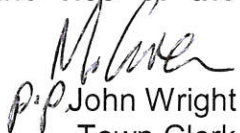


**Strategy and Finance Committee**

Notice is hereby given of a meeting of the Strategy and Finance Committee to be held in the Guildhall, Bridge Street, Lyme Regis, on Wednesday 14 March 2018 commencing **on the rise of the extraordinary Full Council** when the following business is proposed to be transacted:

  
John Wright  
Town Clerk  
09.03.18

**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**

To receive and record apologies and reasons for absence

**3. Minutes**

To confirm the accuracy of the minutes of the Strategy and Finance Committee meeting held on 31 January 2018

**4. 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 and 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.

**5. Dispensations**

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

**6. Matters arising from the minutes of the Strategy and Finance Committee meeting held on 31 January 2018**

To update members on matters arising from the meeting that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues raised within the minutes of the meeting.

**7. Update Report**

To update members on issues previously reported to this committee

**8. Minutes of the West Dorset District Council Service Review working group meeting held on 1 February 2018 (appendix 8A)**

**9. Internal Audit Report, Visit Three 2017/18**

To inform members of the outcome of the internal auditor's third visit for 2017/18 on 9 February 2018

**10. Corporate Plan 2017-22**

To present the Corporate Plan 2017-22

**11. Investments, Cash Holdings and Loans**

To inform members of investments, cash holdings and loans

**12. Land Stability at Monmouth Beach and Ware Cliff**

To inform members of the extent of land movement at Monmouth Beach and Ware Cliff

**13. Debtors' Report**

To inform members of debts greater than £1,000 and over three months' old

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

**14. Exempt Business**

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

**a) Agenda item 13 – Debtors' Report**

**Committee:** Strategy and Finance

**Date:** 14 March 2018

**Title:** Matters arising from the minutes of the Strategy and Finance Committee meeting held on 31 January 2018

**Purpose of the Report**

To update members on matters arising from the meeting that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues raised within the minutes of the meeting.

**Recommendation**

Members note the report and raise any other issues on the minutes of the meeting that they require further information on.

**Report**

**17/94/SF – Lister Gardens' Boundary Dispute**

The council's solicitor wrote to the assistant land registrar on 7 February 2018, based on the draft letter which was considered by this committee at its last meeting. A copy of this letter was sent to members for information on 16 February 2018.

The solicitor has also instructed David J Powell Surveys Ltd to prepare Ordnance Survey plans and to comment on the Land Registry's points regarding the survey and mapping issues.

**17/93/SF – Tourist Information Centre**

The town clerk submitted an outline proposal to West Dorset District Council (WDDC) on 5 February 2018.

On 28 February 2018, the town clerk was notified that WDDC's senior leadership team had considered the proposal for the transfer of the tourist information centre (TIC) to the town council.

The town clerk has been advised this matter has been passed to Nick Randall of the Local Government Research Centre (LGRC) to consider as part of the wider devolution of services and that this matter will not be progressed separately.

John Wright  
Town clerk  
March 2018

**Committee:** Strategy and Finance

**Date:** 14 March 2018

**Title:** Update Report

**Purpose of Report**

To update members on issues previously reported to this committee

**Recommendation**

Members note the report

**Report**

**Unitary authorities**

**Bowling club lease**

A meeting of the assets on-and-around Monmouth Beach working group was scheduled for 30 January 2018. This meeting was a single-item agenda to allow members to consider the bowling club lease.

However, the meeting did not take place as it was inquorate. The meeting has been re-scheduled for 10 April 2018.

**Power boat club lease**

Further to meetings between the town clerk and the power boat club in 2017, a formal letter has been drafted by the council's solicitors, Kitson and Trotman to confirm the new terms of the lease with the power boat club, which will take effect from 1 April 2018.

On 16 February 2018, the town clerk was contacted by solicitors Greenslade Taylor Hunt about the power boat club's ongoing occupation of the site. The town clerk is awaiting further correspondence.

**Site licences and leases**

All 2017 invoices have been sent out.

The 2018 invoices are now being produced and the first batch that will be sent out are the chalets, which will be sent out with the lease, but without plans.

Officers are waiting for Ordnance Survey to re-map the site, which they say will be completed by 29 March 2018. Further work will then be required to define the individual sites and agree each site boundary.

Once the chalet leases and invoices have been sent, the remaining 2018 invoices and licences for day huts and caravans will be sent out.

### **Unitary authorities**

On 26 February 2018, the secretary of state for housing, local government and communities approved the Future Dorset proposal for Local Government Reorganisation, i.e. unitary authorities for rural Dorset and the Bournemouth, Poole and Christchurch

This signals the start of the parliamentary process to establish two new unitary authorities in Dorset; the parliamentary order to establish the two unitary authorities is anticipated in June 2018.

There are already joint committees overseeing the new unitary authorities and these will become shadow authorities once the parliamentary order is approved. The executives of the shadow authorities will then begin to make formal decisions.

