



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 2 February 2022 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
28.01.22

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 1 December 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 1 December 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

There are no updates

8. Budget Performance, 1 April – 30 November 2021 and year-end forecast

To inform members of performance against budget from 1 April to 30 November 2021 and of forecast year-end position at 31 March 2022

9. Membership Packages for Tourism Microsite

To allow members to consider membership packages for the tourism microsite for 2022-23

10. Electric Vehicle Charging Structure

To allow members to consider a charging structure relating to the electric vehicle charging points

11. Investments and Cash Holdings

To inform members of the council's current reserve position

12. List of Payments

To inform members of the payments made in the months of November and December 2021

13. 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

14. Park and Ride 2022

To allow members to consider and approve the arrangements for the 2022 park and ride service

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

15. Exempt Business

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

a) Agenda item 13 – Debtors' Report

b) Agenda item 14 – Park and Ride 2022

LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 1 DECEMBER 2021

Present

Chairman: Cllr M. Ellis

Councillors: Cllr B. Bawden, Cllr J. Broom, Cllr R. Doney, Cllr B. Larcombe, Cllr D. Sarson, Cllr G. Stammers, Cllr G. Turner

Officers: M. Green (deputy town clerk), A. Mullins (support services manager), M. Russell (finance manager), P. Williams (operations supervisor)

21/34/SF Public Forum

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

21/35/SF Apologies for Absence

Cllr C. Reynolds – not attending due to Covid-19
Cllr D. Ruffle – illness
Cllr R. Smith – work commitments
Cllr T. Webb – illness
Cllr S. Williams – illness

21/36/SF Minutes

Proposed by Cllr G. Stammers and seconded by Cllr R. Doney, the minutes of the meeting held on 13 October 2021 were **ADOPTED**.

21/37/SF Disclosable Pecuniary Interests

There were none.

21/38/SF Dispensations

There were none.

21/39/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 13 October 2021

Members noted the report.

21/40/SF Update Report

There were none.

21/41/SF Internal Audit Report, Visit One 2021-22

The deputy town clerk said this was a good report with very few items reported. He said the one issue which did concern officers was cash collection, which had originally been a high recommendation but had been downgraded to a medium following discussion with the auditor.

The deputy town clerk said it was an issue with the cash collection company G4S collecting from the car park machines on a timely basis, which had still not been resolved. He said some of the larger security vehicles required a HGV licence and given the national shortage of HGV drivers, this had affected G4S's ability to provide a service.

Cllr B. Larcombe asked if recommendation 7.1 regarding the net pay agreeing to the final pay report was a pensions or National Insurance issue.

The deputy town clerk said it was a one-off issue that related to his pension contribution in-year.

The finance manager said a very small adjustment was made and 20p wasn't picked up and although officers argued that it was an insignificant amount, the auditor said the amount was irrelevant. However, he said the final salary was reconciled and adjustments were not often required.

Regarding recommendation 3.1 and the signing of council minutes, Cllr M. Ellis said it was down to the chairmen to sign them at the end of meetings.

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to note the internal auditor's report following visit one of 2021-22 and approve the management responses.

21/42/SF Governance

Cllr R. Doney said he felt the council needed to be clear about what it wanted to achieve, to have clear objectives, themes and values, and now was a good opportunity to do this coming off the back of Covid-19 as a lot had changed in the way everyone worked.

Cllr R. Doney said he was suggesting a session for members in January to consider a strategic approach, where someone external who didn't know the council facilitated the meeting. He felt it would be good for members to consider what the council's headline objectives should be for the next two to three years.

Cllr B. Larcombe said the idea of looking at themes and values and coming up with several adjectives to describe an organisation was a dated approach and he felt the council should be judged on the things it did and the way it did them, rather than what it said. He agreed the council needed to have clear objectives but they were already costed and voted on by this committee, so he wasn't sure if an away day with a facilitator was needed to discuss it further.

Cllr B. Bawden said she wasn't keen on the idea of another away day as several members had paid no attention to what had been agreed at the last one.

Cllr B. Larcombe said if better behaviour came off the back of the away day, he would be happy to take part.

Cllr G. Stammers said when members first joined the council with established councillors, it took a long time to find your way through the objectives and strategies so she felt it would be helpful to get some clarification and was therefore not opposed to an away day.

Cllr R. Doney said the intention of the away day was not about addressing behaviour as such, it was about determining the council's key objectives. He clarified that although later in the agenda the council was discussing 'objectives', he saw those as tasks which the officers would carry out; the objectives he wanted the council to determine were the high level aims of the organisation.

Cllr B. Bawden said at the first away day there was an item about values and purpose but because it was at the end of the day, it was never really discussed, so some members already had an idea of what they wanted to achieve but didn't articulate it clearly. She said she was reluctant to have another away day unless everyone signed up to a collective agreement.

Cllr B. Larcombe said this should not send a signal that the council was in crisis or that it had come as an emergency measure; it should be regarded as a normal review of where the council was.

Cllr R. Doney agreed and said it was an opportunity presenting itself to the council on the back of Covid-19 and how the council could take advantage for the good of the town.

Proposed by Cllr R. Doney and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to hold an away day with a facilitator to support the event to help the council develop its strategic approach.

21/43/SF Bad Debts

Members noted the report.

21/44/SF Broad Feed Chipper

Cllr G. Stammers said she appreciated the need for a bigger chipper as she had been approached by residents at Garmans Field concerned about the burning of foliage by the council at Strawberry Field.

The deputy town clerk said although officers appreciated the council's aims to replace vehicles with electric models, the currently available electric model didn't shred so the gardeners would still need to burn material at Strawberry Field. He said the officer view was a fossil fuel powered machine would be better, which could both chip and shred.

Cllr M. Ellis said if there was no electric model on the market that was suitable, the council had no alternative but to buy a diesel-powered machine, which would also save the council money in manpower.

Members asked about the potential lifespan of the preferred diesel machine.

The operations supervisor said it would last indefinitely with annual servicing.

Cllr G. Turner asked how much it would cost to charge an electric chipper.

The operations supervisor said it would take seven hours to charge and the battery would need to be replaced, probably after around two years. He said the preferred diesel machine had low emissions and had an idle mode so it was one of the greener models on the market.

Cllr J. Broom asked why the original cost estimate for the equipment had now increased by at least £10,000.

The operations supervisor said he had priced for a tow-along, top-fed chipper but later felt it wouldn't be the right machine for the council's needs.

Cllr B. Larcombe said if the council was investing in this equipment, it could be hired out to neighbouring councils and he suggested officers spoke to them about this possibility.

