



John Wright
Town Clerk

Lyme Regis Town Council

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Strategy and Finance Committee

Notice is given of a meeting of the Strategy and Finance Committee to be held at the **Pine Hall, Lyme Regis Baptist Church, Sherborne Lane, Lyme Regis** on Wednesday 17 July 2021 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
09.07.21

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. Election of Chairman and Vice-Chairman

To allow the committee to receive nominations and elect its chairman and vice-chairman for the council year 2021/22

2. Terms of Reference

To allow the committee to receive its terms of reference

3. 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

4. Apologies

To receive and record apologies and reasons for absence

5. Minutes

To confirm the accuracy of the minutes of the Strategy and Finance Committee meeting held on 12 May 2021

6. 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.

7. Dispensations

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

8. Matters arising from the minutes of the Strategy and Finance Committee meeting held on 12 May 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.

9. Update Report

To update members on issues previously reported to this committee

10. The Annual Review of the Fixed Asset Register

To allow members to review and approve the fixed asset register

11. Cyber Security

To inform members about the position with cyber security cover

12. Investments and Cash Holdings

To inform members of the council's current reserve position

13. Interest

To inform members of interest options

14. List of Payments

To inform members of the payments made in the months of May and June 2021

15. 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

16. 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 15 – Debtors' Report

Committee: Strategy and Finance

Date: 14 July 2021

Title: Election of Chairman and Vice-Chairman

Purpose of Report

To allow the committee to receive nominations and elect its chairman and vice-chairman for the council year 2021/22

Recommendation

- a) The committee receives nominations for the chairman of this committee and elects its chairman for the council year 2021/22
- b) The committee receives nominations for the vice-chairman of this committee and elects its vice-chairman for the council year 2021/22

Background

- 1. The terms of reference for the council's committee structure state each committee will elect its chairman and vice-chairman from among its membership.
- 2. Consequently, nominations are sought for the chairman and the vice-chairman of this committee.
- 3. The relevant standing orders that inform and govern the election of chairmen and vice-chairmen are detailed below.
- 4. Standing order 3.t states:

'Unless standing orders provide otherwise, voting on any question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda. If at least two members request, voting may be by signed ballot.'

- 5. Standing order 8.a states:

'Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.'

- 6. Standing order 8.b. states:

'As the first business of a council is to elect a chairman (the mayor in the case of Lyme Regis Town Council) who is also an ex-officio voting member of all committees, they are in a position to open and chair a sub-committee meeting temporarily, with the benefit of a casting vote, until a committee chairman is elected. In the Mayor's absence, the Deputy Mayor could officiate in the

same way, The town clerk or other officer cannot open or chair a committee or sub-committee meeting.

7. The election of the chairman and vice-chairman of the Strategy and Finance Committee will be reported to the Full Council on 28 July 2021.

John Wright
Town clerk
July 2021

Committee: Strategy and Finance

Date: 14 July 2021

Title: Terms of Reference

Purpose

To allow the committee to receive its terms of reference

Recommendation

The committee receives its terms of reference

Background

1. The terms of reference for the Strategy and Finance Committee, along with the general terms of reference that apply to all the council's committees is attached, **appendix 2A**.
2. Any recommendations from this committee will be considered by the Full Council on 28 July 2021.

John Wright
Town clerk
July 2021

Terms of Reference

2. Committees – General

- 2.1 The purpose of the council's committees is to consider issues under their remit. Issues will normally be outlined in a report prepared by officers and each report will normally include a recommendation.
- 2.2 Any recommendation(s) from a council committee will be considered at the subsequent meeting of the Full Council. Any decision or recommendation from a council committee has no status until it has been adopted by the Full Council by way of a resolution. This is unless a committee has devolved powers, i.e. Planning in respect of making recommendations direct to Dorset Council on planning applications.
- 2.3 Each committee will:
 - 2.3.1 Elect its chairman and vice-chairman from among its membership;
 - 2.3.2 Confirm the accuracy of the minutes of the last committee meeting;
 - 2.3.3 Agree and review the terms of reference for sub-committees, working or advisory groups that report to the committee;
 - 2.3.4 Receive nominations to existing sub-committees, working or advisory groups that report to the committee;
 - 2.3.5 Elect chairmen and vice-chairmen to existing sub-committees, working or advisory groups that report to the committee;
 - 2.3.6 Appoint any new sub-committees, working or advisory groups, confirmation of their terms of reference, the number of members (including, if appropriate, substitute councillors), receipt of nominations and the election of chairmen and vice-chairmen to them;
 - 2.3.7 To examine on behalf of the council various policies, strategies and plans relating to its subject area and to report these to the Full Council;
 - 2.3.8 To undertake reviews or policy development tasks in relation to any matters falling within the remit of the committee;
 - 2.3.9 To work with other relevant committees of the council where an area of work is shared with that committee.
- 2.4 Council-approved projects and objectives will be delegated to the relevant committee.
- 2.5 No business may be transacted at a committee meeting of the Full Council unless at least one third of the whole number of members of the committee are present and in no case shall the quorum of a meeting be less than three.

3. Strategy and Finance Committee

- 3.1 The purpose of the Strategy and Finance Committee is to discharge all of the council's functions except those reserved to the Full Council and those matters' specifically delegated to other committees, including:
 - 3.1.1 Preparation and management of the council's budget and precept
 - 3.1.2 Review of inventory of land and assets, including buildings and office equipment
 - 3.1.3 Control, monitoring and review of income and expenditure, both revenue and capital
 - 3.1.4 Treasury management
 - 3.1.5 The development and review of the corporate plan
 - 3.1.6 Establish and review council-wide policies that are not within the remit of other committees and beyond the remit of a single committee
 - 3.1.7 Consider all governance arrangements, except those that are the remit of the Human Resources Committee
 - 3.1.8 Receive details of any requests for information made under the Freedom of Information Act 2000.
 - 3.1.9 Receive details of formal complaints made to the council
 - 3.1.10 Compliance with legislation, regulation and best practice
 - 3.1.11 Carrying out functions on behalf of the Full Council, in particular the:
 - 3.1.11.1 Review and adoption of standing orders and financial regulations
 - 3.1.11.2 Review and confirmation of arrangements for insurance cover in respect of all insured risks
 - 3.1.11.3 Review of the system of internal control and risk management
 - 3.1.11.4 Establishing or reviewing the council's complaints' procedure
 - 3.1.11.5 Establishing or reviewing the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998
 - 3.1.11.6 Setting the dates, times and place of ordinary meetings of the Full Council for the year ahead
 - 3.1.11.7 To receive the internal and external auditors' reports
 - 3.1.11.8 Performance management

LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 12 MAY 2021

Present

Chairman: Cllr B. Larcombe MBE

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

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

20/34/SF

Public Forum

M. Stainer (read out by an officer)

M. Stainer spoke in relation to agenda item 8, Review of the Fixed Asset Strategy. He said the council had recently repaired the flat roof above the three retail units and toilet on Marine Parade, at a cost of nearly £800k, including all fees, but these funds were paid for out of general reserves, not from any sinking or maintenance fund. He said the Guildhall now needed repairing, as did the council offices and various other assets. He asked what the council's policy was with respect to earmarking funds for asset repairs and maintenance. M. Stainer said the council's fixed asset register included assets that were not on its insurance schedule, and the insurance schedule included assets that were not on its fixed asset register. He asked if the council reconciled these two documents. If so, he asked if the reconciliation could be included on the council's website before the end of the month. M. Stainer said there was no value attributed to the significant roof spend on the flat roof above SWiM on the fixed asset register and he had been advised by the council this was because there was no element of improvement. He said he found the "no element of improvement" comment surprising given comments to the contrary at a previous Full Council meeting where the significant spend on bespoke balustrading and glass was acknowledged as an improvement. He said the full cost of the Marine Parade toilet repairs, at under £100k, was included in the fixed asset register, yet nothing had been included for over half a million pound spend on the flat roof.

