



John Wright  
Town Clerk

## Lyme Regis Town Council

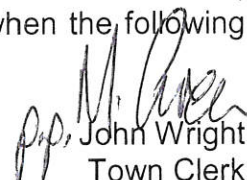
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### Strategy and Finance Committee

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 24 October 2018 commencing at 7pm when the following business is proposed to be transacted:

  
John Wright  
Town Clerk  
19.10.18

### 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 5 September 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 5 September 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 Assets On-and-Around Monmouth Beach working group meeting held on 12 September 2018**

**9. Minutes of the Section 106 Funding working group meeting held on 12 September 2018**

**10. Annual Governance and Accountability Return and the external auditor's certificate for the year ended 31 March 2018**

To allow members to consider the certified Annual Governance and Accountability Return and the external auditor's certificate (Notice of Conclusion of Audit) for the year ended 31 March 2018

**11. The Process for Approving the 2019-20 Budget<sup>1</sup> and the Medium-Term Financial Plan**

To outline the process for approving the 2019-20 budget and the medium-term financial plan

**12. Statement of Internal Control, Risk Management Policy and Annual Risk Assessment**

To allow members to consider the town clerk's statement of internal control, the risk management policy and the annual risk assessment

**13. Procurement**

To inform members of work around procurement

**14. Budget Performance, 1 April-30 September 2018**

To inform members of performance against budget from 1 April-30 September 2018 and to provide a forecast to 31 March 2019

**15. Draft Medium-Term Financial Plan**

To set out the draft medium-term financial plan, to revisit draft objectives, and to outline assumptions to allow members to begin the process of setting the 2019-20 budget

**16. Review of Charges**

To allow members to set charges for 2019/20 for: alfresco licences; website advertising; Bell Cliff advertising boards; amenities; cemetery; and car parking and permits

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<sup>1</sup> The 2019-20 budget includes the precept.

To allow members to set charges for 2020 for Cart Road beach hut hire and brochure advertising

To allow members to set charges for 2020/21 for the hire of Marine Parade Shelters and weddings and civil marriages

**17. Objective Setting**

To allow members to re-affirm, amend or delete previously agreed objectives, and to consider further objectives for 2019-20

**18. Seafront Concession – Ice Cream Parlour, Cart Road**

To seek in principle views about the basis on which this 'café' may be run and managed in future

*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*

**19. Ambulance Response**

To allow members to consider whether to send a letter to the chief executive of the South Western Ambulance Service NHS Trust regarding ambulance response times and the role of the fire brigade in the response process

**20. The Impact of Local Government Reorganisation on Lyme Regis Town Council**

To inform members of decisions made by the Dorset Council shadow executive committee, Dorset County Council and West Dorset District Council, along with any other information received from officers which impact on Lyme Regis Town Council

**21. 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*

**22. 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 18 – Seafront Concession – Ice Cream Parlour, Cart Road**

b) **Agenda item 21 – Debtors' Report**





LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 5 SEPTEMBER 2018

**Present**

**Chairman:** Cllr S. Miller

**Councillors:** Cllr J. Broom, Cllr R. Doney, Cllr Mrs M. Ellis, Cllr D. Hallett, Cllr P. Hicks, Cllr B. Larcombe, Cllr S. Larcombe, Cllr O. Lovell, Cllr Mrs C. Reynolds, Cllr P. Ridley, Cllr J. Scowen, Cllr G. Turner, Cllr S. Williams

**Officers:** Mrs A. Mullins (administrative officer), Mr J. Wright (town clerk)

**18/25/SF Public Forum**

There were no members of the public present.

**18/26/SF Apologies for Absence**

There were none.

*Cllr O. Lovell arrived at the meeting at 7.01pm.*

**18/27/SF Minutes**

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, the minutes of the meeting held on 27 June 2018 were **ADOPTED**.

**18/28/SF Disclosable Pecuniary Interests**

There were none.

**18/29/SF Dispensations**

There was no grant of dispensations made by the town clerk in relation to the business of this meeting.

**18/30/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 27 June 2018**

**Bowling club car park**

It was confirmed a report by Cllr B. Larcombe and Cllr G. Turner would be considered by the Assets on-and-around Monmouth Beach car park working group on 12 September 2018 and any recommendations would go straight to the Full Council on 19 September 2018.

**St Michael's Parish Church tower**

Cllr R. Doney said he had done some research and found there were at least five bodies which provided grants for Grade I Listed buildings; this information had been passed on to the church.

**18/31/SF      Update Report**

Members noted the report.

**18/32/SF      Minutes of the Section 106 Funding working group meeting held on 5 June 2018**

The minutes of the working group meeting held on 5 June 2018 were **RECEIVED**.

**18/33/SF      Review of Standing Orders**

Cllr O. Lovell suggested a paragraph was added to standing order 7 – Previous Resolutions, to allow members to reverse a decision without requiring a rescission motion if they had been given misleading or inaccurate information.

Members agreed with this principle but didn't feel it was necessary to include it in standing orders. Cllr B. Larcombe reminded members that standing orders could also be suspended to deal with this issue.

Proposed by Cllr R. Doney and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the proposed standing orders, based on the model published by the National Association of Local Councils, effective from 19 September 2018.

**18/34/SF      LEADER Programme Application**

Cllr D. Hallett said he was concerned about the costs associated with this project and believed only the repair of the roof should be carried out.

Cllr B. Larcombe said he supported the principle of pursuing grant funding to enhance the roof area, but he was concerned with some of the costings, such as those for engraved glass panels and for professional fees.

Cllr J. Broom said they were budget figures, only, which had been used as part of the grant application.

There was general agreement that patch repairs were no longer sufficient and the replacement of the roof was essential.

Cllr Mrs M. Ellis said as the council needed to pay for the replacement of the roof regardless, if it was possible to obtain grant funding to make further enhancements to the area, this should be pursued. Members generally agreed with this.

The town clerk said the council would have to go out to tender as this was a requirement of financial regulations and the LEADER funding, and the concepts and designs would be brought to the council for approval.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to:

- approve a budget of up to £200,000 from the council's reserve to support its application to the Dorset LEADER Programme for the renewal and enhancement of the roof area above The Swim, the antique centre and amusement arcade
- confirm the appointment of John Stark and Crickmay Partnership to undertake the initial design and 'up to tender' work for the renewal and enhancement of the roof area above The Swim, the antique centre and amusement arcade
- approve the internal programme for submitting an application to the Dorset LEADER Programme by 6 December 2018

**18/35/SF Debtors' Report**

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

**18/36/SF Exempt Business**

**(a) Debtors' Report**

The town clerk updated members on the total debt as at 5 September 2018. He said a significant proportion of the debt related to three areas: site licence fees, the newly-constructed Ware Cliff chalets, and al fresco licences.

The town clerk told members how officers intended on dealing with these debts, in consultation with the council's solicitors.

Some members were concerned about the amount of time officers had to commit to pursuing these debts and agreed a firmer stance should be taken with site licences in future.

Several members were concerned some tables and chairs on Marine Parade, which were the subject of the al fresco licences, were being placed beyond the studs in the ground. It was agreed the enforcement officers should clamp down on this.

Cllr O. Lovell suggested an audit committee was set up consisting of up to three members, which would look in detail at some of these major issues to determine if the process was cost-effective and efficient.

Cllr S. Miller agreed there was a need for an audit and a review of current issues at the chalet and caravan site. He asked that a report was brought to the next meeting to allow members to formally consider: a breakdown and detail of the debts related to the site licences, the newly-constructed Ware Cliff chalets and the al fresco licences;

### **AGENDA ITEM 3**

what is owed; what the outcomes of the solicitors' actions were; what further action will be taken; all costs associated with the pursuance of these debts; and details of the number of properties paying a levy for commercial rentals. Members agreed with this.

Cllr Mrs M. Ellis also requested the chalet/caravan/beach hut numbers and related debts were provided to members.

*The meeting closed at 8.11pm.*

## **AGENDA ITEM 6**

**Committee:** Strategy and Finance

**Date:** 24 October 2018

**Title:** Matters arising from the minutes of the Strategy and Finance Committee meeting held on 5 September 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**

**18/30/SF – Matters arising from the minutes of the Strategy and Finance Committee meeting held on 27 June 2018**

#### **Bowling club car park**

Cllr B. Larcombe and Cllr G. Turner met with the bowling club representatives on 19 September 2018, following instruction from the Assets On-and-Around Monmouth Beach working group to do so.

They are waiting for the bowling club to respond to them and further details will be reported back to the working group. It is intended to hold a working group meeting on either 6 or 20 November 2018, with the intention of any recommendations coming to this committee on 28 November 2018.

#### **St Michael's Parish Church tower**

The outcome of the church's funding application to the Coastal Revival Fund is expected to be announced in November 2018.

#### **18/33/SF – Review of Standing Orders**

The new standing orders have been issued to members and are available to download from the council website.

## **AGENDA ITEM 6**

### **18/34/SF – LEADER Programme Application**

At the extraordinary Full Council meeting on 10 October 2018, it was resolved not to pursue LEADER funding and instead to allocate a budget of £332,000 for the whole project.

John Wright  
Town clerk  
October 2018



**Committee:** Strategy and Finance

**Date:** 24 October 2018

**Title:** Update Report

**Purpose of Report**

To update members on issues previously reported to this committee

**Recommendation**

Members note the report

**Report**

**Financial regulations**

The financial regulations have been reviewed and several amendments have been made. However, further comparison is needed with the model provided by the National Association of Local Councils (NALC). The finance manager should be involved in this review, which has not been possible due to his sickness absence. As such, officers will aim to bring this item to the next meeting on 28 November 2018, providing the finance manager has returned to work.

**Investing reserves**

As above, this review should involve the finance manager. Officers will aim to bring this item to the next meeting on 28 November 2018, providing the finance manager has returned to work.

**Power boat club lease**

The council has served a Section 25 notice on the club, effectively ending their occupation of the building and car park. The club has responded, informing the council that Porter Dobson Solicitors in Taunton will be acting for the club on this matter.

**Arlingclose**

In November 2015, the council appointed Arlingclose as the council's treasury advisors. The costs of this arrangement are shared by this council, Sherborne Town Council, Dorchester Town Council and a charity operated by Sherborne Town Council.

Dorchester and Sherborne now intend to move away from Arlingclose. A report will be brought to the next meeting of this committee on 28 November 2018 to allow members to consider this council's arrangement with Arlingclose.

**General Data Protection Regulation (GDPR)**

Following consideration by this committee, it was resolved on 9 May 2018 to approve an implementation model and timetable to ensure compliance with the GDPR.