Proposed by Cllr G. Turner and seconded by Cllr B. Bawden, members agreed to **RECOMMEND TO FULL COUNCIL** to approve purchasing an Eliet Mega Prof broad feed chipper and shredder at a cost of £24,845.24 +VAT, therefore approving the additional expenditure over the approved budget of £15,000.

21/45/SF

Budget and Precept 2022-23 and Five-Year Financial Plan 2022-27

The finance manager said he had now modelled in all the figures following decisions made during the last round of meetings; this had produced an income of £1.7million in 2022-23, expenditure of £1.3million, and a reserve of £388,000. Looking at the five-year financial plan, he said business rates of £50,000 for the car parks were factored in, taking the reserve down by that amount in the following four years.

Cllr B. Larcombe asked what assumption the budget made about the precept and about the discounts for residents on beach huts.

The finance manager said the budget assumed no change on the precept, as per the decision made at the last meeting.

The finance manager said based on the decision made at the last meeting to introduce a 50% residents' discount on beach hut bookings, he had done some rough calculations on how this would have affected the bookings made for 2022. On beach hut booking day, bookings from Gateway Card holders totalled £38,000, representing a £3,800 loss at the current 10% discount; if the 50% discount was applied, this would be a loss of £19,500, a difference of £15,200 including VAT or £12,500 net. The finance manager said this was based only on the booking day and officers estimated this figure could be doubled to take into account the whole year.

Cllr B. Bawden said it felt like it was a nice idea to offer residents a 50% discount on beach huts but it was too much of a financial hit. She said if there was a choice between a 50% discount and not offering the Gateway Card to Uplyme and Charmouth residents, she would rather reduce the discount to 20%, for example, and extend the scheme to Uplyme and Charmouth.

Cllr M. Ellis said the intention of offering the 50% discount was to help Lyme Regis residents who paid a precept and gave up their town for most of the year.

Cllr B. Larcombe said keeping the precept static for many years and giving money to local groups in grants was already giving something back to the residents. He said the 50% discount on beach huts could also be claimed by residents who owned holiday lets, which were then used by visitors and that wasn't in the spirit of the gesture.

Cllr R. Doney said setting the precept to zero seemed like a visible way of rewarding residents for what they had had to suffer for the last few years. He said it was wrong for the council to accumulate a reserve of £300,000 over the next few years just because it could, and any loss of income could be ameliorated by putting up car parking charges by 2p an hour at Monmouth Beach and 1p an hour at Woodmead.

The deputy town clerk said Lyme Regis charged the second lowest precept within the Dorset Council area at £78 per year for a Band D property, which had been held for 11 out of the last 12 years. Because there had been an increase in the number of properties in Lyme Regis, it meant Band D properties had actually paid less each year.

The deputy town clerk said some would argue that the precept was to fill the gap between income and projected expenditure and that if a council made a surplus, there was no need to charge a precept; however, he said there was no legislation to prevent this and this council was in an unusual position of projecting a surplus each year. He added the council could afford to not charge a precept but he would urge caution as one of the organisation's identified objectives was an asset management plan, which would highlight the need for significant investment in its assets.

The deputy town clerk said a local authority should be accountable to its local electorate, including financially, and if the link of accountability between the local community and the council was broken, this wasn't good for democracy. However, he said it would only be for one year so it may mitigate this issue.

Cllr B. Larcombe said he didn't think this was the right time or climate for making gestures or running a slimmer budget, as the size of the climate and environment bill was still unknown and inflation was rising.

Cllr B. Bawden said she agreed the council should give back to residents but she felt it was more important for residents to give back to the town and those who could afford to pay towards local services should. She said it would cause more confusion and annoyance when the council tried to re-introduce the precept next year. She added that she was in support of a 50% discount on the other council services, i.e. amenities and weddings.

Cllr R. Doney said he was disappointed he had still not heard how the council could reward residents in a tangible way and he raised shoppers' permits, which were discussed at the last meeting but not formally agreed. Having gone electronic for all other permits, he said he had an idea how the shoppers' permits could work and would be willing to meet with council staff to discuss it further.

Cllr M. Ellis said the council needed to look at some other way of giving back to residents as there was a feeling the council was doing everything for tourists and wasn't giving enough to them.

Members discussed the idea of a free community bus as it was felt the whole community could benefit from this, as well as other service extensions to the town bus as it currently only went to certain roads in the town.

The deputy town clerk said there had been various discussions about the town bus, including a Saturday service, extending the route, or a free service. He said the operator was open to discussing all options but extending the route was the lowest cost and introducing a Saturday service was the highest cost. He said the additional £13,000 identified in the 2022-23 budget was to make it a free service.

Cllr B. Bawden said when passing their climate and environmental emergencies, Bridport, Weymouth and Dorchester Town Councils had each dedicated £100,000 to their climate action plans and she asked the council to consider doing the same, a lot of which would be of benefit to residents. She said it would be £100,000 for the remaining term of the council and would enable the council to help the town and its residents reach net zero.

Cllr B. Larcombe asked if the 2022-23 budget included a contingency for park and ride as he was aware the landowner of the Charmouth Road site might want to make alternative use of the land in future.

The deputy town clerk said a report would be coming to members in the first cycle of meetings in 2022 as there was an option to change from pay to ride to pay to park and with the charges increasing in DC car parks, this would encourage more people to use the park and ride. He said this was cost neutral if the park and ride stayed on the current site and the 2022-23 budget assumed this was the case.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to increase the discount for weddings and amenities to 50% for Gateway Card holders but to hold the discount for beach huts at 10%.

Cllr R. Doney said the shoppers' permits would allow residents to have two hours to park at any time of the day, at any time of the year and they would be available to those with a residents' concessionary permit. He said he would like an opportunity to check with the office and enforcement officers that the scheme would work and report back to the Full Council.

Proposed by Cllr R. Doney and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to introduce shoppers' parking permits for residents.

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to commit £75,000 over the remaining life of the council, i.e. £25,000 per year, to carry out a climate action plan.

Cllr D. Sarson asked if the £40,000 grant had been confirmed towards the cost of the CCTV. The deputy town clerk said it had not yet been confirmed.

Cllr D. Sarson asked if the cost of dealing with water ingress at the Jubilee Pavilion was an actual or estimated cost.

The deputy town clerk said it wasn't fully understood what was causing the problem so they were not proper costings but he felt £50,000 was a more than adequate budget.

Cllr D. Sarson asked why outside works expenditure was so significantly overspent at £76,000.

