



John Wright
Town Clerk

Lyme Regis Town Council

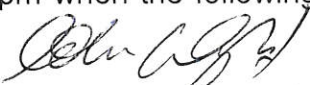
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Strategy and Finance Committee

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 30 January 2019 commencing at 7pm when the following business is proposed to be transacted:


John Wright
Town Clerk
25.01.19

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 28 November 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 28 November 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 car park working group meeting held on 15 January 2019 (attached)

9. Dorset National Park

To receive an update from Dr Paul Kelly on the proposed Dorset National Park

10. Internal Audit Report, Visit One 2018/19

To inform members of the recommendations arising from the internal auditor's first visit for 2018/19 which took place on 12 and 14 December 2018 and to ask members to approve management responses to those recommendations

11. New Policies

To allow members to consider and approve additional council policies and procedures

12. Investments, Cash Holdings and Loans

To inform members of investments, cash holdings and loans

13. Financial Advice – Arrangement with Arlingclose

To inform members that this council's relationship with Arlingclose for the provision of financial advice has ended and will not be renewed

14. Review of Arrangements with Other Local Authorities

To review the arrangements Lyme Regis Town Council has with West Dorset District Council, Dorset County Council and East Devon District Council

15. Tourist Information Centre

To inform members of the preparatory work to serve notice on West Dorset District Council to end the tenancy of the ground floor of Guildhall Cottage, currently used as a tourist information centre

To allow members to consider advice from the council's solicitors on the notice period required

To allow members to consider West Dorset District Council's position on the tourist information centre

16. Election 2019

To inform members of the background, requirements and process for the town council election on 2 May 2019

17. Park and Ride 2018 and 2019

To provide members with more information about the usage of the 2019 park and ride service and to request authority to negotiate a 2019 service with First Group, the providers of the service in 2018

18. List of payments

To inform members of the payments made in the months of September and October 2018

19. Exempt Business

**LYME REGIS TOWN COUNCIL
STRATEGY AND FINANCE COMMITTEE**

MINUTES OF THE MEETING HELD ON WEDNESDAY 28 NOVEMBER 2018

Present

Chairman: Cllr S. Miller

Councillors: Cllr J. Broom, Cllr R. Doney, Cllr Mrs M. Ellis, Cllr P. Hicks, Cllr B. Larcombe, Cllr S. Larcombe, Cllr J. Scowen, Cllr G. Turner, Cllr S. Williams

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

Absent: Cllr P. Ridley

18/59/SF Public Forum

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

Cllr Mrs M. Ellis arrived just after 7pm.

18/60/SF Apologies for Absence

Cllr O. Lovell
Cllr Mrs C. Reynolds – illness
Cllr D. Hallett – holiday

18/61/SF Minutes

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, the minutes of the meeting held on 24 October 2018 were **ADOPTED**.

18/62/SF Disclosable Pecuniary Interests

Cllr Mrs M. Ellis declared a pecuniary interest in any matters related to the Woodmead Halls as she was employed there.

18/63/SF Dispensations

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

18/64/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 24 October 2018

Power boat club

In response to a member question, the town clerk said there had still been no response from the club's solicitor.

Review of Charges

Cllr B. Larcombe asked why reports on non-use of single-use plastics by concession holders and management of the shelters would be coming to this committee as late as 13 March 2019 as this would cause these issues to run into the new council administration.

Cllr B. Larcombe also said he had photographs of tables being placed outside the studded areas on Marine Parade, with A boards also beyond the tables.

The town clerk said there were several items already deferred to the meeting on 30 January 2019 so the agenda was quite full. He said he was happy to meet with the chairman to discuss the priority of agenda items.

The town clerk asked members to supply him with any evidence they had of licensees putting chairs, tables and A boards outside the studded areas.

Cllr B. Larcombe asked if the enforcement of non-use of single-use plastics would be in place by the main season in 2019.

The town clerk said the council already had agreements in place with its licensees and the council would need the licensees' consent to vary. However, there were some concessionaires or licensees the council could influence immediately.

Bowling club car park

Cllr B. Larcombe said the council's three options were put to the club, which came back with a fourth option. He said the club had been asked to put its ideas in writing to the town clerk so they could be considered by the council, but this was still awaited.

Cllr S. Williams believed the council should further investigate allowing the bowling club to use land on the beach, currently leased to West Dorset District Council (WDDC).

The town clerk said he intended to bring a report to the meeting on 30 January 2018 reviewing all the town council's relationships with WDDC.

18/65/SF Update Report

Park and ride review

Cllr J. Scowen asked when the traffic and transport report by Hydrock, which would include park and ride data, would be made available to the council.

The town clerk said it was hoped the report could be taken to the next cycle of meetings.

18/66/SF Filming and Audio Recording of Council Meetings

Cllr J. Scowen said he didn't believe there was a need to film meetings but felt they should be audio recorded, and he believed members' behaviour would improve. The majority of members agreed with these points.

Cllr B. Larcombe said an audio recording could be used to fill in any gaps in the minute-taker's notes and could be referred to if any comments were refuted, therefore improving efficiency and accuracy.

Cllr Mrs M. Ellis said she would need to be convinced of the purpose of recording meetings before she would consider agreeing to it and she didn't believe a recording was necessary to improve the accuracy of the minutes.

Cllr S. Larcombe suggested obtaining costings and investigating whether the existing equipment was fit-for-purpose.

Cllr S. Miller said the council needed to be sure of the reasons it wanted to return to recording meetings. He said the ability for someone to listen to the debate at a meeting was a valid reason, but using a recording to scrutinise properly-taken minutes was not.

Cllr B. Larcombe said there were instances where the record hadn't shown enough of how decisions had been reached and there had to be an efficient way of refuting something if necessary.

The town clerk said if the council chose to record its meetings, it would need to be clear about the relationship between the recordings and the minutes. He said there was no intention of changing the format of the minutes to give a verbatim report of a meeting, however, using a recording for confirming accuracy was valid.

Cllr S. Williams said as every comment was not included in the minutes, a recording would show exactly who said what.

Cllr R. Doney said the minutes only needed to record the decisions made and the actions given and introducing another system would have an impact on staff time.

It was proposed by Cllr J. Scowen to look into audio recording council meetings.

This motion was not seconded.

Cllr Mrs M. Ellis said the implications of recording in relation to the General Data Protection Regulation would also need to be checked.

Cllr Mrs M. Ellis requested a recorded vote on the following motion:

Proposed by Cllr S. Larcombe and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to take advice on the costs of audio recording council meetings and reinstate audio recording after costings have been agreed.

Voted for – Cllr G. Turner, Cllr S. Larcombe, Cllr P. Hicks, Cllr B. Larcombe, Cllr S. Williams, Cllr J. Scowen, Cllr J. Broom

Voted against – Cllr Mrs M. Ellis, Cllr S. Miller

Abstentions – Cllr R. Doney

18/67/SF Council Office Accommodation

Proposed by Cllr B. Larcombe and seconded by Cllr P. Hicks, 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.

18/68/SF Budget and Precept, 2019/20 and Medium-Term Financial Plan 2019-2023

The town clerk advised of some changes to the 2018/19 and 2019/20 budget. He said the £11,000 set aside in the 2018/19 budget for the park and ride was unlikely to be required as the operator had reported a profit.

The town clerk said there was originally £67,770 in the 2018/19 budget to underwrite the repairs to the church tower, which had previously been moved to 2019/20. However, as the church's funding application to Coastal Revival Fund had not been successful, the funding would no longer be required.

The town clerk said the council could further strengthen its financial position by removing funding of a combined £53,000 from the 2019/20 budget for gym equipment, a stage and a boules area in the gardens.

Cllr J. Scowen asked if the £2,000 budget for drinking water taps would also be removed from the 2019/20 budget as the council had not agreed to this project.

The town clerk confirmed this allocation would be removed.

Cllr B. Larcombe proposed removing funding in 2019/20 for a stage, boules area and gym equipment.

This motion was not seconded.

Members also discussed the level of members' allowances.

The town clerk said the allowance for town and parish councils was recommended by a remuneration panel and was likely to be reviewed when the new unitary authority was created.

Cllr R. Doney asked for two extra items to be added into the 2019/20 budget: rubbish disposal and recycling on the seafront (£5,000) and new town signage at the three main entry points to publicise the town's plastic-free community status (£1,000).

It was noted the detail of these two projects would be discussed at a later date and all members were being asked to do at this point was approve the budget provision.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to:

- approve the 2019/20 budget with the removal of the allocation to underwrite repairs to the parish church tower (£66,770), and with the addition of £5k for rubbish disposal and recycling on the seafront and £1k for new town signage to incorporate plastic-free community status
- to approve a precept of £120,708 for 2019/20
- to approve the following objectives for 2019/20: Marine Parade day huts over a three-year period; roof repairs above the amusement arcade, Swim and antiques centre; new office accommodation; bin store on the seafront; tipper for the lengthsman; and lighting at Langmoor and Lister Gardens offset by £30k s106 monies
- to remove the following objectives: concert bowl/stage (£25k), gym equipment in the gardens (£25k), boules area in the gardens (£3k), and drinking water taps on the seafront (£2k)

18/69/SF List of Payments

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the schedule of payments for July and August 2018 for the sums of £127,554.95 and £129,709.95, respectively.

18/70/SF Debtors Report

Proposed by Cllr Mrs M. Ellis and seconded by Cllr J. Broom, 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. Members noted the report.

18/71/SF Exempt Business

(a) Council Office Accommodation

Cllr S. Miller said the availability of the Lloyds Bank building provided the council with an opportunity to consider moving office accommodation, with plans already in place to convert upper floors into residential accommodation.

Cllr S. Larcombe said paying rent for the Lloyds building was a waste of money and the £100k earmarked would be better spent on refurbishing the existing building, with the added benefit of being able to expand into the ground floor, currently occupied by the tourist information centre (TIC).

This view was supported by the majority of members.

Cllr B. Larcombe said he had originally floated the idea of the Three Cups building to help kick-start its development. However, he agreed with Cllr S. Larcombe and added that moving into the TIC would allow level access. He added that he wasn't convinced it would be necessary to decant during refurbishment work to Guildhall Cottage, but the Guildhall or St Michael's Business Centre could be used if necessary.

Cllr Mrs M. Ellis said she didn't think staff would be able to remain in the existing offices while refurbishment work was carried out and moving to Lloyds would save money in the long-run due to the work involved to refurbish the existing offices and the opportunity to sell Guildhall Cottage.

Cllr S. Williams said plans were drawn up to extend the existing building and it made more sense to add value to a property the council owned.

The town clerk said if the office remained in the existing building, there would be no need to extend it because there was an opportunity to move into the TIC. He emphasised it would be a major building project, warned of the difficulty in delivering a service when staff were working in a building site, and the difficulties associated with two office moves.

Some members were concerned the council would be committing to ongoing rental costs if it moved to Lloyds, with the added uncertainty of rent upgrades.

Cllr S. Miller said the Lloyds building would be a modern space in the centre of the town, and the rental costs were advantageous for Lyme Regis high street, with a further opportunity to off-set those costs by converting Guildhall Cottage into residential accommodation.

The town clerk said if members chose to refurbish Guildhall Cottage, someone would need to be employed to project manage this.

Cllr R. Doney said he wanted to see the two business cases alongside each other. However, it was pointed out a decision needed to be made now as the agents were looking to find a tenant for the Lloyds building by the end of the year.

Cllr S. Williams requested a recorded vote on the following motion;

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** not to pursue the opportunities to occupy either

the former Lloyds Bank premises or the Three Cups, and to refurbish the existing office, to include expansion into the ground floor currently occupied by the tourist information centre.

Voted for – Cllr G. Turner, Cllr S. Larcombe, Cllr P. Hicks, Cllr B. Larcombe, Cllr S. Williams, Cllr J. Scowen, Cllr J. Broom

Voted against – Cllr S. Miller, Cllr R. Doney, Cllr Mrs M. Ellis

Abstentions – None

(b) Debtors Report

The town clerk said many of the issues were now being dealt with by the council's solicitor, working towards a position to take specific legal action to recover property or revoke licences, if necessary.

The meeting closed at 8.34pm.

AGENDA ITEM 6

Committee: Strategy and Finance

Date: 30 January 2019

Title: Matters arising from the minutes of the Strategy and Finance Committee meeting held on 28 November 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

18/64/SF – Matters arising from the minutes of the Strategy and Finance Committee meeting held on 24 October 2018

Power boat club

There has been no response to letters on 8 October or 22 November 2018 and the council's solicitor is chasing this up with the power boat club's solicitor.

18/65/SF – Update Report

Hydrock report

The deputy town clerk met with Hydrock on 22 January 2019 to review the draft report. Before the report is finalised, there will be a process of public consultation.

18/66/SF – Filming and Audio Recording of Council Meetings

Officers have contacted the company which supplied the existing recording equipment to investigate how the system could be upgraded for better audio recording quality.

18/67/SF – Council Office Accommodation

A report will be taken to the next Town Management and Highways Committee meeting on 27 February 2019 to outline the process for the office refurbishment.

John Wright
Town clerk
January 2019

Committee: Strategy and Finance

Date: 30 January 2019

Title: Update Report

Purpose of Report

To update members on issues previously reported to this committee

Recommendation

Members note the report

Report

Ambulance service

A letter was sent to the chief executive of the South Western Ambulance Service NHS Trust on 29 November 2019 regarding ambulance response times and the role of the fire brigade in the response process.

A response was received from the chief executive on 20 December 2018 and was included in the member's briefing on 25 January 2019.

Ice cream parlour

The advert publicising the availability of the lease for the ice cream parlour (currently Blue Sea Café) will appear in the local press on 1 February 2019. It will also appear on the council website, social media and noticeboards.