This project was intended to be led by the finance manager. Due to his sickness absence, two of the target dates in the implementation timetable have not been met. They are:

- Document personal data held, where it came from and who it is shared with, which may involve an information audit – 30/09/18
- Review privacy notices and put a plan in place for making any necessary changes – 30/09/18

John Wright  
Town clerk  
October 2018

LYME REGIS TOWN COUNCIL

ASSETS ON-AND-AROUND MONMOUTH BEACH  
CAR PARK WORKING GROUP

MINUTES OF THE MEETING HELD ON WEDNESDAY 12 SEPTEMBER 2018

**Present**

**Members:** Cllr Mrs M. Ellis (chairman), Cllr J. Broom, Cllr D. Hallett, Cllr P. Hicks, Cllr B. Larcombe, Cllr O. Lovell, Cllr S. Miller, Cllr Mrs C. Reynolds, Cllr J. Scowen, Cllr G. Turner, Cllr S. Williams

**Officers:** Mrs A. Mullins (admin officer), Mr J. Wright (town clerk)

**1. Apologies**

Cllr R. Doney

**2. Minutes of the meeting held on Tuesday 10 April 2018**

Proposed by Cllr J. Broom and seconded by Cllr J. Scowen, the minutes of the meeting held on Tuesday 10 April 2018 were **AGREED**.

**3. Report from Cllr Brian Larcombe and Cllr Graham Turner**

Cllr B. Larcombe presented the report and said the bowling club did not know what he and Cllr G. Turner were proposing, as they wanted members to see it first. He said the proposal would mean the council was in profit and the club would save money, so both parties would benefit.

Cllr Mrs C. Reynolds asked if Cllr B. Larcombe and Cllr G. Turner had seen the club's accounts. She also questioned why the club's identified expenditure of £15,000 was less than the total expenditure of £32,000, and why income such as bar takings had not been included in the calculations.

The town clerk said the council hadn't seen the club's accounts so some assumptions had to be made. He said the proposal included a suggestion to discount some of the charges the council made, which would need to be in the form of a grant agreement for the length of the lease.

The town clerk said the council could consider removing the lease rent for the club house through a grant agreement, not renewing the car park lease, and paying rates through a grant agreement, creating a saving of £12,624 to the club.

Based on this proposal and taking into account the suggestion to provide parking permits to the club in lieu of the parking area, the town clerk said the net benefit to the council would be around £14,403. However, this didn't include the income which would be lost through providing parking permits.

Cllr Mrs M. Ellis was concerned that the cost of providing permits for 75 home matches would cost the council £18,000, which would mean the council would be out-of-pocket as the net benefit was estimated at £14,403.

Cllr O. Lovell was concerned the club had not been asked during Cllr B. Larcombe and Cllr G. Turner's discussions whether they would be open to ending the car park lease early, and the council would then be prepared to be more amenable about the use of the space. He was concerned the permit system would mean blocking out 20 spaces in the peak season, 75 times a year, when the council could be generating an income from those spaces.

Cllr O. Lovell said the proposed 10 parking permits for the off-season, to allow club members to maintain the building and green, wouldn't be necessary as Lyme Regis residents already had free winter parking. He added that he wanted to see the club's accounts before considering any proposal.

Cllr B. Larcombe said he didn't agree with paying for the club's rates, as this was an unknown figure each year.

Cllr Mrs M. Ellis believed there should be a new lease agreement so the club had use of the car park from April to October, reverting to public parking for the rest of the year, although the rent should be a significant proportion of the current charge as it was during the peak season; she suggested £5-6,000.

Cllr B. Larcombe said Cllr Mrs M. Ellis's suggestion meant the council would not be able to generate income on the non-match days. He added that he believed there was no single solution for every club that used the Monmouth Beach area and each club had to be considered on its own merit.

Cllr Mrs C. Reynolds said the same principles had to be applied to all clubs. Cllr O. Lovell agreed and said any deal with the bowling club would set a precedent, and the council had to be consistent.

Members generally agreed the council needed to see the club's accounts, especially if a grant was to be given, but it was also pointed that it should be established if the club would accept a grant as they had not been agreeable to this in the past.

Cllr S. Miller said the figures supplied by the club showed they were operating on a shortfall of £20,000pa, so more information was required to show how the club was viable.

The town clerk said it was getting close to the expiry of the lease so it was important the council firmed up a position that was supported by the majority of members, to allow negotiations to begin with the club.

*Cllr Mrs C. Reynolds left the meeting at 8.24pm.*

Cllr O. Lovell said the most important thing to establish was whether the club was willing to relinquish a 12-month lease for a six-month lease, and until that was known, the council couldn't begin to consider any figures.

*Cllr Mrs C. Reynolds returned to the meeting at 8.25pm.*

Cllr J. Broom asked if the car park was under the Landlord and Tenant Act. The town clerk said he would check this.

*Cllr P. Hicks left the meeting at 8.30pm.*

*Cllr P. Hicks returned to the meeting at 8.31pm.*

The town clerk suggested an alternative option could be to carry on with the existing arrangements for five years for example, as the circumstances may be different by that time.

Cllr Mrs M. Ellis suggested two options were given to the club: continue with the existing arrangements for five years, or a lease on the car park for six months of the year during the bowling season.

Cllr B. Larcombe said these options would put a cost-burden on the club, whereas the proposed parking permit system would remove that burden. He said the permit system was flexible and the number of permits could be reduced if the membership reduced.

Cllr Mrs M. Ellis asked for members to be provided with details of how much parking spaces were worth in the public car park between October and April.

Members agreed three options should be put to the bowls club:

- continue with the existing arrangements for five years
- a new lease on the car park for six months of the year from April to October, with the potential to use the car park for the remainder of the year for either public parking or winter boat storage
- parking permits – 20 for allocated parking on match days between April and October, and 10 for unallocated parking on any day between November and March

It was agreed Cllr B. Larcombe and Cllr G. Turner would meet with the bowling club representatives again to discuss these options with them. As such, it would not be possible for the Full Council to consider this matter on 19 September 2018 as originally intended. It was agreed a report would come back to the working group or the Full Council when possible.

Cllr B. Larcombe asked for costings to both the council and the bowling club for each of the three options.

*The meeting closed at 9.29pm.*

LYME REGIS TOWN COUNCIL

SECTION 106 FUNDING WORKING GROUP

MINUTES OF THE MEETING HELD ON WEDNESDAY 12 SEPTEMBER 2018

**Present**

**Members:** Cllr B. Larcombe (chairman), Cllr Mrs M. Ellis, Cllr O. Lovell, Cllr S. Miller, Cllr Mrs C. Reynolds, Cllr J. Scowen, Cllr S. Williams

**Other members:** Cllr J. Broom, Cllr G. Turner

**Officers:** Mrs A. Mullins (administrative officer), Mr J. Wright (town clerk)

**1. Apologies**

Cllr D. Hallett  
Cllr R. Doney

**2. Minutes of the meeting held on 5 June 2018**

Proposed by Cllr J. Scowen and seconded by Cllr O. Lovell, the minutes of the meeting held on 5 June 2018 were **APPROVED**.

**3. Matters arising from the minutes of the last meeting held on 5 June 2018**

There were none.

**4. Update**

The town clerk said officers had been trying to get hold of Lymelight, the company that lit Abbotsbury Gardens, and the owner of the company had made contact that day.

The town clerk said Lymelight had agreed to put some ideas together.

The town clerk said further funding had been allocated following a section 106 contribution related to the development of housing at Woodberry Down. He said the total available was now almost £160,000, and 12 bids had been received totalling just over £121,000.

The town clerk said as the allotments' funding could only be used for this purpose, he had informed the Allotments' Association and advised them to make an additional bid for funding.

**5. Designs**

Members looked at the designs from three companies but did not consider them in detail as they wanted to see the ideas from Lymelight before making any final decisions.

*The meeting closed at 7.52pm.*



**Committee:** Strategy and Finance

**Date:** 24 October 2018

**Title:** Annual Governance and Accountability Return and the external auditor's certificate for the year ended 31 March 2018

**Purpose of the report**

To allow members to consider the certified Annual Governance and Accountability Return and the external auditor's certificate (Notice of Conclusion of Audit) for the year ended 31 March 2018

**Recommendation**

The council approves and accepts the certified Annual Governance and Accountability Return and the external auditor's certificate (Notice of Conclusion of Audit) for the year ended 31 March 2018

**Background**

1. On 23 May 2018, the Full Council approved the Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2017: the AGAR was subsequently signed by the mayor and town clerk and forwarded to the council's external auditor, PKF Littlejohn.
2. On 6 September 2018, the council received the certified AGAR from PKF Littlejohn for the year ended 31 March 2018.
3. On receipt of the certified AGAR there are four things that must happen:
  - 3.1 'prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with statutory requirements
  - 3.2 publish the "Notice" along with the certified AGAR (Sections 1, 2, & 3) before 30 September, which must include publication on the smaller authority's website
  - 3.3 keep copies of the AGAR available for purchase by any person for a reasonable sum
  - 3.4 ensure that Sections 1,2 and 3 of the publicised AGAR remain available for public access for a period of not less than 5 years from the date of publication.'
4. The council must also be notified of the external auditor's report and certificate.

**The external auditor's opinion**

5. The certified AGAR for the year ended on 31 March 2018 is attached, **appendix 10A**. At Section 3 of the AGAR, the external auditor states:

'Except for the matters reported below\*, on the basis of Sections 1 and 2 of the annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no matters have come to or attention giving us cause for concern that relevant legislation and regulatory requirements have not been met.'

- \*The AGAR has not been signed in accordance with the Accounts and Audit Regulations 2015 - Section 2 was not signed by the Responsible Finance Officer before approval.

5. The external auditor's comment is noted and the town clerk will ensure in future that the AGAR is signed before it is presented to members for approval.

**Notice of conclusion of audit**

6. I can confirm the notice of conclusion of audit, **appendix 10B**, along with the certified AGAR was posted on the town council's website before 30 September 2018; it was also posted on the Guildhall noticeboard.

