surveys. He referred back to council consultations in 2017, 2019 and 2022 when one of the priorities that came in the top three of each of these surveys was the improvement and development of the town bus service, with it being ranked as the second most important thing in 2022. He said unfortunately this project seemed to have become stagnant and the improvement didn't seem to have been encouraged to increase its use, both with locals and visitors. N. Ball said he wasn't sure why some simple changes to an existing commitment had not been explored and put into place as it was six years since the initial consultation took place. He said if this related to funding, this did not go down well with

many people, due to the regular demands for funding on an unbudgeted basis for projects that were not necessarily the priority or responsibility of the town council. He said a recent ad hoc grant of £25k came to mind. N. Ball said perhaps it was time to step back and reconsider the priorities on the council's list and look at them in a more simplified, common sense sort of way. He said perhaps officers who were analysing the results wished to influence the priorities of the townspeople. He said this came across in a report in 2022 when the opening line in the analysis of the results for improvement to the bus service was as follows: 'There was general agreement that the service was not to be reduced in any way. There was a small number who were unsure or did not feel any improvements were required'. N. Ball said this didn't come across as encouraging, for the suggestion to then be the second most important priority. He asked members if they felt they had the final decision over officers and whether all points were put across fairly and neutrally for them to analyse on agendas and reports as he would consider this wasn't always the case. He said he would like to meet with two members from the traffic and travel working group and the deputy town clerk to discuss the possibilities and highlight some of the issues and he looked forward to someone contacting him to arrange this.

Cllr R. Smith arrived at 7.10pm.

C. Matheson (read out by an officer)

C. Matheson spoke in relation to agenda item 18, Expressions of Interest for Use of the Jubilee Pavilion. She said Little Green Change was a new, non-profit social enterprise based in Lyme Regis. She said since they launched on 1 September 2023, they had already linked with numerous national and local charities, organisations, and schools and also featured in a number of press articles including in the Dorset Echo, and the Bridport and Lyme Regis News for their work with children from both secondary and primary schools. She said they had submitted an expression of interest to use the Jubilee Pavilion on a regular, part-time basis, as they felt the building would benefit from multi-organisational use, and they hoped to host many local events, competitions and environmental activities from there in the coming months and years.

L. Pritchard (read out by an officer)

L. Pritchard spoke on agenda item 14, Review of Charges. She said she wished to ask once again for the council's leniency when considering the hire charges for the Marine Parade Shelters by keeping them at the current rates through to 31 March 2025. She said an increase of any sort would be detrimental and businesses were unable to keep absorbing increases. She said a review of her turnover showed a downturn of over 40% based on the previous year, which was no real surprise given the ongoing state of the economic climate. L. Pritchard said a common remark made by customers and visitors was the cost of car parking because now at £15 per day, it was stopping many from staying the whole day, thus not giving them time to eat, stay, relax or shop, missing all that all the unique businesses had to offer. She asked that traders were not required to pay all fees up front in advance as this was forcing them to borrow money in order to secure their trading. She said shops didn't pay their rates in advance and with reduced sales turnover and the actual cost of living, it was harder and harder to get and stay ahead for financial stability. L. Pritchard said she agreed traders should complete forms

for the year but she felt it was fairer to pay two months in advance at a time. She said she had some further ideas she would like to put forward and officers had agreed to receive these in due course.

23/25/SF Apologies for Absence

Cllr B. Larcombe – holiday
Cllr C. Reynolds – illness
Cllr D. Ruffle – holiday
Cllr D. Sarson – holiday
Cllr G. Stammers – holiday

23/26/SF Minutes

Proposed by Cllr M. Ellis and seconded by Cllr G. Turner, the minutes of the meeting held on 12 July 2023 were **ADOPTED**.

23/27/SF Disclosable Pecuniary Interests

Cllr R. Smith declared a non-pecuniary interest in agenda item 18, Expressions of Interest for Use of the Jubilee Pavilion, as he was a member of Lyme Regis Gig Club.

23/28/SF Dispensations

There were none.

23/29/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 12 July 2023

Dog-related Public Space Protection Order

Cllr B. Bawden said she and Cllr D. Sarson had attended the committee meeting at Dorset Council (DC) when the Public Space Protection Order (PSPO) was discussed and make strong representations that the recommendation for dogs to be allowed off lead on the beach in the winter didn't reflect the local preference. She said the committee voted to listen to them but it was only a recommendation to the Cabinet in November.

Cllr B. Bawden said she was meeting the following week with the relevant DC officers to show them the areas that were safe for dogs to exercise off-lead, even if the owner had limited mobility.

The town clerk said he had written separately to DC about the construction of the consultation survey and how it restricted the respondent's options.

23/30/SF Update Report

There were no updates.

23/31/SF Strategy and Finance Objectives

Cllr R. Doney was concerned the committee wasn't focusing enough on strategy and the future and all the objectives were based around maintaining and doing things.

The town clerk said if the council agreed to allocate funds for member development at the beginning of the new administration, one of the things which would be picked up was the development of strategy and purpose. He said if the council was stuck on an issue, it would then have an overarching strategy to refer to.

23/32/SF The Process for Approving the 2024-25 Budget¹ and Five-Year Financial Plan 2024-29

The town clerk outlined the process for approving the 2024-5 budget and five-year financial plan 2024-29.

23/33/SF Statement of Internal Control, Risk Management Policy and Annual Risk Assessment

Cllr R. Doney asked if any of this was materially different to what had been presented in previous years.

The town clerk said in terms of risk, the issues with DC were greater than last year, which was related to Bournemouth, Christchurch and Poole (BCP) Council being under financial pressure, which could lead the government to direct DC to intervene. He said this would have a significant knock-on effect on the town council and DC still had financial pressures of its own.

The town clerk said although there had been other changes in the risk register, none of them were material.

Cllr B. Bawden said she had been assured DC would not be asked to take responsibility for BCP Council. The town clerk said it was sensible to keep this in the risk register.

Cllr M. Ellis was concerned the score for expenditure control had been reduced in the risk register, especially as there was a recommendation from another committee to give £25,000 to the Marine Theatre. She said there were too many items of unbudgeted expenditure being agreed in-year.

The town clerk said although there were items of unbudgeted expenditure being agreed, the mechanism was working as requests were brought to the council and members were informed of the consequences of approving the expenditure. He said there was good control over finance and expenditure and it was a political decision whether to approve unbudgeted expenditure.

¹ The 2024-25 budget includes the precept.

The town clerk said member behaviour was still a risk; although things had become calmer, there were still some underlying issues.

Cllr C. Aldridge asked whether there needed to be some kind of mitigation for the operations manager being on sick leave as he was the health and safety officer.

The town clerk said having one person in the organisation who was health and safety trained was sufficient so he wouldn't propose anyone else being trained at this point, although it was perhaps something the council could consider in the future for the acting operations manager. He said the council was still on top of its health and safety requirements; the annual health and safety audit had been commissioned and the Health and Safety Committee was still meeting.

Cllr B. Bawden said an emergency planning officer from DC was coming to speak to Lyme Regis and Uplyme councils so this might help with the town council's emergency planning procedures.

The town clerk said the council already had an emergency planning procedure, which was reviewed annually and involved council employees acting as the first response in an emergency.

Proposed by Cllr R. Smith and seconded by Cllr R. Doney, members agreed to **RECOMMEND TO FULL COUNCIL** to note the statement of internal control and the town clerk's observations, to approve the risk management policy, the standard annual risk assessment and the risk register.

23/34/SF Budget Performance, 1 April – 31 August 2023

The finance manager said the council started the year with a cash position of £1.634million but this was reduced to £1million to release funds for projects. She said the report updated members on projects and variances on income and expenditure throughout the year; income was up and expenditure was on target.

Cllr C. Aldridge questioned the expenditure of £13,500 on the sculpture trail as she hadn't realised the council had spent anything on the project this year.

The town clerk said £18,000 had been allocated to the sculpture trail over three years. He said a discussion had taken place with members about a coronation bench in conjunction with the Boat Building Academy and the expenditure needed to come from somewhere, so it had been allocated against this budget. He said members had been updated through the Tourism, Community and Publicity Committee.

Cllr C. Aldridge said she didn't understand the council had agreed this and asked if the sculpture trail still had its allocation of £18,000.

The town clerk said the project still had an allocation of £18,000, minus the £13,500 spent. However, if members wanted to allocate that spend to another budget, this could be done.

The deputy town clerk clarified that the £13,500 expenditure in 2023-24 included the bench and also assumed the £6,000 for this year, which had yet to be spent. He said some of the £6,000 would be spent on the Parklife event which took place recently, although the final amount wasn't known yet. He added that all the sculptures currently in the gardens had been retained for the current year at no charge to the council, other than repair costs.

It was agreed a report on the sculpture trail and related expenditure would go to the next Tourism, Community and Publicity Committee.

23/35/SF Office Project and Associated Issues

Proposed by Cllr P. May and seconded by Cllr M. Ellis, 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.

The deputy town clerk said members were being asked to consider this report at this point in the meeting because the potential cost of the office project was significantly higher than any other item of expenditure in the budget, so members needed to think seriously about the project before discussing the 2024-25 budget. He said the council had previously agreed this would be the only project for 2024-25, with an estimated cost of £500k, but a quantity surveyor had since been appointed, who estimated the amount was likely to be £750k, which had been included in the draft budget.

The deputy town clerk said he and the quantity surveyor felt that inevitably, unexpected issues would come to light during the works, so costs were likely to increase further. He said contractors would have a pessimistic view about the risks involved with this project, such as the age of the building, its condition, its location next to a main road, the requirement to work during the winter, and the strict timescales on road closures, and they would price that risk into the project, if they were prepared to price at all.

The deputy town clerk said a price could be estimated but until the tenders were returned, the actual figure was unknown and it was possible the figure included in the budget would not be enough. He felt it was entirely possible the cost could reach £1million and he advised members to be very conscious of this in deciding whether to proceed with the project.

The deputy town clerk said if the council did decide to proceed, it would also need to make decisions about decant space and the need to pull forward some of the budget allocated to the project for next year to this year, because work was already being carried out on the project. He suggested £50k would need to be pulled forward.

Cllr P. Evans said when a decision was first made to proceed with the project, he couldn't believe members thought it would potentially cost £1million and suggested the council should now consider alternatives.

Cllr M. Ellis agreed the council shouldn't go ahead with the project and felt it would be better to sell the building and go elsewhere.

Cllr C. Aldridge asked if the council would be able to sell the building, given its condition and potential problems.

The deputy town clerk said there had been previous suggestions the council couldn't sell the building without incurring some of this expenditure but he fundamentally disagreed. He said most of the work the council would do was about creating a better office but the demand for office space in Lyme Regis was negligible and at a very low value; spending a lot of money on it wouldn't do much to increase its value as an office.

The deputy town clerk said if the building was sold, its most likely use would be as a residential dwelling or holiday let and he pointed out there was also a development site next to the building. He said if someone bought it for these purposes, spending a lot of money altering it would be entirely wasted and would not increase its value because the buyer would want to gut it.

Cllr R. Doney felt the building should be sold and staff should be put into a more modern setting.

Cllr R. Smith said although he was previously in favour of retaining the office, he saw the warning lights of a public sector project getting out of control and he felt it would create a great deal of embarrassment for the council.

The deputy town clerk said the quantity surveyor's full report would be available in time for the Full Council meeting on 25 October 2023, so whatever recommendation came from this meeting, there would be a full report to the Full Council.

Cllr S. Cockerell asked if it was possible to have the building assessed for saleability.

The deputy town clerk said this was done as part of an earlier process, although it was a desk-top exercise rather than market tested. He said the figure was surprisingly low and in his opinion, understated as it didn't consider the value of the site to the side of the building.

Cllr B. Bawden didn't feel the council could make a decision on the office without knowing what the alternative options were.

The town clerk advised members not to delay making a decision while it looked at other options. He said this committee could make a recommendation to Full Council and supplementary information would be provided to Full Council.

Cllr M. Ellis suggested the council secured Unit 2 at St Michael's Business Centre at this point to ensure there were options for accommodating staff.

Proposed by Cllr M. Ellis and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** to take out a short-term lease of Unit 2 to safeguard its availability.

Proposed by Cllr M. Ellis and seconded by Cllr P. Evans, members agreed to **RECOMMEND TO FULL COUNCIL** not to proceed with the project to refurbish the council office and to look for alternative office facilities, subject to a further report to the Full Council meeting on 25 October 2023.