20/35/SF

Apologies for Absence

Cllr B. Bawden – attending another meeting

Cllr R. Doney – personal reasons

Cllr K. Ellis – illness

Cllr C. Reynolds – self-isolating

Cllr R. Smith – attending another meeting

Cllr G. Turner – personal reasons.

20/37/SF Minutes

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, the minutes of the meeting held on 31 March 2021 were **ADOPTED**.

20/38/SF Disclosable Pecuniary Interests

Cllr M. Ellis declared a pecuniary interest in agenda item 16, List of Payments as it included a payment to the Woodmead Halls, which was her employer.

20/39/SF Dispensations

There were none.

20/40/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 31 March 2021

Requests for outside seating

Cllr M. Ellis said she was concerned there was a trailer in the gardens outside the Oyster and Fish House as she didn't believe this was part of the council's agreement for outside seating. She didn't believe a trailer constituted outside seating, especially as the council had agreed no trailers would be allowed on the flat roof.

The town clerk said the trailer was part of the request that was submitted by the owner, Mark Hix, but he would discuss this with him.

Several other members agreed they were concerned about the trailer and felt permission had not been given for it.

20/41/SF Update Report

Survey of accreted land

Cllr J. Broom asked what date the survey would be carried out.

The town clerk said no date had been set yet.

20/42/SF Review of the Fixed Asset Strategy

The town clerk said most of the council's projects were halted last year due to Covid-19 but the deputy town clerk was now looking to move forward with an asset and investment strategy.

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

20/43/SF The Annual Review of the Fixed Asset Register

It was noted the asset values were not based on the current market value, but on the purchase price.

Members raised several inconsistencies with the register: the Guildhall lift was listed but the Marine Parade lift was not; the beach cleaning machine and surf rake were the same item; and the Town Mill steps and bridge had been handed back to Dorset Council (DC).

Cllr J. Broom asked what the Stanford seat and memorial was.

Cllr M. Ellis said the register did not appear to have been updated and she was concerned some items listed on the register were not listed in the council's insurance schedule. She felt the council should be approving the removal of any assets from the register.

The town clerk said officers would review the register again and bring it back to the next meeting. He added that the register didn't have to be the same as the insurance register.

Cllr B. Larcombe asked if future asset registers could include the month and year an asset was purchased to help members understand what had been added.

20/44/SF

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

The town clerk said this was a useful report to see how things had changed. Since the last report in 2019, the major change had been that West Dorset District Council and Dorset County Council no longer existed and the unitary authority Dorset Council was now established.

Cllr B. Larcombe said DC had had budgetary constraints pre-Covid and further Government cuts were likely to have a further impact, with clear signs DC was going to review its spend in discretionary areas. He said this would form the backdrop to a lot of the issues outlined in the report.

It was noted the lengthsman's agreement had still not been signed off by DC, DC was setting up a harbour committee, and it had cut funding of £6k per annum to LymeForward. However, over the last year, the amount of dialogue with DC had increased significantly and the working relationship with the ward member was strong.

Cllr M. Ellis said the council needed a date for DC to vacate the harbourmaster's store as soon as possible. Under the Tripartite Agreement, she asked if DC's contribution to the seafront railings would be doubled as two of the organisations had merged into one.

The town clerk said the agreement only required the former Dorset County Council to contribute to the railings. However, DC would be reminded of this obligation.

20/45/SF

Community Governance Review

Cllr B. Larcombe said 14 councillors was in-keeping with other councils with the same level of activity as this council and as the recent election was keenly contested, this demonstrated there was interest out there. He said as the council was trying to encourage a mix of age groups and most younger people were working, reducing the numbers would add extra pressure.

Given the number of members who were unable to attend this meeting, Cllr J. Broom said he couldn't see how the numbers could be reduced as meetings would become inquorate.

Cllr G. Stammers said members already sat on most committees and reducing the numbers would put pressure on members to sit on more. She said the gender balance of members had improved and the council was trying to attract younger people but reducing the numbers would hinder this.

Members agreed there was no requirement to reduce the number of members on the council.

20/46/SF The Impact of Covid-19

In addition to a financial cost in excess of £300k, the town clerk said there were some things which had worked well because of Covid-19, such as the zoning arrangements for external staff which had given employees a sense of pride and ownership in the areas they worked in.

Cllr B. Larcombe said the number of meetings he and the town clerk had had with Chris Loder had been another positive, as well as meetings with other seaside towns.

20/47/SF Budget Performance, 1 April – 31 March 2021

The finance manager said the council was in a better financial position than it thought it would be at the beginning of the pandemic, being only £39k down on budget.

Cllr B. Larcombe wanted to pay tribute to members and officers for holding their nerve during the pandemic, finding savings and chasing debts, all of which put the council in a good position for the future.

The town clerk said the council's aim had been to hold in reserve 50% of its turnover, i.e. £850k, but the council was £30k in excess of this figure already. He said if all went according to plan and adding this to the £370k forecast surplus, the council would have around £400k to spend this year. However, he strongly suggested the council exercised caution and if there was money left over, it could consider paying off the loan to West Dorset District Council. The loan outstanding will be £157k at 31 March 2021.

The town clerk said he would bring a more detailed report to the next committee to suggest members approve works to the Guildhall and the replacement of the seafront railings. He said the expenditure for members' IT had been met in the previous year and a significant grant had been obtained for the electric vehicle charging points.

Cllr J. Broom felt the most important priority was to spend money on maintaining the council's fixed assets.

20/48/SF Beach Patrol Funding

Cllr D. Sarson asked if all the CCTV was working.

The town clerk said officers had had discussions with DC about upgrading and adding to the existing system, with the potential to link up with the control centre in Dorchester to enable live monitoring of the cameras. He said the police and crime commissioner (PCC) Martyn Underhill had given a personal commitment to support the infrastructure work to set this up and the appointment of a new PCC would not affect that funding. He added that officers hoped to come to members with a more detailed plan in several weeks.

The town clerk said officers were working on further applications to the Welcome Back Fund, a Government fund to allow towns to get back to normal, which would include potential funding for the beach accessibility matting, the sculpture trail and the park and ride.

The town clerk said he could invite the new PCC to a future meeting.

Cllr B. Larcombe asked what 'ambassadorial support' meant in relation to the funding bid to DC.

The town clerk said DC was looking to establish a team of volunteers to promote locations across Dorset, although officers would rather have the funding to determine how it could be best spent to support the town. He said discussions with DC were ongoing.

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

20/49/SF Investments and Cash Holdings

The finance manager said at the end of April, the council held cash at £976k, although interest rates were negligible.

Cllr D. Sarson asked if the funds in the Lloyds Liquidity Manager account could be transferred to the Natwest Liquidity Manager account, as the Lloyds account generated interest of 0.01% compared to Natwest's 0.1%.

The finance manager said he would check the interest rate at Natwest as he believed it might also be 0.01%.

The town clerk said now the council had achieved greater financial reserves, it was probably a good time to look at where the council could best locate its money. He said a report would be brought back to the committee for further consideration.

The finance manager said there were higher interest accounts with Lloyds but they might not be instant access. He said he would talk to the council's account manager at Lloyds.

20/50/SF List of Payments

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the schedule of payments for March and April 2021 for the sums of £113,927.00 and £134,393.25, respectively.

20/51/SF Receipt of Claim for Business Support

Proposed by Cllr B. Larcombe and seconded by Cllr M. Ellis, 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.

20/52/SF Debtors' Report

Proposed by Cllr B. Larcombe and seconded by Cllr M. Ellis, 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.

20/53/SF Exempt Business

a) Receipt of Claim for Business Support

The town clerk said SWiM had seen its level of profit drop significantly. He added the council had made some decisions in its favour, such as allowing 20 extra outside covers for £100, and deferring rent reviews until April 2022 which gave the business two years' benefit.

Cllr B. Larcombe said it was a Government instruction that caused the business to close and he didn't feel it was fair to use taxpayers' money to prop up the council's tenants. He didn't feel it would sit well with other businesses or residents.

Members agreed there should be no rent discount but the business should be given until the end of the financial year to clear its outstanding debt, while also continuing to make quarterly payments.