Local government reorganisation

The first meeting of Dorset Council will be held on Thursday 16 May 2019 at 10am, when the council will decide the timings of future meetings.

The democratic services managers are working on a calendar of meetings; it was intended to publish the calendar alongside the constitution to Full Shadow Council on 24 January 2019. The proposed constitution is on the agenda, but not the calendar of meetings.

The proposed committee structure is within the constitution.

John Wright
Town clerk
January 2019

LYME REGIS TOWN COUNCIL

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

MINUTES OF THE MEETING HELD ON WEDNESDAY 15 JANUARY 2019

Present

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

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

1. Apologies

Cllr O. Lovell
Cllr S. Williams

2. Minutes of the meeting held on Tuesday 12 September 2018

Cllr B. Larcombe said on page 2 of the minutes, he said he didn't agree with paying for the club's 'utilities', not 'rates'.

Proposed by Cllr J. Broom and seconded by Cllr G. Turner, with the above amendment, the minutes of the meeting held on Tuesday 12 September 2018 were **AGREED**.

3. Summary

The town clerk gave a summary of the background to the issue of the bowling club car park and highlighted key dates and decisions.

4. Update on negotiations from Cllrs B. Larcombe and G. Turner

Cllr B. Larcombe said following discussions with the bowling club representatives, they had been asked to come back to the council with their view on what they wanted. He said it was clear the bowling club didn't want the suggested permits and were not in favour of the other two options put to them.

5. Bowling club's response

Cllr Mrs M. Ellis said the club's response was almost exactly the same as its position four years ago when negotiations started, but with the addition of a proposal for the club to sub-let the car park.

Cllr J. Scowen believed the council should agree to the club's proposal due to the risk of closure, and how this would reflect badly on the council.

Cllr Mrs M. Ellis said agreeing to the bowling club's proposal would encourage other clubs at Monmouth Beach to ask for the same deal, and the council had to be seen to be fair to all clubs.

Cllr B. Larcombe there was concern the club would close, especially due to the age profile of its members, and the council should not be seen to contribute to its closure. For this reason, he believed the council should agree to the club's proposal as it wouldn't break the council financially.

Cllr S. Miller suggested the council came up with a figure which acknowledged there were 12 spaces, and the car park would be handed back to the council in the off-season for public parking

Cllr J. Broom said on the basis of 12 spaces at £1,800 per space, if the council charged 30% of the potential revenue, the cost to the bowling club would be £6,480. If it was 40% of the potential revenue, the cost would be £8,640.

The town clerk advised members that if they were considering agreeing to the bowling club's proposal, it could be seen as a climb-down by the council. He suggested if the council agreed to the club's proposal, there should be some conditions, such as a five-year agreement and a rent review after three years.

Cllr S. Miller said if the council takes back the car park for six months of the year, it would have something it could hold up to anyone who scrutinised the council's position. He said although off-season parking wouldn't generate a lot of money for the council, this allowed the council to be able to offer a lower charge to the bowling club.

The town clerk said in any calculation, the value of each space was now £1,950, based on the current charging structure.

Based on this value and at 30% of the income, the charge to the club would be £7,020 ($12 \times £1,950 = £23,000 - 70\%$).

Members agreed the number of spaces should be calculated at the British standard, which meant there were 12 spaces, as opposed to the Dorset County Council standard which would mean there were 11 spaces.

It was agreed the recommendation from this working group would be considered by the Full Council on 13 February 2019.

Proposed by Cllr S. Miller and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO THE FULL COUNCIL** to agree there are 12 parking spaces in the existing bowling club car park, to agree a deal where the council takes back the car park for six months in the off-season for public parking, to agree a 30% charge on fee (£7,020), with flexibility for the bowling club to fit as many vehicles as it wanted in the car park, and to enter into a five-year agreement on this basis, with a rent review after three years.

The meeting closed at 8.12pm.

Committee: Strategy and Finance

Date: 30 January 2019

Title: Internal Audit Report, Visit One 2018/19

Purpose of Report

To inform members of the recommendations arising from the internal auditor's first visit for 2018/19 which took place on 12 and 14 December 2018 and to ask members to approve management responses to those recommendations

Recommendation

Members note the internal auditor's recommendations and approve the management responses in appendix 10A

Background

1. Internal audit is an important part of the council's governance and managerial framework and, as such, it is important the town clerk takes responsibility for any observations and recommendations arising from the internal auditor's visits.
2. The council's internal auditor is Darkin Miller – Chartered Accountants. The internal auditor's remit is to establish there is proper book-keeping, risk management arrangements, bank reconciliation and year-end procedures, and controls are in place for payments, budgets, income, petty cash, payroll and assets.
3. The council normally engages Darkin Miller for eight days a year; this covers four audit visits which usually last for two days. This year, internal audit has been required for six days; the internal audit cost has been reduced, accordingly.

Report

4. This is the fifth year the council has engaged Darkin Miller and this is Darkin Miller's first visit of 2018/19. The report is attached, **appendix 10A**. It contains eight recommendations: four medium and four low.
5. There are two outstanding recommendations from previous internal audits:
 - Visit 1 – recommendation 5.3 set a due date of 31 March 2018 to create electronic versions of leases. Officers are working with the council's solicitors to complete this task. A revised completion date of 31 March 2019 has been set.
 - Visit 3 – recommendation 7.1 set a date of 1 April 2018 to agree new contracts of employment for all staff. All but one of the new contracts of employment have been signed.

AGENDA ITEM 10

6. Any recommendations from this committee will be considered by the Full Council on 13 February 2019.

John Wright
Town clerk
January 2019

FINAL

Internal audit report 2018/19

Visit 1 of 4

LYME REGIS TOWN COUNCIL

Date: 15th January 2019

Report author: R Darkin-Miller
Email: r.darkin@darkinmiller.co.uk

Introduction

This report contains a note of the audit recommendations made to Lyme Regis Town Council following the carrying out of internal audit testing on site on the 10th and 14th December 2018.

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

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

Audit Opinion

As this audit report is an interim one, no audit opinion is offered at this stage. The report issued after the final visit for 2018/19 (which will be in May or June 2019) will contain the audit opinion.

The following areas were reviewed during this audit visit:

1. Proper Book-keeping
2. Payments
3. Risk Management
4. Payroll

Audit Recommendations

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

Recommendations are graded as follows:

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

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

Rating	Number
High	0
Medium	4
Low	4
TOTAL	8

I would like to thank John Wright – Town Clerk, Naomi Cleal – Finance Assistant, Mark Green – Deputy Town Clerk, and Adrienne Mullins – Administrative Officer for their assistance during this audit.

Auditor note

Note that, at the time of the first of the internal audit visits for 2018/19, the Council's Finance Manager had been on sick leave for four months. The officer's absence has been covered by the (part time) Finance Administrator increasing her hours and nature of the work undertaken; by the use of an experienced locum Finance Manager (working only part time and remotely due to that officer's other work commitments); and by the Council's senior staff (Town Clerk and Deputy Town Clerk) having a higher-than-normal level of involvement in e.g. the Budget-setting process.

Given the loss of a critical full time member of staff, I consider that the Council's systems are operating more effectively than I would have expected. The staff have been focussed on ensuring payments are up to date (so supplies to the Council can continue), that payroll payments are calculated and all related liabilities paid (so staff, HMRC and pension payments are correct), and ensuring that the statutory requirements relating to budget setting are completed on time. The testing indicates that some of the checks and balances (e.g. ensuring that payroll journals have been correctly posted to Sage, in order to reflect properly in the management accounts, and bringing lists of payments for the Council to retrospectively approve) have not been completed in a timely manner, but (of those areas tested), these appear to be the only key tasks which have not been fully caught up following the Finance Manager's absence.

Darkin Miller ~ Chartered Accountants
2018/19 INTERNAL AUDIT OF LYME REGIS TOWN COUNCIL
FINAL REPORT VISIT 1 OF 4: 15th JANUARY 2019

Appendix 1 – Recommendations and Action Plan

Recommendation number	Detail	Priority (Low/Medium/High)	Management Response	Responsible Officer	Due Date
2.1 – VAT invoices	<p>I checked to see that payments were correctly coded. I found one PayPal payment (for an eBay purchase of metal zip ties) which had been entered as a bank payment only. The related supplier invoice had not been obtained or processed.</p> <p>The finance assistant noted that efforts had been focussed on getting the main supplier accounts up to date, and that the eBay and amazon accounts were next to be reconciled. The amount paid out by the Council that has yet to be coded is £7.99 for Amazon (October 2018 payment) and £283.12 for eBay purchases (purchases dating from April 2018, with most of the un-coded items dating from August 2018 onwards).</p> <p>I recommend that VAT invoices are obtained where possible, and coded up in the accounts in order to ensure that the management accounts are accurate. If VAT invoices cannot be obtained from the suppliers, order confirmations should be used as evidence of the purchase.</p>	M	Agreed.	NC	31.1.19
2.2 – Check and authorise bank charges	<p>I found that no invoice was held on file to support the payment of bank charges, or the quarterly VAT.</p> <p>The bank charges invoice was obtained during the audit</p>	L			

	visit. Note that the amounts paid for VAT are supported by the VAT return calculated on Sage. I recommend that the billing notification for the NatWest account (only available online) is printed, checked and signed to evidence authorisation each month to ensure that the charges are correct.		Agreed.	MG	31.1.19
2.3 – Location of loan agreement	One of the samples selected for testing was a monthly loan repayment to West Dorset District Council in relation to the work on the Marine Parade Shelters. I was able to agree the amount due to the draft loan agreement (loan date 19/10/10), and to agree the balance outstanding at the last year end to the annual statement issued by WDDC. It was not possible to locate the original signed agreement. I recommend that the signed loan agreement is located in order to ensure a complete audit trail is in place.	L			
2.4 – Approval of payments lists	I checked to see that payments were minuted for approval by Council. I found that all of the early samples were approved for payment, but that the most recent list of payments for approval was for the month of August 2018. I recommend that payments lists are presented to Council and/or the Strategy and Finance Committee for the months of September, October, and November, as soon as possible; and that lists are presented monthly within eight weeks of the month end after that point.	M	Agreed.	31.03.19	NC
2.5 – Ensure correct date used when	I noted for two samples that the invoice date noted on Sage (which drives the data included in the VAT return) was later than the invoice date shown on the invoice. It appears that	M			

inputting invoices	the Sage date was the date that the invoice was paid.		Agreed.	31.1.19	NC
3.1 – Minutes	<p>I recommend that the invoice date shown on the invoice (which is the tax point for VAT purposes), is the date used on Sage. This will ensure that the correct expenditure is pulled into the VAT return for each period.</p> <p>The minutes of the Extraordinary meeting of Council held on 04/04/18 (grants allocation) were approved at the meeting on 09/05/18, but there is no copy of the minutes on file.</p> <p>The minutes of the Council meetings of 16&23/05/18 and 27/06/18 are currently filed out of date order.</p> <p>The minutes of the HR Committee meeting of 06/06/18 were noted as having been adopted at the HR Committee meeting of 18/07/18, but the copy on file is not signed.</p> <p>The minutes of the Tourism, Community and Publicity Committee meeting of 25/04/18 were noted as having been adopted at the following meeting of 20/06/18, but there is no copy of the minutes on file.</p> <p>I recommend that minutes files are brought up to date to ensure that all signed minutes are properly filed, to give a complete record of the decisions of and business transacted by the Council.</p>	L	Agreed – in future, the administrative officer will review the minute books at the end of each committee cycle.	AM	28.2.19

7.1 – Amend payroll postings on Sage	<p>I checked to see that the Council's salary control accounts (which contain a note of the net wages due to staff, and net deductions due for PAYE/Nl, Pension and Union subs) were showing the correct balances. Each month the balances due following the payroll being calculated are posted to the accounts (as a credit), and the related payment is then posted (as a debit) to bring the balance back to zero.</p> <p>The journal was not posted for July 2018, which means that the control accounts are showing a debit balance, and that wages and salaries for the year is understated by one month in the Council's accounts. In addition, the July bank payment (which is normally raised as a supplier invoice, with the bank payment allocated against the invoice), has been posted in the PAYE NI control account as both invoice and bank payment, so it is showing twice.</p> <p>The Finance Administrator had identified the issues with the posting but had not been able to locate the information to recreate the payroll journal. The information has now been located and the correction will be made in due course.</p> <p>I recommend that the correction is made as planned as soon as possible, in order to ensure that the payroll information is correctly posted, and that management accounts are brought up to date.</p>	M	Agreed.	NC	28.2.19
7.2 – Update summary sheet	<p>I checked to see that the payroll journal for the month had been correctly posted. I found that the journal was correctly posted, but that there were small rounding differences between the salary summary (from which the</p>	L			

	<p>journal is calculated) and the actual pay reports per Sage. The net difference for the month was 7p.</p> <p>I recommend that the summary sheet is updated to reflect the final figures shown on Sage, and that the Sage figures are used to create the payroll journal.</p>		<p>Disagree – the cost of manually updating the summary sheet to reflect the final figures shown on Sage would be significantly greater than the net rounding up difference. A threshold of £1.00 variance should be applied before the summary sheet is manually updated for rounding up differences.</p>	JW	N/A
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Committee: Strategy and Finance

Date: 30 January 2019

Title: New Policies

Purpose of Report

To allow members to consider and approve additional council policies and procedures

Recommendation

Members approve the following policies: control of substances harmful to health (COSHH); Legionella flushing; management of personal protection equipment (PPE); electrical safety: portable appliance testing (PAT); and weed spraying

Report

1. The following policies and procedures have been drafted for review.
 - Control of Substances Hazardous to Health (COSHH) policy at **appendix 11A**
 - Legionella Flushing policy at **appendix 11B**
 - Management of personal protection equipment (PPE) policy at **appendix 11C**
 - Electrical Safety: Portable Appliance Testing (PAT) policy at **appendix 11D**
 - Weed spraying policy and procedure at **appendix 11E**.

