



John Wright
Town Clerk

Lyme Regis Town Council

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Notice is given of the **Annual Meeting of Lyme Regis Town Council** to be held at the **Guildhall, Bridge Street, Lyme Regis** on Wednesday 15 May 2024 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
10.05.24

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

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

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

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

Prayers

A prayer will be offered by the Rev. Sarah Godfrey

AGENDA

1. Election of Chairman (Mayor) and Vice-Chairman (Deputy Mayor)

To allow members to select a chairman (mayor) and vice-chairman (deputy mayor) for the 2024-25 council year

2. Public Forum

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

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

3. Dorset Council Matters

To receive updates from the Dorset Council ward member

4. Questions from Councillors

5. Apologies for absence

To receive and record any apologies and reasons for absence

6. Disclosable Pecuniary Interests

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

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

8. To confirm the accuracy of the minutes of the Full Council meeting held on 1 May 2024 (attached)

9. Matters arising from the minutes of the Full Council meeting held on 1 May 2024

To inform members of matters arising from the minutes of the Full Council meeting held on 1 May 2024 that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues in those minutes

10. Update Report

There are no updates

11. Reaffirmation of the Eligibility Criteria required to hold the General Power of Competence

To allow members to reaffirm the council meets the eligibility criteria to hold the General Power of Competence

12. Terms of Reference and Scheme of Delegation

To allow members to consider its committees' terms of reference and the scheme of delegation

13. Appointments to Council Committees

To allow the council to appoint members to its committees

14. Appointments to External Bodies 2023-24

To allow members to consider which external bodies the council should have involvement with, and to consider nominations to those bodies

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

To allow members to review the council's and/or employees' membership of other advisory and professional bodies

16. Co-option

To allow members to consider a co-option or by election for the filling of a councillor vacancy

17. Gardens' Working Group

To allow members to determine the membership of a gardens' working group

18. Letter of Support

To ask members to provide a letter of support for Lyme Regis Development Trust's grant application to the Department of Levelling Up, Communities and Housing for a project to improve its heating system, lighting, insulation and the installation of photovoltaic roof panels

19. List of Payments

To inform members of the payments made in the month of April 2024

20. Exempt Business

Committee: Full Council

Date: 15 May 2024

Title: Election of Chairman (Mayor) and Vice-Chairman (Deputy Mayor)

Purpose of Report

To allow members to select a chairman (mayor) and vice-chairman (deputy mayor) for the 2024-25 council year

Recommendation

Members appoint a chairman (mayor) and vice-chairman (deputy mayor) for the 2024-25 council year

Report

1. Standing order 5.e states: 'The first business conducted at the annual meeting of the council shall be the election of the chairman and vice-chairman (if there is one) of the council'.
2. Standing order 5.h states: 'In an election year, if the current chairman of the council has not been re-elected as a member of the council, they shall preside at the annual meeting until a successor chairman of the council has been elected. The current chairman of the council shall not have an original vote in respect of the election of the new chairman of the council but shall give a casting vote in the case of an equality of votes'.
3. As the 2023-24 mayor David Sarson has not been re-elected as a member of the council, he will attend the meeting on 15 May 2024 to preside until a successor chairman has been elected. Once elected, the new chairman will preside over the election of the deputy mayor and take the chair for the remainder of the meeting.
4. The mayor and deputy mayor will take office immediately at the annual meeting on 15 May 2024 but a ceremonial mayor-making ceremony will take place on 12 June 2024.

Voting arrangements

5. Standing order 3.t states 'Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda. If at least two members request, voting may be by signed ballot'.

Voting on appointments

6. Standing order 8.c states: 'A councillor does not have to be present at a meeting to seek election to an office of the council or a committee. The councillor must provide written notice in advance that they wish to seek election'.

7. On 29 April 2024, Cllr Philip May sent the following email to members:

I'm writing to let you know that should sufficient members wish it, I would be happy to continue in the role of deputy mayor supporting the new mayor in the year ahead. Unfortunately I can't attend the annual meeting of the new council on May 15th as I'm now going to be away, however the town clerk has made it clear that a member can stand for office even if not physically present at the meeting. I would be very grateful for your support.*

*Kind regards,
Philip*

**I had already rearranged my holiday once, so that I would have been able to attend the annual meeting originally scheduled for 8th May. However, subsequently members were asked to approve a change to 15th May because we do not become members of the new council until 7th May, which would not have allowed sufficient time for notice of an 8th May meeting to be served to members.*

Adrianne Mullins
Support services manager
May 2024

Dorset Councillor report for the Annual Meeting of Lyme Regis Town Council on 15 May 2024

Dorset Council election results

Summary by political party

Political party	Number of seats (82 total)
Conservative	30
Green	4
Independents for Dorset	3
Independent or other	1
Liberal Democrat	42
Labour	2



The LibDems have a majority and will form the next administration. There are discussions going on this week and beyond to appoint the Cabinet and allocate committee places. An update can be given at the Annual Meeting.

There are mandatory training sessions for all councillors and the Annual Meeting of the Full Council is on 16 May.

Attached are screenshots from some of the new Dorset Council training workshops

20mph Public consultation and application

The public consultation on the proposed 20mph speed limits is underway with surveys going out to residents in the DT7 postcode area.

The Dorset Council traffic technician has sent the results of the speed surveys, which will form part of the application.

The application to Dorset Council will be submitted in early June once the survey results have been collated.

Belinda Bawden

9 May 2024

The Finance & Commercial in numbers



Gross spend
of **£1bn**

1. Support 197 budget holders managing a gross spend of **£1.03bn** with **£659m** income (net budget of **£376.7m**)
2. 200 Capital Projects 5 year programme of **£386m**
3. We host the Dorset County Pension Fund, **£3.9bn** of cash and investments, with **£140m** of pensions paid annually



Over
500,000
transactions

1. Process and pay **268,359** invoices with over **1,000** suppliers
2. **£346m** spent with Dorset Suppliers
3. Raise and collect **153,892** invoices - total raised £299m.
4. **60,000** Adults Social Care invoices paid, which total **£145m** across over 500 suppliers.



Council
funding and
benefits



Dorset
Council

1. Council Tax – **186,000** properties, with **£392m** collectible
2. Business Rates – **18,155** properties, with **£95m** collectible
3. Housing Benefit Expenditure for 23/24 was **£69m**, **22,000** cases
4. Administering support – over **60,000** discounts. Reductions applied and **£31m** of LCTS relief to over **21,000** households

2024/25 budget

Cost Type	Budget 2024/25 £'000
Gross Expenditure	1,036,039
Government Grants (Specific)	(483,739)
Income, Fees & Charges	(175,610)
Gross Income	(659,349)
Budget Requirement	376,690

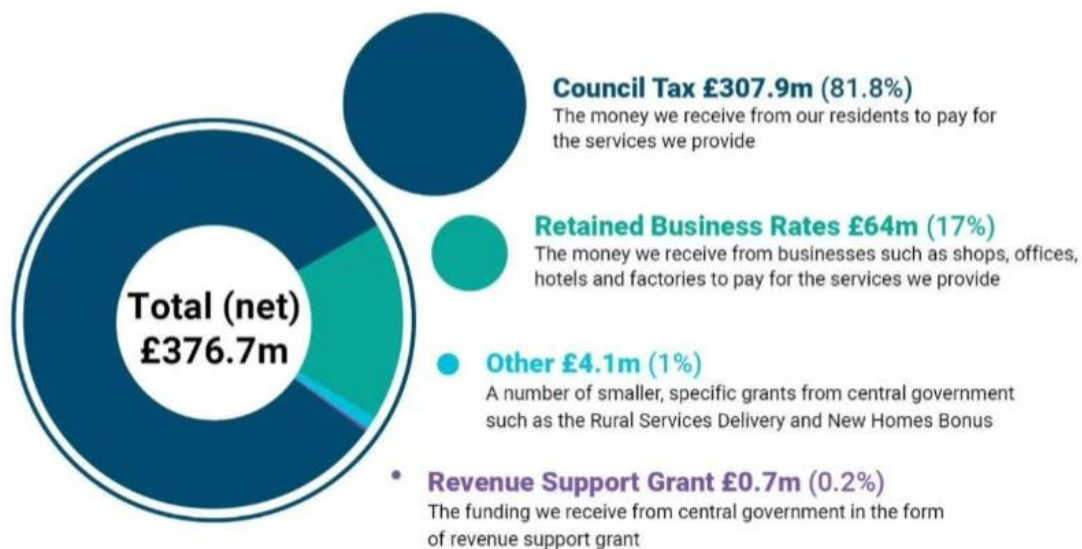


Dorset
Council

2024/2025 – How will Dorset Council spend its money?



2024/25 funding



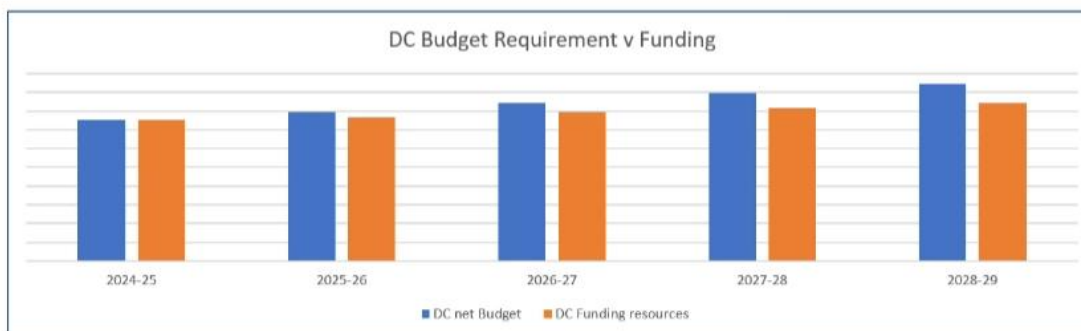
2024/25 Income, fees and charges

1. The Council budgets for £175.6m of income, fees and charges
2. Everything from film permits to planning fees, leisure centre memberships to licensing a tattoo parlour
3. Fees and charges are categorised depending on how they are set; national, cost recovery, traded, subsidised, levy, service user contribution.

