



Lyme Regis Town Council

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Notice is given of a meeting of **Lyme Regis Town Council** to be held at the **Guildhall, Bridge Street, Lyme Regis** on Thursday 3 April 2025 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
28.03.25

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 12 February 2025 (attached)

8. Matters arising from the minutes of the Full Council meeting held on 12 February 2025

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 **11 March 2025**, and to note the committee's comments made on planning applications under the power delegated by Full Council, and to note that the meeting scheduled to take place on 18 February 2025 was cancelled due to lack of applications to consider

12. Environment Committee

To receive the minutes of the meeting held on **12 March 2025** and consider the recommendations therein.

13. Human Resources Committee

To receive the minutes of the meeting held on **26 February 2025** and consider the recommendations therein.

14. Strategy and Finance Committee

To receive the minutes of the meeting held on **19 March 2025** and consider the recommendations therein.

15. Tourism, Community and Publicity Committee

To receive the minutes of the meeting held on **5 March 2025** and consider the recommendations therein.

16. Town Management and Highways Committee

To receive the minutes of the meeting held on **26 February 2025** and consider the recommendations therein.

17. Selection of Mayor-Elect and Deputy Mayor-Elect

To allow members to select a mayor-elect and deputy mayor-elect for the 2025-26 council year

18. Calendar of Meetings

To allow members to approve the calendar of meetings for 2025-26 council year

19. Appointments to Council Committees

To allow the council to appoint Cllr Gail Caddy to the Human Resources Committee

20. Review of effectiveness of the internal auditor 2024-25

To allow members to appraise the effectiveness of the internal auditor for 2024-25

21. Internal Audit Report, Visit Two 2024-25

To inform members of the outcome of the internal auditor's second visit for 2024-25

22. Allocation of Objectives and Projects to Committees and Target Completion Dates

To allow members to consider the allocation of 2025-26 objectives and projects to committees for performance monitoring and to allow members to consider proposed target completion dates for those objectives and projects

23. Renewal of Insurance Provision for 2025-2028

To allow members to review the current insurance provision and to agree the renewal of insurance from 1 April 2025 to March 2028

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

24. Appeal Following a Member Complaint

To allow the council to consider forming a panel to hear an appeal following a member complaint

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

25. Exempt Business

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

a) Agenda item 23 – Renewal of Insurance Provision for 2025-2028

b) Agenda item 24 – Appeal Following a Member Complaint

Dorset councillor report for Lyme Regis Town Council

2 April 2025

1. Ward issues

1.1. Housing Needs survey for Lyme and Charmouth

I met the **Housing Needs** team on 13 March and hope to get a **Housing Needs Assessment** survey out in Lyme, possibly at the same time as the Charmouth survey. I'm meeting the [Lyme Regis Community Land Trust](#) team to discuss this soon.

We will need help to deliver survey leaflets locally.

See Section 2.1. and the Appendix below on the new Housing Strategy and current priorities.

1.2. Adult Day Services consultation

I met Jon Sloper of #Help and Kindness on 24 February and Cllr Steve Robinson, Portfolio Holder for Adult Services on 17 March to better understand the **adult services** function and range of provision in Charmouth and Lyme communities.

We will undertake an assessment of existing services and the [current consultation on Day Services](#) will inform DC's planned '**Hub and Spokes**' model of enabling adult services to be as close to community need as possible.

Please promote the important public consultation currently underway to shape future adult services day centre provision - [Towards a new model of Day Opportunities - Consultation goes live - Dorset Council](#). (See 3.3. below)

1.3. Children's Services, Skills and Education - Early Years Provision in Lyme and Youth Club in Charmouth

I'm working with Children's Services to establish Early Years provision in Lyme Regis and have met local parents to discuss early ideas. Both local primary schools here have applied for the government funding to establish pre-schools in their schools.

The **Family Hubs** model is being established across the county with a consultation recently held to consult local parents on the use of Children's Centres.

Bridport is our Family Hub and Lyme has been identified for Early Years provision.

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.

OSFTED has been in Dorset Council this week to assess provision for Looked After Children and Children's Services should hear the outcome very soon.

1.4. Harbour updates and the Cobb Phase 5 project

I was unable to ask my questions at the meeting of the Harbours Advisory Committee on 5 March as I was online but the harbour master replied subsequently by email:

1. **Harbour Dredging and Beach Replenishment Operations:** The dates for these operations are still being finalized. We understand the town council's need to plan events, and we will communicate the schedule as soon as it is confirmed.
2. **Cobb Phase V Repairs:** Currently, I don't have any new updates on the Cobb Phase V repairs. The project is still in the planning stages, and we will share more details once they become available.
3. **New Harbour Wall:** Yes, I did mention the possibility of a new harbour wall during the meeting. This project is in the early discussion phase, and we are exploring its feasibility. I will keep you updated as we progress.

This is the update provided on the Cobb Phase 5 structural repairs before the last Full Council meeting on 12 February, which Cllr Nick Ireland related.

Cobb Phase 5

Lyme Regis Environmental Improvement Scheme Phase 5 – The Cobb

Lyme Regis Environmental Improvement Scheme Phase 5 was approved by West Dorset DC Cabinet in 2018. The Outline Business Case (OBC) was approved in 2022 and ~£2.7million funding secured for the project. The project team has recently completed a further value engineering design as part of the pre-construction stage which sought to remove the need to undertake construction from the Cobb or from a temporary marine access such as a causeway (both of which come with significant technical challenges and associated high cost).

In addition, this stage has completed formal pre-application service engagement with Historic England and Natural England and provided updated construction cost estimates with specialist Contractor advice. The project team are continuing discussions with Historic England for further pre-application advice service and we are awaiting feedback, prior to procuring consultancy services for detailed design.

The funding which has been secured through the OBC is to ensure the continued coastal protection function of the Cobb, as such OBC project elements such as the structural repair works are being prioritised and options to support stabilisation are being finalised. Updated budget costs have been provided through the value engineering design and have increased due to changes in project optimism bias, inflation, and detailed design consultancy costs. The project team are seeking further funding avenues to address a funding shortfall including access to the Central Government Affordability Fund, via the Environment Agency. Due to funding shortfalls, the project team is also developing an expression of interest to the Heritage Lottery Fund for the surfacing works.

License and consent application submissions to facilitate construction are currently programmed for completion in Winter 2025, with construction commencement anticipated in Autumn 2026.

Further to quarterly project updates and communication with the Harbour Consultative Group and Harbour Advisory Group, the project team provides updates via the Dorset Coast Forum website when there are important developments. It is our intention to hold public engagement and awareness sessions later in the year. These events will also explore how and when commercial users in particular access the Cobb and how access can be reasonably maintained – this information can hopefully help find the least disruptive solution to facilitating construction.

I'm meeting the harbour master soon for further updates.

1.5. Road safety, parking and highways

I'm reiterating the need for **taxi ranks** and, based on advice from the deputy town clerk, have told the traffic planners the bus stop outside the Cobb Arms is no longer likely to be needed for the Park and Ride or new town bus service. If agreed, it could have two taxi ranks or one if a loading area there is also needed. The other location requested outside the Rock Point could be considered alongside the proposals already explained to the town council by the traffic planning team.

I'm asking Dorset Council for guidance on the process to request **partnership funding** for road safety, highways and parking proposals. Given the budgetary and staffing constraints, co-funding is likely to be the best way to enable progress.

The long-awaited **parking review** is due to start late summer/autumn and I've sent the ideas LRTC has previously suggested alongside the comments I receive from residents. There are anomalies to be corrected whereby some places in Dorset still have free car parks but it's fair to say the new administration is listening to and responding to resident and business concerns on parking.

Work on holiday accommodation abuse of the **resident parking scheme** on Anning Road is ongoing and residents are encouraged to report any suspected instances of this - [Report a problem on a road or pavement - Dorset Council](#)

The Parking Services Manager acknowledged there had been a mistake about the lower section of Queen's Walk not having designated spaces and signs but said nothing could be done until after the parking review so I've reiterated the need to rectify this error.

I've also been asking about Silver Street on behalf of several residents there to see whether four or five spaces could be designated as resident parking spaces but the proximity to Holmbush car park counts against the eligibility criteria: <https://www.dorsetcouncil.gov.uk/w/residents-permit-parking-scheme-policy-1#type-b-residents-parking-scheme-assessment-of-scheme>

1.6. Planning

As I'm on both the Western and Southern Area Planning and the Strategic and Technical Planning Committee, I'm only commenting on local planning applications if there are particular issues or if requested to do so. This enables me to be involved in discussions and vote if applications are delegated to committees whereas if I have already commented, I have to declare a conflict of interest and can speak as ward member but then leave the chamber.

2. Dorset Council member groups, other partnerships and local actions

2.1. Housing

The new **Member Housing Advisory Board** met for the first time on 4 December and again on 18 March, the later of which I was unable to attend. It plans pro-active engagement for members and six Task & Finish groups are being set up to focus on the specified projects.

I've applied to join three of the six most relevant to Lyme (Dorset Private Landlords; Principal Residence and Housing Register Downsizing Initiative) and a Green Party colleague has applied to all six so we'll have good insight and representation.

I've asked for a local **Housing Needs Assessment** for Lyme and also plan to commission a housing type From Wessex Community Assets/Healthy Homes Dorset map to help target retrofitting advice to each typical house type here.

[Dorset Councils Housing Strategy 2024-2029](#) was reviewed on 19 March at People and Health Overview Committee and councillors voted to support an increase in the supply of affordable homes in Dorset. This will be achieved through use of council-owned land and buildings and by leasing more homes across the county.

[Councillors support approach to double the number of affordable homes - Dorset Council](#)

The **Housing Advice Line** has been set up by [Dorset Council, Citizens Advice and Shelter](#) to advise residents about housing cost worries and to prevent homelessness:

Please let residents know they can call Dorset Council for advice and support:

Email: housinghelp@dorsetcouncil.gov.uk

Tel: [01305 221000](tel:01305221000)

Appendix 1 features **Housing** as the first of a series of insights into Dorset Council directorates.

2.2. West Local Alliance – Children's Services

This local partnership alliance meets regularly, most recently on 4 March, to increase communications and shared understanding between all the organisations and agencies involved in providing services for our children and young people.

2.3. Carbon Literacy and wider climate and environmental collaboration

Dorset CAN continues to offer low cost online [Carbon Literacy training](#) for town and parish councils and community groups every month as part of the Community Pot funding.

We are delivering face to face workshops for Swanage Town Council in March and April so that all their staff and councillors will be trained, as stipulated in their Corporate Plan.

We're collating feedback from all those accredited as Carbon Literate since 2021 to develop a case study of community-based climate action in Dorset and we're offering face-to-face workshops with groups of town and parish councils to coincide with environmental events and festivals e.g. Beaminster's Eco Day, the Gaia Festival and the Dorset COP.

Ideas from [Swanage Town Council](#)'s visitor services, gardens and beach teams, as well as other town and parish councils and community groups will be shared more widely to encourage local actions.

I visited Exmouth Town Council's Climate Officer last week to learn what they're up to as the winner of the [NALC \(National Association of Local Councils\) Best Climate Response Award](#).

[The Great Collaboration](#) is developing our support and resource hub for community climate action and Dorset councils and communities are already featuring as case studies.

2.4. Wessex Regional Flood and Coastal Committee

The Regional Flood and Coastal Committee (RFCC) is a committee established by the Environment Agency under the Flood and Water Management Act 2010 that brings together members appointed by Lead Local Flood Authorities (LLFAs) and independent members with relevant experience for 3 purposes:

- to ensure there are coherent plans for identifying, communicating and managing flood and coastal erosion risks across catchments and shorelines
- to encourage efficient, targeted and risk-based investment in flood and coastal erosion risk management that represents value for money and benefits local communities
- to provide a link between the Environment Agency, LLFAs, other risk management authorities, and other relevant bodies to build understanding of flood and coastal erosion risks in its area

I attend as reserve member with Cllr Shane Bartlett, Portfolio Holder for Planning and Emergency Planning, who is Dorset Council's representative. WRFCC meets monthly.

2.5. Dorset Local Nature Partnership (DNLP)

I'm reserve member representative on the Local Nature Partnership with Cllr Nick Ireland as Dorset Council's representative and will be attending the Annual Forum on 26 March on behalf of Dorset Council.

The Dorset LNP brings together a wide range of partners in public, private and voluntary sectors across the Bournemouth, Christchurch & Poole and Dorset council areas. It exists to maximise the benefits to be gained from protecting and enhancing the unique natural assets of the area for people, wildlife and businesses.

The Dorset Local Nature Partnership will:

- Provide leadership for those working to protect and enhance the environment in Dorset
- Advocate the good management of Dorset's natural environment for its own sake and the many benefits it offers
- Articulate the importance of Dorset's natural environment to economic and social wellbeing in a manner appropriate to diverse audiences
- Ensure that the natural environment is taken into account in policy and decision-making

2.6. Bridport Citizens Advice

I'm reserve member representative for Bridport Citizen's Advice, with Cllr Sarah Williams as Dorset Council's representative.

2.7. Waste Working Group

There is a new Dorset Council member Waste working group.

The first meeting was on 7 March and discussed the Household Recycling Centre strategy, including information about the current service and performance, future options for the sites including service and site improvements, potential changes to opening days / times, location of sites and the long-term vision for the service.

2.8. 20mph Highways Authority Working Group

I was invited to join the '20 is Plenty' campaign's Highways Authority Working Group recently and attended an online presentation on 21 January of the benefits being reported in Wales and elsewhere of 20mph schemes.

The benefits included a 28% reduction in casualties (4 times the expected reduction) in Wales, reduced noise pollution in e.g. Brussels and reduced car insurance premiums in areas with 20mph schemes in Wales and England.

Other statistics being monitored by highway authorities show a 25% reduction in serious and fatal injuries in London, with a 36% reduction in vulnerable groups and 63% reduction in those walking.

The 20mph schemes are proving popular with residents where they have been introduced as neighbourhoods feel quieter, calmer and safer for pedestrians.

2.9. Uplyme Highways Forum

The last meeting of the Uplyme Highways Forum was 10 February where closer collaboration continues to develop on highways and other matters. The chairman of Uplyme Parish Council and the Devon County Council member will be stepping down at the local election.

I asked the Head of Highways and Portfolio Holder to confirm Dorset Council's contribution of £5,000 towards the Crogg Lane safety improvements can be rolled into next year, which they both did straight away.

Uplyme Parish Council has appointed their representative to the Water Quality Partnership Alliance, as agreed at the last meeting and I have asked our South West Water and Environment Agency contacts to liaise with UPC about their drainage concerns.

2.10. West Dorset Environmental Alliance

I'm part of the West Dorset Environmental Alliance of community and county environmental organisations which meets regularly with our local MP.

2.11. West Dorset councillors meeting with MP

The first meeting with the MP and West Dorset councillors was on 10 March.

2.12. Sustainable Food Place network

Dorset was accredited as a Sustainable Food Place as part of the national network [Home | Sustainable Food Places](#), with [Bridport](#) also gaining status as a member, the smallest town in the network.

[Bridport Food Matters](#) (BFM) co-ordinates projects and groups of food growers and producers, food security, sustainability and skills development with community resilience at the heart. [Bridport Town Council](#) is working with BFM and the Landworkers' Alliance to develop a [Food Security Plan](#) with funding from Dorset AONB (now Natural Landscapes) Sustainable Development Fund.

