



**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 10 May 2023 commencing at 7pm when the following business is proposed to be transacted:

John Wright  
Town Clerk  
04.05.23

*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 22 March 2023

**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 22 March 2023**

To update members on matters arising from the meeting that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues raised within the minutes of the meeting.

**7. Update Report**

There are no updates.

**8. Strategy and Finance Objectives**

To allow members to consider the committee's objectives for 2023-24

**9. Review of Standing Orders**

To allow members to review the council's standing orders

**10. Review of Financial Regulations**

To allow members to consider the council's revised financial regulations

**11. The Annual Review of the Communications/PR Policy and Procedure**

To allow members to undertake the annual review of the Communications/PR Policy and Procedure, in accordance with standing order 5.j.xix

**12. Project Proposals**

To allow members to consider the development of either a children's play area in Lister Gardens or the development of a multi-use games' area up to a sum of £150,000

**13. Seafront Evening Litter Bin Collections**

To allow members to consider seafront evening litter bin collections

**14. Mary Anning Scholarship Legacy Fund**

To allow members to consider the re-allocation of the Mary Anning Scholarship Legacy Fund budget of £5,000

**15. Dog-Related Public Space Protection Order**

To inform members about Dorset Council's intention to conduct a consultation exercise for a new dog-related Public Space Protection Order (PSPO) covering Lyme Regis which would be expected to come into force on 1 January 2024 until 31 December 2026

**16. Toilet Cleaning Contract**

To inform members about a review of the public toilet cleaning contract

**17. List of Payments**

To inform members of the payments made in the month of March 2023

**18. Investments and Cash Holdings**

To inform members of our current reserve position

**19. Debtors**

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*

**20. 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 19 – Debtors**

LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 22 MARCH 2023

**Present**

**Chairman:** Cllr M. Ellis

**Councillors:** Cllr B. Bawden, Cllr B. Larcombe, Cllr P. May, Cllr C. Reynolds, Cllr D. Ruffle, Cllr D. Sarson, Cllr R. Smith, Cllr G. Stammers, Cllr G. Turner

**Officers:** M. Green (deputy town clerk), A. Mullins (support services manager),

22/61/SF

**Public Forum**

**D. Bowstead**

D. Bowstead said he was speaking in relation to agenda item 11, Market and Performance Areas' Hire Charges for Traders. He thanked the council for bringing this matter to the meeting for consideration and said he appreciated the time members had given him and other traders at a previous meeting and for being invited back. He said at the previous meeting, he introduced himself, his business and his concerns, he felt there wasn't much more he could add and everything raised in his original letter had been covered in the report on the agenda. D. Bowstead said the day rent for traders had been increased every year for the four years they had traded in Lyme Regis and after last year's rise of £25 per day, they did their best to absorb this. However, he said the significant increase in daily charges this year of £100 would render their small business untenable so they were encouraged it was being re-visited. He said they hoped 2023 would continue to allow them to carry on trading, to book dates and dedicate themselves and their business to Lyme Regis.

**L. Pritchard**

L. Pritchard spoke on the same agenda item. She thanked the council for extending its previous meeting to allow her the opportunity to speak and for subsequently being open minded to re-consider hire charges for the shelters. She said with the council's final decision being imminent, this was her last chance to secure her future trading in Lyme Regis. She said the report on the agenda mentioned very valid points, which she hoped the members' decision would be based upon, including costs and the current economic climate. L. Pritchard said it would be very welcome if the price agreed could be fixed for 24 months, providing her business with the opportunity to budget and forward plan through the current cost of living crisis. She said she hoped her business would be back in Lyme Regis in the not-too-distant future and she could welcome back visitors and residents.

**T. Shoemark**

T. Shoemark spoke in relation to agenda item 13, Hair Braiding and Henna Tattooing Concession. She said she had worked at the stall for nearly 10 years and had worked

alongside other jobs. She said she loved working there in the summer and she was very passionate about it. She said she would love to run the stall in the same professional and friendly way that it had been run for many years. She said she intended on using the same sustainable and eco-friendly products the stall currently used. T. Shoemark said being there for many years, she had seen families return for their service every year and she would love to keep the attraction open to the public so they could keep their yearly summer holiday tradition. She said she was currently serving in the Navy and was due to leave this year and having a concession would be a great opportunity for her. She said the stall was in an amazing place and it was an attribute to the beach. T. Shoemark said she hoped she could continue to uphold the great reputation and the concession could be changed to her name.

**22/62/SF Apologies for Absence**

Cllr C. Aldridge – holiday  
Cllr R. Doney  
Cllr T. Webb – illness

**22/63/SF Minutes**

Proposed by Cllr D. Sarson and seconded by Cllr P. May, the minutes of the meeting held on 1 February 2023 were **ADOPTED**.

**22/64/SF Disclosable Pecuniary Interests**

Cllr D. Sarson declared a non-pecuniary interest in agenda item 12, Bowling Club Parking Permits, as he was a member of the bowling club.

**22/65/SF Dispensations**

There were none.

**22/66/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 1 February 2023**

The deputy town clerk said the government's Levelling Up Bill, which would allow councils to charge council tax premiums on second homes, was unlikely to be enacted in time for any change in Dorset Council's (DC) policy to be implemented on 1 April 2024.

*Cllr B. Bawden arrived at 7.07pm.*

Cllr B. Bawden said DC's Full Council meeting had been brought forward to March so if DC had agreed the council tax premium, it would have been in time to give a year's notice to start charging the premium from 1 April 2024. However, there was a suggestion the Full Council meeting would be cancelled because this was the main item of business. She said the earliest the council tax premium could now be enacted was 1 April 2025.

**22/67/SF Update Report**

It was noted there was a confidential update on outside seating at The Kiosk and this would be discussed in exempt business.

Proposed by Cllr M. Ellis and seconded by Cllr D. Ruffle, 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.

**22/68/SF      Review of Arrangements with other Local Authorities, Not-For-Profit Bodies, and Businesses**

Members noted the report.

**22/69/SF      Draft Corporate Plan 2023-28**

Proposed by Cllr P. May and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the Corporate Plan 2023-28.

**22/70/SF      Climate Action Plan Budget**

Cllr B. Bawden said the funding for the 2030 Vision project had not been spent from this budget because funding had been secured from the Together for Our Planet lottery fund.

Cllr B. Larcombe said the idea of rolling over unspent money was appropriate or else there might be a haste to spend the funding, which seemed like a waste of money. He said he would rather the council rolled over the funding to the next financial year and target where it could be usefully spent.

Members discussed the period to which the funding related as the original resolution was unclear. As there were only two years left in this administration but the funding was intended to apply over three years, it was agreed the final year's funding should roll over into the first year of the next council administration.

Cllr B. Bawden said the installation of solar panels on the amenities hut wasn't really what the funding was intended for because other funding was available for this, but she wasn't going to object to it as the money was there. However, she asked if officers could check if other funding was available, with Low Carbon Dorset being one possibility. She clarified that she felt the climate action budget was intended to help the community transition to net zero and it wasn't for the town council's own operations.

Cllr M. Ellis said the funding was intended for the council's climate action plan. Although she agreed it should be used for some community work, the budget wasn't intended solely for the community.

Cllr R. Smith said he was working on something, although he couldn't give details yet, which would mean this could benefit the community as well.

Proposed by Cllr G. Stammers and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to carry over £10,543 of the funding allocated to carry out the council's climate action plan from 2022-23 budget to 2023-24, and that the third year of the funding rolls into the first year of the new council administration.

22/71/SF

### Market and Performance Areas' Hire Charges for Traders

Cllr D. Ruffle said as the council had no bookings for the areas for the foreseeable future, which was solely due to the increase in charges, he would like the charges to go back to £150 for the market area and £200 for the performance area or perhaps even lower at the previous year's rates, as it was pointless having an area no one was using.

Cllr C. Reynolds agreed the charges should at least be decreased to the previous levels, especially given the current economic climate.

Cllr B. Larcombe noted the increase of 30% was way above inflation and couldn't understand how members had arrived at the charges.

Cllr M. Ellis agreed the charges should be decreased to 2022/23 levels but she wouldn't want to see them go any lower as any future increases would then be seen as a big jump.

Proposed by Cllr R. Smith and seconded by Cllr D. Ruffle, members agreed to **RECOMMEND TO FULL COUNCIL** that commercial hire charges for 2023-4 are set at £125 for the market area and £175 for the performance area.

22/72/SF

### Bowling Club Parking Permits

Cllr R. Smith asked if the council gave permits to any other clubs for events.

The deputy town clerk said this was the only arrangement of its kind with users of the Monmouth Beach area.

Cllr B. Larcombe said the bowling club was an important feature of the town and he would like the council to do anything it can to help the club.

The support services manager said if members were inclined to agree to the permits continuing, members may wish to consider the amount charged; the permits had been charged at £25 for many years but the parking charges had been increased numerous times during the same period.

Members agreed an increase was reasonable and Cllr M. Ellis suggested £30 per permit.

Proposed by Cllr C. Reynolds and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to continue to provide 12 parking permits for visitors attending Lyme Regis Bowling Club's annual tournament and to increase the price of the permit to £30.

22/73/SF

### Hair Braiding and Henna Tattooing Concession

Members agreed that as the concession had already been awarded and had two years left to run, there would be no issue in re-assigning it to a new name.

Proposed by Cllr G. Stammers and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** to re-assigning the hair braiding and henna tattooing concession to Tia Shoemark for the remainder of the concession, i.e. 2023 and 2024, under the same terms as the original.

**22/74/SF List of Payments**

Proposed by Cllr D. Sarson and seconded by Cllr D. Ruffle, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the schedule of payments in January 2023 for the sum of £99,819.24 and February 2023 £141,748.31, respectively.

**22/75/SF Investments and Cash Holdings**

Cllr P. May said higher interest rates were outlined at a previous meeting and he asked why the council's investments hadn't been moved to take advantage of those rates.

The deputy town clerk said the report was just a snapshot as of a particular date in February and the money had been subsequently moved and the current interest rate was around 3%.

Cllr B. Larcombe asked that the finance manager looked at Unity Bank for the council's investments as he was aware many other local authorities used this bank.

**22/76/SF Office Options Appraisal Report**

Proposed by Cllr M. Ellis and seconded by Cllr D. Ruffle, 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.

**22/77/SF Park and Ride 2023 and Outturn 2022**

Proposed by Cllr M. Ellis and seconded by Cllr D. Ruffle, 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.

**22/78/SF Debtors**

Proposed by Cllr M. Ellis and seconded by Cllr D. Ruffle, 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.



## **22/79/SF Exempt Business**

### **a) Update Report**

Cllr B. Bawden asked what the council charged The Kiosk for the wooden benches.

The deputy town clerk said the lease allowed the business to have benches, so there was no additional charge for these.

Members noted the charges for the deckchairs which had been agreed between the town clerk and the owner of The Kiosk and gave their endorsement.

### **b) Office Options Appraisal Report**

The deputy town clerk said he had tried to provide members with his view of the realistic options available, including likely costs and potential income, but he was conscious members may require more information, such as the certainty of a long-term arrangement with Lyme Regis Development Trust for Unit 1A, the value or likely interest in the current office, and detailed plans, costs and ground condition tests of a new build. He said he was reluctant to go that far without member approval because the council would start incurring external professional fees at a rapid rate.

Cllr B. Larcombe agreed more information was needed, along the lines the deputy town clerk had suggested, because although it would incur costs, it could save the council from making a possible mistake in the long-term. He said he was unsure about a new build at Woodmead car park due to it being situated on a hill and he was concerned that holding meetings in the same venue would make the Guildhall redundant. He felt the council needed to use the Guildhall a lot more than it currently did, even if the office remained in its current location or moved to Unit 1A. He added that St Michael's Business Centre was a sound building but he agreed there needed to be a better idea of long-term security in the unit.

It was proposed by Cllr B. Larcombe to obtain more information about the certainty of a long-term arrangement with Lyme Regis Development Trust for Unit 1A, the value or likely interest in the current office, and detailed plans, costs and ground condition tests of a new build.

Cllr C. Reynolds said she felt the offices should remain where they were and further information should be obtained about refurbishment costs. She was concerned what the building could otherwise be converted into and felt the council should protect it for the town.

Cllr G. Turner asked about the length of time the road would need to be closed for to allow the works to the office to take place.

The deputy town clerk said it was entirely possible the road would need to be closed for two months, bearing in mind it was closed for five weeks just for works to the Guildhall window. He said the works required to the office, particularly the roadside frontage, were significant. He said Dorset Council (DC) would previously only allow a road closure for five weeks at an absolute maximum and a contractor who had looked at the office building had doubted whether the works could be completed within this timescale and was not willing to tender on that basis.

Cllr P. May asked if there had been any input from staff on the options as they should at least be consulted with.

