



**John Wright**  
**Town Clerk**

**Lyme Regis Town Council**

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Notice is given of a meeting of **Lyme Regis Town Council** to be held at the **Guildhall, Bridge Street, Lyme Regis** on Wednesday 14 May 2025 commencing at 7pm when the following business is proposed to be transacted:

John Wright  
Town Clerk  
08.05.25

*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 Full Council meeting held on 3 April 2025 (attached)**

**8. To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 26 March 2025**

**9. Matters arising from the minutes of the extraordinary Full Council meeting held on 26 March 2025 and the Full Council meeting held on 3 April 2025**

To inform members of matters arising from the minutes of the Full Council meeting on 3 April 2025 that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues in those minutes

**10. Update Report**

To update members on issues previously reported to this committee

**11. Mayor's Announcements**

**12. Planning Committee**

To receive the minutes of the meeting held on **29 April 2025**, and to note the committee's comments made on planning applications under the power delegated by Full Council.

**13. Environment Committee**

To receive the minutes of the meeting held on **23 April 2025** and consider the recommendations therein.

**14. Human Resources Committee**

To receive the minutes of the meeting held on **8 April 2025** and consider the recommendations therein.

**15. Strategy and Finance Committee**

To note the meeting scheduled to take place on 30 April 2025 was cancelled.

**16. Tourism, Community and Publicity Committee**

To receive the minutes of the meeting held on **16 April 2025** and consider the recommendations therein.

**17. Town Management and Highways Committee**

To receive the minutes of the meeting held on **9 April 2025** and consider the recommendations therein.

**18. Governance Arrangements**

To allow members to consider governance arrangements, to determine which governance areas should be reviewed, and to establish a working group to develop proposals for reporting back to the Full Council in autumn 2025

**19. SW Councils – What Next?**

To inform members of the outcomes of meeting between the mayor, chairman of the Human Resources Committee, the support services manager and the town clerk on the next steps to be taken by SW Councils

**20. Future Directions for Dorset's Towns and Parishes**

To allow members to consider and comment on the report Future Directions for Dorset's towns and Larger Parishes – A Fresh Start? Findings on Key Policy Issues, appendix 19A; members' views will be passed on to an officer meeting with Dorset Council and larger town and parish councils on 15 May 2025 which will consider the report.

**21. Non-Residents' Parking Permits**

To allow members to whether to re-introduce the non-residents' parking permits following representations from the public

**22. Applications for the Use of Beach Hut 44**

To allow members to consider applications from charitable organisations for the free use of beach hut 44

**23. List of Payments**

To inform members of the payments made in the month of March 2025

## **24. Investments and Cash Holdings**

To inform members of the council's current reserve position

## **25. Food and Drink Concession Tenders**

To allow members to consider tenders for a food and drink concession on the seafront on a one-year trial between May and October 2025

*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 **the tenders** in accordance with the Public Bodies (Admission to Meetings) Act 1960*

## **26. Staffing in the Gardening Team**

To allow members to consider a request from postholder 203 to reduce their contracted working days from five to four a week

To allow members to consider the appointment of an internal candidate to the gardening team for one day a week

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

## **27. Council Offices**

To inform members about the latest position with the agreed move to alternative office premises, to update members on the projected total cost of that move and to seek member agreement to an increase in the approved budget

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

## **28. Re-tendering of Legal Services**

To inform members of the appointment of Porter Dodson as the council's new legal advisers

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

## **29. Debtors' Report**

To inform members of outstanding debts and the steps being taken to recover them

*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*

### **30. Exempt Business**

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

- a) Agenda item 25 – Food and Drink Concession Tenders**
- b) Agenda item 26 – Staffing in the Gardening Team**
- c) Agenda item 27 – Council Offices**
- d) Agenda item 28 – Re-tendering of Legal Services**
- e) Agenda item 29 – Debtors' Report**

# Dorset councillor report for Lyme Regis Town Council

14 May 2025

## 1. Ward issues

### 1.1. Housing Needs survey for Lyme and Charmouth

The [Lyme Regis Community Land Trust](#) will lead the Community Steering Group to analyse and progress the findings from the Housing Needs survey, organised by Dorset Council and Dorset Community Action, probably in September.

Representatives from community groups are being invited to join the steering group.

We will need help to deliver survey leaflets locally.

The Housing Needs survey for Charmouth is already underway – details here:

<https://www.dorsetcouncil.gov.uk/news/coastal-parish-survey-is-launched-to-evidence-housing-need->

### 1.2. Harbour updates and the Cobb Phase 5 project

I met James Radcliffe, the harbour master, on 28 April and the Service Manager Flood & Coastal Erosion Risk Management on 29 April, so updated LRTC as follows:

#### 1. Beach replenishment

DC is still waiting for the MMO before knowing when or whether they'll be able to replenish the sandy beach this year. Given this work relies on the lowest tides possible, I asked whether they could rule out any weeks so you could let those people asking know. They both agreed nothing will happen in May – the best tide is the last week which is bank holiday & half term week so they wouldn't do it then.

Similarly in June, the earliest possibility tide-wise is the last week so both James and Matt agreed I could let you know the beach replenishment would not take place before the last week in June.

If the MMO permission has still not been confirmed in time to organise it for that June week, the beach replenishment won't take place at all this year.

I'm sure I don't need to remind you that the £66k DC was expecting from the EA for beach replenishment was cut altogether by the government this year. What I hadn't appreciated until Monday was that DC has cut the annual £30-£40k subsidy to Lyme for the harbour.

The other matters I covered with James were:

#### 2. Accreted land

Still waiting for legal resolution by the Property & Assets..

#### 3. Harbour dredging

The proposed water injection system is being trialled and habitat assessments undertaken by Natural England. If/when it is done, it won't disrupt beach activities.

#### **4. Bins**

Much larger, seagull-proof bins are being trialled in West Bay. If successful, and so far it's going well, DC will replace smaller bins with fewer large ones. I hope the councils can work together to discuss appropriate sites.

A more radical solution would be to get rid of the bins which has been done in Studland and Mevagissey harbour.

We could be brave about this, given the levels of anger and frustration the bins are causing!

I spoke afterwards to Lyme Bay Holidays about one of their properties where the guests are taking their black bags onto Marine Parade, which other businesses there say are being ripped open by the gulls. I've asked Matt Boulter, Commercial Waste Manager, to contact Lyme Bay Holidays to discuss better options.

#### **5. Beach litter solutions**

I'm getting the DC Waste team to engage with the TLG Beach Cleaning volunteers, with Dorset CAN and with the Charmouth team on the recycling of plastic fishing gear and wider beach cleaning efforts. We looked at a plastic bottle collection scheme but decided it wasn't practical for the limited volunteer capacity.

#### **6. Dogs**

The harbour users have complained for years about the impact loose dogs have on the fishing activities and were disappointed that DC did not include the Cobb in the PSPO discussions when requested. James will make the case again for a dog ban or, at least, dogs on leads on the Cobb, once the Harbour Revision Order changes are all in place.

#### **7. Parking**

I explained the traffic planners had discussed their suggestions for better pedestrian safety in front of the Cobb Arms with the town council's Traffic & Travel Working Group and that Alan Vian had raised the concerns I'm often hearing and seeing about people parking on double yellow lines, blocking safe walking and increasing congestion. I asked whether he might consider allowing his staff to be trained in parking enforcement and he didn't disagree!

I'll pursue this idea alongside LRTC's long-standing request for the enforcement team to be trained.

### **1.3. Road safety, parking, public transport and highways**

I met the **Implementation Team Manager, Traffic Planners and new Strategic Engagement Officer** on 6 May to discuss the next steps towards the agreed '**Vision**' for Lyme to reduce the impact of traffic and make the town centre safer and more accessible for pedestrians.

They will develop some options to make progress towards our long-term 'Vision' so that this can be displayed and discussed with the town council, business association and community representatives.

The public consultation on the Local Transport Plan will run in parallel to the Local Plan consultation from mid-August.

The **Public Transport Infrastructure Manager** visited Charmouth and Lyme on 7 May, meeting the Deputy Town Clerk then walking round with me to confirm possible options for the bus stops, shelters and signage, as well as enabling better mutual general understanding of the potential for the various outstanding highways maintenance requests to be resolved.

Appendix 1 has the latest reporting information from Dorset Council on Road Safety reporting.

### **Speedwatch**

The Speedwatch volunteers joined in the National Speedwatch Week of Action by monitoring on Sidmouth Road, with Dorset Police in support.

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

### **2.1. Housing**

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](mailto:housinghelp@dorsetcouncil.gov.uk)

Tel: [01305 221000](tel:01305221000)

### **2.2. Bathing Water Quality Partnership Alliance**

The quarterly meeting of the River Lim Action team, Environment Agency, South West Water, Dorset Council and LRTC met on 15 April and was joined by Peter Chapman, who expressed concerns about the surface water flooding in Holmbush car park.

At the WRFCC meeting (see below), the Environment Agency described updated toolkits for hydrology and flood risk (NaFRA2) and Coastal Erosion Risk (NCERM). The data shows as a 43% increase in properties at risk from surface water flooding nationally.

### **2.3. 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.

I represented Dorset Council at the WRFCC meeting in Bridgewater on 30 April, which was followed by a site visit to the Bridgewater Tidal Barrier project, described by the contractor Kier as a “once-in-a-lifetime civil engineering opportunity for the South West.

### **2.4. Dorset CAN and Carbon Literacy training for town and parish councillors and community groups**



My DCAN Carbon Literacy co-facilitator and I are attending the Carbon Literate Organisation Awards in Manchester on 12 June to collect the Silver CLO Award for Dorset CAN.

We're continuing the monthly online workshops; developing training options for community group leaders; and proposing in-person workshops for town councils and community groups linking to environmental events.

### **3. Current Dorset Council public consultations:**

#### **3.1. 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](#). Closes: **9 June**

#### **3.2. Dorset Local Nature Recovery Strategy**

The draft Dorset Local Nature Recovery Strategy provides a 10-year framework to enable everyone to work together to achieve a shared vision for nature recovery across Dorset.

Dorset's natural environment and its benefits hold real value to us and the wildlife we share this county with, however, over the years, we have weakened this asset. Dorset's local nature recovery strategy marks an end to this loss and decline.

The co-produced strategy identifies key pressures and opportunities for nature recovery and sets 12 nature recovery priorities supported by detailed activities. It's spatial element, the Local Habitat Map, will help target efforts to achieve the greatest gains for biodiversity and the wider environment. Together these tools ensure a strategic, collective and effective approach to nature recovery across the county.

The draft Dorset Local Nature Recovery Strategy is out to consultation from 7 May to 30 July 2025. To help shape the strategy, please complete a short survey -

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

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

## **4. Dorset councillor ‘surgeries’ and contact details**

### **Lyme Regis**

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

5 June, 26 June, 24 July

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

21 June, 19 July

### **Contact Dorset Council**

Please contact me on **01305 216511** or [cllrbelinda.bawden@dorsetcouncil.gov.uk](mailto: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](mailto: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](mailto: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](mailto:customerservices@dorsetcouncil.gov.uk) or call 01305 221000.

Belinda Bawden

Dorset Council ward member for Lyme Regis and Charmouth

7 May 2025

# Appendix 1

## Focus on Road Safety reporting

Dorset Council published a [news release](#) on 7 May encouraging readers to report small collisions or near misses to them using the online form.

[Tell us about small collisions or near misses to help us target road improvements - Dorset Council](#)

The key messages are:

Did you know you can report all collisions or near-misses online to Dorset Council, even if there is no injury or little damage and no police involvement?

Having information about damage-only, non-injury incidents and near-misses helps Dorset Council identify where road improvements are needed.

Near misses, which might be at low speed with another vehicle, a pedestrian or bike and dents, often go unreported. They may be minor, but lots of small incidents at the same location can highlight the need for changes. This might be something simple, like new signs, or bigger like a new junction design.

Find out how to [report your damage only collision or near miss to Dorset Council](#)

All information provided will only be used for gathering evidence to make road improvements. It will not be used for any other purposes.

Call 999 (Police/Ambulance/Fire) – For all collisions where someone is in danger, has potentially been seriously injured, you believe a serious offence has been committed, or the collision has caused a blockage or dangerous obstruction of the road

[Report a road traffic incident online to Dorset Police](#) – If anyone was injured but they do not require emergency treatment, or if there is no injury but you suspect that the other person may have committed a driving offence. You must report the collision to the police even if you were unable to exchange details at the scene.