Alongside the review of adult services, an assessment of existing food services locally is underway in Lyme and Charmouth.

2.13. Executive Advisory Panel on 'Transformation'

2.14. Executive Advisory Panel on the Dorset Local Plan

I've been invited to join these EAP's, both of which meet monthly.

3. Summaries of recent Dorset Council announcements

3.1. Transformation Achievements in 2024

Nina Coakley, Head of Change

Published 19/03/2025

The report to the Place and Resources Scrutiny Committee on **Thursday, 20 March** highlights Dorset Council's transformation achievements in 2024 and the lessons being applied to future work. Since its formation in 2019, Dorset Council has focused on improving services, efficiency, and value for public money. Key initiatives include:

- **Mockingbird Family Model in Children's Services:** This innovative approach supports foster families by creating a network of support, improving stability and outcomes for children.
- **Enhanced Shared Lives Scheme in Adults' Services:** This scheme offers adults with care needs the opportunity to live with trained carers, promoting independence and community integration.
- **Libraries Transformation:** Modernizing library services to better meet community needs, including digital services and community engagement.
- **Planning Transformation in Place:** Streamlining planning processes to improve efficiency and service delivery.

The "Our Future Council" (OFC) programme, initially aimed at improving customer experience, has evolved into a whole-council initiative with significant financial targets due to external challenges such as increasing costs and budget gaps. In 2024, the target was £8.6 million, which was not achieved. The report outlines the reasons and changes made to confidently aim for a £10 million savings target for 2025/26.

Key lessons learned include:

- Aligning transformation plans with clear whole-council ownership, narrative, vision, and governance.
- Integrating transformation initiatives with the budget-setting process.
- Introducing central prioritisation and resource management for sustainable change programmes.

For more details, refer to the [agenda pack for the Place and Resources Scrutiny Committee](#) and the [OFC intranet pages](#).

3.2. Dorset Council is a care leaver friendly employer

Posted on:19 March 2025

- [News Report](#)

Dorset Council has been recognized by the Care Leaver Covenant as a care-leaver-friendly employer. This recognition highlights the council's commitment to supporting young people leaving care through initiatives like the Pathway to Employment scheme. The scheme provides various opportunities such as apprenticeships, work experience, traineeships, and supported internships to help young people transition into employment and build successful careers.

The council has also launched an 18-week pre-employment program aimed at building confidence, developing essential skills, and enhancing employability. Feedback from participants has been positive, and the program will be offered twice a year to support more young people.

Councillor Clare Sutton emphasized the importance of providing resources and opportunities for care leavers and encouraged other local businesses to support this initiative. Dorset Council actively supports 300 of the 542 care-experienced young people in the area, ensuring they have access to safe housing, education, work opportunities, and health services.

For more information, visit the Dorset Council website or contact the Pathway to Employment team.

- [Pathway to Employment](#)

Care Leaver Support:

- [Local Offer for Care Leavers](#)
- [Your Entitlements - Care Leavers](#)

3.3. Towards a new model of Day Opportunities - Consultation goes live - Dorset Council

Dorset Council has launched a three-month consultation on a new model for delivering day opportunities, called the **Hub and Spoke Day Opportunities model**.

This model aims to provide a network of **core hubs** in each area of the county to support local community activities, reducing the need for people to travel long distances.

The **spokes** will include various organizations and activities such as charities, churches, walking groups, swimming, volunteering, gardening, performing arts, lunch clubs, and knit and natter groups.

Specialist services like speech and language therapy, specialist equipment, hoists, and sensory rooms will also be available.

The consultation follows previous engagements where people expressed a desire for more choices and new hobbies outside traditional day centres.

Councillor Steve Robinson emphasized that the new model would offer greater choice and opportunity while still providing bespoke support services for those with complex needs.

The consultation will involve face-to-face meetings and online sessions, with the first event held at Stour Connect, Sturminster Newton.

The next steps in the **Hub and Spoke Day Opportunities model consultation** include:

1. **Consultation Period:** The consultation will run until 9 June 2025, during which Dorset Council will gather feedback from the community through face-to-face meetings and online sessions
2. **Engagement with Stakeholders:** Dorset Council will continue conversations with voluntary, community, and social enterprise sectors to design, develop, and deliver new services
3. **Feedback Analysis:** After the consultation period ends, the council will analyze the feedback received to refine and finalize the model
4. **Implementation:** Based on the consultation outcomes, Dorset Council will begin implementing the Hub and Spoke model, establishing core hubs and supporting local community activities

For more details:

[Towards a new model of Day Opportunities - Consultation goes live - Dorset Council](#)

3.4. Street Lighting public consultation

- Dorset Council is seeking feedback on a range of potential changes to its street lighting to improve nighttime safety, save energy, and be more sustainable.
- The current policy highlights the benefits of moving from relatively inefficient old-style lighting to Light Emitting Diode (LED) streetlights, which can reduce energy consumption by up to 60%. This has been an integral part of the climate programme for the council.
- Some residents have expressed a preference for the warmer light of the old sodium systems. LED streetlights typically have a much whiter light than the old sodium lights.
- The feedback gathered will help shape a street lighting policy that not only enhances safety and reduces energy consumption but also respects our environment and the lives of local communities.
- Town and parish councils will also be empowered to fund bespoke streetlights for their communities.

Please take the opportunity to [have your say by completing our consultation questionnaire](#).

3.5. Bus Service funding decision

A decision by Cabinet Member for Place Services has been published: Bus Grant Funding 2025/26 Delivery Programme to give final approval of the decision of the Enhanced Partnership Board to:

- Commit £1,320,105 revenue bus grant funding to the schemes listed in Appendix A
- Commit £1,355,049 capital bus grant funding to the schemes listed in Appendix B
- Submit the 2025/26 delivery programme to the Department for Transport to release the Bus Grant funding
- Make an application to the Department for Transport to transfer the remaining £651,713 capital to revenue to support the priority of improving local bus services.

Details are on the public website – [Decision details](#)

The following paragraphs are from the [Bus Service Improvement Plan](#), which show the importance of the ‘Vision-led’ approaches, as LRTC submitted to the Local Transport Plan 4 consultation in 2024, especially the government’s decarbonisation strategy and [sustainable transport hierarchy](#).

“Market town interventions

Design work is underway in Blandford Forum, Bridport, Lyme Regis, Shaftesbury, Wimborne and Sherborne to develop traffic management, associated bus priority and public realm improvements. This could include signal priority, short sections of bus lane and relocation of on-street parking bays.”

“The **Enhanced Partnership approach** provides the best opportunity to work collaboratively to achieve higher vehicle standards for buses across Dorset. In collaboration, we will agree vehicle standards regarding facilities, comfort, safety, accessibility, ease of use, and technology. Key focus areas will include the roll-out of next stop announcements, CCTV, app-based tracking, exploring the options for bicycle facilities across the network, and enhanced on-board facilities such as USB ports.”

I am continuing to request bus stop improvements and Real Time Information Systems for Lyme Regis and Charmouth and work with WATAG (Western Area Transport Group) to promote better connectivity and passenger information.

Public consultation on the Local Transport draft strategy and implementation plan will take place in late summer/early autumn 2025.

3.6. [Help available for families](#) news release

25 March 2025

It’s great to hear that our Safeguarding Families Together programme is working across the whole of the Dorset Council area. It embeds specialist adult service workers in domestic abuse, substance misuse and mental health alongside children’s social workers to improve outcomes for children. This initiative aims to keep families together and reduce the number of children entering care.

Read more about the programme here  <https://www.dorsetcouncil.gov.uk/news/help-available-for-families-across-dorset-to-change-behaviour>

4. Current Dorset Council public consultations:

4.1. Dorset Council Call for Sites

Whilst the Dorset Council 'call for sites' 2024 is now closed, sites that may have potential for new homes (including for the settled and Traveller communities), and employment development can still be submitted through this online form. Closes: **15 August**.

4.2. Dorset Open Land (Number 2) Anti-social Behaviour Related Public Spaces Protection Order 2025

This is a new Order which is intended to tackle issues of Anti-social Behaviour arising from the starting of fires in grass, heathland and forest areas. Closes **20 April**.

4.3. Street Lighting Policy Consultation:

The council is seeking feedback on a range of potential changes to its street lighting to improve nighttime safety, save energy and be more sustainable. Closes **4 May**.

4.4. Towards a New Model of Day Opportunities Consultation:

We want to talk to you about the proposed changes to day opportunities across Dorset. This is your chance to help us to develop the right way to provide the service.

We would like to share our ideas with you about our proposed hub, spoke and specialist model. We want to hear your thoughts and understand how this might work in your local community.

No one will lose access to a day opportunity. Following the consultation, if the proposals are agreed, there may be changes to how they are delivered.

Day opportunities are activities which will help you develop new skills. They will help you to maintain, or increase your independence or support your care needs.

Details for the new proposal can also be found on our [website](#). A list of Easy Read versions of the locality brochures are also available at the bottom of the page. Closes: **9 June**

You can find more details and participate in these consultations on the [Dorset Council Citizen Space](#) website

5. Other Dorset Council Press Notices Since 3 February 2025

Economic Growth Strategy:

- **Date:** 6 March 2025.
- **Details:** Invitation to local businesses to help shape the county's economic future.
- [Read more](#)

Commonwealth Day Ceremony:

- **Date:** 6 March 2025.
- **Details:** Flag flying ceremony at County Hall in Dorchester.

- [Read more](#)

SEND Education Interactive Session:

- **Date:** 5 March 2025.
- **Details:** Online session for families with children who have special educational needs and disabilities.
- [Read more](#)

Covid-19 Day of Reflection:

- **Date:** 3 March 2025.
- **Details:** National Day of Reflection for the COVID-19 pandemic.
- [Read more](#)

Chief Executive Update:

- **Date:** 28 February 2025.
- **Details:** Announcement of Chief Executive Matt Prosser leaving Dorset Council.
- [Read more](#)

Rough Sleeping Survey:

- **Date:** 28 February 2025.
- **Details:** Latest statistics on street homelessness in Dorset.
- [Read more](#)

6. Summary of relevant Dorset Council updates and policy reviews

6.1. Community Updates:

- [Latest News](#)

6.2. Council Decisions and Actions:

- [Council Transformation Plan 2025 to 2029](#)
- [Cabinet Forward Plan](#)

6.3. Environmental Issues:

- [Natural Environment, Climate and Ecology Strategy](#)
- [Environmental Health](#)

6.4. Infrastructure and Maintenance:

- [Community Infrastructure Questions and Answers](#)
- [Highways Maintenance Investment](#)

6.5. Community Engagement:

- [Consultation and Engagement Policy](#)

- [Day Opportunities Consultation](#)

6.6. Financial Updates:

- [Annual Accounts](#)
- [Financial Statements 2023/24](#)

7. Councillor briefings

Briefings and training continues – topics available on request.

Recent and imminent sessions were/are on:

- Community Safety
- Day Opportunities (Adult Services)
- Prevent and Modern Slavery
- Verge Management
- Using Microsoft Co-Pilot

8. Dorset councillor 'surgeries' and contact details

Lyme Regis

Thursdays from 10am to 12pm at the Community Café at the Hub, Church St,

10 April, 15 May, 5 June

Saturdays from 10am to 12pm monthly at Lyme Regis Library, Silver Street,

22 March, 26 April, 24 May, 21 June

Charmouth

Wednesdays 2pm to 4pm monthly at the Community Library, The Street, DT6 6PE

23 April, 28 May, 25 June

Saturdays 10am to 12pm monthly at the Bankhouse Café, The Street DT6 6PU

19 April, 17 May, 7 June.

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; 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)

For any problems on the roads or pavements:

[Report a problem on a road or pavement - Dorset Council](#)

If you have any problems reporting the issue online email: customerservices@dorsetcouncil.gov.uk or call 01305 221000.

Belinda Bawden

Dorset Council ward member for Lyme Regis and Charmouth

25 March 2025

Appendix 1

The first of a series of guides to Dorset Council services – **please let me know which area you would like to see next time**

Focus on Housing and Community Safety

The Housing function is delivered by teams located in offices across Dorset. Each team has a specific area of focus and responsibility.

1. **The Homelessness Prevention and Advice Team** Specialises in homelessness prevention, providing housing advice to individuals and families who are at risk of becoming homeless or are homeless (this includes rough sleepers).

The Council has a statutory duty to provide temporary accommodation to certain households, but there is no duty to house everyone. Temporary accommodation is provided to those meet specific legal tests.

During 2023/24 Dorset Council accepted 426 households as homeless (an increase of 161 since 2017/18).

The service is taking a preventative approach to homelessness and this work has seen a 63% increase in successfully preventing homelessness in the last year alone, despite the increased demand driven by several factors, including cost of living issues.

2. Housing Register

Dorset Council is a non-owning housing stock Council and therefore relies on a collaborative relationship with Registered Providers (mainly Housing Associations) to accept nominations to their properties via the housing register and in line with the Councils Allocation Scheme.

The **Housing Solutions Team** oversee the management and assessment of applications from households to join the Housing Register known as Dorset Home Choice.

There are certain criteria a household must fulfil before they are eligible to join the register, for example a local connection to a particular area.

3. Council owned property

Dorset Council does own a small portfolio of properties which are used for temporary accommodation alongside arrangements with private landlords for exclusive use of properties for temporary accommodation.

4. Emergency accommodation

Emergency accommodation is supported using bed and breakfast accommodation (although this can be for no longer than six weeks for families).

During 2023/24, 417 households required emergency bed and breakfast accommodation (more than double the number of households in 2017/18).

At the end of March 2024, there were 276 households in temporary accommodation (100 more households than in 2017/18).

5. Housing Standards Team

The Housing Standards Team ensure housing standards in the private rented sector using a range of enforcement tools. They licence and enforce standards in houses of multiple occupation (HMOs) and mobile home parks. They identify empty properties and bring them back into use, advise households on domestic energy efficiency matters and provide access to relevant grants to enable healthy homes. Working closely with colleagues in Adults, the team process and approve disabled facility grants (DFG) through the Dorset Accessible Homes Service. The team are also responsible for the gypsy and traveller liaison service.

6. Housing Strategy and Performance Team

Bringing forward affordable, key worker and supported housing is a key responsibility for the Housing Strategy and Performance Team. The team will work with registered providers and Dorset Homes a housing development company owned by Dorset Council to identify suitable sites and developments to meet housing need.

The annual rate of new affordable homes has been incrementally increasing and an annual target of 400 has been exceeded in the last 3 consecutive years.

Joint working with key registered providers aims to increase development of new affordable housing, performance, and strategic matters.

This team is also responsible for the Housing Strategy. The Housing Strategy vision 'to ensure residents have access to affordable, suitable, secure homes where they can live well as part of sustainable and thriving communities' is supported by 4 key objectives:

- Housing Need – enabling residents to live safe, healthy, independent lives in homes that meet their needs.
- Housing Supply – driving the delivery of homes people need and can afford to live in.
- Housing Standards – improving the quality, standard and safety of homes.
- Prevention of homelessness – support, at the right time, to people in crisis to prevent homelessness

7. Community Safety

The Community Safety Team sits within the Housing service.