Proposed by Cllr M. Ellis and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** not to give a discount on rent to SWiM but to allow the business to clear its outstanding debt by the end of the 2021-22 financial year, and to give officers delegated authority to agree the terms of the repayment.

b) Debtors' Report

The finance manager said the overall debt was the lowest he had ever seen it and the deputy town clerk was working hard to recover the two main debts relating to the chalet park.

Cllr B. Larcombe praised the officers involved in chasing debts and getting the leases sent out.

Cllr M. Ellis asked if all the Marine Parade day huts had paid, as there were several which were in a very poor condition. She asked for an agenda item at a future meeting to discuss what should be done about them.

The meeting closed at 8.48pm.

Committee: Strategy and Finance

Date: 14 July 2021

Title: Matters arising from the minutes of the Strategy and Finance Committee meeting held on 12 May 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

20/40/SF – Matters arising from the minutes of the Strategy and Finance Committee meeting held on 31 March 2021

Requests for outside seating

The trailer adjacent to the Hix temporary trading area remains on site but is not being used and has not been used at any time since its arrival on site.

20/41/SF – Update Report

Survey of accreted land

South West Surveys has confirmed the accreted and adjacent land survey is complete, however it hasn't been received by officers, yet. If the survey report is received before the Strategy and Finance Committee on 14 July 2021, officers will provide a verbal update. Officers hope to be able to draft a report for Full Council on 28 July 2021.

20/42/SF – Review of the Fixed Asset Strategy

The asset investment strategy has not been progressed because of the embargo on council projects. The embargo is in the process of being lifted and, in anticipation of authorisation to precede with the project, the deputy town clerk is seeking quotations to undertake this work.'

20/44/SF – Review of Arrangements with other Local Authorities, Not-For-Profit Bodies and Businesses

The lengthsman's agreement has been signed by Dorset Council (DC). The operations manager will review the agreement's content with members at the next Town Management and Highways Committee.

The deputy town clerk has confirmed Dorset Council has been informed of works to the railings. He will contact Dorset Council to remind them and to inform them of the anticipated start date and revised cost. The deputy town clerk will seek confirmation of receipt of his email from Dorset Council.

20/45/SF – Community Governance Review

Publication of terms of reference setting out the review of all parishes within the Dorset Council area is expected in July 2021. The 12-week public consultation will open on 5 August 2021 and close on 28 October 2021.

As per the council's agreed position, the town clerk will respond to the survey to confirm the town council has no observations or suggested changes to the current arrangements in Lyme Regis.

20/48/SF – Beach Patrol Funding

The operations manager has discussed the council's requirements with Global MSC and agreed they will: visit Lyme Regis to ascertain transmission and network video requirements (NVR) to transmit and record images at Dorset Council's CCTV control room in Dorchester; produce a report setting out options to transmit Lyme Regis images to Dorchester, together with capital and revenue costs; assess new camera requirements in the high street and elsewhere and design a new camera system that will transmit to the existing NVR; carry out on-site operational requirements and data protection impact assessment (DPIA) compliance documents. The cost of this work is £2,190.00 plus VAT. Officers are optimistic the cost of this work can be recovered from the police and crime commissioner's office.

The town clerk has contacted the newly appointed police and crime commissioner's office and invited David Sidwick to meet members.

As previously reported, this council's application to the Welcome Bank Fund for funding for beach accessibility matting was successful. The matting has been installed on Monmouth Beach and the pebbles on Front Beach, near the trampolines.

As previously reported, Dorset Council refused our application for funding for seafront support and instead decided to work with the Volunteer Centre Dorset to recruit visitor ambassadors in the major towns. The recruitment has not been entirely successful in Lyme Regis and we have helped to spread the word by sending information to local organisations, putting up posters and social media posts.

20/49/SF – Investments and Cash Holdings

As per the email to members on 13 May 2021, the interest rate for all Natwest accounts is 0.01%, not 0.1% for one of the accounts as reported to the last meeting.

20/51/SF – Receipt of Claim for Business Support

Repayment terms have been agreed with SWiM and two payments have already been made. A monthly standing order will be set up to pay the balance and they are aware the outstanding debt must be cleared by the end of the 2021-22 financial year.

20/52/SF – Debtors' Report

A report will be taken to the next Town Management and Highways Committee meeting to discuss how to deal with Marine Parade day huts which are in a poor condition.

John Wright
Town clerk
July 2021

Committee: Strategy and Finance

Date: 14 July 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 lease has been signed, sealed and completed.

Bowling club lease

Electronic versions of the lease were sent to the bowling club but they have requested hard copies to be sent by post. Kitson and Trotman are arranging for these to be sent.

Once the bowling club has signed the lease, it can be returned to the council for signing and sealing.

Public toilets and business rates

Currently all public conveniences, as non-domestic properties are liable to pay business rates. In addition, local authorities cannot currently give discretionary relief to public toilets owned by themselves or preceptors such as parish and town councils.

The Non-Domestic Rating (Public Lavatories) Bill seeks to provide 100 per cent business rates relief for standalone public lavatories in England and Wales.

An email was received from Dorset Council's revenue services on 18 June 2021, which said: "*My advice would be for the town and parish councils to look back at the rates bill issued for 2021-2022 and if they feel that they have one that is wholly or mainly a public convenience they can email the team at the email address listed on their rates bill, quoting the business rates reference number and hereditament address and ask for the liability to be considered for relief. We will award and or respond accordingly.*"

A request was made to DC on 29 June 2021 that it considers our toilets for full rates' relief.

John Wright
Town clerk
July 2021

Committee: Strategy and Finance

Date: 14 July 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. Following the meeting of 12 May 2021, members asked officers to further review the fixed asset register as it was noted there were some minor anomalies.

Report

2. An up-to-date fixed asset register is also a requirement for the Annual Governance and Accountability Return (AGAR). The figure of 7,869,419 has been included on the AGAR 2020-21.
3. The starting point for the 2021/22 review of the fixed asset register, see **appendix 10A**, 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.
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 28 July 2021.

Mark Russell
Finance manager
July 2021

APPENDIX 10A

LYME REGIS TOWN COUNCIL												
SUMMARY OF FIXED ASSETS 31 MARCH 2020												
	2017/18			2018/19			2019/20			2020/21		
	Additions	Disposals/Rev	31/03/2018	Additions	Disposals/Rev	31/03/2019	Additions	Disposals	31/03/2020	Additions	Disposal	31/03/2021
Land and Buildings												
Guildhall & shop			312,439			312,439			312,439			312,439
Cadet hut			49,989			49,989			49,989			49,989
Swim Restaurant (formerly known as By the Bay)			393,674			393,674			393,674			393,674
Guildhall Cottage/TIC			243,702			243,702			243,702			243,702
Amusement Arcade			337,434			337,434			337,434			337,434
Marine Parade Toilets			14,996	71,505		86,501			86,501			86,501
Cemetary Mortuary/Workshop			71,235			71,235			71,235			71,235
Chapel (formerly known as Cemetary store)			156,220			156,220			156,220			156,220
Theatre Store/Workshop			38,587			38,587			38,587			38,587
Ice Cream Parlour/Kitchenette			28,743			28,743			28,743			28,743
Harbourmaster Store			37,965			37,965			37,965			37,965
Langmoor Pavilion - Gazebo			11,871			11,871			11,871			11,871
Parade Shelters			1,998,642			1,998,642			1,998,642			1,998,642
Antique Craft Centre			231,206			231,206			231,206			231,206
Candles on the Cobb Pavilion and Toilets			42,108			42,108			42,108			42,108
Mini Golf Hut			9,616			9,616			9,616			9,616
Bowling Club & Pavilion			146,039			146,039			146,039			146,039
Garages-Monmouth Beach			49,989			49,989			49,989			49,989
Ware Cliff - Chalets	106,908	106,908	-			-			-			-
	106,908	106,908	£ 4,174,455	71,505	-	£ 4,245,960	£ -	£ -	£ 4,245,960	£ -	£ -	£ 4,245,960
Land Only												
Marine Parade Huts			87,750			87,750			87,750			87,750
Bowling Green Chalets			234,000			234,000			234,000			234,000
Ware Cliff Chalets/Caravans			360,000			360,000			360,000			360,000
Monmouth Beach Caravans/Chalets			448,500			448,500			448,500			448,500
Cabanya Car Park			185,820			185,820			185,820			185,820
Woodmead Car Park			356,685			356,685			356,685			356,685
Monmouth Beach Car Park			575,250			575,250			575,250			575,250
WDDC Boat/Trailer Park			92,625			92,625			92,625			92,625
LR Power Boat Club & Car Park			71,175			71,175			71,175			71,175
LR Bowling Club Car Park			58,500			58,500			58,500			58,500
	£ -	-	£ 2,470,305	£ -	-	£ 2,470,305	£ -	£ -	£ 2,470,305	£ -	£ -	£ 2,470,305
	£ 106,908	106,908	£ 6,644,760	£ 71,505	-	£ 6,716,265	£ -	£ -	£ 6,716,265	£ -	£ -	£ 6,716,265