**LYME REGIS TOWN COUNCIL**

**MINUTES OF THE FULL COUNCIL MEETING HELD ON WEDNESDAY 3 APRIL 2025**

**Present**

**Chairman:** Cllr P. Evans

**Councillors:** Cllr G. Caddy, Cllr M. Denney, Cllr D. Holland, Cllr P. May, Cllr C. Reynolds, Cllr G. Turner, Cllr A. Wood

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

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

**24/172/C Public Forum**

**C. Downes**

As a Marine Parade beach hut owner, C. Downes asked the council to reconsider its decision not to issue non-residents' parking permits for Woodmead car park or to consider an exception for people who rented from the council and paid business rates to Dorset Council (DC). She said Holmbush and Charmouth Road car parks were a less viable option due to her age and health-related problems, which she was sure would apply to others. She said the permits were a guaranteed annual income for the council and without them, there was a risk she wouldn't get a parking space. She brought money to the town through the year, she used the car park on a weekly basis, attended events at the Woodmead Halls and supported charitable events, which she wouldn't be able to do so much anymore.

**K. Gollop**

K. Gollop commented on the state of the town and understood the mayor and deputy mayor had had a walk around the town to inspect problem areas. He said there were still beer kegs on the seafront and pallets behind the council office, even though he had complained about this at least three times. He said DC didn't know what it was doing. He said the annual meeting of electors was coming up and he hoped the council would make it known the townspeople were invited and he hoped others would encourage neighbours and friends to attend.

The mayor, Cllr P. Evans said all members were encouraged to attend the annual meeting of electors. He agreed some places in the town were looking shoddy and said the town council was trying to resolve these issues, but it was difficult to get DC to acknowledge what its responsibilities were.

**C. and A. Dewdney (read out by an officer)**

C. and A. Dewdney said they had a second home in Sherborne Lane, which they bought on the understanding they would be able to park in Woodmead car park and pay an annual parking permit, which was £450 last year. Given Sherborne Lane is a pedestrian

street, they said there was no other possible place to park their car nearby. They had now found the permit was no longer available and asked what the alternative was. They said they loved Lyme and visited regularly throughout the year, often staying for four weeks at a time, with peace of mind they could park in Woodmead car park for the duration. The difficulty and expense of having to buy weekly parking permits would have a very detrimental effect on their visits. They entertained many visitors who came to holiday and spend in the shops and restaurants, contributing to the local economy. They said this April their council tax had been increased 100%, which they fully accepted as they had the privilege of a second home, but felt the decision to cancel annual permits to non-residents without consultation was very unfair. They hoped the decision would be rescinded.

#### **D. Jenkins**

D. Jenkins said they had been non-resident inhabitants of Lyme Regis for over 30 years, being semi-retired and spending just under half of their time in Lyme Regis, which they loved very much. She said for about half of those years they had been happy to pay the non-resident rate for car parking at Woodmead and were very disappointed to hear the council was not renewing the non-resident car park permits. She said the Charmouth Road alternative was only open to people who live or work in Dorset, which excluded them. She said as Lyme loyalists, they would rather give their money to Lyme Regis Town Council than Dorset, as the town council used it wisely. She asked that the non-resident car parking permits be continued.

#### **24/173/C Dorset Council Matters**

The ward member, Cllr B. Bawden sent her apologies for the meeting.

Several members asked that future reports were more succinct and only included updates relevant to Lyme Regis.

#### **24/174/C Questions from Councillors**

There were none.

#### **24/175/C Apologies for Absence**

Cllr S. Cockerell – holiday

Cllr S. Larcombe – personal commitment

#### **24/176/C Disclosable Pecuniary Interests**

There were none.

#### **24/177/C Dispensations**

There were none.

#### **24/178/C To confirm the accuracy of the minutes of the Full Council meeting held on 12 February 2025**

Proposed by Cllr A. Wood and seconded by Cllr P. May, the minutes of the Full Council meeting held on 12 February 2025 were **ADOPTED**.

## **24/179/C Matters arising from the Full Council meeting held on 12 February 2025**

### **Council offices**

The town clerk said Lyme Regis Development Trust had approached officers about separate utilities' meters at St Michael's Business Centre. If this proceeded, it would delay the contract by up to two weeks, although this could be absorbed into the timetable. He said officers had made it very clear the council would not pay for this work.

## **24/180/C Update Report**

### **Councillor vacancy**

A member asked if the council would have an option to co-opt a councillor if no one was nominated.

The town clerk said DC had confirmed it would continue advertising the vacancy until someone was nominated. He said DC charged the town council for the administrative costs every time the process was re-run.

A member suggested a report was brought to the council to allow members to consider reducing the membership to 12.

## **24/181/C Mayor's Announcements**

Members noted the report.

The mayor, Cllr P. Evans encouraged members to respond to the invitation to his Civic Night, if they hadn't already done so.

## **24/182/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 11 March 2025, 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.

## **24/183/C Environment Committee**

Proposed by Cllr P. May and seconded by Cllr G. Stammers, it was **RESOLVED** to receive the minutes of the meeting held on 12 March 2025, and adopt the recommendations, as follows:

### **24/67/ENV – Review of Environment Policy**

**RESOLVED:** 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'.

**RESOLVED:** to amend clause 7.2 of the Environment Policy to include 'internet (e.g. Teams)'.

**RESOLVED:** that the review period of the council's environment policy be amended from one year to three years.

**RESOLVED:** that the environment policy is amended to add 'business community' in paragraph 1.1.

**RESOLVED:** 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**

**RESOLVED:** that non-members are allowed to vote at working group meetings.

**RESOLVED:** 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.

**RESOLVED:** 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**

**RESOLVED:** 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.

#### **24/71/ENV – Biodiversity Assessment Report**

**RESOLVED:** 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.

#### **24/72/ENV – Solar Roofs Project**

**RESOLVED:** 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.

#### **24/184/C Human Resources**

Proposed by Cllr G. Stammers and seconded by Cllr G. Turner, it was **RESOLVED** to receive the minutes of the meeting held on 26 February 2025, and adopt the recommendations, as follows:

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

**RESOLVED:** to note the spinal column point progressions for post holders 216, 203, 204, 205, 206, 207, 202, 210, 218, 107, 106, 104, 109

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

**RESOLVED:** to approve the support services manager's progression to spinal column point 32 on 1 April 2025.

## **24/73/HR – Finance Manager, Performance Appraisal Summary**

**RESOLVED:** to approve the finance manager's progression to spinal column point 29 on 1 April 2025.

## **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**

**RESOLVED:** 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.

## **24/185/C Strategy and Finance**

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, it was **RESOLVED** to receive the minutes of the meeting held on 19 March 2025, and adopt the recommendations, as follows:

### **24/80/SF – Term Grant Agreements and Appointments**

**RESOLVED:** to approve the agreement for term grants 2025-30.

**RESOLVED:** 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



#### **24/81/SF – Beach Replenishment**

**RESOLVED:** 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**

**RESOLVED:** 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.

#### **24/87/SF – List of Payments**

**RESOLVED:** to approve the schedule of payments in in January and February 2025 for the sums of £191,483.18 and £300,720.32, respectively.

#### **24/186/C Tourism, Community and Publicity Committee**

Proposed by Cllr P. Evans and seconded by Cllr D. Holland, it was **RESOLVED** to receive the minutes of the meeting held on 5 March 2025, and adopt the recommendations, as follows:

##### **24/164/TCP – Static and Mobile Vendors' Concession**

**RESOLVED:** 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**

**RESOLVED:** to approve the request to host a 'Mermaids for Mental Health' event in the Marine Parade Shelters.

##### **24/167/TCP – Support for Charity Fundraising**

**RESOLVED:** to provide council 'badged' clothing and entrance fees for town council teams participating in national and local charity fund raising events.

##### **24/169/TCP – Footgolf at Strawberry Field**

**RESOLVED:** 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.

##### **24/170/TCP – Town Council Magazine**

**RESOLVED:** 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.

**RESOLVED:** 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.

## **24/187/C Town Management and Highways Committee**

Proposed by Cllr M. Ellis and seconded by Cllr D. Holland, it was **RESOLVED** to receive the minutes of the meeting held on 26 February 2025, and adopt the recommendations, as follows:

### **24/78/TMH – Town Bus Operating Arrangements and Route**

**RESOLVED:** 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**

**RESOLVED:** to approve unbudgeted expenditure of £3,800 for roofing sheets and fixings to replace the roofs of eight garages at Monmouth Beach car park.

### **24/81/TMH – Bridge Over River Lym at Town Mill**

**RESOLVED:** that the council takes responsibility for the maintenance of the bridge over the River Lym at the Town Mill.

### **24/82/TMH – Council Offices**

**RESOLVED:** to make available facilities for council meetings to be held in the new council offices.

### **24/84/TMH – Chalet Site at Monmouth Beach**

**RESOLVED:** 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.

## **24/188/C Selection of Mayor-Elect and Deputy Mayor-Elect**

Cllr C. Aldridge nominated Cllr P. Evans as mayor for the 2025-26 council year, seconded by Cllr M. Ellis.

There being no other nominations, Cllr P. Evans was **ELECTED** as mayor for the 2025-26 council year.

Cllr P. Evans nominated Cllr M. Ellis as deputy mayor for the 2025-26 council year, seconded by Cllr C. Reynolds.

Cllr M. Denney nominated Cllr P. May as deputy mayor for the 2025-26 council year, seconded by Cllr C. Aldridge.

Cllr M. Ellis was **ELECTED** as deputy mayor for the 2025-26 council year.

#### **24/188/C Calendar of Meetings**

Proposed by Cllr G. Stammers and seconded by Cllr M. Ellis, members **RESOLVED** to approve the calendar of meetings for the 2025-26 council year.

#### **24/188/C Appointments to Council Committees**

Proposed by Cllr D. Holland and seconded by Cllr G. Stammers, members **RESOLVED** to appoint Cllr Gail Caddy to the Human Resources Committee.

#### **24/189/C Review of effectiveness of the internal auditor 2024-25**

The town clerk confirmed the council's internal auditor more than met the requirements for the role and was independent of the council.

Proposed by Cllr P. May and seconded by Cllr M. Ellis, members **RESOLVED** to approve the effectiveness of the internal auditor for 2024-25.

#### **24/190/C Internal Audit Report, Visit Two 2024-25**

A member asked if the missing lease for the Boat Building Academy had been found.

The town clerk said it had not been found yet.

Proposed by Cllr P. May and seconded by Cllr M. Ellis, members **RESOLVED** to note the internal auditor's report following visit two of 2024-25 and approve the management responses.

#### **24/190/C Allocation of Objectives and Projects to Committees and Target Completion Dates**

The town clerk said the objectives and projects would be allocated to committees to monitor progress.

A member suggested the objective to migrate to electric hedge trimmers should sit with the Town Management and Highways Committee, not the Environment Committee.

The town clerk said officers had allocated it to the Environment Committee because the suggestion had first come from this committee.

Proposed by Cllr P. May and seconded by Cllr G. Caddy, members **RESOLVED** to 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.

#### **24/191/C Renewal of Insurance Provision for 2025-2028**

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

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

## **24/192/C Appeal Following a Member Complaint**

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

## **24/193/C Exempt Business**

### **a) Renewal of Insurance Provision for 2025-2028**

The town clerk said the council had been with its current insurers for 11 years but in the last year there had been some operational issues.

It was noted there would be a significant saving if the council switched to Clear Group, although members wanted to know if other local councils used them.

The town clerk said officers had spoken to other local councils and the reports were favourable.

It was suggested a one-year policy was taken up.

The town clerk said officers would recommend three years and they would be talking to the insurers to finalise the details of the policy.

Proposed by Cllr M. Ellis and seconded by Cllr A. Wood, members **RESOLVED** to enter into a three-year negotiated insurance agreement with Clear Councils from 1 April 2025.

*The town clerk and support services manager left the meeting at 7.50pm.*

### **b) Appeal Following a Member Complaint**

Proposed by Cllr C. Reynolds and seconded by Cllr G. Caddy, members **RESOLVED** that no further action is taken due to the thorough investigation of the original panel, the cost to the council, the time that has elapsed and the wishes of the council to move forward in a professional manner.

*The meeting closed at 8.23pm.*

LYME REGIS TOWN COUNCIL

MINUTES OF THE EXTRAORDINARY FULL COUNCIL MEETING HELD ON WEDNESDAY 26  
MARCH 2025

**Present**

**Chairman:** Cllr P. Evans

**Councillors:** Cllr C. Aldridge, Cllr G. Caddy, Cllr M. Denney, Cllr M. Ellis, Cllr S. Larcombe, Cllr P. May, Cllr C. Reynolds, Cllr G. Stammers, Cllr G. Turner, Cllr A. Wood

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

**24/167/C Public Forum**

The following people spoke in support of their applications:

S. Bethel – Lyme Regis Skatepark Project  
J. Yelland – 1<sup>st</sup> Lym Valley Scout Group  
R. Waspe – The Lyme Regis Sea School Trust  
M. Jenkin and L. Clarke – Cobb Gate Junior Parkrun  
D. Flett – Lyme Regis Bowling Club  
H. Sibley – Axminster and Lyme Cancer Support  
N. Charleton – Coastal Community Cupboard  
M. Foster – Lyme Bay Chorale

*Cllr G. Caddy arrived at the meeting at 7.24pm.*

C. Reynolds – Lyme Regis Community Support  
M. Ellis – Over 70s Christmas Dinner Fund Committee

A video was shown from Mosaic – Supporting Bereaved Children.

