



John Wright
Town Clerk

Lyme Regis Town Council

Town Council Offices
Guildhall Cottage
Church Street
Lyme Regis
Dorset
DT7 3BS

Tel: 01297 445175
Fax: 01297 443773

email: enquiries@lymeregistowncouncil.gov.uk

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 12 October 2022 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
07.10.22

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 13 July 2022

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 13 July 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.

7. Update Report

To update members on issues previously reported to this committee

8. The Process for Approving the 2023-24 Budget¹ and Five-Year Financial Plan 2023-28

To outline the process for approving the 2023-24 budget and the five-year financial plan 2023-28

9. Statement of Internal Control, Risk Management Policy and Annual Risk Assessment

To allow members to consider the town clerk's statement of internal control, the risk management policy, and the annual risk assessment

10. Budget Performance, 1 April – 31 August 2022

To inform members of performance against budget from 1 April to 31 August 2022 and of the forecast year-end position at the 31 March 2023

11. Budget and Precept 2023-24 and Five-Year Financial Plan 2023-28

To allow members to consider and the 2023-24 budget, including the precept, and the five-year financial plan 2023-28

¹ The 2023-24 budget includes the precept.

12. Review of Charges

To allow members to set charges for 2023-24 for: alfresco licences; Bell Cliff advertising boards; amenities; cemetery; car parking; parking permits; penalty charges; memorial benches; and Monmouth Beach garages

To allow members to set charges for 2024-25 for Cart Road beach hut hire; hire of Marine Parade Shelters; and weddings and civil partnerships

13. Objectives and Projects 2023-2025

To allow members to consider objectives and projects for 2023-25

14. Outside Seating

To inform members about the government's decision to allow councils the option of extending the temporary outside seating provision in the Business and Planning Act 2020 (Pavement Licence) (Coronavirus) (Amendment) Regulations 2022 from 30 September 2022 to 30 September 2023

15. Investments and Cash Holdings

To inform members of our current reserve position

16. List of payments

To inform members of the payments made in the month of July and August 2022

17. Debtors' Report

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

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

18. Exempt Business

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

a) Agenda item 17 – Debtors' Report

LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 13 JULY 2022

Present

Chairman: Cllr M. Ellis

Councillors: Cllr C. Aldridge, Cllr J. Broom, Cllr R. Doney, Cllr B. Larcombe, Cllr P. May, Cllr C. Reynolds, Cllr D. Ruffle, Cllr D. Sarson, Cllr R. Smith, Cllr G. Stammers, Cllr G. Turner, Cllr T. Webb

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

22/01/SF Election of Chairman and Vice-Chairman

It was proposed by Cllr C. Reynolds and seconded by Cllr D. Sarson that Cllr M. Ellis is chairman of the Strategy and Finance Committee.

It was proposed by Cllr G. Turner and seconded by Cllr C. Aldridge that Cllr B. Larcombe is chairman of the Strategy and Finance Committee.

Members discussed the merits of the two nominated members giving their reasons for wanting to be chairman and/or the nominators giving their reasons for nominating them.

The town clerk agreed this would help members make their decision but this wasn't the normal protocol. However, if members wished to include this in the rules for next year, this could be implemented.

Cllr M. Ellis was duly **ELECTED** as chairman.

It was proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds that Cllr R. Doney is vice-chairman of the Strategy and Finance Committee.

There being no other nominations, Cllr R. Doney was duly **ELECTED** as vice-chairman.

22/02/SF Public Forum

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

22/03/SF Apologies for Absence

Cllr B. Bawden – holiday

22/04/SF Minutes

Proposed by Cllr D. Sarson and seconded by Cllr G. Stammers, the minutes of the meeting held on 11 May 2022 were **ADOPTED**.

22/05/SF Disclosable Pecuniary Interests

Cllr D. Ruffle declared a non-pecuniary interest in any matters relating to LymeForward as he was a member.

22/06/SF Dispensations

There were none.

22/07/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 11 May 2022

Members' away day

Cllr D. Sarson asked if a date had been set for the away day.

The town clerk said a date had not yet been set as the preferred consultant was not available. However, he had interviewed one consultant, along with the support services manager and Cllr G. Stammers, and would be interviewing another the following day.

A35 Trunk Road

Cllr C. Reynolds asked if there was any update on this issue.

Cllr J. Broom, the member appointed to attend any meetings, said he had not yet been contacted.

22/08/SF Update Report

Members noted the report.

22/09/SF Gipsy and Traveller Encampments

The town clerk said there had been a few occasions when gipsies and travellers had been on town council land in the time he had been in post and in the past, officers had spoken to them and they had left. However, he said there might be situations where travellers didn't want to leave, were being difficult or the council may need to take formal action in addition to speaking to them.

The town clerk said Section 62 powers were the most effective method of removing travellers, which involved a senior police officer directing them to a transit site in Piddehinton in conjunction with Dorset Council (DC) for a fee of £500. He said most travellers didn't go to the transit site but he felt it justified spending £500 if they moved from town council land.

Cllr B. Larcombe asked how often gipsies and travellers took occupation of council land and where it usually happened.

The town clerk said it happened infrequently and in the past there had been travellers on Monmouth Beach, on the former park and ride site at Sidmouth Road and on Dorset Council land. He said he and the deputy town clerk had dealt with travellers in the past but there was no policy in place to formalise how situations would be dealt with.

Cllr B. Larcombe asked how the proposed policy aligned with DC's policy.

The town clerk said it was consistent with DC's policy and he had had discussions with DC's gipsy and traveller unit in formulating it.

Cllr R. Smith noted the Piddlehinton site was only open between April and August and asked if there was provision outside of these times.

The town clerk said there were four permanent traveller sites in the county and that Piddlehinton was a transit site.

Cllr C. Reynolds asked if this policy would allow the council to deal with people who were currently sleeping in the gazebo in the seafront gardens.

The town clerk said this policy would not cover that situation as there had to be one caravan and one car for it to be seen as an encampment.

Cllr M. Ellis said it was sensible to have a policy in place because if the town clerk or deputy town clerk were not available, someone else could follow the policy and deal with the issue. She felt £500 was a reasonable sum to pay as it could potentially cost the council more in terms of any damage incurred or cleaning up that would be required.

The town clerk said the policy and procedure would also be accompanied by an information sheet which would include useful information such as contact details and locations of traveller sites.

Proposed by Cllr P. May and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the Gipsy and Traveller Encampments' policy and procedure.

22/10/SF

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

Cllr B. Larcombe suggested a motion that encouraged the Dorset Association of Parish and Town Councils (DAPTC) to pursue better reconciliation between the views of the building regulations and conservation teams on planning matters.

Cllr C. Reynolds said she would like to include something about housing policy as other areas had rural exception sites and she believed this should be a mechanism for ensuring local housing was for local people. She said she needed time to formulate a motion to this effect.

Cllr J. Broom advised that any motions couldn't be general, they had to be specific or the executive would not take it forward.

The town clerk suggested Cllr C. Reynolds worked on the wording of the motion and reported it to the Full Council meeting on 27 July 2022. He said DAPTC was looking for motions that were beyond a specific location and would affect all towns and parishes in Dorset which could be pursued through to a national level.

Cllr B. Larcombe also suggested DAPTC pursued an alternative to physical meetings that satisfied the regulations so councils could continue to transact its business remotely if there was another Covid or something similar.

Cllr R. Smith supported this suggestion and felt it should extend to situations even beyond Covid so if someone had a physical reason why they couldn't attend a meeting, they were still able to take part in some way.

Cllr B. Larcombe said he believed this was already a policy the National Association of Local Councils (NALC) was pursuing so it would just be adding weight to that.

Proposed by Cllr B. Larcombe and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to put forward the following motions for Dorset Association of Parish and Town Councils' Annual General Meeting which takes place on Saturday 19 November 2022:

- to pursue better reconciliation between the views of the building regulations and conservation teams on planning matters.
- to pursue an alternative to physical meetings that satisfies the regulations so councils could continue to transact its business remotely
- a motion regarding housing policy and rural exception sites, the wording for which will be presented by Cllr C. Reynolds to the Full Council meeting on 27 July 2022.

22/11/SF Objectives and Projects 2023-2025

Cllr D. Sarson suggested concerts or films on the flat roof area on the seafront as a project idea.

Cllr C. Reynolds said she understood it had always been intended to do this as part of the resurfacing of the roof.

The town clerk said when the specification was enhanced, the council intended to make the area usable for events, although not all members had supported the idea.

Cllr C. Aldridge asked if the list of projects in the report was the final list or whether there was an opportunity to add things. She also asked if when the ideas went out to consultation, whether they would be accompanied by how much each one would cost.

Cllr M. Ellis said this was the list officers had come up with but members didn't have to accept any. She said costings were not normally applied until after the consultation process, but the projects could be spread over several years.

The town clerk said he saw this as an iterative process where members could suggest ideas as the process went along; this was just a starting point as it was important to give the public a list of ideas to work from.

Cllr G. Stammers suggested a less formal meeting for members to discuss the ideas might be beneficial.

Cllr C. Reynolds said consultation processes often didn't reach enough people so it was important to go to various groups and also have hard copies of the consultation for people to complete.

The town clerk said the consultation would never reach everyone but the ideas suggested aimed to reach a broad spread of the town's population. He stressed that the consultation process should be member led, but members should be listening to and hearing what people were saying, rather than telling people their own views. He added

that it was important to identify projects that were in the council's gift because it would be measured against delivery and progress.

Cllr M. Ellis said she felt some of the suggested projects were part of the day-to-day running of the council, such as footpath repairs, for which she felt money should already be set aside. She suggested surveys could be made available at local supermarkets and a box placed there for people to return their completed surveys. She added that people should be asked to include their names and addresses so they could only respond once.

The town clerk said the list was a starting point for discussion and although some of the projects were operational, it helped the council to see where its additional resources should be invested. He said there was otherwise a risk the list of ideas going out to public consultation would not reflect what the council needed to do to prioritise its own investment.

Proposed by Cllr R. Smith and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to hold an informal member-only meeting to discuss objectives and projects.

22/12/SF Outside Seating

The town clerk advised the council to reinstate the original, pre-Covid charging structure for outside seating, although he didn't suggest the charge was amended at this point; this could be reviewed during the budget-setting process. However, he said the council might wish to consider a pro-rata charge as it wouldn't be for the whole year, or perhaps a discount of 25% because businesses wouldn't be receiving as much income between September and the end of March. On the other hand, he said members may consider businesses had already benefitted from the reduced charges last year and so far this season.

Cllr G. Stammers asked if it was certain the government was going to end the temporary licence provision because there had been suggestions it would be made permanent.

The town clerk said he was fairly certain the provision would end as the government would have had to make an announcement by now, if not. However, if it was extended or made permanent, the council would have to follow it as it is government legislation.

Proposed by Cllr R. Doney and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** to reinstate outside seating charges at the previous level when the temporary pavement licence provision ends on 30 September 2022 and to charge businesses for six months from 1 October 2022 to 31 March 2023.

22/13/SF Request to Make Temporary Seating Arrangement Permanent

Cllr D. Sarson said he didn't support the request as he believed it would set a precedent and encourage other businesses to make similar requests and this was irrespective of whether the land would otherwise be used by the public.

Cllr R. Doney said he supported the request but the council should receive a proper commercial rent for use of the land, which would be independently assessed.

Cllr B. Larcombe said he wasn't concerned with how much money the business had invested in the seating area as it was their choice to do so, but what did concern him was the ingress into the gardens. He said the size of the seating area was bigger than the council was told it would be and more permanent than it was led to believe. He asked what kind of commercial income the area would generate.

The town clerk said members should expect a meaningful sum for the council to support the request. He also suggested that any agreement could include a condition that the horse box was removed.

Cllr G. Stammers and Cllr C. Aldridge were both concerned the council would be challenged by other businesses if it allowed Coastal Marks to use the area permanently and the opportunity was not made available to others.

Cllr C. Aldridge was also concerned with the way the business had approached the situation, building a structure that it was now saying would be difficult to take away.

The town clerk said there was nothing untoward in Coastal Marks' original proposition and it was entirely consistent with that they said they would do, although some members felt it wasn't what was described. He said Coastal Marks were fully aware it was temporary and that was why they were now requesting to make it permanent, along with all the other necessary consents.

Cllr M. Ellis pointed out that a precedent had already been set in allowing a business to build on council land as SWiM had built a balcony overhanging the Cart Road.

Cllr P. May asked how permanent the arrangement would be as he said he would be worried if the council lost control of the land and would like to see a way the council could revoke any agreement if necessary.

The town clerk said this would be determined during any negotiations and he suggested a seven-year lease or an annual licence. He said other outdoor seating arrangements were on an annual basis but the seating was removable in those cases. He added that if the council agreed to the request, it was important it had a clear understanding of what was on the land.

Cllr J. Broom said he would support the request if the council could obtain a significant amount of money and he felt discussions should take place about what Coastal Marks were willing to pay.

Cllr M. Ellis said as the land wasn't used for any other purpose and there were no other businesses in the area that would want to use it, she would be prepared to consider the request once further valuation advice was received. She said she didn't feel it would set a precedent as any other request would be considered on its merit.

The town clerk said he would be happy to enter into negotiations with Coastal Marks concurrently with a valuation being carried out.

It was agreed the town clerk would determine a price through valuation and/or negotiation and report back to the council, with the condition that the horse box is also removed.

22/14/SF Investments and Cash Holdings

Cllr B. Larcombe asked why the council didn't hold more of its funds in the Wilkinson Legacy account as the interest rate was higher than any of the other accounts.

The town clerk said this was a legacy that was left to the council so there was no control over it.

22/15/SF Debtors Report

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

22/16/SF Exempt Business

a) Debtors' Report

Cllr R. Doney asked if there had been any progress on the four debtors related to the caravan and chalet site.

The town clerk said officers had now negotiated two more payments.

Cllr J. Broom asked what the next steps were in relation to the debt for a parking permit.

The town clerk said officers had discussed now starting legal proceedings.

The meeting closed at 8.11pm.

Committee: Strategy and Finance

Date: 12 October 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

22/07/SF – Matters arising from the minutes of the Strategy and Finance Committee meeting held on 11 May 2022

Members' away day

Despite finding a suitable consultant to lead a members' away day, he is not responding to requests for further discussions. The town clerk is trying to find an alternative consultant.

A35 Trunk Road

Cllr J. Broom has been invited to attend a meeting of the A35 Town and Paris Council Group on 27 October 2022 at Kilmington Village Hall, when there will be a presentation by Ben Hampson, route manager, South West Operations for National Highways.

22/09/SF – Gipsy and Traveller Encampments

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

22/10/SF – Motions for Dorset Association of Parish and Town Councils Annual General Meeting

The three agreed motions have been put forward for Dorset Association of Parish and Town Councils' Annual General Meeting which takes place on Saturday 19 November 2022. Cllrs B. Larcombe and C. Reynolds have been invited to talk to the motions at the meeting.

22/11/SF – Objectives and Projects 2023-2025

The informal member-only meeting to discuss objectives and projects was held on 3 August 2022.

John Wright
Town clerk
October 2022

Committee: Strategy and Finance

Date: 12 October 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

The unit was vacated on or before 31 July as required by Lyme Regis Development Trust. The tenant, Lyme Forward, has moved to alternative premises at Office 2, Unit 5, Uplyme Road Business Park, Lyme Regis.

