



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 **Guildhall, Bridge Street, Lyme Regis** on Wednesday 13 July 2022 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
08.07.22

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. Election of Chairman and Vice-Chairman

To allow the committee to receive nominations and elect its chairman and vice-chairman for the council year 2022/23

2. 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

3. Apologies

To receive and record apologies and reasons for absence

4. Minutes

To confirm the accuracy of the minutes of the Strategy and Finance Committee meeting held on 11 May 2022

5. 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.

6. Dispensations

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

7. Matters arising from the minutes of the Strategy and Finance Committee meeting held on 23 March 2022

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.

8. Update Report

To update members on issues previously reported to this committee

9. Gipsy and Traveller Encampments

To allow members to consider a policy and procedure to remove gipsies and travellers from council-owned land

10. Motions for Dorset Association of Parish and Town Councils Annual General Meeting

To allow members to consider motions for Dorset Association of Parish and Town Councils' Annual General Meeting which takes place on Saturday 19 November 2022

11. Objectives and Projects 2023-2025

To allow members to consider draft objectives for 2023-25 which will be used to inform community engagement during August and September 2022

12. Outside Seating

To inform members about the end of outside seating arrangements

13. Request to Make Temporary Seating Arrangement Permanent

To allow members to consider a request from Coastal Marks to make the temporary outside seating arrangement at The Oyster and Fish House permanent

14. Investments and Cash Holdings

To inform members of our current reserve position

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: 13 July 2022

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 2022/23

Recommendation

- a) The committee receives nominations for the chairman of this committee and elects its chairman for the council year 2022/23
- b) The committee receives nominations for the vice-chairman of this committee and elects its vice-chairman for the council year 2022/23

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 27 July 2022.

John Wright
Town clerk
July 2022

LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 11 MAY 2022

Present

Chairman: Cllr B. Larcombe

Councillors: Cllr C. Aldridge, Cllr B. Bawden, Cllr J. Broom, Cllr C. Reynolds, Cllr D. Ruffle, Cllr D. Sarson, Cllr G. Stammers

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

As the chairman and vice-chairman were not present, it was proposed by Cllr D. Sarson and seconded by Cllr J. Broom that Cllr B. Larcombe took the chair for the meeting.

21/85/SF Public Forum

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

21/86/SF Apologies for Absence

Cllr M. Ellis – attending Royal Garden Party
Cllr R. Doney – prior commitment
Cllr C. Reynolds - illness
Cllr R. Smith
Cllr G. Turner – work commitments
Cllr T. Webb – illness

21/87/SF Minutes

Proposed by Cllr J. Broom and seconded by Cllr D. Sarson, the minutes of the meeting held on 23 March 2022 were **ADOPTED**.

21/88/SF Disclosable Pecuniary Interests

There were none.

21/89/SF Dispensations

There were none.

21/90/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 23 March 2022

Members noted the report.

21/91/SF Update Report

Members noted the report.

21/92/SF Review of Standing Orders

Cllr D. Sarson asked what the council's position was on members leaving meetings before they were finished, which had happened on a number of occasions, and arriving to vote for a particular item and leaving immediately after. He said there was no mention of how to manage this in either standing orders or the code of conduct.

The town clerk said this wasn't an issue for the standing orders but certainly for the code of conduct, which included requirements about attending meetings. He said members sometimes didn't get the decision they wanted but there should be an obligation on them to stay for the whole meeting.

Cllr B. Larcombe said if all members attended meetings to vote on specific items, the meetings wouldn't function. He said the code of conduct was self-policing and it was up to members to ask themselves if they were acting in the best interests of the people who elected them.

Cllr C. Aldridge asked if there was anything the council could do to help chairmen take a stand if a member behaved inappropriately or prevented proper business being done.

The town clerk said there were no powers at a local level to control member behaviour; as such, it was more of a cultural issue and about individual responsibility rather than finding structural mechanisms to deal with it. He said the council had a voluntary code of conduct, in addition to the normal code of conduct, but very few members had signed up to it. He added that there had only been a few incidents of members walking out of meetings in the time he had been in post, so it was important to put this issue into perspective.

The town clerk said this was an issue for the code of conduct, not the standing orders, and he would be happy to put something on a future agenda if members wished to discuss it further. He said there was also an away day planned for members and he suggested this issue was high on the agenda, but there had to be complete buy-in from members to sign up to it.

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the proposed standing orders, including replacing the reference to The Data Protection Act 1998 with the Data Protection Act 2018 and the UK Data Protection Regulation.