The deputy town clerk said staff hadn't been consulted formally but he was aware the front office staff would be concerned about a move to Unit 1A because it needed to be the right environment to engage with the public. He said a new build option hadn't been discussed with staff. He added that no matter how much money was spent on the current building, it would remain an old building that was not intended as an office, it would have considerable shortcomings regardless of how the conditions were improved, and it would be more difficult to incorporate improved environmental standards.

Cllr B. Bawden asked if the option of adding an extension at the back of the current office was considered.

The deputy town clerk said there were previous plans which showed how this could be done. However, this would be costly and the extra space wasn't actually required; the problem with the existing office wasn't a shortage of space, it was the configuration.

Cllr G. Stammers said when she had recently been in the office, she and Cllr D. Sarson went to the attic room where the floor was dangerously bowing. She said they had spoken to staff who said they were not comfortable in the office and the opinion was they wanted to move.

Cllr M. Ellis said if the council was to pursue Unit 1A, she would like to look into whether it could buy a bigger share in the property so there was no annual rent payable. She felt a new build at Woodmead car park was possible if the bus route was changed to include the road. She was aware staff didn't like being split over two levels and agreed the way the office was currently configured was not working. She felt the council should not only be doing what it felt was best for the residents, but also for the staff and their wellbeing.

Cllr B. Larcombe said staff came and went but members had to think about the legacy to the town and the decision members made for the long-term was the most important.

Cllr G. Turner said Woodmead car park was made-up ground so he didn't think a new building could be put there. He was also concerned about the loss of parking income if a new build was put on Woodmead car park.

The deputy town clerk said the area suggested for a new build could accommodate around 40 cars but it was virtually never used, only on weekends and Bank Holidays and by a few permit holders and local businesses with large vehicles. He said a new building would only require a quarter of the space and if the rest was tarmacked and properly marked out, he believed the council would get more income from it.

Cllr G. Stammers said if the ground at Woodmead car park wasn't suitable, that was fair enough, but there was no way of knowing without doing further investigations. She said members needed as much information as they could possibly get before making a decision.

Cllr B. Bawden said if the preference from staff was to be on one floor, perhaps the current office could be extended on the ground floor to accommodate all staff and the top two floors be rented out.

The deputy town clerk said this would be too complicated; the extension would be an issue in the context of the Grade II\* Listed Guildhall. He said the council would need to

be careful about letting property for residential use and demand for office use was likely to be relatively low.

Cllr R. Smith said the staff seemed to really dislike being in the current building so if it was retained, it needed to be built to a high standard that staff were happy and proud to work in. However, he acknowledged it was an old building and it was difficult to build to high standards because of planning rules.

The deputy town clerk said if the current office was refurbished, there was no way staff could be retained in the office while the work was taking place. He agreed the building could be made more pleasant but he asked members to consider whether they wanted to spend that much money and take that much time. He emphasised the difficulty in getting a road closure for more than five weeks and said the views of the DC ward member may help in this matter.

Members asked the support services manager what the feeling was among staff.

The support services manager said although staff didn't have a clear idea of what the solution was, one thing everyone agreed on was they did not want to remain in the current office due to its condition. She said the biggest issue was that staff were split over two levels and this had caused a significant divide in the team and affected morale.

Cllr B. Larcombe said it wasn't a problem having staff split over two levels and it was just a matter of putting the right staff together.

*Cllr P. May left the meeting at 8.25pm.*

Cllr M. Ellis asked how many square feet of office space was required for the amount of staff working in the office.

*Cllr P. May returned to the meeting at 8.26pm.*

The deputy town clerk said the amount of space on the ground and first floors reconfigured was sufficient. He said he wouldn't want to contemplate any layout that considered putting staff on the top floor because it was completely unsafe to do so.

The deputy town clerk said if there was a significant number of members who felt there was no option they would support other than remaining in the existing building, there was no point in asking him to spend money on getting further plans and details. He said only if members were still open-minded about the final decision should they spend that money.

Cllr M. Ellis said members needed to be open-minded in case anything else became available in the town which may be more suitable. She also felt officers should have tentative talks with Lyme Regis Development Trust about whether it would be willing for the council to buy a greater share of St Michael's Business Centre.

Cllr B. Larcombe said he agreed the council needed to have unit 1A as its fall-back if the refurbishment of the existing building was a non-starter.

Proposed by Cllr B. Larcombe and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to regard the existing council office as the first option for the office accommodation and to cost the works, but if this option is out of the question, the council will consider St Michael's Business Centre.

The deputy town clerk said the previous plans drawn up for the office were done by Reed Holland Architects but the council ended that commission, so it might not be this firm which took the project forward. He said he didn't think a road closure outside of autumn and winter would be agreed by DC and he felt a start date in autumn 2024 was realistic.

**c) Park and Ride 2023 and Outturn 2022**

The deputy town clerk said the impact on income due to the use of concessionary passes and people travelling on a group ticket even though they were not together was significant. He strongly supported running the service again this year but suggested the concessionary pass facility was removed and the cost of a group ticket was increased.

Proposed by Cllr P. May and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to:

- a) approve the appointment of First Group as the operator for the 2023 park and ride service, using a similar three-bus system and covering both Lyme Regis and Charmouth as in 2022, with a timetable operating between 10.30am and 7.30pm to a service frequency of approximately 13 minutes and at a daily cost for three buses and drivers of approximately £1,100 (precise figure still to be finalised) and incorporating the revised fare tariff set out below:
  - Adult single - £2
  - Adult return - £3.50
  - Child single - £1.50
  - Child return - £2.50
  - Group (up to 5 people, not more than 3 adults) - £10.00
  - Concessionary passes NOT accepted
- b) approve the operation of the 2023 park and ride service on the following dates:
  - 1 April to 16 April inclusive (every day, including weekdays) to cover Easter and school half-term
  - 29 April to 1 May to cover any Fossil Festival and bank holiday
  - 6 May to 8 May to cover the coronation weekend
  - 27 May to 4 June inclusive (every day, including weekdays) to cover school half term
  - All other June and July weekends from 10/11 June to 15/16 July inclusive
  - 22 July to 3 September inclusive, i.e., the entire school holiday period (every day, including weekdays)
- c) approve the deployment of the same AA advanced signage as used in 2022 at an estimated total cost of approximately £1,000 + VAT
- d) approve the renewal of the licence for the use of the privately-owned park and ride site at Charmouth Road at an annual licence fee for 2022 of £10,825.05.

**d) Debtors**

The deputy town clerk said since writing the report, debt had reduced by almost £6,000 and the remaining debt relating to 2022 site fees had reduced to £1,700.

Cllr B. Larcombe asked if all caravan and chalet leases had been signed.

The deputy town clerk said there were two outstanding.

Members asked that the finance team be thanked for all their hard work in reducing the council's current recordable debt to such a low level.

*The meeting closed at 9.01pm.*

DRAFT

**Committee:** Strategy and Finance

**Date:** 10 May 2023

**Title:** Matters arising from the minutes of the Strategy and Finance Committee meeting held on 22 March 2023

### **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**

#### **22/69/SF – Draft Corporate Plan 2023-28**

The Corporate Plan was presented to the annual meeting of electors and has been published on the website.

#### **22/71/SF – Market and Performance Areas' Hire Charges for Traders**

All the traders who attended the meeting and spoke in the public forum were informed of the council's decision to reduce hire charges in the market and performance areas. They have all subsequently made bookings.

#### **22/72/SF – Bowling Club Parking Permits**

The bowling club has been notified of the council's decision to continue providing 12 permits for the annual tournament but at the revised fee of £30.

#### **22/73/SF – Hair Braiding and Henna Tattooing Concession**

Tia Shoemark started the concession during the Easter holidays.

#### **22/76/SF – Office Options Appraisal Report**

A progress report will be considered by the next meeting of the Town Management and Highways Committee.

#### **22/77/SF – Park and Ride 2023 and Outturn 2022**

Discussions with the landowners of the current park and ride site have continued and have been extremely positive. They would like to invest in the future and long-term development of the site with improved access arrangements and on-site facilities such as undercover waiting, toilets, small café and information point. A planning application is being progressed by them.

To date, only one bus operator has responded with a firm proposal for a service in 2023 following the unexpected withdrawal of First. The potential operator has been asked to clarify a number of points in their proposal and the intention is to take a detailed report to Full Council on 17 May 2023 with a view to a decision being made about the 2023 service.

John Wright  
Town clerk  
May 2023

**Committee:** Strategy and Finance

**Date:** 10 May 2023

**Title:** Strategy and Finance Objectives

**Purpose**

To allow members to consider the committee's objectives for 2023-24

**Recommendation**

Members note the report

**Background**

1. During the 2023-24 budget-setting process a budget estimate was identified against approved projects.

**Report**

2. The objectives have been assigned to committees for review. This committee has objectives which, when approved, will be delegated to other committee; principally, Town Management and Highways.
3. This committee's 2023-24 objectives, along with the allocated budget, completion date and lead officer, are at **appendix 8A**.
4. Any recommendations from this committee will be considered by the Full Council on 17 May 2023.

John Wright  
Town clerk  
May 2023



**APPENDIX 8A**

<b>Objective</b>	<b>Budget £K</b>	<b>Completion date</b>	<b>Lead officer</b>	<b>Comments</b>
Determine the future use of the Jubilee Pavilion		Apr '23	MG	Works to prevent ingress to the Jubilee Pavilion commenced 22 May 2023. The programme of works is expected to last seven weeks. A report asking members to consider the future use of the Jubilee Pavilion when the works are complete will be presented to the Full Council on 17 May 2023.
Determine the development of either a children's play area in the Lister Garden or a multi-use games area	150	Jun '23	JW	A report is elsewhere on this agenda.
Achieve an unqualified external auditor's letter		Sept '23	JW	The finance manager has started the end of year process and the final 2022-23 internal audit will take place on 22 and 25 May 2023. The Annual Governance and Accountability Return will be considered by Full Council on 21 June 2023 and submitted to the external auditor, BDO LLP, before 30 June 2023.
Undertake refurbishment of the harbour master's store	50	Mar '24	MG	An outline project plan will be presented to the Full Council on 17 May 2023. The implementation of the project will be delegated to the Town Management and Highways Committee.
Undertake refurbishment of the cemetery chapel	50	Mar '24	MG	An outline project plan will be presented to the Full Council on 17 May 2023. The implementation of the project will be delegated to the Town Management and Highways Committee.
Re-model park & ride for 2024 & beyond		Mar '24	MG	Discussions with the owners of the Charmouth Road park and ride site are ongoing. The site owner is preparing a planning application for consent to install facilities on the site.
Complete Strawberry Fields' option appraisal	10		MG	This is an outstanding objective from 2022-23. An options' appraisal on Strawberry Fields is informed by a long-term arrangement for the Charmouth Road

				park and ride site. Officers aim to be able to bring a report to members in autumn 2023.
Comply with standing orders and financial regulations		Mar '24	JW	Compliance is ongoing. Breaches will be reported to the Strategy and Finance Committee or Full Council.
Retain the General Power of Competence		Mar '24	JW	A report to confirm the council meets the criteria for the General Power of Competence will be submitted to the adjourned meeting of the Full Council on 31 May 2023.
Ensure the timely renewal of policies & procedures		Mar '24	AM	The council considers the following policies and documents every year: standing orders, financial regulations, freedom of information and data compliance, complaints, press and media. Every year, the council is also required to ascertain compliance with the General Power of Competence, make appointments to committees, agree terms of reference and a scheme of delegation, review the system of internal control and risk, make appointments to external bodies, review subscriptions, and confirm insurance arrangements. These requirements are scheduled throughout the year for consideration by the Full Council or Strategy and Finance Committee. All other policies and procedures are considered by the relevant committee every three years.
Perform in accordance with the 2023-24 budget		Mar '24	JW	The Strategy and Finance Committee considers budget performance, reserves, investments, and bad debts throughout the year. Unbudgeted expenditure will be reported through the committee structure and will be approved by council resolution.
Implement a strategy for the management of & investment in the council's assets		Mar '24	MG	There were no responses to the council's invitation to quote. Further attempts will be made to attract quotes in June 2023.
Determine the future use of the council's offices		Mar '23	MG	A report was considered by the Strategy and Finance Committee on 22 March 2023 and its recommendation was approved by resolution of the

				Full Council on 5 April 2023, i.e., 'to regard the existing council office as the first option for the office accommodation and to cost the works, but if this option is out of the question, the council will consider St Michael's Business Centre.' This has been delegated to the Town Management and Highways Committee. A progress report will be presented on 21 June 2023.
Review the Transparency Code & GDPR compliance		Mar '24	AM	Work is scheduled to commence in September 2023.
Progress the digital office: document storage, planning tool, digital asset mapping		Mar '24	JW	Work is scheduled to commence in September 2023.