23/36/SF Budget and Precept 2024-25 and Five-Year Financial Plan 2024-29

The finance manager said only known costs had been included in the budget and Consumer Price Index (CPI) increases had been taken into account. She said the budget excluded any objectives and any assumptions on fees and charges. She said the effect of inflation would hit the council hard, so this would affect the surplus over the next five years.

The town clerk said the council may have to make some unpopular decisions in terms of discretionary charges and to give serious thought to material increases to ensure the council's financial position wasn't weakened. He said the council had a good reputation of supporting local organisations and maintaining its assets and it needed to ensure it didn't lag behind.

Proposed by Cllr M. Ellis and seconded by Cllr S. Cockerell, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the 2024-25 base budget and assumptions and approve the base five-year financial plan.

23/37/SF Review of Charges

The finance manager said the council's expenses had increased by £126k from last year so it was important for members to bear this in mind while setting charges.

The town clerk reminded members the council's approach had always been to minimise the impact of increases on residents as much as possible and to look at increasing charges for services which primarily benefited visitors.

Precept

It was suggested the precept shouldn't be increased as the council was a profit-making organisation and it gave grants to local organisations. However, it was pointed out this council's precept was lower than any other council in the area and it had only been increased once in the last 12 years.

Proposed by Cllr R. Doney and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** not to increase the precept for 2023-24, set at £132,779.

Cart Road beach hut hire

Proposed by Cllr P. May and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to set 2025 Cart Road beach hut hire charges as follows:

	Daily Rates 2025	Weekly Rates 2025
January– Easter	£6	
Easter Holiday		£70
April – Spring Holiday	£13	
Spring Holiday		£75
June		£70
2 July – 16 July		£100
23 July- August		£180
September	£16	
October	£9	
November- December	£7	
Christmas and New Year		£100
Winter Season	£200	
Summer Season	£1,300	
Annual	£2,000	

Alfresco licences

Proposed by Cllr C. Aldridge and seconded by Cllr R. Smith, members agreed to **RECOMMEND TO FULL COUNCIL** to set alfresco licence charges for 2024-25 as follows:

	2023/24
Covers	£143
Single Chairs	£20

Bell Cliff advertising boards

Proposed by Cllr M. Ellis and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to set Bell Cliff advertising board charges for 2024-25 at £150.

Several members raised concerns about several of the advertising boards for taxi companies being owned by the same company, which was based in east Devon. It was agreed a report would be brought to the relevant committee to discuss this further.

Marine Parade Shelters

Cllr M. Ellis said she acknowledged the comments made in the public forum about the traders' costs increasing, but costs were also increasing for other businesses in Lyme Regis and traders in the shelters were taking business away from the local traders.

Cllr C. Aldridge said she understood the traders' costs were increasing, but the council's were too.

Proposed by Cllr M. Ellis and seconded by Cllr P. Evans, members agreed to **RECOMMEND TO FULL COUNCIL** to set the 2024-25 charges for the market area at £150 and the performance area at £200.

Proposed by Cllr M. Ellis and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to set Marine Parade Shelters charges for charities, not-for-profit organisations and schools for 2025-26 as follows:

Categories	2024-25
DT7 postcodes	£20
Within a 10-mile radius of the offices	£25
Outside a 10-mile radius of the offices	£30
National charities (per hour)	£25
Not-for-profit community events and festivals hiring the shelters	At the discretion of the town clerk

Proposed by Cllr M. Ellis and seconded by Cllr S. Cockerell, members agreed to **RECOMMEND TO FULL COUNCIL** to set Marine Parade Shelters charges for commercial or private hire for 2025-26 as follows:

Area	2024/25
Langmoor Room	£15
Market area	£150
Performance area/ top of shelters (Commercial)	£200
Hire of Performance Area for Performance	£70
Hire of any section on top of the shelters	At the discretion of the town clerk

Amenities

Proposed by Cllr M. Ellis and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to set amenities charges for 2024-25 at adult mini golf, £4.50; child mini golf, £2.50; and table tennis, £2.50 per person.

Weddings and civil marriages

Proposed by Cllr R. Doney and seconded by Cllr B. Bawden, members agreed to **RECOMMEND TO FULL COUNCIL** to set weddings and civil marriages charges for 2025-26 as follows:

Monday-Friday	£450
Weekends/BHs	£550

Car parking permits

It was proposed by Cllr P. May to set car parking permit charges for 2024-25 as follows:

Residents	£200
Non-residents	£400
Holiday accommodation	£700

Cllr R. Doney said they had started with the logic that the council looked to non-residents to raise charges but the proposed charges would mean residents saw an increase but non-residents didn't.

Cllr P. May said these charges had been suggested because cheaper permits were available for DC car parks.

Proposed by Cllr R. Smith and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to set car parking permit charges for 2024-25 as follows:

Residents	£200
Non-residents	£450
Holiday accommodation	£750

Car parking

Cllr R. Doney said any increase the council made on car parking charges would have the biggest impact because it was the biggest revenue stream. He said the five-year financial plan showed the council's surplus going down in several years' time so increasing parking charges would help prevent that situation.

Cllr P. May said although the council increased parking charges last year, they were not increased in line with inflation.

The town clerk said to keep up with inflation, members should consider increasing the charge by 20p per hour and to make good the deficit of not increasing charges in line with inflation last year, members should consider increasing the charge by 30p an hour.

Cllr M. Ellis said she wasn't in favour of extending the charging hours in the winter from 6pm to 9pm because it was previously set at 6pm to try and bring people into the town in the evening. She said she was not in favour of increasing parking charges too much as DC had received a lot of criticism about increasing its charges and she didn't want the town council to experience the same. She said people based their stay in the town on how much the parking was per hour and the longer they stayed, the more they would spend in the town.

The deputy town clerk said the business rates on the car parks were increasing and a 10p per hour increase on parking wouldn't cover this.

Cllr B. Bawden suggested increasing the charges at Woodmead car park by less than the seafront car parks because it was mostly visitors using the seafront car parks and people coming to shop or work who used Woodmead.

Cllr P. May said there was already a differential between the charges at the two car parks.

Proposed by Cllr C. Aldridge and seconded by Cllr R. Doney, members agreed to **RECOMMEND TO FULL COUNCIL** to set parking charges for 2024-25 as follows:

Monmouth Beach	£1.90 per hour
Woodmead	£1.50 per hour
Woodmead three-day ticket	£45
Woodmead weekly ticket	£80

Penalty charge

Proposed by Cllr R. Doney and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to hold the penalty charge for 2024-25 at £60 or £40 if paid within seven days.

Cemetery

Proposed by Cllr P. May and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to hold cemetery charges for 2024-25 as follows:

Inter still born child or under 2 years	Inter child under 16 years	Inter over 16 years	Inter cremated remains	Exclusive right of burial in earthen grave	Exclusive right of burial of cremated remains	Installation of headstone / footstone/ tablet
No Charge	No Charge	£225.00	£50.00	£455.00	£276.00	£90.00

Installation of vase	Additional inscription on memorial	Scattering ashes on existing graves	Scattering ashes beneath turf of existing graves	Genealogy searches	Certified copy of entry in burial books	Double interment fee
£45/£60	£30.00	£20.00	£20.00	£25.00	Not Offered	No Extra Charge

Memorial benches

Proposed by Cllr P. May and seconded by Cllr B. Bawden, members agreed to **RECOMMEND TO FULL COUNCIL** that the charge for a memorial bench in 2024-25 should be the same as the purchase cost.

Monmouth Beach garages

Proposed by Cllr M. Ellis and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** to set the charge for Monmouth Beach garages for 2024-25 at £1,500.

23/38/SF Objectives and Projects 2024-2025

The deputy town clerk said if the council was to carry out all the suggested objectives in 2024-25, it wasn't possible to maintain a reserve of £1million, although a reasonable level of spend could be achieved.

Following on from the discussion about the office project, the town clerk said if the Full Council agreed not to go ahead with it, practically everything on the proposed list of objectives could be carried out, a reserve of £1million could be maintained and there would be scope for in-year projects that would inevitably come up.

Cllr R. Smith asked if due to a final decision being required on the office project, whether objectives should be discussed at the next meeting of this committee.

The town clerk said it would be helpful for officers to know if members agreed this was a sensible list of objectives so a more accurate budget could be presented to the next meeting.

Cllr M. Ellis felt some of the objectives were health and safety issues and maintenance of buildings, which should be a higher priority.

The town clerk said if the Full Council decided not to go ahead with the office project, all the objectives on the list could be achieved anyway.

Cllr C. Aldridge asked if there was scope to increase the amount allocated to the sculpture trail.

Cllr M. Ellis felt £20k for induction and development with the new council administration was excessive.

The town clerk said this was a budget sum. He said the objective had been discussed by the Human Resources Committee and it would involve an induction programme with training, support and development for new members after the elections in May.

Cllr R. Smith asked for clarification that members were not being asked to sign off on detailed costs but were being asked to agree indicative costs.

The town clerk confirmed this and said it was important to get everyone's ideas on the list at this point. He said if objectives were not on the list after the Full Council meeting in December, nothing further would be added but items could be removed at a later date.

Proposed by Cllr P. May and seconded by Cllr R. Smith, members agreed to **RECOMMEND TO FULL COUNCIL** to agree the proposed list of objectives for 2024-25 as the basis for setting the budget and to increase the budget for the sculpture trail to £6k for 2024-25 and 2025-26.

The meeting was adjourned for a break at 9.23pm.

The meeting resumed at 9.26pm.

23/39/SF Request from Dorset Council for a Financial Contribution Towards the Future Cost of Harbour Dredging

The deputy town clerk said a formal written request for a contribution had not yet been received from DC as it was apparently waiting to be signed off by a director, but members could take the request as stated in the report.

Cllr R. Smith asked if members should be discussing the request if it hadn't been signed off because the request DC sent might be based on the town council's discussions.

The town clerk advised members to consider the request as it needed to be part of the budget discussions.

It was proposed by Cllr R. Smith and seconded by Cllr B. Bawden to make a contribution of £5,000 towards the future cost of harbour dredging.

This motion was not carried.

Proposed by Cllr M. Ellis and seconded by Cllr P. Evans, members agreed to **RECOMMEND TO FULL COUNCIL** not to make a contribution towards the future cost of harbour dredging.

23/40/SF Request for Funding – Fireworks

Cllr M. Ellis said although this was unbudgeted, she felt it would be good for the council to give something to the town and a contribution could be made every year. Although the Regatta and Carnival Committee gave grants to local organisations, she said by helping to fund the fireworks, the committee could help more organisations which would mean they might not need as much support from the council.

Proposed by Cllr M. Ellis and seconded by Cllr S. Cockerell, members agreed to **RECOMMEND TO FULL COUNCIL** to contribute £2,500 to the cost of the November fireworks' display and note this is unbudgeted expenditure.

23/41/SF Expressions of Interest for Use of the Jubilee Pavilion

Cllr B. Bawden asked if there was the possibility a welcome point could combine with a health and fitness centre because a health and fitness centre would be more likely to use the pavilion early in the morning and later in the day.

The town clerk advised members to keep things simple and whichever organisation the pavilion was allocated to, they should run the operation.

Cllr P. Evans said his preference was for a welcome point as this was what the Jubilee Pavilion was originally intended for and there were no facilities for information on the seafront. He said this proposal could be implemented at little or no cost to the council. He felt the operation should be managed by the Tourism, Community and Publicity Committee and Alan Vian, who put forward the proposal, could be a representative sitting on the committee. He asked what the rates were for the pavilion.

The deputy town clerk said the rateable value of the pavilion was £34.5k so the rates payable were half of that. He said he didn't think the council could off-set all of this cost for a temporary charitable use of the building; for a charitable user to be able to claim rates' relief, it would have to be a more permanent let on a formal arrangement.

Cllr M. Ellis agreed a visitor information point would be the ideal use for the building and if Alan Vian wanted to incorporate any other uses into the building, that would be for him to organise.

Cllr C. Aldridge also supported the idea of a visitor information point but said she had a slight reservation about the volunteer help required, although this was up to Alan Vian to co-ordinate.

Proposed by Cllr M. Ellis and seconded by Cllr P. Evans, members agreed to **RECOMMEND TO FULL COUNCIL** to accept the proposal from Alan Vian to use the Jubilee Pavilion as a welcome point for visitors and for use by community groups for events.