Matt Adamson-Drage
Operations manager
January 2019



Policy

Control of Substances Hazardous to Health

References:

- A. Control of Substances Hazardous to Health Regulations [2002](#).
- B. Personal Protective Equipment (PPE) at Work Regulations [1992](#) ([2002](#))
- C. HSE [L25](#) (Personal Protective Equipment at Work).

1. Introduction

- 1.1 The Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended) applies to any substance or material that may cause harm to the user or anyone else exposed to it. All businesses that use potentially hazardous materials or substances are required to have a set of procedures setting out the precautions to be in place for the safe storage, use and handling, before and after using it.
- 1.2 At Lyme Regis Town Council we shall ensure we comply with our statutory obligations with regard to references A to C and any other relevant legislation.

2. Aim

- 2.1 This policy is intended to set out our approach to ensuring effective COSHH management; by its implementation we aim to protect both employees and others who may come into contact with hazardous substances.

3. Scope

- 3.1 Hazardous substances includes substances or mixtures of substances classified as dangerous to health under current regulations, this includes chemicals which may be classified as explosive, flammable, oxidising, corrosive, acute toxicity, hazardous to the environment, health hazard, serious health hazard and gas under pressure.

4. Risk Control

- 4.1 To comply with the regulations, we shall ensure exposure to hazardous substances is minimised and where exposure does occur, that it is adequately controlled using the

following hierarchy:

- 4.1.1 Avoidance of exposure
- 4.1.2 Substitution of the substance or change of process
- 4.1.3 Total enclosure of the process
- 4.1.4 The use of LEV (Local Exhaust Ventilation)
- 4.1.5 Limiting the number of personnel exposed
- 4.1.6 Reducing the period of exposure
- 4.1.7 Providing suitable PPE.

- 4.2 A copy of the Material Safety Data Sheet (MSDS) will be held for every product used which has been identified as being potentially harmful to health. These will be obtained from the supplier or manufacturer and periodically reviewed to ensure they remain current.
- 4.3 We shall ensure COSHH risk assessments are carried out for all hazardous substances. These will be reviewed regularly and whenever there are modifications to a work process that involves a change in the use of a hazardous substance. All risk assessments will use information from correctly sourced MSDSs and will be relevant to the tasks being carried out. Completed COSHH assessments will be kept on file and be made available to all employees during the induction process and at any time thereafter.
- 4.4 All personnel who are exposed to hazardous substances will receive adequate training and information and shall be issued with the correct type of protective clothing or equipment.

5. Health Surveillance

- 5.1 Where required, we will ensure all employees are provided with appropriate health surveillance as identified by the COSHH assessment process. The need for health surveillance will be assessed on a case-by-case basis and all personal details will be scrutinised by the town clerk and kept securely in line with the Data Protection Act.

6. Training

- 6.1 We will ensure employees are given suitable training in the storage, handling and use of substances which they may be exposed to during the course of their work and that any person expected to carry out COSHH assessments as part of their job will also undergo suitable training. No substance will be introduced into the workplace without users being given sufficient information about it.

7. Personal Protective Equipment (PPE)

- 7.1 We will ensure PPE is suitable for use, that it is of the correct specification as per the information contained in MSDS and that users are properly trained in its use.

8. Incidents and Emergencies

- 8.1 We will ensure employees receive training on emergency procedures relating to spillages or accidental exposure to hazardous substances. A fully-stocked first aid kit and trained first-aider will be available at all times whenever COSHH substances are being used. Details of first aiders will be clearly displayed at appropriate locations. Where there is no readily-available clean running water, eyewash solutions will be provided.

9. Storage

- 9.1 We will ensure safe storage (lockable where appropriate) is provided for substances being used.
- 9.2 All substances will be stored as per manufacturers' recommendations, including the use of bunded stores/tanks where required.

10. Disposal

- 10.1 We will ensure all substances hazardous to health are disposed of in accordance with local environmental requirements and MSDS information and that the appropriate clean-up equipment and PPE is made readily available as necessary.

11. Employees Duties

- 11.1 All employees will be shown a copy of this policy and will be required to comply with it at all times.
- 11.2 All employees are to report any accident; misuse; or risk from the use, handling or storage of substances to the operations manager.
- 11.3 Any employee who feels unwell or ill after having been exposed to any hazardous substance is to report this to the operations manager.

12. Monitoring and Review

- 12.1 It is the responsibility of all managers and supervisors to monitor the implementation of this policy and to ensure the effective implementation of any control measures contained in COSHH risk assessments. This policy will be reviewed at least annually.

Implementation date: 13 February 2019

Review date: February 2020

John Wright
Town Clerk
February 2019



Policy

Legionella Flushing

Reference: HSE Control of Legionella Bacteria, Leaflet L8.

1. Introduction

- 1.1 This policy provides guidance for the measures to be taken to reduce proliferation of the Legionella bacteria in unoccupied areas.
- 1.2 Legionella is a type of bacteria found in water supplies, it causes a type of pneumonia that can result in severe and in some cases potentially fatal consequences. The risk increases when bacteria is allowed to grow to high levels and water is allowed to form into a spray/mist that can be breathed in and taken into the lungs. If Legionella is bacteria are present in the following conditions, they can grow rapidly to levels that could cause people to become infected:
 - 1.2.1 Water temperatures between 20°C and 50°C.
 - 1.2.2 A food supply is water such as rust or lime scale in pipes.
 - 1.2.3 Time to grow, i.e. left to stagnate in pipes and infrequently used outlets.
- 1.3 Where there is deemed to be a risk, a Legionella risk assessment should be carried out by a reputable water hygiene specialist. Certain risk mitigation tasks should be carried out by them, such as: tank cleaning (if applicable) and periodic water sampling; the flushing of infrequently used outlets and temperature checks can be carried out internally.

2. Flushing Methodology

- 2.1 Flush any infrequently used cold water taps and showers until **cold** water comes out of each outlet.
- 2.2 Run any infrequently used hot water taps and showers until **hot** water comes out of each outlet, this should be carried out weekly.

3. Record Keeping

A record of all flushing of infrequently used water outlets and temperature checks are required to be maintained by the company and records retained for five years and flushing records should be available for audit/inspection by management. An example copy of the flushing record sheet is attached.

Implementation date: 13 February 2019

Review date: February 2020

John Wright
Town Clerk
February 2019

Legionella Flushing Record Template

[illegible]



Policy

Management of Personal Protective Equipment

References:

- A. Personal Protective Equipment (PPE) at Work Regulations 1992 (2002)
- B. HSE L25 (Personal Protective Equipment at Work).
- C. Control of Substances Hazardous to Health Regulations 2002.

1. Introduction

- 1.1 This policy is intended for use by all town council employees who have a responsibility for the assessment, selection, provision, maintenance, storage, use and disposal of Personal Protective Equipment (PPE); its aim is to enable a basic understanding of the requirements contained in References A to C.

2. Definition

Personal Protective Equipment means all equipment and products designed to be worn or held by a person at work to protect them against one or more risks to their health and safety. In principle, all equipment which provides employees with protection while at work should comply with the requirements and guidance in References A to C.

3. PPE issue and In-Life Management

- 3.1 PPE is issued in line with information contained in Material Safety Data Sheets (MSDS) and Control of Substances Hazardous to Health (COSHH) risk assessments; next-to-skin items such as respiratory protective equipment and gloves are regarded as personal issue for hygiene reasons. Eye protection that involves the use of corrective lenses are also issued to individuals.
- 3.2 Any reusable PPE must be cared for so that it remains in a serviceable and hygienic condition. The system adopted will be the one as described in the manufacturer's instructions, this may be as straightforward as the user washing a mask in warm soapy water, to a laundry contract being required for dirty overalls.
- 3.3 Most, if not all PPE products that are expected to be used are maintenance free, in that when used they are replaced. The operations manager will ensure maintenance and

repair requirements as detailed in the manufacturer's instructions are adhered to and carried out by those persons trained to do so.

- 3.4 PPE must not be subjected to any unauthorised alterations or modifications; such actions could impair the protection afforded to users and may invalidate the 'CE' marking and any other equipment warranties.
- 3.5 All PPE is subject to a pre-use inspection to confirm it is in good condition and serviceable. Responsibility for the care, maintenance, inspection, repair and testing etc. lies with the management team. Managers and supervisors are also responsible for ensuring that PPE is being used in line with manufacturer's instructions.

4. Storage and Shelf-Life

- 4.1 Adequate storage facilities shall be provided, so that:
 - 4.1.1 Items of PPE may be stored for lengthy periods while not in use
 - 4.1.2 Stocks can be easily rotated, as a number of types of PPE have defined shelf lives and are to be scrapped at the end of that period
 - 4.1.3 Any person who is issued with an item of PPE, can check the 'use by' date (if applicable) to ensure it is still fit for use
 - 4.1.4 PPE can be stored in an appropriate manner as detailed by the manufacturer; for example, some products are sensitive to UV radiation, whilst others must be stored sealed in their original packaging if they are to remain serviceable.
- 4.2 Effective storage protects PPE from contamination, loss, or damage by, for example, harmful substances, damp or sunlight. The storage facility is to be clearly identifiable and any equipment ready for use segregated from those items which are awaiting repair, maintenance, cleaning or disposal.

5. Information, Instruction and Training

- 5.1 The extent of any information, instruction and training will vary with the risks and complexity of the PPE. In the simplest cases, e.g. gloves, the level of information required may be written on the packet; more complex equipment, e.g. air-supplied respiratory protection, may require a lengthy instruction course with a practical examination.
- 5.2 In respect of any information, instruction or training the person issuing the equipment shall ensure:
 - 5.2.1 Records are produced and kept of any training provided.
 - 5.2.2 Any information or instruction provided is suitable and sufficient for each person

- 5.2.3 Information provided to persons to ensure the efficient working state of the PPE is kept readily available.
- 5.2.4 The training and repeating of any demonstrations necessary to train persons in the wearing of PPE at suitable intervals as required.
- 5.2.4 Theoretical training given may include:
 - 5.2.4.1 An explanation of the hazards and risks present in the work process and why the PPE is needed
 - 5.2.4.2 The purpose for which and the manner in which the PPE is to be used
 - 5.2.4.3 The operation, performance and limitations of the PPE
 - 5.2.4.4 Any action needed by the employee to ensure that the PPE remains effective and in a good state of repair
 - 5.2.4.5 Instructions on the selection, use and storage of PPE related to the intended use
 - 5.2.4.6 Factors, which could affect the protection, afforded by the PPE such as: other PPE being worn, any personal factors, working conditions, inadequate fitting and damage.
 - 5.2.4.7 Methods of recognising defects in PPE and arrangements for loss/defect reporting.
- 5.2.5 Practical training may include:
 - 5.2.5.1 Practice in putting on, wearing, and removing the equipment.
 - 5.2.5.2 Practice and instruction on inspection and where appropriate, testing of PPE before use.
 - 5.2.5.3 Practice and instruction in any maintenance, which can be done by the user, such as hygienic cleaning.

6. Disposal

- 6.1 The fact that PPE is often required to protect against hazardous materials means it may end up contaminated at the end of its life. The extent of any contamination is to be assessed and precautions taken to either thoroughly clean the PPE or to dispose of it in accordance with manufacturer's instructions via the appropriate waste stream; for example, a respirator filter used to protect against solvents may need to be disposed of as hazardous waste.

7. Monitoring and Audit

- 7.1 Supervision and monitoring of operatives wearing PPE must be carried out, as well procedural checks during audits and inspections; feedback should also be obtained from employees to identify any improvements in safety, comfort and effectiveness.

8. Review

- 8.1 As part of the ongoing process of improving our health and safety performance, periodic reviews of PPE management shall be undertaken. In particular, COSHH assessments will be reviewed at regular intervals (at least annually) or when there are any significant changes to the substance/process/PPE. This policy will be reviewed at least annually.

Implementation date: 13 February 2019

Review date: February 2020

John Wright
Town Clerk
February 2019

PPE INSPECTION RECORD**1. PPE User**

(Where issued to an individual)

Surname

Initials

Department

2. Location of PPE being checked

(Specify the normal storage position for the equipment)

Company Location

Building

Room

3. Equipment to be checked

(Specify the details of the equipment to be checked.)

Manufacturer

Model

Size

4. Checks required

(Based on the manufacturer's guidance, list the equipment checks required)

5. Monthly Inspection results for PPE specified

Specify date of inspection, name and signature of persons examining equipment and any comments. The comments may simply be 'All Checks OK' or may recommend remedial action.

[illegible]



Policy

Electrical Safety: Portable Appliance Testing (PAT)

UK Legislation:

Electricity at Work Regulations 1989

Health and Safety at Work Act 1974

1. Introduction

- 1.1 Regular inspection of equipment is an essential part of any preventative maintenance program, while practical experience of the use of the equipment may help to determine the frequency at which the preventative maintenance needs to be carried out. Records of maintenance, including test results, should be kept throughout the working life of the equipment.
- 1.2 This policy applies to all portable equipment used in council buildings together with allocated work equipment used in other areas, such as the open spaces of the town.
- 1.3 Other than the fixed wiring installation, all electrical equipment, whether permanently connected or connected by a plug and socket, should be inspected and tested.
- 1.4 Not all electrical equipment will need a portable appliance test. Further details on how to ensure the safety of electrical equipment and how to carry out user checks and visual inspections can be found in the HSE's 'maintaining portable electric equipment in low-risk environments' pamphlet.
- 1.5 A 'portable appliance' is defined as any item of equipment with a lead and a plug and which is normally moved around or can be moved and is connected to the mains supply by a standard 3-pin plug.

