



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 at the **Marine Theatre, Church Street, Lyme Regis** on Wednesday 12 May 2021 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
07.05.21

The open and transparent proceedings of Full Council and committee meetings will be audio recorded and recordings will be held for one year by the town council.

If members of the public make a representation to the meeting, they will be deemed to have consented to being audio recorded.

If members of the public have any queries regarding audio recording of meetings, please contact the town clerk.

Members are reminded that in reaching decisions they should take into consideration the town council's decision to declare a climate emergency and ambition to become carbon neutral by 2030 and beyond.

AGENDA

1. Public Forum

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

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

2. Apologies

To receive and record apologies and reasons for absence

3. Minutes

To confirm the accuracy of the minutes of the Strategy and Finance Committee meeting held on 31 March 2021

4. Disclosable Pecuniary Interests

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

5. Dispensations

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

6. Matters arising from the minutes of the Strategy and Finance Committee meeting held on 31 March 2021

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. Review of the Fixed Asset Strategy

To inform members about the planned review of the fixed asset strategy

9. The Annual Review of the Fixed Asset Register

To allow members to review and approve the fixed asset register

10. Review of Arrangements with other Local Authorities, Not-For-Profit Bodies and Businesses

To review the arrangements Lyme Regis Town Council has with other local authorities, not-for-profit bodies and businesses

11. Community Governance Review

To allow councillors to consider reducing the number of members on the council as part of its submission to Dorset Council's community governance review

12. The Impact of Covid-19

To inform members of the impact of Covid-19 up until 31 March 2021

13. Budget Performance, 1 April – 31 March 2021

To inform members of performance against budget from 1 April-31 March 2021

14. Beach Patrol Funding

To brief members on the approved funding stream from Dorset Council for beach patrols

15. Investments and Cash Holdings

To inform members of the council's current reserve position

16. List of Payments

To inform members of the payments made in the months of March and April 2021

17. Receipt of Claim for Business Support

To allow members to consider a claim received from SWiM for business support arising from the impact of COVID-19

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

18. Debtors' Report

To inform members of outstanding debts and the steps being taken to recover them

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

18. Exempt Business

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

a) Agenda item 16 – Receipt of Claim for Business Support

b) Agenda item 17 – Debtors' Report

LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 31 MARCH 2021

Present

Chairman: Cllr B. Larcombe MBE

Councillors: Cllr J. Broom, Cllr K. Ellis, Cllr M. Ellis, Cllr C. Reynolds, Cllr D. Ruffle, Cllr D. Sarson, Cllr G. Stammers, Cllr G. Turner, Cllr S. Williams

Officers: M. Adamson-Drage (operations manager), A. Mullins (support services manager), M. Russell (finance manager), J. Wright (town clerk)

20/17/SF Public Forum

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

20/18/SF Apologies for Absence

Cllr B. Bawden – ill
Cllr R. Doney
Cllr R. Smith – work commitments

Cllr B. Larcombe reminded members they needed to give a reason for their absence.

20/19/SF Minutes

Proposed by Cllr J. Broom and seconded by Cllr M. Ellis, the minutes of the meeting held on 17 February 2021 were **ADOPTED**.

20/20/SF Disclosable Pecuniary Interests

Cllr M. Ellis declared a pecuniary interest in agenda item 13, Dorset and Wiltshire Fire and Rescue Authority – Consultation of Draft Community Safety Plan, as her husband was a firefighter.

20/21/SF Dispensations

There were none.

20/22/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 17 March 2021

Members noted the report.

20/23/SF Update Report

Bowling club lease

Cllr B. Larcombe asked what the reason was for the delay in the signing of the lease.

The town clerk said there were some amendments to the plans and these were being talked through with the club but it would hopefully be completed soon.

20/24/SF Councillor Code of Conduct

Cllr B. Larcombe said the council needed to be careful about adding in its own wording to the model code as it would have been checked legally. He also felt there was sufficient reference in the code to equality and diversity so there would be no need to add in extra references as suggested.

The support services manager said the council's existing code was based on the model provided by the National Association of Local Councils (NALC) so members could have some assurance that any additions to the model would be legally sound.

Cllr B. Larcombe said the code could be applied to staff too.

The town clerk said there was another code of conduct for staff but this could also be reviewed, probably by the Human Resources Committee. He agreed that if the code applied to members, it should also apply to staff where appropriate.

Cllr J. Broom said the council should stick to the model provided by the Local Government Association (LGA) with no additions.

Cllr C. Reynolds asked if there were any essential sections of the existing code which officers felt should be added into the model.

The support services manager said sections on fraud and use of financial resources were important, but sections on how the council specifically dealt with dispensations, the voluntary code of conduct and sanctions were particularly important.

Cllr M. Ellis said it would be helpful to see the model code with the suggested additions so members could check there was no duplication before it was agreed.

It was agreed the completed document would be taken to the Full Council meeting on 14 April 2021 for final approval.

Cllr B. Larcombe asked how often the code would be reviewed.

The support services manager said the LGA had committed to an annual review and it would be brought to members for any amendments as required.

Proposed by Cllr M. Ellis and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to adopt the model councillor code of conduct from the Local Government Association, with sections from the existing code included as local amendments, but without the suggested section on equality and diversity.

20/25/SF Community Governance Review

The town clerk suggested up to three members went through the document relating to DC's community governance review and formed a view on whether the council should respond to it, with any suggestions to be reported to Full Council.

The town clerk said other than reviewing the number of members on the council, he didn't believe there would be anything else the council would want to consider. He said the council should write to DC to outline its position as it was an important part of the county's governance structure. He added there was plenty of time to respond as the review wasn't due to start until July 2021.

Cllr M. Ellis said the council should be looking again at reducing the number of members from 14 to 12 as there were less people coming forward for elections.

Members generally agreed with the principle of reducing the number of members, although Cllr C. Reynolds suggested it was an uneven number.

Cllr B. Larcombe said the council needed to carefully consider what the optimum number should be as it wouldn't take much for some committees to become inquorate and members would end up being on every committee.

Members agreed the following were not considerations for this council:

- Creating, merging, altering or abolishing parishes (grouping or de-grouping parishes)
- Creating ward boundaries or changing existing warding arrangements
- Changes to parish names
- Correcting minor boundary anomalies.
- Changing a parish council into a parish meeting

Although it was not a specific question asked, Cllr M. Ellis said residents on the new housing estates at Garmans Field and Woodberry Down were asked to go to Woodmead Halls for voting but this was not their nearest polling booth. She suggested this was included in any response to DC.

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** that a report is taken to the Strategy and Finance Committee to consider reducing the number of members on the council as part of Dorset Council's community governance review.

20/26/SF Review of Insurance Cover

As the premium was set for three years on the basis no large claims were made, Cllr M. Ellis asked what Zurich classed as a 'large claim'.

The finance manager said he couldn't comment but he didn't think it was necessarily related to value.

Cllr D. Sarson asked what the current value of the assets was and whether the council was informed of each claim.

The finance manager confirmed the council was informed of each claim.

The town clerk said the purchase value of the assets was known but they were now worth significantly more. He said officers could estimate the current market value and report back to members.

Regarding cyber security, the town clerk said officers were reasonably sure other organisations, such as DC and the banks, would be covering risk for the council but they couldn't say with absolute certainty. He said officers would be having further discussions with the relevant organisations about the extent and level of cover.

Cllr J. Broom asked what the excess was on each claim. He also asked if all the assets were listed in the policy as there may be a risk of the council being under-insured.

The finance manager said all the assets were listed on the policy with a value attached; the values were linked to an index percentage rate, which was added each year. He gave several examples of the excess amounts: buildings and contents, £250, money, £50, and public liability, £100.

Cllr J. Broom suggested the council considered paying a higher excess to get the cost of the premium down.

20/27/SF

Requests for Outside Seating

Cllr B. Larcombe asked how the council would ensure tables and chairs would not take over the whole of the seafront.

The town clerk said if a business was asking for too much space and it would impinge on pedestrian and emergency vehicle access, officers would not approve the request. He said the letter from the Secretary of State was very clear local councils must allow these requests, providing there was still reasonable access.

Cllr B. Larcombe asked officers to keep a tight scrutiny on this. The town clerk agreed members would be informed every week through the briefing if any decisions were made.

Proposed by Cllr M. Ellis and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to delegate authority to the chairman of the Town Management and Highways Committee in conjunction with officers to organise the details of allowing further outside seating licences during the temporary legislated period, currently until 30 September 2022.

20/28/SF

Request for Funding

Cllr C. Reynolds declared a pecuniary interest in this item as she had claimed for a set of ink cartridges in relation to work for Lyme Regis Community Support (LRCS). She said the group had now run out of money and was in the process of registering as a community interest company (CIO).

Cllr B. Larcombe asked what kinds of things the money would be spent on and the reasons for becoming a CIO.

