



John Wright
Town Clerk

Lyme Regis Town Council

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Notice is given of a meeting of **Lyme Regis Town Council** to be held at the **Guildhall, Bridge Street, Lyme Regis** on Wednesday 13 December 2023 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
08.12.23

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

AGENDA

1. Public Forum

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

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

2. Dorset Council Matters

To receive updates from the Dorset Council ward member

3. Questions from Councillors

4. Apologies for absence

To receive and record any apologies and reasons for absence

5. Disclosable Pecuniary Interests

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

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

7. To confirm the accuracy of the minutes of the Full Council meeting held on 25 October 2023 (attached)

8. Matters arising from the minutes of the Full Council meeting held on 25 October 2023

To inform members of matters arising from the minutes of the Full Council meeting held on 25 October 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

There are no updates.

10. Mayor's Announcements

11. Planning Committee

To receive the minutes of the meeting held on **28 November 2023**, to note the committee's comments made on planning applications under the power delegated by Full Council, and to note the recommendations made under the chairman and vice-chairman's delegated authority following the cancellation of the meetings on **31 October and 14 November 2023**

12. Environment Committee

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

13. Human Resources Committee

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

14. Strategy and Finance Committee

To receive the minutes of the meeting held on **29 November 2023** and consider the recommendations therein.

15. Tourism, Community and Publicity Committee

To receive the minutes of the meeting held on **15 November 2023** and consider the recommendations therein.

16. Town Management and Highways Committee

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

17. Budget and Precept 2024-25

To approve the 2024-25 budget, reserve, and precept, and to note the five-year financial plan.

18. Preparing for the Election and a New Administration

To inform members of the timetable for the local council elections on 2 May 2024, to outline preparation for the election and new council administration, including the adoption of the Civility and Respect pledge, and induction and development programmes

19. Annual Health and Safety Audit

To allow members to receive the 2023 health and safety audit

20. Investments and Cash Holdings

To allow members to consider investment options

21. Traders' Letter

To allow members to formally receive a letter from 30 independent traders/businesses in Lyme Regis regarding the negative impact of recent road closures

22. Valuation and Insurance Cover of the Town Crier's Civic Regalia

To allow members to consider the risks of not insuring the town crier's civic regalia

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

23. Request to Assign Lease

To consider a request to assign the lease in respect of Jane's Café, Marine Parade, Lyme Regis

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

24. Administrative and Community Engagement Assistant, Six-Month Probation Review

To allow members to confirm the administrative and community engagement assistant's (post holder 106) permanent appointment.

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

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 22 – Valuation and Insurance Cover of the Town Crier's Civic Regalia**
- b) **Agenda item 23 – Request to Assign Lease**
- c) **Agenda item 24 – Administrative and Community Engagement Assistant, Six-Month Probation Review**

Dorset Council report to Lyme Regis Town Council

13 December 2023

1. Local updates

1.2. Response to the Broad Street Road Closure

On 8 November, the day of the emergency road closure by the Bell Cliff building, I asked Dorset Council to provide additional road signs saying businesses were open as usual, which arrived by the end of that week.

I also asked whether we could use the opportunity of a long road closure to hold a Christmas Market in Broad Street but the Head of Highways advised that a separate event closure notice would be required so there wasn't time to process an application. My request for additional free parking was turned down but the more detailed signage was made and delivered within a week. My repeated pleas for more signage to be placed ahead of the 'Road Closed' to promote business and car parks open as usual are not being adequately addressed, in my opinion.

The town clerk and I discussed the possibility of using the performance and/or market area of the Shelters to hold a Christmas Market but others felt this might not work. The request to hold an Extraordinary Council meeting before the Environment Committee to discuss this and a request to extend LRTC's free parking for another two days and to invest in our own road signs was turned down on 17 November.

I cancelled the Christmas market to the local traders who'd been keen then later that day was offered the chapel at the Alexandra Hotel so the Christmas Crafts in the Chapel market will now be on Friday 15 to Sunday 17 December from 10am to 4pm.

I collated the other additional Christmas markets and events at the Town Mill, the Millside, Drake's Way, the Marine Theatre and the Christmas Tree Festival to add to a Christmas version of the Totally Locally map to show Lyme is very much open.

Dorset Council's Senior Conservation Officer came to brief me and the town clerk on the processes involved with repairs to the Bell Cliff building on 30 November. The owner of the building met me, John and Adrienne to provide a public statement, which was also endorsed by Dorset Council's Communications team.

The outcome of the specialist builder's assessment on 5 December and the views of the structural surveyor and Dorset Council's Conservative Officer and road closure team are yet not known. An update was given by 'phone on 7 December, which is that the second building work quotation needed by the insurance company is arranged for Monday 11 December. The Senior Conservation will work with the structural engineer on a repair plan the same day. Once the insurance company has approved the repair work plan, it is hoped the road could re-open after the essential safety repairs have been

done. The owner would then apply for a traffic-light controlled one-way road closure at a suitable time in 2024 for the full work to be undertaken.

1.3. PWC Licence trial

The Harbours Advisory Committee was expected to discuss the proposal from the Lyme Regis Powerboat Club to run a trial for 10 licences for personalised watercrafts (PWCs) jet-skis to launch from Lyme Regis harbour on 22 November or the next Harbours Advisory Committee, currently scheduled for 6 March 2024.

The proposed 'quiet zone' ends at Charmouth and Charton Bay.

Ken Buchan, the Head of Environment and Wellbeing, called me on 1 November to say Dorset Council had further work to do so the PWC licence trial would not be on the agenda for the November meeting. He has since confirmed it is not expected to be discussed in March.

The local Harbour Users' Group meets on 1 February and LRTC might prefer to submit a view to that meeting, in case it is discussed and a vote taken locally.

The deadline for public and councillor questions to Dorset Council's Harbours Advisory Committee is likely to be 08:30am on Friday 1 March, to be sent to Joshua Kennedy on joshua.kennedy@dorsetcouncil.gov.uk

1.4. Axe Valley Ring and Ride & other Transport updates

Axe Valley Ring and Ride will continue to operate their current service network until the end of the financial year rather than ending the West Dorset service in December, thanks to a personal donation from the WATAG bus expert who created the timetables for the Lyme to Seaton services after Stagecoach cut the 9A link.

<https://www.bridportnews.co.uk/news/23956776.axe-valley-ring-ride-west-dorset-service-extended/>

AVRR will be applying for a revenue grant from Dorset Council and I've written to the Portfolio Holder and Lead Member to ask whether the policy that only start-ups are funded could be changed to enable AVRR to be more sustainably funded.

I've had some response from Dorset Council's Travel Team on the **town bus service** to inform the Traffic and Travel Working Group, which will be assessing possible changes to the service, including possible links to Charmouth and Uplyme.

The planning application for the **Park and Ride** site will be resubmitted after reviewing the likely conditions suggested by the Planning Officer.

The **Local Transport Plan 4** process is underway and aims to be 'Vision-led', addressing the decarbonisation challenges, the need to improve more 'Active Travel' opportunities for walking and cycling and to co-ordinate with Dorset Council's Nature Recovery, Climate and Ecological Strategy as well as the Local Plan. The Traffic and Travel Working will begin to develop the vision and response for LTP4.

1.4. Dogs PSPO – the town’s response

Cabinet made the decision on the Dog-related PSPO (Public Space Protection Order) on 7 November, voting to allow dogs on beaches over the winter months in order to have consistency across all Dorset beaches.

The Environmental Health Officer has agreed to let LRTC know the nature of the review once it has been worked up.

I’ll be collating the comments I’m receiving about dogs to send to Dorset Council, alongside those received by LRTC.

While canvassing, the biggest doorstep issue is dogs and dog poo, all negative, with only the main pro-dog campaigner talking in favour of dogs off leads so far.

There have been additional requests for PSPOs to be extended to include the river walk to Uplyme as far as Horn Bridge and for the Cobb and the small harbour beach, which I will raise with the Environmental Protection team.

1.5. Relations with Dorset Council

Both the LRTC town clerk and I have sought senior management support following several unsatisfactory responses from Dorset Council in certain areas. The Corporate Director for Place Services visited on 19 October, meeting a few harbour users as well. She suggested I use the councillorenquiries@dorsetcouncil.gov.uk email and set up a meeting including a Head of Customer Service to discuss how all enquiries were followed up. A shared document has been set up to monitor progress but she cancelled the review meeting on 20 November.

There are staff shortages and problems recruiting across Dorset Council but the Customer Service team will log and track questions to ensure they are answered. The checklist is getting longer.

1.6. Planning concerns

I have yet to have a response from requests made on 24 August and 7 September that the Head of Planning and Corporate Director meet Charmouth Parish Council’s Planning Committee to clarify a few recent planning decisions and to discuss whether the Neighbourhood Plan needed to be adapted in the light of any changing assumptions. Rather than hoping Dorset Council will send officers, it might be worth proposing a joint visit to County Hall for planning committee members of LRTC and CPC.

1.7. Engine idling signage

This is on the ‘To Do’ list and will focus initially on Charmouth Primary School.

It could be something we engage secondary school students from Woodroffe to help run an awareness campaign in all the primary schools.

1.8. Carbon Literacy training

I'll be offering joint Carbon Literacy training with Weymouth Town Council during January so the number of councillors and staff could reach the level required by the Silver level Carbon Literate Organisation accreditation.

Members and officers are invited to join two half day workshops in late January – early February.

Three choices are offered for each of the two half day workshops and it is hoped several facilitators will be able to share their experiences and case studies of effective community and council-led action in Dorset and beyond.

All staff and members are welcome to join – attendance at both Workshop 1 and Workshop 2 and submission of pledges demonstrating understanding are required for individual accreditation as Carbon Literate.

1. Workshop 1 - Wednesday 17 January am
2. Workshop 1 - Tuesday 23 January am
3. Workshop 1 – Tuesday 30 January pm
4. Workshop 2 – Tuesday 6 February pm
5. Workshop 2 – Wednesday 7 February am
6. Workshop 2 – Wednesday 14 February am

Am = 9am to 1pm; Pm = 1pm to 5pm

[Carbon Literacy – Local Authority toolkit suite](#)

1.9. Police Station – reminder to encourage residents to use it

I met Sgt Mike Brown of the Neighbourhood Policing Team and asked if his team could offer a regular monthly public session in Lyme, as well as Charmouth.

Dorset Police re-opened the police station on a trial basis in Lyme Regis on Tuesdays and Thursdays from 9.30am to 3.30pm.

I received this request from the Police and Crime Commissioner's office 25 October:

Please do encourage your constituents to continue reporting all matters of intelligence and/or crime through the Dorset Police website here - [Home | Dorset Police](#) – where on the main page there is a blue button with a link to report any crime, as well as half way down the page another link to report intelligence. By completing these online forms it helps Dorset Police to build a picture of problematic areas and a portfolio of reports to better support any action taken.

1.10 Coastal Transition Accelerator Fund from DEFRA

I've been trying to ensure the local expertise and any work already underway on Charmouth's future resilience is taken into account at the earliest stages by the project team on the Coastal Transition Accelerator Programme.

Matthew Penny, Service Manager Flood & Coastal Erosion in Place Services for Dorset Council, replied last week to the Lower Char Community Group as follows:

The CTAP project is very much in its infancy. Dorset Council has been allocated funding on the CTAP programme but we are required to develop a business case for approval prior to actually being able to draw-down the funding.

We anticipate engaging with the public and stakeholder groups on the project in late winter/early spring and thus all interested parties will be able to input through that engagement process. Rest assured that engagement is a fundamental part of the CTAP project as it is focused upon helping at-risk communities' transition away from an eroding coastline."

Clearly from Matt's email, the initial business plan is to make the formal case for the funding.

Let's hope we can get the DC/EA project teams down in the New Year.

1.11. Dorset National Park

The Prime Minister and others in government have recently announced the creation of new National Parks, mentioning Dorset. Conversations at County Hall suggest Dorset Council does not think this will become a reality and the stated position is to oppose it.

Our MP for West Dorset is also opposed to the proposal.

It would, however, be worth forming a view as there are huge implications for town, parish and county authorities should the proposal gain traction.

2. Dorset Council updates

2.1. 2024-2025 Budget discussions

The first of the 2024-2025 all day 'Budget Cafés' was held on 29 September and the second on Monday 4 December in County Hall.

The third on 3 January will be online and will consider the government's financial settlement (to be announced just before Christmas) and propose the final budget for 2024-2025.

The budget pressures fall mostly in the Place Directorate and the current 'budget gap' is proposed to be covered by the savings gained from the 'Our Future Council' transformation project.

2.2. Another Highways Award

I was part of a Budget Working Group discussing Highways Maintenance and Winter Service, involving two meetings in November, including one at the Charminster Depot.

Dorset Council's Highways team won another award recently – [press release 1 December 2023](#).

"We competed against more than 800 nominations from around the world in the [International Green Apple Environment Awards](#) to receive a silver award at the Houses of Parliament.

We won the award for our electronic 'hotbox' situated at our Charminster Highways Depot. We are the first council in the country to install an all-electric solar powered container to keep asphalt (that black stuff that surfaces roads) hot while it is stored, without relying on carbon emitting fossil fuels.

The hotbox, slightly bigger than a large skip, is powered by an array of solar panels on the depot roof. This removes the need to purchase electricity or gas to run it. As well as saving money, this is helping us meet our target of becoming a carbon-neutral council by 2040."

The Budget Working Group agreed the Highways proposed approach to better planned maintenance and the Hedge to Hedge Review which will pull teams from different departments together to work in a more co-ordinated way.

2.3. Forward Plan

Dorset Council Cabinet considered the [Housing Strategy](#) on 5 December and approved the [Dorset Shared Prosperity Fund Investment Plan](#) and [Levelling Up Fund land acquisitions](#).

The Quarter 3 Financial Monitoring Report and Budget strategy, the medium-term financial plan (MTFP) and the Voluntary and Community Strategy is on the agenda for January's Cabinet.

2.4. Current Dorset Council Consultations

Better Days – Day Opportunity Survey – closes 8 December

Childcare Survey for Dorset Families – [closes 8 December](#)

2024

Dorset Council News Magazine Survey – closes 31 January 2024

Call for Sites – closes 1 March

<https://consultation.dorsetcouncil.gov.uk/>

2.5. UK Shared Prosperity Fund

Following Cabinet endorsement at its December meeting, the Dorset Council [UK Shared Prosperity Fund](#) and [Rural England Prosperity Fund](#) grants for both community groups and organisations, together with local business grants, will launch on Tuesday 12 December 2023.

- Community groups and organisations can apply for grants between £1,000 and £15,000.
- Local business grant awards are from £2,000 to £20,000 per business.

[Grant funds for businesses, community groups and organisations set to launch - Dorset Council](#)

3. Case work and contacts

3.1. Dorset Councillor 'Surgeries'

Lyme's Community Café at the Hub, Church Street, DT7 3BS

Usually fortnightly on Thursdays from 10am to 12pm

Charmouth Community Library

Usually the last Monday of the month 2pm to 4pm –

18th December

Mon 8th January 2024

Saturday surgeries will start on 6 January at the Bankhouse Café

3.2. Contact

Contact me on 01305 216511 or cllbelinda.bawden@dorsetcouncil.gov.uk if there are [Dorset Council](#) matters you'd like to discuss, you'd like to volunteer on energy, transport and accessibility, environmental or net zero projects or learn more about being a councillor.

Belinda Bawden

7 December 2023

Additional update sent to Totally Locally businesses on the road closure in Broad Street, 24 November

Hi Everyone,

1. Broad Street Road Closure

The Bell Cliff building has to be assessed by a specialist contractor before any decision can be made about the length of road closure. Please be assured that serious attention is being paid to this in Dorset Council and getting the matter resolved as quickly as possible is a very high priority.

The Senior Building Control Surveyor answered my request for an update as follows:

“I have spoken to the builder this morning regarding an update, further opening up / exploratory work has been carried out and a meeting was held yesterday with the Listed Buildings Officer. The gable wall between the roofs is in a very poor state and further rotten timbers were exposed in the front wall. A specialist contractor is now being sought to carry out the work and the local builder will be carrying out some local strengthening and protection works requested by the engineer. No timescale can currently be given regarding the scaffolding being removed as it depends on the availability of a specialist to carry out the work. I will update you further when I know more.”

2. Free Parking

There will be free parking in the Dorset Council car parks and the town council's Woodmead car park on:

- **Saturday 25 November** - Christmas Lights Switch On
- **Friday 1 and Saturday 2 December** – ‘Small Business Saturday’ (Friday is only free in Dorset Council car parks – not LRTC's Woodmead car park)
- **Friday 15 December** – LRTC's Woodmead car park only

I am asking Dorset Council for additional free parking on **15, 16, 17 December** to reduce the impact of the road closure and to keep attracting people into Lyme for the Christmas Tree Festival, markets, shopping and festive eating and drinking.

3. Christmas Market

I'm working on Plan D for a Christmas crafts market at the top of Broad Street. The Town Mill will be a bustle of festive activity and Drake's Passage will also be amazing with Sunday craft and gift markets. There will be lots to promote.

4. Promotion of Christmas events

I'm planning to adapt the Totally Locally map to show all the Festive Events and activities so we can promote Lyme being very much open for business, festivities and fun!

Dorset Council, the town council, Love Lyme Regis and the social media noticeboards are ready to promote Lyme's businesses and car parks being fully open, in spite of the road closures.

Let me know if you have any planned events or activities you'd like to promote or posters or photos we could display at the Christmas Markets.

5. Road Closed signs

Dorset Council made new signs at my request to say the town centre is open for business but do please let me know if we need more of them and in which locations.