<u>Vehicles & Equipment</u>												
Piaggio Pick-up WA09 EOJ			-			-					-	
Tractor HF09EDP			26,495			26,495					26,495	26,495
Kawasaki Mule HF14FNK			10,995			10,995					10,995	10,995
Ford Transit 350 RWD Double Cab HK16MTO			20,603			20,603					20,603	20,603
Ford Transit Courier FH16FFU			7,699			7,699					7,699	7,699
Guildhall inventory			21,421			21,421					21,421	21,421
Tool Inventory			13,177			13,177					13,177	13,177
Civic Regalia			123,956			123,956					123,956	123,956
Play Equipment - Henry's Way			17,851			17,851					17,851	17,851
Office Furniture			4,080			4,080					4,080	4,080
Car Park Machines-Woodmead			-			0					-	0
Car Park Machines-Cabanya			-			-					-	-
3 * Ticket machines - Jan 16			15,090			15,090					15,090	15,090
6 * Ticket machines - Apr 16			32,112			32,112					32,112	32,112
Disabled Lift - Guildhall			56,761			56,761					56,761	56,761
Honda Mower			1,226			1,226					1,226	1,226
Heating System			16,598			16,598					16,598	16,598
Computers systems			-			-					-	-
2017 Computers 4* Surface Pro + 6 * Desktops + Monitors			3,960			3,960					3,960	3,960
CCTV Equipment			12,040	9,200		21,240					21,240	21,240
Fencing Anning Road			8,185			8,185					8,185	8,185
Seating Guildhall			1,095			1,095					1,095	1,095
Trailer			1,473			1,473					1,473	1,473
Fork carrier			2,195			2,195					2,195	2,195
Mini golf equipment			1,595			1,595					1,595	1,595
Webcam - Cobb			2,849			2,849					2,849	2,849
Webcam - Marine Theatre			1,013			1,013					1,013	1,013
Beach cleaning machine			36,789			36,789					36,789	36,789
BMX Track			2,808			2,808					2,808	2,808
Honda Mower UM616			1,460			1,460					1,460	1,460
Gates playing field			15,308			15,308					15,308	15,308
Water Bowser			1,942			1,942					1,942	1,942
Water Meters			12,185			12,185					12,185	12,185
Youth Shelter			5,295			5,295					5,295	5,295
Storm Shooter		2,970	-			-					-	-
Sarp SLM 5360 HXA 16/6/11			1,058			1,058					1,058	1,058
Beach hut chairs			4,312			4,312					4,312	4,312
Shelters counter			3,815			3,815					3,815	3,815
Shelters AV system			8,603			8,603					8,603	8,603
Beach huts			5,800	31,738	650	36,888					36,888	36,888
Westwood T1600 May 12			3,250			3,250					3,250	3,250
2015 Play Park			109,853			109,853					109,853	109,853
Play Park Hexagonal Shelter			3,326			3,326					3,326	3,326
2016 Skate park	4,515		159,339			159,339					159,339	159,339
Skate park Cycle Shelter		1,359	-			-					-	-

Panasonic Phone System			2,605			2,605			2,605			2,605
Showers on the beach			10,930			10,930			10,930			10,930
Allotment Fencing			5,450			5,450			5,450			5,450
Hippocampe Beach wheelchair	3,020		3,020			3,020			3,020			3,020
Tundra Beach wheelchair	1,850		1,850			1,850			1,850			1,850
Water Bowser & Pressure Wash	5,338		5,338			5,338			5,338			5,338
Lawnmower danarm Kaaz	1,010		1,010			1,010			1,010			1,010
Glasdon Litter Bins * 5	1,542		1,542			1,542			1,542			1,542
Cemetary Fencing	1,523		1,523			1,523			1,523			1,523
7 * memorial Benches	6,417		6,417			6,417			6,417			6,417
Air conditioning @ Cadet Hut	1,249		1,249			1,249			1,249			1,249
Lawn Mower Honda HRH536HX	1,153		1,153			1,153			1,153			1,153
Grassguard Earthguard - Marsha	1,108		1,108			1,108			1,108			1,108
Timber Wheelie Bin Enclosure W	1,183		1,183			1,183			1,183			1,183
PA systems for public events				1,720		1,720			1,720			1,720
MobiChair water wheelchair				1,709		1,709			1,709			1,709
GoPak Contour folding tables				1,140		1,140			1,140			1,140
Chairs				1,610		1,610			1,610			1,610
8' x 6' beast security shed				1,877		1,877			1,877			1,877
Honda lawn mower				1,153		1,153			1,153			1,153
Stanford seat & memorial				9,939		9,939			9,939			9,939
Kemp shade sail				3,523		3,523			3,523			3,523
Two way radios				1,213		1,213			1,213			1,213
Air conditioning unit in golf hut				1,249		1,249			1,249			1,249
Security alarms				2,225		2,225			2,225			2,225
New Fence - (JACKSONF)							1815		1,815			1,815
Surf Rake							50700		50,700			50,700
Electric Vehicle - (LIFTSAFE) - MT69 FCJ							12550		12,550			12,550
Glowworm Energy 30kW Boiler System										1721.82		1,722
	29,908	4,329	£ 821,990	68,296	650	£ 889,636	£ 65,065	£ -	£ 954,701	£ 1,722	£ 39,597	£ 916,826

Infrastructure Assets												
Bus shelters - Silver St & Cloverdale Court			6,001			6,001			6,001			6,001
Bus Shelter - Cobb Gate			2,448			2,448			2,448			2,448
Bus Shelter-Charmouth Rd			3,065			3,065			3,065			3,065
Bus Shelter - King's Way			3,500			3,500			3,500			3,500
Lighting Columns (28)			3,920			3,920			3,920			3,920
Public Litter Bins (47)			5,105			5,105			5,105			5,105
Public Seats (90)			29,754			29,754			29,754			29,754
Millennium Basket			1,143			1,143			1,143			1,143
Welcome to Lyme Signs			1,350			1,350			1,350			1,350
Hand Rail System			8,089			8,089			8,089			8,089
Cemetery Gates			2,307			2,307			2,307			2,307
Cemetery gates/railings			13,074			13,074			13,074			13,074
LRTC picnic benches x 3			1,269			1,269			1,269			1,269
Grit bins			2,778			2,778			2,778			2,778
Speed Indicator Display			3,100			3,100			3,100			3,100
Bell Cliff Map			1,814			1,814			1,814	1985	1814	1,985
Recording Equipment			6,493			6,493			6,493			6,493
Seafront Wi-fi	4,596		4,596			4,596			4,596			4,596
Public Seats (14)							12904.02		12,904	8388		21,292
Lighting in Gardens							28804		28,804			28,804
	4,596	-	£ 99,806	-	-	£ 99,806	£ 41,708	£ -	£ 141,514	£ 10,373	£ 1,814	£ 150,073
Other Assets												
Millennium Clock			14,140			14,140			14,140			14,140
Strawberry Fields			56,100			56,100			56,100			56,100
Community Offices Room 1A			16,000			16,000			16,000			16,000
Anning Road Playing Field			1			1			1			1
Langmoor Gardens (incl Piers)			1			1			1			1
Lister Gardens			1			1			1			1
Cemetery			1			1			1			1
Lepers Well Garden			1			1			1			1
Jane Austen Garden			1			1			1			1
Church Cliff/Long Entry			1			1			1			1
Closed Churchyard			1			1			1			1
Georges Garden			1			1			1			1
Woodmead Halls Site			1			1			1			1
Town Mill Bridge & Steps			1			1			1			1
War Memorial			1			1			1			1
Morgans Grave			1			1			1			1
Monmouth Beach - accreted land			1			1			1			1
Allotments			1			1			1			1
	£ -	-	£ 86,255.00	£ -	-	£ 86,255.00	£ -	£ -	£ 86,255.00	£ -	£ -	£ 86,255.00
Total Fixed Assets	141,413	111,237	£ 7,652,811	139,801	650	£ 7,791,962	£ 106,773	£ -	£ 7,898,735	£ 12,095	£ 41,411	£ 7,869,419
			7,657,140			7,657,140						
			- 4,328.55			134,822.45						