John Wright  
Town clerk  
October 2018

## Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

### LYME REGIS TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

	Agreed		‘Yes’ means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

\*Please provide explanations to the external auditor on a separate sheet for each ‘No’ response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

18/20/c

23/05/18

dated

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman

Clerk





**Other information required by the Transparency Codes** (not part of Annual Governance Statement)  
Authority web address

## Section 2 – Accounting Statements 2017/18 for

## LYME REGIS TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	790,952	1,182,562	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	120,708	120,708	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1,471,835	1,633,801	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	481,271	565,528	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	44,840	56,783	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	674,822	895,437	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,182,562	1,419,323	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,255,857	1,329,816	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	7,622,636	7,652,811	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	322,532	277,500	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets.
			N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

*Colin Wright*  
24/05/18

Date

I confirm that these Accounting Statements were approved by this authority on this date:

23/05/18

and recorded as minute reference:

18/20/c

Signed by Chairman of the meeting where approval of the Accounting Statements is given

*[Signature]*

## Section 3 – External Auditor Report and Certificate 2017/18

In respect of

Lyme Regis Town Council - DO0098

### 1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

### 2 External auditor report 2017/18

Except for the matters reported below\*, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR has not been signed in accordance with the Accounts and Audit Regulations 2015:

- Section 2 was not signed by the Responsible Finance Officer before approval

Other matters not affecting our opinion which we draw to the attention of the authority:

None

### 3 External auditor certificate 2017/18

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

*PKF Littlejohn*

Date

04/09/2018

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

## Lyme Regis Town Council

### Notice of conclusion of audit

#### Annual Governance & Accountability Return for the year ended 31 March 2018

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

<p>1. The audit of accounts for <b>Lyme Regis Town Council</b> for the year ended 31 March 2018 has been completed and the accounts have been published.</p> <p>2. The Annual Governance &amp; Accountability Return is available for inspection by any local government elector of the area of <b>Lyme Regis Town Council</b> on application to:</p> <p>(a) <u>John Wright, Town Clerk and</u>  <u>Responsible Financial Officer</u>  <u>Town Council Offices, Guildhall</u>  <u>Cottage, Church Street, Lyme Regis</u>  <u>Dorset, DT73BS</u></p> <p>(b) <u>9.00 am to 5.00 pm, Monday</u>  <u>to Friday</u></p> <p>3. Copies will be provided to any person on payment of £ <u>0</u> (c) for each copy of the Annual Governance &amp; Accountability Return.</p> <p>Announcement made by: (d) <u>John Wright, Town</u>  <u>Clerk and RFO</u></p> <p>Date of announcement: (e) <u>26 September 2018</u></p>	<p>Notes</p> <p>This notice and Sections 1, 2 &amp; 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website.</p> <p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p> <p>(c) Insert a reasonable sum for copying costs</p> <p>(d) Insert the name and position of person placing the notice</p> <p>(e) Insert the date of placing of the notice</p>
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**Committee:** Strategy and Finance

**Date:** 24 October 2018

**Title:** The Process for Approving the 2019-20 Budget<sup>1</sup> and the Medium-Term Financial Plan

**Purpose of the Report**

To outline the process for approving the 2019-20 budget and the medium-term financial plan

**Recommendation**

Members note the report

**Background**

**The overall process**

1. This report details the process for approving the 2019-20 budget and the medium-term financial plan.
2. Reports will be made to members through two committee cycles.
3. The first cycle of meetings considers the budget-setting environment, the level of financial resources available, identifies objectives and projects, and agrees charges. The first cycle of meeting ends with a Full Council resolution on 31 October 2017.
4. Between the first and second cycle of meetings, officers will calculate the income and cost of members' decisions.
5. During the second cycle of meetings, members consider a detailed 2019-20 budget and a revised medium-term financial plan. This committee will consider the officers' report on 28 November 2018 and make a recommendation to the Full Council on 12 December 2018 to approve the 2019-20 budget and precept, and the medium-term financial plan.

**Reports to this meeting**

6. This describes how the next six reports on this agenda fit together.
7. The following three reports, agenda items 12, 13 and 14, set the scene: they consider risk and internal control, examine procurement, and review 2019-20 financial performance to 30 September 2018. The financial performance report also provides a year-end forecast.

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<sup>1</sup> The 2019-20 budget includes the precept.

## AGENDA ITEM 11

8. The draft 2019-20 budget and medium-term financial plan report, agenda item 15, starts by providing an overview of the economic and political environment.
9. The report goes on to identify the council's main budget headings and details any known changes to those budgets.
10. The report includes officer assumptions about cost increases, only: cost increases are largely outside the control of the council.
11. Limited assumptions have been made about changes to income: charges are largely within the gift of the council and this is the next report for members to consider.
12. This report, agenda item 16, allows members to consider its charges for 2019 and beyond. Although some charges are fixed through lease and contract agreements, the majority can be determined annually by the council.
13. Once this exercise is complete, members will understand the level of budget surplus in the 2018-19 budget and the medium-term financial plan.
14. The purpose of the objective-setting report, agenda item 17, is to re-affirm or amend the council's commitment to previously-agreed objectives and to identify further objectives for 2019-22.
15. The agreed objectives will be incorporated in to a revised corporate plan, which will be considered by this committee on 28 November 2018.
16. Any recommendations from this committee will be considered by the Full Council on 31 October 2018.

John Wright  
Town clerk  
October 2018

**Committee:** Strategy and Finance

**Date:** 24 October 2018

**Title:** Statement of Internal Control, Risk Management Policy and Annual Risk Assessment

**Purpose of Report**

To allow members to consider the town clerk's statement of internal control, the risk management policy and the annual risk assessment

**Recommendations**

- a) Members note the statement of internal control and the observations detailed in paragraphs 12 to 46 of this report
- b) Members approve the risk management policy, appendix 12A and the standard annual risk assessment, appendix 12B
- c) Members review the draft risk register, appendix 12C, and propose amendments to the risk register which will then be considered by the Full Council on 1 November 2017

**Background**

- 1. On 18 September 2013, the Strategy and Policy Committee considered an internal control policy and a risk management policy. Both policies were approved by Full Council on 9 October 2013.
- 2. The advice on compiling risk assessments has changed: up until 2015, the external auditor advised risk assessments had to be produced by the council.
- 3. Following the issuing of the Accounts and Audit Regulations 2015, the advice issued by the external auditor indicates risk assessments can be prepared by the clerk or a committee, provided delegated authority has been approved by the Full Council: the assessment then must be reported to the Full Council<sup>1</sup>.
- 4. On 2 November 2016, the Full Council resolved, 'to delegate completion of the risk assessment in future years and the risk register to the Strategy and Finance committee and the town clerk.'
- 5. The draft risk assessment on this agenda has been prepared by officers: this committee is invited to comment and amend the draft risk assessment which will then be considered in its final form by the Full Council on 31 October 2018.

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<sup>1</sup> Accounts and Audit Regulations 2015, regulation 6

### **Statement of internal control**

6. The statement of internal control allows the council to satisfy itself there is sufficient evidence to confirm there are appropriate systems of internal control and that they are operational. This statement of internal control isn't part of the Annual Governance Review, it's a separate but complementary exercise which allows members to reflect on the adequacy of its systems and processes and to review what's going well and what's not going so well.
7. Internal control provides reasonable, not absolute, assurance that the objectives of an organisation will be met. The concept of reasonable assurance implies a high degree of assurance, constrained by the costs and benefits of establishing incremental control procedures.
8. At its most basic level, internal control should establish that an organisation produces reliable financial reporting and substantially complies with the laws and regulations that apply to it.
9. At a more advanced level, it should measure the extent to which an organisation achieves its strategic and operational objectives: achievement towards these objectives is dependent on other factors such as the impact of events and capacity.
10. The statement of internal control policy identifies five areas that should be subject to assessment: control environment, risk assessment, information and communication systems and processes, control activities and monitoring processes. The policy also identifies 13 measurements of effectiveness.
11. Overall, I believe the town council has sufficient internal controls to allow it to achieve its objectives and undertake its business. However, there are some weaknesses.

### **Control Environment**

12. This assesses the integrity, competence and attitude of an organisation. This is assessed as good.
13. The integrity of the council is generally good. However, concerns remain about breaches in confidentiality.
14. The competence of employees and councillors is high. The competence of employees is supported by their varied experience and qualifications. As well as the town clerk, the administrative officer is CiLCA qualified. In addition, the council is supporting employees to gain additional qualifications; most recently, the council approved level 4 and 5 qualifications in accountancy and human resources management for the finance assistant and administration officer, respectively.
15. The attitude of the organisation improved significantly in 2015. However, over the last two years there's been a deterioration: most noticeably, personal

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conflict between some members transgresses policy differences and has become evident in council chamber debate. Inevitably, these actions impair good decision-making and damage the council's image and reputation.

16. At times there is a preoccupation with detail and history, and debate can drift from subject matter but, by-and-large, the council and its committees retain the ability to concentrate on the 'bigger picture', core policy objectives, and business priorities.
17. Further work needs to be done to encourage more members to participate in learning and development programmes; this is a requirement for achieving the Gold Standard of the Local Council Award Scheme.
18. Locally, the town council's reputation, which has in the past been damaged by member disagreement, has improved, but further work is still required.
19. Member-officer relations have improved in recent years but there has been some deterioration recently.
20. On occasions, members have made decisions without thinking through the implications of those decisions. As a consequence, a significant amount of member and officer time has been spent managing the consequences of those decisions.
21. Having invested a significant amount of time developing agreed objectives for this financial year, some members and officers have added issues to the 'to do' list during the year. To some extent this is inevitable, but there's a 'tipping point' where new issues begin to push aside agreed objectives, core business activities and reduce the time set aside for responding to unforeseen events. In addition, they have an adverse impact on the council's budget.
22. On occasions, the council has got 'stuck' on its decision-making. Recent examples include the bowling club's lease, public WiFi and the RNLI lifeguard hut. However, the council has generally been able to consider wider public opinion and review its decisions accordingly. This is a recognition of good governance and must be seen in the context of the total number of the decisions the council makes in any one year, circa 200.
23. Inevitably, the views of 14 independent members will be disparate but, occasionally, comments made by some members go against the grain of what the council is trying to achieve and sometimes translate into negative headlines about the council and the town. On occasions, some members appear to want to embarrass the council, other members and its officers.
24. The council has over 50 diarised meetings each year. In addition to these meetings, there are extraordinary council and committee meetings and working group meetings. Preparing for, attending and managing the outcomes of these meetings consumes a significant amount of member and officer time. The amount of time-off-in-lieu built up by officers increases which, when taken,



reduces the time available to deliver council objectives. The council's committee and governance structure remain a live issue for members.

25. There are officer failings, too. These include delays in the delivery of projects: site licences, the new website, and the installation of seafront railings. In addition, on occasions, there has been non-adherence to financial regulations and human resources' policies and procedures.
26. In isolation, none of these observations are critical to the well-being of this council. However, taken together they inhibit the council's ability to deliver its stated policy objectives and its core business activities.
27. To a greater or lesser extent, the observations I have cited are not unique to Lyme Regis Town Council. The issue which becomes critical for any organisation is the extent to which it recognises its shortcomings, commits itself to doing something about it and then follows through with actions.

### **Risk Assessment**

28. On 9 October 2013, the council adopted a risk management policy which it reviews annually.
29. In addition to the historical risk assessment, **appendix 12B**, that covered financial management, physical assets, insurance cover, legal responsibilities and data and document control, the council's risk management policy now includes headings such as reputational risk.
30. Officers have developed a risk register, **appendix 12C**, which numerically quantifies the probability and impact of risks against the 13 headings detailed in the risk management policy. The risk register also details the mitigation applied to each identified risk.