Members had the opportunity to ask questions of each of the applicants.

**24/168/C Apologies for Absence**

Cllr S. Cockerell – holiday  
Cllr D. Holland – prior commitment

**24/169/C Disclosable Pecuniary Interests**

There were none.

**24/170/C Dispensations**

There were none.

## 24/171/C Allocation of Community Grants 2025-26

Proposed by Cllr G. Stammers and seconded by Cllr S. Larcombe, members  
**RESOLVED** to award community grants for 2025-26 as follows:

1<sup>st</sup> Lym Valley Scout Group – £453.82  
Axminster and Lyme Cancer Support – £1,000  
Coastal Community Cupboard - £450  
Cobb Gate Junior Parkrun - £217.46  
Little Green Change - £500  
Lyme Bay Chorale - £490  
Lyme Heartbeat - £500  
Lyme Morris - £500  
Lyme Regis Bowling Club - £500  
Lyme Regis Community Support - £479.28  
Lyme Regis Pantomime Society - £1,000  
Lyme Regis Pickleball Club - £479.97  
Lyme Regis Skatepark Project - £499  
Mosaic – Supporting Bereaved Children - £450  
Over 70s Christmas Dinner Fund Committee - £363.56  
The Lyme Regis Sea School Trust - £1,000  
The Woodroffe School - £1,000  
Uplyme and Lyme Regis Cricket Club - £1,000

*The meeting closed at 7.42pm.*

**Committee:** Full Council

**Date:** 14 May 2025

**Title:** Matters arising from the minutes of the Full Council meeting held on 3 April 2025

**Purpose of the Report**

To inform members of matters arising from the minutes of the Full Council meeting on 3 April 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**

**24/171/C – Allocation of Community Grants 2025-26**

The award of grants has been confirmed to each organisation in writing.

**24/188/C – Selection of Mayor-Elect and Deputy Mayor-Elect**

Following the selection of Cllr P. Evans as the mayor and Cllr Michaela Ellis as the deputy mayor for the 2025-26 council year, they will be officially installed in office at the mayor-making ceremony on Wednesday 21 May 2025.

**24/188/C – Calendar of Meetings**

The calendar of meetings for the 2025-26 council year has been published on the website and emailed to members.

**24/191/C – Renewal of Insurance Provision for 2025-2028**

The council is now insured by Clear Councils.

**24/192/C – Appeal Following a Member Complaint**

Both parties involved in this matter have been informed of the council's decision.

Adrianne Mullins  
Support services manager  
May 2025

**Committee:** Full Council

**Date:** 14 May 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**

Dorset Council confirmed on 15 April 2025 that one person had stood for nomination to the council. Neil Hampton-Rumbold was elected uncontested to the council.

Confirmation of his declaration of acceptance of office will be given by the town clerk at the meeting.

Adrianne Mullins  
Support services manager  
May 2025



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

Saturday 1 March 2025	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.
Friday 7 March 2025	I attended the Mayor of Dorchester's Civic Day.
Saturday 15 March 2025	Accompanied by the mayoress, I opened the Repair Café at the Boat Building Academy.
Friday 28 March 2025	Attended the launch of the Stampede By The Sea promotion in West Bay to raise funds for the Weldmar Hospice.
Wednesday 2 April 2025	Attended committee meeting of the Welcome Café run by Lyme Regis Development Trust to update members on the town bus and other council projects.
Friday 11 April 2025	Hosted bingo at the Woodmead Halls in aid of the Mayor's Charities, raising £400.
Saturday 19 April 2025	Accompanied by the mayoress, bowled the first wood to open the season for Lyme Regis Bowling Club.
Sunday 20 April 2025	Accompanied by the mayoress and deputy mayor, led the Easter Bonnet Parade which attracted a huge crowd.
Monday 21 April 2025	Accompanied by the mayoress, started the Duck Race organised by the Christmas Lights Fund.
Wednesday 23 April 2025	Accompanied by the town clerk and support services manager, attended a meeting with the headmaster of the Woodroffe School.
Friday 25 April 2025	Chaired the Annual Electors Meeting at the Woodmead Halls, attended by 12 members of the public.
Saturday 26 April 2025	Hosted the annual Civic Night attended by 88 guests. A very enjoyable occasion.

**LYME REGIS TOWN COUNCIL  
PLANNING COMMITTEE  
MINUTES OF THE MEETING HELD ON TUESDAY 29 APRIL 2025**

**Present:**

**Chairman:** Cllr G. Turner

**Members:** Cllr C. Aldrige, Cllr M. Denney, Cllr S. Larcombe, Cllr P. May.

**Officers:** M. Green (deputy town clerk)

**24/272/P      Public Forum**

G. Caddy spoke in relation to planning application P/FUL/2024/05592. She said she had two flats at Farnham House, which had been the subject of previous applications which had been rejected by Dorset Council and the Planning Expectorate. She said that the new application was only a reduction in size by 30cm and does not address the concerns of the conservation officer regarding the height and mass. She also explained a brief history of Stile House. She said the development fell within zone 3 for instability land within the Dorset Council area and that the recent survey by Peter Chapman states that there was a possibility of instability affecting the near surface slope materials, which has the potential to affect the footpath leading to Langmoor Gardens. Furthermore, the recent Hellis Report does not identify if the protected tree in the garden would be damaged should the application get approved, she also noted that a new Sweet Chesnutt tree is growing on the land and could be protected in the future. G. Caddy therefore recommends that the application is refused.

**24/273/P      Apologies for Absence**

There were none.

**24/274/P      Minutes**

Proposed by Cllr. P May and seconded by Cllr. C Aldridge the minutes of the meeting held on 1 April 2025 were **ADOPTED**.

**24/275/P      Disclosable Pecuniary Interests**

There were none.

**24/276/P      Dispensations**

There were none.

**24/277/P      Member planning recommendations**

Noted.

**24/278P Matters arising from the minutes of the Planning Committee held on 1 April 2025**

There were none.

**24/279/P Update Report**

There were none.

**24/280/P Planning and Licensing Applications**

1. **P/FUL/2024/05592** (Received 17.04.25)  
**FULL PLANNING APPLICATION / AMENDED PLANS**  
Erect replacement dwelling  
Farnham House, Flat 9 Stile Lane Lyme Regis DT7 3JD

*The town council's comments remain the same as before with the added note that the new survey by Mr Chapman has done nothing to allay our concerns about land stability.*

2. **P/HOU/2025/00618** (Received 26.03.25)  
**HOUSEHOLDER PLANNING PERMISSION**  
Replacement of existing outbuilding with single storey rear extension and removal of dormer on front elevation  
5-6 Anchor House Monmouth Street Lyme Regis DT7 3PX

*The town council recommends approval of the application because it is in accordance with the approved development plan, its scale and design is in keeping with the subject property and it has no detrimental effect to neighbours.*

3. **P/HOU/2025/01649** (Received 31.03.25)  
**HOUSEHOLDER PLANNING PERMISSION**  
Single storey rear extension and loft conversion  
24 Talbot Road Lyme Regis DT7 3BB

*The town council recommends approval of the application because it is in accordance with the approved development plan, its scale and design is in keeping with the subject property and it has no detrimental effect to neighbours.*

4. **P/LBC/2025/01615** (Received 01.04.25)  
**LISTED BUILDING CONSENT**  
Removal of existing render and application of new lime putty render. Installation of 1no. roof light. Creation of new scupper to east elevation  
62A Broad Street Lyme Regis DT7 3QF

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

5. **P/HOU/2025/01698** (Received 11.04.25)  
**HOUSEHOLDER PLANNING PERMISSION**  
Erection of a single-storey rear extension.  
19 North Avenue Lyme Regis DT7 3AY

*The town council recommends approval of the application because it is in accordance with the approved development plan, its scale and design is in keeping with the subject property and it has no detrimental effect to neighbours.*

**6. P/HOU/2025/01940 (Received 11.04.25)**

**HOUSEHOLDER PLANNING PERMISSION**

Construction of single storey extension, ramped access, driveway and mobility scooter store.

3 Dolphin Close Lyme Regis DT7 3PW

*The town council recommends approval of the application because it is in accordance with the approved development plan, its scale and design is in keeping with the subject property, however there are concerns of the stability of the land where proposed extension will be.*

**7. P/LBC/2025/02028 (Received 23.04.25)**

**LISTED BUILDING CONSENT**

Internal and external alterations including re-rendering of front and rear facades, replacement of kitchen roof, re-covering of main roof, reconstruction of dormer to rear, alterations to party walls to improve resistance to spread of fire

27 Coombe Street Lyme Regis DT7 3PP

*The town council supports this application, subject to any concerns of the planning and conservation officers being addressed.*

**24/281/P**

**Amended/Additional Plans**

There were none.

**24/282/P**

**Withdrawn Applications**

There were none.

**24/283/P**

**Planning Decisions**

Noted.

**24/284/P**

**Planning Correspondence**

There was none.

*The meeting closed at 7.45pm.*

LYME REGIS TOWN COUNCIL

ENVIRONMENT COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 23 APRIL 2025

**Present:**

**Chairman:** Cllr S. Cockerell

**Members:** Cllr C. Aldridge, Cllr P. May, Cllr M. Denney, Cllr G. Stammers, Cllr A. Wood, Cllr S. Larcombe, Cllr G. Stammers

**Other members:** J. Breeze

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

**Guests:** M. Morrow (River Lim Action Group)

**Absent:** Cllr G. Turner

**24/73/ENV Public Forum**

There were no members of the public present.

**24/74/ENV Apologies**

V. Elcoate  
G. Barr

**24/75/ENV Minutes**

The chairman said he had not yet checked when last the council reviewed its adherence and performance against its own environment policy but said he would do so for the next meeting.

Proposed by Cllr P. May and seconded by Cllr M. Denney, the minutes of the meeting held on 12 March 2025, were **ADOPTED**.

**24/76/ENV Disclosable Pecuniary Interests**

There were none.

**24/77/ENV Dispensations**

There were none.

**24/78/ENV Matters arising from the minutes of the previous meeting held on 12 March 2025**

**Carbon Literacy Organisation Accreditation**

The town clerk said Speak Carbon Collective had been appointed to deliver the carbon literacy training for the organisation.

A member wanted clarification on the cost of the training to be provided and asked if the decision was made due to a disagreement with a member of Dorset Climate Action Network, because he wanted to be careful about how the council's funds were being spent.

The town clerk said the matter deserved a degree of sensitivity and he did not want to discuss it at the meeting. If any members wanted to discuss the decision with him, they would be welcome to do so in a separate meeting.

### **Environment Policy**

A member asked if there was any further action needed from officers or if a proposal was needed regarding the wording in the environment policy for the scope 3 emissions discussed in 26/67/ENV. He said he would like the wording provided by officers to be included.

## **24/79/ENV Update Report**

### **Bathing Water Quality Meeting**

The acting operations manager said the meeting on 15 April 2025 was not as well attended as previous meetings but was a productive meeting that was attended by South West Water and Dorset Council representatives.

Those who attended the meeting gave an update on the topics discussed.

It was noted that a purpose of the bathing water quality meeting was discussed and would be recorded in the minutes of that meeting, that a council member would chair the meeting, and a representative from the River Lim Action Group (RLAG) would take the minutes, and then combined with the recording, the council would draft the minutes.

It was also agreed that the group would try to encourage a representative of the Uplyme Parish Council to attend the meetings. It was noted Surfers Against Sewage was a data source but hadn't been asked to attend any of the meetings.

## **24/80/ENV Environment Committee – Objectives**

A member asked if trees could be planted along Strawberry Fields where hedges were accidentally cut down.

The acting operations manager said the hedges weren't cut down accidentally but were cut back because of ash dieback so they needed to be removed for safety purposes.

The town clerk said a decision would be made in autumn 2025 regarding the future of the site, and it would be a good idea to have these discussions first before planting any trees. He suggested the first budget setting meeting in October would be a good time to establish a budget for this.

## **24/81/ENV River Lim Action Group Report**

M. Morrow from RLAG presented the report and highlighted the concerns the group had about data uncertainty and increases of discharge hours at the sewage treatment works and Horn Bridge. He asked if the town council could write to South West Water to ask for an explanation of these anomalies.

M. Morrow said the two meetings they had held with the public and with farmers went very well and thanked the council for its continued support.

M. Morrow answered members' questions regarding the monitoring of sewage from each area and how the new housing estate was coping with the extra demand.

Proposed by Cllr P. May and seconded by Cllr S. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** that that the council write to Southwest Water expressing concerns about the data provided by the environment agency and the uncertainty within it and the increased discharges from the Uplyme sewage treatment works and the Horn Bridge pumping station.

The town clerk asked for sight of any previous correspondence from RLAG to South West Water.

#### **24/82/ENV    Action Plan for Achieving Net Carbon Zero Emissions by 2030**

The acting operations manager said another meeting would be taking place on 8 May 2025 to progress the plan.