The implementation date for the two new unitary authorities is 1 April 2019. Councillor elections to the unitary authorities takes place in May 2019.

### **The WDDC programme board**

The programme board continues to meet monthly.

At its last meeting on 16 February 2018 it considered the Local Government Resource Centre's (LGRC) proposed management plan for devolution of assets and services; discussed street cleansing with representatives of Dorset Waste Partnership; looked at parish surveys, received an update on WDDC's public conveniences contract, and had a look at discretionary grants ahead of a further discussion by the programme board in April.

The notes from that meeting have been circulated through the members' briefing; the town clerk will also review them at the working group meeting on 13 March 2018.

The immediate actions arising from that meeting are to produce a draft proposal from this council to WDDC on the transfer of assets and services in Lyme Regis; a draft proposal will be discussed at the working group meeting on 13 March 2018.

Nick Randle, Local Government Resource Centre (LGRC), will attend the working group meeting on 13 March 2018. To brief Nick on the council's aspirations, a meeting took place between Cllr Miller, Nick Randle and the council's finance manager and the town clerk on 7 March 2018. On 8 March 2018, a further meeting took place between the LGRC's finance officer and the town council's finance manager.

To further understand Dorset Waste Partnership's involvement in Lyme Regis, along with the costs associated with its operation in the town, a meeting has been arranged for 14 March 2018.

### **General Data Protection Regulation**

On 29 November 2017, this committee was informed about the General Data Protection Regulation (GDPR). The GDPR is designed to enable individuals to better control their personal data and has implications for the town council.

## **AGENDA ITEM 7**

The GDPR will see a change in the way personal data is held and all councils, including town and parish councils, will be required to make changes to comply with the new regulation. The GDPR comes in to effect on 25 May 2018.

An initial review of the GDPR suggest further administrative requirements, a stronger data audit trail, an enhanced 'data controller' and significant fines for regulation breaches.

In November 2017, the town clerk reported that the council was waiting for further guidance on GDPR and he intended to bring further report to this committee on 31 January 2018.

A report wasn't brought to this committee on 31 January 2018 because guidance hadn't been received.

On 27 February 2018, the council was notified by Dorset Association of Parish and Town Councils (DAPTC) that the National Association of Local Councils had produced a 63-page tool kit for local councils on the introduction of the GDPR. This tool kit is being reviewed.

DAPTC is also running a half-day course on 26 March 2018 on the GDPR; the town council's finance manager is attending this course.

Consequently, the town clerk will bring a report on the GDPR to the next meeting of this committee on 2 May 2018.

John Wright  
Town clerk  
March 2018



LYME REGIS TOWN COUNCIL

WEST DORSET DISTRICT COUNCIL (WDDC) SERVICE REVIEW  
WORKING GROUP

NOTES OF THE MEETING HELD ON THURSDAY 1 FEBRUARY 2018

**Present:**

**Members:** Cllr S. Miller (chairman), Cllr J Broom, Cllr D. Hallett, Cllr B. Larcombe,  
Cllr Mrs C. Reynolds, Cllr G. Turner

**Officers:** Mr J. Wright (town clerk)

**1. Apologies**

Cllr R. Doney  
Cllr Mrs M. Ellis

**2. Minutes of the meeting held on 18 January 2018**

Proposed by Cllr Mrs C. Reynolds and seconded by Cllr B. Larcombe, the minutes of the meeting held on 18 January 2018 were **APPROVED**.

**3. Overview of WDDC assets and services in Lyme Regis**

The town clerk did a power point presentation which detailed the services that could be transferred from WDDC, Dorset County Council (DCC) and Dorset Waste Partnership (DWP). The presentation also outlined the existing relationships with WDDC, WDDC's five areas for transfer, and the October 2015 proposal to WDDC.

The town clerk also identified known and unknown costs.

The town clerk told the working group WDDC was likely to request a proposal from LRTC after the next programme board on 16 February 2018.

**4. Development of an outline proposal**

The working group considered the basis of a proposal to WDDC and instructed the town clerk to revisit and refine the proposal submitted to WDDC in October 2015. The proposal would be considered by the next meeting of the working group on 27 February 2018.

**5. Date of next meeting – 27 February 2018**

*The meeting closed at 8.14pm.*

**Committee:** Strategy and Finance

**Date:** 28 March 2018

**Title:** Internal Audit Report, Visit Three 2017/18

**Purpose of Report**

To inform members of the outcome of the internal auditor's third visit for 2017/18 which took place on 9 February 2018

**Recommendation**

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

**Background**

1. Internal audit is an important part of the council's governance and managerial framework and, as such, it is important the town clerk takes responsibility for any observations and recommendations arising from the internal auditor's visits.
2. The council's internal auditor is Darkin Miller – Chartered Accountants. The internal auditor's remit is to establish there is proper book-keeping, risk management arrangements, bank reconciliation and year-end procedures, and controls are in place for payments, budgets, income, petty cash, payroll and assets.
3. Darkin Miller were appointed as the council's internal auditors for the financial years 2015/16, 2016/17 and 2017/18 at the Full Council meeting on 22 July 2015.
4. Following a recommendation from this committee, on 13 December 2017 the Full Council appointed Darkin Miller as the council's internal auditor for a further two years, i.e. 2018/19 and 2019/20. The internal auditor appointment for 2020/21 and beyond will be undertaken through a competitive procurement process.
5. The council normally engages Darkin Miller for up to eight days a year; this covers four audit visits which usually last for two days.