23/42/SF List of Payments

Proposed by Cllr P. May and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the schedule of payments in July 2023 for the sum of £148,016.64 and August for the sum of £277,558.42.

23/43/SF Investments and Cash Holdings

Members noted the report.

23/44/SF Debtors

Proposed by Cllr M. Ellis 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.

23/45/SF Exempt Business

a) Debtors

The finance manager said since the report was drafted, debt related to al fresco seating had been paid.

Cllr M. Ellis asked why officers were recovering caravan and chalet site fees through debt recovery processes as the council had previously said anyone who didn't pay their fees would have their licence revoked.

The deputy town clerk said the council had to go through a due legal process. He said although the lease did allow for forfeiture in the event on non-payment of rent, any court would expect the council to go through a reasonable process of debt recovery before that, otherwise the council's actions would be deemed to be unreasonable and unlawful.

The meeting closed at 9.56pm.

LYME REGIS TOWN COUNCIL

TOURISM, COMMUNITY AND PUBLICITY COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 27 SEPTEMBER 2023

Present

Chairman: Cllr C. Aldridge

Members: Cllr B. Bawden, Cllr M. Ellis, Cllr P. Evans, Cllr D. Ruffle, Cllr D. Sarson, Cllr R. Smith

Officers: C. Austin (administrative and community engagement assistant), A. Mullins (support services manager), J. Wright (town clerk)

23/17/TCP Public Forum

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

23/18/TCP Apologies

Cllr C. Reynolds - illness

23/19/TCP Minutes

Proposed by Cllr D. Sarson and seconded by Cllr M. Ellis, the minutes of the meeting held on 28 June 2023 were **ADOPTED**.

23/20/TCP Disclosable Pecuniary Interests

There were none.

23/21/TCP Dispensations

There were none.

23/22/TCP Matters arising from the minutes of the previous meeting held on 28 June 2023

Fossil Festival

The support services manager said officers had met with the team from the museum to discuss next year's event. Fossil Festival 2024 would be taking place between 6 and 9 June. Lyme Regis museum would be looking to the town council for funding towards the event and would bring a draft budget proposal to the Strategy and Finance meeting on

11 October 2023. The museum would involve local schools for a school's day on the Friday, and the 2024 event would be a much bigger event than 2023.

Cllr M. Ellis asked whether the additional funding for the event would come to budget setting or whether it would be considered as a term grant.

The support services manager said the funding would be considered during budget-setting and the museum had been encouraged to apply for a term grant from 2025-26.

Annual event for residents

The support services manager said a meeting had been held to discuss the annual event for residents. It was agreed a consultation would be held to ask the residents what type of event they would like the town council to provide.

Cllr M. Ellis said it would be nice to ask the school children what they would like.

The support services manager said the consultation would be in digital and paper format to reach as many residents as possible.

23/23/TCP Update Report

Tourism Microsite

Members noted the visitor numbers were improving every month.

The support services manager said visitor numbers were expected to start dropping again now as the town was heading out of season, although the year-on-year figures indicated the microsite was going from strength to strength.

Totally Locally

The support services manager said the town council had promoted the scheme in the business briefing newsletter but she wasn't sure of the response that Cllr B. Bawden had received from local businesses.

Cllr D. Sarson asked if it was the same concept as before.

The support services manager said it was the same concept as last year, however, businesses were struggling to offer something for £5 and under, so increasing it to £10 could potentially see more businesses take part.

23/24/TCP Tourism, Community and Publicity Committee – Objectives

Residents' Newsletter

The support services manager said she had been in touch with the clerk of Uplyme Parish Council to confirm the partnership for the residents' newsletter and it was planned to launch in October.

Repairs Café

The support services manager said the town clerk had met with Will Reed from the Boat Building Academy (BBA). The town clerk said the BBA planned to set up the repairs café in early 2024 on site at the BBA premises. The model would be based on the repairs café already in operation at Axminster, run by volunteers and the town council would have a remote role in overseeing the operation.

Cllr C. Aldridge asked how they would source the volunteers.

The town clerk said the town council would advertise what skills were needed and ask for volunteers to come forward with specific skill sets that could be beneficial to the repairs café. He said he thought Lyme Regis had a broad range of skilled people who may be able to volunteer their time.

23/25/TCP Budget proposals

The support services manager said there were some suggested items of expenditure elsewhere on the agenda that would feed into the 2024-25 budget, so any proposals members made would be in addition to these.

There were no other budget proposals.

23/26/TCP Cinema at the Marine Theatre

The support services manager said G. Rabbitts and C. Betteridge from the Marine Theatre were in the public forum and encouraged members to ask questions.

The town clerk said the Marine Theatre was looking to operate a cinema and had been successful in securing grant funding commitments; £50k had been secured so far, the theatre had raised £12k itself and was confident it could raise a further £13k, but it had to have £100k in place by 31 December 2023 to make the venture work. If the funding was not in place Dorset Council would withdraw its funding commitment. As such, the theatre had asked if the town council could help with a one-off grant of £25k. He reminded members the cinema was a top priority that came out of the community consultation on objectives.

Cllr C. Aldridge asked G. Rabbitts and C. Betteridge whether they had a business plan in place for the project.

G. Rabbitts said the business plan was currently being written and would include an element of the cinema. She said it was important to understand that introducing a cinema at the Marine Theatre was not a commercial venture because the amount of money they would take on tickets was very small. She said the theatre felt it would benefit the community, by preventing the need to travel outside of town to watch blockbuster screenings.

Cllr M. Ellis said she had grave concerns about the request and although the theatre needed to secure the rest of the grant funding, she felt it was a lot of money for potentially only 50 screenings a year. She said she was concerned the theatre already had commitments for shows and weddings and that it might not be possible to fit in film screenings. She said she didn't think it was a good idea to spend public money on this venture and it was not in the budget for the current financial year.

Cllr P. Evans asked how long the current term grant to the Marine Theatre would be in place for.

Cllr M. Ellis said the current term grant was £22k per annum and it was in place for another year.

Cllr P. Evans asked how much the ticket prices would be.

G. Rabbitts said the theatre wanted to keep ticket prices as low as possible because it was not a financial venture for the theatre but a venture for the community. She said they would receive the film titles in advance and the benefit of having a digital projector meant the theatre could screen films at any time, adding flexibility around the schedule of other shows, weddings and commitments.

Cllr P. Evans asked whether the town council received an annual report on the theatre's finances as part of the term grant review process.

The town clerk said the term grant reviews normally took place every six months and as part of those reviews, governance, finance and risk were discussed.

Cllr G. Turner said the former owner of the theatre placed a covenant on the building to ensure it was never turned into a cinema. He suggested checking if this covenant was still in place.

The town clerk said the covenant was an issue for the theatre. However, his view was it was taken out some time ago, he suspected the people involved were no longer around to receive the benefit of the covenant and the cinema in the town had ceased to exist. Therefore, he wasn't sure what the argument against the theatre would be.

Cllr C. Aldridge asked if other activities at the theatre would subsidise the cinema and whether there was a limit that if reached would mean the theatre would no longer pursue the cinema project.

G. Rabbitts said it had taken a lot of time and effort to secure the funding commitments. She said they felt they should have comfortable seats and a proper projector and although they were not a cinema, they would do their best to provide that as the town's theatre. The theatre was asking for an investment from the town council to support this.

Cllr B. Bawden asked whether there would be an annual licence fee or maintenance costs that would require more funding.

G. Rabbitts said maintenance costs would be covered by the theatre and there was no annual licence fee.

Cllr M. Ellis felt the cost of the chairs was excessive and suggested the total cost could be reduced to £50k, which the theatre already had in place.

C. Betteridge said the project cost couldn't be altered to £50k because the funding from Dorset Council was match funding.

Cllr P. Evans asked where the money would come from as it had not been budgeted for.

The town clerk emphasised how tight the budget was with other projects already committed, including the office refurbishment project. However, the funding could be taken from the reserve or the surplus, although whatever decision members made would impact on the amount of money available for next year.

Cllr C. Aldridge said the proposal would benefit the community and achieve an objective that was a high priority from the residents' survey.

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

Proposed by Cllr D. Sarson and seconded by Cllr D. Ruffle, members agreed to **RECOMMEND TO FULL COUNCIL** the request from the Marine Theatre for a grant of £25,000 and to support a project to operate a cinema.

Voted for: Cllr C. Aldridge, Cllr D. Ruffle, Cllr D. Sarson, Cllr B. Bawden

Voted against: Cllr M. Ellis, Cllr P. Evans

Abstentions: None

23/27/TCP Replacement Beach Wheelchair

Cllr M. Ellis said the town council must maintain the beach wheelchairs and it was no different to maintaining other assets.

Cllr D. Ruffle said he had seen the seafront attendant struggling with the current beach wheelchair.

The support services manager said the "Sandcruiser" was the seafront attendant's preferred choice.

Members asked if the wheelchairs were regularly serviced and maintained and what condition the other wheelchairs were in.

The support services manager confirmed they were regularly serviced and maintained, and the other wheelchairs were in good condition.

Cllr C. Aldridge asked whether the beach wheelchairs were included in the asset inventory.

The support services manager confirmed they were.

Proposed by Cllr M. Ellis and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to agree in principle to purchase a Sandcruiser beach wheelchair, subject to further discussion at 2024-25 budget-setting.

23/28/TCP D-Day 80

The support services manager said events for D-Day 80 and the Fossil Festival would not clash; the D-Day celebrations would take place on one day and were intended to be modest.

Cllr C. Aldridge asked if there was a rough plan for the event.

The support services manager said there would be a proclamation at a certain time with lighting of the beacons and there was guidance available to help plan the event. Any planning would involve members from the Royal British Legion.

Cllrs P. Evans, M. Ellis and D. Ruffle said they wanted to be on the working group and it was agreed other people could be pulled into the group as and when required.

Proposed by Cllr C. Aldridge and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to form a D-Day 80 working group and appoint Cllrs P. Evans, M. Ellis and D. Ruffle to the working group.

23/29/TCP Review of Community Fund Policy and Procedure

Cllr M. Ellis said there were a lot of organisations that would struggle to ask for support solely for environmental projects and she was glad it did not exclude groups that did not have an environmental element as she felt it would stop a lot of local organisations coming forward for support.

Proposed by Cllr M. Ellis and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the proposed changes to the Community Fund Policy and Procedure.

23/30/TCP Seagull Control

Cllr D. Ruffle said the noise from the speakers may deter the seagulls temporarily but thought should be given to how much it would irritate other users of the seafront.

Cllr C. Aldridge asked if M. Redwood would use his drone or just walk around the seafront with the speaker.

The support services manager said M. Redwood had already trialled the drone which was unsuccessful, and this was his latest proposal. She said he was more interested in the proposal for flags and covered seating areas and reminded members covered seating areas were on the list of objectives put out to community consultation.

Cllr B. Bawden said the idea of flags had some merit and she suggested using some of the existing flags that organisations used at peak times.

Cllr C. Aldridge said the real issue was the food waste from businesses in the area.

Several members were concerned about how frequently M. Redwood would use the speakers and how long the trial would last.

Cllr M. Ellis said more information was needed before making a decision. She suggested using the tannoy system already in place, to enable the sound to be broadcast further.

Cllr P. Evans said the tannoy system already received a number of complaints and it would not be good publicity for the council. He suggested inviting M. Redwood to a meeting to outline his idea further.

Cllr C. Aldridge suggested flags and covered eating areas were put forward as an objective for 2024-25.

Cllr M. Ellis said flags were in place during Regatta and Carnival Week and she wasn't sure if they deterred seagulls. She also had safety concerns about free standing flags.

The support services manager said the committee could suggest flags and covered eating areas as a budget objective but this did not commit to following through with the idea.

Proposed by Cllr D. Sarson and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** that Max Redwood is invited to demonstrate his ideas for seagull deterrents at the next meeting of the Tourism, Community and Publicity Committee.

Proposed by Cllr C. Aldridge and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to put forward flags and covered eating areas as a proposed budget objective for 2024-25.

23/31/TCP Sculpture Trail, Arts and Culture in the Gardens and 'Parklife' Community Engagement Event on 30 September

The support services manager said officers had anticipated the three-year plan would be available by now but the Arts Development Company wanted to carry out a public consultation to inform this. She said the 'Parklife' event to be held in the seafront gardens would help inform the plan.

