



John Wright
Town Clerk

Lyme Regis Town Council

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Strategy and Finance Committee

Notice is given of a meeting of the Strategy and Finance Committee to be held at the **Guildhall, Bridge Street, Lyme Regis** on Wednesday 30 November 2022 commencing **on the rise of the Human Resources Committee** when the following business is proposed to be transacted:

John Wright
Town Clerk
24.11.22

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 12 October 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 12 October 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. Internal Audit Report, Visit One 2022-23

To inform members of the outcome of the internal auditor's first visit for 2022-23

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

To allow members to consider and approve the 2023-24 budget, including a precept of £132,779

To inform members of the council's five-year financial plan 2023-28

10. Office Options Appraisal Scoping Report

To allow members to consider and agree the scope of the requested appraisal of options for the council's office accommodation

11. Warm Café Grant Request

To allow members to consider awarding a grant of £2,000 to assist the provision of a warm café at The Hub

12. Exempt Business

LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 12 OCTOBER 2022

Present

Chairman: Cllr M. Ellis

Councillors: Cllr C. Aldridge, Cllr B. Bawden, Cllr R. Doney, Cllr P. May, Cllr C. Reynolds, Cllr D. Sarson, Cllr G. Turner

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

22/17/SF Public Forum

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

22/18/SF Apologies for Absence

Cllr J. Broom – illness
Cllr B. Larcombe – illness
Cllr D. Ruffle – holiday
Cllr R. Smith – work commitment
Cllr G. Stammers – holiday
Cllr T. Webb – work commitments

22/19/SF Minutes

Proposed by Cllr D. Sarson and seconded by Cllr R. Doney, the minutes of the meeting held on 13 July 2022 were **ADOPTED**.

22/20/SF Disclosable Pecuniary Interests

Cllr M. Ellis declared a pecuniary interest in any matters related to the Woodmead Halls and she would leave the room if discussed.

22/21/SF Dispensations

There were none.

22/22/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 13 July 2022

Members noted the report.

22/23/SF Update Report

Members noted the report.

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

Cllr M. Ellis said she felt the probability of member relationships as a risk should be reduced from the suggested 4 in the risk register as relationships had been a lot better in the last few months.

Cllr C. Reynolds agreed and felt there had been some good council meetings.

The town clerk said when the risk register was formulated, he tried to take a long-term view of what had happened and as there hadn't been many council meetings due to the summer recess, he felt it would be optimistic to reduce the rating. If the same discussion took place in several months and the situation was the same, he would be happy to reduce the rating, although this was up to members as it was their risk register.

Cllr B. Bawden said she didn't feel the risk rating should be reduced as it was too early to have a view and she felt things hadn't improved.

Cllr C. Aldridge agreed the rating shouldn't be reduced, especially as the members' away day was yet to take place.

Cllr B. Bawden said she felt climate and environmental risks should be included in terms of the long-term risk to the seafront car parks and the caravan and chalet park due to storm damage.

The town clerk said the risk register was focused on the town council, not on events that might happen on a wider scale. He said officers felt it wasn't warranted to include environmental risks on the basis there had been land movement in the past and the chalets were reinstated and one bad storm when the damage and impact was minimal.

Cllr P. May said he agreed the council should start to think about environmental aspects in its risk management, even if it's not on this occasion.

The town clerk agreed a broad discussion was important but this was specifically about the risks the council faced and it wasn't necessary for climate change in general to be included in the register. He said this seemed to be a good discussion for the Environment Committee.

Cllr B. Bawden said climate change could have an impact on the council's main sources of income over the next five years because storms were increasing in intensity and due to rising sea levels. She felt it wasn't a general risk, it was specific to the council's income.

Cllr M. Ellis said this was a financial risk due to income interruption, which was already included in the risk register.

Proposed by Cllr G. Turner and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the 2022 risk register.

Proposed by Cllr P. May and seconded by Cllr R. Doney, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the risk management policy and the standard annual risk assessment.

The finance manager said the council was forecast to have an end-of-year surplus of £226k, which when added to the reserve at the start of the year, would give an end-of-year reserve of £1.552million.

Cllr D. Sarson asked for clarification on the costs of the office refurbishment as £62k had been spent but the architect had estimated £100-150k.

The town clerk said the total office refurbishment cost would be around £500k but the work had been broken down and some had already been carried out. He said it was planned to replace the first-floor front windows this financial year but a contractor could not be secured because of the time restrictions on the required road closure. The town clerk said further discussions would take place on the office later in the agenda.

Cllr M. Ellis said she was concerned about unbudgeted expenditure, particularly for the tractor and lengthsman's vehicle which had been agreed at the Town Management and Highways Committee. She knew they needed to be replaced but she questioned whether there were cheaper alternatives. She said the plan was to replace one vehicle each year and now there were two unbudgeted vehicles.

The town clerk said although there would always be unbudgeted expenditure, as best as it could, the council should identify expenditure through the budget-setting process because it was poor management to expect to get in-year expenditure agreed on the nod.

Cllr C. Aldridge said she chaired the Town Management and Highways Committee meeting when large amounts of expenditure were committed and in the case of the Ware Cliff access road, it was something that couldn't have been expected. She said the meeting received a schedule of the vehicle fleet, showing their age and expectations for the future so this was part of the effort to plan for the future and ensure all the expenditure didn't come at once.

Cllr P. May said the committee was led to believe the condition of the tractor had deteriorated more quickly than expected and there was a chance it would break down on the beach; with that in mind, the expenditure was unforeseen and had become more urgent.

Cllr R. Doney said he also had concerns about unbudgeted expenditure as it wasn't good management, although he accepted there was always the potential for unexpected things to happen. He asked if any of the assets were due for replacement in the forthcoming year.

The town clerk said officers looked at all the major assets and tried to plan for the forthcoming years and a good example was vehicles. He said the tractor was planned for replacement in 2023-24 but as there was a 12-month lead time, the operations manager had asked the Town Management and Highways Committee to approve the deposit in this financial year. In the case of the lengthsman's vehicle, the council had said it would start to move towards electric vehicles by 2030, so members could have looked at purchasing a second-hand vehicle to get to that point, and then look to replace it with an electric vehicle. However, the committee had decided to purchase a new vehicle.

Cllr C. Aldridge said the committee had decided on a new vehicle as it had to be customised for the council's needs.

The town clerk said a second-hand vehicle could be customised. He suggested further discussions took place at the Full Council meeting when the recommendation was put forward.

22/26/SF Budget and Precept 2023-24 and Five-Year Financial Plan 2023-28

The finance manager said the 2023-24 budget assumed a surplus of £239k, with some reasonable assumptions built in, including 'default' inflationary increases at 10% and a salary increase at 6%. She said known costs and income increases had also been included.

Cllr C. Reynolds left the meeting at 7.30pm.

Cllr R. Doney said the council was predicted to make a substantial surplus each year and it needed to have a plan about why it was raising that money. He said with the way interest rates were going, having money in the bank in substantial amounts was not a good idea.