**Report**

6. This is the fourth year the council has engaged Darkin Miller and the second visit of 2017/18 took place on 9 February 2018. Darkin Miller's report is attached, **appendix 9A**. The report contains two recommendations, one high and one low.
7. The internal auditor's comments and suggested management responses are detailed on the report.



## AGENDA ITEM 9

8. There are two outstanding recommendations from the internal audit report from 21 November 2017.
  - 8.1 5.2 Market value rents – The charging of market rents for assets, and provision of grant funding (where appropriate) will be implemented on the expiry of the existing lease(s) in 2019.
  - 8.2 5.3 Copies of leases – The council intends to create electronic versions of all leases by 31 March 2018.
9. Any recommendations from this committee will be considered by the Full Council on 28 March 2018.

John Wright  
Town clerk  
March 2018

FINAL

Internal audit report 2017/18

Visit 3 of 4

# LYME REGIS TOWN COUNCIL

Date: 7<sup>th</sup> March 2018

Report author: R Darkin-Miller  
Email: [r.darkin@darkinmiller.co.uk](mailto:r.darkin@darkinmiller.co.uk)

## Introduction

This report contains a note of the audit recommendations made to Lyme Regis Town Council following the carrying out of internal audit testing on site on the 9<sup>th</sup> February 2018.

The audit work has been carried out in accordance with Appendix 9 of the 'Governance and Accountability for Local Councils: A Practitioners' Guide'.

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

## Audit Opinion

As this audit report is an interim one, no audit opinion is offered at this stage. The report issued after the final visit for 2017/18 (which will be in May or June 2018) will contain the audit opinion.

The following areas were reviewed during this audit visit:

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

## Audit Recommendations

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

Recommendations are graded as follows:

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

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

Rating	Number
High	1
Medium	0
Low	1
TOTAL	2

I would like to thank John Wright – Town Clerk, and Keith Wilson – Finance Manager for their assistance during this audit.

**Darkin Miller ~ Chartered Accountants**  
**2017/18 INTERNAL AUDIT OF LYME REGIS TOWN COUNCIL**  
**FINAL REPORT VISIT 3 OF 4: 7<sup>th</sup> MARCH 2018**

**Appendix 1 – Recommendations and Action Plan**

Rec. number	Detail	Priority (Low/ Medium / High)	Management Response	Responsible Officer	Due Date
2.3 – Filing of payments paperwork	I tested a sample of payments to ensure that they were supported by invoices, authorised and minuted. I found that all payments were minuted (meaning that Members approved the payments which are presented on a detailed list), and 29/30 were supported by invoices or other paperwork, and authorised. The paperwork relating to one sample, a payment to the out-going Mayor's charity, could not be located during the audit. Based on this audit, and that carried out in each of the last two years, the lack of paperwork appears to be a one-off.	L	Agree	KW	7/3/18
7.1 – Contracts of employment	I recommend that all paperwork relating to payments is filed in the relevant payment file in the Finance office, to improve the audit trail.  As part of the audit testing, I reviewed the HR files for 10 new starters (who were paid during the sample month tested). I found that no contracts of employments or statements of particulars had been issued for any of the staff. All staff had a copy letter on file setting out the salary/hours/hourly rate. The Clerk advised that the Council is currently issuing new contracts of employment to all staff, with a view to having them all signed off by 1 April 2018. Consequently, no statements of particulars were issued (pending the issue of the new contracts).	H			
	I recommend that the Council concludes the process of agreeing (and signing) new contracts of employment for all staff as planned, as soon as possible.		Agree	JW	1/4/18

**Committee:** Strategy and Finance

**Date:** 14 March 2018

**Title:** Corporate Plan 2017-22

**Purpose of Report**

To present the Corporate Plan 2017-22

**Recommendation**

Members approve the Corporate Plan 2017-22

**Background**

1. The Corporate Plan 2017-22, **appendix 10A**, updates the Corporate Plan 2016-21.
2. The Corporate Plan 2016-21 reviews the council's performance against its objectives for 2017/18, details the council's approved objectives for 2018/19, and rolls forward the council's medium-term financial plan by one year.
3. The corporate plan will be posted on the town council's website and made available to the public at the town council's office, the tourist information centre and the library.