Cllr C. Aldridge asked who had been making decisions regarding the sculpture trail and raised concerns about the publicity of the 'Parklife' event. She said it had been advertised as an arts event and not a consultation about the sculpture trail.

Cllr P. Evans asked how much money was given to the Arts Development Company and how much of that money was given to the artists.

Cllr C. Aldridge said it was £6,000 per annum for three years.

The support services manager said the money was paid directly to the Arts Development Company and officers were working alongside the organisation to establish how much artists would be paid. She said the model would work similarly to the model in place at Bridport, where the council would chose a theme and the sculptors would make pieces around the theme.

Cllr P. Evans asked why there were currently only three installations in the gardens.

The support services manager said the damaged sculptures had been taken away for repairs and would be returned once they had been fixed.

Cllr B. Bawden said she was concerned the Parklife event hadn't been publicised well enough to get enough members of the public involved.

Cllr C. Aldridge said she thought the council should have more control over the sculpture trail and would like the working group to be reconvened as soon as possible.

The support services manager said although the working group hadn't met recently, the deputy town clerk had weekly conversations with the Arts Development Company. She felt the Parklife event had been well publicised and the council had helped with this but it had not officially come through this committee because arrangements were put in place over the summer when no meetings were taking place, so the deputy town clerk agreed that the event could go ahead.

Proposed by Cllr C. Aldridge and seconded by Cllr P. Evans, members agreed to **RECOMMEND TO FULL COUNCIL** that the sculpture trail working group meets as soon as possible.

Cllr C. Aldridge said as issues relating to the gardens were being discussed by three different committees, it was suggested there should be a regular meeting of the committee chairman to create a uniform approach for the development of the gardens.

The support services manager said there would be a report to the Full Council to set up a working group.

Cllr M. Ellis asked for a list of all sub-committees, working groups and which committees they reported to.

23/32/TCP Lyme Eats Boutique De-Brief

The support services manager said Lyme Eats Boutique were very positive about the event that took place in 2023 and looked forward to more dates put forward for 2024. She said the town council currently did not have any input on the suggested dates as the event would take place on Dorset Council land. However, it was intended the town council took over management of events on Dorset Council land in Lyme Regis but the umbrella licence was being held up by Dorset Council's legal team. She asked if the ward member Cllr B. Bawden could help move this along.

Members were concerned the events were not publicised well enough and were not well attended.

The support services manager said the organiser acknowledged she needed to better advertise the events and the council would help to advertise future events including an article in the residents' newsletter.

Cllr P. Evans asked whether the council was comfortable attracting external traders into the town and whether the council received any payment for these events. He said existing traders in the town would have to compete with external traders and the council needed to be mindful of this.

The support services manager explained there was no income from these events as they took place on Dorset Council land. She said existing traders had been contacted to participate but Lyme Eats Boutique had very little response partly because they were not set up for street food trading. She said if the council was granted the umbrella licence, it would have more authority over which events it supported within the town.

23/33/TCP Managing Consultation Exercises

Members noted the report.

The meeting closed at 8.20pm.

LYME REGIS TOWN COUNCIL

TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 20 SEPTEMBER 2023

Present

Chairman: Cllr B. Larcombe

Members: Cllr C. Aldridge, Cllr B. Bawden, Cllr S. Cockerell, Cllr M. Ellis, Cllr P. Evans, Cllr D. Sarson, Cllr G. Stammers, Cllr G. Turner

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

23/21/TMH Election of Chairman and Vice-Chairman

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

Cllr C. Aldridge said she did not wish to be chairman.

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

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

23/22/TMH Public Forum

N. Russell

N. Russell spoke in relation to agenda item 12, Traffic and Travel Working Group. She wanted to bring to the council's attention, and probably Dorset Council (DC) too, the concerns residents had about road safety on Timber Hill and the need for traffic calming measures. She said on 27 June 2023, there was a serious accident but luckily no one was seriously injured and it involved all the major emergency services and the air ambulance. She said she had spoken to Cllr B. Bawden as the DC ward member, who had asked her to canvass the opinions of the residents on Timber Hill, so a petition was put to them. N. Russell said the volume and speed of traffic was a concern, there was little respect for the 30mph speed limit and no enforcement, which was a particular concern as families from Garmans Field walked along the road to school, etc. She said the South West Coast Path included Timber Hill and since Covid, the number of walkers had increased, plus there were no pavements. She said there were 21 properties on Timber Hill and there was a 72.6% response rate to the petition, with no one disagreeing with the proposals. Properties which didn't respond were either second homes or

residents were away on holiday. N. Russell said she also went to Garmans Field and nine properties supported the proposals and felt there were dangers. She said residents would like the town council and DC to consider the situation and undertake a survey, leading to some sort of traffic calming. She said the building of houses at the top of the hill was always going to mean more people walking up and down the road. She said pedestrians were very vulnerable and the road was increasingly narrowed by hedges encroaching onto it, as well as two blind corners. She said if pedestrians were walking facing traffic, they could find themselves in a worse position so would cross the road, which was very dangerous. N. Russell said the number of walkers changed significantly, depending on the time of year. She said people drove up and down the hill at high speed and it was used as a rat run, with vehicles seeing an obstruction and veering off and cutting off the corner. She also believed some sat navs directed people up the hill. She said she would like the town council and DC to consider this to see if they could come up with some recommendations to improve the situation.

N. Ball

N. Ball spoke in relation to agenda item 12, Traffic and Travel Working Group. He said at the council's consultation event Time to Talk in 2017, people were asked what they wanted for the future and chose the things that mattered most to them. He said there was significant support for a free-to-use town bus service for all Lyme Regis residents and he believed this was the most supported of all the statements. He said six years on and there had been little mention of this specific vision; there had been suggestions of other improvements, such as extending the service, but not free to use for all Lyme residents. N. Ball said he thought now would be an ideal time to bring this vision to life and the council needed to get past the negativity of officers regarding technicalities and go for it, even if the initial roll-out was council funded and then reconsidered with the provider. He felt the service would cut unnecessary traffic into town for short trips, reducing pollution, congestion and parking, cut the use of parking spaces to increase spaces available for income, and create conversations on the bus for residents to meet and discuss all things local. He said he would be grateful if members could discuss, consider and implement this request from residents. N. Ball said perhaps the longer serving members could inform newer members about this idea supported by a public consultation, as he was sure there were some members unaware of the results of earlier consultations, and then some ideas were omitted in more recent ones. He said actions would speak louder than words and residents would look forward to a free ride soon, after showing their Gateway Card. He thought a couple of weeks to get this in place would be an ample timescale.

N. Ball also spoke in relation to agenda item 13, Parking Places Orders, Monmouth Beach and Woodmead Car Parks. He said there needed to be better spacing in the car parks for modern cars and the electric car charging spaces were a waste of time because they were in the wrong place and at a pinch point in the car park. He asked if he could park his van in the car park because it was over-sized and whether he was in breach of the parking order.

In relation to the suggested pedestrianisation of Cart Road, N. Ball said this was a great area and pedestrianisation would have very little benefit. He said it would create more problems with access, parking, deliveries and visits. He also asked how many times the

hedge cutter had been used on the back of the tractor, whether it had been serviced and what its current condition was. N. Ball asked who had given permission for a bike show on the roof of the shelters during Regatta and Carnival Week when the council stated no skateboards or bikes in this area. He felt it was dangerous.

B. Overton (read out by Cllr B. Bawden)

B. Overton said she was writing on behalf of the majority of residents living in Queens Walk, numbers 5 to 18, who had shown 100% interest in residents' parking, as was the case in Anning Road, South Avenue, and King's Way. She said the parking in the road was dreadful, with holidaymakers and people working in the town parking for days. She said there was a post on Facebook about dustbins being put out in the street by desperate residents. She said she understood any request to Dorset Council had to go through the local council and asked for help to do this. B. Overton said the parking area at the back of Queens Walk was used by people working in the town, by visitors and often visitors of King's Way residents so little space was left for residents. She said it was also unlit, known to have drug dealings and was felt to be unsafe. She said the police and crime commissioner and local MP visited various Queens Walk residents and were made aware of both the street and car park problems. B. Overton asked that their request was put to the town council at the earliest possible opportunity as this would put the lower part of Queens Walk in line with the surrounding streets that had the convenience of residents' parking.

23/23/TMH Apologies

Cllr P. May – holiday
Cllr C. Reynolds – illness
Cllr D. Ruffle – illness

23/24/TMH Minutes

Proposed by Cllr D. Sarson and seconded by Cllr G. Turner, the minutes of the previous meeting held on 21 June 2023 were **ADOPTED**.

23/25/TMH Disclosable Pecuniary Interests

Cllr P. Evans declared a pecuniary interest in agenda item 18, MUGA at Anning Road Playing Field as he lived close to the proposed site.

Cllr B. Bawden declared the same interest.

23/26/TMH Dispensations

There were none.

23/27/TMH Matters arising from the minutes of the Town Management and Highways Committee meeting held on 21 June 2023

Gazebo removal

Cllr B. Larcombe asked if the gazebo could be removed as soon as possible as it was out of season.

The deputy town clerk said there was a cost associated with this and it had not been budgeted for, although officers had discussed whether the costs could be met under this year's budget. He said it was intended to discuss this as part of the budget report to the Strategy and Finance Committee.

23/28/TMH Update Report

Drainage issues at SWiM

Cllr M. Ellis was concerned the council's contribution of £10k was plus VAT as the council had only agreed £10k.

The deputy town clerk said as the payment was towards work on a building owned by the council, it would be able to re-claim the VAT.

Drainage at Woodmead car park extension

Cllr B. Larcombe asked what the timescale was for the drainage work and what had drawn the council's attention to the issues.

The deputy town clerk said the council would need to set a budget first and would then look at doing the work early in the next financial year. He said the issues were brought to light following bad weather which led to surface water flooding in an adjoining property.

Cllr B. Larcombe said he felt this should be funded from the council's reserve because it was an unforeseen issue.

Cllr S. Cockerell agreed as the council could have some liability.

Post Office

The deputy town clerk said confirmation had been received from the Post Office that it no longer had an interest in running a service in Lyme Regis, despite being approached by at least two people who were interested in running it. He said he would send the statement to members.

CCTV Project

The deputy town clerk said he had a meeting with the chosen supplier later in the week.

Trailer Park at Monmouth Beach, Accreted Land, Phase V Cobb Works

The deputy town clerk said DC had instructed consultant engineers to prepare a submission for continued use of the accreted land. He said the engineers had committed to share their work with the town council before it was submitted to Natural England, as the council had to be content with the submission as landowner. He said the engineers intended to have the submission ready by the end of September.

The deputy town clerk said an email had been received from DC about the Phase V works, indicating that the project couldn't be delivered within the original budget of £3million and could cost 50% more.

Invertebrate garden and other 'garden ideas'

Cllr C. Aldridge said several groups and committees were working on ideas that affected the gardens so there needed to be a way it was all pulled together. She said it had been suggested to have a group of all the committee chairmen to tie all the ideas together.

Jubilee Pavilion

The deputy town clerk said the contractors working on the roof were off site due to the bad weather but were hoping to be back on site on 25 September 2023.

Amenities Hut Building and Plans

The deputy town clerk said it was expected the cost of the replacement hut would be closer to £75k if green measures were incorporated. He said members would also have to consider whether to close the facility while the work was taking place.

Office and options feasibility study

The deputy town clerk suggested members may wish to secure Unit 2 at St Michael's Business Centre as decant space while the office refurbishment was taking place. He said it had been empty for some months and if a decision was delayed, it was unlikely to be available when the council required it.

Park and ride 2023

The deputy town clerk said the bus operator Dartline had provided passenger, cost and income information relating to the 2023 service. He said the shortfall was £11,900, which was less than in 2022, which meant the overall cost, including the cost to rent the land, could be met within the existing park and ride budget.

Monmouth Beach garages

The deputy town clerk said legal advice had been taken about the council's options and responsibilities in clearing a garage following the death of a tenant. He said it was a sensitive matter but the council needed to be able to re-let the unit.

Roof works to cemetery store

The deputy town clerk said the works cost £17.6k, slightly under the £18k budget.

Cllr B. Bawden left the meeting at 7.51pm.

Repairs to Fascia above SWiM, Antiques and Craft Centre, Amusement Arcade and Public Toilets

The deputy town clerk said the contractors were off site at the moment due to bad weather but were due back on site on 25 September 2023.

Cllr B. Bawden returned to the meeting at 7.53pm.