6. LRTC Business Bulletin

Another Business Bulletin is being sent out next Thursday. Please do sign up to this and contribute to it if you have an event by calling the town council on 01297 445175 or emailing enquiries@lymeregistowncouncil.gov.uk

I pass through all the Dorset Council notices to Cara Austin so this is a useful source of information. In the meantime, the town council will be posting updates and links to keep everyone as up to date as possible.

Please pass any relevant information through to your networks and let me know if you'd like to be added to the Christmas promotion.

Many thanks,

Belinda

LYME REGIS TOWN COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON WEDNESDAY 25 OCTOBER 2023

Present

Chairman: The Mayor, Cllr D. Sarson

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

Officers: M. Green (deputy town clerk), A. Mullins (support services manager), J. Smith (property and projects assistant), P. Williams (acting operations manager)

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

23/83/C Public Forum

R. McLaughlin

R. McLaughlin, chairman of the Town Mill trustees, spoke in relation to agenda item 21, Town Mill Regeneration Funding Request. He said the Town Mill had successfully been operated by the trust since it was saved in the 1990s from demolition and was restored and re-opened in 2000. The mill had had regular maintenance over the years but it needed refurbishing and updating and improvements to meet health and safety requirements, which was all part of the post-Covid recovery plan. He said they were successful in the summer in getting planning and listed building permission for some of the works and he thanked the town council for its support in this. R. McLaughlin said one of their key aims was to engage more closely with the local community and clubs and groups of people who didn't necessarily think the Town Mill was for them. They had started working already on some taster days, for example Pilates sessions and a community day and were working with Lyme Regis Development Trust to develop this aspect. He said they also wanted to engage a part-time engagement and events' officer to deliver their community engagement plan to bring in people who didn't normally visit and to give a better understanding locally of the important heritage of the mill. R. McLaughlin said an artist had designed wheatsheaf metal gates for the mill and steps to link the lynch with the gardens at the mill, so there would be a new entrance into the mill. They also wanted to replace the railings so they were safe to protect the public, to update interpretation within the mill, to replace the outdated signage so visitors were more aware of the mill, to provide safer and more energy efficient lighting around the site and improve the hydroelectric plant. He said all these improvements would support the tourist economy by making the Town Mill more attractive, increasing visitor numbers, increasing income into the mill and safeguarding its viability. R. McLaughlin said the mill relied heavily on public donations through tours and shop sales but these improvements would also benefit the small artisan businesses on the site as they rely on the whole operation

being successful. He said all the proposed works had been costed and the total funding requirement was £186k. They had started to apply to charitable trusts and funds but they would need match funding, especially if they made a bid to the Heritage Lottery Fund in the new year. He said they would be grateful if the town council would support Town Mill, in addition to the support already given, so they could demonstrate local support from the council when they submitted the bids. He said they didn't need any money at this stage but rather a commitment to fund in 2025. He also invited members to go to the mill either to look around or to see the plans in more detail.

N. Ball

N. Ball thanked the council for resurfacing the cemetery paths, which he said had made a huge difference to mobility and to people visiting graves. He said it was a lot safer and a lot better all round. He also thanked the council for employing a groundsman to look after the cemetery. N. Ball thanked the gardening team for the continued improvements to the gardens and said he was aware there was work planned to the paths. He said the improvements were making a huge difference to residents and visitors. He said he was concerned about the hedge cutter in the cemetery lock-up, machinery worth £10k which had been sitting on a pallet for two years. He said this wasn't good enough and he would like to see it used more to justify spending this amount of money. He said this was not a criticism of staff, just a comment about maintenance and maintenance of machinery. N. Ball said he had not yet had a response from the council about the town bus service, which he had raised at the Town Management and Highways Committee, an issue which he said scored highly in the public consultation in 2017. He said he had also not had an answer to who made the decision to allow a bike show on the seafront roof during Regatta and Carnival Week, when there were signs in the area saying no bikes or skateboards. He said this concerned him as it was a health and safety risk and he was concerned for the safety of the public. N. Ball said this was not what the roof was designed for, it was a public viewing platform.

O. Chuter and M. Dixon (read out by an officer)

O. Chuter and M. Dixon said they and the current users of the indoor rowing centre were disappointed to hear the council members had unanimously decided against the idea of the Lyme Regis Health and Fitness centre, which would have been set up, coordinated from and run from the Jubilee Pavilion. They felt their proposal strongly supported the demographics within the local area, rather than visitors alone, and offered a wide ranging number of benefits to the community which included fitness for all ages, social interaction, mental wellbeing and specific exercise for women, children and those with health conditions. They said they remained passionate about pursuing their idea and asked members to reconsider their proposal. They said they would ideally like to gain the wider views of the community via Lyme Voice, allowing all members of the community to be represented. O. Chuter and M. Dixon said if members felt unable to review this decision, they would like to ask if they could use the Langmoor Room on a more permanent basis. They currently had approximately 65 gig club and indoor rowing members that used the indoor rowing machines on a weekly basis with sessions/classes held six days a week. They said enquires to attend these classes were increasing week by week via word of mouth and via the gig club, who were training for the World

Championships next year. They said they had no doubt the demand would increase if they were able to advertise fully, develop stronger links with local schools and youth groups and liaise with local medical practices and support groups, thus benefitting the community further. O. Chuter and M. Dixon said they remained extremely passionate about maximising the use of this fantastic community asset for the local people on a year-round basis.

23/84/C Dorset Council Matters

Cllr B. Bawden gave the following updates:

- The recommendation from Dorset Council (DC) officers to remove the 'on leads' restriction for the winter months for the front beaches in the Public Space Protection Order (PSPO) was discussed at the Place and Resources Overview Committee on 5 October 2023, which she attended and asked a question, along with the mayor. The committee voted against the recommendation and Cabinet would make the final decision on 7 November 2023. She said the wording of the survey suggested DC wanted the same rule for all beaches across Dorset. She had walked around Lyme with two DC officers on 17 October 2023 to discuss the accessibility concerns raised by the local pro-dog campaigners.
- The Harbours Advisory Committee would discuss the proposal from the Powerboat Club for a trial for 10 licences for personalised watercrafts (PWCs) on 22 November 2023. The local Harbour Users Committee had met recently and discussed it and this was attended by Cllr S. Cockerell on behalf of the town council.
- At the Western Area Transport Action Group (WATAG) meeting on 28 October 2023 it became apparent that the Axe Valley Ring and Ride (AVRR) proposed to stop serving West Dorset at the end of this year, except Lyme Regis because it received funding from the town council. DC had said AVRR had not applied for any of the grants they had suggested as the community transport grant was only available for start-ups. She said her counterpart in Marshwood Vale and MP Chris Loder were campaigning on this and blaming DC.
- Both she and the town clerk and I had sought support from senior DC management following several unsatisfactory responses from DC in certain areas. The corporate director for place services visited on 19 October 2023, meeting a few harbour users and the town clerk and she would follow up on the matters discussed.
- Residents and regular users of the footpath from Uplyme across Wooroffe School playing field had applied for a Definitive Map Modification because the path was being blocked by the Woodroffe School. The school said it wasn't blocking the route, it just didn't want people walking across the sports pitch.
- Speedwatch volunteer training and monitoring sessions were underway at Queen's Walk/Anning Road and Sidmouth Road. The deterrent effect of volunteers in high-viz jackets was clear as the volunteers were not recorded anyone going over the speed limit. She said this monitoring had to be done for 12 months in order to apply for a 20mph speed limit.

- She had received a proposal from Litter Free Coast and Sea to work with local schools and undertake an awareness campaign on engine idling. The quote was very high so she would approach the local schools to run an awareness campaign and apply for DC for signage.
- She had asked the police and crime commissioner for an update on the re-opening of the police station in Lyme Regis as she understood this was a trial until October. She didn't know how well it had been used but it was still open.
- She would be offering joint Carbon Literacy Organisation accreditation training with Weymouth Town Council in January. She would be asking members already accredited for evidence of how it had impacted their decision-making so this could be added to the application for silver accreditation.
- She had attended a 'budget café' to discuss DC's 2024-25 budget and the next one in December would look at feedback from members on the proposals and focusing on obtaining financial sustainability. The third session in January would consider the government's financial settlement. At the end of quarter 1, DC's forecast overspend for the current year was £12.7million but reserves of £34million mean DC wasn't at immediate risk. However, the situation could become unstable in three to four years' time if the government didn't fund the expected growth of adult and social care needs.
- She had asked the officer responsible for the Local Transport Plan 4 development to come to the next Traffic and Travel Working Group meeting.
- In November, Cabinet would be considering the PSPO, quarter 2 financial modelling 2023-24, 'Our Future Council – putting our customers first', making care experience a protected characteristic, expansion of funded childcare offer from April 2024, and local council tax reduction review. In December, it would consider the housing strategy.
- Current consultations: council tax reduction scheme 2024-25 consultation closed 25 October 2023; Gambling Policy closed 9 November 2023, review of polling districts and polling places closed 13 November, call for sites closed 1 December 2023, and Better Days – day opportunity survey closed 8 December 2023.

23/85/C

Questions from Councillors

There were none.

23/86/C

Apologies for Absence

Cllr P. Evans – family commitments
 Cllr B. Larcombe – family commitments
 Cllr P. May – illness
 Cllr C. Reynolds – illness
 Cllr D. Ruffle – personal commitment
 Cllr G. Stammers - personal commitment

23/87/C

Disclosable Pecuniary Interests

There were none.

23/88/C Dispensations

There were none.

23/89/C To confirm the accuracy of the minutes of the Full Council meeting held on 6 September 2023

Proposed by Cllr G. Turner and seconded by Cllr M. Ellis, the minutes of the Full Council meeting held on 6 September 2023 were **ADOPTED**.

23/90/C Matters arising from the minutes of the Full Council meeting held on 9 September 2023

Members noted the report.

23/91/C Update Report

Accreted land

The deputy town clerk said Natural England had looked at the documents submitted by DC for use of the accreted land and they had responded with broadly positive views, but had made some suggestions for clarification. He would anticipate Natural England supporting the continued use of the accreted land for boat storage but on a much reduced area and with conditions applied.

23/92/C Mayor's Announcements

Members noted the report.

23/93/C Town Mill Regeneration Funding Request

The mayor, Cllr D. Sarson brought this item forward on the agenda.

Cllr M. Ellis said she had sympathy with organisations who came to the council for grants but there was a grants' process in place and she felt the council should stick to it and not accept applications outside that process.

Cllr B. Bawden said her understanding was this wasn't a request for funding, it was a request for support in principle and to give an indication about whether members would like to visit the mill to hear more about the project.

The deputy town clerk said an indication of support in principle was unlikely to be sufficient for the Heritage Lottery Fund, for instance, as it would need a commitment of funding. He said if the council was to support this request, it would be unbudgeted expenditure. More generally, he felt there was a gap in the council's grants' process; there was a process for minor grants up to £1k and term grants for major amounts over a number of years, but there wasn't anywhere for organisations like the Town Mill to go. He

added the council used to award medium grants but this changed several years ago so members probably ought to look at the grants' process itself.

Cllr C. Aldridge agreed there seemed to be a gap in the grants' system and suggested this be reviewed. She was in favour of supporting the Town Mill and as they were only looking for a commitment in principle, the expenditure wouldn't fall in 2023-24 and therefore wouldn't be unbudgeted.

Cllr R. Smith said he also supported the Town Mill but he acknowledged there was a grants' cycle. He said if the council made a commitment now for funding in 2025, it was making a commitment for the next administration and it might have a different opinion.

Cllr M. Ellis said she wasn't against the Town Mill but she emphasised there was a process to follow and approving funding might set a precedent for others to apply for funding outside of the process.

Cllr B. Bawden said the Town Mill Trust was doing all the right things in talking to the council in advance and although she realized this request didn't fit in with the current process, one of the main things funding providers looked for was partnership working. She asked if there was a timescale for the funding to be in place.

The mayor, Cllr D. Sarson invited R. McLaughlin to answer the question.

R. McLaughlin said they were currently applying to charitable trusts for grants of between £5k and £15k and intended to apply to the Heritage Lottery Fund in the New Year for £180k, within which they would need to show match funding and that the local council was on board. He said this didn't mean a commitment for the council to provide funding right now, but a commitment in 2024-25 would bolster their efforts.

Cllr S. Cockerell asked what the process was for changing the grants' process and whether this could be done by January.

The deputy town clerk said he didn't think it could be done by January. He said if members were minded to give a commitment in principle, it would have to be allocated in the budget and this would potentially impact on other expenditure.

It was proposed by Cllr R. Smith and seconded by Cllr B. Bawden to allocate £5,000 from the 2023-24 budget to support the Town Mill Trust in the pursuit of match funding from other funders.

This motion was not voted on.

Cllr R. Doney asked as the council had already agreed a draft budget for next year, what the process was for adding in further expenditure.

The deputy town clerk said the council could agree the expenditure from the current year, which would affect the year-end closing balance. However, the council should expect the funding to be drawn down in the current financial year, but the impression he got from the

presentation in the public forum was that this was unlikely. He said if members wanted to include it in next year's budget, when it came to that item on the agenda, a recommendation should be made to include an additional sum in the budget. He added that it would potentially affect the delivery of other objectives as it was extra spend.

It was proposed by Cllr R. Smith to include a £5,000 grant to the Town Mill Trust as an objective for 2023-24.

This motion was not seconded.

The deputy town clerk suggested the request could be discussed at the next Strategy and Finance Committee meeting when members would go through the second cycle of budget-setting.

Proposed by Cllr R. Smith and seconded by Cllr C. Aldridge, members **RESOLVED** to defer the funding request from the Town Mill Trustees to the Strategy and Finance Committee meeting on 29 November 2023 to be considered as part of the budget and whether it should be included as an objective.

23/94/C Planning Committee

Proposed by Cllr G. Turner and seconded by Cllr R. Smith, it was **RESOLVED** to receive the minutes of the meetings held on 22 August, 19 September and 3 and 17 October 2023, to note the committee's comments made on planning applications under the power delegated by Full Council and to note the recommendations made under the chairman and vice-chairman's delegated authority following the cancellation of the meeting on 5 September 2023.

23/95/C Environment Committee

Proposed by Cllr R. Smith and seconded by Cllr B. Bawden, it was **RESOLVED** to receive the minutes of the Environment Committee held on 4 October 2023 and adopt the recommendations, as follows:

23/22/ENV – River Lim Action Group Reports

RESOLVED: 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.

RESOLVED: 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.

RESOLVED: to thank the River Lim Action Group and associated groups for all the work they do to support the natural environment of the town.

23/23/ENV – Environment Policy

RESOLVED: 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

RESOLVED: not to suggest any Environment Committee objectives for 2024-25 to feed into the budget-setting process.

23/25/ENV – Promoting Wildlife and Biodiversity

RESOLVED: 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

RESOLVED: 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.

23/96/C Human Resources Committee

Proposed by Cllr D. Sarson and seconded by Cllr M. Ellis, it was **RESOLVED** to receive the minutes of the Human Resources Committee held on 13 September 2023 and adopt the recommendations, as follows:

23/22/HR – 2024-25 Budget Proposals

RESOLVED: to allocate £20,000 in the 2024-5 budget for induction and development work with the new council administration.

23/24/HR – Pregnancy Loss Policy

RESOLVED: to approve the proposed pregnancy loss policy, with an amendment to paragraph 4.2 to replace 'pregnant people' with 'pregnant women'.

23/26/HR – Employee Assistance Programme

ORIGINAL MOTION: to 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.

The support services manager said following enquiries, the employee assistance programme could be extended to members at no extra cost.

SUBSTANTIVE MOTION: Proposed by Cllr D. Sarson and seconded by Cllr B. Bawden, members **RESOLVED** to approve the introduction of an employee assistance programme, to appoint PAM Wellbeing to provide this service, and to extend the service to members.

23/28/HR – Employee Exit Interviews

ORIGINAL MOTION: 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.

Cllr R. Doney asked why only the members of the Human Resources Committee would see the full exit interviews, if agreed, as the issues affected all members.

It was agreed all members would see the exit interviews, if agreed by the employees.

SUBSTANTIVE MOTION: Proposed by Cllr B. Bawden and seconded by Cllr M. Ellis, members **RESOLVED** to ask the two former administrative and community engagement assistants if they would be willing for members to see their full exit interviews.

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

RESOLVED: to approve the gardener and maintenance person's (post holder 204) continued employment with the council, effective from 20 August 2023.

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

RESOLVED: to approve the gardener and maintenance person's (post holder 215) continued employment with the council, effective from 20 August 2023.

23/97/C Strategy and Finance Committee

Proposed by Cllr D. Sarson and seconded by Cllr R. Smith, it was **RESOLVED** to receive the minutes of the Strategy and Finance Committee held on 11 October 2023 and adopt the recommendations, as follows:

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

RESOLVED: 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.

23/35/SF – Office Project and Associated Issues

RESOLVED: to take out a short-term lease of Unit 2 to safeguard its availability.

RESOLVED: 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

RESOLVED: to approve the 2024-25 base budget and assumptions and approve the base five-year financial plan.

23/37/SF – Review of Charges

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

RESOLVED: 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	

RESOLVED: to set alfresco licence charges for 2024-25 as follows:

	2023/24
Covers	£143
Single Chairs	£20

RESOLVED: to set Bell Cliff advertising board charges for 2024-25 at £150.

RESOLVED: to set the 2024-25 charges for the market area at £150 and the performance area at £200.

RESOLVED: 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

RESOLVED: 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	£70

Area for Performance	
Hire of any section on top of the shelters	At the discretion of the town clerk

RESOLVED: 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.