He said with regards to action point 7.2 relating to food security, supply chains and local growing and production, he wasn't clear on where members wanted to go with this point and how they would like it to work, but it could be discussed further in the working group.

It was noted the community garden and other small initiatives might eventually lead to improvement or a change of behaviour. It was suggested the allotments could also be an option to educate the community, potentially by giving a plot to the school.

#### **24/83/ENV    Lighting in the Lister and Langmoor Gardens**

The town clerk said a metered supply in the gardens would be preferred because the council was currently two times more than was necessary for electricity. He said the cost would likely be between £10k and £12k and it would take around 10 years to pay back the amount, which wasn't ideal, but it was liveable. In 10 years' time the council could be benefitting from cheaper electric if it commissioned a metered supply.

A member asked if solar would be a better option than a metered supply.

The town clerk said he wasn't convinced that a solar option would be adequate; he thought it might be possible during summer months but storage and battery capacity to supply the gardens in the winter might not work. However, it could be considered.

Proposed by Cllr P. May and seconded by Cllr C. Aldridge that members **RECOMMEND TO FULL COUNCIL** to instruct officers to pursue the installation of a metered electricity supply for the footway lighting in the Lister and Langmoor gardens.

*The meeting closed at 7.40pm.*

LYME REGIS TOWN COUNCIL

HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 8 APRIL 2025

**Present**

**Chairman:** Cllr G. Stammers

**Members:** Cllr G. Caddy, Cllr P. May

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

**Absent:** Cllr G. Turner

**24/76/HR Public Forum**

There were no members of the public present.

**24/77/HR Apologies**

Cllr M. Ellis – work commitments

Cllr P. Evans (ex-officio member) – family commitments

Cllr C. Reynolds – personal commitment

It was noted Cllr C. Aldridge had stood down from the committee.

**24/78/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 26 February 2025**

Proposed by Cllr P. May and seconded by Cllr G. Stammers, the minutes of the meeting held on 26 February 2025, were **ADOPTED**.

**24/79/HR Disclosable Pecuniary Interests**

There were none.

**24/80/HR Dispensations**

There were none.

**24/81/HR Matters arising from the minutes of the Human Resources Committee meeting held on 26 February 2025**

**Technology for In-situ Dynamic Risk Assessments**

The town clerk said employees would start carrying out the risk assessments imminently.



**24/82/HR Update Report**

It was noted members would be updated on two confidential staffing matters under exempt business.

**24/83/HR Human Resources Committee – Objectives**

As the previous health and safety audit had not included a percentage score, a member asked how the council would continue to measure performance.

The town clerk said the auditor could be asked to provide a percentage score on future audits as he agreed it was a good way of measuring progress.

**24/84/HR Sexual Harassment in the Workplace**

Proposed by Cllr P. May and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the Sexual Harassment Policy and note the reasonable steps the council will take to prevent sexual harassment in the workplace.

**24/85/HR DBS Checks for Relevant Employees**

It was noted there was no requirement to carry out DBS checks for the suggested employees but comparable jobs did require it and it would also protect the employees, as well as the public.

Proposed by Cllr P. May and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to approve carrying out Disclosure and Barring Service checks on the enforcement officers, seafront attendant and amenities assistants.

**24/86/HR Town Clerk's Annual Appraisal**

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

**24/87/HR Finance Manager Pay Review**

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

**24/88/HR Support Services Manager Pay Review and Redesignation**

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

confidential 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.

**24/89/HR Exempt Business**

**a) Update Report – Confidential Staffing Matters**

Officers outlined the two confidential staffing matters they were currently managing.

Members noted the situations and supported officers' actions so far and intended future actions.

**b) Town Clerk's Annual Appraisal**

Members noted the report.

**c) Finance Manager Pay Review**

The town clerk outlined the rationale for the pay review.

A member asked if it was still the intention to appoint the finance manager as the responsible financial officer.

The town clerk said this was still the intention after the finance manager had completed her level 4 AAT qualification, which she would start in September 2025 and would take a year to complete.

Proposed by Cllr G. Caddy and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the re-grading of the finance manager post to spinal column point range 30-33, with appointment at spinal column 31.

*The support services manager left the meeting at 7.46pm.*

**d) Support Services Manager Pay Review and Redesignation**

Proposed by Cllr G. Stammers and seconded by Cllr G. Caddy, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the redesignation of the post of support services manager to assistant town clerk and to renumerate the post at spinal column point 30-33 with appointment at spinal column 31.

*The meeting closed at 7.51pm.*

LYME REGIS TOWN COUNCIL

TOURISM, COMMUNITY AND PUBLICITY COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 16 APRIL 2025

**Present**

**Chairman:** Cllr P. Evans

**Members:** Cllr G. Caddy, Cllr M. Denney, Cllr M. Ellis, Cllr D. Holland, Cllr S. Larcombe, Cllr C. Reynolds, Cllr A. Wood

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

**24/172/TCP Public Forum**

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

**24/173/TCP Apologies**

Cllr G. Turner – work commitments

It was noted Cllrs C. Aldridge, S. Cockerell and P. May had resigned from the committee.

**24/174/TCP Minutes**

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, the minutes of the meeting held on 5 March 2025 were **ADOPTED**.

**24/175/TCP Disclosable Pecuniary Interests**

There were none.

*Cllr M. Denney arrived at the meeting at 7.01pm*

**24/176/TCP Dispensations**

There were none.

**24/177/TCP Matters arising from minutes of the previous meeting held on 5 March 2025**

**Barfleur Twinning Association**

Cllr P. Evans said he had not received a response to the invitation to the mayor of Barfleur to attend the VE Day 80 celebrations. However, he was willing to travel to Barfleur with the twinning association in October to try to reinstate the twinning connection. He said an invitation had also been sent to the mayor of Cruelly in France because there had been a twinning association between the two football clubs for over 40 years, which had now finished. He said the council had been in contact and said they were very interested in initiating a twinning association.

The support services manager said if this was pursued, the town council could support the set-up of the twinning association between Lyme Regis and Cruelly, but it was better if the twinning association was detached from the council. She said generally the mayor would be the president of the association.

### **Town Council Magazine**

The support services manager presented a copy of the May edition of LymeLiving to the members.

### **Stampede by the Sea**

Cllr P. Evans said the art trail had been very popular since its installation in the town. He said he had received an email correspondence from a resident, which suggested the town council purchased the "Flock to the Seaside" sculpture as it featured painted seagulls, to highlight the seagull problem in Lyme Regis.

### **Sculpture Trail**

The support services manager said Woodroffe School had sent photographs of the sculptures in development, and she would send them to members. She said the maquettes would be on display at the Jubilee Pavilion from Thursday 17 April and over the Easter weekend.

## **24/178/TCP Update Report**

### **Tourism microsite**

Members were concerned the latest website statistics from the tourism microsite showed a drop in visits to the site.

The support services manager said it would be investigated by Dorset Council and compared to the main Visit Dorset website statistics, to understand whether it was specifically related to the webcam. She said she would provide members with more information when it was available.

## **24/179/TCP Tourism, Community and Publicity Committee - Objectives**

### **Sporting Lyme**

The support services manager said there was a typing error on the Sporting Lyme event target completion date and it should read September 2026 as it was planned to hold the event between May and September 2026.

### **Improve noticeboards**

The support services manager said officers had thought about locations for free-standing noticeboards and had found two suitable locations: a wall-mounted noticeboard at Bell Cliff and a free-standing noticeboard at the Anning Road playing field.

Members were in favour of these proposed locations.

**24/180/TCP To receive the minutes of the Party in the Park Working Group meeting held on 26 March 2025**

Proposed by Cllr G. Caddy and seconded by Cllr S. Larcombe, the minutes of the Party in the Park Working Group held on 26 March 2025 were **RECEIVED**.

**24/181/TCP Additional Free Parking Days**

Proposed by Cllr D. Holland and seconded by Cllr S. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to agree the two additional non-charging days in Lyme Regis car parks in 2025 as suggested by Lyme Regis Business Association, the association has requested Saturday 11 and Sunday 12 October 2025.

**24/182/TCP Static and Mobile Vendors' Concession**

Members were satisfied that as there was no feedback from the wider membership of Lyme Regis Business Association, there appeared to be no objections.

Some members still had concerns about concessions conflicting with existing businesses and said full consideration would be taken when approving a concession.

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to re-introduce a static and mobile vendors' concession and to invite applications.

The support services manager suggested this was advertised before the Full Council meeting so applications could be considered at that meeting, therefore this recommendation would be retrospectively considered by the Full Council

**24/183/TCP Sporting Lyme – Delegation of Members**

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** Members delegate Cllrs G. Caddy, M. Denney, C. Reynolds, A. Wood and D. Holland to work on the organisation of Sporting Lyme

**24/184/TCP Managing Consultation Exercises**

Members noted the report.

**24/185/TCP Additional Seafront and Beach Concession**

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.

a) **Additional Seafront and Beach Concession**

Some members were concerned with setting a precedent for considering late applications. They said they had turned down other applications because applications had arrived after the deadline.

A member asked why the applicant had missed the deadline.

The support services manager said the applicant had not been aware of the deadline or advertisement of the concessions.

Members refused to **RECOMMEND TO FULL COUNCIL** to refuse the additional application for the fitness and exercise concession.

*The meeting closed at 7.27pm.*

## LYME REGIS TOWN COUNCIL

## TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

## MINUTES OF THE MEETING HELD ON WEDNESDAY 9 APRIL 2025

**Present****Chairman:** Cllr M. Ellis**Members:** Cllr C. Aldridge, Cllr G. Caddy, Cllr S. Cockerell, Cllr S. Larcombe, Cllr P. May, Cllr G. Stammers, Cllr A. Wood**Officers:** A. Mullins (support services manager), P. Williams (acting operations manager), J. Wright (town clerk)**24/86/TMH Public Forum**

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

**24/87/TMH Apologies**

Cllr M. Denney  
Cllr P. Evans – family commitments  
Cllr C. Reynolds – medical appointment  
Cllr G. Turner

**24/88/TMH Minutes**

Proposed by Cllr A. Wood and seconded by Cllr G. Caddy, the minutes of the previous meeting held on 26 February 2025 were **ADOPTED**.

**24/89/TMH Disclosable Pecuniary Interests**

There were none.

**24/90/TMH Dispensations**

There were none.

**24/91/TMH Matters arising from the minutes of the Town Management and Highways Committee meeting held on 26 February 2025****Town Bus Operating Arrangements and Route**

The town clerk said the minibus had arrived the previous day and would now be 'wrapped' using the same branding as the new welcome signs and the Visit Lyme Regis website. The service would be called Lyme Link. He said officers were getting DBS checks in place for the volunteer drivers and insurance had been arranged at a competitive price. There were issues with parking the minibus outside the Harbour Store but there were alternative options. Although there was an option for wheelchair access,

this would not be offered initially as it would take out three seats, but this could be reviewed. He said it was on target to launch the service on 7 May 2025.

The town clerk said an enquiry had been made about whether dogs would be allowed on the bus, which he understood was a sensitive issue. The sense from the drivers was they would rather dogs were not allowed. He said he would email members to gauge opinion before a decision was made.

### **Chalet Site at Monmouth Beach**

The town clerk said the council's solicitors had been instructed to serve notice to quit.

#### **24/92/TMH Update Report**

##### **Cemetery Lodge**

The town clerk said final completion was expected on 11 April 2025 and members were welcome to see the building any time after that. He said a photo shoot would be arranged to officially open the building.

#### **24/93/TMH Town Management and Highways Committee – Objectives**

Members noted the report.

*Cllr G. Stammers arrived at the meeting at 7.09pm.*

#### **24/94/TMH Town Management and Highways Committee – Objectives**

Members noted the report.

#### **24/95/TMH Seasonal Evening Seafront Attendant**

Members agreed this role was important, especially after photographs were published on social media of rubbish on the seafront after a busy weekend.

The town clerk said funding for this post had not been included in the 2025-26 budget, but he suggested it was included in the salaries' budget in future.

Proposed by Cllr M. Ellis and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the recruitment of one temporary part-time seasonal evening seafront attendant and overtime payments to existing employees to provide evening cover from 24 May to 7 September 2025 at an unbudgeted cost of £8,831.21.

It was noted recruitment would need to start before the Full Council meeting on 14 May 2025 in order to get someone in post by 24 May 2025 but interviews would not be held until at least 15 May 2025 so the recruitment process could be halted if the Full Council did not approve the recommendation.



Members agreed the storage of waste and the proliferation of bins was a major problem in the town, which was likely to get worse with the introduction of new commercial recycling regulations.

The town clerk said seven large bins could fit in the council's bin store on the seafront but officers had discussed converting one of the stores at the Marine Parade Shelters into a store for the council's own waste, to make room for others in the existing bin store. He said officers had also discussed creating wooden bin chambers to fit the 1,100 litre bins in, which would look better aesthetically. He added that when he next met with the Dorset Council (DC) ward member, he would ask if DC would consider some joint funding for this.