Filming on seafront

The deputy town clerk said the film company had suggested some alterations to the original proposals and he would circulate the programme via the members' briefing.

Waste collection at Monmouth Beach

Cllr M. Ellis asked if any of the properties affected by the changes in waste collection arrangements were those who had been involved in disputes over site licences, as she was concerned this could add to the issues.

The deputy town clerk said the historic issues with collection of rent had been almost entirely resolved and the current debt was virtually zero.

Cllr B. Larcombe asked what impact the changes in waste collection arrangements would have on the town council.

The deputy town clerk said there was a chance the council would be contacted by owners with complaints but the matter was entirely in the gift of DC. He said when there had been larger bins on the site in the past, it had led to fly-tipping and businesses trying to dispose of their waste. He said DC was introducing the changes now because it was a quieter period when there was less pressure on the service and said it would be responsive to any issues that arise.

23/29/TMH Town Management and Highways Committee – Objectives

Members noted the report.

23/30/TMH 2024-25 Budget Proposals

Following on from the update report, Cllr M. Ellis suggested drainage at Woodmead car park should be put forward as an objective.

Cllr B. Bawden suggested there be an objective to carry out recommendations from the traffic and travel working group, although it was noted there were no identified costs at the moment. She said in reality, she didn't think 20mph speed limits would be introduced until 2025-26, although it was acknowledged some expenditure may be required while proposals are developed.

It was noted there were several recommendations from the working group, which included enhancing the town bus service, and an overall budget could be set aside for this.

Proposed by Cllr D. Sarson and seconded by Cllr P. Evans, members agreed to **RECOMMEND TO FULL COUNCIL** to identify Woodmead car park drainage and implementation of the traffic and travel working group recommendations as potential objectives for 2024-25.

23/31/TMH External Works Budget Performance, 1 April – 31 August 2023

The deputy town clerk said expenditure was mainly on budget and income was over budget so it was predominantly good news.

Cllr B. Bawden asked if signs in the gardens would come under the budget for signs, which was significantly underspent.

The deputy town clerk said he wasn't sure what the signs' budget covered specifically but there was an item later in the agenda about parking places orders, which would almost certainly require new signs and would probably come from this budget.

Cllr M. Ellis asked if members would have a detailed breakdown of car parking income at any point and asked if the town council's income had gone up as a result of DC increasing its parking charges.

The deputy town clerk said further analysis of parking income would go to the Strategy and Finance Committee.

23/32/TMH Traffic and Travel Working Group

Cllr C. Aldridge said the group had met four times and developed some short-term suggestions that demonstrated to residents the council was tackling local traffic and travel issues but they also wanted to develop a long-term vision, which would involve consultation with residents and visitors.

Cllr M. Ellis felt it would be difficult to enforce delivery times in the town and it would upset local businesses, and pedestrianising Cart Road would upset a lot of disabled

people who were unable to walk along the seafront but enjoyed sitting in their car to enjoy the area. She said the suggestion to pedestrianise Broad Street would kill the town. She added that any consultation about highways issues should be much wider than just Lyme Voice. She was also concerned about the frequency of the working group meetings as four had taken place, therefore decisions were being made by the working group, rather than coming through to the committee for discussion by all members.

Cllr B. Larcombe said Cart Road was a safety issue, with people sitting on the road and cars trying to go up the narrow stretch of road.

Cllr B. Bawden said the aim was to take a strategic and holistic view of traffic, transport and parking issues and although some of the issues were long-term, the council needed to consider them now because the Local Transport Plan process was underway. She said the government guidance on the plan was there would be a change of approach to be vision led, and she felt the town council should be in charge of creating that vision.

Cllr B. Bawden said the council had previously agreed to fund speed surveys in the town and DC was waiting for confirmation of the precise locations. The suggested locations were: Sidmouth Road, Queens Walk, King's Way, Silver Street, Charmouth Road, and Anning Road. She also suggested Timber Hill be added to the list, at an additional cost of £200 plus VAT, given the issues in the area.

Cllr D. Sarson was concerned about the amount of work which would be involved and how many resources it would take up.

Cllr C. Aldridge said although there had been a lot of meetings, the working group had been working up proposals to bring to this committee and the list from the most recent meeting on 4 September 2023 was the group's suggested projects, which had been pared back from earlier meetings. She felt the council should work up some proposals in detail and consult with the public, rather than deciding the issues were too difficult to tackle.

Cllr G. Stammers said the pedestrianisation of Cart Road and Cobb Gate car park being dedicated to disabled parking had been discussed before but as it was a road, there would be legal issues involved with this.

The deputy town clerk said Cart Road was also intended to be the road used by HGVs because there was a weight restriction on Cobb Road. He said at this point, it was suggested the council did a bit more work on what could be achieved and what work would be involved in delivering the suggestions.

Proposed by Cllr B. Bawden and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the speed survey locations as Sidmouth Road, Queens Walk, King's Way, Silver Street, Charmouth Road, and Anning Road and to add Timber Hill as an additional location, at a cost of £200 plus VAT.

23/33/TMH Parking Places Orders, Monmouth Beach and Woodmead Car Parks

The deputy town clerk said the council would be considering parking charges for 2024-25 at the Strategy and Finance Committee on 12 October 2023 and if new charges were introduced, it would make sense to implement the orders at the same time so the signs would be replaced with all the new information.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to support the introduction of new parking places orders for Monmouth Beach and Woodmead car parks and authorise the town clerk, in conjunction with the chairman of the committee, to approve the draft orders prior to public and stakeholder consultation.

Cllr M. Ellis left the meeting at 8.59pm.

23/34/TMH Energy Performance Certificates and Let Commercial Buildings

The deputy town clerk said it may be that the pressure to obtain Energy Performance Certificates (EPC) for all council buildings had gone away but he would still recommend the council pursued this because it was a relatively low-cost measure and it was useful to have information about energy performance and measures the council could take to improve this. He said whether or not the council needed to make changes by a certain date, improving the energy performance of its let buildings seemed to make sense.

Cllr M. Ellis returned to the meeting at 9.01pm.

Cllr B. Bawden said she had met with engineers from Low Carbon Dorset about what they could do in general to help so she could ask if they could help the council with expertise or to access funding.

Proposed by Cllr S. Cockerell and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to authorise obtaining Energy Performance Certificates (EPCs) for all qualifying council-owned and let commercial buildings, together with recommendations for improving their performance, where required, in order to enable proper planning and investment to safeguard the council's long-term commercial income and to help meet the council's agreed environmental targets.

23/35/TMH Use of Personalised Water Craft (PWCs) from Lyme Harbour

As the council's representative on the Harbour Consultative Group, Cllr B. Larcombe said this was an issue that had been raised in that forum previously and this council had, in the past, voted against supporting use of PWCs from the harbour.

The deputy town clerk said the harbourmaster had received a request to issue up to 10 licences for PWCs to launch from Lyme harbour on a trial basis, which would be considered by the Harbour Consultative Group on 5 October 2023. He said he felt it would be useful for anyone attending the meeting on the council's behalf to have a clear and up-to-date mandate to express a view.

Proposed by Cllr G. Stammers and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to re-state the council's position that it opposes the launching and use of personalised water craft from Lyme Regis harbour or any other location along the seafront at Lyme Regis and to oppose the licensing, for a temporary/trial 12-month period in the first instance, by Dorset Council of personalised water craft launched from Lyme harbour.

23/36/TMH Voluntary Beach Cleans

The deputy town clerk said it was made extremely clear to any group wishing to do a beach clean that there were risks and it was their responsibility to provide appropriate personal protective equipment. He said the council couldn't provide insurance for voluntary groups that were not under its control and management and this was made very clear to any groups.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to agree the suggested position on requests for voluntary beach cleans and to prepare a basic handout to give to those wishing to carry out a beach clean.

23/37/TMH Complaints, Incidents and Compliments

Members noted the report.

Cllr G. Turner left the meeting at 9.21pm.

Cllr P. Evans and Cllr B. Bawden left the meeting at 9.22pm in line with their declaration of pecuniary interests.

23/38/TMH MUGA at Anning Road Playing Field

Proposed by Cllr B. Larcombe and seconded by Cllr C. Aldridge, 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.

23/39/TMH Exempt Business

a) MUGA at Anning Road Playing Field

Members discussed the proposed new location for the multi-use games area (MUGA) within Anning Road playing field.

Cllr B. Larcombe said the play equipment was already on the northern side of the field so the suggested location for the MUGA would be an extension of this.

Cllr G. Turner returned to the meeting at 9.23pm.

The deputy town clerk said there were numerous benefits associated with the proposed location; there were no services in the area and although it wasn't level, it would involve a lot less engineering work than in the previously proposed location.

Proposed by Cllr G. Stammers and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to support locating the multi-use games area on the northern side of Anning Road playing field, adjacent to the children's play area.

The meeting closed at 9.29pm.

DRAFT

Committee: Full Council

Date: 25 October 2023

Title: Annual Governance and Accountability Return and the external auditor's certificate for the year ended 31 March 2023

Purpose of the report

To allow members to consider the certified Annual Governance and Accountability Return and the external auditor's certificate (Notice of Conclusion of Audit) for the year ended 31 March 2023, and to confirm the actions required at the conclusion of the review have been undertaken.

Recommendation

- a) The council approves and accepts the certified Annual Governance and Accountability Return and the external auditor's certificate (Notice of Conclusion of Audit) for the year ended 31 March 2023
- b) The council notes the actions required at the conclusion of the review have been undertaken

Background

- 1. On 21 June 2023, the Full Council approved the Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2023.
- 2. On 26 September 2023, the council received the certified AGAR from BDO Ltd for the year ended 31 March 2023.
- 3. On receipt of the certified AGAR there are four things that must happen:
 - 3.1 'prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with statutory requirements
 - 3.2 publish the "Notice" along with the certified AGAR (Sections 1, 2, & 3) before 30 September, which must include publication on the smaller authority's website
 - 3.3 keep copies of the AGAR available for purchase by any person for a reasonable sum
 - 3.4 ensure that Sections 1,2 and 3 of the publicised AGAR remain available for public access for a period of not less than 5 years from the date of publication.'
- 4. The council must also be notified of the external auditor's report and certificate.

The external auditor's opinion

5. The certified AGAR for the year ended on 31 March 2023 is attached, **appendix 17A**. For information, it is attached to sections 1 and 2 of the AGAR. The external auditor states:

'On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no matters have come to our attention giving us cause for concern that relevant legislation and regulatory requirements have not been met.'

Notice of conclusion of audit

7. I can confirm the Notice of Conclusion of Audit was prepared, **appendix 17B** and, along with the certified AGAR, was posted on the town council's website.

John Wright
Town clerk
October 2023

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

Lyme Regis Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		*Yes* means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

21/06/2023

and recorded as minute reference:

23/24/10 REFERENCE

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

Chairman

Clerk

www.lymeregistowncouncil.gov.uk AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2022/23 for

Lyme Regis Town Council

Box 7 -

RESTATED ✓

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	842,956	1,127,816	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	132,779	132,779	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	2,054,669	1,936,831	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	734,368	782,005	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	195,000	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	973,219	875,116	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,127,816	1,540,306	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,326,569	1,634,954	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	7,983,286	8,026,639	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

John Wright

Date 15/06/23

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

21-06-2023

as recorded in minute reference:

23/24/C

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

D. [Signature]

Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of

Lyme Regis Town Council

1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2022/23

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

ENI BDO LLP, Southampton RNAL AUDITOR

External Auditor Signature

DocuSigned by:
BDO LLP
SIGNATURE REQUIRED

Date

25 September 2023

Lyme Regis Town Council
 Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2023

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014
 Accounts and Audit Regulations 2015 (SI 2015/234)

<p>1. The audit of accounts for Lyme Regis Town Council for the year ended 31 March 2023 has been completed and the accounts have been published.</p> <p>2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Lyme Regis Town Council on application to:</p> <p>(a) John Wright, Town Clerk _____ Lyme Regis Town Council, Guildhall Cottage _____ Church Street, Lyme Regis, Dorset. DT7 3BS _____</p> <p>(b) Monday, Wednesday to Friday 9am to 5pm _____ ___Tuesday 10am to 5pm _____</p> <p>3. Copies will be provided to any person on payment of £_0_ (c) for each copy of the Annual Governance & Accountability Return.</p> <p>(d) Announcement made: ___Naomi Cleal, Finance Manager _____</p> <p>(e) Date of announcement: ___29 September 2023_____</p>	<p>Notes</p> <p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p> <p>(a) Insert the names, position and address of the person to whom local government electors should apply to inspect the AGAR.</p> <p>(b) Insert the hours during which the inspection rights may be exercised.</p> <p>(c) Insert a reasonable sum for copying costs.</p> <p>(d) Insert the name and position of person placing the notice.</p> <p>(e) Insert the date of placing of the notice.</p>
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Committee: Full Council

Date: 25 October 2023

Title: Co-ordinating policy and projects in the town council's gardens and cemetery

Purpose of Report

To allow members to consider establishing a working group or similar body to co-ordinate policy and projects in the town council 's gardens and cemetery

Recommendation

Members establish a working group or similar body which would consist of the chairmen of the Environment Committee, Tourism, Community and Publicity Committee, and Town Management and Highways Committee to co-ordinate policy and projects in the town council's gardens and cemetery

Background and Report

1. At the chairmen's meeting on 18 September 2023, a discussion took place about policy and projects in the town council's gardens; the issue was about the overlapping interests of the Environment Committee, Tourism, Community and Publicity Committee, and Town Management and Highways Committee.
2. This equally applies to the council's other green spaces and the cemetery.
3. The suggestion is a working group or similar body is established to co-ordinate policy and projects in the town council 's gardens and cemetery and that the group should consist of the chairmen of the Environment Committee, Tourism, Community and Publicity Committee, and Town Management and Highways Committee.