### **Information and Communication systems and processes**

31. This assesses the capture and exchange of relevant information. This works reasonably effectively.
32. Relevant information is captured from: national and local organisations, national and professional bodies, e.g. the National Association of Local Councils, Dorset Association of Parish and Town Councils, the Society of Local Council Clerks; other statutory bodies and partners; county and district councillors; the 'trade' press; and training courses.
33. Information which requires consideration or decision is reported to the Full Council or its committees. The Full Council and its committees are informed of progress on issues they have considered by matters arising and update reports and through a weekly briefing. The weekly briefing also informs members of other matters that don't warrant reports to the Full Council or its committees.

- 34. The launch of a new council website has been delayed: the website is important in pulling together council and community issues.
- 35. The council reviews its public relations and communications' policy annually and has recently introduced a social media policy. In 2018, the council took a column in Lyme Online to promote its activities
- 36. To further strengthen its information systems, the council procured new IT and telephone systems in 2016. Both systems have generally bedded in well.

**Control Activities**

- 37. These are the policies and procedures deployed to manage the council's business.
- 38. Over the last three years, a significant amount of work has gone into developing the council's governance, finance, and human resources' policies and procedures. These have produced fewer internal audit recommendations which have generally had a lower priority (recommendations have reduced from 33 to nine over the last three years). The council received an unqualified external audit for 2016/17 and although the external auditor criticised the council for signing Section 2 – Accounting Statements 2017/18 after the AGAR had been presented to the council without the signature of the responsible financial officer, there were no qualifications, recommendations or comments about the council's accounts or governance.
- 39. Control weaknesses around health and safety have strengthened significantly. A consultant was appointed to review the council's health and safety arrangements and an action plan is in the process of being implemented; progress will be assessed by the consultant in November 2018 and reported to the Human Resources Committee. In addition, a new health and safety policy was approved in May 2018.
- 40. Achieving health and safety compliance is a priority for the council's newly-appointed operations manager; the council's operations manager holds a health and safety qualification.
- 41. Greater priority has been placed on compliance with the council's financial regulations and the town clerk's management team review this regularly. Due to the sickness absence of the finance manager, the town clerk is unable to report on breaches over the last year.

**Monitoring Processes**

- 42. These are the systems that provide and measure the quality of information. Developing information systems, transforming data into information and analysis are expensive and time-consuming activities. The council's system covers key activities.

43. Robust systems are in place to capture volume and value information on the council's key income activities: car parking; chalet, caravan and day hut bookings, weddings, and room hire. However, the sickness absence of the finance manager has highlighted an obvious weakness; although the data is held, it is principally accessed by one employee.
44. Timely and accurate monthly accounts are produced, and systems are in place to capture complaints. However, again the sickness absence of the finance manager has highlighted an obvious weakness; although the data is held, it is principally accessed by one employee.
45. The council produces financial and performance information commensurate to its size but its reliance on one individual is clearly a weakness. Although many finance functions are currently taking place as normal, the production of management accounts, financial modelling, performance analysis, treasury management and HMRC liaison sit with the finance manager. Here lies the dilemma: unless others undertake these functions regularly, they won't be able to substitute for the finance manager in his absence; if they undertake these tasks, they're not doing other tasks and, of course, these higher-level functions are what determines the finance manager's salary grade.
46. Bringing in people with the required skills in Lyme Regis at short notice is difficult. To address this problem, the town clerk will discuss the issue of sharing resources in extremis with neighbouring town councils to preserve business continuity.

### **Risk Management Policy**

46. On 9 October 2013, the council agreed to review its risk management policy in September each year. No policy changes are proposed, **appendix 12A**.

### **What are the main risks the council is exposed to?**

43. The draft risk register has been scored by officers and is presented at **appendix 12C**. Some of the highest risks, i.e., those with a score of 15+ are similar to previous years and centre around the financial pressures faced by Dorset County Council, West Dorset District Council, and their successor organisation, Dorset Council.
44. Members are asked to consider the risk register and propose amendments to it.
45. Any recommendations from this committee will be considered by the Full Council on 31 October 2018.

John Wright  
Town clerk  
October 2018

## **Risk Management Policy**

### **Background**

1. Risk management is detailed in paragraphs 17.1 and 17.2 of the Town Council's Financial Regulations:

17.1 The Council is responsible for putting in place arrangements for the management of risk. The Clerk/RFO shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.

17.2 When considering any new activity the Clerk/RFO shall prepare a draft risk management assessment including risk management proposals for consideration and adoption by the Council.

### **Policy**

2. For the purpose of this policy, risk is defined as any thing that has a material impact on delivering the council's objectives, including the delivery of its day-to-day services.
3. The council will review its risk management policy and consider the risks posed to the organisation as part of a broader framework of internal control.
4. Alongside risk assessment, the internal control framework will consider the control environment, information & communication systems & processes, control activities, and monitoring processes.
5. The council will consider risks against the following heading:
  - Political – our ability to deliver local or central government policy
  - Governance – the appropriateness of structures and functionality, a clear scheme of delegation, clear objectives and priorities
  - Financial – our ability to meet our financial commitments, internal and external audit requirements, project and financial exposures
  - Social – our ability to deliver our policy commitments and adapt to demographic, residential, social or economic trends
  - Legal – our ability to meet legislative and regulatory requirements
  - Technological – our ability to make the best use of technology and adapt to a changing environment

- Environmental – our ability to comply with statutory requirements and best practice
  - Partnership – our ability to maximise benefits to the council by developing long-term working relationships with partners
  - Contractual – procurement policies, clear specification, strong cost control, robust contract administration and site supervision
  - Human Resources – staff competence and development, capacity, commitment
  - Operational – service delivery, complaints' management, compliance with performance standards
  - Health & Safety – fire, security, accident prevention, lone working
  - Reputational – issues that adversely affect the council's reputation in the town and with those that we work with
6. A risk register will be established using these headings. Any risks that occur will be added to the register when they occur and if those risks are material, they will be reported to the council's Strategy and Policy Committee.
7. The risk register will:
- categorise the combined impact and probability of risks as high, medium or low using a numerical score for each category of 1-5, i.e., a maximum total score of 25 can be achieved. Scores 1-8 will be assessed as low risk, scores 9-14 will be assessed as medium risk, and scores 15-25 will be assessed as high risk
  - the probability of a risk occurring will be applied to a three-year timeframe
  - detail the controls that are in place to mitigate against risks, including any improvements that are required to further mitigate against historic risks
8. The risk register will be reviewed by the town clerk every three months.
9. An annual risk assessment, alongside a statement of internal control, will be reported to the council's Strategy and Policy Committee in September each year. Any actions requiring budget approval will be considered as part for the forthcoming year's budget setting process. From September 2015 onwards, the Strategy and Finance Committee will also consider an interim risk assessment report in March each year. Both reports will consider risks with a score of 15 or more.

**Review**

10. This policy will be reviewed in October 2019.

John Wright  
Town clerk  
October 2018

## LYME REGIS TOWN COUNCIL

## RISK ASSESSMENT 2018/19

<b>RISK</b>	<b>Impact</b>	<b>Probability</b>	<b>Overall Score</b>	<b>CONTROL (and agreed improvements)</b>
Protection of physical assets	4	2	8	Buildings, contents, machinery and vehicles insured. Revaluation of rebuilding cost periodically to a frequency advised by insurers.
Security of buildings, equipment	3	2	6	Alarms on guildhall and council offices, also cemetery workshop/store, amenity hut, Jubilee Pavilion and external works' depot. Contents insured.
Maintenance of buildings	4	2	8	Buildings currently maintained according to planned maintenance programme. Annual inspection of electrical and safety equipment. Asset management strategy to be developed 2018/19.
Financial management	4	2	8	RFO appointed with specified duties. Financial regulations adopted and reviewed regularly.
Banking	5	1	5	Non-speculative investment policy agreed with priority given to protecting the security of deposits. Arlingclose appointed as treasury advisors. Schedule of all investments and cash holdings reported to each Strategy and Finance Committee meeting as well as all loans.
Risk of consequential loss of income	4	2	8	Insurance cover. Sum insured £100,000 p.a. for 24 months to cover loss of income and relocating office.
Loss of cash through theft or dishonesty	3	2	6	Minimal petty cash and floats. Fidelity Guarantee insurance in place, currently £1million to cover all liquid assets. Receipts issued. Amenity staff handle substantial amounts of cash through a till. Checked against ticket records daily by finance team with cash sheets and till rolls checked daily. All other monies banked promptly or held overnight in a safe.
Expenditure controlled	3	2	6	Competitive tendering procedures in place. All invoices certified by RFO or delegated officers. Monthly payment schedule prepared by finance manager and submitted to Full Council or Strategy and Finance Committee. All cheques signed by two members of council. Electronic banking requires PIN entry by two designated authorising officers. Internal and external audit. Pay levels fixed



## APPENDIX 12B

							according to national agreements and reviewed annually by council.
Comply with Customs and Excise regulations	4	2	8				Subscribe to CIPFA VAT Reference Manual. VAT quarterly reconciliation payments and claims by finance manager. Internal and external auditor scrutiny.
Sound budgeting to underlie annual precept	3	3	9				The town council receives detailed budgets in the late autumn. Precept derived directly from this. Expenditure and income against budget reported to four meetings of Strategy and Finance Committee and internally to the management team monthly.
Financial records	3	2	6				Electronic financial management system in place. Purchase, sales ledger and payroll in place. Regular reconciliation of each bank account. Timely production of annual financial statements and monthly reports.
Maximise income	3	2	6				Professional valuations of commercial rents. Annual review of all charges. Prompt invoicing and follow up procedures. Clear write-off procedure. Tendering procedure for concessions.
Comply with borrowing restrictions	3	1	3				Borrowing approval obtained from DCLG in relation to major projects.
Risk to third party, property or individuals	3	3	9				Insurance in place. Open spaces checked regularly. In-house survey of all council-owned trees by an appointed and suitably trained member of staff.
Legal liability as consequence of asset ownership (especially burial ground and playgrounds)	4	3	12				Insurance in place. H&S audits annually. Weekly checks of playgrounds. Written records kept. Annual inspections by independent body registered under RPII (Registered Playground Inspectors International). Topple testing carried out annually on memorials.
Comply with employment law	3	2	6				Membership of various national and regional advisory bodies. Professional legal advice taken when required.
Comply with Inland Revenue requirements	3	2	6				Regular advice from Inland Revenue and support from Sage, internal audit engaged on a three-year contract and external audit engaged annually.
Safety of staff and visitors	3	2	6				Full protective clothing and equipment provided and worn. Lone workers issued with mobile phones. Locked counter in council office reception. Minimum two staff when open to the public. Regular H&S risk assessment checks of guildhall, particularly before public events.
Ensuring activities are within legal powers	4	2	8				Clerk clarifies legal position on any new proposal. Further professional legal advice sought where necessary.
Motor vehicles	3	2	6				Insured.