Councils are legally required to work with partners to identify and tackle community safety issues in their area. There are other legal requirements placed directly on Councils relating to specific community safety issues.

Under the Crime & Disorder Act 1998, Councils must work with partners including the Police, Health, Probation and the Fire & Rescue Authority to tackle community safety issues in their area.

They must work through statutory partnerships, called Community Safety Partnerships (CSPs), complete an annual needs assessment to identify issues and have three year Community Safety Plans that are refreshed annually.

Community Safety Partnerships are also legally required to produce strategies to reduce reoffending and lead on the completion of **Domestic Homicide Reviews** (DHRs).

In Dorset, the Council and its partners have agreed to fulfil their legal responsibilities relating to **Domestic Abuse** and **Serious Violence** through the Dorset Community Safety Partnership.

There are specific duties placed on the Council in relation to preventing **violent extremism** and **modern slavery**.

The Council's People Health Scrutiny Committee acts as the authority's formal Crime Disorder Committee and scrutinises the Council's work relating to community safety.

The Community Safety Team based in the Adults, Housing & Community Safety Directorate works across the Council to ensure the Authority complies with its legal duties relating to community safety, including working in partnership.

The team leads on strategic issues including:

- domestic abuse
- sexual offences
- serious violence
- preventing violent extremism and
- modern slavery.

The Team also supports the Dorset CSP which is Chaired by the Council's Cabinet Member for Public Health, Environmental Health, Housing, Community Safety and Regulatory Service.

Operational community safety work is led by a separate team in the Council's Place Directorate.

Some of these duties are placed on the council, for example in relation to Modern Slavery and Preventing Violent Extremism, whilst others relate to partnership work with other agencies.

The team supports the Dorset Community Safety Partnership (CSP). The CSP is responsible for bringing together certain organisations to tackle community safety issues in the area.

This includes Dorset Council, Dorset Police, the National Probation Service, the Dorset, Devon and Cornwall Community Rehabilitation Company, NHS Dorset ICB (Integrated Care Board) and the Dorset & Wiltshire Fire & Rescue Authority.

KEY CONTACTS

[Adult Social Care and support for adults](#) - Dorset Council 01305 221016 *

[Housing](#) - Dorset Council 01305 221000 (main switchboard) *

[Public Health Dorset](#) - Dorset Council 01305 224400 *

FREQUENTLY ASKED QUESTIONS

Is social care free?

Unlike the NHS, Social Care in England is not free. Whatever your needs or requirements, they will need to be paid for somehow. There are policies around who must pay, and how, much they contribute. You are expected to pay for your own care needs unless you are unable to do so.

What is a self-funder?

Self-funder is the term given to people who pay the entire cost of any care needs.

How much money can I have in savings before Dorset Council will help?

If you have more than £23,250 in savings and assets, you will need to pay for your own care.

Can I get help with the cost of care from the council?

The council can help those who really need it. If you have less than £23,250 in savings or assets, the council will make payments towards your care.

How much does it cost to live in a care home?

On average, for someone over the age of 65, it costs £1,144 per week to stay in a Residential care home in Dorset (costs have risen significantly in the past 4 years when the average cost was £713 p/w). This means an average care home would cost you around £59,500 per year and the average length of stay is 27 months. The costs vary depending on the level of care you need.

Can I stay in my own home if I do not want to live elsewhere? Yes, you can make adaptations to your home to make it more accessible for you, enabling you to remain as independent as possible. On average it costs £5,370 to make general adaptations to your home. These include items like handrails, ramps, alarm systems and exchanging baths for showers.

What is an integrated care system?

An integrated care system, or ICS is a partnership between the council, and health partners. Here, the partnership is called Our Dorset, and its purpose is to provide the absolute best health and care services possible from the resources available to us.

Who are Care Dorset?

Care Dorset is the social care provider wholly owned by Dorset Council. It is a Local Authority Trading Company, or LATCo, and provides care to adults across the county

LYME REGIS TOWN COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON WEDNESDAY 12 FEBRUARY 2025

Present**Chairman:** Cllr P. Evans**Councillors:** Cllr G. Caddy, Cllr S. Cockerell, Cllr M. Denney, Cllr D. Holland, Cllr S. Larcombe, Cllr P. May, Cllr C. Reynolds, Cllr G. Turner, Cllr A. Wood**Officers:** A. Mullins (support services manager), J. Wright (town clerk)**Guests:** Cllr B. Bawden (Dorset Council ward member), Cllr N. Ireland (Leader of Dorset Council), T. Robinson (Lyme Regis Business Group and Tom's Restaurant)

The mayor, Cllr P. Evans read out the town prayer.

24/144/C Public Forum**C. Savory**

C. Savory spoke about drainage issues at Holmbush car park. He said where the road narrowed before Pine Walk, vehicles were going over the edge of the tarmac and destroying a land drain, so water was pumped to an adjacent land drain. He said this was a potential risk and danger and Dorset Council (DC) officers had seen the problem and knew what needed doing. However, there was no point in repairing the drain unless there was a barrier to stop vehicles. He asked that this work was undertaken. He understood the deputy town clerk and the DC ward member had tried to resolve the matter and asked if the town council would be willing to make a financial contribution.

Cllr N. Ireland, leader of DC, was invited to respond. He said although DC did plan to continue clearing and maintaining the drain, there was no funding for a barrier at the moment. He said works to car parks were funded by car park charges and DC was raising these, so hopefully the funds could be found.

K. Gollop

K. Gollop asked what steps the town council and DC intended to take to make sure the town entered the next season in a clean state. He also asked what the councils were doing about bins, as there were over 35 along the seafront, which were locked and used by private traders, but they smelled and were an eyesore. He felt there was surely a solution to this and suggested building bin stores on Gun Cliff and at the harbour. He said they were a health risk and it was no wonder there was a rat problem. He also said roads were not swept properly.

Cllr N. Ireland said so many bins were required due to government rules around recycling. He said DC offered commercial waste collection, which businesses had to pay for, and the storage of bins was also the responsibility of businesses. He said the bin

store at Broad Street car park was no longer in use but it could continue to be used, as long as it wasn't for food storage, which the town council had agreed to help maintain.

The mayor, Cllr P. Evans said members would be invited to walk around the town to look at the areas K. Gollop had highlighted.

L. Gibbons

L. Gibbons said there was a directive from the government regarding chairs on the seafront, which could be charged at a maximum of £500, and DC was following that directive. He said the Tripartite Agreement said DC and the town council had responsibility for the Marine Parade. He said this defined 1.5metres of highway, which had become a problem.

S. Holman

S. Holman said the Harbour Consultative Group were alarmed that there would be further delay to essential structural works to the high wall of the Cobb, as part of the phase 5 works, which had been included in the coastal protection works from the beginning. She said the integrity of the high wall was vital, not just to the harbour but to the very existence of Lyme Regis. She was aware DC had received money from the government in the past to repair the wall, and planning for phase 5 had started in 2016 when phase 4 finished, although in 2022 there were funding problems. She said the work had been put off in 2023, 2024 and 2025 and the wall was clearly getting worse. If something wasn't done urgently, the wall would breach and it would be much too expensive to repair. She understood there had been problems with the change from West Dorset District Council to Dorset Council, including the loss of experienced engineers, difficulty in getting government funding, a lack of effective consultation and a financial shortfall at DC, which had all contributed to the delays. The harbour group was told there were further delays but had not been given details, although they were aware there were possible objections from English Heritage. She said if the group could be clear on what was happening and what was needed, they could make decisions about lobbying or publicising the issue, and they hoped the town council would come on board with this.

Cllr N. Ireland gave a detailed response from the DC officer leading on the phase 5 works.

24/145/C Dorset Council Matters

Cllr B. Bawden presented her report. She added that DC had agreed its budget and reported that the community highways officer for this area was taking early retirement.

24/146/C Questions from Councillors

Cllr C. Reynolds

Cllr C. Reynolds asked why agenda item 21, Town Council Magazine, had been brought straight to Full Council and she asked for support for all possibilities to be taken to the Tourism, Community and Publicity Committee before the Full Council.

Cllr A. Wood

Cllr A. Wood asked why members were not informed of the Royal Mail error which meant some of the town had not received the previous newsletter.

The town clerk said this issue had only been resolved two weeks ago so it would be reported to the next Tourism, Community and Publicity Committee meeting, although discussions had taken place with some members.

24/147/C Apologies for Absence

Cllr C. Aldridge – travel delays
Cllr M. Ellis – personal commitment
Cllr S. Larcombe – holiday

24/148/C Disclosable Pecuniary Interests

There were none.

Cllr N. Ireland left the meeting at 7.24pm.

24/149/C Dispensations

There were none.

24/150/C Leader of Dorset Council, Cllr Nick Ireland, to receive questions from members and the public

As Cllr N. Ireland had taken questions earlier in the meeting during the public forum, no further questions were asked.

24/151/C Presentation – Tom Robinson, Chef Patron and Director of Tom's Lyme Regis

T. Robinson was invited to give his presentation about the challenges currently facing the hospitality industry, on behalf of Lyme Regis Business Association. Issues raised included high business rates, the revaluation of VAT, and the increase in National Insurance. He said the sector provided up to 500 jobs in Lyme Regis, benefitted the wider economy, and was a diverse employer.

T Robinson asked the council to take these issues into consideration when it made decisions that affected the hospitality sector.

The mayor, Cllr P. Evans, asked the support services manager to read out a letter related to this issue from A. Oliver.

A. Oliver said she couldn't see how the high charges for Marine Parade seating were justified as it was a public highway, which benefitted the whole town and tourists. She believed the maintenance of the area should not be passed on to businesses by increasing seating charges, when they occupied a small area and kept their outside areas clean and litter-free. She said the council should be encouraging businesses to come, stay and thrive in Lyme Regis and asked that it reconsidered the charges for outside seating.

24/152/C To confirm the accuracy of the minutes of the Full Council meeting held on 11 December 2024

Proposed by Cllr A. Wood and seconded by Cllr G. Caddy, the minutes of the Full Council meeting held on 11 December 2024 were **ADOPTED**.

24/153/C Matters arising from the Full Council meeting held on 11 December 2024

Members noted the report.

24/154/C Update Report

Members noted the report.

24/155/C Mayor's Announcements

Members noted the report.

24/156/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 28 January 2025, and to note the committee's comments made on planning applications under the power delegated by Full Council, and to note the recommendations made under the chairman and vice-chairman's delegated authority following the cancellation of the meeting on 7 January 2025.

24/157/C Environment Committee

Proposed by Cllr S. Cockerell and seconded by Cllr P. May, it was **RESOLVED** to receive the minutes of the meeting held on 22 January 2025, and adopt the recommendations, as follows:

24/54/ENV – Climate and Nature Survey, Dorset Town and Parish Councils

RESOLVED: to delegate Cllrs P. May and S. Cockerell to work with officers to formulate a response to the Town and Parish Council – Climate and Nature Survey.

24/55/ENV – New Waste Regulations (Simpler Recycling in the Workplace, England)

RESOLVED: to delegate Cllr P. May, Cllr S. Cockerell and J. Breeze to set up a meeting to bring together local businesses, the town council and Dorset Council to discuss the new waste regulations and practical solutions.

24/56/ENV – Solar Communities

RESOLVED: to set up a meeting with Dorset Climate Action Network to progress the idea of a scheme to install solar panels on residential properties, to include Cllr M. Denney and V. Elcoate.

24/57/ENV – Strategic plan for achieving net zero carbon emissions by 2030

RESOLVED: that Cllr P. May, Cllr S. Cockerell and V. Elcoate develop the council's climate action strategy, to be presented to the Environment Committee for approval.

24/158/C Human Resources

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

24/55/HR – Technology for In-situ Dynamic Risk Assessments

ORIGINAL MOTION: to agree the council subscribes to a risk assessment platform provider (cost not exceeding £2,500 per annum) and purchases four smart tablets (cost not exceeding £4,500) to operate the preferred system as soon as practicable.

The support services manager said there was a typing error in the recommendation and 14 smart tablets would be required.

SUBSTANTIVE MOTION: Proposed by Cllr P. May and seconded by Cllr G. Stammers, members **RESOLVED** to agree the council subscribes to a risk assessment platform provider (cost not exceeding £2,500 per annum) and purchases 14 smart tablets (cost not exceeding £4,500) to operate the preferred system as soon as practicable.

24/56/HR – The Town Clerk's Objectives 2025-26

RESOLVED: to approve the town clerk's objectives for 2025-26.

24/59/HR – Gardener and Maintenance Person (post holder 204), Six-Month Probation Extension Review

RESOLVED: to approve the gardener and maintenance person's (post holder 204) continued employment with the council, effective from 19 November 2024

24/60/HR – Request to Transfer Pension Rights

to refuse postholder 210's request to transfer previous pension rights into the Local Government Pension Scheme after the deadline date.

24/159/C Strategy and Finance

Proposed by Cllr P. May and seconded by Cllr G. Turner, it was **RESOLVED** to receive the minutes of the meeting held on 29 January 2025, and adopt the recommendations, as follows:

24/62/SF – Internal Audit Report, Visit One 2024-25

RESOLVED: to note the internal auditor's report and approve the management responses.

24/63/SF – Corporate Plan 2025-30

RESOLVED: to approve the Corporate Plan 2025-30.

24/66/SF – Ministry of Housing, Communities and Local Government Consultation on Strengthening the Standards and Conduct Framework for Local Authorities in England

RESOLVED: to delegate the final response to the Ministry of Housing, Communities and Local Government Consultation on Strengthening the Standards and Conduct Framework for Local Authorities in England to the town clerk in consultation with Cllrs C. Aldridge, P. Evans and P. May.

24/68/SF – List of Payments

RESOLVED: approve the schedule of payments in December 2024 for the sum of £301,981.95.

24/69/SF – Works to New Council Offices

RESOLVED: to instruct officers to write a letter of intent prior to formal approval at Full Council on 12 February 2025 to appoint Bagwells Ltd to carry out the planned works at the council's new offices at St Michael's Business Centre on the basis of negotiated rates and at an estimated total cost of no greater than the approved budget of £100k, and to note and approve the exception to Standing Orders and Financial Regulations involved in this process.

24/160/C Tourism, Community and Publicity Committee

Proposed by Cllr P. Evans and seconded by Cllr G. Turner, it was **RESOLVED** to receive the minutes of the meeting held on 15 January 2025, and adopt the recommendations, as follows:

23/141/TCP – Free Parking Days

RESOLVED: the non-charging days in Lyme Regis car parks in 2025 as 9 November (Remembrance Sunday), 22 November (Christmas Lights' Switch-on), and 23 December (Carols Round the Christmas Tree) and to approach Lyme Regis Business Association for their input to decide the remaining two dates.

23/142/TCP – Lyme Regis Visitor Hub

RESOLVED: to approve a five-year agreement for Lyme Regis Visitor Hub to occupy the Jubilee Pavilion.

23/143/TCP – Sporting Festival

RESOLVED: an inaugural meeting of sporting organisations in Lyme Regis, Uplyme and Charmouth is organised to progress the idea of a sporting festival called Sporting Lyme.

