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Notice is given of a meeting of **Lyme Regis Town Council** to be held at the **Guildhall, Bridge Street, Lyme Regis** on Wednesday 11 December 2024 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
06.12.24

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

AGENDA

1. Public Forum

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

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

2. Dorset Council Matters

To receive updates from the Dorset Council ward member

3. Questions from Councillors

4. Apologies for absence

To receive and record any apologies and reasons for absence

5. Disclosable Pecuniary Interests

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

6. Dispensations

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

7. To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 23 October 2024 (attached)

8. Matters arising from the minutes of the Full Council meeting held on 23 October 2024

To inform members of matters arising from the minutes of the Full Council meeting on 4 September 2024 that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues in those minutes

9. Update Report

To update members on issues previously reported to this committee

10. Mayor's Announcements

11. Planning Committee

To receive the minutes of the meeting held on **15 October, 5 and 26 November 2024**, and to note the committee's comments made on planning applications under the power delegated by Full Council

12. Environment Committee

To receive the minutes of the meeting held on **20 November 2024** and consider the recommendations therein.

13. Human Resources Committee

The meeting scheduled to take place on 30 October 2024 was cancelled.

14. Strategy and Finance Committee

To receive the minutes of the meeting held on **27 November 2024** and consider the recommendations therein.

15. Tourism, Community and Publicity Committee

To receive the minutes of the meeting held on **13 November 2024** and consider the recommendations therein.

16. Town Management and Highways Committee

To receive the minutes of the meeting held on **6 November 2024** and consider the recommendations therein.

17. To receive the minutes of the Gardens Working Group meeting held on 25 November 2024

18. Appointments to Council Committees

To allow the council to appoint Cllr Matthew Denney to committees

19. Policy and Procedure for the Appointment of Non-Members to Council Committees

To allow members to consider a policy and procedure for the appointment of non-members to council committees

20. Information about meetings held by LRTC officers with members in the council office

To allow members to consider if they wish to be able to access or receive more information about meetings held by council officers with members

21. Proposed Response to the Ministry of Housing, Communities and Local Government's Consultation on Enabling Remote Attendance and Proxy Voting at Local Authority Meetings

To allow members to consider the proposed response to the Ministry of Housing, Communities and Local Government's consultation on Enabling Remote Attendance and Proxy Voting at Local Authority Meetings

22. Budget and Precept 2025-26

To approve the 2025-26 budget, reserve, and precept, and to note the five-year financial plan

23. Investments and Cash Holdings

To inform members of the council's current reserve position

24. List of Payments

To inform members of the payments made in the month of November 2024.

25. Relocation of Council Offices and Disposal of Existing Building and Site

To inform members of the latest position with the agreed relocation of the council offices and the disposal of the existing building and site

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

26. Woodmead Car Park Tenders for Drainage Works

To allow members to consider three tenders received for works to improve the surface water and general drainage at the Woodmead car park

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

27. Wedding Stewards' Rate of Pay

To allow members to consider an increase to the rate of pay for wedding stewards

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

28. Postholder 226, Six-Month Probation Review

To allow members to confirm post holder 226's appointment for the remainder of the fixed-term contract and to agree an increase in their salary from SCP 21 to 22, backdated to 1 November 2024

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

29. Exempt Business

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

- a) **Agenda item 25 – Relocation of Council Offices and Disposal of Existing Building and Site**
- b) **Agenda item 26 – Woodmead Car Park Tenders for Drainage Works**
- c) **Agenda item 27 – Wedding Stewards' Rates of Pay**
- d) **Agenda item 28 – Postholder 226, Six-Month Probation Review**

Dorset councillor report for Lyme Regis Town Council

11 December 2024

1. Dorset Council

1.1. 2025-2026 Budget

Process

Councillors attended the first 'Budget Café' on **18 October** when DC directorates explained the key factors in their budget calculations.

The next all-day Budget session will be **Friday 13 December** when officers will propose a budget based on best estimates of the government funding, which will not be confirmed until just before Christmas.

Officers will adjust the budget based on member feedback and upon confirmation of the government funding settlement.

Members will have a briefing on **Monday 6 January 2025** then the proposed budget will be examined by People and Health Scrutiny Committee (**16 January**) and Place and Resources Scrutiny Committee (**17 January**) before being presented to the Full Council on **13 February**.

Key Issues

- Nationally, local government is struggling with a 'Black Hole' of £54m
- BCP and others are at risk of bankruptcy
- Government must address the local authority funding model, particularly Adult & Social Care and Children's Services, especially SEN costs
- Dorset Council has already used its contingency for the current year's overspend
- The predicted Budget gap will be expected to be covered by 'Transformation' savings

Likely impacts and 'difficult decisions':

- potential impacts of reduced funding e.g. staff shortages as recruitment slows
- full council tax increase probable
- reduced service for non-statutory functions
- increasing reliance on 'Transformation' to yield operational savings – but we must ensure people are not 'left behind'
- increasing possibilities of co-funding of highways and coastal-flood risk work; licensing and maintenance agreements as part of better collaborative working; and more likelihood of asset transfers to town and parish councils where appropriate.

1.2. Cabinet and Full Council

The last Cabinet meeting was held on **15 October** in County Hall, where I asked a question whether the Portfolio Holder for Place Services was aware when DEFRA would announce whether the Outline Business Case (OBC) for the CTAP funding for Charmouth and whether this Pathfinder project could be affected by government reductions or cuts to Environment Agency (EA) funding to local authorities.

I'm awaiting the response which should clarify the position that there is no EA funding for coastal protection. **This clearly has major implications for Lyme, Charmouth and all coastal communities.**

The next Cabinet meetings are on **17 December** and **28 January** at 6.30pm

The next Full Council meetings are on **5 December** and **11 February** at 6.30pm.

1.3. Public transport and BSIP Funding

Good news that not only has the new government nationalised the railways but funding for bus services has been allocated to local authorities with increased powers to follow - £83 million for the South West Councils. Sadly, Dorset Council's share is very disappointing - only £3.8 million, compared to £6 m for BCP; £10.6 for Cornwall and £11.6 for Devon.

The Bus Service Improvement Plan (BSIP) funding is said to be to ensure better bus services across the South West, for enhancing popular routes, protecting rural services and increasing bus use for shopping, socialising and commuting.

Our MP explained that this is due to deprivation metrics being used to assess need. We agreed this was inadequate when average data measures disguise local deprivation and that coastal and rural areas should not be disadvantaged by increasing social isolation and lack of opportunities due to inadequate public transport provision.

I've been raising questions at various opportunities to ask Dorset Council to lobby upwards to enable a well-connected public transport network, particularly in West Dorset and other rural areas, ensuring genuine connectivity into our rail network and neighbouring counties and also linking into community-based transport provision.

We have to do better on this.

I'm working with neighbouring councillors, with WATAG and other TAGS, DCAN and trying to establish links with neighbouring councils in Devon and Somerset to make strong case for much better attention on this.

1.4. Housing

I've been invited to join the Housing Advisory Board which meets for the first time 4 December.

The new LibDem administration is much more open to member participation and for a more active diverse role for Dorset Council to play in the provision of more social and affordable housing, based on local need.

The government, sadly, has other ideas and the new imposed housing targets are a huge challenge.

1.5. Children's Services, Skills and Education - Early Years Provision

I'm working with Children's Services to establish Early Years provision in Lyme Regis and have met parents to discuss early ideas.

The Family Hubs model is being established across the county with a public consultation due soon.

Dorset Council Children's Services Directorate has achieved several national awards, including in Leadership and Home Education; achieved the highest possible outcome in a recent SEND inspection; and has been selected for a Pathfinder government project with two other authorities on Children's Social Care.

1.6. Current Dorset Council Consultations

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

1.6.1. Admission arrangement for Community and Voluntary Controlled Schools 2026 – 2027.

Dorset Council will be consulting on the admissions arrangements for the academic year 2026 to 2027. The consultation will run from **Monday 11 November 2024** to **Friday 20 December 2024**.

Any person may submit their comments, both positive and negative, to Ed Denham, School Organisation, Dorset Council, County Hall, Dorchester, DT1 1XJ or through email schoolorganisation@dorsetcouncil.gov.uk by Friday 20 December 2024.

[Admission Arrangements for Community and Voluntary Controlled Schools in Dorset Council 2026 to 2027 - Dorset Council - Citizen Space](#)

1.6.2. Call for Sites

Call for submissions for sites that may have potential for:

- New homes (including for the settled and Traveller communities).
- Employment land

Closes 20 December 2024

[Dorset Council Call for Sites 2024 - Dorset Council - Citizen Space](#)

1.6.3. Nitrogen Mitigation

Dorset Council is interested in receiving submissions from landowners and farmers for land that will help us deliver nitrogen mitigation in the Poole Harbour Catchment. It is primarily looking for mitigation projects which will involve a permanent land-use change and may consider some limited amount of mitigation involving a temporary land-use change for up to 5 years.

Closes 17 January 2025.

[Nutrient Mitigation Call for Land - Dorset Council - Citizen Space](#)

Dorset Council's Local Nature Recovery Partnership is involved in a major project [Rivers Run Through Us](#) covering the Axe Valley catchment from West Dorset, East Devon and Somerset. The lead organisation will be the Blackdown Hills National Landscape and **River Lim Action** will be a key community stakeholder. Presentations on the project are on Tuesday 3 December.

2. Local updates

2.1. Landslips on Cobb Road

Timeline:

- I received an email from the Emergency Planning on-duty manager on Monday 25 November around 10.30pm, saying three properties were at risk from a large landslide on Cobb Road; two were empty, one was evacuated as a precaution.
- The highways duty engineer attended and closed the road; Dorset Council was in touch with Hansford Construction.
- On Tuesday morning, the Community Highways Officer met Hansfords to assess the scale of the works involved and the consequent road closure.
- The National Grid work at the bottom of Cobb Road was stopped.
- I met our Community Highways in the morning and went round as many of the businesses in the harbour area I could manage to explain that Cobb Road was likely to be closed for at least a week and that Cart Road and Marine Parade could only be used for emergency and essential access NOT as a road diversion.
- I asked those businesses in contact with their customers to ask them to park at Holmbush car park and walk through the gardens OR park in the eastern end of town and walk along Cart Road/Marine Parade.
- I also asked for 'Businesses open as usual: Pedestrian access only' road signs for Cobb Road and Cart Road.
- The town council and I asked Dorset Council for a communications message for the public, which was sent out by around 4pm.

- On Thursday afternoon, I heard from the town council that Hansfords felt the road might be able to be opened so I asked DC's Community Highways Manager to assess this possibility.
- The Community Highways Officer (CHO) attended again on Friday morning, discussed and assessed the access ramp and the space needed to re-open the road with the contractors. They concluded that this would not be possible until after the material and the fallen logs had been removed, so Cobb Road still needed to be closed until probably the end of next week.
- I met the CHO again and was joined by the Portfolio Holder for Place Services on Friday afternoon to visit the site and be briefed.
- We then met the town clerk, Operations Manager and Supervisor and Tom Robinson of the Lyme Business Association to discuss arrangements for Cart Road and Marine Parade. Practical arrangements were agreed so the town council could manage access with pedestrian safety paramount.
- Tom and I asked whether Dorset Council might offer free parking in Lyme while Cobb Road is closed.

Personally, like the emergency road closure last year as a consequence of parts of the Bell Cliff building falling onto Broad Street, I do not feel that Dorset Council could have done more on this occasion to respond quickly to ensure public safety.

I'm concerned that some of the local public, business and town council response does not reflect this.

2.2. Storm Bert update

Matthew Piles, Corporate Director, Economic Growth and Infrastructure sent the following update on Monday 25 November following the snowfalls:

"Dorset Council attended over 100 call outs this weekend.

The Highways team with Green Space colleagues have continued to be on call following the snow event on Thursday.

We are dealing with numerous road closures due to flooding and landslips.

Please use Dorset Travel for live travel updates and report issues through the usual channels - [Live travel updates - Dorset Council](#)"

2.3. Road Safety proposals – 20mph scheme agreed

Dorset Council's Road Safety team amended LRTC's 20mph scheme slightly and this was agreed by the 20mph Panel on 29 November.

Lyme Regis Town Council's Town Management & Highways Committee and Full Council voted in favour of a wider 20mph to cover significant parts of the town following strong resident demand for better road safety and inclusion as part of the town council's 'Vision' developed by the Traffic & Travel Working Group and submitted to the new Local Transport Plan.

There will now be a Traffic Regulation Order process with further speed surveys and a public consultation. If agreed, it would be the largest 20mph scheme so far in Dorset.

These are reviewed and repeated six months after implementation.

Information about 20mph schemes and how they work in practice will be available at the Dorset '20 is Plenty' webinar with speakers, presentations and discussion on **Thursday 12 December** at 7.30pm, entitled

“Safer Streets & Roads in Dorset - 20mph, Safe Systems, Vision Zero - a Win-Win business case”.

Details and pre-registration link:

https://us06web.zoom.us/join/register/tZYpdOGorDMjGtWmuckK853sXcHgLACJFPo_1

2.4. Other Traffic Regulation Orders and highway maintenance

[Outstanding requests to Highways are being updated and directed as necessary, continue to be raised with the new Portfolio Holder and/or submitted to the traffic planners considering pedestrian safety and development of longer term strategies.](#)

In the meantime, please encourage residents and others to report concerns from road safety, potholes, unsafe pavements, thoughtless parking and near misses to **Dorset Council** on:

<https://www.dorsetcouncil.gov.uk/roads-highways-maintenance/report-a-problem-on-the-road-or-pavement>

[and/or Dorset RoadSafe on https://www.dorsetroadsafe.org.uk/ and to me to add to requests for action.](https://www.dorsetroadsafe.org.uk/)

[The more evidence gathered, the more likely it is that action could follow.](#)

[As the highways maintenance budget is fully committed, it seems likely that anything other than emergency or winter weather responses will not take place unless funding is offered.](#)

[3. National legislative changes with implications for local councils](#)

[3.1. Devolution](#)

[The government](#) has made it clear that all devolution deals will end up with Mayoral Combined Authorities, so Dorset with Somerset and Wiltshire Councils, have changed their response to apply to be in the first phase of applications to be a Combined Mayoral Authority.

Press release 29 November:

[We have revised our Heart of Wessex devolution proposal - Dorset Council](#)

[3.2. Changes to Furnished Holiday Lettings](#)

[There is clarification that the government's abolition of tax incentives for furnished holiday lettings will go ahead - https://www.gov.uk/government/publications/furnished-holiday-lettings-tax-regime-abolition/clarification-on-abolition-of-the-furnished-holiday-lettings-tax-regime](#)

“FHL repeal removes specific tax reliefs previously available to FHLs. After the rules change, whether you continue to provide holiday accommodation or move to longer term letting the Income Tax and Corporation Tax rules will be the same.”

[This seems likely to me that FHL repeal could have much greater potential to provide more rental options for local families than the double council tax on second homes \(due from April 2025\) will do. Rental properties currently used as short-term holiday lets could be released back to long term rental options.](#)

[Dorset Council has a team advising landlords on upgrading properties to the new regulations, to consider housing those at risk of homelessness and/or to return their properties to the long-term rental sector.](#)

[Details here: https://www.dorsetcouncil.gov.uk/housing/advice-for-landlords](https://www.dorsetcouncil.gov.uk/housing/advice-for-landlords)

3.3. New Waste and Recycling regulations in 2025

The Environment Act 2021 brings new commercial waste regulations requiring food waste to be separated, bottle deposit return schemes and everything to be recycled.

There will be significant issues for our businesses to consider, so the earlier they understand the new regulations and can work collaboratively with both councils to discuss potential community responses, the better.

[At my invitation, Matthew Boulter, Dorset Council's Service Manager for Commercial Waste, presented details of the new waste and recycling regulations from April 2025 to businesses and councils](#) on Tuesday 30 July in the Guildhall and attended a 'Drop-in' on Tuesday 24 September from 10.30am to 12.30pm, as part of the Low Carbon Dorset exhibition from Monday 23 to Saturday 28 September.