RESOLVED: to set weddings and civil marriages charges for 2025-26 as follows:

Monday-Friday	£450
Weekends/BHs	£550

RESOLVED: to set car parking permit charges for 2024-25 as follows:

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

RESOLVED: 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

RESOLVED: to hold the penalty charge for 2024-25 at £60 or £40 if paid within seven days.

RESOLVED: 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
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£45/£60	£30.00	£20.00	£20.00	£25.00	Not Offered	No Extra Charge
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RESOLVED: that the charge for a memorial bench in 2024-25 should be the same as the purchase cost.

RESOLVED: to set the charge for Monmouth Beach garages for 2024-25 at £1,500.

23/38/SF – Objectives and Projects 2024-2025

RESOLVED: 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.

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

RESOLVED: not to make a contribution towards the future cost of harbour dredging.

23/40/SF – Request for Funding – Fireworks

RESOLVED: 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

RESOLVED: 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

RESOLVED: 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.

23/98/C Tourism, Community and Publicity Committee

Proposed by Cllr C. Aldridge and seconded by Cllr B. Bawden, it was **RESOLVED** to receive the minutes of the Tourism, Community and Publicity Committee held on 27 September 2023 and adopt the recommendations, as follows:

23/26/TCP – Cinema at the Marine Theatre

ORIGINAL MOTION: to approve the request from the Marine Theatre for a grant of £25,000 and to support a project to operate a cinema.

Cllr M. Ellis said she was concerned about the amount of money the council was giving away, especially considered another funding request discussed earlier had been deferred

to the Strategy and Finance Committee. She said the council already gave the theatre a term grant of £22k per annum and it wasn't fair on other organisations to then give a further £25k. She felt the request should go back through the budget-setting process.

Cllr C. Aldridge said it was a one-off opportunity to develop something which some people felt would be good for the town, for people of all ages, for local people and tourists and it would enhance the theatre. She said the theatre did have a reserve but there were a lot of essential works to be done to the building with that money. She added that if the council didn't provide the funding, the theatre would lose its other grant funding as it needed to be match funded.

Cllr M. Ellis said £100k was required in total, £50k of which was for chairs. She felt the theatre could have done without the chairs and therefore would only need to raise £50k.

Cllr B. Bawden said she had never heard of DC giving a grant, which was conditional on the local council giving funding. She agreed consideration of the request should be deferred to the Strategy and Finance Committee as she didn't think it was appropriate to award such a large amount to an organisation the council was already funding if there were questions about the level of its reserve. She said it was presented to the committee that if the council didn't approve the funding, the theatre would lose its other grants, which she didn't believe was likely.

The deputy town clerk said the difference between this request and the one from the Town Mill Trust was the latter was proposing to make grant applications to other bodies, whereas the theatre had made an application, which had been granted. He said the award of grant was some time ago and had already been extended significantly, although he acknowledged there was an issue over what date it had been extended to. However, the earliest date mentioned would still give time for refer the matter to the Strategy and Finance Committee for further discussion.

Cllr G. Turner said the council had propped up the theatre for many years and the council needed to carefully consider how much funding it gave to the organisation compared to others.

Cllr M. Ellis asked that all members had sight of the information Cllr B. Bawden referred to about the theatre's reserve and the status of the DC grant.

SUBSTANTIVE MOTION: Proposed by Cllr B. Bawden and seconded by Cllr M. Ellis, members **RESOLVED** to defer consideration of the request from the Marine Theatre for a grant of £25,000 to support a project to operate a cinema to the Strategy and Finance Committee to be considered as part of the budget-setting process.

23/27/TCP – Replacement Beach Wheelchair

RESOLVED: 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

RESOLVED: 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

RESOLVED: to approve the proposed changes to the Community Fund Policy and Procedure.

23/30/TCP – Seagull Control

RESOLVED: that Max Redwood is invited to demonstrate his ideas for seagull deterrents at the next meeting of the Tourism, Community and Publicity Committee.

RESOLVED: 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

RESOLVED: that the sculpture trail working group meets as soon as possible.

23/99/C Town Management and Highways Committee

Proposed by Cllr C. Aldridge and seconded by Cllr R. Smith, it was **RESOLVED** to receive the minutes of the Town Management and Highways Committee held on 20 September 2023 and adopt the recommendations, as follows:

23/30/TMH – 2024-25 Budget Proposals

RESOLVED: to identify Woodmead car park drainage and implementation of the traffic and travel working group recommendations as potential objectives for 2024-25.

23/32/TMH – Traffic and Travel Working Group

RESOLVED: 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

RESOLVED: 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.

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

RESOLVED: 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

RESOLVED: 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

RESOLVED: 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.

23/38/TMH – MUGA at Anning Road Playing Field

RESOLVED: to support locating the multi-use games area on the northern side of Anning Road playing field, adjacent to the children's play area.

23/100/C Annual Governance and Accountability Return and the external auditor's certificate for the year ended 31 March 2023

The deputy town clerk said it was a very successful result and credit was due to those who made the submission and to the council as it was a reflection of the whole council that a clean bill of health had been given.

Proposed by Cllr B. Bawden and seconded by Cllr C. Aldridge, members **RESOLVED** to approve and accept 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 note the actions required at the conclusion of the review have been undertaken.

23/101/C Co-ordinating policy and projects in the town council's gardens and cemetery

The deputy town clerk said various committees had thoughts about what might happen in the gardens so to co-ordinate this, it had been suggested that either a working group was established or it could be done via the chairmen's meetings.

Cllr B. Bawden said the Nature Recovery Strategy was being rolled out, which included clear targets to improve nature by 30% by 2030 and all counties now had Nature

Recovery Partnerships. She said she didn't want the group to be part of the chairmen's meetings as she wanted to be involved.

It was proposed by Cllr B. Bawden to form a working group to progress ideas as part of the Nature Recovery Strategy and to invite members of the community and guests to speak on specific issues.

It was pointed out by officers this was not on the agenda for discussion and could not be voted on.

Cllr M. Ellis said she thought the point of chairmen's meetings was to discuss which committees discussed which items to avoid overlapping. She said years ago the council had got rid of all working groups because there were too many and they usually took place in the daytime when some people couldn't attend.

Cllr R. Smith said he could see this becoming another committee if the council wasn't careful. However, he said the intention was to make sure the staff were not being pulled in different directions by each committee. He felt there needed to be an instruction to chairmen to organise their input so there was one place staff could refer to.

Cllr C. Aldridge said she felt it was too much detail for the chairmen's meeting and felt it would be useful to just try a working group.

It was proposed by Cllr B. Bawden that the Environment Committee takes on the issue of nature recovery and how the council was going to meet the targets of nature recovery and biodiversity gain.

This motion was not voted on.

Cllr R. Doney said the council was getting too bureaucratic with too many groups being set up. He said his interpretation of the report was a plea from staff to members to get their act together and be more co-ordinated. He added that all the working groups needed to be serviced so this was more officer time that could be spent doing something more valuable.

The deputy town clerk suggested as the Town Management and Highways Committee was responsible for the management of assets, if another committee had a proposal that affected those assets, of which the garden was one of the council's primary assets, it should go through the proposing committee and then feed into the Town Management and Highways Committee.

It was proposed by Cllr M. Ellis and seconded by Cllr S. Cockerell that the Town Management and Highways Committee takes a lead on issues that affect the council's assets but other committees can make proposals but they need to be co-ordinated via the Town Management and Highways Committee as the responsible committee.

However, the support services manager said this would add another layer of decision-making as any recommendations would have to go through three processes of approval, which would further complicate matters and delay decisions.

The motion was not voted on.

It was proposed by Cllr R. Smith and seconded by Cllr B. Bawden that at chairmen's meetings, where items that affect the green spaces of the town are foreseen, the meeting identifies which committee is the best place to discuss the proposals.

This motion was not carried.

It was proposed by Cllr M. Ellis and seconded by Cllr R. Doney to continue dealing with projects in the gardens and cemetery in the same way as currently.

Cllr R. Smith suggested the council could carry on as it was but to better co-ordinate its communication with staff.

Cllr M. Ellis withdrew her proposal, with the agreement of the seconder.

Members voted on the earlier motion, which had not been carried.

Proposed by Cllr R. Smith and seconded by Cllr B. Bawden, members **RESOLVED** that at chairmen's meetings, where items that affect the green spaces of the town are foreseen, the meeting identifies which committee is the best place to discuss the proposals.

23/102/C Office Project and Associated Issues

Proposed by Cllr M. Ellis 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.

23/103/C Park and Ride 2024 and Outturn 2023

Cllr M. Ellis asked as the service would stop at 7.30pm, whether there would be discussions with the operator to stay open later when there were events on. She also asked whether the council could offer an operator a two or three-year contract to provide security and hopefully encourage more operators to apply to run the service.

The deputy town clerk said most things could be agreed by negotiation and at extra cost but if extra hours were required, this would either restrict the number of hours the drivers could work during the day or the council would have to pay for an additional driver to

cover the extra hours. He agreed it would be beneficial to have a longer-term agreement in place with any operator, but there would also need to be a longer term arrangement with the landowners; they were keen to do this but it had not yet been confirmed.

Cllr R. Smith said as Dartline were driving from Exeter to drive around Lyme and then back to Exeter at the end of the day, whether there was any way the council could encourage operators bidding for the service to reduce pollution by having buses from a closer location or operating more environmentally friendly buses. He asked if this could be included in the selection process.

The deputy town clerk said the council could include whatever it wanted in the selection process. He said the council could look at whether it would be possible to find a safe and secure location for buses to be housed in-and-around Lyme Regis.

Cllr B. Bawden suggested this could be discussed with the caravan parks in Charmouth.

Proposed by Cllr R. Doney and seconded by Cllr R. Smith, members **RESOLVED** to 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) amounting to a total of 83 days; to approve the deployment of the same AA advanced signage as used in previous years at an estimated total cost of approximately £1,000 + VAT; to 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; to 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; and to 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.

23/104/C Request for Family Funfair

Cllr B. Bawden said the funfair was already going to be in Charmouth and the park and ride bus would be going to Charmouth.

Cllr M. Ellis felt Strawberry Fields was too far out of town as she didn't think people would walk there, but there was nowhere else in the town she could think of as a suitable venue.

Proposed by Cllr D. Sarson and seconded by Cllr B. Bawden, members **RESOLVED** to refuse the request from Herbert's Family Funfairs to hold a family funfair in Lyme Regis in 2024.

23/105/C Consultation on Dorset Council's Gambling Policy

Cllr R. Doney said he found it difficult to imagine the council would have any comments to make on the policy because it was not the licensing authority. He said DC had a policy and apparently it worked.

Cllr B. Bawden felt the council should comment on the policy as gambling was such a big problem for those who had an addiction.

The deputy town clerk said it wasn't something the council could respond to without spending a significant amount of time reading the policy.

Proposed by Cllr M. Ellis and seconded by Cllr R. Smith, members **RESOLVED** to delegate the council's response to Dorset Council's Gambling Policy survey to the town clerk in consultation with Cllrs S. Cockerell, B. Bawden and C. Aldridge.

23/106/C List of Payments

Proposed by Cllr M. Ellis and seconded by Cllr G. Turner, members **RESOLVED** to approve the schedule of payments in September 2023 for the sum of £150,965.38.

23/107/C Exempt Business

a) Office Project and Associated Issues

The deputy town clerk said the figure quoted by the quantity surveyor (QS) for the office project excluded VAT and there was no absolute certainty it could be reclaimed for certain aspects of the work. Issues which might arise as a result of asbestos were also not included in the estimate, and no intrusive asbestos tests had been carried out. Although the QS had provided an estimate, he said the council wouldn't know the figure until the tenders came back, but it was unlikely to be less than the estimate.

The deputy town clerk said the council could look at reducing the scope of work so only repairs were carried out to the building, but the likely cost of those repairs could be over £600k. The more the scope of work was reduced, the worse the value for money became because much of the preliminary work remained the same. He said this would still leave a building that was very poor in terms of configuration, layout and utility and he couldn't recommend the council proceeded with this.

The deputy town clerk said if members decided not to proceed with the refurbishment and they needed to look at alternatives, there would need to be separate reports giving members more details about the alternatives and likely costs and suggestions about what to do with the existing building, which might mean disposal. He urged members not to defer the decision until they had that information because as long as some work continued, the costs would continue to build.

Cllr B. Bawden asked if officers had spoken to Low Carbon Dorset about whether they could help and whether there was grant funding available for de-carbonising heritage buildings.

The deputy town clerk said he had met with them on site but he felt the likelihood of getting a grant significant enough to affect the works was slim. He had also looked at other potential sources of funding but as it was a listed building, because it was Grade II listed and only listed in the context of the street scene, and because this was a local authority, the likelihood of meeting the criteria was also slim.

Cllr R. Doney said once work started on the building, the costs would increase further so the council needed to make a decision now to leave the building and find another location.

Cllr G. Turner asked if members could see the specification on which the QS had based his estimate.

The deputy town clerk said it wasn't based on a detailed specification because this would require proper plans to be drawn up and to then submit those plans to have that confidence. The costs were based on the QS's professional experience and standard industry rates for working on this kind of building. He said he had worked on various property projects and he had never known one to come in less than the initial QS report; they always went up, especially when dealing with heritage buildings.

Members were concerned about the public relations implications of any decision made as whatever decision was made would require expenditure to improve office accommodation.

Cllr C. Aldridge said the council needed to have a cleverly prepared public relations strategy whatever the decision. She felt the council should now move forward with the decision it had made to leave the office and move to the next stage as quickly as possible.

Cllr R. Smith asked if there was anything beyond the recommendation from the Strategy and Finance Committee, which had already been approved, that the council needed to do at this point to bring the project to a close and to look for alternative office accommodation.

The deputy town clerk suggested if members endorsed the recommendation, given that it was subject to a further report to this meeting, a further report would then be taken to the next Strategy and Finance Committee meeting starting the process of looking at the

alternatives. He said a purpose-built alternative could be smaller, greener and could work better for local residents and everyone who used the building, so he didn't think it need be a public relations disaster.

Cllr G. Turner asked how the council would sell the building if so much work was required to it.

The deputy town clerk said the council would need to be able to demonstrate there was no demand for office space. He believed it would be bought for residential or holiday let use and any buyer would be likely to gut the building. Some informal valuation advice was taken but he felt this would need to be refreshed. He said it would also need to be determined if there was value to the development site.

Proposed by Cllr R. Smith and seconded by Cllr M. Ellis, members **RESOLVED** to endorse the recommendation from the Strategy and Finance Committee not to proceed with the project to refurbish the council office and to look for alternative office facilities.

Proposed by Cllr C. Aldridge and seconded by Cllr B. Bawden, members **RESOLVED** to defer consideration of whether to include a sum of £50k in the 2024-25 budget for urgent repairs to the western wall of the Guildhall passageway and the roadside first floor window adjacent to the office building to the Strategy and Finance Committee meeting on 29 November 2023.

The meeting closed at 9.26pm.

Committee: Full Council

Date: 13 December 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

23/93/C – Town Mill Regeneration Funding Request

The funding request was deferred to the Strategy and Finance Committee and considered at its meeting on 29 November 2023. A recommendation is elsewhere on this agenda.

23/102/C – Office Project and Associated Issues

A further report will be considered by the Strategy and Finance Committee on 24 January 2024.

23/105/C – Consultation on Dorset Council's Gambling Policy

The town clerk responded ahead of 9 November 2023 and said the council supported the general aims of Dorset Council's policy.

- Prevent gambling from being a source of crime and disorder, being associated with crime or disorder, or being used to support crime.
- Ensuring that gambling is conducted in a fair and open way.
- Protecting children and other vulnerable persons from being harmed or exploited by gambling.

John Wright
Town clerk
November 2023

**Lyme Regis Town Council
Mayor's Announcements for Cllr David Sarson
Meeting held on 13 December 2023**

30 September	Attended with the mayoress the Parklife event in the gardens – well thought out, we thoroughly enjoyed it.
5 October	Attended a Cabinet meeting with Cllr Belinda Bawden at Dorset Council offices re Dog-related Public Space Protection Order.
5 October	Attended with the Mayoress by invitation the production of Glengarry Glen Ross at the Marine Theatre. It was an interesting production.
21 October	Attended with the Mayoress at Lyme Regis Football Club the unveiling of a plaque recognising the significant funding made to the Football Club of £100,000 by the town council enabling the completion of a four-year development programme for the club.
24 October	Attended with Cllr Belinda Bawden and the town clerk a meeting with Charmouth Parish Council
25 October	Attended a training course at St Michael's Business Centre with Home Instead on Dementia. An excellent course, well worth attending the next one on January 9 .
25 October	Chaired a Full Council meeting in the Guildhall.
26 October	Attended with the Mayoress by invitation the production of Annie Junior at the Marine Theatre, acted by local children. A marvellous show, very funny, and well presented.
28 October	Attended with the Mayoress a brass band event at Charmouth Primary School, held by the Lyme Regis Town Band and the Flower band in recognition of the grant given to them earlier in the year.
31 October	Attended with the town clerk a meeting at Bridport Town Council to discuss various topics including asset transfers.
1 November	Attended with the town clerk a meeting with Charmouth Parish Council to discuss park and ride.
3 November	Attended with the Mayoress St Michael's Primary School, where I presented the Golden Ticket, which is awarded every year for the Summer Reading Challenge, organised by Lyme Regis Library, the prize being a year's free pass for one child and one adult for the mini golf.
4 November	Attended with the Mayoress the firework display, which I thought rivalled the best display I had ever seen.