The finance manager said one of the biggest overspends was the extra toilet cleaning in the summer, as well as the storage container in the gardens.

The deputy town clerk said officers may need to re-visit some of the nominal codes used in the accounting system because there were some items which didn't fit into those categories; for example, legal fees were within office administration.

The deputy town clerk said one thing to come out of the last Town Management and Highways Committee meeting was a suggestion that one way of controlling uses of the seafront roof was to look at picnic benches and planters but there was currently no budget for it. He said if members wanted to pursue this, it would need to be included in the budget now.

Proposed by Cllr G. Turner and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** not to include a budget for picnic benches and planters in the 2022-23 budget.

Proposed by Cllr M. Ellis and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the 2022-23 base budget and assumptions

Proposed by Cllr M. Ellis and seconded by Cllr R. Doney, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the base five-year financial plan and assumptions.

21/46/SF Investments and Cash Holdings

Members noted the report.

21/47/SF List of Payments

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to note the report and approve the schedule of payments October 2021 for the sum of £133,348.59.

21/48/SF Debtors' Report

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

21/49/SF Exempt Business

a) Debtors' Report

Officers reported that the chalet owner with the biggest debt had started to make payments within recent days and the other large debt related to the chalet park would be resolved this week.

The deputy town clerk said officers were working with DC on issues of waste collection and properties that were business rated, of which there were 14 across the entire site. He said although the requirements for registering a chalet or caravan with DC for business rates was different to the lease or licence with the town council, officers now had better information about those that were business rated.

The deputy town clerk said although chalet and caravan owners who were business rated were required to pay a 15% premium to the council, only around five did and this information would now allow officers to follow it up.

Cllr G. Stammers asked if owners were regularly reminded that they should be paying the premium.

The deputy town clerk said there had been so many problems with people signing leases and not paying debts that officers had put all their efforts into resolving those issues but officers would start actively pursuing it.

The meeting closed at 9.07pm.

Committee: Strategy and Finance

Date: 2 February 2022

Title: Matters arising from the minutes of the Strategy and Finance Committee meeting held on 1 December 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

21/42/SF – Governance

Due to Covid restrictions in place, the away day planned for January 2022 to help the council develop its strategic approach did not take place. It is proposed to hold the event in April, date TBC.

21/44/SF – Broad Feed Chipper

The chipper and shredder is on order.

21/45/SF – Budget and Precept 2022-23 and Five-Year Financial Plan 2022-27

Officers and the enforcement officer have met with Cllr R. Doney to discuss how the shoppers' parking permit would work. Officers have sought quotes from suppliers and the permits will be introduced from 1 April 2022.

The availability of the permits will be advertised on the website, social media and in the local press. The office will also be able to contact all those who already have a residents' concessionary parking permit to let them know they are eligible for a permit.

John Wright
Town clerk
January 2022

Committee: Strategy and Finance

Date: 2 February 2022

Title: Update Report

Purpose of Report

To update members on issues previously reported to this committee

Recommendation

Members note the report

Report

Community Governance Review

On 14 December 2021, Dorset Council's Full Council agreed a revised timetable for the Community Governance Review. The webpages for the Community Governance Review have been updated accordingly: [Community Governance Review - Dorset Council](#).

The next stage is for Dorset Council's Full Council to consider any submissions/representations made and prepare report of draft recommendations at its meeting on 15 February 2022.

Public toilets and business rates

It has previously been reported that the Non-Domestic Rating (Public Lavatories) Bill sought to provide 100 per cent business rates relief for standalone public lavatories in England and Wales.

Officers have successfully appealed the business rates for the Candles on the Cobb toilets with the Valuation Agency. Confirmation of the value of the refund is awaited from Dorset Council.

John Wright
Town clerk
January 2022

Committee: Strategy and Finance

Date: 2 February 2022

Title: Budget Performance, 1 April – 30 November 2021 and year-end forecast

Purpose of Report

To inform members of performance against budget from 1 April to 30 November 2021 and of forecast year-end position at 31 March 2022

Recommendation

Members note the report

Report

1. The budget from 1 April to 30 November 2021 is detailed below.
2. The council's cash position at 31 March 2021 was c.£881k. The council's finances are such that more income is received at the beginning of the year financial year than at the end. Expenditure is more evenly spread throughout the year.
3. Within the column 'Actual vs Budget', the black figures are over budget (good news in the income and bad news in the expenditure), the red figures are under budget (bad news in income and good news in expenditure).
4. This report focuses on the forecast for 31 March 2022; we are now close to the end of the financial year and can confidently extrapolate trends and predict with a high level of confidence income and expenditure for the remainder of the financial year.
5. The income and expenditure spreadsheet forecast includes items of expenditure agreed for release during the 2022-23 budget-setting process:

	£
Income	
Sale of beach huts	120,000
Expenditure	
Seafront railings	92,000
Beach hut replacement	47,984
Chipper replacement	25,000
Guildhall window works	40,000
DC loan repayment	157,500
Car parking machine replacement	25,092
Total expenditure	387,576

6. The year-end income forecast is £2,250,682 and the year-end expenditure forecast is £1,916,894.30, creating a forecast surplus of £333,787.

7. The closing cash position on 31 March 2021 was £881,000, so after the forecast surplus of £333,787 is transferred into the reserve, the forecast year-end cash position at 31 March 2022 is £1,214,787.