**Committee:** Full Council

**Date:** 10 May 2023

**Title:** Review of Standing Orders

**Purpose**

To allow members to review the council's standing orders

**Recommendation**

Members approve the standing orders

**Background**

1. The standing orders detail how the council organises its affairs and functions. It covers procedures during meetings, financial matters not covered in the council's financial regulations, delegation to council officers and other matters. Sections of the standing orders are mandatory.
2. The council's existing standing orders requires, under 5.j. x, annual 'review and adoption of appropriate standing orders and financial regulations': standing orders were last reviewed by this committee on 11 May 2022 and subsequently adopted by Full Council on 18 May 2022.

**Report**

3. The council's standing orders are based on a model produced by the National Association of Local Councils (NALC) but with additions and amendments to reflect this council's custom and practice and policy decisions.
4. The proposed standing orders are at **appendix 9A**.
5. The only proposed amendments are related to threshold values for public contacts, as outlined in standing orders 18.j and k. Public sector procurement is governed by several regulations, which set out procedures for the award of high value contracts. The new thresholds came into effect on 1 January 2022 and are inclusive of VAT. When calculating the estimated value of the contract to determine whether the regulations apply, the estimation should be inclusive of VAT from 1 January 2022; this is a change in practice. Amendments to the thresholds are shown in red on the appendix.
6. Any recommendations from this committee will be considered by the Full Council on 17 May 2023.

Adrienne Mullins  
Support services manager  
May 2023

**Committee:** Strategy and Finance

**Date:** 10 May 2023

**Title:** Review of Financial Regulations

**Purpose of Report**

To allow members to consider the council's revised financial regulations

**Recommendation**

Members consider and approve the proposed financial regulations

**Background**

1. The financial regulations govern the conduct of the financial management of the council.
3. The council's standing orders requires, under 5.j. x, annual 'review and adoption of appropriate standing orders and financial regulations'.
4. The National Association of Local Councils (NALC) produced a revised model of its financial regulations in 2016.
5. In 2022, officers reviewed NALC's model financial regulations and produced a new set of financial regulations that incorporated revisions in legislation and good practice.
6. Following a review by this committee on 11 May 2022, the council's financial regulations were subsequently adopted by the Full Council on 18 May 2022.

**Report**

7. The proposed financial regulations are at **appendix 10A**.
8. Following on from the breaches reported to the Strategy and Finance Committee on 1 February 2023, amendments have been proposed to the financial regulations to increase the limit for which BACS payments can be made.
9. Officers are finding that businesses are no longer accepting cheques, as well as timing issues, and lack of banking access; this requires us to move further in the direction of BACS payments.
10. The following details those changes and are also shown in red in the appendix:
  - Paragraph 5.3 – payments under £10,000. This has been amended to payments under £25,000
  - Paragraph 5.4 – payments over £10,000. This has been amended to payments over £25,000
11. The only other proposed changes reflect the changes made to standing orders related to threshold values for public contracts. These changes are shown in red in footnote 2 in the appendix.
10. Any recommendations from this committee will be considered by the Full Council on 17 May 2023.

Naomi Cleal  
Finance manager  
May 2023

## Financial Regulations

### 1. General

- 1.1 These financial regulations govern the conduct of the financial management by the Council and may only be amended or varied by resolution of the council. The council is responsible in law for ensuring that its financial management is adequate and effective and has a sound system of financial control which facilitates the effective exercise of the authority's functions, including arrangements for the management of risk and for the prevention and detection of fraud and corruption. These financial regulations are designed to demonstrate how the council meets these responsibilities.
- 1.2 The responsible financial officer (RFO) is a statutory office and shall be appointed by the council. The town clerk has been appointed as RFO for this council and these regulations will apply accordingly. The RFO, acting under the policy direction of the council, shall be responsible for the proper administration of the council's financial affairs in accordance with proper practices. He/she shall determine on behalf of the Council its accounting records, and accounting control systems. The RFO shall ensure the accounting control systems are observed and that the accounting records of the council are maintained and kept up-to-date in accordance with proper practices.
- 1.3 The RFO shall be responsible for the production of financial management information as required by council.
- 1.4 At least once a year, prior to approving the Annual Governance Statement, the council shall conduct a review of the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.5 In these financial regulations, references to the Accounts and Audit Regulations shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998 and then in force.
- 1.6 In these financial regulations, the term 'proper practice' or 'proper practices' refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- 1.7 Deliberate or wilful breach of these regulations by an employee may give rise to disciplinary proceedings.
- 1.8 Members of the council are expected to follow the instructions within these regulations and not to entice employees to breach them. Failure to follow instructions within these regulations brings the office of councillor into disrepute.

### 2. Annual Estimates

- 2.1 Detailed estimates of all income and expenditure including the use of reserves and all sources of funding for the following financial year shall be prepared by the RFO in the form of a budget to be considered by council. At the same time, the RFO will produce a five-year forecast of income and expenditure.
- 2.2 The council shall review the budget not later than the end of December each year and shall set the precept to be levied for the ensuing financial year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved budget.

2.3 The annual budgets shall form the basis of financial control for the ensuing year.

### **3. Budgetary Control**

3.1 Expenditure on revenue items may be incurred up to the amounts included for that class of expenditure in the approved budget. Contracts may not be disaggregated to avoid controls imposed by these regulations.

3.2 Unless under the circumstances outlined in paragraph 3.4, no expenditure may be incurred which will exceed the amount provided in the revenue budget. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate.

3.3 The finance manager shall regularly provide the council with a summary of receipts and payments to date along with a forecast for the financial year. The statement will compare expenditure and income against the budget. These statements are to be prepared at least four times a year; as soon as practicable after 30 June, 30 September and 31 December, and as soon as possible after the financial year end at 31 March.

3.4 The clerk may incur expenditure on behalf of the council which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £10,000. The clerk shall report the action to the council as soon as practicable thereafter. Should expenditure above this limit be anticipated before authority can be obtained at the next scheduled council meeting, the chairman of the council should convene an extraordinary meeting of the Full Council to seek authority for the expenditure. Where possible, the council will maintain a reserve to cover such eventualities.

3.5 Unspent provisions in the revenue budget shall not be carried forward to a subsequent year; they should be moved to the council's general reserve, or to a specific reserve in the case of on-going projects.

3.6 No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available, or the requisite borrowing approval has been obtained.

3.7 All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

### **4. Accounting and Audit**

4.1 All accounting procedures and financial records of the council shall be determined by the RFO as required by the Accounts and Audit Regulations 2011 and any subsequent amendments thereto.

4.2 On a regular basis, at least once in each quarter, and at each financial year end, the RFO will verify bank reconciliations for all accounts. The RFO will sign the reconciliations and the original bank statements (or similar documents) as evidence of verification.

4.3 The RFO shall be responsible for completing the annual financial statements of the council, including the annual return, as soon as practicable after the end of the financial year and shall submit them and report thereon to the council.

- 4.4 The RFO shall be responsible for completing the accounts of the council contained in the annual governance and accountability return (as supplied by the auditor appointed from time to time by the Audit Commission) and shall submit the annual governance and accountability return for approval and authorisation by the council within the timescales set by the Accounts and Audit Regulations 2011 as amended, or set by the auditor.
- 4.5 The RFO shall be responsible for ensuring there is an adequate and effective system of internal audit of the council's accounting, financial and other operations in accordance with Regulation 5 of the Accounts and Audit Regulations 2011 and any subsequent amendments thereto. Any officer or member of the council shall, if the RFO or internal auditor requires, make available such documents of the council which appear to the RFO or internal auditor to be necessary for the purpose of the internal audit and shall supply the RFO or internal auditor with such information and explanation as the RFO or internal auditor considers necessary for that purpose.
- 4.6 The internal auditor shall be appointed by and shall carry out the work required by the council in accordance with proper practices. The internal auditor, who shall be competent and independent of the operations of the council, shall report to council in writing, or in person, on a regular basis with a minimum of one annual written report in respect of each financial year. To demonstrate objectivity and independence, the internal auditor shall be free from any conflicts of interest and have no involvement in the financial decision making, management or control of the council.
- 4.7 The RFO shall make arrangements for the opportunity for inspection of the accounts, books, and vouchers and for the display or publication of any Notices and Statements of Account required by Audit Commission Act 1998 and the Accounts and Audit Regulations.
- 4.8 The RFO shall, as soon as practicable, bring to the attention of all councillors any correspondence or report from the internal or external auditor, unless the correspondence is of a purely administrative nature.
- 4.9 The council shall carry out a review of the effectiveness of internal audit on an annual basis in accordance with the Accounts and Audit Regulations 2011 and any subsequent amendments thereto.

## **5. Banking Arrangements and Cheques**

- 5.1 The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council and be regularly reviewed for efficiency. The bank mandate will include the mayor, deputy mayor, chairman and vice chairman of the Strategy and Finance Committee. The bank mandate for members will be amended on election to these offices.
- 5.2 A schedule of payments made, forming part of the agenda for the meeting shall be prepared by the finance manager. Petty cash reimbursement will be reported as a total when reimbursement 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's offices. If the schedule is in order, it shall be approved by a resolution of the council.
- 5.3 **Payments under £25,000** (other than petty cash or debit card as per paragraph 5.6) should normally be paid through online banking using BACS; two authorisers are required to make payments. The authorisers are the town clerk, deputy town clerk, finance manager, operations manager and support services manager. The only exception is where a creditor is unable to provide their banking details.



- 5.4 **Payments over £25,000** should be paid by cheque and authorised by two persons: a member and the RFO or two members; email authorisations are acceptable.
- 5.5 Cheques drawn on the bank account shall be signed by two authorised signatories, i.e., members of the council and authorised officers.
- 5.6 The bank debit card can be used for payments up to £1,000, providing two of the authorisers from 5.3 approve payment.
- 5.7 All invoices for payment shall be examined, verified and certified by the authorised officers to confirm that the work, goods or services to which each invoice relates has been received, carried out examined and represents expenditure previously approved by the council.
- 5.8 The RFO shall have delegated authority to authorise the payment of items, provided that a list of such payments is submitted to the next appropriate meeting of the council or Strategy and Finance Committee.
- 5.9 In respect of grants, the council will approve expenditure within set limits.
- 5.10 Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

## **6. Payments of Accounts**

- 6.1 The council will make safe and efficient arrangements for the making of its payments
- 6.2 All payments shall be effected by BACS, cheque, debit card, direct debit or other order drawn on the council's bankers.
- 6.3 Payments should normally be made against authorised invoices after the receipt of goods and services; the following exceptions apply:
- 6.3.1 Payments using the debit card (see paragraph 5.6) may be made in advance of the receipt of goods and/or services.
- 6.3.2 Some new suppliers of goods and/or services may not grant the council credit. If the council still needs to go ahead with the order, payment may be made in advance of receipt of the goods or services using a pro forma invoice. A full invoice must be produced by the supplier and retained by the council after receipt of the goods/services.
- 6.3.3 Some smaller suppliers may require an advance or deposit to be paid (to allow the purchase of materials, for example). The finance manager must obtain references to minimise the risk of loss to the council, and authorise an advance or deposit. In such event, an invoice from the supplier will be dual authorised in the same manner, and a deposit paid prior to receipt of goods or services.
- 6.4 All payments, where the invoice is not disputed, should be made within payment terms, and earlier if practical and cost effective.
- 6.5 All invoices for payment shall be examined, verified and finally certified for payment by the town clerk, deputy town clerk or finance manager. The officer who placed the order shall certify that the work, goods or services to which the invoice relates have been received, carried out, examined and approved.

- 6.6 The finance team shall examine invoices in relation to arithmetical accuracy and shall post them to the appropriate expenditure heading. They shall take all steps to settle invoices submitted within payment terms.
- 6.7 The finance team may provide petty cash to officers for the purpose of defraying operational and other minor expenses. Vouchers for payments made shall be forwarded to the finance team with a claim for reimbursement: operational floats, for example, in respect of the amenity area may be maintained as necessary. Petty cash should only be used for minor expenditure items and where no other payment method is appropriate.
- 6.8 Payment for other supplies or other obligatory payments such as business rates may be made by variable direct debit provided the instructions are signed by two authorised bank signatories and any payments are reported to council.
- 6.9 No employee or councillor should disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.10 Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, preferably off-site.
- 6.11 The council, and any members using computers for the council's financial business, shall ensure anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.12 Changes to account details for suppliers, which are used for internet banking, may only be changed on written confirmation by the supplier, which may be by email.

## **7. Payment of Salaries**

- 7.1 As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the current rules of PAYE and National Insurance. Salaries shall be as agreed by council. Progression through the salary scales is delegated to the town clerk, with the exception of the town clerk, deputy town clerk, operations manager, finance manager and support services manager, where progression through the salary scale is on the recommendation of the Human Resources Committee.
- 7.2 Payment of salaries and payment of deductions from salary such as may be made for tax, national insurance and pension contributions, may be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to and ratified by the next available council meeting.
- 7.3 Payment to employees of net salary and to the appropriate creditor of the statutory and discretionary reductions shall be recorded in a separate confidential record. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- 7.3.1 by any councillor who can demonstrate a need to know
  - 7.3.2 by the internal auditor
  - 7.3.3 by the external auditor

7.3.4 by any person authorised under the Audit Commission Act 1998, or any superseding legislation.