Proposed by Cllr P. May and seconded by Cllr S. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve entering into an agreement with Dorset Council to take on the management of the Broad Street bin store for commercial waste storage.

**Extension of The Lyme Regis Anti-Social Behaviour Related Public Space Protection Order 2022**

Members discussed the issue of enforcement of the Public Space Protection Order (PSPO) and how this would be dealt with if there was an incident at the weekend or there were no town council enforcement officers on duty.

The town clerk said enforcement officers could be asked to intervene and were usually on duty at weekends.

As members had no comments to make about the extension of the PSPO, it was noted the council would not need to send a formal response to DC.

**Suggestion for Revised Traffic Arrangements in Lyme Regis**

The town clerk said DC would not pursue any traffic proposals unless it came with support from the town council. If DC did pursue it, it would carry out a public consultation. He suggested if this council did want to support the suggestion, it should consult with the business association first.

Members had some concerns about the proposals as it would involve diverting traffic down residential roads, it would force residents to have to take longer journeys to get around town, and could encourage speeding as there would be no oncoming traffic.

Members felt any proposals should not be considered piecemeal but should be considered alongside other schemes, such as the proposed 20mph speed limit and DC's proposed improvements to Broad Street and Cobb Square.

Members agreed this suggestion should be left on the table until more was known about the other traffic initiatives and they could potentially be considered as a whole.

## **24/99/TMH Consultation on the Future of Street Lighting**

Cllrs M. Ellis and S. Cockerell agreed to help formulate the council's response to the consultation.

Proposed by Cllr G. Stammers and seconded by Cllr S. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to delegate the detailed response to Dorset Council's consultation on the future of street lighting to the town clerk in consultation with Cllrs M. Ellis and S. Cockerell.

## **24/100/TMH Dorset Council Seafront Waste Collection 2025**

A member asked if a request could be made to DC to put a litter bin further along the Cobb beyond the aquarium as there wasn't one there.

The acting operations manager said although DC's summer waste collection shift finished at 7pm, in reality the last collection in Lyme Regis would be at 5.30pm because the crew had to get back to Bridport to drop off the waste. However, it was noted the evening seafront attendant would help to alleviate the build-up of waste after this time.

## **24/101/TMH Complaints, Incidents and Compliments**

A member asked if the complaint about the Marine Theatre had been responded to, to clarify the council's position.

The town clerk said an acknowledgement had been sent but officers could respond in more detail on the council's behalf.

*The meeting closed at 7.43pm.*

**Committee:** Full Council

**Date:** 14 May 2025

**Title:** Governance Arrangements

**Purpose of Report**

To allow members to consider governance arrangements, to determine which governance areas should be reviewed, and to establish a working group to develop proposals for reporting back to the Full Council in autumn 2025

**Recommendation**

Members consider the report and instruct the town clerk

**Background**

1. The council has considered its governance arrangements on several occasions<sup>1</sup>, the last time was on 23 June 2021.
2. The council is currently undertaking development work with SW Councils to address behaviours, purpose, values and conflict resolution, and proposals from this work are likely to include governance arrangements. There is a report on the SW Councils' project elsewhere on this agenda.

**Report**

3. A major overall of the council's governance arrangements is a considerable exercise which requires some thought, consideration and reflection.
4. Changes to governance arrangements should complement the work of SW Councils; they shouldn't detract from SW Councils' work.

**Areas for consideration**

5. The first stage of any review should be the areas for consideration. These are likely to be:
  - the number of councillors on the council, i.e., is 14 the optimum number for Lyme Regis and its business activities?
  - the adequacy of current governance arrangements and the availability of alternative governance structures, i.e., do the existing governance arrangements create the best environment for conducting business? Alternative governance arrangements exist in other councils, e.g., Frome Town Council has a Full Council supported by council and town committees, and advisory panels. Sherborne Town Council has member portfolio

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<sup>1</sup> Governance arrangements were considered at Full Council 15 May 2015, Strategy and Finance 11 November 2021, Strategy and Finance 2 March 2016, Full Council 3 May 2017, Strategy and Finance 2 May 2018, Full Council 15 May 2019, Strategy and Finance 25 September 2019.

leads who work closely with the town clerk on routine business. Decisions are reported to and made by monthly Full Council meetings. Both councils have planning committees.

- the number, frequency, and remit of committees, i.e., do they properly reflect the nature and scope of the council's business activities.
- the number of councillors on committees. The number of members on committees isn't capped; the council's existing policy allows members to sit on any committee. In the past, the size of the council's committees has been capped, and this has been mooted by some members recently. Academics suggest the number of people for optimum decision making is seven.
- the scope and extent of delegation to committees and officers.
- the role of working groups, briefing sessions and training.
- the appointment, role, and responsibilities of non-members.

### **Suggested process and timescale**

6. Any changes to the council's governance structures should be considered alongside the outcomes from SW Councils' work on behaviours, purpose, values and conflict resolution.
7. A working group should be established to further consider the areas under consideration and the working group should report its findings to the Full Council in autumn 2025. Implementation should be for the council year commencing May 2026.

John Wright  
Town clerk  
May 2025

**Committee:** Full Council

**Date:** 14 May 2025

**Title:** SW Councils – What Next?

**Purpose of Report**

To inform members of the outcomes of meeting between the mayor, chairman of the Human Resources Committee, the support services manager and the town clerk on the next steps to be taken by SW Councils

**Recommendation**

Members note the proposals in paragraphs 7 to 10.

**Background**

1. On 21 October 2025, SW Councils were appointed to undertake development work with the council.
2. On 17 July 2024, a panel was set up to finalise the specification and agree the appointment of consultants to undertake organisational development work with the council; the team included the major, the chairman of the Human Resources Committee, the support services manager and the town clerk
3. During December 2024 and January 2025, SW Councils undertook its ‘analysis’ into the issues faced by the town council and provided feedback to members and managers on 2 April 2025. The slides from the meeting are attached, **appendix 19A**.
4. At the feedback meeting, the panel, in consultation with SW Councils, were asked to determine how the project should be taken forward and bring a report to this meeting of the Full Council.

**Report**

5. The panel met on 17 April and 1 May 2025 to consider the original brief to SW Councils and SW Councils’ project proposals, which included a timeline, see pages 16 to 18 of appendix 18A.
6. Views were also sought at the chairmen’s meeting on 14 April 2025.
7. The panel concluded further work was required to identify those who were mainly responsible for the negative survey responses. The rationale, if these people issues were not addressed, then progress would not be built on solid foundations.
8. The panel did not want this to be a ‘brutal’ exercise and did not want it to result in resignations, but the panel felt some individuals needed to be confronted about their behaviours and the impact those behaviours had on members, staff, and the community’s perception of the council.
9. The project team also felt the project should remain true to its brief, i.e., identifying the council’s purpose, its values and a mechanism for managing conflict resolution.
10. This has been conveyed to SW Councils who are preparing an implementation plan.

John Wright  
Town clerk  
May 2025

**Committee:** Full Council

**Date:** 14 May 2025

**Title:** Future Directions for Dorset's Towns and Parishes

**Purpose of Report**

To allow members to consider and comment on the report Future Directions for Dorset's towns and Larger Parishes – A Fresh Start? Findings on Key Policy Issues, appendix 19A; members' views will be passed on to an officer meeting with Dorset Council and larger town and parish councils on 15 May 2025 which will consider the report

**Recommendation**

Members consider and comment on the report Future Directions for Dorset's Towns and Larger Parishes

**Background**

1. Future Directions for Dorset's towns and Larger Parishes – A Fresh Start? Findings on Key Policy Issues, **appendix 20A** is written by Graham Sansom and Gordon Morris; both undertook this research in a personal capacity. Graham Sansom is an adjunct professor at the University of Sidney, and Dr Graham Morris is a research associate at the University of Exeter.
2. The report presents the policy-related results of a low-key, informal research project exploring the status and prospects of towns and larger parishes in Dorset since the 2019 reorganisation of local government.
3. Its focus is the potential for towns and parishes to play an expanded role, and the urgent need for a more effective working relationship between towns and larger parishes and Dorset Council (DC).
4. In 2015 and 2018, Lyme Regis Town Council was involved in significant asset and transfer negotiations with one of DC's constituent councils, West Dorset District Council. In both instances, negotiations were terminated by West Dorset District Council.
5. A copy of the report was circulated to members on 15 April 2025 to allow time to read and digest it.

**Report**

6. The Future Directions report considers DC's governance framework, drivers for change, the capacity and potential for towns and larger parishes, limitations of the 2021-23 community governance review, the Dorset Council plan 2024-29, a future operating model and 'placed-based' working, and the opportunity for double devolution. The report draws comparison with devolution in Cornwall.
7. The headline findings and key proposals are detailed in pages 1 and 2 of the report. For ease of reference, they are detailed below:

**Headline findings**

8. The current relationship between DC and towns and parishes may fairly be described as 'ships in the night' – patchy and ambivalent, lacking shared purpose.

9. In its 2024 election manifesto DC's Liberal Democrat Party (LDP) majority included: 'making decision-making as local and democratic as possible; listening more to local residents and creating a genuine partnership with town and parish councils.' However, there is still no policy framework in place to advance the LDP's commitment.
10. Dorset has more than 160 parish and town ('local') councils, many with very small populations. But 70% of DC's population is covered by just 25 towns and larger parishes (TLPs) that have real potential to expand their operations as valued partners for DC.
11. Cornwall's achievements with 'double devolution' to local councils (LCs) since the advent of a unitary council in 2009 demonstrate what can be achieved. But in Dorset, little thought was given to the future of LCs when districts were abolished in 2019.
12. The £26m spent in 2023-24 by just the 25 TLPs represented a 20-25% top-up of DC's budget for its Place directorate: Cornwall's experience shows that top-up could increase to 30-35% within five to 10 years by TLPs raising an extra £15m p.a. in uncapped precepts. This would relieve pressure on DC's increasingly stretched budget and facilitate sharing or transfer of some former district ('municipal') functions, as well as new local initiatives.
13. The need for DC to work more closely with towns and parishes was identified by Local Government Association peer reviews in 2019 and 2022. However, DC's 2021-23 Community Governance Review missed the opportunity to consider systemic change.
14. While DC was intended to be a 'district with county functions', its budget and approach to policy development reveal a dominant 'county culture' that tends to relegate LCs to a peripheral role as one of many potential 'community' partners.
15. Similarly, DC's Place directorate – effectively the successor to districts and the 'natural partner' for LCs – appears to lack a strong presence and sense of direction.
16. Bringing about necessary change also depends on the 25 TLPs stepping up. TLPs need to establish a consistent, collective view on ways forward, promoted by a strong leadership group. Currently, without encouragement and guidance from DC, most appear to lack the confidence and drive required to chart the fresh course needed in the post-2019 era.
17. This applies particularly to a widespread reluctance to increase precepts to fund both essential upgrades to local services and facilities, and transfer of some functions from DC. In part, current low precepts reflect the lack of a requirement for medium-term financial planning – most TLPs continue to budget only year-on-year. Precept increases should be carefully planned with community consultation, and justified on the basis that the additional revenue would be dedicated to local needs.
18. Locality planning also needs to improve: Dorset's TLPs lag well behind Cornwall's in completing statutory Neighbourhood Plans, although a number have social, economic or environmental strategies. The complex Neighbourhood Plan process is a barrier.
19. Some boundary changes will be required for TLPs to play an expanded role, especially in the emerging urban complex along the Bournemouth-Christchurch-Poole border, as well as around several coastal and large market towns: Bridport has shown the way. More broadly, increased cooperation and information exchange amongst TLPs is essential.
20. Changes are also needed in the way local councils are structured and operate (numbers of councillors, use of wards, uncontested elections, community engagement) to strengthen community democracy in the face of centralist technocracy and a national devolution agenda that may shift key decision-making further away from localities.

21. DC's Council Plan 2024-29 still has little to say about TLPs, but does include several proposals that could engender real progress: a Coastal and Market Towns Strategy; regeneration of Weymouth; a Portland-Weymouth-Dorchester growth corridor; and a Strategic Asset Management Plan that suggests more Neighbourhood Plans, transfer of assets to LCs, and selective 'devolution deals'. Those initiatives should be managed as a package in full cooperation with TLPs, and with a clear objective to expand their role.