LRTC has yet to engage to learn the impact and challenges of the new regulations for businesses and households, though some businesses came and Charmouth Parish Council and Traders' Association attended.

4. Councillor training

Training continues – topics available on request.

Recent and imminent sessions were/are on:

- Audit & Governance roles and responsibilities
- Internal Audit Dashboard training
- Dealing with Winter Weather
- Strategic & Technical Planning Committee site visits
- People and Culture Strategy
- Using Data to Manage Council Performance

- Devolution Update

5. Dorset Councillor 'Surgeries'

Saturdays 10am to 12pm monthly at the Bankhouse Café, Charmouth and Wednesdays 2pm to 4pm, fortnightly at Charmouth Community Library.

Lyme's Community Café at the Hub, Church Street, DT7 3BS, usually fortnightly on Thursdays from 10am to 12pm.

6. Contact Dorset Council

Please contact me on **01305 216511** or cllrbelinda.bawden@dorsetcouncil.gov.uk if there are [Dorset Council](#) matters you'd like to discuss about Lyme Regis and Charmouth, you'd like to volunteer on transport and accessibility; children's services; climate, environmental or nature recovery projects or learn more about being a councillor.

For Town and Parish Councillors and Clerks

This email address townandparishenquiries@dorsetcouncil.gov.uk and telephone number 01305 221046 was set up for the Town and Parish Councillors and Clerks.

For Members of the Public

The webpage [Contact us - Dorset Council](#) has all the details of how to contact Dorset Council, including email - customerservices@dorsetcouncil.gov.uk, online reporting and 'phoning [01305 221000](tel:01305221000).

Opening times are Monday to Friday, 8:30am to 5pm.

For out of hours emergencies call: [01305 221000](tel:01305221000)

Belinda Bawden

3 December 2024

LYME REGIS TOWN COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON WEDNESDAY 23 OCTOBER 2024

Present

Chairman: Cllr P. Evans

Councillors: Cllr C. Aldridge, Cllr G. Caddy, Cllr S. Cockerell, Cllr S. Larcombe, Cllr P. May, Cllr C. Reynolds, Cllr G. Stammers, Cllr J. Trevena, Cllr G. Turner, Cllr A. Wood

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

Guests: Cllr B. Bawden (Dorset Council ward member)

The Rev Can Sarah Godfrey read out the town prayer.

24/78/C

Public Forum

It was noted letters received by the council in relation to the proposed 20mph speed limit had been forwarded to members. The town clerk said around 30 letters were received, the majority of which were in favour of the proposal.

V. Elcoate

V. Elcoate spoke in relation to the 20mph speed limit and said she was in favour of a scheme across the wider area. She said she lived in Colway Lane, which was used by schoolchildren, cars went very fast and there were no pavements. Having the speed limit just around schools would protect schoolchildren there but once they left the area they would not be protected. She said having 20mph across the whole area raised awareness, it was best for the community and public safety. She said some people were not considerate drivers and it could be unnerving walking down the road.

M. Loughlin

M. Loughlin spoke in relation to the 20mph speed limit. He said Sidmouth Road was extremely dangerous, with cars driving at more than 30mph and during the summer there were lots of parked cars. As a driver, motorcyclist, cyclist and pedestrian, he was aware how dangerous it was when vehicles travelled at speed. He said 20mph made a great deal of sense and would help to reduce danger on that road.

D. Green

D. Green spoken in relation to the 20mph speed limit. He said there was no evidence to support its introduction in terms of safety statistics. If there were problem areas, there should be targeted measures in those areas. He said this should be considered first.

H. Aylett

H. Aylett spoke in relation to the 20mph speed limit. He said Pound Road was very busy and had no pavement. As vehicles were getting bigger and quieter, they travelled fast, took up a lot of space and stopping times were increased. He said in narrow lanes with nowhere for pedestrians to go, 30mph was too fast and the breaking distance was twice that at 20mph. He felt 20mph was needed across the whole of Lyme Regis, not just difficult areas as it would slow others down. Slowing down from 30mph to 20mph increased travel times by microseconds. He was aware of the argument that policing would be a problem but said 30mph wasn't policed so a 20mph speed limit would make no difference to this.

E. Fahler-Clouts

E. Fahler-Clouts spoke in relation to the 20mph speed limit. She said having driven 20mph in London, it took some getting used to but it was more relaxed and you were more aware of what was going on around you. She was aware of statistics which said a crash at 30mph could be fatal, but 20mph was not fatal. She saw a vehicle crashed into a garden in Woodmead Road and if it had been driven at 20mph, it wouldn't have ended up there. She said 20mph would make such a difference for schoolchildren. In Pound Road there were no pavements and in Silver Street the pavement was very narrow so people often had to go on the road and cars came very close to them. She said a lady who lived in Anning Road had asked who would oppose a 20mph speed limit because there was no reason for doing it.

H. Dickson

H. Dickson spoke in relation to the 20mph speed limit. She had lived in Lyme Regis for 25 years, walking and cycling as much as possible and was also a driver. She said it would be safer and more pleasant if speed was limited to 20mph in Lyme Regis and Uplyme. This would lower air pollution and there was definitive evidence it saved lives. She said a collision at 30mph could be fatal but rarely was at 20mph. Traffic would move smoothly through the town instead of accelerating and braking. She said it was unpleasant walking with her grandchild and it made both of them anxious. She started a campaign for 20mph in Uplyme about 20 years ago so this was not a new issue. Having driven in Wales where every village was 20mph, she found traffic moved smoothly, everyone felt relaxed and she couldn't see any arguments against it. She asked for an extensive 20mph scheme to make the town safer and more pleasant for everyone.

R. Smith

R. Smith spoke in relation to the 20mph speed limit. He said a pedestrian hit by a car travelling at 30mph was five-and-a-half times more likely to die than one hit at 20mph, which was based on statistics from the Royal Society for the Prevention of Accidents. He listed some groups of people who would benefit from 20mph and said it would enhance their safety. He said it wasn't just about road safety; it was also about improved health, community cohesion and pollution. He asked the council to include Sidmouth Road in the scheme as the speed indicator device often showed drivers doing 38mph or more and he also asked that it be moved up the road to the speed limit sign. The area was used by students going to Woodroffe School, students catching the bus to Colyton Grammar and

people who had no access to the town bus. He asked the council to push Dorset Council for the widest possible adoption of 20mph. He said Lyme Regis was a long way from accident and emergency centres.

P. Green

P. Green spoke in relation to the 20mph speed limit. She said a lot of emphasis had been placed on the safety of schoolchildren but there should also be a lot more education for children on road awareness as they were often chatting, listening to music or on their phones. She said people who were irresponsible enough to exceed 30mph were not going to take much notice of 20mph in any case.

I. Luckhart

I. Luckhart spoke in relation to the 20mph speed limit. He said he was a frequent user of Pound Road and took his life into his hands. The road was twisty and there wasn't a lot of room for cars to pass each other. He said it was a very dangerous piece of road with no footpath so a 20mph would be welcome if there couldn't be a footpath.

24/79/C Dorset Council Matters

Cllr B. Bawden presented her report and spoke in favour of the proposed 20mph scheme.

A member asked for clarification on the proposed areas to be included in the scheme.

Cllr B. Bawden said Dorset Council (DC) had drawn up the map for the scheme following its traffic survey to show which areas fitted the criteria of mean speed being below 20mph.

24/80/C Questions from Councillors

Cllr C. Reynolds

Cllr C. Reynolds asked if members were aware there was a petition regarding the proposed 20mph scheme? She said she intended to debate this issue when the Town Management and Highways Committee minutes were presented for approval.

24/81/C Apologies for Absence

Cllr M. Ellis – holiday
Cllr D. Holland – holiday

24/82/C Disclosable Pecuniary Interests

Cllr G. Stammers declared a pecuniary interest in agenda item 23, Park and Ride 2025 and Outturn 2024, as she worked in Uplyme and park and ride traffic would bypass Uplyme.

24/83/C Dispensations

There were none.

24/84/C To confirm the accuracy of the minutes of the Full Council meeting held on 4 September 2024

Proposed by Cllr G. Turner and seconded by Cllr P. May, the minutes of the Full Council meeting held on 4 September 2024 were **ADOPTED**.

24/85/C Matters arising from the Full Council meeting held on 4 September 2024

Members noted the report.

24/86/C Update Report

Members noted the report.

24/87/C Mayor's Announcements

Members noted the report.

24/88/C Town Management and Highways Committee

The mayor, Cllr P. Evans brought this item forward on the agenda.

Proposed by Cllr G. Caddy and seconded by Cllr P. May, it was **RESOLVED** to receive the minutes of the meeting held on 18 September 2024, and adopt the recommendations, as follows:

24/32/TMH – Emergency Planning Procedure Review

RESOLVED: to approve the Emergency Planning Procedure, with an amendment to remove office staff telephone numbers.

24/33/TMH – A Member Request to Join the Travel and Transport Working Group

RESOLVED: to appoint Cllr J. Trevena to the traffic and travel working group.

24/34/TMH – Local Heritage List and Lynch Safety Issues

RESOLVED: to note the inclusion of various local assets in a 'Local Heritage List' being compiled by Dorset Council and to not support the installation by Dorset Council of heritage railings along the river side of the Lynch as a pedestrian safety measure.

24/35/TMH – The Gazebo

RESOLVED: to name the gazebo The Gardens Pavilion and to engrave of the inside of the structure: 'For all to rest a while'.

24/36/TMH – 20mph Speed Limit Proposals

ORIGINAL MOTION: to propose a draft area of roads shown brown on the Dorset Council plan plus the top of Broad Street, Pound Road and Cobb Road and Sidmouth Road up to the junction with Shire Lane for a 20mph speed limit.

Several members spoke about a petition which called for a 20mph speed limit outside schools and playing fields, only. They were also concerned about how a lower speed limit would impact volunteer firefighters, lifeboat members and coastguards getting to their stations to respond to emergencies. There was also doubt about how the 20mph speed limit would be enforced.

There were some concerns about the validity of the town council's survey but it was pointed out that it had the best ever response to a town council consultation and showed a majority of residents were in favour of 20mph.

SUBSTANTIVE MOTION: Proposed by Cllr C. Renolds and seconded by Cllr S. Larcombe to agree a 20mph speed limit only outside schools and playing fields.

Voted for – Cllr C. Reynolds, Cllr S. Larcombe, Cllr G. Caddy, Cllr G. Turner

Voted against – Cllr P. Evans, Cllr P. May, Cllr C. Aldridge, Cllr G. Stammers, Cllr S. Cockerell, Cllr J. Trevena, Cllr A. Wood

Abstentions – None

This motion was not carried.

RESOLVED: to propose a draft area of roads shown brown on the Dorset Council plan plus the top of Broad Street, Pound Road and Cobb Road and Sidmouth Road up to the junction with Shire Lane for a 20mph speed limit.

24/37/TMH – Installation of Communication Boards in Play Areas

RESOLVED: to support the intended installation of 'Communication Boards' at the Anning Road and Henry's Way play areas and on the seafront near the beach recycling box at a total cost of approximately £450 + VAT and funded from within existing budgets.

24/40/TMH – Chalet and Day Hut Sites at Monmouth Beach

RESOLVED: to instigate proceedings to repossess the site of Monmouth Beach day hut 23 if there is no suitable, new replacement by 31 October 2024, and to instruct officers to write to the owners of Monmouth Beach chalet 18 and give them until 31 March 2025 to get permission for and to install a new chalet acceptable to Lyme Regis Town Council as landowners, or the site will be repossessed.

24/89/C

Planning Committee

Proposed by Cllr G. Turner and seconded by Cllr P. May, it was **RESOLVED** to receive the minutes of the meeting held on 24 September 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 3 September 2024.

24/90/C Environment Committee

Proposed by Cllr J. Trevena and seconded by Cllr P. May, it was **RESOLVED** to receive the minutes of the meeting held on 2 October 2024, and adopt the recommendations, as follows:

24/25/ENV – Co-option

RESOLVED: that officers be asked to produce a suitable bespoke policy and procedure for the co-option of members to this or other committees.

RESOLVED: that Grenville Barr and Janet Breeze be co-opted as non-members to the Environment Committee for the current year.

RESOLVED: that Vicki Elcoate be co-opted as a non-member to the Environment Committee for the current year.

24/28/ENV – Budget Report

ORIGINAL MOTION: that the Environment Committee be awarded an annual budget of £25k for the remaining four years of the council.

The town clerk advised members that this issue was also under consideration by the Strategy and Finance Committee and was being considered in the context of the council's wider budget and objectives. He advised members not to make the decision at this point as it would be outside of the budget process.

A vote was taken and the motion was not carried.

24/32/ENV – Appointment to Repairs Café Steering Group

RESOLVED: that Cllr S. Larcombe be appointed to the Repairs Café Steering Group.

24/91/C Human Resources

Proposed by Cllr G. Stammers and seconded by Cllr G. Turner, it was **RESOLVED** receive the minutes of the meeting held on 11 September 2024, and adopt the recommendations, as follows:

24/35/HR – Health and Safety Policy Review

RESOLVED: to approve the health and safety policy, with an amendment to the introduction as follows: "...the town council regards health, safety and welfare as a primary and essential objective."

24/36/HR – Career Break Policy

RESOLVED: to approve the career break policy and procedure, with the following addition to section 7: “Each application will be considered on a case-by-case basis.”

24/37/HR – Christmas and New Year Working Arrangements

RESOLVED: to apply three days’ discretionary leave over the Christmas and New Year period, so the council’s services cease at 5pm on Friday 20 December 2024 and re-commence at 9am on Thursday 2 January 2025; discretionary leave is applied on Monday 23, Tuesday 24 and Friday 27 December; statutory days are applied on Monday 30 December and Tuesday 31 December 2024; that members of the external works’ team who work over the Christmas and New Year period are paid overtime and receive time-off-in-lieu for the day worked; and that the three discretionary days are not applied to the enforcement officers, cleansing operative and seafront attendant.

24/38/HR – Increasing the Hours of Postholder 101

RESOLVED: to approve increasing postholder 101’s hours from 30 hours per week to 37 hours per week from 1 November 2024 and, as a consequence of this decision, approve unbudgeted expenditure of £3,923 in 2024-25.

24/39/HR – Qualification Payment

RESOLVED: approve an additional spinal column increment for postholder 107 in recognition of a level 3 qualification and unapproved 2024-25 budget expenditure of £276, and for the chairman of the Human Resources Committee to write to the postholder to congratulate them on their qualification.

24/40/HR – Gardener and Maintenance Person (post holder 205), Six-Month Probation Review

RESOLVED: to approve the gardener and maintenance person’s (post holder 205) continued employment with the council, effective from 2 July 2024.

24/41/HR – Gardener and Maintenance Person (post holder 204), Six-Month Probation Review

RESOLVED: to extend the gardener and maintenance person’s postholder 204’s (post holder 204) probation by three months.

24/42/HR – Amenities Assistant (post holder 301), Six-Month Probation Review

RESOLVED: to approve the amenities assistant’s (post holder 301) continued employment with the council, effective from 1 October 2024.

Proposed by Cllr P. May and seconded by Cllr S. Larcombe, it was **RESOLVED** receive the minutes of the meeting held on 9 October 2024, and adopt the recommendations, as follows:

24/28/SF – Statement of Internal Control, Risk Management Policy and Annual Risk Assessment

RESOLVED: to note the statement of internal control and the town clerk's observations; to approve the risk management policy and the standard annual risk assessment; and to approve the risk register.

24/29/SF – Budget Performance, 1 April – 31 August 2024

RESOLVED: to increase the mayor's allowance by £1,000 in 2024-25.

24/30/SF – Budget and Precept 2025-26 and Five-Year Financial Plan 2025-30

RESOLVED: to approve the 2025-26 base budget and assumptions and to approve the base five-year financial plan

24/31/SF – Review of Charges

RESOLVED: to set the precept for 2025-26 at £70 for a Band D property.