7 November	Attended another Cabinet meeting at Dorset Council offices re the Dog-related Public Space Protection Order.
10 November	Attended with the Mayoress Axminster and Lyme Regis Cancer Support to view their new premises in Axminster.
11 November	Attended with the Mayoress wreath laying at the HMS Formidable Memorial, also at the Polish Air Force memorial and St Georges Square for Armistice Day.
12 November	Led the march on Remembrance Day with the Mayoress from the Guildhall together with other councillors and staff, attended the Remembrance Day Service, laid a wreath at the service, followed by a two-minute silence at Cobb Gate, enjoyed a walkabout led by Royal British Legion president Daniel Buckley, retired for refreshments at the Football Club.
13 November	Attended the chairmen's meeting in the town council's offices.
15 November	Attended the AGM of Lyme Regis Development Trust at the Hub.
19 November	Attended with the Mayoress the Majorettes' Big Breakfast at Woodmead Hall.
23 November	Attended the Royal British Legion AGM at Woodmead Hall.
25 November	I would like to thank Deputy Mayor Cllr Philip May and Consort Cllr Caroline Aldridge for attending the Christmas Lights switch on and judging the lanterns on my behalf.
30 November	Attended with the Mayoress the Twinning Association business meeting at Woodmead Hall.
30 November	Attended with the Mayoress and councillors a visit to the Powder Monkeys, a very enjoyable evening, painting bells.
2 December	Attended with the Mayoress a social meeting with the Twinning Association at the Driftwood in the Baptist Church
2 December	Attended with the Mayoress Weymouth Civic Carol Service on the promenade, extremely cold!!
3 December	Attended Portland Civic Carol Service at Easton Methodist Church Portland. A great atmosphere particularly when we all sang 12 days of Christmas, we each had to hold up the number of days allocated to us, like a Jack in the Box.

**Lyme Regis Town Council
Planning Committee – 31 October 2023
Planning Recommendations**

Lyme Regis Town Council The planning recommendations obtained by email following the cancelled meeting of the Planning Committee scheduled to take place on 31 October 2023.

1. P/HOU/2023/05543 (Received 11 October 2023)

HOUSEHOLDER PLANNING PERMISSION

Insertion of 2 new dormers

4 Cobb Road Lyme Regis Dorset DT7 3JU

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

2. P/LBC/2023/05438 (Received 12 October 2023)

LISTED BUILDING CONSENT

Replace door & windows to front elevation.

6 Coombe Street Lyme Regis Dorset DT7 3PY

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.

3. P/FUL/2023/05777 (Received 17 October 2023)

FULL PLANNING APPLICATION

Change of use of garden studio to holiday accommodation

2 Overton Close Timber Hill Lyme Regis DT7 3HQ

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, supports the local tourism economy and has no unacceptable or adverse impact on the residential amenity of neighbouring properties.

4. **P/FUL/2023/05816** (Received 23 October 2023)

FULL PLANNING APPLICATION

Addition of garage on existing driveway. No changes to existing listed building. The proposed garage will build in an area used for parking which is outside the curtilage of the garden. No excavations required for the construction on the lightweight building.

The Lawn Pound Street Lyme Regis DT7 3HZ

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

**Lyme Regis Town Council
Planning Committee – 14 November 2023
Planning Recommendations**

Lyme Regis Town Council The planning recommendations obtained by email following the cancelled meeting of the Planning Committee scheduled to take place on 14 November 2023.

1. P/LBC/2023/06086 (Received 26 October 2023)

LISTED BUILDING CONSENT

Demolition of internal stud wall and infill of kitchen door

5 High Cliff House Sidmouth Road Lyme Regis Dorset DT7 3EQ

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, is returning the property to its original internal configuration and has no adverse impact on the residential amenity of neighbouring properties.

2. P/LBC/2023/06237 (Received 8 November 2023)

LISTED BUILDING CONSENT

Renovation to the stone rubble boundary wall to immediate south of Penny Plot

Colway House Uplyme Road Lyme Regis DT7 3LS

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, is reinstating an historic wall to its original condition using original materials and has no adverse impact on the residential amenity of neighbouring properties.

**LYME REGIS TOWN COUNCIL
PLANNING COMMITTEE
MINUTES OF THE MEETING HELD ON TUESDAY 28 NOVEMBER 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

B. Bawden – Prior engagement

23/59/P Minutes

Proposed by Cllr B. Larcombe and seconded by Cllr P. May the minutes of the meeting held on 17 October 2023 were **ADOPTED**.

23/60/P Disclosable Pecuniary Interests

Cllr. S Cockerell declared a pecuniary interest in application **P/FUL/2023/06198**, because he pays a maintenance charge to the shared access road.

23/61/P Dispensations

There were none.

23/62/P Member planning recommendations

There were none.

23/63/P Matters arising from the minutes of the Planning Committee held on 17 October 2023 and from the planning recommendations obtained by email following the cancelled meetings of the Planning Committee scheduled to take place on 31.10.23 and 14.11.23.

There were none.

23/64/P Update Report

There were none.

23/65/P Planning and Licencing Applications

1. P/HOU/2023/06238 (Received 8 November 2023)

HOUSEHOLDER PLANNING PERMISSION

Conservatory attached to the rear of the property.
10 Blue Waters Drive Lyme Regis Dorset DT7 3EU.

*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/2023/06091 (Received 13 November 2023)

HOUSEHOLDER PLANNING PERMISSION

Erect 2 storey side extension (demolish rear extension)
11 Woodmead Road Lyme Regis Dorset DT7 3AB

The town council has no issues with the principle of an extension in this location or the broad design suggested for the it but is concerned that its scale and massing results in an overdevelopment of the site and an extension which dominates the existing dwelling and is not subservient to it.

3. P/FUL/2023/06198 (Received 15 November 2023)

FULL PLANNING APPLICATION

Change of use of existing holiday let to a self-contained dwelling with associated works and parking.
5 Colway Rise Colway Lane Lyme Regis DT7 3HJ

Cllr. S. Cockerell left the room at 19:15

*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.*

Cllr. S. Cockerell Rejoined the room at 19:18

4. P/HOU/2023/06397 (Received 17 November 2023)

HOUSEHOLDER PLANNING PERMISSION

Replace existing flat roof over side extension with pitched roof, create a porch area and fenestration alterations.

Rose House Ferndown Road Lyme Regis Dorset DT7 3DN

*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/HOU/2023/06110 (Received 30th October 2023)

HOUSEHOLDER PLANNING PERMISSION

Continue to use existing barn for storage space ancillary to main residence and retain alterations to allow this use including increasing existing roof height to provide additional head room at first floor level.

Upper Knaps Farm Shire Lane Lyme Regis DT7 3ET

The town council felt unable to comment on this application because the information provided by the applicant was not sufficiently clear or comprehensive to enable a recommendation to be made.

23/66/P Licensing Applications

There were none.

23/67/P Amended/Additional Plans

were none.

23/68/P Withdrawn Applications

There were none.

23/69/P Planning Decisions

Noted.

23/70/P Planning Correspondence

Members noted Cllr. B Larcombe's suggestions on the Dorset Council Planning Updates presentation.

The meeting closed at 19:45pm

LYME REGIS TOWN COUNCIL

ENVIRONMENT COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 22 NOVEMBER 2023

Present

Chairman: Cllr S. Cockerell

Members: Cllr B. Bawden, Cllr P. May, Cllr G. Turner, Cllr B. Larcombe

Officers: A. Mullins (support services manager), K. Newman (administrative and community engagement assistant), P. Williams (acting operations manager), J. Wright (town clerk)

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

23/27/ENV Public Forum

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

23/28/ENV Apologies

Cllr C. Aldridge – holiday
Cllr D. Ruffle – illness
Cllr G. Stammers – illness
Cllr R. Smith – holiday

23/29/ENV Minutes

Cllr B. Larcombe said Cllr G. Stammers was recorded as being present at the previous meeting and sending apologies. It was agreed she would be removed from the attendance list.

Cllr B. Bawden felt minute 23/18/ENV didn't accurately represent what she had said and it was agreed 'rather than' would be replaced with 'rather than just'.

Proposed by Cllr P. May and seconded by Cllr B. Bawden, the minutes of the meeting 4 October, with the above amendments, were **ADOPTED**.

23/30/ENV Disclosable Pecuniary Interests

Cllr P. May declared a non-pecuniary interest in agenda item 9, River Lim Action Group Report, as he was a member of the group.

Cllr B. Bawden declared a non-pecuniary interest in the same agenda item and agenda item 15, Carbon Literacy Training as she was a river monitor for the River Lim Action Group and a carbon literacy facilitator.

23/31/ENV Dispensations

There were none.

23/32/ENV Matters arising from the previous meeting held on 4 October 2023

Members noted the report.

23/33/ENV Update Report

Members noted the report.

23/34/ENV Environment Policy

The town clerk said the wording in paragraph 11.2 should be changed to 'reviews' instead of 'audit'.

Cllr P. May said an amendment was required to paragraph 4.2 to change 'minimising' to 'minimise'.

Proposed by Cllr B. Larcombe and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the Environment Policy, with an amendment to paragraph 11.2 to replace 'audit' and 'reviews' and an amendment to paragraph 4.2 to replace 'minimising' with 'minimise'.

23/34/ENV River Lim Action Group Report

The chairman invited V. Elcoate, G. Roberts and R. Thomas from the River Lim Action Group (RLAG) to speak and present the findings from the most recent ecological survey to the council.

G. Roberts said the RLAG had received a copy of the ecological survey but weren't quite happy with the layout as they wanted it to be easy reading and logical in certain sections as it would be valuable for everyone to work from. They hoped to have the final report before Christmas so the group could look over it and then share it with the council.

G. Roberts explained how they planned to remove invasive Himalayan balsam and Japanese Knotweed with the help of local volunteers and specialist contractors and how they were liaising with affected landowners.

Cllr S. Cockerell asked what was done with the weeds once they had been pulled up.

G. Roberts said Himalayan balsam was good for compost but Japanese knotweed needed contractors to assist because it was very labour intensive.

Cllr B. Larcombe asked how the RLAG were engaging with landowners and property owners.

G. Roberts said they had 90% coverage between the group but had little access to housing that backed onto the river. With the requested funding, they would like to deliver literature via volunteers to these houses.

Cllr B. Larcombe asked if the group had managed to get to the bottom of why the most polluted area was the lower mill and if it had been resolved yet.

G. Roberts said this was one of the monitoring sites and five surveys had been done there, which showed the number of invertebrates was very low. He said RLAG's view was South West Water was discharging there way beyond its licensing consents and they were working in partnership to address this.

Cllr B. Larcombe asked if any monitoring was being carried out at the gully, which used to be a natural area of the town.

G. Roberts said it was an area they were interested in and they suspected there had been a discharge feeding into it, although it wasn't easy to access. He said they were hoping to purchase waders to gain better access.

V. Elcoate said South West Water's £20 million transition funding to improve the whole infrastructure in Lyme Regis had now been improved. She said RLAG had asked for an update but had not received a reply and said it would be helpful if the council could also ask for an update.

Proposed by Cllr P. May and seconded by Cllr B. Bawden, members agreed to **RECOMMEND TO FULL COUNCIL** that the town council writes to South West Water asking them what has happened to the £20 million funding for the Lyme Regis improvement plan.

Members considered the funding request from RLAG.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the funding request of £8,036 from the River Lim Action Group from the 2023-24 environment budget.

23/35/ENV Environment Budget 2023-2024

The town clerk said there was £2,901 left in the budget after the allocation of £8,036 to RLAG, without taking into consideration the funding request from Little Green Change and the proposed biodiversity baseline assessment testing later in the agenda.

Cllr P. May said some of the weed clearance activity by RLAG would have to be done after April and asked if the council could make provision that the funding given to the group could be carried over to next year and specifically allocated for that purpose.

The town clerk said it was important expenditure was identified against a project and profiled. He said the finance manager could profile the £8,036 to get a sense of how much would need to be carried over to the next year.

Cllr B. Bawden said £1,500 had already been approved for carbon literacy accreditation but there would be a fee of £10 per head for the accreditation and certification process, and asked whether this should be included in the environment or training budget.

The town clerk said this could be reviewed at the time.

Cllr P. May asked what the latest expenditure was on the Plan Bee project as some of it was just a contingency and he believed there was some budget remaining.

The town clerk said he would check with the finance manager and let members know.

23/36/ENV Biodiversity Baseline Assessment

Cllr B. Larcombe asked if the assessment would be a one-off information gathering exercise to allow the council to carry out the assessment itself in future.

The acting operations manager agreed council staff could learn from the exercise and do it themselves in future.

Cllr. B Bawden said it was a good idea to have a starting point and then learn from it, so the council could then start to look at the recovery targets. She said RLAG might be willing to help with the assessments.

The town clerk suggested there was a winter and spring assessment. He suggested committing funding from this year's budget for a winter assessment and earmarking funds from next year's budget for a spring assessment. If at the end of the year the environment budget hadn't been spent, the council could identify it as a continuum of this project and carry the funds across.

The acting operational manager said the cost would potentially be higher than the proposed £1,200 due to the size of the council's green spaces.

Proposed by Cllr P. May and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to undertake a biodiversity baseline assessment in the town council's public gardens and green spaces, to be paid for from the 2023-24 environment budget.

23/37/ENV Motion for the Ocean

Cllr B. Larcombe said although he agreed the ocean needed to be maintained and assessed, he didn't fully understand what was behind this initiative. He said the council needed to understand what it was paying for, how it was measured, and how it made a difference.

Cllr S. Cockerell suggested defer this item when the chairman was present as he had put this motion forward.

Cllr B. Bawden Dorset Council were going to pledge to the motion straight away but was seriously looking into it and what it entailed. She said she couldn't see any reference to any costs associated with the initiative.

The town clerk said this initiative needed to come from a councillor and not an officer. He said behind the motion sat funding pledges and sponsorship so the council needed to be clear on what was involved. He believed it would take Dorset Council some months to produce anything and advised members to wait for this before considering anything.

Proposed by Cllr P. May and seconded by Cllr B. Bawden, members agreed to **RECOMMEND TO FULL COUNCIL** to defer the Motion for the Ocean item to a future meeting of the Environment Committee when there is more information available from Dorset Council.

23/38/ENV Funding Request from Little Green Change

The chairman invited C. Matheson to speak.

C. Matheson said since requesting funding from the council, she had secured funding from two local companies and was no longer in need of funding for this particular event.

It was proposed by Cllr B. Larcombe and seconded by Cllr B. Bawden to approve a funding request of £350 from Little Green Change Ltd to run a Children's Christmas Give or Take event.

The support services manager said the event had already been funded and didn't require funding from the council.

However, members were keen to support the principle and discussed how they could support the organisation.

C. Matheson said she was intending to run another Give and Take event in the summer and suggested the council could fund this.

Proposed by Cllr B. Larcombe and seconded by Cllr B. Bawden, members agreed to **RECOMMEND TO FULL COUNCIL** to provide £350 from the environment budget for a future children's 'Give or Take' event/s in the next 12 months, run by Little Green Change.

23/39/ENV Electric Vehicle Charging Points

The town clerk said given the current economic situation, the council needed to make sure it covered its costs in providing electric vehicle charging points. He said the current policy decision was to charge an additional 10p on top of the purchase price for administration so if the council charged users 70p, it would just about cover costs with

very little surplus. He added that the council would be on the current two-year fixed rate until November 2024.

Cllr B. Larcombe felt the council should have a charge for users to pay, rather than having a policy of adding a premium on top for administration.

Cllr P. May agreed it would be better to charge the equivalent of what the council pays for electricity until November 2024 so it was only charging what it was paying.

Proposed by Cllr P. May and seconded by B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** that the council revises its current policy for electric vehicle charging and in future charges for the KWs of electricity at the equivalent cost that it pays to its provider until November 2024.

23/40/ENV Carbon Literacy Training

The town clerk the council was now able to move forward with the carbon literacy training and had all the necessary documentation that was needed to proceed. He said Cllr B. Bawden had agreed to do some training and it had been clarified with the Carbon Literacy Organisation that this would follow the town and parish councils' toolkit.

Cllr B. Bawden said as part of the submission, members who had already done the training were asked to provide feedback on how it impacted on the way they fulfilled their role as a councillor.

Members discussed whether this feedback should be individual or collective feedback but the town clerk said as members couldn't make individual decisions, it would have to be collective.

The meeting closed at 8.37pm.

LYME REGIS TOWN COUNCIL

HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 1 NOVEMBER 2023

Present

Chairman: Cllr G. Stammers

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

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

23/32/HR Public Forum

There were no members of the public present.

23/33/HR Apologies

Cllr C. Reynolds – illness

23/34/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 13 September 2023

Proposed by Cllr D. Sarson and seconded by Cllr B. Bawden, the minutes of the meeting held on 13 September 2023 were **ADOPTED**.

23/35/HR Disclosable Pecuniary Interests

There were none.

23/36/HR Dispensations

There were none.

23/37/HR Matters arising from the minutes of the Human Resources Committee meeting held on 13 September 2023

Human Resources Committee – Objectives

Cllr B. Bawden said it was intended to run another round of Carbon Literacy training for members and employees in January 2024, jointly delivered with Weymouth Town Council. If there were any remaining spaces on the course, they would be offered to surrounding parishes.

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

Cllr B. Larcombe asked as this was a two-year fixed term appointment, if the refurbishment of the office didn't go ahead, would the employment be ended.

The town clerk said there were still a significant number of projects planned for 2023-24, totalling £460k, in addition to projects already underway in 2023-24, so there would be plenty of work for the employee.

Cllr P. May said the council needed a list of its assets and he understood one of the employee's tasks would be to compile this, giving members the opportunity to plan when maintenance was required, so it was a good decision to retain this post.

Employee exit interviews

The support services manager said both employees had agreed members could see their full exit interviews. Members agreed they should be emailed to them.

The town clerk reminded members the exit interviews were sensitive and confidential.