23/152/TCP – Seafront and Beach Concessions

RESOLVED: to award the deckchair concession to Darren and Jessica Herbert, to award the non-motorised watersports concession to Simon Lippett, and to award the henna tattooing and hair braiding concession to Tia Shoemark and Jessica Palmer.

23/153/TCP – Welcome to Lyme Regis Signs

RESOLVED: to accept the quote and design concept from Creative Solutions and to ask officers to work with them on further development of the design, with the final decision to be taken by the delegated members, Cllr C. Reynolds and Cllr G. Caddy.

24/161/C Town Management and Highways Committee

Proposed by Cllr G. Caddy and seconded by Cllr P. May, it was **RESOLVED** to receive the minutes of the meeting held on 8 January 2025, and adopt the recommendations, as follows:

24/62/TMH – Memorial Benches

RESOLVED: to introduce a 20-year lifespan on new and existing memorial benches on town council-owned land

24/66/TMH – Monmouth Beach Land Stabilisation Works

RESOLVED: to delegate authority to the town clerk, in consultation with the chairman of the Town Management and Highways Committee and the mayor, to appoint a contractor to carry out the removal of slipped material from the land above Ware Cliff at the town council-owned chalet and caravan park.

24/67/TMH – Chalet and Day Hut Sites at Monmouth Beach

RESOLVED: to approve up to £6k of unbudgeted expenditure to provide a replacement day hut at 23 Monmouth Beach on a 'invest to earn' basis.

24/162/C Appointments to External Bodies 2024-25

Cllr D. Holland said he would like to be the representative on the Lyme Regis Harbour Consultative Group and Cllr C. Reynolds said she would like to be the substitute member.

As there was another member representative on the Dorset Association of Parish and Town Councils, it was agreed an appointment would not be made at this point as new representatives would be nominated in May 2025 anyway.

Proposed by Cllr P. May and seconded by Cllr G. Stammers, it was **RESOLVED** to appoint Cllr D. Holland as the council's representative on the Lyme Regis Harbour Consultative Group and Cllr C. Reynolds as the substitute member.

24/163/C Council Offices

The town clerk said officers had had a site meeting with the chosen contractor, Bagwells, who confirmed they would start work at the end of February and aimed to complete by

the end of May. During this time, the office would need to shut down to accommodate the move between offices and it would also be an opportunity to progress the digital office project. The public would still be able to contact the council by email or phone but council meetings would not take place at the beginning of the new council year from May 2025.

A member asked how many parking spaces would be available to the council at the new offices.

The town clerk said there would be two spaces but officers were trying to secure a further one as the council was taking on more units. Parking would be retained at the Guildhall and one of the spaces at the new offices would be kept free for members, where possible.

24/164/C Town Council Magazine

Proposed by Cllr G. Stammers and seconded by Cllr M. Denney, 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.

24/165/C Appeal Following a Member Complaint

Proposed by Cllr G. Stammers and seconded by Cllr M. Denney, 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.

24/166/C Exempt Business

a) Town Council Magazine

One member was concerned this item had been brought straight to Full Council and felt it should have been considered by the Tourism, Community and Publicity Committee first. They suggested it was referred back to the committee for further consideration.

The town clerk said it had not been possible to get the report together for the committee meeting on 16 January 2025, so it was brought to the Full Council for expediency. Referring it back to the committee would mean a final decision would not be made by the Full Council until 2 April 2025, so realistically the publication would not be launched until June 2025.

It was suggested members could consider the staffing matters at this meeting, so progress could be made on advertising any vacancies.

However, members felt they should have an opportunity to discuss the publication first, before deciding any staffing changes.

The town clerk said the staffing element of the report would then need to be considered by the Human Resources Committee in April, which would further delay the launch.

Proposed by Cllr C. Reynolds and seconded by Cllr G. Caddy, members **RESOLVED** that the proposal for a town council magazine is taken back to the Tourism, Community and Publicity Committee and discussed in full, with all the possibilities that were suggested for publicity.

The town clerk and support services manager left the meeting at 8.30pm.

b) Appeal Following a Member Complaint

Proposed by Cllr M. Denney and seconded by Cllr G. Caddy, members **RESOLVED** to defer the appeal and asked the mayor to try one more attempt at mediation between the member and employee.

The meeting closed at 8.50pm.

Committee: Full Council

Date: 3 April 2025

Title: Matters arising from the minutes of the Full Council meeting held on 12 February 2025

Purpose of the Report

To inform members of matters arising from the minutes of the Full Council meeting on 12 February 2025 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

24/162/C – Appointments to External Bodies 2024-25

The Lyme Regis Harbour Consultative Group was notified of the new council representatives on 13 February 2025.

24/163/C – Council Offices

Work on the new council offices started as planned on 3 March 2025. The work is progressing on schedule, with lintels in place and the reception and main office knock-throughs complete. All studwork for the reception area and small interview/meeting room is in place. Radiator, power and IT points have been agreed. Final storage solutions will be agreed when the offices are in use.

Three parking spaces have been agreed.

The work is on schedule to be completed in eight weeks.

24/164/C – Town Council Magazine

A report was considered by the Tourism, Community and Publicity Committee on 5 March 2025 and a recommendation is elsewhere on this agenda.

John Wright
Town clerk
March 2025

Committee: Full Council

Date: 3 April 2025

Title: Update Report

Purpose of Report

To update members on issues previously reported to this committee

Recommendation

Members note the report

Report

Councillor vacancy

For the second time, no nominations were received for the councillor vacancy by the deadline on Friday 28 February. This means the process will begin for the third time.

The full timetable for the election is yet to be published but the notice for election is due to be issued on 7 April 2025. If contested, an election will be held on 15 May 2025.

John Wright
Town clerk
March 2025

**Mayor's Engagements for
February and March 2025**

Tuesday 4 February 2025	<p>With the town clerk and support services manager, met with representatives of the Barfleur Twinning Association for an update report.</p> <p>With the deputy town clerk, met the volunteer drivers for the new town bus.</p>
Tuesday 6 February 2025	<p>Hosted a meeting of stakeholders held at the Royal Lion.</p>
Monday 10 February 2025	<p>Accompanied by the mayoress, attended the Rotary Club's annual soup and ploughman's lunch at the Hotel Alexandra.</p>
Monday 24 February 2025	<p>Officially opened the new amenities hut in the Lister Gardens, attended by councillors and staff members.</p>
Saturday 1 March 2025	<p>Held my monthly surgery at the Mayor's Parlour. I had four members of the public attending and one trader expressing concern about the length of the road closure.</p>
Thursday 6 March 2025	<p>With councillors and officers, attended the Community Café at The Hub for a photo opportunity with the coffee machine funded by the town council.</p>
Friday 7 March 2025	<p>Attended the Mayor of Dorchester's Civic Day.</p>
Saturday 15 March 2025	<p>Accompanied by the mayoress, I opened the Repair Café at the Boat Building Academy.</p>
Friday 28 March 2025	<p>Attended the launch of the Stampede By The Sea promotion in West Bay to raise funds for the Weldmar Hospice.</p>

**LYME REGIS TOWN COUNCIL
PLANNING COMMITTEE
MINUTES OF THE MEETING HELD ON TUESDAY 11 MARCH 2025**

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)

24/246/P Public Forum

There were none.

24/247/P Apologies for Absence

Cllr M. Denney – Work Commitments

24/248/P Minutes

Proposed by Cllr P. May and seconded by Cllr C. Aldridge the minutes of the meeting held on 28 January 2025 were **ADOPTED**.

24/249/P Disclosable Pecuniary Interests

There were none.

24/250/P Dispensations

There were none.

24/251/P Member planning recommendations

There were none.

24/252/P Matters arising from the minutes of the Planning Committee held on 28 January 2025

There were none.

24/253/P Update Report

There were none.

1. **P/HOU/2025/00750** (Received 13.02.25)
HOUSEHOLDER PLANNING PERMISSION
Erect single storey front and rear extensions, internal alterations and form new driveway access.
Kingsbury Croft Sidmouth Road Lyme Regis DT7 3ES

*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/2025/00308** (Received 14.02.25)
LISTED BUILDING CONSENT
Remove existing render and re-render using lime
Benets Mill Green Lyme Regis DT7 3AQ

*The town council recommends **approval** of the application because it is in accordance with the approved development plan and does not involve unacceptable or material harm to the Conservation Area or heritage assets.*
3. **P/HOU/2025/00894** (Received 19.02.25)
HOUSEHOLDER PLANNING PERMISSION
Erect two storey front extension and alteration to existing vehicle access.
Bonaventure House, Uplyme Road, Lyme Regis, DT7 3LS.

*The town council recommends **approval** of the application because it is in accordance with the approved development plan and does not involve unacceptable or material harm to the Conservation Area or heritage assets.*
4. **P/FUL/2025/00488** (Received 20.02.25)
FULL PLANNING APPLICATION
Demolition of domestic garage and shed, replacement with dwelling.
St. Martins cottage, West Hill Road, Lyme Regis, DT7 3LW.

*The town council recommends **refusal** of this application because the size, location and design of the proposed new building with overlooking windows, and its associated change of use from storage to residential, results in an unacceptable loss of privacy and residential amenity to the neighbouring property.*
5. **P/CLP/2024/07130** (Received 24.02.25)
CERTIFICATE OF LAWFUL USE PROPOSED
Fair Winds is a single-family dwelling. Current living space on the ground floor is limited. A small rear extension will improve greatly to family comfort.
Fair Winds, West Hill Road, Lyme Regis, DT7 3LW.

No comment needed.

There were none.

24/256/P Withdrawn Applications

Noted.

24/257/P Planning Decisions

Noted.

24/258/P Planning Correspondence

There were none.

The meeting closed at 7:45 pm.

DRAFT

LYME REGIS TOWN COUNCIL

ENVIRONMENT COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 12 MARCH 2025

Present:

Chairman: Cllr S. Cockerell

Members: Cllr C. Aldridge, Cllr P. May, Cllr M. Denney, Cllr G. Stammers, Cllr G. Turner

Other members: V. Elcoate, G. Barr

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

24/59/ENV Public Forum

There were no members of the public present.

24/60/ENV Apologies

Cllr A. Wood
Cllr S. Larcombe
J. Breeze

24/61/ENV Minutes

Proposed by Cllr P. May and seconded by Cllr M. Denney, the minutes of the meeting held on 22 January 2025, were **ADOPTED**.

24/62/ENV Disclosable Pecuniary Interests

There were none.

24/63/ENV Dispensations

There were none.

24/64/ENV Matters Arising

Carbon Literacy Organisation Accreditation

A member asked how the rate for Speak Carbon Collective compared to the previous rates paid to the Dorset Climate Action Network (DCAN) and where the funding was coming from.

The town clerk said he would circulate information on DCAN costs. He said the funds would come from the training budget.

Use of Biodiesel/HVO in council vehicles

A member asked if the biodiesel tank had been delivered yet.

The acting operations manager said it was due for delivery within the week.

24/65/ENV Update Reports

Electric Supply to Gardens Lighting

A member said this had been ongoing for months and asked if the deputy town clerk could prioritise it.

The town clerk said he would bring an update to the next meeting, together with a costing report based on consumption and estimated works' costs.

24/66/ENV To receive the minutes of the Bathing Water Quality meeting on 14 January 2025

Members discussed the draft Environment Agency plan on cleaning up Church Cliff Beach, which had been welcomed by the River Lim Action Group as it required South West Water to improve water quality.

It was noted an excessive amount of sewage had spilled in January and February 2025 and was ongoing for 12 days. Some of the spills carried on for more than 24 hours and 48 hours after it had stopped raining and were outside of the definition of a 'legally allowed spill'. The Environment Agency would monitor this weekly during the bathing water season.

It was noted cleansing works were due to take place at Gun Cliff the following week.

Concerning the overall management of bathing water quality meetings, the town clerk said there needed to be an agreement about organisations' roles and responsibilities.

Proposed by Cllr S. Cockerell and seconded by Cllr P. May, the minutes of the bathing water quality meeting on 14 January 2025 were **RECEIVED**.

24/67/ENV Review of Environment Policy

Proposed Cllr P. May and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to amend the Environment Policy to add a clause to the introduction at 1.2 as follows: 'Lyme Regis Town Council would also seek to enhance biodiversity and promote nature recovery on land managed and/owned by the town council'.

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to amend clause 7.2 of the Environment Policy to include 'internet (e.g. Teams)'.

A member asked when council's performance against its environment policy was last reviewed and by whom.

Cllr S. Cockerell said he would investigate this and report back at the next meeting.

Proposed by Cllr. P May and seconded by Cllr M. Denney, members agreed to **RECOMMEND TO FULL COUNCIL** that the review period of the council's environment policy be amended from one year to three years.

Proposed by Cllr C. Aldridge and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** that the environment policy is amended to add 'business community' in paragraph 1.1.

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to ask officers to look up a more accurate description of 'scope 3 emissions' and correct it in the environment policy so it was better clarified.

24/68/ENV The establishment of a working group for the achievement of net zero carbon emissions by 2030

The town clerk said if the working group was formed, the committee needed to decide if non-members would be allowed to vote at those meetings. He said the working group wouldn't be making direct recommendations to Full Council and felt non-members should be allowed to vote.

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** that non-members are allowed to vote at working group meetings.

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** that the Environment Committee establishes a working group aiming to help Lyme Regis Town Council establish net zero emissions by 2030 and beyond and that the town council adopts the terms of reference, with all members being able to vote.

Proposed by Cllr P. May and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** Cllr P. May, Cllr S. Cockerell, Cllr C. Aldridge, V. Elcoate, and J. Breeze be appointed to the working group for the achievement of net zero carbon emissions by 2030.

24/69/ENV Climate Action Plan

The town clerk said the plan hadn't been fully populated but it would be populated with actions for the next meeting.

Proposed by Cllr P. May and seconded by Cllr M. Denney, members agreed to **RECOMMEND TO FULL COUNCIL** that the council adopts the draft Climate Action Plan and the activities proposed within it, and to instruct the newly created working group to continue to develop this plan and to ensure the council achieves net zero carbon emissions by 2030 and beyond.

It was requested that comments on the climate action plan are sent to the acting operations manager to be discussed at the next working group meeting.

24/70/ENV River Lim Action Group Report

It was requested that someone from the town council attended the group's invitation only event on 21 March 2025.

24/71/ENV Biodiversity Assessment Report

The acting operations manager said he was satisfied with the recommendations for introducing biodiversity into the town's green spaces.

There were concerns the report didn't give a clear picture of what the baseline data was and, therefore, how actions could be measured. Members agreed the report wasn't a proper biodiversity baseline assessment, and that one was still needed.

It was proposed by Cllr P. May and seconded by Cllr G. Turner that the town council commissions a biodiversity baseline assessment of the town council's gardens, parks and green spaces and wider operations funded from the £5k budgeted for biodiversity improvements from 2025/26 budget.

The motion was not voted on.

The operations manager said a more in-depth ecological survey could be carried out if members felt it was necessary, but this would be expensive.

Members asked that officers obtained more information about carrying out a biodiversity baseline assessment of town council land, including scope and costs so members could make an informed decision.

The town clerk suggested putting this forward as an objective for 2026-27.

It was noted Great Big Dorset Hedge did free hedgerow surveys and could do one for the town council.