## APPENDIX 12B

Proper and timely reporting via the minutes	3	1	3	Council meets six-weekly and receives the reports and considers the recommendations of committee meetings held in the interim. Minutes verified at the next meeting of each body and signed by the chairman as a correct record. Prompt publication of the minutes via the website, where possible, and availability at the council offices.
Proper document control	3	4	12	Original leases and legal documents in town council office. Secure fire-resistant storage. Other data storage to comply with Data Protection Act. Microfilmed deed storage. Electronic storage of new documentation to be pursued.
Security of data	3	3	9	Back-up of all systems carried out off-site.
Continuity cover in the absence of key staff	3	3	9	Step-by-step guidance documented on all financial procedures. Continuity training of other staff implemented.
Register of interests maintained. Gifts and hospitality declared.	4	1	4	Register of interests completed. Gifts and hospitality registered. Standing orders adopted and reviewed regularly.

## Governance

Risk	Impact	Probability	Overall Score	Mitigation and control measures
Retaining General Power of Competence	1	2	2	Two CILCA- qualified employees Member can be elected through by-election Eligible members increased from 10 to 11
Member-member relationships	4	3	12	Code of conduct
Competency and understanding	4	2	8	Some training undertaken
Compliance with policies and procedures	5	2	10	Training undertaken Internal and external audit
Complying with objectives (deviation from)	2	4	8	Corporate plan – annual and mid-year review Annual report to electors Committee review
Conflict between personal/council interests	3	3	9	Code of conduct PR/comms policy and procedure Social media policy Declaration of non-pecuniary interests
Adhering to the transparency code	2	5	10	Further investment in a new town council website is required Relevant documentation being compiled

Political

Risk	Impact	Probability	Overall Score	Mitigation and control measures
WDDC service reviews	3	5	15	Discussions ongoing with WDDC
Dorset Council – uncertainty around key services in the town	4	5	20	Council can identify budgets for some services Holding additional monies above reserve Monitoring decision-making closely
Adverse political relationships with other authorities	3	2	6	Regular meeting with a WDDC strategic director Meetings with neighbouring local councils

## Financial

Risk	Impact	Probability	Overall Score	Mitigation and control measures
Compliance with systems, policies and procedures	5	2	10	Policies and procedures in place Internal audit Regular reports and monitoring External audit
Impact of principal authority service reviews and cuts	3	5	15	Ongoing discussions with WDDC
Performing to budget, including income interruption	4	3	13	Regular financial reports Policies and procedures in place
Significant fraud or theft	5	1	5	Internal audit Policies and procedures in place
Age of assets	2	3	6	Asset register Fixed asset policy Asset management policy to be developed
Minor fraud or theft	1	2	2	Internal audit policies and procedures in place

## Operational

Risk	Impact	Probability	Overall Score	Mitigation and control measures
Disaster response	5	1	5	Emergency procedure in place (review autumn 2018) Other organisations are principal responders
Growth and capacity	3	4	9	Seafront attendant, lengthsman and works supervisor posts created Seasonal enforcement officer post created
Lack of out-of-hours cover	3	4	12	New appointments and seasonal posts increase cover Alarm systems automatically contact managers One manager on duty for major events
Business continuity	5	2	10	Remote back-up Mobile phones Home-working options New IT systems implemented New phones installed
Security of buildings	2	2	4	CCTV – system is being upgraded and/or added to Alarms upgraded
Asset management	2	1	2	Asset management strategy to be developed in 2018/19
Events on council land	4	1	5	Control plans in place Meetings with events' organisers Liaison with local police and fire and rescue New events' police and procedure in place New template event management plan in place
Non-continued operation of park and ride	4	3	12	Consultants instructed to carry out traffic survey, to incorporate Sidmouth Road park and ride Charmouth Road park and ride extended opening dates

## Social

Risk	Impact	Probability	Overall Score	Mitigation and control measures
Lack of community engagement and not understanding what the community wants	3	3	9	New ways of engagement, i.e. Lyme Voice Facebook and Twitter pages now live Community engagement policy to be introduced
Social media	2	4	8	PR/comms policy and procedure Social media policy Code of conduct
Adverse publicity	2	4	8	Press releases Use of town council Facebook and Twitter and website PR/comms policy and procedure Social media policy Newspaper column

## Legal

Risk	Impact	Probability	Overall Score	Mitigation and control measures
Ability to understand and keep up with legislation	4	2	8	Member of professional organisations, i.e. NALC, DAPTC, SLCC, clerks' meetings Internal auditor Regular meetings with solicitors
Inability to defend a legal action	5	1	5	Policies and procedures in place Sensitive issues reviewed with solicitor and legal advice taken



### ICT

Risk	Impact	Probability	Overall Score	Mitigation and control measures
Lack of in-house expertise	2	4	8	Support packages from various external bodies Contract with DCC
Websites and related infrastructure	2	4	8	Local support available Working with existing partners New town council website to be developed

### Environmental

Risk	Impact	Probability	Overall Score	Mitigation and control measures
Major land stability issues	5	2	10	Ground monitoring Geotechnical engineer Regular geotechnical reports
Flood risk	3	2	6	Flood risk warnings Flood risk plan
Extreme weather	5	1	5	Emergency procedure New emergency weather plan for Monmouth Beach

## Partnerships

Risk	Impact	Probability	Overall Score	Mitigation and control measures
WDDC	2	3	6	Ongoing discussions Good relationship with ward members
DCC	2	3	6	Good relationship with ward member
LRDT	1	3	3	Bi-monthly meetings to be held
LymeForward	2	3	6	Working together on joint projects Grant agreement strengthened to include project delivery Monthly meetings take place with co-ordinator
Business community	3	4	12	LymeForward trying to establish a business forum
Major grant recipients	3	2	6	Grant agreements in place Review meetings Reporting arrangements to council committees
Cross-border	3	3	9	Some dialogue taking place with Uplyme Meetings to be arranged with coastal towns and parishes
Coastal Communities Team	2	2	4	Attendance at steering group meetings needs to be strengthened Reporting arrangements through TCP

## Human Resources

Risk	Impact	Probability	Overall Score	Mitigation and control measures
Compliance with systems, policies and procedures	4	2	8	Policies and procedures included in new staff handbooks and referred to in new contracts
Lack of HR expertise	4	2	8	Legal advice available if needed, i.e. NALC, solicitor, Local Government Association HR consultants interviewed and appointment to be made
Morale	3	4	12	Regular team meetings Closing office on Tuesday mornings Staff social events
Retention and recruitment	2	3	6	Review of pay and conditions in 2013 Investing in training Timely recruitment Competitive rates of pay and annual pay reviews
Capacity	3	4	12	Forecast Number of issues indicated and consequences of actions

## Contractual

Risk	Impact	Probability	Overall Score	Mitigation and control measures
Relationships with local contractors	4	2	8	Officers try and maintain good working relationships with contractors Contractual controls
Failure to comply with procurement policies and procedures	3	3	9	Standing orders and financial regulations include sections on procurement

## Health and safety

Risk	Impact	Probability	Overall Score	Mitigation and control measures
Lack of expertise	5	1	5	Operations manager holds health and safety qualification Support from consultants and professional bodies
Compliance with systems, policies and procedures	4	3	12	New health and safety policy Health and safety panel established Adhering to systems in place Health and safety audits
Lone working	5	1	5	Policy for amenities staff on cash handling Enforcement officers issued with cameras Security company collect cash Mobile phones issued

Reputational

Risk	Impact	Probability	Overall Score	Mitigation and control measures
Negative council image	4	4	16	Delivery of major projects Publishing of corporate plan Annual report to electors Newspaper column
Confidentiality	3	4	12	Code of conduct

**Committee:** Strategy and Finance

**Date:** 24 October 2018

**Title:** Procurement

**Purpose of Report**

To inform members of work around procurement

**Recommendation**

Members note the report

**Background**

1. On the issue of procurement in general, larger organisations have procurement teams to devise policies, appointment criteria and undertake supplier audits; such organisations typically hold an approved contractor and supplier list. The town council does not have the resources to mirror these arrangements, nor does it procure high volumes of high cost goods and services; we rely on the competitive processes detailed in the town council's financial regulations, officer knowledge of the market, and contractor availability.
2. The town council's financial regulations deal with procurement through the orders of goods and services, contracts, and the payment of accounts.

**Report**

3. Procurement and obtaining value for money is an ongoing activity. The following details the main procurement areas over the last three years:
  - Three contracts were moved from EDF to Scottish Power in 2015/16, with resultant savings of approx. £1.5k. These contracts were set up to end in November 2016; this coincided with the end of contracts with Opus energy. The letting of all these contracts together is in progress.
  - Limited negotiations have been undertaken with South West Water to minimise water rates. Leak allowance of approx. £4.5k has been secured as a result.
  - The telephone system has been replaced and the contract for lines and the bundle for usage was re-let to IP Office through a competitive process. Annual savings of approx. £2k should be achieved, while the aged equipment has been replaced for £2.1k.
  - The council has moved its mobile phone contract from Vodafone to a combination of EE contracts, and Giff Gaff pay-as-you-go phones, resulting in annual savings of approx. £3k.

## AGENDA ITEM 13

- The council has re-vamped its computer hardware and agreed a two-year deal with Dorset County Council, considerably below other quoted costs, approx. £8k pa.
  - The council reviewed its insurance cover in 2016/17, resulting in a three-year deal with Zurich, together with an option for a further two years.
  - A trade agreement has been agreed with Travis Perkins.
  - New car park machines have been purchased.
  - The council's internal audit arrangements have been reviewed; the council has a three-year contract with Darkin-Miller. The council chose to use the external audit services allocated to us by the successor to the Audit Commission, PKF Littlejohn, who have been appointed until 2022.
  - Online procurement is now used extensively; it opens up numerous options, both in terms of cost reduction and greater access to suppliers and products (some products/offers are only available online). A typical saving on a stationery order would be in the region of 20%, while ad-hoc purchases through Ebay, Amazon, etc, would yield greater savings (but more administrative time).
4. This year, officers have reviewed the procurement of electrical and plumbing works and have identified preferred contactors: Top Sparks for electrical works and Evergreen for plumbing works. Further work will be undertaken this year to identify a preferred contractor for general building works.
  5. In addition, online purchasing has been further extended to the external works' team alongside better programming of work. This also reduces the amount of unproductive time spent purchasing goods at local suppliers.
  6. The finance manager and town clerk believe there are further cost savings which can be made in the external works' budget. The operations manager and finance manager have been tasked with reviewing costs incurred by the external works' team during 2018-19.
  7. When this work is completed, a further report will be brought to this committee in 2018.
  8. Any recommendations from this committee will be considered by the Full Council on 31 October 2018.