The town clerk said officers estimated if the reserve was dropped to £1.2million, and budgeting for a reserve of £100k would leave the council with almost £500k to invest in projects in 2023-24. He said the council increase the amount available to £700k if it decided to reduce the reserve to £1million, which would be in line with its policy position, and leave the £100k surplus in the budget to allow the council to deal with any unforeseen events, provided it didn't get spent on unbudgeted items through the year.

Cllr C. Aldridge said the council needed to think carefully about what it spent as she believed over the next 10 years the country would be in a bad financial situation and visitors would not be spending in the same way. She felt it would be unwise not to have reserves and the council should spend on things that were essential and investments.

The town clerk said this was the reason the council budgeted prudently; car parking income was budgeted at pre-Covid levels, for example. He said the council needed to spend its money on meaningful things that would benefit the community or look for opportunities to get some return on its money. He said he would bring a report on treasury management to this committee early in 2023.

Proposed by Cllr D. Sarson and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the 2023-24 base budget and assumptions and approve the base five-year financial plan.

22/27/SF Review of Charges

The town clerk said the charges members were being asked to consider generally affected either local people or visitors and he felt the council should be leading by example by not increasing the burden on local people.

Cllr M. Ellis said equally, if holidaymakers didn't come to Lyme Regis this affected local people as the majority of jobs in the town were tourism related and were taken up by local people, so perhaps other charges needed to be protected too.

Precept

Cllr R. Doney said he liked the idea there should be no increase in charges that fell on residents. As such, he suggested charging no precept for 2023-24 but it would be made clear it was temporary.

Cllr G. Turner said charging no precept was appealing but when it was re-introduced, it would be an even bigger shock.

Cllr B. Bawden said she didn't agree with taking the precept away but she didn't think it should be increased. She said the public consultation showed most people were against or unsure if the precept should be removed or reduced, so not increasing it was recognition that people were having difficulties. She said the principle of people paying for their local services was important and it would be difficult to re-introduce the precept if it was removed.

Cllr C. Aldridge said the precept was quite low but perhaps the council could think of that money being used to help people who needed it. She didn't feel removing it would make much difference to a lot of people.

Cllr M. Ellis was in support of temporarily removing the precept as it would be a way of giving something to everyone in the town, although she would only agree to it for one year.

It was proposed by Cllr R. Doney and seconded by Cllr M. Ellis to charge no precept for 2023-24 on a temporary basis and with the presumption it will be reinstated.

This motion was not carried.

Proposed by Cllr B. Bawden and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** not to increase the precept for 2023-24, set at £132,779.

Cart Road beach hut hire

Cllr R. Doney suggested giving a bigger discount to residents.

The support services manager said members had considered this last year but when officers had provided rough calculations of how much income would be lost, members had changed their position.

The town clerk said members were looking at charges for 2024 so any discount would not be immediate. He said while the residents' discount was at only 10%, some misuse of the scheme by non-residents was expected and could be tolerated but any greater discount and it would encourage people to play the system to obtain the discount.

Cllr P. May suggested increasing the charges for the summer months as that would be the time when visitors would use the huts more and to leave the packages at their current rates.

Cllr R. Doney said due to inflation, it was going to cost the council more to service the huts, although the impact on visitors was also unknown. He supported an increase in

the charges but felt it should be across the board, rather than restricted to specific times.

Cllr M. Ellis said the charges hadn't been increased for two years so it seemed reasonable to do so now.

Proposed by Cllr M. Ellis and seconded by Cllr R. Doney, members agreed to **RECOMMEND TO FULL COUNCIL** to set Cart Road beach hut charges for 2024 as follows:

	Daily Rates 2023	Weekly Rates 2023
January– Easter	£5	
Easter Holiday		£60
April– Spring Holiday	£12	
Spring Holiday		£65
June		£60
July (before summer hol)		£90
July (start of summer hol)- August		£160
September	£14	
October	£8	
November- December	£6	
Christmas & New Year		£90 (2-week booking)
Winter Season	£185	
Summer Season	£1,200	
Annual	£1,850	

Alfresco licences

The town clerk said the council charged for single chairs, as well as covers, currently at £12 per chair and if members agreed to a licence for the Kiosk, he felt £12 per chair seemed too low because it was of significant benefit to the business. He felt it should be dealt with through a separate process and he would come back to members with a realistic figure.

Members agreed the council should be supporting businesses in any way it could.

Proposed by Cllr R. Doney and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to hold alfresco licence charges for 2023-24, as follows:

Covers	£130
Single Chairs	£12

Bell Cliff advertising boards

Cllr C. Aldridge noted there was a long waiting list for the boards and therefore any new businesses were at a disadvantage because once a business had their space, they could keep it for as long as they wanted.

The town clerk confirmed this was how it currently worked and advised leaving things as they were.

Proposed by Cllr M. Ellis and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to hold Bell Cliff advertising charges for 2023-24 at £120, inclusive of VAT.

Marine Parade Shelters

Cllr R. Doney asked how much income the council received from commercial hirers.

The finance manager said income from commercial traders was £20k per annum but some refunds had been made this year because the traders said the prices were too high.

Cllr M. Ellis said although losing commercial traders would be loss of revenue to the council, visitors may then spend their money in local shops, instead of with the shelters' traders who were coming from out of town.

Cllr C. Aldridge said some local businesses had complained about trading in the shelters because they felt it took away from them, plus feedback from the community consultation was that people wanted to use the area for shelter but couldn't when traders were there. She felt if the council could go without the income, it should think of other ways to use the shelters.

The town clerk said one of the conditions of the funding for the shelters' regeneration was that there was a market area so this would need to be carefully considered.

Proposed by Cllr M. Ellis and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** to hold Marine Parade Shelters charges for 2024-25, as follows:

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

Categories	2023-24
DT7 postcodes	£15
Within a 10-mile radius of the offices	£20
Outside a 10-mile radius of the offices	£25
National charities (per hour)	£20
Not-for-profit community events and festivals hiring the shelters	At the discretion of the town clerk

Commercial or private hire

Area		2023-24
Langmoor Room	Per room, per hour	£15
Market area	Per day	£250
Performance area/ top of shelters (Commercial)	Per day	£300
Hire of Performance Area for Performance	Per Half	£60
Hire of any section on top of the shelters	Per Day	At the discretion of the town clerk

Amenities

Cllr C. Aldridge noted the putting green wasn't open and there was no attempt to market it.

The town clerk said the last time it was fully open, revenue was around £600-£800 for the year so it was decided it wasn't worth keeping it open. He said the area could be used for other activities but the council was yet to determine what that could be.

Proposed by Cllr P. May and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to hold amenities charges for 2023-24, as follows: adult mini-golf, £4 and putting, £3; child mini-golf, £2 and putting, £1.50; table tennis, £2 per person.