John Wright
Town clerk
October 2023

Committee: Full Council

Date: 25 October 2023

Title: Park and Ride 2024 and Outturn 2023

Purpose

To allow members to consider and approve the arrangements for the 2024 park and ride service and to receive information about the outturn for the 2023 service

Recommendation

- a) Members approve obtaining quotes from potential operators for the 2024 park and ride service, using a similar three-bus system and covering both Lyme Regis and Charmouth as in **2022**, with a timetable operating between 10.30am and 7.30pm to a service frequency of approximately 13 minutes and on the following dates.:
- 30 March to 14 April inclusive (every day, including weekdays) to cover Easter and school half-term (16 days)
 - 4-6 May to cover any Fossil Festival and bank holiday (3 days)
 - 25 May to 2 June inclusive (every day, including weekdays) to cover school half term (9 days)
 - All other June and July **weekends** from 8/9 June to 20/21 July inclusive (14 days)
 - 24 July to 2 September inclusive, i.e., the entire school holiday period (every day, including weekdays) (41 days)
- (This amounts to a total of 83 days)
- c) Members approve the deployment of the same AA advanced signage as used in previous years at an estimated total cost of approximately £1,000 + VAT.
- d) Members authorise officers to negotiate a longer-term arrangement for the use of the existing privately-owned park and ride site subject to final approval of the detailed arrangements by the appropriate committee.
- e) Members defer approval of the charging arrangements for the 2024 park and ride service until the negotiations with the landowner have been concluded and the possibility of and pros and cons of moving to a pay to park mechanism have been fully explored.
- f) Members note the outcome information for the 2023 park and ride service, including about 15,000 passengers carried during 44 days of operation at a total net cost for the bus service of £10,901.

Background up to 2021

1. The town council has traditionally funded the running of a park and ride service for Lyme, most recently from a privately-owned site off Charmouth Road.
2. This service has been operated by First Group since 2017 using double deck buses running on a constant loop between the site and the town centre, turning at Holmbush car park. The historic service frequency utilising two buses was roughly every 17 minutes, but this was often affected by traffic and congestion.
3. The normal capacity of each bus is either 113 or 121. At the busiest times, this capacity has been fully utilised. The busiest periods for arrival tend to be 10.30-11.30am and for departure, 4.30-6.30pm, although this can vary according to weather, events and day of the week.
4. Traditionally, the service has commenced at Easter and then operated at the busier periods through to the end of the school summer holidays.
5. The cost of the bus service in 2019 was £895 per day for two buses and drivers. In 2020 the quoted cost for two buses and drivers remained unchanged, although the service itself didn't run due to the pandemic.
6. The contractual agreement with First is that the town council retains the value of all income and this is then offset against the bus costs referred to above. If there is a shortfall, the town council makes this up. If there is a surplus, the town council shares this equally with the operator.
7. Historically, excluding land costs, the service has broadly broken even over the course of an entire year, operating at a loss during the quieter periods and at a surplus during the busier periods. Land costs are met from a separately approved budget.
8. In 2019, passenger numbers varied hugely from one day to another, with weather rather than day of the week being the largest single factor. Even during the school summer holiday period, daily usage varied from a low of 35 to a high of over 1,500. The average number during the July and August 2019 operating days was about 495 passengers, virtually all of whom made a return journey, i.e., almost 1,000 passenger movements per day, with most taking place during the morning and evening peaks. The average figures for 2018 were slightly higher, due mainly to better weather.
9. As previously stated, the service did not run at all during 2020 because of the pandemic. In 2021, the council ran a reduced service which operated only over the school summer holiday period; again because of the pandemic, uncertainty about social distancing rules and the public appetite to use crowded public transport.
10. However, 2021 did trial the innovation of a third bus operating only at weekends. The third bus was offered by First at a reduced rate of only £205 per day for bus and driver (total cost of £1,100 for three buses and drivers) and this gave the potential to meet excess demand and respond flexibly to constantly changing rules about social distancing and bus capacity. It also allowed an enhanced 13-minute service frequency on those days when it operated.

11. Ticket prices in 2019 were:

- Adult single - £2
- Adult return - £3.50
- Child single - £1.50
- Child return - £2.50
- Group (up to 5 people) - £7.50
- Concessionary passes accepted

12. Given the uncertainty in 2021 due to the ongoing pandemic, the same prices were retained for that year also; although it was noted (Full Council, 26 May 2021) that the significant increase in all day parking charges introduced by Dorset Council in their town centre car parks might allow park and ride ticket prices to be reviewed in the future.

13. At the 26 May 2021 meeting of Full Council, an aspiration to provide a park and ride service which linked Lyme to Charmouth was also expressed, although it was noted that no detailed discussions had taken place at that time.

2022

14. In 2022, a decision was made to utilise a three-bus service which also ran to Charmouth. First were prepared to offer a third bus at a reduced marginal cost, £1,056 per day for three buses compared with £910 per day for two buses. This price was less than the 2021 price and was considered to offer good value for money. Ticket prices were held at 2019 levels except for a 50p increase in the price of a group ticket, from £7.50 to £8.00.

15. It was noted that linking Lyme with Charmouth via the park and ride service should reduce vehicle movements between the two towns, with consequent benefits to congestion, air quality and road safety in both communities. It allowed visitors to the area greater flexibility and choice and had the potential to benefit local businesses. It also offered local residents an additional way of travelling between the two towns: free of charge for those with a concessionary bus pass.

16. In the end, the service ran for only 61 of the initially planned 86 days, primarily due to acute driver shortages which severely impacted First's ability to provide the comprehensive service initially planned. These shortages were industry wide and largely caused by a push to recruit more lorry drivers as a result of acute shortages in that sector.

17. Passenger numbers in 2022 totalled almost 27,000. As in previous years, the totals for individual days fluctuated widely, from a low of 29 to a high of 1,257. About 3,500 passengers travelled free of charge using a concessionary pass, whilst the average income per paying passenger was only £1.72. A significant majority of paying passengers did so utilising a reduced cost group ticket, for which the cost per person for a group of five is only £1.60.

18. For the first time in 2022, the service operated at a significant loss of approximately £23k. Only on 14 days out of 62 did it operate at a profit. Detailed analysis suggested there were various reasons for this:

- The number of concessionary travellers, for whom First now received no reimbursement because the service was not commissioned by the public transport authority, i.e., Dorset

Council. This reduced overall income by at least £6k (on a normal, scheduled service, the operator is fully reimbursed, partly by the government (42%) and partly by the public transport authority).

- The additional cost of the third bus, albeit relatively marginal, amounted to approximately £9k. The available data did not allow easy extrapolation to show what the loss may have been if only two buses had operated. However, it is also important to stress that a service incorporating Charmouth is only realistically deliverable if three buses are used.
- The inability to operate the service on key dates. In previous years, the non-holiday June and July weekends have proved some of the busiest and most profitable days. In 2022 it was not possible to run a service on any of these days due to driver shortages. The estimated lack of profit arising from this based on data from previous years is roughly £7k. As an example, the surplus on the two June days in 2022 when the service did run (1/2 June) was approximately £1,650.

19. The officer view was that the loss in 2022 required a number of mitigating responses for 2023 if the same problems were to be avoided, including:

- An increase in the cost of a group ticket from £8.00 to £10.00 with no more than three adults permitted (or £8.00 for a group of four, with no more than two adults permitted). This still represented good value compared with the cost of an individual ticket. This change applied to 2022 figures generated additional income of about £9k.
- A reappraisal of whether to continue to offer free travel to concessionary pass holders. This decision was entirely within the gift of the town council and examination of other similar services suggested there was a roughly 50/50 split between those which did and those which didn't allow the use of concessionary passes.

2023

20. First remained the only operator offering to provide the service and they had held their cost almost unchanged over the previous three to four years. They had also proved to be an excellent partner to work with. There was no evidence whatsoever to suggest the service could be run more cost-effectively by switching operator, even were one to show interest.

21. The inclusion of Charmouth within the service had proved extremely popular with users and the officer view was that this extended service should be maintained for 2023 utilising three buses as in 2022.

22. Officers had previously mentioned the possibility of moving to a pay to park system where car parking was charged for, but travel was free. Given the ongoing negotiations with the landowner to achieve a longer-term arrangement for the use of the current park and ride site, it was not recommended that this additional variable be contemplated until 2024 at the earliest. It was noted any change to the acceptance of concessionary passes could also be delayed until this point, after which it would become irrelevant, but this would undoubtedly have a negative financial impact on any 2023 service.

23. Members considered all of the available information and the meeting of Strategy and Finance committee on 22 March 2023 recommended to:

- a) approve the appointment of First Group as the operator for the 2023 park and ride service, using a similar three-bus system and covering both Lyme Regis and Charmouth as in 2022, with a timetable operating between 10.30am and 7.30pm to a service frequency of approximately 13 minutes and at a daily cost for three buses and drivers of approximately £1,100 (precise figure still to be finalised) and incorporating the revised fare tariff set out below:
- Adult single - £2
 - Adult return - £3.50
 - Child single - £1.50
 - Child return - £2.50
 - Group (up to 5 people, not more than 3 adults) - £10.00
 - Concessionary passes NOT accepted
- b) approve the operation of the 2023 park and ride service on the following dates:
- 1 April to 16 April inclusive (every day, including weekdays) to cover Easter and school half-term
 - 29 April to 1 May to cover any Fossil Festival and bank holiday
 - 6 May to 8 May to cover the coronation weekend
 - 27 May to 4 June inclusive (every day, including weekdays) to cover school half term
 - All other June and July weekends from 10/11 June to 15/16 July inclusive
 - 22 July to 3 September inclusive, i.e., the entire school holiday period (every day, including weekdays)
- c) approve the deployment of the same AA advanced signage as used in 2022 at an estimated total cost of approximately £1,000 + VAT
- d) approve the renewal of the licence for the use of the privately-owned park and ride site at Charmouth Road at an annual licence fee for 2022 of £10,825.05.

24. However, and as was subsequently reported to Full Council on 17 May 2023, First withdrew from the intended arrangement unexpectedly and at short notice, leaving Dartline of Exeter as the only potential operator, albeit of a much-reduced two bus service which excluded Charmouth and which operated during the school summer holiday only.

25. Members agreed to proceed on this reduced basis.

2023 Analysis and Outturn

26. The reduced 2023 service operated at a loss, albeit one significantly reduced from 2022. The final figure is £10,901.

27. A total of approximately 15,000 passengers were carried over a total of 44 days. Although the average number of passengers carried per day was about 340, on days when the weather was good the numbers were much greater and, the service operated at a surplus. This suggests the

final figures could have been better with improved weather, which was particularly poor during much of the initial 2-3 weeks' of operation.

28. There were one or two issues encountered with the service, but these were mainly down to a new operator and drivers getting used to the arrangements. Particular problems were experienced on the one day when Charmouth Road was closed to all traffic for emergency works, but this was unavoidable and certainly not something for which the operator could be blamed.

2024.

