



John Wright
Town Clerk

Lyme Regis Town Council

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Notice is given of the **Annual Meeting of Lyme Regis Town Council** to be held at the **Guildhall, Bridge Street, Lyme Regis** on Wednesday 28 May 2025 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
22.05.25

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

2. Dorset Council Matters

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

To receive updates from the Dorset Council ward member

3. Questions from Councillors

4. Apologies for absence

To receive and record any apologies and reasons for absence

5. Disclosable Pecuniary Interests

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

6. Dispensations

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

7. To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 5 February 2025 (attached)

8. To confirm the accuracy of the minutes of the Full Council meeting held on 14 May 2025 (attached)

9. Matters arising from the minutes of the Full Council meeting held on 14 May 2024

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

10. Update Report

There are no updates

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

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

12. Terms of Reference and Scheme of Delegation

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

13. Appointments to Council Committees

To allow the council to appoint members to its committees

14. Appointments to External Bodies 2025-26

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

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

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

16. Review of Standing Orders

To allow members to review the council's standing orders

17. Large Capital Grant Awards

To allow the council to consider three large capital grant awards totalling £13,067 against a budget of £12,500

18. Council Lapel Badges

To allow members to consider member requests for lapel badges along with a proposed design

19. Exempt Business

Updates from Cllr Belinda Bawden, Dorset Council ward member for Lyme Regis and Charmouth

Action towards the 'Vision' for a safer town centre

I'm meeting the Implementation and Traffic Planning teams again on my return where the various options towards LRTC's 'Vision' for a safer, more accessible and sociable town centre will be discussed. A meeting with the council to discuss these options will be arranged, either before or possibly with the Lyme Business Association and other community stakeholders.

This is a really exciting opportunity to bring in measures to reduce the impact of traffic in the town centre and improve pedestrian access and safety. Funding through the Local Transport Plan will be available for some schemes, others will need to be considered as co-funded, collaborative schemes.

Progress on surface water drainage problems

Holmbush car park has now been cleaned, and the manholes checked and cleared.

Water from here should go directly into the surface water system, and the removal of rotting vegetation should help improve the quality of water discharging in the beach outfall.

This will be reviewed in October- November to see whether it will resolve the long- term problems there, which potentially contributed to the landslips affecting Cobb Road.

Marine Parade

The Highways team has confirmed a scheme is being developed by Vern Phillips and is ongoing, though the details are sparse at present, no timescales yet.

This work is necessary to address the surface water flooding caused by the drains being blocked by the sandy beach created as part of the coastal protection scheme. The resultant backing-up of surface water onto the harbour area near the food kiosks and onto Marine Parade behind the pubs was identified by the River Lim Action Team and has been part of the discussions in the Water Quality Alliance meetings with LRTC, Dorset Council, South West Water & the Environment Agency.

The fact a scheme is being developed is progress. It is likely to have to be submitted as a capital scheme request to DC.

Bus stop improvements and a Real-Time Information system

Mark Green and I met the Public Transport Infrastructure manager and are awaiting proposals to introduce Real Time Information systems to some of our bus stops. It would be helpful for LRTC to discuss which bus stops this service would be most beneficial for - town centre, Anning Road and medical centre?

This will be at a cost to the town council which will depend on which option is seen as best for each site.

I am attending the WATAG meeting upon my return and will continue to make the case for this in Lyme and Charmouth, as well as better service connectivity and public information.

Beach replenishment

I think I've already reported on the beach replenishment this year which has been held up by the need for a licence from the MMO. If this permission is not received by June, the work will be postponed until next Spring. There was much less sand loss this winter, so postponement is not seen as a problem.

LYME REGIS TOWN COUNCIL

MINUTES OF THE EXTRAORDINARY FULL COUNCIL MEETING HELD ON WEDNESDAY 5
FEBRUARY 2025

Present

Chairman: Cllr P. Evans

Councillors: Cllr G. Caddy, Cllr M. Ellis, Cllr S. Cockerell, Cllr D. Holland, Cllr S. Larcombe, Cllr C. Reynolds, Cllr G. Stammers, Cllr G. Turner, Cllr A. Wood

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

24/139/C Public Forum

There were no members of the public who wished to speak. Representatives from organisations who had submitted grant applications were invited to speak later in the agenda.

24/140/C Apologies for Absence

Cllr C. Aldridge – holiday
Cllr P. May – holiday

24/141/C Disclosable Pecuniary Interests

Cllr G. Stammers declared a pecuniary interest in the application from The Community Waffle House CIC as she worked for the Post Office in Uplyme.

Cllr C. Reynolds declared a non-pecuniary interest in the application from Lyme Regis Foodbank Community Interest Company as she delivered for the foodbank.

24/142/C Dispensations

There were none.

Cllr M. Ellis arrived at 7.02pm.

Cllr M. Ellis declared a pecuniary interest in the application from the Woodmead Halls as she received payment from the management committee.

24/143/C Allocation of Term Grants 2025-2030

Organisations who had submitted term grant applications were invited to give a presentation in support of their application and spoke in the following order:

TRIP CTA (Community Transport Association) – Noel Wright

Cllr G. Caddy arrived at 7.20pm.

Woodmead Halls (Lyme Regis Leisure Centre) – Tim Bell

B Sharp – Ruth Cohen and Harvey Causley

Bridport and District Citizens Advice Bureau – Rovarn Wickremasinghe

Lyme Regis Boat Building Academy – Will Reed

Lyme Regis Christmas Lights – Rob James

Lyme Regis Foodbank Community Interest Company – Mark Duerden

Lyme Regis (Philpot) Museum – Bridget Houseago

Lyme Regis Regatta and Carnival Committee – Rob James

Lyme Regis Town Mill Trust – Rob McLaughlin

Lyme Regis Town Band – Ellis Holt

Cllr G. Stammers left the meeting at 8.38pm in line with her pecuniary interests.

The Community Waffle House – Matt Smith

Cllr G. Stammers returned to the meeting at 8.47pm.

The Lyme Regis 'Visitor Hub' – Alan Vian

Turn Lyme Green – Graham Roberts

Woodroffe Parents, Friends and Teachers Association (PTFA) – Sonia Rai

The meeting adjourned for a break at 9.19pm.

The meeting resumed at 9.29pm.

Members discussed how the applications should be considered. It was agreed they would review the list of applications in the order they appear on the agenda and decide on the ones that should receive no funding. Then review the list again and consider organisations where the full amount should be awarded. Those not awarded the full amount would then be considered for a lesser amount.

Members agreed the following applications should be removed: TRIP CTA (Community Transport Association) as the application was submitted late and Woodroffe Parents, Friends and Teachers Association (PTFA) as the application lacked detail.

Members agreed the following organisations should be awarded the full amount requested: B Sharp (£7,000pa); The Lyme Regis 'Visitor Hub' (£2,000pa); Lyme Regis Christmas Lights Committee (£4,000pa); and The Community Waffle House CIC

(£15,000 in year 1, £13,000 in year 2, £11,000 in year 3, £9,000 in year 4, and £7,000 in year 5).

Members then considered the remainder of the applications.

Members discussed the application from LymeArts Community Trust Ltd (Marine Theatre) as it was noted the application was for £25,000 per annum, but term grants could only be a maximum of £20,000 per annum. Some members therefore felt the application did not meet the council's grants' criteria.

There was some concern from members about the amount of financial support the council had given the theatre over many years and that it should be self-sufficient.

The town clerk said the trust had improved its financial position and held a reserve, but the application was specifically for funding to support the theatre's community activities.

Several members were concerned these activities were being offered for free and if the theatre charged for them, it wouldn't require funding from the council.

Members agreed to remove the application from LymeArts Community Trust.