Weddings and civil marriages

Proposed by Cllr P. May and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to hold weddings and civil marriages charges for 2024-25, as follows:

Monday-Friday	£400
Weekends/BHs	£500

Car parking permits

Cllr M. Ellis suggested no increase to residents' permits but to increase the non-residents and holiday accommodation permits. She said the cost of a holiday accommodation permit was equivalent to one week's rental in the accommodation and they benefited from a whole year of their guests using the car park.

Cllr B. Bawden didn't feel the council should be increasing charges for people who worked in the town and would use the non-residents permits.

Proposed by Cllr M. Ellis and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to set car parking permit charges for 2023-24, as follows:

Residents	£175
Non-residents	£400
Holiday accommodation	£700

Car parking

Cllr G. Turner said times were difficult for people at the moment so any increase should be moderate.

Cllr M. Ellis said she would rather people stayed longer and spent more in the town. She said increasing charges would have a knock-on effect on residents as more people would look for parking in residential areas.

The town clerk said if car parking charges were not increased, the council would lose 10% of its income value in a year..

Cllr R. Doney said increasing parking charges by 10% would mean the council was standing still and this was the biggest income stream.

Cllr B. Bawden felt the council could afford to put charges up by 10p at the beach car parks because if someone stayed for seven hours, it would currently cost them £10.50, which was only 50p more than Dorset Council (DC) car parks but they were much closer to the beach, which had some value.

Proposed by Cllr D. Sarson and seconded by Cllr R. Doney, members agreed to **RECOMMEND TO FULL COUNCIL** to increase car parking charges for 2034-24, as follows:

Cabanya	£1.60 per hour
Monmouth Beach	£1.60 per hour
Woodmead	£1.20 per hour
Woodmead three-day ticket	£35
Woodmead weekly ticket	£65

Penalty charge

Proposed by Cllr G. Turner and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to hold the penalty charge for 2023-24 at £60, with a reduced fee of £40 if paid within seven working days.

Cemetery

Proposed by Cllr R. Doney and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to hold cemetery charges for 2023-24, as follows:

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
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	£30.00	£20.00	£20.00	£25.00	Not Offered	No Extra Charge

Memorial benches

Cllr M. Ellis asked if the cost of purchasing the benches would increase.

The town clerk said the cost of the benches could be tied to the cost of the purchase. He said there wasn't any space for memorial benches but the council had historically traded off the amenity value with the maintenance cost.

Proposed by Cllr P. May and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** that the charge for a memorial bench in 2023-24 should be the same as the purchase cost.

Monmouth Beach garages

Proposed by Cllr P. May and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to increase the charge for Monmouth Beach garages for 2023-24 to £1,375.

The meeting adjourned for a break at 8.31pm.

The meeting resumed at 8.36pm.

22/28/SF Objectives and Projects 2023-2025

The town clerk said the main project for discussion was what the council did with its offices. He said it would require c£500k to bring the building up to a proper office standard and even then, it was still a cottage. He said there needed to be a clear steer from the council about whether to stay in the building or move; moving would release £500k that would have otherwise been spent on refurbishing the building and probably a further £500k from the sale of the building.

Several members said they were aware staff didn't like working in the offices and felt they should be listening to this because if they were not content about where they were working, it would affect their quality of work; as such, they felt the council should move its offices.

However, several members felt it would be difficult to find alternative suitable premises in the town.

Cllr R. Doney said he felt the time had come for members to seriously consider this. He said if he was running a business and he had a wasting asset which required a £500k investment to bring it up to standard, he would be considering if that was the right thing for the business. He suggested there needed to be a business plan, on the presumption the council was looking for other premises, and part of that exercise would be determining what else was available. He added that the money saved in moving offices could be invested in things which benefited the community.

Cllr G. Turner felt the building could be greatly improved with £500k investment.

The town clerk said the building was c140 years old and it currently cost £30-40k to run it, With permitted development, it would increase the value of the site significantly. He said he was looking for an in principle decision from the council to move from the building and further discussions could then take place. He said the offices could potentially move to Unit 1A and use adjacent office space. As the council already owned Unit 1A, so it wouldn't have to pay any rent and the building was already serviced. Operating costs would reduce from £30-40k to £10k per year and the council would have an additional £500k to spend.

Cllr C. Aldridge said she would like to see a business plan with all the options before making any in principle decisions.

The town clerk said he wasn't suggesting members rushed into anything but he was asking for an in principle decision to move out of the offices so there was a real commitment to doing it; otherwise, he felt the issue would keep getting deferred. He urged members to talk to staff about what they thought about working in the building and about health and safety concerns.

Cllr M. Ellis said as the council owned a share of St Michael's Business Centre, she would like to consider negotiating to buy a bigger share of the building as one of the proposals.

Cllr C. Aldridge said any business plan should also include the option of staying and enhancing the current building.

Cllr R. Doney said he couldn't agree that staying in the building was an option as the council had been having these discussions for years and nothing had happened.

Proposed by Cllr R. Doney and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** that the council states its intent to leave the current office premises and instruct officers to work up a business plan about how that can be achieved.

Members discussed the nine projects that residents were consulted on and noted the following:

- Determine the future use of Strawberry Fields – get the options appraisal done and then do a separate public consultation on the future use of the land
- Explore the options for a post office service in the town – it was noted the Post Office building had been purchased and the new owners intended to open a Post office within a shop

- Improve the town bus service – a group of members had already been set up to explore the options with Damory
- Install gym equipment in the seafront gardens – the equipment would be better placed in another location, with Anning Road playing field suggested. Officers were asked to find out what the situation was in other places with regards to vandalism. Church Cliff Walk was also suggested, although it was noted this belongs to DC.
- Use the seafront gardens for outdoor entertainment – officers were already talking to the Marine Theatre about events they could help put on in the gardens
- Support a repairs' café or community workshop – partnerships could be formed with The Hub, Boat Building Academy and others. Repairs' cafes elsewhere tended to run monthly or fortnightly and people volunteered their skills to help out
- Introduce covered eating areas – there may be issues with managing these areas as people might sit under them and stay there all day in the shade. Canopies or similar would also spoil the view and change the look of the seafront. It was noted there was no perfect solution to seagulls.

Members agreed not to pursue an annual town event for residents or covered eating areas. Officers were asked to explore options for the gym equipment in another location. The budget for a post office was retained, although it was noted it might not be needed if a buyer had been found.

Members discussed the other ideas which had come from the public.

Cllr M. Ellis said she supported the idea of a children's play area and splash area on the putting green and a basketball court in the bottom corner of Anning Road playing field. She also liked the idea of a volleyball court.

Cllr B. Bawden supported the idea of more Refill stations, monkey bars in the play park, and e-bikes and scooters. She said Seaton, Axminster and Bridport were installing e-bike stations and she felt Lyme Regis should be doing the same in the near future to link up with those other towns.

The town clerk said if it was a private sector initiative it would be driven by the market and demand for the product and that was the time the council would want to engage with it. He said the council shouldn't be subsidising private sector organisations.

Cllr P. May suggested the operations manager could familiarise himself with what was going on in the market with e-bikes and see what was possible.