The acting operations manager said the council could make a start and order 10 bat boxes and 10 bird boxes and create a small nature pond, using funds from the £5k budget for 2025-26. He said the already established woodland walk area would be a good place to implement some of the recommendations from the report.

A member suggested planting more wildflowers in the scrub and grassland areas as well as the night scented plants area.

The acting operations manager said the council needed to consider how it wanted the gardens to look throughout the year because wildflowers looked good for a short time but then went on to look untidy. He said that the night scented plants area could be enhanced with minimal effort and the signage and QR codes in the gardens were already planned for 2025-26.

Proposed by Cllr P. May and seconded by Cllr M. Denney, members agreed to **RECOMMEND TO FULL COUNCIL** that the town council should pick up on the words from the conclusion of the biodiversity assessment to determine its priorities and research the costs and methodology that would result in a more comprehensive biodiversity survey across the council's assets.

It was suggested this project now needed to move towards organising a public session and inviting residents and solar roofing contractors, but resources were needed to be able to do so.

The town clerk said office staff would be able to assist with the design of leaflets.

Proposed by Cllr P. May and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** that the council supports the solar roof scheme initiative led by DCAN and commits to use the town council's communication channels to help with its promotion and publicity.

The town clerk said the first edition of the resident's magazine would likely be released in May and that a write-up of the event could be included to promote the solar roof scheme to residents.

The meeting ended 8:09pm.

**LYME REGIS TOWN COUNCIL
HUMAN RESOURCES COMMITTEE**

MINUTES OF THE MEETING HELD ON WEDNESDAY 26 FEBRUARY 2025

Present

Chairman: Cllr G. Stammers

Members: Cllr M. Ellis, Cllr P. May, Cllr C. Reynolds, Cllr G. Turner

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

24/62/HR Public Forum

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

24/63/HR Apologies

Cllr C. Aldridge – family commitment

24/64/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 18 December 2024

Proposed by Cllr M. Ellis and seconded by Cllr G. Stammers, the minutes of the meeting held on 18 December 2024, were **ADOPTED**.

24/65/HR Disclosable Pecuniary Interests

There were none.

24/66/HR Dispensations

There were none.

24/67/HR Matters arising from the minutes of the Human Resources Committee meeting held on 18 December 2024

Technology for In-situ Dynamic Risk Assessments

The town clerk said the tablets required to carry out the risk assessments had arrived and the supplier of the software would provide training to the team.

24/68/HR Update Report

Operations manager

It was reported there had been 10 applications for this post and four would be interviewed.

Civility and Respect Agenda and External Support

Members agreed there was no point having the feedback session with South West Councils if the majority of members were not there. It was suggested a council meeting could be cancelled on a Wednesday so the session could be held then.

The town clerk said it was unlikely all members would be able to attend but the response from members to the invite to the session had been very poor. He suggested the feedback session could be held on 2 April 2025, when the Full Council meeting was scheduled to take place, and the Full Council meeting could be deferred to 3 April 2025.

24/69/HR Human Resources Committee – Objectives

Members noted the report.

24/70/HR Spinal Point Column Progression and Pay Arrangements for Other Employees for 2025-26

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

24/71/HR Deputy Town Clerk, Spinal Column Point Progression

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

24/72/HR Support Services Manager, Spinal Column Point Progression

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

24/73/HR Finance Manager, Performance Appraisal Summary

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

Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

24/74/HR Six-month extension of temporary two-year, fixed-term post to support the delivery of project, asset management and property-related work

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

24/75/HR Exempt Business

a) Spinal Point Column Progression and Pay Arrangements for Other Employees for 2025-26

Proposed by Cllr P. May and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to note the spinal column point progressions for post holders 216, 203, 204, 205, 206, 207, 202, 210, 218, 107, 106, 104, 109

b) Deputy Town Clerk, Spinal Column Point Progression

Members commented favourably on the deputy town clerk's achievements and asked for their appreciation to be passed on to him.

The support services manager left the meeting at 8.36pm.

c) Support Services Manager, Spinal Column Point Progression

Members commented favourably on the support services manager's achievements and asked for their appreciation to be passed on to her.

Proposed by Cllr P. May and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the support services manager's progression to spinal column point 32 on 1 April 2025.

The support services manager returned to the meeting at 8.39pm.

d) Finance Manager, Performance Appraisal Summary

Members commented favourably on the finance manager's achievements and asked for their appreciation to be passed on to her.

Proposed by Cllr P. May and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the finance manager's progression to spinal column point 29 on 1 April 2025.

The support services manager left the meeting at 8.43pm.

e) **Six-month extension of temporary two-year, fixed-term post to support the delivery of project, asset management and property-related work**

Proposed by Cllr P. May and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the extension of the two-year, fixed-term post (post 226) to support the delivery of project, asset management and property-related work by a period of six months ending on 30 April 2026.

The support services manager returned to the meeting at 8.50pm.

The meeting closed at 8.51pm.

DRAFT

LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 19 MARCH 2025

Present

Chairman: Cllr P. May

Councillors: Cllr C. Aldridge, Cllr M. Denney, Cllr M. Ellis, Cllr D. Holland, Cllr C. Reynolds, Cllr G. Stammers, Cllr G. Turner

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

24/72/SF Public Forum

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

24/73/SF Apologies for Absence

Cllr G. Caddy – holiday
Cllr S. Cockerell – other commitment
Cllr P. Evans – illness
Cllr S. Larcombe – work commitments
Cllr A. Wood – illness

24/74/SF Minutes

Proposed by Cllr C. Aldridge and seconded by Cllr G. Turner, the minutes of the meeting held on 29 January 2025 were **ADOPTED**.

24/75/SF Disclosable Pecuniary Interests

There were none.

24/76/SF Dispensations

There were none.

24/77/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 24 April 2024

Members noted the report.

24/78/SF Update Report

Members noted the report.

A member asked what would happen to the physical documents in the office when the digital office project was implemented and whether a list would be kept of what had been kept or destroyed.

The town clerk said important documents would be kept, such as council minutes in perpetuity and financial documents for seven years. However, it was not intended to keep a list of all documents, but anything important would be retained.

Term Grant Agreements and Appointments

Cllr M. Ellis declared an interest in the Woodmead Halls as she received an income from the Woodmead Halls.

A member asked what the role of the member linked to each organisation would be.

The town clerk said the member would be invited to the review meetings with each organisation, which would be held either six-monthly or annually, depending on the amount awarded. It was also an opportunity for involvement in the organisations, such as attending meetings, to build up a relationship with the council.

A member asked what kind of statutory and regulatory requirements the organisations would be expected to comply with and suggested organisations should be asked to provide agendas and minutes of their governing body's meetings as standard.

The town clerk said this could include registration as a charity, the submission of accounts and other governance requirements. He said documents, such as agendas and minutes and accounts, could be requested from organisations if there were concerns.

It was agreed members who were appointed to the 14 organisations would not be re-appointed in May at the annual meeting and would remain in post until May 2026. It was noted some of the existing member representatives were not at the meeting but would be re-appointed, subject to their later agreement.

Cllr C. Reynolds arrived at 7.10pm.

Proposed by Cllr M. Denney and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the agreement for term grants 2025-30.

Cllr P. May declared a non-pecuniary interest in the Town Mill Trust as he was a trustee.

Proposed by Cllr P. May and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to appoint member representatives to the term grant organisations as follows, subject to the absent members agreeing:

- B Sharp – Cllr P. Evans
- Bridport and District Citizens Advice Bureau – Cllr S. Cockerell
- Lyme Regis Development Trust – Cllr C. Aldridge and Cllr S. Cockerell
- Lyme Regis Boat Building Academy – Cllr S. Larcombe
- Lyme Regis Christmas Lights Committee – Cllr M. Ellis
- Lyme Regis Foodbank Community Interest Company – Cllr C. Reynolds

- Lyme Regis (Philpot) Museum (for the Fossil Festival, only) – Cllr P. May
- Lyme Regis Regatta and Carnival Committee – Cllr P. Evans
- Lyme Regis Town Mill Trust – Cllr M. Denney
- Lyme Regis Town Band – Cllr C. Reynolds
- The Community Waffle House CIC – Cllr D. Holland
- The Lyme Regis 'Visitor Hub' – Cllr M. Ellis
- Turn Lyme Green – Cllr P. May and Cllr G. Stammers
- Woodmead Halls – Cllr P. May

Cllr M. Ellis abstained from voting due to her pecuniary interest.

24/81/SF Beach Replenishment

The town clerk said if members agreed a funding contribution, it would be unbudgeted expenditure for 2024-25.

Several members were concerned about giving a contribution, as the town council was very clear that the previous contribution for 2024 was a one-off. It was also acknowledged Dorset Council (DC) was being difficult with the town council on several other outstanding issues.

Some members were concerned about the implications if the town council refused to contribute, particularly the prospect of DC turning the sandy beach into a pebble beach.

Several members said they would be supportive of providing funding if it was a one-off to benefit the sandy beach, but not if it was to benefit the harbour.

The town clerk said a DC officer had expressed a view that it didn't need to replenish the beach with sand and that pebbles could be a better solution for coastal defences and cheaper to maintain. The town clerk said to refuse funding presented a risk as DC's position had not been formally stated.

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to refuse the request from Dorset Council for a £15,000 town council contribution towards beach replenishment in June 2025.

24/82/SF The Future Use of Beach Hut 44

The town clerk suggested the hut could be let to more than one charity so it could be used more, but one charity would have to manage the process and applications.

Members were generally in favour of allowing more than one charity to use the hut but there was concern this could become complicated.

Members discussed how long the allocation should be for, with one or two years suggested.

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to ask officers to advertise the availability of a beach hut to local charities and for members to consider the applications and the period of use.

24/83/SF

Budget Performance, 1 April – 28 February 2025

The town clerk said he expected the 2024-25 year-end income to be around £2.6million, against an original budget of £2.15million, and for expenditure to be slightly above the budget. He said the highlight of the year was sound treasury management, which had generated around £70k additional income.

The town clerk said the budget forecast included a £60k receipt for access to a development site in View Road from the road leading to the emergency services centre, which was owned by the town council. However, that receipt was now likely to fall in 2025-26. He said even without this receipt, the council was forecast to achieve a balanced budget for 2024-25.

A member asked if there was any indication of the final cost of the Woodmead car park drainage works. The town clerk said it was likely to be c.£100k.

Members thanked the finance manager for the report and for making it easy to understand.

24/84/SF

Re-tendering of Legal Services

The town clerk said so far there had been responses from five solicitors interested in being the council's legal advisers and he was pleased there was a competitive market.

A member asked if members would have the opportunity to review the appointment.

The town clerk said this level of award was normally done by officers; only tenders above £60k required committee approval. However, he would keep members informed of the process and decision.

24/85/SF

Procurement Act 2023

The town clerk said the act did not worry officers at the moment but it was something the council should be aware of in the future, especially with regard to some of the council's service contracts.

24/86/SF

Investments and Cash Holdings

Members noted the report.

24/87/SF

List of Payments

Proposed by Cllr C. Aldridge and seconded by Cllr D. Holland, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the schedule of payments in in January and February 2025 for the sums of £191,483.18 and £300,720.32, respectively.

24/88/SF

Debtors' Report

Proposed by Cllr M. Denney and seconded by Cllr C. Aldridge, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential matters relating to relating to the financial or business affairs of any particular person within the meaning of paragraphs 1 and 8 of schedule 12A to the Local

Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

24/89/SF Exempt Business

a) Debtors' Report

The town clerk said the council would be going to court regarding the accreted land and a meeting would take place with the council's solicitor to progress this.

The meeting closed at 7.52pm.

DRAFT

LYME REGIS TOWN COUNCIL

TOURISM, COMMUNITY AND PUBLICITY COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 5 MARCH 2025

Present

Chairman: Cllr P. Evans

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

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

24/155/TCP Public Forum

H. Simmonds

H. Simmonds spoke in relation to agenda item 10, Static and Mobile Vendors' Concession. He said he used to operate solar-powered lemonade carts and was keen to have the opportunity to trade in Lyme Regis. He said they were mobile wheel-based drinks units, designed to be able to move around the town. He said they were solar-powered and the drinks would be sold in PLA cornstarch cups. He was looking to trade in Lyme Regis and was appealing to the members for their consideration. He said he also traded at festivals and Bristol Harbour market.

24/156/TCP Apologies

Cllr G. Caddy – holiday
Cllr G. Turner – work commitments

24/157/TCP Minutes

Proposed by Cllr M. Denney and seconded by Cllr C. Aldridge, the minutes of the meeting held on 15 January 2025 were **ADOPTED**.

24/158/TCP Disclosable Pecuniary Interests

There were none.

24/159/TCP Dispensations

There were none.

24/160/TCP Matters arising from minutes of the previous meeting held on 15 January 2025

Free parking days

The support services manager said a meeting with the business association had been arranged for 17 March 2025.

Youth Council

Cllr C. Reynolds said the students involved in the Youth Council were happy to support the VE Day 80 events.

Repair Café

Cllr S. Larcombe said the Repair Café was still looking for volunteers that could help with ceramics, clocks, social media, websites, photography and a cake baker.

It was agreed the council could help to promote these support vacancies through social media and the website.

Welcome Signs

The support services manager said the changes to design had been requested and the final design had been agreed on and sent to production. A copy of the final design was circulated at the meeting.

24/161/TCP Update Report

Members noted the report.

24/162/TCP Tourism, Community and Publicity Committee – Objectives

Bid-writing

The support services manager said the date of Saturday 29 March had been agreed and advertised for the next one-to-one bid-writing session.

24/163/TCP To receive the minutes of the Party in the Park Working Group meeting held on 5 February 2025

Cllr S. Larcombe said he had contacted the Spud Pod and encouraged the owner to phone into the office if interested in a pitch at the event.

Proposed by Cllr S. Larcombe and seconded by Cllr A. Wood, the minutes of the Party in the Park Working Group held on 5 February 2025 were **RECEIVED**.

24/164/TCP Static and Mobile Vendors' Concession

Some members were concerned about the nature of mobile concessions and said it would be better to have a static pitch if reintroduced. Members were also concerned that local businesses paid business rates and were worried that it would cause upset.

Members said it would depend on whether the concessions were in direct competition with existing businesses and some members suggested the business association should be contacted for consultation.

Proposed by Cllr S. Larcombe and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to re-introduce a static and mobile vendors' concession if the concession is not in direct competition with existing businesses and subject to consultation with Lyme Regis Business Association.

24/165/TCP Mermaids for Mental Health Event

Members asked whether there was a link to Lyme Regis specifically. The support services manager said it was a national event making its way around the country.

Some members were concerned about the size of the event and thought it would need too big an area cordoned off on the beach at a busy time of year.

A member raised concerns about the selling of merchandise on the sandy beach and said it had not been previously allowed.

Members suggested the Marine Parade Shelters as an alternative venue for the event.

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the request to host a 'Mermaids for Mental Health' event in the Marine Parade Shelters.

24/166/TCP Twinning Link with Barfleur

Members noted the report.

24/167/TCP Support for Charity Fundraising

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to provide council 'badged' clothing and entrance fees for town council teams participating in national and local charity fund raising events.

24/168/TCP Managing Consultation Exercises

Members noted the report.