Members agreed indicative amounts for the remainder of the organisations.

Cllr M. Ellis left the meeting at 10.15pm when the application for the Woodmead Halls was discussed, in line with her pecuniary interests.

Cllr Ellis returned to the meeting at 10.19pm.

Once indicative amounts had been agreed, £91,500 had been allocated, so members discussed whether to go through the applications again and amend the amounts so the full £100,000 was allocated.

It was proposed by Cllr C. Reynolds and seconded by Cllr S. Larcombe to award a total of £91,500 in term grants.

This motion was not carried.

Proposed by Cllr M. Denney and seconded by Cllr S. Cockerell, members **RESOLVED** to award the full £100,000 in term grants.

Several members felt as there was £8,500 remaining, this could be awarded to LymeArts Community Trust Ltd (Marine Theatre) but others felt the decision had already been made to remove the application.

Members therefore went through the list again to consider increasing the amounts to the remainder of the organisations.

Members agreed the following allocations: Bridport and District Citizens Advice Bureau (£5,500pa); Lyme Regis Development Trust (£6,000pa); Lyme Regis Boat Building Academy (£10,000pa); Lyme Regis Foodbank Community Interest Company (£12,000pa); Lyme Regis (Philpot) Museum (£6,000pa, to be spent only on the Fossil Festival); Lyme Regis Regatta and Carnival Committee (£6,500pa); Lyme Regis Town Mill Trust (£5,000pa); Lyme Regis Town Band (£2,000pa); Turn Lyme Green (£2,950 in year 1 and £7,000pa in years 2 to 5); Woodmead Halls (Lyme Regis Leisure Centre) (£16,000pa).

Cllr M. Ellis left the meeting at 10.36pm when the amount for the Woodmead Halls was discussed, in line with her pecuniary interests.

Cllr M. Ellis returned to the room at 10.37pm.

Having agreed in principle all the allocations, members then voted for the total allocation.

Cllr M. Ellis and Cllr G. Stammers left the meeting at 10.40pm in line with their pecuniary interests.

Proposed by Cllr A. Wood and seconded by Cllr G. Turner, members **RESOLVED** to award term grants for 2025-30 as follows:

- B Sharp - £7,000pa
- Bridport and District Citizens Advice Bureau - £5,500pa
- Lyme Regis Development Trust - £6,000pa
- Lyme Regis Boat Building Academy - £10,000pa
- LymeArts Community Trust – No grant
- Lyme Regis Christmas Lights Committee - £4,000pa
- Lyme Regis Foodbank Community Interest Company - £12,000
- Lyme Regis (Philpot) Museum - £6,000pa (for the Fossil Festival only)
- Lyme Regis Regatta and Carnival Committee - £6,500pa
- Lyme Regis Town Mill Trust - £5,000pa
- Lyme Regis Town Band - £2,000pa
- The Community Waffle House CIC - £15,000 in year 1, £13,000 in year 2, £11,000 in year 3, £9,000 in year 4, £7,000 in year 5
- The Lyme Regis 'Visitor Hub' - £2,000pa
- TRIP CTA (Community Transport Association) – No grant
- Turn Lyme Green - £2,950 in year 1, £7,000pa in years 2 to 5
- Woodmead Halls (Lyme Regis Leisure Centre) - £16,000pa
- Woodroffe Parents, Friends and Teachers Association – No grant

The meeting closed at 10.40pm.

LYME REGIS TOWN COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON WEDNESDAY 14 MAY 2025

Present

Chairman: Cllr P. Evans

Councillors: Cllr C. Aldridge, Cllr G. Caddy, Cllr M. Denney, Cllr M. Ellis, Cllr N. Hampton-Rumbold, Cllr D. Holland, 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)

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

24/194/C Public Forum

S. Baxter

S. Baxter, owner of the Slipway said she was disappointed with the council's apparent lack of communication regarding outside food and drink traders. Although she understood there was communication with the business association, it didn't represent the majority of businesses that would be mainly affected. She said none of the businesses at the Cobb or seafront were aware of the proposals until the council's social media post inviting tenders. She noted the recommendation to go ahead with the concession had not yet been resolved by the Full Council and asked if it was a done deal. She suggested the council could have put something on social media or contacted business owners directly to consult with them about the proposal. She said all local businesses should be a priority, not just a few and the council should work alongside them, not against. These businesses were open 12 months a year and facing increasing costs, relying on the peak season to subsidise the winter months, and to invite outside vendors to directly compete with established businesses would have detrimental consequences across the whole season. She felt it would not enhance the town, it would create more rubbish and more seagulls, with bins already overflowing. She said a more effective form of communication and transparency needed to be established between the council and all businesses in Lyme Regis, as Cobb and seafront traders played a full and active role in the town.

L. Taylor

L. Taylor, a representative of Herbie's, expressed his total dismay at the council's invitation for applications from food vendors, allowing outside businesses to compete with local businesses who traded all year round and employed local people. He said this was a kick in the teeth. He said operating costs had increased significantly and they relied on a good summer. Although the council had said there were no objections, most of the businesses on the seafront were unaware of the proposal and he felt the council could

have made businesses aware via social media or face-to-face. He noted the council had forced the Oyster and Fish House to remove its decking as it believed the gardens should be kept free of commercial development and asked why this position had now changed. He had listened to the audio recording of the committee meeting when this matter was discussed and said the committee appeared to have pre-determined the outcome and there was a presumption members would vote to accept the recommendation, which was a breach of procedure. He said he was disappointed with one member who had told them they were against the plans but had said otherwise at the committee meeting, which had undermined his trust in that member. He said there were hundreds of comments on social media in support of traders and this was an opportunity for the council to put things right and vote against the recommendation.

S. Postles

S. Postles said he owned seven businesses in Lyme Regis, employing 25 people. He noted the council had talked about outside food vendors around five years ago and it was now being discussed again. He said Lister and Langmoor Gardens were meant to be peaceful, not to have businesses operating in them. He said people only had so much money to spend and if there was another food unit, it wouldn't get spent in a local business. He was aware members would consider the type of concession but it was still taking money away from local businesses. He said he never objected to food traders coming in as part of events, but he didn't agree with the council giving a vendor a licence for five months at the best time of the year so they had the prime business and left for the winter. He was also concerned about where the additional traders would park and felt they would use residential areas. He wished the council would think about what it does and speak to businesses. He said there was a Cobb Traders group so the council could have contacted them and he asked that the council considered and supported local businesses. He couldn't see how the proposal would promote the town and noted there were already five food businesses on the market in the town and those that were open were employing local people, so what would be the purpose of introducing more.

N. Ball

N. Ball asked if the council had consulted with traders over proposals for a food and drink concession. He said it was far better to talk face-to-face. He said the gardens were for peace and tranquility and asked if food stalls were needed as there were plenty on the Marine Parade. He encouraged the council to look after the tenants and traders already in place.

N. Ball also spoke in relation to Axminster and Lyme Cancer Support's (ALCS) application to continue using a beach hut on Marine Parade. He encouraged members to support a local charity and to re-allocate the hut to ALCS.

T. Mayers

T. Mayers said he was chairman of the Cobb Traders, which had been running since the early 1990s. He was very disappointed with proposals for food traders, especially as a

councillor had attended several of their meetings. He said there was no need for there to have not been communication from the council to the Cobb Traders.

G. Symonds

G. Symonds, owner of the Amusement Arcade, asked if the council would consider a recorded vote on the item about food traders if the matter was discussed in exempt business.

The town clerk clarified that the members would have the discussion about the principle of the food and drink concession in open business in the first instance, so it may not be necessary to go into exempt business.