Cllr B. Bawden felt bins were also an issue and thought they should be made to look more attractive because people wanted to know they were recycling.

From the list of the public's ideas, members agreed to prioritise and pursue the following:

- A multi-use games area to include a basketball court
- Children's play area and splash area in the gardens
- Monkey bars in the play park
- Beach volleyball court
- More Refill stations in the gardens and Anning Road playing field

Members went through the list of suggested projects and operational projects and removed any they felt should not be pursued.

Members discussed the remote-controlled mower, which the Town Management and Highways Committee had recommended be purchased but was yet to be resolved by Full Council.

Cllr P. May said the committee was told it was a health and safety issue but if that wasn't the case, members should re-think.

The town clerk said there had been one incident in the gardens related to mowing with no resulting absence, although there had been other incidents of slipping not related to mowing. He said if there were thorough risk assessments and method statements that determined the way people operated, maybe that would further mitigate the need to have any other equipment to do the job. He said gardeners were already employed to cut grass and he questioned whether a remote-controlled mower would increase productivity.

Members agreed to remove the following projects:

- Remote controlled mower
- Electronic noticeboard at Bell Cliff
- Greenhouses
- Green bus stops
- Urinals
- Extra Guildhall car parking – this would not be required if the council moved its offices

Members also agreed to increase the budget for family bursaries from £10k to £20k.

The town clerk said £50k had been put in the budget for repairs to the Ware Cliff access road, but officers hoped it could be done for £10k. However, £50k was left in the budget as a precaution.

Proposed by Cllr P. May and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to instruct officers to build up medium-term programme of projects and objectives for the Strategy and Finance Committee on 30 November 2022, based on the following projects:

- Explore the options for a post office service in the town
- Improve the town bus service
- Use the seafront gardens for outdoor entertainment
- Determine the future of Strawberry Fields
- Support a repairs' café or community workshop
- A multi-use games area to include a basketball court
- Children's play area and splash area in the gardens
- Monkey bars in the play park
- Beach volleyball court
- More Refill stations in the gardens and Anning Road playing field
- Coronation weekend
- Replace car park machines
- Repairs to chapel roof
- Replace tractor
- Refurbish harbourmaster's store and cemetery lodge

- Mobile hoist for disabled wheelchairs
- Tarmac cemetery paths
- Repair woodland bridge in the gardens
- Replace handrails in the gardens
- Repairs to Bell Cliff steps and railings
- Replace west and east store doors
- Replace Langmoor Room door
- Memorial to the Queen
- Employee benefits' package
- Repairs to Ware Cliff road
- Electronic car parking noticeboards
- Enhance the wedding packages
- Vacate the council offices – to be further investigated
- Solar panels on council buildings
- Footpath repairs in the gardens
- Improve CCTV
- Improve 'welcome to Lyme Regis' signs
- Family bursaries – budget increased to £20k

22/29/SF Outside Seating

Cllr D. Sarson said the council should be supporting local businesses and that the temporary outside seating provision should be extended until the end of September 2023.

It was proposed by Cllr D. Sarson to extend 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.

This motion was not seconded.

Cllr C. Aldridge said the council should start charging the normal rate again as some businesses had done quite well over the last few years and the council had had very little return for that.

Cllr M. Ellis said the council had made a decision to start charging the normal rate again and it should stick to that decision. As a compromise, she said she would support charging the reduced rate until March 2023 and then to return to the normal charging structure.

The town clerk said if it were not for issues with inflation and the cost of living, he would suggest charging the normal rate as businesses had done well over the last year and the council had taken a hit on the income. However, he agreed extending the temporary provision until 31 March 2023 would be a good gesture.

Cllr D. Sarson withdrew his earlier motion and proposed an amended motion.

Proposed by Cllr D. Sarson and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** to extend the temporary outside seating provision in the Business and Planning Act 2020 (Pavement Licence) (Coronavirus) (Amendment) Regulations 2022 from 30 September 2022 to 31 March 2023.

22/30/SF Investments and Cash Holdings

The town clerk said he would bring a report to the first meeting of this committee in 2023 about the council's investments and interest rates. He said if the council had a reserve of £1.5million, the council could decide to have higher risk investments on around £500k.

22/31/SF List of Payments

Proposed by Cllr M. Ellis and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the schedule of payments for July and August 2022 for the sums of £121,715.83 and £199,932.61, respectively

22/32/SF Debtors Report

Proposed by Cllr M. Ellis and seconded by Cllr P. May, 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.

22/33/SF Exempt Business

a) Debtors' Report

Cllr M. Ellis asked if legal proceedings had begun in relation to unpaid parking permits.

The finance manager said officers were awaiting contact details from Cllr J. Broom to be able to pursue the matter.

Cllr M. Ellis noted there was a debt in relation to Monmouth Beach garages and as they were in such high demand, if people were not paying their rent, they should have their garage taken away.

The financial manager said there had never been an issue with payments for Monmouth Beach garages and her impression was that someone had forgotten to pay their bill.

The meeting closed at 10.12pm.

Committee: Strategy and Finance

Date: 30 November 2022

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

22/24/SF – Statement of Internal Control, Risk Management Policy and Annual Risk Assessment

The updated version of the risk management policy is available on the council website.

22/28/SF – Objectives and Projects 2023-2025

The recommendation relating to office accommodation was amended at the Full Council meeting on 26 October 2022, as follows: 'that a costed options paper is worked up for the council's office premises, to bring back to the council for consideration as a matter of urgency'.

22/29/SF – Outside Seating

Businesses with outside seating on town council-owned land have been informed that the temporary outside seating provision has been extended from 30 September 2022 to 31 March 2023.

John Wright
Town clerk
November 2022

Committee: Strategy and Finance

Date: 30 November 2022

Title: Update Report

Purpose of Report

To update members on issues previously reported to this committee

Recommendation

Members note the report

Report

DAPTC AGM motions

Dorset Association of Parish and Town Councils' (DAPTC) AGM was held on 19 November 2022 and was attended by Cllrs C. Reynolds, B. Larcombe and B. Bawden. The meeting was held online and the highlights are available here: [DAPTC AGM Bitesized Highlights](#).

The meeting was attended by 54 councils, which is just under 34% of the membership. The meeting received 11 motions, three of which were from this council, including one joint motion with Char Valley Parish Council, all of which were carried.

The following motions were from this council (the first was joint with Char Valley):

Request that NALC continue to lobby central government for changes to the Local Government Act 1972 Schedule 12 Part II, permitting parish and town councils to determine whether they meet online and/or in person.

Request that NALC lobby central government for changes to the National Planning Policy Framework to reduce the conflict and contradiction between Conservation's adherence to less effective standards, and Building Regulation's requirements to improved environmental and energy efficient insulation methods and materials, whilst respecting the value of listed buildings.

Request NALC lobby central government to make amendments to housing legislation to amend the qualifying criteria for out of area applicants and weight the criteria in favour of applicants with a proven local connection.