23/38/HR Update Report

National Joint Council (NJC) trade union pay claim

The town clerk said an update had been received earlier that day confirming GMB and Unison had agreed to the pay deal, which meant the deal could go forward as two of the three unions had agreed. He said it was intended to implement this from the November pay. He added that the increase was around 9% for the lower paid workers and 3.88% further up the scale.

23/39/HR Human Resources Committee – Objectives

The town clerk said the health and safety audit had taken place and the initial assessment was very good. He said the score was 95% last year and this would be difficult to improve on.

Cllr B. Larcombe asked if the civility and respect programme would be extended to staff, as well as members. He said although the council had a process for dealing with issues between staff, it was triggered by events, so the civility and respect programme could help stop staffing issues developing.

The town clerk said there was a code of conduct for staff but acknowledged civility and respect was a different concept and should be considered alongside staffing policies.

23/40/HR Wellbeing Policy

Cllr G. Stammers said she felt paragraph 5.5 was too intrusive and dictatorial to employees, which members agreed with.

It was agreed the examples given in the paragraph would be removed.

Cllr B. Bawden said she thought it was a good policy and she welcomed the references to adjustments for disabilities.

Cllr B. Larcombe asked if this was a template of a national policy.

The support services manager said a template policy had been used but had been adapted to fit the organisation, as template policies often didn't reflect the way the council worked.

Proposed by Cllr P. May and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the draft wellbeing policy, with an amendment to paragraph 5.5 to remove the examples.

23/41/HR Christmas and New Year Working Arrangements

Cllr C. Aldridge asked if the public toilets would be closed on Christmas Day and if this had been the case in the past. She also asked if there was a specific number to call in the event of an emergency or whether there was a rota.

The town clerk confirmed Christmas Day was the only day the toilets would be closed. He said the details of who to contact in an emergency were in the council's emergency procedure. He said he was happy to be contacted outside of work hours, as long as members didn't abuse this.

Cllr P. May said he didn't have the acting operations manager's contact details but it was confirmed they were in the emergency procedure.

Cllr B. Larcombe said there were a lot of complaints about Dorset Council's toilets not being open on New Year's Day this year and asked who would unlock these.

The town clerk said the town council couldn't do anything about Dorset Council's toilets but officers would put a request in for them to be opened. He said there was an event planning meeting coming up with the organisers of the Lyme Lunge so this could be raised at that meeting.

Proposed by Cllr P. May and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to apply 1.5 days' discretionary leave over the Christmas and New Year period, so the council's services cease at 12noon on Friday 22 December 2023 and re-commence at 9am on Tuesday 2 January 2024; discretionary leave is applied from 12noon to 5pm on Friday 22 December and Wednesday 27 December; statutory days are applied on Thursday 28 December and Friday 29 December 2023; that members of the external works' team who work over the Christmas and New Year period

are paid overtime and receive time-off-in-lieu for the day worked; and that the 1.5 discretionary days are not applied to the enforcement officers, cleansing operative and seafront attendant.

23/42/HR Review of Councillor Data and Information 2022-23

Cllr C. Aldridge asked if there could be another column added to the attendance figures to show how many committees each member sat on.

Cllr B. Larcombe said he felt the attendance percentages were misleading without further detail to give context. He asked whether the information would go on the council's website, considering next year was an election year. He added that he thought his own attendance was incorrect.

The town clerk said he felt it was important this information was in the public domain but it should be presented in the same way the principal authority presented its attendance figures.

Cllr B. Bawden agreed the information should include the number of committees each member was on and an explanation of how the figure was calculated.

Cllr G. Stammers felt if it was listed how many committees each member was on, the rest was self-explanatory.

It was proposed by Cllr B. Bawden to have for public consumption a list of all council meetings, the actual number of meetings attended by each member, the percentage attended and the number of committees each member sat on.

This motion was not voted on.

The town clerk said officers could provide members with whatever information they wanted but he emphasised the publicised information should be in the same format as the principal authority.

Proposed by Cllr B. Larcombe and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** to change the format of the member attendance figures to follow the same format as principal authorities and to supplement it with an addendum to show the number of committees each member sits on.

Cllr B. Larcombe said the council website should display which committees each member sat on.

The support services manager said this information was already on the website and was up-to-date.

Proposed by Cllr P. May and seconded by Cllr P. Evans, members agreed to **RECOMMEND TO FULL COUNCIL** to look at the proposal 'to change the format of the member attendance figures to follow the same format as principal authorities and to

supplement it with an addendum to show the number of committees each member sits on' and confirm to members whether this would fit with current policy and follow the principal authority's method for publishing member attendance figures.

The meeting closed at 7.42pm.

DRAFT

LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 29 NOVEMBER 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 B. Larcombe, Cllr C. Reynolds, Cllr D. Ruffle, Cllr D. Sarson, Cllr G. Stammers, Cllr G. Turner

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

Guests: I. Fitz (engineer, Dorset Council)

23/46/SF Public Forum

R. McLaughlin

As chairman of the Town Mill Trust, R. McLaughlin spoke in relation to agenda item 10, Town Mill Funding Request. He said the Town Mill had asked the town council for support in their efforts to secure funding from other bids. He said they would be applying for funding of up to £50k from the National Heritage Lottery Fund in the new year but in the meantime, they would be applying for other funding from charitable trusts and using their own reserves towards the cost of the improvements. He said they wanted to pursue their plans to improve what's on offer at the Town Mill site, to make it more relevant and accessible to the community and visitors and to safeguard the viability of the important Grade II listed heritage site. R. McLaughlin said the mill site consisted of dedicated volunteers who conducted tours, made flour for the shop, maintained essential machinery, used traditional methods to make the flour and maintained the garden. He said their tenants were small, local entrepreneurial artisan businesses, who paid rent which was lower than normal market rent, and they had active and forward-looking mill staff and trustees who administered the whole operation. He said the mill had always tried to be self-sustaining but they had received small grants from the town council in the past and they were very grateful for this, but the time had come where it required a much larger injection of money to continue into the future. R. McLaughlin said the improvements would raise the profile of the mill so it became an even more important part of the tourist economy and a prestigious heritage asset for the community. He said they were asking the council specifically for funding for the new entrance, which would be new metal gates connecting to the lynch. It would be a wheat themed gate and railings, designed by a local artist and metal workers, with steps into the gardens. R. McLaughlin said if the council could fund £10k, this would match fund the £10k the mill had already committed to the project. He said support from the town council would be extremely helpful, if not essential,

for their bid to the National Heritage Lottery Fund, so a stated commitment for grant funding over the next year would be appreciated. He said if the bid to the National Heritage Lottery Fund was unsuccessful, they would still wish to progress some of the work, especially the gates, so the council's funding would be welcomed.

G. Rabbitts

As director of the Marine Theatre, G. Rabbitts spoke in relation to agenda item 9, Marine Theatre Funding Request. She said the Marine Theatre was Lyme Regis' theatre, it provided entertainment almost every weekend to hundreds of local people, including comedy, music, theatre, screenings and now they hoped cinema. She said during a cost of living crisis and in a downturn of the economy, a reasonably priced night out would be a welcome relief to many local people. G. Rabbitts said the theatre was enjoyed by local people and had been in the town for over 130 years. Previously run by the town council, she said the trust was asked to take on the theatre over 20 years ago; a short amount of time in the theatre's history. She said the trust had continued to have the support of the council and the theatre was now financially stable. She said the council had required the theatre to build reserves and with the help of the Cultural Recovery Fund and their own funds, they had managed to do so. She said they were now in the most financial stable position they had been in for a long time, however 2023 had been an incredibly tough year throughout all theatres in the UK, but they were pleased to be reporting a strong position. G. Rabbitts said all theatres in the UK were supported by grant funding and couldn't survive without it. She said the theatres she spoke to, such as Bridport, Poole, Exeter and Bristol, were 60 to 70% funded, whereas the Marine Theatre was 92% self-funded. She said they were involved with many community projects, including the youth theatre, which had over 65 children, holiday drama club with healthy lunches for children in receipt of free school meals, technical theatre training, acting to camera courses, work experience with youngsters, and senior creatives with 60 local people every month. G. Rabbitts said all these activities would not be possible without the income they generated through their commercial programme and various grants they applied for to bring in additional funding to the town. With the loss of the Regent Cinema she was told the town council's survey had a result of over 70% of Lyme Regis residents saying what they wanted most from the council was a cinema. She said they had managed to secure funding of £70k to make this happen and with an investment from the council of £25k, local children, families, teenagers and senior citizens would be able to enjoy cinema together again in their own town. She said with dark nights and poor transport links, many older people didn't want to take buses or drive to other towns. G. Rabbitts said they could give their town their own cinema they could walk to, providing warm spaces for matinees and silver screenings. As a community programme, she said they would like to give all Gateway Card holders 10% off ticket prices. She emphasised the theatre had managed to raise £70k of the £100k needed and were asking the town council to invest £25k into the projector.

23/47/SF Apologies for Absence

Cllr R. Smith – work commitments

23/48/SF Minutes

Proposed by Cllr M. Ellis and seconded by Cllr C. Aldridge, the minutes of the meeting held on 11 October 2023 were **ADOPTED**.

23/49/SF Disclosable Pecuniary Interests

Cllr P. May declared a non-pecuniary interest in agenda item 10, Town Mill Funding Request as he was a Town Mill Trustee.

23/50/SF Dispensations

There were none.

23/51/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 11 October 2023

Dog-related Public Space Protection Order

Cllr B. Bawden said she had had a response from the Dorset Council (DC) officers involved in the Dog-related Public Space Protection Order (PSPO) about the prospect of the town council working jointly with them on the review of the order.

Budget performance

Cllr B. Larcombe said expenditure on the sculpture trail was referred to within the budget performance report and he asked if this committee should know the details of this.

The town clerk confirmed there was specific reference to this in the budget report later in the agenda. He said separate conversations had also taken place with the chairman of the Tourism, Community and Publicity Committee about how to rectify some of the issues related to expenditure this year.

23/52/SF Update Report

There were no updates.

23/53/SF Sand Harvesting and Beach Replenishment

The chairman brought this item forward on the agenda and invited I. Fitz, an engineer from Dorset Council, to speak.

I. Fitz explained how next year, DC would be taking sand to replenish Front Beach from outside of the harbour and its channel, including in front of the pebble beach as far as Cobb Gate, so this would be more of a sand harvesting activity than harbour dredging. He said dredging the sand from the harbour and putting it on the beach was a much more expensive process than pushing the sediment into deeper water. The intention was to measure how much sand was harvested from the non-harbour areas; if there was not

enough, DC would either have to look into bringing more sand in from elsewhere or determine if it was not financially viable and replace the sand with pebbles.

I. Fitz said DC had committed to the work this year and contributed £47k, but next year, the beach work would cost an additional £15k. Next year dredging and sand harvesting would be one operation but thereafter, they would be two separate operations. He asked if the town council would consider bridging the £15k funding gap.

Cllr B. Larcombe said DC was looking at only temporary solutions and asked if it was considering any permanent solutions because the problems had been caused by the construction of the sea defences, which had brought about a movement of sand from west to east.

Cllr B. Bawden asked if there were any plans to replenish the beach with sand which had been washed to Charmouth.

I. Fitz said there was no intention to do this as the sand was mixed in with pebbles at Charmouth so it would have to be sifted. He said sand also couldn't be taken away from the Cobb area because it was supporting the structure.

Cllr R. Doney said there appeared to be a change of emphasis from DC because when dredging first started, it was because the harbour mouth was silted up, but this appeared to no longer be the case. He asked if there was a problem DC had not been previously aware of.

I. Fitz said the original sand was imported from France, an angular grain sand which resisted movement by the waves and for years, very little work had to be done. But with tidal movement, the sand had become more rounded and more easily moved where it drew down so fast. He said DC intended to sand harvest for as long as possible to prevent bringing in more sand or changing the beach to pebbles.

Cllr M. Ellis said she didn't believe the sand currently being dredged was the original sand. She felt DC was changing the way it presented this issue to put the emphasis on the town council. She said DC was asking the town council to pay for a problem it hadn't caused.

I. Fitz said it was the original sand being dredged, as it had gotten out there somehow, but the rounding off of the grains had been caused by wave action.

Cllr C. Reynolds asked why DC was dredging the harbour, and had done so for years, if it now believed this wasn't necessary.

I. Fitz said he didn't believe the harbour needed to be dredged and next year would be the last time it was done.

Cllr P. May said DC generated an enormous amount of money from its car parks in Lyme Regis and a lot of people coming to the town came to use the beach, so he was disappointed DC hadn't made a link between the two when considering how to finance this project.

Cllr B. Bawden asked if a pebble beach would provide more protection to the hard defences than a sandy beach.

I. Fitz said the sand beach was created to provide a nice beach for families, but it would be much better if the hard defences were protected by a pebble beach.

Cllr C. Aldridge asked if DC had made a plan for the future when the work was originally done because it could have been anticipated there would be problems.

I. Fitz said DC anticipated the beach would have to be replenished in future but didn't know when, and it knew there would have to be a certain amount of maintenance, which was why the Environment Agency contributed to the project.

It was proposed by Cllr B. Larcombe and seconded by Cllr D. Ruffle that the town council contributes £5,000 towards the cost of sand harvesting and beach replenishment for one year.

This motion was not voted on.

Cllr M. Ellis asked which year's budget it would come from if a contribution was agreed.

I. Fitz said the work needed to be completed by Easter.

The town clerk said it would therefore need to come from the 2023-24 budget, which would mean there was less money to spend in 2024-25.

Proposed by Cllr B. Bawden and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** that the town council makes a one-off contribution in 2023-24 of £15,000 towards the cost of sand harvesting and beach replenishment.

Cllr S. Cockerell asked if DC could look at a five-year plan for this work so it wasn't dealt with year by year.

I. Fitz said DC was looking at a five-year beach management plan.

23/54/SF Strategy and Finance Objectives

Members noted the report.

23/55/SF Marine Theatre Funding Request

The town clerk said this funding, along with the two other funding requests on the agenda, had been included in the budget as priority two objectives so they were treated equally, but this didn't mean members had to approve them; it would be easier at this stage of the budget process to take them out of the budget, rather than to include them later.

Cllr D. Sarson said residents had missed a cinema in the town and in the council's consultation last year, a cinema was one of the most commonly-raised issues. As income was likely to exceed budget in 2024-25 and the sale of the council offices would create a significant receipt for the council, he felt the council was in a position to support the request.

Cllr M. Ellis said the council had a grants' process and should only consider applications as part of that process, as the council had many projects of its own to pay for. She said the equipment the theatre would buy for the cinema would be used for other events so the council would effectively be giving money to the theatre to support other activities.

Cllr D. Ruffle said there was room for manoeuvre in the 2024-25 budget to provide funding and he felt the request should be supported as the theatre was such an asset to the community. He said the theatre's progress over the last few years had been remarkable to get to its current financial position.

Cllr C. Reynolds said she had concerns about the seating being on a level floor, which wouldn't allow for a proper cinema experience, the suggested ticket prices were too high, and a showing once a week wouldn't suit everyone. She said she didn't think this was the kind of cinema Lyme Regis wanted.

Cllr B. Larcombe said he understood the difficulties facing the theatre but in trying to set up a cinema, it was acquiring equipment that would help the theatre itself.

Cllr C. Aldridge said a cinema would appeal to a lot of people in the town and the theatre already showed films, which wasn't a problem on the level floor, although the existing projector was not good enough to show modern, digital films. She said she didn't see a problem with the theatre using the cinema equipment for its other activities, especially as a lot of it was for the community.

In response to a question from Cllr G. Turner, the town clerk confirmed the trust owned the cinema but if the theatre went bankrupt, the council would get first refusal of the building. He added this arrangement ended shortly.

Cllr P. Evans asked what would happen to the council's funding if the cinema was not successful.

The chairman invited G. Rabbitts from the Marine Theatre to speak.

G. Rabbitts said they would aim to play event cinema, so rather than one showing per week, they would perhaps do four nights in a row for a blockbuster film and could choose which ones to show and at what points. She said as long as the cinema was breaking even, they would support it for as long as possible.

Cllr M. Ellis asked for clarification on the council's grants' policy as she understood an organisation couldn't apply for a grant if it was already in receipt of a term grant from the council. She also asked if there would be a business plan provided to the council if the funding was approved.

The town clerk said if an organisation was in receipt of a term grant, it couldn't apply for a community grant, but there was nothing to prevent an organisation from applying through other mechanisms. He said there was an outline business plan provided by the theatre to the Tourism, Community and Publicity Committee as part of the original request. He added officers and the member representative met with the trust every six months to review the term grant so a review of the cinema venture could be built into that process.

Cllr M. Ellis asked for recorded votes on the following motions:

It was proposed by Cllr M. Ellis and seconded by Cllr B. Larcombe to refuse the request from the Marine Theatre for a grant of £25,000 to support a project to operate a cinema.

Voted for – Cllr P. Evans, Cllr B. Larcombe, Cllr M. Ellis, Cllr C. Reynolds

Voted against – Cllr P. May, Cllr D. Ruffle, Cllr G. Stammers, Cllr D. Sarson, Cllr C. Aldridge, Cllr B. Bawden, Cllr R. Doney, Cllr S. Cockerell

Abstentions – Cllr G. Turner

This motion was not carried.

Proposed by Cllr D. Sarson and seconded by Cllr D. Ruffle, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the request from the Marine Theatre for a grant of £25,000 to support a project to operate a cinema, to be funded from the 2024-25 budget.

Voted for – Cllr P. May, Cllr D. Ruffle, Cllr G. Stammers, Cllr D. Sarson, Cllr C. Aldridge, Cllr B. Bawden, Cllr R. Doney, Cllr S. Cockerell

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

Abstentions – Cllr B. Larcombe

Cllr R. Doney suggested the council reviewed its grants' policy to determine how it would deal with ad hoc funding requests and amounts that were greater than community but less than term grants.