21/93/SF Financial Regulations

Cllr B. Bawden said the financial regulations didn't make any reference to the need to recognise climate risk or take into account any green investment decisions.

The town clerk said the financial regulations were about the council's rules and processes, not about the policy.

Referring to paragraph 11.1.1, Cllr J. Broom felt the council couldn't obtain value for money on utilities if it was aiming to use green energy as it was more expensive.

The town clerk clarified that the financial regulations were the rules, regardless of the policy decisions the council had made. He said there were often policy changes but the council couldn't continually amend its rules to fit its policy decisions.

Cllr D. Ruffle arrived at 7.23pm.

Cllr B. Larcombe said every time the council made a policy decision, it could refer to the financial regulations and if it didn't fit, the council could decide it was an exceptional circumstance.

Proposed by Cllr B. Larcombe and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the proposed financial regulations.

21/94/SF The Annual Review of the Complaints' Policy and Procedure

Cllr J. Broom felt the timescales for the appeal process should be extended from 20 to 30 days for an appeal to be considered, and from 10 to 15 days to inform the complainant of the decision.

The town clerk advised leaving it at 20 and 10 days as it prevented the issue from drifting. It was also pointed out the word 'normally' had been used so this would allow some flexibility.

Cllr J. Broom felt there needed to be timescales given for an investigation to take place when dealing with complaints against employees.

The support services manager said Cllr J. Broom's recent experience in dealing with a complaint against employees was the timescales were too short to carry out an investigation. As such, no timescales had been given to carry out an investigation, as it would largely depend on the number of people involved and being able to arrange meetings and interviews. However, the normal timescales of 10 and 20 days would still apply at the appeal stage.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Stammer, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the amended complaints' policy and procedure and note the volume and nature of complaints received since March 2021.

21/95/SF The Annual Review of the Fixed Asset Register

Cllr B. Larcombe reminded members that the value of each item was the price paid at the time of acquisition, rather than its current value. He said for that reason, it was important to have an indication of how old an asset was because it would give a true sense of how valuable it might be.

The town clerk said he agreed it was meaningless to value assets at their purchase price but these were the accountancy rules that applied to local authorities.

Cllr J. Broom asked if there could be another column in the register to state what the assets were currently worth.

The town clerk said the deputy town clerk was already doing some work on asset valuation because their real value was required for insurance purposes.

Cllr B. Larcombe asked if the value of the tool inventory was high enough given the regularity the equipment was purchased.

The finance manager said only items with a value over £1,000 were recorded so not all the tools would be listed.

Cllr B. Larcombe said the youth shelter was still on the register but it had been removed several years ago.

The finance manager said this was an error and it would be removed from the register.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the fixed asset register, with the removal of the youth shelter.

21/96/SF

A35 Trunk Road

Cllr B. Larcombe said the council needed to be aware of what the expectations would be in getting involved in these issues as it was a big scheme. He said the town council had limited opportunity to comment on and influence this issue but it might be worth sending a member to the meeting.

Proposed by Cllr B. Larcombe and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to nominate Cllr J. Broom to attend a meeting with other A35 parishes and communities to discuss common issues regarding the A35 on the invite of Chideock Parish Council's clerk, and to formulate a joint response to National Highways.

21/97/SF

List of Payments

Cllr B. Larcombe asked what the current position was with the contract with Glen Cleaning for the servicing of the toilets as the cost was quite high.

The town clerk said Glen Cleaning had been a good contractor which had provided plenty of flexibility; however, he agreed the cost had increased because the number of cleans had been increased due to Covid and this would be scaled back this year, therefore there would be a reduction in costs. He said he was happy to review the contract for the next financial year.

The town clerk said the council could also consider combining the toilet cleaning contract with Dorset Council (DC) but this might tie the council to DC's schedule, which didn't include any extra cleans when they were required and would mean less flexibility.

Cllr D. Sarson asked if payments of £8,000 to South West Water in March were normal as this seemed excessive.

The town clerk said this was normal for the council and included things like the toilets, showers and also the chalet and caravan park, where the council paid for the water and re-charged the residents.

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the schedule of payments March and April 2022 for the sums of £490,491.13 and £113,963.77, respectively.

21/98/SF Investments and Cash Holdings

The town clerk said the report broadly reflected the position that had been anticipated at the beginning of the financial year, with a current reserve of £1.3million.