Those who attended the AGM have been asked to complete a survey and the results of the survey will be available on the [DAPTC AGM Webpage](#), along with documents supporting the AGM motions as they progress with NALC, the unitary councils in Dorset and any other bodies DAPTC have been requested to contact.

The minutes of the meeting and the slides from the meeting will be emailed to members via the briefing.

The Oyster and Fish House seating

Ian Simpson, valuer, of Alder King has been instructed to provide valuation advice and to negotiate, on an entirely without prejudice basis, on the council's behalf in respect of the outside seating area.

He has also been instructed to act in respect of the existing balcony and parking space, both of which are currently subject to rent review and lease/licence renewal. He has made initial contact with HIX pending Dorset Council's determination of the planning application for the outside seating area.

The planning application has not yet been determined and the timescale for a decision is not yet clear. If there is any further update on this by the date of the meeting, then it will be provided verbally.'

John Wright
Town clerk
November 2022

Committee: Strategy and Finance

Date: 30 November 2022

Title: Internal Audit Report, Visit One 2022-23

Purpose of Report

To inform members of the outcome of the internal auditor's first visit for 2022-23

Recommendation

Members note the internal auditor's report and approve the management responses

Background

1. Internal audit is an important part of the council's governance and managerial framework and, as such, it is important the town clerk takes responsibility for any observations and recommendations arising from the internal auditor's visits.
2. The council's internal auditor is Darkin Miller – Chartered Accountants. The internal auditor's remit is to establish there is proper book-keeping, risk management arrangements, bank reconciliation and year-end procedures, and controls are in place for payments, budgets, income, petty cash, payroll and assets.
3. Darkin Miller was appointed as the council's internal auditors for the financial years 2015/16, 2016/17 and 2017/18 at the Full Council meeting on 22 July 2015.
4. Following a recommendation from this committee, on 13 December 2017 the Full Council appointed Darkin Miller as the council's internal auditor for a further two years, i.e., 2018/19 and 2019/20. On 8 January 2020, the council approved Darkin Miller's appointment for a further three years.
5. The council normally engages Darkin Miller for up to eight days a year; this covers four audit visits which usually last for two days.

Report

6. Darkin Miller's first audit visit for 2022-23 took place over two days on 26 September and 3 October 2022. The visits and draft report required further clarification and consideration, hence the delay in presenting Darkin Miller's final report to council, **appendix 8A**. The report contains eight recommendations: one high, two medium and five low.

John Wright
Town clerk
November 2022

DARKIN MILLER ~ CHARTERED ACCOUNTANTS

Accountancy ~ Internal Audit ~ Taxation



FINAL

Internal audit report 2022/23

Visit 1 of 3

LYME REGIS TOWN COUNCIL

Date: 4th November 2022

Report author: R Darkin-Miller
Email: r.darkin@darkinmiller.co.uk

Introduction

This report contains a note of the audit recommendations made to Lyme Regis Town Council following the carrying out of internal audit testing on site on the 26th September and 3rd October 2022 with some work carried out remotely.

The audit work has been carried out in accordance with Appendix 9 of the 'Governance and Accountability for Local Councils: A Practitioners' Guide', as supplemented by the requirements of later AGARs.

An internal audit covers the review of the operation of the Council's internal control environment. It is not designed to review and give full assurance over every transaction carried out by the Council. Instead it enables the auditor, following the sample testing of a number of different types of transaction, to give an opinion as to whether or not the control objectives are being achieved across a range of financial and governance systems.

Audit Opinion

As this audit report is an interim one, no audit opinion is offered at this stage. The report issued after the final visit for 2022/23 (which will be in May or June 2023) will contain the audit opinion.

The following areas were reviewed during this audit visit:

1. Proper Book-keeping
2. Risk Management (minutes review – work in progress)
3. Income (work in progress)
4. Exemption
5. Transparency (confirmed not testing 22/23)
6. Public Rights
7. Publication

Audit Recommendations

Recommendations made during the audit are shown in appendix one to this report.

Recommendations are graded as follows:

Rating	Significance
High	Either a critical business risk is not being adequately addressed or there is substantial non-conformity with regulations and accepted standards.
Medium	Either a key business risk is not being adequately addressed or there is a degree of non-conformity with regulations and accepted standards.
Low	Either minor non-conformity with procedure or opportunity to improve working practices further.

The number of recommendations made at this audit visit and their priority are summarised in the following table:

Rating	Number
High	1
Medium	2
Low	5
Info	0
TOTAL	8

I would like to thank John Wright, Town Clerk; Mark Green, Deputy Town Clerk; Naomi Cleal, Finance Manager; and Adrienne Mullins, Support Service Manager for their assistance during this audit.

Darkin Miller ~ Chartered Accountants
2022/23 INTERNAL AUDIT OF LYME REGIS TOWN COUNCIL
FINAL REPORT VISIT 1 OF 3: 4th NOVEMBER 2022

Appendix 1 – Recommendations and Action Plan

Recommendation number	Detail	Priority (Low/Medium/High)	Management Response	Responsible Officer	Due Date
3.1 – Ensure all approved minutes on file	<p>I reviewed the minutes to confirm that there was no unusual financial activity. I found no such activity but did note the following:</p> <p>Town Management - the minutes of 10/11/21 (which was a virtual meeting) were not on file. The minutes of 20/04/22 were filed with the Environment Committee minutes.</p> <p>Human Resources - I could not find the minutes of 15/09/21 on file (although I had previously reviewed them and was just checking signatures). There were two sets of signed minutes for the meeting of 09/02/22.</p> <p>Tourism, Community & Publicity - I could not find the minutes of 17/11/21 on file or on the website (although I had previously reviewed them and was just checking signatures). There were 2 sets of signed minutes for 09/03/22 on file.</p> <p>Planning - The minutes of 30/11/21 (which was a virtual meeting) were not on file.</p> <p>The Support Services Manager noted that the minutes of</p>	L			

	<p>the virtual meetings had been approved for accuracy, and noted that all minutes not on file would be added and signed by the Chairman as soon as possible. She also noted that the additional minutes and the misfiled minutes were rectified.</p> <p>I recommend that the missing minutes are signed and added as planned in order that the Council has a complete approved set of business and decisions.</p>		Agreed.	AM	31.10.22
5.1 – Ensure timely reversal of year-end adjustments	<p>I checked to see that all income due to the Council is collected. I found that the initial comparison of income year on year indicated a fall of £44k year on year as the income received in 21/22 relating to 22/23 (which was moved onto the balance sheet at 31/03/22 as a 'receipt in advance' had not been reversed out pending the reconciliation of the balance to resolve a difference between the total RIA for 22/23 and the total on the balance sheet account at the year-end. Receipts in advance have now been reversed and the results indicate that income is up by £67k year on year.</p> <p>I recommend that the small balance on the RIA account is investigated and resolved as soon as possible, and that the reversal of the RIA balance is included in a post year-end checklist to ensure all year-end adjustments are promptly reversed.</p>	M	Agreed. Investigative work required to identify errors.	NC	31.12.22
5.2 – Ensure required car park ticket machine	<p>The figures indicate that the Council is £41k down on car park income, but a review of the aged debt report shows that £30.7k net of car park income is shown as a payment on account (where monies have been received</p>	H			