29. The landowner has now submitted a planning application for improved facilities at the park and ride site, including toilets, shelter, snack bar, and improved access and egress and signage. The application is currently being considered by Dorset Council.
30. If approved, the landowner intends to implement the works before the commencement of the 2024 season.
31. Further discussions have taken place about a more formal and longer-term arrangement for the use of the land and about moving to a pay to park model of operation, with free bus travel.
32. Pay to park has been made more attractive and feasible by increases in the parking costs of in-town car parks. However, it does require payment mechanisms to be put in place, together with a legal framework for enforcement. All of those issues are currently being looked at and are not completely straightforward.
33. If pay to park can be made to work in this location, there are a number of potential benefits, including the provision of a park and ride bus service which could be free to use for local residents and allow inter-town travel at no cost, for instance. It could also offer scope for the service to be entirely self-financing, BUT the practical and legal issues do need to be properly addressed.
34. Given the current situation, members are asked to instruct officers to obtain competitive quotes for operating a three-bus service to include Charmouth but without, at this stage, determining the best charging regime. This will be the subject of further reports and can be decided on later.
35. It would appear several operators are keen to quote for a 2024 service, including both First and Dartline.

Mark Green
Deputy town clerk
October 2023

Committee: Full Council

Date: 25 October 2023

Title: Town Mill Regeneration Funding Request

Purpose of Report

To consider a request from the chair of the Town Mill Trustees for a contribution of £5,000-10,000 towards the Town Mill Regeneration Project.

Recommendation

Members consider the report and instruct the town clerk

Report

1. Attached, **appendix 21A**, is a request from the chair of the Town Mill Trustees for a contribution towards the Town Mill Regeneration Project.
2. The projects and improvements include:
 - artist designed ‘wheatsheaf’ themed metal plates and other elements
 - replacement railings to protect the public and enhance health and safety
 - updated interpretation within the mill
 - the replacement of outdated and faded signing within and outside the site to ensure the public visiting Lyme Regis are aware of the mill
 - provide safer and more energy efficient lighting around the site
 - supporting the funding of an engagement/events/marketing officer to deliver a community engagement plan, bring in non-visitors and school groups, resulting in improved informal understanding of the heritage asset, as well as more formal curriculum focussed education
 - to provide additional office space to offer to local start-up businesses at a preferential rent.
3. The intended project implementation date is 2025.
4. The project budget is £185,000 and a town council contribution of £5,000-10,000 is sought.
5. The Town Mill trustees are happy to arrange for members to visit the site and/or receive a presentation about the project.

John Wright
Town clerk
October 2023



John Wright
 Clerk to Lyme Regis Town Council
 Council Offices
 Lyme Regis



Malthouse Office
 Mill Lane
 Lyme Regis
 Dorset DT7 3PU

01297 444042

info@townmill.org.uk

10th October 2023

Dear John

Town Mill Regeneration Project

You may be aware from the recent Planning and Listed building applications that were approved by Dorset Council that we are planning a series of improvements at Town Mill.

The project summary is as follows:

To undertake engagement with community organisations and individuals who may not currently visit the Mill, and to implement physical improvements that will ensure that the offer to visitors is high quality and reflects the status of Town Mill as a key heritage asset in Lyme Regis and meets visitors' increasing expectations.

This regeneration work will ensure that the Mill and Trust recovers from the financial impact of Covid lockdowns and is placed on a sound and resilient footing into the future.

As you will know, the mill was rescued from demolition in the 1990's and whilst some changes have been made since then, there is a need for a refresh of the physical infrastructure as well as what is offered as a community resource and visitor attraction. We aim to achieve greater diversity in our visitor profile, by proactively attracting more under-represented local people and making the rooms available for use by more community organisations, so that the mill site becomes more inclusive and those new visitors will learn about this key heritage asset in the local area.

Projects and Improvements include:

- Artist designed 'wheatsheaf' themed metal gates and other elements
- Replacement railings to protect the public and enhance health & safety
- Update interpretation within the mill
- Replace outdated and faded signing within and outside the site to ensure the public visiting Lyme Regis are aware of the mill
- Provide safer and more energy efficient lighting around the site

- Support funding of an Engagement/Events/Marketing Officer to deliver the community engagement plan, bringing in non-visitors and school groups, resulting in improved informal understanding of the heritage asset, as well as more formal curriculum focussed education
- Seek to provide additional space to offer to small local start up businesses at a preferential rent

All of these improvements will make Town Mill more attractive, increasing visitor numbers and income to the mill through the public donations received through self-guided mill tours and shop sales. This will also benefit the craft-based businesses occupying mill buildings and who rely on the public visiting and who also suffered during lockdowns.

Project Outcomes will include:

- The heritage asset of the mill will be conserved in a sustainable manner
- Inclusion, wider access and participation will be enhanced
- The built and industrial heritage and its environment will be accessible to a more diverse visitor community
- The Trust will be strengthened and be financially resilient, contributing towards the mill's role in the local community and economy

Full or further details on any aspect of the project together with photographs of the planned improvements can be provided, in a detailed bid document, if required.

Clearly being physically based in Lyme Regis and being one of only two heritage visitor attractions in the town [*the other being the museum*] it plays an important part in the town's and Dorset's tourist and general economy. As you know, we host a number of craft-based businesses at the site, providing important employment and incubation units for these businesses.

Visitor surveys in Summer 2023 demonstrated the value of the mill to visitors and local people many of whom were repeat visitors. Over 98% of visitors said they would recommend a visit to the Mill site and Lyme Regis to others, which is a very positive message.

Work has already started on diversifying our visitor base by bringing in more, less-advantaged, local people and making available our Bakehouse room to local organisations for meetings and supporting 'Taster' event for local people; for example Pilates sessions and hosting a summer 'community' event with food and music, that was very much targeted at local, 'non-visitors'.

The introduction in 2023 of free self-guided tours of the Mill itself has broadened out the visitor profile and ensured that no one is inhibited or excluded from visiting due to economic challenges. This has also resulted in donations and shop sales increasing. Our volunteers ensure that visitors receive a high quality delivery in terms of Mill history and demonstrations of milling using the waterwheel and millstones.

However, there has been no overhaul of infrastructure for over 20 years and much is in need of refreshing and improvement, with artistic and other professional inputs - graphics, artistic metalwork etc. The proposed community officer will provide us with the resources to ensure our outreach projects become a reality. As noted above, planning & listed building consent have been secured for the works that require these permissions.

As well as good quality, but only part-time staff, the Trust is fortunate in having Trustees, who have experience in planning, project management, delivering regeneration projects in Dorset and elsewhere, as well as expertise in Mill engineering, marketing and HR.

The total project budget sum is £185,000 and we would be most grateful if the Town Council could consider making a grant or, even at this stage, an 'allocation' of funds for a future year of perhaps £5-10,000. As we shall be bidding to other organisations over the next few months and the sum required is quite a challenge, support from our Town Council would be highly advantageous; we do not envisage implementation until probably 2025.

Any sum the Council would be able to provide would support the 'match funding' we require for other bids, such as National Heritage Lottery, and other charitable trusts, which are planned. We believe it would be a very good message to send to these other potential funders we shall be bidding to, if we could demonstrate that we do have the support of the local Town Council. I can confirm that we shall be writing to Dorset Council in the same vein.

We would also like to extend an invitation to yourself, staff and all Councillors to visit Town Mill for a tour and presentation about our current plans and would be pleased to liaise further on this. Alternatively we could come to the Council Offices and/or a Council meeting to provide the presentation, if required.

Thank you for considering this request.

Your sincerely,



Rob McLaughlin (Chair Town Mill Trustees)

Committee: Full Council

Date: 25 October 2023

Title: Request for Family Funfair

Purpose

To allow members to consider a request received from Herbert's Family Funfairs to hold a family funfair in Lyme Regis in 2024

Recommendation

Members consider a request received from Herbert's Family Funfairs to hold a family funfair in Lyme Regis in 2024 and indicate whether, in principle and subject to any other necessary approvals, they would be willing for it to be located at Strawberry Fields

Report

1. The town council has received a request from Herbert's Family Funfairs. The request states:

'hosting the fair would be from Friday 26th July to Sunday 4th August. We would need access to the field 3 days prior as the rides and stalls need to be built up.

Our opening hours would be:

2pm-9pm (Fri-Sun)

4pm-9pm (Mon-Thurs)

We would pay you a refundable deposit to ensure the field was left in a good condition after the fair.

In terms of the rent we would pay yourselves 10% of the whole fairground's earnings over the 10 day period.'

2. Herberts go to many other Dorset towns each year and to some local Devon and Somerset towns too. The funfair seems to be popular in other locations and attracts minimal problems as far as can be established. It is very much family orientated and has traditional type rides.

3. Enquiries have been made of the Football Club, but they have declined because of concerns about the timing, immediately prior to the commencement of the football season, and due to concerns about the pitch surface.

4. Anning Road playing field is surrounded by houses and probably not suitable for this reason.

5. Strawberry Fields is probably the only possible alternative location, but is well out of town, limiting access by foot. It would require consent from the landowner and also need to have regard to the current footgolf business operating on part of the site.

6. Members' views are sought.

Mark Green
Deputy town clerk
October 2023

Committee: Full Council

Date: 25 October 2023

Title: Consultation on Dorset Council's Gambling Policy

Purpose of Report

To allow members to comment on Dorset Council's Gambling Policy

Recommendation

Members indicate the nature of their response to Dorset Council's Gambling Policy survey and delegate the final response to the town clerk in consultation with three members identified by the Full Council

Background

1. Dorset Council is the licensing authority under the Gambling Act 2005 and is required to publish a Statement of Gambling Licencing Policy every three years. The purpose of the policy statement is to define how the council will exercise its responsibilities under the Act.

Report

2. The draft policy has been prepared by Dorset Council officers and is published for consultation; the consultation period runs for four weeks, 12 October to midnight on 9 November 2023.
3. The draft policy is available here: [Template \(dorsetcouncil.gov.uk\)](https://www.dorsetcouncil.gov.uk)
4. The Statement of Gambling Licencing Policy sets out how Dorset Council will carry out its functions under the Gambling Act 2005 with a view to promoting:
 - the prevention of gambling being a source of crime and disorder, being associated with crime or disorder, or being used to support crime
 - ensuring gambling is conducted in a fair and open way
 - protecting children and other vulnerable persons from being harmed or exploited by gambling.
5. The consultation survey is attached at **appendix 23A**.
6. The recommendation is the completion of the survey is delegated to the town clerk in consultation with three members identified by the Full Council.

John Wright
Town clerk
October 2023

Introduction

I am responding as a:

- Member of the public
- On behalf of an organisation
- Business
- Parish Council
- Elected Member
- Other (please specify)

If other, let us know here:

Save and come back later...

Continue >

Individual responses

Your name (unless you would rather respond anonymously)

Please provide your postcode

Postcode

<< First

Save and come back later...

Continue >

Your comments on the policy

Please let us know your thoughts on the proposed revised policy

If referring to a specific reference in the policy document please include that paragraph reference before your comments (e.g. Para 14.18). You can see the draft policy again [here](#).

Let us know here:

Is there anything that has not been included in the policy that you feel is missing or things that we haven't taken account of?

« First

Save and come back later...