2. General Requirements

- 2.1 The main requirements of this policy are:
 - 2.1.1 All electrical items covered by PAT must be inspected and tested on a regular basis by a suitably trained and competent person
 - 2.1.2 A register of portable electrical equipment is maintained and a record is kept of when it is checked, inspected and tested.

- 2.1.3 Based on a suitable and sufficient risk assessment which takes into account the amount of wear and tear items of portable electrical equipment receive in establishments/settings, the authority requires that items of equipment are visually checked before use and given a formal test as frequently as determined by the risk assessment.
- 2.1.4 Any item failing its required inspection or test must be withdrawn from service immediately and not re-used until the fault(s) have been rectified and it has been re-tested and successfully passed the PAT tests or disposed of and replaced as necessary.
- 2.1.5 All new electrical items must be recorded before use, inspected and tested within the warranty period and regularly thereafter. Second hand items must be tested before use and regularly thereafter.
- 2.1.6 Those carrying out inspection and tests must be competent to undertake the inspection, and where appropriate, testing of electrical equipment and appliances, having due regard to their own safety and that of others. The tester must be able to recognise electrical, mechanical or thermal damage to electrical equipment and appliances and their flexes/cables which may be encountered in any environment.

3. Frequency of inspections and testing

- 3.1 Frequency of inspections and testing should be determined using a risk assessment including consideration of:
 - 3.1.1 The environment the appliance is both used and stored in, e.g. work site, office
 - 3.1.2 The users, the likelihood of reporting any damage and the extent of any misuse or abuse of the equipment
 - 3.1.3 The equipment construction – Class I or Class II double insulated
 - 3.1.4 The equipment type, whether hand-held, fixed, IT, etc
 - 3.1.5 Frequency of use – kettle used many times a day, fridge that is not moved, etc
 - 3.1.6 Type of installation for static equipment – flexes and spurs, etc
 - 3.1.7 Previous test records – history will provide information of the equipment life and its level of use/misuse/abuse. On-going test frequency should be risk assessed by the operations manager, taking into account the findings of inspections and tests, and the frequency increased or decreased if necessary.

4. Responsibilities

4.1 The operations manager will ensure the following:

4.1.1 Organise all programmed formal associated inspection and testing of council portable appliances (PAT) as identified by risk assessment

4.1.2 Once tested, items shall be tagged and logged

4.1.3 Non-council portable appliances or equipment is not to be used on the premises unless evidence of a valid inspection and test can be evidenced e.g. hirers bringing their own electrical equipment

4.1.4 When advised of any equipment that fails inspection and testing ensure it is taken out of use immediately and arrange for its safe repair/replacement/disposal

4.2 Staff responsibilities include:

4.2.1 Informing the operations manager of any equipment that fails inspection and testing, ensuring it is labelled accordingly to prevent continuing use

4.2.2 Carrying out regular visual inspections of allocated personal electrical equipment e.g. laptop power transformers and cables, mobile phone chargers etc., to ensure they are safe for use. Report any damage immediately and take the damaged item out of use until rectified. Check for: no damage to the lead including fraying, cuts or heavy scuffing, no damage to the plug, e.g. to the cover or bent pins; no coloured wires visible where the lead joins the plug; no damage to the outer cover of the equipment itself, including loose parts or screws; no signs of overheating, such as burn marks, melting or staining on the plug, lead or piece of equipment.

5. HSE suggested inspection and testing intervals

5.1 Lyme Regis Town Council will follow, as best practice, the inspection and testing interval example laid out in the HSE publication HSG107 table: maintaining portable and transportable electrical equipment. In any case portable appliances will be tested at least every three years unless a more frequent interval is required as specified below.

Type of business	User Checks	Formal visual inspection	Combined inspection and test
Battery operated equipment (less than 40 V)	No	No	No
Extra low voltage (less than 50 V ac), telephone	No	No	No

APPENDIX 11D

equipment, low-voltage desk lights				
Construction	110v equipment	Yes, weekly	Yes, monthly	Yes, before first use on site then 3-monthly
	230v equipment	Yes, daily/every shift	Yes, weekly	Yes, before first use on site then monthly
	Fixed RCDs	Yes, daily/every shift	Yes, weekly	Yes, before first use on site, then 3-monthly (portable RCDs – monthly)
	Equipment site offices	Yes, monthly	Yes, 6-monthly	Yes, before first use on site then yearly
Heavy industrial/high risk of equipment damage (not construction)		Yes, daily	Yes, weekly	Yes, 6-12 months
Light industrial		Yes	Yes, before initial use and then 6 monthly	Yes, 6-12 months
Office information technology rarely moved, eg desktop computers, photocopiers, fax machines		No	Yes, 2-4 years	No, if double insulated otherwise up to 5 years
Double insulated (Class II) equipment moved occasionally (not hand-held), eg fans, table lamps		No	2-4 years	No
Hand-held, double insulated (Class II) equipment, eg some floor cleaners, some kitchen equipment		Yes	Yes, 6 months - 1 year	No
Earthed (Class I) equipment, eg electric kettles, some floor cleaners		Yes	Yes, 6 months - 1 year	Yes, 1-2 years
Cables, leads and plugs connected to Class I equipment, extension leads and battery charging equipment		Yes	Yes, 6 months – 4 years, depending on the type of equipment it is connected to	Yes, 1 – 5 years, depending on the type of equipment it is connected to

HSG107 Notes:

- Cables, leads and plugs connected to Class II equipment should be maintained as part of that equipment. Cables leads and plugs not dedicated to an item of equipment should be maintained as individual items as appropriate.
- Over time, when you look at the results of user checks, formal visual inspections and portable appliance tests you will notice trends. These may tell you that you need to look at or test electrical equipment more or less often, depending on the number of problems being found.
- If electrical equipment is grouped together for testing at the same time, you should use the shortest testing interval in the group rather than the longest. Alternatively, it may be appropriate to group your electrical.

6. Further information and advice

- 6.1 Health and Safety Executive (HSE)
<http://www.hse.gov.uk/electricity/faq-portable-appliance-testing.htm>

7. Review

- 7.1 This policy will be reviewed annually in November or sooner if there are changes in legislation or best practice

Implementation Date: 13 February 2019

Review Date: February 2020

John Wright
Town Clerk
February 2019



Policy and Procedure

Weed Spraying

1. Introduction

- 1.1 The principal aim of this policy and procedure is to provide employees who are required to spray with additional guidance on how the council expects the spraying task to be undertaken. This procedure should be treated as an addition to your existing PA1 and PA6A land or PA6AW aquatic spraying training qualification.

2. Legislation and Safety Requirements

- 2.1 The Health and Safety at Work Act 1974 will be followed at all times and all statutory information on the product label will be complied with.
- 2.2 Control of Pesticide Regulations 1986 – anyone who uses these products must have received training and have the knowledge, skill and experience to perform the task.
- 2.3 The Health and Safety Executive (HSE) Code of Practice for Using Plant Protection Products is available on the HSE website and will be followed. This is for all professional users of plant protection products in England in respect of the Food and Environment Protection Act 1985 and the regulations controlling pesticides. The council will adopt best practice in spraying weeds following this guidance.
- 2.4 Only Roundup Proactive will be used. The council has approved its use. There are no cost-effective and efficient alternatives available at the time of writing. A safety data sheet and a Control of Substances Hazardous to Health (COSHH) risk assessment has been conducted.
- 2.5 Only those with a spraying qualification will spray. Those without qualifications may spray only if closely supervised by a qualified individual.
- 2.6 A Local Environment Risk Assessment for Pesticides (LERAP) will be conducted prior to spraying and an application record will be completed during the process. These are undertaken in accordance with spraying training and the records will be kept for three years.
- 2.7 Appropriate PPE will be worn when handling the product and it will be stored in the COSHH spraying locker.

3. Equipment List

- 3.1 Roundup Proactive
Water
Berthoud Comfort Pro knapsack sprayer
Evenspray flat fan nozzle
Measuring jugs
- 3.2 The minimum PPE to be worn is rubber boots, coveralls and nitrile gloves.

4. Spraying Procedure

- 4.1 Read, understand and sign the COSHH folder for Roundup Proactive. Take the product container, equipment, paperwork and PPE to site.
- 4.2 A LERAP must be undertaken on site. If the conditions are not appropriate to spray, spraying will not be conducted.
- 4.3 Conduct dry checks of equipment. Using water, conduct wet checks of equipment. Calibrate for the individual (and surface) by 2x 50m water spraying in accordance with training.
- 4.4 Display signage and wear the minimum required PPE. Goggles and masks can be worn in addition at the users' discretion.
- 4.5 Mix the product and record the details on the application record. Rinse the mixing jug three times with water. Blue dye may be added to the mix at the sprayers' discretion.
- 4.6 Spray the area. If there are any changes to the conditions, for example the wind increases, members of the public or animals approach or you notice drift of the product, stop spraying. Spraying will not be conducted above a wind of Force 4 (6mph), in excessive temperature (above 30°C) or within one metre of water courses.
- 4.7 Wash up. The knapsack must be filled with water and sprayed over a waste area. This process is then repeated. Clothing can be washed normally. Replace the product in the COSHH cabinet.
- 4.8 The product needs at least six hours to dry. Signs can be removed after six hours, at a minimum.
- 4.9 If in any doubt, always follow the guidance received in accordance with training.

5. Dealing with the public

- 5.1 If members of the public enquire about the spraying activity being undertaken, if necessary, contact a supervisor or manager. Glyphosate is EU licensed until 2022 and is classified as non-dangerous.

Implementation date: 13 February 2019

Review date: February 2020

John Wright
Town Clerk
February 2019

DRAFT

Committee: Strategy and Finance

Date: 30 January 2019

Title: Investments, Cash Holdings and Loans

Purpose of Report

To inform members of investments, cash holdings and loans

Recommendation

- a) That the Lloyds fixed term deposit of £100,900 maturing at the end of January 2019 be reinvested in a similar 12-month deposit at 1.00% (currently 0.65%) and that a further £100k of the balance of £590,312 in the Lloyds instant account be reinvested in a similar 12-month deposit; this will increase the interest on this sum from 0.05% to 1.00%
- b) That any decision to transfer a further £100k from the Lloyds instant account to a 12-month deposit account be deferred until there is greater certainty about the 2018/19 year-end balance and the cost of the roof repairs to the shelters' building

Report

- 1. Details of monies held in the council's bank accounts and the council's outstanding loans at 24 January 2019 are attached, **appendix 12A**.
- 2. The total current balance, **£1,639,688**, is in excess of the council's target reserve of £1,000,000, as proposed in December 2016 as part of the budget-setting process. This target reserve remains unchanged.
- 3. The current balance is almost £200k higher than the last figure reported to committee in June 2018 (£1,441,450). To some extent, the total balance reflects the timing of the council's routine income and expenditure, i.e., a greater proportion of income is normally received during the early part of the financial year, while expenditure is spread more evenly throughout the year. It does also reflect higher than anticipated overall income, particularly car parking income, during a better than average summer period.
- 4. The council predominantly uses Lloyds Bank for its day-to-day banking, although some transactions are still undertaken through NatWest Bank's online facility and cash holdings and investments are split fairly evenly between the two banks.
- 5. Further to the Full Council's decision on 18 November 2015 to appoint Arlingclose as its treasury advisors, a meeting was held on 12 April 2016. Following that meeting, and with advice from Arlingclose, funds have been moved into time-limited deposits with Lloyds and Santander. This gives a balance between diversity of organisations and best interest rate returns.

Interest rates have marginally increased but remain at historically low levels, with the Bank of England base rate remaining at 0.5%. The council's current investments average a return of approximately 0.7%.

6. Although interest rates may increase in the future, along with inflation, this increase is unlikely to make a significant change to the interest earned on council funds.
7. At the meeting of this committee on 18 October 2017, members recommended not to invest some of the council's funds with the Churches, Charities and Local Authorities (CCLA). This was resolved by the Full Council on 1 November 2017.
8. At the Full Council meeting on 13 December 2017 it was resolved not to pursue the project for a café and toilets in the gardens, which would have required sizeable monies to fund it. However, as part of the budget-setting process for 2019/20 members have approved works to the roof of the shelters' building of similar cost commencing in autumn 2019, together with other one-off expenditure totalling approximately £588k.
9. As a result, while the council currently has a larger than required cash balance (earning relatively little interest), this situation is likely to change during the second half of the 2019/20 financial year. This situation was set out in more detail as part of the recent budget-setting reports, which projected income of £1.602m but expenditure totalling £2.171m, resulting in an 'in-year' deficit of £569k and an end of year balance of £816k. It was noted that while this figure was lower than the council's own target reserve of £1m, it remained above the council's other target to hold a reserve of not less than 50% of annual income.
10. Given the better than expected current balance, the anticipated car parking income for the remaining period and the debt recovery action currently being taken, it is probable that the 2018/19 year-end balance will remain at or above the current level. If that is the case, the balance at 2019/20 year-end may exceed BOTH the 50% target and the £1m target. More confident projections will be possible after the return of tenders for the roof repair works to the shelters' building.
11. As a result of these planned works and other expenditure, the scope to tie up large amounts of reserves in longer-term investments with extended notice periods is relatively limited. There are marginal benefits in terms of available interest rates in any event, generally in the range 0.25-0.5% for periods of 2-3 years.
12. The suggestion at this stage is that the Lloyds fixed term deposit of £100,900 maturing at the end of January 2019 be reinvested in a similar 12-month deposit at 1.00% (currently 0.65%) and that a further £100k of the balance of £590,312 in the Lloyds instant account be reinvested in a similar 12-month deposit. This will increase the interest on this sum from 0.05% to 1.00%.