<p>reports are obtained and complete reconciliation</p>	<p>but not yet posted to the income & expenditure account). The Finance Manager confirmed that, following a change in some car park ticket machines and the associated back office reporting, it has not been possible to access the detailed reports needed to reconcile takings per the ticket machines to the cash received in order to complete the reconciliation and ensure that all monies due have been received. The Finance Manager has made several attempts to obtain the required information from the supplier.</p> <p>I recommend that the Council ensures that the required reports are obtained from the supplier in order to ensure that all car park income can be reconciled and posted to the income & expenditure account. Any future changes to car park ticket machines and related software should ensure that the reports required to reconcile car park income can be obtained.</p>		<p>Agreed.</p>	<p>NC</p>	<p>31.12.22</p>
<p>5.3 – Ensure miscodes corrected</p>	<p>I noted a number of miscodes within the income ledger. There is c£20k of income with the MB Day Huts Site Licence code (the default income code) which relates to chalet hire, concession income, and parking fees. £218 of caravan rates were coded in error to MB Caravans site licence. £2.5k of SG Parking Licence income was coded in error to CC Church Cliffe Licence.</p> <p>I recommend that the miscoded income is corrected in the accounts, that a check is made prior to posting to ensure that the correct nominal code is being used, and that the detailed ledger accounts are reviewed</p>	<p>M</p>	<p>Agreed.</p>	<p>NC</p>	<p>Completed</p>

	periodically in order to ensure that income is coded correctly, and that any miscodes are identified and amended at the earliest opportunity.				
5.4 – Review of aged debt and actions to collect older debts	<p>I noted that the aged debt profile as at 31/08 year on year showed a slight reduction in total debt (from £220k to £212k) and a reduction in total debt over 120 days (from £74k to £35k (of which 61% pay by instalments or are on a payment plan). A number of the long-standing debtors arising from the change in site licences several years ago have now cleared their debt. Of the balance remaining, only £1.5k is thought to be at risk of collection. A debt report is taken to each meeting of the Strategy and Finance Committee to ensure that Councillors are aware of the levels of debt and action being taken to collect monies owed. The Finance Manager noted that the latest review of smaller value debt and actions to recover outstanding monies will commence w/c 07/10/22 (once the budget has been drafted).</p> <p>I recommend that the review of aged debt and the recovery of outstanding monies is carried out as planned.</p>	L	Agreed.	NC	30.11.2022
5.5 – Clear down credit balances on aged debt where possible	There are several credit balances on the aged debt report, several as a result of RPI credits and credits relating to the VAT refund issued during Covid. There are also credit balances where people have paid by instalment or where a receipt has not been matched (on Sage) against the relate invoice.	L			

	I recommend that receipts and payments by instalment are allocated to the related invoice(s) as part of the review of aged debt. This will help to clear up the ledger and ensure that the audit trail is clear.		Agreed. To be undertaken in conjunction with invoicing in April 2023.	NC	30.04.22
5.6 – Clear suspense account	<p>I noted that the suspense account (where unknown bank payments or receipts are posted pending investigation) had a balance of £341.09 at 31/08/22. The Finance Manager had identified 2 of the balances (£300 related to a new concession and was to be set against the related invoice, 9p related to a bank error (where the bank had shown too high a credit balance following a receipt being paid in)) but was waiting on information to code up the two smaller amenities receipts.</p> <p>I recommend that the suspense account is cleared as planned as soon as possible, in order to ensure that all bank payments and receipts are correctly allocated.</p>	L	Agreed.	NC	30.11.22
5.7 – Credit overcharged invoice	<p>During the income testing, the Finance Manager identified that one of the hirers of the Shelters had been charged for use of the Guildhall which had not been requested or provided. The Finance Manager has confirmed that the amount will be credited back to the hirer.</p> <p>I recommend that the correction is made as planned.</p>	L	Agreed.	NC	Completed

Committee: Strategy and Finance

Date: 30 November 2022

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

Purpose of the Report

To allow members to consider and approve the 2023-24 budget, including a precept of £132,779

To inform members of the council's five-year financial plan 2023-28

Recommendation

- a) Members approve a budget for 2023-24, appendix 9A
- b) Members consider and approve the 2023-24 objectives
- c) Members approve a precept of £132,779 for 2023-24
- d) Members consider the five-year financial plan 2023-28 and the impact on the council's forecast reserve over that period

Background

1. Each year the council must approve the budget and precept for the following financial year.
2. At this committee on 12 October 2022, members considered the first draft of the 2023-24 budget, five-year financial plan, and projects. The recommendations from this committee were subsequently approved by the Full Council on 26 October 2022.
3. This report incorporates the budget assumptions presented to this committee on 12 October 2022, along with the decisions made at that meeting, i.e., inflation assumptions, charging adjustments, the precept, and objectives.
4. Following the recommendations of this committee on 12 October 2022, officers have amended the list of objectives and prioritised asset investment along with ideas put forward by the public. These suggestions are for further member consideration.
5. The report starts with the second draft of the 2023-24 budget, **appendix 9A**.
6. Officers have adopted a prudent approach to the budget. Known income, only, is included in the budget; speculative income is excluded. All known and reasonably anticipated expenditure is included in the budget. If there is no known intelligence, inflation assumptions default to 10%.

The 2023-24 budget

7. The following paragraphs in this section of the report summarise the income and expenditure decisions and assumption that inform the 2023-24 budget, **appendix 9A**. For comparison, variances from the 2022-23 budget are explained.

Income

8. There is a 10p per hour increase in car parking charges along with increases in three-day and weekly parking permits. Income is budgeted using pre-Covid assumptions which do not allow for the increases in car parking revenue during the post-Covid period. Providing there isn't a reduction in visitors, an increase of 10p per hour will generate additional income of £58,567 in 2023-24, creating a total income of £857,066.
9. Lease and licence conditions link privately-owned chalets, caravans, and beach huts site rents to September's retail price index (RPI). The RPI for September 2022 is 12.6%. This generates a total income of £399,861, an increase of £36,481.
10. Providing there is no reduction in demand, the variable increases to beach hut charges will create additional income of c.£2,000 in 2023-24.
11. The resolution to charge memorial benches at cost has no budget implications.
12. Following the council's resolution not to change the precept and charges for alfresco seating (with the exemption of new charges for The Kiosk), Bell Cliff advertising, shelters' hire, mini-golf and table tennis, weddings, annual car parking permits and penalty charges, and cemetery charges, there are no budget changes.
13. This committee will receive a report in early-2023 advising on investment. With the upward movement in the base rate, any decisions made should produce a greater return.