	Actual to 30 Nov 21	Budget to 30 Nov 21	Actual vs Budget	Variance %	Annual Budget	Forecast
Income						
Precept	132,779.00	132,778.00	1.00	0%	132,778.00	132,778.00
Car parks	872,617.22	660,151.00	212,466.22	32%	788,671.00	1,052,545.22
Chalets/Beach huts/Caravans	432,285.33	324,545.33	107,740.00	33%	345,211.00	567,285.33
Concessions	8,228.58	10,083.00	-1,854.42	(18%)	10,083.00	8,228.00
Alfresco Seating	6,900.00	21,200.00	-14,300.00	(67%)	21,200.00	6,900.00
Commercial rents	164,597.11	183,339.00	-18,741.89	(10%)	244,452.00	225,710.11
Advertising	5,625.00	13,600.00	-7,975.00	(59%)	13,600.00	5,625.00
Amenity area	139,839.88	85,739.00	54,100.88	63%	103,300.00	159,839.88
Cemetery	8,701.00	4,466.67	4,234.33	95%	6,700.00	11,001.00
Licenses	4,950.00	7,530.00	-2,580.00	(34%)	10,040.00	7,460.00
Other	67,130.72	11,700.00	55,430.72	474%	17,550.00	72,980.72
Asset Sales	208.33	-	208.33	0%	0.00	208.33
Investments	80.46	400.00	-319.54	(80%)	600.00	120.69
	1,843,942.63	1,455,532.00	388410.63	23%	1,694,185.00	2,250,682.28
Expenditure						
Office administration	66,370.31	56,189.25	10,181.06	18%	74,919.00	85,055.47
Rent	24,120.71	21,180.75	2,939.96	14%	28,241.00	31,180.71
Licensed Land	2,119.41	1,666.67	452.74	27%	2,500.00	2,500.00
Democratic representation	2,777.47	11,200.00	-8,422.53	(75%)	16,800.00	15,166.21
Outside works	177,997.41	97,454.67	80,542.74	83%	146,182.00	273,996.12
Projects	56,315.93	-	56,315.93	0%		443,891.93
Grants/SLA	67,635.01	66,853.50	781.51	1%	89,138.00	83,635.01
Utilities	126,719.93	129,228.00	-2,508.07	(2%)	145,200.00	137,000.00
Staffing	510,074.55	499,985.81	10,088.74	2%	749,979.00	765,111.83
Marketing	33,608.45	16,563.33	17,045.12	103%	24,845.00	40,662.68
Misc	796.24	-	796.24	0%	0.00	1,194.36
Loan charges inc interest	25,000.00	25,000.00	0.00	0%	37,500.00	37,500.00
	1,093,535.42	925,321.98	168213.44	13%	1,315,304.00	1,916,894.30
	750,407.21	530,210.02	220,197.19		378,881.00	333,787.99

Analysis

8. The main reasons for the income variations are:
- car park income forecast at £1,052,545.22 on 31 March 2022. This is an increase of £263,874 on budget and is due to an increase in volume. The increase in volume is c.50% during the 'shoulder' and winter seasons
 - chalet, caravan and beach hut income is up by £222,074. This is largely made up from chalet sales' income and £120,000 from the sale of two beach huts
 - concession income is below budget because trading was not possible for some concession holders during early 2021-22 due to Covid restrictions
 - alfresco seating is down by c.£14k due to the government's introduction of a £100 maximum charge for removable outside seating. This maximum charge is in place until 30 September 2022

- commercial rent is £18,747.89 below budget at 30 November 2021. Payment plans are in place to recover outstanding income by 31 March 2022 and we are optimistic budgeted income will be achieved
- advertising income is below budget due to the transition from the tourism website to Dorset Council's microsite, i.e., uncertainty about the live date meant the council was unable to raise invoices
- the increase in amenity area income is driven by increased volume
- the increase in cemetery income is driven by increased volume
- the increase in other income includes shelters' bookings at £10k and weddings at £3k for 2020-21 which were accounted for in 2021-22, a grant of £11k received through Dorset Council to cover the cost of the summer security patrol and £19,000 from Dorset Council to cover its contribution towards the renewal of a section of the seafront railings.

9. The main reasons for expenditure variation are:

- office admin expenditure is higher than budget by c.£8k due to the receipt and payment of legal fees for 2020-21 in 2021-22
- rent is above budget because 2020-21 expenditure of £5k for the park and ride field is included in 2021-22
- outside works is over budget by c.£128k and is attributable to a high volume of additional activities, including additional toilet cleaning during the summer period, c.£16k; works to the ground floor of the council's offices, c.£6k; repair to vandalised car park machines, c.£2k; roof glass repair, c.£2k; the provision of a storage container, c.£3k; increased vehicle repairs, c.£10k; additional car park charges associated with additional volumes, £4k; water leaks at the chalet and caravan park, £2,500; white lining at Monmouth and Woodmead car parks, £6,000; and extra seafront bin collections, c.£12k.
- projects for completion in 2021-22 totalling £387,576 were approved during the 2022-23 budget-setting process, see paragraph 5
- the development of the tourism microsite and its licence costs, £19k.

10. Any recommendations from this committee will be considered by the Full Council on the 16 February 2022.

Naomi Cleal
Finance manager
January 2022

Committee: Strategy and Finance

Date: 2 February 2022

Title: Membership Packages for Tourism Microsite

Purpose

To allow members to consider membership packages for the tourism microsite for 2022-23

Recommendation

Members approve the membership package prices for the tourism microsite outlined at paragraph 10

Background

1. At the Tourism, Community and Publicity Committee meeting on 30 June 2021, members considered membership packages for the tourism microsite until March 2022.
2. It was recommended and subsequently resolved by Full Council on 28 July 2021 to approve:
 - a one-off introductory six-month membership package with the following prices: Bronze £90, Silver £120, Gold £200 (accommodation and things to do, only)
 - all Lyme Regis advertisers who are already on Visit Dorset will feature on the Lyme Regis microsite for free
 - All Discover Lyme Regis advertisers will feature on the microsite for free as they have already paid a fee
 - a 70/30 income split in Visit Dorset's favour.

Report

3. The microsite was launched on 19 January 2022. This was a 'soft' launch and it is anticipated the official launch will follow just before the February half term.
4. Although it was originally agreed to offer a one-off six-month membership package, owing to complications completing the website to the proposed deadline, we have offered businesses a free two-month listing. This was agreed in consultation with the chairman of the Tourism, Community and Publicity Committee. This has been well received by businesses we have spoken to so far and will hopefully encourage them to advertise with us in the long term.
5. We now need to set membership rates for 2022-23.
6. It is proposed memberships start with a reduced, introductory package price and this is promoted to businesses as being subsidised by Lyme Regis Town Council and Visit Dorset to support business recovery and to launch the new website. Note these are introductory rates; they will need to be increased in the future.
7. **Appendix 9A** is a summary of the membership benefits for businesses.

8. Businesses will have the option to advertise on the Lyme Regis microsite, only, or have a combined package and advertise on both the Lyme Regis site and Visit Dorset for a 20% discount. If a business chooses different levels for each site, there will be a 10% discount on each level.
9. There are two types of advertising, which are at different rates:
- Accommodation and things to do (attraction or activity)
 - Shopping, food and drink, transport (possibly featured event in future)
10. The tables below show the proposed membership rates for 2022-23. Note the proposed rates for Lyme Regis are based on a 20% discount of the Visit Dorset rate.