John Wright  
Town clerk  
October 2018



**Committee:** Strategy and Finance

**Date:** 24 October 2018

**Title:** Budget Performance, 1 April-30 September 2018

### Purpose of Report

To inform members of performance against budget from 1 April-30 September 2018 and to provide a forecast to 31 March 2019

### Recommendation

Members consider the report and instruct the town clerk on any measures they wish to introduce to reduce the forecast budget deficit

### Report

1. Attached, **appendix 14A**, is the budget report for 1 April to 30 September 2018 and a forecast for the full year, this is summarised below:

£000's	Actual to 30.09.18	2018-19 Budget	Forecast 31.03.19
Income	997	1,479	1,598
Expenditure	796	1,573	1,937
Surplus	201	(95)	(339)

### Analysis

2. Although performance to 30 September 2018 looks positive, i.e. a half-year surplus of £201k, this deteriorates significantly during the second half of the financial year; a deficit of £339k is forecast at 31 March 2019. The year-end forecast represents an adverse movement of £244,000 from the budget.
3. In 2018-19, this normal pattern of income and expenditure is mainly affected by decisions to commit additional expenditure. These decisions fall in to two categories: additional project spend, i.e. spending more on agreed projects; and ad hoc in-year expenditure.
4. The cost of additional project spend is £149,000. The projects are:

Project	Budget	Expenditure	Variance
Marine Parade toilets	£45,000	£82,000	£37,000
Marine Parade beach huts	£15,000		£112,000

5. The cost of additional in-year expenditure is £83,813. The areas of additional spend are:

Project	Spend and commitment
DCC harbour dredging	£4,000
Tractor wheels	£5,721
Cashpoint <ul style="list-style-type: none"> <li>• BT Openreach</li> <li>• Western power</li> </ul>	£4,021 £1,336
SMA roofing	£6,500
War memorial	£4,166
Amenities' hut	£1,248
AS security review	£2,225
Memorial benches	£9,940
Kemp sail	£3,523
Two-way radios	£1,530
Cash collection – park and ride	£8,500
Park and ride – Wellman	£4,900
Consultancy Hydrock	£15,000
First Bus – park and ride	£11,203

6. The council can afford this overspend, as detailed in paragraph 8, the reserve at 31 March 2018 is £1,419,324. Alternatively, it can take action to reduce this overspend.
7. The overspend can be reduced because a significant amount of the forecast overspend hasn't been committed. For example, if the council decided not to spend an additional £97k on beach huts and didn't go ahead with its objectives to provide a concert bowl (£25k), gym equipment (25k) and boules (£3k) in the gardens, it could reduce the forecast overspend by £150,000. In addition, the town clerk believes that the project budget for health and safety compliance is overstated by c£15k. The collective impact of removing these budgets is £165k, reducing the forecast overspend from £339k to £174k.
8. At 31 March 2018, the council's reserve is £1,419,324<sup>1</sup>.
9. Any recommendations from this committee will be considered by the Full Council on 31 October 2018.

John Wright  
Town clerk  
October 2018

<sup>1</sup> During the 2017/18 budget-setting process, the council agreed to increase its reserve to £1million, rather than the 50% of turnover target, i.e.c£800,000.

**September 2018**

	<u>Actual to date</u>	<u>Budget</u>	<u>Forecast</u>	Variance Favourable / (Unfavourable)	%age variance Favourable / (Unfavourable)
<b>Income</b>					
Precept	120,708	120,708	120,708	0	0%
Car parks	272,082	612,634	682,158	69,524	11%
Chalets/Beach huts/Caravans	321,119	316,607	350,693	34,086	11%
Concessions	35,565	38,466	39,565	1,099	3%
Commercial rents	101,809	212,651	208,794	(3,857)	(2%)
Marketing	12,899	18,800	18,787	(13)	(0%)
Amenity area	68,349	86,346	85,348	(998)	(1%)
Cemetery	22,007	4,866	23,566	18,700	384%
Licences	7,329	14,372	11,713	(2,659)	(19%)
Other	34,842	49,406	52,545	3,140	6%
Income from Investments	0	4,028	4,028	0	0%
	<b>996,710</b>	<b>1,478,884</b>	<b>1,597,905</b>	<b>119,021</b>	<b>8%</b>
<b>Expenditure</b>					
Office administration	66,542	108,424	165,787	(57,363)	(53%)
Rents	981	4,109	2,121	1,988	48%
Licenses/Leases	0	3,950	3,950	0	0%
Democratic representation	2,223	15,632	12,249	3,384	22%
Outside works	193,257	362,056	676,672	(314,616)	(87%)
Grants/SLA	60,490	146,014	140,449	5,565	4%
Utilities	105,288	134,757	127,362	7,395	5%
Staffing	332,622	687,321	690,621	(3,300)	(0%)
Marketing & Tourism	15,440	59,639	53,754	5,885	10%
Other	119	14,000	14,119	(119)	(1%)
Loan charges inc interest	18,750	37,500	50,000	(12,500)	(33%)
	<b>795,711</b>	<b>1,573,402</b>	<b>1,937,084</b>	<b>(363,682)</b>	<b>(23%)</b>
<b>Gross Profit/(Loss):</b>	<b>200,998</b>	<b>(94,518)</b>	<b>(339,179)</b>		
<b>Trading Surplus/(deficit)</b>	<b>200,998</b>	<b>(94,518)</b>	<b>(339,179)</b>	<b>(244,661)</b>	<b>259%</b>

**Committee:** Strategy and Finance

**Date:** 24 October 2018

**Title:** Draft Medium-Term Financial Plan

**Purpose of the Report**

To set out the draft medium-term financial plan, to revisit draft objectives, and to outline assumptions to allow members to begin the process of setting the 2019-20 budget

**Recommendation**

- a) Members approve the timing and cost of previously agreed objectives for 2019-20 and beyond
- b) Members note the report and endorse its content and provide guidance to officers to prepare the detailed 2019-20 budget for consideration at the Strategy and Finance Committee meeting on 28 November 2018

**Background**

1. Each year the council must approve the budget and precept for the following financial year. This report outlines the position in terms of the council's draft operational income and expenditure for 2019-20 and includes previously agreed objectives which need to be reaffirmed.
2. This report, together with three other reports on the agenda that consider budget performance for 2018-19 to date, the review of charges for 2019-20 and beyond, and objective-setting, will inform the 2019-20 budget.
3. At this meeting, members are being asked to note the report, endorse its content and offer guidance to officers to prepare the detailed 2019-20 budget.
4. Members are also asked to reaffirm the timings and cost of previously agreed objectives for 2019-20 and beyond.
5. The detailed 2019-20 budget and precept will be presented to this committee on 28 November 2018 and the final 2019-20 budget and precept will be approved by the Full Council on 12 December 2018.

**Economic factors**

6. The UK economy has experienced some recovery since 2014, following the problems encountered since the credit crisis. Some relevant statistics include:
  - Gross Domestic Product (GDP) + 0.6% in the three-month period to July 2018
  - Consumer Price Index (CPI, government preferred inflationary method) 2.4% to September 2018

- Retail Price Index (RPI, inflation including asset-based prices) 3.3% to September 2018
  - Bank of England base rate at 0.75% in September 2018 (increased from 0.25% to 0.5% in November 2017 and from 0.5% to 0.75% in August 2018)
  - There is a 2% national agreement on salaries and wage increases for April 2018.
7. The 2016 referendum decision to leave the European Union created uncertainty in the financial markets: in the short term, the biggest adverse impact has been a fall in the value of the pound. As anticipated, inflation has risen due to the increase in the cost of imports, and economic growth has slowed down. Until details of the exit from the European Union are resolved, uncertainty remains the only certainty.
8. Further reductions in central government grants to principal authorities, combined with constraints on their ability to raise revenue are also likely to put pressure on town and parish councils to take on services from those authorities.

**Base budget position**

9. **Appendix 15A** details the base budget position for 2019-20, i.e. before increased charges, but including the draft objectives agreed in previous years. The base budget position excludes the cost of the roof renewal above the Swim, the antiques and craft centre and the amusement arcade, currently estimated at £400,000.
10. Any recommendations from this committee will be considered by the Full Council on 31 October 2018.

John Wright  
Town clerk  
October 2018

## Summary Budget

	2018/19 Budget £000's	2018/19 Forecast £000's	2019/20 Draft Base Budget £000's	2020/21 Draft Base Budget £000's	2021/22 Draft Base Budget £000's	2021/22 Draft Base Budget £000's
<b>Income</b>						
Precept	121	121	121	121	121	121
Car parks	613	682	613	613	613	613
Chalets/Beach huts/Caravans	317	351	325	325	325	325
Concessions	38	40	38	38	38	38
Commercial rents	213	209	213	213	213	213
Advertising	19	19	19	19	19	19
Amenity area	86	85	86	86	86	86
Cemetery	5	24	5	5	5	5
Licenses	14	12	14	14	14	14
Other	49	53	24	24	24	24
Income from Investments	4	4	4	4	4	4
<b>TOTAL INCOME</b>	<b>1,479</b>	<b>1,598</b>	<b>1,462</b>	<b>1,462</b>	<b>1,462</b>	<b>1,462</b>
<b>Expenditure</b>						
Office administration	108	166	107	107	107	107
Rents	4	2	7	7	7	7
Licenses	4	4	4	4	4	8
Democratic representation	16	12	19	19	19	19
Outside works	362	676	225	202	187	187
Grants etc	146	140	146	9	9	9
Utilities	135	127	141	141	141	141
Staffing	687	691	716	716	716	716
Marketing	60	54	60	58	58	58
Other	14	14	14	14	14	14
Loan charges inc interest	38	50	38	38	38	38
<b>TOTAL EXPENDITURE</b>	<b>1,573</b>	<b>1,937</b>	<b>1,476</b>	<b>1,314</b>	<b>1,299</b>	<b>1,302</b>
<b>Gross Profit/(Loss):</b>	<b>(95)</b>	<b>(339)</b>	<b>(14)</b>	<b>149</b>	<b>164</b>	<b>160</b>



**Committee:** Strategy and Finance

**Date:** 24 October 2018

**Title:** Review of Charges

**Purpose of Report**

To allow members to set charges for 2019/20 for: alfresco licences; website advertising; Bell Cliff advertising boards; amenities; cemetery; and car parking and permits

To allow members to set charges for 2020 for Cart Road beach hut hire and brochure advertising

To allow members to set charges for 2020/21 for the hire of Marine Parade Shelters and weddings and civil marriages

**Recommendation**

- a) Members set charges for 2019/20 for: alfresco licences; website advertising; Bell Cliff advertising boards; amenities; cemetery; and car parking and permits
- b) Members set charges for 2020 for Cart Road beach hut hire
- c) Members set charges for 2020/21 for: the hire of Marine Parade Shelters and weddings and civil marriages
- d) Members set charges for 2019 for brochure advertising

**Background**

- 1. To allow charges to be agreed at one time, it is recommended that members agree prices for 2020/21 for four areas where bookings are made, i.e. civil marriage and partnership ceremonies, Cart Road day hut charges, Marine Parade Shelters' bookings, and brochure adverts.
- 2. The Retail Price Index (RPI) was 3.3% to September 2018, while the Consumer Price Index (CPI) was 2.4% to September 2018.
- 3. As a rule, it is easier to administer prices which are rounded up. All prices shown include VAT, where applicable.