13. There may be scope to transfer a further £100k from the Lloyds instant account to a 12-month deposit account, but it is suggested that this decision be deferred until there is greater certainty about the year-end balance and the cost of the roof repairs.

Other

14. As previously reported, the loans from the Public Works Loan Board were paid off in April 2017, as recommended by this committee and subsequently resolved by Full Council on 2 November 2016.
15. The loan from West Dorset District Council will have approximately £247,500 outstanding as at the end of the current financial year and is at an interest rate of approximately 3%. While there may be marginal financial benefits in repaying this loan as compared with further fixed-term investments, tactically it may be preferable to retain this loan to be used in any future discussions with the new Dorset Council.
16. Any recommendations from this committee will be considered by the Full Council on 13 February 2019.

Mark Green
Deputy town clerk
January 2019

Lyme Regis Town CouncilBank Balances24-Jan-19

	Total £	Access
Nat West		
General	1,647	Instant
Liquidity Manager 0.1%	16,884	Instant
Special Interest Bearing Account 0.5%	537,159	Instant
Christmas Lights	15,742	Instant
Lloyds - Current	11,100	Instant
Lloyds - Liquidity Manager (0.5%)	590,319	Instant
Lloyds - Fixed Term Deposit - A (0.65%)	Closed and transferred to above (was 101,000)	Oct-18
Lloyds - Fixed Term Deposit - B (0.85%)	100,900	Jan-19
Lloyds - Fixed Term Deposit - C (0.9%)	101,485	Apr-19
Lloyds - Fixed Term Deposit - D (1.0%)	101,710	Jul-19
Santander 0.65%	289	Instant
Santander 0.80% (account due for renewal end Feb '19)	159,968	180 Days
Wilkinson Legacy 0.2%	524	One month
WDDC Deposit 0.7818%	1,961	10 Days
	1,639,688	

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

Marine Parade Shelters	Apr-14	397,499	Approx 3%
	Mar-18	277,500	
	Mar-19	247,500	

Public Works Loans

Zero

All Repaid April 2017

Committee: Strategy and Finance

Date: 30 January 2019

Title: Financial Advice – Arrangement with Arlingclose

Purpose of Report

To inform members that this council's relationship with Arlingclose for the provision of financial advice has ended and will not be renewed

Recommendation

Members note that this council's relationship with Arlingclose for the provision of financial advice has ended and will not be renewed.

Background

1. This council, together with Sherborne and Dorchester Town Councils and a Sherborne-based charity, entered into a joint arrangement with Arlingclose for the provision of financial and investment advice.
2. The arrangement was for a five-year period ending in October 2018. In September 2018, the other partners decided the arrangement was of limited ongoing value to them and initiated discussions with a view to bringing the relationship to an end.
3. The contract was terminated with effect from the end of last year, including the provision of advice to this council. While there was an option for this council to continue with an individual arrangement, the cost would have been significantly higher than the £1,250p.a. paid under the partnership agreement. The ongoing value and frequency of advice was not felt to warrant any increased cost.
4. If specific advice is required at any time in the future, this can be procured on a one-off basis tailored to the particular situation. This is considered to be a more cost-effective means of obtaining specialist financial advice going forwards.
5. Any recommendations from this committee will be considered by the Full Council on 13 February 2019.

Mark Green
Deputy town clerk
January 2019

Committee: Strategy and Finance

Date: 30 January 2019

Title: Review of Arrangements with Other Local Authorities

Purpose of Report

To review the arrangements Lyme Regis Town Council has with West Dorset District Council, Dorset County Council and East Devon District Council

Recommendation

Members note the report and instruct the town clerk

Background

1. Standing order 2.j.xi requires the council to review its arrangements, including any charters, with other local authorities and review contributions made to expenditure incurred by other local authorities. The reviews should be undertaken each year either by the Full Council or following consideration and recommendation from the relevant committee.
2. From October 2015 until end-2018, the town council has been in negotiation with West Dorset District Council (WDDC) about the transfer of assets and services. As a consequence, the status quo has prevailed on many of the structural relationships between the two council, e.g. leasehold arrangements have been held over.
3. The end of negotiations with WDDC along with the creation of Dorset Council requires a fundamental review of some of the existing inter-council relations. In particular, this applies to leasehold arrangements on land on-and-around Monmouth Beach car park.

The Tripartite Agreement

4. The Tripartite Agreement is between the town council, West Dorset District Council (WDDC) and Dorset County Council (DCC) and was entered into in April 2011. The agreement details management and maintenance responsibilities for Bell Cliff public open space, Marine Parade, Cart Road, Cobb Gate Beach, front beach and sand bar, and the beach compound opposite the Harbour Inn.
5. The status of this agreement has been challenged through legal correspondence about the council's right to determine the current level of cover charges on Marine Parade.
6. The agreement, in its current form, will novate to Dorset Council on 1 April 2019.

West Dorset District Council

Loan

7. The town council took out a 20-year loan for £500,000 from WDDC in 2011 to finance the refurbishment of the Marine Parade Shelters. The loan's capital repayment is £25,000 pa and the annual percentage rate (APR) is 5%, i.e. the town council pays WDDC an annual interest sum that over the 20-year life of the loan averages out at 5% of the initial loan value: this equates to an interest payment of £12,500 each year, a total payment of £37,500pa (principal, £25,000+interest, £12,500). In year one, an interest payment of £12,500 represents 2.5% of the original loan (£500,000/12,500); in year 20, an interest payment of £12,500 represents 50% of the outstanding loan (£25,000/12,500).
8. Under the terms of the loan, which is subject to WDDC's community lending management policy, the interest rate can vary: the interest payable is linked to 10-year government gilts and if the rate is below 4%, there is a reduction in the interest the town council pays on this loan.
9. Since the loan was advanced on 19 October 2010, 10-year government gilts have been below 4% and, the actual APR paid by the town council on this loan is 3%. The difference between the notional and actual rate of interest, 2%-points (5% - 3%), is paid off the outstanding capital sum owed to WDDC.
10. This means that instead of paying £12,500pa interest each year, the town council has been paying £7,500pa interest and reducing its debt to WDDC by a further £5,000pa: £30,000pa in total (principal, £25,000+ £5,000). The loan outstanding on 31 March 2019 is calculated at £247,499.
11. The preferential terms of this loan do not currently warrant its early re-payment. If there is a material change in 10-year government gilt rates, I will advise the council on the merits of re-paying this debt ahead of schedule.
12. Early repayment of this loan was discussed at the Strategy and Policy Committee on 11 December 2013 and again on 22 April 2015. The outstanding loan was also considered as part of the council's negotiations with WDDC on the transfer of assets and services from the district council to the town council.

Monmouth Beach Car Park

13. The council leases two areas adjacent to Monmouth Beach car park to WDDC. These leases, which expired on 31 March 2015, are for a boat park and the harbourmaster's store. To undertake a comprehensive review of the assets on-and-around Monmouth Beach and to consider these assets as part of a packaged transfer of assets with WDDC, the town council agreed to hold over existing lease arrangements.
14. The district and town council are no longer considering asset and service transfers and the town council now needs to determine future arrangements for these two leased areas.

15. In 2015/16, the town council entered into an agreement with WDDC to store boats on the far end of Monmouth Beach car park for the winter. In 2018/19, the town council agreed to let WDDC have use of the car park for boat storage for a fee of £5,750, plus VAT.

Cabanya, Woodmead and Monmouth Beach Car Parks

16. Historically, WDDC has collected and counted cash from the town council's car parks at Cabanya, Woodmead and Monmouth Beach car parks; the contract is with G4S. The cost of this service in 2017/18 was £6,880.19, plus VAT.
17. G4S already has a contract with the town council to collect cash from the amenities hut. Officers are negotiating an independent contract with G4S to collect and count cash from its parking machines. The contract will be for a sum which is not greater than the town council's current arrangement with WDDC. It is anticipated this contract will be in place by 31 March 2019.

Enforcement

18. The town council has administered and enforced a number of byelaws on behalf of WDDC, these include: The Fouling of Land by Dogs West Dorset District Order 2007; The Dogs on Leads (Lyme Regis) Order 2009 (1 November to 31 March); and Lyme Regis Front Town Beach Dog Exclusion Order 2009 (1 April to 31 October).
19. These enforcement powers have been replaced by WDDC during 2017/18 with Public Space Protection Orders (PSPO). The PSPOs have extended enforcement areas to Church Cliff Walkway, all gardens and the cemetery. PSPOs include enforcement powers to act against those who intentionally feed seagulls.
20. The Public Space Protection Orders allow dogs on the beach, on or off a lead, between 1 October and 30 April. This has given rise to complaints. This matter was considered by the Town Management and Highways Committee on 16 January 2019; the recommendation to Full Council is to 'to press West Dorset District Council to extend the dog ban to an all-year-round order for the length of the main front beach in Lyme Regis (sand and pebbles).'
21. The Public Space Protection Orders are scheduled for review by Dorset Council in September 2020.

Tourist Information Centre

22. There is a separate report on this agenda about the town council's relationship with WDDC's tourist information centre.

LymeForward

23. Until 31 March 2016, the town council, WDDC and Lyme Regis Development Trust (LRDT) were in a partnership agreement that provided the development trust with specified funding and officer support to support the operation,

development and activities of the local area partnership. LymeForward is now a community interest company and operates independently from LRDT.

24. The town council's grant agreement with LymeForward runs from 1 April 2016 until 31 March 2020: the town council's financial contribution over this period is £15,000pa.
25. WDDC has a separate service level agreement with LymeForward which is reviewed annually. Dorset Council's shadow executive has approved a budget of £6,000 for 2019/20. Funding from Dorset Council beyond 1 April 2020 is unclear.
26. Although both LRTC and WDDC's relationships with LymeForward are now bi-lateral, the withdrawal of either organisation's grant funding could impact on the other organisation. Both Dorset Council and the town council will determine LymeForward's grant funding through their 2020/21 budget-setting processes.

Business rates

27. The town council pays business rates to WDDC on 14 premises. In 2017/18, this totalled £78,683pa. Following the national review of business rates, there will be further increases in business rates over the next few years of approximately £20,000pa. The impact of these increases is offset by transitional relief.
28. The premises the council pays business rates on are: Monmouth Beach car park; Cabanya car park; Woodmead car park and premises; caravan park and premises; workshop and premises; St Michael's community offices¹; Marine Parade toilets; Cart Road beach huts; Jubilee Pavilion; kiosk store and premises; kiosk and premises; Guildhall Cottage offices and premises; cemetery and premises; Guildhall first floor and premises; Charmouth Road park and ride; and Candles on the Cobb Pavilion.

Broad Street car park

29. The town council has a lease with WDDC relating to the pedestrian footpath linking the car park to the footbridge over the River Lym at the Town Mill. The lease expires on 30 May 2020 and is covered by a peppercorn rent.
30. The lease is accompanied by a licence (with a fee of £1.00pa) for the town council to use the car park for access for any works to be carried out to the land and the footpath under the terms of the lease. The lease and licence will be renegotiated with Dorset Council in 2019/20.

Charmouth Road car park

31. In 2015, the town council entered in to a 20-year lease with WDDC for the use of an area of land in Charmouth Road car park as a skatepark. The initial lease rent was £2,000pa and it increases annually in line with the retail price index.

¹ Liability for business rates is currently being discussed with Lyme Regis Development Trust.

32. This agreement will novate to Dorset Council.

Land opposite the Harbour Inn

33. The town council has a lease from WDDC on land opposite the Harbour Inn. The lease expired on 31 March 2018 and is held over. The town council pays a lease rent of £2,000. The town council has a concession with the Harbour Inn which generates an annual income of £6,800. This arrangement will novate from WDDC to Dorset Council. A new lease agreement needs to be entered in to.

Beach Management

34. Beyond the mean high-water line, the town council owns Monmouth Beach and the sandy beach. Under the Tripartite Agreement, the town council manages other beaches. This arrangement will novate from West Dorset District Council to Dorset Council. However, the precise nature of the town council's management responsibilities has never been defined. This should be addressed with Dorset Council.

Elections

35. Historically, elections have been administered by West Dorset District Council. This function will transfer to Dorset Council; the returning officer will administer the elections on 2 May 2019 with the support of the electoral services teams from the borough and district councils.
36. From 2019 onwards, the town council is responsible for election costs. The cost of the town council's contribution to the elections on 2 May 2019 is assessed at £3,510. A budget of £7,500 has been identified against by-election costs.

The precept

37. Responsibility for collecting the town council's precept will transfer from West Dorset District Council to Dorset Council.

Planning

38. The town council is a statutory consultee in the planning process. Dorset council's structural arrangements for planning aren't yet known.

Dorset County Council

ICT

39. In September 2016, the town council entered into a two-year agreement with Dorset County Council (DCC) at an annual cost of £6,220 to provide: hardware, software and technical support; data storage and backup; software licensing for all networked computers; broadband connection; and internet security. The agreement has been extended and the assumption, based on correspondence

from a Dorset County Council officer, is that this arrangement will continue in to the future.

40. The refurbishment of the council's offices, including any decanting arrangements that may be required, is likely to cause the town council and Dorset Council to review ICT arrangements.
41. For information, other ICT functions are provided by Luke Lawson Computer Repair, NVG, IP Office, Vodafone, EE and Giff Gaff.

Highways

42. Discussions about the transfer of highways' functions are complete. The town council will supplement highways' functions from March 2019, onwards. These will be detailed in an agency agreement which will be considered by the Town Management and Highways Committee on 27 February 2019.