Accommodation or Things to do (Attraction or Activity)

Level	Bronze	Silver	Gold	Platinum
Lyme Regis Annual rate	£110	£175	£290	£530
Visit Dorset based on 20% discount for 22/23 inc vat	£180	£235	£380	£680
Combined package same level 20% percentage discount	20% £58 = £232 or 10% off each level if different levels requested	20% £82 = £328 or 10% off each level if different levels requested	20% £134 = £536 or 10% off each level if different levels requested	20% £242 = £968 or 10% off each level if different levels requested

Shopping, Food & Drink, Transport (possibly featured event in future)

	Bronze	Silver	Gold	Gold+
Lyme Regis	£50	£80	£160	Price dependent on location of highlight
Visit Dorset	£70	£110	£220	NA
Combined package 20% percentage discount	20% £24 = £96 or 10% off each level if different levels requested	20% £38 = £152 or 10% off each level if different levels requested	20% £76 = £304 or 10% off each level if different levels requested	NA

11. As all the management of the advertising will be carried out by Visit Dorset, it would be reasonable to expect they take a greater share of the income. As with the previous decision, the proposal is a 70/30 split in Visit Dorset's favour. Officers feel this is a reasonable prospect given the amount of work it will entail, which we simply don't have the capacity for.
12. As this is the first year of the microsite, it is impossible to predict the income we can expect from the website. This can be further analysed after the first year.
13. Any recommendations from this committee will be considered by the Full Council on 16 February 2022.

Adrienne Mullins
Support services manager
January 2022

Summary of membership benefits for business:

- Featuring on the new official visitor website for Lyme Regis a microsite of visit-dorset.com, a trusted source of information, ranked highly by search engines.
- Discounted introductory membership price for 2022 funded by Lyme Regis Town Council to support and aid tourism recovery.
- A website landing page for your business which displays your business information, photos and links to your own website. Your page can be simply self-managed to keep information current.
- Joint discounted membership packages available to feature on both new Lyme Regis website and visit-dorset.com to help you attract more customers.
- Helpful business support and marketing advice from our experienced team, engaging with us can really benefit your bottom line.
- Banner advert opportunities exclusive to participating business members.
- Collaborate with other Lyme Regis businesses by working together to provide a great new destination website to support the town.
- Platinum and Gold+ membership to include advertising feature and links on homepage and webcam page.
- Regular communication, we'll tell you about tourism industry news, promotional activities, training and events to keep you 'in the know'.
- Networking and webinars - meet other business and organisations to help stay connected.
- Integrated online booking and ticket options.

Committee: Strategy and Finance

Date: 2 February 2022

Title: Electric Vehicle Charging Structure

Purpose

To allow members to consider a charging structure relating to the electric vehicle charging points

Recommendation

Members consider a charging structure relating to the electric vehicle charging points

Background

1. Following installation of the PodPoint electric vehicle (EV) charging infrastructure in October 2021 in Monmouth Beach/Cabanya and Woodmead car parks, a charging structure needs to be formally approved.

Report

2. The following charges currently apply in all town council EV charging parking bays.
 - a. Pay to park in the parking bay, either through pay and display from a car park ticket machine, payment through JustPark or an issued permit.
 - b. Pay for the electricity used to charge the vehicle at 25p per kWh (PodPoint default setting).
3. Different organisations deal with this in different ways. Some authorities and organisations prefer to encourage EV use by not charging for parking, or for the electricity used. At Tesco for example, it is free to park and free to charge your vehicle. The point is there is no standard method of organising this. Some authorities will ask for payment for parking in the bay but the electricity used will be free, some will ask for payment for the electricity used and not charge for parking in the bay. Some charge a fee for both as we currently do.
4. Since October, collectively our EV chargers have dispensed 3,075kWh of energy, which has cost us around £135 per month in electricity charges and brought in around £200 per month from the customers (not including the fee to park). If council chose to dispense electricity at no cost to the customer, losses to the council annually would be in the region of £1,600 based on current usage and energy prices.
5. So far, Woodmead car park chargers are being used more frequently than Monmouth car park chargers. Broadly Woodmead chargers are being used for 30% of the available time and Monmouth chargers around 20%.
6. Any recommendations from this committee will be considered by the Full Council on 16 February 2022.

Matt Adamson-Drage
Operations manager
February 2022

Committee: Strategy and Finance

Date: 2 February 2022

Title: Investments and Cash Holdings

Purpose of Report

To inform members of our current reserve position

Recommendation

Members consider the report 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 at 31 December 2021 was c.£1.586m, **appendix 11A**.
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 the year ending March 2022 is c.£1.215m, which is c.£371k greater than the minimum 'target' figure of £793K (50% of £1.586m).
6. 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 has been successful in debt collection, retrieving some older debts that had not been included in the assumptions.
7. Any interest rates are low and therefore negligible as to any future interest the council may receive.

Naomi Cleal
Finance manager
January 2022

<u>Bank Balances</u>			
<u>31-Dec-21</u>			
		£	Access
NatWest- General		1,000	Instant
NatWest Liquidity Manager 0.01%		28,372	Instant
NatWest Special Interest Bearing Account 0.01%		10,472	Instant
Lloyds - Current		11,012	Instant
Lloyds - Liquidity Manager (0.01%)		1,534,533	Instant
Wilkinson Legacy 0.8%		538	One month
TOTAL		<u>1,585,927</u>	
Loans to Lyme Regis Town Council			
West Dorset District Council			
Marine Parade Shelters	Apr-14	397,499	Approx 3%
	Mar-18	277,500	
	Mar-19	247,500	
	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: 2 February 2022

Title: List of Payments

Purpose of Report

To inform members of the payments made in the months of November and December 2021

Recommendation

Members note the report and approve the attached schedule of payments for November and December 2021 for the sum of £221,575.04 and £141,291.16, 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-imburement 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 November and December **appendices 12A 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.