Community governance review

Dorset Council's member working group's final Community Governance Review recommendations were considered and approved by Full Council at its meeting on 14 July 2022. The final recommendations will now form a Reorganisation Order, to take effect on 1 April 2024.

As expected, there are no changes to the governance arrangements in Lyme Regis.

John Wright
Town clerk
October 2022

Committee: Strategy and Finance

Date: 12 October 2022

Title: The Process for Approving the 2023-24 Budget² and Five-Year Financial Plan 2023-28

Purpose of the Report

To outline the process for approving the 2023-24 budget and the five-year financial plan 2023-28

Recommendation

Members note the report

Background

The overall process

1. This report details the process for approving the 2023-24 budget and the five-year financial plan 2023-28.
2. Reports will be presented to members through two committee cycles.
3. The first committee cycle considers the budget-setting environment, the level of financial resources available, considers outcomes from the consultation events in August and September 2022, identifies objectives and projects, and agrees charges; the first committee cycle formally starts with this meeting of the Strategy and Finance Committee. The recommendations from this committee will be considered by the Full Council on 26 October 2022.
4. Following the first cycle of meetings, officers will calculate the income and expenditure associated with the council's decisions.
5. The second committee cycle starts at the Strategy and Finance Committee on 30 November 2022. This meeting considers officers' income and expenditure calculations and firms up the council's 2023-24 budget and five-year financial plan, including its objectives and projects.
6. The council's 2023-24 budget, five-year financial plan and objectives will be approved by resolution of the Full Council on 14 December 2022. The council's budget identifies the 2023-24 precept.

Reports to this meeting

7. The remainder of this report describes how agenda items 9, 10, 11, 12 and 13 fit together.
8. Agenda item 9 considers risk and internal control. It is included as part of the budget-setting process because issues arising from the report may have budget implications.

² The 2023-24 budget includes the precept.

9. Agenda item 10 reports on the budget at 31 August 2022 and provides a year-end forecast.
10. Agenda item 11 considers a first draft of the 2023-24 budget, including the precept, and the five-year financial plan 2023-28. The report identifies estimated cost increases and known income increases, i.e., income increases determined by contractual agreements.
11. Agenda item 12 allows members to review charges, i.e., income which isn't determined by contractual agreements and where the amount charged is at the council's discretion.
12. Agenda item 13 considers the outcomes of the community consultation and the objectives and projects the council wants to pursue over the next five years. Objectives and projects identified for 2023-24 will be firmed up; the probability of their completion in 2023-24 is high. The cost of objectives and projects for 2024-28 will be estimated and reviewed through subsequent annual budget-setting processes.
13. Following this committee's recommendations and subsequent council resolutions on these reports, officers will calculate changes in income and expenditure. These will be factored into a revised draft 2023-24 budget and five-year financial plan.
14. The revised draft 2023-24 budget and five-year plan will be considered by the Strategy and Finance Committee on 30 November 2022.
15. On 14 December 2022, the Full Council will consider recommendations from that meeting of the Strategy and Finance Committee and approve the 2023-24 budget, precept, objectives and projects, along with the five-year financial plan.
16. On 4 January 2023, the Human Resources Committee will incorporate objectives and projects into the town clerk's workplan for 2023-24.
17. The agreed budget, five-year financial plan and objectives will be incorporated into the corporate plan, which will be considered by this committee on 1 February 2023.

John Wright
Town clerk
October 2022

Naomi Cleal
Finance manager

Committee: Strategy and Finance

Date: 12 October 2022

Title: Statement of Internal Control, Risk Management Policy and Annual Risk Assessment

Purpose of Report

To allow members to consider the town clerk's statement of internal control, the risk management policy, and the annual risk assessment

Recommendations

- a) Members note the statement of internal control and the observations detailed in paragraphs 13 to 24 of this report
- b) Members approve the risk management policy, appendix 9A and the standard annual risk assessment, appendix 9B
- c) Members review the draft risk register, appendix 9C, and propose amendments to the risk register

Background

1. On 18 September 2013, the Strategy and Policy Committee considered an internal control policy and a risk management policy. Both policies were approved by Full Council on 9 October 2013.
2. The external auditor's advice on compiling risk assessments has changed: up until 2015, the external auditor advised risk assessments had to be produced by the council.
3. Following the issuing of the Accounts and Audit Regulations 2015, the advice issued by the external auditor indicates risk assessments can be prepared by the clerk or a committee, provided delegated authority has been approved by the Full Council: the assessment then must be reported to the Full Council³.
4. On 2 November 2016, the Full Council resolved, 'to delegate completion of the risk assessment in future years and the risk register to the Strategy and Finance committee and the town clerk.'
5. The draft risk assessment on this agenda has been prepared by the town clerk: the council is invited to comment and amend the draft risk assessment.

Statement of internal control

6. The statement of internal control allows the council to satisfy itself there is sufficient evidence to confirm there are appropriate systems of internal control and that they are operational. This statement of internal control isn't part of the Annual Governance Review, it's a separate but complementary exercise which allows members to reflect

³ Accounts and Audit Regulations 2015, regulation 6

on the adequacy of its systems and processes and to review what's going well and what's not going so well.

7. Internal control provides reasonable, not absolute, assurance that the objectives of an organisation will be met. The concept of reasonable assurance implies a high degree of assurance, constrained by the costs and benefits of establishing incremental control procedures.
8. At its most basic level, internal control should establish that an organisation produces reliable financial reporting and substantially complies with the laws and regulations that apply to it.
9. At a more advanced level, it should measure the extent to which an organisation achieves its strategic and operational objectives: achievement towards these objectives is dependent on other factors such as the impact of events and capacity.
10. The statement of internal control policy identifies five areas that should be subject to assessment: control environment, risk assessment, information and communication systems and processes, control activities and monitoring processes. The policy also identifies 13 measurements of effectiveness.
11. Overall, I believe the town council has sufficient internal controls to allow it to achieve its objectives and undertake its business.

Control Environment

12. This assesses the integrity, competence and attitude of an organisation. This is assessed as below average.
13. The integrity of the council is good. In particular, previous concerns about breaches in confidentiality have reduced significantly.
14. The individual competence of employees and councillors is high. The competence of employees is supported by their varied experience and qualifications. As well as the town clerk, the support services manager and operations manager are CiLCA qualified. In addition, the council has or is supporting employees to gain additional qualifications, e.g., level 4 and 5 qualifications in accountancy and human resources management.
15. Between the election in May 2019 and autumn 2020, there was a positive and constructive atmosphere in the council and very little conflict.
16. Although recently there has been some improvement, since the beginning of 2021, the behaviour of some councillors, along with associated tension inside and outside the council chamber has become a distraction and has created a negative public perception. This is despite a commitment from all councillors to accept collective 'rules' about behaviour and subsequent reminders. Some members do not seem to recognise it is their behaviour that is adversely impacting on other councillors and staff.
17. Generally, along with a preoccupation with detail and history, debate can drift from subject matter; sometimes this comes across as intentional. While the council still manages to deliver core policy objectives and business priorities, if the level of tension and division in the council chamber persists, then this could be compromised.

18. The behaviour of some members is adversely affecting the well-being, participation, and decision-making roles of other members, as well as member-officer relations.
19. Members are still making decisions without thinking through the implications of those decisions. As a consequence, a lot of member and officer time has been spent managing the consequences of those decisions. Members need to remain mindful of the implications of the decisions they make and their cost and practicality of implementation.
20. Similarly, having invested time developing agreed objectives, some members and officers continue to add issues to the 'to do' list. To some extent this is inevitable, but there's a 'tipping point' where new issues begin to push aside agreed objectives, core business activities and reduce the time set aside for responding to unforeseen events. In addition, unplanned expenditure has an adverse impact on the council's budget. Members and officers need to be more mindful of identifying major spend through the budget-setting process.
21. The views of 14 independent members will be disparate. But comments are still made by some members which go against the grain of what the council is trying to achieve and sometimes translate into negative press headlines.
22. There are officer failings, too. There has been slippage on council agreed objectives and projects, e.g., the full implementation of the transparency code, the move towards a fully electronic office and the development of an asset investment strategy.
23. These observations and their redress are critical to the well-being of this council, its functionality and public perception.
24. The extent of the problems is acknowledged by the council, but some members fail to recognise their contribution to events. An external consultant is being engaged to help the council confront and remedy the issues it faces.
25. To a greater or lesser extent, the observations I have cited in paragraphs 13 to 24 are not unique to Lyme Regis Town Council. The issue which is critical for any organisation is the extent to which it recognises its shortcomings, commits itself to doing something about it and then follows through with actions.

Risk Assessment

26. On 9 October 2013, the council adopted a risk management policy which it reviews annually, **appendix 9A**.
27. In addition to the historical risk assessment, **appendix 9B**, that covered financial management, physical assets, insurance cover, legal responsibilities and data and document control, the council's risk management policy now includes headings such as reputational risk.
28. Officers have developed a risk register, **appendix 9C**, which numerically quantifies the probability and impact of risks against the 13 headings detailed in the risk management policy. The risk register details the mitigation applied to each identified risk. A column has been added to the risk register which comments on the rationale for the proposed changes to the scoring of probability and impact.

29. The most challenging risks faced by the council are:

- Poor relationships between some members and the impact of this on the council
- Conflict between personal and council interests, i.e., members acting as advocates of external organisations rather than representing council interests
- Dorset Council's £29m budget gap for 2023-24 and the impact this could have on its services in Lyme Regis
- The age of the council's assets and future investment
- The council's negative image in the town.

Information and Communication systems and processes

30. This assesses the capture and exchange of relevant information. This works reasonably effectively.

31. Relevant information is captured from: national and local organisations, national and professional bodies, e.g., the National Association of Local Councils, Dorset Association of Parish and Town Councils, the Society of Local Council Clerks; other statutory bodies and partners; Dorset Council; the 'trade' press; and training and information events.

32. Officers meet with Dorset Council's chief executive and senior managers most months and co-ordinate service delivery with other Dorset Council managers, e.g., waste collection, parking, and Visit Dorset.

33. Monthly meetings take place with Dorset Council's ward member and Charmouth Parish Council. Regular meetings also take place with West Dorset's MP.

34. Information which requires consideration or decision is reported to the Full Council or its committees. The Full Council and its committees are informed of progress on issues they have considered by matters arising and update reports and through a weekly briefing. The weekly briefing also informs members of other matters that don't warrant reports to the Full Council or its committees.⁴

35. The council's finances and objectives are incorporated into an annual plan which is available to the public and is used to inform the Annual Meeting of Electors

36. The new council website has improved public information.

37. The town council has a microsite on Dorset Council's Visit Dorset website.

38. The council uses Facebook, Twitter and Instagram to convey information.

39. The council consults with the public on its objectives and during this summer has undertaken a consultation exercise which has generated over 360 responses.

40. The council reviews its public relations and communications' policy annually and has introduced a social media policy. In 2018, the council took a column in Lyme Online to promote its activities. The council is considering reintroducing a six-monthly newsletter.

Control Activities

41. These are the policies and procedures to manage the council's business.
42. For 2021-22, the council received an unqualified external audit.
43. Control weaknesses around health and safety have strengthened significantly since the appointment of the current operations manager. A health and safety committee meet regularly, a consultant was appointed to review the council's health and safety arrangements and an action plan is in the process of being implemented and reviewed. In addition, a new health and safety policy was approved in May 2018 and is reviewed annually.
44. Achieving health and safety compliance is a priority for the council's operations manager; the council's operations manager holds a health and safety qualification.
45. The council undertakes regular external health and safety audits. The council's last health and safety audit took place in October 2021 and achieved a score of 85%; the previous audit in 2019 achieve a score of 78%. No major compliances were identified in the 2021 audit.

Monitoring Processes

46. These are the systems that provide and measure the quality of information. Developing information systems, transforming data into information and analysis are expensive and time-consuming activities. The council's systems cover key financial and non-financial activities and complaints.
47. The council produces financial and performance information commensurate to its size. Systems are in place for timely and accurate monthly management accounts, treasury management, bank reconciliation and debtors and systems are in place to capture complaints.
48. Systems are also in place to capture volume and value information on the council's key income generating activities: car parking; chalet, caravan and day hut bookings, weddings, and room hire.

Risk Management Policy

49. On 9 October 2013, the council agreed to review its risk management policy in September each year. No policy changes are proposed, **appendix 9A**.
50. Members are asked to consider the risk register and propose amendments.

John Wright
Town clerk
October 2022

Risk Management Policy

Background

1. Risk management is detailed in paragraphs 17.1 and 17.2 of the Town Council's Financial Regulations:

17.1 The Council is responsible for putting in place arrangements for the management of risk. The clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

17.2 When considering any new activity the clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

Policy

2. For the purpose of this policy, risk is defined as any thing that has a material impact on delivering the council's objectives, including the delivery of its day-to-day services.
3. The council will review its risk management policy and consider the risks posed to the organisation as part of a broader framework of internal control.
4. Alongside risk assessment, the internal control framework will consider the control environment, information & communication systems & processes, control activities, and monitoring processes.
5. The council will consider risks against the following heading:
 - Political – our ability to deliver local or central government policy
 - Governance – the appropriateness of structures and functionality, a clear scheme of delegation, clear objectives and priorities
 - Financial – our ability to meet our financial commitments, internal and external audit requirements, project and financial exposures
 - Social – our ability to deliver our policy commitments and adapt to demographic, residential, social or economic trends
 - Legal – our ability to meet legislative and regulatory requirements
 - Technological – our ability to make the best use of technology and adapt to a changing environment
 - Environmental – our ability to comply with statutory requirements and best practice
 - Partnership – our ability to maximise benefits to the council by developing long-term working relationships with partners

- Contractual – procurement policies, clear specification, strong cost control, robust contract administration and site supervision
 - Human Resources – staff competence and development, capacity, commitment
 - Operational – service delivery, complaints' management, compliance with performance standards
 - Health & Safety – fire, security, accident prevention, lone working
 - Reputational – issues that adversely affect the council's reputation in the town and with those that we work with
6. A risk register will be established using these headings. Any risks that occur will be added to the register when they occur and if those risks are material, they will be reported to the council's Strategy and Policy Committee.
7. The risk register will:
- categorise the combined impact and probability of risks as high, medium or low using a numerical score for each category of 1-5, i.e., a maximum total score of 25 can be achieved. Scores 1-8 will be assessed as low risk, scores 9-14 will be assessed as medium risk, and scores 15-25 will be assessed as high risk
 - the probability of a risk occurring will be applied to a three-year timeframe
 - detail the controls that are in place to mitigate against risks, including any improvements that are required to further mitigate against historic risks
8. The risk register will be reviewed by the town clerk every three months.
9. An annual risk assessment, alongside a statement of internal control, will be reported to the council's Strategy and Finance Committee in September each year. Any actions requiring budget approval will be considered as part for the forthcoming year's budget setting process. From September 2015 onwards, the Strategy and Finance Committee will also consider an interim risk assessment report in March each year. Both reports will consider risks with a score of 15 or more.