The town clerk said the council would be reviewing all its grants early in the new council administration, in around September/October 2024, so that would be the time to review its grant funding structure.

23/56/SF Town Mill Funding Request

Cllr P. Evans said as the Marine Theatre's funding request had been approved, he didn't think the council could refuse the Town Mill's request as it was also a community asset.

Cllr M. Ellis said the council shouldn't be discussing this request because it was not part of the grants' process, but a precedent had just been set in approving the Marine Theatre's request and she was concerned the council would now be inundated with requests from organisations who believed they were community assets. She said the Town Mill was also a business so the rent from the tenants should go towards the regeneration.

The town clerk said if an organisation wrote to him with a funding request, he was obliged to bring it to the council. However, he could write back to them and say until the council reviewed its grants' policy in autumn 2024, it would not consider any further applications. He said the council tried to spend its income to the best of its ability within the community and if it couldn't afford it, he would make this clear to members.

Cllr B. Bawden said funding applications were not always going to fit in with the council's grants' process, especially as term grants were agreed several years' ago. She said having the town council's support for this project was more than just the value of the funding, it would give the Town Mill's other funding applications a greater chance of success because it showed local support.

Cllr B. Larcombe said the grants' process was a competitive process so in considering requests like this, the organisation didn't have to compete. He said if a funding application came outside of the normal process, it should be for something that was urgent, broken or beyond repair and that this application seemed more like a term grant.

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

Proposed by Cllr B. Bawden and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the request from the Town Mill Trust contribution of £10,000 towards the Town Mill Regeneration Project, to be funded from the 2024-25 budget.

Voted for – Cllr C. Aldridge, Cllr D. Sarson, Cllr G. Stammers, Cllr R. Ruffle, Cllr S. Cockerell, Cllr G. Turner, Cllr B. Bawden

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

Abstentions – Cllr B. Larcombe, Cllr R. Doney, Cllr P. May

23/57/SF

Lyme Regis Baptist Church Funding Request

Cllr G. Stammers said the Baptist church was central to Lyme Regis, providing community facilities and not just for religious purposes. As the council had given a £40k grant to St Michael's Parish Church in 2019 for repairs, she felt this was an acceptable request.

Cllr B. Larcombe said the amount the church was required to raise was substantial compared to the amount requested from the council. He its level of activity was known so the council's funding would be at less risk.

Cllr M. Ellis said although the Baptist church did a lot for the community, she couldn't support the request because it was outside of the grants' process.

Cllr P. Evans asked if the council had also given grants to the Roman Catholic church in the town.

The support services manager said the council had awarded two community grants of £1,000 each.

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

Proposed by Cllr B. Larcombe and seconded by Cllr D. Ruffle, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the request from Lyme Regis Baptist Church for a contribution of £10,000 towards the restoration of the old chapel, to be funded from the 2024-25 budget.

Voted for – Cllr C. Aldridge, Cllr D. Sarson, Cllr G. Stammers, Cllr D. Ruffle, Cllr B. Larcombe, Cllr B. Bawden, Cllr S. Cockerell, Cllr G. Turner, Cllr P. May

Voted against – Cllr R. Reynolds, Cllr M. Ellis

Abstentions – Cllr R. Evans, Cllr R. Doney

The meeting adjourned for a break at 8.40pm.

The meeting resumed at 8.46pm.

23/58/SF

Budget and Precept 2024-25 and Five-Year Financial Plan 2024-29

Cllr B. Larcombe felt the reserve should be maintained at the current level, if not higher, to address unforeseen issues and any potential back-up plan for office accommodation. He said the budget was tight, even if the numbers suggested it was comfortable, because of the unknowns.

Cllr R. Doney said the five-year financial plan presented to the previous meeting showed the surplus reducing to low levels over the years but it was now flat, and asked if this was due to increases in fees and charges.

The finance manager confirmed this was the case as the agreed increases would generate an additional c.£200k income.

Cllr P. Evans asked what the employee benefits would entail and whether all employees would be entitled to them.

The support services manager said it would be a package of benefits, which would be decided by members, and they would be available to all employees.

Cllr B. Larcombe was concerned members had not had an opportunity to debate some of the proposed projects they were being asked to approve a budget for.

The town clerk said there had been plenty of opportunities for members to discuss objectives and a priority one and two list of projects had been put together as a result of those discussions. He said members had the opportunity to change the list at this point, but as £15k had been approved for sand harvesting and beach replenishment earlier in the meeting, the budget gap had increased from £93k to £108k; this meant the council couldn't afford to carry out every project on the list.

However, the town clerk said the council could bridge that funding gap; officers were anticipating the year-end surplus would be higher than forecast so the council could agree the priority two objectives on the proviso this was reviewed in March 2024 when there was a better idea of the year-end position.

Cllr B. Larcombe asked if it would be prudent to put all priority two objectives on hold until the priority one projects were completed.

The town clerk said there were some priority two objectives the council needed to commit to at this point, including the three funding requests to the Marine Theatre, the Town Mill Trust and Lyme Regis Baptist Church, the Fossil Festival, and the residents' event as there needed to be a commitment to fund these before March 2024 for planning purposes.

Cllr M. Ellis was concerned only £100k had been put in the budget for office accommodation as more might be required if the council found another building it wanted to buy.

The town clerk said a figure had to be put in the budget or it wouldn't be able to move forward. He said the council would get a capital receipt for the current building so this could go towards the purchase of another property or a new build, but any purchase was unlikely until 2025-26. He said officers were working on the assumption the office would move to St Michael's Business Centre, which would require investment of around £100k.

Cllr B. Larcombe asked where the multi-use games area and Strawberry Fields options' appraisal was in the list of projects.

The town clerk said these projects were funded in the current financial year, even if they were not completed in 2023-24. All projects which had been agreed for 2023-24 were going ahead and had been taken into account in this year's expenditure.

It was proposed by Cllr M. Ellis to approve the proposed budget for 2024-25, to approve the proposed 2024-25 objectives, to approve a precept of £132,779 for 2024-25, and approve the five-year financial plan 2024-29.

The town clerk emphasised that unless the council made some other decisions, it couldn't approve all the proposed priority two objectives. He said the council could agree the priority two objectives he previously suggested and review the remaining priority two objectives in March 2024. If there was an improvement in the council's surplus, some or all of the unapproved priority two objectives could be released.

Cllr M. Ellis withdrew her proposal.

Proposed by Cllr P. May and seconded by Cllr S. Cockerell, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the proposed budget for 2024-25; to approve the proposed 2024-25 priority one objectives; to approve the Marine Theatre grant, Town Mill Trust grant, Lyme Regis Baptist Church grant, Fossil Festival funding and residents' event funding from the proposed 2024-25 priority two objectives; to agree any additional surplus beyond £229k in 2023-24 will go towards additional priority two

objectives; to approve a precept of £132,779 for 2024-25; and approve the five-year financial plan 2024-29.

Proposed by Cllr B. Larcombe and seconded by Cllr R. Doney, members agreed to **RECOMMEND TO FULL COUNCIL** to maintain the reserve at £1million for 2024-25.

23/59/SF Mary Anning Scholarship Legacy Fund

Cllr R. Doney said the council had tried hard with the Woodroffe School to encourage them to put forward a proposal and getting young women and girls into science was critically important, so he supported the proposal.

Cllr C. Aldridge asked how the council would get feedback on how the funding was spent.

The town clerk said the school could be asked to carry out an evaluation process.

Proposed by Cllr R. Doney and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to allocate the Mary Anning Scholarship Legacy Fund budget of £5,000 to the Woodroffe School for a project linking with local primary schools and promoting women in science.

23/60/SF List of Payments

Cllr M. Ellis said there always seemed to be a lot of refunds for beach huts and asked under what circumstances a refund was given.

The support services manager said refunds were only given if there was a high degree of certainty the hut could be re-booked, for example if the huts were fully booked for that date or there was a waiting list, or the hirer had a genuine emergency which meant they could no longer use the hut, although this was considered on a case-by-case basis.

Cllr B. Larcombe asked if officers could indicate if there were fluctuations in charges, particularly utilities, as he was losing track of these costs.

The finance manager said this would be commented on as part of the budget progress reports. However, as the council was tied into fixes, she wouldn't imagine there being anything out of the ordinary.

Proposed by Cllr G. Stammers and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the schedule of payments in October 2023 for the sum of £161,737.79.

23/61/SF Investments and Cash Holdings

Members noted the report.

23/62/SF Debtors

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

23/63/SF Exempt Business

a) Debtors

Members noted the report.

The meeting closed at 9.42pm.

LYME REGIS TOWN COUNCIL

TOURISM, COMMUNITY AND PUBLICITY COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 15 NOVEMBER 2023

Present

Chairman: Cllr C. Aldridge

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

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

Guests: M. Redwood

23/34/TCP Public Forum

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

23/35/TCP Apologies

Cllr D. Ruffle – personal commitment
Cllr R. Smith – work commitment

23/36/TCP Minutes

Proposed by Cllr D. Sarson and seconded by Cllr P. Evans, the minutes of the meeting held on 27 September 2023 were **ADOPTED**.

23/37/TCP Disclosable Pecuniary Interests

There were none.

23/38/TCP Dispensations

There were none.

23/39/TCP Matters arising from the minutes of the previous meeting held on 28 June 2023

Annual event for residents

The support services manager said the residents' event consultation at St Michael's Primary School had been arranged for 28 November 2023.

Cllr C. Aldridge said it would be good to arrange to speak to other groups to make it a broad consultation.

D-Day 80

The support services manager said a meeting had been arranged with the working group for 23 November 2023. She said there would be an update brought to the next meeting of the committee.

Sculpture Trail

The support services manager said she had met with Cleo Evans from the Arts Development Company. She said Cleo had agreed to meet with the working group in the upcoming weeks and a report would be brought to the next meeting of this committee.

Cllr M. Ellis requested that minutes from the sculpture trail working group meetings be presented to the next meeting of this committee.

The support services manager said the report would include any updates from the meeting.

Fossil Festival

The support services manager said a meeting had been arranged with Lyme Regis Museum to discuss the Fossil Festival on 20 November 2023.

Totally Locally

Cllr C. Reynolds said the totally locally event had gained a total lack of response and asked if it would be going ahead in the future.

Cllr C. Aldridge said Cllr B. Bawden had reached out to many businesses but had not had a response and it was likely it would not be pursued next year.

23/40/TCP Update Report

Tourism microsite

The support services manager said she had recently met with the Visit Dorset team. She said all the 2024 events would be uploaded to the site which would help with search engine optimisation and a photography competition was planned to help drive visits to the site and engagement. She said Visit Dorset had run a similar competition earlier in the year with a prize of a £500 holiday voucher and she would be contacting local holiday agents to source a similar prize for the new competition. She said a campaign would be launched in January to encourage visitors to book their 2024 breaks and a Lyme Regis e-newsletter inviting visitors to make bookings and promoting the photography competition. She said local photographer and videographer Max Redwood would be

providing footage of the Wonka filming that took place in Lyme Regis to help market the Visit Dorset and Visit Lyme Regis websites once the film had been released in cinemas.

Bridport Business Chamber

Cllr C. Aldridge said several local traders had expressed an interest in setting up a business group and suggested this should be an agenda item for the next meeting to allow it to be explored further.

Cllr P. Evans said the road closure could act as a catalyst for local traders to set up a business group and it was not the town council's responsibility to do so, although it could help with promotion and to coordinate a meeting of local businesses. He said there were new businesses in the town and trying to set up a new business group might not fail as it has done before.

Cllr C. Aldridge said it would show willingness from the town council to facilitate a meeting and show the council was keen to engage with local traders.

The support services manager the council could help to promote an event and provide a free venue with the Guildhall as a meeting place. She said the council would also be a member of the business group, the same as any other business in the town but it was in a good position to get this idea moving forward.

23/41/TCP Tourism, Community and Publicity Committee – Objectives

Bid-writing workshop

The support services manager said a bid-writing workshop had been arranged for local charities and organisations on 25 November 2023.

The administrative and community engagement assistant said the response to the event had been positive and it looked to be a good turn out from local groups and organisations.

Residents' Newsletter

Members were pleased the first edition of the newsletter had been produced and praised staff for their hard work in putting it together.

23/42/TCP Seagull Control

The chairman invited M. Redwood to speak.

M. Redwood suggested flying his drone in the seagull hotspots, which he said were the main sandy beach, the RNLI station, and the pebble beach. He said he would test drone flying from his home before the seagulls started to nest, which had previously worked well but the timing was critical. He said seagulls didn't like birds of prey sounds or sharp sounds such as clapping, gunshots or thunder. He added that he was not looking for any

financial reward, but he wanted assurance from the town council that he could trial his ideas for seagull control.

Cllr B. Bawden arrived at the meeting at 7.27pm.

Cllr C. Aldridge said visible food outlets and food waste had a big impact on the seagull presence and reducing the amount of food waste would help to reduce the problem.

Cllr M. Ellis left the meeting at 7.29pm.

Proposed by Cllr D. Sarson and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to support Max Redwood's proposal to trial drone flying on the seafront to deter seagulls and that the council provides a letter of support as evidence of its authorisation.

23/43/TCP Weddings at The Guildhall

Cllr M. Ellis returned to the meeting at 7.31pm.

The support services manager said the new weddings brochure was designed and compiled by the administrative and community engagement assistant K. Newman, who had a background in the wedding industry as a wedding photographer. She said they planned to meet with the museum as a potential partner for photography inside the museum and in the next few months, the administrative and community engagement assistant would do a styled shoot in the Guildhall to use as promotional material.

Cllr C. Reynolds said the Guildhall didn't currently look like a wedding venue and something more needed to be done to make it a better wedding venue for prospective couples.

Cllr M. Ellis said the idea of weddings on the beach should be explored again.

The support services manager said the council had previously voted against weddings on the beach but if the idea was explored again, Lyme Regis would be the only venue in Dorset to offer weddings on the beach. She said a room on the seafront would need to be provided as a physical venue to sign the documents and the performance area could be an alternative venue if the weather was bad.

Proposed by Cllr P. Evans and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to instruct officers to investigate the possibility of holding weddings on the beach and to report back to a future Tourism, Community and Publicity Committee meeting.

Cllr C. Aldridge said the 2015 testimonial in the brochure was a long time ago and suggested a newer one be included. She also asked how suppliers had been contacted for inclusion in the brochure.

The support services manager said the administrative and community engagement assistant had used social media to appeal to local businesses to be included in the suppliers' list and suppliers within a 10-mile radius of Lyme Regis would be included. She said businesses had been asked to contact the town council if they wanted to be included, no businesses had been contacted directly.

Cllr M. Ellis declared an interest as her daughter's business was listed.

23/44/TCP Major Events 2024

Cllr P. Evans asked about the food festivals taking place in 2024 and whether the town council would receive any income from these.

The support services manager said the food festivals were all taking place on Dorset Council (DC) land and therefore the town council received no fee from them. She said once the umbrella licence was granted from DC, the town council would have more say over what events took place in the town on DC land.

23/45/TCP Grant Review, B Sharp

The support services manager said B Sharp had secured a four-year grant from Youth Music B Sharp, which was good news for the organisation.

Members noted the report.

23/46/TCP Grant Review, Axe Valley and West Dorset Ring and Ride

Cllr B. Bawden said DC was working actively to support Axe Valley Ring and Ride (AVRR) to apply for grant but they had not applied for the grants available. She said DC had released the culture and community grants and revenue support grants, which AVRR could apply for. Although it wouldn't be enough to meet the deficit of £30k, it would help if the AVRR applied for it.

Cllr C. Aldridge said it would be helpful for Cllr B. Bawden to continue to talk to AVRR and support them.

23/47/TCP Grant Review, The Hub

Cllr C. Reynolds said The Hub was not providing the youth facilities it had committed to provide.

Cllr D. Sarson said the grant money was for the upkeep of the hall and the building. He said Lyme Regis Development Trust (LRDT), which ran the Hub, was actively looking for targeted youth workers to be able to run more sessions.

Cllr B. Bawden said DC had increased the budget for youth provision so hopefully some of this could be used in Lyme Regis.

The support services manager said DC used to fund the youth workers that worked at The Hub and the two youth workers were still very much involved in youth projects at the organisation. However, due to a cut back in funding from DC, the two youth workers could only commit to one session per week and although LRDT would like to have more youth sessions, the funding wasn't available to pay the youth workers. She said although there wasn't currently a second youth session, there was an art club for young people aged eight to 12 years old.

23/48/TCP Social Media Review

The administrative and community engagement assistant said the purpose of the report was to inform members of active user participation across social media groups in Lyme Regis. She said it was not an exhaustive list of all of the groups, but she hoped it would help to put the figures into perspective.

Members acknowledged there were some groups where the town council received particular criticism and there were other groups in the town which were not listed because there were generally no negative comments about the council.

The support services manager said the administrative and community engagement reviewed local groups once a month to feedback to the management team any engagement from local people about the town council. She said the feedback was then discussed and it was decided whether there were any issues the town council needed to address. She said the aim of the report was to show there was a relatively small number of people active in these groups compared to the amount of people that lived in the town and the handful of people making comments on Facebook was not a true representation of the views of people in Lyme Regis.

Cllr C. Reynolds said the comments regarding any maintenance issues in Lyme Regis were helpful and allowed issues to be dealt with quickly.

23/49/TCP Managing Consultation Exercises

Cllr B. Bawden said in the Polling District, Polling Place and Polling Station consultation, Woodmead Halls and Hallett Court were suggested as polling stations.