Cllr B. Larcombe said the events of the last few years, including Covid-19 and the major roof resurfacing project, demonstrated the council should not consider reducing its turnover or selling assets to cover a shortfall, as once the assets were sold, the income was lost. He said the council needed to look at strategic financial planning.

The town clerk said it was important the council had enough money in reserves to cover most of the things an organisation like this would experience. He said the council had put together a prudent budget but he advised remaining cautious and getting through this year and the following year, then have a more considered view in terms of where the council wanted to keep or invest its reserve.

Cllr B. Larcombe suggested the council increased its reserve to 75% of income.

The town clerk advised against making that decision at this point; he suggested there needed to be a more considered report to allow members to consider this. He said at the moment, the council was in a relatively strong position and he conservatively estimated the council would have an additional £300k added to the reserve in this financial year.

21/99/SF Debtors' Report

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential 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.

21/100/SF Exempt Business

a) Debtors' Report

Members acknowledged the level of debt had decreased significantly and was now at a manageable level.

Cllr B. Larcombe congratulated the finance manager on bringing the debt down over the last year and for handling it sensitively.

The meeting closed at 8.25pm.

Committee: Strategy and Finance

Date: 13 July 2022

Title: Matters arising from the minutes of the Strategy and Finance Committee meeting held on 11 May 2022

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

21/92/SF – Review of Standing Orders

The latest version of standing orders has been published on the website and issued to members.

21/93/SF – Financial Regulations

The latest version of financial regulations has been published on the website and issued to members.

21/94/SF – The Annual Review of the Complaints' Policy and Procedure

The updated policy and procedure has been published on the website and issued to members.

21/95/SF – The Annual Review of the Fixed Asset Register

The 2021-22 fixed asset register has been published on the website.

When the register was recommended for approval at the last meeting of this committee, it was agreed the youth shelter would be removed from the register as it had been taken down several years ago. However, the shelter remains in storage so the council still owns it, therefore it can remain on the asset register.

21/96/SF – A35 Trunk Road

The town clerk emailed the clerk of Chideock Parish Council to inform him that Cllr John Broom had been nominated to represent this council at any meetings regarding the A35. There have been no updates on when that meeting will take place.

John Wright
Town clerk
July 2022

Committee: Strategy and Finance

Date: 13 July 2022

Title: Update Report

Purpose of Report

To update members on issues previously reported to this committee

Recommendation

Members note the report

Report

Unit 1A

At the meeting on 11 May 22, it was noted that Lyme Regis Development Trust(LRDT) was not willing to allow LymeForward to remain in occupation of Unit 1A at St Michaels Business Centre beyond 31 July 2022.

Although LymeForward has attempted to secure alternative accommodation, officers understand it has not yet been successful in doing so. Given the position of LRDT, the council will need to take appropriate steps to secure vacant possession of Unit 1A unless LymeForward has moved out by 31 July 2022.

Community governance review

A report setting out the community governance review's final recommendations will be considered by Dorset Council's Full Council on 14 July 2022. The report and associated papers can be found [here](#). The council meeting at 6.30pm on will be live streamed via this [link](#).

The final recommendations as agreed by Full Council at the meeting will be published during July via the [Community Governance Review web page](#) and an Order to implement any adopted changes will also be made, with any changes taking effect on 1 April 2024. The first elections under any new community governance arrangements will take place on 2 May 2024.

Rent Reviews and Lease Renewals

When members considered how the council might assist its commercial tenants during the COVID-related 'lockdown' period, it was decided to defer any rent reviews until April 2022 and to not backdate any increases. A number of the council's principal tenants were impacted by this decision, including many of those on Marine Parade. The process of reviewing rents is ongoing and any increases will be implemented, backdated to April.

Several leases are also in the process of being either renewed or extended, including the Trailer Park (to Dorset Council), Boat Building Academy, Gig Club and Lyme Rocks.

John Wright
Town clerk
June 2022

Committee: Strategy and Finance

Date: 13 July 2022

Title: Gipsy and Traveller Encampments

Purpose of Report

To allow members to consider a policy and procedure to remove gipsies and travellers from council-owned land

Recommendation

Members approve the Gipsy and Traveller Encampments' policy and procedure at appendices 9A and 9B

Background

1. On the occasions gipsies and travellers have occupied council-owned land, they have moved on following discussion and negotiation with officers.

Report

2. Although this approach has been successful, the council needs a policy and procedure to guide its actions.
3. A policy is attached, **appendix 9A** and a procedure is attached, **appendix 9B**.
4. Any recommendations from this committee will be considered by the Full Council on 27 July 2022.