Review

10. This policy will be reviewed in October 2023.

John Wright
Town clerk
October 2022

LYME REGIS TOWN COUNCIL

RISK ASSESSMENT 2022-23

RISK	Impact	Probability	Overall Score	CONTROL (and agreed improvements)
Protection of physical assets	4	2	8	Buildings, contents, machinery and vehicles insured. Revaluation of rebuilding cost periodically to a frequency advised by insurers.
Security of buildings, equipment	3	2	6	Alarms on guildhall and council offices, also cemetery workshop/store, amenity hut, Jubilee Pavilion and external works' depot. Contents insured.
Maintenance of buildings	4	3	12	Buildings currently maintained according to requirement. Annual inspection of electrical and safety equipment. Asset management strategy to be developed <u>2021/22 2022-23</u> .
Financial management	3	3	9	RFO appointed with specified duties. Financial regulations adopted and reviewed regularly. Backlogs have been resolved
Banking	5	1	5	Non-speculative investment policy agreed with priority given to protecting the security of deposits. Schedule of all investments and cash holdings reported to council, as well as all loans.
Risk of consequential loss of income	4	3	12	Limited insurance cover.
Loss of cash through theft or dishonesty	3	2	6	Minimal petty cash and floats. Fidelity Guarantee insurance in place, currently £1million to cover all liquid assets. Receipts issued. Amenity staff handle substantial amounts of cash through a till. Electronic point of sale system in place has increased accountability. All other monies banked promptly or held overnight in a safe.
Expenditure controlled	<u>3</u> <u>4</u>	<u>2</u> <u>3</u>	<u>6</u> <u>12</u>	Competitive tendering procedures in place. All invoices certified by RFO or delegated officers. Monthly payment schedule prepared by finance manager and submitted to Full Council or Strategy and Finance Committee. All cheques signed by two members of council. Electronic banking requires PIN entry by two designated authorising officers. Internal and external audit. Pay levels fixed according to national agreements and reviewed annually by council. <u>High levels of inflation make expenditure less predictable and</u>

				<u>reduces control.</u>
Comply with Customs and Excise regulations	4	2	8	Council is a member of CIPFA. VAT quarterly reconciliation payments and claims by finance manager. Internal and external auditor scrutiny.
Sound budgeting to underline annual precept	3	3	9	The town council receives detailed budgets in the late autumn. Precept derived directly from this. Expenditure and income against budget reported to four meetings of Strategy and Finance Committee and internally to the management team monthly.
Financial records	3	2	6	Electronic financial management system in place. Purchase, sales ledger and payroll in place. Regular reconciliation of each bank account. Timely production of annual financial statements and monthly reports.
Maximise income	3	3	9	Professional valuations of commercial rents. Annual review of all charges. Prompt invoicing and follow up procedures. Clear write-off procedure. Tendering procedure for concessions. Debt management policy implemented.
Comply with borrowing restrictions	3	4	3	-Conditions of Dorset Council loan reviewed and complied with.
Risk to third party, property, or individuals	3	3	9	Insurance in place. Open spaces checked regularly. In-house survey of all council-owned trees by an appointed and suitably trained member of staff.
Legal liability as consequence of asset ownership (especially burial ground and playgrounds)	3	3	9	Insurance in place. H&S audits annually. Weekly checks of playgrounds. Written records kept. Annual inspections by independent body registered under RPII (Registered Playground Inspectors International). Topple testing carried out annually on memorials.
Comply with employment law	3	2	6	Membership of various national and regional advisory bodies. Professional legal advice taken when required. Council is a member of SW Councils and advice taken from external HR consultant. Support services manager holds level 5 HR qualification.
Comply with Inland Revenue requirements	3	2	6	Regular advice from Inland Revenue and support from Sage, internal audit engaged on a three-year contract and external audit engaged annually.
Safety of staff and visitors	3	2	6	Full protective clothing and equipment provided and worn. Lone workers issued with mobile phones. Locked door in council office reception. Regular H&S risk assessment checks of guildhall, particularly before public events. Staff receive appropriate health and safety training.
Ensuring activities are within legal powers	4	2	8	Clerk clarifies legal position on any new proposal. Further professional legal advice sought where necessary.
Motor vehicles	3	2	6	Insured.

Proper and timely reporting via the minutes	3	1	3	Council meets six-weekly and receives the reports and considers the recommendations of committee meetings held in the interim. Minutes verified at the next meeting of each body and signed by the chairman as a correct record. Prompt publication of the minutes via the website, where possible, and availability at the council offices.
Proper document control	3	4	12	Original leases and legal documents in town council office. Other data storage to comply with Data Protection Act and General Data Protection Regulation. Microfilmed deed storage. Electronic storage of new documentation to be pursued.
Security of data	3	3	9	Back-up of all systems carried out off-site. Adequate cyber security from third parties, e.g. banks
Continuity cover in the absence of key staff	3	3	9	Step-by-step guidance documented on all financial procedures. Continuity training of other staff implemented. Assistant finance manager <u>Finance assistant</u> in post strengthened ability to comply with financial procedures.
Register of interests maintained. Gifts and hospitality declared.	4	1	4	Register of interests completed. <u>D</u> igital register of interests strengthened compliance and accountability. Gifts and hospitality registered. Standing orders adopted and reviewed regularly.

Committee: Strategy and Finance

Date: 12 October 2022

Title: Budget Performance, 1 April – 31 August 2022

Purpose of Report

To inform members of performance against budget from 1 April to 31 August 2022 and of the forecast year-end position at the 31 March 2023

Recommendation

Members note the report

Report

1. The budget from 1 April to 31 August 2022 is detailed below.
2. The council’s cash position at 31 March 2022 was c.£1.325k. 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. The income and expenditure spreadsheet forecast includes items of expenditure agreed for release during the 2022-23 budget-setting process:

	Budget £	Forecast £
Expenditure		
Re-launch the Gateway Card	1,500	1,500
Shoppers’ permit	5,000	0,000
Asset management review	10,000	10,000
Lighting columns	80,000	20,000 ⁵
Replace mule	15,000	19,800 ⁶
Replace amenities’ hut	25,000	55,000 ⁷
Enhance bus service	13,000	7,500 ⁸
Jubilee Pavilion water ingress	50,000	60,000 ⁹
Platinum Jubilee	12,000	14,000 ¹⁰
Environment	25,000	25,000

⁵ Expenditure to be spread over four years.

⁶ Additional expenditure recommended by Town Management and Highways on 22 June 2022 and approved by Full Council on 27 July 2022

⁷ Recommended by Town Management and Highways on 4 October 2022 to the Full Council 26 October 2022.

⁸ Any expenditure incurred will be part year, only.

⁹ Possibility of budget increase reported to Town Management and Highways on 4 October 2022 through matters arising

¹⁰ An additional £8,000 was approved by Full Council on 15 December 2021 as part of the 2022-23 budget. £6k in deposits was paid in the financial year 2021-22.

Replace car park machines	50,000	5,000
Office refurbishment	62,000	10,000
Cadet hut replacement	100,000	0,000 ¹¹
Chapel roof	10,000	18,000
Total	458,500	245,800

Through the year, some unbudgeted expenditure has been agreed or is in the process of being agreed.

Unbudgeted expenditure	£
Tractor deposit	£20,000 ¹²
Lengthsman vehicle	£40,000 ¹³
Hedge cutter	£14,500 ¹⁴
Ware Cliff Road repairs, immediate	£10,000 ¹⁵
Total unbudgeted expenditure	£84,500

5. The year-end income forecast is £2,010,721 and the year-end expenditure forecast is £1,784,705, creating a forecast surplus of £226,015.
6. The closing cash position on 31 March 2022 was £1,326,569, so the forecast surplus of £226,015 will be transferred into the reserve; the forecast year-end cash position at 31 March 2023 is £1,552,584.

¹¹ Project on hold, officers believe the cadet should be used for storage only and mess facilities provided at the new cadet hut, harbourmaster's store and cemetery lodge. These are part of the project proposals for 2023-24.

¹² Recommended by Town Management and Highways on 4 October 2022 to the Full Council 26 October 2022.

¹³ Recommended by Town Management and Highways on 4 October 2022 to the Full Council 26 October 2022.

¹⁴ Recommended by Town Management and Highways on 22 June 2022 and approved by Full Council 27 July 2022.

¹⁵ Unbudgeted expenditure to be notified to council.

	Actual to 31 Aug 22	Budget to August 22	Actual vs Budget	Variance %	Annual Budget	Forecast to 31 March 23
Income						
Precept	66,389.50	66,389.00	0.50	0%	132,778.00	132,778.00
Car parks	579,525.93	538,056.00	41,469.93	8%	867,650.00	933,782.43
Chalets/Beach huts/Caravans	360,260.44	150,359.00	209,901.44	140%	363,380.39	380,880.39
Concessions	10,100.00	8,500.00	1,600.00	19%	8,500.00	10,100.00
Alfresco Seating	0.00	6,500.00	-6,500.00	(100%)	6,500.00	18,700.00
Commercial rents	128,573.61	123,467.50	5,106.11	4%	246,935.00	258,935.00
Advertising	2,550.00	6,000.00	-3,450.00	(58%)	6,000.00	2,550.00
Amenity area	93,686.95	63,440.00	30,246.95	48%	104,000.00	134,246.95
Cemetery	2,863.00	2,791.67	71.33	3%	6,700.00	6,871.20
Licenses	4,762.50	6,145.00	-1,382.50	(22%)	12,290.00	9,290.00
Other	40,800.16	11,895.83	28,904.33	243%	28,550.00	122,300.16
Asset Sales	0.00	-	0.00	0%	0.00	0.00
Investments	119.66	41.67	77.99	187%	100.00	287.18
	1,289,631.75	983,585.67	306,046.08	17%	1,783,383.39	2,010,721.31
Expenditure						
Office administration	47,738.54	42,703.83	5,034.71	12%	86,586.00	77,572.50
Rent	14,742.88	14,120.50	622.38	4%	29,250.00	29,250.00
Licensed Land	0.00	1,041.67	-1,041.67	(100%)	2,500.00	2,500.00
Democratic representation	1,132.57	7,000.00	-5,867.43	(84%)	28,200.00	28,000.00
Outside works	121,835.64	60,909.17	60,926.47	100%	201,360.00	239,295.64
Grants/SLA	32,708.09	44,569.00	-11,860.91	(27%)	89,400.00	89,400.00
Utilities	134,903.10	118,338.00	16,565.10	14%	141,850.00	161,145.35
Staffing	315,824.26	312,491.13	3,333.13	1%	796,398.00	816,398.00
Marketing	5,459.12	10,352.08	-4,892.96	(47%)	18,850.00	13,101.89
Misc	0.00	-	0.00	0%	0.00	0.00
Loan charges inc interest	0.00	15,625.00	-15,625.00	(100%)	0.00	0.00
	674,344.20	627,150.38	47,193.82	3%	1,394,394.00	1,456,663.37
Gross Profit/(Loss):	615,287.55	356,435.29	258,852.26		388,989.39	554,057.94
Projects	29,742.10	-	29,742.10	0%	458,500.00	243,542.10
Unbudgeted expenditure						84,500.00
Net Profit/(Loss):						226,015.84

Analysis

7. The main reasons for the income variations are:

- car park income is forecast at £933,782 on 31 March 2023. This is an increase of £66,132.43 on budget and is due to an increase in volume. The forecast includes an actual 19% increase in income up until 31 August 2022 and a forecast increase in income of 10% from 1 September 2022 to 31 March 2023.
- chalet, caravan and beach hut income is higher than budget at 31 August 2022 because of increased invoicing to redress previous late issuing of invoices and a £7k transfer fee following the sale of a beach hut. The forecast at 31 March 2023 has been adjusted upwards by £10k for increased beach hut hire; at 31 August 2022, 97% of the annual beach hut budget had been received.
- concession income is £1,600 above budget due to the introduction of two new fitness and exercise concessions, a new arts and crafts' operator, a new hair braiding operator and increased income from the non-motorised water sports' concessions.
- The government outside seating initiative has restricted alfresco income. Eligible invoices for 2022-23 have now been issued. In addition, an invoicing anomaly has been discovered and rectified; this increases income by £11,660.
- advertising income is below budget due to a fall in demand.
- The £30k increase in amenity area income is driven by increased volume.

- Licence income is below the 31 March 2023 forecast due to a budget over provision of £3k.
- The position at 31 August 2022 includes advance payments for shelters bookings and weddings. The forecast at 31 March 2023 includes: CIL grant c.£3.5k, two insurance claims for damage to the Guildhall, c.£2.5k and c.£2k, c.£60k for access to View Road, and £20k from the summer demand fund which is administered by Dorset Council.

8. The main reasons for expenditure variation are:

- outside works is forecast to be over budget by c.£38k at 31 March 2023. This includes additional toilet cleans, c.£10k and seafront security, c.£11k; most of this expenditure is offset by £20k summer demand grant funding from Dorset Council. In addition, services and goods have been subject to high levels of inflation since 1 April 2022.
- Utilities expenditure is £20k over budget due to £12k being incorrectly charged to the council's account; this has been fully recovered. The remainder is due to increased consumption.
- the likely pay award of £1,925 per employee creates a potential overspend of c.£20k on the salaries budget (the budget assumes a pay increase of 3%). This may be offset by staffing savings during the remainder of the financial year, e.g., employer pension contribution savings.
- projects for 2022-23 total £458,500. Variations to these projects are identified in paragraph 4.

9. Any recommendations from this committee will be considered by the Full Council on 26 October 2022.

Naomi Cleal
Finance manager
October 2022

Committee: Strategy and Finance

Date: 12 October 2022

Title: Budget and Precept 2023-24 and Five-Year Financial Plan 2023-28

Purpose of the Report

To allow members to consider and the 2023-24 budget, including the precept, and the five-year financial plan 2023-28

Recommendation

- a) Members approve the 2023-24 base budget and assumptions.
- b) Members approve the base five-year financial plan, **appendix 11A**

Background

1. Each year the council must approve the budget and precept for the following financial year. This report details the budget at 31 August 2022 and provides a year-end forecast. This is extrapolated into a five-year financial plan. The report pays specific reference to the council's reserve. The report creates a base from which members can make decisions. The report:
 - excludes objectives and projects
 - members can amend the assumptions
 - includes known cost increases and inflation-based cost assumptions
 - includes income increases which are informed by contractual conditions, e.g., leases and licences, recent policy decisions and changing market conditions.
2. The report does not include any changes to the precept or discretionary charges.
3. Officers have adopted a prudent approach to the 2023-24 budget. All known and reasonably anticipated income and expenditure is included in the budget.

2022-23 budget

4. The council's budget position at 31 August 2022 is detailed elsewhere on this agenda; in summary, actual income is £1,289,631 and expenditure is £674,344, a surplus of £615,287. The year-end forecast is a surplus of £226,015.

The 2023-24 budget

5. The following summarises the income and expenditure assumptions that inform the 2023-24 budget, **appendix 11A**. Where appropriate, variances from the 2022-23 budget are explained.

Income

6. Car parking charges are based on the 2022-23 budget.

7. Lease and licence conditions link privately-owned chalets, caravans, and beach huts site rents to September's retail price index (RPI). The RPI for August 2022 is 12.2%; officers have assumed a budget increase of 12%.
8. Concession income reflects the value of concessions let.
9. Alfresco seating is increased by c.£15k to reflect the option to remove the maximum £100 charge and revert to pre-Covid charges.
10. Commercial income isn't adjusted from 2022-23; discussions with the council's valuer suggest there is little or no movement in commercial rents.
11. Advertising income is reduced from £4k to £1k to reflect a significant reduction in demand.
12. Income from the amenities area has been increased by £10k to £114k; this reflects recent increases in demand.
13. Cemetery income remains at c.£6.7k.
14. Income from licences remains at £12k.
15. As a product of a decreasing demand to hire the shelters, other income has been reduced by £8k to £12k.
16. Income from investments is £100 to reflect interest rates. A report on the council's approach to its investments will be brought to this committee in early 2023.