S. Hanbury

S. Hanbury, from Baboo Gelato, said he supported everything others had said about the food and drink concession proposal. He said there had been no communication, but the traders were very visible and it was easy to contact them in multiple formats, so he was disappointed no one had spoken to them about it. He said businesses were facing increases in the minimum wage, national insurance and rent, as well as outside seating charges and it was tough for all of them. He said local traders were employing local people and keeping the town going. He said businesses were investing in the town and it was disappointing to bring in businesses that would take away trade. He hoped members would make the right decision.

E. Carr

E. Carr, who worked with the Fossil Festival, said the event generated income by selling food and drink concessions in the Marine Parade Shelters. If there was a permanent trader there, it would make it very difficult to work around them, so she asked members to consider the use of this area specifically. She said it was a community space for community events and bringing in traders to support events was very important. She said other traders being present would make their job much more difficult.

C. Burgess

C. Burgess asked members to be careful not to kill the town because businesses were here all year round and were keeping people in work. She said Costa was closing because it couldn't stay here and a lot of local people were affected by that. She urged members to look after local businesses that stayed all year round.

24/195/C Dorset Council Matters

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

24/196/C Questions from Councillors

There were none.

24/197/C Apologies for Absence

Cllr S. Cockerell – illness

24/198/C Disclosable Pecuniary Interests

There were none.

24/199/C Dispensations

There were none.

24/200/C Food and Drink Concession Tenders

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

A member encouraged local businesses to join together as one group and also to sign up to the council's business briefings to be kept informed.

It was reiterated that the council had consulted with Lyme Regis Business Association about the proposal but it wasn't understood at the time how many businesses were not part of the association and therefore would not have been aware of the consultation.

Several members said they had initially been in favour of the proposal, on the understanding that any concessions would not be in competition with existing businesses, but having seen the applications and the tenders, they felt none of them were suitable and the amounts offered were not enough.

The town clerk said he wasn't aware of a meeting of the Cobb Traders taking place since before Covid, but the business association had around 90 members. He was aware the business association had tried to generate support from local businesses but some had chosen not to be part of the group. He added that the council wanted an organisation to talk to and would welcome a single organisation that represents a diverse range of businesses, rather than multiple groups with different views.

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members **RESOLVED** not to re-introduce a static and mobile vendors' concession and to reject all applications.

24/201/C Applications for the use of Beach Hut 44

The mayor, Cllr P. Evans brought this item forward on the agenda and invited K. Vernon from ALCS to speak.

K. Vernon outlined how the beach but had been used by ALCS over the last five years and said they would like to continue to offer their clients the opportunity to use it.

As there were applications from two charities, ALCS and The Living Tree, a member asked if ALCS would be prepared to administer the booking of the hut if it was offered to both charities.

K. Vernon said there was significant administration involved and they currently used Eventbrite to do this, with certain groups of people getting priority booking and a waiting list if the hut is cancelled. She felt it would be very difficult to administer for two charities because of this.

A member asked if a second beach hut could be made available so both charities could be accommodated.

The town clerk said the council had already agreed one hut would be available and there was also the accessible beach hut.

It was noted ALCS had had use of the hut for the last five years, so perhaps another charity should be given the opportunity. It was also noted ALCS specifically covered the local area but The Living Tree covered West Dorset, East Devon and South Somerset.

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members **RESOLVED** to allocate the free use of beach hut 44 to Axminster and Lyme Cancer Support for a period of two years, starting from 1 July 2025.

24/202/C To confirm the accuracy of the minutes of the Full Council meeting held on 3 April 2025

It was noted Cllrs C. Aldridge and G. Stammers should be added to the list of members present at the meeting.

Proposed by Cllr P. May and seconded by Cllr G. Turner, the minutes of the Full Council meeting held on 3 April 2025, with the above amendment, were **ADOPTED**.

24/203/C To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 26 March 2025

Proposed by Cllr P. May and seconded by Cllr S. Larcombe, the minutes of the extraordinary Full Council meeting held on 26 March 2025 were **ADOPTED**.

24/204/C 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

Members noted the report.

24/205/C Update Report

Members noted the report.

24/206/C Mayor's Announcements

The mayor, Cllr P. Evans encouraged members to attend the Civic Service on Sunday 8 June 2025, which would be preceded by a procession from the Guildhall to the church and followed by refreshments in the Mayor's Parlour.

24/207/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 **29 April 2025**, and to note the committee's comments made on planning applications under the power delegated by Full Council.

24/208/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 23 April 2025, and adopt the recommendations, as follows:

24/81/ENV – River Lim Action Group Report

RESOLVED: 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.

24/83/ENV – Lighting in the Lister and Langmoor Gardens

RESOLVED: to instruct officers to pursue the installation of a metered electricity supply for the footway lighting in the Lister and Langmoor gardens.

24/209/C Human Resources

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

24/84/HR – Sexual Harassment in the Workplace

RESOLVED: 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

RESOLVED: to approve carrying out Disclosure and Barring Service checks on the enforcement officers, seafront attendant and amenities assistants.

24/87/HR – Finance Manager Pay Review

RESOLVED: to approve the re-grading of the finance manager post to spinal column point range 30-33, with appointment at spinal column 31.

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

RESOLVED: 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.

24/210/C Strategy and Finance

It was noted the meeting scheduled to take place on 30 April 2025 was cancelled.

24/211/C Tourism, Community and Publicity Committee

Members discussed the new council magazine and it was noted there had been issues with the distribution of the first edition as the company had pulled out of the contract mid-way through distribution.

The support services manager asked if any members would volunteer to deliver magazines to properties that had not yet received them and Cllrs N. Hampton-Rumbold, G. Stammers, P. May and C. Aldridge agreed. The remainder would be delivered by staff.

Members asked how much refund was received from the distribution company. The support services manager said she would provide the details by email.

Proposed by Cllr P. Evans and seconded by Cllr M. Ellis, it was **RESOLVED** to receive the minutes of the meeting held on 16 April 2025, and adopt the recommendations, as follows:

24/181/TCP – Additional Free Parking Days

RESOLVED: 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

ORIGINAL MOTION: to re-introduce a static and mobile vendors' concession and to invite applications.

Due to the earlier debate on this matter, the recommendation from the committee was not carried and an alternative motion was agreed.

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

RESOLVED: to delegate Cllrs G. Caddy, M. Denney, C. Reynolds, A. Wood and D. Holland to work on the organisation of Sporting Lyme.

24/185/TCP – Additional Seafront and Beach Concession

RESOLVED: to refuse the additional application for the fitness and exercise concession.

24/212/C Town Management and Highways Committee

Proposed by Cllr M. Ellis and seconded by Cllr P. May, it was **RESOLVED** to receive the minutes of the meeting held on 9 April 2025, and adopt the recommendations, as follows:

24/95/TMH – Seasonal Evening Seafront Attendant

RESOLVED: 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.

24/96/TMH – Broad Street Bin Store

RESOLVED: to approve entering into an agreement with Dorset Council to take on the management of the Broad Street bin store for commercial waste storage.

24/99/TMH – Consultation on the Future of Street Lighting

RESOLVED: 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.

24/213/C Governance Arrangements

The town clerk said there were a number of things the council could look at relating to its governance structure, such as the committee structure, the number of members on the council, the scope and remit of committees, the number of people on committees, and the level of delegation to officers. He said there was a lot of work involved and suggested a working group was set up, possibly including the committee chairmen, to develop proposals to bring back to the council. He suggested the proposals be considered in autumn 2025, with a view to making any changes for the start of the new council year in 2026.

Proposed by Cllr P. Evans and seconded by Cllr P. May, members **RESOLVED** to set up a working group consisting of committee chairmen to consider the council's governance arrangements and to present its proposals to the council.