24/169/TCP Footgolf at Strawberry Field

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

24/170/TCP Town Council Magazine

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

24/171/TCP Exempt Business

The chairman brought the next item forward on the agenda.

a) **Footgolf at Strawberry Field**

Proposed by Cllr S. Larcombe and seconded by Cllr D. Holland, members agreed to **RECOMMEND TO FULL COUNCIL** to extend the licence for the footgolf business at Strawberry Field for a further period of three years and at an increased annual fee of £2,500 plus CPI (calculated as the annual increase in CPI for the preceding year from 1 April – 31 March), subject to the council reserving the right to give 12 months' written notice of termination at any time during that three-year period.

b) **Town Council Magazine**

The administrative and community engagement assistant presented a mock-up of the proposed magazine.

The administrative and community engagement assistant left the meeting at 8.05pm.

A member was concerned that a decision seemed to have already been made to produce a magazine, rather than a newspaper, and it was important to consider what residents wanted. The member was also concerned about how the publication would be delivered to residents as there had previously been issues using Royal Mail and a suggestion had been made for someone from each street to deliver to their own street.

Several members had concerns about the staffing implications, including whether a full-time role was needed to produce a publication, whether the role should be advertised externally, whether all employees had been given the opportunity of this role, and whether it should be the Human Resources Committee making staffing decisions.

The town clerk said the staffing proposals had been thought out and the existing employee proposed for the role was believed to have the necessary skills. He said the staffing costs associated with this project were mainly for the backfilling of the employee's current role while they were seconded to the new role. He said as the project was initially only for a year and it was a secondment for that period, it didn't have to be advertised externally. However, if the publication was extended beyond a year and it was made into a permanent post, members could have a discussion at budget-setting in October 2025 and go through a process at that point.

The town clerk said ideally any decisions on staffing would be considered by the Human Resources Committee but if it was deferred to that committee, there wouldn't be a

decision until the Full Council on 14 May 2025. This would mean delaying the process for three months so it was a pragmatic approach to bring the matter to this committee.

Some members were concerned this project didn't represent good value for money as it was a significant increase on the current costs of producing a quarterly newsletter.

The town clerk said the employee wouldn't just be producing the publication, they would also be continuing with other community engagement work and trying to improve the council's reputation in other ways through wider communications. He said there also needed to be resources to support the administration of the town bus so the backfilling of the role would help to support this function too.

Members asked for clarification on the size of the publication as the report suggested it would be eight to 12 pages but the mock-up was at least double that.

The town clerk said the mock-up was for demonstration purposes, only, but the number of pages in the magazine could be extended.

Members did not like the suggested name of the publication and the following suggestions were made: Lyme Life; the Lyme Connection, Lyme's Latest and Lowdown on Lyme.

Cllr C. Reynolds left the meeting at 8.34pm.

Members discussed the distribution of the publication and how it would be made available to residents after the first three months, if it was no longer being sent to every household. It was suggested holiday homes didn't need to receive a copy.

The town clerk said the council would continue to post the publication to people's addresses if they requested this after the first three months. They would also be available to pick-up at community points and as a digital copy.

Members asked why costs had been included in the budget for journalistic support.

The town clerk said it might be necessary to buy in some editorial on busier months, as the support services manager wrote the council's press releases but couldn't take on any more work.

Some members were concerned about the scale of the project and it would continue growing and more staff would be needed.

The town clerk reassured members that this project was already included in the budget as an objective so there would be no request for extra funding.

Proposed by Cllr P. Evans and seconded by Cllr S. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to adopt a town council publication in magazine format and for the name of the publication to be decided by the mayor, town clerk and support services manager.

Proposed by Cllr M. Denney and seconded by Cllr S. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the secondment of Cara Austin to the one-year post of communications officer, and approve the backfilling of Cara's substantive post for one year.

The meeting closed at 9pm.

DRAFT

LYME REGIS TOWN COUNCIL

TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 26 FEBRUARY 2025

Present**Chairman:** Cllr M. Ellis**Members:** Cllr G. Caddy, Cllr S. Cockerell, Cllr M. Denney, Cllr P. Evans, Cllr P. May, Cllr C. Reynolds, Cllr G. Stammers, Cllr A. Wood, Cllr G. Turner**Officers:** A. Mullins (support services manager), AK Mullins (property and projects assistant), P. Williams (acting operations manager), J. Wright (town clerk)**24/69/TMH Public Forum**

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

24/70/TMH Apologies

Cllr C. Aldridge – family commitment
Cllr S. Larcombe – holiday

24/71/TMH Minutes

Proposed by Cllr P. Evans and seconded by Cllr A. Wood, the minutes of the previous meeting held on 8 January 2025 were **ADOPTED**.

24/72/TMH Disclosable Pecuniary Interests

Cllr P. Evans declared a pecuniary interest in the MUGA, under agenda item 7, Update Report, as he lived next to the location.

Cllr P. May declared a non-pecuniary interest in agenda item 13, Bridge Over River Lym at Town Mill, as he was a trustee of the Town Mill.

24/73/TMH Dispensations

There were none.

24/74/TMH Matters arising from the minutes of the Town Management and Highways Committee meeting held on 8 January 2025**Monmouth Beach Land Stabilisation Works**

The town clerk said in addition to the earth removal from the rear section of the car park, there were some drainage works to complete, which would take a further week. He said a section of Ware Cliff would be fenced off for the drainage works.

24/75/TMH Update Report

Three Cups

The town clerk said a date had not yet been agreed for Palmers' marketing agent to brief the council on the Three Cups.

It was noted that 8 May 2025 would be the 35th anniversary of the closure of the Three Cups, so this would be an opportunity to highlight the issue once again and generate some action from the townspeople to move it forward. Members agreed the council needed to take a tough stance with Palmers and a media campaign around the anniversary would show the public the council was trying its best.

The town clerk said Dorset Council (DC) had compulsory purchase powers so perhaps the town council could ask the ward member to ask DC to consider this, although he suspected DC might not have the appetite for this. He agreed there were things the town council could do to raise the profile of the issue and Palmers' lack of action.

It was agreed a report would be taken to the relevant committee to allow members to consider this more formally.

24/76/TMH Town Management and Highways Committee – Objectives

Members noted the report.

24/77/TMH To receive the minutes of the Traffic and Travel Working Group meeting on 17 February 2025

Proposed by Cllr P. May and seconded by Cllr P. Evans, the minutes of the Traffic and Travel Working Group meeting on 17 February 2025 were **RECEIVED**.

24/78/TMH Town Bus Operating Arrangements and Route

The town clerk said the main consideration for members was whether the service should be registered or a free-to use community service and the arguments for each of these were set out in the report. He said officers believed the service could be introduced by April.

The town clerk said the Traffic and Travel Working Group had discussed the route for the bus and suggested some changes to include Woodmead Halls, Woodberry Down, Garmans Field and Uplyme Village Hall, which would probably mean dropping one circuit of the town. He suggested getting the service up and running with these changes, which could then be reviewed six months after its launch.

Members agreed the service should be a free-to-use community service, with a review of the route in six months. It was suggested the drivers and the passengers could be asked for their suggestions for the route.

A member asked if there was any possibility of DC providing funding for the service.

The town clerk said officers would look into this.

It was noted residents needed to get to Woodmead Halls for elections, which always fall on a Thursday, so this could be a consideration for extending the service in future.

The town clerk said the council could also consider running a service to a local supermarket in future.

Proposed by Cllr P. May and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** that the town bus should be a free-to-use community service, with the route amended initially to include Woodmead Halls, Woodberry Down, Garmans Field and Uplyme Village Hall, with the route to be reviewed after six months.

24/79/TMH Monmouth Beach Garages Roof Replacement

The support services manager read out a letter from A. Ball.

A. Ball said the suggested material was ideal for this application but he suggested there was drip stop, anti-condensation backing to the sheets to avoid further condensation, He said goosewing grey would be more suitable than black or anthracite due to its exposure to the sun, which would cause the sheets to become hot, as well as the garages and their contents. He said goosewing grey would also be the closest match to existing sheets.

The acting operations manager confirmed the sheets would be grey, with drip stop.

A member asked if the proposed material was sea and weather resistant.

The acting operations manager said the sheets had a 15-year guarantee and were the best option for the location.

Proposed by Cllr P. May and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to approve unbudgeted expenditure of £3,800 for roofing sheets and fixings to replace the roofs of eight garages at Monmouth Beach car park.

24/80/TMH Proposed Highways Changes to Broad Street and Cobb Road

The town clerk said DC's plans were at a very early stage and no exact costings had been provided. The proposed changes to Broad Street were a possibility for 2026-27 but this would depend on the allocation of budgets at DC. The town clerk said DC officers had suggested any financial contribution from the town council might help to prioritise the project. He advised that the town council should have an idea of costings and timelines before making any formal comment. He also suggested consultation with Lyme Regis Business Group at an early stage, which would help inform the council's view.

Members were generally not supportive of the proposals for Broad Street as it would result in the loss of valuable on-street parking, create a build-up of traffic, and prevent large lorries from delivering to the town.

However, members saw the benefit of widening the pavement next to Bell Cliff.

Members were more supportive of the proposals for Cobb Square as it would improve pedestrian safety but noted some of the issues in that area could be prevented if shops didn't put their items on the road and vehicles didn't park there for long periods.

The town clerk said DC had no budget available for the Cobb Square improvements and had asked the town council to consider funding it.

It was noted officers would be meeting with Lyme Regis Business Association soon and this would be included on the agenda, after which a further report could be brought to members. It was hoped costings and timelines would also be available by then too.

24/81/TMH Bridge Over River Lym at Town Mill

A member said the bridge was an important access for visitors to the Town Mill area and the businesses at the complex, so it was important it remained and was maintained.

A member asked who would be liable if someone had an accident on the bridge.

The town clerk said the town council would be liable if the accident was on the bridge itself, although there had been no claims in the time he had been with the council.

The acting operations manager said all the bridges in the town were subject to inspection from DC's bridge inspector.

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** that the council takes responsibility for the maintenance of the bridge over the River Lym at the Town Mill.

24/82/TMH Council Offices

The town clerk asked members to consider the proposal for council meetings to take place at the new offices.

Members generally agreed meetings should be held at the new council offices as the Guildhall was not fit-for-purpose, with poor acoustics and members sitting with their backs to the public.

One member felt Full Council meetings should still be held at the Guildhall as they required a level of formality. However, it was noted members didn't have to decide at this point which meetings to hold in the new offices, only whether to turn the space into a meeting room.

The town clerk said work was due to start on site on 3 March 2025 and would be completed by 4 May 2025.

Proposed by Cllr P. May and seconded by Cllr P. Evans, members agreed to **RECOMMEND TO FULL COUNCIL** to make available facilities for council meetings to be held in the new council offices.

24/83/TMH Complaints, Incidents and Compliments

Members were disappointed to see more complaints about dogs' mess but it was acknowledged DC enforcement officers were rarely in Lyme Regis to deal with these issues.

The acting operations manager said council staff did pick up dogs' mess if they saw it.

24/84/TMH Chalet Site at Monmouth Beach

Proposed by Cllr M. Ellis 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.

24/85/TMH Exempt Business

a) Chalet Site at Monmouth Beach

The town clerk asked members to consider whether the recent action taken by the 'owner' to put a new chalet on the site was sufficient and therefore an extension should be granted, or the council should serve notice to quit and formally pursue the recovery of the site. He said if an extension was allowed, a replacement chalet would not be installed until the end of the season as major construction work would not be allowed during the season and consents had not yet been granted.

Members agreed the situation had gone on long enough and as there was no prospect of a replacement chalet being on the site by 31 March 2025, as per the council's previous decision, the site should be repossessed.

Proposed by Cllr M. Ellis and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** that as there is no evidence of any building on the site of chalet 18 Monmouth Beach and it would be impossible to meet the previous deadline of 31 March 2025, the council should serve notice to quit.

The meeting closed at 8.06pm.

Committee: Full Council

Date: 3 April 2025

Title: Selection of Mayor-Elect and Deputy Mayor-Elect

Purpose of Report

To allow members to select a mayor-elect and deputy mayor-elect for the 2025-26 council year

Recommendation

Members appoint a mayor-elect and deputy mayor-elect for the 2025-26 council year

Report

1. An email requesting nominations for mayor-elect and deputy mayor-elect for the 2023-24 council year was sent out to all members on 12 March 2025.
2. Nominations were to be received by Wednesday 26 March 2025.
3. By the closing date, there was one nomination for mayor for the forthcoming year: Cllr P. Evans.
4. By the closing date, there were two nominations for deputy mayor for the forthcoming year: Cllr M. Ellis and Cllr P. May.
5. The mayor-elect and deputy mayor-elect will be invested at the mayor-making ceremony on 21 May 2025.

Voting arrangements

6. Standing order 3.t states 'Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda. If at least two members request, voting may be by signed ballot'.
7. Standing order 3.s states 'The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote'.
8. Nominations may also be made at the meeting.

Adrianne Mullins
Support services manager
March 2025

Committee: Full Council

Date: 3 April 2025

Title: Calendar of Meetings

Purpose

To allow members to approve the calendar of meetings for 2025-26 council year

Recommendation

Members approve the calendar of meetings for the 2025-26 council year

Background

1. Standing order 5.j.xxi requires the council to 'determine the time and place of ordinary meetings of the council up to and including the next annual meeting of the council'.

Report

2. The proposed calendar of meetings for 2025-26 is at **appendix 18A**.
3. As previously reported to the council, following the Annual Meeting of the council on 28 May 2025, the normal calendar of meetings will not commence until three weeks later to allow officers time to make the move to the new offices and progress the digital office project. This is with the exception of a Planning Committee meeting on 3 June 2025 to fit in with the Dorset Council consultation deadlines and an extraordinary Full Council meeting on 18 June 2025 to allow the council to approve the Annual Governance and Accountability Return (AGAR).
4. The calendar includes the normal summer recess but in order to fit in a full cycle of meetings before the break, a Full Council meeting must be held on Wednesday 6 August. However, meetings will not re-start until Wednesday 10 September, allowing a full month's break. As requested in 2023, the first meeting after the recess will be a Full Council meeting to avoid there being such a large gap between Full Council meetings.
5. Planning Committee meetings are normally held every three weeks but there will be a four-week gap in August/September 2025 to allow for the summer recess.
6. The calendar also includes a break at Christmas/New Year, an extraordinary Full Council meeting on 25 March 2024 to consider community grants, and the annual meeting of electors on 24 April 2024. The calendar takes us up to the mayor-making ceremony in May 2025 and the first meeting of the 2026-27 council year, also in May 2025.