### Key proposals

22. In addition to those already identified above (points 10-14), other key proposals include:
- Adoption of an overarching policy on DC-LCs cooperation (initially TLPs), including DC offering encouragement and support for LCs willing and able to 'rise to the challenge'
  - Establishment within the Place directorate of a Local Councils Liaison Unit to promote needed change and to provide a central point of reference and coordination within DC.
  - Negotiation of model 'double devolution' deals with a few high-capacity TLPs.
  - A trial of several flexible, 'bottom-up' area partnerships using a 'town plus hinterland' model around all larger TLPs – but not necessarily covering the whole DC district.
  - A 'test case' transfer of a whole category of asset management/service delivery to all TLPs (and ultimately all LCs) e.g., public toilets, verges, street cleaning.
  - A supplementary Community Governance Review to determine boundary changes in urban growth areas, plus a later, broader review that also focuses on local democracy.
  - A major effort to upgrade knowledge and skills amongst LC's elected members, clerks and staff (starting with TLPs), and awareness within DC of what LCs can and could do.
23. In the final analysis, Dorset Council must decide whether it will encourage and enable local councils to strengthen their statutory role and capacity for sound place management, or whether it believes it can essentially 'go it alone', dominating all key areas of service delivery to communities and managing localities primarily from 'County Hall'. And the TLPs must decide whether to accept probably uncomfortable change in return for enhanced recognition and greater scope to advance the interests of their communities.
24. Further details on proposals can be found in paragraph 6 of the report.
25. The report also came with a separate draft 'Statement of Reasonable Expectations', **appendix 20B** for collaboration between parish and town councils and Dorset Council.

### What next?

26. On 15 May 2025, a meeting will be held between Dorset Council and TLPs to consider the Future Directions report. Members are asked to provide their views on the report so they can be presented to the meeting.

John Wright  
Town clerk  
May 2025



**Committee:** Full Council

**Date:** 14 May 2025

**Title:** Non-Residents' Parking Permits

### **Purpose of Report**

To allow members to consider whether to re-introduce the non-residents' parking permits following representations from the public

### **Recommendation**

Members consider whether to re-introduce the non-residents' parking permits following representations from the public

### **Background**

1. At the Strategy and Finance Committee meeting on 9 October 2025, members reviewed the council's fees and charges as part of the 2025-26 budget-setting process.
2. Among the charges reviewed were the costs of parking permits at Woodmead car park. The council has historically offered permits for Lyme Regis residents, for non-residents and for holiday accommodation, at varying rates.
3. The non-residents' parking permit is generally used by people who work in town, people who have second homes, or people who have chalets, caravans and beach huts. Fewer non-residents' permits are sold than the residents or holiday accommodation permits.
4. In 2024-25, the cost of a non-residents' parking permit was £450, compared with £200 for a residents' permit and £750 for a holiday accommodation permit.
5. It was recommended by the Strategy and Finance Committee and subsequently resolved by the Full Council on 23 October 2024 'to no longer offer a non-residents parking permit from 2025-26 onwards'.

### **Report**

6. At the time of renewing their non-residents' parking permits for 2025-26, those who usually purchase this type of permit were informed the council was no longer offering them.
7. This led to the council receiving several letters of complaint and requests for the permits to be re-introduced. Two of those letters were read out at the previous Full Council meeting on 3 April 2025 and one member of the public spoke in the public forum at that meeting.
8. The three people who made representations to the meeting would not qualify for a Dorset Council flexi stay permit, which can be used at Charmouth Road or Holmbush car parks by those who work in Dorset. The only other permit Dorset Council offers is a short stay permit, which can only be used for three hours a day.
9. It was agreed this matter would be brought to a future meeting to allow members to review the position on the non-residents' permits.

10. To help guide members, the number of non-residents' permits sold and the income generated for the past three years is shown below:

	<b>Income</b>	<b>Number issued</b>
<b>2022-23</b>	£8,666.58	26
<b>2023-24</b>	£5,333.28	16
<b>2024-25</b>	£3,375.00	9

11. The administration time in issuing the permits is minimal as the permit system is online and customers can apply and pay for permits in this way.

Adrianne Mullins  
Support services manager  
May 2025

**Committee:** Full Council

**Date:** 14 May 2025

**Title:** Applications for the Use of Beach Hut 44

### **Purpose of Report**

To allow members to consider applications from charitable organisations for the free use of beach hut 44

### **Recommendation**

Members consider the applications from charitable organisations for the free use of beach hut 44

### **Background**

1. A report was considered by the Strategy and Finance Committee on 19 March 2025 about the future use of beach hut 44. It was reported to that meeting the allocation of beach hut 44 to Axminster and Lyme Regis Cancer Support (ALCS) arose out of the £15,000 funding allocated to the council for the use of its assets during the filming of Ammonite in 2019.
2. ALCS's occupation of the hut was initially from 1 April 2020 until 31 March 2025, which was later extended to June 2025 because of Covid-19 restrictions during the first few months of occupation.
3. As the period of occupation is coming to an end, members were asked to consider its future use. It was recommended by the committee and subsequently resolved by the Full Council on 3 April 2025 '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'.
4. For context, members were generally in favour of allowing more than one charity to use the hut but there was concern this could become complicated. However, it was stressed the allocations would need to be managed by the charity or charities.
5. Members also discussed how long the allocation should be for, with one or two years suggested.

### **Report**

6. The opportunity was advertised on the council's social media, website and noticeboards from 25 April 2025, with a deadline for applications of 9am on Wednesday 7 May 2025.
7. By the deadline, applications had been received from Axminster and Lyme Cancer Support, **appendix 22A**, and The Living Tree, **appendix 22B**.
7. Members are asked to consider the applications, with reference to the discussions at the Strategy and Finance Committee.

Adrianne Mullins  
Support services manager  
May 2025



# Lyme Regis

## Town Council

### CHARITY BEACH HUT APPLICATION FORM 2025

1. Name of organisation Axminster and Lyme Cancer Support
  
2. Name of person submitting the application Mary Kahn  
 Position held in organisation Founder & Charity CEO  
 Contact address Cross Keys House  
 Chard Street  
 Axminster  
 EX13 5SQ  
  
 Telephone 01297 816559  
 Email mary@axminsterandlymecancersupport.co.uk
  
3. What are the main activities in which your organisation is involved?  
 We are an independent charity providing support to anyone affected by cancer in our local community. This includes those with a new cancer diagnosis, undergoing treatment, living with long term cancer, with a terminal diagnosis and those bereaved by cancer. To date we have registered over 900 clients, 50% of which are based in Lyme Regis and the surrounding villages.  
 We offer a bespoke combination of support according to clients' needs including talk therapies (counselling), support groups (breast, bowel, men, younger people, advanced), meet-ups, physical activities (Nordic walking, yoga, swimming, sea swimming), creative activities (art, writing, woodworking at the BBA).
  
4. How would you make use of the charity beach hut?  
 We have been very grateful to have the use of a beach hut on Marine Parade, funded by the donation from Fossil Films, following the filming of Ammonite. Being able to spend time at the beach hut has been a massive support to our clients. It has been hugely popular and provides people with an escape from the every day challenges of a cancer diagnosis, treatments or sadly bereavement, enabling them to sit comfortably to enjoy the seaside, with shelter, and simply be.  
  
 What our clients say:  
  
*"The ALCS beach hut has made a massive difference to me during my cancer treatment and afterwards. Even when I felt really low, it was fantastic to have a quiet retreat and somewhere to sit on the beach"*  
  
*"I am so grateful to Axminster and Lyme Cancer support for the opportunities to use the beach hut. It gives me and the family a chance to forget about hospital appointments and treatment for the day. There's nothing more therapeutic than the sound of the ocean and seeing your children enjoy every second of it!"*

5. How would you manage the allocation of the beach hut?

A day at the beach hut is offered firstly to our clients who are most in need – ie newly diagnosed, undergoing treatment, within 18 months of finishing treatment or recently bereaved.

We have a robust online booking system in place to manage its usage, clients can book online and we send a confirmation including detailed instructions for access and terms of use. We have equipped the beach hut with comfortable chairs and coffee tables. Our volunteers run a cleaning rota and we provide daily vouchers for tea/cake which can be redeemed at The Kiosk.

Management of the beach hut is not insignificant in terms of resource, but the benefit gained from our clients is worth the investment.

6. How would you ensure there is significant occupation of the beach hut?

There are occasional times when clients need to cancel their day due to illness or hospital appointments.

We operate a WhatsApp group so we can quickly make those eligible to use the beach hut aware that a day is available at short notice. Our current occupation rate has been 78% (July 2023-June 2024) which includes winter where we would expect occupation to be lower due to cold/bad weather. We are aware that for many people going through treatment they may choose to be at the beach hut at the beginning of the day or the end of the day to avoid the crowds in busy times (due to their immunity being compromised) and to balance their energy levels. Therefore, the beach hut may not be used all day but is very much appreciated to be able to be accessed by people affected by cancer. This aspect of our support really gives a lift, a sense of joy and hope.

7. What period of occupation are you applying for (maximum two years)?

2 years

8. Please tick to confirm or show you have understood the following:

- a) You are a charity in the Lyme Regis area or a national charity that operates in the Lyme Regis area ☒
- b) You are a charity supporting those with a serious illness or disability or receiving end of life care ☒
- c) You agree the beach hut will must be used exclusively by your charity ☒
- d) You understand the occupation period is a maximum of two years from 1 July 2025 ☒
- e) You understand your charity will not be charged rent for use of the hut ☒
- f) You understand the council will maintain the hut ☒
- g) You agree to manage the allocation of the hut ☒
- h) You understand the occupation of the hut must be significant ☒

Signature



Print name Mary Kahn

Position Founder & CEO

**Completed application forms be returned to Adrienne Mullins, support services manager, to [adrienne.mullins@lymeregistowncouncil.gov.uk](mailto:adrienne.mullins@lymeregistowncouncil.gov.uk) by 9am on Wednesday 7 May 2025.**



# Lyme Regis

## Town Council

### CHARITY BEACH HUT APPLICATION FORM 2025

1. Name of organisation The Living Tree
2. Name of person submitting the application Jo Millar  
 Position held in organisation Honorary President and co-founder  
 Contact address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 Email \_\_\_\_\_
3. What are the main activities in which your organisation is involved?  
We are a 12 year old cancer support group for people in West Dorset, East Devon & South Somerset, who have experienced cancer & for family & carers. We have inspired and supported the formation of other local groups. We are run separately, offering therapies, talks, creative activities, swimming, allotment gardening, table tennis, and weekly drop ins.
4. How would you make use of the charity beach hut?  
Relaxation and enjoyment of life is one of the best treatments we could offer, so the offer of a beach hut as part of that support would be priceless. A place for members to gather, talk, share and have fun. It would provide a safe space to meet outside and could also be a hub to store our information flyers & leaflets.
5. How would you manage the allocation of the beach hut?  
We have an Administrator who lives in Lyme Regis who could set up and manage a booking system. We could divide each day into 3 sittings: Early Dippers, Midday & Sunset Seekers to ensure full occupation. The Administrator can be reached by email, phone, or at our weekly activities.
6. How would you ensure there is significant occupation of the beach hut?  
We have 400 on our list of regular contacts so it would be easy to fill. We would advertise in our newsletter, our weekly drop ins and activities. We would advertise it in our weekly social media posts to attract newly diagnosed patients. Our allotment we found attracted make patients and an offering of a beach hut we feel would attract new young families affected by cancer.

7. What period of occupation are you applying for (maximum two years)?

*We would love to have the full two years offered but also willing to share this with another charity if it helped us win this opportunity*

8. Please tick to confirm or show you have understood the following:

- a) You are a charity in the Lyme Regis area or a national charity that operates in the Lyme Regis area ☒
- b) You are a charity supporting those with a serious illness or disability or receiving end of life care ☒
- c) You agree the beach hut will must be used exclusively by your charity ☒
- d) You understand the occupation period is a maximum of two years from 1 July 2025 ☒
- e) You understand your charity will not be charged rent for use of the hut ☒
- f) You understand the council will maintain the hut ☒
- g) You agree to manage the allocation of the hut ☒
- h) You understand the occupation of the hut must be significant ☒

Signature *[Signature]*

Print name *Jo Mullar*

Position *Honorary President & co-founder*

Completed application forms be returned to Adrienne Mullins, support services manager, to [adrienne.mullins@lymeregistowncouncil.gov.uk](mailto:adrienne.mullins@lymeregistowncouncil.gov.uk) by 9am on Wednesday 7 May 2025.



**Committee:** Full Council

**Date:** 14 May 2025

**Title:** List of Payments

**Purpose of Report**

To inform members of the payments made in the month of March 2025

**Recommendation**

Members note the report and approve the attached schedule of payments in March 2025 for the sum of £438,690.23

**Background**

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

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

**Report**

2. The format of the report was amended to fulfil the requirements of the transparency code. As well as the date, amount, payee and some brief details, the report now includes an estimated VAT figure and the net cost to the council, as well as a ‘merchant category’. The VAT and expenditure categories are indicative of that supplier, because the schedule shows a list of payments, not invoices, so one payment may include multiple invoices and multiple VAT rates, etc. The ‘probable’ VAT code is the code predominantly associated with the supplier. The ‘merchant category’ is the name used to group a number of nominal codes and represents the summary level we report on.
3. I present the list of payments for the month of March 2025, **appendix 23A**.
4. If you would like any further information about any of these payments, I would encourage you to contact me in the office prior to the meeting.