Anning Road Playing Field

43. The town council receives £50pa from DCC for the use of Anning Road playing field by St Michael's Primary School.

The Lynch

44. The ownership of the Lynch remains undetermined but the town council has and will continue to work with the county (and district) council on maintenance of the structure.

Dorset Waste Partnership

45. Regular discussions take place with Dorset Waste Partnership about arrangements to alleviate problems with waste collection on the seafront during the main season.

East Devon District Council

46. In 2017/18, the town council paid £2,073.46 business rates to East Devon District Council for the Sidmouth Road park and ride. The future of Sidmouth Road is subject review.
47. Any recommendations from this committee will be considered by the Full Council on 13 February 2019.

John Wright
Town clerk
January 2019

Committee: Strategy and Finance

Date: 30 January 2019

Title: Tourist Information Centre

Purpose of Report

To inform members of the preparatory work to serve notice on West Dorset District Council to end the tenancy of the ground floor of Guildhall Cottage, currently used as a tourist information centre

To allow members to consider advice from the council's solicitors on the notice period required

To allow members to consider West Dorset District Council's position on the tourist information centre

Recommendation

Members consider the report and instruct the town clerk

Background

1. The town council leases the ground floor of the Guildhall Cottage to West Dorset District Council (WDDC) for use as a tourist information centre (TIC).
2. The current lease is a 'lease by reference': this means the new lease which came into effect on 1 April 2012 is by reference to the provisions of the previous lease dated 7 May 2002. The annual rent for this lease is £11,900. The lease expired on 31 March 2015 and has been held over.
3. The transfer of the TIC from the district council to the town council was part of recent negotiations on a package transfer of assets and services. Dorset Council's Shadow Executive did not support the negotiated agreement the town council had reached with WDDC and discussions have ended.
4. On 31 October 2018, the Full Council resolved:

'not to renew the lease with WDDC for the ground floor of Guildhall Cottage currently used for the tourist information centre and to use the space as additional council offices, and if in March 2019 on expiry of the lease WDDC wishes to continue a tourist information service, the Jubilee Pavilion could be offered.'
5. Before the town clerk acted on this resolution, WDDC asked if:

'the town council would allow the district council to close the TIC and negotiate a termination of the lease and it would then prepare to make its own arrangements to operate a TIC once this had taken place.'

6. On 8 November 2018, the town clerk agreed to this request and asked WDDC officers to contact him about the lease termination.
7. WDDC officers didn't contact the town clerk and it was expedited with a WDDC strategic director in early-January 2019. WDDC's strategic director was informed of the town council's intention to terminate the TIC's lease if WDDC no longer intended to serve notice on the town council.
8. For clarification, the strategic director was asked to confirm WDDC's position in writing. On 15 January 2019, the strategic director emailed the town clerk:

'I can confirm that WDDC plans to continue to provide the TIC and service at Lyme Regis and transfer that to Dorset Council, and to enable Dorset Council to make any decision about service continuation.

'In that case WDDC does not propose to give notice to vacate the LRTC building and thereby not provide a TIC service.'
9. This position is consistent with the shadow Dorset Council's stated intention of service continuity in 2019/20.
10. The town clerk had already asked the council's solicitors, Kitson and Trotman, to provide advice on the termination period and to draft a letter giving WDDC notice. Kitson and Trotman's advice is:
 - The tenancy comes under the Landlord and Tenant Act 1954¹
 - The town council has grounds for ending the tenancy²
 - The earliest date for the notice to take effect is 30 September 2019³
 - Statutory compensation is payable and is assessed at twice the rateable value⁴.
11. A section 25 notice to end WDDC's business tenancy has been prepared by Kitson and Trotman but hasn't been served.

¹ Unless a tenancy is excluded from protection from the Landlord and Tenant Act 1954 (which is not the case here), there is a general right to a renewal of tenancies available to all tenants of business premises. This includes councils.

² Section 30 of the Landlord and Tenant Act 1954 lists the grounds that a landlord must satisfy for a tenant not to be able to take a new lease. In this instance two grounds apply: ground (f) – the landlord wants to demolish or reconstruct the property and ground (g) – the landlord wants to occupy the property himself.

³ The council is legally required to give six months' notice. The notice date must also coincide with a rent payment date. If the council serves notice on 30 January 2019, the six-month notice period runs until 30 July 2019. The next rent payment date after 30 July 2019 is 1 October 2019. Consequently, the effective notice date will be 30 September 2019.

⁴ The lease was first entered into on 7 May 2002. Broadly, compensation is assessed as the 'rateable value' of the property, rising to twice the rateable value where the tenant has been in occupation for more than 14 years. The current rateable value for the TIC is £8,100 pa.

12. Before starting the process to end WDDC's business tenancy, members may wish to reconsider the council resolution, 31 October 2018. I raise this because:
 - until the strategic director's email of 15 January 2018, the assumption was WDDC intended to close the TIC before 1 April 2019
 - the council's solicitor has advised the earliest date for the notice to take effect is 30 September 2019
 - statutory compensation is payable and is assessed at £16,200.
13. In addition, Kitson and Trotman has advised:

'For ground (F) to be proven, the landlord must show a firm and settled intention, not only that it wishes to carry out the work, but also that there are no 'insuperable' impediments such as a requirement for planning permission which could not be obtained. If it became clear that West Dorset District Council or any successor body was going to oppose the notice, then we would need to prepare a full dossier of the plans of the Town Council as evidence of sufficient intention.'
14. For some time, it has been WDDC's intention to transfer TICs to town councils. If this objective couldn't be achieved, TICs would be closed. Although the TIC in Lyme Regis is being transferred to Dorset Council on 1 April 2019, the town clerk understands there is no guarantee about the service's future. In all probability, the service will continue during 2019 but its future beyond 2020 is uncertain.
15. Any decision members make on this could impact on the timing of the council's 2019/20 objective to refurbish the Guildhall Cottage. The refurbishment of the Guildhall Cottage is scheduled for consideration at the Town Management and Highways Committee on 27 February 2019.
16. If the town council is prepared to reconsider its resolution of 31 October 2018, it could discuss the future of the TIC with Dorset Council. If it is Dorset Council's intention to close the TIC, a negotiated position could be achieved.
17. If a negotiated position could be achieved, the town council would benefit from the non-payment of £16,200 statutory compensation, potentially benefit from six months rental income of £5,850 (September 2019 – March 2020), and avoid being involved in the withdrawal of a service from the town which could result in TIC staff being made redundant.
18. Any recommendations from this committee will be considered by the Full Council on 13 February 2019.

John Wright
Town clerk
January 2019

Committee: Strategy and Finance

Date: 30 January 2019

Title: Election 2019

Purpose of Report

To inform members of the background, requirements and process for the town council election on 2 May 2019

Recommendation

Members note the report

Background

1. The town council election is on Thursday 2 May 2019. The town council election will take place alongside the new unitary council, Dorset Council, election. The duration of the next administration is five years¹. Dorset Council's returning officer is responsible for running the election².

Key dates in the election process

- | | | |
|----|----------------------------|---|
| 2. | Mid-February 2019 | Nomination forms and information available online |
| | 15 March 2019 | Notice of Election published |
| | 18 March 2019 | Nominations can be received (must be delivered by hand) |
| | 3 April 2019 (4.00 pm) | Deadline for receipt and withdrawal of nominations, appointment of Election Agents and publication of Notice of Election Agents |
| | 4 April 2019 (4.00 pm) | Publication of Statements of Persons Nominated ³ |
| | 24 April 2019 ⁴ | Publication of Notice of Poll |
| | 2 May 2019 | Polling day ⁵ (7am-10pm) |
| | 3 May 2019 | Count for Dorset Council |
| | 4 May 2019 | Count and publication of elected councillors for town and parish councils within Dorset Council area |

¹ The requirement for a five-year term was included in The Bournemouth, Dorset and Poole (Structural Changes) Order 2018. The elections in 2024 will also be for a five-year term. In 2029, elections will revert to a four-year cycle. The purpose of two five-year terms is to harmonise election cycles between the constituent councils of the newly-created Dorset Council.

² The returning officer is supported by the current electoral services' teams from the district and borough councils who will collectively administer the elections for the Dorset Council area.

³ If the number of candidates is equal to or less than the number of seats on a council, the candidates are declared elected.

⁴ This is the last day for publication of the Notice of Poll; publication may well take place before this date.

⁵ The polling stations for the Lyme Regis parish election is Woodmead Halls and it is also intended to use Hallett Court, but this is yet to be confirmed. Polling takes place between 7am and 10pm.

Who can stand?

3. To qualify as a candidate, a person must on the day they are nominated and on the day of the poll:
 - be at least 18 years' old, and
 - be a British citizen, a qualifying Commonwealth citizen, or a citizen of any other member state of the European Union.
4. A prospective candidate must also meet one of the following four qualifications on the day they are nominated and on polling day:
 - be registered as a local government elector in the parish of Lyme Regis or town council area⁶
 - during the whole of the previous 12-month period, they must have occupied as owner or tenant land or premises in the parish of Lyme Regis or town council area
 - their main or only place of work during the whole of the previous 12-month period must be in the parish of Lyme Regis or town council area
 - they have, during the whole of the previous 12-month period, lived in the parish of Lyme Regis or town council area or within 4.8 km⁷ (3 miles) of it.

Who can't stand?

5. A person cannot be a candidate if at the time of their nomination or their election:
 - they are a town council employee
 - they are the subject of a bankruptcy restrictions order or interim order in England or Wales
 - they have been sentenced to a term of imprisonment of three months or more (including a suspended sentence) without the option of a fine, during the five years before election day, i.e. 1 May 2014.
6. A person may also be disqualified from election if they have been convicted or reported guilty of a corrupt or illegal practice by an election court, or if they have been disqualified from standing for election to a local authority.

Candidate expenses

7. Spending limit is £740, plus 6p per local government elector in the parish⁸, community, town council area or ward in which they are standing
8. A record of all candidate spending and invoices/receipts provided for all payments of £10 or more.

⁶ In Lyme Regis, the parish and the town area are co-terminus.

⁷ The 4.8 km radius starts at the parish boundary.

⁸ The parish of Lyme Regis has 3,030 electors.

9. The Declaration by Candidate as to Election Expenses and return of Election Expenses must be returned, even if nil expenditure, within 28 calendar days after the election, i.e. 30 May 2019
10. Expenses incurred are not recoverable.

Purdah

11. Purdah, also referred to as pre-election period or heightened sensitivity, describes the period immediately before elections when restrictions on communications' activity are in place.
12. Purdah runs from the publication of Notice of Election to the poll, i.e. from 15 March to 2 May 2019.
13. During purdah, council officers shouldn't:
 - produce publicity on matters which are politically controversial
 - make reference to individual candidates in press releases
 - arrange proactive media or events involving candidates
 - issue photographs which include candidates
 - supply council photographs or other materials to councillors they intend to use for campaigning purposes
14. The test for purdah is, 'could a reasonable person conclude that you were spending public money to influence the outcome of the election?'

The role of the town council in the election process

15. From 2019 onwards, the town council must meet its own election costs; £3,510 is included in the 2019/20 budget to cover the town council's share of the election costs on 2 May 2019⁹.
16. In addition, the council can also undertake a programme of events to raise awareness of the forthcoming local election on 2 May 2019, this could include:
 - placing an article in the local newspaper outlining what the town council does, the role of a town councillor and the importance of voting
 - putting up posters and use the town council's website and social media to raise awareness about the forthcoming election
 - holding an awareness raising meeting for the public and potential candidates
 - promoting the work of the town council through radio and television interviews.
17. The town clerk will organise this programme of events.

⁹ A sum of £7,500 is included in subsequent years' budgets to cover the possibility of a contested by-election.

The role of the town clerk in the election process

18. The role of the council can be supported by the town clerk and his team, including:
- providing nomination papers to potential candidates
 - assisting in the completion of nomination papers – relevant staff will be trained in the completion of nomination papers
 - identifying the electoral numbers of those persons subscribing a nomination
 - receiving nominations and to hand deliver nomination papers to the unitary authority
 - assisting with the publication and display of statutory notices.

Members' allowance

19. The current allowance paid to Lyme Regis Town councillors is £40.75 per month; this represents 10% of the allowance paid to West Dorset District Councillors.
20. This council believes West Dorset District Council's methodology for determining local council allowances disadvantages Lyme Regis Town Council members; the methodology is based on population and does not take in to account of the size of budget or range of functions undertaken by a local council.
21. The shadow Dorset Council is currently reviewing allowances for its members; the town clerk has asked that any new formula for determining members' allowances takes account of budget and functions as well as population.

Post-election

22. Key dates after the election are:

4 May 2019	if there is a contested election, town council election results announced. The results will be published on Dorset Council's website after the count. Individual candidates and parish and town clerks will be notified on the first working day after the count, i.e. Tuesday 7 May 2019
5 May 2019	Declaration of Acceptance of Office forms are available; these must be completed before a councillor can take up their role
6 May 2019	the term of office of current members ends
6 May 2019	the term of office for members of the new administration starts
7 May 2019	if the election is uncontested, the earliest date for the Annual Council Meeting
13 May 2019	if the election is contested, the earliest date for the Annual Council Meeting

20 May 2019	the date by which the Annual Council meeting must take place
30 May 2019	declaration and return of election expenses
3 June 2019	councillors must complete their Register of Interests' form
24 June 2019	target date for co-opting councillors, if required

What else?

An uncontested election

23. If the number of valid nominations is the same or fewer than the number of seats, i.e. 14, the election would be uncontested. Consequently, the election result would be announced on 4 April 2019, the town council could hold its Annual Council Meeting as early as 7 May 2019 and the council wouldn't be charged any election costs.