Committee: Strategy and Finance

Date: 14 July 2021

Title: Cyber Security

Purpose of report: To inform members about the position with cyber security cover

Recommendation

Members do not proceed with cyber security cover

Background

1. The council discussed the need for cyber security at the Strategy and Finance meeting on 31 March 2021, in line with the council's review of insurance cover.

Report

2. Officers have since spoken to other councils, who all confirm they do not have cyber security cover. It is felt also that since Dorset Council do not provide such a cover, that there may not be a specific need.
3. Officers have also spoken to a company (associated with Lloyds Bank, the council's bank) which has done some initial tests; the outcome was that they were unable to breach our firewalls. It should be noted that these were only initial tests, and for them to complete a full review would cost the council c.£3k of unbudgeted finance.
4. Officers have also been able to obtain a quote from an insurance company that specialises in this area and were given a quote of £2.8k for £500k cover or £3.1k for £1m cover. This would also be an unbudgeted expense.
5. In initial conversations with Zurich, the council's insurance company, officers have been told that Zurich only cover this type of cover to large blue chip companies.

Mark Russell
Finance manager
July 2021

Committee: Strategy and Finance

Date: 14 July 2021

Title: Investments and Cash Holdings

Purpose of Report

To inform members of the council's current reserve position

Recommendation

Members consider the report, note the commitment to undertake essential works to the council's offices and renew a section of seafront railings and instruct the town clerk on any measures they wish to introduce to increase the potential reserve position.

Background

1. The council's reserve at the beginning of the financial year was c.£881k.
2. During the last financial year, the council had to remove c.£160k 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

3. The council's cash holding as at 30 June 2021 is c.£1.162k, **appendix 12A**.
4. 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.
5. 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.£1.179m, which is c.£320k greater, i.e. £850k (50% of £1.7m).
6. The reserve is improved on previous assumptions for a number of reasons, namely officers have always adopted a prudent approach in any financial model and the finance department has been successful in debt collection, and has managed to retrieve some older debts that had not been included in the assumptions.
7. Members can now begin to release finance for planned projects and objectives early in this financial year; officers have already progressed essential works to the council's offices and the replacement of seafront railings. The estimated cost of these two projects are £100,000 and £70,000, respectively. Further discussions on the release of projects will be considered at the members' away day on 24 July 2021 and the Full Council on 28 July 2021.
8. Any interest rates are low and therefore negligible as to any future interest the council may receive.

Mark Russell
Finance manager
July 2021

<u>Lyme Regis Town Council</u>			
<u>Bank Balances</u>			
<u>30-Jun-21</u>			
		£	Access
NatWest- General		1,000	Instant
NatWest Liquidity Manager 0.01%		40,993	Instant
NatWest Special Interest Bearing Account 0.01%		30,471	Instant
Lloyds - Current		12,162	Instant
Lloyds - Liquidity Manager (0.01%)		1,077,781	Instant
Wilkinson Legacy 0.8%		538	One month
TOTAL		<u>1,162,945</u>	
<u>Loans to Lyme Regis Town Council</u>			
<u>West Dorset District Council</u>			
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: 14 July 2021

Title: Interest

Purpose of Report

To inform members of interest options

Recommendation

Members consider the report and instruct the town clerk on any measures they wish to introduce

Background

1. At the Strategy and Finance Meeting on 12 May 2021, members asked officers to look into better interest rates.
2. Current interest rates are 0.01%.

Report

3. Officers have spoken to Lloyds, our preferred bank, with whom we have a good relationship.
4. Lloyds have offered the following rates; these rates are likely to change a little if the council is minded to adopt one of them.
 - Instant Access Saving account – minimum deposit £1 – 0.01%
 - Notice deposit account (minimum deposit £10,000) indicative interest rate:
 - 32-day notice – 0.03%
 - 95-day notice – 0.05%
 - Fixed term deposit account (minimum deposit £10,000) indicative interest rate:
 - 3 months – 0.01%
 - 6 months – 0.02%
 - 9 months – 0.03%
 - 12 months – 0.05%
 - Fixed maturity date 15/11/2021 – 0.02%
 - Fixed maturity date 19/05/2022 – 0.05%
5. It should be noted that with all the above there are no charges involved.
6. The above interest rates, once adopted, will not change, except the Instant Access Saver, even if rates increase during the life of the agreement.
7. There are two notice deposit accounts which require the council to give the bank either 32 or 95 days' notice to be able to withdraw any funds.
8. The fixed term accounts mean we are unable to access our funds during the life of the term. Due to the timescale, the maturity on these are likely to have changed. The dates are roughly six months and 12 months.

Analysis

9. As a rough guide, the council had in its savings account at end-May 2021 c.£946k, interest earned in May was c.£7. If the deposit value was unchanged, we would earn interest at the higher interest rate (0.05%) of c.£39 per month, and the mid-way rate (0.03%) of c.£23 per month.
10. The council could earn in interest up to c.£380 more per year.
11. Members should consider capital spending before tying up too much of the reserve.
12. Any recommendations from this committee will be considered by the Full Council on 29 July 2021.

Mark Russell
Finance manager
July 2021

Committee: Strategy and Finance

Date: 14 July 2021

Title: List of Payments

Purpose of Report

To inform members of the payments made in the months of May and June 2021

Recommendation

Members note the report and approve the attached schedule of payments for May and June 2021 for the sums of £145,728.04 and £135,029.39, 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-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 May and June 2021, **appendices 14A and B.**
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.