John Wright
Town clerk
July 2022

Policy

Gipsy and Traveller Encampments

1. Purpose

- 1.1 To undertake legal, reasonable, and timely action to remove travellers from council-owned land

2. Policy and legal context

- 2.1 To protect council land and assets.

2.2 Relevant legislation:

2.2.1 Criminal Justice and Public Order Act 1994, sections 61, 62 and 77-78

2.2.2 Equalities Act 2010

2.2.3 Human Rights Legislation

2.2.4 Housing Act 2004

2.2.5 Children's Act 2004

3. Supporting procedure

- 3.1 This policy is supported by a procedure.

Implementation date: 27 July 2022

Review date: July 2025

John Wright
Town clerk
July 2022

Procedure

Gipsy and Traveller encampments

1. Introduction

- 1.1 When the council is notified of a gipsy or traveller encampment¹ on town council-owned land, the town clerk or designated manager should visit the site to:
 - 1.1.1 ascertain welfare needs
 - 1.1.2 assess the impact of the encampment
 - 1.1.3 establish the intentions of the encampment community
- 1.2. Based on the welfare needs' assessment, officers will arrange for any necessary provision for water, sanitary provision and waste disposal.
- 1.3. Based on the officer assessment of the impact of the encampment on the community, along with the stated intentions of the travellers, the town clerk or designated officer will discuss the matter with the mayor and the chairman of the Town Management and Highways Committee and agree whether a period of 'toleration' is exercised and/or legal procedures to remove the travellers are pursued.
- 1.4 If a period of 'toleration' is granted, this will not normally be greater than five days. The period of toleration may include conditions.
- 1.5 Details of the encampment and the decisions made by the mayor, chairman of Town Management and Highways and the town clerk, will be immediately briefed to:
 - 1.5.1 all councillors
 - 1.5.2 the police
 - 1.5.3 Dorset Council's green services team
 - 1.5.4 Dorset Council's ward member for Lyme Regis
6. Members of the encampment community will be immediately informed of the council's decisions
7. Officers will monitor the site daily.

2. Legal action

- 2.1 If a period of 'toleration' is not considered appropriate, the 'toleration' period is breached or legal action is instigated alongside a 'toleration' period to safeguard the council's interests, there are four legal remedies. Details of the remedies under Section 61, 62 and 77 & 78 of the Criminal Justice and Public Order Act 1994 and the civil law remedies are detailed below.

¹ An unauthorised encampment is where people are living in vehicles (including caravans) on land where they do not have permission to do so. It is the landowner's responsibility to deal with an unauthorised encampment on their land. Therefore, we will usually only deal with encampments on council-owned land.

3. Section 62, Criminal Justice and Public Order Act 1994

- 3.1 Following discussion with the police and Dorset Council, consideration will be given to the use of Section 62 powers. A Section 62 allows a senior police officer to direct those in an unauthorised encampment to leave if:
- 3.1.1 the encampment is at least one vehicle or caravan
 - 3.1.2 the landowner has asked the police to move the encampment
 - 3.1.3 if the police has carried out a community impact assessment which identifies and quantifies loss of amenity, space, anti-social behaviour
 - 3.1.4 if a transit site² in the local authority area has been identified for the travellers to move to.
- 3.2 Dorset Council has agreed to allow town councils within its area of operation to direct travellers to its transit site at Piddlehinton. The charge for this is £500 per application³. This charge includes Dorset Council officer attendance at the eviction, if requested by the police.
- 3.3 In Dorset, a Section 62 can only be used between 1 April and 31 August, i.e., it is reliant on transit site availability; Dorset Council operates its only transit site at Piddlehinton between these dates.
- 3.4 A section 62 usually takes a few days to arrange.
- 3.5 A Section 62 Notice covers all of Dorset and the travellers cannot return to the county for three months⁴.

4. Section 61, Criminal Justice and Public Order Act 1994

- 4.1 If more urgent action is considered necessary or eviction is required between 1 September and 31 March, a Section 61 can be issued if:
- 4.1.1 the encampment consists of six or more vehicles or
 - 4.1.2 the landowner has taken reasonable steps to ask them to move and they have caused damage to the land or property or have used threatening, abusive, or insulting behaviour to the landowner, their family or employees
- 4.2 A Section 61 does not require a welfare check and can be enforced within 24 hours.
- 4.3 A section 61 does not restrict the travellers' future movements, i.e., they could simply move to another location down the road.