Cllr C. Reynolds said the money would be spent on things like petrol for the volunteers, transport to medical appointments, and soup runs, with all expenditure being approved by herself and administered by the town council's finance team. She said becoming a

CIO would give the group more kudos, it would have trustees and opportunities to apply for more grants.

Cllr M. Ellis asked if this request was in addition to the application for a community grant.

Cllr C. Reynolds said the community grant application was submitted before the group ran out of money and she was aware it could only be for specific projects, not running costs. If she had to choose between the two, she felt running costs were more important.

Proposed by Cllr B. Larcombe and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve funding of £1,000 to Lyme Regis Community Support.

Cllr C. Reynolds abstained from voting.

As LRCS had run out of money, the town clerk suggested the committee authorised an advance of £200 ahead of Full Council approval, which was agreed.

Cllr B. Larcombe said the council's granting of funding didn't mean it was open for other requests; this was an exceptional request.

Cllr M. Ellis left the meeting at 8.09pm in line with her pecuniary interests.

20/29/SF

Dorset and Wiltshire Fire and Rescue Authority – Consultation of Draft Community Safety Plan

The town clerk said if several members were delegated to respond to the consultation, the response could be brought back to this committee on 12 May 2021. He said the council probably needed to consider a mechanism for keeping consultations away from the main committees as it was quite onerous.

The issues which members felt were relevant included the importance of a local service because of the distance from other major towns, and concerns paramedics on the fire service were no longer being deployed.

Proposed by Cllr K. Ellis and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** that Cllrs B. Larcombe, J. Broom and C. Reynolds draft a response to Dorset and Wiltshire Fire and Rescue Authority's consultation on its Draft Community Safety Plan for submission to the Strategy and Finance Committee on 12 May 2021.

Cllr M. Ellis returned to the meeting at 8.15pm.

20/30/SF

Investments and Cash Holdings

The town clerk said as the end of the financial year was approaching, the council's financial position had significantly improved, for two reasons: officers had made prudent assumptions so there was no shock at the end of the financial year, and the finance team had been successful in chasing up debts.

The town clerk said the year-end reserve would be c.£800k, with a surplus of c.£380k in the new financial year, which meant the council would be in a position early in the financial year to release funds for projects and objectives as already agreed.

As it was the last day of the financial year, the finance manager confirmed as of today's date, there was £850k in the reserve.

Cllr B. Larcombe said the council still needed to keep things tight and continue to make savings where possible in case the unexpected happened.

20/31/SF List of Payments

Cllr M. Ellis queried why £1,400 had been spent on keys and padlocks. She said it was pointless having them if the gates were regularly being left open and said those leaving them open should have their keys taken away.

The operations manager said the locks on all barriers had been changed, of which there were at least 20.

Cllr B. Larcombe queried a payment of £851 to Screwfix as payments to the company seemed to come up every month. He asked if the employees had to have authority from the operations manager to purchase goods.

The operations manager said either he or the operations supervisor placed the orders. He said they used Screwfix regularly as they supplied a wide variety of items and could deliver the same day.

Cllr B. Larcombe queried the payment of £1,220 to Metric.

The operations manager said the payment was for maintenance of nine parking machines, which was part of the contract with Metric.

Proposed by Cllr B. Larcombe and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the schedule of payments for February 2021 for the sum of £102,724.57.

20/32/SF Debtors' Report

Proposed by Cllr M. Ellis and seconded by Cllr B. Larcombe, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential matters relating to relating to the financial or business affairs of any particular person within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

20/33/SF Exempt Business

a) Debtors' Report

Cllr M. Ellis asked for confirmation that chalet and caravan owners who had not paid their debt would not be given the discount related to Covid-19 as today was the deadline for payment.

The town clerk said there were two main debtors remaining and officers would take a pragmatic view if the payment was expected imminently if it meant the debt was settled.

The finance manager said the main commercial debt had been paid and another commercial tenant owed two quarters.

The finance manager said now the majority of historical issues surrounding chalet and caravan leases had been resolved, the residents no longer had any reasons not to pay so he couldn't see any reason why they would withhold payment in the future.

The meeting closed at 8.48pm.

DRAFT

Committee: Strategy and Finance

Date: 12 May 2021

Title: Matters arising from the minutes of the Strategy and Finance Committee meeting held on 31 March 2021

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

20/23/SF – Update Report

Bowling club lease

Final and minor amendments have been made to the wording of one clause within the lease, pending imminent signature.

20/24/SF – Councillor Code of Conduct

Following further review at the Full Council meeting on 22 April 2021, the revised code of conduct has been issued to members and updated on the website.

20/26/SF – Review of Insurance Cover

Officers' estimated market value of the council's assets will be included in the members' briefing.

20/27/SF – Requests for Outside Seating

Following either council approval or consultation with the chairman of the Town Management and Highways Committee, the following requests have been dealt with:

- Red Panda – approved by council
- Oyster and Fish House – approved by council
- Bell Cliff Restaurant – denied due to lack of space (site already approved by council for Red Panda)
- Janes Café – approved under delegated authority
- SWiM – approved by council
- Largigi – existing seating
- Tom's – existing seating

20/29/SF – Dorset and Wiltshire Fire and Rescue Authority – Consultation of Draft Community Safety Plan

The draft response will be taken to the Full Council for approval before submission.

John Wright
Town clerk
May 2021

Committee: Strategy and Finance

Date: 12 May 2021

Title: Update Report

Purpose of Report

To update members on issues previously reported to this committee

Recommendation

Members note the report

Report

Power Boat Club Lease

The respective solicitors are finalising the lease prior to its signature

Survey of accreted land

The survey results are expected by the end of the month at latest. The scope of works has been extended to include all town and Dorset Council land in the area so that an attempt can be made to properly and accurately plot and mark out boundaries.

John Wright
Town clerk
May 2021

Committee: Strategy and Finance

Date: 12 May 2021

Title: Review of the Fixed Asset Strategy

Purpose of the Report

To inform members about the planned review of the fixed asset strategy

Recommendation

Members note the intention to review the fixed asset strategy later this year alongside the introduction of a new asset and investment management plan

Background

1. The council has a fixed asset strategy which is reviewed on a regular basis. The current policy is overdue for review, the last such review having been undertaken in 2016
2. Normally, any review is conducted at the same time as the approval of the list of fixed assets. However, the council has previously agreed to introduce a new and comprehensive asset and investment management plan. This work was put on hold as part of the response to the financial impact on the council of COVID-19, when it was agreed that all additional one-off expenditure which was not contractually committed should be temporarily halted.
3. The intention, subject to member approval, is to restart work on the asset and investment plan during the current year and, where appropriate, to co-ordinate it with similar work being undertaken by Dorset Council. This council had previously earmarked a budget of £10k for the work. Whilst much of the work can be done 'in-house', some external input and 'challenge' will be required.
4. The fixed asset strategy will be reviewed as a part of this work and will be brought back to members for consideration and review at the same time.
5. Any recommendations from this committee will be considered by the Full Council on 19 May 2021.

Mark Green
Deputy town clerk
May 2021

Committee: Strategy and Finance

Date: 12 May 2021

Title: The Annual Review of the Fixed Asset Register

Purpose of the Report

To allow members to review and approve the fixed asset register

Recommendation

Members review and approve the fixed asset register

Background

1. Standing order 5.j. identifies the business that should be conducted during the council year, which includes a 'Review of inventory of land and other assets including buildings and office equipment'.
2. An up-to-date fixed asset register is also a requirement for the annual return.
3. The starting point for the 2021/22 review of the fixed asset register, **appendix 9A**, is the previous year's register. Items in the register are generally held at cost and only revalued as necessary. This is in accordance with current practitioner guidance and is supported by the council's appointed internal auditor. In other words, the figures contained in the register are not 'open market value' or replacement or rebuild costs and are not, therefore, the same as figures included in the insurance schedule. The figures are not depreciated; again, this is in accordance with current practitioner guidance.
4. The fixed asset register and the council's insurance policy may not necessarily list all of the same properties. For instance, a solely 'land' asset may be included in the former and be attributed a value but may not be explicitly and individually identified in the latter because the insurance 'risk' is primarily one of public or employee liability.
5. The council's policy on the treatment of its fixed assets, which reflects the content of paragraph 3, was considered by this committee on 20 January 2016 and approved by resolution of the Full Council on 3 February 2016. A separate report reviewing the policy is also set out in this agenda.
6. Within this policy is a de minimus amount of £1,000; items below this sum have been removed from the register.
7. Any recommendations from this committee will be considered by the Full Council on 19 May 2021.