RESOLVED: to set 2026 Cart Road beach hut hire charges as follows:

	Daily Rates 2026	Weekly Rates 2026
January– Easter	£7	
Easter Holiday		£75
April – Spring Holiday	£14	
Spring Holiday		£80
June		£75
2 July – 16 July		£105
23 July- August		£190
September	£17	
October	£10	
November- December	£8	
Christmas and New Year		£105
Winter Season	£210	

Summer Season		£1,365
Annual		£2,100

RESOLVED: to set alfresco licence charges for 2025-26 at £150 for covers and £20 for chairs.

RESOLVED: to set Bell Cliff advertising board charges for 2025-26 at £175.

RESOLVED: to set Marine Parade Shelters' charges for 2026-27 as follows:

Categories	2026-27
DT7 postcodes	£20
Within a 10-mile radius of the offices	£25
Outside a 10-mile radius of the offices	£30
National charities (per hour)	£25
Not-for-profit community events and festivals hiring the shelters	At the discretion of the town clerk

Area	2026-27
Langmoor Room (per room, per hour)	£15
Market area (per day)	£150
Performance area/ top of shelters (Commercial) (per day)	£200
Hire of Performance Area for Performance (per half)	£70
Hire of any section on top of the shelters (per day)	At the discretion of the town clerk

RESOLVED: to set amenities charges for 2025-26 at adult mini-golf, £4.50, child mini-golf, £2.50, table tennis, £2.50 per person.

RESOLVED: to set wedding and civil marriage charges for 2026-27 at £475 for Monday to Friday and £575 for weekends and Bank Holidays.

RESOLVED: to no longer offer a non-residents parking permit from 2025-26 onwards and to set other car parking permit prices for 2025-26 at £225 for residents and £775 for holiday accommodation.

RESOLVED: to set car parking prices for 2025-26 as follows:

	2025-26
Cabanya	£1.90
Monmouth Beach	£1.90

Woodmead	
1 hour	£1.50
3-day ticket	£45
Weekly ticket	£80

RESOLVED: to set the penalty charge for 2025-26 at £70, or £40 if paid within seven days.

RESOLVED: to set cemetery charges for 2025-26 as follows:

Inter still born child or under 2 years	Inter child under 16 years	Inter over 16 years	Inter cremated remains	Exclusive right of burial in earthen grave	Exclusive right of burial of cremated remains	Installation of headstone/ footstone/ tablet
No Charge	No Charge	£250	£75	£500	£300	£100

Installation of vase	Additional inscription on memorial	Scattering ashes on existing graves	Scattering ashes beneath turf of existing graves	Genealogy searches	Certified copy of entry in burial books	Double interment fee
£60/£75	£30	£20	£20	£25	Not Offered	No Extra Charge

RESOLVED: to set the Monmouth Beach garage charge for 2025-26 at £1,550.

24/32/SF – Woodmead Car Park Drainage Proposals

RESOLVED: to note the increase in the estimated cost of Woodmead car park drainage project and instruct officers to seek tenders and continue with the planned work as soon as possible, noting the unbudgeted expenditure involved and the potential reduction in the level of forecast year-end reserves.

24/33/SF – Grants

RESOLVED: to allocate an amount equal to the precept to grant funding; to reintroduce the medium grants' category; to include the Fossil Festival, Christmas lights and fireworks' displays as term grants; and approve the processes and timetables for inviting grant applications and making decisions on their allocation, but to give notice of the availability of term grants before applications open on 11 December 2024.

24/93/C

Tourism, Community and Publicity Committee

Proposed by Cllr P. Evans and seconded by Cllr C. Reynolds, it was **RESOLVED** receive the minutes of the meeting held on 25 September 2024, and adopt the recommendations, as follows:

23/110/TCP – Lyme Regis Visitor Hub – End of Season Report and Interim Uses

ORIGINAL MOTION: to approve in principle, an approach from Lyme Regis Gig Club to use the Jubilee Pavilion as an indoor rowing facility between November 2024 and Easter 2025 and if necessary, to instruct officers to have further discussions and report back to a future meeting.

The town clerk said officers had had further discussions with Lyme Regis Gig Club to agree the terms of use for the Jubilee Pavilion as an indoor rowing facility. Officers had suggested a rent of £200 a month and he explained the rationale for this amount. He said the gig club had put in a counter proposal of £50, which was then reduced to £40.

Members were supportive of the officers' position and agreed authority should be delegated to the town clerk to agree the rent at the proposed amount.

RESOLVED: to delegate authority to the town clerk to agree a rent with Lyme Regis Gig Club for use of the Jubilee Pavilion as an indoor rowing facility between November 2024 and Easter 2025.

RESOLVED: to approve the continuation of Lyme Regis Visitor Hub from Easter 2025 on the same basis as 2024 and any longer-term agreement.

23/111/TCP – Welcome to Lyme Regis Signs

RESOLVED: a working group consisting of the support services manager, Cllr G. Caddy and Cllr C. Reynolds to agree an outline brief for the welcome to Lyme Regis signs and instruct officers to bring designs and quotes to a future meeting of this committee.

23/112/TCP – Party in the Park 2024 and A Future Event

RESOLVED: that £10,000 is added to the marketing budget to allow Party in the Park to be held annually.

RESOLVED: to form a working group consisting of the support services manager, the administrative and community engagement assistant, Cllr G. Caddy, Cllr S. Larcombe and Cllr A. Wood to take forward plans for the Party in the Park 2025.

23/113/TCP – Electronic Notice Board fixed to the supporting wall, Bell Cliff Steps

RESOLVED: to discontinue the electronic noticeboard project as an objective.

23/114/TCP – Reviving Lyme in Bloom

RESOLVED: to revive the Lyme in Bloom competition, to form a working group consisting of Cllr M. Ellis and Cllr P. Evans and to put this forward as an objective for 2025-26.

23/115/TCP – VE Day 80

RESOLVED: to delegate Cllr C. Reynolds and Cllr A. Wood to work with the support services manager to put together a programme of events to mark the 80th anniversary of VE Day and to put this forward as an objective for 2025-26.

24/94/C To receive the minutes of the Gardens Working Group meeting held on 6 September 2024

Proposed by Cllr C. Reynolds and seconded by Cllr A. Wood, it was **RESOLVED** to receive the minutes of the Gardens Working Group meeting held on 6 September 2024.

24/95/C Appointments to Council Committees

Proposed by Cllr P. May and seconded by Cllr S. Larcombe, members **RESOLVED** to appoint Cllr Adrian Wood to the Environment, Tourism, Community and Publicity and Town Management and Highways Committees.

24/96/C Appointments to External Bodies

Proposed by Cllr P. May and seconded by Cllr C. Reynolds, it was **RESOLVED** to appoint members to the following external bodies for the remainder of the 2024-25 council year:

- Axe Valley and West Dorset Ring and Ride – Cllr C. Reynolds
- B Sharp – Cllr P. Evans
- Lyme Arts Community Trust – Cllr S. Cockerell
- Fossil Festival – Cllr P. May
- Lyme Regis Museum – Cllr G. Caddy
- Lyme Regis/St George's Twinning Association – Cllr P. Evans

24/97/C The External Auditor's Report and Certificate 2023/24

The town clerk said the council had been given a clean bill of health from the external auditor, with a couple of notes which would be followed up for next year's audit.

24/98/C Asset and Service Transfers

A member asked what ongoing funding would be provided by DC if the town council took on services.

The town clerk said officers would be looking for long-term funding arrangements, probably 10 years, and that any assets were transferred freehold with no covenants, so the town council would have the ability to trade on those assets, if necessary.

A member asked if traffic enforcement and traffic management would be included in the transfers.

The town clerk said traffic management would not be included, but enforcement of restrictions that were not currently being enforced would be.

There was concern that DC's toilets were in a poor condition and how much it would cost the town council to get them into a good state of repair so they could be kept clean.

The town clerk said it was important the town council had the ability to sell any transferred assets so it could improve other facilities and a capital sum would be requested with any transfer of toilets.

Proposed by Cllr C. Aldridge and seconded by Cllr S. Larcombe, members **RESOLVED** that further discussions take place with Dorset Council about the transfer of assets and services.

24/99/C Car Park Ticket Machines

The town clerk said officers' recommendation would be to choose IPS to provide new ticket machines.

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, members **RESOLVED** to replace the existing machines in Woodmead car park with IPS, with a view to replacing the machines at Monmouth Beach at a later date

24/100/C Park and Ride 2025 and Outturn 2024

Proposed by Cllr P. May and seconded by Cllr J. Trevena, members **RESOLVED** to

- a) approve First being appointed to operate the 2025 park and ride service for Lyme Regis at a cost of £880.81 per bus per day, i.e., a total cost of £72,226.42 for 82 days of operation and with a timetable operating between approximately 10.30am and 7.00pm to a service frequency of approximately 13 minutes and on the following dates:

- 5 April to 21 April inclusive (every day, including weekdays) to cover Easter and school half-term (17 days)
- 3-5 May to cover the bank holiday weekend (3 days)
- 24 May to 1 June inclusive (every day, including weekdays) to cover school half term (9 days)
- All other June and July **weekends** from 7/8 June to 19/20 July inclusive (14 days)
- 24 July to 31 August inclusive, i.e., the entire school holiday period (every day, including weekdays) (39 days)

(This amounts to a total of 82 days)

- b) approve the deployment of the same AA advanced signage as used in previous years at an estimated total cost of approximately £1,000 + VAT.
- c) authorise officers to conclude a longer-term arrangement for the use of the existing privately-owned park and ride site subject to final approval of the detailed arrangements by the appropriate committee.
- d) approve the following ticketing arrangements for the 2025 park and ride service:
 - Adult single - £2.00 – unchanged from 2024
 - Adult return - £3.50 – unchanged from 2024
 - Child single - £1.50 – unchanged from 2024
 - Child return - £2.50 – unchanged from 2024
 - Group return (up to four people, not more than two adults) - £10.00 – new tariff introduced in 2024
 - Group return (up to five people, not more than three adults) - £12.00 – Unchanged from 2024
 - Concessionary passes NOT accepted – unchanged from 2024
- e) note the outcome information for the 2024 park and ride service, including about 21,500 ticket transactions during 66 days of operation at a total net cost to the council for the bus service only of approximately £8,517.00 (reduced from £10,901 in 2024).

24/101/C Grant Request from the Lyme Regis Business Association

Proposed by Cllr P. May and seconded by Cllr G. Stammers, members **RESOLVED** to continue to liaise with Lyme Regis Business Association regarding the Christmas event, to offer a grant of up to £1,500, and to delegate further discussion and decisions on the event to the town clerk in consultation with the chairman of the Tourism, Community and Publicity Committee.

24/102/C Grant Request for a Pedestrian Footway

Proposed by Cllr C. Reynolds and seconded by Cllr G. Caddy, members **RESOLVED** to agree a funding contribution of £3,000, as requested by Uplyme Parish Council, to provide a pedestrian footway on the B3165 adjacent to the Crogg Lane junction

24/103/C Grant Request for the Hire of a Dementia Bus

The town clerk said this was an opportunity to develop links with the social prescribing team.

Proposed by Cllr C. Aldridge and seconded by Cllr C. Reynolds, members **RESOLVED** to approve a grant of £495 towards the cost of hiring a dementia bus as part of a wellbeing event at Woodmead Halls on 6 December 2024.

24/104/C Dorset Association of Parish and Town Council's Annual General Meeting

Proposed by Cllr P. May and seconded by Cllr A. Wood, members **RESOLVED** to support the motion to Dorset Association of Parish and Town Council's Annual General Meeting on 23 November 2024 proposing that the association makes changes to its constitution and becomes a company limited by guarantee, and to nominate either Cllr C. Aldridge or J. Trevena as the voting member, to be decided by them.

24/105/C Dorset Council's Draft Council Plan

Cllrs S. Cockerell and P. May agreed to work with the town clerk on the council's response, in addition to the mayor, Cllr P. Evans.

Proposed by Cllr C. Aldridge and seconded by Cllr S. Larcombe, members **RESOLVED** to delegate the town council's response to Dorset Council's Draft Council Plan to the town clerk, in consultation with the mayor, Cllr P. Evans, Cllr S. Cockerell and Cllr P. May.

24/106/C List of Payments

Proposed by Cllr P. May and seconded by Cllr G. Turner, members **RESOLVED** to approve the schedule of payments in August and September 2024 for the sums of £428,265.91 and £249,227.58, respectively.

24/107/C Lister Room (Beach and Badger) – Lease Assignment

Proposed by Cllr C. Aldridge and seconded by Cllr G. Caddy, 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.

24/108/C Debtors' Report

Proposed by Cllr C. Aldridge and seconded by Cllr G. Caddy, 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.

24/109/C Exempt Business

a) Lister Room (Beach and Badger) – Lease Assignment

Proposed by Cllr P. May and seconded by Cllr C. Reynolds, members **RESOLVED** to approve the assignment of the commercial lease of the Lister Room from the current tenant to Shaun Burns for the sale of 'Mexican street food' with effect from 1 November 2024, subject to there being no arrears of rent as at the date of assignment and to satisfactory trading references being first obtained and to the council's reasonable legal costs being met.

b) Debtors' Report

The town clerk said the finance manager had his full support to go to court over the debt related to the accreted land. He said officers had agreed a part-payment would be accepted but it had to be paid by 30 November 2024.

The meeting closed at 8:57pm.

Committee: Full Council

Date: 11 December 2024

Title: Matters arising from the minutes of the Full Council meeting held on 23 October 2024

Purpose of the Report

To inform members of matters arising from the minutes of the Full Council meeting on 23 October 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

24/96/C – Appointments to External Bodies

All of the organisations have been notified who their new member representative is and introductions have been made.

24/98/C – Asset and Service Transfers

No formal response has been received from Dorset Council to the emails written in July and October. However, a wider meeting took place with town and parish councils on 13 November 2024, attended by the town clerk. In essence, there appears to be a willingness on the part of Dorset Council to discuss the topic, but the staff and other resources required to make substantive progress are very limited.

24/99/C – Car Park Ticket Machines

The three new machines for Woodmead car park have been delivered and will be installed w/c 13 January 2024.

24/100/C – Park and Ride 2025 and Outturn 2024

All necessary arrangements have been put in place with First for the delivery of the 2025 service on the basis previously agreed with members, including a timetable which provides for a slightly later 'last bus' than in 2024. To accommodate driver hours regulations, this has necessitated some very minor alterations to the timetable around the middle of the day, when the service tends to be at its least used.

Signage has been agreed with the AA as usual and will be put up just before the service commences.

The landowner has been written to suggesting that an early meeting take place to discuss operational and management arrangements for next year and a response is awaited.

24/101/C – Grant Request from the Lyme Regis Business Association

The award of a £1,500 grant was confirmed by email on 28 October 2024.

24/102/C – Grant Request for a Pedestrian Footway

The award of a £3,000 grant was confirmed by email on 28 October 2024.

Devon County Council's Highways & Traffic Orders Committee is meeting on 10 December 2024 to consider the proposed Crogg Lane footway. With this council's funding, this brings community contributions to over 10% of the projected cost, which is expected to go a long way in demonstrating the importance of the scheme to the Devon County Council members.

24/103/C – Grant Request for the Hire of a Dementia Bus

The award of a £495 grant was confirmed by email on 28 October 2024. The wellbeing event, which the dementia bus is part of, is taking place at the Woodmead Halls on 6 December 2024.

24/104/C – Dorset Association of Parish and Town Council's Annual General Meeting

At the Dorset Association of Parish and Town Council's (DAPTC) annual general meeting on 23 November 2024, the following motion was approved with 98.1% of votes in favour:

'approve DAPTC transitioning to a Company Limited by Guarantee (CLG) and authorising the Executive Committee to register such CLG before April 2025, with a view to the assets and operations of DAPTC being transferred to the CLG with effect from 1 April 2025 or such later date as the Executive Committee may determine.'

24/105/C – Dorset Council's Draft Council Plan

Following consultation with Cllrs Evans, Cockerell and May, the town clerk submitted the town council's response to Dorset Council on 8 November 2024; the response was circulated to members in the briefing sent out on the same day.