7.4 The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure only payments due for the period have actually been paid.

7.5 Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by the council.

## **8. Treasury Management**

8.1 Lyme Regis Town Council aims to hold a minimum reserve of 50% of budgeted income. With the approval of the council, this reserve can be varied in response to external and internal events, e.g., major programmed expenditure, financial uncertainty. In addition to this reserve, the council also holds surplus funds as a result of the timing of income and expenditure. It is important that such funds are invested prudently with regard to the council's fiduciary responsibility to local council taxpayers the priority for security and the liquidity of investments.

8.2 The council will undertake a review of its investments and loans as part of the budget-setting process and determine its appetite for investment risk, i.e., low, medium or high. This approach may be varied by the council from time to time as circumstances dictate. The strategy will be a public document as defined by the Freedom of Information Act 2000.

8.3 All the town council's investments will be specified investments, i.e., they are:

8.3.1 Made in sterling

8.3.2 Short term; investments will not normally exceed 12 months.

8.3.3 Made with a recognised and reputable financial institution.

8.4 All investments will be at the discretion of the RFO and will be reported to the Strategy and Finance Committee at each meeting.

### **8.5 Risk Management**

#### **8.5.1 Liquidity risk management**

The council will ensure it has adequate cash resources, overdraft or standby facilities to enable it at all times to have the level of funds available which are necessary for the achievement of its service objectives.

#### **8.5.2 Legal and regulatory risk management**

The council will ensure all of its treasury management activities comply with its statutory powers and regulatory requirements. The council recognises future legislative or regulatory changes may impact on its treasury activities and, so far as it is reasonably able to do so, will seek to minimise the risk of these impacting adversely.

#### **8.5.3 Fraud, error and corruption, and contingency management**

The council will ensure that it has identified those circumstances that may expose it to the risk of loss through fraud, error, corruption or other eventualities in its treasury management dealings. Accordingly, it will employ suitable systems and procedures, and will maintain effective contingency management arrangements.

## 8.6 External borrowing

If the council wishes to borrow funds it should consider whether approval is required from the Department for Levelling Up, Housing and Communities. All investments and borrowings will be reported to the Strategy and Finance Committee at each meeting.

8.7 All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy. All investments of money under the control of the council shall be in the name of the council.

## 9. Income

9.1 The collection of all sums due to the council shall be effected by the finance team and shall be the responsibility of and under the supervision of the finance manager.

9.2 The council will review all fees and charges annually, as part of the budget-setting process.

9.3 Any sums found to be irrecoverable, and any bad debts shall be reported to the council. The RFO shall have delegated authority to write off sums, both debtors and creditors, of less than £250, which should be reported to the council retrospectively.

9.4 All sums received on behalf of the council shall be banked intact as directed by the finance team. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the finance team considers necessary.

9.5 Personal cheques shall not be cashed out of money held on behalf of the council.

9.6 The finance team shall promptly complete any VAT return that is required.

9.7 Where any significant sums of cash are regularly received by the council, the finance team shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

9.8 The origin of each receipt shall be entered on the paying-in slip.

## 10. Orders for Works, Goods and Services

10.1 An official order shall be issued for all goods over £1,000, and for all services over £2,000.

10.2 All members and officers are responsible for obtaining value for money at all times, including achieving the best terms available in respect of each transaction. For all items over the purchase order threshold (see paragraph 10.1), this will usually be by obtaining three or more written quotations or estimates from appropriate suppliers, subject to any provisions in Regulation 11 (1) below, with the exception of preferred suppliers (see paragraph 10.3).

10.3 A level playing field should be given to all suppliers approached, and once the quotes have been received and evaluated, no new quotes from outside the process should be considered, except in exceptional circumstances. Any such circumstances should be reported to members. Once quotes have been received, consideration should be given to going back to suppliers to request best and final quotes; this opportunity should be given to all suppliers who provided quotes. Sensitive commercial information should not be shared with potential suppliers.

- 10.4 For regular purchase items, such as staff clothing, plants, and building supplies, the council may enter into a preferred supplier relationship, following suitable market testing. This should streamline the procurement process and provide the council with the opportunity to secure discounts. Any such agreement will be for a period of up to three years and will be notified to the council.
- 10.5 Officers shall verify the lawful nature of any proposed purchase before the issue of any order.
- 10.6 A member may not issue an official order or make or imply any contract on behalf of the council.

## **11. Contracts**

- 11.1. Every contract shall comply with these financial regulations, except in an emergency or where contracts relate to items 11.1.1 to 11.1.5:
- 11.1.1 For the supply of gas, electricity, water, sewerage and telephone services, no purchase order is required, but the requirement to obtain value for money remains as per paragraph 10.2
  - 11.1.2 For specialist services or equipment such as are provided by solicitors, accountants, surveyors and planning consultants, no purchase order is required, but the requirement to obtain value for money remains as per paragraph 10.2
  - 11.1.3 For work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant where no other supplier can reasonably provide the service
  - 11.1.3 For work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council
  - 11.1.4 For additional audit work of the external auditor up to an estimated value of £1,000 (in excess of this sum the RFO shall act after consultation with the chairman or vice-chairman of council)
  - 11.1.5 For goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.
- 11.2 Where it is intended to enter into a contract exceeding £60,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph 11.1 the clerk shall invite tenders from at least three firms.
- 11.3 When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition, the reason shall be embodied in a recommendation to the council.
- 11.4 Such invitation to tender shall state the general nature of the intended contract and the clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the clerk either by email or post. All tenders will remain unopened until the prescribed date for opening tenders for that contract.
- 11.5 All sealed tenders shall be opened, after the stated closing date and time, by the proper officer and at least one member of the council.
- 11.6 The council's tender documents will state that the price submitted by the successful contractor or consultant will be made public. However, prices submitted for component parts of tenders will not be made public.

- 11.7 Tender prices submitted by unsuccessful organisations will not be released into the public domain.
- 11.8 If less than three tenders are received for contracts above £60,000 or if all the tenders are identical, the council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works. Tenders are evaluated by officers and appointment recommendations are made to the appropriate meeting of the council or committee.
- 11.11 Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is likely to be valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations<sup>1</sup>.
- 11.12 The full requirements of the Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in the Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)<sup>2</sup>.
- 11.13 The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 11.14 The thresholds for the award of contracts are:
- 11.14.1 Less than £10,000 – town clerk, and in their absence deputy town clerk
  - 11.14.2 Between £10,000 and £ 60,000 – town clerk, and in their absence deputy town clerk, and reported to the Strategy and Finance Committee
  - 11.14.3 More than £60,000 – reported to the Strategy and Finance Committee for consideration and recommendation to the Full Council for resolution
- 11.15 Any invitation to tender issued under this regulation shall refer to the terms of the Bribery Act 2010.

## **12. Payments Under Contracts for Building or Other Construction Works**

- 12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the finance team upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2 Where contracts provide for payment by instalments the finance team shall maintain a record of all such payments. In any case when it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum by 5% or more a report shall be submitted to the council.
- 12.3 Any variation to a contract or addition to or omission from a contract must be approved by the council and clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

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<sup>1</sup> The Regulations require councils to use the Contracts Finder and Find a Tender websites to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts.

<sup>2</sup> Thresholds currently applicable are:

a) For public supply and public service contracts **£213,477**

b) For public works contracts **£5,336,937**

These new thresholds are applicable from **1 January 2022**.

### **13. Stores and Equipment**

- 13.1 The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2 Delivery notes must be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3 Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4 Officers shall be responsible for periodic checks of stocks and stores, at least annually.

### **14. Assets, Properties and Estates**

- 14.1 The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry certificates of properties owned by the council. The RFO shall ensure a record is maintained of all properties owned by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with the Accounts and Audit Regulations 1996 as amended.
- 14.2 No property shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law, except where the estimated value of any one item of tangible moveable property does not exceed £1,000.
- 14.3 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the register shall be verified at least annually and reported with the council's annual return.
- 14.4 No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any consents required by law. In each case, a written report shall be provided to the council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5 No real property (interests in land) shall be purchased or acquired without the authority of the Full Council. In each case, a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants), together with a proper business case (including an adequate level of consultation with the electorate).
- 14.6 Subject only to the limit set in Regulation 14.2, no tangible moveable property shall be purchased or acquired without the authority of the Full Council. In each case, a written report shall be provided to council with a full business case.

### **15. Insurance**

- 15.1 Based on the annual risk assessment (per Regulation 17) and a review of insurance requirements, the finance team shall effect all insurances. Officers will negotiate all claims on the council's insurers.
- 15.2 The finance team to be promptly notified by officers of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

- 15.3 The finance team shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.4 The finance manager shall be notified of any loss or damage or of any event likely to lead to a claim and shall report any significant items to council at the next available meeting.
- 15.5 All appropriate members and employees of the council shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the council.

## **16. Charities**

- 16.1 Where the council is sole trustee of a charitable body, the RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

## **17. Risk Management**

- 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.

## **18. Revision and Suspension of Financial Regulations**

- 18.1 It shall be the duty of the council to review the Financial Regulations of the authority annually. The clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.
- 18.2 The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of the council.

## **19. Review**

- 19.1 This document will be reviewed in **May 2024** or sooner if there are changes in legislation or best practice.

**Implementation date:** 17 May 2023

**Review Date:** May 2024



**Committee:** Strategy and Finance

**Date:** 10 May 2023

**Title:** The Annual Review of the Communications/PR Policy and Procedure

**Purpose of Report**

To allow members to undertake the annual review of the Communications/PR Policy and Procedure, in accordance with standing order 5.j.xix

**Recommendation**

Members approve the amended Communications/PR Policy and Procedure

**Background**

1. The law governing communications in local authorities can be found in the Local Government Acts 1986 and 1988. Communications activity must adhere to the Code of Recommended Practice on Local Authority Publicity 2011.
2. Standing order 5.j.xix requires that during the course of the council year, either the Full Council or the relevant committee establishes or reviews the council's policy for dealing with the press/media.
3. The policy and procedure are attached, **appendices 11A and B**.
4. Amendments recommended by officers are shown in red in the documents and are as follows:
  - An amended section 7 of the procedure, assuming a recommendation from the Tourism, Community and Publicity Committee is approved by the Full Council. The recommendation is:

‘to produce a quarterly newsletter, to be delivered to every property in the DT7 3 area, and to also send the newsletter via a residents’ briefing to email subscribers’.
  - Changes to the implementation and review dates
5. Any recommendations from this committee will be considered by the Full Council on 17 May 2023.

Adrienne Mullins  
Support services manager  
May 2023

## Policy

Communications and Public Relations

### Purpose

To define the roles and responsibilities within Lyme Regis Town Council for working with the press and media.

To support good internal and external communications.

To help ensure the town council operates and communicates information in a transparent and open manner.

To help ensure the town council provides the public and press with accurate and timely information, communicated in a professional manner.

To help achieve effective two-way communications between the council and the local, regional and national press to promote and enhance the reputation of both the council and the town of Lyme Regis.

To help ensure the town council's image and reputation are communicated in a cohesive, consistent and positive manner.

### Policy

For the purpose of this policy, external communications define four main mediums:

1. Printed materials – E.g. newsletters, posters
2. Electronic materials – E.g. email, website, social media
3. Media relations – E.g. press releases, media enquiries, press statements
4. Public relations – E.g. events, council meetings

All communications' activity should reflect the principles of confidentiality, Data Protection, General Data Protection Regulation, Freedom of Information, and copyright, and the Code of Recommended Practice on Local Authority Publicity 2011, with reference to the Local Government Acts 1986 and 1988.

This policy is also supported by the town council's standing orders and code of conduct.

### Supporting Procedure

This policy is supported by a Communications and PR Procedure.