Cllr C. Reynolds said she was pleased Hallett Court would be re-introduced as a polling station as a lot of elderly people couldn't get to Woodmead Halls and as a result, she had been encouraging those people to vote by post.

Cllr M. Ellis said there needed to be review of the town bus route as soon as possible as many residents couldn't get to Woodmead Halls to vote or to attend any community events.

The meeting closed at 8.19pm.

LYME REGIS TOWN COUNCIL

TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 9 NOVEMBER 2023

Present

Chairman: Cllr B. Larcombe

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

Officers: M. Green (deputy town clerk), A. Mullins (support services manager), J. Smith (property and projects assistant) P. Williams (acting operations manager)

23/40/TMH Public Forum

N. Ball

N. Ball thanked the council for the fantastic clean-up after the storm, he said the team was very efficient and it was a major job. He said the hedge cutter in the cemetery was now wrapped up in a sheet, but he would like to know if it was going to be used as it was £10k worth of machinery. He said if the council wasn't going to use it, it should get rid of it and he asked which hedges it was needed for.

The acting operations manager said the hedge cutter arrived quite late in the year when birds were nesting so it couldn't be used at that time. He said the team had taken it out for training, then it was the nesting season, followed by beach cleaning, but the flail would now be put back on the tractor and be used from now onwards. He said it would be used on hedges including Cobb Road, Strawberry Field and coming into Lyme Regis.

23/41/TMH Apologies

Cllr C. Reynolds – illness
Cllr D. Ruffle – personal commitment
Cllr G. Stammers – personal commitment

23/42/TMH Minutes

Proposed by Cllr D. Sarson and seconded by Cllr C. Aldridge, the minutes of the previous meeting held on 20 September 2023 were **ADOPTED**.

23/43/TMH Disclosable Pecuniary Interests

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

Cllr B. Bawden declared the same interest.

23/44/TMH Dispensations

There were none.

23/45/TMH Matters arising from the minutes of the Town Management and Highways Committee meeting held on 20 September 2023

Traffic and Travel Working Group

The deputy town clerk said he intended to go back to Dorset Council (DC) about the status of Cobb Road because there was a suggestion locally that the weight restriction had been removed, as had the signs, and this was linked with the proposed pedestrianisation of the Cart Road. He said the weight restriction of 7.5 tonnes was introduced some time ago before the area was piled and although vehicles over this weight chose to use the road, they did so illegally. As such, the Cart Road was intended to be the route for heavy vehicles to get to the harbour area.

Energy Performance Certificates and Let Commercial Buildings

The property and projects assistant said he had arranged for an energy performance assessor to undertake an assessment of eight of the council's buildings within the next two weeks. A report was expected a week after, to include recommendations on the measures that could be taken to improve their energy performance.

Use of Personalised Water Craft (PWCs) from Lyme Harbour

The deputy town clerk said Natural England had now been consulted on the proposed issuing of licences for PWCs to launch from the harbour, having not been consulted previously, and they had also notified the Rousdon Estate, who had also not been consulted previously.

Cllr B. Bawden, the DC ward member, said this issue was no longer going to be discussed at the November meeting of DC's Harbours Advisory Committee and it was likely to be deferred to the following meeting. She said it was probably worth also notifying Axmouth and Seaton Councils, so DC had the viewpoints of all those potentially affected.

MUGA at Anning Road Playing Field

The deputy town clerk said the survey report for the MUGA had been done and it accurately plotted the boundaries, the pavilion, the existing pitch, the BMX humps and playing area. He said it was drawn at a scale which allowed him to establish what could be fitted and where in terms of a multi-use games area (MUGA). He could say with some confidence a MUGA could be fitted in.

Cllr C. Aldridge asked if moving the pitch would add substantially to the cost.

The deputy town clerk said it would add to the cost but not substantially.

The support services manager said a consultation would be carried out on the proposed MUGA and this would include a letter-drop to residents who surrounded the play park.

23/46/TMH

Update Report

Drainage at Woodmead car park extension

The deputy town clerk said the recent flooding in the car park was significant and severe, caused partly by surface water run-off from the council's land and equally by blocked drains serving the emergency services centre.

Cllr M. Ellis left the meeting due to her pecuniary interests.

The deputy town clerk said on the day of the flood, the drain serving the emergency services centre's system was completely blocked, which caused it to overflow, including foul discharge, and run across the car park and through the garden of the adjacent property. He said Dorset and Wiltshire Fire and Rescue dealt with the issue immediately and the drains were now unblocked, although he felt they were insufficient to cope with surface water run-offs from the large roof area in periods of heavy rain.

Cllr P. May asked if the foul misconnection had been dealt with as it was illegal.

The deputy town clerk said he didn't know if it was illegal when it was done. He emphasised the council also had a significant issue of its own, relating to surface water and drains in the car park, so it wasn't just about the emergency services centre. He said he met with the adjacent property owner who had been affected by the flood and he had taken a reasonable position, but he felt there could only be so many occurrences before legal action was taken. He added the council's insurance would not cover damage to third-party property by surface water run-off.

The deputy town clerk said a survey had been carried out and a scheme was being designed to address the problems. This would be discussed with Dorset and Wiltshire Fire and Rescue as there were likely to be benefits to both parties. He said a sum had been identified in the 2024-25 budget for this work and although he would like to start work before 1 April 2024, there needed to be a detailed design first.

Cllr B. Larcombe said as this was an urgent issue, the council should re-visit other spending and look to prioritise this work.

The deputy town clerk agreed it was a significant issue and as such, officers had made it a priority one objective for 2024-25 with a budget of £50k. He said the work couldn't be started before 1 April 2024 because a procurement process had to be carried out. He believed £50k would be enough, but until there was a preferred design, he couldn't guarantee this.

Cllr M. Ellis returned to the meeting at 7.32pm.

Town Mill Steps

The deputy town clerk said DC was intending to install bike racks in the car park at its own expense, with the intention of using the new concrete space to the left of the steps. The space would also be used for motorcycle parking.

CCTV Project

The deputy town clerk said the meeting scheduled with DC's property team, when the electricity supply to the skatepark would be discussed, had been postponed until 14 November 2023 so he couldn't report back yet.

The property and projects assistant said he had a meeting with the contractor Scutum West on 17 November 2023 to progress the installation.

Jubilee Pavilion

The acting operations manager said the roof had been exposed to the elements for some time because the contractor had not completed the work, so water was getting into the Jubilee Pavilion and had tripped the electrics. He said officers were trying to push through the completion.

Amenities Hut Building and Plans

Cllr D. Sarson asked if the building work would affect the Easter holidays.

The deputy town clerk said the likely programme would affect the Easter holidays and beyond and as such, there would need to be a temporary solution for accommodation for the amenities staff and gardening team who used the existing building. He said the architect was finalising the tender documents and intended to get them out the following week, with a return date before Christmas. The likely period of works was 10 to 12 weeks and the best-case scenario was the works would run into late-April or early-May.

Cllr B. Larcombe asked what the options were for downscaling the project and looking for a different solution for staff accommodation, perhaps the Langmoor Room, if the costs were unreasonable.

The deputy town clerk said as the additional cost of running through the tender return process was relatively small, officers thought it best to do this, so members would know for sure if the current scheme was affordable.

Cllr C. Aldridge asked if the current hut could be retained for another year if the cost was too high.

The deputy town clerk said the hut was falling apart and had been repaired over a number of years so something needed to be done about it now.

Cllr C. Aldridge asked if the council should be waiting until the end of the year for tenders to be returned if it was so urgent.

The deputy town clerk said a different solution would still require going through the planning and building regulations process but the additional time in establishing the costs of the current proposal wasn't much more than a month. He said it was officers' view that it was sensible to go through this process to sense check some of the figures that had been suggested.

Office and options feasibility study

The deputy town clerk said there would be a further report to the Strategy and Finance Committee on 29 November 2023.

Cllr P. Evans asked if officers had made any progress on securing temporary accommodation at St Michael's Business Centre.

The deputy town clerk said he had made enquiries about Unit 2 and separate enquiries about another unit there.

Cemetery Lodge and Harbour Store

The deputy town clerk said if the harbour store didn't require planning permission, work would start in February or March 2024, with completion in April or May 2024.

The deputy town clerk said the cemetery lodge was more complicated because it was in a conservation area and there was a potential problem involving bats. He said a bat survey couldn't be carried out until 1 May 2024 at the earliest, which meant it could be well into 2024 before works could be undertaken.

Park and Ride 2023

The deputy town clerk said he had written to nine bus companies and expressions of interest should be returned by the end of November 2023.

Works to paths in gardens

The acting operations manager said emergency works had recently been carried out on a trip hazard in the path.

Monmouth Beach Garages

The deputy town clerk said the debt would run up until the garage was empty and re-let. He said subject to legal advice, it was the intention to dispose of any remaining items in the garage.

Perimeter wall – Churchyard

The deputy town clerk said repair works were about to commence but had been delayed due to the weather.

23/47/TMH Town Management and Highways Committee – Objectives

Members noted the report.

23/48/TMH To receive the minutes of the Traffic and Travel Working Group meeting held on 18 October 2023

Cllr B. Bawden said she had invited the person in charge of the Local Transport Plan at DC to attend the next meeting of the working group. Although there was a briefing via the Dorset Association of Parish and Town Councils, she didn't feel this was the best way to get the information to town and parish councillors.

Cllr M. Ellis suggested the residents' newsletter could invite residents to suggest changes to the town bus route.

The support services manager said the newsletter already included a reference to the upcoming town bus consultation but she could include a specific invite for people to contact the office with suggestions.

Proposed by Cllr P. May and seconded by Cllr S. Cockerell, the minutes of the Traffic and Travel Working Group meeting held on 18 October 2023 were **RECEIVED**.

24/49/TMH Emergency Planning Procedure Review

Cllr P. May said Western Power Distribution no longer existed, it was now called National Grid and this needed to be amended in the procedure.

Cllr B. Bawden said she had recently attended a briefing on emergency planning and the DC officer concerned had offered to talk to communities about it. She said she had liaised with Uplyme and Charmouth Parish Councils to join in and the offer still stood.

Cllr B. Larcombe said if there were further amendments required to the procedure after the talk, it could be reviewed at that point.

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the Emergency Planning Procedure and to replace the reference to Western Power Distribution with National Grid.

23/50/TMH Town Management and Highways Committee – Request for use of the Langmoor Room

Cllr C. Aldridge said her understanding was the council had agreed in principle not to rent out the Langmoor Room anymore because of the problems with disabled access, so allowing the rowing centre to use it would present the same issue. She felt it would be better for the council to use it for its own purposes.

Cllr B. Bawden said the rowing centre would be providing a facility for the community and would be adaptable to other uses. She said it would be a good facility for young people learning to row and would provide an opportunity for people to do indoor sports in the winter.

Cllr B. Larcombe said the council's asset needs came before anything else. He didn't think the organisation could promote itself in the way it was if there was no disabled access and suggested St Michael's Business Centre as an alternative.

Cllr M. Ellis agreed the council should use the room for its own purposes. She felt there was an opportunity for this organisation to work with those who would be running the Jubilee Pavilion welcome point, so when events were not taking place there, the rowing centre could be accommodated.

Cllr C. Aldridge asked if the council would be liable for not providing a lift if it entered into an agreement with the rowing centre and someone asked for disabled access.

The deputy town clerk said even if members were minded to support this request, there could be no question of the council spending what was previously costed at £60-80k to replace the lift. He said the rowing centre had used the Langmoor Room with the current access arrangements and he didn't believe the council would be liable; the rowing centre would need to provide for this and this would be made clear in any agreement. He added that the council hired out the Langmoor Room and the lift hadn't worked for around five years.

Proposed by Cllr B. Larcombe and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** not to commit to any arrangement for the Langmoor

Room until the council has determined the situation with the amenities hut and whether the room is needed for staff, and then to consider its availability to anyone else.

23/51/TMH Request to Incorporate Raised Walkway Outside of Amusement Arcade Within Leased Area

The deputy town clerk said he wouldn't want the council to agree there was no commercial value to the walkway, other than the replacement of the railings, and he suggested this could be reviewed by the independent valuer who would also be looking at the rent in the context of the renewal of the lease. He said the valuer could assess whether the incorporation of the walkway had any commercial value above the offered replacement of the railings.

Cllr P. May asked if the walkway was included in the amusement arcade's lease, whether this would mean the public who were not going into the arcade would be told they couldn't use the walkway. He said the council would need an undertaking from the leaseholder that this would not be the case.

Cllr B. Larcombe said there had been instances where people had fallen off the walkway because the railings didn't go all the way along it. He said there would need to be a discussion with the tenant about what he wished to put on the walkway.

The deputy town clerk said he wasn't sure if it was a legal requirement to have railings along the entire length, but he would need to have a discussion with the tenant about extending the railings if the council wanted this.

Cllr B. Larcombe said the council could extend the railings for public safety but stipulate to the tenant it does not want any equipment on the walkway to ensure it was kept clear as a public walkway.

The deputy town clerk said the walkway was currently not in the lease so any equipment that protruded onto it shouldn't be there and he assumed this was the tenant's desire. He advised the council to establish in principle what it was willing to agree, subject to separate discussions about the proposed use of the area, and to receiving independent valuation advice.

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to instruct officers to have further discussions with the tenant of the amusement arcade regarding the raised walkway and to bring a further report to members.

23/52/TMH Outdoor Gym Equipment and Monkey Bars

Proposed by Cllr B. Larcombe and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to hold the outdoor gym equipment and monkey bars in abeyance until the council has an idea of the expenditure it is committing to.

23/53/TMH Parking Issues and Anti-Social Behaviour In-and-Around Queens Walk

Cllr B. Bawden said she had already raised this request with DC. As far as she was aware, the bottom part of Queens Walk should already be residents' parking but it wasn't marked out as such, so the matter was with DC's parking services manager to resolve.

The deputy town clerk said the clear message from DC was it wouldn't progress any requests without written support from the town council, so it would be helpful if the council was to support it, or it wouldn't move forward.

Cllr M. Ellis said she supported the request for residents parking but felt it should be the whole of Queens Walk, or the problem would just be moved elsewhere. She said the residents needed to approach Magna Housing about improved lighting.

Cllr B. Bawden said where houses had driveways, they were not deemed to be eligible for residents' parking. She said she was already talking to the West Dorset MP and police and crime commissioner about the anti-social behaviour in the area. She agreed it would be good for the town council to reinforce the requests already made to DC, but said she hadn't made a request to Magna Housing about lighting.

Proposed by Cllr P. May and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to support the request from residents of Queens Walk to provide better lighting and parking controls in Queens Court car park and to implement residents' on-street permit parking in Queens Walk and advise Dorset Council and Magna Housing accordingly.

23/54/TMH Complaints, Incidents and Compliments

The acting operations manager said a specific complaints log had been set up in the office to record dog-related complaints, which would then be passed on to DC.

Cllr B. Larcombe thanked staff who cleaned up the seafront after recent storms.

The meeting closed at 8.51pm.

Committee: Full Council

Date: 13 December 2023

Title: Budget and Precept 2024-25

Purpose of Report

To approve the 2024-25 budget, reserve, and precept, and to note the five-year financial plan

Recommendation

- a) To maintain the council's reserve at £1million for 2024-25
- b) For 2024-25, members approve an income budget estimate of £2,159,761 and an operational expenditure budget estimate of £1,797,965 in 2024-25, i.e., surplus of £361,795, and allocate £322,361 from the budget surplus to the funding of the objectives in **appendix 17A**
- c) In addition, members approve up to £551,680 for projects and objectives in 2024-25, appendix 17A. The projects are funded from £229,319 from the forecast reserve at 31 March 2023 and £322,361 from 2024-25 budget surplus. The overall 2024-25 budget surplus is £24,435
- d) Members approve the 2023-24 precept at £132,779
- e) Members note the five-year financial plan, **appendix 17B**
- f) If the council's total reserve exceeds £1,229,319 at 31 March 2024, members will consider allocating the additional sum to unfunded priority two objectives, **appendix 17C**

Background

- 1. A draft 2024-25 budget and five-year financial plan was considered by the Strategy and Finance Committee on 11 October and 29 November 2023. Amendments to the draft budget and discretionary charges are detailed in the minutes of those meetings and are factored into the revised budget and five-year financial plan.
- 2. This report is being brought to the Full Council to formally approve the 2024-25 income and expenditure estimates, the level of reserve and the precept, **appendix 17B**. Members are also asked to note the five-year financial plan which runs from 1 April 2024 to 31 March 2029; the five-year plan is also detailed in **appendix 17B**.
- 3. During its budget discussions, the council identified 2024-25 objectives with a total value of £551,680. These projects will be paid for from the forecast reserve for March 2024, £229,319 and part of the budget surplus for 2024-25, £322,361.

4. The council's income and operating expenditure budgets for 2024-25 are £2,159,761 and £1,797,965, respectively; a surplus of £361,795. A prudent sum of £229,319 of the estimated 2023-24 surplus is identified to fund 2024-25 objectives; this leaves a reserve of £1 million at 31 March 2024.
5. The council's precept is held at £132,779, i.e., £65.13 for a council tax band D property.