5. Section 77 & 78, Criminal Justice and Public Order Act 1994

- 5.1 A Section 77 gives the council power to direct individuals to remove their vehicles and belongings and to leave the land occupied without the consent of the occupier of the land. Before issuing this direction, welfare assessments must be carried out on the occupiers of the unauthorised site.

² A transit site is an authorised site used for short stays by travellers and gypsies. The sites are usually provided on a permanent basis by principal local authorities and have basic amenities, e.g., water supply, toilets, washing facilities and waste disposal.

³ Dorset Council estimate the cost of providing the Piddlehinton site is £4,000 per week.

⁴ Dorset Council estimate that 90% of travellers served with Section 62 Notices do not use the Piddlehinton transit site and leave the county.

- 5.2 Occasionally there is a medical or other concern which means it would be inappropriate for the occupants to be moved on, for example, the presence of a new-born child who needs to be seen by a health visitor.
- 5.3 Details are also taken by bailiffs on the site to determine whether there is a mechanical breakdown or other reason why the travellers should not be moved on.
- 5.4 A direction under Section 77 can be issued immediately after receipt of site occupation information from a bailiff and the health visitor. The direction can be issued the day after the travellers arrive on site. Failure to comply with the direction or returning to the site within three months is a criminal offence with a penalty of a fine of up to £1,000.
- 5.5 The direction requires the site to be vacated immediately and if it has not been complied with after 24 hours, a summons will be issued for the occupants to attend a magistrates' court. The summons must also give the travellers a minimum of 24 hours' notice. At court, an application for an order under Section 78⁵ is sought. If granted, the travellers are given 24 hours to leave the site. If they failed to do so, bailiffs with tow trucks are instructed to attend the site and clear it. In many cases this process can be completed in as little as four days but can take much longer due to the specific circumstances of the occupiers of the encampment or available resources.
- 5.6 Section 77 and 78 do not restrict travellers' future movements, i.e., they could simply move to another location down the road.

6. Common law powers

- 6.1 A bailiff can be appointed by a landowner using common law rights to recover land, i.e., the tort of trespass against property. This is a relatively speedy process, requires no welfare assessment and can be used at any time. But again, this intervention does not restrict travellers' future movements, i.e., they could simply move to another location down the road. Additional costs could be incurred if vehicles need to be towed from site.

7. Review

- 7.1 This procedure will be reviewed in July 2025 or sooner if there are changes in legislation or best practice.

Implementation date: 27 July 2022

Review Date: July 2025

John Wright
Town clerk
July 2022

⁵ Obtaining a Section 78 from a magistrate's court can take up to two weeks.

Committee: Strategy and Finance

Date: 13 July 2022

Title: Motions for Dorset Association of Parish and Town Councils Annual General Meeting

Purpose of Report

To allow members to consider motions for Dorset Association of Parish and Town Councils' Annual General Meeting which takes place on Saturday 19 November 2022

Recommendations

Members consider the report and instruct the town clerk

Report

1. Dorset Association of Parish and Town Councils' (DAPTC) annual general meeting (AGM) takes place on Saturday 19 November 2022. Ahead of that meeting, there are some key events:
 - **30 September 2022.** Clerks to submit any motions for the AGM to DAPTC for consideration of the Executive Committee
 - **20 October 2022.** Nominations for president and vice president to be received by the chief executive
 - **21 October 2022.** DAPTC publish the AGM agenda and Annual Report and Accounts.
2. Consequently, this committee is asked to consider any motions it would like considered at the AGM. A proforma is attached, **appendix 10A**. The motions will not be presented directly to the AGM, they will be considered first by DAPTC's executive committee.
3. In addition to receiving motions from town and parish councils, the AGM elects honorary officers, receives the annual report, and approves subscription levels for town and parish councils. Guest speakers normally talk at the event.
4. DAPTC's chief executive has indicated there may be some changes to the DAPTC constitution. If this happens, he will write to town clerks in August to give councils time to review and comment on any proposed changes prior to adoption, or otherwise, at the AGM.
5. Any recommendations from this committee will be considered by the Full Council on 27 July 2022.

John Wright
Town clerk
July 2022

FORM FOR PROPOSALS FOR DAPTC AGM

To be submitted by 12 noon Friday 30th September 2021

NAME OF COUNCIL

Please note that the National Association of Local Councils (NALC) requests this information and careful completion of the form will increase the chances of a proposal being accepted by NALC

1. Please give the motion your Council would like considered at the DAPTC AGM

2. Please give the reason (as thoroughly as possible) why your Council is submitting this motion.

3. Please state how this issue is affecting parish and town councils in Dorset (with case study evidence please) and try not to duplicate answers from previous questions please.