Directorate	Budgeted I, F & C (£)
People Services – Adults	70,287,860
Corporate Development	12,793,188
Place	65,864,847
People – Children	7,307,100
Legal & Democratic	1,138,778
Public Health	13,520,800
Central Finance	4,697,326
Total 2024/25	175,609,899



Medium Term Financial Plan from 2024/25 to 2028/29



	2024-25 £m	2025-26 £m	2026-27 £m	2027-28 £m	2028-29 £m
Total funding	376.690	383.848	395.900	408.398	421.378
Budget requirement	376.690	397.256	422.343	448.256	472.240
Budget gap (cumulative)	0.000	(13.408)	(26.443)	(39.859)	(50.861)



Budget monitoring and setting

1. Officers monitor the budget monthly
2. Regular Portfolio Holder/ Cabinet briefings
3. Quarterly public report to Cabinet and Audit & Governance
4. Budget set in February and MTFP refreshed in the Autumn
5. For 2024/25, all members were involved in briefings, working groups and scrutiny of the budget



In-year budget monitoring

Report	Cabinet	Audit & Governance
2023/24 Q4	11 June	24 June
2024/25 Q1	10 September	23 September
2024/25 Q2	19 November	13 January
2024/25 Q3	28 January	24 February
2024/25 Q4	TBC	TBC



Capital

1. Rolling capital plan set as part of 2024/25 budget.
2. Capital vs revenue expenditure



3. Capital plan is overseen by Capital Strategy Asset Management Group (CSAMG)
4. 2023/24-2027/28 was £396m across 200 projects
5. Funding the capital plan
6. Cabinet approval



Reserves

- **General Reserves**

- CIPFA advised between 5% and 10% of revenue
- Minimum £18.83m and Maximum £37.67m
- Final position known in July following closedown and external audit

- **Earmarked Reserves**

- Held for a specific purpose e.g. changes in funding or local uncertainty
- Finalised position when 2024/25 accounts closed



National issues

- The perilous state of local government finance (Section 114s)
- Children and Adults social care
- Housing and Homelessness
- Special Educational Needs
- Funding formula and business rates



Building on the Principles of Conduct in Public Life

The LGA Model Code of Conduct builds upon the seven principles of public life and requires that:

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor



LYME REGIS TOWN COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON WEDNESDAY 1 MAY 2024

Present

Chairman: The Mayor, Cllr D. Sarson

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

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

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

23/181/C Public Forum

Cllr M. Ellis left the meeting at 7.03pm.

N. Ball (read out by an officer)

N. Ball thanked the mayor and mayoress for doing such a good job and for hosting a great civic night, including council staff. He and his wife were honoured to be at the event representing Axminster and Lyme Cancer Support. He also thanked the members and staff for keeping the town in order and said he looked forward to a new administration, which he hoped would be reflective of the mayor's gentle and considerate approach.

Cllr M. Ellis returned to the meeting at 7.04pm.

23/182/C Dorset Council Matters

A request was made that future reports are more succinct and relevant to how Dorset Council (DC) issues affected Lyme Regis.

A member asked if Cllr B. Bawden could chase up the double yellow lines at Clappentail as it wasn't clear if they were going to be done or not.

Cllr C. Reynolds arrived at the meeting at 7.06pm.

23/183/C Questions from Councillors

There were none.

23/184/C Apologies for Absence

Cllr R. Doney – holiday

Cllr D. Ruffle – illness
Cllr B. Bawden – personal issue

23/185/C Disclosable Pecuniary Interests

Cllr G. Stammers declared a pecuniary interest in matters relating to A35 signage as she worked at Uplyme post office and this would take traffic away from Uplyme.

23/186/C Dispensations

There were none.

23/187/C To confirm the accuracy of the minutes of the Full Council meeting held on 13 March 2024

Proposed by Cllr G. Turner and seconded by Cllr C. Aldridge, the minutes of the Full Council meeting held on 13 March 2024 were **ADOPTED**.

23/188/C To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 20 March 2024

Proposed by Cllr P. May and seconded by Cllr S. Cockerell, the minutes of the extraordinary Full Council meeting held on 20 March 2024 were **ADOPTED**.

23/189/C Matters arising from the minutes of the Full Council meeting held on 13 March 2024 and the extraordinary Full Council meeting held on 20 March 2024

In response to a member question, the town clerk said the deputy town clerk was continuing to negotiate with Lyme Regis Development Trust about parking. Although there were other locations for staff and visitors to park, such as the cadet hut and the Guildhall, it was important to provide parking to the public and people with disabilities.

23/190/C Update Report

The town clerk said the town crier's badge would be collected the following day.

23/191/C Mayor's Announcements

The mayor, Cllr D. Sarson thanked members and staff for supporting him and the mayoress, he welcomed the new members and wished the council well for the next five years.

On behalf of the council, the deputy mayor Cllr P. May thanked the mayor for the role he had played, acknowledging the huge number of events he had attended, helping to enhance the reputation of the town and council.

23/192/C Planning Committee

Proposed by Cllr G. Turner and seconded by Cllr B. Larcombe, it was **RESOLVED** receive the minutes of the meeting held on 19 March 2024, 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 9 April 2024.

23/193/C Environment Committee

It was noted the meeting scheduled to take place on 17 April 2024 was cancelled.

23/194/C Human Resources Committee

Proposed by Cllr G. Stammers and seconded by Cllr C. Aldridge, it was **RESOLVED** to receive the minutes of the Human Resources Committee held on 27 March 2024 and adopt the recommendations, as follows:

24/71/HR – Review of the Councillor Code of Conduct

RESOLVED: to approve the Councillor Code of Conduct unchanged.

24/72/HR – Review of the Code of Conduct for Staff

RESOLVED: to approve the Code of Conduct for staff, as amended, and to include a cross-reference to the council's bullying and harassment policy and procedure.

24/73/HR – Review of the Protocol for Member/Officer Relations

RESOLVED: to approve the Protocol for Member/Officer Relations, as amended, and to further amend paragraph 2.3 so if a complaint against the town clerk also involved the mayor, it would be dealt with by the deputy mayor.

24/74/HR – Flexible Working Request

As this item required further discussion, it was agreed to discuss it in exempt business.

23/195/C Strategy and Finance Committee

Proposed by Cllr P. May and seconded by Cllr G. Stammers, it was **RESOLVED** to receive the minutes of the Strategy and Finance Committee held on 24 April 2024 and adopt the recommendations, as follows:

23/115/SF – Review of Standing Orders

RESOLVED: to approve the standing orders, with an amendment to 8c to include 'The councillor must provide written notice in advance that they wish to seek election'.

23/116/SF – Review of Financial Regulations

RESOLVED: to approve the financial regulations.

23/117/SF – The Annual Review of the Communications/PR Policy and Procedure

RESOLVED: to approve the Communications/PR Policy and Procedure, with the deletion of section 7, Council column.

23/118/SF – The Annual Review of the Complaints' Policy and Procedure

RESOLVED: to approve the complaints' policy and procedure and note the volume and nature of complaints received since May 2023.

23/119/SF – Information Policy

RESOLVED: to approve the Information Policy.

23/120/SF – Equality and Diversity Policy

RESOLVED: to approve the equality and diversity policy, with an amendment to paragraph 9.2.1 to include members and to renumber the document from section 9 onwards.

23/121/SF – Review of the Protocol for the Audio Recording of Council Meetings

RESOLVED: to approve the protocol for the audio recording of council meetings.

23/122/SF – Debt Management Policy and Procedure

RESOLVED: to approve the debt management policy and procedure.

23/124/SF – Appointment of Signatories for Wilkinson Legacy account

RESOLVED: to approve changing the bank signatories for the Wilkinson Legacy Account to the mayor, town clerk, deputy town clerk and finance manager.

23/125/SF – List of Payments

RESOLVED: to approve the schedule of payments in March 2024 for the sum of £404,300.05.

23/196/C Tourism, Community and Publicity Committee

Proposed by Cllr C. Aldridge and seconded by Cllr P. Evans, it was **RESOLVED** to receive the minutes of the Tourism, Community and Publicity Committee held on 10 April 2024 and adopt the recommendations, as follows:

23/74/TCP – Review of the Events on Council-owned Land Policy and Procedure

RESOLVED: to approve the Events on Council-owned Land Policy and Procedure with an amendment to paragraph 2.1, bullet point 5 to remove 'for noting only'.

23/75/TCP – Review of the Busking Policy

RESOLVED: to approve the Busking Policy.

23/76/TCP – Permission to Erect a Gazebo

RESOLVED: to approve the request from the Oyster and Fish House to erect a 3m x 3m gazebo on the beach for approximately two hours on 4 May 2024.

23/77/TCP – Free Parking Days

RESOLVED: to agree the non-charging dates in Lyme Regis car parks as follows:

- Saturday 12 October 2024
- Friday 22 November 2024
- Saturday 23 November 2024
- Sunday 24 November 2024
- Sunday 29 December 2024

23/197/C Town Management and Highways Committee

Proposed by Cllr B. Larcombe and seconded by Cllr P. Evans, it was **RESOLVED** to receive the minutes of the Town Management and Highways Committee held on 3 April 2024 and adopt the recommendations, as follows:

23/104/TMH – Policy Reviews

RESOLVED: to approve the Portable Appliance Testing (PAT) Policy, the Control of Substances Harmful to Health (COSHH) Policy, the Management of Personal Protective Equipment (PPE) Policy and the Legionella Flushing Policy, with minor spelling and typing amendments to the Legionella Flushing policy.

23/105/TMH – SWiM – Request for Additional Outside Seating

RESOLVED: to refuse the request from SWiM for additional outside seating.

23/108/TMH – Commercial Properties – Lease Renewals and Rent Reviews

RESOLVED: to approve agreed terms for new leases for the National Trust Shop, Boylo's, Guildhall Shop, Lyme Regis Gig Club, and the Amusement Arcade.

23/198/C Reports from External Bodies

Members noted the report.

23/199/C The Establishment of a Working Group

Several members were concerned about having another working group and felt matters concerning the gardens should be dealt with by the Town Management and Highways Committee.

Several members felt as the gardens were such an important asset, a working group would allow ideas from all committees and as many members as possible to be explored in detail.

Proposed by Cllr P. May and seconded by Cllr B. Larcombe, members **RESOLVED** that given the range of ideas being expressed by members and different council committees, in order to arrive at a consensus and an holistic approach, a working group dedicated to the Langmoor and Lister Gardens is formed and reports to Full Council with the remit to maintain the amenity and protect the nature and integrity of the gardens while exploring ideas to further enhance the special place it represents as the council's largest and most sensitive area.

It was agreed the membership of the working group would be agreed by the new administration so the new members had an opportunity to sit on it.

23/200/C Data Breach

The town clerk said the letter he intended to send to the resident affected had not been sent yet but it would be sent this week. He confirmed the council had deleted the data it held on that person and discussions had started with third party organisations the council worked with about also deleting the resident's personal data.