Expenditure

17. The forecast staffing budget for 2023-24 is £862,505, an increase of £66k on 2022-23. The 2023-24 budget assumes a national pay increase of 6% and £25k for any increases arising out of the 2022-23 pay review which is being undertaken by South West Councils. The training budget is increased by £2k to £12k to reflect current commitments. The staffing budget assumes all employees are in the Local Government Pension Scheme.
18. The Local Government Pension Scheme is being revalued in 2022-23; the review will be concluded in January 2023. It is too early to speculate on any outcomes from this review.
18. Office administrative costs are adjusted to reflect low office cleaning costs and then increased by 10% to £92.6k.
19. Rents are increased by £17.4k. This includes a subsidy cost to First Bus based on the 2022-23 charge and a 10% increase in operating and land costs.
20. Licenced land refers to the skatepark which is leased from Dorset Council. The licence fee is increased by 10%.
21. Democratic costs increase by 6% for members' allowances and the mayor's allowance, all other costs are increased by 10%. This increases expenditure from £28,200 to £30,600.
22. The outside works' budget reflects base expenditure, only and is informed by the base budget, £201k and the forecast budget, £239k for 2022-23. The headings within the budget are disproportionately affected by high levels of inflation.

23. The marketing budget is increased by £1k to £19k; changes include reduced signage costs, £2k and adding the cost of a bi-annual newsletter. Inflation is added to the cost of bands and general advertising.
24. Utilities' expenditure is increased by £57k to £198k. This budget includes a business rates' increase of £50k, as the government plans to revalue the business rates from 1 April 2023 – this has been postponed from 1 April 2021 – so will be based on rateable values at 1 April 2021. Also included is a 5% inflation increase for business rates and 10% inflation rate for other utilities. We have signed a three-year contract for gas and electric.

The five-year financial plan

26. The five-year financial plan, **appendix 11A**, is informed by the council's routine income and expenditure. The five-year plan includes known changes to income and expenditure but excludes unknown changes, such as inflation and discretionary changes.
27. Inflation, project spend, and the possible reoccurrence of Covid-19 means the council must be more prudent in approving in-year expenditure. It should also seek opportunities to generate additional income.

The council's reserve

28. The five-year plan also quantifies the impact of the council's annual spend on the council's reserve.
29. The council's reserve at 31 March 2023 is prudently forecast at £1.552m, after the objectives and projects identified in the budget performance report, agenda item 10, have been completed. The year-end forecast reserve is c.£197k higher than the 2022-23 budget reserve, £1.355m.
30. The council's policy is to hold its reserve at 50% of budgeted income. A decision was made during the 2022-23 budget-setting process to hold the reserve at a higher level, £1.355m. The council can review this level of reserve for 2023-24. If the council reverts to its policy position, the reserve required is £915k, i.e., 50% of 2023-24 budget income of £1.83m.
31. Reducing the reserve to 50% of the budget income for 2023-24 would release an additional £637k for projects. If the council kept the reserve at a more prudent level because of the economic climate and inflation, say £1.2m, this would release an additional £352k for projects. These amounts are in addition to the budget surplus the council will generate in 2023-24.
33. In summary, the council's five-year financial plan creates a surplus each year. Based on prudent assumptions, these are:

	In year
2023-24	£239k
2024-25	£247k
2025-26	£238k
2026-27	£237k
2027-28	£238k

34. These sums could increase by a further c.£80-£150k if car parking income continues to perform well and income from the sale of beach huts, chalets and caravans performs at historic levels.
35. Any recommendations from this committee will be considered by the Full Council on the 26 October 2022.

Naomi Cleal and John Wright
Finance manager, town clerk
October 2022

APPENDIX 11B

Income		2023-24	2024-25	2025-26	2026-27	2027-28
Precept Total		132,779	132,779	132,779	132,779	132,779
Car Park Total		867,650	867,650	867,650	867,650	867,650
Chalet & Caravan Total		398,125	398,125	398,125	398,125	398,125
Concession Total		9,100	9,100	9,100	9,100	9,100
Alfresco Licences Total		21,200	21,200	21,200	21,200	21,200
Commercial Rent Total		243,935	250,185	248,685	248,685	248,685
Advertising Total		3,000	3,000	3,000	3,000	3,000
Amenities Total		114,000	114,000	114,000	114,000	114,000
Cemetery Total		6,700	6,700	6,700	6,700	6,700
Licenses Total		12,040	12,040	12,040	12,040	12,040
Other Total		21,550	21,550	21,550	21,550	21,550
Interest Total		100	100	100	100	100
TOTAL		1,830,179	1,836,429	1,834,929	1,834,929	1,834,929
Expenditure						
Outside Works Total		251,750	251,750	251,750	251,750	251,750
Democratic Rep Total		30,632	30,632	30,632	30,632	30,632
Rents Total		46,600	46,600	46,600	46,600	46,600
Licensed Land Total		2,750	2,750	2,750	2,750	2,750
Office Admin Total		92,666	91,456	91,456	92,666	91,456
Staffing Total		862,505	862,505	862,505	862,505	862,505
Marketing Total		20,500	20,500	20,500	20,500	20,500
Utilities Total		198,535	198,535	198,535	198,535	198,535
Grants Total		84,840	84,840	91,840	91,840	91,840
Loans Total		-	-	-	-	-
TOTAL		1,590,778	1,589,568	1,596,568	1,597,778	1,596,568
Reserve Surp/(Dec)		239,401	246,861	238,361	237,151	238,361

Committee: Strategy and Finance

Date: 12 October 2022

Title: Review of Charges

Purpose of Report

To allow members to set charges for 2023-24 for: alfresco licences; Bell Cliff advertising boards; amenities; cemetery; car parking; parking permits; penalty charges; memorial benches; and Monmouth Beach garages

To allow members to set charges for 2024-25 for Cart Road beach hut hire; hire of Marine Parade Shelters; and weddings and civil partnerships

Recommendation

- a) Members consider the level of precept for 2023-24
- b) Members set charges for 2023-24 for: alfresco licences; Bell Cliff advertising boards; amenities; cemetery; car parking; parking permits; penalty charges, memorial benches; and Monmouth Beach garages
- c) Members set charges for 2024-25 for Cart Road beach hut hire; the hire of Marine Parade Shelters; and weddings and civil partnerships

Background

1. The RPI for August 2022 was 12.3% and CPI was 9.9%.
2. Values are rounded up and include VAT, where applicable.

Precept 2022-23

3. The precept for 2022-23 is £132,779.
4. For information, in 2022-23 the council tax charge for a Band D property in Lyme Regis is £64.41. This is significantly lower than neighbouring towns in Dorset, for example:
 - Charmouth £126.27
 - Weymouth £176.41
 - Bridport £249.81
5. Members may wish to consider an increase or reduction in the precept.

Cart Road beach hut hire

6. The council made significant changes to the way beach huts were booked from October 2019. As well as an online booking system on the town council website, there has been a move away from weekly hire to predominantly daily hire, offering more flexibility and availability to hirers. However, during the busiest periods, such as school holidays, there continues to be a minimum booking period of a week.

7. The prices for 2024 were agreed last year and the council now needs to set charges for 2025.
8. Annual, summer and winter packages continue to be offered for 2023-24, as well as priority booking arrangements for Lyme Regis residents. Lyme residents are eligible for a 10% discount if they hold a Gateway Card.
9. For Christmas/New Year 2023-24, a two-weekly booking period operates from 23 December 2023 until 5 January 2024.
10. Charges for previous years are shown in the table below:

	Weekly Rates 2020	Daily Rates 2021	Weekly Rates 2021	Daily Rates 2022	Weekly Rates 2022	Daily Rates 2023	Weekly Rates 2023
January– Easter	£10	£3		£4		£4	
Easter Holiday	£45		£50		£55		£55
April – Spring Holiday	£35	£9		£10		£10	
Spring Holiday	£50		£55		£60		£60
June	£45		£50		£55		£55
2 July – 16 July					£80		£80
23 July- August	£120		£130		£140		£140
September	£45	£11		£12		£12	
October	£25	£6		£7		£7	
November-December	£16	£4		£5		£5	
Christmas and New Year	£40	£40	£80 (only 2 weekly booking)		£80 (only 2 weekly booking)		£80 (only 2 weekly booking)
Winter Season	£155	£160			£170		£170
Summer Season	£950	£1,000			£1,100		£1,100
Annual	£1,500	£1,600			£1,700		£1,700

11. Occupancy data would normally be provided, however, 2020 and 2021 data is limited due to COVID-19 restrictions and a disproportionately high number of refunds. Officer assessment of 2022 is that demand is extremely high; the huts have been fully booked from May to the end of September.
12. When the booking system was introduced in October 2019, the council introduced daily charges for low season and retained weekly charges for high season.

Alfresco licences

13. The following table shows historical charges:

	Price 2017/18	Price 2018/19	Price 2019/20	Price 2020/21	Price 2021/22	Price 2022/23
Covers	£125	£125	£130	£130	£130	£130
Single Chairs	£10	£10	£12	£12	£12	£12

14. In 2020-21 and 2021-22, due to Covid-19 there was a government requirement to charge a flat rate of £100 per business for outside seating; this charge is irrespective of the number of covers. There is a separate report elsewhere on this agenda on outside seating.

Website advertising

15. It was resolved by Full Council on 27 July 2022 to reintroduce free, but basic website listings alongside enhanced website listings for the new visit Dorset website and set the prices as follows:

Accommodation and things to do memberships	£290 or free
Retail, food and drink or transport	£160 or free

Bell Cliff advertising

16. Since their introduction between 2014-15 and 2017-18, advertising charges were £100, inclusive of VAT. In 2018-19 they were increased to £110, inclusive of VAT. The charge was increased to £120, inclusive of VAT in 2021-22.
17. The demand for advertising boards is high with a current long waiting list. Members may wish to consider whether charge should be amended.

Marine Parade Shelters

18. In 2017-18, the categories for charging for shelters' hire were fundamentally changed. The council has already agreed prices for 2023-24, and now needs to set prices for 2024-25. Charges are set a year in advance because of the volume of bookings taken in advance.

Charities, Schools and Not-for-Profit Organisations – per area, per day

Categories	2018/19	2019/20	2020/21	2022/23	2023/24
DT7 postcodes	£10	£10	£15	£15	£15
Within a 10-mile radius of the offices	£15	£15	£20	£20	£20
Outside a 10-mile radius of the offices	£20	£20	£25	£25	£25
National charities (per hour)	£15	£15	£20	£20	£20
Not-for-profit community events and festivals hiring the shelters	At the town clerk's discretion				

Commercial or private hire

Area		2018/19	2019/20	2020/21	2022/23	2023/24
Langmoor Room	Per room, per hour	£15	£15	£15	£15	£15
Market area	Per day	£100	£100	£125	£150	£250
Performance area/ top of shelters (Commercial)	Per day	£150	£150	£175	£200	£300
Hire of Performance Area for Performance	Per Half	£60	£60		£60	£60
Hire of any section on top of the shelters	Per Day	£100	£100		£200	At the town clerk's discretion

Amenities

19. The mini-golf and table tennis area is open daily, 9am to dusk (weather-permitting) from Easter to October half-term; for the remainder of the year it is open at weekends, only. The putting green was re-opened in June 2017.
20. The current charges are: adult mini-golf, £4 and putting, £3; child mini-golf, £2 and putting, £1.50; table tennis, £2 per person. These prices were increased in 2021-22. For information, putting income to 31 August 2022 was £64.50.
21. Pre-booked groups of 10 or more are given a 25% discount and Gateway Card holders are given a 50% discount.

Weddings and civil marriages

22. Weddings and civil marriages are booked some time in advance. Prices have already been agreed for 2023-24, and now need to be set for 2024/25. Historic charges are shown in the following table:

	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
Monday-Friday	£300	£300	£300	£300	£300	£400
Weekends/BHs	£400	£400	£400	£400	£400	£500

23. Despite competition from other wedding venues in the town, the number of bookings has remained static with a slight spike after Covid restrictions have eased.

Car parking permits

24. Parking permits are for Woodmead car park, only and run from April to the following March. No long-term permits are sold for Cabanya or Monmouth Beach car parks.

25. The permits for residents and non-residents are linked to individual vehicles by registration number. The holiday accommodation permits are linked to the property and are for any one vehicle at a time.
26. A weekly ticket at Woodmead is currently £60.
27. The prices agreed since 2018-19 are shown in the following table:

	2018/19	2019/20	2020/21	2021/22	2022/23
Residents	£175	£175	£175	£175	£175
Non-residents	£300	£325	£335	£400	£400
Holiday accommodation	£550	£650	£670	£700	£700

28. As residents are entitled to a free parking permit over the winter, the charge for residents is effectively for April to October. Residents' concessionary parking permits are issued annually. In addition, this year we have introduced the resident's parking clock which entitles residents to two hours free parking in any of our car parks at any time of the day.
29. Dorset Council has introduced the 'Flexi stay' parking permit for Dorset residents, or persons working within Dorset, which gives unlimited parking in the majority of Dorset Council long stay car parks and two hours in some short stay car parks. It is available to buy monthly for £25 or £260 for 12 months, limited to one registered vehicle per permit.
30. The increased level of charge for holiday accommodation introduced for the current year has generated some adverse comments. Therefore, it is recommended these are unchanged.

Car Parking

31. Car park charges at Cabanya and Monmouth Beach car parks were increased in 2016-17, again in 2019-20 and again in 2021-22. The hourly charge for Woodmead car park remained at £1 since 2016-17 but was increased in 2021-22 to £1.10, along with the three-day and weekly ticket prices.

	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Cabanya	£1.20	£1.20	£1.20	£1.40	£1.40	£1.40	£1.50
Monmouth Beach	£1.20	£1.20	£1.20	£1.40	£1.40	£1.40	£1.50
Woodmead							
1 hour	£1.00	£1.00	£1.00	£1.00	£1.00	£1.00	£1.10
3-day ticket		£20	£20	£25	£25	£25	£30
Weekly ticket	£30	£40	£40	£50	£50	£50	£60

32. The charging hours are 8am to 9pm, between the start of the school Easter holidays, and the end of the October half-term, outside of which they are 8am to 6pm.
33. The table below details the increased revenue the council could receive if the council increases car parking charges by 10p, 20p and 30p.

	2022/23 Budget £	10p Increase £	20p Increase £	30p Increase £
Woodmead Halls	£220,000	£20,000	£40,000	£60,000
Monmouth Beach/Cabanya	£578,500	£38,566	£77,133	£115,700

34. For information, Dorset Council's charges are:

	30 Mins	1 Hour	2 Hours	3 Hours	4 Hours	10 Hours
Winter	£0.50	£1.00	£1.50	£2.20	£3.50	£6
Summer	£1	£2	£3	£4	£5	£10

Penalty Charge

35. The level of penalty charge has remained unaltered at £60 for at least 10 years, as has the reduced fee of £40 if the penalty is paid within seven working days. These charges are broadly comparable with other councils, some of whom offer a further reduction, often no more than £20, if the penalty is paid immediately, e.g., within 24 hours. Dorset Council has a differential penalty charge depending on the offence committed.

36. This council's income from penalty charges has increased year-on-year for the last four years, despite the charges remaining the same. i.e., income in 2018-19, £15,482; 2019-20, £19,929, 2020-21, £26,472 and 2021-22, £29,238.40.