Kerry Weekley
Administrative assistant
January 2022

APPENDIX 12A

		<u>Lyme Regis Town Council</u>								
		<u>Payments list for November 2021</u>			<u>£221,575.04</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-Nov	DC RATES	Rates	Monthly	DD	8128	0%	-	8,128.00	Utilities	
10-Nov	HMRC VAT	VAT	Quarterly	DD	91344.51	0%	-	91,344.51	VAT	
15-Nov	ALLSTAR	Fuel	Monthly	DD	650.92	20%	108.49	542.43	Outside Works	
15-Nov	BANKLINE	Bank charges	Monthly	BLN	53.3	0%	-	53.30	Office Expenses	
17-Nov	DWP	Waste collection	Monthly	DD	1457.4	0%	-	1,457.40	Outside Works	
18-Nov	WORLDPAY	Transaction fees	Monthly	DD	30.18	0%	-	30.18	Office Expenses	
19-Nov	WORLDPAY	Transaction fees	Monthly	DD	413.97	0%	-	413.97	Office Expenses	
25-Nov	SALARY	Salaries November 21	Monthly	EBP	35749.14	0%	-	35,749.14	Staffing	
25-Nov	DORSET COUNCIL LOAN	Loan repayment	Monthly	SO	3125	0%	-	3,125.00	Loans	
					Total			<u>£140,952.42</u>		
LLOYDS BANK										
04-Oct	TOTAL PLUMBING	Outside works sundries	One off	DEB	88.22	20%	14.70	73.52	Outside Works	
04-Oct	PCN 9732	Penalty charge notice	One off	DEB	60	0%	-	60.00	Office Expenses	
04-Oct	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities	
01-Nov	SOUTH WEST WATER	Water supply	Monthly	FPO	262.8	0%	-	262.80	Utilities	
01-Nov	INVESTEC	Franking machine	Monthly	DD	174	20%	29.00	145.00	Office Expenses	
01-Nov	ZOOM	Subscription	Monthly	DEB	11.99	0%	-	11.99	Office Expenses	
02-Nov	SP SERVICES	First aid equipment	One-off	DEB	131.4	20%	21.90	109.50	Outside Works	
02-Nov	CUSTOMER	Shelter hire refund	One-off	FPO	75	0%	-	75.00	Refunds	
02-Nov	SQUARE	Square teams Fees	Monthly	DEB	20	20%	3.33	16.67	Outside Works	
03-Nov	ELLIS & CO	Guildhall stone works	One-off	FPO	14135.59	20%	2,355.93	11,779.66	Outside Works	
03-Nov	PODPOINT	Supply and install electric vehicle charging points	One-off	FPO	10176	20%	1,696.00	8,480.00	Outside Works	
03-Nov	GLEN CLEANING	Toilet Cleaning	Monthly	FPO	4128.7	20%	688.12	3,440.58	Outside Works	
03-Nov	CRICKMAY STARK	Services for Marine Parade 30.09.21	One-off	FPO	3375	20%	562.50	2,812.50	Office Expenses	
03-Nov	ALUMINIUM	Echelon Decorative column	One-off	FPO	2162.23	20%	360.37	1,801.86	Outside Works	
03-Nov	YELLOWBOX	Staff clothing	One-off	FPO	1915.38	20%	319.23	1,596.15	Staffing	
03-Nov	AXMINSTER GARDEN M	Parts and labour tractor	One-off	FPO	1264.1	20%	210.68	1,053.42	Outside Works	
03-Nov	METRIC	Car park Maintenance	Monthly	FPO	1254.2	20%	209.03	1,045.17	Outside Works	
03-Nov	DAMORY	Bus route 71	Monthly	FPO	1166.67	0%	-	1,166.67	Rents	
03-Nov	CROSSLEY	Consultant for glazing on the roof	One-off	FPO	792	20%	132.00	660.00	Outside Works	
03-Nov	PLAY INSPECTION CO	Training of routine inspectors for two staff	One-off	FPO	756	20%	126.00	630.00	Outside Works	
03-Nov	COACH HOUSE	Repair to the Sculpture	One-off	FPO	745	0%	-	745.00	Outside Works	
03-Nov	SCREWFIX	External supplies	Monthly	FPO	738.01	20%	123.00	615.01	Outside Works	
03-Nov	SSG TRAINING	Staff training- IOSH	One-off	FPO	690	20%	115.00	575.00	Office Expenses	
03-Nov	MARTINSTA	Repair of sculpture	One-off	FPO	678	0%	-	678.00	Outside Works	
03-Nov	CREATIVE SOLUTIONS	Printing	One-off	FPO	397.87	20%	66.31	331.56	Office Expenses	
03-Nov	LUKE LAWSON	Monitoring of webcam	Monthly	FPO	360	20%	60.00	300.00	Marketing & Tourism	
03-Nov	SW CLEANING	Office cleaning	Monthly	FPO	336	20%	56.00	280.00	Office Expenses	
03-Nov	AXE SKIP HIRE	Skip hire	Monthly	FPO	306	20%	51.00	255.00	Outside Works	
03-Nov	TRAVIS PERKINS	External supplies	Monthly	FPO	281.15	20%	46.86	234.29	Outside Works	
03-Nov	STAFF	Travel expenses	One-off	FPO	269.55	0%	-	269.55	Staffing	
03-Nov	BUGLARS	Vehicle repairs	One-off	FPO	262.62	20%	43.77	218.85	Outside Works	
03-Nov	ARTHUR FORDHAMS	External supplies	One-off	FPO	248.31	20%	41.39	206.93	Outside Works	
03-Nov	JOHN BEER MOTOR	Vehicle repairs	Monthly	FPO	243.08	20%	40.51	202.57	Outside Works	
03-Nov	LR BAPTIST	Hall Hire- May, June, July 2021	One-off	FPO	210	0%	-	210.00	Office Expenses	
03-Nov	GROVES NURSERIES	Seeds and equipment for the gardens	One-off	FPO	179.17	20%	29.86	149.31	Outside Works	
03-Nov	EDESIX	Video Badge dock	One-off	FPO	120	20%	20.00	100.00	Outside Works	
03-Nov	LYME ONLINE	Job advertisement	One-off	FPO	110	0%	-	110.00	Marketing & Tourism	
03-Nov	ECOM6	September fees	Monthly	FPO	104.02	20%	17.34	86.68	Office Expenses	
03-Nov	CLERKS AND COUNCILS	Subscription	Monthly	FPO	100	0%	-	100.00	Office Expenses	
03-Nov	DAPTC	Staff training-COC	One-off	FPO	100	0%	-	100.00	Office Expenses	
03-Nov	MC PRODUCTS	Staff uniform	One-off	FPO	75.96	20%	12.66	63.30	Staffing	
03-Nov	CLARITY COPIERS	October charges	Monthly	FPO	68.95	20%	11.49	57.46	Office Expenses	
03-Nov	MOLE AVON	External supplies	Monthly	FPO	48.63	20%	8.11	40.53	Outside Works	
03-Nov	EVERGREEN RENEWABLE	Works at Jubilee Pavilion	One-off	FPO	45	20%	7.50	37.50	Outside Works	
03-Nov	STAFF	Travel expenses	One-off	FPO	44.91	0%	-	44.91	Staffing	
03-Nov	A J SUPPLIES	Cleaning supplies	One-off	FPO	39.58	20%	6.60	32.98	Outside Works	
03-Nov	FOWLER	External supplies	One-off	FPO	38.15	20%	6.36	31.79	Outside Works	
03-Nov	VIKING	Office supplies	One-off	FPO	27.32	20%	4.55	22.77	Office Expenses	
03-Nov	RHINO	External supplies	One-off	FPO	21.89	20%	3.65	18.24	Outside Works	