4. If you have information on how this issue is affecting parish and town councils nationally and why this is a national issue please give this and try not to duplicate answers from earlier questions please.

5. If relevant, please tell us exactly what aspect of national parish policy your Council would like NALC to lobby Government on (with case study evidence please).

6. If you have the information, please tell us exactly which part of primary or secondary legislation (or secondary regulation/statutory instrument) your Council would like to be changed as a result of NALC/local lobbying.
7. If relevant, please state what other action your Council would like NALC and its Policy Committee to take if this motion is adopted.
8. If you have the information, please confirm the names of any other organisation or local council that formally support your Council's motion.

If you have any supporting documents to be jointly considered with your Council's motion – please e-mail them with this form to DAPTC.

Committee: Strategy and Finance**Date:** 13 July 2022**Title:** Objectives and Projects 2023-2025**Purpose of report**

To allow members to consider draft objectives and projects for 2023-25 which will be used to inform community engagement during August and September 2022

Recommendation

Members consider the report and identify draft objectives and projects which will be used for community engagement during August and September 2022

Background

1. It was agreed by this committee on 13 October 2021 there would be light public consultation regarding the council's objectives for 2022-23 and a more comprehensive consultation for the budget-setting process next year.

2. The following objectives and projects have been agreed for 2022-23:

	£
Lighting columns renewal	80,000
Asset management review	10,000
Replacement cadet hut	100,000
Amenities' hut replacement	25,000
Mule replacement	15,000
Chapel roof repairs	10,000
Enhanced town bus service	13,000
Platinum Jubilee	12,000
Jubilee Pavilion (water ingress)	50,000
Residents' shoppers' permits	5,000

320,000

3. Progress on these objectives will be reported through to relevant committees and incorporated in budget monitoring reports to this committee.

Report**Budget availability**

4. The council currently holds a reserve of c£1.3M.

5. The budget surplus for 2022-23 is £68,500. Due to prudent budget assumptions and unknown property transfers, the probability is this surplus will increase.

6. The financial forecast for 2023-24 to 2026-27 is £344K per annum. Although this is a prudent forecast, the impact of inflation on the council's future finances should not be underestimated.

Officer proposals

7. Ahead of the consultation process, officers have put together a list of ideas for members to consider. Some of these are not new:
 - Resolve conflict in the council chamber
 - Improve public perception of the town council
 - Electronic noticeboards for car parks
 - Mini golf – extension to putting green
 - Refurbish interior of Guildhall
 - Enhance wedding package
 - Big screen in Guildhall
 - Strawberry Field project
 - Bring mortuary up to standard suitable for mess facilities, store and workshop
 - Create extra Guildhall car parking including bollards
 - Improvements to office or move out
 - Solar panels on council-owned buildings
 - Greenhouses to support planting and reduce future purchase costs
 - Footpath repairs to Langmoor and Lister Gardens
 - Exploring the establishment of an ‘enterprise’ fund to support new local businesses.
 - Reductions to the precept
 - Improved CCTV
 - Annual town council run event
 - Outdoor gym

Consultation process

8. The proposed consultation process commences early-August and concludes 30 September 2022.
9. The findings will inform the first round of budget-setting meetings which commence with the presentation of discussion papers to the next meeting of this committee on 12 October 2022⁶.
10. The consultation will be carried out via a variety of methods. We will never reach every person in the town but the methods suggested aim to reach a good cross-section of the community.
11. The consultation plan is as follows:
 - Lyme Voice – this is the consultation group of around 280 residents who have been selected at random. They will be asked to complete an online survey via Survey Monkey
 - Paper copies of the survey will be produced and made available at the council office and the library – members may wish to suggest other locations
 - Visits to groups and organisations to encourage people to complete the online survey, if they are able, or to complete the paper survey (copies will be made available). The suggested locations/groups are: Talking Café at Hallett Court, Community Café at The Old School House, Seaside Store, and the Residents’ Association

⁶ The ideas and recommendations from this committee will be refined and presented to the second cycle of budget-setting meetings. They will be considered by this committee on 30 November 2022 and conclude with formal decisions of the Full Council on 14 December 2022.