The next stages in the process are the submission of a refreshed plan to Dorset Council's Cabinet on 19 November and consideration for approval by Full Council on 5 December 2024.

24/107/C – Lister Room (Beach and Badger) – Lease Assignment

The council's solicitor has prepared the revised lease for signature by the new tenant. The tenant is in discussions with the deputy town clerk about the lease and a further report will be taken to Town Management and Highways Committee on 8 January 2024, if necessary.

John Wright
Town clerk
December 2024

Committee: Full Council

Date: 11 December 2024

Title: Update Report

Purpose of Report

To update members on issues previously reported to this committee

Recommendation

Members note the report

Report

Use of Accreted Land at Monmouth Beach

Members have previously received reports about Dorset Council's harbour-related use of this council's accreted land at Monmouth Beach. Most recently the reports had focused on problems with finalising the 'agreed' terms for the use of the land and payment of the reviewed rent.

Substantial progress had been made during October and all Heads of Terms finalised and approved by their property team prior to the lease being prepared for signature. Whilst the promised initial sum of £6k has now been paid, little further progress has been made towards the completion of the necessary lease and the target date for completion of 30 November 2024 has now passed. This has been raised with Dorset Council and this council's solicitor is also chasing

Councillor vacancy

Following the resignation of Cllr John Trevena on 2 December 2024, Dorset Council's electoral services team was informed. Notice of a town councillor vacancy will be given on Monday 9 December 2024.

If by 2 January 2025 a request for an election to fill the vacancy is made in writing by 10 electors, an election will be held to fill the vacancy. Otherwise, the vacancy will be filled by co-option.

If an election is called, it will take place no later than 6 March 2025.

John Wright
Town clerk
December 2024

**Lyme Regis Town Council
Mayor's Announcements for Cllr Philip Evans MBE**

Meeting 11 December 2024

- 9 November Attended the Remembrance service at the HMS Formidable grave at Lyme Regis Cemetery.
- 9 November Attended the Remembrance Service at Polish Airmen memorial in Anning Road.
- 10 November Attended the Remembrance Service at Lyme Regis Parish Church.
- 11 November Attended the Armistice Service at the War Memorial honouring the 100 men of Lyme who died in two World Wars.
- 11 November Accompanied by the town clerk, attended a presentation organised by DAPTC on the Future for Dorset's Towns and Large Parishes.
- 15 November Hosted a Mayoral Reception to present Freedom of The Town Scroll to Joshua Denning.
- 16 November Surgery in the Mayor's Parlour.
- 23 November With the Mayoress, judged the lantern-making competition and then joined in the procession to switch on the town's Christmas Lights.
- 27 November With the town clerk and deputy town clerk visited a mini-bus supplier in Wimborne to view replacement for the Town Bus.
- 3 December Saw off senior citizens on their Christmas outing to Cribbs Causeway.
- 3 December Attended the Annual Meeting of the Lyme Regis/St George's Twinning as President.
- Met with Mary Kahn from Axminster and Lyme Cancer Support to see the organisation's new headquarters on the Axminster Hospital site.
- 5 December Attended launch of new craft at the Boat Building Academy
- 7 December Accompanied by the Mayoress, attended the Lyme Regis/St George's Twinning Association coffee morning
- 7 December Accompanied by the Mayoress attended the Over 70s Christmas Dinner
- 8 December Accompanied by the Mayoress, attended the Lyme Regis Business Association's Community Christmas Dinner.

LYME REGIS TOWN COUNCIL
PLANNING COMMITTEE
MINUTES OF THE MEETING HELD ON TUESDAY 15 OCTOBER 2024

Present:

Chairman: Cllr G. Turner

Members: Cllr S. Cockerell, Cllr S. Larcombe, Cllr P. May.

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

24/195/P Public Forum

There were none.

24/196/P Apologies for Absence

Cllr C. Aldridge

24/197/P Minutes

Proposed by Cllr S. Larcombe and seconded by Cllr P. May the minutes of the meeting held on 24 September 2024 were **ADOPTED**.

24/198/P Disclosable Pecuniary Interests

Cllr G. Turner abstained from voting on **P/LBC/2024/05486**.

24/199/P Dispensations

There were none.

24/200/P Member planning recommendations

Noted.

24/201/P Matters arising from the minutes of the Planning Committee held on 24 September 2024

There were none.

24/202/P Update Report

There were none.

24/203/P Planning and Licensing Applications

1. **P/LBC/2024/05486 (Received 27.09.24)**

LISTED BUILDING CONSENT

Retain repairs to existing bay window on West elevation
1 High Cliff House Sidmouth Road Lyme Regis DT7 3EQ

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

2. **P/FUL/2024/04503 (Received 27.09.24)**

FULL PLANNING APPLICATION

Change of use of part of club parking area and retain outbuilding to use for the sale of hot food and drink.

Lyme Regis Football Club Charmouth Road Lyme Regis

*The town council raises **no objection** to the principle of the change of use purely on its planning merits and without prejudice to any separate landowner issues.*

3. **P/LBC/2024/05537 (Received 01.10.24)**

LISTED BUILDING CONSENT

External alterations to replace existing window with patio doors, and existing door with window to rear elevation; internal alterations to convert utility room into shower room.

The Nest 7 Sherborne Lane Lyme Regis DT7 3NY

*The town council **objects** to this application on the grounds that it has an unacceptably adverse effect on the character and appearance of a listed building.*

4. **P/FUL/2024/05614 (Received 08.10.24)**

FULL PLANNING APPLICATION

Proposed air source heat pump
Flat 1, 2 Silver Street Lyme Regis DT7 3HR

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

24/204/P Amended/Additional Plans

There were none.

24/205/P Withdrawn Applications

There were none.

24/206/P Planning Decisions

Noted.

24/207/P Planning Correspondence

Noted.

The meeting closed at 19:30pm

**LYME REGIS TOWN COUNCIL
PLANNING COMMITTEE
MINUTES OF THE MEETING HELD ON TUESDAY 5 NOVEMBER 2024**

Present:

Chairman: Cllr G. Turner

Members: Cllr A. Aldrige, Cllr S. Cockerell, Cllr P. May.

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

Other Members: Cllr M. Denney

24/208/P Public Forum

There were none.

24/209/P Apologies for Absence

S. Larcombe – Previous engagement
S. Cockerell - Holiday

24/210/P Minutes

Proposed by Cllr P. May and seconded by Cllr G. Turner the minutes of the meeting held on 15 October 2024 were **ADOPTED**.

24/211/P Disclosable Pecuniary Interests

There were none.

24/212/P Dispensations

There were none.

24/213/P Member planning recommendations

Noted.

24/214/P Matters arising from the minutes of the Planning Committee held on 15 October 2024

There were none.

24/215/P Update Report

There were none.

24/216/P Planning and Licensing Applications

1. [P/FUL/2024/05887](#) (Received 22.10.24)

FULL PLANNING APPLICATION

Retain exposed masonry to ground floor flat and repointing

21 Marine Parade Lyme Regis DT7 3JF

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

2. [P/LBC/2024/05888](#) (Received 22.10.24)

LISTED BUILDING CONSENT

Retain exposed masonry to ground floor flat and repointing

21 Marine Parade Lyme Regis DT7 3JF

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

3. [P/HOU/2024/06049](#) (Received 22.10.24)

HOUSEHOLDER PLANNING PERMISSION

Erect single storey side extension to chalet

30 Ware Cliff Chalets Lyme Regis DT7 3LH

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

4. [P/ADV/2024/06047](#) (Received 23.10.24)

ADVERTISEMENT CONSENT

Install non illuminated fascia and hanging sign

41 Silver Street Lyme Regis DT7 3HR

*The town council has **no objection** to the application in principle but would recommend the proposed windows to be more in keeping with the building and surrounding properties.*

24/217/P Amended/Additional Plans

There were none.

24/218/P Withdrawn Applications

There were none.

24/219/P Planning Decisions

Noted.

24/220/P Planning Correspondence

Noted.

The meeting closed at 19:30pm.

**LYME REGIS TOWN COUNCIL
PLANNING COMMITTEE
MINUTES OF THE MEETING HELD ON TUESDAY 26 NOVEMBER 2024**

Present:

Chairman: Cllr G. Turner

Members: Cllr A. Aldrige, Cllr S. Cockerell, Cllr S. Larcombe, Cllr P. May.

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

24/208/P Public Forum

G. Caddy

G. Caddy spoke in relation to planning application P/FUL/2024/05592. She said she had two flats at Stile House, which had been the subject of previous applications which had been rejected by Dorset Council and the Planning Expectorate. She said although the new application was on the same footprint, it was larger and bulkier due to the increased height. She also explained a brief history of Stile House. She said the development fell within zone 3 for instability land within the Dorset Council area and no recent geotechnical or ground report had been carried out since 2022. Furthermore, no recent arborist report had been carried out on the protected tree in the garden and the head of the arborist company admitted that pile driving would encroach on roots of the tree. She said the proposed two-storey house would be an eyesore from the garden and sea area, and the house should not be subjected to any over planning as proposed. She said the house was a second home and was let by Lyme Bay Holidays.

24/209/P Apologies for Absence

There were none.

24/210/P Minutes

Proposed by Cllr P. May and seconded by Cllr C. Aldridge the minutes of the meeting held on 5 November 2024 were **ADOPTED**.

24/211/P Disclosable Pecuniary Interests

There were none.

24/212/P Dispensations

There were none.

24/213/P Member planning recommendations

Noted.

24/214/P Matters arising from the minutes of the Planning Committee held on 5 November 2024

There were none.

24/215/P Update Report

There were none.

24/216/P Planning and Licensing Applications

1. [P/FUL/2024/05592](#) (Received 31.10.24)

FULL PLANNING APPLICATION

Erect replacement dwelling

Farnham House, Flat 9 Stile Lane Lyme Regis DT7 3JD

*The town council recommends **refusal** of this application because its general design, scale, bulk and massing, including the height of its roofline, are considered out of keeping with and unsympathetic to its general location and nearby dwellings. The application also fails to address the reasons given for the refusal of a previous application (P/FUL/2022/06377), including on appeal. It is noted that the amount of glazing and balustrading on the seaward elevation may adversely impact on the important views inland from the Cobb. It is further noted that the geotechnical and arboricultural reports submitted with this application appear not to have been updated since the last, refused, application*

2. [P/HOU/2024/05536](#) (Received 05.11.24)

HOUSEHOLDER PLANNING PERMISSION

Erection of outbuilding. Installation of patio doors to replace existing window and replace existing door with window to rear elevation.

The Nest, 7 Sherborne Lane Lyme Regis DT7 3NY

*The town council recommends **approval** of the application subject to the comments of the Conservation Officer about reinstating the original roof line and profile.*

3. [P/LBC/2024/06374](#) (Received 06.11.24)

LISTED BUILDING CONSENT

Remove cement and sand render to wall on northwest elevation, replace any decayed timber lintels with oak lintels and cover exposed studs with timber laths where window has been infilled and render wall with lime render.

18 Broad Street Lyme Regis DT7 3QE

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

4. [P/VOL/2024/06379](#) (Received 11.11.24)

VARIATION OF CONDITION - LISTED BUILDING CONSENT

Various internal and external alterations including rear extension, replacement windows & roof lights & replacement balustrade (with variation of condition 2 to planning permission P/LBC/2021/05026 to amend the front door detail)

6 Coombe Street Lyme Regis Dorset DT7 3PY

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

5. [P/LBC/2024/06666](#) (Received 19/11/24)

LISTED BUILDING CONSENT

Construction of dormer window in northwest slope of pitched roof to enable installation of new staircase

44 Sherborne Lane Lyme Regis DT7 3NY

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

24/217/P Amended/Additional Plans

There were none.

24/218/P Withdrawn Applications

There were none.

24/219/P Planning Decisions

Noted.

24/220/P Planning Correspondence

Noted.

The meeting closed at 7.30pm.

LYME REGIS TOWN COUNCIL

ENVIRONMENT COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 20 NOVEMBER 2024

Present:

Chairman: Cllr S.Cockerell

Members: Cllr J Stammers, Cllr P. May, Cllr S. Larcombe, Cllr J. Trevena, Cllr A. Wood

Other members: V. Elcoate, G. Barr

Officers: M. Green (deputy town clerk), K. Newman (administrative and community engagement assistant), A. Turner (operations manager)

Guests: R. Thomas (River Lim Action Group), G. Roberts (River Lim Action Group)

24/35/ENV Public Forum

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

24/36/ENV Apologies

Cllr C. Aldridge – prior commitment
J. Breeze – appointment
Cllr G. Turner

24/37/ENV Minutes

It was noted J. Breeze should be recorded as being a guest at the meeting.

It was noted G. Barr was not present at the meeting and any references to him needed to be amended to G. Roberts, from the River Lim Action Group. G. Barr also did not speak in the public forum.

Proposed by Cllr P. May and seconded by Cllr S. Larcombe, the minutes of the meeting held on 2 October 2024, with the above amendments, were **ADOPTED**.

24/38/ENV Disclosable Pecuniary Interests

Cllr P. May declared a non-pecuniary interest on agenda item 7, Update Report, because he was a community energy champion and in items involved the Dorset Climate Action Network as he was a member, and Turn Lyme Green as he was also a member and sat on the steering committee.

24/39/ENV Dispensations

There were none.

24/40/ENV Matters arising from the minutes of the previous meeting held on 2 October 2024

Carbon Literacy Organisation Accreditation

A member asked why the Carbon Literacy training was cancelled at the last minute and asked if it would be rescheduled. It was noted the managing director or equivalent had to be trained for the council to remain accredited.

The town clerk said the person providing the training was not the appropriate person to deliver it to the town council and officers would provide the training in future. He said the deputy town clerk was currently accredited and the operations manager and support services manager would be trained.

Rainwater harvesting

A member asked if it was the intention to use the rainwater runoff from the pavilion for the community garden.

The operations manager confirmed this was the plan.

Electric Supply to Gardens Lighting

The operations manager said the quote for a metered supply had not yet been received.

2025/26 Budget Proposals

The town clerk said a ride-on mower had been included in the list of possible objectives for 2025/26, and this would run on biodiesel. He added that security had been put in place to secure the biodiesel tank, including CCTV.

Appointment to Repairs Café Steering Group

Cllr S. Larcombe said a meeting had taken place on 18 November 2024 to update on the project, with another meeting planned for 22 November 2024, when opening dates would be looked at, as well as finances. He said the repairs café aimed to open in early-2025, if there were enough volunteers and equipment.

24/41/ENV Update Report

Cllr P. May asked if the town council could update the website to state that the community energy champions were still offering free thermal camera property surveys this winter.

24/42/ENV To receive the minutes of the Bathing Water Quality meeting held on 1 October 2024

It was noted Dorset Council had budget constraints and although they had committed to sorting the surface outlet drains near the Cobb and some other drains, they may no longer be able to provide the funding for this.

It was noted the drains next to the food kiosks on the seafront were currently blocked and this would be raised at the next bathing water quality meeting.

Proposed by Cllr May and seconded by Cllr Trevena, the minutes of the meeting held on 1 October 2024 were **RECEIVED**.

24/43/ENV To receive a report from the River Lim Action Group

The chairman invited G. Roberts and R. Thomas from the River Lim Action Group (RLAG) to present their report.

G. Roberts said the group would continue with their river monitoring, using their 30 monitoring volunteers, to help keep South West Water's attention on the issues. They were also hoping to start merging more informed local groups that had set up similar initiatives so they would have an informed database to pinpoint where the pollution was coming from.

Funding sources were discussed and G. Roberts said the only funding they received was from the town council, with all the work carried out voluntarily.

The town clerk said term grants over five years would be available from 2025-26, which the group may wish to apply for.

Proposed by Cllr P. May and seconded by Cllr S. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the funding request from the River Lim Action Group for the sum of £7,908.32 for works in 2024/25.

24/44/ENV Budget Report

The town clerk said £2,100 of the funding previously awarded to RLAG would not be spent in the current financial year.