Mark Russell
Finance manager
May 2021

LYME REGIS TOWN COUNCIL				
SUMMARY OF FIXED ASSETS 31 MARCH 2021				
		2020/21		
	31/03/2020	Additions	Disposal	31/03/2021
<u>Land and Buildings</u>				
Guildhall & shop	312,439			312,439
Cadet hut	49,989			49,989
Swim Restaurant (formerly known as)	393,674			393,674
Guildhall Cottage/TIC	243,702			243,702
Amusement Arcade	337,434			337,434
Marine Parade Toilets	86,501			86,501
Cemetery Mortuary/Workshop	71,235			71,235
Chapel (formerly known as Cemetery)	156,220			156,220
Theatre Store/Workshop	38,587			38,587
Ice Cream Parlour/Kitchenette	28,743			28,743
Harbourmaster Store	37,965			37,965
Langmoor Pavilion - Gazebo	11,871			11,871
Parade Shelters	1,998,642			1,998,642
Antique Craft Centre	231,206			231,206
Candles on the Cobb Pavilion area	42,108			42,108
Mini Golf Hut	9,616			9,616
Bowling Club & Pavilion	146,039			146,039
Garages-Monmouth Beach	49,989			49,989
Ware Cliff - Chalets	-			-
	£ 4,245,960	£ -	£ -	£ 4,245,960
<u>Land Only</u>				
Marine Parade Huts	87,750			87,750
Bowling Green Chalets	234,000			234,000
Ware Cliff Chalets/Caravans	360,000			360,000
Monmouth Beach Caravans/Chalets	448,500			448,500
Cabanya Car Park	185,820			185,820
Woodmead Car Park	356,685			356,685
Monmouth Beach Car Park	575,250			575,250
WDDC Boat/Trailer Park	92,625			92,625
LR Power Boat Club & Car Park	71,175			71,175
LR Bowling Club Car Park	58,500			58,500
	£ 2,470,305	£ -	£ -	£ 2,470,305

	£ 6,716,265	£ -	£ -	£ 6,716,265
<u>Vehicles & Equipment</u>				
Piaggio Pick-up WA09 EOJ	-			-
Tractor HF09EDP	26,495			26,495
Kawasaki Mule HF14FNK	10,995			10,995
Ford Transit 350 RWD Double C	20,603			20,603
Ford Transit Courier FH16FFU	7,699			7,699
Guildhall inventory	21,421			21,421
Tool Inventory	13,177			13,177
Civic Regalia	123,956			123,956
Play Equipment - Henry's Way	17,851			17,851
Office Furniture	4,080			4,080
Car Park Machines-Woodmead -	0			0
Car Park Machines-Cabanya	-			-
3 * Ticket machines - Jan 16	15,090			15,090
6 * Ticket machines - Apr 16	32,112			32,112
Disabled Lift - Guildhall	56,761			56,761
Honda Mower	1,226			1,226
Heating System	16,598			16,598
Computers systems	-			-
2017 Computers 4* Surface Pro	3,960			3,960
CCTV Equipment	21,240			21,240
Fencing Anning Road	8,185			8,185
Seating Guildhall	1,095			1,095
Trailer	1,473			1,473
Fork carrier	2,195			2,195
Mini golf equipment	1,595			1,595
Webcam - Cobb	2,849			2,849
Webcam - Marine Theatre	1,013			1,013
Beach cleaning machine	36,789			36,789
BMX Track	2,808			2,808
Honda Mower UM616	1,460			1,460
Gates playing field	15,308			15,308
Water Bowser	1,942			1,942
Water Meters	12,185			12,185
Youth Shelter	5,295			5,295
Storm Shooter	-			-
Sarp SLM 5360 HXA 16/6/11	1,058			1,058

Beach hut chairs	4,312			4,312
Shelters counter	3,815			3,815
Shelters AV system	8,603			8,603
Beach huts	36,888			36,888
Westwood T1600 May 12	3,250			3,250
2015 Play Park	109,853			109,853
Play Park Hexagonal Shelter	3,326			3,326
2016 Skate park	159,339			159,339
Skate park Cycle Shelter	-			-
Panasonic Phone System	2,605			2,605
Showers on the beach	10,930			10,930
Allotment Fencing	5,450			5,450
Hippocampe Beach wheelchair	3,020			3,020
Tundra Beach wheelchair	1,850			1,850
Water Bowser & Pressure Wash	5,338			5,338
Lawnmower danarm Kaaz	1,010			1,010
Glasdon Litter Bins * 5	1,542			1,542
Cemetary Fencing	1,523			1,523
7 * memorial Benches	6,417			6,417
Air conditioning @ Cadet Hut	1,249			1,249
Lawn Mower Honda HRH536HX	1,153			1,153
Grassguard Earthguard - Marsh	1,108			1,108
Timber Wheelie Bin Enclosure V	1,183			1,183
PA systems for public events	1,720			1,720
MobiChair water wheelchair	1,709			1,709
GoPak Contour folding tables	1,140			1,140
Chairs	1,610			1,610
8' x 6' beast security shed	1,877			1,877
Honda lawn mower	1,153			1,153
Stanford seat & memorial	9,939			9,939
Kemp shade sail	3,523			3,523
Two way radios	1,213			1,213
Air conditioning unit in golf hut	1,249			1,249
Security alarms	2,225			2,225
New Fence - (JACKSONF)	1,815			1,815
Surf Rake	50,700			50,700
Electric Vehicle - (LIFTSAFE) -	12,550			12,550
Glowworm Energy 30kW Boiler System		1721.82		1,722
	£ 954,701	£ 1,722	£ -	£ 956,423

<u>Infrastructure Assets</u>				
Bus shelters - Silver St & Clover	6,001			6,001
Bus Shelter - Cobb Gate	2,448			2,448
Bus Shelter-Charmouth Rd	3,065			3,065
Bus Shelter - King's Way	3,500			3,500
Lighting Columns (28)	3,920			3,920
Public Litter Bins (47)	5,105			5,105
Public Seats (90)	29,754			29,754
Millennium Basket	1,143			1,143
Welcome to Lyme Signs	1,350			1,350
Hand Rail System	8,089			8,089
Cemetery Gates	2,307			2,307
Cemetery gates/railings	13,074			13,074
LRTC picnic benches x 3	1,269			1,269
Grit bins	2,778			2,778
Speed Indicator Display	3,100			3,100
Bell Cliff Map	1,814			1,814
Recording Equipment	6,493			6,493
Seafront Wi-fi	4,596			4,596
Public Seats (14)	12,904	8388		21,292
Lighting in Gardens	28,804			28,804
	£ 141,514	£ 8,388	£ -	£ 149,902
<u>Other Assets</u>				
Millennium Clock	14,140			14,140
Strawberry Fields	56,100			56,100
Community Offices Room 1A	16,000			16,000
Anning Road Playing Field	1			1
Langmoor Gardens (incl Piers)	1			1
Lister Gardens	1			1
Cemetery	1			1
Lepers Well Garden	1			1

Jane Austen Garden	1			1
Church Cliff/Long Entry	1			1
Closed Churchyard	1			1
Georges Garden	1			1
Woodmead Halls Site	1			1
Town Mill Bridge & Steps	1			1
War Memorial	1			1
Morgans Grave	1			1
Monmouth Beach - accreted lan	1			1
Allotments	1			1
	£ 86,255.00	£ -	£ -	£ 86,255.00
Total Fixed Assets	£ 7,898,735	£ 10,110	£ -	£ 7,908,845

Committee: Strategy and Finance

Date: 12 May 2021

Title: Review of Arrangements with other Local Authorities, Not-For-Profit Bodies and Businesses

Purpose of Report

To review the arrangements Lyme Regis Town Council has with other local authorities, not-for-profit bodies and businesses

Recommendation

Members note the report and instruct the town clerk

Background

1. Standing order 5.j.xi requires a, 'Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses. The reviews should be undertaken each year either by the Full Council or following consideration and recommendation from the relevant committee.
2. Because of Covid-19, this report was not presented to the council in 2020; it was last presented to this committee on 30 January 2019. Since then, a lot has happened:
 - Dorset County Council and West Dorset District Council no longer exist; they are part of a unitary organisation, Dorset Council. Existing arrangements were novated across to Dorset Council
 - Up until 31 March 2019, the town council car parking cash collection 'piggy-backed' West Dorset's District Council's contract with 4GS; the town council now has its own contract with 4GS for collecting car park and amenities' cash
 - The Dorset Council-run tourist information centre closed in August 2020; a rental income loss of £11,900. The town council has refurbished these offices for use by its own staff
 - Dorset Council has not renewed the town council's lease for land opposite the Harbour Inn. The town council had paid a lease rent of £2,000 and let the land out on a concession for c.£6,800. The lease expired on 31 March 2018 and town council officers assumed it would be held over. However, in 2020 Dorset Council confirmed it did not intend to renew the lease
 - The town council did not renew its lease with Dorset Council for the pedestrian footpath and surrounding land which links Broad Street car park to the Town Mill site. The lease was let on a peppercorn rent of £1.00 per annum and expired on 30 May 2020
 - Dorset Council has notified the town council of its intent to vacate the harbourmaster's store; Dorset Council is building a new facility on land it owns in the vicinity. The original vacation date was March 2021, this was deferred until July 2021 and will probably go beyond that date. The town council receives a rental income of £2,675 for this building. When Dorset Council vacate the building, it will be used by the external works' team

- Since 2019, the harbourmaster no longer required the use of the western section of Monmouth Beach car park for winter boat storage. In 2018-19, the town council received a fee of £5,750 plus VAT for this arrangement
- The town council no longer has an interest in the Sidmouth Road park and ride site and, as such, no longer has a relationship with East Devon District Council

The council retains the following relationships with Dorset Council:

The Tripartite Agreement

3. The Tripartite Agreement was originally between West Dorset District Council (WDDC), Dorset County Council (DCC) and the town council; it 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.
4. In 2020, the status of this agreement and the town council's right to determine the level of cover charges on Marine Parade was challenged in the county court. The claim that Marine Parade was a highway and, as such, cover charges should reflect administrative and enforcement costs of permitting outside seating, only, was unsuccessful.
5. In 2021-22, the town council intends to renew a section of the seafront railings. Under the tripartite agreement Dorset Council is liable for 27% of the cost.