**Implementation date:** 17 May 2023

**Review Date:** May 2024

Adrienne Mullins  
Support services manager

May 2023

## Communications and PR Procedure

### 1. Introduction

- 1.1 This procedure supports the Communications and PR Policy and should be read in conjunction with this policy.
- 1.2 This procedure should also be read in conjunction with the town council's standing orders and code of conduct. Standing order 22.a. states: 'Requests from the press or other media for an oral or written comment or statement from the council, its councillors or staff shall be handled in accordance with the council's policy in respect of dealing with the press and/or other media'.
- 1.3 The town council recognises its responsibility to help communicate accurate and timely information to the press and public in a professional manner. Proper co-ordination will ensure that messages put out by the council are consistent and accurate.
- 1.4 The council is accountable to the local community for its actions and this can only be achieved through effective two-way communication.
- 1.5 The purpose of the town council's Communications and PR Policy and Procedure is to ensure its members and staff effectively communicate this information to promote the openness and transparency of the council.
- 1.6 The town council also recognises the distinction between communication from 'the town council', and communication from individuals as 'councillors'.
- 1.7 Communication of information may be viewed in four main mediums; print, electronic, media relations, and public relations. However, communication with the press and public takes place every day on a very basic level, i.e. desk enquiries, speaking to residents in the street.
- 1.8 The town council respects freedom of speech and this procedure is not intended to restrain this.
- 1.9 Local councils and their representatives are governed by national legislation and codes of practice. The law governing communications in local authorities can be found in the Local Government Acts 1986 and 1988. Communications activity must adhere to the Code of Recommended Practice on Local Authority Publicity 2011, which provides guidance on the content, style, distribution and cost of local authority publicity. This code is statutory guidance and therefore councils must have regard to it and follow its provisions. Copies of these documents are available for inspection in the council office.
- 1.10 All publicity will be produced in line with the council's equality and diversity guidelines.

### 2. Handling General Requests

- 2.1 All staff and councillors are responsible for communicating basic and routine information to the press and public in relation to their specific job duties or role within the council and its committees.
- 2.2 Requests for information outside of the remit of an individual's responsibilities should be referred to the relevant member of staff or councillor.

### **3. Responding to media enquiries**

- 3.1 The town council respects the media's role in delivering information to the public and responses will be given in recognition of deadlines, which are crucial to effective media relations.
- 3.2 The media are crucially important in conveying information to the community, so the council must maintain positive, constructive media relations.
- 3.3 The media work on behalf of the local community to hold the council to account for its policies and actions, and it is therefore important that they have access to officers and members and to background information to help them in this role.
- 3.4 Requests for interviews, information or photographs from the media should be referred initially to the support services manager, or in their absence, to the deputy town clerk.
- 3.5 Any response will be collated in conjunction with the town clerk, deputy town clerk, or operations manager. Where possible, responses will be given by committee chairmen, or in their absence, vice-chairmen. All responses will be signed off by the town clerk, or in their absence, the deputy town clerk.
- 3.6 Official statements from the town council must be issued on a document bearing the council's masthead, an appropriate title, dated, and with details of who to contact for further information.
- 3.7 Statements made must reflect the minuted opinion of the council, where applicable.
- 3.8 Councillors may be approached directly by the media and can provide responses, making it clear that the views given are their own and not necessarily those of the council. Members should not claim to be commenting on behalf of the town council.
- 3.9 The town council recognises that councillors have private lives and may be approached by the media in relation to their roles outside of the council. In this instance, members must make it clear they are not commenting as an elected councillor or on behalf of the town council.
- 3.10 Requests to take photographs of councillors or staff in relation to council business must be agreed by the individual and in the case of staff, by their line manager.
- 3.11 There is no out-of-hours media relations service, although councillors can be contacted outside of normal office hours as their contact details are available in the public domain. In extreme circumstances, the town clerk is listed as the contact in the council's emergency procedure and will liaise with the media if necessary.
- 3.12 The council should not pass comment on anonymous allegations or allegations about individual councillors or staff.
- 3.13 The council is open and accountable and should always explain if there is a reason why it cannot answer a specific enquiry.
- 3.14 Members and staff must alert the town clerk as soon as a potentially positive or negative issue which may attract media interest becomes known. They should not wait until contact is made by the media.

#### **4. Issuing news releases**

- 4.1 As well as responding to media requests, the town council will pro-actively issue news releases and distribute them to the relevant media.
- 4.2 Press releases must be issued on a document bearing the council's masthead, an appropriate title, dated, and with details of who to contact for further information.
- 4.3 Press releases are non-party political and wherever possible will include a quote from a councillor.
- 4.4 Releases will not publicise the activities of individual councillors or persuade the general public to hold a particular view.
- 4.5 Photographs may be issued with the news releases and captions must be included in the release. If photographs include councillors or staff, point 3.10 will apply.
- 4.6 Press releases will be sent by email to the relevant media, displayed on the town council website, on the council's social media pages, and if applicable on the tourism website.
- 4.7 The support services manager will be responsible for developing news releases in conjunction with the relevant councillor or staff member. Any other officer or members may draft a press release, but they must be issued through the council office in line with points 4.2 to 4.6, and in agreement with the town clerk, or in their absence the deputy town clerk.
- 4.8 Letters to the editor of a newspaper do not qualify as press releases and caution is advised when submitting a letter of this kind. It may be appropriate for the council to submit a letter on occasions, such as correcting factual errors. These letters should be factual and brief.
- 4.9 Other ways to correct inaccurate reporting about the council include issuing a separate news release, a conversation with the journalist concerned, a personal letter to the editor, or legal advice.
- 4.10 Officers and members have a responsibility to identify newsworthy items and seek opportunities where it may be beneficial to issue a press release.
- 4.11 Although not common practice within this council, councillor press releases may be issued. These are personal releases and are written and issued by the councillor responsible. This type of release may or may not be political and should not include the name of any officer, use the council masthead or crest, or the council telephone number, address, or email as a point of contact. It would be beneficial for copies of intended releases to be provided to the town clerk in advance of their release to the press.

#### **5. Media attendance at council meetings**

- 5.1 Local media outlets will be provided on request with the agendas, reports and minutes of meetings, prior to them taking place, as required by the Local Government Act 1972.
- 5.2 The press will be provided with reasonable facilities, i.e. seating and a desk, at meetings or part of a meeting at which they are entitled to be present, as outlined in standing order 3.o.
- 5.3 The photographing, recording, broadcasting or transmitting the proceedings of meetings by the media is outlined in standing order 3.m and 3.n.

## **6. Council website**

- 6.1 The council website should provide an informative online resource for residents and visitors, giving information about the council, the town, councillors and staff, services provided by the council, the local community, news, links to useful websites, minutes and agendas, and a search facility.
- 6.2 Information on the website should be accurate and kept up-to-date.
- 6.3 Press releases and council notices should be displayed in the news section of the website.

## **7. Council column**

- 7.1 The council will produce a monthly news column for the local press, providing residents with interesting and informative news about the council, its staff and members, and community issues that are linked to the council.
- 7.2 The column will be produced by the support services manager, or in their absence, the deputy town clerk. Ideas for inclusion in the newsletter can be submitted by councillors, staff, and members of the community.

## **7. Council newsletter**

- 7.1 The council will produce a quarterly newsletter, providing residents with interesting and informative news about the council, its staff and members, and community issues that are linked to the council.
- 7.2 Uplyme Parish Council will contribute to the newsletter and have at least one page in each edition. Copy and pictures will be supplied by Uplyme and the newsletter will be designed and compiled by Lyme Regis Town Council.
- 7.3 The newsletter will be distributed to every property in the DT7 3 area via Royal Mail. It will also be made available on the council's website, publicised on social media and sent via email to those who subscribe.
- 7.2 The newsletter will be produced by the support services manager, with support from the administrative and community engagement assistants. Councillors will be expected to submit ideas for inclusion in the newsletter and suggestions are also welcome from staff and members of the community.

## **8. Council noticeboards**

- 8.1 Priority is given on the council's noticeboards to official council documents, such as agendas, public notices, election information, and legal issues affecting the council.
- 8.2 Where possible, the council will display posters and information for community related issues.

## **9. Publicity in Election Periods**

- 9.1 In the period between the notice of an election and the election itself, the council is subject to rules which impact on how it can communicate with the public.
- 9.2 During this period, council publicity should not deal with controversial issues or report views, proposals or recommendations in a way that identifies them with individual members or groups

of members. This ensures that no individual councillor gains an unfair advantage by appearing in official publicity.

9.3 In these circumstances, where a quote is required, the relevant officer may be quoted.

**Implementation date:** 17 May 2023

**Review Date:** May 2024

Adrienne Mullins  
Support services manager  
May 2023

DRAFT

**Committee:** Strategy and Finance

**Date:** 10 May 2023

**Title:** Project Proposals

### **Purpose of Report**

To allow members to consider the development of either a children's play area in Lister Gardens or the development of a multi-use games' area up to a sum of £150,000

### **Recommendation**

Members consider the report and instruct officers

### **Background**

1. On 14 December 2022, the Full Council approved the 2023-24 budget. The budget included £150,000 'to consider the development of either a children's play area in the Lister Gardens or the development of a multi-use games' area up to a sum of £150,000.'
2. Both proposals originated from the council's community consultation exercise which took place in summer and early-autumn 2022.

### **Report**

#### **Multi-use games' area**

3. Anning Road playing field has been identified as the most suitable location for multi-use games' areas. The optimum location is adjacent to the southern end of the Candles on the Cobb Pavilion running parallel to the boundary fence, **appendix 12A**.
4. The location can accommodate a multi-use games' area 15m x 30m but would require significant ground works to level the area in advance of installation.
5. The cost of a 15m x 30m multi-use games' area starts at around £40,000. Further costing is required but a budget of £150,00 should be adequate.
6. Installation will also require moving and/or reducing the length of the football pitch.
7. Consultation on site design should take place with the local community.

#### **Play area in Lister Gardens**

8. The two-tier former pitch and putt area below The Oyster & Fish House has been identified as the most suitable location for a children's play area in the Lister Gardens, **appendix 12B**.
9. A budget of £150,000 is more than sufficient to provide adequate play facilities for this location. If members choose this option, consideration should be given to age restrictions; possibly creating a play area for under sevens.
10. Consultation on site design and equipment should take place with the local community.



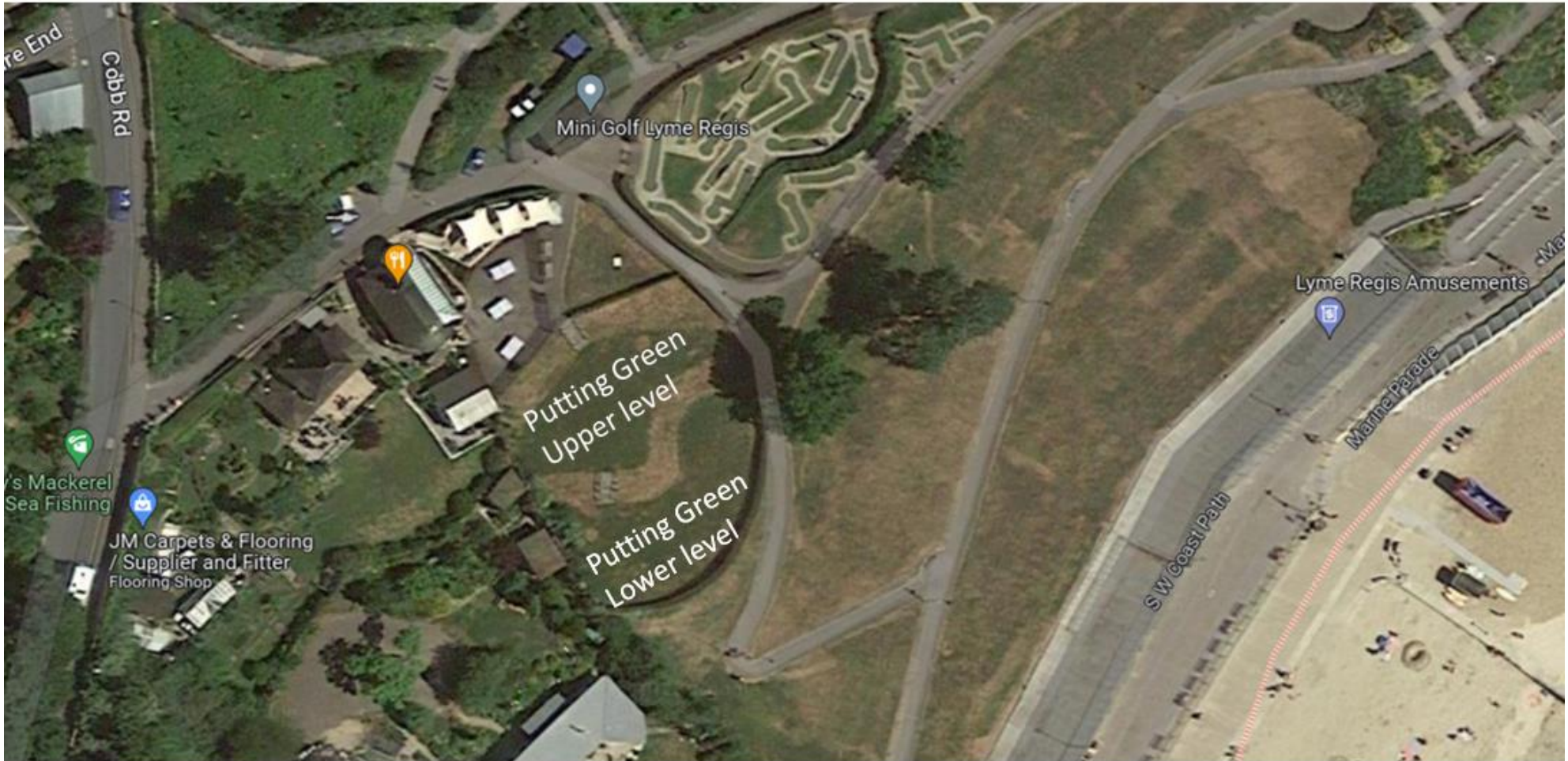
11. Any recommendations from this committee will be considered by the Full Council on 17 May 2023.