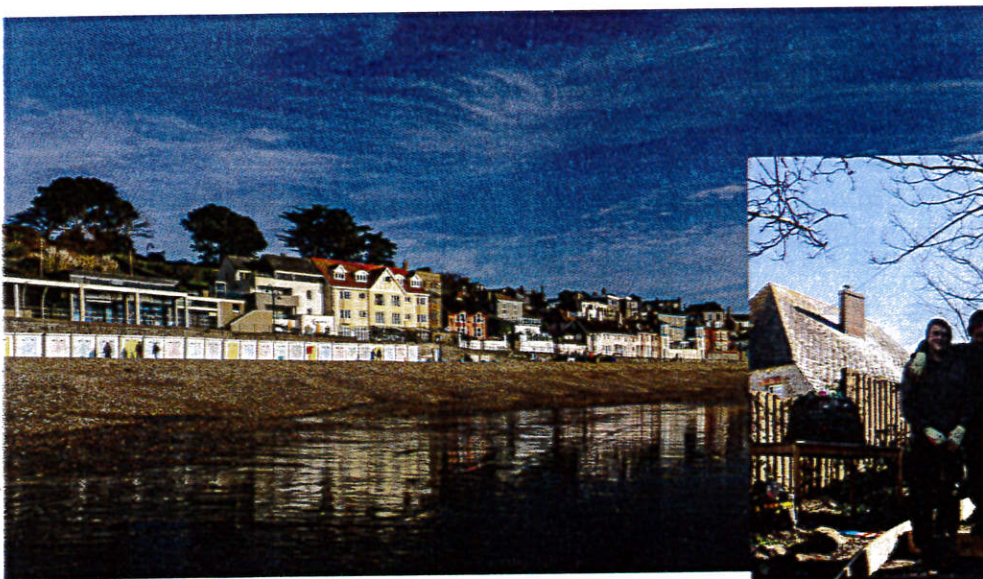
John Wright  
Town clerk  
March 2018





# Lyme Regis Town Council

## Corporate Plan 2017-2022





# Foreword

## Cllr Michaela Ellis, Mayor of Lyme Regis



We are approaching the end of this administration's third year and the number of council achievements continues to grow.

Over the last 12 months, the council has introduced the Gateway Card which offers discounts to local residents from participating shops and restaurants in the town, provided showers on the beach, funded the retention of the local 71 bus service, negotiated the provision of ATMs in the town and installed Wi-Fi on the seafront.

Behind the scenes, the council has also continued to strengthen its governance and finance arrangements: the council received a clean bill of health from its external auditor, the precept was held at its current level for the seventh year in a row, the council's reserve has been increased to £1.4 million and the forecast surplus for 2017/18 is £244,000.

The council's financial strength has meant a continued programme of supporting local organisations; in any one year the council supports local organisations to the tune of £125,000. In addition to the annual funding provided to Marine Theatre, B Sharp, the Fossil Festival, The Hub and LymeForward, in 2017 the council provided a major grant to the football club to help fund a kitchen extension.

Other local organisations who benefitted from grant funding in 2017 include Lyme Regis Gig Club, Lyme Regis Majorettes, and the Over 70s Christmas Dinner Fund.

Inevitably, not everything went to plan in 2017: planning applications for the Sidmouth Road park and ride and the renewal of a section of the seafront railings were refused, the showers on the beach suffered teething problems, and the closure of the last bank in town contributed to shortages of cash for residents, visitors and local businesses.

The council always welcomes views from the local community and would be pleased to see people at our council meetings.





# The Challenges

The main challenge faced by the council in 2018 is the same as that faced in 2017; changes to local government in Dorset.

At the end of February 2018, the secretary of state for housing, local government and communities approved two new unitary authorities for Dorset; the implementation date is 1 April 2019.



These changes, along with the reduction in government funding to principal councils and restrictions on council tax increases create a dilemma for local councils like Lyme Regis Town Council, i.e., are they prepared to take on services that principal councils can no longer afford and, if so, how can these services be funded?

Already, Lyme Regis Town Council has found funds to ensure the future of the local town bus service, following the withdrawal of funding by Dorset County Council.

Furthermore, in response to Dorset County Council's policy decision to reduce highways' services, the town council has employed two lengthsmen to take on this work.

The town council is also in discussion with West Dorset District Council about how to provide services the district council is likely to withdraw from in the near future. These include: toilets, the tourist information centre, town-centre street cleaning, and grant funding to local organisations.

The council is currently working up a proposal to West Dorset District Council on how it can take responsibility for these services without increasing the amount the town council charges residents for the services it delivers.





# Our 2018/19 Objectives



Alongside the challenges that changes in local government present, the three immediate priorities for the town council are parking, ATMs and the refurbishment of the Marine Parade toilets.

A one-year planning application for Sidmouth Road park and ride has been submitted and a major transport review has been commissioned to support a permanent planning application for this site in late-2018.

In addition, the town council is working with the owner of the Charmouth Road site to provide park and ride from Easter onwards. The council has also appointed a park and ride bus operator for 2018.