Beach Management

6. 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. However, the precise nature of the town council's management responsibilities has never been defined. This should be addressed with Dorset Council.
7. As part of its sea defence undertaking, Dorset Council dredge the harbour and reprofile the Front Beach in spring each year.

Loan

8. 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).
9. 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.
10. 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.

11. 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 2021 is £187,500.
12. The council has an objective to clear the loan before the end of this administration in May 2024.

The Boat park and accreted land

13. The town council leases a hard-standing area and a section of accreted land to Dorset Council; this is used principally for boat storage. Because of an internal exercise to undertake a comprehensive review of assets on-and-around Monmouth Beach and negotiations on asset and service transfers with West Dorset District Council, this lease has been held over since 2015. The council receives an annual income of £6,000 for this arrangement.
14. South West Surveys has been commissioned to undertake a survey to determine the extent of this land. The survey will inform discussions with Dorset Council about the future use of this land.

Enforcement

15. Historically, the town council 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).
16. These enforcement powers were replaced by WDDC during 2017/18 with Public Space Protection Orders (PSPO). The PSPOs extended enforcement areas to Church Cliff Walkway, all gardens and the cemetery. PSPOs include enforcement powers to act against those who feed seagulls. The Public Space Protection Orders were recently reviewed by Dorset Council.
17. The latest Public Space Protection Order allows dogs on the Front Beach on a lead between 1 October and 31 March; no dogs are allowed on the front beach between 1 April and 30 September.

Business rates

18. The town council pays business rates to Dorset Council on: 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 . In 2020-21, business rates totalled £99,946pa.

Charmouth Road car park

19. 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 which has increased annually in line with the retail price index.

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

Elections

20. Historically, elections have been administered by West Dorset District Council. This function transferred to Dorset Council.
21. From 2019 onwards, the town council has been responsible for election costs. The cost of the town council's contribution to the elections on 2 May 2019 was assessed at £3,510. A budget of £3,500 has been identified against by-election costs.

The precept

22. Dorset Council collects the town council's precept.

Planning

23. The town council is a statutory consultee in the planning process.

ICT

24. In September 2016, the town council entered into a three-year agreement with Dorset County Council 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 amount paid later increased to c.£6,000.
25. In 2021, the town council entered into a separate agreement with Dorset Council to provide laptops and IT support to members. The cost of this agreement is c.£11,000 per annum.

Highways

26. Discussions about the transfer of highways' functions are complete but the agency agreement has not been formally implemented.

Anning Road Playing Field

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

The Lynch

28. The ownership of the Lynch remains undetermined, but the town council has and will continue to work with Dorset Council on maintenance of the structure.

Dorset Waste Services

29. Regular discussions take place with Dorset Waste Partnership about waste management arrangements, particularly on the seafront. The town council buys in additional services to supplement the 'normal' services provided by Dorset Waste Partnership.

Not-For-Profit bodies and business

30. The town council has a relationship with not-for-profit bodies it grant funds. Separate reports are received by the council on each organisation twice a year.

31. The town council's relationships with businesses are governed by leases, licences and concessions. These are reported separately to the council.

The Future

32. Legislation will shortly be enacted to remove business rates on public toilets. This will reduce the town council's business rates by £3,545.
33. Dorset Council is scheduled to review its schools' transport arrangements for implementation in September 2021. The council's town bus service is reliant on Dorset Council's current contractual arrangements for schools; any changes to the existing contractual relationship may impact on the town bus service.
34. Finally, the transfer of assets and services from Dorset Council to town and parish council's is likely to be back on the agenda.
35. Any recommendations from this committee will be considered by the Full Council on 19 May 2021.

John Wright
Town clerk
May 2021

Committee: Strategy and Finance

Date: 12 May 2021

Title: Community Governance Review

Purpose of Report

To allow councillors to consider reducing the number of members on the council as part of its submission to Dorset Council's community governance review

Recommendation

Members consider the report and instruct the town clerk

Background

1. On 31 March 2021, this committee considered a report on a community governance review which is being undertaken by Dorset Council. The committee made the following recommendation to Full Council:

‘that a report is taken to the Strategy and Finance Committee to consider reducing the number of members on the council as part of Dorset Council's community governance review.’

2. The recommendation was approved by resolution of the Full Council on 22 April 2021.
3. Since 2014, the town council has received two reports involving community governance:
 - on 23 July 2014, the Strategy and Policy Committee considered the reduction of councillors from 14 to 12. A motion to propose this was considered but not carried.
 - on 14 December 2016, the Full Council considered the same issue and agreed not to take any further action.
4. The next stage in Dorset Council's governance review is the publication of its terms of reference in July 2021.

Report

5. The Local Government Act 1972, as amended, specifies that each parish must have at least five councillors, there is no maximum number.
6. In practice, there is a wide variation of council size between parish councils. Research by the Aston Business School on parish and town councils in England in 1992 found that the typical parish council representing less than 500 people had between five and eight councillors; those between 501 and 2,500 had between six and 12 councillors; those between 2,501 and 10,000 had between nine and 16 councillors; those between 10,001 and 20,000 had between 13 and 27 councillors; and those with a population over 20,000 had between 13 and 31 councillors.
7. The Local Government Boundary Commission for England (LGBCE) believes this pattern has not altered significantly since 1992 and this research broadly reflects the council size range set out in the National Association of Councils' (NALC) Circular 1126.

Considerations

8. In determining a position, members may wish to consider:
 - 8.1 although this is some time away, the ability of the council to attract sufficient candidates to stand for election
 - 8.2 the range of functions undertaken the council
 - 8.3 the council's ability to resource its committee structure
 - 8.4 the possibility that over the next three years the council's functions could increase
 - 8.5 whether a reduction in the number of councillors would result in improved community engagement, better local democracy, and more effective and convenient delivery of local services.

9. Any recommendations from this committee will be considered by the Full Council on 19 May 2021.

John Wright
Town clerk
May 2021

Committee: Strategy and Finance

Date: 12 May 2021

Title: The Impact of Covid-19

Purpose of Report

To inform members of the impact of Covid-19 up until 31 March 2021

Recommendation

Members note the report.

Background

1. At a meeting of this committee on 17 February 2021, members asked officers to produce a report assessing the financial impact of Covid-19.

Report

2. Covid-19 had a significant impact on the council's finances. Lost income in 2020-21 is c.£322,000 and is broken down as follows:

chalet park	£57k
car park	£191k
beach huts	£24k
amenities	£30k
concessions	£9k
al fresco seating	£18k
holiday parking permits	3k

3. In addition, Covid-19 resulted in c.£37,000 additional expenditure, broken down as follows:

toilet cleaning	£15
security	£10k
PPE	£4k
phone system	£3k
fogging equipment	£1k
legal fees	£3k
other cleaning	£1k

4. The council was able to recover c.£54k through the Government's Coronavirus Job Retention Scheme.

5. In addition, the town council received two small grants from Dorset Council for £2,700; a total of £5,400.

6. The council's total loss due to Covid-19 was c.£310,000.

7. Other than financial, Covid-19 has impacted on the town council in other ways:
- a temporary scheme of delegation demonstrated the council could respond quickly and make effective decisions outside the normal committee structure
 - virtual meetings have become the norm and worked well. The council can now employ this technology to support other aspects of its business operation, e.g., working groups, liaison with external bodies and homeworking
 - the office closure has pushed the e-working agenda and improved customer-facing transactions, e.g., parking permits and beach hut bookings
 - zoning arrangements introduced to limit the exposure of the external works' team members to their colleagues has worked well and will be retained
 - the need to co-ordinate decision-making and activities has improved working relationships with others, particularly Dorset Council
 - on a less positive note, the lack of leisure and options open to the public in spring 2020 resulted in an increase in anti-social behaviour.
8. Any recommendations from this committee will be considered by the Full Council on 19 May 2021

Mark Russell
Finance manager
May 2021

Committee: Strategy and Finance

Date: 12 May 2021

Title: Budget Performance, 1 April – 31 March 2021

Purpose of Report

To inform members of performance against budget from 1 April-31 March 2021

Recommendation

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

Report

1. The budget figures from 1 April to 31 March 2021 are not based on cashflow; they are from a more traditional income statement.
2. The council’s cash position at 31 March 2021 was c.£881k. The council’s finances are such that we have more income at the beginning of the year financial year than at the end, but the expenditure is more evenly spread throughout the year.