Co-option

24. If there are fewer candidates than seats, the council can co-opt councillors. Guidance suggests co-option is achieved within 35 working days from the date of election, i.e. 24 June 2019.
25. At least 10 candidates (66% electoral mandate) must stand for election to allow the council to retain its Power of General Competence and to pursue the Gold Level of the Local Council Award Scheme¹⁰.

Fewer than five candidates

26. There must be at least five valid nominations for the council to be quorate (the quorum is one-third of the number of seats, i.e. five councillors. If there are fewer than five valid nominations, the returning officer will order a further election.

Annual Meeting

27. If there is an uncontested election, the Annual Council Meeting can take place as early as 7 May 2019. If the election is contested, the Annual Council Meeting must take place between 13 and 20 May 2019.
28. The Annual Council Meeting elects the mayor and deputy mayor.
29. Even if they are unelected, the retiring mayor and deputy mayor hold office until the Annual Council Meeting. The retiring mayor presides over the Annual Council Meeting until the new mayor is elected.

¹⁰ Achieving the Gold Level of the Local Council Award Scheme is an objective for 2019-20.

Induction and Training

30. Members will be issued with an induction pack. Induction training will be provided by Dorset Association of Parish and Town Councils and the town clerk.
31. Any recommendations from this committee will be considered by then Full Council on 13 February 2019.

John Wright
Town clerk
January 2019

Committee: Strategy and Finance

Date: 30 January 2019

Title: Park and Ride 2018 and 2019

Purpose of Report

To provide members with more information about the usage of the 2018 park and ride service and to request authority to negotiate a 2019 service with First Group, the providers of the service in 2018

Recommendation

Members note information about the usage of the 2018 park and ride service and authorise officers to negotiate terms for a 2019 service with First Group, the providers of the service in 2018

Background

1. The 2018 park and ride service ran solely from the site at Charmouth Road and was operated by First Group utilising two double deck buses. It ran to a roughly 20-minute frequency between 10am and 7.30pm, except on the evening of Candles on the Cobb, when buses ran until 10.15pm.
2. Buses were not able to run over the Easter period due to exceptionally wet ground conditions but otherwise ran over the remainder of the 'summer' period from Whitsun until the end of the school summer holiday period in early September. The service ran daily during the busiest periods and on weekends during June and early July. This weekend working was agreed as an addition to the initial contract and proved to be a period of relatively low use, despite better than average weather conditions.
3. The schedule attached as **appendix 17A** sets out the level of use throughout the period of the contract, together with the number of concessionary journeys using a concessionary bus pass.
4. The total income generated by the service was approximately £30k, slightly less than the total cost of the bus contract. If the land costs are added in, the total cost of operating the service amounted to about £10k; i.e., within the £11k budget. The bus service ran at greater 'loss' (about £10k in total) during the extra June and early July weekends and members may want to consider whether it makes sense to operate the service during this period during 2019.
5. Based on the numbers carried, the average return ticket price was about £1.12 per person, suggesting that the vast majority of the 26,396 passengers took advantage of the 'group' ticket which allowed any five people in any combination of adults and children to travel for £6 return. 2,307 of the total number travelled for free using concessionary bus passes.

AGENDA ITEM 17

6. It may be that the group ticket arrangements need to be looked at again, with a view to either increasing the cost slightly or restricting the number of adults within a group of five to, say, two or three.
7. Overall, the service proved popular and generated very few complaints. The small number of complaints were almost entirely about access for those with mobility issues, particularly at the eastbound in-town pick-up point. This is located towards the top of Broad Street and is not easily reached by those with difficulty walking or by those in non-powered wheelchairs.
8. Alternative east bound pick-up points are difficult to provide because of the limited road space, but it may be that passengers can be allowed to board at the westbound drop off point by Cobb Gate car park after other passengers have disembarked. Discussions with First Group are ongoing.
9. Overall, First Group provided an excellent service, were helpful and responsive and the additional capacity of the double deck buses (capacity 113 passengers maximum) was essential at the busiest times. The officer view is that it makes sense to negotiate the 2019 service with the same operator. No other operator was able to provide or quote for a service in 2018.
10. Although the Hydrock report is yet to be finalised, it looks likely to conclude that a second park and ride site is not required and that Charmouth Road provides the necessary capacity, although signage could certainly be improved. Discussions about signage from the A35 for 2019 have already commenced.
11. At no point during 2018 did the Charmouth Road site reach full capacity.
12. Any recommendations from this committee will be considered by the Full Council on 13 February 2019.

Mark Green
Deputy town clerk
January 2019

Lyme Regis Park & Ride 2018

Date	Total	
	Passengers	Concessions
26-May	85	-
27-May	609	-
28-May	771	-
29-May	336	-
30-May	187	-
31-May	327	-
01-Jun	215	15
02-Jun	15	2
03-Jun	132	32
09-Jun	175	47
10-Jun	139	47
16-Jun	113	18
17-Jun	77	27
23-Jun	244	35
24-Jun	146	15
30-Jun	299	49
01-Jul	122	9
07-Jul	113	31
08-Jul	366	10
14-Jul	183	24
15-Jul	280	20
21-Jul	247	21
22-Jul	505	56
27-Jul	249	34
28-Jul	287	28
29-Jul	5	-
30-Jul	283	49
31-Jul	583	75
01-Aug	345	70
02-Aug	738	88
03-Aug	445	39
04-Aug	740	28
05-Aug	942	26
06-Aug	786	41
07-Aug	962	56
08-Aug	836	55
09-Aug	594	75
10-Aug	199	18
11-Aug	230	26
12-Aug	41	1
13-Aug	746	55
14-Aug	1,232	109
15-Aug	785	101
16-Aug	503	74
17-Aug	514	54
18-Aug	439	37
19-Aug	356	27

APPENDIX 17A

20-Aug	428	20
21-Aug	1,150	63
22-Aug	716	66
23-Aug	797	46
24-Aug	431	35
25-Aug	1,092	137
26-Aug	103	10
27-Aug	557	38
28-Aug	544	47
29-Aug	552	49
30-Aug	556	34
31-Aug	577	79
01-Sep	367	59
TOTALS	26,396	2,307

Committee: Strategy and Finance

Date: 30 January 2019

Title: List of Payments

Purpose of Report

To inform members of the payments made in the months of September and October 2018

Recommendation

Members note the report and approve the attached schedule of payments for September and October 2018 for the sums of £131,500.21 and £68,238.75, respectively

Background

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

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

Report

2. The format of the report was amended to fulfil the requirements of the transparency code. As well as the date, amount, payee and some brief details, the report now includes an estimated VAT figure and the net cost to the council, as well as a 'merchant category'. The VAT and expenditure categories are indicative of that supplier, because the schedule shows a list of payments, not invoices, so one payment may include multiple invoices and multiple VAT rates, etc. The 'probable' VAT code is the code predominantly associated with the supplier. The 'merchant category' is the name used to group a number of nominal codes and represents the summary level we report on.
3. I present the list of payments for the months of September and October 2018, **appendices 18A and 18B**. Unless stated to the contrary, payments are for the provision of monthly or one-off goods/services.
4. If you would like any further information about any of these payments, I would encourage you to contact me in the office prior to the meeting.
5. Any recommendations from this committee will be considered by the Full Council on 13 February 2019.

Naomi Cleal
Finance assistant
November 2018

Lyme Regis Town Council
Payments list for September 2018

Total

£131,500.21

Date	Supplier	Detail	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
NAT WEST BANK								
03/09/2018	SOUTH WEST WATER	Water	D/D	£326.88	0%	-	326.88	Utilities
03/09/2018	SOUTH WEST WATER	Water	D/D	£72.01	0%	-	72.01	Utilities
03/09/2018	SOUTH WEST WATER	Water	D/D	£13.05	0%	-	13.05	Utilities
03/09/2018	SOUTH WEST WATER	Water	D/D	£982.25	0%	-	982.25	Utilities
03/09/2018	SOUTH WEST WATER	Water	D/D	£52.80	0%	-	52.80	Utilities
03/09/2018	SOUTH WEST WATER	Water	D/D	£127.27	0%	-	127.27	Utilities
03/09/2018	SOUTH WEST WATER	Water	D/D	£43.60	0%	-	43.60	Utilities
03/09/2018	SOUTH WEST WATER	Water	D/D	£102.34	0%	-	102.34	Utilities
03/09/2018	SOUTH WEST WATER	Water	D/D	£46.09	0%	-	46.09	Utilities
03/09/2018	SOUTH WEST WATER	Water	D/D	£74.62	0%	-	74.62	Utilities
03/09/2018	FASTPAY LTD	Direct debit charges	D/D	£51.96	20%	8.66	43.30	Office Expenses
03/09/2018	C POWLEY	Strawberry Fields lease	S/O	£50.00	0%	-	50.00	licences
10/09/2018	WDDC ND RATES	Rates	D/D	£7,203.00	0%	-	7,203.00	Utilities
10/09/2018	SKINNER CONSTRUCTION - 5711	Refurb Marine Parade Toilets	CHQ	£66,455.66	20%	11,075.94	55,379.72	Projects/outside works
14/09/2018	ALLSTAR	Monthly Petrol	D/D	£1,083.60	20%	180.60	903.00	Outside Works
17/09/2018	HMRC NDDS	July PAYE	D/D	£13,541.91	0%	-	13,541.91	staffing
17/09/2018	BANKLINE	Bank Charges	BLN	£52.00	0%	-	52.00	Office Expenses
19/09/2018	DORSET COUNTY COUN	Wheelee Bin Hire	D/D	£804.80	0%	-	804.80	Outside Works
19/09/2018	WORLDPAY	Transaction Charges	D/D	£78.81	0%	-	78.81	Office Expenses
20/09/2018	WORLDPAY	Transaction Charges	D/D	£32.22	0%	-	32.22	Office Expenses
24/09/2018	GIFFGAF.com	Monthly mobile bundle	POS	£5.00	20%	0.83	4.17	Utilities
24/09/2018	SALARY	July Salary	EBP	£37,045.82	0%	-	37,045.82	Staffing
25/09/2018	WEST DORSET DISTRI	Loan Repayment	S/O	£3,125.00	0%	-	3,125.00	Loan Charges

£131,370.69

LLOYDS BANK

04/09/2018	GIFFGAF.com	Monthly Mobile bundle	DEB	£5.00	20%	0.83	4.17	Utilities
06/09/2018	FORTRESS SW LTD	Fire Alarm Maintenance	FPO	£170.00	0%	-	170.00	Outside Works
06/09/2018	GLEN CLEANING	Summer Holiday Extra cleans	FPO	£4,268.51	0%	-	4,268.51	Outside Works
06/09/2018	SITE SUPPLY SOLUTI	Staff Safety Clothing	FPO	£119.42	20%	19.90	99.52	staffing
06/09/2018	HOLMES & BLACKMORE	Water and repair work carried out at chalet site over various dates	FPO	£2,133.73	0%	-	2,133.73	Outside Works
06/09/2018	Imagin	Staff ID badges	FPO	£29.16	20%	4.86	24.30	Office Expenses
06/09/2018	JACKSON LIFT GROUP	Lift Maintenance	FPO	£531.60	20%	88.60	443.00	Outside Works
06/09/2018	JWS	Proximity Fobs	FPO	£868.80	20%	144.80	724.00	Outside Works
06/09/2018	KELTIC CLOTHING	Staff clothing	FPO	£458.22	0%	-	458.22	Staffing
06/09/2018	LUKE LAWSON	Website costs	FPO	£300.00	0%	-	300.00	Marketing & Tourism
06/09/2018	LYME ONLINE	advertising	FPO	£65.00	0%	-	65.00	Office Expenses
06/09/2018	STAFF	Travel Expenses	FPO	£120.10	0%	-	120.10	Staffing
06/09/2018	MARY ANNING AND THE DINOSAUR HUNTERS	Grant towards completion of film	FPO	£5,000.00	0%	-	5,000.00	grants