John Wright  
Town clerk  
May 2023

Proposed site of potential Multi Use Games Area – Anning Rd playing field



Lister Gardens Putting Green – proposed site of new childrens playpark



**Committee:** Strategy and Finance

**Date:** 10 May 2023

**Title:** Seafront Evening Litter Bin Collections

**Purpose**

To allow members to consider seafront evening litter bin collections

**Recommendation**

Members consider introducing seafront evening litter bin collections for the upcoming summer season

**Background**

1. Seafront evening litter bin collections, including locking the Marine Parade toilets at 11pm, had been included as part of the council’s service across 2021 and 2022. The provision also included evening security guards. The money for these provisions was granted through various Dorset Council Covid bounce back funds. During summer seasons prior to 2021 the litter service ceased and Marine Parade toilets were locked at 8pm on most days.
2. In 2021 the extra litter service ran from 3 April to 6 September with extra part time staff working 6pm to 11pm or 8pm to 11pm across the week. This early April start was partly due to the full-time cleansing operative having a broken ankle and partly due to a short gap in seafront attendant cover when replacing staff that had resigned.
3. In 2022 the extra litter service ran from 11 July to 4 September (eight weeks) with extra staff working 6pm to 11pm or some longer shifts across the week.

**Report**

4. There are two full-time staff that undertake litter collections normally. During the summer, the cleansing operative’s shifts are generally 6am to 2.30pm and the seafront attendant’s shifts are generally 11.30am to 8pm but there are some changes to shift timings through the week to meet the 47 hours-a-week contract and to cover the other member of staff’s day off. The shift times are below:

	Sat	Sun	Mon	Tue	Wed	Thu	Fri
<b>Cleansing Operative</b>	6am-230pm	6am-230pm	6am-230pm	OFF	6am-2pm	6am-2pm	6am-230pm
<b>Seafront Attendant</b>	1130am-8pm	1130am-8pm	11am-630pm	6am-230pm	1130am-8pm	OFF	1130am-8pm

5. These timings were chosen to cover an early morning litter collection, as a priority, and allows the seafront attendant to cover as late as possible in the evening but allows him to be available for as much of the daytime as possible.
6. Two part-time staff would be required to cover the extra shifts to complement the existing staff (seven day a week working is not allowed in the working time directive). Existing staff working overtime would be more costly in terms of pay. The operations manager has proposed a shift below:

	Sat	Sun	Mon	Tue	Wed	Thu	Fri
<b>Seasonal Cleansing1</b>	8pm-11pm	OFF	6pm-11pm	230pm-11pm	8pm-11pm	OFF	OFF
<b>Seasonal Cleansing2</b>	OFF	8pm-11pm	OFF	OFF	OFF	2pm-11pm	8pm-11pm

7. This represents 33.5 hours a week. Last summer season we paid an evening hourly rate of £12.45 per hour and a day rate of £10.01 per hour for the extra staff.
8. Due to living wage and general salary increases the current rates would be spinal column point (SCP) 4 or £11.01 per hour and SCP 15 or £13.45 per hour, which on this shift pattern, with the higher rate paid from 6.30pm, would be a cost to the council of £429.84 per week.
9. The operations manager's preference would be to employ these extra staff for nine weeks between Monday 10 July to Sunday 10 September. This would be a total cost of £3,868.56.
10. These provisions were not budgeted for at budget-setting last year; members were made aware at that time that evening toilet cleaning was not included the budget. At the Strategy and Finance Committee meeting on 30 November 2022, it was reported:  

“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.”
11. This item has now been brought forward by several members.
12. If members wish to return to providing an evening litter bin collection this year, the funding will have to come from reserves and consideration should be given at the appropriate time at future budget-setting meetings.
13. Any recommendations from this committee will be considered by Full Council on 17 May 2023.

Matt Adamson-Drage  
Operations manager  
May 2023

**Committee:** Strategy and Finance

**Date:** 10 May 2023

**Title:** Mary Anning Scholarship Legacy Fund

**Purpose:**

To allow members to consider the re-allocation of the Mary Anning Scholarship Legacy Fund budget of £5,000

**Recommendation**

Members re-allocate the £5,000 Mary Anning Scholarship Legacy Fund to The Woodroffe School, St Michael's Primary School and Mrs Ethelston's Primary School to develop a proposal to support girls and young women into science

**Background**

1. Ammonite, a film based on the life of Mary Anning was filmed in Lyme Regis in March 2019 by Fossil Films. The filming required the use of Bell Cliff, which is owned by this council.
2. As a thank you for the use of the area, Fossil Films made a £15,000 donation to the council which was aimed at 'creating a beneficial legacy for the town'. The council invited local organisations to bid for the funding and it was agreed to split the £15,000 between Axminster and Lyme Regis Cancer Support, Mary Anning Rocks, and the Mary Anning Scholarship Legacy Fund.
3. Axminster and Lyme Regis Cancer Support provided the council with a report on what their funding had achieved; the report was considered by the Tourism, Community and Publicity Committee on 8 March 2023.
4. During the discussion at the Tourism, Community and Publicity Committee, members asked about the progress made by the Mary Anning Scholarship Legacy Fund. Officers reported that no progress had been made.
5. The town clerk said the funding had gone back into the council budget but if members wanted to identify something else against that funding, he could bring a report to the relevant committee.
6. It was suggested a line should be drawn under the current project, and it was agreed a report would be taken to the relevant committee to allow members to consider the re-allocation of the unspent Ammonite funding.

**Report**

7. On 30 March 2023, the town clerk met with local education and training providers and discussed the Mary Anning Scholarship Fund and its objective of supporting girls and young women into science.
8. The meeting agreed the local schools would consider this objective and submit a proposal to the council to support girls and young women into science.
9. The proposal hasn't been received, but it is expected shortly. When the proposal is received, it will be presented to this committee.

10. Any recommendations from this committee will be considered by the Full Council on 17 May 2023.

John Wright  
Town clerk  
May 2023

**Committee:** Strategy and Finance

**Date:** 10 May 2023

**Title:** Dog-Related Public Space Protection Order

**Purpose**

To inform members about Dorset Council's intention to conduct a consultation exercise for a new dog-related Public Space Protection Order (PSPO) covering Lyme Regis which would be expected to come into force on 1 January 2024 until 31 December 2026

**Recommendation**

Members consider their views on the Public Space Protection Order in Lyme Regis and instruct officers to confirm the council's position to Dorset Council

**Report**

1. The current dog-related Public Space Protection Order (PSPO) covering Lyme Regis is due to expire on 31 December 2023.
2. The email attached at **appendix 15A** has been received from Dorset Council (DC) requesting the views of this council on the renewal of the PSPO for Lyme Regis. The letter sent to DC with this council's views during the 2020 consultation is at **appendix 15B**.
3. The email makes it clear that the intention is to formulate questions and publicly consult about the content of the new order in due course. DC's preferred option is to have one order for all Dorset areas. The current order has Lyme Regis at odds with other areas in Dorset, where the order in many areas elsewhere is less restrictive and dogs are allowed off lead in winter months.
4. The current order was introduced on 1 January 2021 after an authorised extension to the previous order that had been due to expire on 15 October 2020 to allow for a public consultation exercise. The current order restricts dogs from front beaches in the summer (1 May to 30 September); and has dogs on leads on front beaches in the winter months (1 October to 30 April). Dogs must be on leads on the Cart Road all year round.
5. The order that was in force from 15 October 2017 to 31 December 2020 was less restrictive in that during the winter months, dogs were allowed on the front beaches off lead. Three-year orders prior to the 2017-2020 order, and the current order, have required dogs to be on leads on front beaches during the winter months.
6. Various concerns have been raised by the public and social media groups with an interest in dogs about the existing order, including a public petition that was taken during the consultation for the current order for a relaxation of the rules.
7. Arguments for a less restrictive order last time included; dogs require exercise off lead for their wellbeing, the front sandy beach being considered by some as the only accessible beach, support to local businesses when dog walkers come to Lyme Regis spending money and attracting dog owning tourists and dog owning locals into the town.
8. Arguments for a more restrictive order last time included; the fact that the sandy beach is relatively small compared to beaches such as Weymouth, Monmouth Beach and the back



beaches at lower states of tide are accessible (from April to September accessibility matting is installed on Front Beach and Monmouth Beach) and dog mess left by irresponsible owners.

9. Members may wish to consider other options such as morning and evening relaxations of the on-lead rule, either all year round or during winter months only.
10. A tally of complaints since 2020 has 15 complaints about dogs (fouling and loose on the beach) and nine complaints about the restrictive nature of the PSPO and that it should be relaxed.
11. Although this debate will likely focus on the front beaches, the order, like the current one, will likely include a provision for dogs on leads in council owned car parks, play parks, Anning Road playing field and on the Cart Road and Gun Cliff walkway. Members may wish to consider their views on these areas.
12. Given the deadline of 15 May 2023 for the response to this initial consultation, the meeting of Full Council to be held on 17 May 2023 will be asked to retrospectively approve any recommendations forwarded to DC by this committee.

Matt Adamson-Drage  
Operations manager  
May 2023

**Subject:** Public Space Protection Orders – consultation

20 April 2023

Good Morning

We will shortly be starting our public consultation for a new dog related Public Spaces Protection Order as the existing Order will be finishing on December 31<sup>st</sup> 2023. The consultation period will run from mid-June until the end of August 2023

Our intention will be to continue with a consistent approach to restrictions across the Dorset Council area. As such, we will be particularly looking for views on whether the dog on lead requirement at Front Town Beach, Lyme Regis outside of the prohibition period should be discontinued. This would bring the beach restrictions into alignment with the other specified beaches in Dorset.

As landowners, Parish and Town Councils we are seeking your views, before we finalise the consultation questions, on whether you wish to see any change to the current PSPO and what form this may take in terms of the land area you have an interest in.

If you could please forward any comments to me by the 15<sup>th</sup> May, I would be grateful. A report which will include the proposed consultation questions will be presented at the Place and Scrutiny Overview Committee on the 6<sup>th</sup> June.

In the meantime, should you require any further information please feel free to contact Michelle Jones or I.

Kind regards

**Janet Moore**  
**Service Manager Environmental Protection**  
**Place Services**  
**Dorset Council**





John Wright  
Town Clerk

## LYME REGIS TOWN COUNCIL

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Dorset, DT7 3BS

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Email: [enquiries@lymeregistowncouncil.gov.uk](mailto:enquiries@lymeregistowncouncil.gov.uk)

County Hall  
Colliton Park  
Dorchester  
Dorset  
DT1 1XJ

30 January 2020

Reference: Dog-Related Public Space Protection Order Consultation

Dear Jane,

Lyme Regis Town Council recently discussed the consultation and resolved:

“ that the town council takes all opportunities available to express  
its wish to see a dog ban on the Front Beach all-year-round “

In addition the town council would like to see a restriction placed on Lyme Regis Cemetery that all dogs must be on leads at all times as part of this PSPO.

The town council is extremely proud of the front beaches in Lyme Regis, particularly the smaller sandy front beach and believe they should be enjoyed by members of the public without dogs present. Dogs can be walked along the parade on a lead or on other beaches either side of the town where there is no restriction.

Recent events where dogs have attacked children on the beach, defecated on the beach and on gravestones have informed the town council's view.

We trust you will take our view into account when formulating the future PSPO.

Yours sincerely,

John Wright  
Town Clerk

**Committee:** Strategy and Finance

**Date:** 10 May 2023

**Title:** Toilet Cleaning Contract

**Purpose**

To inform members about a review of the public toilet cleaning contract

**Recommendation**

Members continue with the current public toilet cleaning contract with Glen Cleaning

**Report**

1. The operations manager, at the request of the town clerk, has reviewed the public toilet cleaning contract. It is good practice to regularly review arrangements with external contractors and to test the market.
2. The current contract with Glen Cleaning has been in place for many years and continues to provide a good standard. Glen Cleaning cleans the toilets at Marine Parade and Candles on the Cobb Pavilion. Dorset Council has recently gone through a review of its contract and advice on the process was sought from the lead officer.
3. The operations manager contacted six reputable contractors that specialise in public toilets, including the current contractor. Following a Teams meeting with one contractor, they chose not to quote due to lack of staff available in our area. All the other contractors contacted have failed to return quotes, including our current contractor.
4. It has not been possible to compare and contrast contracts, however to have a public toilet cleaning contract that works this well does appear to be unusual in the sector. The operations manager considers that because of the individual employed by the contractor for the cleaning of our public toilets we seem to be extremely lucky and rarely have any issues.
5. The operations manager would recommend continuing with the current contractor, Glen Cleaning.
6. Any recommendations from this committee will be considered by Full Council on 17 May 2023.