The closure of the last bank in town, Lloyds, contributed to cash shortages during busy periods last year. To redress this, the town council has negotiated the provision of free-to-use ATMs with Cash Zone. The council is hoping to have an ATM installed on Bell Cliff by end-April 2018.

The council fully recognises toilets in the town need to be modernised. In particular, the council wants to move away from the traditional model of municipal toilets with stainless steel fittings and quarry tile



To this end, the council has tendered a contract for the refurbishment of the Marine Parade toilets; work will commence in early-April and is scheduled for completion in June 2018. The toilets will have ceramic fittings, state of the art taps and hand dryers, and improved ventilation. They will also be unisex!

Other objectives include: the refurbishment of the town's war memorial, exploring the benefits of CCTV in the town, and improving experiences for visitors with disabilities.

Behind the scenes the council aims to improve its health and safety arrangements, develop a long-term plan for investment in its property, and review its use of contractors.

Finally, this is the last year of this council administration so, from October onwards, we will be preparing for an orderly handover to the new administration which will take control of the council after the election in May 2019.



# Medium-Term Financial Plan

Lyme Regis Town Council is different from the majority of other councils in the country; it makes a surplus. It makes a surplus because it owns assets; over 90% of the council's income comes from these assets. The income from these assets gives the town council financial strength and independence. It has also allowed the town council to hold the precept it charges to local householders and embark on the ambitious projects which are detailed elsewhere in the corporate plan. The precept in Lyme Regis has been held at the same level since 2010/11 and the council has a policy commitment not to increase it until at least April 2019.

The medium-term financial plan details the town council's financial position over four years and runs concurrently with the life of the corporate plan, i.e. until 31 March 2022. This approach was adopted in late-2015 to allow the town council to properly consider its future income and expenditure and allow it to earmark funds for future projects.

The town council's surplus increases significantly from 2020/21 onwards. This coincides with the end of the town council's current grant agreements with organisations such as the Marine Theatre and the football club. The award of grants and the identification of new projects are timed to end on 31 March 2020 to allow a new council, which will be elected in May 2019, to determine its own priorities and objectives.

To strengthen its financial position, the town council has built up its reserves to £1,400,000. This level of reserve allows the council to better respond to any issues which may arise out of the reorganisation of local government in Dorset, to fund future capital projects and to respond to unforeseen events.

£000s	2018/19 Budget	2019/20 Draft Budget	2020/21 Draft Budget	2021/22 Draft Budget
<b>Income</b>				
Precept	121	121	121	121
Car parks	613	613	613	613
Chalets/Beach huts/Caravans	317	317	317	317
Concessions	38	38	38	38
Commercial rents	213	213	213	213
Advertising	19	19	19	19
Amenity area	86	86	86	86
Cemetery	5	5	5	5
Licences	14	14	14	14
Other	49	49	49	49
Income from Investments	4	4	4	4
<b>TOTAL INCOME</b>	<b>1,479</b>	<b>1,479</b>	<b>1,479</b>	<b>1,479</b>
<b>Expenditure</b>				
Office administration	108	82	82	82
Rents	4	4	4	4
Licences	4	4	4	4
Democratic representation	16	16	16	16
Outside works	362	216	193	178
Grants etc	146	146	9	9
Utilities	135	135	135	135
Staffing	687	681	681	681
Marketing	60	60	57	57
Other	14	14	14	14
Loan charges inc interest	38	38	38	38
<b>TOTAL EXPENDITURE</b>	<b>1,573</b>	<b>1,395</b>	<b>1,233</b>	<b>1,218</b>
<b>Annual Surplus/(deficit)</b>	<b>(95)</b>	<b>83</b>	<b>246</b>	<b>261</b>
One-off objectives included above	198	25	15	
Base surplus - excluding one-off objectives	103	108	261	261

**Committee:** Strategy and Finance

**Date:** 14 March 2018

**Title:** Investments, Cash Holdings and Loans

**Purpose of Report**

To inform members of investments, cash holdings and loans

**Recommendation**

Members note the report

**Background**

1. Details of monies held in the council's bank accounts and the council's outstanding loans at 7 March 2018 are attached, **appendix 11A**.
2. The total balance, £1,353,910, is in excess of the council's target reserve of £1,000,000, as proposed in December 2016 as part of the budget-setting process.
3. The total balance reflects the timing of the council's routine income and expenditure, i.e., a greater proportion of income is normally received during the early part of the financial year, while expenditure is spread more evenly throughout the year. August and September should have the highest bank balances of the year.
4. Following the closure of the Lyme Regis branch of the National Westminster Bank, the council predominantly uses Lloyds Bank for its day-to-day banking, although some transactions are still undertaken through NatWest Bank's online facility.