Expenditure

14. Staffing expenditure for 2023-24 is £877,269. This is an increase of £95,371. This consists of the additional cost of the 2022-23 national pay award, £23,456; £25,000 resulting from South West Councils' pay review; and a 2023-24 national pay award assumption of 6%, i.e., £46,913.
15. Utility costs are amended from the first budget draft which was presented to this committee on 12 October 2022; the 2023-24 budget has increased from £198,000 to £239,000. The increase is due to revised electricity costs which have increased from £17,160 to £58,000. This increase doesn't include the government discount which has been promised for businesses because the details are not yet available.
16. There are no further expenditure changes to the report considered by members on 12 October 2022. Members should also note the recent Dorset Council grant for additional seafront resources in the summer is unlikely to be available for 2023-24. The cost of security, additional toilet cleaning, and evening working is not included in the 2023-24 budget.
17. Excluding objectives and projects, the 2023-24 budget has a surplus of £227,226.
18. In addition, the council's opening reserve at 1 April 2022 was £1,326,569 and the council's surplus at 31 March 2023 is forecast at £226,015; a total year-end reserve of £1,552,584 is forecast.

Available resources

19. To allow for financial uncertainty, at the last meeting of this committee on 12 October 2022, the town clerk suggested a 2023-24 reserve of £1,200,000 and a budget surplus of £100,000. This would release £479,810 for projects.

20. If the council reduced its 2023-24 reserve to £1,100,000 this would release £579,810 for projects and if it reduced its reserve to a sum closer to its substantive policy position, £1,000,000, this would release £679,810 for projects.

Budget objectives 2023-24

21. At the last meeting of this committee on 12 October 2022, members reduced the draft list of objectives submitted by officers.
22. Officers have reviewed the revised projects' list, **appendix 9B**, and created three priority lists. Priority one is principally asset-based, see below. Officers' judgements were informed by the prudence of maintaining the council's assets in an uncertain financial climate and where the value of its investments and cash holdings are unlikely to keep up with inflation.

Priority one

Replace car park machines	5,000
Replace chapel roof	18,000
Tractor	40,000
Harbourmaster store and the lodge	100,000
Cemetery tarmac	15,000
Gardens woodland bridge	5,000
Gardens handrails	10,000
Bell Cliff steps/railings	5,000
Replace langmoor door	7,000
Footpath repairs for gardens	100,000
Improve CCTV	38,000
Seafront fascia	10,000
Church wall repairs	30,000
Sculpture trail	6,000
Climate action plan initiatives	25,000
Total	414,000

23. The garden handrail project runs for five years and commits the council to £50,000 in total.
24. On 16 November 2022, the Tourism, Community and Publicity Committee made a recommendation to the Full Council to approve £6,000 for the sculpture trail. For this reason, it has been added to the priority one project list.
25. The climate action plan budget is part of £75,000 which runs over three years.
26. If members agree to the asset-based projects in paragraph 22, and it sets its 2023-24 reserve at £1,200,000, this leaves £65,810 for further projects. This sum can be increased by reducing the 2023-24 reserve, e.g., if the 2023-24 reserve is reduced to £1,000,000, this would release £265,810 for further projects identified in the priority two and three lists.
27. Of the remaining projects in **appendix 9B**, officers suggest members pay sufficient regard to those projects identified through the community consultation process earlier this year. This creates the priority two list, see below. A combination of two large and several small projects totals £407,800. A combination of one large project and several small projects totals £257,800.

Priority two

Strawberry field options appraisal	10,000
Coronation weekend	20,000
Enhance the wedding packages	2,000
Bursaries	30,000
Supporting repairs café	15,000
Gym Equipment	25,000
Water refill stations	300
Multi-use games area	150,000
Monkey bars	5,000
Children's play area - Lister gardens	150,000
Beach volleyball	500
Total	407,800

28. The office refurbishment is excluded from the project lists in paragraphs 22 and 25. If members decided to pursue the refurbishment of the council's office's, officers propose this becomes the sole project for 2024-25.
29. The priority three list excludes extra Guildhall car parking, £25,000; this is linked to the investment decision on the council's offices.

Priority Three

Install solar panels on council buildings	10,000
West and east store door repairs	15,000
Queen's memorial	30,000
Employee benefits package	10,000
Electronic noticeboards	3,000
Improve welcome signs	7,000
Town bus extras	5,000
Total	80,000

30. The council has set aside £25,000 for the climate action plan initiative; the installation of solar panels on council buildings could be undertaken from this budget.
31. One of the major projects suggested by the community could be dedicated as a memorial to Queen Elizabeth II.
32. The above excludes in-year demands on the council's financial resources. Again, the finance manager and town clerk are stressing the importance of containing expenditure within approved budgets and that any in-year expenditure should only be approved to deal with unforeseen and emergency events.

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

Naomi Cleal John Wright
Finance manager Town clerk
November 2022

APPENDIX 9A

Income	2023-24	2024-25	2025-26	2026-27	2027-28
Precept Total	132,778.80	132,778.80	132,778.80	132,778.80	132,778.80
Car Park Total	926,217.00	926,217.00	926,217.00	926,217.00	926,217.00
Chalet & Caravan Total	401,861.98	401,861.98	401,861.98	401,861.98	401,861.98
Concession Total	9,100.00	9,100.00	9,100.00	9,100.00	9,100.00
Alfresco Licenses Total	21,200.00	21,200.00	21,200.00	21,200.00	21,200.00
Commercial Rent Total	244,810.00	251,060.00	249,560.00	249,560.00	249,560.00
Advertising Total	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
Amenities Total	114,000.00	114,000.00	114,000.00	114,000.00	114,000.00
Cemetery Total	6,700.00	6,700.00	6,700.00	6,700.00	6,700.00
Licenses Total	12,040.00	12,040.00	12,040.00	12,040.00	12,040.00
Other Total	21,550.00	21,550.00	21,550.00	21,550.00	21,550.00
Interest Total	400.00	400.00	400.00	400.00	400.00
TOTAL	1,893,657.78	1,899,907.78	1,898,407.78	1,898,407.78	1,898,407.78
Expenditure					
Outside Works Total	251,750.00	251,750.00	251,750.00	251,750.00	251,750.00
Democratic Rep Total	30,632.00	30,632.00	30,632.00	30,632.00	30,632.00
Rents Total	46,600.00	46,600.00	46,600.00	46,600.00	46,600.00
Licensed Land Total	2,750.00	2,750.00	2,750.00	2,750.00	2,750.00
Office Admin Total	92,665.60	91,455.60	91,455.60	92,665.60	91,455.60
Staffing Total	897,318.82	897,318.82	897,318.82	897,318.82	897,318.82
Marketing Total	20,500.00	20,500.00	20,500.00	20,500.00	20,500.00
Utilities Total	239,375.00	239,375.00	239,375.00	239,375.00	239,375.00
Grants Total	84,840.00	84,840.00	91,840.00	91,840.00	91,840.00
Loans Total	-	-	-	-	-
TOTAL	1,666,431.42	1,665,221.42	1,672,221.42	1,673,431.42	1,672,221.42
Reserve Inc/(Dec)	227,226.36	234,686.36	226,186.36	224,976.36	226,186.36