Matt Adamson-Drage  
Operations manager  
May 2023

**Committee:** Strategy and Finance

**Date:** 10 May 2023

**Title:** List of Payments

**Purpose of Report**

To inform members of the payments made in the month of March 2023

**Recommendation**

Members note the report and approve the attached schedule of payments in March 2023 for the sum of £275,278.53

**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 month of March 2023, **appendix 17A**.
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  
May 2023

## APPENDIX 17A

		<b>Lyme Regis Town Council</b>								
		<b>Payments list for March 2023</b>				<b>275,278.53</b>				
		<b>Total</b>								
Date	Supplier	Detail	Frequency	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category	
<b>NAT WEST BANK</b>										
01-Mar	DORSET COUNCIL	Rates	Monthly	DD	8084	0%	-	8,084.00	Outside Works	
06-Mar	HMRC NDDS	Staff tax and NI February wages	Monthly	DD	12581.89	0%	-	12,581.89	Staffing	
14-Mar	ALLSTAR	Fuel	Monthly	DD	67.08	20%	8.75	58.33	Outside Works	
15-Mar	BANKLINE	Bank charges	Monthly	BLN	52.5	0%	-	52.50	Office Expenses	
21-Mar	WORLDPAY	Transaction fees	Monthly	DD	207.97	0%	-	207.97	Office Expenses	
21-Mar	WORLDPAY	Transaction fees	Monthly	DD	25.62	0%	-	25.62	Office Expenses	
22-Mar	DORSET COUNCIL	Waste collection	Monthly	DD	1709.66	0%	-	1,709.66	Outside Works	
24-Mar	SALARIES	March Salaries	Monthly	EBP	42248.67	0%	-	42,248.67	Staffing	
30-Mar	HMRC NDDS	Staff tax and NI march	Monthly	DD	13914.29	0%	-	13,914.29	Staffing	
					<b>Total</b>					
					<b>78,891.68</b>					
<b>LLOYDS BANK</b>										
01-Mar	ALLSTAR	Fuel	Monthly	DD	312.38	20%	52.06	260.32	Outside Works	
01-Mar	ZOOM	Subscription	Monthly	DEB	11.99	0%	-	11.99	Office Expenses	
02-Mar	LS ENGINEER	Replacement machine part	One-off	DEB	20.03	0%	-	20.03	Outside Works	
02-Mar	SOUTH WEST WATER	Water charges	Monthly	FPO	54.38	0%	-	54.38	Utilities	
02-Mar	REFUND	Refund for beach hut booking	One-off	FPO	50	20%	8.33	41.67	Office Expenses	
02-Mar	STAFF	Eye test	One-off	FPO	45	20%	7.50	37.50	Staffing	
03-Mar	SQUARE	Team plus - till point system	Monthly	DEB	20	20%	3.33	16.67	Outside Works	
03-Mar	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities	
06-Mar	QUADIENT	Postal charges	One-off	DD	0.57	0%	-	0.57	Office Expenses	
06-Mar	KITSON AND TROTMAN	Legal fees	One-off	FPO	9038.82	20%	1,506.47	7,532.35	Office Expenses	
06-Mar	DORSET COUNCIL	Recharge by-election fee	One-off	FPO	5127.6	0%	-	5,127.60	Outside Works	
06-Mar	ROAD & TRAFFIC MGMT	Road marking for car park	One-off	FPO	2482	20%	413.67	2,068.33	Outside Works	
06-Mar	AXMINSTER GARDEN M	Machine repairs/servicing	One-off	FPO	1979.85	20%	329.98	1,649.88	Outside Works	
06-Mar	CLUB WIFI	Annual support and hosting for phones and emails	Annually	FPO	1824	20%	304.00	1,520.00	Outside Works	
06-Mar	GLEN CLEANING	Cleaning contract	Monthly	FPO	1517.47	20%	252.91	1,264.56	Office Expenses	
06-Mar	Alder King	Alfresco seating in the Lister gardens	One-off	FPO	1440	20%	240.00	1,200.00	Office Expenses	
06-Mar	CLEANING SUP 4U	Cleaning supplies	One-off	FPO	1383.34	20%	230.56	1,152.78	Office Expenses	
06-Mar	DAMORY	Bus service	Monthly	FPO	1282.17	20%	213.70	1,068.48	Rents	
06-Mar	TRAVIS PERKINS	External supplies	One-off	FPO	1166.46	20%	194.41	972.05	Outside Works	
06-Mar	SOUTH WEST GEOTECH	Engineering works for amenities hut	One-off	FPO	1020	20%	170.00	850.00	Outside Works	
06-Mar	AXE SKIP HIRE	Skip hire	One-off	FPO	990	20%	165.00	825.00	Outside Works	
06-Mar	DARKIN MILLER	Internal auditor	One-off	FPO	905.09	20%	150.85	754.24	Office Expenses	
06-Mar	LTC TRAINING	External staff cherry picker training	One-off	FPO	900	20%	150.00	750.00	Staffing	
06-Mar	BUGLARS	Tractor repairs	One-off	FPO	863.12	20%	143.85	719.27	Outside Works	
06-Mar	NAGELS	Car park machine ticket rolls	One-off	FPO	570	20%	95.00	475.00	Outside Works	
06-Mar	UNITY 5	Zatpark monthly charges	Monthly	FPO	493.08	0%	-	493.08	Utilities	
06-Mar	AQUATEC	Beach hut paint	One-off	FPO	442.33	20%	73.72	368.61	Outside Works	
06-Mar	TOPSPARKS	Barrier and hand dryer repair	One-off	FPO	436.56	20%	72.76	363.80	Outside Works	
06-Mar	MOLE AVON	External supplies	One-off	FPO	359.27	20%	59.88	299.39	Outside Works	
06-Mar	GROVES NURSERIES	Plants	One-off	FPO	267.22	20%	44.54	222.68	Outside Works	
06-Mar	SCREWFIX	External supplies	One-off	FPO	235.1	20%	39.18	195.92	Outside Works	
06-Mar	CENTRAL SOUTHERN	Fee for CSL router for Anning road playing fields	Annually	FPO	216	20%	36.00	180.00	Office Expenses	
06-Mar	CLARITY COPIERS	Printer usage	Monthly	FPO	191.9	20%	31.98	159.92	Office Expenses	
06-Mar	EUROFFICE	Stationary	One-off	FPO	184.78	20%	30.80	153.98	Office Expenses	
06-Mar	ADVANTAGE DIGITAL PRINT	Gateway cards and civic night invites	One-off	FPO	159.8	20%	26.63	133.17	Marketing & Tourism	
06-Mar	A.S SECURITY ALARM	Cadet hut keypad	One-off	FPO	150	20%	25.00	125.00	Outside Works	
06-Mar	GEOFF LOCKER	Loler examination	One-off	FPO	140	0%	-	140.00	Outside Works	
06-Mar	WESTCRETE	Cement	One-off	FPO	99.36	20%	16.56	82.80	Outside Works	

06-Mar	PEST CONTROL	Pest Control	One-off	FPO	95	0%	-	95.00	Outside Works
06-Mar	ARTHUR FORDHAMS	External supplies	One-off	FPO	73.9	20%	12.32	61.58	Outside Works
06-Mar	THE GOOD FOOD CAFÉ	Refreshments for meeting	One-off	FPO	70	0%	-	70.00	Office Expenses
06-Mar	COBB GARAGE	Number plates for vehicles	One-off	FPO	54.25	20%	9.04	45.21	Outside Works
06-Mar	METRIC	Car park machine hosting costs	Monthly	FPO	43.2	20%	7.20	36.00	Outside Works
06-Mar	IMAGIN	Staff ID badges	One-off	FPO	17.4	20%	2.90	14.50	Office Expenses
07-Mar	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
08-Mar	YU ENERGY	Electricity charges	Monthly	DD	572.42	20%	95.40	477.02	Utilities
08-Mar	YU ENERGY	Electricity charges	Monthly	DD	544.44	20%	90.74	453.70	Utilities
08-Mar	YU ENERGY	Electricity charges	Monthly	DD	535.97	20%	89.33	446.64	Utilities
08-Mar	GOCARDLESS	Transaction fees	Monthly	DD	493.08	20%	82.18	410.90	Office Expenses
08-Mar	YU ENERGY	Electricity charges	Monthly	DD	357.62	20%	59.60	298.02	Utilities
08-Mar	YU ENERGY	Electricity charges	Monthly	DD	255.07	20%	42.51	212.56	Utilities
08-Mar	YU ENERGY	Electricity charges	Monthly	DD	254.81	20%	42.47	212.34	Utilities
08-Mar	YU ENERGY	Electricity charges	Monthly	DD	254.38	20%	42.40	211.98	Utilities
08-Mar	YU ENERGY	Electricity charges	Monthly	DD	125.08	20%	20.85	104.23	Utilities
08-Mar	YU ENERGY	Electricity charges	Monthly	DD	60.91	20%	10.15	50.76	Utilities
08-Mar	YU ENERGY	Electricity charges	Monthly	DD	23.69	20%	3.95	19.74	Utilities
08-Mar	YU ENERGY	Electricity charges	Monthly	DD	13.15	20%	2.19	10.96	Utilities
08-Mar	AMAZON	Outdoor supplies	One-off	DEB	100.89	0%	-	100.89	Office Expenses
08-Mar	KITSON AND TROTMAN	Legal fees	One-off	FPO	9414.26	20%	1,569.04	7,845.22	Office Expenses
09-Mar	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
10-Mar	BARCLAYCARD	Transaction fees	Monthly	DD	15.23	20%	2.54	12.69	Office Expenses
10-Mar	BARCLAYCARD	Transaction fees	Monthly	DD	8.67	0%	-	8.67	Office Expenses
10-Mar	UPLYME CRICKET CLUB	Term grant	Quarterly	FPO	1000	0%	-	1,000.00	Grants
10-Mar	CUSTOMER	Beach hut booking refund	One-off	FPO	30	20%	5.00	25.00	Refunds
10-Mar	CUSTOMER	Beach hut key deposit refund	One-off	FPO	20	20%	3.33	16.67	Refunds
10-Mar	CUSTOMER	Beach hut booking refund	One-off	FPO	4	0%	-	4.00	Refunds
10-Mar	CUSTOMER	Beach hut booking refund	One-off	FPO	4	0%	-	4.00	Refunds
13-Mar	YU ENERGY	Electricity charges	Monthly	DD	2940.24	20%	490.04	2,450.20	Utilities
13-Mar	YU ENERGY	Electricity charges	Monthly	DD	631.09	20%	105.18	525.91	Utilities
13-Mar	TAKEPAYMENTS	Transaction charges	Monthly	DD	6	20%	1.00	5.00	Office Expenses
13-Mar	TAKEPAYMENTS	Transaction charges	Monthly	DD	6	20%	1.00	5.00	Office Expenses
13-Mar	MAILCHIMP	Business briefing subscription	Monthly	DEB	13.26	20%	2.21	11.05	Office Expenses
13-Mar	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
13-Mar	VEGWARE	Coronation event supplies	One-off	FPO	239.93	20%	39.99	199.94	Marketing & Tourism
14-Mar	ALLSTAR	Fuel usage	Monthly	DD	185.83	20%	30.97	154.86	Outside Works
14-Mar	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
15-Mar	SOUTH WEST WATER	Water charges	Quarterly	DD	5610.18	0%	-	5,610.18	Utilities
15-Mar	SOUTH WEST WATER	Water charges	Quarterly	DD	802.5	0%	-	802.50	Utilities
15-Mar	AIB	Transaction charges	Monthly	DD	403.97	0%	-	403.97	Outside Works
15-Mar	SOUTH WEST WATER	Water charges	Quarterly	DD	358.2	20%	59.70	298.50	Utilities
15-Mar	SOUTH WEST WATER	Water charges	Quarterly	DD	185.38	0%	-	185.38	Utilities
15-Mar	SOUTH WEST WATER	Water charges	Quarterly	DD	167.29	0%	-	167.29	Utilities
15-Mar	SOUTH WEST WATER	Water charges	Quarterly	DD	135.67	0%	-	135.67	Utilities
15-Mar	SOUTH WEST WATER	Water charges	Quarterly	DD	112.98	0%	-	112.98	Utilities
15-Mar	SOUTH WEST WATER	Water charges	Quarterly	DD	105.44	0%	-	105.44	Utilities
15-Mar	SOUTH WEST WATER	Water charges	Quarterly	DD	91.26	0%	-	91.26	Utilities
15-Mar	SOUTH WEST WATER	Water charges	Quarterly	DD	84.56	0%	-	84.56	Utilities
15-Mar	SOUTH WEST WATER	Water charges	Quarterly	DD	81.43	0%	-	81.43	Utilities
15-Mar	EE LIMITED	Mobile bundle	Monthly	DD	68.52	20%	11.42	57.10	Utilities
15-Mar	SOUTH WEST WATER	Water charges	Quarterly	DD	33.37	0%	-	33.37	Utilities
15-Mar	SOUTH WEST WATER	Water charges	Quarterly	DD	14.46	0%	-	14.46	Utilities
15-Mar	SOUTH WEST WATER	Water charges	Quarterly	DD	13.4	0%	-	13.40	Utilities
16-Mar	SAGE SOFTWARE LTD	Software charges	Monthly	DD	344.4	20%	57.40	287.00	Office Expenses
16-Mar	EBAY	Civic night stationary	One-off	DEB	4.75	20%	0.79	3.96	Office Expenses
16-Mar	BLUE LEVEL MEDIA	Web support and maintenance	One-off	FPO	1020	20%	170.00	850.00	Marketing & Tourism
16-Mar	LOVE LYME REGIS	Webcam usage	Annually	FPO	225	0%	-	225.00	Marketing & Tourism
17-Mar	EDF ENERGY	Gas usage	Monthly	DD	577.61	5%	27.51	550.10	Utilities
17-Mar	EBAY	Civic night stationary	One-off	DEB	9.49	20%	1.58	7.91	Office Expenses