24/214/C SW Councils – What Next?

The town clerk said he had now received proposals from SW Councils about how to take forward the organisational development programme and he would circulate these to members. He said he would shortly be organising a meeting with the delegated group to go through the proposals in more detail.

24/215/C Future Directions for Dorset's Towns and Parishes

The town clerk said a meeting was taking place the following day, when the Future Directions report would be discussed between town and parish councils and Dorset Council (DC). The town clerk summarised the main points of the report and gave his views.

A member asked if the town council was being supported by the DC ward member in its position.

The town clerk said the ward member had been in favour of devolution of services from DC to the town council, but he wasn't aware of her current position. He said the meeting the following day was between DC and town and parish council officers, so it didn't involve members.

Members supported the town clerk's views on the report and agreed the council needed to be cautious about how this was taken forward so it wouldn't have a detrimental impact on the council and local residents, noting that although the town council would like to take on services, it would need to be accompanied by funding streams.

24/216/C Non-Residents' Parking Permits

It was noted the council had previously made the decision to no longer offer a non-residents' parking permit due to the decreasing numbers of permits being issued and the disparity between the cost of this permit and DC's permit.

However, members noted the feedback which had been received and now better understood the importance of the permits.

Proposed by Cllr M. Ellis and seconded by Cllr P. May, members **RESOLVED** to re-introduce the non-residents' parking permits at a cost of £475, pro-rata from 14 May 2025.

24/217/C List of Payments

Proposed by Cllr M. Ellis and seconded by Cllr P. May, members **RESOLVED** to approve the schedule of payments in March 2025 for the sum of £438,690.23.

24/218/C Investments and Cash Holdings

Members noted the report.

24/219/C Staffing and the Gardening Team

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

24/220/C Council Offices

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

24/221/C Re-tendering of Legal Services

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

24/222/C Debtors' Report

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

24/223/C Exempt Business

a) Staffing and the Gardening Team

Proposed by Cllr M. Ellis and seconded by Cllr G. Stammers, members **RESOLVED** to approve the request from postholder 203 to reduce their contracted working days from five to four a week, and to approve the appointment of an internal candidate to the gardening team for one day a week.

b) Council Offices

The town clerk said there had been a material overspend on the project for new council offices for a number of reasons, including the acquisition of unit 6, the inclusion of the council meeting room, and additional building work which was not on the original specification. He said although actual building works were at the expected cost, mechanical and engineering works and the need for specialist consultants had increased expenditure.

The town clerk said some other projects from the 2024-25 financial year had come considerably under budget, which would partially offset the overspend on the council offices.

Proposed by Cllr P. May and seconded by Cllr G. Turner, members **RESOLVED** to note the latest position with the agreed move to alternative office premises, note the projected total cost of that move and agree to an increase in the approved budget from £100k to £190k.

c) Re-tendering of Legal Services

The town clerk informed members of the chosen new legal advisers, Porter Dodson.

Members asked how big the firm was and where they were based.

The town clerk said Porter Dodson had several branches, including one in Bridport, and they could bring together specialist teams and experts for specific cases. He said the firm would be used for three years initially, with an option to extend for a further two.

d) Debtors' Report

Members noted the report.

The meeting closed at 9.12pm.

Committee: Full Council

Date: 28 May 2025

Title: Matters arising from the minutes of the Full Council meeting held on 14 May 2025

Purpose of the Report

To inform members of matters arising from the minutes of the Full Council meeting on 14 May 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

24/200/C – Food and Drink Concession Tenders

The businesses who applied for the food and drink concession have been informed of the council's decision to no longer offer the concession.

24/201/C – Applications for the use of Beach Hut 44

Axminster and Lyme Cancer Support has been informed they can continue to have free use of the beach hut from 1 July 2025 for two years.

The Living Tree has been informed their application was not successful.

24/211/C – Tourism, Community and Publicity Committee

Details of the amount paid for distribution of the magazine and the amount refunded were emailed to members on 21 May 2025.

24/214/C – SW Councils – What Next?

The proposals from SW Councils about how to take forward the organisational development programme were emailed to members on 22 May 2025.

24/215/C – Future Directions for Dorset's Towns and Parishes

Officer comments were provided to Dorset Council at the meeting on 15 May 2025, in line with members' views.

24/216/C – Non-Residents' Parking Permits

Three permits have been purchased since they were made available again and we are aware of two others who require one.

24/219/C – Staffing and the Gardening Team

Written confirmation of changes to postholder 203's contract has been sent and a new contract signed.

The internal candidate has accepted the offer to work in the gardening team for one day a week.

These changes will take effect in both instances w/c 2 June 2025.

24/221/C – Re-tendering of Legal Services

Officers have written to Porter-Dodson to confirm their appointment as the council's legal advisers and a meeting will take place on 19 June 2025 to further discuss the takeover process. The council's current legal advisers have been informed their services will no longer be required.

Adrianne Mullins
Assistant town clerk
May 2025

Committee: Full Council

Date: 28 May 2025

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

Purpose

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

Recommendation

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

Background

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

¹ The Localism Act 2011 Sec 1 (1).

Report

7. The council has 14 seats and 14 councillors, i.e., more than two-thirds of councillors are elected².
8. As reported to the Human Resources Committee on 29 October 2014 and Full Council on 19 November 2014, the town clerk obtained the Certificate in Local Council Administration (CiLCA) on 8 October 2014³.
9. Reaffirmation that the council meets the eligibility criteria for the General Power of Competence will be recorded in the minutes of tonight's Full Council meeting.

John Wright
Town clerk
May 2025

² Election can either be contested or uncontested.

³ The assistant town clerk has subsequently obtained CiLCA qualifications.

Committee: Full Council

Date: 28 May 2025

Title: Terms of Reference and Scheme of Delegation

Purpose of Report

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

Recommendation

Members and approve the terms of reference and scheme of delegation

Background

1. Standing order 5.j. states that during the course of the council year, the council must carry out a 'review of delegation arrangements to committees, sub-committees, employees and other local authorities' and a 'review of the terms of reference for committees'.
2. On 14 May 2025, the Full Council considered a report on governance arrangements and resolved:

 'to set up a working group consisting of committee chairmen to consider the council's governance arrangements and to present its proposals to the council.'
3. For this reason, there are no proposed amendments to the council's terms of reference and scheme of delegation, other than the implementation and review dates.
4. The terms of reference and scheme of delegation are attached at **appendix 12A**.

John Wright
Town clerk
May 2025

Terms of Reference and Scheme of Delegation**1. Full Council**

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

being expired the day before the annual meeting, to review and make arrangements to reaffirm eligibility;

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

- 1.7 No business may be transacted at a meeting of the Full Council unless at least one third of the

whole number of members of the council are present, i.e. five members.

Terms of Reference

2. Committees – General

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

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

3. Strategy and Finance Committee

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

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

Act 2018 and the UK Data Protection Regulations, which came into force on 1 January 2021

3.1.12.6 To receive the internal auditor's reports

3.1.12.7 Performance management

4. Environment

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

4.1.1 Researching and advising the council on environmental issues

4.1.2 Consulting external bodies on environmental issues

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

4.1.4 Identifying and monitor progress against environmental objectives

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

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

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

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

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

5. Human Resources Committee

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

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

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

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

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

6. Town Management and Highways Committee

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

7. Tourism, Community and Publicity

7.1 The purpose of the Tourism, Community and Publicity Committee is to take active steps to develop the town and people's perception of it. This includes the development and management of:

- 7.1.1 Tourism policies
- 7.1.2 Economic and business initiatives
- 7.1.3 Marketing and publicity
- 7.1.4 Community engagement
- 7.1.5 Responding to consultations by external organisations
- 7.1.6 Managing the process of consulting the community and third sector groups on policy development
- 7.1.7 Twinning
- 7.1.8 Arts and heritage
- 7.1.9 Tourism services
- 7.1.10 Events' management
- 7.1.11 Promotion and publicity of the town

8. Planning

8.1 The purpose of the Planning Committee is to ensure the long-term interests of the town as a whole are taken into account in policies and decisions of the town, district and county councils, in so far as planning and highways issues are concerned.