APPENDIX 9B

Replace car park machines	5,000	1
Replace chapel roof	18,000	1
Tractor	40,000	1
Harbourmaster store and the lodge	100,000	1
Cemetery tarmac	15,000	1
Gardens woodland bridge	5,000	1
Gardens handrails	10,000	1
Bell Cliff steps/railings	5,000	1
Replace langmoor door	7,000	1
Footpath repairs for gardens	100,000	1
Improve CCTV	38,000	1
Seafront fascia	10,000	1
Church wall repairs	30,000	1
Sculpture trail	6,000	1
Subtotal	389,000	
Strawberry field options appraisal	10,000	2
Coronation weekend	20,000	2
Enhance the wedding packages	2,000	2
Bursaries	30,000	2
Supporting repairs café	15,000	2
Gym Equipment	25,000	2
Water refill stations	300	2
Multi-use games area	150,000	2
Monkey bars	5,000	2
Children's play area - Lister gardens	150,000	2
Beach volleyball	500	2
Subtotal	407,800	
Solar panels on council buildings	10,000	3
West and east store doors	15,000	3
Queens memorial	30,000	3
Employee benefits package	10,000	3
Electronic noticeboards	3,000	3
Improve welcome signs	7,000	3
Town bus extras	5,000	3
Subtotal	80,000	
Extra guildhall car parking	25,000	4
Improve or vacate the council offices	500,000	4
Subtotal	525,000	
Total	1,401,800	

Committee: Strategy and Finance

Date: 30 November 2022

Title: Office Options Appraisal Scoping Report

Purpose of Report

To allow members to consider and agree the scope of the requested appraisal of options for the council's office accommodation

Recommendation

Members consider and agree the scope of the requested appraisal of options for the council's office accommodation and instruct the town clerk accordingly

Background

1. At the meeting of Full Council on 26 October 2022 and as part of a wider discussion about the 2023/24 budget, priorities and objectives, members resolved that a costed options paper be worked up for the council's office premises, to bring back to the council for consideration as a matter of urgency.
2. This paper will involve significant officer time and will also require specialist, external and paid-for input. For this reason, it would be helpful to agree the scope of work in advance, on the one hand to avoid the expenditure of any unnecessary cost and time and, on the other hand, to ensure that member expectations are fully met.

Report

3. The officer view is that an appropriate scope of work would be as set out in the schedule below. Members are asked to indicate whether any of the listed items should be omitted or whether any required items have been missed.

Suggested scope of work

Existing Office

1. Brief description of existing office, including:
 - floor areas, layout, construction, staff and visitor numbers
 - utilities and other running costs
 - extent of ownership
 - historic maintenance costs
 - benefits arising from location adjacent to Guildhall
2. Costed schedule of outstanding and urgently required repair works and the process and timescale for delivery, including delivery constraints
3. Costed schedule of 'desirable' works to improve environmental performance, heating, lighting, facilities, internal layout and car parking
4. Potential for extension and any costs or benefits
5. Commercial valuation of existing office, before and after any works
6. Potential for achieving enhanced valuation via development or alternative use options

Unit 1A, St Michael's Business Centre

1. Description of unit, floor area, security of tenure, existing rent and service charges, opportunity costs, estimated utilities and running costs and any impacts on delivery of existing or enhanced service levels
2. Costed schedule of works to make useable and the process and timescale for delivery, including delivery constraints
3. The opportunity to and costs of occupying additional neighbouring space within the same building

Other existing units to rent or buy

1. The availability, location and cost of other potentially suitable units or buildings to rent or buy, including a description of floor areas, estimated costs to convert, improve and run, plus any delivery or use constraints

Other new build options

1. The availability and location of other potentially suitable sites to accommodate a new build option, the likely gross and net cost of that option, timescales for completion and implications in the short-term during any construction period.
4. With regard to the latter two options, suitable locations are deemed to include the central area of the town, Woodmead car park and the business park off Uplyme Road.
5. The intention is that the final options report be submitted to the meeting of this committee on 1 February 2023.
6. Any recommendations from this committee will be considered by the Full Council on 14 December 2022.

Mark Green
Deputy town clerk
November 2022

Committee: Strategy and Finance

Date: 30 November 2022

Title: Warm Café Grant Request

Purpose of Report

To allow members to consider awarding a grant of £2,000 to assist the provision of a warm café at The Hub

Recommendation

Members consider the report and instruct the town clerk

Report

1. On 1 November 2022, Lyme Regis Development Trust (LRTC) opened its warm café at The Hub. Attached at **appendix 11A** is a report from LRTC's chief executive which details the opening times, facilities, and a £2,000 grant request to support additional heating costs.

John Wright
Town clerk
November 2022

Hello John,

Following our conversation, it looks like the key area of support we will need for the Warm Café is around (as you might expect) fuel bills.

The Warm Café will run on Tues, Weds, Thurs and Fri afternoons between 1pm and 3.30pm. We're working to build up a team of volunteers – but we still need people.

The Warm Café will run in our café space. We won't have the kitchen open, but we have purchased 'airpot' flasks so we can provide people with free tea and coffee at these times. We'll also have biscuits around. Our volunteers will be there to keep a general eye on things, be friendly, make tea and handle spillages. All stuff covered by our normal operational risk assessments.

We are also purchasing new cushions for the seats which are a bit hard and will have Lyme Bay Radio playing. The café is wi-fi enabled. We're going to look to put a few games and jigsaws out. We expect things to be quiet in the run up to Xmas, and get really busy afterwards. By then, people will have got had winter power bills, had a few festivities etc. It also looks like many of the stores (like Iceland) who are fixing costs at the moment on key items will have to put them up in 2023.

We are chasing funding elsewhere to run professional cookery sessions teaching people how to make food go further – which also means they'll be food to eat at these events.

So, for us, the cost is around power. Elsewhere in the Hub we have a broken boiler which is being replaced today.

I've checked the UK Gov website, it looks like we don't meet any of the conditions at LRDT for reduced energy costs. The information we do have is that in January 2022, the power bill for the Hub. We paid £1,100 for the month. This was a month before Putin's thuggery – so the already high costs were pre-war.

Running the Warm Café is going to mean that we need to heat the café space to a comfortable temperature for older people for an extra 10 hours a week.

I'm used to preparing carefully calculated funding bids – but with the Warm Café (which will be needed in future years too) it's just not possible to do this with any accuracy. I understand that the price freezes most people/institutions have are only on the energy – and that suppliers can still (and may have to...) increase the standing charges?

I'm sure that if the Town Council were able to help meeting these extra heating costs it would be very popular with Lyme people. Francesca is going to run a story about the Seaside Store, and I'm sure that the Warm Café could be promoted in this. We've also made it known of the LR Noticeboard Facebook page.

So, if it were possible for LRDT to source £2,000, this would enable us to subsidise the Warm Café to the tune of £500 a month through the four coldest months.

I hope this works for LRDT?

Thanks
David

David Tucker

CEO – Lyme Regis Development Trust