**Cart Road beach hut hire**

- 4. Prices have already been agreed for 2019, so we are looking to set prices for 2020. Since April 2017, Gateway Card holders are entitled to a 10% discount off the published prices.
- 5. We have 36 huts, seven of which are allocated for annual lets, 17 for winter lets, and six as summer lets. This leaves between 12 and 29 available for weekly



**AGENDA ITEM 16**

hire. Any huts not let on a weekly basis can be booked on a daily basis from the Blue Sea Café.

6. Rates and occupancy data are shown in the following table:

	<b>Occupancy 2017</b>	<b>Rates 2016</b>	<b>Rates 2017</b>	<b>Rates 2018</b>	<b>Rates 2019</b>
January– Easter	20%	£16	£16	£16	£10
Easter Holiday	97%	£36	£40	£40	£45
April– Spring Holiday	85%	£23	£25	£25	£25
Spring Holiday	100%	£36	£45	£45	£50
June	100%	£36	£40	£40	£45
July- August	91%	£105	£110	£110	£120
September	88%	£36	£40	£40	£45
October	48%	£23	£25	£25	£25
November- December	63%	£16	£16	£16	£16
Christmas and New Year	93%	£32	£35	£35	£35
Winter Season	88%	£130	£150	£150	£150
Summer Season	100%	£875	£900	£900	£950
Annual	100%	£1,250	£1,400	£1,400	£1,500

7. The occupancy for 2017 includes the daily hires. This means occupancy can be greater than 100% as some huts are paid for twice on the same day.
8. Daily rates are a function of the weekly rates, ranging between 17% and 27%. It is proposed to set these rates at the nearest £5 to 25% of the weekly rate.

**Alfresco licences**

9. The following table shows figures from 2014/15 to the present:

	<b>Price 2012 – 2016/17</b>	<b>Price 2017/18</b>	<b>Price 2018/19</b>
Businesses			
Covers	£120	£125	£125

Single Chairs	£10	£10	£10
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### Website advertising

10. The income from advertising on the lymeregis.org website has decreased, as per the table below.

	2013/14	2014/15	2015/16	2016/17	2017/18
<b>Income (£000s)</b>	10	12.0	16.6	12.1	9.8

11. While it has not been possible to undertake a detailed analysis of the reduced income, it is clear that a number of the businesses concerned have ceased trading. Presently, the town council does not have a resource to find potential new customers. These two factors together lead to an inevitable decline in income.

12. The 2018/19 rates are:

	Excl VAT	Incl VAT
Bronze listing	£50.00	£60.00
Silver listing	£100.00	£120.00
Gold listing	£150.00	£180.00
Small advert subpage	£150.00	£180.00
Medium advert subpage	£300.00	£360.00
Large advert subpage	£780.00	£936.00
Small advert overview/webcam page	£200.00	£240.00
Medium advert overview/webcam page	£480.00	£576.00
Large advert overview/webcam page	£1,020.00	£1224.00
Advert + 2 <sup>nd</sup> advert (same size or smaller)	2 <sup>nd</sup> advert at half price	
Advert + listing	Listing at half price	
Listing + 2 <sup>nd</sup> listing (same price or less)	2 <sup>nd</sup> listing at half price	

### Bell Cliff advertising

13. Since their introduction in 2014/15, the charges remained at £100 inclusive of VAT (£83.33 exclusive), until 2018/19 when they were increased to £110.

**Marine Parade Shelters**

14. In 2017/18, the categories for charging for shelters' hire were fundamentally changed, so only prices from this point are shown. We have already set prices for 2019/20, and now want to set prices for 2020/19.

**Charites, Schools and Not-for-Profit Organisations – per area, per day**

<b>Categories</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>
DT7 postcodes	£10	£10	£10
Within a 10-mile radius of the offices	£15	£15	£15
Outside a 10-mile radius of the offices	£20	£20	£20
National charities (per hour)	£15	£15	£15
Not-for-profit community events and festivals hiring the shelters	At the discretion of the town clerk	At the discretion of the town clerk	At the discretion of the town clerk

**Commercial or private hire**

<b>Area</b>		<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>
Langmoor and Lister Room and Jubilee Pavilion	Per room, per hour	£15	£15	£15
Market area	Per day	£100	£100	£100
Performance area/ top of shelters	Per day	£150	£150	£150

**Amenities**

15. The mini golf and table tennis area is open daily, 9am to dusk (weather-permitting) from Easter to October half term, and then weekends only. The putting green was reintroduced in June 2017.
16. The current charges are: adult mini golf and putting, £3; child mini golf and putting, £1.50; table tennis, £1.50 per person. These prices were increased by 20% in 2016/17.

17. Pre-booked groups of 10 or more and Gateway Card holders are given a 33% discount.

### **Weddings and civil marriages**

18. Weddings and civil marriages are booked some time in advance. We have already set prices for 2019/20, and now want to set prices for 2020/21. Historic charges are shown in the following table:

	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>
<b>Monday-Friday</b>	£184.34	£192	£222	£300	£300	£300
<b>Saturday</b>	£237.54	£246	£276	£400	£400	£400
<b>Sunday</b>	£283.32	£288	£318	£400	£400	£400

### **Car parking permits**

19. These permits are for Woodmead car park only and run from April to the following March. No long-term permits are sold for Cabanya or Monmouth Beach car parks.
20. The permits for residents and non-residents are linked to individual vehicles by registration number. The holiday accommodation permits are linked to the property and are for any one vehicle at a time.
21. A weekly ticket at Woodmead is currently £40.
22. Prices since 2015/16 are shown in the following table:

	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>
<b>Residents</b>	£160	£175	£175	£175	£175
<b>Non-residents</b>	£270	£300	£300	£300	£300
<b>Holiday accommodation</b>	£450	£500	£550	£550	£600

23. As residents are entitled to a free parking permit over the winter, the charge for residents is effectively for April to October. Residents' concessionary parking permits are issued annually.

### **Car Parking**

24. Car park prices in Cabanya and Monmouth Beach were increased in 2016/17 by 20%. The hourly rate in Woodmead remained at £1, but other amendments to the charging structure were implemented as below.

	<b>2011/12-2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>
<b>Cabanya</b>	1.00	1.00	1.20	1.20	1.20
<b>Monmouth Beach</b>		1.00	1.20	1.20	1.20

<b>Woodmead</b>					
1 hour	1.00	1.00	1.00	1.00	1.00
Up to 2 hours	1.60	1.60			
Up to 4 hours	3.50	3.50			
Up to 6 hours	4.50	4.50			
Per day	7.00	7.00			
3-day ticket	15.00	15.00		20.00	20.00
Weekly ticket	26.00	26.00	30.00	40.00	40.00

25. The charging hours are 8am to 9pm, between the start of the school Easter holidays, and the end of the October half term, outside of which they are 8am to 6pm.

### Brochure Advertising

26. The 2018 advertising rates were as follows:

<b>Back cover</b>	£1,575
<b>Inside back cover</b>	£1,050
<b>Full page</b>	£525
<b>Half page</b>	£290
<b>Quarter page</b>	£215
<b>Eighth page</b>	£160
<b>Line listing</b>	£25

### Cemetery Charges

27. All the charging elements were examined in some detail in 2016 and no increase was recommended for 2017/18 or 2018/19, as shown below.

	<b>Inter still born child or under 2 years</b>	<b>Inter child under 16 years</b>	<b>Inter over 16 years</b>	<b>Inter cremated remains</b>	<b>Exclusive right of burial in earthen grave</b>	<b>Exclusive right of burial of cremated remains</b>	<b>Installation of headstone/footstone/tablet</b>
2014/15	No charge	No charge	£167.02	£39.18	£238.16	£84.54	£86.60
2015/16	No charge	No charge	£170.00	£40.00	£245.00	£90.00	£90.00
2016/17	No charge	No charge	£225.00	£50.00	£455.00	£276.00	£90.00

**AGENDA ITEM 16**

2018/19	No charge	No charge	£225.00	£50.00	£455.00	£276.00	£90.00
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<b>Installation of vase</b>	<b>Additional inscription on memorial</b>	<b>Scattering ashes on existing graves</b>	<b>Scattering ashes beneath turf of existing graves</b>	<b>Genealogy searches</b>	<b>Certified copy of entry in burial books</b>	<b>Double interment fee</b>
£44.33/ £56.71	No charge	Not allowed	Not allowed	No charge	Not offered	No extra charge
£45/£60	No charge	Not allowed	Not allowed	No charge	Not offered	No extra charge
£45/£60	£30.00	£20.00	£20.00	£25.00	Not offered	No extra charge
£45/£60	£30.00	£20.00	£20.00	£25.00	Not offered	No extra charge

28. Double fees apply to non-parishioners.

### **Site Licences**

29. Following the Alder King report, which was presented to the Full Council on 21 September 2016, the level of future charges is dictated by a clause which links increases to inflation at RPI at the end of September, which was 3.3%.
30. Any recommendations from this committee will be considered by the Full Council on 31 October 2018.

John Wright  
Town clerk  
October 2018

**Committee:** Strategy and Finance

**Date:** 24 October 2018

**Title:** Objective Setting

**Purpose of Report**

To allow members to re-affirm, amend or delete previously agreed objectives, and to consider further objectives for 2019-20

**Recommendation**

Members re-affirm, amend or delete previously agreed objectives and identify further objectives for 2019/20

**Background**

1. On 16 December 2015, the Full Council approved its first corporate plan which ran from 2015-20. The plan included objectives up until 31 March 2020 and was supported by a four-year medium-term financial plan.
2. The corporate plan is reviewed and updated each year alongside the council's budget-setting process and medium-term financial plan review.
3. Although the corporate plan contains objectives until 31 March 2020, i.e., the end of the first year of the council administration elected in 2019, the medium-term financial plan continues to get rolled-out by a further year during each budget-setting exercise.
4. The objectives detailed in successive corporate plans are detailed in **appendix 17A**.
5. The council's stated intention is not to over-burden a new administration by approving objectives in its tenure.
6. New objectives for consideration are detailed in **appendix 17B**. This list was compiled by undertaking a review of council minutes since the conclusion of last year's budget-setting process in December 2017; other proposals suggested by members and officers during this period are also detailed. Further proposals can be suggested at the meeting.
7. Some of the new objectives have provisional costs, others require further costing work.
8. In terms of how much money the council will have to spend on objectives in 2019-20 and beyond:
  - at 31 March 2018, the council's reserve was £1,419,324. During the 2017/18 budget-setting process, the council agreed to increase its



reserve to £1million, rather than the 50% of turnover target, i.e.c.£800,000.