- 8.1.1 To make recommendations direct to Dorset Council on planning applications.
- 8.1.2 The chairman and vice-chairman of the committee have delegated authority to make recommendations directly to Dorset Council on the committee's behalf if a comment is required before the next meeting.
- 8.1.3 To comment on licensing applications received from Dorset Council for the sale of alcohol.

9. Scheme of Delegation - Town Clerk

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

10. Proper Officer

- 10.1 Legislation requires local authorities to appoint certain officers with statutory responsibilities.
- 10.2 In local councils, the proper officer is usually the clerk. The statutory responsibilities of the council's town clerk are detailed in standing orders and, for information, are replicated below.. The proper officer shall:
 - 10.2.1 Sign and serve on councillors by delivery or post at their residences or email a summons confirming the time, date, venue and the agenda of a meeting of the Council, committee or sub-committee at least 3 clear days before the meeting.
 - 10.2.2 Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council, committee or sub- committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).
 - 10.2.3 Receive any requests from councillors for items to be included on an agenda up to 10 working days before a meeting. The proper officer will then discuss with the relevant chairman which meeting this agenda item would go to. The decision on whether to include any such request ultimately lies with the proper officer.
 - 10.2.4 Convene a meeting of Full Council for the election of a new chairman of the council, occasioned by a casual vacancy in his/her office.
 - 10.2.5 Make available for inspection the minutes of meetings.
 - 10.2.6 Receive and retain copies of byelaws made by other local authorities.
 - 10.2.7 Receive and retain declarations of acceptance of office from councillors.
 - 10.2.8 Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection.
 - 10.2.9 Keep proper records required before and after meetings.
 - 10.2.10 Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 2018 and the Uk Data Protection Regulations, which came into force on 1 January 2021, in accordance with and subject to the council's procedures relating to the same.

- 10.2.11 Receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary.
- 10.2.12 Manage the organisation, storage of and access to information held by the council in paper and electronic form.
- 10.2.13 Arrange for legal deeds to be sealed using the council's common seal and witnessed.
- 10.2.14 Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations.
- 10.2.15 Record every planning application notified to the council and the council's response to the local planning authority in the Planning Committee minute book.
- 10.12.16 Retain custody of the seal of the council which shall not be used without a resolution to that effect.
- 10.12.17 Action or undertake activity or responsibilities instructed by resolution or contained in standing orders.

11. Responsible Financial Officer

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

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

governance, human resources, public relations, communications and engagement, customer services, the front desk team, and tourism and promotion.

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

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

12. Urgent matters

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

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

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

13. Review

13.1 This document will be reviewed in May 2026 or sooner if there are changes in legislation or best practice.

Implementation date: 28 May 2025

Review Date: May 2026

Committee: Full Council

Date: 28 May 2025

Title: Appointments to Council Committees

Purpose of Report

To allow the council to appoint members to its committees

Recommendation

The council appoints members to its committees

Background

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

Report

2. The existing committee structure consists of the Full Council, Strategy and Finance Committee, Environment Committee, Human Resources Committee, Planning Committee, Town Management and Highways Committee, and Tourism, Community and Publicity Committee.
3. Councillors have the opportunity each year to serve on all committees. Membership of the Strategy and Finance Committee is mandatory for all members.
4. Each committee will elect its chairman and vice-chairman from among its membership. This will be the first item on the agenda at the first meeting of each committee in the 2025-26 council year.
5. If any working groups are formed during the council year, the membership will be agreed at that time and the chairman will be elected at the first meeting.

Adrianne Mullins
Assistant town clerk
May 2025

Committee: Full Council

Date: 28 May 2025

Title: Appointments to External Bodies 2025-26

Purpose of Report

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

Recommendation

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

Background

1. Standing order 5.j.xii. requires a 'Review of representation on or work with external bodies and arrangements for reporting back'.
2. Nominations to external bodies are sought at the annual meeting of the Full Council in May each year.
3. Due to new term grants being awarded this year, members have already been appointed to 14 local organisations. These appointments were agreed at the Strategy and Finance Committee meeting on 19 March 2025 when the draft term grant agreement was considered and approved by Full Council on 3 April 2025. It was agreed these appointments would apply to the 2025-26 council year so re-appointment is not necessary at this point.
4. The agreed appointments are as follows:
 - 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

Report

5. **Appendix 14A** details the additional organisations, along with the existing representatives.
6. Members must decide whether they wish to be lead members or participating members on external bodies. Lead members wouldn't necessarily attend external bodies' meetings but would be their main link with the council. There is an expectation participating members would attend and take part in the organisations' meetings.
7. Members may also wish to suggest other organisations which would benefit from member representation.
8. Members may wish to consider if two separate representatives are needed for Lyme Regis Museum and Lyme Regis Fossil Festival as a term grant is provided to the museum, specifically for the festival. For information, Cllr P. May was appointed the representative in April, due to his previous appointment as the festival representative, but Cllr G. Caddy was last year appointed as the representative for the museum as a whole.

Adrianne Mullins
Assistant town clerk
May 2025

LYME REGIS TOWN COUNCIL

APPOINTMENTS TO EXTERNAL BODIES 2025/2026

A35 Parish Group – Vacant

Charmouth Road Allotments Association – Cllr S. Larcombe

DAPTC (Western Area Committee and Larger Councils) – Cllr C. Aldridge (participating)

LymeArts Community Trust – Cllr S. Cockerell (participating)

Lyme Regis/Barfleur Twinning Association – Cllr P. Evans (participating)

Lyme Regis Charities – Cllr M. Ellis and Cllr G. Caddy (five-year appointment) (participating)

Lyme Regis Harbour Consultative Group – Cllr D. Holland (participating), Cllr C. Reynolds (substitute member)

Lyme Regis Museum – Cllr G. Caddy (participating)

Lyme Regis/St George's Twinning Association – Cllr P. Evans (participating)

Lyme Regis Society – Cllr C. Aldridge (participating)

RNLI Lifeboat Guild – Cllr G. Turner and Cllr G. Caddy (participating)

Royal British Legion – Cllr G. Stammers (participating)

Rural Market Town Group – Vacant

Youth Council – Cllr C. Reynolds (participating)

Committee: Full Council

Date: 28 May 2025

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

Purpose of Report

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

Recommendation

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

Background

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

Report

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

Adrianne Mullins
Assistant town clerk
May 2025

APPENDIX 15A

Organisation	Annual subscription (current)	Renewal date
Dorset Association of Parish & Town Councils	£989.76	April 2025
Ancient and Honourable Guild of Mace Bearers	£10	September 2025
Institute of Cemetery & Crematorium Management	£100	April 2025
Chartered Institute of Public Finance & Accountancy (VAT Ref manual)	£236	April 2025
Society of Local Council Clerks	£418	June 2025
Chartered Institute of Personnel and Development	£176	July 2025
Association of Accounting Technicians	£228 £228	October 2025
South West Councils	£598.80	April 2025
OFCOM (Radio Licence)	£75	March 2025
Information Commissioners Office	£35	November 2025
Survey Monkey	£320	November 2025
Amazon	£95	March 2026
Institute of Environmental Management and Assessment	£162.00	June 2025
Rural/Market Town Group	£126.00	May 2026
Mail Chimp	£12.40 per month	Monthly subscription
Canva	£10.99 per month	Monthly subscription
Zoom	£12.99 per month	Monthly subscription

Committee: Full Council

Date: 28 May 2025

Title: Review of Standing Orders

Purpose

To allow members to review the council's standing orders

Recommendation

Members approve the standing orders

Background

1. The standing orders detail how the council organises its affairs and functions. It covers procedures during meetings, financial matters not covered in the council's financial regulations, delegation to council officers and other matters. Sections of the standing orders are mandatory.
2. The council's existing standing orders requires, under 5.j. x, annual 'review and adoption of appropriate standing orders and financial regulations': standing orders were last reviewed by the Strategy and Finance committee on 24 April 2024 and subsequently adopted by Full Council on 1 May 2024.