- Facebook and Instagram surveys/polls
- Links to the survey promoted on social media
- Promotion of the online/paper survey in the newspaper column and town council website
- Visits to St Michael's Primary School and Woodroffe School to speak to students
- Open consultation event – venue to be confirmed
- Focus group of Lyme Voice – a smaller group of Lyme Voice respondents are chosen at random to have more in-depth discussions with and to gather qualitative information
- Email to local businesses providing them with a link to the online survey

12. Members may also have some ideas for the consultation exercise.

13. Officers will manage all the administration, organisation and co-ordination of the consultation exercises but it is essential members lead on the process and get involved. From a community engagement perspective, members need to be at the forefront of the face-to-face events, sharing posts on social media and promoting the process by whatever means possible. It is also essential that members attending the consultation events listen to the views shared, rather than give their own views and opinions.

14. Any recommendations from this committee will be considered by the Full Council on 27 July 2022.

John Wright
Town clerk
July 2022

Committee: Strategy and Finance

Date: 13 July 2022

Title: Outside Seating

Purpose of Report

To inform members about the end of outside seating arrangements

Recommendation

Members consider the report and instruct the town clerk

Background

1. The Business and Planning Act, 22 July 2020, introduced a new temporary pavement licence as part of the government's Covid-19 Recovery Plan. The licence applied to businesses such as pubs, restaurants and cafes and allowed them to place removable furniture on the pavement adjacent to their premises for people to sit at to consume food and drink. The temporary licence provision initially applied until 30 September 2021 but was subsequently extended until 30 September 2022.
2. The legislation allows a maximum charge of £100⁷ for this provision; this charge applied to existing outside seating arrangement as well as new requests.
3. Prior to The Business and Planning Act 2020, the council had licences for removable outside seating with Largigis, Tom's (formerly Ocean View), Bell Cliff Café, the Alcove, Mollies and the Old Boat House.
3. On 22 April 2021, the council approved new applications for temporary outside seating from The Oyster and Fish House⁸, Red Panda and SWIM⁹. In line with the Business and Planning Act 2020 and its subsequent extension, officers approved a temporary outside seating arrangement with The Kiosk.
4. Officers will contact each establishment about outside seating arrangements from 1 October 2022 onwards. If no previous licence agreement was in place, the establishment will be asked if they want to consider making a proposal to the council.
5. Any recommendations from this committee will be considered by the Full Council on 27 July 2022.

John Wright
Town clerk
June 2022

⁷ The 2020-21 charges for removable outside seating are, covers £130 and single chairs £12. The charges were last increased on 1 April 2019. The income from removable outside seating in 2019-20 was £15,026.

⁸ There is a report elsewhere on the agenda to allow members to consider making permanent outdoor seating at The Oyster and Fish House.

⁹ In 2022, SWIM has not placed tables and chairs on Marine Parade.

Committee: Strategy and Finance

Date: 13 July 2022

Title: Request to Make Temporary Seating Arrangement Permanent

Purpose of Report

To allow members to consider a request from Coastal Marks to make the temporary outside seating arrangement at The Oyster and Fish House permanent

Recommendation

Members consider the report and instruct the town clerk

Background

1. The Business and Planning Act, 22 July 2020, introduced a new temporary pavement licence as part of the government's Covid-19 Recovery Plan. The licence applied to businesses such as pubs, restaurants and cafes and allowed them to place removable furniture on the pavement adjacent to their premises for people to sit at to consume food and drink. The temporary licence provision initially applied until 30 September 2021 but was subsequently extended until 30 September 2022.
2. The legislation allows a maximum charge of £100 for this provision; this charge applied to existing outside seating arrangement as well as new requests.
3. On 17 March 2021, the Town Management and Highways Committee considered a request from Coastal Marks for outside seating and made the following recommendation to the Full Council:

'to approve the request from the Oyster and Fish House to use town council-owned land in the Lister Gardens for extra seating subject to temporary measures under the terms of the Secretary of State's letter until September 2022, and then to be reviewed.'
4. The recommendation was approved by resolution of the Full Council on 22 April 2021.

Report

5. A proposal from Coastal Marks to retain the temporary structure is attached, **appendix 13A**.
6. The land does not lend itself to any other purpose and because of its incline was not used by the public.
7. Any recommendations from this committee will be considered by the Full Council on 27 July 2022.

John Wright
Town clerk
June 202

The Oyster & Fish House

DECK PROPOSAL



Website: www.theoysterandfishhouse.co.uk

Contact Jo.Harris@coastalmarks.co.uk



Rebuilding after Covid...