In response to a member question, the town clerk said officers had done the basics in terms of the General Data Protection Regulation (GDPR) but full compliance would be met within 12 months, along with full digitisation. He added that data protection training would be given to staff and members as part of the new administration's induction programme.

Proposed by Cllr P. May and seconded by Cllr C. Reynolds, members **RESOLVED** to approve the actions of officers following the data breach and approve the recommendations in the Information Commissioner's Office's letter of 26 April 2024.

22/201/C End of Administration and Handover Report

Members noted the report.

22/202/C Extension of Service Level Agreement for Tourism Microsite

Proposed by Cllr B. Larcombe and seconded by Cllr C. Reynolds, members **RESOLVED** to approve the extension of the service level agreement with Dorset Council for the provision of a Lyme Regis tourism microsite for an additional period of 24 months to 1 May 2026 and to authorise the support services manager to sign the letter on behalf of the council.

22/203/C Approval of Unbudgeted Expenditure

Proposed by Cllr R. Smith and seconded by Cllr G. Stammers, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential 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.

23/204/C Exempt Business

a) Approval of Unbudgeted Expenditure

Several members were concerned an external organisation had been asked to deal with an internal complaint and it should have been dealt with in-house. There was also concern members were being asked to approve the expenditure retrospectively so they had no real choice.

Several members felt given the amount of time already spent trying to resolve the issue internally and having taken advice from a higher level, the independence of an external body was required to deal with it.

It was noted the outcome of the investigation would be reported back to the council to manage and a further report would be considered by the Human Resources Committee at the appropriate time.

Cllr C. Reynolds requested a recorded vote on the following motion:

Proposed by Cllr P. May and seconded by Cllr B. Larcombe, members **RESOLVED** to retrospectively approve unbudgeted expenditure of up to £5k + VAT to procure specialist external consultancy services from South West Councils to assist in dealing with a member complaint and to note the departure from standing orders and financial regulations involved in not obtaining at least three quotes because of the specialist nature of the work.

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

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

Abstentions – Cllr C. Aldridge

b) 24/74/HR – Flexible Working Request

A letter from the employee was read out.

Members discussed the operational requirements of the council and the potential implications of approving the flexible working request.

Members also discussed the council's responsibility to support employees' and their wellbeing and how to balance this against the operational requirements.

Proposed by Cllr P. May and seconded by Cllr B. Larcombe, members **RESOLVED** to refuse the flexible working request from postholder 218 because the work cannot be reorganised among other staff, there will be a negative effect on quality, there will be a negative effect on the council's ability to meet customer demand, and there will be a negative effect on performance.

The meeting closed at 8.28pm.

Committee: Full Council

Date: 15 May 2024

Title: Matters arising from the minutes of the Full Council meeting held on 1 May 2024

Purpose of the Report

To inform members of matters arising from the minutes of the Full Council meeting held on 1 May 2024 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

23/200/C – Data Breach

A letter has been sent to the resident affected by the data breach, confirming the data the council holds on him and the reasons we hold that data. It confirms we do not hold any of his personal documents. It also confirms Zatpark, the company which provides the council's online parking system, holds his personal documents and they have been asked to remove these as a matter of urgency, as well as all other data and personal documents held in relation to any other residents. The town clerk has confirmed he will write again to the resident when this is actioned.

22/202/C – Extension of Service Level Agreement for Tourism Microsite

The letter confirming the extension of the service level agreement with Dorset Council has been signed, effective from 2 May 2024.

John Wright
Town clerk
May 2024

Committee: Full Council

Date: 15 May 2024

Title: Reaffirmation of the Eligibility Criteria required to hold the General Power of Competence

Purpose

To allow members to reaffirm the council meets the eligibility criteria to hold the General Power of Competence

Recommendation

Members reaffirm that Lyme Regis Town Council meets the eligibility criteria to hold the General Power of Competence

Background

1. Introduced in the Localism Act 2011, the General Power of Competence (GPC) came into force on 28 March 2012 and gives 'A local authority power to do anything that individuals may generally do'.¹
2. Part of the government's decentralisation programme, the GPC seeks better representation, local decision-making, innovation and cost-effectiveness.
3. The types of activity the town council could use the GPC for include running a post office or holding shares in a company.
4. In such instances, the town council must comply with the company structures in the Localism Act (and follow company law), follow government advice on investment, check for any pre- and post-commencement limitations, and establish that the statutory duties of others aren't being usurped. If discretionary services are provided, they must be charged at the cost of provision.
5. The GPC does have restrictions: it cannot be used to raise the precept; existing financial, procedural, regulatory and legal duties must remain; byelaws and enforcement activity can't be created; and any company structures are restricted to those limited by shares, guarantee, industrial or provident societies.
6. To qualify for the GPC, at least two-thirds of councillors must be elected, and the clerk must hold an appropriate qualification: at minimum, the Certificate in Local Council Administration. The Full Council must confirm by minuted resolution that it meets the eligibility criteria.
7. Re-confirmation is required at every annual meeting of the council after ordinary elections.

¹ The Localism Act 2011 Sec 1 (1).

8. As reported to the Human Resources Committee on 29 October 2014 and Full Council on 19 November 2014, the town clerk obtained the Certificate in Local Council Administration (CiLCA) on 8 October 2014².
9. The council has 14 seats and 13 councillors; i.e., more than two-thirds of councillors are elected³.
10. Consequently, the council meets the qualifying criteria required to hold the General Power of Competence.

John Wright
Town clerk
May 2024

² The support services and operations managers have subsequently obtained CiLCA qualifications.

³ Election can either be contested or uncontested.

Committee: Full Council

Date: 15 May 2024

Title: Terms of Reference and Scheme of Delegation

Purpose of Report

To allow members to consider its committees' terms of reference and the scheme of delegation

Recommendation

Members and approve the terms of reference and scheme of delegation

Background

1. Standing order 5.j. states that during the course of the council year, the council must carry out a 'review of delegation arrangements to committees, sub-committees, employees and other local authorities' and a 'review of the terms of reference for committees'.
2. There are no proposed amendments, other than the implementation and review dates.
3. The terms of reference and scheme of delegation are attached at **appendix 12A**.

John Wright
Town clerk
May 2024

Terms of Reference and Scheme of Delegation

1. Full Council

- 1.1 The Full Council is the body that grants adoption, approval or variation of plans, strategies and policies recommended by the Council's committees. It is the most senior body of the council and, unless otherwise stated, all recommendations by Council committees must be adopted by resolution of the Full Council before they can be enacted.
- 1.2 The Full Council has a statutory role in approving the budget and setting the precept. It is also the body responsible for ensuring compliance with the council's statutory requirements.
- 1.3 The Full Council is the body that will annually appoint to the offices of the Mayor and Deputy Mayor. Full Council meetings will be chaired by the Mayor.
- 1.4 In an election year, the Full Council will receive councillors' declarations of acceptance of office.
- 1.5 In the ordinary year of election of the Council, the Full Council will fill any vacancies left unfilled at the election by reason of insufficient nominations.
- 1.6 The remaining business shall be transacted by the Full Council and may be delegated to an appropriate committee during the course of the Council year in an order that is expedient:
 - 1.6.1 Confirmation of the accuracy of the minutes of the last meeting of the council;
 - 1.6.2 To receive and note minutes of and/or to determine by resolution recommendations made by committees;
 - 1.6.3 Review of delegation arrangements to committees, sub-committees, employees and other local authorities;
 - 1.6.4 Review of the terms of references for committees;
 - 1.6.5 Receipt of nominations to existing committees;
 - 1.6.6 Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors).
 - 1.6.7 Review and adoption of appropriate standing orders and financial regulations;
 - 1.6.8 Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
 - 1.6.9 Review of representation on or work with external bodies and arrangements for reporting back;

- 1.6.10 In a year of elections, if a council's period of eligibility to exercise the power of well being expired the day before the annual meeting, to review and make arrangements to reaffirm eligibility;
- 1.6.11 Review of inventory of land and assets including buildings and office equipment;
- 1.6.12 Review and confirmation of arrangements for insurance cover in respect of all insured risks;
- 1.6.13 Review of the council's and/or employees' memberships of other bodies;
- 1.6.14 Review of the system of internal control and risk:
- 1.6.15 Establishing or reviewing the council's complaints' procedure;
- 1.6.16 Establishing or reviewing the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 2018 and the UK Data Protection Regulations, which came into force on 1 January 2021
- 1.6.17 Establishing or reviewing the council's policy for dealing with the press/media;
- 1.6.18 Setting the dates, times and place of ordinary meetings of the Full Council for the year ahead;
- 1.6.19 To receive and note such communications as the person presiding may wish to lay before the council (Mayor's Announcements);
- 1.6.20 To receive the internal and external auditors' reports
- 1.6.21 To answer questions from councillors;
- 1.6.22 To authorise the sealing of documents;
- 1.6.23 To authorise the signing of orders for payment.
- 1.6.24 To authorise the annual return
- 1.6.25 Civic matters
- 1.6.26 To consider member attendance at meetings
- 1.6.27 The award of grants to local organisations
- 1.6.28 To oversee the council's attainment of the gold standard of the Local Council Award Scheme
- 1.6.29 To approve the list of payments

- 1.7 No business may be transacted at a meeting of the Full Council unless at least one third of the whole number of members of the council are present, i.e. five members.

Terms of Reference

2. Committees – General

- 2.1 The purpose of the council's committees is to consider issues under their remit. Issues will normally be outlined in a report prepared by officers and each report may include a recommendation.
- 2.2 Any recommendation(s) from a council committee will be considered at the subsequent meeting of the Full Council. Any decision or recommendation from a council committee has no status until it has been adopted by the Full Council by way of a resolution. This is unless a committee has devolved powers, i.e. Planning in respect of making recommendations direct to Dorset Council on planning applications.
- 2.3 Each committee will:
- 2.3.1 Elect its chairman and vice-chairman from among its membership;
 - 2.3.2 Confirm the accuracy of the minutes of the last committee meeting;
 - 2.3.3 Agree and review the terms of reference for sub-committees, working or advisory groups that report to the committee;
 - 2.3.4 Receive nominations to existing sub-committees, working or advisory groups that report to the committee;
 - 2.3.5 Elect chairmen and vice-chairmen to existing sub-committees, working or advisory groups that report to the committee;
 - 2.3.6 Appoint any new sub-committees, working or advisory groups, confirmation of their terms of reference, the number of members (including, if appropriate, substitute councillors), receipt of nominations and the election of chairmen and vice-chairmen to them;
 - 2.3.7 To examine on behalf of the council various policies, strategies and plans relating to its subject area and to report these to the Full Council;
 - 2.3.8 To undertake reviews or policy development tasks in relation to any matters falling within the remit of the committee;
 - 2.3.9 To work with other relevant committees of the council where an area of work is shared with that committee.
- 2.4 Council-approved projects and objectives will be delegated to the relevant committee.