Shanie King  
Finance assistant  
April 2025

# APPENDIX 23A

		<u>Lyme Regis Town Council</u>							
		<u>Payments list for March 2025</u>							
		<u>Total</u>			<u>438,690.23</u>				
Date	Supplier	Detail	Frequency	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
<b>NAT WEST BANK</b>									
03-Mar	DORSET COUNCIL	Rates	Monthly	DD	21605	0%	-	21,605.00	Utilities
03-Mar	DORSET COUNCIL	Rates	Monthly	DD	656	0%	-	656.00	Utilities
03-Mar	DORSET COUNCIL	Rates	Monthly	DD	346	0%	-	346.00	Utilities
19-Mar	BANKLINE	Bank charges	Monthly	BLN	42.85	0%	-	42.85	Office Expenses
20-Mar	WORLDPAY	Transaction charges	Monthly	DD	23.94	0%	-	23.94	Office Expenses
24-Mar	SALARIES	Staff wages- March 25	Monthly	EBP	46855.59	0%	-	46,855.59	Staffing
28-Mar	HMRC NDDS	Tax and NI contributions-March 25	Monthly	DD	16455.09	0%	-	16,455.09	Staffing
					<u>85,984.47</u>				
<b>LLOYDS BANK</b>									
03-Mar	INVESTEC	Franking machine rental	Quarterly	DD	357.11	20%	59.52	297.59	Office Expenses
03-Mar	ALLSTAR	Fuel usage	Bi-Monthly	DD	133.37	20%	22.23	111.14	Outside Works
03-Mar	SQUARE	Team plus till point system	Monthly	DEB	20	0%	-	20.00	Outside Works
03-Mar	GIFFGAFF	Mobile bundle	Monthly	DEB	15	20%	2.50	12.50	Utilities
03-Mar	AMAZON	Mains plug extension	One off	DEB	13.99	20%	2.33	11.66	Office Expenses
03-Mar	ZOOM	Subscription	Monthly	DEB	12.99	20%	2.17	10.83	Office Expenses
03-Mar	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
05-Mar	PITNEY BOWES	Franking machine top up	One off	DD	100	0%	-	100.00	Office Expenses
05-Mar	B CLEANING	Office cleaning	Monthly	FPO	603	0%	-	603.00	Office Expenses
06-Mar	REFUND	Overpayment on site fees	One off	FPO	382.11	0%	-	382.11	Refunds
06-Mar	REFUND	Return of spare BH key	One off	FPO	20	0%	-	20.00	Refunds
07-Mar	SOVEREIGN	Gym equipment and installation	One off	FPO	25399.45	20%	4,233.24	21,166.21	Projects
10-Mar	YU ENERGY	Electricity charges- WM car park	Monthly	DD	406.39	20%	67.73	338.66	Utilities
10-Mar	YU ENERGY	Electricity charges- Office	Monthly	DD	361.88	20%	60.31	301.57	Utilities
10-Mar	YU ENERGY	Electricity charges- MB car park	Monthly	DD	217.6	20%	36.27	181.33	Utilities
10-Mar	YU ENERGY	Electricity charges- Marine parade	Monthly	DD	142.93	20%	23.82	119.11	Utilities
10-Mar	YU ENERGY	Electricity charges- Workshop	Monthly	DD	140.97	20%	23.50	117.48	Utilities
10-Mar	YU ENERGY	Electricity charges- Cadet hut	Monthly	DD	124.91	20%	20.82	104.09	Utilities
10-Mar	YU ENERGY	Electricity charges- Guildhall	Monthly	DD	117.3	20%	19.55	97.75	Utilities
10-Mar	YU ENERGY	Electricity charges- Guildhall	Monthly	DD	90.71	20%	15.12	75.59	Utilities
10-Mar	YU ENERGY	Electricity charges- Guildhall	Monthly	DD	73.91	20%	12.32	61.59	Utilities
10-Mar	YU ENERGY	Electricity charges- Playing field	Monthly	DD	73.4	20%	12.23	61.17	Utilities
10-Mar	YU ENERGY	Electricity charges- Cabanya	Monthly	DD	56.46	20%	9.41	47.05	Utilities
10-Mar	YU ENERGY	Electricity charges- Marine parade	Monthly	DD	48.71	20%	8.12	40.59	Utilities
10-Mar	BARCLAYCARD	Transaction charges	Monthly	DD	15.76	0%	-	15.76	Outside Works
10-Mar	YU ENERGY	Electricity charges- Showers	Monthly	DD	15.71	20%	2.62	13.09	Utilities
10-Mar	BARCLAYCARD	Transaction charges	Monthly	DD	14.93	0%	-	14.93	Outside Works
10-Mar	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
10-Mar	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
10-Mar	DC PENSION FUND	Pension contribution	Monthly	FPO	1670.85	0%	-	1,670.85	Staffing
11-Mar	YU ENERGY	Electricity charges- Harbour store	Monthly	DD	439.56	20%	73.26	366.30	Utilities
11-Mar	MAILCHIMP	Business briefing subscription	Monthly	DEB	12.19	20%	2.03	10.16	Office Expenses
11-Mar	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
12-Mar	UNITY 5	Zatpark software	Monthly	DD	503.28	20%	83.88	419.40	Outside Works
12-Mar	TAKEPAYMENTS	Transaction fees	Monthly	DD	6	20%	1.00	5.00	Office Expenses
12-Mar	TAKEPAYMENTS	Transaction fees	Monthly	DD	6	20%	1.00	5.00	Office Expenses
12-Mar	FATTORINI	Mayoral chain alterations	Monthly	FPO	2874.32	20%	479.05	2,395.27	Democratic Represent
12-Mar	APPLIANCES DIRECT	External risk assessment tablets	One off	FPO	1972.8	20%	328.80	1,644.00	Unbudgeted expendit
12-Mar	GLEN CLEANING	Seafront toilet cleaning	Monthly	FPO	1681.2	20%	280.20	1,401.00	Outside Works
12-Mar	GIG CLUB	Community grant	One off	FPO	1000	0%	-	1,000.00	Grants

12-Mar	CREATIVE SOLUTIONS	Vehicle graphics and tariff boards	One off	FPO	888.87	20%	148.15	740.73	Office Expenses
12-Mar	TUDOR	External supplies	One off	FPO	876.96	20%	146.16	730.80	Outside Works
12-Mar	COASTAL COMMUNITY	Community grant	One off	FPO	500	0%	-	500.00	Grants
12-Mar	AXE SKIP HIRE	Skip hire	Monthly	FPO	366	20%	61.00	305.00	Outside Works
12-Mar	CLARITY COPIERS	Office copier usage	Monthly	FPO	216.48	20%	36.08	180.40	Office Expenses
12-Mar	IPS	Transaction charges	Monthly	FPO	176.52	20%	29.42	147.10	Outside Works
12-Mar	LOKER	Loler exam of climbing kits	One off	FPO	150	0%	-	150.00	Outside Works
12-Mar	TRAVIS PERKINS	External supplies	One off	FPO	126.89	20%	21.15	105.74	Outside Works
12-Mar	AQUA TEC	Beach hut paint	One off	FPO	126.1	20%	21.02	105.08	Outside Works
12-Mar	EUROFFICE	Office stationary	One off	FPO	103.05	20%	17.18	85.88	Office Expenses
12-Mar	OFCOM	Radio license	Annually	FPO	75	0%	-	75.00	Office Expenses
13-Mar	AMAZON PRIME	Postage subscription	Annually	DEB	95	20%	15.83	79.17	Office Expenses
13-Mar	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
14-Mar	ALLSTAR	Fuel usage	Bi-Monthly	DD	495.49	20%	82.58	412.91	Outside Works
14-Mar	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
17-Mar	SOUTH WEST WATER	Water charges- MB chalets	Quarterly	DD	2574.91	0%	-	2,574.91	Utilities
17-Mar	SOUTH WEST WATER	Water charges- Lister gardens	Quarterly	DD	2182.47	0%	-	2,182.47	Utilities
17-Mar	SOUTH WEST WATER	Water charges- Holiday chalets	Quarterly	DD	944.03	0%	-	944.03	Utilities
17-Mar	SOUTH WEST WATER	Water charges- Bowling green	Quarterly	DD	473.01	0%	-	473.01	Utilities
17-Mar	SAGE SOFTWARE LTD	Accounting software subscription	Monthly	DD	425.4	20%	70.90	354.50	Office Expenses
17-Mar	AIBMS	Transaction charges	Monthly	DD	419.39	20%	69.90	349.49	Outside Works
17-Mar	SOUTH WEST WATER	Water charges- Shelters	Quarterly	DD	234.05	0%	-	234.05	Utilities
17-Mar	SOUTH WEST WATER	Water charges- LR Tourist	Quarterly	DD	150.07	0%	-	150.07	Utilities
17-Mar	SOUTH WEST WATER	Water charges- Cemetry	Quarterly	DD	135.66	0%	-	135.66	Utilities
17-Mar	SOUTH WEST WATER	Water charges- Bathing station	Quarterly	DD	130.42	0%	-	130.42	Utilities
17-Mar	SOUTH WEST WATER	Water charges-Town hall	Quarterly	DD	117.56	0%	-	117.56	Utilities
17-Mar	SOUTH WEST WATER	Water charges- Former scout hut	Quarterly	DD	108.27	0%	-	108.27	Utilities
17-Mar	EE LIMITED	Mobile bundle	Monthly	DD	82.52	20%	13.75	68.77	Utilities
17-Mar	SOUTH WEST WATER	Water charges Trough	Quarterly	DD	36.71	0%	-	36.71	Utilities
17-Mar	SOUTH WEST WATER	Water charges- Langmoor gardens	Quarterly	DD	34.52	0%	-	34.52	Utilities
17-Mar	SOUTH WEST WATER	Water charges- Boat area	Quarterly	DD	32.86	0%	-	32.86	Utilities
17-Mar	SOUTH WEST WATER	Water charges- Langmoor gardens	Quarterly	DD	29.31	0%	-	29.31	Utilities
17-Mar	SOUTH WEST WATER	Water charges- Candles on the cobb	Quarterly	DD	6.28	0%	-	6.28	Utilities
18-Mar	EDF ENERGY	Gas charges- Office	Monthly	DD	748.2	5%	35.63	712.57	Utilities
18-Mar	CLUB WIFI	Annual support and licence	Annually	FPO	1892.4	20%	315.40	1,577.00	Outside Works
19-Mar	WELDMAR	Staff fundraising entry fee	One off	DEB	150	0%	-	150.00	Office Expenses
19-Mar	GIFFGAFF	Mobile bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities
19-Mar	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
20-Mar	WORLDPAY	Transaction charges	Monthly	DD	23.94	0%	-	23.94	Office Expenses
21-Mar	MAILING ROOM	Maintenance charge	Annually	DD	432	20%	72.00	360.00	Office Expenses
24-Mar	EDF ENERGY	Electricity charges-Pay and display machine	Monthly	DD	235.07	5%	11.19	223.88	Utilities
24-Mar	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
24-Mar	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
24-Mar	DC PENSION FUND	Pension contribution - March 25	Monthly	FPO	12905.89	0%	-	12,905.89	Staffing
24-Mar	CROWN OIL	Fuel tank- Harbournstore	One off	FPO	3839.99	20%	640.00	3,199.99	Projects
26-Mar	CATERING APPLIANCE	Chair trolley	One off	DEB	278.39	20%	46.40	231.99	Projects
26-Mar	SAFETY FIRST	Fire extnguisher and safety kit- Mini bus	One off	DEB	86.82	20%	14.47	72.35	Unbudgeted expendit
26-Mar	SMART SOURCE	Mini bus- check books	One off	DEB	34.14	20%	5.69	28.45	Unbudgeted expendit
26-Mar	PREMIER FARNELL	Mini bus- emergency hammer and belt cutter	One off	DEB	17.33	20%	2.89	14.44	Unbudgeted expendit
27-Mar	RED KITE	Town minibus	One off	FPO	37119	20%	6,186.50	30,932.50	Unbudgeted expendit
27-Mar	MINSTER BUILDING	Cemetry lodge works	One off	FPO	21944.06	20%	3,657.34	18,286.72	Projects
27-Mar	CSL EVENT	New sound system guildhall	One off	FPO	4597.65	20%	766.28	3,831.38	Projects
27-Mar	REPAIR CAFÉ	Start up costs	One off	FPO	3497.66	0%	-	3,497.66	Projects
27-Mar	DWP	Bin collection	Monthly	FPO	1959.66	0%	-	1,959.66	Outside Works
27-Mar	WOODROFFE	Sculptures in the garden	One off	FPO	1500	0%	-	1,500.00	Projects
27-Mar	RBLI	VE day statues	One off	FPO	1060	20%	176.67	883.33	Outside Works
27-Mar	AX CANCER SUPPORT	Community grant	One off	FPO	1000	0%	-	1,000.00	Grants
27-Mar	NEWSQUEST	Job advertisement	One off	FPO	960	20%	160.00	800.00	Staffing
27-Mar	DÉCOR TRADER	Wedding chair covers	One off	FPO	636.43	20%	106.07	530.36	Projects
27-Mar	LITTLE GREEN CHANGE	Community grant	One off	FPO	464.14	0%	-	464.14	Grants