Cemetery Charges

37. All the charging elements were examined in some detail in 2016 and there has been no change in charges since 2018-19. The current charges are:

	Inter still born child or under 2 years	Inter child under 16 years	Inter over 16 years	Inter cremated remains	Exclusive right of burial in earthen grave	Exclusive right of burial of cremated remains	Installation of headstone/ footstone/ tablet
2017/18	No charge	No charge	£170.00	£40.00	£245.00	£90.00	£90.00
2018/19	No charge	No charge	£225.00	£50.00	£455.00	£276.00	£90.00
2019/20	No charge	No charge	£225.00	£50.00	£455.00	£276.00	£90.00
2020/21	No Charge	No Charge	£225.00	£50.00	£455.00	£276.00	£90.00
2021/22	No Charge	No Charge	£225.00	£50.00	£455.00	£276.00	£90.00
2022/23	No Charge	No Charge	£225.00	£50.00	£455.00	£276.00	£90.00

Installation of vase	Additional inscription on memorial	Scattering ashes on existing graves	Scattering ashes beneath turf of existing graves	Genealogy searches	Certified copy of entry in burial books	Double interment fee
£45/£60	No charge	Not allowed	Not allowed	No charge	Not offered	No extra charge
£45/£60	£30.00	£20.00	£20.00	£25.00	Not offered	No extra charge
£45/£60	£30.00	£20.00	£20.00	£25.00	Not offered	No extra charge
£45/£60	£30.00	£20.00	£20.00	£25.00	Not Offered	No Extra Charge
£45/£60	£30.00	£20.00	£20.00	£25.00	Not Offered	No Extra Charge
£45/£60	£30.00	£20.00	£20.00	£25.00	Not Offered	No Extra Charge

37. Double fees apply to non-parishioners, although as agreed by the Full Council on 3 March 2021, any non-parishioners wishing to be buried in the town cemetery must have a proven family connection or origins in Lyme Regis.
38. The level of charges is lower than average, and this is often commented on, particularly by those purchasing a grave. At current burial levels, there remains space in the cemetery for 20-25 years. In 10-15 years' time, the council will have to consider the acquisition of additional land for interment; this will come at a cost.

Site Licences

39. Following the Alder King report, which was presented to the Full Council on 21 September 2016, the level of future charges is dictated by a clause which links increases to September's RPI. The announcement is due on 19 October 2022; the RPI rate for August 2022 was 12.3%.

Memorial Benches

40. The purchase price for memorial benches is governed by procurement cost. The 2020-21 cost was £700.
41. Officers propose this system remains unchanged for 2023-24.
42. Under VAT rules, the council is able to reclaim VAT on the purchase, but do not have to pay VAT on the sale.

Monmouth Beach Garages

43. The council currently has seven garages it lets out annually to residents¹⁶. The charge was set at £1,040 excl VAT in 2017 and was increased to £1,250 for 2022-23.

Naomi Cleal
Finance manager
October 2022

¹⁶ There are eight garages in total but the council has agreed to retain one garage for storage.

Committee: Strategy and Finance

Date: 12 October 2022

Title: Objectives and Projects 2023-2025

Purpose of report

To allow members to consider objectives and projects for 2023-25

Recommendation

Members consider objectives and projects for 2023-25

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 this year.
2. It was recommended by this committee on 13 July 2022 and subsequently approved by Full Council on 27 July 2022 'to hold an informal member-only meeting to discuss objectives and projects'.
3. The meeting took place on 3 August 2022. Members identified nine projects which should go to public consultation, a further 17 'operational' projects which didn't require consultation and could be considered via the committee process, and three additional projects which required further investigation.

Report

Budget availability

4. Officers forecast a reserve of £1.55m at 31 March 2022.
5. The budget surplus for 2023-24 depends on the discretionary charges approved by members. If there is no increase to these charges, the budget surplus is forecast at £239k.
6. The amount of money available to spend in 2023-24 is also determined by the level of surplus members approve; the council's policy is hold a minimum reserve of 50% of budgeted income, for 2022-23 members approved a reserve of £1.4m because of uncertainty in the operating environment.

Public consultation

7. The public consultation was launched on 12 August 2022 and closed on 30 September 2022. It focused primarily around an online survey, which was sent to all Lyme Voice participants and advertised on the council's website, social media and newspaper column. Paper copies of the survey were also made available at the council office, library and some members took bundles to groups they're involved with.

8. There were also several focused consultation events at the Talking Café at Hallett Court, the Seaside Store, the Community Café in the Hub, with the year 6 pupils at St Michael's Primary School and the prefect team at Woodroffe School.
9. The consultation received 366 responses – almost 10% of the population.
10. The nine projects consulted on were:
 - Determine the future of Strawberry Fields
 - Explore the options for a post office service in the town
 - Improve the town bus service
 - Reduce or remove the precept
 - Install gym equipment in the seafront gardens
 - Host an annual town event for residents
 - Use the seafront gardens for outdoor entertainment
 - Support a repairs' café or community workshop
 - Introduce covered eating areas
11. Respondents were asked whether they strongly agreed, agreed, were not sure, disagreed or strongly disagreed with each of the nine projects. A summary of the responses to each question is at **appendix 13A**.
12. Respondents were asked to provide their comments on each of the nine projects. All comments have been sent to members separately as it's important they are all read. However, a summary of the comments is provided here.

Strawberry Field

Respondents generally felt the field should be retained for park and ride and sport and recreation. Suggested uses included allotments, tennis courts, a swimming pool, football pitches and nature areas. There was general opposition to the land being used for housing. Many respondents felt they couldn't properly answer the question until they knew what the proposed uses of the land were.

Post office

There was overwhelming support for this suggestion, with respondents describing it as 'essential', 'vital' and an 'urgent' requirement. Many respondents suggested combining the Post Office with another shop or service or running it from an existing building, such as the library; combining banking and postal services was the most popular suggestion.

Town bus

While there was general agreement that the service should not be reduced in any way, there was a small number that were unsure or didn't feel any improvements were required. The majority wanted to see improvements but there was a very mixed response as to how the service could be improved. No one option seemed to be favoured over another.

Reduce or remove precept

There was a mixed response to this idea, although more in favour than against. Those who agreed generally felt it should only be a temporary measure, those who were unsure were

concerned about the impact it might have on the services the council provides, and those who disagreed didn't feel it was enough to make a difference.

Install gym equipment

Another mixed response. Although there seemed to be some enthusiasm for the idea in principle for the health and wellbeing benefits, there were strong concerns about the equipment being vandalised and how it would be maintained. Respondents were also unsure if the gardens were the right place for the equipment and there were several suggestions for Anning Road playing field instead.

Annual event for residents

Most people either agreed or were undecided about this idea. Those who agreed felt it would build community spirit and support local businesses but weren't sure if it was a priority among all the other ideas. Those who disagreed felt it was a waste of money and that there were already plenty of other events taking place in the town throughout the year; they felt the shoulder seasons were a time for residents to enjoy the peace and quiet.

Outdoor entertainment in gardens

This idea had overwhelming support, with many respondents commenting on the fantastic setting, the great view and the opportunity to use a currently under-used area. The most commonly suggested use was as a cinema. Queries were raised about whether the council could charge for events as it was a public space and concern was raised about how such events would impact on the Marine Theatre.

Repairs café/community workshop

There was majority support for this idea, with respondents liking the idea of reducing waste, improving sustainability, bringing the community together and helping with the cost of living crisis. The idea of pooling resources with another organisation was well supported, with the most common suggestion being the community workshop at The Hub, and several respondents suggested taking inspiration from the Waffle House in Axminster.

Covered eating areas

The majority of respondents agreed with this idea as they recognised there was an issue with seagulls and this would help people to eat without being attacked, but many said the seagull problem should be dealt with directly. Many respondents also felt the Marine Parade Shelters were adequate as shelter but access was limited due to the traders.

13. Respondents were asked to rate the nine projects in order of importance to them. The overall order of importance was:
1. Explore the options for a post office service in the town
 2. Improve the town bus service
 3. Use the seafront gardens for outdoor entertainment
 4. Determine the future of Strawberry Fields
 5. Reduce or remove the precept
 6. Support a repairs' café or community workshop
 7. Introduce covered eating areas
 8. Host an annual town event for residents

9. Install gym equipment in the seafront gardens

14. Officers have identified some rough costs against those where expenditure would be required:

Residents consultation	
Post office	30,000
Town bus extras	5,000
Removing precept	132,000
Supporting repairs café	15,000
Covered eating areas	50,000
Gym Equipment	25,000
Strawberry field options appraisal	10,000
	267,000

15. Respondents were also asked to give their own ideas. Many of the issues were outside this council's remit, including traffic, parking, motorbikes, lack of banks, the loss of shops and amenities, traffic speeds, anti-social behaviour and tackling skateboarding in the high street.

16. Issues outside the town council's remit which were raised most frequently were: the need for a tourist information centre, more affordable/local housing, a ban on second homes, and the need for a cinema.

17. All ideas have been sent to members separately as it's important every comment and suggestion is read. As a summary, the following were the most popular ideas:

- A multi-use games area
- Introduce e-bikes/scooters
- Make better use of the Marine Parade Shelters
- Better car park signs – particularly when full
- Improve councillor conduct and behaviour
- Clean up the town
- No dogs on the beach/better dog control
- Extend/retain free residents' parking
- Tackle seagulls
- Improve park and ride
- Actions which improve the environment/fight climate change/follow a green agenda
- Relax dog restrictions
- Larger/better bins on seafront
- Children's play area and splash area in gardens
- Showers and changing facilities on seafront
- Monkey bars in the play park
- Swimming pool
- Full size basketball court
- Bike pump track
- Beach volleyball court
- More Refill stations in the gardens and Anning Road playing field

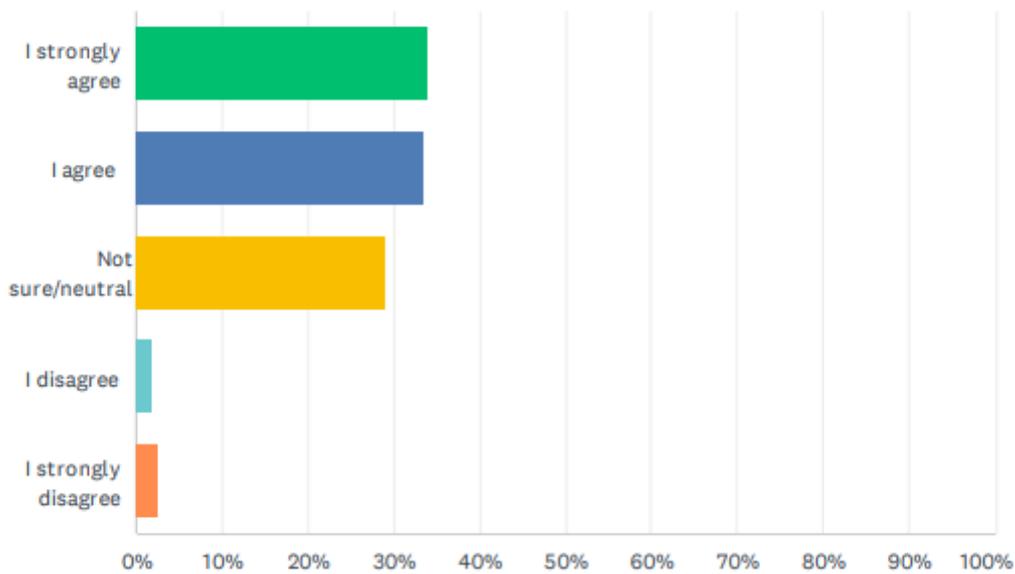
Operational objectives and projects

18. **Appendix 13B** is a proposed list of operational objectives and projects, which includes views previously expressed by members, including those expressed at the member-only session on 3 August 2022, and suggestions from officers.
19. The total cost of these operational objectives and projects is estimated at £1.13m.
20. Along with the costs identified from the consultation exercise, the total budget requirement is £1.4m. This excludes any of the ideas suggested by the public through the consultation exercise. Members can add or subtract from these lists.
21. If members are minded to undertake every project, the cost could be spread over five years.
22. The main item of expenditure listed is £500k for the refurbishment of the council offices. Further, if the council vacated its offices, it could realise a capital receipt of c.£500k. This would allow the completion of all the projects identified in paragraph 14 and **appendix 13B** over the next two financial years.
23. Members are asked to agree a final list of projects and objectives to undertake, with an indication of the priorities they want to attach to them.
24. Any recommendations from this committee will be considered by the Full Council on 26 October 2022.

John Wright
Town clerk
October 2022

Q1 Determine the future of Strawberry FieldsThe council has a 999-year lease on a 11.2-acre piece of land off Charmouth Road which is known as Strawberry Fields. The future use of the land is restricted to sport and recreation and use as a park and ride. We intend to determine a future use for this land by September 2023.

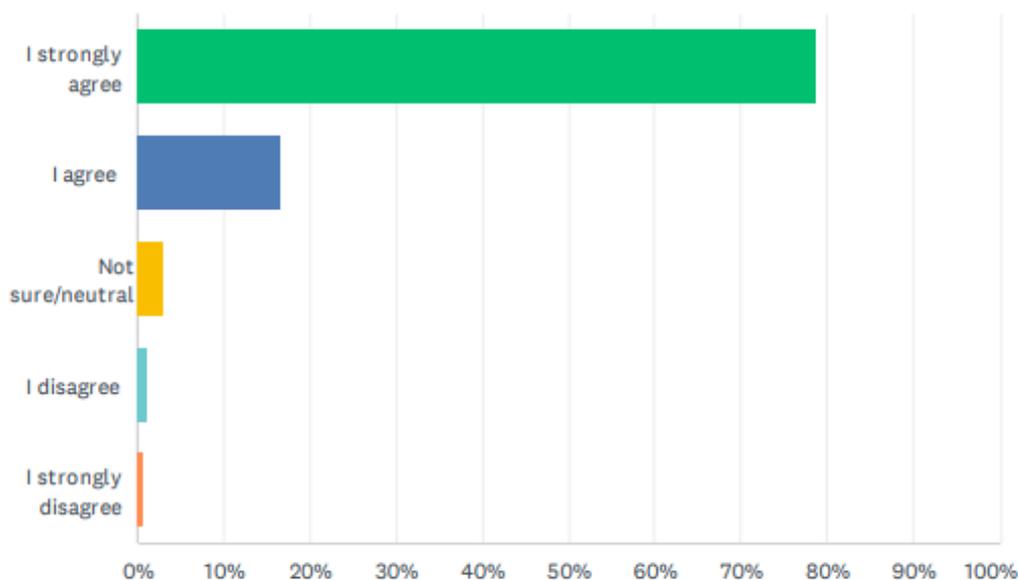
Answered: 352 Skipped: 14



ANSWER CHOICES	RESPONSES	
I strongly agree	33.81%	119
I agree	33.52%	118
Not sure/neutral	28.98%	102
I disagree	1.70%	6
I strongly disagree	2.56%	9
Total Respondents: 352		

Q2 Explore the options for a post office service in the town Following the closure of Lyme Regis Post Office in July, the council is considering how it could support the delivery of a service in the town.