- 2.5 No business may be transacted at a committee meeting of the Full Council unless at least one third of the whole number of members of the committee are present and in no case shall the quorum of a meeting be less than three.

3. Strategy and Finance Committee

- 3.1 The purpose of the Strategy and Finance Committee is to discharge all of the council's functions except those reserved to the Full Council and those matters' specifically delegated to other committees, including:

- 3.1.1 Preparation and management of the council's budget and precept
- 3.1.2 Review of inventory of land and assets, including buildings and office equipment
- 3.1.3 Control, monitoring and review of income and expenditure, both revenue and capital
- 3.1.4 Treasury management
- 3.1.5 The development and review of the corporate plan
- 3.1.6 Establish and review council-wide policies that are not within the remit of other committees and beyond the remit of a single committee
- 3.1.7 Consider all governance arrangements, except those that are the remit of the Human Resources Committee
- 3.1.8 Receive details of any requests for information made under the Freedom of Information Act 2000.
- 3.1.9 Receive details of formal complaints made to the council
- 3.1.10 Compliance with legislation, regulation and best practice
- 3.1.11 Review the list of payments and debtors' reports
- 3.1.12 Carrying out functions on behalf of the Full Council, in particular the:
 - 3.1.12.1 Review and adoption of standing orders and financial regulations
 - 3.1.12.2 Review and confirmation of arrangements for insurance cover in respect of all insured risks
 - 3.1.12.3 Review of the system of internal control and risk management
 - 3.1.12.4 Establishing or reviewing the council's complaints' procedure

3.1.12.5 Establishing or reviewing the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 2018 and the UK Data Protection Regulations, which came into force on 1 January 2021

3.1.12.6 To receive the internal auditor's reports

3.1.12.7 Performance management

4. Environment

4.1 The purpose of the Environment Committee is to consider environmental issues and monitor progress against the council's strategic plan for achieving Net Zero carbon emissions by 2030, which includes:

4.1.1 Researching and advising the council on environmental issues

4.1.2 Consulting external bodies on environmental issues

4.1.3 Make recommendations on the council's policy on environmental issues

4.1.4 Identifying and monitor progress against environmental objectives

4.2 Up to six non-members can sit on the committee, with no more than two people from one organisation. Non-members do not have voting rights.

4.3 The following rules apply to the co-option of non-members:

4.3.1 Each individual must be co-opted by majority vote of the committee. A CV for the nominated person must be made available to the committee to assist in the selection process.

4.3.2 Each individual co-opted may sit on the committee for the remainder of the council year but must be co-opted again in each council year.

4.3.3 Members may vote non-members off the committee at any time by majority vote.

5. Human Resources Committee

5.1 The purpose of the Human Resources Committee is to consider member and officer issues, including:

5.1.1 To consider breaches of the council's code of conduct for members and, based on the report of Dorset Council's monitoring officer, recommend to Full Council any sanctions that should be applied to that member under the council's voluntary code.

5.1.2 To undertake an annual review the council's code of conduct and make recommendations to the Full Council on any revisions that are required.

5.1.3 To consider the establishment structures, staffing levels, job descriptions, person specifications, job evaluations, and the remuneration levels

- 5.1.4 To ensure that the council has policies and procedures in place to meet its human resources and health and safety statutory responsibilities
- 5.1.5 To consider and review human resources and health and safety policies and procedures
- 5.1.6 To appoint the town clerk, deputy town clerk, operations manager, support services manager and finance manager
- 5.1.7 To appraise the performance of the town clerk and set his/her annual objectives
- 5.1.8 To consider grievances and complaints against the town clerk
- 5.1.9 To consider appeals against grievance and disciplinary decisions made by officers
- 5.1.10 To annually consider the development of the council's workforce
- 5.1.11 To commission periodic surveys to assess employee satisfaction
- 5.1.12 To annually consider levels of member and staff attendance, the number and type of complaints against employees, the number and type of grievances, disciplinaries and employment tribunals
- 5.1.13 To consider incidents of whistleblowing by employees
- 5.1.14 To monitor the learning and development of members and staff.

6. Town Management and Highways Committee

- 6.1 The purpose of the Town Management and Highways Committee is to manage services provided by the council relating to the natural and built environment, including conservation:
 - 6.1.1 Provision and maintenance of public property and open spaces, e.g. car parks, toilets, gardens, beaches, amenity services, cemetery, play park, skatepark
 - 6.1.2 Administration of land and property to include leases, licences and concessions
 - 6.1.3 Enforcement
 - 6.1.4 Trees and planting
 - 6.1.5 Street naming
 - 6.1.6 To develop proposals and liaise with the principal council on highway maintenance and improvements, road safety, street lighting, street care, public transport, and footpaths and rights of way

7. Tourism, Community and Publicity

- 7.1 The purpose of the Tourism, Community and Publicity Committee is to take active steps to develop the town and people's perception of it. This includes the development and management of:
- 7.1.1 Tourism policies
 - 7.1.2 Economic and business initiatives
 - 7.1.3 Marketing and publicity
 - 7.1.4 Community engagement
 - 7.1.5 Responding to consultations by external organisations
 - 7.1.6 Managing the process of consulting the community and third sector groups on policy development
 - 7.1.7 Twinning
 - 7.1.8 Arts and heritage
 - 7.1.9 Tourism services
 - 7.1.10 Events' management
 - 7.1.11 Promotion and publicity of the town

8. Planning

- 8.1 The purpose of the Planning Committee is to ensure the long-term interests of the town as a whole are taken into account in policies and decisions of the town, district and county councils, in so far as planning and highways issues are concerned.
- 8.1.1 To make recommendations direct to Dorset Council on planning applications.
 - 8.1.2 The chairman and vice-chairman of the committee have delegated authority to make recommendations directly to Dorset Council on the committee's behalf if a comment is required before the next meeting.
 - 8.1.3 To comment on licensing applications received from Dorset Council for the sale of alcohol.

9. Scheme of Delegation - Town Clerk

- 9.1 The town clerk is head of the council's paid service. All operational functions and day-to-day management of the council's business are delegated to the town clerk who takes ultimate responsibility for their execution.
- 9.2 The town clerk holds statutory positions as the council's proper officer, responsible financial officer, data control officer and freedom of information officer.

10. Proper Officer

- 10.1 Legislation requires local authorities to appoint certain officers with statutory responsibilities.
- 10.2 In local councils, the proper officer is usually the clerk. The statutory responsibilities of the council's town clerk are detailed in standing orders and, for information, are replicated below.. The proper officer shall:
 - 10.2.1 Sign and serve on councillors by delivery or post at their residences or email a summons confirming the time, date, venue and the agenda of a meeting of the Council, committee or sub-committee at least 3 clear days before the meeting.
 - 10.2.2 Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council, committee or sub- committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).
 - 10.2.3 Receive any requests from councillors for items to be included on an agenda up to 10 working days before a meeting. The proper officer will then discuss with the relevant chairman which meeting this agenda item would go to. The decision on whether to include any such request ultimately lies with the proper officer.
 - 10.2.4 Convene a meeting of Full Council for the election of a new chairman of the council, occasioned by a casual vacancy in his/her office.
 - 10.2.5 Make available for inspection the minutes of meetings.
 - 10.2.6 Receive and retain copies of byelaws made by other local authorities.
 - 10.2.7 Receive and retain declarations of acceptance of office from councillors.
 - 10.2.8 Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection.
 - 10.2.9 Keep proper records required before and after meetings.

- 10.2.10 Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 2018 and the UK Data Protection Regulations, which came into force on 1 January 2021, in accordance with and subject to the council's procedures relating to the same.
- 10.2.11 Receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary.
- 10.2.12 Manage the organisation, storage of and access to information held by the council in paper and electronic form.
- 10.2.13 Arrange for legal deeds to be sealed using the council's common seal and witnessed.
- 10.2.14 Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations.
- 10.2.15 Record every planning application notified to the council and the council's response to the local planning authority in the Planning Committee minute book.
- 10.12.16 Retain custody of the seal of the council which shall not be used without a resolution to that effect.
- 10.12.17 Action or undertake activity or responsibilities instructed by resolution or contained in standing orders.

11. Responsible Financial Officer

- 11.1 The Responsible Financial Officer (RFO) is a statutory office and is appointed by the council. The town clerk has been appointed as RFO for this council and these regulations will apply accordingly:
 - 11.1.1 The RFO, acting under the policy direction of the council, shall be responsible for the proper administration of the council's financial affairs in accordance with proper practices. He/she shall determine on behalf of the council its accounting records, and accounting control systems.
 - 11.1.2 The RFO shall ensure that the accounting control systems are observed and that the accounting records of the council are maintained and kept up to date in accordance with proper practices.
 - 11.1.3 The RFO shall be responsible for the production of financial management information as required by council.
- 11.2 The RFO may incur expenditure on behalf of the council which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £25,000. The RFO shall report the action to the council as soon as practicable thereafter.

- 11.3 Payments under £25,000 should normally be paid through online banking using BACS; two authorisers are required to make payments. The authorisers are the town clerk, deputy town clerk, finance manager, operations manager and support services manager.
- 11.4 The authorisers named in paragraph 11.3 may also approve payments of up to £1,000 on a bank debit card.
- 11.5 In addition to executing his/her duties as the council's proper officer and responsible financial officer, it is important for the effective operation of the council that the town clerk takes personal responsibility for the Full Council, the Strategy and Finance Committee, and the Human Resources Committee and that he/she takes personal responsibility for:
- 11.5.1 good governance, internal and external audit, internal control, financial planning, human resource management, public relations and land & property transactions
 - 11.5.2 ensuring that the town council operates in accordance with all legislation
 - 11.5.3 that the council's approved policies are implemented
 - 11.5.4 ensuring statutory and other provisions governing or affecting the operation of the council are observed, including standing orders, financial regulations, external and internal audit, internal control, risk management and health and safety
 - 11.5.5 ensuring all meetings of the town council are properly administered
 - 11.5.6 ensuring members are properly advised on policy, strategy, procedure and performance
 - 11.5.7 leading, managing and motivating the staff team.
- 11.6 The town clerk manages the council's functions in conjunction with his/her management team: the deputy town clerk, the operations manager, the support services manager and the finance manager. These functions include: budgetary control; ICT; general administration; customer services; performance management; the development and implementation of operational programmes, plans, procedures and systems; lease, rental and hire agreements; repairs and maintenance; cemeteries' management; grounds' maintenance and the management of open spaces; allotments; leisure activities; car parking; health and safety; civic and other events; community and stakeholder relations; publications and communications; the promotion of tourism and the local economy; and ad hoc projects.
- 11.7 The deputy town clerk, as the title indicates, has a formal deputising role in the town clerk's absence. The deputy town clerk is responsible for the council's Planning Committee. The deputy town clerk is responsible for assets and project management and planning matters.
- 11.8 The operations manager doesn't have a formal deputising role for the town clerk, but in the absence of the town clerk and deputy town clerk the operations manager is the member of staff who staff must defer to and seek guidance from. The operations manager is responsible for the

council's Town Management and Highways Committee and the Environment Committee. The operations manager is responsible for the management of the council's external teams.