05-Nov	TOTAL PLUMBING	External supplies	Monthly	DEB	7.58	20%	1.26	6.32	Outside Works
08-Nov	UNITY 5	October charges	Monthly	DD	498.72	20%	83.12	415.60	Utilities
08-Nov	GIFFGAFF	Mobile bundle	Monthly	DEB	109	20%	18.17	90.83	Utilities
08-Nov	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
08-Nov	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
09-Nov	DC PENSIONS	Pension contributions	Monthly	FPO	10444.28	0%	-	10,444.28	Staffing
09-Nov	TOTAL PLUMBING	External supplies	Monthly	DEB	30.2	20%	5.03	25.17	Outside Works
09-Nov	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
10-Nov	POULTONS	Outside works project	One-off	FPO	17274.24	20%	2,879.04	14,395.20	Outside Works
10-Nov	SLCC	Staff training	One-off	DEB	42	0%	-	42.00	Staffing
10-Nov	BARCLAYCARD	Transaction charges	Monthly	DD	22.44	0%	-	22.44	Office Expenses
10-Nov	BARCLAYCARD	Transaction charges	Monthly	DD	15.76	0%	-	15.76	Office Expenses
11-Nov	CUSTOMER	Wedding refund	One-off	FPO	300	0%	-	300.00	Office Expenses
11-Nov	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
12-Nov	SOUTHERN ELECRITC	Electric	Monthly	DD	573.98	5%	27.33	546.65	Utilities
12-Nov	MACLOCK	Office Supplies	One-off	DEB	330.21	0%	-	330.21	Office Expenses
12-Nov	PAYZONE	Transaction charges	Monthly	DD	6	20%	1.00	5.00	Office Expenses
12-Nov	PAYZONE	Transaction charges	Monthly	DD	6	20%	1.00	5.00	Office Expenses
15-Nov	G4S CASH SOLUTIONS	Cash collection	Monthly	DD	309.12	20%	51.52	257.60	Outside Works
15-Nov	EE LIMITED	Mobile bundle	Monthly	DD	111.38	20%	18.56	92.82	Utilities
15-Nov	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
16-Nov	SAGE SOFTWARE LTD	Software support	Monthly	DD	284.4	20%	47.40	237.00	Office Expenses
16-Nov	AMAZON	Office supplies	One-off	DEB	133.58	20%	22.26	111.32	Office Expenses
17-Nov	CITY PLUMBING	External works	One-off	DEB	342	20%	57.00	285.00	Outside Works
17-Nov	EDF ENERGY	Electric charges	Monthly	DD	9.73	5%	0.46	9.27	Utilities
17-Nov	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
18-Nov	SLCC	Subscription	Monthly	FPO	84	0%	-	84.00	Office Expenses
18-Nov	WORLDPAY	Transaction charges	Monthly	DD	23.94	0%	-	23.94	Office Expenses
18-Nov	EBAY	Office supplies	One-off	DEB	4.65	20%	0.78	3.88	Office Expenses
19-Nov	WORLDPAY	Transaction charges	Monthly	DD	45.93	0%	-	45.93	Office Expenses
19-Nov	WORLDPAY	Transaction charges	Monthly	DD	39	0%	-	39.00	Office Expenses
19-Nov	GIFFGAFF	Mobile bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities
19-Nov	GIFFGAFF	Mobile bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities
19-Nov	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
22-Nov	IP OFFICE	Phone contract	Monthly	DD	343.88	20%	57.31	286.57	Office Expenses
22-Nov	EDF ENERGY	Electric charges	Monthly	DD	181.46	5%	8.64	172.82	Utilities
22-Nov	ICO	Data protection fee	Annual	DD	35	0%	-	35.00	Office Expenses
23-Nov	GIFFGAFF	Mobile bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities
23-Nov	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
23-Nov	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
25-Nov	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
29-Nov	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
29-Nov	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
29-Nov	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
29-Nov	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
29-Nov	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
				Total	<u>£80,578.93</u>				
				Petty Cash	<u>£43.69</u>				
	Expenditure category totals								
	Outside Works				£58,974.49				
	Democratic representation				£0.00				
	Rents				£1,166.67				
	Licensed land				£0.00				
	Office Expenses				£7,827.39				
	Staffing				£48,541.22				
	Marketing & Tourism				£470.00				
	Utilities				£10,007.07				
	Grants				£0.00				
	Loans				£3,125.00				
	VAT				£91,344.51				
	Refunds				£75.00				
	Petty Cash				£43.69				
	Total				£221,575.04				