It was noted 2024-25 was the final year of the £25k budget to carry out the council's climate action plan and further discussion about how the council would carry out its plan would be discussed at the Strategy and Finance Committee on 27 November 2024 when objectives were agreed.

The town clerk said the climate action plan was out-of-date and required updating. It was agreed this would be brought to the next meeting for discussion.

24/45/ENV Consultation on the Reform of the Bathing Water Regulations 2013

Proposed by Cllr P. May and seconded by Cllr S. Larcombe members agreed to **RECOMMENDED TO FULL COUNCIL** that the response to the Consultation on the Reform of the Bathing Water Regulations 2013 be delegated to three members and officers so that the response would be in on time, taking into account the input of the River Lim Action Group.

Cllr P. May, Cllr S. Cockerell and G. Barr agreed to work with officers on the response.

V. Elcoate said she understood the classifications by the Environment Agency would be out next week, which was important for Church Cliff Beach.

The meeting closed at 7.54pm.

DRAFT

LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 27 NOVEMBER 2024

Present

Chairman: Cllr P. May

Councillors: Cllr C. Aldridge, Cllr G. Caddy, Cllr S. Cockerell, Cllr M. Ellis, Cllr P. Evans, Cllr S. Larcombe, Cllr C. Reynolds, Cllr G. Stammers, Cllr G. Turner, Cllr A. Wood

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

Absent: Cllr D. Holland

24/36/SF Public Forum

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

24/37/SF Apologies for Absence

Cllr M. Denney
Cllr J. Trevena – family commitment

Cllr S. Larcombe arrived at 7.01pm.

24/38/SF Minutes

It was noted Cllr J. Trevena's vote was not recorded under minute 24/31/SF, Review of Charges, relating to the precept. Cllr J. Trevena voted against the motion.

Proposed by Cllr P. Evans and seconded by Cllr M. Ellis, the minutes of the meeting held on 9 October 2024, with the above amendment, were **ADOPTED**.

24/39/SF Disclosable Pecuniary Interests

There were none.

24/40/SF Dispensations

There were none.

24/41/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 24 April 2024

Members noted the report.

24/42/SF Update Report

Members noted the report.

24/43/SF Strategy and Finance Objectives

Members noted the report.

24/44/SF Introduction of lost property policy

Members suggested publicising lost items or if unclaimed, selling them on an auction website. However, it was agreed the process should be kept as simple as possible, as per the proposed policy.

Proposed by Cllr M. Ellis and seconded by Cllr S. Cockerell, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the proposed lost property policy.

24/45/SF Fixed Assets Policy

Proposed by Cllr M. Ellis and seconded by Cllr S. Cockerell, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the fixed assets' policy.

24/46/SF Allocation and Distribution of Grant Funding

Several members were concerned that introducing large capital grants would not allow the council flexibility to respond to in-year requests and that the amount suggested of £25k per year for these grants would not be enough.

However, it was noted an organisation could apply for a large capital grant twice in the same year. It was also noted that in exceptional circumstances, funding could be accrued to the following financial year, as long as it was identified against a project, which would allow greater flexibility.

Members emphasised that evidence of self-funding and a robust review process of grant recipients would be important to them.

The town clerk assured members officers carried out a lot of analysis and in-depth discussions about organisations' finances, which would continue.

Proposed by Cllr P. Evans and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve a five-year annual grant budget of £140,000 from 1 April 2025 until 31 March 2030 and within that budget approve an annual allocation of £100,000 to term grants, an annual allocation of £25,000 to large capital grants and an annual allocation of £15,000 to community grants; to approve a large capital grants'

policy and procedure; to approve changes to the existing term grants' policy and procedure; and to approve changes to the existing community grants' policy and procedure.

24/47/SF Budget and Precept 2025-26 and Five-Year Financial Plan 2025-30

Officers drew members' attention to the funding available for priority two objectives and how the shortfall could be addressed. If members were to agree all the suggested amendments, this would leave a gap of £2k.

It was noted the Gardens Working Group had recently met and discussed signage in the gardens, which had no budget currently allocated. The working group had suggested £5k be allocated from the 2024-25 climate action plan budget and this was agreed by members.

Proposed by Cllr S. Cockerell and seconded by Cllr S. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve a budget for 2025-26 including the proposed priority 1 and 2 objectives with the following exceptions:

- Remove the £25k for the continuation of the council's budget to carry out the climate action plan
- Defer renewable energy projects, of £15k, until better defined
- Remove installation of more LED lighting, £3k
- Defer waste initiatives of £10k, until better defined
- Remove electric strimmers at £12k

to allocate £5k from the 2024-25 climate action plan budget for signage in the seafront gardens; to approve a precept of £163,254 for 2025-26; and to approve the five-year financial plan for 2025-30 and note the impact on the council's forecast reserve over that period.

24/48/SF Charges for Filming on Town Council Land

Proposed by Cllr P. Evans and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the proposed charging structure for filming on town council land.

24/49/SF Consultation by Dorset Council about the local adoption of Street Trading legislation

The town clerk said officers were concerned about the proposed policy because of the potential impact on licencing the town council currently managed, the impact on the hiring of the Marine Parade Shelters and the restrictions on charges. It would also not resolve the current issue of the trader on the Cart Road.

Members agreed it was a concern that Dorset Council was looking to introduce a blanket policy across the county, which would have revenue implications for the town council. It was agreed a strong argument needed to be put forward that not all towns should be treated the same and exemptions needed to be made.

Proposed by Cllr C. Aldridge and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to instruct officers to respond to Dorset Council's

consultation about the local adoption of Street Trading legislation in consultation with the chairman of the Strategy and Finance and Town Management and Highways Committees and in line with the views expressed by the Strategy and Finance Committee.

24/50/SF Enabling Remote Attendance and Proxy Voting at Local Authority Meetings

The majority of members were opposed to remote attendance and proxy voting. It was noted how difficult it was to hold virtual meetings during the pandemic and this would be the only reason to make an exception.

Cllrs S. Cockerell, P. Evans and P. May agreed to work with the town clerk on a response to the consultation and it was suggested the draft response be considered by the Full Council on 11 December 2024 before being submitted.

Proposed by Cllr S. Cockerell and seconded by Cllr P. Evans, members agreed to **RECOMMEND TO FULL COUNCIL** that Cllrs S. Cockerell, P. Evans and P. May work with the town clerk to draft a response to the Ministry of Housing, Communities and Local Government's open consultation on 'Enabling Remote Attendance and Proxy Voting at Local Authority Meetings', to be considered by the Full Council on 11 December 2024.

24/51/SF List of Payments

Proposed by Cllr C. Aldridge and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the schedule of payments in April and October 2024 for the sums of £171,716.16 and £325,515.12, respectively.

24/52/SF Debtors' Report

Proposed by Cllr C. Aldridge 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.

24/53/SF Exempt Business

a) Debtors' Report

The finance manager said since drafting the report, a lot of the chalet and caravan income had been received. She had spoken to the auditor about recovering historic debt so she was expecting to report a much lower figure next time.

The meeting closed at 8.13pm.

LYME REGIS TOWN COUNCIL

TOURISM, COMMUNITY AND PUBLICITY COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 13 NOVEMBER 2024

Present

Chairman: Cllr P. Evans

Members: Cllr C. Aldridge, Cllr G. Caddy, Cllr M. Ellis, Cllr P. Evans, Cllr D. Holland, Cllr S. Larcombe, Cllr P. May, Cllr C. Reynolds, Cllr J. Trevena, Cllr G. Turner, Cllr A. Wood

Other members: Cllr M. Denney

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

Guests: M. Smith (Waffle Lyme). S. Mclachlan (Waffle Lyme)

24/119/TCP Public Forum

There were no members of the public wished to speak.

24/120/TCP Apologies

Cllr G. Caddy – holiday
Cllr D. Holland – prior commitment
Cllr G. Turner – work commitments

24/121/TCP Minutes

Proposed by Cllr C. Reynolds and seconded by Cllr M. Ellis, the minutes of the meeting held on 25 September 2024 were **ADOPTED**.

24/122/TCP Disclosable Pecuniary Interests

There were none.

24/123/TCP Dispensations

There were none.

23/124/TCP To receive a presentation from the directors of Waffle Lyme

M. Smith and S. Mclachlan presented updates about the Waffle Lyme venture. They informed members about the organisation and its aims. They said the goal of the Waffle organisation was to support the community through social infrastructure and it was not-for-profit.

The support services manager said she would have further discussions with them about how grant funding from the town council could help to support the Waffle initiative.

M. Smith and S. Mclachlan said the community projects would work around what the community of Lyme Regis needed. The option of a Post Office counter was explored, but it still needed to be approved by the Post Office.

The support services manager asked how the town council could support the application to the Post Office, because it was a top priority of the council to re-establish this service in the town.

23/125/TCP Matters arising from minutes of the previous meeting held on 25 September 2024

VE Day 90

The support services manager said the group working on plans for for VE Day 90 had met earlier that day and had planned a modest programme of events to mark the occasion. An update on the progress would be brought to the next meeting of the committee.

23/126/TCP Update Report

Outdoor gym equipment

The support services manager said the free equipment instruction session at the outdoor gym equipment had been well attended. The members who had attended on the day said how patient the instructor had been and said they had enjoyed the session.

A member suggested the council could look into asking local fitness instructors to run outdoor sessions at the outdoor gym.

The support services manager said this could be looked into further.

23/127/TCP Tourism, Community and Publicity Committee – Objectives

The support services manager said there had been one more application for the bursary scheme since the report was written.

23/128/TCP To receive the minutes of the Party in the Park Working Group meeting held on 30 October 2024

Proposed by Cllr A. Wood and seconded by Cllr S. Larcombe, the minutes of the Party in the Park Working Group held on 30 October 2024 were **RECEIVED**.

23/129/TCP Dorset Town of Culture 2026

Members were concerned about the amount of work that would be involved in submitting an expression of interest and putting together a full application. It was noted Bridport had employed someone specifically to manage this in their town so there was concern about the amount of resources and budget which would be required.

However, members were open to considering an application for 2027.

Proposed by Cllr M. Ellis and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** not to submit an expression of interest for Lyme Regis to become the Dorset Town of Culture 2026.

23/130/TCP Sculpture Trail

Members noted the report.

23/131/TCP Managing Consultation Exercises

Members noted the report.

The meeting closed at 8pm.

LYME REGIS TOWN COUNCIL

TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 6 NOVEMBER 2024

Present

Chairman: Cllr P. May

Members: Cllr C. Aldridge, Cllr J. Trevena, Cllr A. Wood

Officers: M. Green (deputy town clerk), A. Mullins (support services manager), AK Mullins (property and projects assistant), A. Turner (operations manager)

Other members: Cllr M. Denney

As the chairman and vice-chairman were not present, members had to elect a chairman for this meeting.

Proposed by Cllr A. Wood and seconded by Cllr J. Trevena, members **RESOLVED** to appoint Cllr P. May as chairman for this meeting.

24/42/TMH Public Forum

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

24/43/TMH Apologies

Cllr G. Caddy – holiday
Cllr S. Cockerell – holiday
Cllr M. Ellis – holiday
Cllr P. Evans – illness
Cllr S. Larcombe – other engagement
Cllr C. Reynolds – illness
Cllr G. Stammers – illness
Cllr G. Turner – work commitments

24/44/TMH Minutes

Proposed by Cllr C. Aldridge and seconded by Cllr J. Trevena, the minutes of the previous meeting held on 18 September 2024 were **ADOPTED**.

24/45/TMH Disclosable Pecuniary Interests

There were none.

24/46/TMH Dispensations

There were none.

24/47/TMH Matters arising from the minutes of the Town Management and Highways Committee meeting held on 18 September 2024

Accreted Land/Lease/Harbour

The deputy town clerk said the initial £6,000 had not been received from Dorset Council (DC) although they had committed to paying it within seven days.

The deputy town clerk said there remained a funding shortfall of at least £3million for the planned Stage V works, although DC's intended start date remained at winter 2025. He said discussions had taken place with DC officers about whether this council would make a contribution, but there had been no formal request as yet.

Town Bus

The deputy town clerk said five potential drivers had come forward, but this was not enough to run the service. He was unable to commit to buying a bus or go forward with other stages until there was certainty there were enough people. He said passenger assistants were also needed, particularly to help open and close the doors, and a further advert appealing for drivers and passenger assistants would go out.

A member suggested Dorset Travel could provide minibus training.

The Gazebo

The operations manager said work had started on the gazebo. There was a lot more work to do than anticipated, which hadn't created extra cost but would extend the duration.

20mph Speed Limit Proposals

The deputy town clerk said the application was being worked on, in consultation with the DC ward member.

24/48/TMH Update Report

Replacement Amenities Hut

The property and projects assistant said alarms, cameras and power had been installed and fire approval given, so the keys were expected to be handed over by 11 November 2024.

Harbour Store

The property and projects assistant said the work was progressing well and the project was expected to be finished by December.

Cemetery Lodge

The property and projects assistant said work had started on the cemetery lodge, including a new roof, and no real issues had been encountered so far.

Perimeter wall – Churchyard

The property and projects assistant said officers were waiting to hear from DC about the ownership of the wall and whether it was Grade I or II listed.

The deputy town clerk said there was a debate around whether the wall was a boundary wall to the houses or the church; if it was the latter, this would require more work at greater expense because it would be Grade I listed. He said this may inform how much work the council did.

Office Project

The deputy town clerk said Lyme Regis Development Trust had seen the latest plans for St Michael's Business Centre and were comfortable with them, but it would go to the board the following day for final sign-off. He said members would be invited to the building to look at the plans before any works were implemented.

A35 Signage

The deputy town clerk said although this issue was more about Devon County Council as it didn't want to engage, he had spoken at length to DC and the ward member, both of whom were supportive. The problem was that Highways England would only engage with principal/highway authorities, not a local council like Lyme Regis.

24/49/TMH Town Management and Highways Committee – Objectives

CCTV

The property and projects assistant said the CCTV on the Baptist Church should be connected shortly, officers were looking for a contractor to put in footings for the mast at Charmouth Road car park, and there would also be a camera pointed at the gazebo.

24/50/TMH To receive the minutes of the Traffic and Travel Strategy Working Group meeting held on 21 August 2024

Proposed by Cllr C. Aldridge and seconded by Cllr P. May, the minutes of the Traffic and Travel Strategy Working Group meeting held on 21 August 2024 were **RECEIVED**.

24/51/TMH Future Use of Langmoor Room

It was noted the major issue with the Langmoor Room was the lack of disabled access due to the lift not working and this was a risk to the council if it was let to the public.

The deputy town clerk said the council's solicitor had been consulted and his view was as long as the council made the situation very clear in its marketing and before it was let out, this would be acceptable. He said the council had been happy to allow its staff to use the room and in law, it had a greater duty of care to its own workers than to anyone else.

The deputy town clerk said the marketing of the room for public use hadn't been pushed in the past so perhaps this should be attempted first. He suggested giving it until next summer and then to bring a report back to members to review the situation.

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** that a concerted effort is made to better market and promote the use of the Langmoor Room to local community and other groups and to school groups visiting the town, noting the lack of level and fully DDA compliant access, and to review its use in summer 2025.

24/52/TMH Dog-related Public Space Protection Order

Members were disappointed with the outcome of the review and noted the lack of responses from DC officers. However, it was agreed it would be a waste of officer time to pursue this matter any further, but staff should continue to log dog-related incidents and report them to DC. It was noted that if the town council had a good database of evidence that dogs were a problem, this could be presented the next time the order was reviewed.

24/53/TMH Complaints, Incidents and Compliments

Members noted the report.

The meeting closed at 8pm.

LYME REGIS TOWN COUNCIL

GARDENS WORKING GROUP

**MINUTES OF THE MEETING HELD ON MONDAY 26th NOVEMBER 2024
AT 1030AM IN LYME REGIS TOWN COUNCIL OFFICES**

Members: Cllr P. Evans MBE, Cllr P. May, Cllr C. Reynolds, Cllr C. Aldridge, Cllr M Ellis

Present

Members: Cllr P Evans MBE, Cllr P May, Cllr C Reynolds, Cllr C Aldridge, Cllr M Ellis.