Report

3. The council's standing orders are based on a model produced by the National Association of Local Councils (NALC) but with additions and amendments to reflect this council's custom and practice and policy decisions.
4. NALC's model standing orders were updated on 31 March 2025. Officers have reviewed the changes to the model orders and outlined them below:
 - Standing order 14, Code of Conduct Complaints, has been entirely removed from the model to better reflect Code of Conduct requirements.
 - Standing order 18, Financial Controls and Procurement, has been updated due to recent changes in procurement legislation.
5. The proposed standing orders are at **appendix 16A**.
6. The proposed amendments are shown on the document, with deletions struck through and new sections in red.

7. In the case of standing order 18, these changes will also be applied to the financial regulations, which will be taken to the next Strategy and Finance Committee meeting on 23 July 2025 for annual review.

Adrianne Mullins
Assistant town clerk
May 2025

Committee: Full Council

Date: 28 May 2025

Title: Large Capital Grant Awards

Purpose of the Report

To allow the council to consider three large capital grant awards totalling £13,067 against a budget of £12,500

Recommendation

Members consider the report and applications and instruct the town clerk

Background

1. On 27 November 2024, the Strategy and Finance Committee considered a report on the five-year allocation and distribution of grant funding to local organisations, including the introduction of a large grants' category and an accompanying policy and procedure.
2. Following a recommendation from the Strategy and Finance Committee, on 11 December 2024 the Full Council resolved:

 'an annual allocation of £25,000 to large capital grants' and 'a large capital grants' policy and procedure'.
3. A budget of £12,500 is allocated twice a year in the spring and autumn.
4. For ease of reference, the policy and procedure is attached, **appendix 17A**.

Report

5. A public notice was issued in April 2025 announcing the availability of a large capital grants' budget; applications of £1,000 to £12,500 were sought with a closing date of 12noon on 30 April 2025.
6. A copy of the application form and the council's policy and procedure were sent to applicants.
7. Three applications were received from Lyme Regis Business Association, Lyme Arts Community Trust (The Marine Theatre) and St Michael's Parish Church. In each instance, qualifying documentation was submitted.

Lyme Regis Business Association

8. The application is for the Lyme Regis Big Christmas Weekend. The application is for £1,500; the total project cost is £3,00. **See appendix 17B**.

LymeArts Community Trust

9. The application is to bring the backstage toilet back into use. The application is for £6,412.88; the total project cost is estimated at £13,761.60. **See appendix 17C**.

St Michael's Parish Church

10. The application is to replace the flagpole. The application is for £5,154; the total project cost is £5,154. **See appendix 17D.**
11. The application does not comply with paragraph 4.2 of the council's large capital grants' policy not procedure, i.e., 'Projects require 50% match funding of the total project cost.'
12. Members could suspend paragraph 4.2 to allow project funding greater than 50% but if members choose to do this, officers suggest some contribution to the project cost is made by St Michael's Parish Church.
13. Further, paragraph 10 of St Michael's Parish Church's application states a grant of £400 was received from Lyme Regis Rotary Club in January 2024; this is not detailed in the project costs. The project costs also include a contingency of £643. These issues will be clarified ahead of the meeting and a verbal update will be provided to members.
14. Grant applicants have been invited to the meeting to give a short presentation.

John Wright
Town clerk
May 2025

Policy and Procedure

Large Capital Grants

1. Purpose

- 1.1 The large capital grants' fund provides grants of up to £12,500 for capital projects that help and support the community.

2. Funding

- 2.1 For the financial years 2025-26, 2026-27, 2027-28, 2028-29 and 2029-30, the council has set aside £25,000 per annum to support local organisations with capital funding from the large grants' budget.
- 2.2 The total amount available annually, i.e. £25,000, will remain the same in each of the years outlined above and will not be increased for inflation.
- 2.3 Applications for grant funding can be made in April and October each year; on each occasion, £12,500 is available. Grant funding awards will be made at the following Full Council meetings.
- 2.4 Applications for funding must exceed £1,000 and can be no greater than £12,500.

3. Application and selection criteria

- 3.1 The council will consider grant applications from community groups and organisations that serve Lyme Regis. Priority will be given to applications that help and support the community.
- 3.2 Applications will only be considered from community groups and organisations that are a properly constituted body. This may include a group or organisation with charitable purposes, a charity or a not-for-profit company.
- 3.3 Groups that are part of a larger organisation can apply for funding through that organisation, provided this is clearly stated on the application form.
- 3.4 Applications will not normally be considered from grant-gifting organisations, i.e., those who allocate grants to others, profit-making organisations and companies, or individuals, except in exceptional circumstances.
- 3.5 Any organisation in receipt of a term grant from the council cannot apply for a large capital grant.

4. How much money can be applied for?

- 4.1 Applications for funding must exceed £1,000 and can be no greater than £12,500.

4.2 Projects require 50% match funding of the total project cost.

5. What can the grant be used for?

5.1 The grant can be used for the one-off purchase of materials and equipment, or the one-off provision of a service that makes Lyme Regis a better place to live, work and play.

6. What can't the grant be used for?

6.1 Any costs not directly associated with the project.

6.2 Retrospective funding, i.e. money already spent.

6.3 Paying off debts already incurred.

6.4 Costs that have already been funded elsewhere, i.e. no 'double funding'.

7. Other

7.1 Groups and organisations applying for a community fund grant must:

7.1.1 comply with this policy and procedure.

7.1.2 complete an 'end of project' report.

7.1.3 spend their grant money within the financial year it has been allocated.

7.2 Groups and organisations applying for a large capital grant must provide details of any funding from other sources, including fundraising or applications to other grant-awarding bodies

7.3 The council will look favourably on organisations that show evidence of self-help, either by fundraising or obtaining funds from other sources. Priority will be given to applications that demonstrate how they help and support the community.

7.4 Applications for large capital grants can be made in consecutive years. In such instances, the council will be mindful of the benefits obtained from previous grant applications and the requirements of other applicants.

8. Application Process

8.1 The application must:

8.1.1 state the main activities of the organisation

8.1.2 provide details of the project

8.1.3 explain who will benefit from the grant and how

8.1.4 provide details of other grant applications and/or fundraising activities in relation to this project.

8.1.5 confirm appropriate, policies and procedures are in place, e.g. insurance, health and safety, safeguarding

8.1.6 demonstrate how the organisation will inform others that it has received funding from the council

8.1.7 the availability of large capital grants will be advertised for at least one month. Applications received after the deadline will not be accepted.

9. Supporting evidence

9.1 Applicants must provide:

9.1.1 full project costs, e.g. quotes, invoices, other grants

9.1.2 copies of their governing document or constitution

9.1.3 an application signed by two of the organisation's officers.

9.1.4 details of the organisation's current financial status, i.e., copies of most recent bank statements/passbook, its previous year's annual accounts,

9.1.5 copies of its business plan, medium-term financial plan and corporate plan

9.3 Payments will not be made to individuals or private bank accounts.

9.4 The application must be completed in full.

9.5 The availability of grants will be advertised for at least one month. Applications received after the deadline will not be accepted.