APPENDIX 12B

Lyme Regis Town Council									
Payments list for December 2021									
Total									
Date	Supplier	Detail	Frequency	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
NAT WEST BANK									
01-Dec	DORSET COUNCIL	Rates	Monthly	DD	8128.00	0%	-	8,128.00	Outside Works
09-Dec	HMRC	December PAYE and NI	Monthly	DD	12138.16	0%	-	12,138.16	Staffing
14-Dec	ALLSTAR	Fuel	Monthly	DD	763.73	20%	127.29	636.44	Outside Works
15-Dec	BANKLINE	Bank charges	Monthly	BLN	53.7	0%	-	53.70	Office Expenses
20-Dec	DWP	Waste collection	Monthly	DD	1258.40	0%	-	1,258.40	Outside Works
21-Dec	SALARY	Salaries December 21	Monthly	EBP	35887.42	0%	-	35,887.42	Staffing
21-Dec	WORLDPAY	Transaction charges	Monthly	DD	24.66	0%	-	24.66	Office Expenses
21-Dec	WORLDPAY	Transaction charges	Monthly	DD	18.52	0%	-	18.52	Office Expenses
29-Dec	DORSET COUNCIL LOAN	Loan repayment	Monthly	SO	3125	0%	-	3,125.00	Office Expenses
Total					£61,397.59				
LLOYDS BANK									
01-Dec	HARRIS BROTHERS	Roofing and replacement balustrades	One-off	FPO	9152.25	20%	1,525.38	7,626.88	Outside works
01-Dec	PCRM CONS	Consultancy charges - Monmouth beach	One-off	FPO	3246	20%	541.00	2,705.00	Office Expenses
01-Dec	GLOBAL MSC SECURITY	CCTV survey	One-off	FPO	2808	20%	468.00	2,340.00	Outside works
01-Dec	SSG TRAINING	Staff training	One-off	FPO	2376	20%	396.00	1,980.00	Staffing
01-Dec	DORSET COUNTY COUN	skate park & advertising		FPO	2358.21	0%	-	2,358.21	Outside Works
01-Dec	GLEN CLEANING	Toilet cleaning	Monthly	FPO	1406.38	20%	234.40	1,171.98	Outside Works
01-Dec	LEWIS BROWN LAND SURVEYORS	Consultancy charges	One-off	FPO	1200	20%	200.00	1,000.00	Office Expenses
01-Dec	WOODHORT SHARPHAM	External supplies	Monthly	FPO	1179.36	20%	196.56	982.80	Outside Works
01-Dec	DAMORY	Bus Route	Monthly	FPO	1166.67	0%	-	1,166.67	Rents
01-Dec	NEWLAND TRAINING	Staff training	One-off	FPO	1116	20%	186.00	930.00	Outside Works
01-Dec	PARAMOUNT FENCING	External supplies	One-off	FPO	940.32	20%	156.72	783.60	Outside works
01-Dec	SOUTH WEST SPECIALIST CLEANING	Office cleaning	Monthly	FPO	924	20%	154.00	770.00	Office Expenses
01-Dec	GOOD DIRECTIONS	External supplies	One-off	FPO	900	20%	150.00	750.00	Outside Works
01-Dec	DARKIN MILLER	Audit work	One-off	FPO	884.58	20%	147.43	737.15	Office Expenses
01-Dec	FOREST AND TREE CARE	Garden works	One-off	FPO	792	20%	132.00	660.00	Outside Works
01-Dec	FOWLER	Shredder hire	One-off	FPO	759.74	20%	126.62	633.12	Outside Works
01-Dec	MARTINS EXCAVATION	Works to Storm Drain on Monmouth Beach	One-off	FPO	756	20%	126.00	630.00	Outside Works
01-Dec	TRAVIS PERKINS	External supplies	Monthly	FPO	715.54	20%	119.26	596.28	Outside Works
01-Dec	ACORN HEALTH & SAFETY	Health and safety audit work	Yearly	FPO	690	20%	115.00	575.00	Office Expenses
01-Dec	AXMINSTER GARDEN M	External supplies	Monthly	FPO	681.3	20%	113.55	567.75	Outside Works
01-Dec	COBB GARAGE	Vehicle repairs	Monthly	FPO	629.89	20%	104.98	524.91	Outside Works
01-Dec	SIX PAYMENT	October charges	Monthly	FPO	593.14	0%	-	593.14	Office Expenses
01-Dec	BLANDFORD OFFICE	Office furniture	One-off	FPO	549.6	20%	91.60	458.00	Office Expenses
01-Dec	SCREWFIX	External supplies	Monthly	FPO	545.25	20%	90.88	454.38	Outside Works
01-Dec	BUGLARS	Vehicle repairs	One-off	FPO	532.31	20%	88.72	443.59	Outside Works
01-Dec	EUROFFICE	Stationary	Monthly	FPO	425.94	20%	70.99	354.95	Office Expenses
01-Dec	ARTHUR FORDHAMS	External supplies	One-off	FPO	415.64	20%	69.27	346.37	Outside Works
01-Dec	METRIC	Car park charges	Monthly	FPO	394.56	20%	65.76	328.80	Outside Works
01-Dec	LUKE LAWSON	Web Cam monitoring	Monthly	FPO	360	0%	-	360.00	Marketing & Tourism
01-Dec	AXE SKIP HIRE	Skip Hire	Monthly	FPO	306	20%	51.00	255.00	Outside Works
01-Dec	JOHN BEER MOTOR	Vehicle repairs	Monthly	FPO	272.11	20%	45.35	226.76	Outside Works
01-Dec	OFFICE FURNITURE	Locker	One-off	FPO	238.8	20%	39.80	199.00	Office Expenses
01-Dec	GLASDON	External supplies	One-off	FPO	220.64	20%	36.77	183.87	Outside Works
01-Dec	WEBBER MG	External supplies	One-off	FPO	217.2	20%	36.20	181.00	Outside Works
01-Dec	QUADIENT	Office supplies	Monthly	FPO	197.99	20%	33.00	164.99	Office Expenses
01-Dec	MOLE AVON	External supplies	Monthly	FPO	152.44	20%	25.41	127.03	Outside Works
01-Dec	GROVES NURSERIES	External supplies	Monthly	FPO	150.79	20%	25.13	125.66	Outside Works
01-Dec	URBAN CRAZY	Office supplies	One-off	FPO	126.7	20%	21.12	105.58	Outside Works
01-Dec	LIFT SAFE	External supplies	One-off	FPO	122.71	20%	20.45	102.26	Outside Works
01-Dec	LYME ONLINE	Advertising	Monthly	FPO	120	0%	-	120.00	Marketing & Tourism
01-Dec	EVERGREEN RENEWABLE	Plumbing works Guildhall	One-off	FPO	101.26	20%	16.88	84.38	Outside Works
01-Dec	DYNO	Works to drains	One-off	FPO	96	20%	16.00	80.00	Outside works
01-Dec	ECOM6	Web Cam monitoring	Monthly	FPO	93.12	20%	15.52	77.60	Office Expenses
01-Dec	AMAZON	Face Masks	One-off	DEB	84.99	20%	14.17	70.83	Office Expenses
01-Dec	AXMINSTER IRONWORK	Handrail on steps	One-off	FPO	84	20%	14.00	70.00	Outside Works
01-Dec	YELLOWBOX	Staff clothing	One-off	FPO	81.3	20%	13.55	67.75	Staffing
01-Dec	STAFF	Travel expenses- PGL Training	One-off	FPO	81	0%	-	81.00	Office Expenses
01-Dec	ROYAL BRITISH LEGION	Poppy Wreaths	Yearly	FPO	80	0%	-	80.00	Outside Works
01-Dec	WESTON GARDEN MACHINERY	Chain saw climbing kit	One-off	FPO	65.98	20%	11.00	54.98	Outside Works

					Total	<u>£79,892.62</u>			
					Petty Cash	<u>£0.95</u>			
	Expenditure category totals								
	Outside Works		£49,270.80						
	Democratic representation		£0.00						
	Rents		£1,166.67						
	Licensed land		£0.00						
	Office Expenses		£14,098.65						
	Staffing		£60,968.18						
	Marketing & Tourism		£480.00						
	Utilities		£15,068.69						
	Grants		£237.22						
	Loans		£0.00						
	VAT		£0.00						
	Refunds		£0.00						
	Petty Cash		£0.95						
	Total		£141,291.16						