£000s	Actual to 31.03.21	2020-21 Budget	Variance 31.03.21
Income	1,382	1,570	(188)
Expenditure	1,766	1,915	(149)
Surplus/(Deficit)	(384)	(345)	(39)

Analysis

3. The main differences in income are due to COVID-19. Car parking income was down by £92k, the chalet and caravan park and beach huts’ income was down by £72k, and income from the amenity area was down by £32k as it was closed for the majority of the year.
4. The main changes across the year in expenditure are grants, due in part to two unclaimed grants from previous years of c.£37k. The rates bill was £8k higher than expected, as was insurance of £7k. There have also been higher than expected legal fees. It should also be noted there were increased costs incurred due to the first national lockdown of c£40k, including security guards at a cost of £11k, extra cleaning and regular fogging.
5. It should be noted that throughout the pandemic, all objectives ceased, unless contractually committed.

Mark Russell
 Finance Manager
 May 2021

Committee: Strategy and Finance

Date: 12 May 2021

Title: Beach Patrol Funding

Purpose of Report

To brief members on the approved funding stream from Dorset Council for beach patrols

Recommendation

Members note the report

Background

1. A report on anti-social behaviour and potential funding from Dorset Council was taken to the Town Management and Highways Committee on 28 April 2021. This included a bid for £1,260 a week for security to emulate last year's security guard provision and £1,500 per week for employing extra seafront attendants, extra cleaning and further bins. From 1 May to the first week of September 2021 (18 weeks) represented a total bid of £49,680. This figure was split into £22,680 for beach patrols and £27,000 for visitor ambassadorial support (extra seafront staff, extra seafront bins and extra cleans on Marine Parade toilets).

Report

2. Dorset Council confirmed on 5 May 2021 it will pay the invoices for our beach patrols (security guards) up to a total of £22,680. The operations manager has had a conversation with the security company the council contracted last year and will organise seafront patrols seven evenings a week as soon as possible. The operations manager has also consulted with the police on the best shift timings to deploy our security guards. Further discussion on shift timings and the contract with the security company was in progress at the time of writing.
3. The funding for 'ambassadorial support' and our bid of £27,000 remains under discussion at Dorset Council at the time of writing.
4. Any recommendations from this committee will be considered by the Full Council on 19 May 2021.

Matt Adamson-Drage
Operations manager
May 2021

Committee: Strategy and Finance

Date: 12th May 2021

Title: Investments and Cash Holdings

Purpose of Report

To inform members of our current reserve position

Recommendation

Members note the report

Background

1. The council's reserve at the beginning of the financial year was c£881k.
2. The council had increased its overall reserve to cover a large project worth c£600k.
3. During the last financial year, c.£160k was withdrawn from a high interest account, for which there was a six-month withdrawal clause, to cover potential losses at the beginning of the Covid-19 pandemic.

Report

4. The council's cash holding as at 31 April 2021 is c.£976k, **appendix 15A**.
5. The council has adopted a prudent approach to forecasting its reserve at the end of the financial year and has ensured it remains as robust as is possible.
6. Officers have advised that the cash holding should be at least 50% of turnover. The current projected reserve for year ending March 2022 is c£1.1m, which is c.£250k greater than £850k (50% of £1.7m).
7. The reserve is improved on previous assumptions for a number of reasons. Officers have always adopted a prudent approach in any financial model and the finance department have been successful in debt collection, including some older debts that had not been included in the assumptions.
8. Officers now expect to be able to release finance for planned projects and objectives early in this financial year, the first being the beginning of the office project, as we expect to be over the recommended 50% of turnover, c.£850k.
9. Any interest rates are low and therefore negligible as to any future interest the council may receive.
10. Any recommendations from this committee will be considered by the Full Council on 19 May 2021.

Mark Russell
Finance manager
May 2021

<u>Lyme Regis Town Council</u>			
<u>Bank Balances</u>			
<u>31-Jan-21</u>			
		£	Access
NatWest- General		1,000	Instant
NatWest Liquidity Manager 0.1%		12,019	Instant
NatWest Special Interest Bearing Account 0.01%		30,470	Instant
Lloyds - Current		11,012	Instant
Lloyds - Liquidity Manager (0.01%)		921,883	Instant
Santander 0.65%		CLOSED	
Santander 0.40%		CLOSED	
Wilkinson Legacy 0.8%		538	One month
TOTAL		<u>976,922</u>	
<u>Loans to Lyme Regis Town Council</u>			
West Dorset District Council			
Marine Parade Shelters	Apr-14	397,499	Approx 3%
	Mar-18	277,500	
	Mar-19	247,500	
	Mar-20	217,500	
	Mar-21	187,499	
	Mar-22	157,499	
Public Works Loan Board		NIL	
Total		157,499	

Committee: Strategy and Finance

Date: 12 May 2021

Title: List of Payments

Purpose of Report

To inform members of the payments made in the months of March and April 2021

Recommendation

Members note the report and approve the attached schedule of payments for March and April 2021 for the sums of £113,927.00 and £134,393.25

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-imbusement 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 March and April 2021, **appendices 16A and B**. 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 19 May 2021.

Naomi Cleal
Assistant finance manager
April 2021

APPENDIX 16A

Lyme Regis Town Council									
Payments list for March 2021									
£113,927.00									
Total									
Date	Supplier	Detail		Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
NAT WEST BANK									
09-Mar	HMRC PAYE	February 2021 NI and PAYE	Monthly	DD	11561.35	0%	-	11,561.35	Staffing
10-Mar	WDDC ND RATES	Rates	Monthly	DD	8313	0%	-	8,313.00	Utilities
12-Mar	DORSET COUNCIL	Cancelled road closure	One-off	DD	900	0%	-	900.00	Outside Works
15-Mar	ALLSTAR	Fuel	Monthly	DD	248.45	20%	41.41	207.04	Outside Works
15-Mar	BANKLINE	Bank charges	Monthly	BLN	49.2	0%	-	49.20	Office Expenses
18-Mar	WORLDPAY	Transaction charges	Monthly	DD	25.38	0%	-	25.38	Office Expenses
19-Mar	WORLDPAY	Transaction charges	Monthly	DD	41.09	0%	-	41.09	Office Expenses
22-Mar	DWP	Waste collection	Monthly	DD	863.4	0%	-	863.40	Outside Works
24-Mar	SALARY	Salary	Monthly	EBP	34020.98	0%	-	34,020.98	Staffing
25-Mar	HMRC PAYE	March 2021 NI and PAYE	Monthly	DD	11675.55	0%	-	11,675.55	Staffing
25-Mar	DORSET COUNCIL	Loan repayment	Monthly	SO	3125	0%	-	3,125.00	Loans
31-Mar	INT	Debt interest	One-off	INT	0.42	0%	-	0.42	Office Expenses
				Total	£70,823.82				
LLOYDS BANK									
01-Mar	EVERGREEN RENEWABL	Replacement boiler	One-off	FPO	495.73	20%	82.62	413.11	Outside Works
01-Mar	ZOOM	Subscription to services	Monthly	DD	11.99	0%	-	11.99	Office Expenses
01-Mar	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
01-Mar	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
01-Mar	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
01-Mar	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
01-Mar	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
02-Mar	LR COMMUNITY GROUP	Grant	One-off	FPO	10.8	0%	-	10.80	Grants
03-Mar	ST MICHAEL'S CHURCH	Grant	One-off	FPO	1000	0%	-	1,000.00	Grants
03-Mar	LYME SCOUTS	Grant	One-off	FPO	499	0%	-	499.00	Grants
04-Mar	CUSTOMER	Wedding deposit refund	One-off	FPI	50	0%	-	50.00	Refunds
04-Mar	EBAY	Extension cable	One-off	DEB	16.99	20%	2.83	14.16	Office Expenses
04-Mar	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
04-Mar	EBAY	Health and safety equipment	One-off	DEB	4.29	20%	0.72	3.58	Office Expenses
08-Mar	AXMINSTER GARDEN	Servicing of external equipment	One-off	FPO	3238.76	20%	539.79	2,698.97	Outside Works
08-Mar	WOODMEAD HALL	Toilet provisions	Quarterly	FPO	2485	0%	-	2,485.00	Outside Works
08-Mar	COASTLINE CREATIVE	Signage for town map	One-off	FPO	2382	20%	397.00	1,985.00	Office Expenses
08-Mar	CLUB WIFI	Annual licence and webhosting	Annual	FPO	1662	20%	277.00	1,385.00	Outside Works
08-Mar	GLEN CLEANING	February cleaning	Monthly	FPO	1376.11	20%	229.35	1,146.76	Outside Works
08-Mar	DAMORY	71 bus route	Monthly	FPO	1125	0%	-	1,125.00	Rents
08-Mar	PARK RUN	Grant	One-off	FPO	1000	0%	-	1,000.00	Grants
08-Mar	TRAVIS PERKINS	Various external supplies	One-off	FPO	948.97	20%	158.16	790.81	Outside Works
08-Mar	BLUE LEVEL MEDIA	10 hours support time	One-off	FPO	900	20%	150.00	750.00	Marketing & Touri
08-Mar	DARKIN MILLER	Internal audit visit 2 and 3	One-off	FPO	839.2	20%	139.87	699.33	Office Expenses
08-Mar	UNITY 5	January and February Charges	Monthly	FPO	743.4	20%	123.90	619.50	Utilities
08-Mar	WOODHORT SHARPHAM	Mushroom compost	One-off	FPO	661.65	20%	110.28	551.38	Outside Works
08-Mar	MOLE AVON	Various external supplies	One-off	FPO	433.79	20%	72.30	361.49	Outside Works
08-Mar	SCREWFIX	Various external supplies	One-off	FPO	428.21	20%	71.37	356.84	Outside Works
08-Mar	TOPSPARKS	Electrical works at car park	One-off	FPO	398.86	20%	66.48	332.38	Outside Works
08-Mar	FORTRESS SW LTD	Fire alarm maintenance	Annual	FPO	312	20%	52.00	260.00	Outside Works
08-Mar	LUKE LAWSON	Monitoring of website and webcan	Monthly	FPO	300	0%	-	300.00	Marketing & Touri
08-Mar	AXE SKIP HIRE	Skip hire - January	One-off	FPO	294	20%	49.00	245.00	Outside Works
08-Mar	DAVID WEBB	Electric vehicle service	Annual	FPO	274.2	20%	45.70	228.50	Outside Works
08-Mar	MARTINS EXCAVATION	Clear storm drain	One-off	FPO	240	20%	40.00	200.00	Outside Works
08-Mar	CENTRAL SOUTHERN	Charger for CSL router	Annual	FPO	216	20%	36.00	180.00	Office Expenses
08-Mar	CIPFA	Subscription	Annual	FPO	210	20%	35.00	175.00	Office Expenses