11.9 The support services manager is responsible for the council's Tourism, Community and Publicity Committee. The support services manager is responsible for committee administration, governance, human resources, public relations, communications and engagement, customer services, the front desk team, and tourism and promotion.

11.10 The finance manager supports the town clerk at the Strategy and Finance Committee. The finance manager is responsible for finance, budgeting, audit, procurement, insurance, performance management and ICT.

11.11 The allocation and delegation of functions between officers will be reviewed periodically.

12. Urgent matters

12.1 Subject to consultation with either the Mayor, the Deputy Mayor, or the relevant committee chairman, the town clerk is authorised to act on behalf of the council on any matter where urgent action is needed to protect the interests of the council.

12.2 If the town clerk is unable to contact the Mayor, Deputy Mayor or relevant committee chairman, or is required to make an immediate decision, the town clerk is empowered to do so.

12.3 Any such action must be reported to the next meeting of the Full Council or the relevant committee.

13. Review

13.1 This document will be reviewed in **May 2025** or sooner if there are changes in legislation or best practice.

Implementation date: **15 May 2024**

Review Date: **May 2025**

Committee: Full Council

Date: 15 May 2024

Title: Appointments to Council Committees

Purpose of Report

To allow the council to appoint members to its committees

Recommendation

The council appoints members to its committees

Background

1. Standing order 5.j.vii. states the business at the annual meeting shall include 'appointment of members to existing committees'.

Report

2. The existing committee structure consists of the Full Council, Strategy and Finance Committee, Environment Committee, Human Resources Committee, Planning Committee, Town Management and Highways Committee, and Tourism, Community and Publicity Committee.
3. Councillors have the opportunity each year to serve on all committees. Membership of the Strategy and Finance Committee is mandatory for all members.
4. Assuming there are no amendments to the process for the election of committee chairmen and vice-chairmen, each committee will elect its chairman and vice-chairman from among its membership. This will be the first item on the agenda at the first meeting of each committee in the 2024-25 council year.
5. If any working groups are formed during the council year, the membership will be agreed at that time and the chairman will be elected at the first meeting.
6. Cllrs P. May and G. Caddy have sent their apologies for this meeting but have indicated which committees they would like to sit on:
 - Cllr P. May – all committees
 - Cllr G. Caddy – Tourism, Community and Publicity and Town Management and Highways

Adrianne Mullins
Support services manager
May 2024

Committee: Full Council

Date: 15 May 2024

Title: Appointments to External Bodies 2024-25

Purpose of Report

To allow members to consider which external bodies the council should have involvement with, and to consider nominations to those bodies

Recommendation

Members decide which external bodies the council will have involvement with and to nominate members to those bodies

Background

1. Standing order 5.j.xii. requires a 'Review of representation on or work with external bodies and arrangements for reporting back'.
2. Nominations to external bodies are sought at the annual meeting of the Full Council in May each year.

Report

3. **Appendix 14A** details the proposed 2024-25 organisations, along with the existing representatives.
4. There are two additional organisations requiring member representatives: the Candles on the Cobb Pavilion Group, and the A35 Parish Group.
5. Members must decide whether they wish to be lead members or participating members on external bodies. Lead members wouldn't necessarily attend external bodies' meetings but would be their main link with the council. There is an expectation participating members would attend and take part in the organisations' meetings.
6. Members may also wish to suggest other organisations which would benefit from member representation.
7. Cllrs P. May and G. Caddy have sent their apologies for this meeting but have indicated which organisations they'd like to be a representative of:

Cllr P. May – Plastic Free Lyme Steering Group

Cllr G. Caddy – Lyme Regis Charities and RNLI Lifeboat Guild

8. Cllr P. May is currently the representative on the Woodmead Halls Management Committee but is happy to hand this over to someone else.

Adrianne Mullins
Support services manager
May 2024

APPOINTMENTS TO EXTERNAL BODIES

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

B Sharp – Cllr D. Ruffle (participating)

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

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

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

LymeArts Community Trust – Cllr D. Ruffle (participating)

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

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

Lyme Regis Development Trust, The Hub and Lyme Regis Development Trust Property Management – Cllr D. Sarson and Cllr Stuart Cockerell (participating)

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

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

Lyme Regis Museum – Cllr D. Ruffle (participating)

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

Lyme Regis Society – Cllr D. Ruffle (participating)

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

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

RNLI Lifeboat Guild – Cllr G. Turner (participating)

Royal British Legion – Cllr D. Sarson (participating)

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

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

Youth Council – Cllr C. Reynolds (participating)

Committee: Full Council

Date: 15 May 2024

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

Purpose of Report

To allow members to review the council's and/or employees' membership of other advisory and professional bodies

Recommendation

Members approve the annual membership subscriptions for the council and/or employees to advisory and professional bodies

Background

1. Standing order 5.j. details business that should be transacted in a council year.
2. Standing order 5.j.xvi. states that a 'Review of the council's and/or employees staff subscriptions to other bodies' should be carried out.

Report

3. Details of the bodies which the council and/or employees are members of, their annual subscription costs and renewal dates are detailed in **appendix 15A**.
4. The council's membership of the National Association of Town and Parish Councils (NALC) is incorporated into the council's membership of the Dorset Association of Town and Parish Councils (DAPTC).

Adrianne Mullins
Support services manager
May 2024

APPENDIX 15A

Organisation	Annual subscription (current)	Renewal date
Dorset Association of Parish & Town Councils	£989.76	April 2024
Ancient and Honourable Guild of Mace Bearers	£10	September 2024
Institute of Cemetery & Crematorium Management	£100	April 2024
Chartered Institute of Public Finance & Accountancy (VAT Ref manual)	£236	April 2024
Local Councils Update Communicorp	£416	July 2024
Open Spaces Society	£70	September 2023
Society of Local Council Clerks	£403	June 2024
Chartered Institute of Personnel and Development	£176	July 2024
Association of Accounting Technicians	£228 £228	October 2024
South West Councils	£598.80	April 2024
OFCOM (Radio Licence)	£75	March 2024
Information Commissioners Office	£35	November 2024
Survey Monkey	£320	November 2024
Institution of Occupational Safety and Health	£147	March 2024
Institute of Environmental Management and Assessment	£154.50	July 2024
Rural/Market Town Group	£138	July 2024
Mail Chimp	£12.40 per month	Monthly subscription
Canva	£10.99 per month	Monthly subscription
Zoom	£12.99 per month	Monthly subscription

Committee: Full Council

Date: 15 May 2024

Title: Co-option

Purpose of Report

To allow members to consider a co-option or by election for the filling of a councillor vacancy

Recommendation

Members consider the report and approve either a co-option or by-election process for filling a council vacancy

Background

1. Because 13 nominations were received for 14 seats on Lyme Regis Town Council, the town council election on 2 May 2024 was uncontested and there is a councillor vacancy.
2. In an election year, it is permissible to co-opt one or more councillors without statutory notice, as long as the co-option is within 35 working days of the election date, i.e., 22 June 2024.
3. The town council has a further choice; it could let the co-option period expire and default to a by-election.

Co-option

4. The process for co-option is detailed in the attached policy and procedure, **appendices 16A and B**. It is important the co-option process is followed and if there are any proposed amendments to the process, they must be agreed by members before the commencement of the co-option process.
5. The process starts with a written notice inviting applications for co-option. The public notice refers to a supporting statement, qualification and disqualification criteria, the closing date and, dependent on member decision, indication if people with specific skills and expertise are particularly welcome to apply. The notice will also give potential candidates the opportunity to meet with the town clerk to learn more about the town council.
6. The notice can be issued as early as 16 May 2024 with a closing date of 5pm on 7 June 2024.
7. If members approve the timetable, applications can be considered at an extraordinary Full Council meeting on 19 June 2024⁴.

⁴An Extraordinary Full Council is already scheduled for 19 June 2024 to consider the Annual Governance and Accountability Return (AGAR).

8. At the extraordinary Full Council, candidates can give a five-minute presentation to elaborate on why they are seeking co-option and detail the experience and skills they can bring to the council.
9. After each candidate has made their presentation to the Full Council, members can ask questions.
10. When the presentations and questions are finished, the council can either discuss candidates in open business and vote or ask candidates to adjourn to the mayor's parlour and move into exempt business to consider the candidates before voting.
11. If members opt for discussion in exempt business, it should consider the advice offered by the National Association of Local Councils, 'it would be difficult for a local council to argue that there are special reasons which justify excluding the public during a council meeting when it is making decisions about a matter of public interest such as co-option⁵.'
12. If members opt for discussion in exempt business, the council must move back into open business to vote, at which point the candidates are invited back into the council chamber.

The co-option voting process

13. The process seeks to balance openness and sensitivity. Its purpose is to create a position where one candidate has a majority of the votes cast by members present at the meeting⁶. For ease of explanation, the process refers to a scenario where five candidates have applied for co-option and 13 members are present at the meeting.
14. Members cast a single vote for their preferred candidate in one or more rounds of voting. The purpose of each voting round is to eliminate the candidate with the fewest number of votes.
15. At any stage in the process, if one or more candidates receive no votes, they will be eliminated.
16. If more than one candidate has the lowest number of votes, e.g., in the first round of voting candidate A has 4 votes, candidate B has 3 votes, candidate C has 2 votes, candidate D has 2 votes and candidate E has 2 votes, then candidates A and B will go through to the next round and a further vote will take place between candidates C, D and E to establish who has the lowest number of votes. In this instance up to 13 votes will be divided among three candidates.
17. It is possible that a second vote at this, or any, stage of the process may not produce a candidate for elimination, i.e., two candidates could tie with the lowest number of votes (7:3:3) or, if one member abstains, the three remaining candidates could receive the same number of votes (4:4:4).
18. In the first instance, the candidate with the highest number of votes would go through to the next stage of the process and a further round of voting would take place between the two

⁵ Legal Topic Note 8, Elections and co-option, para 23.