Officers: A. Turner (Operations Manager), P. Williams (Supervisor)

Item 1. Apologies.

No apologies.

Item 2. Minutes.

Proposed by Cllr P. Evans and seconded by Cllr C Reynolds, the minutes of the meeting held on 6th September were **APPROVED**

Item 3. Matters Arising.

Cllrs discussed how to progress with the working group, Cllr Reynolds stated that everything discussed in this group was also dealt with by TMH or TCP committees. Cllr. Aldridge said this group should have a strategic overview of gardens. Cllr. Evans agreed with Cllr Reynolds. Cllr May agreed with Cllr Reynolds, that the group should have an overarching overview, and suggested if members of the group didn't want to be on this group, then there was the option to resign so other interested members could attend, he stated that he represents the Environment Committee. Cllr. Aldridge suggested that the group could meet less often, Cllr. Reynolds suggested meeting once a year.

Cllr P Evans proposed changing the meeting schedule of this working group to twice a year, one meeting to be held before budget proposals in September, and the other to be confirmed later.

Proposed Cllr. P Evans

Seconded Cllr. C Reynolds

ADOPTED

Item 5. Updates.

- Gazebo. Refurbishment project slightly behind schedule but going as well as expected. The volunteer group had visited the site, discussed plans for adjacent gardens, possibility of a tropical planting scheme.
- Path trial. Path performing well, will continue to see how the path performs over the winter period.
- Gym equipment. It's getting used a lot, the training morning provided by Fresh Air Fitness was well attended, Cllrs. discussed the potential for future training events, possibly to be held by Fresh Air Fitness in the future.

- Amenities Hut. We are awaiting the sign off from building control, it is a really good facility for the staff, Cllr Evans stated that there will be an opening ceremony soon.
- Community Garden. Cllr Reynolds stated that some new vegetables had been planted recently including spinach and kale. Cllr May enquired about capacity of the new water butt, P. Williams stated he thought that it will cope with needs of the garden.

Item 6. Future plans, items for discussion.

- Ideas for the tier next to the gym equipment. Cllrs agreed that officers can present a report to TMH giving options for the area (for example a boules court, children's play area, children's educational area, picnic benches)
- Table tennis locations. The new location was continuing to work well, P. Williams stated that the ground conditions were not suitable for permanent relocation, and he would cost the option of creating a hard standing area.
- Signage for the outdoor Gym. P. Williams stated that he had ordered some new signs for the mini golf that included information regarding the gym.
- QR codes, signage. Explore some simple signs, for example information for residents on what is going on in certain areas, signs with an explanation of wildflower areas and flower beds possibly extending the use of QR codes,
- Sculpture Trail and Stampede by the Sea. Cllr Reynolds will be visiting the gardens with the children who are making the maquettes, possibly supplying between 3 and 5 sculptures. P. Williams suggested using the plinths from the Elephant Stampede trail (to be installed overnight on the 27th March, staying on site until 26th May) when that trail has finished.

Item 7. Date of next meeting.

The next meeting date, September 2025 before budget setting process TBC

The meeting ended at 11.25am

Committee: Full Council

Date: 11 December 2024

Title: Appointments to Council Committees

Purpose of Report

To allow the council to appoint Cllr Matthew Denney to committees

Recommendation

The council appoints Cllr Matthew Denney to the Environment Committee, Planning Committee, Tourism, Community and Publicity Committee and Town Management and Highways Committee

Background

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

Report

2. Cllr Matthew Denney has indicated he would like to be appointed to the Environment Committee, Planning Committee, Tourism, Community and Publicity Committee and Town Management and Highways Committee

Adrienne Mullins
Support services manager
December 2024

Committee: Full Council

Date: 11 December 2024

Title: Policy and Procedure for the Appointment of Non-Members to Council Committees

Purpose of Report

To allow members to consider a policy and procedure for the appointment of non-members to council committees

Recommendation

Members consider the report and instruct the town clerk

Background

1. The council's term of reference and scheme of delegation¹ allow the Environment Committee, only, to appoint non-members.
2. The council's terms of reference and scheme of delegation does not detail a procedure for the appointment of non-members to the council's Environment Committee.
3. In September 2024, the town clerk received three applications to join the Environment Committee as non-members. The chairman of the Environment Committee asked the town clerk to put an item on the agenda of the Environment Committee on 2 October 2024 to consider a report on the appointment of non-members.
4. The report included the three non-member applications and proposed the adoption of a procedure that was consistent with the appointment of non-members to the council.
5. The Environment Committee made the following recommendation to Full Council:
 - 'that officers be asked to produce a suitable bespoke policy and procedure for the co-option of members to this or other committees.'
 - 'that Grenville Barr and Janet Breeze be co-opted as non-members to the Environment Committee for the current year.'
 - 'that Vicki Elcoate be co-opted as a non-member to the Environment Committee for the current year.'
6. The recommendation was subsequently approved by resolution of Full Council on 23 October 2024.

Report

The process

7. Before any non-member is appointed by this committee, the committee should agree in advance a process; this creates transparency, allows all members of the community an equal

¹ The council's scheme of delegation and terms of reference are considered by the Full Council each year, normally at the annual meeting of the council. The council's scheme of delegation and terms of reference was last considered on 15 May 2024.

opportunity to apply to join the committee, and protects the committee and council from accusations of favouritism.

8. The council's default should be the adoption of processes consistent with democratic principles.
9. The council already has a procedure for co-opting councillors, and it seems the most appropriate basis for appointing non-members. A copy of the policy and procedure, modified to apply to the appointment of non-members to committees, is attached, **appendix 19A and B**.
10. The town clerk is aware this proposal is unpopular with some members so further advice has been sought from the Dorset Association of Parish and Town Councils (DAPTC). The advice from DAPTC's chief executive concurs with the town clerk's and is detailed below:

'With regard to the appointment – it is best to have something similar to the process for co-opting councillors. A clear unambiguous step by step guide as to what is required and how appointment will be voted upon.'

Other considerations

11. The council should consider if it wants to review its Terms of Reference and Scheme of Delegation to extend non-members to all of its committees. In doing so, it should consider the maximum number of non-members it wishes to appoint to each committee.
12. Committees should think about the optimum balance of members and non-members. To some extent this should be informed by the number of councillors on the committee.
13. Committees need to consider how they manage any conflicts of interests that could occur with non-members, e.g., if a non-member represents an organisation that receives funding from the committee or the council.
14. This is particularly important because, 'The power in section 102(3) of the Local Government Act 1972 is drafted very broadly and applies to a council's committee and sub-committees, including joint committees and sub committees other than a committee for regulating and controlling the finance of the local authority or of their area.'²
15. Each committee and the council must satisfy itself that there are procedures in place to establish that any non-member is not disqualified from being a member of a local authority. In summary, a non-member cannot sit on a committee if they:
 - 'hold any paid office or employment (other than the office of chair, vice-chair or deputy chair) to which they have been appointed by the council or any committee or sub-committee of the council, or by a paid officer of the council, or by any joint committee on which the council is represented; or
 - are the subject of a bankruptcy restrictions order or interim bankruptcy order; or
 - have within the five years before the day of the election, or since their election, been convicted in the UK, Channel Islands or Isle of Man of any offence and had passed on him a sentence of imprisonment of at least three months (whether suspended or not) without the option of a fine; or

² National Association of Local Councils LTN7 – Non-councillor members of committees, paragraph 4, July 2022.

- have been found guilty of corrupt or illegal practices or were responsible for incurring unlawful expenditure and the court order their disqualification.
 - are subject to the notification requirements of Part 2 of the Sexual Offences act 2003 (section 81A of the 1972 Act, in England)³
16. Each committee must be clear that non-members must be excluded from exempt business.
17. Attached at **appendix 19A and B** is a policy and procedure for the appointment of non-members to council committees.

John Wright
Town clerk
December 2024

³ National association of Local Councils LTN 7 – Non-councillor member of committees, para 6a to 6e, July 2022.

Policy

Appointment of non-members to council committees

1. Purpose

1.1 To allow the council to undertake the appointment of non-members to council committees.

2. Policy and legal context

2.1 The policy seeks to balance openness and sensitivity and give the electorate confidence in the impartiality and objectiveness of the appointment of non-members process.

2.2 The policy is informed by the Local Government Act 1972, Arnold-Baker on Local Council Administration, and a legal topic note from the National Association of Local Councils.

3. Supporting procedure

3.1 The supporting procedure is attached.

4. Review

4.1 This policy will be reviewed in three years or sooner if there are changes in legislation.

Implementation date: 12 December 2024

Review date: December 2027

John Wright
Town clerk
December 2024

Procedure

Appointment of non-members to council committees

1. Introduction

- 1.1 This procedure should be read in conjunction with the council's co-option policy.
- 1.2 Within the constraints of its terms of reference, committees should identify the number of non-councillors it is seeking to appoint and any specific skills and experience it requires.
- 1.3 A public notice will be issued seeking candidates for appointment as non-members. 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 appointment as a non-member of a committee.
- 1.4 Those considering applying for a vacancy as a non-member will be given the opportunity to meet with the town clerk.
- 1.5 Each candidate's application must be accompanied by a qualifying address, a nominator and seconder, and a 250-word supporting statement.
- 1.5 Each candidate must also provide a written declaration to certify they meet the eligibility criteria set out in s.79 of the Local Government Act 1972 and are not disqualified under s.80 of the 1972 Act.
- 1.6 Receipt of applications will be confirmed, and candidates will be given a copy of the appointment of non-members to council committees policy and procedure to appraise them of the decision-making process.

2. The decision-making process

- 2.1 If there are an equal number or fewer candidates than the number of agreed vacancies, applicants are appointed automatically.
- 2.2 If there are more candidates than vacancies, then the following process must be followed.
- 2.3 Candidates will be invited to meet councillors 45 minutes before the start of the committee meeting.
- 2.4 At the committee meeting, applicants will be given the opportunity to give a five-minute presentation on why they are seeking appointment as a non-member, and to detail their skills and experience.

3. The voting processes

- 3.1 If there are more candidates than vacancies, members vote on their preferred candidate.

- 3.2 The aim is to reduce the number of candidates to the number of vacancies. Members cast a single vote for their preferred candidate in one or more rounds of voting.
- 3.3 On request, the town clerk will provide feedback to unsuccessful candidates of office.
- 3.4 At any time in the process and in line with standing orders, members can request either a signed ballot or a recorded vote.

4. Review

- 4.1 This procedure will be reviewed in three years or sooner if there are changes in legislation.

Implementation date: 12 December 2024

Review date: December 2027

John Wright
Town clerk
December 2024

DRAFT

Committee: Full Council

Date: 11 December 2024

Title: Information about meetings held by LRTC officers with members in the council office

Purpose of Report

To allow members to consider if they wish to be able to access or receive more information about meetings held by council officers with members

Recommendation

Members instruct officers about the information on meetings held by council officers with members they would like to access and/or receive.

Background

1. Some members would like to receive more information – ideally in advance – on meetings held by officers with council members in the council offices. It is recognised, however, that meetings about confidential matters would need to be excluded. Those meetings already reported separately by the Mayor in his regular report to council could also be excluded.
2. It is understood that an office diary for staff already exists, so one solution might be to make this accessible or partially accessible to members should they wish to view it.

Report

3. Currently we do not routinely give members access to information about additional meetings held by officers with council members in the council offices.
4. Other Town Councils take different approaches.

Weymouth Town Council

“Here at WTC we have a staff/Cllr address book which we can use to pull up any of the staff/cllr calendars which would show their meetings and appointments. This obviously depends on the individuals keeping it up to date, but all staff are required to do this so certainly for officers this would be clearly visible.”

Bridport Town Council

“Will [Austin, the Town Clerk] now puts a list of his forthcoming meetings in the weekly bulletin he circulates to councillors on a Friday.”

Cllr Philip May
December 2024

Committee: Full Council

Date: 11 December 2024

Title: Proposed Response to the Ministry of Housing, Communities and Local Government's Consultation on Enabling Remote Attendance and Proxy Voting at Local Authority Meetings

Purpose of Report

To allow members to consider the proposed response to the Ministry of Housing, Communities and Local Government's consultation on Enabling Remote Attendance and Proxy Voting at Local Authority Meetings

Recommendation

Members consider the proposed response to the Ministry of Housing, Communities and Local Government's consultation on Enabling Remote Attendance and Proxy Voting at Local Authority Meetings, appendix 21A.

Background

1. At the Strategy and Finance Committee meeting on 27 November 2024, the council considered a report on the Ministry of Housing, Communities and Local Government's consultation on Enabling Remote Attendance and Proxy Voting at Local Authority Meetings and recommended to Full Council:

'that Cllrs S. Cockerell, P. Evans and P. May work with the town clerk to draft a response to the Ministry of Housing, Communities and Local Government's open consultation on 'Enabling Remote Attendance and Proxy Voting at Local Authority Meetings', to be considered by the Full Council on 11 December 2024'.

Report

2. On 3 December 2024, a meeting took-place between Cllrs P. Evans, S. Cockerell and the town clerk to review the consultation documents; proposals from the meeting are attached, **appendix 21A**.
3. The proposed responses are marked by ticks and comments are in italics.
4. Question 5 asks the following: 'If you are responding to this consultation on behalf of a council as a whole, what proportion of the council's current elected members are likely to seek to attend council meetings remotely over the course of a year?' It is suggested a straw poll is taken at the meeting to provide an answer to this question.

John Wright
Town clerk
December 2024

The government has set out its intention to reset the relationship between central and local government as partners in delivering better outcomes for the communities we collectively represent. Key to this is supporting the sector to modernise democratic engagement, raise standards and widen the range of candidates standing for council by removing unnecessary barriers.

The attendance of elected members at local authority meetings is a core part of the democratic process at the local level and is integral to members carrying out their functions effectively. In addition to the value of members coming together to debate and discuss the issues which impact the lives of the people they represent; it is also important that local residents have the opportunity to engage directly with the people they have elected to take key decisions on their behalf.

At the same time, the government recognises that there are circumstances in which it may not always be possible for members to attend council meetings in person. It is with this in mind that the government intends to amend the law to introduce provisions for remote attendance at local authority meetings.

The intent is that this increased flexibility will strike the balance between the principle that significant in-person engagement remains vitally important, and a recognition that there will sometimes be a need to accommodate members' requirements to attend council meetings remotely. We hope it will encourage a wider diversity of people willing and able to stand and actively participate in local democracy by creating improved conditions where meetings are accessible and inclusive.

In addition, we are seeking views on the possible introduction of proxy voting for those occasions when an elected member, due to personal circumstances, may be unable to attend even remotely, for example during maternity, paternity or adoption leave.

In line with the government's commitment to working with local government to establish partnerships built on mutual respect, genuine collaboration, and meaningful engagement, this short consultation seeks your views on the detail and practical implications of this proposition to inform our ongoing policy development.

Q1.

Question 1

Please tick all that apply - are you responding to this consultation as:

a) an elected member – if so please indicate which local authority type(s) you serve on

- Town or Parish Council
- District or Borough Council
- Unitary Authority
- County Council
- Combined Authority / Combined County Authority
- Fire and Rescue Authority
- Police and Crime Panel

- Other local authority type - please state

b) a council body – if so please indicate which local authority type

- Town or Parish Council ✓
- District or Borough Council
- Unitary Authority
- County Council
- Combined Authority / Combined County Authority
- Fire and Rescue Authority
- Police and Crime Panel
- Other local authority type - please state

c) a member of the public

d) a local government sector body – please state

The proposal for remote attendance

The government intends to legislate to give local authorities the flexibility to allow elected members to attend formal council meetings remotely. We believe that this modernising measure of providing broad flexibility to enable remote attendance will have the dual positive impacts of diversifying the representation of those willing and able to stand for elected office and enhance the resilience of local authorities in the face of local or national emergencies.

The intent is that this legislative change would give local authorities the flexibility to allow members to attend remotely.

Question 2

Do you agree with the broad principle of granting local authorities powers to allow remote attendance at formal meetings?