Adrianne Mullins
Support services manager
March 2025

Lyme Regis Town Council

Proposed Calendar of Meetings 2025/26

All meetings are to be held in the Guildhall, Bridge Street, Lyme Regis, at 7pm unless otherwise stated

Wednesday 21 May 2025	Full Council (mayor-making)
Wednesday 28 May 2025	Full Council (annual meeting)
Tuesday 3 June 2025	Planning Committee
Wednesday 18 June 2025	Extraordinary Full Council (annual return)
Tuesday 24 June 2025	Planning Committee
Wednesday 25 June 2025	Human Resources
Wednesday 2 July 2025	Town Management and Highways Committee
Wednesday 9 July 2025	Tourism, Community and Publicity
Tuesday 15 July 2025	Planning Committee
Wednesday 16 July 2025	Environment Committee
Wednesday 23 July 2025	Strategy and Finance Committee
Tuesday 5 August 2025	Planning Committee
Wednesday 6 August 2025	Full Council
Tuesday 2 September 2025	Planning Committee
Wednesday 10 September 2025	Full Council
Wednesday 17 September 2025	Human Resources
Tuesday 23 September 2025	Planning Committee
Wednesday 24 September 2025	Town Management and Highways Committee
Wednesday 1 October 2025	Tourism, Community and Publicity Committee
Wednesday 8 October 2025	Environment Committee
Tuesday 14 October 2025	Planning Committee
Wednesday 15 October 2025	Strategy and Finance Committee
Wednesday 29 October 2025	Full Council
Tuesday 4 November 2025	Planning Committee
Wednesday 5 November 2025	Human Resources Committee
Wednesday 12 November 2025	Town Management and Highways Committee
Wednesday 19 November 2025	Tourism, Community and Publicity Committee
Tuesday 25 November 2025	Planning Committee
Wednesday 26 November 2025	Environment Committee
Wednesday 3 December 2025	Strategy and Finance Committee
Tuesday 16 December 2025	Planning Committee
Wednesday 17 December 2025	Full Council
Tuesday 6 January 2026	Planning Committee
Wednesday 7 January 2026	Human Resources
Wednesday 14 January 2026	Town Management and Highways Committee

Wednesday 21 January 2026	Tourism, Community and Publicity Committee
Tuesday 27 January 2026	Planning Committee
Wednesday 28 January 2026	Environment Committee
Wednesday 4 February 2026	Strategy and Finance Committee
Wednesday 11 February 2026	Full Council
Tuesday 17 February 2026	Planning Committee
Wednesday 18 February 2026	Human Resources Committee
Wednesday 25 February 2026	Town Management and Highways Committee
Wednesday 4 March 2026	Tourism, Community and Publicity Committee
Tuesday 10 March 2026	Planning Committee
Wednesday 11 March 2026	Environment Committee
Wednesday 18 March 2026	Strategy and Finance Committee
Wednesday 25 March 2026	Extraordinary Full Council (grants)
Tuesday 31 March 2026	Planning Committee
Wednesday 1 April 2026	Full Council
Wednesday 8 April 2026	Human Resources Committee
Wednesday 15 April 2026	Town Management and Highways Committee
Tuesday 21 April 2026	Planning Committee
Wednesday 22 April 2026	Tourism, Community and Publicity Committee
<i>Friday 24 April 2026</i>	<i>Annual Meeting of Electors, Woodmead Halls, 7pm</i>
Wednesday 29 April 2026	Environment Committee
Wednesday 6 May 2026	Strategy and Finance Committee
Tuesday 12 May 2026	Planning Committee
Wednesday 13 May 2026	Full Council
Wednesday 20 May 2026	Full Council (mayor-making)
Wednesday 27 May 2026	Full Council (annual meeting)

Committee: Full Council

Date: 3 April 2025

Title: Appointments to Council Committees

Purpose of Report

To allow the council to appoint Cllr Gail Caddy to the Human Resources Committee

Recommendation

The council appoints Cllr Gail Caddy to the Human Resources 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 Gail Caddy has indicated she would like to be appointed to the Human Resources Committee. Members are asked to approve the appointment.

Adrianne Mullins
Support services manager
March 2025

Committee: Full Council

Date: 3 April 2025

Title: Review of effectiveness of the internal auditor 2024-25

Purpose of Report

To allow members to appraise the effectiveness of the internal auditor for 2024-25

Recommendation

Members approve the effectiveness of the internal auditor for 2024-25

Background

1. Under the Governance & Accountability for Smaller Authorities Practitioner's Guide to Proper Practices and The Accounts and Audit Regulations 2015 - Regulations 3 and 6, the Council is required to audit the effectiveness of its internal financial, accounting and other controls and of the internal audit process. This review forms part of the evidence for the statements asserted in Section 1 – Annual Governance Statement of the Annual Governance and Accountability Review (AGAR).
2. This will be assessed when the council appoints the internal auditor and again when the council considers Section 1 – Annual Governance Statement of the AGAR.

Report

3. The review ensures the council, and its members fully understand the significance of internal controls and the role of the internal auditor.
4. A review of the effectiveness of the internal auditor has been prepared by officers, **appendix 20A.**

Naomi Cleal
Finance manager
March 2025

Lyme Regis Town council

2024-25 review of internal audit compliance and effectiveness

Meeting the standards		
Expected Standard	Evidence of Compliance	Areas for development/comment
Scope of internal audit	<p>Internal audit is part of a wider internal control process, including risk management</p> <p>The council's financial regulations paragraphs 4.5-4.9 detail the roles of the responsible financial officer (RFO), councillors and internal auditor.</p> <p>The council's relationship with its internal auditor is detailed in terms of engagement and the annual internal audit programme for local councils.</p> <p>The internal auditor's remit is determined by the internal audit programme for local councils and requires the internal auditor to establish there is proper book-keeping, risk management arrangements, bank reconciliation and year-end procedures, and controls are in place for payments, budgets, income, petty cash, payroll and assets, along with qualification for exemption criteria (if applicable), transparency code compliance, the proper exercise of public rights (the proper opportunity for the exercise of public rights as per the Accounts and Audit Regulations during the previous summer), AGAR publication compliance.</p> <p>The internal auditor gives the town council advance notice of the component parts of the internal audit programme she is testing ahead of each visit.</p> <p>The council carries out a review of the effectiveness of internal audit annually in accordance with the Accounts and Audit Regulations 2011 and any</p>	The council will seek quotes for internal audit work in December 2025.

	subsequent amendments.	
Independence	<p>Appointment of the internal audit is by the full council following a competitive bidding exercise. The appointment of the council's current internal auditor was agreed at the Full Council 14 December 2022 and is for three years.</p> <p>The internal auditor independent of the council.</p> <p>The internal auditor is not involved in, or responsibility for the financial decision making, management or control of the council</p> <p>The internal auditor is not involved with the development and implementation of the council's financial controls and procedures.</p> <p>The internal auditor has direct access to those charged with governance, i.e., the clerk/RFO and councillors.</p> <p>The auditor is prepared to amend draft recommendations but only if the clerk/RFO has a compelling case.</p> <p>Reports are made to the town council by the internal auditor via the clerk/RFO.</p> <p>The internal auditor does not live in Lyme Regis, is not associated with any local organisations and is free from and conflicts of interest.</p>	<p>Darkin-Miller was first appointed as the council's internal auditor on 28 May 2013.</p> <p>The council last considered Darkin-Miller's appointment on 14 December 2022 and resolved to appoint Darkin-Miller as the council's internal auditor for 2023-24, 2024-25 and 2025-26, with the option to extend the contract for a further two years.</p> <p>When the council reviews this appointment in December 2025, it should consider the merits of employing the same internal auditor since 2014.</p>
Competence	<p>The internal auditor is a fellow of the Institute of Chartered Accountants.</p> <p>The internal auditor has been practicing independently since 2013.</p> <p>The internal auditor is experienced in local government finance and administration; she was previously a finance manager with West Dorset District Council and currently audits several town and parish councils.</p> <p>All discussions between the clerk/RFO confirm the internal auditor's thorough knowledge of local council finance and</p>	

	<p>administration.</p> <p>All evidence suggests internal audit work is carried out ethically, with integrity and objectivity.</p>	
Relationships	<p>The clerk/RFO is consulted on the internal audit plan and the scope of each audit.</p> <p>Officer, member and internal audit responsibilities are detailed in the council's financial regulations. The relationship between internal audit and the internal control framework, is detailed in the council's policy and procedure on internal control.</p> <p>The responsibilities of council members are understood; training on internal control, risk and audit are part of new members' induction.</p>	
Audit Planning and reporting	<p>Internal audit is a feature of a wider plan of internal control and is considered by the council each year.</p> <p>The council has a policy and procedure on internal control is reviewed annual.</p> <p>The annual internal audit is reviewed with the clerk/RFO.</p> <p>The internal auditor reports to the council at least three times each year; the final audit summarises the volume and priority of recommendation mad in the council year.</p>	
Characteristics of effectiveness		
Internal audit work is planned	<p>The annual internal audit plan is presented to the clerk/RFO.</p> <p>The council's relationship with its internal auditor is detailed in terms of engagement and the annual internal audit programme for local councils.</p> <p>The internal auditor's remit is determined by the internal audit programme for local councils and requires the internal auditor to establish there is proper book-keeping, risk management arrangements, bank</p>	

	<p>reconciliation and year-end procedures, and controls are in place for payments, budgets, income, petty cash, payroll and assets, along with qualification for exemption criteria (if applicable), transparency code compliance, the proper exercise of public rights (the proper opportunity for the exercise of public rights as per the Accounts and Audit Regulations during the previous summer), AGAR publication compliance.</p> <p>The internal auditor gives the town council advance notice of the component parts of the internal audit programme she is testing ahead of each visit.</p>	
Understanding the whole organisation its needs and objectives	<p>Each year, the internal auditor reviews book-keeping, risk management arrangements, bank reconciliation and year-end procedures, and controls are in place for payments, budgets, income, petty cash, payroll and assets.</p> <p>The internal auditor's understanding of the town council is informed by her experience; she was a formerly a finance manager with West Dorset District Council, she has worked as an independent internal auditor since 2013, and she provides internal audit services to several other town and parish councils.</p> <p>Enquiries made by the internal auditor along with discussions with the clerk/RFO demonstrate the internal auditor has a good understanding of the organisation and its objectives.</p>	
Seen as a catalyst for change	Following each visit the internal audit visit recommendations are discussed and considered by clerk/RFO and managers, approved by the council, and implemented.	
Adding value and assisting the organisation in achieving its objectives	The internal audit visits help the council to review its operating procedures and assist in the achievement of its objectives.	
Being forward looking	Recommendations from internal audit make their way through to changes in governance, finance. policies and	Separately, the clerk/RFO regularly receives updates from advisory services regarding

	<p>procedures.</p> <p>Relevant internal audit recommendations are considered during the annual budget-setting process which determines objectives for the forthcoming year.</p> <p>Because of its potential financial implications, the whole concept of internal control is considered as part of the budget-setting process.</p>	changes to procedural templates or regulations
Being challenging	<p>Internal audit along with internal control focus on risks and encourage the council to develop responses to these challenges.</p> <p>The purpose is to encourage greater understanding and proportionate responses to the councils external and internal operating environments.</p>	
Ensuring the right resources are available	<p>The council's benchmarks internal audit requirements at eight working days; historically, this has proved sufficient.</p> <p>Seeking bids for internal audit its internal audit contract allows the town council to assess the appropriateness of resource allocation.</p>	

Committee: Full Council

Date: 3 April 2025

Title: Internal Audit Report, Visit Two 2024-25

Purpose of Report

To inform members of the outcome of the internal auditor's second visit for 2024-25

Recommendation

Members note the internal auditor's report and approve the management responses

Background

1. Internal audit is an important part of the council's governance and managerial framework and, as such, it is important the town clerk takes responsibility for any observations and recommendations arising from the internal auditor's visits.
2. The council's internal auditor is Darkin Miller – Chartered Accountants. The internal auditor's remit is to establish there is proper book-keeping, risk management arrangements, bank reconciliation and year-end procedures, and controls are in place for payments, budgets, income, petty cash, payroll and assets.
3. Darkin Miller was appointed as the council's internal auditor for the financial years 2015/16, 2016/17 and 2017/18 at the Full Council meeting on 22 July 2015. On 13 December 2017 the Full Council appointed Darkin Miller as the council's internal auditor for a further two years, i.e., 2018/19 and 2019/20. The council approved Darkin Miller's appointment for a further three years on 8 January 2020.
4. As agreed at Full Council on the 14 December 2022, Darkin Miller has been engaged from the 1 April 2023 for a further three-year contract with the option to engage for a further two years.
5. The council normally engages Darkin Miller for up to eight days a year; this covers four audit visits which usually last for two days.

Report

6. Darkin Miller's first audit visit for 2024-25 took place over two days on 27 and 28 February 2025. The report identifies nine recommendations: four medium, four low and one information. Darkin Miller's report is attached, **appendix 21A**.

Naomi Cleal
Finance manager
March 2025

DARKIN MILLER ~ CHARTERED ACCOUNTANTS

Accountancy ~ Internal Audit ~ Taxation



FINAL

Internal audit report 2024/25

Visit 2 of 3

LYME REGIS TOWN COUNCIL

Date: 27th March 2025

Report author: R Darkin-Miller
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Darkin Miller Limited trading as Darkin Miller – Chartered Accountants
Registered Office: 24e Deverel Road, Charlton Down, Dorchester, Dorset DT2 9UD
Principal and Director: Rosie Darkin-Miller LLB (Hons) BFP FCA
Company registered in England no. 8590012

Introduction

This report contains a note of the audit recommendations made to Lyme Regis Town Council following the carrying out of internal audit testing on site on the 27th and 28th February 2025 with later remote work.

The audit work has been carried out in accordance with Appendix 9 of the 'Governance and Accountability for Local Councils: A Practitioners' Guide', as supplemented by the requirements of later AGARs.

An internal audit covers the review of the operation of the Council's internal control environment. It is not designed to review and give full assurance over every transaction carried out by the Council. Instead it enables the auditor, following the sample testing of a number of different types of transaction, to give an opinion as to whether or not the control objectives are being achieved across a range of financial and governance systems.

Audit Opinion

As this audit report is an interim one, no audit opinion is offered at this stage. The report issued after the final visit for 2024/25 (which will be in May or June 2025) will contain the audit opinion.

The following areas were reviewed during this audit visit:

1. Payments
2. Risk Management
3. Budgetary Control
4. Payroll

Audit Recommendations

Recommendations made during the audit are shown in appendix one to this report.

Recommendations are graded as follows:

Rating	Significance
High	Either a critical business risk is not being adequately addressed or there is substantial non-conformity with regulations and accepted standards.
Medium	Either a key business risk is not being adequately addressed or there is a degree of non-conformity with regulations and accepted standards.
Low	Either minor non-conformity with procedure or opportunity to improve working practices further.

The number of recommendations made at this audit visit and their priority are summarised in the following table:

Rating	Number
High	0
Medium	4
Low	4
Info	1
TOTAL	9

I would like to thank John Wright, Town Clerk; Mark Green, Deputy Town Clerk; Naomi Cleal, Finance Manager; and Adrienne Mullins, Support Service Manager for their assistance during this audit.

