



John Wright
Town Clerk

Lyme Regis Town Council

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Notice is given of an **extraordinary meeting of Lyme Regis Town Council** to be held at the **Guildhall, Bridge Street, Lyme Regis** on Monday 18 August 2025 commencing at **7pm** when the following business is proposed to be transacted:

John Wright
Town Clerk
13.08.25

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.

AGENDA

1. Public Forum

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

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

2. Apologies for absence

To receive and record any apologies and reasons for absence

3. 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.

4. Dispensations

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

5. Grant Funding for the Waffle House

To allow members to receive presentations from the mayor and town clerk and The Waffle House on capital funding for the post office

Committee: Extraordinary Full Council

Date: 18 August 2025

Title: Grant Funding for the Waffle House

Purpose of Report

To allow members to receive presentations from the mayor and town clerk and The Waffle House on capital funding for the post office

Recommendation

Members consider the presentations and decide on whether to provide capital funding for The Waffle House to install a post office

Background

1. On 9 July 2025, the Tourism, Community and Publicity Committee considered a report on Lyme Regis post office and recommended to the Full Council that, 'the council underwrites and, if necessary, fund further capital works up to £10,500 for the remaining post office infrastructure works, subject to the satisfactory assessment of The Waffle's financial viability by the finance manager and town clerk.'
2. On 6 August 2025, the town clerk appraised the Full Council of the funding risks associated with this project and the Full Council resolved that, 'the town clerk, the mayor and chairman of the Strategy and Finance Committee have a meeting with The Waffle House to get more details about the post office project and, if necessary, to have an emergency meeting of the Full Council to make a decision before the end of August.'
3. This report is being brought to this extraordinary Full Council because the infrastructure works for the post office are scheduled to commence w/c 18 August 2025.

Report

4. On 13 August 2025, the mayor, finance manager and town clerk met with Matt Smith, a director of The Waffle House; the chairman of the Strategy and Finance Committee was unable to attend the meeting.
5. The conversation was open and acknowledged the issues facing The Waffle House and the post office project; it also considered the community benefits of providing a post office.

6. To allow members to further understand these issues, the mayor and town clerk agreed that the council and The Waffle House should make presentations to an extraordinary meeting of the Full Council.

John Wright
Town clerk
August 2025