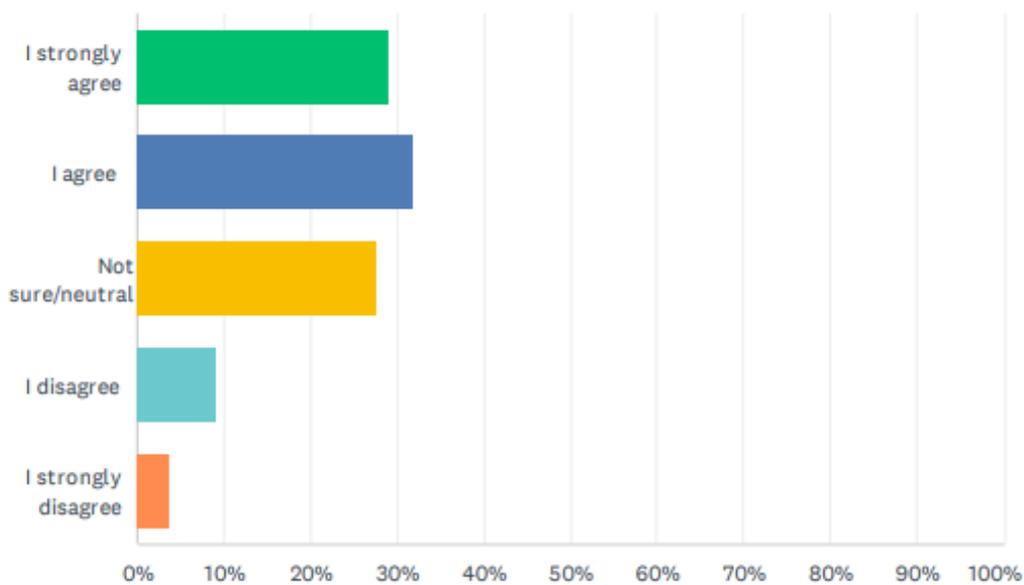
Answered: 361 Skipped: 5



ANSWER CHOICES	RESPONSES	
I strongly agree	78.67%	284
I agree	16.62%	60
Not sure/neutral	3.05%	11
I disagree	1.11%	4
I strongly disagree	0.55%	2
Total Respondents: 361		

Q3 Improve the town bus service The number 71 town bus service operates Monday to Friday, six times a day. The town bus is only cost-effective because it operates alongside a school bus service and is currently subsidised by the town council by £13,000. The suggestions are we improve the service by extending the route, reducing the frequency and extending it to Charmouth and Uplyme, or adding a weekend service. The final option of extending the service to weekends is expensive because it would not be linked to the school bus service.

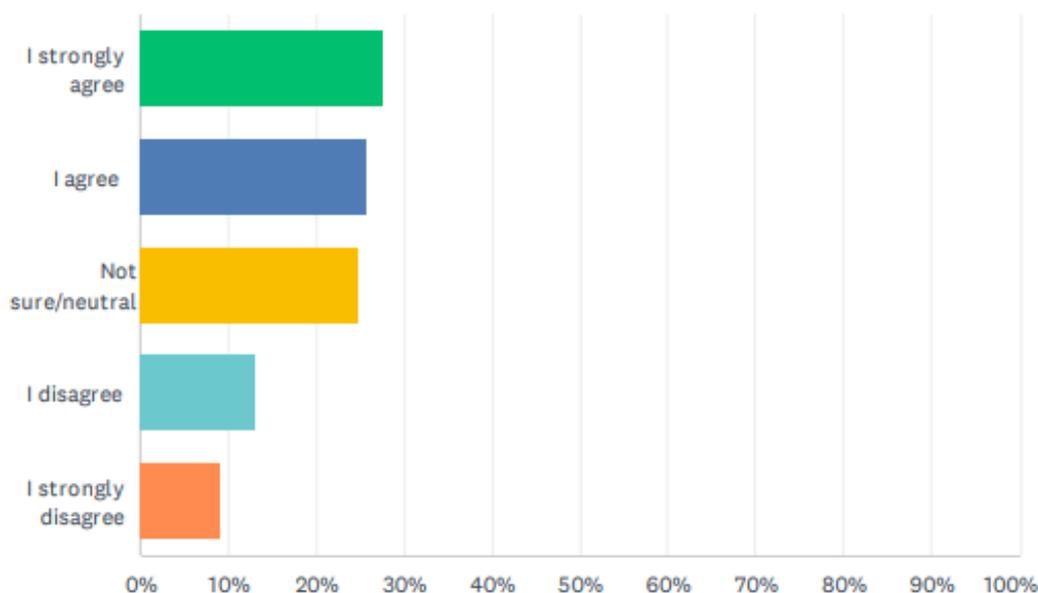
Answered: 352 Skipped: 14



ANSWER CHOICES	RESPONSES	
I strongly agree	28.98%	102
I agree	31.82%	112
Not sure/neutral	27.56%	97
I disagree	9.09%	32
I strongly disagree	3.69%	13
Total Respondents: 352		

Q4 Reduce or remove the precept The precept is the amount of money identified on your council tax bill which pays for services delivered by the town council; the precept generates c.£132,000 per year. Removal of the precept would save an average property around £64 a year. Reducing the precept to a nominal amount, perhaps £1, would ensure the council remains accountable to local taxpayers. This could be a temporary arrangement to help residents through the current cost of living crisis.

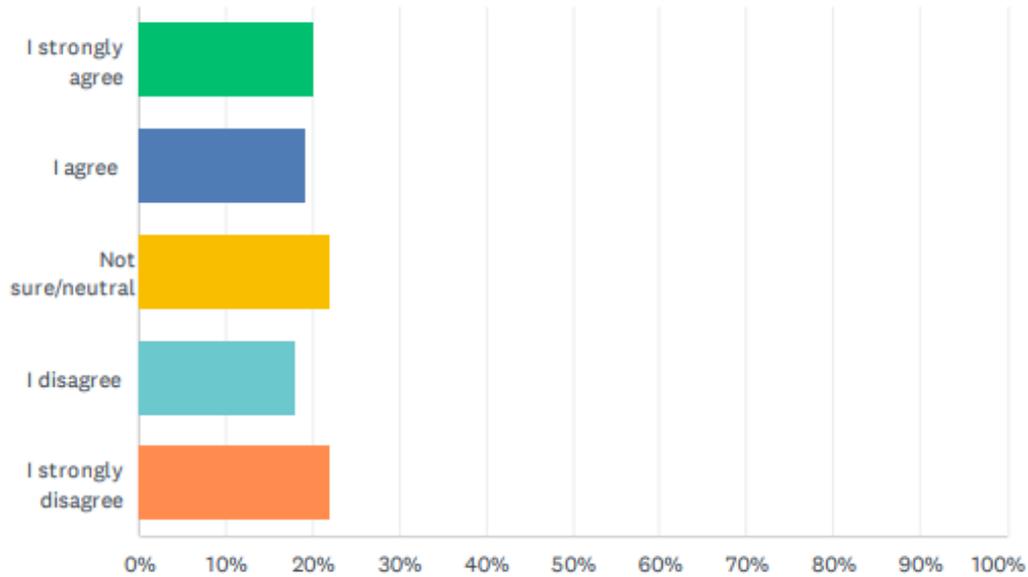
Answered: 359 Skipped: 7



ANSWER CHOICES	RESPONSES	
I strongly agree	27.58%	99
I agree	25.91%	93
Not sure/neutral	24.79%	89
I disagree	13.09%	47
I strongly disagree	9.19%	33
Total Respondents: 359		

Q5 Install gym equipment in the seafront gardens To support good health and wellbeing, we are proposing to install gym equipment in the Langmoor and Lister Gardens for free public use.

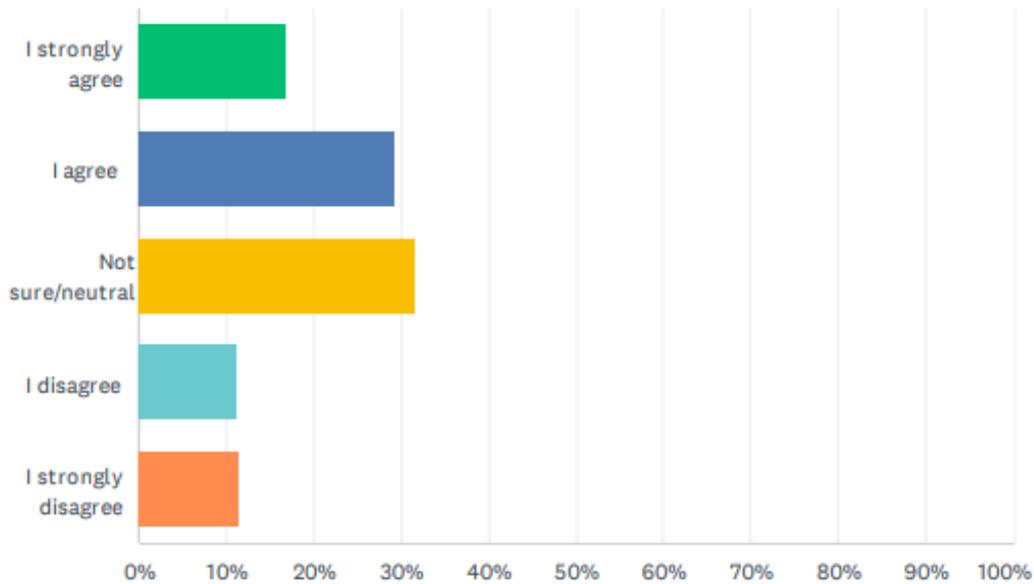
Answered: 364 Skipped: 2



ANSWER CHOICES	RESPONSES	
I strongly agree	20.05%	73
I agree	19.23%	70
Not sure/neutral	21.98%	80
I disagree	17.86%	65
I strongly disagree	21.98%	80
Total Respondents: 364		

Q6 Host an annual town event for residentsAn event at the beginning or end of the summer season to acknowledge that residents hand over their town to visitors. The event will be aimed principally at local residents and businesses. It could be held over a weekend and include live music, activities, theatre and sport.

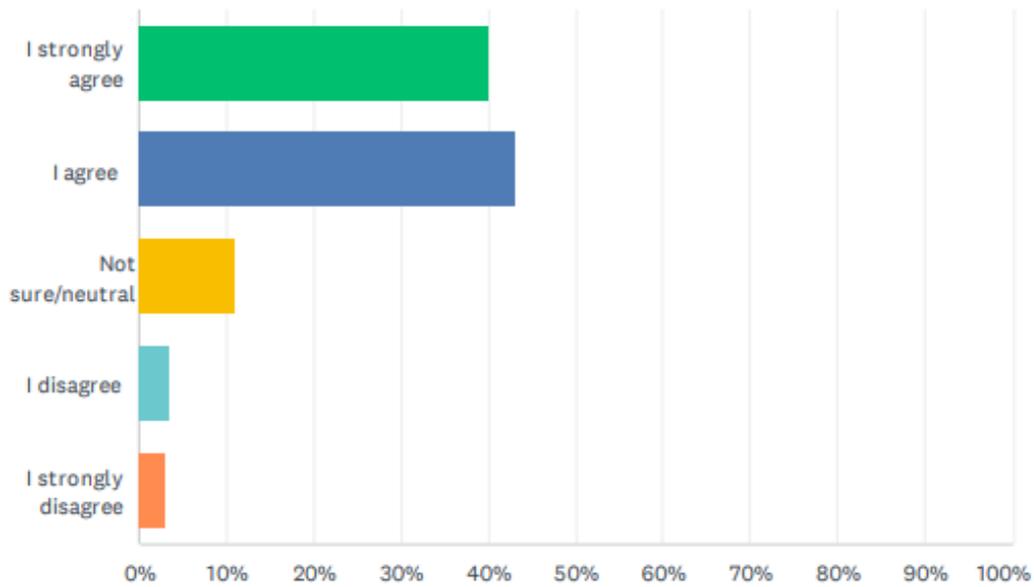
Answered: 364 Skipped: 2



ANSWER CHOICES	RESPONSES
I strongly agree	16.76% 61
I agree	29.12% 106
Not sure/neutral	31.59% 115
I disagree	11.26% 41
I strongly disagree	11.54% 42
Total Respondents: 364	

Q7 Use the seafront gardens for outdoor entertainment The council recently developed the flat roof area in the Lister Gardens for public use. We would like to promote its use for events, theatre performances, live music and open-air cinema.

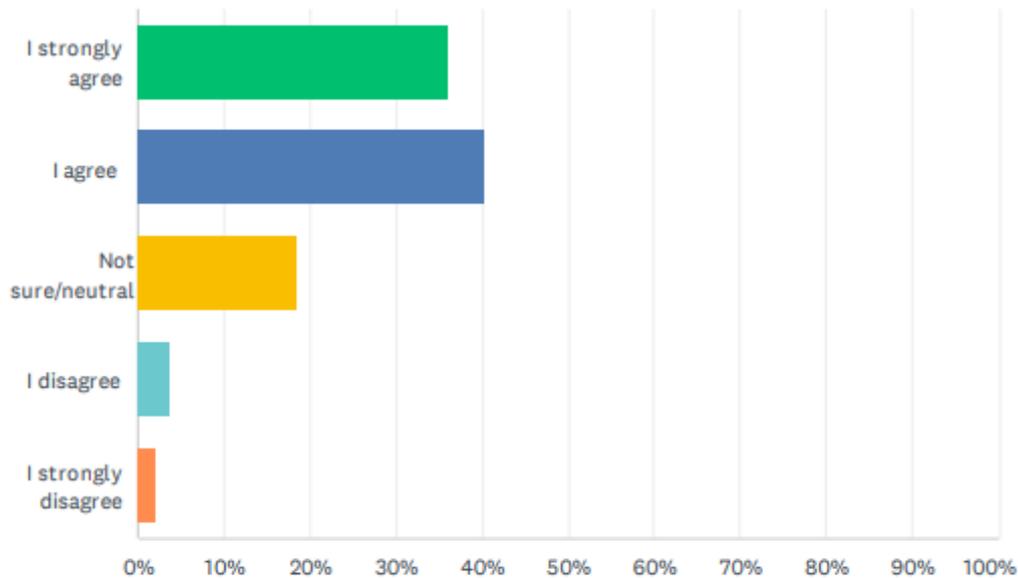
Answered: 362 Skipped: 4



ANSWER CHOICES	RESPONSES	
I strongly agree	40.06%	145
I agree	43.09%	156
Not sure/neutral	10.77%	39
I disagree	3.31%	12
I strongly disagree	3.04%	11
Total Respondents: 362		

Q8 Support a repairs' café or community workshopA repairs' café or community workshop is staffed by volunteers who would undertake low-cost repairs to everyday household items. The service would be run by another organisation but supported by the town council.

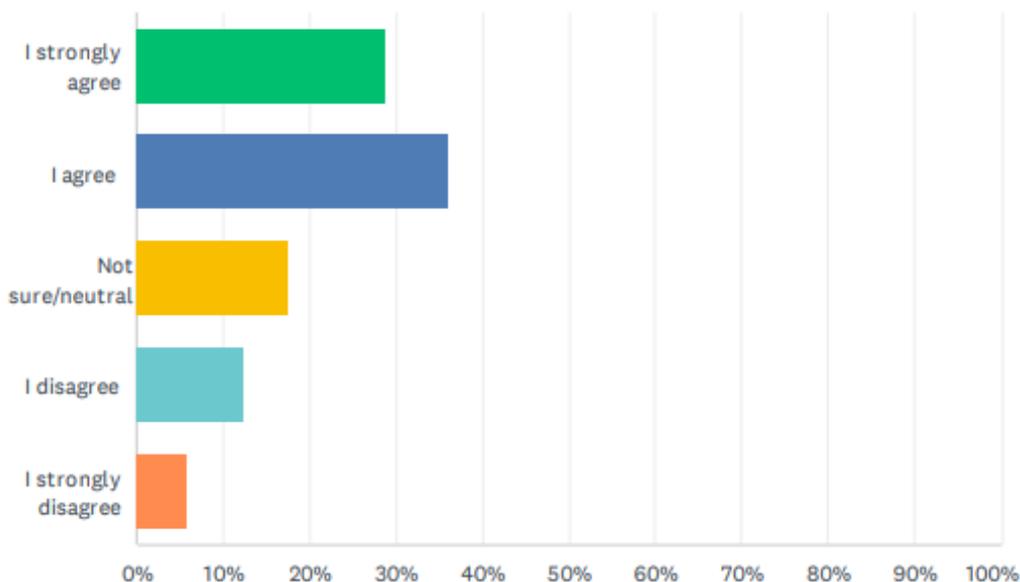
Answered: 360 Skipped: 6



ANSWER CHOICES	RESPONSES	
I strongly agree	36.11%	130
I agree	40.28%	145
Not sure/neutral	18.61%	67
I disagree	3.61%	13
I strongly disagree	2.22%	8
Total Respondents: 360		

Q9 Introduce covered eating areasTo introduce covered areas on the seafront and gardens where people could shelter from seagulls and the sun while they are eating. They would be temporary structures or canopies which would be removed in the winter.