Darkin Miller ~ Chartered Accountants
2024/25 INTERNAL AUDIT OF LYME REGIS TOWN COUNCIL
FINAL REPORT VISIT 2 OF 3: 27th MARCH 2025

Appendix 1 – Recommendations and Action Plan

Recommendation number	Detail	Priority (Low/Medium/High)	Management Response	Responsible Officer	Due Date
3.2 – Amendments to minutes	<p>I reviewed the minutes to confirm that there was no unusual financial activity. I found no such activity, but did note that:</p> <p><u>Council</u></p> <ul style="list-style-type: none"> - There are duplicated minute references at the end of the minutes for the meeting of 04/09/24 - Minute 24/116/C of the meeting of 11/12/24 re the approval of the prior set of minutes refers to the minutes of 04/09/24 (in the header) and 23/10/24 (in the body). - The minutes of the extra-ordinary meeting of 02/10/24 have not yet been approved. <p><u>Planning</u></p> <ul style="list-style-type: none"> - The minutes of 05/11/24 and 26/11/24 contain duplicated minute numbers <p><u>HR</u></p> <ul style="list-style-type: none"> - Minute 24/26/HR of the meeting of 11/09/24 re the approval of the prior set of minutes refers to the minutes of 29/05/24 (in the header) and 27/05/24 (in the body). <p>I recommend that amendments are made to</p>	L	Agreed	SSM	30/04/2025

	minute references as required in order to ensure clarity and that a complete record of approved Council business and decisions is held.				
3.3 – Remove erroneous additional insurance value	I checked to see that adequate and appropriate insurance is held. I noted that one asset appeared twice on the insurance schedule (an insurer error), once at £75k and again at £4.5k. The Finance Manager confirmed that the error had already been identified, that there was no impact on the insurance premium charged, and that the lower value would be removed in the next insurance schedule if the Council remains with that insurer.	Info		FM	Completed
4.1 – Ensure quarterly budget monitoring reports are taken to Committee and that the action taken is minuted	I checked to see that actual expenditure against budget is regularly reported to the Council or to a delegated Committee. The Strategy & Finance Committee receives budget monitoring reports. In 23/24 reports were received in July, October and March. In 24/25, a report went to the October meeting and will go to the March one. Ideally budget monitoring reports for a Council as large and with such complex operations should be received quarterly after each quarter end. The Finance Manager noted that the majority of variances against the budget relate to Council projects which are separately reported to the relevant Committees. I also noted that whilst the October 2024 meeting of the S&F Committee included the budget monitoring report as an item, the related minute records no action taken by the Committee (including e.g. 'noted the report') but	M	Agreed, this will be actioned for the new financial year, hence the completion date.	FM	31/03/2026

	<p>instead records a resolution about an action relating to a budget line.</p> <p>I recommend that budget monitoring reports are taken to Committee quarterly after each quarter end, and that the related minute notes the action taken by the Committee in response to the report. This will help to ensure that the Council has sufficient, timely information to enable them to take action to address any unexpected variances, and that the minutes full record the business and decisions of the Council.</p>				
5.8 – Draw up schedule of rental amounts to ensure correct rent applied	<p>I found that CPI had not been applied to the second and third year of rent in relation to one agreement. The additional amount due has since been calculated and invoiced to the tenant who has confirmed that they will make the payment due.</p> <p>I recommend that a schedule is drawn up of lease agreements which notes the lease start and end dates, initial rent, any rent review dates and subsequent rent agreed, and any CPI or RPI increases due (including the date to which annual amounts are calculated) in order to ensure that the correct rent is charged each year.</p>	M	<p>An invoicing schedule is held with the majority of this information.</p> <p>This is planned work and officers are starting to prepare an annual plan, which will include all of this information.</p>	JW	30/09/2025
5.9 – Locate or put in place new second lease for Boat	<p>I found that there are two leases in place relating to the Boat Building Academy, but that it was not possible to locate one of them (for the smaller rental). The Deputy Town Clerk has noted that he will search the archived documents in the storage</p>	M	Agreed	DTC	31/05/2025

Building Academy	<p>room prior to the Town Council's office move later this year.</p> <p>I recommend that the search is carried out as planned to locate the lease and, in the event that the lease is still not found, that a replacement lease is drawn up and signed in order to ensure that there is certainty over the lease terms and conditions.</p>				
7.1 – Correct overpayment and check total of overtime hours	<p>I checked to see that other payments to employees were reasonable, properly supported and approved by the Council. I found that one employee had been paid for 44 hours of overtime at time and a half due to a casting error, but the detailed timesheet showed only 34 hours should have been paid.</p> <p>I recommend that the Council corrects the overpayment and that managers check the hours being claimed as part of the timesheet authorisation process, in order to ensure that the correct amount is paid.</p>	M	Agreed and resolved in the March 2025 salaries.	FM	Complete
7.2 – Ensure correct member allowances are paid	<p>I checked to see that salaries agreed with those approved by Council. The member allowance claimed by some members is based on 4% of the Dorset Council basic allowance for the year. I found that figure on the DC website at 28/02/25 was noted as £15056.40 (giving a monthly allowance of £50.19), but that the Town Council allowance used a figure of £14689.09 as the base figure (which gives a monthly allowance of £48.96). The Finance</p>	L	Agreed and will make the correction in the April 2025 salaries.	FM	30/04/2025

	<p>Manager provided a copy of a Dorset Council report from April 2024 noting the figure as £14689.09. It is not clear when or why this changed.</p> <p>I recommend that Council considers whether to amend the member allowance following the change to Dorset Council's figure.</p>				
7.3 – Locate or reissue side letter confirming re-engagement	<p>I checked to see that all employees had signed contracts of employment with clear terms and conditions. I noted that such contracts were in place for all new starters since the previous year's testing, but that a side letter relating to the re-employment of one member of staff on the same terms and conditions following a pension-related retirement was not on file.</p> <p>I recommend that the letter is reissued in order to ensure that staff terms and conditions are clear.</p>	L	The letter will be re-issued on letter headed paper.	SSP	30/04/2025
7.4 – Check calculation for allowance paid	<p>I found that one member of staff had been paid an acting-up allowance. I was unable to agree the calculation (the difference was under £60) and have provided a copy of my workings to the Finance Manager.</p> <p>I recommend that the allowance paid is double-checked to ensure that it is correct.</p>	L	Agreed	FM	30/09/2025

Committee: Full Council

Date: 3 April 2025

Title: Allocation of Objectives and Projects to Committees and Target Completion Dates

Purpose of Report

To allow members to consider the allocation of 2025-26 objectives and projects to committees for performance monitoring and to allow members to consider proposed target completion dates for those objectives and projects

Recommendation

Members consider the report and approve the allocation of objectives and projects to committees for performance monitoring and to allow members to consider proposed target completion dates for those objectives and projects

Background

1. Following consideration by the Strategy and Finance Committee on 9 October 2025 and 27 November 2025, on 11 December 2024, the Full Council approved the 2025-26 budget along with the projects and objectives it is seeking to achieve in 2025-26.
2. On 18 December 2024, the Human Resources Committee considered and recommended the delegation of the council's 2025-26 objectives and projects to the town clerk.

Report

3. During the staff annual appraisal process in February 2025, discussions took place with managers about the allocation of objectives and projects.
4. The attached spreadsheet, **appendix 22A** details each 2025-26 objective and project, including those deferred from 2024-25, along with their budget, target completion date, lead officer, lead committee and comments on progress.
5. Members are asked to consider the spreadsheet and offer comments on the lead committees and target completion dates.

John Wright
Town clerk
March 2025

Objective/project	Budget £000	Lead officer	Committee	Target Completion Date	Comments/updates
To achieve an unqualified external auditor's letter		JW/NC	S&F	September '25	The deadline for the external auditor's response is 30 September 2025. The council will have a good understanding of the likelihood of achieving an unqualified external auditor's letter following the final internal auditor's report and the submission of the annual governance and accountability report to the Full Council in June 2025.
To comply with standing orders and financial regulations		JW	S&F	March '26	This is an ongoing objective throughout the year.
To implement all internal audit recommendations		JW/NC	S&F	March '26	This is an ongoing objective throughout the year. Internal audit reports are usually considered in quarters three and four.
To retain the general power of competence		JW	S&F	May '25	This will be considered at the annual meeting of the council on 28 May 2025.
To review policies and procedures on their review dates		AM	S&F	March '26	This is an ongoing objective throughout the year.
To action all recommendations form the annual health and safety audit in October 2024		SO	HR	October '25	<p>The recommendations from the 2024 health and safety audit are detailed in the action plan which accompanied the annual health and safety audit report undertaken by WT Consultancy; this report was presented to the Human Resources Committee on 18 December 2024.</p> <p>The 2024 health and safety report did not follow the format of previous reports, i.e., provide a % compliance score; the report details observations and actions required.</p> <p>The performance against the action plan is reviewed by the operations manager and town clerk and reported to quarterly meetings of the</p>

					<p>Health and Safety Committee.</p> <p>Most actions are now complete but because of the dynamic nature of health and safety the final target completion date is identified as the date of the next scheduled health and safety audit, i.e., October 2025.</p> <p>The main recommendation from the 2024 health and safety audit is the introduction of dynamic risk assessments which are now going live. The cost of introducing dynamics risk assessments is c.£2,000; this unbudgeted expenditure fell in 2024-25 and has now been approved.</p> <p>In 2025-26 and beyond, there is an annual software cost of c.£1,000; this is currently unbudgeted expenditure.</p>
To perform in accordance with the 2025-26 budget		JW/NC	S&F	March '26	Quarterly budget reports will be submitted to the Strategy and Finance Committee.
To manage the council's investments		JW/NC	S&F	March '26	This is an ongoing objective throughout the year. Investments are informed by cash-holdings and cashflow forecasts. Investment decisions are made in consultation with the chairman and vice-chairman of the Strategy and Finance Committee.
To develop a long-term asset management plan		MG	S&F	August '25	Condition survey combined with an investment plan. Started January 2025.
To finalise Transparency Code and GDPR compliance		AM	S&F	August '25	This project will be progressed alongside the office move. It will start with digital asset mapping, linked to the asset plan, see above, probably using the newly purchased 'Parish Online' mapping facility'.
To progress the 2030 carbon net zero plan		SO	Environment	March '25	The action plan and a summary of what's been achieved was presented to the Environment Committee on 12 March 2025. The plan will be populated with further actions and target dates

					<p>and presented to the Environment Committee on 23 April 2025.</p> <p>On 12 March 2025, the Environment Committee made a recommendation to the Full Council on 3 April 2025 to establish a working group for the council's strategic plan to achieve net zero carbon emissions by 2030. One of the purposes of the working group is to monitor the delivery of the action plan.</p>
Progress digital office: document storage, planning tool, digital asset mapping		JW	S&F	September '25	<p>Managers have started the process to reconstruct the hierarchy on the council's shared network location.</p> <p>A break in the committee cycle in early-June is proposed to allow managers to review all existing physical files to determine which records are digitalised and which are disposed of.</p> <p>The digitalisation of records kept will be undertaken alongside a project to create a medium-term planning tool for the council.</p>
Reinstate a town bus service	55	MG	TMH	May '25	The bus, a 17-seater Peugeot 1.9 diesel manual, is scheduled for arrival in the first week of April. Registration, driver training, DBS checks, the timetable, rotas, livery and publicity are in processes. The launch is scheduled for 7 May 2025.
Relocate the council's offices to St Michael's Business Centre	100	MG	TMH	May '25	Building work in progress. Occupation scheduled end-May 2025.
Undertake work to church walls	55	MG	TMH	October '25	Project allocated to Crickmay Stark.
Undertake repairs to garden paths in the Langmoor and Lister gardens	200	MG	TMH	March '26	The 2025-26 budget of £100,000 has been accrued into 2025-26 and increased by a further £100,000. Work scheduled to commence November 2025. Project allocated to Chapman Geotechnic.

Complete the installation of CCTV cameras and secure a link to Dorset Council's control centre	86	MG	TMH	May '25	All cameras fitted. Pole to be erected at skatepark w/c 31 March 2025. Internal connectivity issues to be resolved along with connection to the control centre at Dorchester.
Undertake strawberry Fields' options' appraisal	10	MG	TMH	March '26	Dorset Council local plan considerations need to be undertaken.
Undertake repairs to the Guildhall window and passageway	100	MG	TMH	November '25	The 2024-25 budget of £50,000 has been accrued into 2025-26 and increased by a further £50,000. Project allocated to Crickmay Stark. Initial plans complete.
Undertake repairs to Bell Cliff steps and railings	25	MG	TMH	November '25	Project allocated to Crickmay Stark.
Induction and development work with the new administration	20	JW	HR	TBA	Questionnaires, interviews and focus groups complete. Debrief to councillors and managers on 2 April 2025. Remainder of programme to be informed by debriefing event.
Support River Lim Action Group projects	7,9	SO	Environment	March	The council has approved annual funding of c.£7,000 to projects from April 2025 to 2030.
Replace and repair gardens handrails	10	SO	TMH	March '26	This is year three of a five-year programme. Officers are optimistic the programme can be completed ahead of schedule.
Invest in the sculpture trail	6	AM	TCP	July '25	£4,500 allocated to The Woodroffe School to produce three sculptures; work in progress.
Purchase a cement mixer	1	SO	TMH		
Dispose of the council's Church Street office	10	MG	TMH	December '25	
Undertake a feasibility study for the cadet hut site	4	MG	TMH	December '25	
Undertake joint works to The Lynch with Dorset Council	7	MG	TMH	March '26	This is dependent on Dorset Council commitment; in June 2024, a Dorset Council director indicated Dorset Council would be

					prepared to consider joint funding for works to The Lynch.
Undertake VE day events	1	AM	TCP	May '25	Programme of events agreed. Preparations in a process.
Continue with the bursary scheme	5	AM	TCP	March '26	Scheme to be re-promoted to local organisations. Report to the Tourism Community and Publicity Committee on 16 April 2025 to review 2024-25.
Promote and support The Woodroffe School Youth Council	4	AM	TCP	TBC	
Undertake earth removal at Ware Cliff	120	MG	TMH	March '25	Work brought forward from 2025-26 and completed March 2025.
Include a secure area in new offices at St Michaels	5	MG	TMH	May '25	Included as part of the overall specification for the office move to St Michael's Business Centre
Purchase a ride on mower	15	SO	TMH	April '26	
Undertake initiatives identified by traffic and transport working group	10	SO	TMH	March '26	As identified by the Travel and Transport Working Group and recommended to the Full Council by the Town Management and Highways Committee.
Install two additional day huts	10	MG	TMH	June '25	
Undertake health and safety training		SO	HR	March 2026	Ongoing training throughout the year.
Migrate to electric hedge trimmers	1.4	SO	Environment	April '25	
Organise a mini-golf event	2	AM	TCP	October '25	Event to be planned for Halloween.
Organise a floral competition	1	AM	TCP	TBC	
Organise a Sporting Lyme event	2	AM	TCP	September '25	Initial thoughts are for a series of events between May and September 2025. Member volunteers have been identified and an initial meeting with local sporting organisations will take place in April.
Improve	4	AM	TCP	June '25	Locations to be finalised and order placed in

noticeboards					April.
Undertake newsletter enhancement	40	AM	TCP	May '25	First edition scheduled for 2 May 2025.
Undertake tree planting schemes	5	SO	Environment	TBC	
Follow up on EPC recommendations	5	SO	Environment	TBC	
Undertake a hydro feasibility study	3	SO	Environment	TBC	
Undertake biodiversity projects	5	SO	Environment	June '25	Projects identified in a biodiversity report considered by the Environment Committee will be undertaken by June 2025. A comprehensive biodiversity audit will be considered by the Environment Committee in June/July 2025 and with a view to putting it forward for consideration as a funded objective for 2026-27.
Undertake further investigation into rainwater harvesting	2	SO	Environment	TBC	
Support River Lym improvement projects	7	SO	Environment	March '26	
Install garden signs	5	SO	Environment	June '25	