17-Mar	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
17-Mar	LRDT	Term grant	Quarterly	FPO	2500	0%	-	2,500.00	Grants
17-Mar	LR MUSEUM	Term grant	Quarterly	FPO	1750	0%	-	1,750.00	Grants
17-Mar	B SHARP	Term grant	Quarterly	FPO	1250	0%	-	1,250.00	Grants
17-Mar	BRIDPORT CAB	Term grant	Quarterly	FPO	1125	0%	-	1,125.00	Grants
17-Mar	AXE RING AND RIDE	Term grant	Quarterly	FPO	375	0%	-	375.00	Grants
20-Mar	SOUTHERN ELECTRIC	Electricity charges	Monthly	DD	1322.36	5%	62.97	1,259.39	Utilities
20-Mar	SOUTHERN ELECTRIC	Electricity charges	Monthly	DD	301.47	5%	14.36	287.11	Utilities
20-Mar	SOUTHERN ELECTRIC	Electricity charges	Monthly	DD	131.14	5%	6.24	124.90	Utilities
20-Mar	SOUTHERN ELECTRIC	Electricity charges	Monthly	DD	113.68	5%	5.41	108.27	Utilities
20-Mar	GIFFGAFF	Mobile bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities
20-Mar	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
20-Mar	SOUTH WEST COUNCIL	Pay review fee	One-off	FPO	7322.4	0%	-	7,322.40	Office Expenses
20-Mar	TRAVIS PERKINS	External supplies	One-off	FPO	610.29	20%	101.72	508.58	Outside Works
20-Mar	SCREWFIX	External supplies	One-off	FPO	72	20%	12.00	60.00	Outside Works
21-Mar	WORLDPAY	Transaction fees	Monthly	DD	57	0%	-	57.00	Office Expenses
21-Mar	WORLDPAY	Transaction fees	Monthly	DD	23.94	0%	-	23.94	Office Expenses
22-Mar	EDF ENERGY	Gas	Monthly	DD	242.39	5%	11.54	230.85	Utilities
22-Mar	MAILING ROOM	Postal rate change for franking machine	Annually	DD	228	20%	38.00	190.00	Office Expenses
23-Mar	MISTRY MEDICAL	Defibrillator supplies	OO	DEB	29.1	20%	4.85	24.25	Office Expenses
23-Mar	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
23-Mar	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
23-Mar	DC PENSION FUND	Pension fund deductions	Monthly	FPO	11599.18	0%	-	11,599.18	Staffing
24-Mar	UNISON	Union deductions	Annually	FPO	381.2	0%	-	381.20	Staffing
27-Mar	RADMORE & TUCKER	Safety helmet and ear defenders	One-off	DEB	91.01	20%	15.17	75.84	Outside Works
27-Mar	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
27-Mar	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
27-Mar	TURN LYME GREEN	Term grant	Quarterly	FPO	6044	0%	-	6,044.00	Grants
27-Mar	DW WINDSOR	Street lanterns	One-off	FPO	4723.93	20%	787.32	3,936.61	Outside Works
27-Mar	STAFF	Mayoral allowance	One-off	FPO	3150	0%	-	3,150.00	Staffing
27-Mar	METRIC	Multiple hosting costs for car park machine	One-off	FPO	1335.6	20%	222.60	1,113.00	Outside Works
27-Mar	PLAY INSPECTION CO	Annual inspection and operational inspectors course	One-off	FPO	839.8	20%	139.97	699.83	Outside Works
27-Mar	LTC TRAINING	Cherry picker training	One-off	FPO	828	20%	138.00	690.00	Outside Works
27-Mar	BUGLARS	Hedge trimmer and tractor repair	One-off	FPO	701.26	20%	116.88	584.38	Outside Works
27-Mar	FLOWBIRD	Transaction fees for parking machines	Monthly	FPO	642.82	20%	107.14	535.68	Outside Works
27-Mar	JADE SECURITY	Cash collections	Monthly	FPO	544.98	20%	90.83	454.15	Outside Works
27-Mar	SCREWFIX	External supplies	One-off	FPO	517.52	20%	86.25	431.27	Outside Works
27-Mar	CREATIVE SOLUTIONS	Graphics for Lengthsman vehicle	One-off	FPO	513.19	20%	85.53	427.66	Outside Works
27-Mar	GARAGE DOORS	Garage door locks and latches	One-off	FPO	375	20%	62.50	312.50	Outside Works
27-Mar	TRAVIS PERKINS	External supplies	One-off	FPO	299.21	20%	49.87	249.34	Outside Works
27-Mar	MOLE AVON	External supplies	One-off	FPO	227.45	20%	37.91	189.54	Outside Works
27-Mar	CIPFA	Subscription	Annually	FPO	225	20%	37.50	187.50	Office Expenses
27-Mar	C K COMMUNICATIONS	Airtime rental for radios	Annually	FPO	144	20%	24.00	120.00	Office Expenses
27-Mar	CLARITY COPIERS	Copier usage	Monthly	FPO	115	20%	19.17	95.83	Office Expenses
27-Mar	NW SYSTEMS	Camera streaming	Bi-monthly	FPO	104.4	20%	17.40	87.00	Office Expenses
27-Mar	PEST CONTROL	Pest control	One-off	FPO	95	0%	-	95.00	Office Expenses
27-Mar	SIX PAYMENT	Transaction fees	Monthly	FPO	90.58	0%	-	90.58	Office Expenses
27-Mar	ECOM6	Payment services	Monthly	FPO	79.76	20%	13.29	66.47	Office Expenses
27-Mar	ARTHUR FORDHAMS	External supplies	One-off	FPO	77.23	20%	12.87	64.36	Office Expenses
27-Mar	ANY LAMP	Car park light bulb	One-off	FPO	67.34	20%	11.22	56.12	Office Expenses
27-Mar	AXMINSTER TOOLS	External supplies	One-off	FPO	66.4	20%	11.07	55.33	Office Expenses
27-Mar	LYME ONLINE	Full page advertising	Monthly	FPO	65	0%	-	65.00	Marketing & Tourism
29-Mar	ALLSTAR	Fuel usage	Monthly	DD	97.77	20%	16.30	81.48	Office Expenses
29-Mar	DC PENSION FUND	Pension fund deductions	Monthly	FPO	3515.47	0%	-	3,515.47	Staffing
30-Mar	CUSTOMER	Beach hut booking refund	One-off	FPO	55	0%	-	55.00	Refunds
30-Mar	CUSTOMER	Beach hut booking refund	One-off	FPO	30	0%	-	30.00	Refunds
31-Mar	IP OFFICE	Office phone charges	Monthly	DD	459.05	20%	76.51	382.54	Office Expenses
31-Mar	MAILING ROOM	Annual maintenance charge	Annually	DD	458.77	20%	76.46	382.31	Office Expenses
31-Mar	FIRST BUS	2021/22 bus service	One-off	FPO	35966	0%	-	35,966.00	Marketing & Tourism
31-Mar	ZURICH	Annual insurance policy	Annually	FPO	23749.74	20%	3,958.29	19,791.45	Office Expenses



31-Mar	WOODMEAD HALL	Toilet access and RPI increase	One-off	FPO	7413.64	0%	-	7,413.64	Outside Works
31-Mar	MISS E BLACKMORE	Civic night refreshments	One-off	FPO	1740	0%	-	1,740.00	Office Expenses
31-Mar	GLEN CLEANING	Cleaning contract	Monthly	FPO	1517.47	20%	252.91	1,264.56	Outside Works
31-Mar	DAMORY	Bus subsidy	Monthly	FPO	1277.17	0%	-	1,277.17	Rents
31-Mar	AX LY CANCER SUPPORT	Term grant	Quarterly	FPO	1000	0%	-	1,000.00	Grants
31-Mar	THE DRAWING OFFICE	Amenities hut planning and drawings	One-off	FPO	792	20%	132.00	660.00	Outside Works
31-Mar	AXE SKIP HIRE	Skip Hire	One-off	FPO	660	20%	110.00	550.00	Outside Works
31-Mar	JASON HANNELL	Office Cleaner	Monthly	FPO	187.5	0%	-	187.50	Office Expenses
31-Mar	KELLY WOOD	Office Cleaner	Monthly	FPO	172.5	0%	-	172.50	Office Expenses
31-Mar	ROYAL BRITISH LEGION	Poppy Wreaths	One-off	FPO	118	0%	-	118.00	Office Expenses
31-Mar	DAPTC	Staff social media training	One-off	FPO	96	0%	-	96.00	Staffing
31-Mar	STAFF	Staff Expenses	One-off	FPO	89.1	0%	-	89.10	Staffing
31-Mar	STAFF	Staff Expenses	One-off	FPO	80.05	0%	-	80.05	Staffing
31-Mar	STAFF	Staff Expenses	One-off	FPO	54.4	0%	-	54.40	Staffing
31-Mar	TRAVIS PERKINS	External supplies	One-off	FPO	38.4	20%	6.40	32.00	Outside Works
31-Mar	AXMINSTER TOOLS	External supplies	One-off	FPO	33.54	20%	5.59	27.95	Outside Works
					Total			196,374.50	
					Petty Cash			12.35	
	<b>Expenditure category totals</b>								
	Outside Works							£52,547.02	
	Democratic representation							£0.00	
	Rents							£2,559.34	
	Licensed land							£0.00	
	Office Expenses							£60,890.22	
	Staffing							£88,655.25	
	Marketing & Tourism							£37,675.73	
	Utilities							£17,751.62	
	Grants							£15,044.00	
	Loans							£0.00	
	VAT							£0.00	
	Refunds							£143.00	
	Petty Cash							£12.35	
	<b>Total</b>							<b>£275,278.53</b>	

*John A. [Signature]*

**Committee:** Strategy and Finance

**Date:** 10 May 2023

**Title:** Cash Holdings and Investments

**Purpose of Report**

To inform members of the council's current reserve position

**Recommendation**

Members to note the cash position at the end of April 2023

**Background**

1. The council's cash holding at the beginning of the financial year was c.£1.634k.

**Report**

3. The council's cash holding at 30 April 2023 was c.£1.742m, **appendix 18A**.
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. 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.
6. Following on from the council's resolution to invest £800,000 with NatWest in various amounts, funds have been successfully moved into time-limited deposits with NatWest; two sets of £100k in six-month fixes, and three sets of £200k in year long fixes.
7. The council also resolved to invest £100k with the Charity Bank; the application has been completed and is being processed.

Naomi Cleal  
Finance manager  
May 2023

<b><u>Lyme Regis Town Council</u></b>			
<b><u>Bank Balances</u></b>			
<b><u>30-Apr-23</u></b>			
		<b>£</b>	<b>Access</b>
<b>NatWest- General</b>		1,000	Instant
NatWest Liquidity Manager 1%		55,349	Instant
NatWest Special Interest Bearing Account 1%		475	Instant
Natwest Fixed A - 3.5%		100,000	13/10/2023
Natwest Fixed B - 3.55%		100,000	17/10/2023
Natwest Fixed C - 3.7%		200,000	17/04/2024
Natwest Fixed D - 3.7%		200,000	17/04/2024
Natwest Fixed E - 3.65%		200,000	15/04/2024
<b>Lloyds - Current</b>		11,055	Instant
Lloyds - Liquidty Manager (0.7%)		874,035	Instant
<b>Wilkinson Legacy 0.6%</b>		538	One month
<b>TOTAL</b>		<b>1,742,452</b>	