08-Mar	METRIC	March web hosting	Monthly	FPO	194.4	20%	32.40	162.00	Outside Works
08-Mar	GEOFF LOCKER	Examination of climbing kits	Six month	FPO	130	0%	-	130.00	Outside Works
08-Mar	PURPLE CLEANING	Cleaning	Monthly	FPO	124	20%	20.67	103.33	Office Expenses
08-Mar	ARTHUR FORDHAMS	Various external supplies	Monthly	FPO	101.78	20%	16.96	84.82	Outside Works
08-Mar	SIX PAYMENT	January and February fees	Monthly	FPO	81.51	0%	-	81.51	Office Expenses
08-Mar	LR COMMUNITY GROUP	Grant	One-off	FPO	79.63	0%	-	79.63	Grants
08-Mar	DAPTC	Two planning training events	One-off	FPO	78	0%	-	78.00	Office Expenses
08-Mar	ECOM6	January fees	Monthly	FPO	76.52	20%	12.75	63.77	Office Expenses
08-Mar	CLARITY COPIERS	Copier usage February	Monthly	FPO	49.08	20%	8.18	40.90	Office Expenses
08-Mar	CREATIVE SOLUTIONS	Signage	One-off	FPO	44.81	20%	7.47	37.34	Office Expenses
08-Mar	STAFF	Expenses	One-off	FPO	13.7	0%	-	13.70	Staffing
08-Mar	MR AND MRS COOKE	Electric for barrier	Annual	FPO	12	0%	-	12.00	Outside Works
08-Mar	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
08-Mar	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
09-Mar	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
10-Mar	BARCLAYCARD	Transaction Charges	Monthly	DD	15.76	0%	-	15.76	Office Expenses
10-Mar	BARCLAYCARD	Transaction Charges	Monthly	DD	10	0%	-	10.00	Office Expenses
11-Mar	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
12-Mar	EDF ENERGY	Electric	Monthly	DD	103	5%	4.90	98.10	Utilities
12-Mar	PAYZONE	Transaction Charges	Monthly	DD	6	20%	1.00	5.00	Office Expenses
12-Mar	PAYZONE	Transaction Charges	Monthly	DD	6	20%	1.00	5.00	Office Expenses
15-Mar	SOUTHERN ELECRITC	Electric	Monthly	DD	1720.42	5%	81.92	1,638.50	Utilities
15-Mar	SOUTH WEST WATER	Water	Quarterly	DD	732.4	0%	-	732.40	utilities
15-Mar	SOUTH WEST WATER	Water	Quarterly	DD	478.67	0%	-	478.67	utilities
15-Mar	G4S CASH SOLUTIONS	Cash collection	Monthly	DD	417.6	20%	69.60	348.00	Outside Works
15-Mar	SOUTH WEST WATER	Water	Quarterly	DD	376.84	0%	-	376.84	utilities
15-Mar	SOUTH WEST WATER	Water	Quarterly	DD	246.76	0%	-	246.76	utilities
15-Mar	EE LIMITED	Mobile and SIM bundles	Monthly	DD	110.71	20%	18.45	92.26	Utilities
15-Mar	SOUTH WEST WATER	Water	Monthly	DD	106.12	0%	-	106.12	utilities
15-Mar	SOUTH WEST WATER	Water	Quarterly	DD	97.05	0%	-	97.05	utilities
15-Mar	SOUTH WEST WATER	Water	Quarterly	DD	80.93	0%	-	80.93	utilities
15-Mar	OFCOM	Radio license fee	Annual	FPO	75	0%	-	75.00	Office Expenses
15-Mar	SOUTH WEST WATER	Water	Quarterly	DD	68.17	0%	-	68.17	utilities
15-Mar	SOUTHERN ELECRITC	Electric	Monthly	DD	63.93	5%	3.04	60.89	Utilities
15-Mar	CUSTOMER	Shelter hire refund	One-off	FPO	60	0%	-	60.00	Refunds
15-Mar	SOUTH WEST WATER	Water	Quarterly	DD	53.68	0%	-	53.68	utilities
15-Mar	SOUTH WEST WATER	Water	Quarterly	DD	51	0%	-	51.00	utilities
15-Mar	CUSTOMER	Beach hut hire refund	One-off	FPO	18.9	0%	-	18.90	Refunds
15-Mar	SOUTH WEST WATER	Water	Monthly	DD	16.23	0%	-	16.23	utilities
15-Mar	EBAY	Thread sealant	One-off	DEB	15.99	20%	2.67	13.33	Office Expenses
15-Mar	SOUTH WEST WATER	Water	Monthly	DD	15.57	0%	-	15.57	utilities
15-Mar	CUSTOMER	Shelter hire refund	One-off	FPO	15	0%	-	15.00	Refunds
15-Mar	SOUTH WEST WATER	Water	Monthly	DD	11.99	0%	-	11.99	utilities
15-Mar	SOUTH WEST WATER	Water	Monthly	DD	9.02	0%	-	9.02	utilities
16-Mar	QUADIENT	Franking machine top-up	One-off	DD	300	0%	-	300.00	Office Expenses
16-Mar	SAGE SOFTWARE LTD	Subscription	Monthly	DD	284.4	20%	47.40	237.00	Office Expenses
17-Mar	GIFFGAFF	Mobile bundle	Monthly	DD	6	20%	1.00	5.00	Utilities
18-Mar	DC PENSION FUND	Pension contributions	Monthly	FPO	9456.74	0%	-	9,456.74	Staffing
18-Mar	WORLDPAY	Transaction charges	Monthly	DD	23.94	0%	-	23.94	Office Expenses
18-Mar	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
18-Mar	STAFF	Expenses	One-off	FPO	4.85	0%	-	4.85	Staffing
18-Mar	STAFF	Expenses	One-off	FPO	3.66	0%	-	3.66	Staffing
18-Mar	STAFF	Expenses	One-off	FPO	1.5	0%	-	1.50	Staffing
19-Mar	WORLDPAY	Transaction charges	Monthly	DD	45.93	0%	-	45.93	Office Expenses
19-Mar	WORLDPAY	Transaction charges	Monthly	DD	39	0%	-	39.00	Office Expenses
19-Mar	WORLDPAY	Transaction charges	Monthly	DD	10	0%	-	10.00	Office Expenses
19-Mar	GIFFGAFF	Mobile bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities
22-Mar	IP OFFICE	February calls	Monthly	DD	401.7	20%	66.95	334.75	Office Expenses
22-Mar	EDF ENERGY	Electric	Monthly	DD	113.82	5%	5.42	108.40	Utilities
22-Mar	GIFFGAFF	Mobile bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities

22-Mar	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
23-Mar	GIFFGAFF	Mobile bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities
23-Mar	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
23-Mar	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
24-Mar	MAILING ROOM	Maintenance of franking machine	Annual	DD	397.2	20%	66.20	331.00	Office Expenses
24-Mar	EAT FESTIVAL	Refund	One-off	FPI	150	20%	25.00	125.00	Refunds
25-Mar	SOUTHERN ELECRITC	Electric	Monthly	DD	584.11	5%	27.81	556.30	Utilities
25-Mar	PLANNING PORTAL	Extra beach huts	One-off	FPO	259	0%	-	259.00	Outside Works
25-Mar	SOUTHERN ELECRITC	Electric	Monthly	DD	117.03	5%	5.57	111.46	Utilities
25-Mar	LR COMMUNITY GROUP	Grant	One-off	FPO	25.65	0%	-	25.65	Grants
25-Mar	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
25-Mar	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
26-Mar	SOUTHERN ELECRITC	Electric	Monthly	DD	1376.46	5%	65.55	1,310.91	Utilities
29-Mar	EDF ENERGY	Electric	Monthly	DD	463.92	5%	22.09	441.83	Utilities
29-Mar	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
29-Mar	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
29-Mar	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
29-Mar	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
29-Mar	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
30-Mar	MAILING ROOM	Software price increase	One-off	DD	203.94	20%	33.99	169.95	Office Expenses
30-Mar	GUILD OF MACE BEAR	Subscription	Annual	FPO	10	0%	-	10.00	Democratic Repre:
31-Mar	LR COMMUNITY GROUP	Grant	One-off	FPO	85.63	0%	-	85.63	Grants
31-Mar	CUSTOMER	Beach hut refund	One-off	FPO	12.86	0%	-	12.86	Refunds
31-Mar	CUSTOMER	Beach hut refund	One-off	FPO	12.86	0%	-	12.86	Refunds
31-Mar	CUSTOMER	Beach hut refund	One-off	FPO	12.86	0%	-	12.86	Refunds
				Total	<u>£43,103.18</u>				
				Petty Cas	<u>£0.00</u>				
	Expenditure category totals								
	Outside Works				£16,375.91				
	Democratic representatio				£10.00				
	Rents				£1,125.00				
	Licensed land				£0.00				
	Office Expenses				£6,085.34				
	Staffing				£66,738.33				
	Marketing & Tourism				£1,200.00				
	Utilities				£16,234.23				
	Grants				£2,700.71				
	Loans				£3,125.00				
	VAT				£0.00				
	Refunds				£332.48				
	Total				£113,927.00				

APPENDIX 16B

<u>Lyme Regis Town Council</u>									
<u>Payments list for April 2021</u>									
<u>£134,393.25</u>									
<u>Total</u>									
Date	Supplier	Detail	Frequency	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
NAT WEST BANK									
01-Apr	DC RATES	Rates	Monthly	DD	8368.89	0%	-	8,368.89	Utilities
08-Apr	DORSET COUNCIL	Member computer mice	One-off	DD	128.11	0%	-	128.11	Office Expenses
14-Apr	ALLSTAR	Fuel	Monthly	DD	492.37	20%	82.06	410.31	Outside Works
15-Apr	BANKLINE	Bank charges	Monthly	BLN	48.8	0%	-	48.80	Office Expenses
20-Apr	DWP	Waste collection	Monthly	DD	1189.3	0%	-	1,189.30	Outside Works
20-Apr	WORLDPAY	Transaction charges	Monthly	DD	295.57	0%	-	295.57	Office Expenses
20-Apr	WORLDPAY	Transaction charges	Monthly	DD	27.18	0%	-	27.18	Office Expenses
22-Apr	EDF			DD	299.3	0%	-	299.30	Utilities
23-Apr	SALARY	Salaries	Monthly	EBP	36987.7	0%	-	36,987.70	Staffing
26-Apr	DORSET COUNCIL	Loan repayment	Monthly	SO	3125	0%	-	3,125.00	Outside Works
30-Apr	HMRC PAYE	April PAYE and NI	Monthly	DD	11983.07	0%	-	11,983.07	Loans
Total					<u>£62,945.29</u>				
LLOYDS BANK									
01-Apr	ZOOM	Subscription	Monthly	DEB	11.99	0%	-	11.99	Office Expenses
06-Apr	ZURICH	Insurance policy	Annual	FPO	19532.61	0%	-	19,532.61	Office Expenses
06-Apr	SOUTHERN ELECTRIC	Electric	Monthly	DD	278.71	0%	-	278.71	Utilities
06-Apr	SOUTHERN ELECTRIC	Electric	Monthly	DD	170.98	0%	-	170.98	Utilities
06-Apr	SOUTHERN ELECTRIC	Electric	Monthly	DD	137.24	0%	-	137.24	Utilities
06-Apr	SOUTHERN ELECTRIC	Electric	Monthly	DD	107.26	0%	-	107.26	Utilities
06-Apr	SOUTHERN ELECTRIC	Electric	Monthly	DD	82.6	0%	-	82.60	Utilities
06-Apr	SOUTHERN ELECTRIC	Electric	Monthly	DD	40.81	0%	-	40.81	Utilities
06-Apr	SOUTHERN ELECTRIC	Electric	Monthly	DD	40.64	0%	-	40.64	Utilities
06-Apr	SOUTHERN ELECTRIC	Electric	Monthly	DD	38.82	0%	-	38.82	Utilities
06-Apr	SOUTHERN ELECTRIC	Electric	Monthly	DD	20.86	0%	-	20.86	Utilities
06-Apr	SOUTHERN ELECTRIC	Electric	Monthly	DD	17.13	0%	-	17.13	Utilities
06-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
06-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
07-Apr	PCRM CONS	Caravan and chalet engineering service	One-off	FPO	5812.92	20%	968.82	4,844.10	Office Expenses
07-Apr	CLEANING 4U	Cleaning supplies	One-off	FPO	1697.74	20%	282.96	1,414.78	Outside Works
07-Apr	LR PROPERTY MAN	Service charge	Quarterly	FPO	1632.42	0%	-	1,632.42	Grants
07-Apr	EVERGREEN RENEWABL	New gas boiler - office	One-off	FPO	1570.45	20%	261.74	1,308.71	Outside Works
07-Apr	GLEN CLEANING	Cleaning	Monthly	FPO	1376.11	20%	229.35	1,146.76	Outside Works
07-Apr	DAMORY	71 bus route	Monthly	FPO	1125	0%	-	1,125.00	Rents
07-Apr	TOPSPARKS	TIC electrical work	One-off	FPO	1069.15	20%	178.19	890.96	Outside Works
07-Apr	GLOBAL PROTECTION	Foot powered sanitiser dispenser	One-off	FPO	915.6	20%	152.60	763.00	Outside Works
07-Apr	SCREWFIX	External supplies and staff clothing	One-off	FPO	697.83	20%	116.31	581.53	Outside Works
07-Apr	WOODHORT SHARPHAM	Mushroom compost	One-off	FPO	661.71	20%	110.29	551.43	Outside Works
07-Apr	TRAVIS PERKINS	Various external supplies	One-off	FPO	467.77	20%	77.96	389.81	Outside Works
07-Apr	GRENKELEASING LIM	April - June copier leasing	Quarterly	DD	313.2	20%	52.20	261.00	Office Expenses
07-Apr	NW SYSTEMS	January to march camera streaming	Quarterly	FPO	309.6	20%	51.60	258.00	Office Expenses
07-Apr	LUKE LAWSON	Monitoring of website	Monthly	FPO	300	0%	-	300.00	Marketing & Touris
07-Apr	AXMINSTER GARDEN	Generator	One-off	FPO	217.04	20%	36.17	180.87	Outside Works
07-Apr	FOWLER	Visor, face shield	One-off	FPO	181.78	20%	30.30	151.48	Outside Works
07-Apr	C K COMMUNICATIONS	Air time rental for radios	Annual	FPO	144	20%	24.00	120.00	Outside Works
07-Apr	HELPING HANDS	Litter picking equipment	One-off	FPO	131.45	20%	21.91	109.54	Outside Works
07-Apr	INTEGRIT PRINT	Parking charge notice bags	One-off	FPO	108	20%	18.00	90.00	Outside Works
07-Apr	PURPLE CLEANING	Cleaning	Monthly	FPO	105	20%	17.50	87.50	Office Expenses
07-Apr	DAPTC	Three member training courses	One-off	FPO	104	0%	-	104.00	Office Expenses
07-Apr	VOSPERS	Spare wheel	One-off	FPO	103.01	20%	17.17	85.84	Outside Works
07-Apr	LYME ONLINE	Job advertisements	One-off	FPO	100	0%	-	100.00	Marketing & Touris