Naomi Cleal
Assistant finance manager
July 2021

APPENDIX 14A

Lyme Regis Town Council									
Payments list for May 2021									
Total									
Date	Supplier	Detail	Frequency	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
NAT WEST BANK									
04-May	DC RATES	Rates	Monthly	DD	8369	0%	-	8,369.00	Utilities
12-May	HMRC PAYE	April PAYE NI	Monthly	DD	11827.61	0%	-	11,827.61	Staffing
14-May	ALLSTAR	Fuel	Monthly	DD	547.27	20%	91.21	456.06	Outside Works
17-May	BANKLINE	Bank charges	Monthly	BLN	150	0%	-	150.00	Office Expenses
19-May	Worldpay	Transaction charges	Monthly	DD	90.05	0%	-	90.05	Office Expenses
21-May	SALARY	May Salaries	Monthly	EBP	37919.54	0%	-	37,919.54	Staffing
21-May	DWP	Waste collection	Monthly	DD	1419.5	0%	-	1,419.50	Outside Works
24-May	WORLDPAY	Transaction charges	Monthly	DD	26.1	0%	-	26.10	Office Expenses
25-May	WDDC	Loan repayment	Monthly	SO	3125	0%	-	3,125.00	Utilities
27-May	HMRC PAYE	May PAYE and NI	Monthly	DD	11930.09	0%	-	11,930.09	Staffing
28-May	DORSET COUNCIL	New website	One-off	DPC	25301.3	0%	-	25,301.30	Outside Works
Total					£100,705.46				
LLOYDS BANK									
04-May	INVESTEC	Quarterly lease and annual service fee	Mixed	DD	228	20%	38.00	190.00	Office Expenses
04-May	ZOOM	Subscription fees	Monthly	DEB	11.99	0%	-	11.99	Office Expenses
04-May	GIFFGAFF	Monthly mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
06-May	GIFFGAFF	Monthly mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
06-May	EMITER Ltd	Meter boxes	One-off	FPI	439.2	20%	73.20	366.00	Outside Works
07-May	SOUTHERN ELECTRIC	Electric	Monthly	DD	33.57	0%	-	33.57	Utilities
07-May	SOUTHERN ELECTRIC	Electric	Monthly	DD	0.95	0%	-	0.95	Utilities
07-May	GIFFGAFF	Monthly mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
07-May	GLEN CLEANING	Cleaning and consumables	Monthly	FPO	5321.74	20%	886.96	4,434.78	Outside Works
07-May	H LEAF AND SONS	Lintel repair	One-off	FPO	2587.98	20%	431.33	2,156.65	Outside Works
07-May	CLUB WIFI	Annual CCTV support and One-off system upgr	Mixed	FPO	1613.89	20%	268.98	1,344.91	Outside Works
07-May	SCREWFIX	Staff clothing and consumables	One-off	FPO	1606.3	20%	267.72	1,338.58	Outside Works
07-May	DECANI LTD	COVID loss adjuster	One-off	FPO	1478.4	20%	246.40	1,232.00	Office Expenses
07-May	WPA CONSULTANT	Allotment risk assessment	One-off	FPO	1320	20%	220.00	1,100.00	Office Expenses
07-May	DAMORY	71 Bus route	Monthly	FPO	1125	0%	-	1,125.00	Rents
07-May	TRAVIS PERKINS	External supplies	One-off	FPO	1078.83	20%	179.81	899.03	Outside Works
07-May	YELLOWBOX	Staff Clothing	One-off	FPO	961.74	20%	160.29	801.45	Staffing
07-May	AXMINSTER IRONWORK	Seafront handrail	One-off	FPO	840	20%	140.00	700.00	Outside Works
07-May	AXMINSTER GARDEN M	Various gardening equipment	One-off	FPO	821	20%	136.83	684.17	Outside Works
07-May	WOODHORT SHARPHAM	Mushroom compost	One-off	FPO	661.68	20%	110.28	551.40	Outside Works
07-May	SOUTH WEST COUNCIL	Subscription fees	Annual	FPO	534	0%	-	534.00	Office Expenses
07-May	ARTHUR FORDHAMS	External supplies	One-off	FPO	309.15	20%	51.53	257.63	Outside Works
07-May	LUKE LAWSON	Monitoring of website	Monthly	FPO	300	0%	-	300.00	Marketing & Tourism
07-May	WESSEX LIFT	Replacement lift part	One-off	FPO	290.81	20%	48.47	242.34	Outside Works
07-May	PLAY INSPECTION CO	Annual inspection	Annual	FPO	270	20%	45.00	225.00	Outside Works
07-May	VALE FIRE SAFETY	Fire extinguisher service	Annual	FPO	247.2	20%	41.20	206.00	Outside Works
07-May	COBB GARAGE	Vehicle repair	One-off	FPO	205.85	20%	34.31	171.54	Outside Works
07-May	PURPLE CLEANING	Cleaning	Monthly	FPO	174	20%	29.00	145.00	Office Expenses
07-May	GOOD DIRECTIONS	Seating repairs	One-off	FPO	161.4	20%	26.90	134.50	Outside Works
07-May	EUROFFICE	Stationary	One-off	FPO	161.36	20%	26.89	134.47	Office Expenses
07-May	TOPSPARKS	Electrical works - street lamps	One-off	FPO	129.78	20%	21.63	108.15	Outside Works
07-May	BISHOP SPORT	Amenity equipment	One-off	FPO	118.74	20%	19.79	98.95	Outside Works
07-May	MOLE AVON	External supplies and uniform	One-off	FPO	104.46	20%	17.41	87.05	Outside Works
07-May	ICCM	Membership fees	Annual	FPO	95	0%	-	95.00	Office Expenses
07-May	ECOM6	March charges	Monthly	FPO	83.96	20%	13.99	69.97	Office Expenses
07-May	IMAGIN	Staff ID badges	One-off	FPO	72	20%	12.00	60.00	Office Expenses
07-May	CREATIVE SOLUTIONS	Printing for langmoor and lister gardens	One-off	FPO	65.96	20%	10.99	54.97	Office Expenses

07-May	WESTCRETE CONCRETE	Block paving	One-off	FPO	37.44	20%	6.24	31.20	Outside Works
07-May	DAPTC	Councillor training	One-off	FPO	35	0%	-	35.00	Office Expenses
07-May	BRID BUILD SUPPLIE	Scaffolding boards	One-off	FPO	34.78	20%	5.80	28.98	Outside Works
10-May	UNITY 5	April Zatpark fees	Monthly	DD	501.36	20%	83.56	417.80	Utilities
10-May	VPW SYSTEMS	Website domain	Biyearly	DD	154.8	20%	25.80	129.00	Marketing & Tourism
10-May	BARCLAYCARD	Transaction fees	Monthly	DD	84.18	0%	-	84.18	Office Expenses
10-May	BARCLAYCARD	Transaction fees	Monthly	DD	10	0%	-	10.00	Office Expenses
10-May	GIFFGAFF	Monthly mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
10-May	LR COMMUNITY GROUP	Grant	One-off	FPI	46.8	0%	-	46.80	Grants
11-May	GIFFGAFF	Monthly mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
13-May	PAYZONE	Transaction fees	Monthly	DD	6	20%	1.00	5.00	Office Expenses
13-May	PAYZONE	Transaction fees	Monthly	DD	6	20%	1.00	5.00	Office Expenses
13-May	CUSTOMER	Shelter Refund	One-off	FPO	125	0%	-	125.00	Refunds
14-May	SOUTHERN ELECRITC	Electric	Monthly	DD	88.28	5%	4.20	84.08	Utilities
14-May	DVLA	Road Tax	Annually	DEB	275	0%	-	275.00	Outside Works
14-May	GIFFGAFF	Monthly mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
17-May	G4S CASH SOLUTIONS	Cash collection	Monthly	DD	950.4	20%	158.40	792.00	Outside Works
17-May	SAGE SOFTWARE LTD	Software support	Monthly	DD	284.4	20%	47.40	237.00	Office Expenses
17-May	EE LIMITED	Mobile and SIMS	Monthly	DD	111.96	20%	18.66	93.30	Utilities
17-May	SOUTHERN ELECRITC	Electric	Monthly	DD	81.37	5%	3.87	77.50	Utilities
17-May	SOUTHERN ELECRITC	Electric	Monthly	DD	17.47	5%	0.83	16.64	Utilities
17-May	GREENVAL	Jerry cans	One-off	DEB	37.9	20%	6.32	31.58	Outside Works
17-May	GIFFGAFF	Monthly mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
17-May	GIFFGAFF	Monthly mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
17-May	GIFFGAFF	Monthly mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
18-May	GIFFGAFF	Monthly mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
18-May	LR COMMUNITY GROUP	Grant	One-off	FPO	37.28	0%	-	37.28	Grants
19-May	WORLDPAY	Transaction fees	Monthly	DD	180.1	0%	-	180.10	Office Expenses
19-May	EDF	Electric	Monthly	DD	77.22	0%	-	77.22	Utilities
19-May	WORLDPAY	Transaction fees	Monthly	DD	39	0%	-	39.00	Office Expenses
19-May	GIFFGAFF	Monthly mobile bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities
19-May	GIFFGAFF	Monthly mobile bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities
19-May	GIFFGAFF	Monthly mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
20-May	DC PENSION FUND	May Pension contributions	Monthly	FPO	9891.47	0%	-	9,891.47	Staffing
20-May	LR COMMUNITY GROUP	Grant	One-off		12.5	0%	-	12.50	Grants
21-May	IP OFFICE	April calls	Monthly	DD	406.12	20%	67.69	338.43	Office Expenses
21-May	SOUTH WEST WATER	Water part payment	Quarterly	FPO	5936.85	0%	-	5,936.85	utilities
24-May	WORLDPAY	Transaction fees	Monthly	DD	23.94	0%	-	23.94	Office Expenses
24-May	GIFFGAFF	Monthly mobile bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities
24-May	GIFFGAFF	Monthly mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
24-May	GIFFGAFF	Monthly mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
24-May	LR COMMUNITY GROUP	Grant	One-off	FPO	395	0%	-	395.00	Grants
25-May	EDF	Electricity	Monthly	DD	204.91	0%	-	204.91	Utilities
25-May	GIFFGAFF	Monthly mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
25-May	GIFFGAFF	Monthly mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
27-May	CURRYS	Television for conference room	One-off	DEB	599	20%	99.83	499.17	Office Expenses
27-May	AMAZON	Office furniture and external consumables	One-off	DEB	427.96	20%	71.33	356.63	Office Expenses
27-May	GIFFGAFF	Monthly mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
27-May	GIFFGAFF	Monthly mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
27-May	EBAY	IT equipment	One-off	DEB	3.99	20%	0.67	3.33	Office Expenses
28-May	OFFICEFURNITURE	Office furniture	One-off	DEB	268.8	20%	44.80	224.00	Office Expenses
28-May	AMAZON	External supplies	One-off	DEB	22.36	20%	3.73	18.63	Outside Works
28-May	GIFFGAFF	Monthly mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
28-May	GIFFGAFF	Monthly mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
				Total	<u>£45,022.58</u>				
				Petty Cas	<u>£0.00</u>				
	Expenditure category totals								
	Outside Works				£45,433.96				
	Democratic representation				£0.00				
	Rents				£1,125.00				
	Licensed land				£0.00				
	Office Expenses				£6,865.31				
	Staffing				£72,530.45				
	Marketing & Tourism				£454.80				
	Utilities				£18,701.94				
	Grants				£491.58				
	Loans				£0.00				
	VAT				£0.00				
	Refunds				£125.00				
	Petty Cash				£0.00				
	Total				£145,728.04				