Answered: 364 Skipped: 2



ANSWER CHOICES	RESPONSES	
I strongly agree	28.85%	105
I agree	35.99%	131
Not sure/neutral	17.58%	64
I disagree	12.36%	45
I strongly disagree	5.77%	21
Total Respondents: 364		

APPENDIX 13B

Projects			Operational		
Coronation weekend	20,000		Electronic noticeboards	3,000	
Replace car park machines	5,000		Develop putting green		
Chapel roof	18,000		Enhance the wedding packages	2,000	
Tractor	40,000		Extra guildhall car parking	25,000	
Harbourmaster and the lodge	100,000		Improve or vacate the council offices	500,000	
Mobile Hoist	2,500		Solar panels on council buildings	10,000	A year
Cemetery tarmac	15,000		Green houses	20,000	
Remote control mower	20,000		Footpath repairs for gardens	100,000	
Gardens woodland bridge	5,000		Improve CCTV	20,000	
Gardens handrails	10,000	over 5 years - 50,000	Improve welcome signs	7,000	
Electronic noticeboard - BC	10,000		Green bus stops	50,000	
BC steps/railings	5,000		Urinals	25,000	
West and east store doors	15,000		Family Bursaries	10,000	
Langmoor door	7,000			772000	
Queens memorial	30,000				
Employee benefits package	10,000				
Repairs to Ware Cliff road	50,000				
	362,500				
Total of operational, project and consultatic	1,401,500				

Committee: Strategy and Finance

Date: 12 October 2022

Title: Outside Seating

Purpose of Report

To inform members about the government's decision to allow councils the option of extending the temporary outside seating provision in the Business and Planning Act 2020 (Pavement Licence) (Coronavirus) (Amendment) Regulations 2022 from 30 September 2022 to 30 September 2023

Recommendation

Members consider the report and instruct the town clerk

Background

1. On 13 July 2022, the Strategy and Finance Committee received a report on outside seating. The report detailed the provisions of the Business and Planning Act 2020 in relation to outside seating, the establishments it applied to and that the temporary arrangement ended on 30 September 2022.
2. Based on this information, on 13 July 2022 this committee considered the council's future approach to outside seating and made the following recommendation to the Full Council:

'to reinstate outside seating charges at the previous level when the temporary pavement licence provision ends on 30 September 2022 and to charge businesses for six months from 1 October 2022 to 31 March 2023.'
3. This recommendation was approved by resolution of the Full Council 27 July 2022.
4. In early-August 2020, the town clerk became aware that in late-July 2022 the government had given local authorities the option of extending the temporary outside seating arrangement until 30 September 2023.
5. Members are asked to consider this option and instruct the town clerk, accordingly.
6. Establishments with temporary outside seating arrangement with the town council have been written to and put on notice of the council's resolution 27 July 2022 and informed that because of the government revised position, the issue is being reconsidered.
7. Any recommendations from this committee will be considered by the Full Council on 26 October 2022.

John Wright
Town clerk
September 2022

Committee: Strategy and Finance

Date: 12 October 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 financial year was c.£1.326k.

Report

3. The council's cash holding at 31 August 2022 was c.£1.766m, **appendix 15A**.
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
October 2022

<u>Lyme Regis Town Council</u>			
<u>Bank Balances</u>			
<u>31-Aug-22</u>			
		£	Access
NatWest- General		1,000	Instant
NatWest Liquidity Manager 0.01%		74,651	Instant
NatWest Special Interest Bearing Account 0.01%		473	Instant
Lloyds - Current		11,268	Instant
Lloyds - Liquidity Manager (0.01%)		1,678,370	Instant
Wilkinson Legacy 0.8%		538	One month
TOTAL		<u>1,766,300</u>	

Committee: Strategy and Finance

Date: 12 October 2022

Title: List of Payments

Purpose of Report

To inform members of the payments made in the month of July and August 2022

Recommendation

Members note the report and approve the attached schedule of payments July and August 2022 for the sums of £121,715.83 and £199,932.61, respectively

Background

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

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

Report

2. The format of the report was amended to fulfil the requirements of the transparency code. As well as the date, amount, payee and some brief details, the report now includes an estimated VAT figure and the net cost to the council, as well as a 'merchant category'. The VAT and expenditure categories are indicative of that supplier, because the schedule shows a list of payments, not invoices, so one payment may include multiple invoices and multiple VAT rates, etc. The 'probable' VAT code is the code predominantly associated with the supplier. The 'merchant category' is the name used to group a number of nominal codes and represents the summary level we report on.
3. I present the list of payments for the months July and August 2022 **appendices 16A and B.**
4. If you would like any further information about any of these payments, I would encourage you to contact me in the office prior to the meeting.

Shanie Cox
Finance assistant
October 2022

APPENDIX 16A

<u>Lyme Regis Town Council</u>									
<u>Payments list for July 2022</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-Jul	HMRC PAYE	June PAYE	Monthly	DD	13353.36	0%	-	13,353.36	Staffing
01-Jul	DORSET COUNCIL	Rates	Monthly	DD	8105	0%	-	8,105.00	Outside Works
14-Jul	ALLSTAR	Fuel	Monthly	DD	673.61	20%	112.27	561.34	Outside Works
15-Jul	BANKLINE	Bank Charges	Monthly	BLN	56.2	0%	-	56.20	Office Expenses
19-Jul	DWP	Waste collection	Monthly	DD	2318.34	0%	-	2,318.34	Outside Works
19-Jul	WORLDPAY	Transaction Fees	Monthly	DD	15.03	0%	-	15.03	Office Expenses
20-Jul	WORLDPAY	Transaction Fees	Monthly	DD	24.42	0%	-	24.42	Office Expenses
22-Jul	SALARIES	July Salaries	Monthly	EBP	39189.9	0%	-	39,189.90	Staffing
22-Jul	EDF ENERGY	Energy Bill	Monthly	DD	750.26	5%	35.73	714.53	Utilities
27-Jul	HMRC PAYE	July PAYE and NI	Monthly	DD	12486.88	0%	-	12,486.88	Staffing
Total					<u>£76,973.00</u>				
LLOYDS BANK									
01-Jul	CIPD	Subscription	Annually	DD	168	0%	-	168.00	Office Expenses
01-Jul	TV LICENSE	Subscription	Annually	DD	159	0%	-	159.00	Utilities
01-Jul	ZOOM	Subscription	Monthly	DEB	11.99	0%	-	11.99	Office Expenses
04-Jul	VPW SYSTEMS	Website Hosting	Monthly	DD	378	20%	63.00	315.00	Utilities
04-Jul	SQUARE	Square Team Fees	Monthly	DEB	20	20%	3.33	16.67	Outside Works
04-Jul	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
05-Jul	GRENKELEASING LIM	Photocopier Fees	Quarterly	DD	313.2	20%	52.20	261.00	Office Expenses
05-Jul	GRENKELEASING LIM	Photocopier Fees	Quarterly	DD	306	20%	51.00	255.00	Office Expenses
06-Jul	GIFFGAFF	Mobile Bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
07-Jul	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
08-Jul	UNITY 5	Zatpark Charges	Monthly	DD	543.12	20%	90.52	452.60	Utilities
08-Jul	BROWNS LADDERS	Ladder	One-off	DEB	497.32	20%	82.89	414.43	Outside Works
08-Jul	SP CONVENIENT	Gully Grab	One-off	DEB	245.9	20%	40.98	204.92	Outside Works
08-Jul	ETI LTD	Legionella Thermometer	One-off	DEB	170.4	20%	28.40	142.00	Outside Works
08-Jul	FR JONES AND SON	External PPE	One-off	DEB	91.97	20%	15.33	76.64	Outside Works
08-Jul	AMAZON	Staff Welfare	One-off	DEB	29.98	20%	5.00	24.98	Office Expenses
08-Jul	ZURICH	Additional Insurance	One off	FPO	1120	20%	186.67	933.33	Utilities
08-Jul	CLARITY COPIERS	Printer	Monthly	FPO	408.36	20%	68.06	340.30	Office Expenses
08-Jul	DARKIN MILLER	Internal Audit	One-off	FPO	292.5	20%	48.75	243.75	Office Expenses
08-Jul	RAPID EMERGENCY	First Aid	One-off	FPO	247.5	20%	41.25	206.25	Staffing
08-Jul	SLCC	Staff Training	One- off	FPO	168	0%	-	168.00	Office Expenses
08-Jul	STAFF	Travel Costs	One- off	FPO	148.5	0%	-	148.50	Staffing
08-Jul	IEMA	Membership Subscription	Annually	FPO	145.75	20%	24.29	121.46	Staffing
08-Jul	EUROFFICE	Stationary	One-off	FPO	89.52	20%	14.92	74.60	Office Expenses
11-Jul	SOUTHERN ELECTRIC	Electric	Monthly	DD	344.08	0%	-	344.08	Utilities
11-Jul	BARCLAYCARD	Transaction Fees	Monthly	DD	43.85	0%	-	43.85	Office Expenses
11-Jul	BARCLAYCARD	Transaction Fees	Monthly	DD	15.76	0%	-	15.76	Office Expenses
11-Jul	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
11-Jul	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
12-Jul	TAKEPAYMENTS	Transaction Charges	Monthly	DD	6	0%	-	6.00	Office Expenses
12-Jul	TAKEPAYMENTS	Transaction Charges	Monthly	DD	6	0%	-	6.00	Office Expenses
13-Jul	ZATPARK	Postage Fees	One-off	DEB	100	0%	-	100.00	Office Expenses
14-Jul	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
15-Jul	PENNON WATER SRVCS	Water Charges	Quarterley	DD	2804.78	0%	-	2,804.78	Utilities
15-Jul	PENNON WATER SRVCS	Water Charges	Quarterley	DD	1649.26	0%	-	1,649.26	Utilities
15-Jul	AIB	Transaction Fees	Monthly	DD	808.35	0%	-	808.35	Outside Works
15-Jul	EE LIMITED	Mobile bundle	Monthly	DD	69.77	20%	11.63	58.14	Utilities

18-Jul	SAGE SOFTWARE LTD	Software Support	Monthly	DD	305.76	20%	50.96	254.80	Office Expenses
18-Jul	SOUTHERN ELECTRIC	Electric	Monthly	DD	173.04	0%	-	173.04	Utilities
18-Jul	SOUTHERN ELECTRIC	Electric	Monthly	DD	59.13	0%	-	59.13	Utilities
18-Jul	AMAZON	Subscription	Monthly	DEB	7.99	20%	1.33	6.66	Office Expenses
18-Jul	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
18-Jul	CUSTOMER	Refund for Shelter Hire	One Off	FPO	600	0%	-	600.00	Refunds
18-Jul	CUSTOMER	Ukrainian Fund	One-off	FPO	95.27	0%	-	95.27	Refunds
18-Jul	CUSTOMER	Refund for cancelled booking.	One-off	FPO	81	0%	-	81.00	Refunds
18-Jul	CUSTOMER	Refund for parking permit	One-off	FPO	60.1	0%	-	60.10	Refunds
18-Jul	CUSTOMER	Refund for parking fine	One-off	FPO	40	0%	-	40.00	Refunds
18-Jul	CUSTOMER	Refund for parking fine	One-off	FPO	40	0%	-	40.00	Refunds
18-Jul	CUSTOMER	Refund for parking permit	One-off	FPO	30	0%	-	30.00	Refunds
18-Jul	CUSTOMER	Refund for disabled Beach Hut	One-off	FPO	24	0%	-	24.00	Refunds
18-Jul	CUSTOMER	Refund for cancelled Beach hut	One-off	FPO	12	0%	-	12.00	Refunds
18-Jul	CUSTOMER	Refund for day hire of Beach Hut	One-off	FPO	7.9	0%	-	7.90	Refunds
19-Jul	GOCARDLESS	Zatpark Training Days	One-off	DD	600	20%	100.00	500.00	Office Expenses
19-Jul	WORLDPAY	Transaction Fees	Monthly	DD	70.64	0%	-	70.64	Office Expenses
19-Jul	GIFFGAFF	Mobile bundle	Monthly	DEB	8	20%	1.33	6.67	Office Expenses
20-Jul	WORLDPAY	Transaction Fees	Monthly	DD	23.94	0%	-	23.94	Office Expenses
20-Jul	DC PENSION FUND	Staff Pension	Monthly	FPO	10036.23	0%	-	10,036.23	Staffing
21-Jul	MARINE THEATRE	Term Grant	Quarterley	FPO	5500	20%	916.67	4,583.33	Outside Works
21-Jul	LRDT PROPERTY M	Lease Payment Unit 1A	Quarterley	FPO	1632.42	0%	-	1,632.42	Rents
21-Jul	H C LEWIS	Tarmac Repairs	One-off	FPO	1222.8	20%	203.80	1,019.00	Outside Works
21-Jul	ONE STOP	Union Flag	One-off	FPO	1073.4	20%	178.90	894.50	Outside Works
21-Jul	LR SEA SCHOOL	Grant Payment	One-off	FPO	1000	0%	-	1,000.00	Grants
21-Jul	TRADE UK	External Supplies	One-off	FPO	947.29	20%	157.88	789.41	Outside Works
21-Jul	SHOWBITZ	Electrical Work	One-Off	FPO	900.38	20%	150.06	750.32	Outside Works
21-Jul	IP OFFICE	Phone Contract	Monthly	FPO	876.19	20%	146.03	730.16	Office Expenses
21-Jul	TRAVIS PERKINS	External Supplies	One-off	FPO	812.66	20%	135.44	677.22	Outside Works
21-Jul	YELLOWBOX	Staff Clothing	One-Off	FPO	737.04	20%	122.84	614.20	Staffing
21-Jul	JADE SECURITY	Seafront Security	Monthly	FPO	687.62	20%	114.60	573.02	Office Expenses
21-Jul	SSG TRAINING	First Aid Training	One-off	FPO	630	20%	105.00	525.00	Office Expenses
21-Jul	METRIC	Various inv. Car park card machines	One-off	FPO	611.42	20%	101.90	509.52	Outside Works
21-Jul	CREATIVE SOLUTIONS	Various inv. Car park signs	One-off	FPO	543.32	20%	90.55	452.77	Office Expenses
21-Jul	AXMINSTER IRONWORKS	Mesh cages	One-off	FPO	540	20%	90.00	450.00	Outside Works
21-Jul	TOPSPARKS	Wall and Street lighting repairs	One-off	FPO	492.55	20%	82.09	410.46	Outside Works
21-Jul	SANI SOLUTIONS	Servicing	Annually	FPO	210	20%	35.00	175.00	Outside Works
21-Jul	PEST CONTROL	Rat pest control	One-off	FPO	195	0%	-	195.00	Outside Works
21-Jul	GLASTONBURY BRASS	Performance	One-off	FPO	190	20%	31.67	158.33	Outside Works
21-Jul	EVERGREEN RENEWABLE	Plumbing	One-off	FPO	166.32	20%	27.72	138.60	Outside Works
21-Jul	HONITON BAND	Performance	One-off	FPO	150	0%	-	150.00	Office Expenses
21-Jul	NW SYSTEMS	Camera Streaming	Quarterly	FPO	104.4	20%	17.40	87.00	Office Expenses
21-Jul	ICCM	Subscription	Annually	FPO	95	0%	-	95.00	Office Expenses
21-Jul	STAFF	Travel Costs	One-off	FPO	18.18	0%	-	18.18	Staffing
21-Jul	MOLE AVON	External Supplies	One-off	FPO	16	20%	2.67	13.33	Outside Works
22-Jul	IP OFFICE	Phone Contract	Monthly	DD	843.61	20%	140.60	703.01	Office Expenses
22-Jul	EDF	Electric	Monthly	DD	243.78	0%	-	243.78	Utilities
22-Jul	EBAY	Amenity area supplies	One-off	DEB	142.5	20%	23.75	118.75	Office Expenses
22-Jul	EBAY	Office Purchase	One-off	DEB	84.99	20%	14.17	70.83	Office Expenses
25-Jul	SOUTHERN ELECTRIC	Electric	Monthly	DD	42.35	0%	-	42.35	Utilities
25-Jul	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
25-Jul	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
25-Jul	GIFF GAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Outside Works
27-Jul	GIFFGAFF	Mobile bundle	Monthly	DEB	10	0%	-	10.00	Outside Works
27-Jul	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
28-Jul	SQUARE	Square Dock and Paper	One-off	DEB	204	20%	34.00	170.00	Outside Works
28-Jul	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
28-Jul	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
29-Jul	CENTRE OF EXCELLENCE	Staff Training	One -off	DEB	29	0%	-	29.00	Office Expenses
29-Jul	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities

APPENDIX 16B

Date	Supplier	Detail	Frequency	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
NAT WEST BANK									
01-Aug	DC RATES	Rates	Monthly	DD	8105	0%	-	8,105.00	Utilities
10-Aug	HMRC VAT	VAT April-June	Quarterly	DD	45164.85	0%	-	45,164.85	VAT
15-Aug	BANKLINE	Bank Charges	Monthly	BLN	56.6	0%	-	56.60	Office Expenses
15-Aug	ALLSTAR	Fuel	Monthly	DD	975.78	20%	162.63	813.15	Outside Works
18-Aug	DWP	Waste Collection	Monthly	DD	2515.81	0%	-	2,515.81	Outside Works
18-Aug	WORLDPAY	Transaction Fees	Monthly	DD	24.9	0%	-	24.90	Office Expenses
19-Aug	WORLDPAY	Transaction Fees	Monthly	DD	35.22	0%	-	35.22	Office Expenses
24-Aug	SALARIES	August Salaries	Monthly	EBP	40522.29	0%	-	40,522.29	Staffing
31-Aug	HMRC NDDS	August tax and NI	Monthly	DD	13332.51	0%	-	13,332.51	Staffing
				Total	<u>£110,732.96</u>				
LLOYDS BANK									
01-Aug	INVESTEC	Franking machine rental	Quarterly	DD	174	20%	29.00	145.00	Office Expenses
01-Aug	ZOOM	Subscription	Monthly	DEB	11.99	0%	-	11.99	Office Expenses
03-Aug	SQUARE	Square Team Fees	Monthly	DEB	20	20%	3.33	16.67	Outside Works
04-Aug	HALFORDS	Replacement Bike	One-off	DEB	575	20%	95.83	479.17	Outside Works
04-Aug	AMAZON	External Supplies	One-off	DEB	58.95	20%	9.83	49.13	Office Expenses
05-Aug	CUSTOMER	Refund for beach hut	One-off	FPO	140	0%	-	140.00	Refunds
05-Aug	CUSTOMER	Refund for beach hut	One-off	FPO	126	0%	-	126.00	Refunds
05-Aug	LR COMMUNITY GROUP	Term Grant	One-off	FPO	110.65	0%	-	110.65	Grants
05-Aug	CUSTOMER	Refund for shelters	One-off	FPO	100	0%	-	100.00	Refunds
05-Aug	CUSTOMER	Refund for parking ticket	One-off	FPO	39.45	0%	-	39.45	Refunds
05-Aug	CUSTOMER	Refund for car parking	One-off	FPO	9	0%	-	9.00	Refunds
08-Aug	UNITY 5	Zatpermit annual licence fee	Annually	DD	1200	20%	200.00	1,000.00	Utilities
08-Aug	SOUTHERN ELECRITC	Utilities	Quarterly	DD	927.38	5%	44.16	883.22	Utilities
08-Aug	UNITY 5	Zatpark usage	Monthly	DD	543.84	20%	90.64	453.20	Utilities
08-Aug	AMAZON	External works supplies	One-off	DEB	139.19	20%	23.20	115.99	Office Expenses
08-Aug	AMAZON	Office supplies	One-off	DEB	20.79	20%	3.47	17.33	Office Expenses
08-Aug	GIFFGAFF	Mobile Bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
08-Aug	GIFFGAFF	Mobile Bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
08-Aug	CUSTOMER	LR community fund	One-off	FPO	200	0%	-	200.00	Grants
09-Aug	GIFFGAFF	Mobile Bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
10-Aug	BARCLAYCARD	Transaction Fees	Monthly	DD	41.64	0%	-	41.64	Office Expenses
10-Aug	BARCLAYCARD	Transaction Fees	Monthly	DD	16.41	0%	-	16.41	Office Expenses
10-Aug	DC PENSION FUND	Staff Pension	Monthly	FPO	10164.53	0%	-	10,164.53	Staffing
11-Aug	GIFFGAFF	Mobile Bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
11-Aug	LRDT GRANT	Term Grant	Quarterly	FPO	5000	0%	-	5,000.00	Grants
11-Aug	LR MUSEUM GRANT	Term Grant	Quarterly	FPO	3500	0%	-	3,500.00	Grants
11-Aug	B SHARP GRANT	Term Grant	Quarterly	FPO	2500	0%	-	2,500.00	Grants
11-Aug	BRIDPORT CAB	Term Grant	Quarterly	FPO	2250	0%	-	2,250.00	Grants
11-Aug	AXE RING AND RIDE	Term Grant	Quarterly	FPO	750	0%	-	750.00	Grants
12-Aug	SOUTHERN ELECTRIC	Utilites	Quarterly	DD	390.96	0%	-	390.96	Utilities
12-Aug	GLEN CLEANING	Cleaning Contract	Monthly	FPO	8294.3	20%	1,382.38	6,911.92	Outside Works
12-Aug	RNLI	Beach Lifeguards	Annually	FPO	5168.4	20%	861.40	4,307.00	Grants
12-Aug	FLOWBIRD	Terminal charges	Quarterly	FPO	4815.28	20%	802.55	4,012.73	Outside Works
12-Aug	MARTINS EXCAVATION	Retainign Wall and Storm Drain	One-off	FPO	4614	20%	769.00	3,845.00	Outside Works
12-Aug	M G WEBBER	Multiple invoices Gardening supplie	One-off	FPO	4572.06	20%	762.01	3,810.05	Outside Works
12-Aug	WILLSECURE	Seafront Security multiple invoices	Monthly	FPO	3744	20%	624.00	3,120.00	Office Expenses
12-Aug	AXMINSTER IRONWORK	Fire Basket and planter brackets	One-off	FPO	2592	20%	432.00	2,160.00	Outside Works
12-Aug	DAMORY	Bus Service	Monthly	FPO	2333.34	0%	-	2,333.34	Rents

12-Aug	HOLMES & BLACKMORE	External Works	One-off	FPO	1937.43	0%	-	1,937.43	Outside Works
12-Aug	JADE SECURITY	Cash collection	Monthly	FPO	1796.28	20%	299.38	1,496.90	Outside Works
12-Aug	SSG TRAINING	Staff training	One-off	FPO	1572	20%	262.00	1,310.00	Office Expenses
12-Aug	GROVES NURSERIES	External Supplies	One-off	FPO	1443.82	20%	240.64	1,203.18	Outside Works
12-Aug	EVERGREEN RENEWABLE	Plumbing	One-off	FPO	1002.7	20%	167.12	835.58	Outside Works
12-Aug	AED LOCATOR LTD	Defibrillator	One-off	FPO	969.95	20%	161.66	808.29	Outside Works
12-Aug	ST MICHAELS PFA	Grant Payment	One-off	FPO	800	0%	-	800.00	Grants
12-Aug	TRAVIS PERKINS	External Supplies	One-off	FPO	737.46	20%	122.91	614.55	Outside Works
12-Aug	AXE SKIP HIRE	Skip Hire	One-off	FPO	660	20%	110.00	550.00	Outside Works
12-Aug	AXMINSTER GARDEN M	External Supplies	One-off	FPO	642.75	20%	107.13	535.63	Outside Works
12-Aug	IAE	Prosafe Repair Kit	One-off	FPO	528	20%	88.00	440.00	Outside Works
12-Aug	ELLIS & CO	Investigation and masonry work	One-off	FPO	527.1	20%	87.85	439.25	Outside Works
12-Aug	HELPING HANDS	External Supplies	One-off	FPO	500.9	20%	83.48	417.42	Outside Works
12-Aug	COBB GARAGE	Vehicle Maintenance	One-off	FPO	475.19	20%	79.20	395.99	Outside Works
12-Aug	LR JAZZ FESTIVAL	Grant Payment	Annually	FPO	450	0%	-	450.00	Grants
12-Aug	COASTAL COMMUNITY	Grant Payment	Annually	FPO	450	0%	-	450.00	Grants
12-Aug	SIX PAYMENT	Card Processing Fees	Monthly	FPO	442.37	0%	-	442.37	Office Expenses
12-Aug	KEELY WINDOWS	External works	One-off	FPO	433.63	20%	72.27	361.36	Grants
12-Aug	G AND A COMMERCIALS	Vehicle Maintenance	One-off	FPO	428.69	20%	71.45	357.24	Outside Works
12-Aug	ALLIANZ	Annual Subscription	Annually	FPO	415.63	20%	69.27	346.36	Outside Works
12-Aug	FORTRESS SW LTD	Fire Alarm Maintenance	Bi-Annual	FPO	352.36	20%	58.73	293.63	Outside Works
12-Aug	CENTRAL SOUTHERN	CCTV Maintenance	Annual	FPO	348	20%	58.00	290.00	Office Expenses
12-Aug	CREATIVE SOLUTIONS	External signage	One-off	FPO	308.02	20%	51.34	256.68	Office Expenses
12-Aug	CASA ENVIRONMENTAL	Langmoor Gardens Survey	One-off	FPO	306	20%	51.00	255.00	Office Expenses
12-Aug	SCREWFIX	External Works	One-off	FPO	285.01	20%	47.50	237.51	Outside Works
12-Aug	GLASDON	Bench Plaques	One-off	FPO	270.91	20%	45.15	225.76	Outside Works
12-Aug	THE CARBON LITERACY TRUST	Staff Training	One-off	FPO	220	0%	-	220.00	Staffing
12-Aug	ARTHUR FORDHAMS	External Supplies	One-off	FPO	200.9	20%	33.48	167.42	Outside Works
12-Aug	BUGLARS	External Supplies	One-off	FPO	190.91	20%	31.82	159.09	Outside Works
12-Aug	ECOM6	Zatpark charges	Monthly	FPO	185.82	20%	30.97	154.85	Office Expenses
12-Aug	CLARITY COPIERS	Printer Fees	Monthly	FPO	183.51	20%	30.59	152.93	Office Expenses
12-Aug	BLACKDOWN SAMBA	Band performance	One-off	FPO	175	0%	-	175.00	Marketing & Tourism
12-Aug	P FITZSIMMONS LTD	Gully Work Completed	One-off	FPO	156	20%	26.00	130.00	Outside Works
12-Aug	EUROFFICE	Office supplies	One-off	FPO	146.48	20%	24.41	122.07	Office Expenses
12-Aug	Watco	Safety Tape	One-off	FPO	132	20%	22.00	110.00	Outside Works
12-Aug	LYME ONLINE	Advertising 2 invoices	Monthly	FPO	130	0%	-	130.00	Marketing & Tourism
12-Aug	YELLOWBOX GROUP	Staff Clothing	One-off	FPO	108.84	20%	18.14	90.70	Staffing
12-Aug	METRIC	Car park hosting fees	Monthly	FPO	97.2	20%	16.20	81.00	Outside Works
12-Aug	A J SUPPLIES	Cleaning Supplies	One off	FPO	93.53	20%	15.59	77.94	Outside Works
12-Aug	C K COMMUNICATIONS	2x Walkie Talkie Batteries	One-off	FPO	61.86	20%	10.31	51.55	Outside Works
12-Aug	PEST CONTROL	Pest control	One-off	FPO	60	0%	-	60.00	Outside Works
12-Aug	IMAGIN	ID Badges	One-off	FPO	49.2	20%	8.20	41.00	Office Expenses
12-Aug	WESTCRETE	Concrete	One-off	FPO	42.19	20%	7.03	35.16	Outside Works
12-Aug	MOLE AVON	External Supplies	One-off	FPO	40.49	20%	6.75	33.74	Outside Works
12-Aug	SW HYGIENE	Yellow Bag Service	Monthly	FPO	38.16	20%	6.36	31.80	Outside Works
12-Aug	STAFF	Expenses	One-off	FPO	25	0%	-	25.00	Staffing
12-Aug	STAFF	Expenses	One-off	FPO	24.16	0%	-	24.16	Staffing
12-Aug	STAFF	Expenses	One-off	FPO	23.22	0%	-	23.22	Staffing
12-Aug	STAFF	Expenses	One-off	FPO	7.02	0%	-	7.02	Staffing
12-Aug	STAFF	Expenses	One-off	FPO	6.23	0%	-	6.23	Staffing
15-Aug	AIB	Card Collection July	Monthly	DD	883.17	0%	-	883.17	Outside Works
15-Aug	EE LIMITED	Phone Service	Monthly	DD	74.14	20%	12.36	61.78	Utilities
15-Aug	PAYZONE	Transaction Fees	Monthly	DD	6	20%	1.00	5.00	Office Expenses
15-Aug	PAYZONE	Transaction Fees	Monthly	DD	6	20%	1.00	5.00	Office Expenses
15-Aug	GIFFGAFF	Mobile Bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
16-Aug	SAGE SOFTWARE LTD	Software Subscription	Monthly	DD	305.76	20%	50.96	254.80	Office Expenses
17-Aug	LIVERY DOLE	Vehicle Maintenance	One-off	DEB	479.05	20%	79.84	399.21	Outside Works
17-Aug	AMAZON	External Supplies	One-off	DEB	14.94	20%	2.49	12.45	Office Expenses
17-Aug	GIFFGAFF	Mobile Bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
18-Aug	WORLDPAY	Transaction Fees	Monthly	DD	23.94	0%	-	23.94	Office Expenses