Naomi Cleal
Finance manager
December 2023

APPENDIX 17A

	Committed prior year	1	Sculpture trail	6,000	For two years	
	Committed prior year	1	Lamp columns	20,000	For three years	
	Committed prior year	1	Car park machines	5,000		
	Committed prior year	1	Gardens handrails	10,000	Over 5 years Inc. 2324	
	Committed prior year	1	Environmental budget	25,000		
	Committee	1	Replace beach wheelchair (TCP)	3,200		
	Committee	1	D-day 80	2,000		
	Committee	1	Induction and development with the new administration	20,000		
	Committee	1	Drainage at WM car park	50,000		
	Officer	1	Church walls	30,000	For two years	
	Officer	1	BBQ bins	2,730		
	Officer	1	Mulching mower	1,750		
New	Officer	1	Office options	100,000		
New	Officer	1	Guildhall repairs	50,000.00		
New	Officer	1	Cemetery lodge	125,000.00		
	Officer	1	Bell cliff steps/railings s	25,000		
	Officer	1	Candles on the cobb pavilion repairs	15,000		
			Priority 1 total	490,680		
	Committee	2	Fossil festival 2024	6,000		
	Committee	2	Residents and community events	10,000		
	Committee	2	Cinema grant funding	25,000		
	Committee	2	Town Mill grant funding	10,000		
	Officer	2	Baptist church repairs grant funding	10,000		
			Agreed priority 2 total	61,000		
			Priority list 1 and 2	551,680		

APPENDIX 17B

Income		2024-25	2025-26	2026-27	2027-28	2028-29
Precept Total		132,778.80	132,778.80	132,778.80	132,778.80	132,778.80
Car Park Total		1,105,452.78	1,105,452.78	1,105,452.78	1,105,452.78	1,105,452.78
Chalet & Caravan Total		432,953.49	432,953.49	432,953.49	432,953.49	432,953.49
Concession Total		10,550.00	10,550.00	10,550.00	10,550.00	10,550.00
Alfresco Licenses Total		26,622.40	26,622.40	26,622.40	26,622.40	26,622.40
Commercial Rent Total		243,435.00	252,435.00	252,435.00	252,435.00	252,435.00
Advertising Total		3,500.00	3,500.00	3,500.00	3,500.00	3,500.00
Amenities Total		128,875.00	128,875.00	128,875.00	128,875.00	128,875.00
Cemetery Total		6,700.00	6,700.00	6,700.00	6,700.00	6,700.00
Licenses Total		12,623.00	12,623.00	12,623.00	12,623.00	12,623.00
Other Total		24,270.63	24,270.63	24,270.63	24,270.63	24,270.63
Interest Total		32,000.00	10,000.00	10,000.00	10,000.00	10,000.00
TOTAL		2,159,761.10	2,146,761.10	2,146,761.10	2,146,761.10	2,146,761.10
Expenditure						
Outside Works Total		273,952.25	273,952.25	273,952.25	273,952.25	273,952.25
Democratic Rep Total		34,913.00	34,913.00	34,913.00	34,913.00	34,913.00
Rents Total		49,322.15	49,322.15	49,322.15	49,322.15	49,322.15
Licensed Land Total		2,934.25	2,934.25	2,934.25	2,934.25	2,934.25
Office Admin Total		102,158.53	102,158.53	103,368.53	102,158.53	102,158.53
Staffing Total		968,780.91	968,780.91	968,780.91	968,780.91	968,780.91
Marketing Total		19,868.50	22,868.50	22,868.50	22,868.50	22,868.50
Utilities Total		259,990.40	309,990.40	374,990.40	374,990.40	374,990.40
Grants Total		86,045.22	93,690.70	94,420.09	95,244.30	96,175.66
Loans Total		-	-	-	-	-
TOTAL		1,797,965.20	1,858,610.68	1,925,550.07	1,925,164.28	1,926,095.64
Reserve Inc/(Dec)		361,795.90	288,150.42	221,211.03	221,596.82	220,665.46

APPENDIX 17C

Committee	2	Regular season seafront evening litter collection for 6 months every year (T	16,000	Per year
Committee	2	A defib for mini golf (TMH)	1,500	
Committee	2	Seafront Wi-Fi	5,000	
Committee	2	Recommendations from traffic transport group inc. Town bus extras	50,000	
Committee	2	Seagull solutions	3,000	
Committee	2	Addition of King Charles to chains	2,124	
Officer	2	Protective case for maces	10,000	
Priority three 23/24	2	Solar panels on council buildings	10,000	
Priority three 23/24	2	West and east store doors	15,000	
Priority three 23/24	2	Queen's memorial		
Priority three 23/24	2	Employee benefits' package	10,000	
Priority three 23/24	2	Electronic noticeboards	3,000	
Priority three 23/24	2	Improve welcome signs	7,000	
		Priority 2 total	132,624	

Committee: Full Council

Date: 13 December 2023

Title: Preparing for the Election and a New Administration

Purpose of Report

To inform members of the timetable for the local council elections on 2 May 2024, to outline preparation for the election and new council administration, including the adoption of the Civility and Respect pledge, and induction and development programmes

Recommendation

Members note the report

Background

1. In 2022, the council considered the appointment of a consultant to undertake development work to address poor member behaviour.
2. The project was subsequently abandoned because a suitably qualified consultant could not be found, and the time incurred in seeking an appointment meant any benefits arising out of a development programme were unlikely to have a significant impact because the council administration was coming towards the end of its tenure.
3. On 12 April 2023, the Human Resources Committee considered a report on Civility and Respect. In summary, the Civility and Respect Project is a response to the government's lack of enthusiasm to confronting behaviour standards in the local council sector, the project is; supported by organisations across the sector, the first phase of the project is complete and phase two is underway, it has six work streams (governance, collaboration, enabling, intervention, legislative and training) and at the centre of the project is a voluntary public statement of commitment, the Civility and Respect pledge.
4. Following consideration, the Human Resources Committee made the following recommendation to the Full Council:
 'that members recognise the principles outlined in the Civility and Respect pledge and officers prepare a draft pledge which is adapted to fit the organisation and ready for the new intake of councillors to sign up to in 2024.'
5. On 17 May 2023, the recommendation was approved by resolution of the Full Council.
6. The council recognises development work is required to support a new administration and has included £20,000 in its 2024-25 budget to fund this.

Report

Preparing for the Election

7. A copy of the election timetable is attached **appendix 18A**.
8. Guidance from NALC and DAPTC is, local councils should prepare for and promote local council elections.
9. The support services manager has contacted members to ask if they are prepared to take part in a short video promoting the role and importance of being a local councillor. The individual video clips will be promoted on the council website and social media platforms from early-2024 onward; these platforms will also run regular features encouraging the electorate to engage with the election.
10. The town clerk will run public information sessions about the council and the role of a councillor in January and February 2024.
11. The February edition of the council's newsletter will concentrate on this administration's achievements since its election in May 2019; these achievements will be reported to the Strategy and Finance Committee on 24 January 2024. The newsletter will also encourage members of the public to stand for council and vote in the election.
12. A further report on election requirements will be brought to the Full Council on 7 February 2024. The report will cover who can and can't stand, candidate expenses, the role of the town council and town clerk in the election process, allowances, uncontested elections, co-option, and post-election requirements.
13. The final 'end of term' report will be presented to the last council meeting of the year on 1 May 2024.
14. The council will be mindful of purdah principles.

What is Purdah?

15. Purdah, also referred to as pre-election period or heightened sensitivity, describes the period immediately before elections when restrictions on communications' activity are in place.
16. Purdah runs from the publication of Notice of Election to the poll, i.e., from 15 March to 2 May 2024.
17. During purdah, council officers shouldn't:
 - produce publicity on matters which are politically controversial
 - make reference to individual candidates in press releases
 - arrange proactive media or events involving candidates
 - issue photographs which include candidates

- supply council photographs or other materials to councillors they intend to use for campaigning purposes.

18. The test for purdah is, 'could a reasonable person conclude that you were spending public money to influence the outcome of the election?'

The Civility and Respect Agenda

19. A report will be brought to the annual meeting of the Full Council in May 2024 to introduce the new administration to the Civility and Respect project. The report will include a model pledge, **appendix 18B**, but will propose the pledge is not signed until the council is confident it can comply with its conditions.

Induction

20. The town clerk will deliver an induction programme that will cover, the council's operating environment and responsibilities, governance, finance, risk management, equality and diversity, carbon literacy, data protection, asset holdings and key business activities. In addition, there will be training on the planning system for members of the planning committee and training for new chairmen.
21. Members will also be advised of and encouraged to attend any relevant courses offered by the National Association of Local Councils (NALC), Dorset Association of Parish and Town Councils (DAPTC) and the Society of Local Council Clerks (SLCC).
22. A review of training will be undertaken in autumn 2024 and repeat courses will be offered to consolidate understanding.

Member Development

23. In early 2024, the town clerk will attempt to identify a consultant who will work with the new administration; the appointment of a consultant and their brief is a decision for the new administration. Progress on the appointment will be reported to the Human Resources Committee.

John Wright
Town clerk
December 2023

Local Government Election Time Table Calculator

Timetable of Proceedings for Thursday 2 May 2024

Publication of Notice of Election	Monday 11 March 2024
Receipt of Nominations	4:00 pm Friday 5 April 2024
Withdrawal of Candidate	4:00 pm Friday 5 April 2024
Appointment of Election Agents	4:00 pm Friday 5 April 2024
Publication of Notice of Election Agents	4:00 pm Friday 5 April 2024
Publication of Statements of Persons Nominated	4:00 pm Monday 8 April 2024
Last Date for Registration	Tuesday 16 April 2024
Receipt of Postal Vote Applications	5:00 pm Wednesday 17 April 2024
Last day for Voter Authority Certificates	5:00 pm Wednesday 24 April 2024
Publication of Notice of Poll	Wednesday 24 April 2024
Receipt of Proxy Vote Applications	5:00 pm Wednesday 24 April 2024
Appointment of Poll and Count Agents	Thursday 25 April 2024
First Day to Issue Replacement Lost Postal Ballot Papers	Friday 26 April 2024
Last Day to Issue Replacement Spoilt or Lost Postal Ballot Papers	5:00 pm Thursday 2 May 2024
Receipt of Emergency Proxy Vote Applications	5:00 pm Thursday 2 May 2024
Day of Poll	7:00 am to 10:00 pm Thursday 2 May 2024
Return of Election Expenses	Thursday 6 June 2024

By signing the Pledge, your council is agreeing that the council will treat councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles and that it:

- Has put in place a training programme for councillors and staff
- Has signed up to the Code of Conduct for councillors
- Has good governance arrangements in place including staff contracts and a dignity at work policy
- Will seek professional help at the early stages should civility and respect issues arise
- Will commit to calling out bullying and harassment if and when it happens
- Will continue to learn from best practices in the sector and aspire to be a role model/champion council through for example the **Local Council Award Scheme**
- Supports the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate

Committee: Full Council

Date: 13 December 2023

Title: Annual Health and Safety Audit

Purpose

To allow members to receive the 2023 health and safety audit

Recommendation

Members note the 2023 annual health and safety audit

Background

1. Health and safety audits have been conducted towards the end of each year since 2017. Scores appear below. In broad terms, scores below 70% represent more serious non-compliance.
 - 2017: 33% DHS Ltd
 - 2018: 61% DHS Ltd
 - 2019: 78% DHS Ltd
 - 2020: No audit due to COVID lockdowns
 - 2021: 85% Acorn H&S
 - 2022: 95% Acorn H&S

Report

Audit

2. The audit was conducted by Acorn Health and Safety in October 2023. This is the third year they have conducted the audit. The council reviews its preferred health and safety auditor every three years.
3. The 2023 audit score was 99%. This includes just two observations. For specific details, the audit is at **appendix 19A**.
4. Members should be aware this is an exceptional score and members and staff should be congratulated on all the hard work achieved throughout the year on all things health and safety in the organisation.

Pete Williams
Acting operations manager
December 2023

Committee: Full Council

Date: 13 December 2023

Title: Investments and Cash Holdings

Purpose of Report

To allow members to consider investment options

Recommendation

Members consider the report and instruct the town clerk on any measures they wish to introduce to increase the council's investment income

Background

Treasury Management

1. The council's financial regulations state its approach to treasury management, see below:

'Lyme Regis Town Council aims to hold a minimum reserve of 50% of budgeted income. With the approval of the council, this reserve can be varied in response to external and internal events, e.g., major programmed expenditure, financial uncertainty. In addition to this reserve, the council also holds surplus funds as a result of the timing of income and expenditure. It is important that such funds are invested prudently with regard to the council's fiduciary responsibility to local council taxpayers the priority for security and the liquidity of investments.'

2. The council's policy on investment is risk-based, i.e., low, medium, or high; it has remained a low-risk approach for some time.
3. Through the budget-setting process, the council aims to undertake a review of its investments and loans and determine its appetite for investment risk. This approach may be varied by the council from time-to-time as circumstances dictate.
4. The council's financial regulations further state that the council's current approach to investments and risk must be:
 - made in sterling
 - short term: investments will not normally exceed 12 months
 - made with recognised and reputable financial institution.

Available resources

5. The council's cash holding at 30 November 2023 was c.£2.307m, **appendix 20A**. This amount includes current investments with NatWest; three sets of £200k and £100k with the Charity Bank in one-year fixes, totalling £700k.
6. Officers have worked on the assumption the council does not want to change its low-risk investment strategy and, therefore, have reviewed savings account options available, only. The following details major banks' quotes for a three-month fix on a sum of £300,000:
 - Barclays 3.1%
 - Virgin Money don't offer rates to local government
 - Nationwide don't offer rates to local government
 - NatWest 4.04%
 - Santander we need to open an account for a quote
 - Cooperative 2.5%
 - Lloyds 2.0%
7. The best interest rates are offered by the council's existing business account provider, NatWest.
8. Based on the interest rates offered by NatWest, officers believe the council could reasonably invest £300,000 for a three-month fix. This would generate £3,030 in interest.
9. Officers will review investments again at the beginning of the new financial year, 2024-25, unless there any intervening material events, in which case officers would bring a separate report to members.

Naomi Cleal
Finance manager
December 2023

<u>Lyme Regis Town Council</u>			
<u>Bank Balances</u>			
<u>30-Nov-23</u>			
		£	Access
NatWest- General		1,000	Instant
NatWest Liquidity Manager 1.45%		62,361	Instant
NatWest Special Interest Bearing Account 1.45%		478	Instant
Natwest Fixed C - 3.7%		200,000	17/04/2024
Natwest Fixed D - 3.7%		200,000	17/04/2024
Natwest Fixed E - 3.65%		200,000	15/04/2024
Lloyds - Current		11,020	Instant
Lloyds - Liquidity Manager (1.83%)		1,531,994	Instant
Wilkinson Legacy 0.6%		538	One month
Charity Bank - 3.56%		100,000	29/06/2024
TOTAL		<u>2,307,391</u>	

Committee: Full Council

Date: 13 December 2023

Title: Traders' Letter

Purpose of Report

To allow members to formally receive a letter from 30 independent traders/businesses in Lyme Regis regarding the negative impact of recent road closures

Recommendation

Members formally receive the letter from 30 independent traders/businesses in Lyme Regis regarding the negative impact of recent road closures and consider the requests therein

Background

1. On 8 December 2023, a letter signed by 30 independent traders/businesses in Lyme Regis was sent to the council and members.
2. The letter, **appendix 21A**, outlines the negative impact of recent road closures and associated signage, particularly following the emergency closure of Broad Street.
3. The traders have made two main requests of the town council:
 - To scrap or reduce to a nominal sum, i.e. £1 all day, parking charges until at least 2 January 2024
 - To communicate effectively across all the council's social media platforms, with regular posts promoting free parking and making it clear the town is open for business
4. Note the letter attached at appendix 21A does not include the signatures as it includes personal information but the letter has been emailed separately to members.
5. It is understood some of the traders will attend the Full Council meeting.

John Wright
Town clerk
December 2023

Rebecca De-Voisey
Paper Bird
1 Riverside Studios
Coombe Street
Lyme Regis
DT7 3PY

paperbird.lymeregis@gmail.com

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

8th December 2023

Cc: Mayor Cllr David Sron, Dep Mayor Cllr Phillip May, Cllr Cheryl Reynolds, Cllr Caroline Aldridge, Cllr Belinda Bawden, Cllr Stuart Cockerell, Cllr Graham Turner, Cllr Rob Smith, Cllr Gill Stammers, Cllr Brian Larcombe, Cllr David Ruffle, Cllr Michaela Ellis, Cllr Philip Evans, John Wright Town Clerk, Mark Green Dep Town Clerk, Chris Loder MP

Dear Town Council, Councillors, Town Clerks & Chris Loder MP

I am writing to you today as a matter of urgency, on behalf of the below, independent retailers and businesses of the town.

As a collective we want to communicate the direct & devastating effects the recent & numerous road closures have had and continue to have, on our businesses and livelihoods.

The most recent closure of the highstreet and subsequent road closure & diversion signs, which have been placed for miles around, have decimated the foot fall into the town. At this, the run up to Christmas, which is such a critical time of the year for the town's businesses.

We understand the incident was not caused by the Council and the road signs are the responsibility of the County Council. We appreciate that decisions on this matter may be out of the council's hands. However we feel the Town Council have failed to act effectively, decisively and timely in offering any support to the independent businesses in the town.

Cllr Belinda Bawden is the only person, to our knowledge, who has taken any proactive action (or at least communicated such with us) by getting 3 free parking days set up and the 'Christmas in Lyme Regis' information circulated.

We would like to request that the usual parking charges be scrapped until at least the 2nd January 2024. To be replaced, in all Car Parks by either free parking or a nominal charge i.e. £1.00 all day.

We would also like the Town Council to communicate effectively across all of it's social media platforms/ mediums, with regular posts promoting the free parking, but also making clear that the town is open for business, despite the road closures.

We ask that our request is acted on as a matter of urgency as we now currently only have 16 trading days until Christmas (as of the 8th Dec) Every day lost will only increase the distress and financial impact we are all experiencing.

Some of us will attend the Town Council Meeting on the 13th December and we ask that this be added to the agenda as an urgent matter for discussion.

Please confirm receipt of this letter via email to paperbird.lymeregis@gmail.com

Kind Regards

[illegible]