**Report**

5. Further to the Full Council's decision on 18 November 2015 to appoint Arlingclose as its treasury advisors, a meeting was held on 12 April 2016. Following that meeting, and with advice from Arlingclose, funds have been moved into time-limited deposits with Lloyds and Santander. This gives a balance between diversity of organisations and best interest rate returns. Interest rates have marginally increased but remain at historically low levels, with the bank of England base rate at 0.5%. The council's current investments average a return of approximately 0.7%.
6. Although interest rates may increase in the future, along with inflation, this increase is unlikely to make a significant change to the interest earned on council funds.



7. At the meeting of this committee on 18 October 2017, members recommended not to invest some of the council's funds with the Churches, Charities and Local Authorities (CCLA). This was resolved by the Full Council on 1 November 2017.
8. At the Full Council meeting on 13 December 2017 it was resolved not to pursue the project for a café and toilets in the gardens, which would have required sizeable monies to fund it.
9. As a result, the council has a larger than required cash balance earning relatively little interest, with no major capital expenditure projects planned.

**Other**

10. The loans from the Public Works Loan Board were paid off in April 2017, as recommended by this committee and subsequently resolved by Full Council on 2 November 2016.
11. Any recommendations from this committee will be considered by the Full Council on 28 March 2018.

Keith Wilson  
Finance manager  
March 2018

**Lyme Regis Town Council****Bank Balances****07-Mar-18**

	<b>Total £</b>	<b>Access</b>
<b>Nat West</b>		
General (£3,795 o/d after reconciling items)	1,000	Instant
Liquidity Manager 0.1%	44,827	Instant
Special Interest Bearing Account 0.5%	536,733	Instant
Christmas Lights	7,365	Instant
<b>Lloyds - Current</b> (£26,572 after reconciling items)	11,000	Instant
Lloyds - Liquidity Manager 0.05%	187,554	Instant
Lloyds - Fixed Term Deposit - A 0.65%	101,000	Oct-18
Lloyds - Fixed Term Deposit - B 0.85%	100,900	Jan-19
Lloyds - Fixed Term Deposit - C 0.80%	100,676	Apr-18
Lloyds - Fixed Term Deposit - D 0.65%	101,050	Jul-18
<b>Santander 0.15%</b>	289	Instant
<b>Santander 0.55%</b>	159,032	180 Days
<b>Wilkinson Legacy 0.2%</b>	524	One month
<b>WDDC Deposit 0.7818%</b>	1,961	10 Days
	<b><u>1,353,910</u></b>	

**Loans to Lyme Regis Town Council****West Dorset District Council**

Marine Parade Shelters	Apr-14	397,499	Approx 3%
	Feb-18	280,000	approx

**Public Works Loans**

Zero  
All Repaid April 2017

**Committee:** Strategy and Finance

**Date:** 14 March 2018

**Title:** Land Stability at Monmouth Beach and Ware Cliff

**Purpose of Report**

To inform members of the extent of land movement at Monmouth Beach and Ware Cliff

**Recommendation**

Members note the report

**Background**

1. Land movement on Ware Cliff and above Monmouth Beach is monitored every two months. The surveys are commissioned on behalf of the council by geotechnical consultants, PCRM.
2. Land movement at Ware Cliff and above Monmouth Beach was last reported to this committee on 1 February 2017. At that point in time, the assessment of the council's geotechnical engineer, Peter Chapman, PCRM Consultancy, was there had been very little movement over the previous year.
3. PCRM's current observations are detailed below<sup>1</sup>:

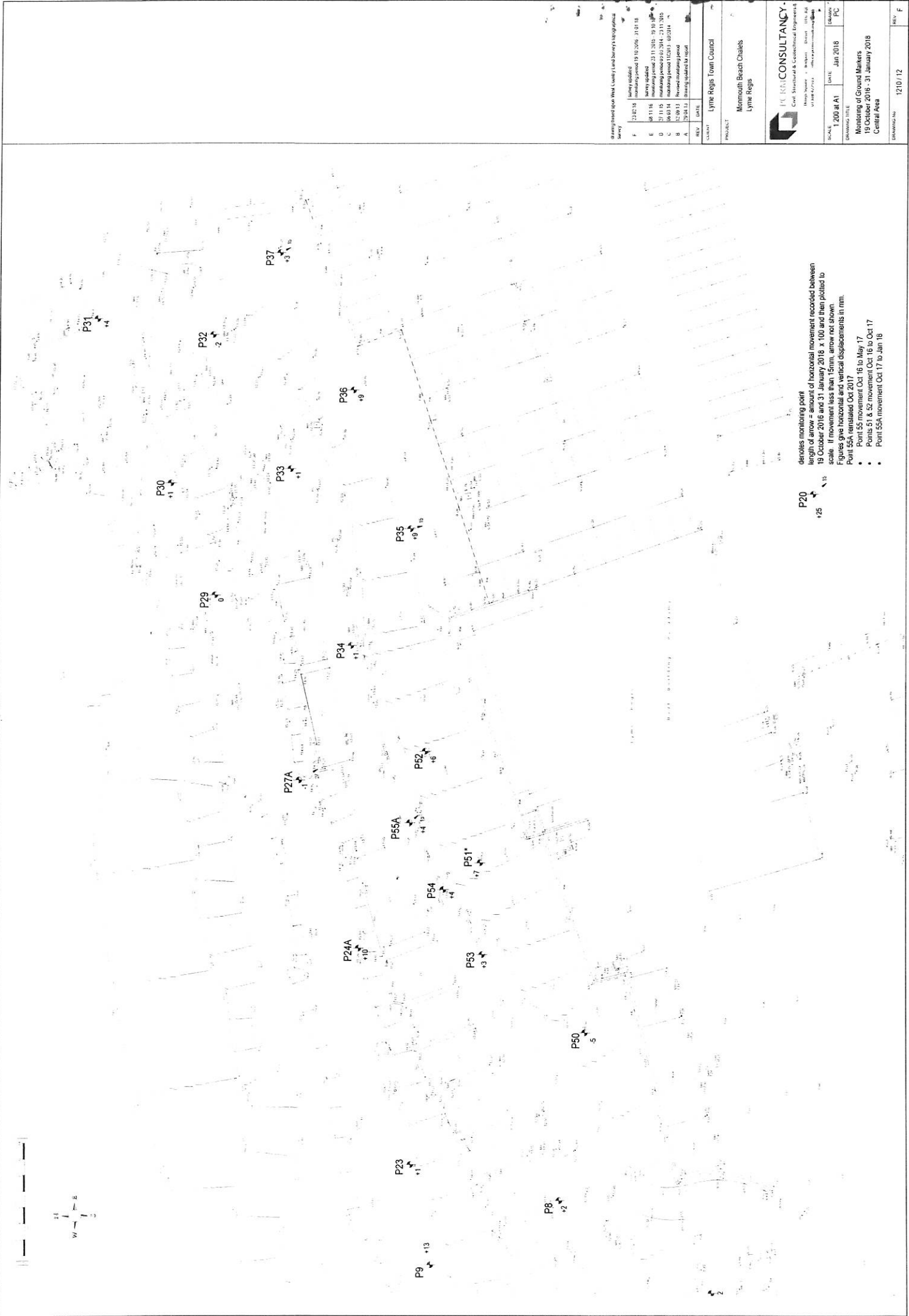
'The monitoring period shown on the drawings covers almost the last two winters and no movement of concern has been recorded. Some points in the active slip areas above the chalet site continue to move as expected. However, importantly, no significant movement has been indicated on the slope immediately above the harbour master's stores or of the potential deep seated slip under the Bowling Green chalets access road. The monitoring indicates a number of markers to have risen by about 10 to 20mm over this period. I think this is most likely due to heave in the underlying shallow clays due to raised moisture contents in January compared to October rather than an indication of slope movement.'
4. Details of land movement are attached, **appendices 12A and 12B**.
5. Any recommendations from this committee will be considered by the Full Council on 28 March 2018.

John Wright  
Town clerk  
February 2018

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<sup>1</sup> This is an email extract from PCRM to WDDC on 23 February 2018.

# APPENDIX 12A



Survey period: 19 Oct 2016 - 31 Jan 2018

Survey method: Differential GPS

Survey date: 19 Oct 2016

Survey time: 10:00

Survey location: 51° 52' 15" N, 1° 10' 15" W

Survey status: Final

Survey notes: See report

Survey sheet: 1 of 1

Survey scale: 1:200

Survey date: 19 Oct 2016

Survey time: 10:00

Survey location: 51° 52' 15" N, 1° 10' 15" W

Survey status: Final

Survey notes: See report

Survey sheet: 1 of 1

Survey scale: 1:200

Survey date: 19 Oct 2016

Survey time: 10:00

Survey location: 51° 52' 15" N, 1° 10' 15" W

Survey status: Final

Survey notes: See report

Survey sheet: 1 of 1

Survey scale: 1:200

Survey date: 19 Oct 2016

Survey time: 10:00

Survey location: 51° 52' 15" N, 1° 10' 15" W

Survey status: Final

Survey notes: See report

Survey sheet: 1 of 1

Survey scale: 1:200



Client: Monmouth Beach Chalks

Project: Lyme Regis

Scale: 1:200 at A1

Date: Jan 2018

Sheet: PC

Monitoring of Ground Markers

19 October 2016 - 31 January 2018

Central Area

Drawing No: 1210/12

Rev: F

## drawing based upon West County Land Survey's topographical

	Survey updated	Surveying period	Survey updated	Surveying period
F	23.07.15	monitoring period 19.10.2010 - 31.01.18		
E	08.11.16	monitoring period 23.11.2015 - 19.10.16		
D	27.11.15	survey updated and monitoring period 03.03.2014 - 23.11.2015		
C	06.03.14	monitoring period 11/2013 - 03/2014		
B	12.09.13	Revised monitoring period		
A	29.09.13	drawing updated for report		