Yes

If you answered No to the above question please go directly to question 4.

Question 3

If you answered Yes to the above question, do you think that there should be specific limitations on remote attendance?

Please tick all the options below that correspond with your view and use the free text box for any other comments.

a) Any formal meeting allowing remote attendance should have at least two thirds of members in physical attendance.

b) Members should only be able to attend council meetings remotely in exceptional circumstances, such as those who are medically or physically able to attend, or for reasons of local or national emergencies. ✓

c) There should be no limitations placed upon councils with regard to setting arrangements for remote attendance of council meetings, up to and including full remote attendance.

d) Councils should have the flexibility to determine which meetings are held in-person, remotely or using a hybrid approach, taking into account local circumstances. This flexibility would enable Councils to develop their own protocols, taking account of legislative requirements, to determine the 'best fit' for its own local members, residents and stakeholders. We believe this will enhance local democracy by shaping the council's working arrangements to the needs of its councillors. For instance, we are a rural council so it may be likely that we would introduce more remote meetings than an urban area.

Question 4

If you are an elected member can you anticipate that you personally may seek to attend some of your council meetings remotely?

- yes
- no

Question 4a

If you answered No please use the free text below

The is no response because the questions applies to individual members.

Question 4b

If you answered Yes, could you indicate below which of the following options best describes your likely pattern of attending meetings remotely

- very occasionally
- from time to time
- regularly but not always
- all the time

Question 5

If you are responding to this consultation on behalf of a council as a whole, what proportion of the council's current elected members are likely to seek to attend council meetings remotely over the course of a year?

- less than 10
- more than 10% but less than 50%
- more than 50% but less than 90%
- most of them 90% to 100%

Question 6

The government recognises that there may be cases in which it is necessary for councils to hold meetings fully remotely. Do you think there should be limitations placed on the number of fully remote meetings councils should be able to hold?

- a) Councils should be able to allow full remote attendance at up to half of council meetings within a twelve-month calendar period.
- b) Councils should only have the flexibility to change a meeting from in-person to online, or vice versa, due to unforeseen and exceptional circumstances. ✓
- c) Councils should not have the flexibility to conduct fully remote meetings to ensure there is always an in-person presence.

Question 7

Do you think there are there any necessary procedural measures that would help to ensure a remote or hybrid attendance policy is workable and efficient?

Please tick all the options that correspond with your view and use the free text box for any other comments.

- a) Councils should be required to publish a list of attendees joining the meeting remotely and give notice if a meeting is being held with full remote attendance. ✓
- b) Councils should be required to ensure that standard constitutional arrangements are followed for hybrid and fully remote meetings. ✓
- c) Councils should be required to make arrangements to ensure restricted items (where a council decision is taken in private to protect confidentiality) are managed appropriately and to require remotely attending members to join from a private location. ✓
- d) *the council will follow guidance issued by the National Association of Local Councils.*

Question 8

Do you think legislative change to allow councillors to attend local authority meetings remotely should or should not be considered for the following reasons?

Tick all the statements below that apply to your point of view.

Should be considered because

Should not be considered because

It is a positive modernising measure. ✓

Councillors should be physically present at all formal meetings.

It would likely increase the diversity of people willing and able to stand for election in their local area, making councils more representative of the communities they serve.

It could lead to a significant number of councillors habitually attending remotely and ultimately reduce the effectiveness of councils. ✓

Councils would be more resilient in the event of local or national emergencies which prevent in-person attendance.

It would be more difficult for councillors to build personal working relationships

Should be considered because



Councils should have the ability to establish their own local protocols regarding remote attendance at meetings. This will enable councils to ensure that councillors are able to continue to build strong working relationships and engage effectively with public. It should be noted that formal democratic decision-making meetings are meetings in public, not public meetings. Other methods of engaging with the public will continue as they do at present.

Should not be considered because

with colleagues, and engage with members of the public in attendance at meetings. ✓

We will follow guidance produced by national bodies. ✓

Question 9

In your view, would allowing councillors to attend formal local authority meetings remotely according to their needs particularly benefit or disadvantage individuals with protected characteristics, for example those with disabilities or caring responsibilities?

Please tick an option below:

- it would benefit members ✓
- it would disadvantage members
- neither

Please use the text box below to make any further comment on this question.

Proxy voting

Proxy voting is a form of voting whereby a member of a decision-making body may delegate their voting power to another representative to enable a vote in their absence.

It is possible some members may find that, due to their personal circumstances, they are temporarily unable to participate in meetings even if remote attendance provisions are in place. Provisions for proxy voting could provide additional flexibility to those who really need it on a time-limited basis, allowing affected members to indirectly exercise their democratic duty, participate in their local authority's governance, and ensure that their views are taken into consideration. In the context of local authorities, the representative would have to be another elected member of the local authority.

Question 10

In addition to provisions allowing for remote attendance, do you consider that it would be helpful to introduce proxy voting?

- yes
- no ✓
- unsure

Question 11

If yes, for which of the following reasons which may prohibit a member's participation in council meetings do you consider it would be appropriate?

Please select all that apply:

- physical or medical conditions
- caring responsibilities
- parental leave or other responsibilities
- other [Free text box]

Question 12

Are there circumstances in which you feel proxy voting would not be appropriate?

The council does not support the introduction of proxy voting. Anyone in attendance at a meeting, either in person or remotely, will have the benefit of listening to any officer presentation, can hear from any public speakers and will be able to consider any information that arises as a result of the debate and take all of this information into account before exercising their right to vote. Anyone who is voting by proxy would be forming a view without the benefit of all the information heard by members attending a meeting, and there may also be issues arising in respect of potential predetermination or if amendments are proposed and agreed during the debate.

Question 13

If you think proxy voting is appropriate, are there any limitations you think should be placed upon it?

N/A

Committee: Full Council

Date: 11 December 2024

Title: Budget and Precept 2025-26

Purpose of Report

To approve the 2025-26 budget, reserve, and precept, and to note the five-year financial plan

Recommendation

- a) To maintain the council's reserve at £1million for 2025-26
- b) For 2025-26, members approve an income budget estimate of £2,252,456 and an operational expenditure budget estimate of £2,083,971 in 2025-26, i.e., a surplus of £168,485.
- c) In addition, members approve up to £418,308.32 for projects and objectives in 2025-26, **appendix 22A**. The projects are funded from £126,642 from the forecast reserve at 31 March 2025, £168,485 from 2025-26 budget surplus and £120,000 from the sale of two day huts, with the difference of £3,181.32 being taken from the reserve.
- d) Members approve the 2024-25 precept at £163,254
- e) Members note the outline five-year financial plan, appendix 22B
- f) Members approve bringing forward landslip works scheduled for 2025-26 to 2024-25

Background

- 1. A draft 2025-26 budget and five-year financial plan was considered by the Strategy and Finance Committee on 9 October and 27 November 2024. Amendments to the draft budget and discretionary charges are detailed in the minutes of those meetings and are factored into the revised budget and five-year financial plan.
- 2. This report is being brought to the Full Council to formally approve the 2025-26 income and expenditure estimates, the level of reserve and the precept, **appendix 22B**. Members are also asked to note the outline five-year financial plan which runs from 1 April 2025 to 31 March 2030; the outline five-year plan is also detailed in **appendix 22B**.
- 3. During its budget discussions, the council identified 2025-26 objectives with a total value of £418,308.32. These projects will be paid for from the forecast reserve at 31 March 2025, £126,642, along with £168,485 from the 2025-26 budget surplus and £120,000 from the sale of two day huts. Officers are confident that improvements in the 2024-25 budget surplus between now and 31 March 2025 can accommodate the net deficit of £3,181.32.
- 4. The council's income and operating expenditure budgets for 2025-26 are £2,252,456 and £2,083,971, respectively; a surplus of £168,485. A prudent sum of £126,642 of the estimated

2024-25 surplus is identified to fund 2025-26 objectives; this leaves a reserve of £1 million at 31 March 2025.

5. The council's precept is set at £163,254, i.e., £70 for a council tax band D property and £18,753 for second home council tax.

Report

6. A sum of £120k has been included in the 2025-26 budget for further works to remove slipped material from the town council-owned land above Ware Cliff in order to safeguard chalets and caravans in that area and to maintain and protect a major income-generating asset.
7. In the light of recent land movement off Cobb Road and having regard to concerns expressed by the council's geotechnical advisor, Peter Chapman, officers would recommend bringing forward these works, if possible. There is a potential window early in the new year before the chalet site re-opens on 1 March 2025.
8. Officers are talking with potential contractors and others to establish the feasibility of carrying out the works during that period and ask that members support this approach and note the budgetary implications.
9. Approximately £10K remains available from the 2024-25 budget allocation for land stabilisation works, and officers are confident the balance can be found from within the current year's budget without affecting the council's agreed level of reserve. Underspends are anticipated on a number of major projects, including the multi-use games area and Woodmead car park drainage scheme; see report elsewhere on this agenda.

Naomi Cleal
Finance manager
December 2024

APPENDIX 22A

2025-26 Objectives			
1	Previously committed	Gardens handrails	10,000.00
1	Previously committed	Church walls	5,000.00
1	Previously committed	Sculpture trail	6,000.00
1	Additional budget required	Guildhall	50,000.00
1	Additional budget required	Garden paths	100,000.00
1	Officer lead	Cement mixer	1,000.00
1	Officer lead	Office disposal - prof fees	10,000.00
1	Officer lead	Feasibility study - Cadet hut site	4,000.00
1	Officer lead	Works to Lynch	7,000.00
1	Committee lead - TCP	VE day	1,000.00
1	Committee lead - TCP	Continuation of the bursaries	5,000.00
1	Committee lead - TMH	Youth council	4,000.00
1	Committee lead	Landslip work MB	120,000.00
1	Priority 2 - 24/25	Additional cost of secure room in new office	5,000.00
1	Officer lead	Ride on mower	15,000.00
		Priority 1 total	343,000.00
2	Committee lead - TMH	Traffic and transport	10,000.00
2	Officer lead	Additional day hut x2	Factored in
2	Officer lead	Electric hedge trimmers	1,400.00
2	Committee lead - TCP	Mini golf event	2,000.00
2	Committee lead - TCP	Floral competition	1,000.00
2	Committee lead - TCP	Sporting Lyme	2,000.00
2	Committee lead - TCP	Noticeboards	4,000.00
2	Committee lead - H&S	Health and safety training	-
2	Coouncillor lead	Newsletter enhancement	40,000.00
2	Committee lead - Environmer	Tree planting schemes	5,000.00
2	Committee lead - Environmer	Follow up on EPC recommendations	5,000.00
2	Committee lead - Environmer	Hydro study, additional generation feasibility	3,000.00
2	Committee lead - Environmer	Biodiversity projects	5,000.00
2	Committee lead - Environmer	Further investigation into rainwater harvesting	2,000.00
2	Committee lead - Environmer	River Lym improvement projects	7,000.00
	Decided at meeting	Garden signs	5,000.00
		Accrued from 24/25 Continuation of the council's budget to carry out the climate action plan to fund identified enviromental projects from the priority	- 17,091.68
		Priority 2 total	75,308.32
		Total	418,308.32
		Surplus 25/26	168,485.00
		Budget forecast 24/25	126,642.00
		Beach hut income	120,000.00
		Total available	415,127.00
		Difference	- 3,181.32

APPENDIX 22B

Income	2025-26	2026-27	2027-28	2028-29	2029-30
Precept Total	163,254.00	163,254.00	163,254.00	163,254.00	163,254.00
Car Park Total	1,103,006.35	1,103,006.35	1,103,006.35	1,103,006.35	1,103,006.35
Chalet & Caravan Total	444,591.59	444,591.59	444,591.59	444,591.59	444,591.59
Concession Total	9,550.00	9,550.00	9,550.00	9,550.00	9,550.00
Alfresco Licenses Total	26,988.00	26,988.00	26,988.00	26,988.00	26,988.00
Commercial Rent Total	271,735.00	271,735.00	271,735.00	271,735.00	271,735.00
Advertising Total	3,916.60	3,916.67	3,916.67	3,916.67	3,916.67
Amenities Total	128,875.00	128,875.00	128,875.00	128,875.00	128,875.00
Cemetry Total	6,700.00	6,700.00	6,700.00	6,700.00	6,700.00
Licenses Total	12,623.00	12,623.00	12,623.00	12,623.00	12,623.00
Other Total	31,217.00	31,217.00	31,217.00	31,217.00	31,217.00
Interest Total	50,000.00	10,000.00	10,000.00	10,000.00	10,000.00
TOTAL	2,252,456.55	2,212,456.61	2,212,456.61	2,212,456.61	2,212,456.61
Expenditure					
Outside Works Total	295,401.11	295,401.11	305,401.11	305,401.11	305,401.11
Democratic Rep Total	36,825.30	36,825.30	36,825.30	36,825.30	36,825.30
Rents Total	83,950.00	83,950.00	83,950.00	83,950.00	83,950.00
Licenced Land Total	3,034.01	3,034.01	3,034.01	3,034.01	3,034.01
Office Admin Total	104,301.04	105,511.04	104,301.04	104,301.04	104,301.04
Staffing Total	1,086,280.02	1,086,280.02	1,086,280.02	1,086,280.02	1,086,280.02
Marketing Total	28,997.61	31,997.61	31,997.61	31,997.61	31,997.61
Utilities Total	281,990.40	346,990.40	346,990.40	346,990.40	346,990.40
Grants Total	163,191.70	163,921.09	164,745.30	165,676.66	166,729.10
Loans Total	-	-	-	-	-
TOTAL	2,083,971.18	2,153,910.57	2,163,524.79	2,164,456.14	2,165,508.58
Reserve Inc/(Dec)	168,485.36	58,546.04	48,931.83	48,000.47	46,948.03

Committee: Full Council

Date: 11 December 2024

Title: Investments and Cash Holdings

Purpose of Report

To inform members of the council's current reserve position

Recommendation

Members note the cash position at the end of November 2024 and instruct officers on any measures they wish to introduce to increase investment return

Background

1. The council's cash holding at the beginning of the financial year was c.£2.047k.

Report

2. The council's cash holding at 30 November 2024 was c.£2.404m, **appendix 23A**.
3. The council has adopted a prudent approach to forecasting its reserve at the end of the financial year and has ensured it remains as robust as is possible.
4. The reserve is improved on previous assumptions for a number of reasons. Officers have always adopted a prudent approach in any financial model as well as several projects with later completion dates.

Treasury Management

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

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

6. The council's policy on investment is risk-based, i.e., low, medium, or high; it has remained a low-risk approach for some time.
7. Through the budget-setting process, the council aims to undertake a review of its investments and loans and determine its appetite for investment risk. This approach may be varied by the council from time-to-time as circumstances dictate.

8. The council's financial regulations further state that the council's current approach to investments and risk must be:
 - made in sterling
 - short term: investments will not normally exceed 12 months
 - made with recognised and reputable financial institution.
9. Officers have reviewed treasury management over the past quarter to determine the best investment options and spoken with the chairman and vice-chairman of the Strategy and Finance Committee to agree a further investment to increase the return.
10. It was decided to invest a further £150,000 with NatWest into a three-month fixed term account; funds have been successfully moved into deposits with NatWest. This investment yields an interest rate of 3.56%.
11. This adds to the various fixes the council currently has with NatWest. £200k in a six-month fix, one set of £100k in a six-month fix, and one set of £200k in a year-long fix. It was also resolved to invest £100k with the Charity Bank.
12. Officers will continue to review treasury management over the next quarter to determine the best investment options and liaise with the chairman and vice-chairman of the Strategy and Finance Committee.