APPENDIX 14B

Lyme Regis Town Council									
Payments list for June 2021									
Total									
Date	Supplier	Detail	Frequency	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
NAT WEST BANK									
01-Jun	DC RATES	Rates	Monthly	DD	8369	0%	-	8,369.00	Utilities
11-Jun	SALARY	May Salary	Monthly	EBP	25	0%	-	25.00	Staffing
14-Jun	ALLSTAR	Fuel	Monthly	DD	423.68	20%	70.61	353.07	Outside Works
15-Jun	BANKLINE	Bank charges	Monthly	BLN	51.6	0%	-	51.60	Office Expenses
18-Jun	DWP	Waste collection	Monthly	DD	1474.5	0%	-	1,474.50	Outside Works
21-Jun	WORLDPAY	Transaction charges	Monthly	DD	133	0%	-	133.00	Office Expenses
22-Jun	WORLDPAY	Transaction charges	Monthly	DD	27.42	0%	-	27.42	Office Expenses
24-Jun	SALARY	June salaries	Monthly	EBP	39003.58	0%	-	39,003.58	Staffing
25-Jun	DORSET COUNCIL LOAN	Loan repayment	Monthly	SO	3125	0%	-	3,125.00	Loans
30-Jun	HMRC	June PAYE and NI	Monthly	DD	11976.23	0%	-	11,976.23	Staffing
Total					£64,609.01				
LLOYDS BANK									
01-Jun	SOUTHERN ELECRITC	Electric		DD	23.68	5%	1.13	22.55	Utilities
01-Jun	ZOOM	Subscription	Monthly	DEB	11.99	0%	-	11.99	Office Expenses
01-Jun	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
03-Jun	KITSON AND TROTMAN	General enquiries and TIC lease rene	One-off	FPO	8875.32	20%	1,479.22	7,396.10	Office Expenses
03-Jun	SOUTH WEST WATER	Water		FPO	5936.86	0%	-	5,936.86	utilities
03-Jun	PKF LITTLE JOHN	2020 Year end and additional service	Annually	FPO	3678	20%	613.00	3,065.00	Office Expenses
03-Jun	PGL TRAIING	Staff plumbing course	One-off	FPO	3600	20%	600.00	3,000.00	Staffing
03-Jun	COASTLINE CREATIVE	Signage for town map	One-off	FPO	3600	20%	600.00	3,000.00	Office Expenses
03-Jun	CRICKMAY STARK	Office and guildhall works consultanc	One-off	FPO	2673	20%	445.50	2,227.50	Office Expenses
03-Jun	TRAVIS PERKINS	External supplies	One-off	FPO	2373.84	20%	395.64	1,978.20	Outside Works
03-Jun	BUGLARS	Tractor repairs	One-off	FPO	2348.12	20%	391.35	1,956.77	Outside Works
03-Jun	GLEN CLEANING	May cleaning and consumables	Monthly	FPO	2130.7	20%	355.12	1,775.58	Outside Works
03-Jun	SW HYGIENE	Sanitary rental and disposal	Annual	FPO	1897.51	20%	316.25	1,581.26	Outside Works
03-Jun	METRIC	April and May hosting	Monthly	FPO	1414.8	20%	235.80	1,179.00	Outside Works
03-Jun	SP4 GROUP	Security	Monthly	FPO	1411.2	20%	235.20	1,176.00	Office Expenses
03-Jun	LEWIS BROWN LAND SUR	Langmoor gardens survey	One-off	FPO	1200	20%	200.00	1,000.00	Office Expenses
03-Jun	DAMORY	71 bus route	Monthly	FPO	1125	0%	-	1,125.00	Rents
03-Jun	WOODHORT SHARPHAM	Mushroom compost	One-off	FPO	1023.6	20%	170.60	853.00	Outside Works
03-Jun	SCREWFIX	External supplies	One-off	FPO	979.88	20%	163.31	816.57	Outside Works
03-Jun	DAPTC	Membership	Annually	FPO	890.22	0%	-	890.22	Office Expenses
03-Jun	XYLEM WATER SOLUTION	Annual maintenance	Annually	FPO	715.55	20%	119.26	596.29	Outside Works
03-Jun	DARKIN MILLER	Visit four	One-off	FPO	615.34	20%	102.56	512.78	Office Expenses
03-Jun	EMITER	Electricity meter boxes	One-off	FPO	439.2	20%	73.20	366.00	Outside Works
03-Jun	LUKE LAWSON	Website monitoring	Monthly	FPO	300	0%	-	300.00	Marketing & Tourism
03-Jun	CLIMAX WINDOWS LTD	Repair of conservatory window	One-off	FPO	226.6	20%	37.77	188.83	Outside Works
03-Jun	GROVES NURSERIES	Top soil and various gardening tools	One-off	FPO	203.52	20%	33.92	169.60	Outside Works
03-Jun	PURPLE CLEANING	Cleaning	Monthly	FPO	189	20%	31.50	157.50	Office Expenses
03-Jun	MOLE AVON	External supplies	One-off	FPO	151.67	20%	25.28	126.39	Outside Works
03-Jun	EIBE	Play equipment parts	One-off	FPO	99.36	20%	16.56	82.80	Outside Works
03-Jun	ECOM6	April charges	Monthly	FPO	93.16	20%	15.53	77.63	Office Expenses
03-Jun	MOSELEY	New sliding gate	One-off	FPO	82.25	0%	-	82.25	Outside Works
03-Jun	YELLOWBOX	Staff uniform	One-off	FPO	74.16	20%	12.36	61.80	Staffing
03-Jun	STAFF	Optical expenses	One-off	FPO	60	0%	-	60.00	Staffing
03-Jun	CREATIVE SOLUTIONS	Signage	One-off	FPO	59.58	20%	9.93	49.65	Outside Works
03-Jun	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
07-Jun	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
07-Jun	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
08-Jun	UNITY 5	May charges	Monthly	DD	503.52	20%	83.92	419.60	Utilities
09-Jun	EBAY	Stationary	One-off	DEB	19.96	20%	3.33	16.63	Office Expenses
09-Jun	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
10-Jun	BARCLAYCARD	Transaction charges	Monthly	DD	62.21	0%	-	62.21	Office Expenses
10-Jun	AMAZON	Wallpaper	One-off	DEB	31.84	20%	5.31	26.53	Outside Works
10-Jun	BARCLAYCARD	Transaction charges	Monthly	DD	15.76	0%	-	15.76	Office Expenses
11-Jun	DORSET COUNCIL	Beach hut planning	One-off	FPO	262	0%	-	262.00	Outside Works
14-Jun	PAYZONE	Transaction charges	Monthly	DD	6	20%	1.00	5.00	Office Expenses
14-Jun	PAYZONE	Transaction charges	Monthly	DD	6	20%	1.00	5.00	Office Expenses
14-Jun	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
14-Jun	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities

14-Jun	CUSTOMER	Car park refund	One-off	FPO	5.5	0%	-	5.50	Refunds
15-Jun	SOUTH WEST WATER	Water	Bimonthly	DD	1584.47	0%	-	1,584.47	utilities
15-Jun	RHINO	Key safes	One-off	FPO	691.06	20%	115.18	575.88	Outside Works
15-Jun	SOUTH WEST WATER	Water	Bimonthly	DD	659.55	0%	-	659.55	utilities
15-Jun	RAPID	Office furniture	One-off	FPO	598.8	20%	99.80	499.00	Office Expenses
15-Jun	SOUTH WEST WATER	Water	Bimonthly	DD	440.07	0%	-	440.07	utilities
15-Jun	SOUTH WEST WATER	Water	Bimonthly	DD	402.37	0%	-	402.37	utilities
15-Jun	SOUTH WEST WATER	Water	Bimonthly	DD	176.6	0%	-	176.60	utilities
15-Jun	EE LIMITED	SIMS and phones	Monthly	DD	112.54	20%	18.76	93.78	Utilities
15-Jun	SOUTH WEST WATER	Water	Bimonthly	DD	95.93	0%	-	95.93	utilities
15-Jun	SOUTH WEST WATER	Water	Bimonthly	DD	91.45	0%	-	91.45	utilities
15-Jun	SOUTH WEST WATER	Water	Bimonthly	DD	82.31	0%	-	82.31	utilities
15-Jun	SOUTH WEST WATER	Water	Bimonthly	DD	40.5	0%	-	40.50	utilities
15-Jun	CUSTOMER	Parking fine refund	One-off	FPO	37.2	0%	-	37.20	Refunds
15-Jun	SOUTH WEST WATER	Water	Bimonthly	DD	12.19	0%	-	12.19	utilities
16-Jun	SAGE SOFTWARE LTD	Subscription	Monthly	DD	284.4	20%	47.40	237.00	Office Expenses
16-Jun	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
16-Jun	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
17-Jun	DVLA	Vehicle tax	Annually	DEB	275	0%	-	275.00	Outside Works
17-Jun	VPW SYSTEMS	Domain hosting	Annually	DD	234	20%	39.00	195.00	Marketing & Tourism
17-Jun	CUSTOMER	Shelter refund	One-off	FPO	30	0%	-	30.00	Refunds
17-Jun	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
18-Jun	CUSTOMER	Beach hut refund	One-off	FPO	60	0%	-	60.00	Refunds
18-Jun	CUSTOMER	Shelter refund	One-off	FPO	45	0%	-	45.00	Refunds
18-Jun	AMAZON	Mobile handsets	One-off	DEB	44.37	20%	7.40	36.98	Office Expenses
18-Jun	LYMEREGL	Advertising in bowling club brochure	One-off	FPO	40	0%	-	40.00	Marketing & Tourism
21-Jun	WORLDPAY	Transaction charges	Monthly	DD	152.15	0%	-	152.15	Office Expenses
21-Jun	EDF ENERGY	Gas	Quarterly	DD	48.13	5%	2.29	45.84	Utilities
21-Jun	WORLDPAY	Transaction charges	Monthly	DD	39	0%	-	39.00	Office Expenses
21-Jun	GIFFGAFF	Mobile bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities
21-Jun	GIFFGAFF	Mobile bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities
21-Jun	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
22-Jun	UNISON	2020-2021 unison contributions	Annually	FPO	590.15	0%	-	590.15	Staffing
22-Jun	IP OFFICE	May charges	Monthly	DD	406.08	20%	67.68	338.40	Office Expenses
22-Jun	EDF ENERGY	Electric	Quarterly	DD	208.57	5%	9.93	198.64	Utilities
22-Jun	WORLDPAY	Transaction charges	Monthly	DD	23.94	0%	-	23.94	Office Expenses
23-Jun	DC PENSION FUND	June pension contributions	Monthly	FPO	10149.44	0%	-	10,149.44	Staffing
23-Jun	GIFFGAFF	Mobile bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities
23-Jun	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
23-Jun	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
24-Jun	DORSET COUNCIL	MP railing planning	One-off	DEB	120	0%	-	120.00	Outside Works
25-Jun	SOUTHERN ELECRITC	Electric	Monthly	DD	565.95	5%	26.95	539.00	Utilities
25-Jun	SLCC	Town clerk subscription	Annually	DEB	399	0%	-	399.00	Office Expenses
25-Jun	SOUTHERN ELECRITC	Electric	Monthly	DD	378.74	5%	18.04	360.70	Utilities
25-Jun	SOUTHERN ELECRITC	Electric	Monthly	DD	201.29	5%	9.59	191.70	Utilities
25-Jun	SOUTHERN ELECRITC	Electric	Monthly	DD	163.24	5%	7.77	155.47	Utilities
25-Jun	SOUTHERN ELECRITC	Electric	Monthly	DD	131.07	5%	6.24	124.83	Utilities
25-Jun	SOUTHERN ELECRITC	Electric	Monthly	DD	67.02	5%	3.19	63.83	Utilities
25-Jun	SOUTHERN ELECRITC	Electric	Monthly	DD	64.28	5%	3.06	61.22	Utilities
25-Jun	SOUTHERN ELECRITC	Electric	Monthly	DD	62.39	5%	2.97	59.42	Utilities
25-Jun	SOUTHERN ELECRITC	Electric	Monthly	DD	56.05	5%	2.67	53.38	Utilities
25-Jun	SOUTHERN ELECRITC	Electric	Monthly	DD	45.74	5%	2.18	43.56	Utilities
25-Jun	SOUTHERN ELECRITC	Electric	Monthly	DD	40.46	5%	1.93	38.53	Utilities
25-Jun	SOUTHERN ELECRITC	Electric	Monthly	DD	38.82	5%	1.85	36.97	Utilities
25-Jun	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
28-Jun	JAZZ JURASICA	Grant	One-off	FPO	450	0%	-	450.00	Grants
28-Jun	SOUTHERN ELECRITC	Electric	Monthly	DD	163.92	5%	7.81	156.11	Utilities
28-Jun	SOUTHERN ELECRITC	Electric	Monthly	DD	122.64	5%	5.84	116.80	Utilities
28-Jun	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
28-Jun	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
28-Jun	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
28-Jun	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
29-Jun	CIPD	CIPD subscription	Annually	DEB	98	0%	-	98.00	Office Expenses
29-Jun	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
				Total	£70,389.78				
				Petty Cash	£30.60				

	Expenditure category totals								
	Outside Works	£17,424.26							
	Democratic representatic	£0.00							
	Rents	£1,125.00							
	Licensed land	£0.00							
	Office Expenses	£25,604.92							
	Staffing	£65,478.56							
	Marketing & Tourism	£574.00							
	Utilities	£21,039.35							
	Grants	£450.00							
	Loans	£3,125.00							
	VAT	£0.00							
	Refunds	£177.70							
	Petty Cash	£30.60							
	Total	£135,029.39							