CLERK	DATE	LYNNE REGIS TOWN COUNCIL
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Monmouth Beach Chalets



L. J. CONSULTING



**PCL ENGINEERING CONSULTANTS**  
Civil, Structural & Geotechnical Engineers

**Keywords:** Segregation; Interplay; Diversity; Ethnicity

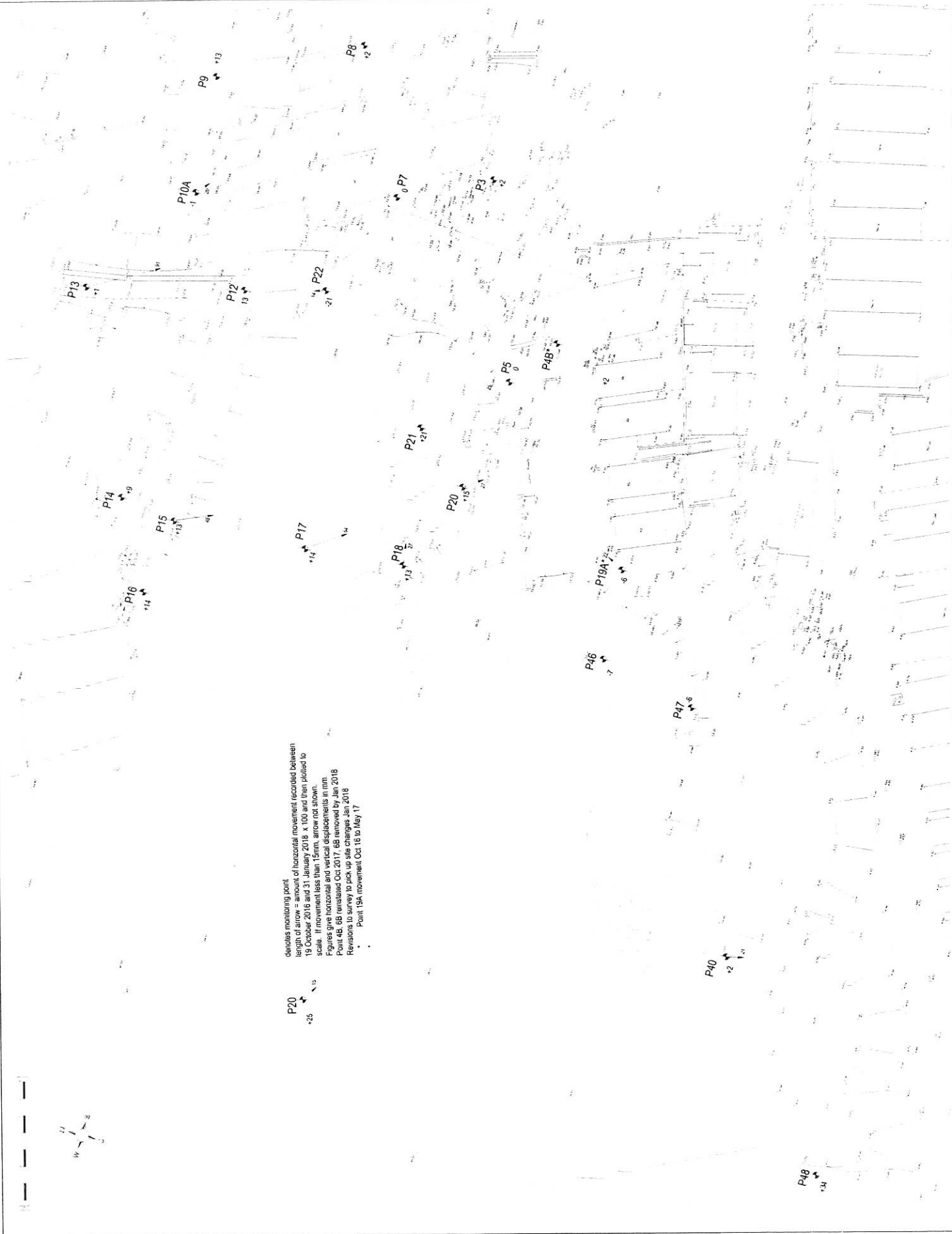
SCALE	DATE	UNAW
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1200 at A1	Jan 2018	PO
TRAINING TITLE F		

### Monitoring of Ground Markers

19 October 2016 - 31 January 2017  
Western Area

UNCLASSIFIED	REV
1	1



denotes monitoring point  
length of arrow = amount of horizontal movement recorded between  
19 October and 31 January 2018 x 100 and then plotted to  
scale. If movement less than 15mm, arrow not shown.  
Figures give horizontal and vertical displacements in mm.  
Point 4B: 68 reinstated Oct 2017, 68 removed by Jan 2018  
Revisions to survey to pick up site changes Jan 2018  
\* Point 19A movement Oct 18 to May 17