Lyme Regis Town Council
Payments list for September 2018

Total

£131,500.21

Date	Supplier	Detail	Payment Type	Amount	Probable VAT Code *	Probable VAT*	Probable Net*	Probable Indicative Expenditure Category
06/09/2018	METRIC GROUP	Replacement car park machine	FPO	£6,083.21	20%	1,013.87	5,069.34	Outside Works
06/09/2018	MOLE AVON	PPE & Tools	FPO	£210.94	20%	35.16	175.78	Outside Works
06/09/2018	OVERTON	Chain & connecting Link	FPO	£179.73	20%	29.96	149.78	Outside Works
06/09/2018	PITNEY BOWES	Postage	FPO	£2.12	0%	-	2.12	Office Expenses
06/09/2018	PREMIER LOOS	Toilet Hire	FPO	£654.00	20%	109.00	545.00	Outside Works
06/09/2018	PRINCE OF WALES SU	Occupational health	FPO	£150.00	0%	-	150.00	staffing
06/09/2018	R S COMPONENTS LTD	Sensitivity Solution	FPO	£43.92	20%	7.32	36.60	Office Expenses
06/09/2018	Screwfix	Work wear	FPO	£709.53	20%	118.26	591.28	Outside Works
06/09/2018	SIX PAYMENT SERVIC	Parking-card transaction fees	FPO	£564.12	0%	-	564.12	Outside Works
06/09/2018	SW HYGIENE	Hygiene bin rental	FPO	£321.39	20%	53.57	267.83	Outside Works
06/09/2018	SOUTH WEST WATER	Water Chalets	FPO	£1,667.30	0%	-	1,667.30	utilities
06/09/2018	SOUTH WEST WATER	Water valve test	FPO	£87.60	0%	-	87.60	utilities
06/09/2018	CUSTOMER	Key refund	FPO	£20.00	0%	-	20.00	Office Expenses
06/09/2018	CUSTOMER	Weekly permit refund	FPO	£40.00	20%	6.67	33.33	Car Parks
06/09/2018	CUSTOMER	Beach hut refund	FPO	£110.00	20%	18.33	91.67	Beach Huts
06/09/2018	CUSTOMER	Key refund	FPO	£20.00	0%	-	20.00	Beach Hut
06/09/2018	AED LOCATOR LTD	Defibrillator Tags	FPO	£58.80	0%	-	58.80	Office Expenses
06/09/2018	AXMINSTER GARDEN M	Goods & Services July	FPO	£862.00	20%	143.67	718.33	Outside Works
06/09/2018	A J SUPPLIES	Impact & Spontex cleaning supplies	FPO	£61.56	20%	10.26	51.30	Outside Works
06/09/2018	ARTHUR FORDHAM	Keys and Padlocks	FPO	£129.65	20%	21.61	108.04	Outside Works
06/09/2018	A.S SECURITY ALARM	Security protection & annual maintenance skip hire	FPO	£3,378.00	20%	563.00	2,815.00	Outside Works
06/09/2018	AXE SKIP HIRE	Auger Extension flat bit & ratchet	FPO	£240.00	20%	40.00	200.00	Outside Works
06/09/2018	AXEMINSTER TOOLS	Part payment memorial plaques	FPO	£54.06	20%	9.01	45.05	Outside Works
06/09/2018	ANDY BROOKER1	lift service contract renewal	FPO	£4,166.67	0%	-	4,166.67	Outside Works
06/09/2018	BUREAU VERITAS	Travel Expenses	FPO	£677.26	20%	112.88	564.38	Outside Works
06/09/2018	COUNCILLOR	Travel Expenses	FPO	£46.80	20%	7.80	39.00	Office Expenses
06/09/2018	C K COMMUNICATIONS	Arial	FPO	£15.00	20%	2.50	12.50	Outside Works
06/09/2018	STAFF	Travel Expenses	FPO	£18.05	0%	-	18.05	Staffing
06/09/2018	DAMORY	Town Bus	FPO	£1,000.00	0%	-	1,000.00	Outside Works
06/09/2018	DHS LTD	Amend DHS assessments	FPO	£144.00	20%	24.00	120.00	Office Expenses
06/09/2018	EASY SHED	Security Shed	FPO	£2,253.00	20%	375.50	1,877.50	Office Expenses
06/09/2018	EDF	Car Park Display	FPO	£93.93	5%	4.47	89.46	Car Parks
06/09/2018	ESCAPE	Palm Roam Buoyancy aid	FPO	£99.96	20%	16.66	83.30	Office Admin
06/09/2018	EUROFFICE	Stationery	FPO	£187.87	20%	31.31	156.56	Office Expenses
06/09/2018	COBB GARAGE	Investigate blowing fuses	FPO	£28.20	20%	4.70	23.50	Outside Works
06/09/2018	TRAVIS PERKINS	Consolidated invoice shelter bays /hanging baskets	FPO	£939.02	20%	156.50	782.52	Outside Works
06/09/2018	URBAN CRAZY	Amenity Equipment - Putters	FPO	£312.96	20%	52.16	260.80	Outside Works
07/09/2018	GIFFGAF.com	Monthly Mobile bundle	DEB	£5.00	20%	0.83	4.17	Utilities
10/09/2018	GIFFGAF.com	Monthly Mobile bundle	DEB	£10.00	20%	1.67	8.33	Utilities
10/09/2018	Packaging Products	Penalty charge notice envelopes	DEB	£120.32	20%	20.05	100.27	Outside Works
10/09/2018	EBAY	Stationary	DEB	£9.99	20%	1.67	8.33	Office Expenses
10/09/2018	EBAY	Micro digital camera	DEB	£8.17	0%	-	8.17	Office Expenses
11/09/2018	EBAY	Health and safety equipment	DEB	£7.47	20%	1.25	6.23	Office Expenses

Lyme Regis Town CouncilPayments list for September 2018

Total									
£131,500.21									
Date	Supplier	Detail	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category	
11/09/2018	GIFFGAF.com	Monthly Mobile bundle	DEB	£5.00	20%	0.83	4.17	Utilities	
13/09/2018	Amazon.co.uk	Rifles - Books for schools	DEB	£13.74	0%	-	13.74	Democratic Representation	
14/09/2018	COUNCILLOR	Mayors Allowance - Rifles visit	FPO	£1,000.00	0%	-	1,000.00	Democratic Representation	
14/09/2018	BUSEC	Staff training	FPO	£225.00	20%	37.50	187.50	Staffing	
17/09/2018	GIFFGAF.com	Monthly Mobile bundle	DEB	£5.00	20%	0.83	4.17	Utilities	
17/09/2018	EBAY	Amenity equipment - till rolls	DEB	£14.53	20%	2.42	12.11	Office Expenses	
17/09/2018	GIFFGAF.com	Monthly mobile bundle	DEB	£10.00	20%	1.67	8.33	Utilities	
17/09/2018	SAGE SOFTWARE LTD	Sage Support	DD	£150.00	20%	25.00	125.00	Office Expenses	
17/09/2018	G4S CASH SOLUTIONS	Cash Collection contract	DD	£119.52	20%	19.92	99.60	Utilities	
17/09/2018	EE & T-MOBILE	mobile phone	DD	£94.03	20%	15.67	78.36	Utilities	

Lyme Regis Town Council
Payments list for October 2018

Total

Date	Supplier	Detail	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
NAT WEST BANK								
01/10/2018	SOUTH WEST WATER	Water	D/D	447.5	0%	-	447.50	utilities
03/10/2018	HMRC Tax	PAYE	D/D	11821.8	0%	-	11,821.80	Staffing
03/10/2018	FASTPAY LTD	Direct debit charges	D/D	24.78	20%	4.13	20.65	Office Expenses
04/10/2018	DORSET COUNTY COUN	September pension contribution	CHQ	10046.31	0%	-	10,046.31	Office Expenses
10/10/2018	WDDC	Rates	D/D	7192	0%	-	7,192.00	Utilities
15/10/2018	ALLSTAR	Petrol	D/D	726.59	20%	121.10	605.49	Outside Works
15/10/2018	BANKLINE	Bank Charges	BLN	52.8	0%	-	52.80	Office Expenses
16/10/2018	DORSET COUNTY COUN	Wheelie bin hire	D/D	791.6	0%	-	791.60	Outside Works
22/10/2018	WORLDPAY	Transaction charges	D/D	44.33	0%	-	44.33	Office Expenses
23/10/2018	EDFENERGY CUST PLC	Electric	D/D	300.99	5%	14.33	286.66	Utilities
24/10/2018	SALARY	October 2018 Salaries	BACS	33636.05	0%	-	33,636.05	Staffing
25/10/2018	WEST DORSET DISTRI	Loan repayment	S/O	3125	0%	-	3,125.00	Loan Charges
				£68,238.75				

£68,209.75

LLOYDS BANK

01/10/2018	GIFFGAFF	Monthly mobile bundle	D/D	£5.00	20%	0.83	4.17	Utilities
01/10/2018	GIFFGAFF	Monthly mobile bundle	D/D	£5.00	20%	0.83	4.17	Utilities
03/10/2018	LGRC ASSOCIATES	Locum Finance Manager	BACS	£3,120.00	20%	520.00	2,600.00	Office Expenses
04/10/2018	AAT	Staff training costs	DEBIT CARD	£129.00	0%	-	129.00	Office Expenses
04/10/2018	GIFFGAFF	Monthly mobile bundle	D/D	£5.00	20%	0.83	4.17	Utilities
04/10/2018	CAROL WILLIAMS	Monthly cleaning	BACS	£1,010.25	0%	-	1,010.25	Outside Works
05/10/2018	SIX PAYMENT SERVIC	Car park card services fee	BACS	£760.66	0%	-	760.66	Outside Works
05/10/2018	SW HYGIENE	Sanitary disposal unit	BACS	£67.00	20%	11.17	55.83	Outside Works
05/10/2018	SOUTH WEST WATER	Water	BACS	£1,534.19	0%	-	1,534.19	utilities
05/10/2018	TOPSPARKS	Connection in car park	BACS	£269.83	20%	44.97	224.86	Outside Works
05/10/2018	TRAVIS PERKINS	Consolidated invoice - manhole	BACS	£295.69	20%	49.28	246.41	Outside Works
08/10/2018	GIFFGAFF	Monthly mobile bundle	D/D	£5.00	20%	0.83	4.17	Utilities
09/10/2018	GIFFGAFF	Monthly mobile bundle	D/D	£10.00	20%	1.67	8.33	Utilities
11/10/2018	GIFFGAFF	Monthly mobile bundle	D/D	£5.00	20%	0.83	4.17	Utilities
11/10/2018	CUSTOMER	Refund of overpayment	BACS	£6,000.23	0%	-	6,000.23	Beach Hut

Lyme Regis Town Council
Payments list for October 2018

Total

£68,238.75

Date	Supplier	Detail	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
11/10/2018	CUSTOMER	Beach hut refund	BACS	£40.00	0%	-	40.00	Office Expenses
11/10/2018	A1 SECURITY PRINT	Printing - parking permits	BACS	£1,237.20	20%	206.20	1,031.00	Office Expenses
11/10/2018	ARTHUR FORDHAM	Mortice keys, cylinder keys etc	BACS	£260.93	20%	43.49	217.44	Outside Works
11/10/2018	AXE SKIP HIRE	Skip hire	BACS	£480.00	20%	80.00	400.00	Outside Works
11/10/2018	Buglers	Service and repair of vehicle plus tyre replacement	BACS	£2,408.21	20%	401.37	2,006.84	Outside Works
11/10/2018	STAFF	Travel expenses	BACS	£57.89	0%	-	57.89	Staffing
11/10/2018	CLUB WIFI	Replacement of seafront equipment	BACS	£1,281.00	20%	213.50	1,067.50	Outside Works
11/10/2018	CWL HEALTH AND SAF	CDM advisor for Marine parade toilets	BACS	£1,008.00	20%	168.00	840.00	Office Expenses
11/10/2018	DSD MOBILE TYRES	Call out for tyre repair	BACS	£84.00	20%	14.00	70.00	Outside Works
11/10/2018	EVERGREEN RENEWABL	Call out for office leak and repair at woodmead	BACS	£2,740.48	20%	456.75	2,283.73	Outside Works
11/10/2018	FOOTEPRINTS	Scanning service	BACS	£110.00	20%	18.33	91.67	Office Expenses
11/10/2018	FORTRESS SW LTD	Attend fire alarm call out, water leak	BACS	£90.92	0%	-	90.92	Outside Works
11/10/2018	GLEN CLEANING	Cleaning	BACS	£5,636.22	20%	939.37	4,696.85	Outside Works
11/10/2018	KELTIC CLOTHING	Staff clothing	BACS	£60.78	0%	-	60.78	Staffing
11/10/2018	LYME REGIS TOWN BA	Band performance	BACS	£750.00	0%	-	750.00	Office Expenses
11/10/2018	LYME ONLINE	Advertising	BACS	£65.00	0%	-	65.00	Office Expenses
11/10/2018	MOTTERAM HR	HR advise	BACS	£45.00	20%	7.50	37.50	Office Expenses
11/10/2018	METRIC	Maintenance of car park machines	BACS	£4,770.27	20%	795.05	3,975.23	Outside Works
11/10/2018	PERRY PRINT	Amenity costs - printing	BACS	£191.93	20%	31.99	159.94	Outside Works
11/10/2018	PITNEY BOWES	Printing	BACS	£516.05	0%	-	516.05	Office Expenses
11/10/2018	COUNCILLOR	Refund of expenses for I love Lyme Day	BACS	£20.09	0%	-	20.09	Office Expenses
15/10/2018	AMAZON UK	Carriage costs	DEBIT CARD	£7.99	20%	1.33	6.66	Office Expenses
15/10/2018	EE & T-MOBILE	Mobile and sims	D/D	£93.07	20%	15.51	77.56	Utilities
16/10/2018	CIPD MEMBERSHIP	Annual subscription	BACS	£135.00	0%	-	135.00	Office Expenses
16/10/2018	SAGE SOFTWARE LTD	Sage support	D/D	£173.22	20%	28.87	144.35	Office Expenses
16/10/2018	G4S CASH SOLUTIONS	Cash Collection contract	D/D	£59.76	20%	9.96	49.80	Utilities
17/10/2018	GIFFGAFF	Monthly mobile bundle	D/D	£5.00	20%	0.83	4.17	Utilities
17/10/2018	CHARD CONCERT BAND	Band performance	BACS	£400.00	0%	-	400.00	Marketing & Tourism
17/10/2018	OLD LYME GUEST HOU	Accommodation expenses	BACS	£170.00	0%	-	170.00	Office Expenses
17/10/2018	Customer	Refund of duplicate parking fees	BACS	£10.80	0%	-	10.80	Beach Hut
22/10/2018	AMAZON UK	Replacement fridge - enforcement fire	DEBIT CARD	£89.00	20%	14.83	74.17	Office Expenses
22/10/2018	WORLDPAY	Transaction Charges	D/D	£33.28	0%	-	33.28	Office Expenses
23/10/2018	GIFFGAFF	Mobile phone	D/D	£5.00	20%	0.83	4.17	Utilities
23/10/2018	IP OFFICE	Phone and broadband costs	D/D	£324.02	20%	54.00	270.02	Office Expenses

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