⁶ Local Government Act 1972, Sch 12, para 39

remaining candidates. If there was a further tie, (6:6) the mayor would exercise his casting vote in favour of their preferred candidate and the other candidate would be eliminated.

19. In the second instance, the mayor would exercise their casting vote in favour of a candidate and a further vote would be held between the remaining two candidates.
20. The process will repeat itself until one candidate has a majority of the votes cast by members present at the meeting. If this process produces a tie between two final candidates, the mayor will exercise their casting vote.
21. Members can vary this process but it's important to do this now and not at the selection meeting. The reasons for this are:
 - The council must guard against suggestions that any amendment favours or disfavors one or more candidates. The council must be able to demonstrate it has fairly considered candidates and their skills and expertise.
 - Members must also be minded that modification of the process may not reflect well on the council's ability to run a co-option process. Not least because candidates are entitled to understand the decision-making process they are subject to.
 - If members want to amend the process, they must think through the consequences of those amendments to this procedure to anticipate issues which could arise during its later stages.
22. Finally, what happens if only one candidate applies for co-option? There is no legislation that covers this co-option scenario but the application of electoral procedures to this scenario suggests if only one candidate applies, they should be co-opted; 13 nominations were received for 14 town council seats and councillors were appointed through an uncontested election. This position is consistent with the council's policy and procedure on co-option.

A by-election

23. To hold a by-election, the town council would have to notify Dorset Council's electoral services team of the vacancy after the co-option period expires, i.e., after Monday 24 June 2024.
24. Dorset Council would then advertise a 'Notice of Vacancy in Office of Councillor'; the notice requires 10 Lyme Regis electors to contact Dorset Council's returning officer by a specified day to request an election to fill the vacancy.
25. If 10 signatures are received, the by-election process commences; if fewer than 10 signatures are received, then a co-option process starts.
26. The town council has to pay for a by-election; the last by-election cost £5,047.

John wright
Town clerk
May 2024

Policy

Co-option

Purpose

To allow the council to undertake the co-option of a councillor.

Policy and legal context

This policy is applicable if the council does not fill all 14 seats at an ordinary election or if 10 electors fail to call for a by-election following a casual vacancy.

If a casual vacancy occurs within six months of an election, there is no requirement to co-opt a councillor.

The policy seeks to balance openness and sensitivity and give the electorate confidence in the impartiality and objectiveness of the co-option process.

The policy is informed by the Local Government Act 1972⁷, Arnold-Baker on Local Council Administration⁸, and a legal topic note from the National Association of Local Councils⁹.

Supporting procedure

The supporting procedure is attached.

Implementation date: 16 December 2021

Review date: December 2024

John Wright
Town clerk
December 2021

⁷ Local Government Act 1972, s 83(4)

⁸ Arnold-Baker on Local Council Administration 9th edition, p 51-51, Voting in council on casual vacancies, 6.15. 'A successful candidate must receive an absolute majority vote of those present and voting. It follows that if there are more than two candidates for one vacancy and no one of them at the first count receives a majority over the aggregate votes given to the rest, steps must be taken to strike off the candidate with the least number of votes and the remainder must then be put to the vote again; this process must, if necessary, be repeated again until an absolute majority is obtained. This will mostly be a satisfactory procedure, but if several candidates have obtained the same number of least votes and the aggregate of the others is less than a normal quorum (eg 3:2:2:2:2) it may be wise not to strike off all those with the least number of votes together but, if negotiations for withdrawals fail, to strike them off one by one, in an order determined by vote.'

⁹ NALC Legal Topic Note (LTN) 8 June 2020. Decisions made by a local council about whether or not to co-opt when vacancies remain unfilled after an ordinary election and who to co-opt when any casual vacancy arises should be transparent. In NALC's view it would be difficult for a local council to argue that there are special reasons which justify excluding the public during a council meeting when it is making decisions about a matter of public interest such as co-option. Decisions about co-option which are made at council meetings when the public have been excluded will not eliminate the need for a council to explain, for example to unsuccessful candidates, the reasons for its decisions. Registration of interests 29.

Procedure**Co-option**

1. This procedure must be read in conjunction with the council's co-option policy.
2. Following notification from Dorset Council that there are fewer than 14 candidates for an ordinary election or fewer than 10 electors have called for a by-election following a casual vacancy, the full council will be notified, and the co-option process will start.
3. If a casual vacancy occurs within six months of an election, there is no requirement to co-opt a councillor.
4. Following Full Council notification, a public notice will be issued seeking candidates for co-option. The notice will be published in a local newspaper and posted on the council's website and notice board, and on social media. The public notice will give candidates at least two weeks to submit an application for co-option.
- 5.. Those considering applying for co-option will be given the opportunity to meet with the town clerk.
6. Each candidate's application must be accompanied by a qualifying address, a nominator and seconder, and a 250-word supporting statement.
7. Each candidate must also provide a written declaration to certify they meet the eligibility criteria set out in s79 of the Local Government Act 1972 and are not disqualified under s80 of the 1972 Act.
8. Receipt of applications will be confirmed, and candidates will be given a copy of the co-option policy and procedure to appraise them of the decision-making process.

The decision-making process

9. If there is only one candidate for co-option, the applicant is appointed, automatically.
10. if there is more than one candidate, the co-option appointment must be made by the full council. If appropriate, an extraordinary meeting of the full council can be arranged to consider and approve the co-option of a councillor.
11. Candidates will be invited to meet councillors 45 minutes before the start of the Full Council meeting.
12. At the Full Council meeting, applicants will be given the opportunity to give a five-minute presentation on why they are seeking co-option, and to detail their skills and experience.
13. When the candidates have made their presentations, they will be invited to adjourn to the mayor's parlour.
14. The council will vote on and move into exempt business to allow members to consider the candidates and start the process of voting for their preferred applicant.

15. If there are two candidates, members will consider each application and return to open session to vote on their preferred candidate.

The voting processes

16. If there are three or more candidates, a two-stage voting process will be entered into. At the end of stage one, two candidates will remain.
17. At any time in the process and in line with standing orders, members can request either a signed ballot or a recorded vote.

Stage one

18. Stage one of the process takes place in exempt business. The aim of this stage of the process is to reduce the number of candidates to two.
19. Members cast a single vote for their preferred candidate in one or more rounds of voting. The purpose of each voting round is to eliminate the candidate with the lowest number of votes until two remain.
20. At any stage in the process, if more than one candidate has zero votes, they will all be eliminated.
21. For illustration, if five candidates are being considered and more than one candidate has the lowest number of votes, e.g., in the first round of voting candidate A has 3 votes, candidate B has 3 votes, candidate C has 2 votes, candidate D has 2 votes and candidate E has 2 votes, then candidates A and B will go through to the next round and a further vote will take place between candidates C, D and E to establish who has the lowest number of votes. In this instance up to 12 votes will be divided among three candidates.
22. It is possible that a second vote at this, or any, stage of the elimination process may not produce a candidate for elimination, i.e., two candidates could tie with the lowest number of votes (6:3:3) or the three remaining candidates could receive the same number of votes (4:4:4).
23. In the first instance, the candidate with the highest number of votes would go through to the next stage of the process and a further round of voting would take place between the two remaining candidates. If there was a further tie, (6:6) the mayor would exercise their casting vote in favour of their preferred candidate and the remaining candidate would be eliminated.
24. In the second instance, the mayor would exercise their casting vote in favour of a candidate and a further vote would be held between the remaining two candidates.
25. The process will repeat itself until two candidates are left.

Stage two

26. The council will move back into open session; the candidates will be invited back into the council chamber and they will be informed of the council's decision, i.e., who has been eliminated and the two remaining candidates.
27. A vote is taken on the two remaining candidates and the successful co-option candidate approved by resolution of the council.

28. On request, the town clerk will provide feedback to unsuccessful candidates.

Declaration of acceptance of office

29. The successful candidate will be asked to sign their declaration of acceptance of office.

Implementation date: 16 December 2021

Review date: December 2024

Author: John Wright, town clerk

Committee: Full Council

Date: 15 May 2024

Title: Gardens' Working Group

Purpose of the Report

To allow members to determine the membership of a gardens' working group

Recommendation

Members determine the size, membership and terms of the garden's working group

Background

1. At the Full Council on 1 May 2024, members considered a report on the establishment of a working group for the gardens and resolved:

 'that given the range of ideas being expressed by members and different council committees, in order to arrive at a consensus and an holistic approach, a working group dedicated to the Langmoor and Lister Gardens is formed and reports to Full Council with the remit to maintain the amenity and protect the nature and integrity of the gardens while exploring ideas to further enhance the special place it represents as the council's largest and most sensitive area.'
2. It was also agreed at the Full Council on 1 May 2024, that 'the membership of the working group would be agreed by the new administration so the new members had an opportunity to sit on it.'

Report

3. Members are asked to determine the size and membership of the working group. The working group also requires terms of reference. These could be informed by the wording of the Full Council resolution or considered at the first meeting of the working group for subsequent approval by the Full Council.

John Wright
Town clerk
May 2024

Committee: Full Council

Date: 15 May 2024

Title: Letter of Support

Purpose of Report

To ask members to provide a letter of support for Lyme Regis Development Trust's grant application to the Department of Levelling Up, Communities and Housing for a project to improve its heating system, lighting, insulation and the installation of photovoltaic roof panels

Recommendation

Members approve the attached letter, appendix 18B, in support of Lyme Regis Development Trust's grant application to the Department of Levelling Up, Housing and Communities for a project to improve its heating system, lighting, insulation and the installation of photovoltaic roof panels

Background and report

1. Attached is a summary of Lyme Regis Development Trust's '100 Not Out' application to the Department of Levelling Up, Housing and communities (DLUHC), **appendix 18A**, for a grant application to improve its heating system, lighting, insulation and install photovoltaic roof panels.
2. The total project is £216,000; the grant application to DLUHC is £173,000 and LRDT intends to fund the remaining £43,000 from its reserve.
3. A draft letter has been prepared for the mayor's signature, **appendix 18B**.

John Wright
Town clerk
May 2024

The Hub: 100 Not Out will ensure that our building, the Hub is able to continue to serve the people of Lyme for another century. Under the ownership of our charity and for decades before the Hub has responded to Lyme's changing communal needs, including operating as an overspill for the town's 'old' school and as the town's youth club.