10. Selection process

10.1 After the deadline, officers may contact organisations to clarify information or to access missing information. If an organisation cannot clarify or obtain information, its application will not normally go through to the next stage.

10.2 Officers will sift applications and collate those which meet the council's requirements. This process includes:

10.2.1 creating a simple grid to give an overview of the grant requests. The grid will include any other funding an organisation is in receipt of

10.2.2 a report that highlights issues members need to be aware of. The report will include rejected applications. It will also include details of applicants from the previous year

who did not claim their grant or report back on their 'end of project' form.

- 10.3 Decisions on grant funding will normally be made by the Full Council in May and November each year.
- 10.4 Grants will be paid on receipt of copies of the appropriate invoices or receipts. The town clerk is authorised to agree the early release of grants, if necessary.

11. Reporting process

- 11.1 At the end of the project, organisations are sent an 'end of project' form which will require them to:
 - 11.1.1 explain how successful the project was
 - 11.1.2 explain who benefited from the grant and how many people it helped.
- 11.2 The form will ask for feedback on the council's grants' process and seek suggestions to improve the process.
- 11.3 Organisations will be invited to the annual meeting of electors to give feedback on funding received from the town council.

12. Timetable

- 12.1 The annual timetable is:
 - 12.1.1 end-February and end-August – the large capital grants' fund opens for applications.
 - 12.1.2 mid-April and mid-September– deadline for applications.
 - 12.1.3 May and October – members consider and approve large capital grant funding bids
 - 12.1.5 end-April and end-October the following year – organisations provide feedback to the council on what the large capital grant has achieved.

13. Publicity

- 13.1 Organisations awarded grants must agree a publicity strategy with officers to advertise the council's financial support.

Implementation date: 11 December 2024

Review date: December 2028

John Wright
Town clerk
December 2024



LYME REGIS TOWN COUNCIL

LARGE CAPITAL GRANTS APPLICATION FORM 2025

Please read the accompanying guidelines before completing this form

1. Name of organisation Lyme Regis Business Association

2. Name of person submitting the application Rebecca De-Voisey
 Position held in organisation Chair
 Contact address _____
Paper Bird
1 Riverside Studios
 Telephone Coombe Street, DT7 3PY
 Email paperbird.lymeregis@gmail.com

3. What are the main activities in which your organisation is involved?
Bring together the business community of Lyme Regis, promote communication
and relationships. Develop wide reaching activities that enhance the Lyme Regis
brand and influence of those things that have an impact on the town and
therefore our businesses.

4. Please provide details of the project you require funding for
Lyme Regis Big Christmas Weekend 2025

5. Who will benefit from the project and how?
The town as a whole and as a brand, including local people and those visiting.
Offers and promotions offered to all Customers, the local community by way of
the Community dinner put on by the Business Association. The town council by
increased interest in visiting the town, ie car park income and general promotion
and marketing the town across different platforms. The local business
community by increased visitor number and spend.

6. Will a disadvantaged group benefit from the funding? If so, how?
As part of the big Christmas weekend the Business Association specifically puts
on the Community dinner as a way of offering thanks to the residents of Lyme
Regis.

7. How would you intend to inform people you have received funding from the council?

As we did in 2024, the Town Council was detailed in all our marketing material and promotion as a sponsor.

8. Total anticipated cost of project £ 3000.00

9. Amount of grant sought from Lyme Regis Town Council £ 1500.00

10. Please give details of applications made to other grant-making bodies in respect of this project, if applicable

Date	Organisation	Amount sought	Granted?
n/a			

11. Please provide details of your organisation's fundraising events held in the last two years

In 2024 the Business Association raised the necessary funds by way of business sponsorship, along with the Town Councils funding to deliver a great, 1st Christmas Weekend.

12. Please tick to show you have included the following required information:

- a) Full project costs ☒
b) Copies of your governing information or constitution, if available ☒
c) Details of the organisation's financial status ☐

13. Please tick if any other supporting information has been attached ☐

14. Please tick to confirm your organisations adheres to all relevant legislation and procedures, e.g. health and safety, risk assessments, safeguarding ☒

This form must be signed by two of the organisation's officers (e-signatures accepted)

Signature	_____	Signature	_____
Print name	<u>Rebecca De-Voisey</u>	Print name	<u>Tom Robinson</u>
Position	<u>Chair</u>	Position	<u>Secretary</u>

Completed application forms and supporting documentation should be returned to Adrienne Mullins, support services manager, preferably by email to adrienne.mullins@lymeregistowncouncil.gov.uk or hard copies to Lyme Regis Town Council, Guildhall Cottage, Church Street, Lyme Regis, Dorset, DT7 3BS, no later than midday on Wednesday 30 April 2025. All applications will be acknowledged.

1. Name of organisation: LymeArts Community Trust Limited T/A The Marine Theatre

2. Name of person submitting the application: Gabrielle Rabbitts

Position held in organisation: Director

Contact address: Marine Theatre, Church Street, Lyme Regis Dorset DT7 3QB

Telephone: 01297 442 394 / 07557 100 324

Email: director@marinetheatre.com

3. What are the main activities in which your organisation is involved?

The Marine Theatre offers a broad year-round programme of over 200 shows and events annually, including theatre, music, comedy and cinema. It also plays a key role in the town's many festivals and community events. The Marine Theatre Academy is the community engagement arm of the theatre, offering a variety of creative activities all year around to include the Youth Theatre, Community Play and our Senior Creatives programme. The theatre actively promotes local groups and societies and provides space and resources to support local amateur companies.

4. Please provide details of the project you require funding for

The Youth Theatre has grown hugely with over 120 children aged between 4yrs – 18yrs attending classes every week. They rehearse and perform several performances a year and enjoy the enriching experience of the Marine's professional stage, dressing rooms, and full technical support. However, the backstage toilet is unusable and has been for many years. The lack of backstage toilet facilities creates real difficulties for the children. During performances, minors must be escorted by Licensed Chaperones through the audience in costume to use the audience toilets at the front of the building. To uphold safeguarding guidelines one of the public toilets must be allocated for the use of children only.

Last Christmas when the Youth Theatre were given the amazing opportunity to act alongside a professional company for A Christmas Carol, the lack of a backstage toilet for the children's sole use created real logistical issues.

Younger children especially need to have quick access to toilets and waiting can often be a challenge. The added element of stage nerves increases the frequency of their

needs. The children need a clean and sanitary backstage toilet for quick access, with hot running water for handwashing to give them not only comfort but also additional safety.

5. Who will benefit from the project and how?

The primary benefit would be for the children of the Youth Theatre, however other performers would also be able to use the facilities.

6. Will a disadvantaged group benefit from the funding?

The toilet will be a Doc M regulation disabled toilet, ensuring that it is fully accessible for everyone including wheelchair users.

If so, how?

See Q.6

7. How would you intend to inform people you have received funding from the council?

We would display the council logo on our website, highlight as a story of social media platforms and also give thanks in the programme of the Youth Theatre's Summer show The Little Mermaid

8. Total anticipated cost of project £13,761.60

9. Amount of grant sought from Lyme Regis Town Council £6412.88

10. Please give details of applications made to other grant-making bodies in respect of this project, if applicable Date Organisation Amount sought Granted?