Continue »

Committee: Full Council

Date: 25 October 2023

Title: List of Payments

Purpose of Report

To inform members of the payments made in the month of September 2023

Recommendation

Members note the report and approve the attached schedule of payments in September 2023 for the sum of £150,965.38

Background

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

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

Report

2. The format of the report was amended to fulfil the requirements of the transparency code. As well as the date, amount, payee and some brief details, the report now includes an estimated VAT figure and the net cost to the council, as well as a 'merchant category'. The VAT and expenditure categories are indicative of that supplier, because the schedule shows a list of payments, not invoices, so one payment may include multiple invoices and multiple VAT rates, etc. The 'probable' VAT code is the code predominantly associated with the supplier. The 'merchant category' is the name used to group a number of nominal codes and represents the summary level we report on.
3. I present the list of payments for the month of September 2023, **appendix 24A**.
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
October 2023

APPENDIX 24A

Lyme Regis Town Council									
Payments list for September 2023									
					150,965.38				
Total									
Date	Supplier	Detail	Frequency	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
NAT WEST BANK									
01-Sep	DORSET COUNCIL	Rates	Monthly	DD	9630	0%	-	9,630.00	Utilities
01-Sep	DORSET COUNCIL	Rates	Monthly	DD	530	0%	-	530.00	Utilities
01-Sep	DORSET COUNCIL	Rates	Monthly	DD	232	0%	-	232.00	Utilities
01-Sep	C POWLEY	Rent of strawberry fields	Annually	SO	50	0%	-	50.00	Rents
08-Sep	SALARIES	Advance on wages	One off	EBP	800	0%	-	800.00	Staffing
15-Sep	BANKLINE	Bank charges	Monthly	BLN	44.2	0%	-	44.20	Office Expenses
19-Sep	WORLDPAY	Transaction charges	Monthly	DD	151.14	0%	-	151.14	Office Expenses
20-Sep	DWP	Waste collection	Monthly	DD	2479	0%	-	2,479.00	Outside Works
20-Sep	WORLDPAY	Transaction charges	Monthly	DD	25.5	0%	-	25.50	Office Expenses
22-Sep	DORSET COUNCIL	Towns research visitor data	One off	DD	276	0%	-	276.00	Marketing & Tourism
22-Sep	SALARIES	September salaries	Monthly	EBP	43912.03	0%	-	43,912.03	Staffing
				Total	58,129.87				
LLOYDS BANK									
01-Sep	ZOOM	Subscription	Monthly	DEB	12.99	0%	-	12.99	Office Expenses
01-Sep	LYME FISH BAR	Mayor's Allowance	One-off	FPO	453.5	0%	-	453.50	Democratic Represent
01-Sep	BISHOP SPORT AND LEISURE	Amenity equipment	One-off	FPO	252.9	20%	42.15	210.75	Outside Works
01-Sep	SCREWFIX	External supplies	One-off	FPO	209.02	20%	34.84	174.18	Outside Works
04-Sep	SQUARE	Team plus till point system	Monthly	DEB	20	20%	3.33	16.67	Outside Works
04-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
06-Sep	LR CHRISTMAS LIGHTS	Grant	Annually	FPO	4000	0%	-	4,000.00	Grants
07-Sep	SLCC	Staff training	One	DEB	42	0%	-	42.00	Staffing
08-Sep	YU ENERGY	Electricity charges- MB car park	Monthly	DD	1568.1	20%	261.35	1,306.75	Utilities
08-Sep	YU ENERGY	Electricity charges- WM car park	Monthly	DD	1422.98	20%	237.16	1,185.82	Utilities
08-Sep	YU ENERGY	Electricity charges- Marine parade	Monthly	DD	905.47	20%	150.91	754.56	Utilities
08-Sep	UNITY 5	Zatpark fees	Monthly	DD	506.64	20%	84.44	422.20	Outside Works
08-Sep	YU ENERGY	Electricity charges- Cadet hut	Monthly	DD	278.37	20%	46.40	231.98	Utilities
08-Sep	YU ENERGY	Electricity charges- Office	Monthly	DD	233.3	20%	38.88	194.42	Utilities
08-Sep	YU ENERGY	Electricity charges- Amenity hut	Monthly	DD	186.93	20%	31.16	155.78	Utilities
08-Sep	YU ENERGY	Electricity charges- Guildhall	Monthly	DD	134.05	20%	22.34	111.71	Utilities
08-Sep	YU ENERGY	Electricity charges- Cabanya car park	Monthly	DD	131.36	20%	21.89	109.47	Utilities
08-Sep	YU ENERGY	Electricity charges- Showers on the beach	Monthly	DD	122.15	20%	20.36	101.79	Utilities
08-Sep	YU ENERGY	Electricity charges- Playing fields	Monthly	DD	111.69	20%	18.62	93.08	Utilities
08-Sep	YU ENERGY	Electricity charges- Guildhall	Monthly	DD	97.77	20%	16.30	81.48	Utilities
08-Sep	YU ENERGY	Electricity charges- Marine parade	Monthly	DD	58.81	20%	9.80	49.01	Utilities
08-Sep	YU ENERGY	Electricity charges- Workshop	Monthly	DD	39.95	20%	6.66	33.29	Utilities
11-Sep	UNITY 5	Zatpark usage licence	Annually	DD	1200	20%	200.00	1,000.00	Outside Works
11-Sep	BARCLAYCARD	Transaction fees	Monthly	DD	54.18	0%	-	54.18	Outside Works
11-Sep	EDF ENERGY	Gas charges- Office	Monthly	DD	52.03	5%	2.48	49.55	Utilities
11-Sep	BARCLAYCARD	Transaction fees	Monthly	DD	15.76	0%	-	15.76	Outside Works
11-Sep	MAILCHIMP	Subscription for business briefing	Monthly	DEB	12.59	20%	2.10	10.49	Office Expenses
11-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
11-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
11-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
11-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
11-Sep	GLEN CLEANING	Seafront toilet cleaning & consumables	Monthly	FPO	4932.55	20%	822.09	4,110.46	Outside Works
11-Sep	YEOVIL COLLEGE	Staff accountancy training	One-off	FPO	2573	0%	-	2,573.00	Staffing
11-Sep	CHAPMAN GEOTECHNIC	Survey and draining record drawing	One off	FPO	1575	20%	262.50	1,312.50	Outside Works
11-Sep	CARBON LITERACY	CLO accreditation	One off	FPO	1500	0%	-	1,500.00	Projects
11-Sep	DAMORY	Bus subsidy	Monthly	FPO	1282.17	0%	-	1,282.17	Rents

11-Sep	FLOWBIRD	Ticket machine call out charge	One-off	FPO	1129.2	20%	188.20	941.00	Outside Works
11-Sep	JURASSIC COAST TRUST	Fossil warden	Annually	FPO	850	0%	-	850.00	Grants
11-Sep	DORSET COUNCIL	Building regulation fee- Amenity hut	One off	FPO	697.5	0%	-	697.50	Projects
11-Sep	NEWSQUEST	Jubilee pavilion- expression of interest	One off	FPO	616.14	20%	102.69	513.45	Marketing & Tourism
11-Sep	METRIC	Hosting costs- ticket machines	Monthly	FPO	583.2	20%	97.20	486.00	Outside Works
11-Sep	TOPSPARKS	Fitting of street lamps	One-off	FPO	532.87	20%	88.81	444.06	Projects
11-Sep	ADVANTAGE DIGITAL PRINT	Parking permits for woodmead	One off	FPO	433.2	20%	72.20	361.00	Office Expenses
11-Sep	MARINE THEATRE	Bursary for youth theatre	One off	FPO	360	0%	-	360.00	Grants
11-Sep	AXE SKIP HIRE	Skip hire	One off	FPO	354	20%	59.00	295.00	Outside Works
11-Sep	EIBE	Play equipment replacement	One off	FPO	345.6	20%	57.60	288.00	Outside Works
11-Sep	EUROFFICE	Stationary	One off	FPO	253.47	20%	42.25	211.23	Office Expenses
11-Sep	DORSET COUNCIL	Job advertisement- Projects and property assistant	One-off	FPO	250.74	0%	-	250.74	Staffing
11-Sep	CLARITY COPIERS	Copier usage	Monthly	FPO	210.76	20%	35.13	175.63	Office Expenses
11-Sep	KATIE STUDLEY	Office cleaner	One-off	FPO	187.5	0%	-	187.50	Office Expenses
11-Sep	GEOFF LOKER	Loler examination	One off	FPO	140	0%	-	140.00	Outside Works
11-Sep	PODPOINT	Admin fee	Monthly	FPO	133.33	20%	22.22	111.11	Outside Works
11-Sep	MICHAEL UPTON	Shelters performance	One off	FPO	100	0%	-	100.00	Marketing & Tourism
11-Sep	SCREWFIX	External supplies	One off	FPO	94.98	20%	15.83	79.15	Outside Works
11-Sep	CUSTOMER	Refund for bell cliff advertising board	One off	FPO	80	0%	-	80.00	Refunds
11-Sep	TRAVIS PERKINS	External supplies	One off	FPO	76.72	20%	12.79	63.93	Outside Works
11-Sep	SOUTH WEST WATER	Water charges- Harbour master store	Quarterly	FPO	49.82	0%	-	49.82	Utilities
11-Sep	FOWLER	Equipment hire	One off	FPO	47.06	20%	7.84	39.22	Outside Works
11-Sep	CUSTOMER	Refund for spare beach hut key	One off	FPO	40	0%	-	40.00	Refunds
11-Sep	NPOWER	Electricity charge- Harbourmaster store	Monthly	FPO	37.38	5%	1.78	35.60	Utilities
11-Sep	CUSTOMER	Refund for spare beach hut key	One off	FPO	20	0%	-	20.00	Refunds
11-Sep	CUSTOMER	Refund for spare beach hut key	One off	FPO	20	0%	-	20.00	Refunds
11-Sep	MOLE AVON	External supplies	One off	FPO	15	20%	2.50	12.50	Outside Works
12-Sep	UNITY 5	Transaction fees	Monthly	DD	13.92	20%	2.32	11.60	Outside Works
12-Sep	TAKEPAYMENTS	Transaction fees	Monthly	DD	6	20%	1.00	5.00	Office Expenses
12-Sep	TAKEPAYMENTS	Transaction fees	Monthly	DD	6	20%	1.00	5.00	Office Expenses
14-Sep	ALLSTAR	Fuel usage	Monthly	DD	588.98	20%	98.16	490.82	Outside Works
14-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
14-Sep	SCREWFIX	External supplies	One off	FPO	795.6	20%	132.60	663.00	Outside Works
14-Sep	ECOM6	Transaction fees	Monthly	FPO	107.62	20%	17.94	89.68	Outside Works
15-Sep	SOUTH WEST WATER	Water charges- MB chalets	Quarterly	DD	1206.63	0%	-	1,206.63	Utilities
15-Sep	AIB	Transaction fees	Monthly	DD	1011.84	0%	-	1,011.84	Outside Works
15-Sep	SOUTH WEST WATER	Water charges- Amenities hut	Quarterly	DD	120.71	0%	-	120.71	Utilities
15-Sep	SOUTH WEST WATER	Water charges- Seafront toilets	Monthly	DD	118.5	0%	-	118.50	Utilities
15-Sep	EE LIMITED	Mobile bundle	Monthly	DD	78.36	20%	13.06	65.30	Utilities
15-Sep	SOUTH WEST WATER	Water charges- Trough	Quarterly	DD	28.77	0%	-	28.77	Utilities
15-Sep	SOUTH WEST WATER	Water charges- Langmoor gardens	Quarterly	DD	23.8	0%	-	23.80	Utilities
15-Sep	ZATPARK	Zatpark top up	One-off	DEB	100	0%	-	100.00	Outside Works
18-Sep	SOUTHERN ELECTRIC	Electricity charges- Shelters	Quarterly	DD	4787.67	5%	227.98	4,559.69	Utilities
18-Sep	SAGE SOFTWARE LTD	Subscription	Monthly	DD	411.07	20%	68.51	342.56	Office Expenses
18-Sep	SOUTHERN ELECTRIC	Electricity charges- Bathing office	Quarterly	DD	284.34	5%	13.54	270.80	Utilities
18-Sep	SOUTHERN ELECTRIC	Electricity charges- Guildhall	Quarterly	DD	180.2	5%	8.58	171.62	Utilities
18-Sep	SOUTHERN ELECTRIC	Electricity charges- Guildhall	Quarterly	DD	150.16	5%	7.15	143.01	Utilities
18-Sep	VPW SYSTEMS	Registration of website domain	Annually	DD	14.1	20%	2.35	11.75	Marketing & Tourism
18-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
19-Sep	WORLDPAY	Transaction fees	Monthly	DD	57	0%	-	57.00	Office Expenses
19-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities
20-Sep	WORLDPAY	Transaction fees	Monthly	DD	23.94	0%	-	23.94	Outside Works
20-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
22-Sep	EDF ENERGY	Electricity charge- pay and display machine	Monthly	DD	222.98	5%	10.62	212.36	Utilities
22-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
25-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
25-Sep	MAILING ROOM	Postage charges	Annually	DD	252	20%	42.00	210.00	Office Expenses
26-Sep	AMAZON	Postage subscription	Monthly	DEB	8.99	20%	1.50	7.49	Office Expenses
26-Sep	DC PENSION FUND	Pension contribution	Monthly	BGC	11689.62	0%	-	11,689.62	Staffing
27-Sep	CANVA	Graphics subscription	Monthly	DEB	10.99	20%	1.83	9.16	Office Expenses