27-Mar	IAN MARSHALL	VE day poppys	One off	FPO	242.25	0%	-	242.25	Projects
27-Mar	1ST LYM SCOUT	Bursary	One off	FPO	125	0%	-	125.00	Projects
27-Mar	GIFFGAFF	Mobile bundle	Monthly	FPO	10	20%	1.67	8.33	Utilities
27-Mar	GIFFGAFF	Mobile bundle	Monthly	FPO	6	20%	1.00	5.00	Utilities
28-Mar	CANVA	Subscription	Monthly	DEB	10.99	20%	1.83	9.16	Office Expenses
28-Mar	FOURDOT AFFINITY	Magazine bin store	One off	FPO	732.07	20%	122.01	610.06	Projects
31-Mar	SOUTHERN ELECTRIC	Electricity charges- Shelters	Quarterly	DD	3813.77	20%	635.63	3,178.14	Utilities
31-Mar	ONECOM	Office phone usage	Monthly	DD	552.43	20%	92.07	460.36	Utilities
31-Mar	MAILING ROOM	Postal rate fee	Annually	DD	276	0%	-	276.00	Office Expenses
31-Mar	SOUTHERN ELECTRIC	Electricity charges- Bathing office	Quarterly	DD	231.67	5%	11.03	220.64	Utilities
31-Mar	ALLSTAR	Fuel usage	Bi-Monthly	DD	226.22	0%	-	226.22	Outside Works
31-Mar	SOUTHERN ELECTRIC	Electricity charges- Guildhall	Quarterly	DD	223.72	5%	10.65	213.07	Utilities
31-Mar	MAILING ROOM	Printer ink cartridges	One off	DD	190.74	20%	31.79	158.95	Office Expenses
31-Mar	SOUTHERN ELECTRIC	Electricity charges- Guildhall	Quarterly	DD	162.27	5%	7.73	154.54	Utilities
31-Mar	SP MARKET	Wedding fabric	One off	DEB	35.96	20%	5.99	29.97	Projects
31-Mar	AXMINSTER EXCAVATORS	Landslip work at Monmouth beach	One off	FPO	93840	20%	15,640.00	78,200.00	Projects
31-Mar	AXMINSTER EXCAVATORS	Additional work at Monmouth beach	One off	FPO	48965.76	20%	8,160.96	40,804.80	Projects
31-Mar	SCUTUM	CCTV project works	One off	FPO	16090.17	20%	2,681.70	13,408.48	Projects
31-Mar	WILDE	Replace damaged glass panel and roof panels	One off	FPO	6411.48	20%	1,068.58	5,342.90	Unbudgeted expendit
31-Mar	TURN LYME GREEN	Community grant	One off	FPO	3019.05	0%	-	3,019.05	Grants
31-Mar	LR MUSEUM	Relocation costs to Unit 2	One off	FPO	2877.78	0%	-	2,877.78	Projects
31-Mar	COUNCILLOR	Mayors allowance	One off	FPO	2274.3	0%	-	2,274.30	Democratic Represent
31-Mar	CASA	Multiple inspection surveys	One off	FPO	2004	20%	334.00	1,670.00	Outside Works
31-Mar	SSG TRAINING	Manual handling training	One off	FPO	1956	20%	326.00	1,630.00	Staffing
31-Mar	CREATIVE SOLUTIONS	Welcome to Lyme signage	One off	FPO	1838.05	20%	306.34	1,531.71	Projects
31-Mar	FLOWBIRD	Back office subscription	Annually	FPO	1717.74	20%	286.29	1,431.45	Outside Works
31-Mar	GLEN CLEANING	Seafront toilet cleaning	Monthly	FPO	1681.2	20%	280.20	1,401.00	Outside Works
31-Mar	NEWSQUEST	Job advertisement- Amenities and beach conces	One off	FPO	1494.04	20%	249.01	1,245.03	Staffing
31-Mar	AXMINSTER GARDEN	Machinery servicing and repairs	Monthly	FPO	1300.8	20%	216.80	1,084.00	Outside Works
31-Mar	DARKIN MILLER	Internal auditor	Quarterly	FPO	1051.22	20%	175.20	876.02	Office Expenses
31-Mar	SCREWFIX	External supplies	One off	FPO	915.34	20%	152.56	762.78	Outside Works
31-Mar	LR PANTOMIME	Community grant	One off	FPO	900	0%	-	900.00	Grants
31-Mar	XYLEM WATER SOLUTIONS	Annual service maintenance	Annually	FPO	815.72	20%	135.95	679.77	Outside Works
31-Mar	G CROOKS	Hire of roadsweeper	One off	FPO	780	20%	130.00	650.00	Projects
31-Mar	AXE SKIP HIRE	Skip hire	Monthly	FPO	732	20%	122.00	610.00	Outside Works
31-Mar	BLUE LEVEL MEDIA	Hosting of site	Annually	FPO	720	20%	120.00	600.00	Marketing & Tourism
31-Mar	B CLEANING	Office cleaning	Monthly	FPO	642	0%	-	642.00	Office Expenses
31-Mar	TRAVIS PERKINS	External supplies	One off	FPO	605.29	20%	100.88	504.41	Outside Works
31-Mar	COBB GARAGE	Vehicle maintainance	One off	FPO	582.32	20%	97.05	485.27	Outside Works
31-Mar	JADE SECURITY	Cash collection	Monthly	FPO	566.54	20%	94.42	472.12	Outside Works
31-Mar	A.S SECURITY ALARM	Install and supply 4G router- Amenities hut	One off	FPO	519	20%	86.50	432.50	Projects
31-Mar	REPAIR CAFÉ	Start up costs	One off	FPO	453	0%	-	453.00	Projects
31-Mar	UNISON	Unison fees	Annually	FPO	444.3	0%	-	444.30	Staffing
31-Mar	LYME BAY CHORALE	Communiy grant	One off	FPO	411	0%	-	411.00	Grants
31-Mar	SW HYGIENE	Sanitary bin unit rental and yellow bag disposal	Annually	FPO	383.76	20%	63.96	319.80	Outside Works
31-Mar	SOUTH WEST WATER	Test RPZ valves in gardens	Annually	FPO	357.6	0%	-	357.60	Utilities
31-Mar	PLAY INSPECTION CO	Outdoor annual inspection	Annually	FPO	342	20%	57.00	285.00	Outside Works
31-Mar	TOPSPARKS	Electrical works	One off	FPO	292.68	20%	48.78	243.90	Outside Works
31-Mar	ARTHUR FORDHAMS	External supplies	One off	FPO	189.23	20%	31.54	157.69	Outside Works
31-Mar	LIFT SAFE	Vehicle maintainance	One off	FPO	182.67	20%	30.45	152.23	Outside Works
31-Mar	REFUND	Refund for beach hut hire	One off	FPO	180	0%	-	180.00	Refunds
31-Mar	IEP	Pest control on seafront	Monthly	FPO	180	0%	-	180.00	Outside Works
31-Mar	DAVID TUCKER	Bid writing workshop	One off	FPO	150	0%	-	150.00	Office Expenses
31-Mar	DAPTC	Future planning event	One off	FPO	150	0%	-	150.00	Office Expenses
31-Mar	C K COMMUNICATIONS	Airtime rental 2x radios	Annually	FPO	144	20%	24.00	120.00	Outside Works
31-Mar	AXMINSTER IRONWORK	Repairs to sculpture	One off	FPO	144	20%	24.00	120.00	Outside Works
31-Mar	LAWSON COMPUTER	1 hour site visit	One off	FPO	130	20%	21.67	108.33	Office Expenses
31-Mar	MG WEBBER	Flowers	One off	FPO	100.98	20%	16.83	84.15	Outside Works
31-Mar	REFUND	Wedding deposit cancellation	One off	FPO	100	0%	-	100.00	Refunds
31-Mar	EUROFFICE	Office stationary	One off	FPO	56.75	20%	9.46	47.29	Office Expenses

[illegible]

**Committee:** Full Council

**Date:** 14 May 2025

**Title:** Investments and Cash Holdings

**Purpose of Report**

To inform members of the council's current reserve position

**Recommendation**

Members note the cash position at the end of March 2025

**Background**

1. The council's cash holding at the beginning of the 2024-25 financial year was c.£2.047k.

**Report**

2. The council's cash holding at 31 March 2025 was c.£1.655, **appendix 24A**.
3. The council has adopted a prudent approach to forecasting its reserve at the end of the financial year and has ensured it remains as robust as is possible.
4. The reserve is improved on previous assumptions for a number of reasons. Officers have always adopted a prudent approach in any financial model as well as several projects with completion dates that fall into the 2025-26 financial year.

**Treasury Management**

11. The council currently holds various fixed term investments with NatWest totalling £700k, along with £300k in two separate investments with the Charity Bank on annual fixes.
13. Officers will continue to review treasury management over the next quarter to determine the best investment options and liaise with the chairman and vice-chairman of the Strategy and Finance Committee.

Naomi Cleal  
Finance manager  
May 2025

<b><u>Lyme Regis Town Council</u></b>			
<b><u>Bank Balances</u></b>			
<b><u>31-Mar-25</u></b>			
		<b>£</b>	<b>Access</b>
<b>NatWest- General</b>		1,000	Instant
NatWest Liquidity Manager 1.35%		271,121	Instant
Natwest Fixed A - 4.09%		200,000	29/07/2025
Natwest Fixed B - 3.57%		200,000	24/04/2026
Natwest Fixed C - 3.57%		100,000	24/04/2026
Natwest Fixed D - 3.35%		100,000	26/08/2025
Natwest Fixed E - 3.35%		100,000	26/08/2025
<b>Lloyds - Current</b>		11,965	Instant
Lloyds - Liquidity Manager (0.7%)		370,000	Instant
<b>Wilkinson Legacy 0.6%</b>	*	539	One month
<b>Charity Bank - 3.56%</b>		100,000	29/06/2024
<b>Charity Bank - %</b>		200,000	
<b>TOTAL</b>		<b><u>1,654,625</u></b>	
*Interest not included as statement is currently unavailable			

**Committee:** Full Council

**Date:** 14 May 2025

**Title:** Food and Drink Concession Tenders

### **Purpose of Report**

To allow members to consider tenders for a food and drink concession on the seafront on a one-year trial between May and October 2025

### **Recommendation**

Members consider tenders for a food and drink concession on the seafront on a one-year trial between May and October 2025

### **Background**

1. At the Tourism, Community and Publicity Committee meeting on 5 March 2025, members were asked to consider whether to re-introduce a static and mobile vendors' concession, which was taken to mean food and drink vendors.
2. It was reported to the committee that in 2016, it was decided to no longer offer a static and mobile vendors' concession from 2017 onwards. The report explained that there had recently been three separate enquiries from food and drink vendors and one spoke in the public forum about his proposal.
3. It was proposed by the committee and subsequently resolved by the Full Council on 3 April 2025 '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.'
4. A meeting took place with Lyme Regis Business Association on 17 March 2025 and they were asked for their views on re-introducing the concession. They were given until 10 April 2025 to consult with the wider membership and feedback their views.
5. On 10 April 2025, the chairman of the association contacted the support services manager and said she had received no feedback from the members.
6. At the Tourism, Community and Publicity Committee meeting on 16 April 2025, members were asked to consider whether to re-introduce the concession, following consultation with the business association.
7. It was recommended by the committee 'to re-introduce a static and mobile vendors' concession and to invite applications'.
8. Although not specifically mentioned in the recommendation, it was intended for this to be a one-year trial and for the concession to run from May to October 2025<sup>2</sup>.

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<sup>2</sup> The council's other concessions, such as deckchairs and children's games and activities run from March to October each year, so the dates of May to October were suggested so the concession could start immediately and end at the same time as the other concessions.



9. Due to the timescales involved, if the concession was not advertised until after the Full Council had made a decision at this meeting, it would mean a concessionaire would not be in place until at least mid-August, by which time the majority of the season would be over. As such, it was agreed at that meeting that the concession would be advertised immediately, to allow applications to be considered at this Full Council meeting. The recommendation is therefore to be considered retrospectively.

## **Report**

10. The concession was advertised on 28 April 2025, with a deadline for tenders of 5pm on 7 May 2025.
11. By the deadline, five applications had been received. These are outlined in the confidential **appendix 25A**, with each individual tender at **appendices 25B to F**.
12. It is fair to say the proposal to re-introduce the concession has caused some concern among local businesses and officers are aware of several who will be attending the meeting to speak in the public forum.
13. Due to the interest around this issue, the report has been published as part of the main agenda so members have the opportunity to discuss the issue of the concession and the concerns of local businesses in open session. However, due to the commercial sensitive nature of the tenders submitted, these would need to be considered in exempt business.

Adrianne Mullins  
Support services manager  
May 2025