Dorset Council: £2,348.72

The Theatre Trust: £5,000

11. Please provide details of your organisation's fundraising events held in the last two years

Grant applications as above

12. Please tick to show you have included the following required information:

a) Full project costs : Yes

b) Copies of your governing information or constitution, if available : Yes

c) Details of the organisation's financial status : Yes

13. Please tick if any other supporting information has been attached : Yes

14. Please tick to confirm your organisations adheres to all relevant legislation and procedures, e.g. health and safety, risk assessments, safeguarding : Yes

This form must be signed by two of the organisation's officers (e-signatures accepted)

Signature : *Gabrielle Rabbitts*

Print name : Gabrielle Rabbitts

Position : Director

Signature : *Claudia Betteridge*

Print name : Claudia Betteridge

Position : Finance Manager

Completed application forms and supporting documentation should be returned to Adrienne Mullins, support services manager, preferably by email to adrienne.mullins@lymeregistowncouncil.gov.uk or hard copies to Lyme Regis Town Council, Guildhall Cottage, Church Street, Lyme Regis, Dorset, DT7 3BS, no later than midday on Wednesday 30 April 2025. All applications will be acknowledged.



LYME REGIS TOWN COUNCIL

LARGE CAPITAL GRANTS APPLICATION FORM 2025

Please read the accompanying guidelines before completing this form

1. Name of organisation ____St Michaels Church Lyme
Regis_____
2. Name of person submitting the application ____Michael Sheldon

Position held in organisation
____ChurchTreasurer_____
Contact address _____

Telephone _____
Email _____
3. What are the main activities in which your organisation is involved?
____Lyme Regis PCC has the responsibility of co-operating with the team clergy in promoting the whole mission of the church and community- pastoral ecclesiastical and social. The PCC is responsible for the fabric and maintenance of this historic Grade 1 building built around 1120 AD This is the town church for public worship, pastoral care- baptisms, weddings and funerals and services are held there every Sunday. It is also the civic church hosting Remembrance, major services and other civic services_____

4. Please provide details of the project you require funding for
____Replacement of flagpole, rusted unsafe base and broken pole winch mechanism- photos already forwarded. Please note this project is now urgent as members of the public and residents are asking what has happened to the flag?. Also there is a strong need to have this project completed by November 2025 for Remembrance

Day_____

5. Who will benefit from the project and how?

_____Population of Lyme Regis and visitors. British legion, rotary, guides and scouts. It provided a strategic focal point of which there is no other tall flagpole in town. It is essential for national celebrations- eg Remembrance Day, coronation and other national events. Every town of Lymes size should have a tall flagpole as a beacon of community commitment_____

6. Will a disadvantaged group benefit from the funding? If so, how?

_____This flagpole will be seen all over the town and will beckon individuals or groups eg the elderly to visit the church. Church has disabled access for folk with disability_____

7. How would you intend to inform people you have received funding from the council?

___Yes – we will place a plaque by the flagpole for a consecration service_____

8. Total anticipated cost of project

£5154___Total__

Broken down by £4291 see quote Jan 2024 attached+ £643 contingency (15%) _+ Flag £120 + Plaque £100 saying donated by Lyme Regis Town Council_____

9. Amount of grant sought from Lyme Regis Town Council
plaque saying kindly donated by LRTC_____

£ 5154 to include flag_and

10. Please give details of applications made to other grant-making bodies in respect of this project, if applicable

Date	Organisation	Amount sought	Granted?
Jan 2024	Rotary Club Lyme Regis		£400
Jan 2024	British Legion		No
Jan 2024	RNLI		No
Jan 2024	Masons		No

11. Please provide details of your organisation's fundraising events held in the last two years
 _We will be having a major fund raising drive to install toilet facilities in the near future and this is a major priority and we do not have the manpower to fund raise for a flagpole.
- _____
- _____
- _____
12. Please tick to show you have included the following required information:
- a) Full project costs YES ☐
- b) Copies of your governing information or constitution, if available ---Constitution of the Diocese of Salisbury Registered National charity YES ☐
- c) Details of the organisation's financial status Accounts and annual report for 2024 YES ☐
- 👍
13. Please tick if any other supporting information has been attached Please refer to 2024 £1000 application with photos and other attachments ☐
14. Please tick to confirm your organisations adheres to all relevant legislation and procedures, e.g. health and safety, risk assessments, safeguarding YES ☐

This form must be signed by two of the organisation's officers (e-signatures accepted)

Signature _____	Signature _____
Print name _____	Print name _____
Position _____	Position _____

Completed application forms and supporting documentation should be returned to Adrienne Mullins, support services manager, preferably by email to adrienne.mullins@lymeregistowncouncil.gov.uk or hard copies to Lyme Regis Town Council, Guildhall Cottage, Church Street, Lyme Regis, Dorset, DT7 3BS, no later than midday on Wednesday 30 April 2025. All applications will be acknowledged.

Committee: Full Council

Date: 28 May 2025

Title: Council Lapel Badges

Purpose of Report

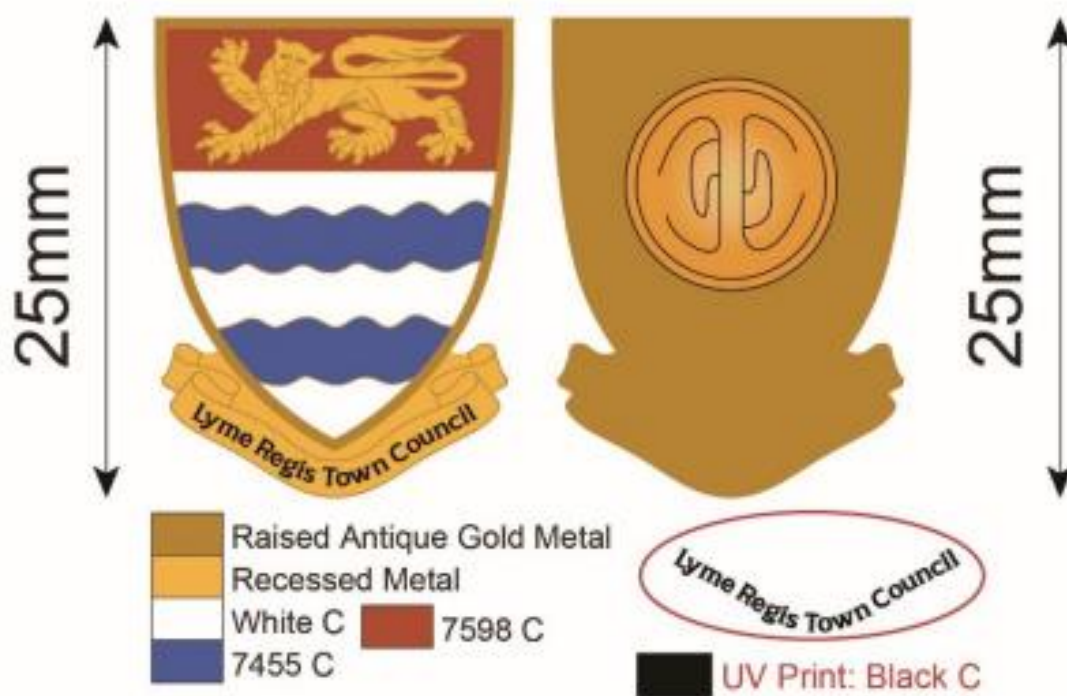
To allow members to consider member requests for lapel badges along with a proposed design

Recommendation

Members approve the requests for lapel badges, approve unbudgeted expenditure of up to £150, exclusive of VAT, and approve the design detailed in appendix 17A

Report

1. On behalf of herself and other members, Cllr Gail Caddy has suggested the council purchases lapel badges for members and officers. Cllr Adrian Wood has produced design options and priced the product; officers will seek further quotes.
2. A straw poll suggests the design shown below is the preferred option.



3. The cost of 50 lapel badges is estimated at £120, exclusive of VAT; if approved, this expenditure will be met from the staff clothing budget.

John Wright
Town clerk
May 2025