Our objective is simple: we wish resolve our building's current heating and energy challenges. This will ensure that we are able to continue to support our current activities, develop new community initiatives and under the ownership of our charity, Lyme Regis Development Trust, remain the 'beating heart' of the community for future generations.

Our 'first hope' is to maintain and improve our building, leaving it for future Lyme residents in a better condition than that which our charity inherited. We know our community is a vibrant mix of supportive people, not 'simply bricks and mortar', but a well-run, environmentally friendly 'hub' is needed so our many activities, past, present and most importantly, future can continue.

Our 'second hope' is to provide a warmer, more environmentally friendly venue for our many current users and volunteers; for our toddler group, our exercise and sports classes for adults and older people, our youth art club, our long-serving youth club, for B Sharp - Lyme's ground breaking young persons' music charity, and for our Community Café, social supermarket and 'warm space' initiatives.

Our 'third hope' is that with the support of the COF we will have 'greener' and more modern building, enabling us to react to future challenges, needs and opportunities: ensuring that The Hub reaches 200 Not Out'.

Lyme Regis Development Trust is far from 'a lame duck', since the pandemic we have used our income and external funding to continue to enhance the Hub for local people. With support from the People's Lottery we have created the Hub's 'Community Café, developed the space and storage to run 'The Seaside Store' (our social supermarket), as well as investing in the fabric of the building as funds have allowed. During 2023, with the support of local charity the Abbeyfield Trust we have carried out the first renovation of our sports hall in living memory, restoring its sprung wooden floor, remarking its courts, installing new blinds and redecorating its large sports hall. We have paid for what we can afford. This application is to assist us with what we cannot.



The Mayor's Parlour
The Guildhall
Lyme Regis
Dorset
DT7 3QA
Tel: (01297) 445175

Councillor David Sarson
MAYOR

email: enquiries@lymeregistowncouncil.gov.uk

Malcolm Taylor
Chairman
Lyme Regis Development Trust
The Hub
Bridge Street
Lyme Regis
DT7 3BD

Dear Malcolm,

Lyme Regis Town Council offers its support for Lyme Regis Development Trust's '100: Not Out' £200,000 funding application to the Community Ownership Fund.

The Hub plays a key role in Lyme Regis life as the home of our community café, social supermarket as well as being the venue of our youth club, B Sharp children's music group along with so many activities for people of all ages, from toddlers to older persons keep fit classes.

There are many challenges 'The Hub' faces, especially the difficulty of keeping the building warm, the need for insulation, new lights and heating systems as well as the installation of photo-voltaic panels on its roof.

The Hub has been the home of so much community activity in Lyme for 100 years. The delivery of this project will ensure that the Hub can continue to meet the needs of local people for many more decades to come.

I very much support this funding application.

Yours sincerely,

Councillor
Mayor of Lyme Regis

Committee: Full Council

Date: 15 May 2024

Title: List of Payments

Purpose of Report

To inform members of the payments made in the month of April 2024

Recommendation

Members note the report and approve the attached schedule of payments in April 2024 for the sum of £171,721.66

Background

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

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

Report

2. The format of the report was amended to fulfil the requirements of the transparency code. As well as the date, amount, payee and some brief details, the report now includes an estimated VAT figure and the net cost to the council, as well as a 'merchant category'. The VAT and expenditure categories are indicative of that supplier, because the schedule shows a list of payments, not invoices, so one payment may include multiple invoices and multiple VAT rates, etc. The 'probable' VAT code is the code predominantly associated with the supplier. The 'merchant category' is the name used to group a number of nominal codes and represents the summary level we report on.
3. I present the list of payments for the month of April 2024, **appendix 19A**.
4. If you would like any further information about any of these payments, I would encourage you to contact me in the office prior to the meeting.

Shanie Cox
Finance assistant
May 2024

APPENDIX 19A

		<u>Lyme Regis Town Council</u>							
		<u>Payments list for April 2024</u>			<u>171,721.66</u>				
		<u>Total</u>							
Date	Supplier	Detail	Frequency	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
NAT WEST BANK									
03-Apr	HMRC NDDS	Tax and NI payment - March	Monthly	DD	16,654.03	0%	-	16,654.03	Staffing
15-Apr	BANKLINE	Bank charges	Monthly	BLN	43.75	0%	-	43.75	Office Expenses
19-Apr	WORLDPAY	Transaction charges	Monthly	DD	500.57	0%	-	500.57	Office Expenses
19-Apr	WORLDPAY	Transaction charges	Monthly	DD	30.90	0%	-	30.90	Office Expenses
23-Apr	EDF ENERGY	Electricity charges- Footway lighting	Quarterly	DD	595.04	5%	28.34	566.70	Utilities
25-Apr	SALARIES	Staff salaries- April	Monthly	EBP	48,248.49	0%	-	48,248.49	Staffing
				Total	<u>66,072.78</u>				
LLOYDS BANK									
02-Apr	ALLSTAR	Fuel usage	Bi-Monthly	DD	368.70	20%	61.45	307.25	Outside Works
02-Apr	TAKEPAYMENTS	Transaction fees	Monthly	DD	58.80	20%	9.80	49.00	Office Expenses
02-Apr	ZOOM	Subscription	Monthly	DD	12.99	20%	2.17	10.83	Office Expenses
03-Apr	SOUTHERN ELECTRIC	Electricity charges- Shelters	Quarterly	DD	3,778.37	5%	179.92	3,598.45	Utilities
03-Apr	SOUTHERN ELECTRIC	Electricity charges- Guildhall	Quarterly	DD	244.23	5%	11.63	232.60	Utilities
03-Apr	SOUTHERN ELECTRIC	Electricity charges- Guildhall	Quarterly	DD	142.86	5%	6.80	136.06	Utilities
03-Apr	SQUARE	Team plus till point system	Monthly	DEB	20.00	20%	3.33	16.67	Outside Works
03-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
04-Apr	GRENKELEASING LIM	Photocopier lease	Quarterly	DD	306.00	20%	51.00	255.00	Office Expenses
04-Apr	ISCA BAGS	Civic night catering equipment	One off	DEB	141.32	20%	23.55	117.77	Democratic Represent
05-Apr	NW SYSTEMS	Camera streaming	Quarterly	DD	104.40	20%	17.40	87.00	Outside Works
08-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	10.00	20%	1.67	8.33	Utilities
09-Apr	UNITY 5	Zatpark charges	Monthly	DD	502.08	20%	83.68	418.40	Outside Works
09-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	10.00	20%	1.67	8.33	Utilities
09-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
09-Apr	FLOWBIRD	Multiple invoices- Transaction charges	One off	FPO	12,458.90	20%	2,076.48	10,382.42	Outside Works
09-Apr	BONINGALES	Plants for Langmoor gardens	One off	FPO	7,527.12	20%	1,254.52	6,272.60	Outside Works
09-Apr	DAMORY	Bus subsidy	Monthly	FPO	1,368.08	0%	-	1,368.08	Rents
09-Apr	AA SIGNS	Park and ride signs	Annually	FPO	1,192.80	20%	198.80	994.00	Outside Works
09-Apr	SEB COPE	Application and drawings for CCTV	One off	FPO	1,050.00	0%	-	1,050.00	Projects
09-Apr	XYLEM WATER SOLUTIONS	Annual service charge	Annually	FPO	815.72	20%	135.95	679.77	Outside Works
09-Apr	TRAVIS PERKINS	External supplies	One off	FPO	594.19	20%	99.03	495.16	Outside Works
09-Apr	STAFF	Mayoral expenses	One off	FPO	538.42	0%	-	538.42	Democratic Represent
09-Apr	FOWLER	Machinery hire	One off	FPO	442.80	20%	73.80	369.00	Outside Works
09-Apr	ABA GROUND CARE	Vehicle repairs	One off	FPO	419.92	20%	69.99	349.93	Outside Works
09-Apr	DENCHER	Beach store design	One off	FPO	360.00	20%	60.00	300.00	Outside Works
09-Apr	M G WEBBER	External supplies	One off	FPO	265.44	20%	44.24	221.20	Outside Works
09-Apr	CREATIVE SOLUTIONS	Car park signs	One off	FPO	187.35	20%	31.23	156.13	Outside Works
09-Apr	CLARITY COPIERS	Copier usage	Monthly	FPO	148.22	20%	24.70	123.52	Office Expenses
09-Apr	SIX PAYMENT	Transaction charges	Monthly	FPO	103.12	0%	-	103.12	Outside Works
09-Apr	EUROFFICE	Office supplies	Monthly	FPO	95.47	20%	15.91	79.56	Office Expenses
09-Apr	PODPOINT	Admin fee	Quarterly	FPO	55.99	20%	9.33	46.66	Outside Works
09-Apr	METRIC	Hosting costs	Monthly	FPO	43.20	20%	7.20	36.00	Outside Works
10-Apr	YU ENERGY	Electricity charges- WM car park	Monthly	DD	1,743.65	20%	290.61	1,453.04	Utilities
10-Apr	YU ENERGY	Electricity charges- Guildhall	Monthly	DD	772.79	20%	128.80	643.99	Utilities
10-Apr	YU ENERGY	Electricity charges- MB car park	Monthly	DD	675.72	20%	112.62	563.10	Utilities
10-Apr	YU ENERGY	Electricity charges- Marine parade	Monthly	DD	494.53	20%	82.42	412.11	Utilities
10-Apr	YU ENERGY	Electricity charges- Guildhall	Monthly	DD	356.35	20%	59.39	296.96	Utilities
10-Apr	YU ENERGY	Electricity charges- Cadet hut	Monthly	DD	250.73	20%	41.79	208.94	Utilities
10-Apr	YU ENERGY	Electricity charges- Guildhall	Monthly	DD	210.08	20%	35.01	175.07	Utilities
10-Apr	YU ENERGY	Electricity charges- Cabanya car park	Monthly	DD	208.76	20%	34.79	173.97	Utilities