Naomi Cleal
Finance manager
December 2024

<u>Lyme Regis Town Council</u>			
<u>Bank Balances</u>			
<u>30-Nov-24</u>			
		£	Access
NatWest- General		1,000	Instant
NatWest Liquidity Manager 1.35%		98,226	Instant
NatWest Special Interest Bearing Account 1.35%		486	Instant
Natwest Fixed A - 4.09%		200,000	29/07/2025
Natwest Fixed B - 3.93%		200,000	29/01/2025
Natwest Fixed C - 3.93%		200,000	29/01/2025
Natwest Fixed D - 3.93%		200,000	29/01/2025
Natwest Fixed C - 3.93%		100,000	29/01/2025
Lloyds - Current		11,000	Instant
Lloyds - Liquidity Manager (0.7%)		1,294,281	Instant
Wilkinson Legacy 0.6%		538*	One month
Charity Bank - 3.56%		100,000	29/06/2024
TOTAL		<u>2,404,993</u>	
*Interest not included as statement is currently unavailable			

Committee: Full Council

Date: 11 December 2024

Title: List of Payments

Purpose of Report

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

Recommendation

Members note the report and approve the attached schedule of payments in November 2024 for the sums of £271,594.39

Background

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

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

Report

2. The format of the report was amended to fulfil the requirements of the transparency code. As well as the date, amount, payee and some brief details, the report now includes an estimated VAT figure and the net cost to the council, as well as a 'merchant category'. The VAT and expenditure categories are indicative of that supplier, because the schedule shows a list of payments, not invoices, so one payment may include multiple invoices and multiple VAT rates, etc. The 'probable' VAT code is the code predominantly associated with the supplier. The 'merchant category' is the name used to group a number of nominal codes and represents the summary level we report on.
3. I present the list of payments for the month of November 2024, **appendix 24A**.
4. If you would like any further information about any of these payments, I would encourage you to contact me in the office prior to the meeting.

Shanie King
Finance assistant
December 2024

APPENDIX 24A

<u>Lyme Regis Town Council</u>									
<u>Payments list for November 2024</u>									
<u>Total</u>									
						<u>271,594.39</u>			
Date	Supplier	Detail	Frequency	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
NAT WEST BANK									
01-Nov	DORSET COUNCIL	Rates	Monthly	DD	21605	0%	-	21,605.00	Utilities
01-Nov	DORSET COUNCIL	Rates	Monthly	DD	656	0%	-	656.00	Utilities
01-Nov	DORSET COUNCIL	Rates	Monthly	DD	346	0%	-	346.00	Utilities
08-Nov	SALARIES	Staff salaries- October 24	Monthly	EBP	877.31	0%	-	877.31	Staffing
11-Nov	HMRC NDDS	Tax and NI contributions- October 24	Monthly	DD	347.38	0%	-	347.38	Staffing
12-Nov	HMRC VAT	Vat return	Quarterly	DD	91793.14	0%	-	91,793.14	VAT
15-Nov	BANKLINE	Bank charges	Monthly	BLN	44.65	0%	-	44.65	Office Expenses
19-Nov	WORLDPAY	Transaction fees	Monthly	DD	468.19	0%	-	468.19	Office Expenses
20-Nov	WORLDPAY	Transaction fees	Monthly	DD	29.22	0%	-	29.22	Office Expenses
25-Nov	SALARIES	Staff salaries-November 24	Monthly	EBP	63057.9	0%	-	63,057.90	Staffing
25-Nov	SALARIES	Staff salaries- November 24	Monthly	EBP	693.33	0%	-	693.33	Staffing
					Total			<u>179,918.12</u>	
LLOYDS BANK									
01-Nov	INVESTEC	Franking machine rental	Quarterly	DD	357.11	20%	59.52	297.59	Office Expenses
01-Nov	AMAZON	External supplies- reflective tap, fire alam keys	One off	DEB	33.17	20%	5.53	27.64	Outside Works
01-Nov	ZOOM	Video communication subscription	Monthly	DEB	12.99	20%	2.17	10.83	Office Expenses
04-Nov	DC PENSION FUND	Pension contribution-October 24	Monthly	FPO	326.8	0%	-	326.80	Staffing
04-Nov	SQUARE	Team plus till point system	Monthly	DEB	20	0%	-	20.00	Outside Works
04-Nov	GIFFGAFF	Mobile bundle	Monthly	DEB	15	20%	2.50	12.50	Utilities
04-Nov	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
05-Nov	GIFFGAFF	Mobile bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities
06-Nov	ROYAL LION	Staff Christmas party deposit	One off	FPO	300	0%	-	300.00	Office Expenses
08-Nov	YU ENERGY	Electricity charges- WM car park	Monthly	DD	1220.05	20%	203.34	1,016.71	Utilities
08-Nov	YU ENERGY	Electricity charges- MB car park	Monthly	DD	870.62	20%	145.10	725.52	Utilities
08-Nov	UNITY 5	Zatpark charges	Monthly	DD	558.48	20%	93.08	465.40	Outside Works
08-Nov	YU ENERGY	Electricity charges- Office	Monthly	DD	448.54	20%	74.76	373.78	Utilities
08-Nov	YU ENERGY	Electricity charges- Marine parade	Monthly	DD	415.41	20%	69.24	346.18	Utilities
08-Nov	YU ENERGY	Electricity charges- Cadet hut	Monthly	DD	216.11	20%	36.02	180.09	Utilities
08-Nov	YU ENERGY	Electricity charges- Guildhall	Monthly	DD	154.85	20%	25.81	129.04	Utilities
08-Nov	YU ENERGY	Electricity charges- Guildhall	Monthly	DD	153.66	20%	25.61	128.05	Utilities
08-Nov	YU ENERGY	Electricity charges- Cabanya car park	Monthly	DD	150.3	20%	25.05	125.25	Utilities
08-Nov	YU ENERGY	Electricity charges- Marine parade	Monthly	DD	115.7	20%	19.28	96.42	Utilities
08-Nov	YU ENERGY	Electricity charges- Guildhall	Monthly	DD	97.77	20%	16.30	81.48	Utilities
08-Nov	YU ENERGY	Electricity charges- Playing fields	Monthly	DD	92.82	20%	15.47	77.35	Utilities
08-Nov	YU ENERGY	Electricity charges- Showers	Monthly	DD	34.54	20%	5.76	28.78	Utilities
08-Nov	YU ENERGY	Electricity charges- Workshop	Monthly	DD	33.37	20%	5.56	27.81	Utilities
08-Nov	GUILD OF MACE BEAR	Guild of mace-bearers membership	Annually	FPO	10	0%	-	10.00	Democratic Represent
11-Nov	BARCLAYCARD	Transaction charges	Monthly	DD	61.78	0%	-	61.78	Outside Works
11-Nov	YU ENERGY	Electricity charges- Sewerage pumping station	Monthly	DD	60.98	20%	10.16	50.82	Utilities
11-Nov	BARCLAYCARD	Transaction charges	Monthly	DD	15.76	0%	-	15.76	Outside Works
11-Nov	MAILCHIMP	Business briefing subscription	Monthly	DEB	12.18	20%	2.03	10.15	Office Expenses
11-Nov	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
11-Nov	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
11-Nov	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
12-Nov	TAKEPAYMENTS	Transaction fees	Monthly	DD	6	20%	1.00	5.00	Office Expenses
12-Nov	TAKEPAYMENTS	Transaction fees	Monthly	DD	6	20%	1.00	5.00	Office Expenses
13-Nov	AMAZON	Bluetooth headset	One off	DEB	24.98	20%	4.16	20.82	Office Expenses
14-Nov	ALLSTAR	Fuel usage	Bi-Monthly	DD	278.82	20%	46.47	232.35	Outside Works
14-Nov	AMAZON	Phone chargers	One off	DEB	12.58	20%	2.10	10.48	Office Expenses
14-Nov	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities

14-Nov	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
15-Nov	AIB	Transaction fees	Monthly	DD	659.97	0%	-	659.97	Outside Works
15-Nov	SOUTH WEST WATER	Water charges- Marine parade toilets	Monthly	DD	194	0%	-	194.00	Utilities
15-Nov	EE LIMITED	Mobile bundle	Monthly	DD	84.53	20%	14.09	70.44	Utilities
18-Nov	SAGE SOFTWARE LTD	Account software subscription	Monthly	DD	415.2	20%	69.20	346.00	Office Expenses
18-Nov	SURVEYMONKEY	Consultation software subscription	Annually	DEB	320	20%	53.33	266.67	Office Expenses
18-Nov	MORRISONS	Freedom of town event food	One off	DEB	187.14	0%	-	187.14	Democratic Represent
19-Nov	B CLEANING	Office cleaning	Monthly	FPO	375	0%	-	375.00	Office Expenses
19-Nov	EDF ENERGY	Gas charges- Office	Monthly	DD	324.99	5%	15.48	309.51	Utilities
19-Nov	WORLDPAY	Transaction charges	Monthly	FPI	72.32	0%	-	72.32	Office Expenses
19-Nov	GIFFGAFF	Mobile bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities
19-Nov	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
20-Nov	AJ PRODUCTS	New building equipment-Table and chairs	One off	DEB	1182	20%	197.00	985.00	Projects
20-Nov	MANUTAN	New buildings equipment - Lockers	One off	DEB	1135.8	20%	189.30	946.50	Projects
20-Nov	CURRYS	New building equipment- kitchen equipment	One off	DEB	448.92	20%	74.82	374.10	Projects
20-Nov	KINGFISHER	Gazebo water butt	One off	DEB	203.36	20%	33.89	169.47	Projects
20-Nov	WORLDPAY	Transaction fees	Monthly	DD	23.94	0%	-	23.94	Office Expenses
20-Nov	EBAY	Hoover bags	One off	DEB	8.95	20%	1.49	7.46	Office Expenses
21-Nov	WRENCON	Amenities project- certificate 3 payment	One off	FPO	23301.69	20%	3,883.62	19,418.08	Projects
21-Nov	FIRST BUS	Park and ride subsidy	Annually	FPO	8965.28	0%	-	8,965.28	Rents
21-Nov	DORSET COUNCIL	Skate park lease	Annually	FPO	2119.41	0%	-	2,119.41	Licensed land
21-Nov	DORSET COUNCIL	Supply and fit SID and solar kit	One off	FPO	842.4	0%	-	842.40	Projects
21-Nov	DORSET COUNCIL	Waste collection	Monthly	FPO	2087.26	0%	-	2,087.26	Outside Works
21-Nov	FLOWBIRD	Transaction charges- Multiple invoices	Monthly	FPO	3690.58	20%	615.10	3,075.48	Outside Works
21-Nov	WILDE	Glass roof panels- Shelters	One off	FPO	3567.34	20%	594.56	2,972.78	Outside Works
21-Nov	A.S SECURITY ALARM	Installation of security camera and intruder alarm	One off	FPO	2427.9	20%	404.65	2,023.25	Outside Works
21-Nov	LEWIS BROWN LAND SURVEYORS	Gardens survey	One off	FPO	1500	20%	250.00	1,250.00	Office Expenses
21-Nov	WOODHORT SHARPHAM	Mushroom compost	One off	FPO	1236.96	20%	206.16	1,030.80	Outside Works
21-Nov	EAGLE PLANT	Equipment hire	One off	FPO	1104	20%	184.00	920.00	Outside Works
21-Nov	JADE SECURITY	Cash collections	Monthly	FPO	699.22	20%	116.54	582.68	Outside Works
21-Nov	LR LIFEBOAT	Erecting and dismantling town bunting	Annually	FPO	675	0%	-	675.00	Marketing & Tourism
21-Nov	JURASSIC COAST HEALTH	Wellbeing bus	One off	FPO	594	0%	-	594.00	Unbudgeted expenditure
21-Nov	NEWSQUEST	Co-option to council advert	One off	FPO	583.28	20%	97.21	486.07	Staffing
21-Nov	ADP	Newsletter	One off	FPO	397	20%	66.17	330.83	Office Expenses
21-Nov	AXE SKIP HIRE	Skip hire	One off	FPO	366	20%	61.00	305.00	Outside Works
21-Nov	YELLOWBOX	Uniform order- External team	One off	FPO	330.91	20%	55.15	275.76	Staffing
21-Nov	FOWLER	Mini digger hire	One off	FPO	301.86	20%	50.31	251.55	Outside Works
21-Nov	AXMINSTER GARDEN M	Machinery maintenance	One off	FPO	272.5	20%	45.42	227.08	Outside Works
21-Nov	TUDOR	External supplies	One off	FPO	229.99	20%	38.33	191.66	Outside Works
21-Nov	ELLIS MEDIA	Wedding advertisement	One off	FPO	210	20%	35.00	175.00	Projects
21-Nov	CLARITY COPIERS	Copier usage	Monthly	FPO	191.84	20%	31.97	159.87	Office Expenses
21-Nov	CENTRAL SOUTHERN SEC	CCTV maintenance	Annually	FPO	180	20%	30.00	150.00	Outside Works
21-Nov	SCREWFIX	External supplies	One off	FPO	174.95	20%	29.16	145.79	Outside Works
21-Nov	SIX PAYMENT	Transaction fees	Monthly	FPO	164.4	0%	-	164.40	Outside Works
21-Nov	STRAWBERRY EVENTS	Resident event 2025 entertainment	One off	FPO	125	0%	-	125.00	Projects
21-Nov	JAKJON TOILET HIRE	Toilet hire- Amenities	Monthly	FPO	110.88	20%	18.48	92.40	Projects
21-Nov	CREATIVE SOLUTIONS	Signs and artwork	One off	FPO	108.84	20%	18.14	90.70	Office Expenses
21-Nov	ECOM6	Payment services	Monthly	FPO	95.82	20%	15.97	79.85	Outside Works
21-Nov	TRAVIS PERKINS	External supplies	One off	FPO	93.69	20%	15.62	78.08	Outside Works
21-Nov	SW HYGIENE	Yellow bag disposal	Monthly	FPO	78.67	20%	13.11	65.56	Outside Works
21-Nov	EUROFFICE	Stationary order	One off	FPO	71.47	20%	11.91	59.56	Office Expenses
21-Nov	NPOWER	Electricity charges- Beach store	Monthly	FPO	63.46	5%	3.02	60.44	Utilities
21-Nov	FREYA LOVETT	Bursary- Lyme school of ballet	One off	FPO	54	0%	-	54.00	Projects
21-Nov	METRIC	Hosting charges	Monthly	FPO	43.2	20%	7.20	36.00	Outside Works
22-Nov	EDF ENERGY	Electricity charges- Pay and display machine	Monthly	DD	232.45	5%	11.07	221.38	Utilities
22-Nov	ICO	Data protection certificate renewal	Annually	DD	35	0%	-	35.00	Office Expenses
25-Nov	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
25-Nov	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
27-Nov	DC PENSION FUND	Pension contribution- November	Monthly	FPO	18108.79	0%	-	18,108.79	Staffing
27-Nov	AB Fire solutions	Fire safety report- cemetery lodge	One off	FPO	2640	20%	440.00	2,200.00	Projects

27-Nov	REFUND	Wedding deposit refund	One off	FPO	50	0%	-	50.00	Refunds
27-Nov	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
27-Nov	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
28-Nov	DVLA	Vehicle tax- WG19 USP	Annually	DEB	335	0%	-	335.00	Outside Works
28-Nov	PITNEY BOWES	Franking machine top up	One off	DD	100	0%	-	100.00	Office Expenses
28-Nov	CANVA	Graphics subscription	Monthly	DEB	10.99	20%	1.83	9.16	Office Expenses
29-Nov	IP OFFICE	Office phone charges	Monthly	DD	665.82	20%	110.97	554.85	Utilities
29-Nov	ALLSTAR	Fuel usage	Bi-Monthly	DD	530.45	20%	88.41	442.04	Outside Works
	Expenditure category totals			Total	91,609.79				
	Outside Works	£19,307.77		Petty Cash	66.48				
	Democratic representation	£197.14							
	Rents	£8,965.28							
	Licensed land	£2,119.41							
	Office Expenses	£4,904.45							
	Staffing	£84,325.70							
	Marketing & Tourism	£675.00							
	Utilities	£28,341.97							
	Grants	£0.00							
	Loans	£0.00							
	VAT	£91,793.14							
	Refunds	£50.00							
	Petty Cash	£66.48							
	Unbudgeted Expenditure	£594.00							
	Projects	£30,254.05							
	Total	£271,594.39							

Alan A. G. Smith