When the pandemic hit, it hit hospitality hard.
And as we all know, life is far from 'back to normal'.

Our restaurant, along with the rest of the hospitality sector are still trying to rebuild the business to recoup all the losses we have suffered since 2020.

When the Lyme Regis Council offered the grass area next to The Oyster & Fish House in order to re-open in April 2021, this changed everything for us. If we hadn't have had this deck built, we would not have been able to open until May, and lost even more revenue, not to mention all of the team who were unable to work and receive their full wage during this time.

With social distancing measures still in place this meant we were running at reduced capacity indoors and on the existing terrace. The Deck enabled us to trade at a more 'normal' level and start rebuilding our business.

The response to our new Deck from local residents and guests alike was incredibly positive. Many would stop to chat to the team to say how it enhanced the area, a space that was once unused or maximised.

Website: www.theoysterandfishhouse.co.uk

Contact Jo.Harris@coastalmarks.co.uk

Moving forward

Our proposal to the council moving forward, is to keep the Deck in its current position.

Not only has this proved to be an essential addition to our business but there are many more reasons to keep the structure in situ.

- Additional revenue for the council. We will pay an annual fee for the lease of the space, which will enable the council to use these funds to continue to enhance and preserve the area for locals and visitors.
- Increased employment. The addition of the Deck requires at least 3 more team members front of house, and two more chefs. With unemployment figures continuing to rise since Covid hit, creating new jobs for the local community is important to us.
- The Deck offers some of the best uninterrupted views of the Jurassic Coast while enjoying lunch, dinner, a cocktail or an afternoon cup of tea.
- To date, we have only received positive feedback from guests and locals, with the consensus being that the Deck enhances the area and has given locals and visitors the best views in town to dine on fresh fish and seafood.
- The area that the Deck is built upon was not previously in use, and has not affected the use of the gardens for locals or visitors. Infact, it has given parents a space to sit and relax while watching their children play safely in the mini-golf. The purpose built path offers plenty of space for people to enjoy the gardens and gives full access to wheelchairs, buggies and council vehicles.
- We have already invested 12.5k in the Deck. A significant sum for a small independent restaurant trying to rebuild their business and illustrates how serious Mark Hix and the team are about ensuring a functional and visually pleasing extension to the restaurant, which is sympathetic to the garden's aesthetics.
- The Deck has created a sought-after space for guests to celebrate their wedding, bringing guests to the area who will need accommodation in the area, therefore boosting the demand for bed and breakfast accommodation within the town.

The Structure

The Deck was built by ODC Improvements - a local well-respected business based in Lyme Regis that Mark Hix has worked with since 2008 for all projects relating to The Oyster & Fish House and The Fox Inn, as well as his residential home.

- Before building the ground was surveyed with council representatives. The steep slope was a danger to public and staff in its current state. The ground is full of hardcore rubble dating back to when the gardens were rebuilt for the stability of the cliffs. Therefore the ground is not suitable to plant trees or shrubs, and so it was agreed that the Deck was a suitable use for the space.
- The Deck balustrade next to the path currently provides free space for the local businesses that built it, which assists local business.
- The Deck can seat 24 guests at any one time across 7 tables and there are also 8 high stools to sit at the counter overlooking the sea. Here guests can enjoy a glass of wine, a coffee or dine.
- The Deck has electric heaters, solar power lights and reclaimed sails for shade and cover from the elements.

The Application

We have reached out to the Dorset Planning department to request planning for the permanent use of the Deck as an extension of the restaurant. They do not foresee any issues with the planning of this structure upon receiving complete drawings which are currently being drawn up by Seb Cope.

Committee: Strategy and Finance

Date: 13 July 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 cash holding at the beginning of the 2022-23 financial year was c.£1.326k.

Report

3. The council's cash holding at 30 June 2022 was c.£1.468m, **appendix 14A**.
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 budgeted turnover, the minimum 'target' figure being £890K (50% of £1.780m).
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
July 2022

<u>Lyme Regis Town Council</u>			
<u>Bank Balances</u>			
<u>30-Jun-22</u>			
		£	Access
NatWest- General		1,000	Instant
NatWest Liquidity Manager 0.01%		28,444	Instant
NatWest Special Interest Bearing Account 0.01%		473	Instant
Lloyds - Current		11,012	Instant
Lloyds - Liquidity Manager (0.01%)		1,426,603	Instant
Wilkinson Legacy 0.8%		538	One month
TOTAL		<u>1,468,070</u>	