10-Apr	YU ENERGY	Electricity charges- Mini golf	Monthly	DD	146.77	20%	24.46	122.31	Utilities
10-Apr	YU ENERGY	Electricity charges- TIC	Monthly	DD	142.94	20%	23.82	119.12	Utilities
10-Apr	YU ENERGY	Electricity charges- Playing field	Monthly	DD	140.04	20%	23.34	116.70	Utilities
10-Apr	YU ENERGY	Electricity charges- Marine parade	Monthly	DD	93.61	20%	15.60	78.01	Utilities
10-Apr	BARCLAYCARD	Transaction charges	Monthly	DD	82.70	0%	-	82.70	Outside Works
10-Apr	YU ENERGY	Electricity charges- Workshop	Monthly	DD	45.31	20%	7.55	37.76	Utilities
10-Apr	BARCLAYCARD	Transaction charges	Monthly	DD	15.76	0%	-	15.76	Outside Works
10-Apr	YU ENERGY	Electricity charges- Showers	Monthly	DD	14.55	20%	2.43	12.13	Utilities
10-Apr	TURN LYME GREEN	Environmental grant	One off	FPO	2,135.85	0%	-	2,135.85	Projects
11-Apr	EDF ENERGY	Gas charges- Office	Monthly	DD	1,011.00	5%	48.14	962.86	Utilities
11-Apr	ZORO	Cleaning supplies - Public conveniences	One off	DEB	664.90	20%	110.82	554.08	Outside Works
11-Apr	WARRIOR TRAILERS	Vehicle repairs	One off	DEB	19.00	20%	3.17	15.83	Outside Works
11-Apr	MAILCHIMP	Subscription for business briefing	Monthly	DEB	12.40	20%	2.07	10.33	Office Expenses
11-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
11-Apr	EBAY	Office supplies	One off	DEB	3.99	20%	0.67	3.33	Office Expenses
12-Apr	TAKEPAYMENTS	Transaction fees	Monthly	DD	6.00	20%	1.00	5.00	Office Expenses
12-Apr	TAKEPAYMENTS	Transaction fees	Monthly	DD	6.00	20%	1.00	5.00	Office Expenses
15-Apr	ALLSTAR	Fuel usage	Bi-Monthly	DD	340.82	20%	56.80	284.02	Outside Works
15-Apr	SOUTH WEST WATER	Water charges- Lister gardens	Quarterly	DD	312.25	0%	-	312.25	Utilities
15-Apr	SOUTH WEST WATER	Water charges- MP toilets	Monthly	DD	289.50	0%	-	289.50	Utilities
15-Apr	SOUTH WEST WATER	Water charges- Chalets	Quarterly	DD	152.50	0%	-	152.50	Utilities
15-Apr	EE LIMITED	Mobile bundle	Monthly	DD	84.53	20%	14.09	70.44	Utilities
15-Apr	SOUTH WEST WATER	Water charges- MB car park	Bi-Annually	DD	54.75	0%	-	54.75	Utilities
15-Apr	SOUTH WEST WATER	Water charges - Cadet hut	Bi-Annually	DD	54.75	0%	-	54.75	Utilities
15-Apr	SOUTH WEST WATER	Water charges- Bathing station	Quarterly	DD	53.40	0%	-	53.40	Utilities
15-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
16-Apr	AIB	Transaction charges	Monthly	DD	411.64	0%	-	411.64	Outside Works
16-Apr	SAGE SOFTWARE LTD	Subscription	Monthly	DD	391.20	20%	65.20	326.00	Office Expenses
17-Apr	CHAIR COVER DEPOT	Wedding chair covers	One off	DEB	79.65	0%	-	79.65	Projects
17-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
17-Apr	PHONES REFURB	Mini golf iPad	One off	FPI	363.00	20%	60.50	302.50	Projects
19-Apr	WORLDPAY	Transaction charges	Monthly	DD	66.34	0%	-	66.34	Office Expenses
19-Apr	WORLDPAY	Transaction charges	Monthly	DD	23.94	0%	-	23.94	Office Expenses
19-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	8.00	20%	1.33	6.67	Utilities
19-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
22-Apr	BOSTON SEEDS	Wildflowers seeds	One off	FPO	6,875.83	20%	1,145.97	5,729.86	Projects
23-Apr	EDF ENERGY	Electricity charges- Hill road	Monthly	DD	252.34	5%	12.02	240.32	Utilities
23-Apr	AMAZON	External supplies	One off	DEB	18.97	20%	3.16	15.81	Outside Works
23-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
23-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
24-Apr	EARLY YEARS RESOURCES	Cleaning supplies - Public conveniences	One off	FPO	997.20	20%	166.20	831.00	Outside Works
24-Apr	JADE SECURITY	Cash collection	Monthly	FPO	703.36	20%	117.23	586.13	Outside Works
24-Apr	TRAVIS PERKINS	External supplies	One off	FPO	254.06	20%	42.34	211.72	Outside Works
24-Apr	LOVE LYME REGIS	Use of webcam	Annually	FPO	250.00	0%	-	250.00	Outside Works
24-Apr	MOLE AVON	External supplies	One off	FPO	111.94	20%	18.66	93.28	Outside Works
24-Apr	SW HYGIENE	Yellow bag collection	Monthly	FPO	47.21	20%	7.87	39.34	Outside Works
25-Apr	DC PENSION FUND	Pension contribution	Monthly	FPI	12,795.81	0%	-	12,795.81	Staffing
26-Apr	SAFE.CO.UK	Mini golf safe	One off	DEB	223.99	20%	37.33	186.66	Projects
26-Apr	MARINE THEATRE	Grant	Quarterly	FPO	5,000.00	0%	-	5,000.00	Grants
26-Apr	MARINE THEATRE	Civic night costs	One off	FPO	1,950.24	0%	-	1,950.24	Democratic Represent
26-Apr	RNLI LIFEBOATS	Lifeguard provision	Annually	FPO	5,769.60	20%	961.60	4,808.00	Grants
26-Apr	COASTLINE CREATIVE	Reprint of town map	One off	FPO	5,174.00	20%	862.33	4,311.67	Office Expenses
26-Apr	TOPSPARKS	Electrical works	One off	FPO	2,938.03	20%	489.67	2,448.36	Marketing & Tourism
26-Apr	NATALIE MCCARTHY	Civic night catering costs	One off	FPO	2,100.00	20%	350.00	1,750.00	Democratic Represent
26-Apr	LAWRENCES	Town crier casting	One off	FPO	1,612.80	20%	268.80	1,344.00	Unbudgeted expendit
26-Apr	DWP	Bin collection	Monthly	FPO	1,591.40	0%	-	1,591.40	Outside Works
26-Apr	WOODHORT SHARPHAM	Mushroom compost	One off	FPO	1,236.96	20%	206.16	1,030.80	Outside Works
26-Apr	DAPTC	Annual subscription	Annually	FPO	989.76	0%	-	989.76	Office Expenses
26-Apr	AXMINSTER GARDEN M	Machinery maintenance	One off	FPO	861.93	20%	143.66	718.28	Outside Works
26-Apr	NEWSQUEST	Job advertising	One off	FPO	720.01	20%	120.00	600.01	Staffing

26-Apr	BLUE LEVEL MEDIA	Hosting costs	Annually	FPO	720.00	20%	120.00	600.00	Marketing & Tourism
26-Apr	B CLEANING	Office cleaning	Month	FPO	600.00	0%	-	600.00	Office Expenses
26-Apr	SOUTH WEST COUNCIL	Membership subscription	Annually	FPO	598.80	20%	99.80	499.00	Office Expenses
26-Apr	METRIC	Hosting costs	Monthly	FPO	583.20	20%	97.20	486.00	Outside Works
26-Apr	LYME MORRIS	Grant	One off	FPO	500.00	0%	-	500.00	Grants
26-Apr	SEB COPE	Application and drawings for CCTV	One off	FPO	350.00	0%	-	350.00	Projects
26-Apr	STAFF	Travel expenses	One off	FPO	323.12	0%	-	323.12	Staffing
26-Apr	GOOD FOOD CAFÉ	Civic night catering	One off	FPO	307.50	0%	-	307.50	Democratic Represent
26-Apr	CLUB WIFI	Club Wi-Fi support	Annually	FPO	300.00	20%	50.00	250.00	Outside Works
26-Apr	CHAPMAN GEOTECH	Ground stability assessment	One off	FPO	300.00	0%	-	300.00	Outside Works
26-Apr	GROVES	Plants	One off	FPO	255.73	20%	42.62	213.11	Outside Works
26-Apr	ADVANTAGE DIGITAL PRINT	Leaflets	One off	FPO	219.00	20%	36.50	182.50	Office Expenses
26-Apr	DJ NEWBERRY	Seal disposal	One off	FPO	200.00	0%	-	200.00	Outside Works
26-Apr	ARTHUR FORDHAMS	External supplies	One off	FPO	174.51	20%	29.09	145.43	Outside Works
26-Apr	CREATIVE SOLUTIONS	Car park signs	One off	FPO	155.81	20%	25.97	129.84	Office Expenses
26-Apr	SCREWFIX	External supplies	One off	FPO	119.96	20%	19.99	99.97	Outside Works
26-Apr	ICCM	Cemetery corporate membership	Annually	FPO	100.00	0%	-	100.00	Office Expenses
26-Apr	BETHANY GOODMAN	Seafront band	One off	FPO	100.00	0%	-	100.00	Marketing & Tourism
26-Apr	PHILIP CLOUDS	Seafront band	One off	FPO	100.00	0%	-	100.00	Marketing & Tourism
26-Apr	ECOM6	Transaction charges	Monthly	FPO	80.48	20%	13.41	67.07	Outside Works
26-Apr	TRAVIS PERKINS	External supplies	One off	FPO	60.66	20%	10.11	50.55	Outside Works
26-Apr	NPOWER	Electricity charges- Harbour master store	Monthly	FPO	46.03	5%	2.19	43.84	Utilities
26-Apr	EUROFFICE	Office stationary	One off	FPO	34.94	20%	5.82	29.12	Office Expenses
26-Apr	STAFF	Travel expenses	One off	FPO	12.96	0%	-	12.96	Staffing
29-Apr	ALLSTAR	Fuel usage	Bi-Monthly	DD	464.68	20%	77.45	387.23	Outside Works
29-Apr	QUADIENT	Franking machine top up	One off	DD	100.00	0%	-	100.00	Office Expenses
29-Apr	CANVA	Graphics subscription	Monthly	DEB	10.99	20%	1.83	9.16	Office Expenses
29-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	10.00	20%	1.67	8.33	Utilities
29-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
30-Apr	IP OFFICE	Office phone	Monthly	DD	593.81	20%	98.97	494.84	Utilities
30-Apr	DVLA	Vehicle tax	Annually	DEB	335.00	0%	-	335.00	Outside Works
30-Apr	NALC	Councillor training	One off	DEB	39.22	20%	6.54	32.68	Office Expenses
				Total	105,632.03				
				Petty Cash	16.85				

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