- the report on the draft 2018-19 budget and medium-term financial plan, agenda item 15 forecasts a budget deficit of £339,000 for 2018-19. Intervention can reduce this budget forecast to a figure much closer to the 2018-19 budget, i.e. a deficit of £95,000
  - following consideration of the review of charges report, agenda item 16, if members agreed to increase charges, the 2018-19 budget surplus will increase, accordingly. However, due to inflation, there may be compensating increases in costs
  - the budget surplus in the medium-term financial plan increases significantly from 2020-21, onwards. This is due to the removal of major grants
10. In identifying future objectives and quantifying their cost, I suggest members take a cautious approach. This is informed by:
- the majority of the figures are forecasts; the council is still five months' away from the end of the current financial year
  - additional costs could fall on the town council through cost savings made by Dorset Council's shadow executive during its 2019-20 budget-setting process.
11. On a more optimistic note, this council adopts cautious budget assumptions and, consequently, the year-end budget outturn normally exceeds the budget and mid-year forecast.
12. Any recommendations from this committee will be considered by the Full Council on 31 October 2018.

John Wright  
Town clerk  
October 2018

**Committee:** Strategy and Finance

**Date:** 24 October 2018

**Title:** Ambulance Response

**Purpose of Report**

To allow members to consider whether to send a letter to the chief executive of the South Western Ambulance Service NHS Trust regarding ambulance response times and the role of the fire brigade in the response process

**Recommendation**

Members agree to send the suggested letter to the chief executive of the South Western Ambulance Service NHS Trust regarding ambulance response times and the role of the fire brigade in the response process

**Background**

1. At the Full Council meeting on 19 September 2018, during questions from councillors, Cllr O. Lovell asked if the council could take up the issue of the poor level of service the town was getting from the ambulance service and police.

**Report**

2. Cllr Lovell has requested that members consider supporting sending a letter to the South Western Ambulance Service NHS Foundation Trust (SWASFT) regarding response times and the importance of the fire brigade continuing to support the response process.
3. A letter has been drafted by LymeForward director Chris Boothroyd, **appendix 19A**, which the council may wish to send to the chief executive of SWASFT. Also attached, **appendix 19B**, is a copy of Chris Boothroyd's recent article in LymeOnline for background information.
4. Members are therefore asked to consider whether the council should send the suggested letter to SWASFT.
5. Any recommendations from this committee will be considered by the Full Council on 31 October 2018.

John Wright  
Town clerk  
October 2018

Mr Ken Wenman  
Chief Executive  
South Western Ambulance Service NHS Foundation Trust  
Abbey Court  
Eagle Way  
Exeter  
Devon  
EX2 7HY

[Date]

Dear Mr Wenman

**Fire Service Co-Responders in the Lyme Regis area**

The Council is concerned that residents and visitors are vulnerable to delays in emergency response due to our location, combined with Ambulance Service policy on use of Fire Co-Responders. We believe there is a case for amending that policy as it applies in this area.

We have an outstanding team of Fire Service Co-Responders based in Lyme Regis. Over the years they have provided first-class, sometimes literally life-saving, service. We understand that these Co-Responders are nowadays called out only for Category 1 incidents (nationally, about 8% of calls). We further understand that, in the case of Category 2 to 4 calls, a Community First Responder, if available, will be despatched, and / or the patient must await an ambulance.

The nearest Community First Responders appear to be in Bridport, Chideock and Honiton: all some distance and, particularly in summer, some time away. Moreover, this area, relatively distant from main centres of population, would naturally expect ambulance response times to be somewhat below the regional or national average. These factors might explain the frequency with which we experience cases of people (many being the frail elderly) in serious distress for often excessive waiting times, well above the published targets.

Such experiences are the more distressing, for patient and helpers, given the knowledge that trained Fire Co-Responders are just up the road but not officially called upon to assist.

We recognise that the Ambulance Service must have policies and protocols that it can apply straightforwardly. However, we suggest that it would be a rational policy choice, in our particular circumstances, for the Service to extend despatch of Fire Service Co-Responders to Category 2 & 3 incidents (thus embracing the 'blue light' calls).

This would more satisfactorily meet local needs and circumstances. You might also consider that it could well save the health service (if not the Ambulance Trust directly) significant costs by reaching people before possible deterioration of potentially life-threatening or urgent conditions.

I shall be grateful if you would consider this representation on behalf of this community; it is a request not made lightly or without appreciating the implications for the Trust.

## 999 Ambulance calls: what's the procedure?

Some residents have asked how the Ambulance Service deals with emergency calls. Here's some information from discussion with ambulance officials.

### ***Who responds to a call?***

Ambulance crews, and First Responders when available. The latter are community-based, so can generally reach an emergency quickly, to provide reassurance and make assessments before the ambulance arrives, sometimes saving a life in the process. Two types of First Responder serve our area.

**1. Fire Service Co-Responders.** Retained fire fighters trained by the Ambulance Service to attend emergency calls as part of their role with the fire and rescue service. *They are called out only for emergencies judged to be immediately life-threatening.* Fire Service Co-Responders are paid an honorarium for being 'on call' and for attending at an emergency.

**2. Community First Responders.** Trained volunteer members of the public called out to any category of emergency. They receive no financial reward. Their availability depends on work and family commitments. Community First Responders are not called to drug or alcohol incidents, to any incident where there are safety concerns, or to road traffic collisions.

Sometimes a known Fire Service Co-Responder may be nearby to an incident and will offer or be asked for help. In these cases the Responder is acting independently as a (very knowledgeable) citizen outside the official call-handling system.

The Lyme fire crew includes several Co-Responders. Currently the nearest volunteer Community First Responders are in Chideock and Bridport. Axminster and Seaton have Fire Service Co-Responders; Honiton has a Community First Responder team. The South West Ambulance Service will be recruiting for Community First Responders towards the end of this year or early next year, with Lyme Regis a targeted area. In the meantime, anybody interested in becoming a Community First Responder can contact [david.toman@swast.nhs.uk](mailto:david.toman@swast.nhs.uk). David can explain the role and let you know when recruiting opens.

### ***What happens to a 999 call?***

Ambulance crews and First Responders are allocated to incidents by the 999 Control Room, or 'Clinical Hub'.

The call handler asks essential questions to quickly assess the clinical need and categorise the incident, then activates the response by calling on the nearest Responders and ambulance crew. Priority goes to the most time-critical patients, so the sickest patient will receive help before someone less sick who may have been waiting longer. County boundaries are irrelevant when the system identifies the nearest units.

Ambulance resources may be diverted from one incident to a higher priority emergency. This means that when answering a 999 call, the call handler cannot know for certain how long the response will take.

The call handlers are also trained to provide medical advice over the telephone where necessary, and are supported by Clinical Supervisors with oversight of all incidents.

### ***The categories of 999 incidents***

*Category 1:* immediately life-threatening, eg heart failure / not breathing (about 8% of calls). The target response time is 15 minutes or less on at least 90% of occasions, with an average response time of seven minutes.

*Category 2:* potentially life-threatening, eg heart attack, stroke, major burns (about 50% of calls). Target time is 40 minutes or less on at least 90% of occasions with an average of 18 minutes.

*Category 3:* urgent but not life-threatening, needing clinical attention, eg burns, fractures, abdominal pain. Target time is 120 minutes or less on at least 90% of occasions with an average of 60 minutes.

The ambulance service responds to all category 1, 2 and 3 incidents using blue lights and sirens to arrive as soon as possible.

*Category 4:* non-urgent but needing clinical attention, eg a fall. Target time is 180 minutes or less on at least 90% of occasions.

*Category 5:* requires clinical assessment but not ambulance attendance. Advice from one of the Clinical Supervisors, or referral to alternative suitable assistance, is given.

The Lyme Regis 'patch', relatively distant from main centres of population, would generally expect ambulance response times to be somewhat below the average for the whole south-west. So the role of First Responders is particularly important for us. Since 92% of incidents fall into categories not covered by Fire Service Co-Responders, it is worrying that we have no Community First Responders based locally. Who will put up their hands and contact David Toman?

### ***Using the service responsibly***

Like so much in health and care, the ambulance service has limited resources. We're all liable to an emergency; if it happens we'd prefer not to suffer because an unnecessary call has taken trained help to distant parts. One of my ambulance service contacts says: "If people used 999 only for the right reasons, we might have enough resources to go round. Too often people don't take the correct measures for self-care or self-presentation to hospital. It's a myth that arriving by ambulance bumps you to the front of the queue: that's not necessarily the case."

999 is for emergencies and urgent need – essentially, Categories 1, 2 & 3. Minor injuries, by definition non-urgent, can be treated by the Minor Injuries Unit at Lyme Regis Medical Centre. More complex minor injuries (eg requiring an X-ray) can be dealt with at Bridport MIU. Other non-urgent symptoms such as aches and pains, stomach upsets, headaches etc can be handled by a pharmacist, or the GP surgery, or the 111 phone line for out-of-hours GP assistance. And many common ailments (coughs, sore throats, grazes – "and hangovers", notes my contact) are a matter of self-care.

Being responsible also means not hesitating to dial 999 when that's the best option. If you think someone is having a stroke or heart attack, for example, 999 is what you call – not the GP surgery or 111.

**Committee:** Strategy and Finance

**Date:** 24 October 2018

**Title:** The Impact of Local Government Reorganisation on Lyme Regis Town Council

**Purpose**

To inform members of decisions made by the Dorset Council shadow executive committee, Dorset County Council and West Dorset District Council, along with any other information received from officers which impact on Lyme Regis Town Council

**Recommendation**

Members note the report

**Background**

1. Dorset Council's shadow executive committee has already started to make decisions that affect Lyme Regis Town Council. In addition, officers at Dorset County Council (DCC) and West Dorset District Council (WDDC) have started to inform officers about the nature of business and other routine transactions.

**Election expenses**

2. In line with a previous WDDC decision, election expenses will be recharged to town and parish councils.

**Local Plan**

3. The shadow executive has agreed Dorset Council will review its local plan within five years.

**Grants to community organisations**

4. The shadow executive has agreed grants to community organisations for 2019-20. This includes an allocation to LymeForward.

**Assets and Services**

5. At a Full Council meeting on 18 October 2018, WDDC approved a resolution to pursue some asset transfers to town councils which were of a value of less than £100,000. Cllr S. Miller and the town clerk are attending a WDDC programme board meeting on 19 October 2018 and will provide further information about WDDC's proposal to the meeting.

**Precept**

6. On 4 September 2018, WDDC confirmed there was no change to the process for submitting the precept request. They have provided a proforma and informed town and parish councils that precept requests should be submitted by 31 January 2019.

**Information communication technology**

7. At this point in time, DCC's ICT department's view is that external customers, such as Lyme Regis Town Council, are unlikely to be affected by local government reorganisation.
8. Any recommendations from this committee will be considered by the Full council on 31 October 2018.

John Wright  
Town clerk  
October 2018