07-Apr	SIX PAYMENT	Transaction fees	Monthly	FPO	99.72	0%	-	99.72	Office Expenses
07-Apr	ECOM6	February charges	Monthly	FPO	77.48	20%	12.91	64.57	Office Expenses
07-Apr	DART VALLEY SYSTEMS	Sensor pack	One-off	FPO	74.4	20%	12.40	62.00	Outside Works
07-Apr	A.S SECURITY ALARM	Reposition sensor	One-off	FPO	57	20%	9.50	47.50	Outside Works
07-Apr	CLARITY COPIERS	March copier usage	Monthly	FPO	53.24	20%	8.87	44.37	Office Expenses
07-Apr	ARTHUR FORDHAMS	Various external supplies	One-off	FPO	48.83	20%	8.14	40.69	Outside Works
07-Apr	EIBE	Play park replacement part	One-off	FPO	31.44	20%	5.24	26.20	Outside Works
07-Apr	EBAY	External supplies	One-off	DEB	6.99	20%	1.17	5.83	Office Expenses
07-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
08-Apr	SOUTHERN ELECTRIC	Electric	Monthly	DD	65.24	0%	-	65.24	Utilities
08-Apr	AMAZON	Stationary	One-off	DEB	38.49	20%	6.42	32.08	Office Expenses
08-Apr	LR COMMUNITY GROUP	Grant	One-off	FPO	18.14	0%	-	18.14	Grants
09-Apr	AMAZON	PPE	One-off	DEB	17.94	20%	2.99	14.95	Office Expenses
09-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
12-Apr	SOUTHERN ELECTRIC	Electric	Monthly	DD	71.23	0%	-	71.23	Utilities
12-Apr	BARCLAYCARD	Transaction fees	Monthly	DD	51.76	0%	-	51.76	Office Expenses
12-Apr	BARCLAYCARD	Transaction fees	Monthly	DD	15.76	0%	-	15.76	Office Expenses
12-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
13-Apr	PAYZONE	Transaction fees	Monthly	DD	6	20%	1.00	5.00	Office Expenses
13-Apr	PAYZONE	Transaction fees	Monthly	DD	6	20%	1.00	5.00	Office Expenses
14-Apr	DORSET YOUTH	Grant	One-off	FPO	300	0%	-	300.00	Grants
14-Apr	CUSTOMER	Beach hut refund	One-off	FPO	31.76	0%	-	31.76	Refunds
14-Apr	CUSTOMER	Beach hut refund	One-off	FPO	12.86	0%	-	12.86	Refunds
15-Apr	G4S CASH SOLUTIONS	May cash collection	Monthly	DD	950.4	20%	158.40	792.00	Outside Works
15-Apr	EE LIMITED	Mobiles and SIMS	Monthly	DD	112.54	20%	18.76	93.78	Utilities
15-Apr	ACCOUNTING PAYROLL S	Stationary	One-off	DEB	53.94	20%	8.99	44.95	Office Expenses
15-Apr	SOUTH WEST WATER	Water	Monthly	DD	17.81	0%	-	17.81	utilities
15-Apr	SOUTH WEST WATER	Water	Monthly	DD	17.81	0%	-	17.81	utilities
15-Apr	EBAY	Stationary	One-off	DEB	10.44	20%	1.74	8.70	Office Expenses
15-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
16-Apr	AUTOGLASS	Car window repair	One-off	DEB	422.56	0%	-	422.56	Outside Works
16-Apr	SAGE SOFTWARE LTD	Subscription	Monthly	DD	284.4	20%	47.40	237.00	Office Expenses
19-Apr	CUSTOMER	Shelter hire refund	One-off	FPO	400	0%	-	400.00	Refunds
19-Apr	SIGN TRADE	Railing clips	One-off	DEB	81.06	20%	13.51	67.55	Outside Works
19-Apr	AMAZON	External supplies	One-off	DEB	76.37	20%	12.73	63.64	Office Expenses
19-Apr	SAFE OPTION	Stationary	One-off	DEB	40.79	20%	6.80	33.99	Office Expenses
19-Apr	EBAY	Stationary	One-off	DEB	19.78	20%	3.30	16.48	Office Expenses
19-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
19-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities
19-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities
19-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
19-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
19-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
19-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
20-Apr	MARINE THEATRE	Grant	Quarterly	FPO	5500	0%	-	5,500.00	Grants
20-Apr	LYME FORWARD	Grant	Quarterly	FPO	2500	0%	-	2,500.00	Grants
20-Apr	LRDT	Grant	Quarterly	FPO	2500	0%	-	2,500.00	Grants
20-Apr	B SHARP	Grant	Quarterly	FPO	1250	0%	-	1,250.00	Grants
20-Apr	BRIDPORT CAB	Grant	Quarterly	FPO	1125	0%	-	1,125.00	Grants
20-Apr	AXE RING AND RIDE	Grant	Quarterly	FPO	375	0%	-	375.00	Grants
20-Apr	EDF	Electric	Monthly	DD	102.12	0%	-	102.12	Utilities
20-Apr	WORLDPAY	Transaction fees	Monthly	DD	51.98	0%	-	51.98	Office Expenses
20-Apr	WORLDPAY	Transaction fees	Monthly	DD	45.93	0%	-	45.93	Office Expenses
20-Apr	WORLDPAY	Transaction fees	Monthly	DD	23.94	0%	-	23.94	Office Expenses
20-Apr	WORLDPAY	Transaction fees	Monthly	DD	10	0%	-	10.00	Office Expenses
21-Apr	CUSTOMER	Beach hut refund	One-off	FPO	257.28	0%	-	257.28	Refunds
21-Apr	CUSTOMER	Beach hut refund	One-off	FPO	237.55	0%	-	237.55	Refunds
21-Apr	CUSTOMER	Beach hut refund	One-off	FPO	231.55	0%	-	231.55	Refunds
21-Apr	CUSTOMER	Beach hut refund	One-off	FPO	231.55	0%	-	231.55	Refunds
21-Apr	CUSTOMER	Beach hut refund	One-off	FPO	231.55	0%	-	231.55	Refunds

21-Apr	CUSTOMER	Beach hut refund	One-off	FPO	231.55	0%	-	231.55	Refunds
21-Apr	CUSTOMER	Beach hut refund	One-off	FPO	31.76	0%	-	31.76	Refunds
21-Apr	CUSTOMER	Beach hut refund	One-off	FPO	12.86	0%	-	12.86	Refunds
22-Apr	BLUE LEVEL MEDIA	Hosting	Annual	FPO	600	20%	100.00	500.00	Marketing & Touris
22-Apr	UNITY 5	Zatpark charges March	Monthly	FPO	484.32	20%	80.72	403.60	Utilities
22-Apr	IP OFFICE	March telephone usage	Monthly	DD	401.7	20%	66.95	334.75	Office Expenses
22-Apr	DVLA	Vehicle tax	Annual	DEB	275	0%	-	275.00	Outside Works
22-Apr	EDF	Electric	Monthly	DD	116.36	0%	-	116.36	Utilities
22-Apr	CUSTOMER	Parking Refund	One-off	FPO	15	0%	-	15.00	Refunds
23-Apr	DC PENSION FUND	April pension contributions	Monthly	FPO	9781.24	0%	-	9,781.24	Staffing
23-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities
23-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
23-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
26-Apr	VIDAXL	Beach hut chairs	One-off	DEB	503.94	20%	83.99	419.95	Outside Works
26-Apr	ROBERT DYAS	Hand strimmer	One-off	DEB	339.99	20%	56.67	283.33	Outside Works
26-Apr	STAFF	Expenses	One-off	FPO	33	0%	-	33.00	Staffing
26-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
26-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
27-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
27-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
28-Apr	CUSTOMER	Beach hut refund	One-off	FPO	46	0%	-	46.00	Refunds
28-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
28-Apr	CUSTOMER	Beach hut refund	One-off	FPO	9	0%	-	9.00	Refunds
28-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
29-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
30-Apr	QUADIENT	Franking top up	One-off	DD	300	0%	-	300.00	Office Expenses
30-Apr	UNITY 5	Zatpark credit top up	One-off	DEB	100	20%	16.67	83.33	Utilities
30-Apr	LR COMMUNITY GROUP	Grant	One-off	FPO	22.5	0%	-	22.50	Grants
30-Apr	SOUTHERN ELECTRIC	Electric	Monthly	DD	21.38	0%	-	21.38	Utilities
30-Apr	LR COMMUNITY GROUP	Grant	One-off	FPO	20	0%	-	20.00	Grants
				Total	<u>£71,374.66</u>				
				Petty Cash	<u>£73.30</u>				
	Expenditure category totals								
	Outside Works				£16,932.93				
	Democratic representatic				£0.00				
	Rents				£1,125.00				
	Licensed land				£0.00				
	Office Expenses				£28,381.63				
	Staffing				£46,801.94				
	Marketing & Tourism				£1,000.00				
	Utilities				£10,872.05				
	Grants				£15,243.06				
	Loans				£11,983.07				
	VAT				£0.00				
	Refunds				£1,980.27				
	Petty Cash				£73.30				
	Total				£134,393.25				